



# TOWN OF PORTOLA VALLEY

**7:00 PM – Regular Meeting of the Town Council**

**Wednesday, August 12, 2015**

**Historic Schoolhouse**

**765 Portola Road, Portola Valley, CA 94028**

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## REGULAR MEETING AGENDA

### **CALL TO ORDER AND ROLL CALL – 7:00 PM**

Councilmember Wengert, Councilmember Richards, Councilmember Hughes, Vice Mayor Derwin and Mayor Aalfs

### **ORAL COMMUNICATIONS**

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### **CONSENT AGENDA**

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – Regular Town Council Meeting of July 22, 2015 (3)
2. **Approval of Warrant List** – August 12, 2015 (7)
3. **Recommendation by Administrative Services Manager** – Fiscal Year Ending 06/30/14 Interfund Transfers and Budget Amendments (24)
4. **Recommendation by Acting Town Manager** – Response to Grand Jury Report dated June 4, 2015 (25)  
“Flooding Ahead: Planning for Sea Level Rise”
5. **Recommendation by Acting Town Manager** – Amendment to Farmers’ Market License Agreement (64)  
between the Town of Portola Valley and Maggie Foard and Amendment to Limited Use Parking Agreement between the Town of Portola Valley and Christ Episcopal Church to extend the term
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Amendment to Farmers’ Market License Agreement (Resolution No. \_\_)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Second Amendment to Limited Use Parking Agreement (Resolution No. \_\_)

### **REGULAR AGENDA**

6. **PRESENTATIONS** – None (79)

### **COMMITTEE REPORTS & REQUESTS** – None to Report

### **STAFF REPORTS AND RECOMMENDATIONS** – None to Report

7. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** - Town Council members provide a (80) brief announcement or report on items of significance for the entire Town Council arising out of their liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

### **WRITTEN COMMUNICATIONS**

8. **Town Council Digest** – July 24, 2015 (81)
9. **Town Council Digest** – July 31, 2015 (132)
10. **Town Council Digest** – August 7, 2015 (141)

### **ADJOURN TO CLOSED SESSION**

11. **Public Employee Discipline, Dismissal or Release**  
Government Code Section 54957

**REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 914, July 22, 2015**

**CALL TO ORDER AND ROLL CALL**

Mayor Aalfs called the Town Council's Special meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Craig Hughes, John Richards; Vice Mayor Maryann Moise Derwin, Mayor Jeff Aalfs.

Absent: Councilmember Ann Wengert

Others: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk  
Debbie Pedro, Town Planner  
Brandi de Garmeaux, Sustainability and Special Projects Manager

**ORAL COMMUNICATIONS** – None

**CONSENT AGENDA**

- (1) Approval of Minutes: Town Council Regular Meeting of June 10, 2015
- (2) Approval of Minutes: Town Council Regular Meeting of June 24, 2015
- (3) Ratification of Warrant List: July 8, 2015, in the amount of \$165,757.57.
- (4) Approval of Warrant List: July 22, 2015, in the amount of \$643,834.80.
- (5) Recommendation by Mayor: Letter from Mayor to Sue Chaput. [*Pulled from Consent Agenda*].
- (6) Recommendation by Public Works Director: Notice of Completion for the 2014/2015 Annual Street Resurfacing Project – Surface Seals No. 2014-PW02.
  - (a) Adoption of a Resolution to the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2014/2015 Street Resurfacing Project – Surface Seals #2014-PW02 and Authorizing Final Payment to Graham Contractors, Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. 2669-2015)

Councilmember Richards moved to approve Items 1, 2, 3, 4, and 6. Seconded by Councilmember Hughes, motion carried 4-0.

- (5) Recommendation by Mayor: Letter from Mayor to Sue Chaput.

Mayor Aalfs read aloud the thank you letter to resident Sue Chaput for her hard work and persistence in working with Caltrans and San Mateo County, bringing improvements to the Alpine Road/Interstate 280 Intersection. Mayor Aalfs presented the letter of appreciation and gift to Sue Chaput.

**REGULAR AGENDA**

- (7) Presentations – None

## **COMMITTEE REPORTS & REQUESTS**

### **(8) Update on Drought Emergency**

Ms. de Garneau narrated a slide show presentation regarding the development and refinement of the water use analysis tool, H2Oknow. She said that while the original launch date was set for July 6, after review with the committee, it was decided additional refinements were needed and the launch date was extended to July 23. Ms. de Garneau said she, Water Conservation Committee Member Rebecca Flynn and Home Energy Analytics owner, Steve Schmidt, have worked countless hours to refine the tool and are currently in their third major revision, which was released July 19. She said the marketing campaign will initially focus on the message of avoiding surcharges to tap into the group of residents who will have received their first bill with surcharges, with additional targeted messages launched periodically. They will also work to identify and promote leaders who have saved water using the tool. She said the outreach schedule begins tomorrow and will include a notice on the forum, a news item, a banner, postcard mailings, and workshops hosted by the Water Conservation Committee. The goal is to reach a town-wide reduction of 162 million gallons of water by February 2016. The Water Conservation Committee will review initial feedback on the tool and finalize their plans for activities to promote the tool at their next meeting on August 19, 2015. She said they are encouraging use of a lawn sign "brown is the new green," and will be holding a "laundry to landscape" workshop in September and a "Water 101" workshop in October. She said Cal Water's consumption report for June indicates a cumulative reduction of 10% in May and 25% in June, with a monthly reduction versus 2013 of 35% in May and 52% in June. The Committee is prepared with a list of questions to present at the August meeting with Bear Gulch elected officials and staff.

In response to Councilmember Hughes question, Ms. de Garneau said Cal Water has said they will respond within 30 days of receiving appeal requests. She said they have heard from some residents that they noticed the appeal has been granted on their water budget before they received a response letter. She said the appeals made for the Town properties have not received a response or any change in the water budget and she will be following up with Cal Water.

## **STAFF REPORTS AND RECOMMENDATIONS**

### **(9) Recommendation by Planning Director/Town Planner – Proposal to Utilize Private Open Space Easement (POSE) for Construction Staging and Access, 3 Buck Meadow Drive, Ross/Tamasi Residence**

Ms. Pedro presented the staff report regarding the proposed application to utilize the POSE for construction staging and access on this project. On May 11, 2015, the ASCC approved construction of a new family house with basement, greenhouse, and swimming pool. The Planning Commission approved the site development permit for grading, which is significant, associated with the project on May 20, 2015. Due the steep slope and location of three significant Blue Oaks trees in front of the property, the applicant has requested to use an alternate route for access in order to preserve the oak trees. The ASCC and Planning Commission have expressed support of the request to use the POSE and the applicants have complied with the condition that they provide a biological report to evaluate the temporary construction impacts. The report provided recommendations for restoration of the staging pad area (approximately 3,000 square feet), as well as the grassland restoration plan and a five-year monitoring plan. In July the Blue Oaks HOA submitted a letter expressing their support of the use of the POSE.

Mayor Aalfs called for questions from the Council. There were none.

The applicant provided the history of how they arrived at their proposal to use the alternate pathway for excavation and materials storage in order to save the three Blue Oaks.

With no other questions, Mayor Aalfs called for public comment. There was none. Mayor Aalfs then invited discussion by the Council.



The Council was unanimous in their support of the project.

Vice Mayor Derwin moved to approve the proposed use of the Private Open Space Easement (POSE) for Construction Staging and Access subject to the recommended conditions of approval in Attachment 1. Seconded by Councilmember Hughes, motion carried 4-0.

(10) Council Liaison Committee and Regional Agencies Reports

Councilmember Richards – Attended the Emergency Preparedness Committee meeting on July 9 where they expressed some concern with proposed action minutes but agreed to try it. He reported on their continued efforts to connect with Stanford Medical Center in Ladera. He said there will be a joint meeting with the Town of Woodside Emergency Preparedness Committee in September or October. He attended the ASCC meeting on July 13 where they reviewed a new home on Minoca and a substantial addition on Golden Hills. He reported that a field meeting will be held on July 27 to look at the layout of the new building at the Priory.

Councilmember Hughes – Attended Firewise meeting on June 18 where they discussed preparation for the fire season, including inspecting local bridges to confirm their structural integrity for use of heavy fire engines. They are contacting Stanford to mow the Wedge.

Vice Mayor Derwin – Attended Water Conservation Committee meeting today where they announced that the Water Board adopted WELO on July 15. The Committee has requested the Council's opinion regarding handing out lawn signs to residents who have let their lawns go brown. After discussion, the Council suggested a schedule and time limit for the signs. Other topics included reimbursements to residents for lawn removal and use of smart controllers. She did not attend the Planning Commission meeting; however, Ms. Von Feldt did attend and reported regarding the site development permit for a new residence and pool at 20 Minoca. Vice Mayor Derwin attended the San Mateo County Poet Laureate meeting where Caroline Goodwin's term was extended one more year and approved a stipend of \$5,000 per year for her work. She and Mayor Aalfs attended the June Council of Cities dinner meeting in East Palo Alto, and heard a presentation on affordable housing. She also attended the Resource Management and Climate Protection Committee (RMCP) meeting and heard presentations on 2017 Plan Bay Area, Utility of the Future 2015 Report and Knowledge Hub, as well as updates from San Mateo County Energy Watch and on water supply and drought conditions from BAWSCA.

Mayor Aalfs – Attended the June Council of Cities dinner meeting with Vice Mayor Derwin. He also attended another CCA Advisory Committee meeting which was mostly technical. He will also attend the next meeting scheduled on July 23 where there will be more detailed information on the formation of a JPA and the expectations that the JPA will be formed by January 2016.

Town Manager Pegueros – Attended the July 9 Cable and Utilities Undergrounding Committee meeting where PG&E gave a presentation on Rule 20A project. He said that the bottom line is that unless the Town has enough credits to fund the anticipated cost of the project, PG&E said they cannot continue with the design and, because they can't continue with the design, they can't give the committee the detailed cost breakdown the committee needs to assess if PG&E's cost estimates are fair. PG&E outlined options that would require the Town to contractually agree to fill the gap between the Town's Rule 20A credits and the \$1.2 million cost. During the meeting, PG&E touted their good relationship with Morgan Hill as an example; however, when staff contacted Morgan Hill, their staff advised they are so frustrated they are contemplating cancelling the project, which they have been working on for more than 10 years. Morgan Hill said PG&E continuously escalates the cost at every step of major decision points. Mr. Pegueros will be attending a meeting being hosted by the City of Hayward that has called for all the cities to convene and discuss strategies to potentially fight back against this apparently arbitrary reduction of the 20A funding so that he can connect with other cities that are having problems.

**WRITTEN COMMUNICATIONS**

(11) Town Council Digest: June 26, 2015

#8 – Notice of Public Hearing for LAFCo meeting – Wednesday, July 15, 2015. Vice Mayor Derwin asked if the Los Trancos Water District has been dissolved. Town Attorney Leigh Prince said not yet, but they are very close.

(12) Town Council Digest: July 2, 2015

#8 – Memo from Town Manager Nick Pegueros re: Compilation of Community Choice Aggregation (CCA) Documents. Vice Mayor Derwin asked regarding the next step. Councilmember Hughes said that on August 12 there is a meeting to discuss everything learned so far.

(13) Town Council Digest: July 10, 2015

#4 – Letter from resident Sue Chaput re: Historic Schoolhouse. Mr. Pegueros asked for Council direction. Vice Mayor Derwin suggested including the suggestion with the other master plan ideas.

(14) Town Council Digest: July 17, 2015

#2 – Memo from Public Works Director Howard Young re: Bid Results for the Alpine Road Shoulder Widening Project #2015-PW02. Vice Mayor Derwin asked why the bid was so low. Mr. Pegueros said the primary reason is that TKO is an owner/operator business and does not have to pay prevailing wage to themselves. He said the low bid was concerning; however, there has been extensive due diligence performed including multiple interviews with the contractor. He said TKO comes highly recommended from Mid Pen.

#5 – Letter from Supervisor Adrienne Tissier re: Request for Consideration to Adopt an Ordinance to Eradicate Illegal Massage Parlors in San Mateo County. Vice Mayor Derwin suggested contacting Ms. Tissier and advising her that the issue is not relevant in Portola Valley. Mr. Pegueros said Ms. Tissier is aware of that.

**ADJOURN TO CLOSED SESSION [6:45 p.m.]**

Mayor Aalfs adjourned the meeting to the closed session.

**REPORT OUT OF CLOSED SESSION** – None to Report

**ADJOURNMENT [9:30 p.m.]**

Mayor Aalfs adjourned the meeting.

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Mayor

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Town Clerk

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

AUGUST 12, 2015

Date: 08/07/2015

Time: 10:31 am

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ALL SEASONS ROOFING	C&D Refund, 8 Buck Meadow	16648	08/12/2015	
			08/12/2015	
1720 SMITH ROAD	668		08/12/2015	0.00
SAN JOSE	BOA	49852	08/12/2015	0.00
CA 95112				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	49852	Total:	1,000.00
Total for	ALL SEASONS ROOFING		1,000.00

ALLIANT INSURANCE SERVICES	Event/Instructor Ins Apr-June	16634	08/12/2015	
			08/12/2015	
SPECIAL EVENTS	475		08/12/2015	0.00
NEWPORT BEACH	BOA	49853	08/12/2015	0.00
CA 92658				1,125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	1,125.00	0.00

Check No.	49853	Total:	1,125.00
Total for	ALLIANT INSURANCE SERVICES		1,125.00

ALMANAC	July Advertising	16653	08/12/2015	
			08/12/2015	
450 CAMBRIDGE AVE	0048		08/12/2015	0.00
PALO ALTO	BOA	49854	08/12/2015	0.00
CA 94306				806.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	806.00	0.00

Check No.	49854	Total:	806.00
Total for	ALMANAC		806.00

ANIMAL DAMAGE MGMT INC	July Pest Control	16654	08/12/2015	
			08/12/2015	
16170 VINEYARD BLVD. #150	804		08/12/2015	0.00
MORGAN HILL	BOA	49855	08/12/2015	0.00
CA 95037	83700			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	49855	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	August Microwave	16635	08/12/2015	
			08/12/2015	
P.O. BOX 5025	877		08/12/2015	0.00
CAROL STREAM	BOA	49857	08/12/2015	0.00
IL 60197-5025				65.63

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	65.63	0.00

Check No.	49857	Total:	65.63
Total for	AT&T (2)		65.63

AT&T	6/6/15 to 7/5/15 Statements	16604	08/12/2015	
			08/12/2015	
P.O. BOX 9011	441		08/12/2015	0.00
CAROL STREAM	BOA	49856	08/12/2015	0.00
IL 60197-9011				594.36

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	594.36	0.00

Check No.	49856	Total:	594.36
Total for	AT&T		594.36

AV INTEGRATORS	Audio Rec Control Install	16669	08/12/2015	
		00006312	08/12/2015	
131 INDUSTRIAL ROAD, SUITE 1	1132		08/12/2015	0.00
BELMONT	BOA	49858	08/12/2015	0.00
CA 94002	2531			1,145.12

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,145.12	1,135.83

Check No.	49858	Total:	1,145.12
Total for	AV INTEGRATORS		1,145.12

BANK OF AMERICA	Energy Eff Refrigerator for TH	16605	08/12/2015	
Bank Card Center		00006284	08/12/2015	
P.O. BOX 53155	0022		08/12/2015	0.00
PHOENIX	BOA	49859	08/12/2015	0.00
AZ 85072-3155				653.99

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	653.99	1,000.00

BANK OF AMERICA	June Statement (Accrued)	16606	08/12/2015	
Bank Card Center			08/12/2015	
P.O. BOX 53155	0022		08/12/2015	0.00
PHOENIX	BOA	49859	08/12/2015	0.00
AZ 85072-3155				700.16

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	354.01	0.00
05-52-4150	Cultural Arts Committee	346.15	0.00

BANK OF AMERICA	June Statement	16607	08/12/2015	
Bank Card Center			08/12/2015	
P.O. BOX 53155	0022		08/12/2015	0.00
PHOENIX	BOA	49859	08/12/2015	0.00
AZ 85072-3155				1,103.51

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4168	Water Conservation Committee	38.68	0.00
05-64-4311	Internet Service & Web Hosting	133.21	0.00
05-64-4320	Advertising	524.95	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

05-64-4336	Miscellaneous	381.09	0.00	
05-66-4341	Community Hall	25.58	0.00	

Check No.	49859	Total:	2,457.66
Total for	BANK OF AMERICA		2,457.66

CALIFORNIA BLDG STANDARDS COMM	Apr-June BSC Report	16636	08/12/2015	
			08/12/2015	
2525 NATOMAS PARK DRIVE	458		08/12/2015	0.00
SACRAMENTO	BOA	49860	08/12/2015	0.00
CA 95833				261.90

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	261.90	0.00

Check No.	49860	Total:	261.90
Total for	CALIFORNIA BLDG STANDARDS C		261.90

CALIFORNIA WATER SERVICE CO	6/11 to 7/13 Statements	16608	08/12/2015	
			08/12/2015	
3525 ALAMEDA DE LAS PULGAS	0011		08/12/2015	0.00
MENLO PARK	BOA	49861	08/12/2015	0.00
CA 94025844				6,936.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	6,936.64	0.00

Check No.	49861	Total:	6,936.64
Total for	CALIFORNIA WATER SERVICE CC		6,936.64

CALPERS	July Retirement	16609	08/12/2015	
FISCAL SERVICES DIVISION			08/12/2015	
ATTN: RETIREMENT PROG ACCTG	0107		08/12/2015	0.00
SACRAMENTO	BOA	49862	08/12/2015	0.00
CA 94229-2703				13,644.62

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	13,644.62	0.00

CALPERS	August Unfunded Liability	16670	08/12/2015	
FISCAL SERVICES DIVISION			08/12/2015	
ATTN: RETIREMENT PROG ACCTG	0107		08/12/2015	0.00
SACRAMENTO	BOA	49862	08/12/2015	0.00
CA 94229-2703				446.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	446.00	0.00

Check No.	49862	Total:	14,090.62
Total for	CALPERS		14,090.62

CENTRUM SOUND SYSTEMS	CH AV Equip Case/Stand	16655	08/12/2015	
		00006320	08/12/2015	
572 LA CONNER DRIVE	0518		08/12/2015	0.00
SUNNYVALE	BOA	49863	08/12/2015	0.00
CA 94087	23583			874.98

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
05-70-4480	CIP14/15 Equipment	874.98	874.98	

Check No.	49863	Total:	874.98
Total for	CENTRUM SOUND SYSTEMS		874.98

CITY OF FOSTER CITY	Dinner Mtg, Derwin	16610	08/12/2015	
			08/12/2015	
610 FOSTER CITY BLVD.	0039		08/12/2015	0.00
FOSTER CITY	BOA	49864	08/12/2015	0.00
CA 94404				45.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00	

Check No.	49864	Total:	45.00
Total for	CITY OF FOSTER CITY		45.00

CITY OF REDWOOD CITY (IT)	June IT Support	16611	08/12/2015	
			08/12/2015	
P.O. BOX 3629	586		08/12/2015	0.00
REDWOOD CITY	BOA	49865	08/12/2015	0.00
CA 94064	BR36624			2,029.83

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	2,029.83	0.00	

CITY OF REDWOOD CITY (IT)	Add'l IT for 2014-15 (9.4 hrs)	16637	08/12/2015	
			08/12/2015	
P.O. BOX 3629	586		08/12/2015	0.00
REDWOOD CITY	BOA	49865	08/12/2015	0.00
CA 94064	BR37026			1,467.72

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,467.72	0.00	

Check No.	49865	Total:	3,497.55
Total for	CITY OF REDWOOD CITY (IT)		3,497.55

COMCAST	WiFi, 7/21 to 8/20	16639	08/12/2015	
			08/12/2015	
P.O. BOX 34227	0045		08/12/2015	0.00
SEATTLE	BOA	49866	08/12/2015	0.00
WA 98124-1227				88.77

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	88.77	0.00	

Check No.	49866	Total:	88.77
Total for	COMCAST		88.77

COTTON SHIRES & ASSOC. INC.	June Applicant Charges	16612	08/12/2015	
			08/12/2015	
330 VILLAGE LANE	0047		08/12/2015	0.00
LOS GATOS	BOA	49867	08/12/2015	0.00
CA 95030-7218				10,395.26

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4190	Geologist - Charges to Appls	10,395.26	0.00	
COTTON SHIRES & ASSOC. INC.	Pool Decommission	16613	08/12/2015	
			08/12/2015	
330 VILLAGE LANE	0047		08/12/2015	0.00
LOS GATOS	BOA	49867	08/12/2015	0.00
CA 95030-7218	77092			1,078.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4189	Town Geologist	1,078.75	0.00	
COTTON SHIRES & ASSOC. INC.	SMTA Road Widening	16671	08/12/2015	
	Jan-June		08/12/2015	
330 VILLAGE LANE	0047		08/12/2015	0.00
LOS GATOS	BOA	49867	08/12/2015	0.00
CA 95030-7218	87135			2,534.68

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4537	SMTA Road Project	781.69	0.00	
08-68-4537	SMTA Road Project	1,752.99	0.00	

Check No.	49867	Total:	14,008.69
Total for	COTTON SHIRES & ASSOC. INC.		14,008.69

CULLIGAN	August Statement	16681	08/12/2015	
			08/12/2015	
1785 RUSSELL AVE	0250		08/12/2015	0.00
SANTA CLARA	BOA	49868	08/12/2015	0.00
CA 95054-2032	0031873			41.20

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	41.20	0.00	

Check No.	49868	Total:	41.20
Total for	CULLIGAN		41.20

DELL MARKETING L.P.	Dell Computer, PubWrks/Clerk	16656	08/12/2015	
c/o DELL USA L.P.		00006322	08/12/2015	
P.O. BOX 910916	0194		08/12/2015	0.00
PASADENA	BOA	49869	08/12/2015	0.00
CA 91110-0916	XJR596592			2,664.28

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	2,664.28	2,664.24	

Check No.	49869	Total:	2,664.28
Total for	DELL MARKETING L.P.		2,664.28

DEPARTMENT OF CONSERVATION	SMISHMF ~ Apr-June	16638	08/12/2015	
Division of Administrative			08/12/2015	
801 K STREET MS22-15	0054		08/12/2015	0.00
SACRAMENTO	BOA	49870	08/12/2015	0.00
CA 95814-3531				671.83

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	671.83	0.00	

Check No.	49870	Total:	671.83
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State/Province Zip/Postal	Invoice Number			Check Amount

<u>Total for</u>	DEPARTMENT OF CONSERVATIO	671.83
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DIV OF THE STATE ARCHITECT	DSA Fees, Apr-June	16640	08/12/2015	
			08/12/2015	
ATTN: SB 1186	1085		08/12/2015	0.00
SACRAMENTO	BOA	49871	08/12/2015	0.00
CA 95811				112.50

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	112.50	0.00

<u>Check No.</u>	49871	<u>Total:</u>	112.50
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<u>Total for</u>	DIV OF THE STATE ARCHITECT	112.50
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ECONO TREE SERVICE	ROW Tree Removal	16657	08/12/2015	
			08/12/2015	
1914 SPRING STREET	1252		08/12/2015	0.00
REDWOOD CITY	BOA	49872	08/12/2015	0.00
CA 94063	338491			1,300.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,300.00	0.00

<u>Check No.</u>	49872	<u>Total:</u>	1,300.00
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<u>Total for</u>	ECONO TREE SERVICE	1,300.00
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FRANCOTYP-POSTALIA, INC.	Meter Rental, 7/9 to 10/8	16614	08/12/2015	
			08/12/2015	
P.O. BOX 4510	0172		08/12/2015	0.00
CAROL STREAM	BOA	49873	08/12/2015	0.00
IL 60197-4510				88.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	88.29	0.00

<u>Check No.</u>	49873	<u>Total:</u>	88.29
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<u>Total for</u>	FRANCOTYP-POSTALIA, INC.	88.29
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GO NATIVE INC	Spring Down Veg'n Maint	16679	08/12/2015	
			08/12/2015	
P.O. BOX 370103	632		08/12/2015	0.00
MONTARA	BOA	49874	08/12/2015	0.00
CA 94037	2807			2,620.00

GL Number	Description	Invoice Amount	Amount Relieved
15-00-4375	General Expenses	2,620.00	0.00

<u>Check No.</u>	49874	<u>Total:</u>	2,620.00
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<u>Total for</u>	GO NATIVE INC	2,620.00
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GRAHAM CONTRACTORS INC	CIP14-15 Road Project	16674	08/12/2015	
	Progress Inv #2		08/12/2015	
P.O. BOX 26770	1372		08/12/2015	0.00
SAN JOSE	BOA	49875	08/12/2015	0.00
CA 95159	025726			37,700.10

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4536	CIP14/15 Street Resurface	37,700.10	0.00

GRAHAM CONTRACTORS INC	CIP 14/15 Road Proj (Ret)	16675	08/12/2015	
			08/12/2015	
P.O. BOX 26770	1372		08/12/2015	0.00
SAN JOSE	BOA	49875	08/12/2015	0.00
CA 95159	025402			24,670.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4536	CIP14/15 Street Resurface	24,670.50	0.00

GRAHAM CONTRACTORS INC	CIP14/15 Road Proj (Add'l)	16676	08/12/2015	
			08/12/2015	
P.O. BOX 26770	1372		08/12/2015	0.00
SAN JOSE	BOA	49875	08/12/2015	0.00
CA 95159	025401			31,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4536	CIP14/15 Street Resurface	31,300.00	0.00

Check No.	49875	Total:	93,670.60
Total for	GRAHAM CONTRACTORS INC		93,670.60

HILLYARD, INC	Janitorial Supplies	16615	08/12/2015	
			08/12/2015	
P.O. BOX 874338	531		08/12/2015	0.00
KANSAS CITY	BOA	49876	08/12/2015	0.00
MO 64187-4338	601691668			491.03

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	163.68	0.00
05-66-4341	Community Hall	163.67	0.00
25-66-4340	Building Maint Equip & Supp	163.68	0.00

HILLYARD, INC	Janitorial Supplies	16616	08/12/2015	
			08/12/2015	
P.O. BOX 874338	531		08/12/2015	0.00
KANSAS CITY	BOA	49876	08/12/2015	0.00
MO 64187-4338	601691669			386.78

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	128.93	0.00
05-66-4341	Community Hall	128.92	0.00
25-66-4340	Building Maint Equip & Supp	128.93	0.00

Check No.	49876	Total:	877.81
Total for	HILLYARD, INC		877.81

HORIZON	Seed	16658	08/12/2015	
			08/12/2015	
P.O. BOX 52758	0289		08/12/2015	0.00
PHOENIX	BOA	49877	08/12/2015	0.00
AZ 85072-2758	1N228293			237.62

GL Number	Description	Invoice Amount	Amount Relieved
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-58-4240	Parks & Fields Maintenance		237.62	0.00
		Check No.	49877	Total: 237.62
		Total for	HORIZON	237.62

ICMA	July Deferred Compensation	16617	08/12/2015	
VANTAGE POINT TFER AGTS-304617			08/12/2015	
C/O M&T BANK	0084		08/12/2015	0.00
BALTIMORE	BOA	49878	08/12/2015	0.00
MD 21264-4553				2,946.96

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2557	Defer Comp	2,946.96	0.00	
		Check No.	49878	Total: 2,946.96
		Total for	ICMA	2,946.96

INTERSTATE TRAFFIC CNTRL	Traffic Cone	16641	08/12/2015	
			08/12/2015	
1700 INDUSTRIAL ROAD, STE B	564		08/12/2015	0.00
SAN CARLOS	BOA	49879	08/12/2015	0.00
CA 94070	206059			24.86

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	24.86	0.00	
		Check No.	49879	Total: 24.86
		Total for	INTERSTATE TRAFFIC CNTRL	24.86

JENSEN LANDSCAPE SERVICES INC	ROW Maintenance	16672	08/12/2015	
			08/12/2015	
1983 CONCOURSE DRIVE	849		08/12/2015	0.00
SAN JOSE	BOA	49880	08/12/2015	0.00
CA 95131	145807			5,360.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4264	ROW Tree Trimming & Mowing	5,360.00	0.00	

JENSEN LANDSCAPE SERVICES INC	Field Maintenance (Mar/Apr)	16673	08/12/2015	
			08/12/2015	
1983 CONCOURSE DRIVE	849		08/12/2015	0.00
SAN JOSE	BOA	49880	08/12/2015	0.00
CA 95131	147716			3,320.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	3,320.00	0.00	
		Check No.	49880	Total: 8,680.00
		Total for	JENSEN LANDSCAPE SERVICES I	8,680.00

KUSTOM SIGNALS INC	Key for Radar Trailer	16659	08/12/2015	
			08/12/2015	
P.O. BOX 947	602		08/12/2015	0.00
CHANUTE	BOA	49881	08/12/2015	0.00
KS 66720-0947	516255			18.36

GL Number	Description	Invoice Amount	Amount Relieved	
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-70-4480	CIP14/15 Equipment	18.36	0.00	
		Check No. 49881	Total:	18.36
		Total for	KUSTOM SIGNALS INC	18.36

KUTZMANN & ASSOCIATES	July Plan Check	16650	08/12/2015	
39355 CALIFORNIA STREET	0090		08/12/2015	0.00
FREMONT	BOA	49882	08/12/2015	0.00
CA 94538				923.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4200	Plan Check Services	923.75	0.00	
		Check No. 49882	Total:	923.75
		Total for	KUTZMANN & ASSOCIATES	923.75

JOHN RODERICK LOUCHARD	PV 8/20 Concert Band	16618	08/12/2015	
2516 HAZELWOOD WAY	0542	00006325	08/12/2015	0.00
EAST PALO ALTO	BOA	49883	08/12/2015	0.00
CA 94303				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	1,000.00	1,000.00	
		Check No. 49883	Total:	1,000.00
		Total for	JOHN RODERICK LOUCHARD	1,000.00

LYNCH ELECTRIC & SONS INC	CH Electrical to Generator	16677	08/12/2015	
1160 INDUSTRIAL ROAD, #18	1365		08/12/2015	0.00
SAN CARLOS	BOA	49884	08/12/2015	0.00
CA 94070	2015.226			22,592.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	22,592.00	0.00	

LYNCH ELECTRIC & SONS INC	Electrical Work for CH AV Syst	16678	08/12/2015	
1160 INDUSTRIAL ROAD, #18	1365		08/12/2015	0.00
SAN CARLOS	BOA	49884	08/12/2015	0.00
CA 94070	2015.233			500.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-70-4480	CIP14/15 Equipment	500.00	0.00	
		Check No. 49884	Total:	23,092.00
		Total for	LYNCH ELECTRIC & SONS INC	23,092.00

MENLO PARTNERS STAFFING	Lise Olsen (7/6 to 7/17)	16619	08/12/2015	
P.O. BOX 26470	0371		08/12/2015	0.00
SAN FRANCISCO	BOA	49885	08/12/2015	0.00
CA 94123	1331			3,029.04

GL Number	Description	Invoice Amount	Amount Relieved	
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-50-4050	Office/Comm Assistant	3,029.04	0.00	
MENLO PARTNERS STAFFING	CIM Svcs, 7/20 to 7/31	16680	08/12/2015	
			08/12/2015	
P.O. BOX 26470	0371		08/12/2015	0.00
SAN FRANCISCO	BOA	49885	08/12/2015	0.00
CA 94123	1343			3,209.34

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4050	Office/Comm Assistant	3,209.34	0.00	

Check No.	49885	Total:	6,238.38
Total for	MENLO PARTNERS STAFFING		6,238.38

NCE	PSE May-July, CIP1415 Road	16660	08/12/2015	
Nichols Consulting Engineers			08/12/2015	
1885 S. ARLINGTON AVE	0183		08/12/2015	0.00
RENO	BOA	49886	08/12/2015	0.00
NV 89509	424175504			775.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4536	CIP14/15 Street Resurface	775.00	0.00	

Check No.	49886	Total:	775.00
Total for	NCE		775.00

LAURA NICOLLS	Deposit Refund (7/19 Event)	16642	08/12/2015	
			08/12/2015	
110 CORTE MADERA ROAD	412		08/12/2015	0.00
PORTOLA VALLEY	BOA	49887	08/12/2015	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	100.00	0.00	

Check No.	49887	Total:	100.00
Total for	LAURA NICOLLS		100.00

OFR GROUP	Balance for CH Chairs	16643	08/12/2015	
		00006313	08/12/2015	
1900 S. NORFOLK STREET	1249		08/12/2015	0.00
SAN MATEO	BOA	49888	08/12/2015	0.00
CA 94403	1374			9,816.04

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	9,816.04	9,816.04	

Check No.	49888	Total:	9,816.04
Total for	OFR GROUP		9,816.04

OLBERDING ENVIRONMENTAL, INC	C-1 Trail Monitoring	16661	08/12/2015	
	March-May		08/12/2015	
193 BLUE RAVINE ROAD	2025		08/12/2015	0.00
FOLSOM	BOA	49889	08/12/2015	0.00
CA 94630	2015054			5,595.05

GL Number	Description	Invoice Amount	Amount Relieved	
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-60-4272	C-1 Bio Maintenance		5,595.05	0.00
		Check No.	49889	Total: 5,595.05
		Total for	OLBERDING ENVIRONMENTAL, IN	5,595.05

PETE MOFFAT CONSTRUCTION	C&D Refund, 40 Minoca	16620	08/12/2015	
			08/12/2015	
947 INDUSTRIAL AVE	0455		08/12/2015	0.00
PALO ALTO	BOA	49890	08/12/2015	0.00
CA 94303				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	5,000.00	0.00	
		Check No.	49890	Total: 5,000.00
		Total for	PETE MOFFAT CONSTRUCTION	5,000.00

PETTY CASH	Reimbursement	16621	08/12/2015	
			08/12/2015	
765 PORTOLA ROAD	993		08/12/2015	0.00
PORTOLA VALLEY	BOA	49891	08/12/2015	0.00
CA 94028				1,180.60

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	194.48	0.00	
05-64-4326	Education & Training	20.00	0.00	
05-64-4328	Mileage Reimbursement	617.70	0.00	
05-64-4336	Miscellaneous	348.42	0.00	
		Check No.	49891	Total: 1,180.60
		Total for	PETTY CASH	1,180.60

PG&E	July Statements	16644	08/12/2015	
			08/12/2015	
BOX 997300	0109		08/12/2015	0.00
SACRAMENTO	BOA	49892	08/12/2015	0.00
CA 95899-7300				507.25

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	507.25	0.00	
		Check No.	49892	Total: 507.25
		Total for	PG&E	507.25

PLATINUM FACILITY SERVICES	July Janitorial	16662	08/12/2015	
			08/12/2015	
1530 OAKLAND RD., #150	402		08/12/2015	0.00
SAN JOSE	BOA	49893	08/12/2015	0.00
CA 95112	20937			2,987.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,487.65	0.00
25-66-4344	Janitorial Services	777.85	0.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PLATINUM FACILITY SERVICES	Deep Clean of Town Bldgs	16663	08/12/2015	
		00006327	08/12/2015	
1530 OAKLAND RD., #150	402		08/12/2015	0.00
SAN JOSE	BOA	49893	08/12/2015	0.00
CA 95112	21028			2,280.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	760.00	760.00
05-66-4344	Janitorial Services	760.00	760.00
25-66-4344	Janitorial Services	760.00	760.00

Check No.	49893	Total:	5,267.51
Total for	PLATINUM FACILITY SERVICES		5,267.51

PORTOLA VALLEY HARDWARE	July Statement	16645	08/12/2015	
			08/12/2015	
112 PORTOLA VALLEY ROAD	0114		08/12/2015	0.00
PORTOLA VALLEY	BOA	49894	08/12/2015	0.00
CA 94028				398.46

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	398.46	0.00

Check No.	49894	Total:	398.46
Total for	PORTOLA VALLEY HARDWARE		398.46

PORTOLA VALLEY PTO	Deposit Refund, 6/20/15 Event	16633	08/12/2015	
			08/12/2015	
4575 ALPINE ROAD	572		08/12/2015	0.00
PORTOLA VALLEY	BOA	49895	08/12/2015	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	500.00	0.00

Check No.	49895	Total:	500.00
Total for	PORTOLA VALLEY PTO		500.00

PRESERVATION TECHNOLOGIES LLP	Audio Archives	16622	08/12/2015	
		00006308	08/12/2015	
111 THOMSON PARK DRIVE	1604		08/12/2015	0.00
CRANBERRY TOWNSHIP	BOA	49896	08/12/2015	0.00
PA 16066	52648			2,055.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	2,055.00	2,055.00

Check No.	49896	Total:	2,055.00
Total for	PRESERVATION TECHNOLOGIES		2,055.00

RAMONA'S SECRETARIAL SERVICES	July Transcription	16651	08/12/2015	
			08/12/2015	
18403 WATTERS DRIVE	1370		08/12/2015	0.00
CASTRO VALLEY	BOA	49897	08/12/2015	0.00
CA 94546	5872			680.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4188	Transcription Services	680.00	0.00	

Check No.	49897	Total:	680.00
Total for	RAMONA'S SECRETARIAL SERVIC		680.00

CYNTHIA RICHARDSON	July Planning Consult Svcs	16623	08/12/2015	
dba Richardson Consulting			08/12/2015	
24 CAMPBELL LANE	1250		08/12/2015	0.00
MENLO PARK	BOA	49898	08/12/2015	0.00
CA 94025				2,940.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4196	Planner	2,940.00	0.00	

Check No.	49898	Total:	2,940.00
Total for	CYNTHIA RICHARDSON		2,940.00

RON RAMIES AUTOMOTIVE, INC.	'91 Ford Window Repair	16624	08/12/2015	
		00006324	08/12/2015	
115 PORTOLA ROAD	422		08/12/2015	0.00
PORTOLA VALLEY	BOA	49899	08/12/2015	0.00
CA 94028	47842			807.38

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	807.38	807.38	

Check No.	49899	Total:	807.38
Total for	RON RAMIES AUTOMOTIVE, INC.		807.38

RAY ROTHROCK	Reimb for EOC Supplies	16625	08/12/2015	
			08/12/2015	
56 GRANADA COURT	0404		08/12/2015	0.00
PORTOLA VALLEY	BOA	49900	08/12/2015	0.00
CA 94028				571.31

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	571.31	0.00	

Check No.	49900	Total:	571.31
Total for	RAY ROTHROCK		571.31

ROTO-ROOTER PLUMBERS	Run mainlines	16664	08/12/2015	
		00006328	08/12/2015	
5672 COLLECTION CENTER DR	360		08/12/2015	0.00
CHICAGO	BOA	49901	08/12/2015	0.00
IL 60693	193-68639			980.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	653.33	653.33	
25-66-4346	Mechanical Sys Maint & Repair	326.67	326.67	

Check No.	49901	Total:	980.00
Total for	ROTO-ROOTER PLUMBERS		980.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

SAN MATEO CO INF SERVICES	June Microwave	16649	08/12/2015	
			08/12/2015	
455 COUNTY CENTER, 3RD FLOOR	0307		08/12/2015	0.00
REDWOOD CITY	BOA	49902	08/12/2015	0.00
CA 94063	1YPV11506			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	76.00	0.00

Check No.	49902	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SAN MATEO COUNTY	Nexus Study Participation	16626	08/12/2015	
DEPARTMENT OF HOUSING			08/12/2015	
264 HARBOR BLVD	2031		08/12/2015	0.00
BELMONT	BOA	49903	08/12/2015	0.00
CA 94002	HCD1415-26			16,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	16,000.00	0.00

Check No.	49903	Total:	16,000.00
Total for	SAN MATEO COUNTY		16,000.00

SHARP BUSINESS SYSTEMS	Copies for June	16627	08/12/2015	
			08/12/2015	
DEPT. LA 21510	0199		08/12/2015	0.00
PASADENA	BOA	49904	08/12/2015	0.00
CA 91185-1510	C870237-541			309.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	309.79	0.00

Check No.	49904	Total:	309.79
Total for	SHARP BUSINESS SYSTEMS		309.79

KATHRYN SIMPSON	Class Refund	16646	08/12/2015	
			08/12/2015	
279 ALBION AVENUE	0458		08/12/2015	0.00
WOODSIDE	BOA	49905	08/12/2015	0.00
CA 94062				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	50.00	0.00

Check No.	49905	Total:	50.00
Total for	KATHRYN SIMPSON		50.00

SOUNDS LIKE MUSIC LLC	PV Summer Concert 8/20/15	16628	08/12/2015	
		00006323	08/12/2015	
4811 TONINO DRIVE	0541		08/12/2015	0.00
SAN JOSE	BOA	49906	08/12/2015	0.00
CA 95136				900.00

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-52-4150	Cultural Arts Committee		900.00	900.00
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Check No.	49906	Total:	900.00
Total for	SOUNDS LIKE MUSIC LLC		900.00

STANDARD INSURANCE CO.	August Life/LTD Premiums	16629	08/12/2015	
			08/12/2015	
PO BOX 5676	0469		08/12/2015	0.00
PORTLAND	BOA	49907	08/12/2015	0.00
OR 97228				298.99

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	298.99	0.00

Check No.	49907	Total:	298.99
Total for	STANDARD INSURANCE CO.		298.99

STAPLES	Office Supplies, 6/16 - 7/9	16630	08/12/2015	
			08/12/2015	
STAPLES CREDIT PLAN	430		08/12/2015	0.00
DES MOINES	BOA	49908	08/12/2015	0.00
IA 50368-9020				776.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	776.58	0.00

Check No.	49908	Total:	776.58
Total for	STAPLES		776.58

STATE COMP INSURANCE FUND	August Premium	16647	08/12/2015	
			08/12/2015	
PO BOX 748170	0122		08/12/2015	0.00
LOS ANGELES	BOA	49909	08/12/2015	0.00
CA 90074-8170				1,713.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,713.50	0.00

Check No.	49909	Total:	1,713.50
Total for	STATE COMP INSURANCE FUND		1,713.50

THERMAL MECHANICAL, INC	Replace/Repair Daikin Unit	16665	08/12/2015	
			08/12/2015	
425 ALDO AVENUE	955		08/12/2015	0.00
SANTA CLARA	BOA	49910	08/12/2015	0.00
CA 95054	AC-63554 & AC-63214 REV			3,824.71

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	3,824.71	0.00

Check No.	49910	Total:	3,824.71
Total for	THERMAL MECHANICAL, INC		3,824.71

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

TOWNSEND MGMT, INC	June Inspections	16631	08/12/2015	
			08/12/2015	
P.O. BOX 24442	609		08/12/2015	0.00
SAN FRANCISCO	BOA	49911	08/12/2015	0.00
CA 94124				2,645.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,645.00	0.00

TOWNSEND MGMT, INC	CIP 14-15 Road Proj, June	16666	08/12/2015	
			08/12/2015	
P.O. BOX 24442	609		08/12/2015	0.00
SAN FRANCISCO	BOA	49911	08/12/2015	0.00
CA 94124	2001500615/0615T,2000640615			15,847.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4536	CIP14/15 Street Resurface	15,847.50	0.00

TOWNSEND MGMT, INC	2013/14 Road Proj	16667	08/12/2015	
	April/May Insp/Testing		08/12/2015	
P.O. BOX 24442	609		08/12/2015	0.00
SAN FRANCISCO	BOA	49911	08/12/2015	0.00
CA 94124	200121-05-14, 05-14T, 04-14			16,291.25

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4536	CIP14/15 Street Resurface	16,291.25	0.00

TOWNSEND MGMT, INC	Ford Field Insp/Testing 13/14	16668	08/12/2015	
			08/12/2015	
P.O. BOX 24442	609		08/12/2015	0.00
SAN FRANCISCO	BOA	49911	08/12/2015	0.00
CA 94124	200106-05-14, 02-14			920.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	920.00	0.00

Check No.	49911	Total:	35,703.75
Total for	TOWNSEND MGMT, INC		35,703.75

VERIZON WIRELESS	July Cellular	16652	08/12/2015	
			08/12/2015	
P.O. BOX 660108	0131		08/12/2015	0.00
DALLAS	BOA	49912	08/12/2015	0.00
TX 75266-0108				223.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	223.79	0.00

Check No.	49912	Total:	223.79
Total for	VERIZON WIRELESS		223.79

WORLD JOURNAL	Advertising	16632	08/12/2015	
			08/12/2015	
231 ADRIAN ROAD	738		08/12/2015	0.00
MILLBRAE	BOA	49913	08/12/2015	0.00
CA 94030				128.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	128.00	0.00

Check No.	49913	Total:	128.00
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
		Total for	WORLD JOURNAL	128.00

Total Invoices: 78

Grand Total:	289,680.07
Less Credit Memos:	0.00
Net Total:	289,680.07
Less Hand Check Total:	0.00
Outstanding Invoice Total:	289,680.07

WARRANT DISBURSEMENT JOURNAL ~ August 12, 2015

Claims totaling \$289,680.07 having been duly examined by me and found to be correct are hereby verified by me as due bills against the Town of Portola Valley.

Date: \_\_\_\_\_

\_\_\_\_\_  
Nick Pegueros, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Mayor and Members of the Town Council

**FROM:** Stacie Nerdahl, Administrative Services Manager

**DATE:** August 12, 2015

**RE:** **FYE 06/30/15 Budget Amendment & Interfund Transfer**

With the closing of the fiscal year ending 6/30/15, the Council is requested to approve the following budget amendment and interfund transfer:

### 1. Fund Transfer:

<i>From Fund</i>	<i>To Fund</i>	<i>Amount</i>	<i>Comment</i>
General Fund (05)	Gas Tax (20)	\$8,776.84	Fund Transfers to zero Gas Tax Fund at FYE 6/30/15
Measure A (60)	Gas Tax (20)	\$42,229.28	

### 2. Budget Amendment:

Note: The following budget amendment has zero net impact to the General Fund Adopted Expenditures budget.

<i>From GL Account</i>	<i>To GL Account</i>	<i>Amount</i>	<i>Comment</i>
Contingency (Misc Category)	Miscellaneous (Services & Supplies Category)	\$25,357.88	This is total of paid invoices related to the cleanup of the diesel fuel spill at Ford Field in May 2014. ABAG is assisting with claim against driver's insurance company. Claim remains open due to continued pollution impact testing. Town will be reimbursed these costs.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Members of the Council

**FROM:** Debbie Pedro, Acting Town Manager

**DATE:** August 12, 2015

**RE:** 2014-15 Grand Jury Report

### RECOMMENDATION

Review the Grand Jury Report regarding sea level rise and authorize the Mayor to execute the letter responding to the Grand Jury Report with any amendments deemed necessary. (Attachment 1)

### BACKGROUND

Each year the County's Civil Grand Jury continues its historic role of providing oversight of the operations of local governments, school districts and special districts. Each year the Grand Jury files a report with findings and recommendations, and each agency must submit comments on the report within 90 days.

### DISCUSSION

This year the Grand Jury Report pertains to sea level rise. The report includes several recommendations that speak to the creation of a countywide effort to plan for and manage sea level rise impacts. If a centralized organization or body forms, the Town may want to consider participating in the organization.

Staff has prepared the attached draft letter for the Mayor's signature in response to the Grand Jury's findings and recommendations.

### ATTACHMENTS

1. Draft letter
2. Grand Jury Sea Level Rise Report dated June 4, 2015

August 13, 2015

Honorable Susan I. Etezadi  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center, 2<sup>nd</sup> floor  
Redwood City, CA 94063-1655

**RE: Response to 2014-15 Grand Jury Report  
“Flooding Ahead: Planning for Sea Level Rise”**

Dear Judge Etezadi:

The Town Council for the Town of Portola Valley (“Town”) has reviewed the findings and the recommendations in the above-referenced Grand Jury Report and the Town Council approved the following responses at the public meeting on August 12, 2015:

**FINDINGS**

1. – *SMC is at severe risk for flooding due to the gradual rise in sea level, projected at up to 65 inches (167 centimeters) by the year 2100. Catastrophic SLR of nearly 15 feet is a possibility this century*

Response – Based on the information provided, the Town agrees with the finding.

2. – *SLR is a threat countywide, including upland areas. All residents depend on public infrastructure, especially wastewater treatment plants. Also, a significant portion of the countywide property tax base is within the areas threatened by SLR.*

Response – Based on the information provided, the Town agrees with the finding.

3. – *Although many local officials are now familiar with and concerned about the threat of SLR, there is inadequate public awareness of SLR’s potential impacts on the county.*

Response – Based on the information provided, the Town agrees with the finding.

4. – *Levees, including their financing, are currently the responsibility of each individual city or special agency with jurisdiction along streams, bay, and coast (the County is responsible for unincorporated areas).*

Response – Based on the information provided, the Town agrees with the finding.

5. – *Flood risk is based on topography, not political boundaries. The safety of properties in one jurisdiction often depends on levee projects undertaken by another jurisdiction.*

Response – Based on the information provided, the Town agrees with the finding.

6. – *Currently, no countywide agency exists to provide planning, facilitate coordination among jurisdictions, or to assist with securing funding for existing flood control projects. The same is true for future SLR-related projects.*

Response – Based on the information provided, the Town agrees with the finding.

7. – *To the Grand Jury's knowledge, no local jurisdiction has adopted SLR projections or maps for specific local land use planning purposes. No consistent SLR projection has been adopted countywide by the County and cities.*

Response – Based on the information provided, the Town agrees with the finding.

8. – *There is a recognized need for a countywide approach to SLR planning and coordination among jurisdictions.*

Response – Based on the information provided, the Town agrees with the finding.

9. – *Several city managers and other interviewed did not support having a new countywide organization assume direct control of levee projects at this time.*

Response – Based on the information provided, the Town agrees with the finding.

10. – *The County and cities can address SLR in their General Plans and Climate Action Plans, can map the threat, and can adopt relevant policies.*

Response – Based on the information provided, the Town agrees with the finding.

11. – *Many actions to address SLR are within the authority of regional, State, and federal agencies.*

Response – Based on the information provided, the Town agrees with the finding.

12. – *By acting now, SMC may be able to reduce future costs by integrating SLR-related projects with other programmed levee projects, and by using land use planning measures to mitigate future exposure to SLR.*

Response – Based on the information provided, the Town agrees with the finding.

## **RECOMMENDATIONS**

*R1. – The County, each city in the County and relevant local special agencies should conduct a public education effort to increase awareness of SLR and its potential effects on this county.*

Response – This recommendation has not yet been implemented, but a public education effort will be considered as part of the 2016-17 Town budget cycle.

*R2. – The County, each city in the county and relevant local special agencies should identify a single organization, such as a new joint powers authority or an expanded SMC Flood Control District, to undertake countywide SLR planning. It should be structured to ensure that:*

- *The organization is countywide in scope*
- *The organization is able to focus on SLR*
- *Both the county and cities (and possibly relevant local agencies) are able to participate in the organization's decision-making*
- *The organization is sustainably funded.*

Response – This recommendation has not yet been implemented; however, the Town will participate in the future where appropriate in identifying such an organization.

*R3. – The organization's responsibilities should include:*

- *Adopt consistent SLR projections for use in levee planning countywide*
- *Conduct and/or evaluate vulnerability assessments*
- *Provide a forum for inter-jurisdictional coordination and exchange of information related to SLR*
- *Undertake grant applications for SLR-related planning and projects*
- *Facilitate raising funds on a countywide basis for SLR-related projects, to be passed through to agencies with direct responsibility for project construction*
- *Monitor actual SLR over time and any changes in SLR projections, based upon the latest federal, State, or regional government reports and scientific studies*
- *Through the CEQA environmental review process, comment on major new developments proposed in the SLR floodplain*
- *Advocate on behalf of the member jurisdictions with federal, State, and regional agencies regarding SLR issues*
- *Assist the County and cities in public awareness efforts, as described in R1*

Response – This recommendation is focused on the organization's responsibilities; therefore, the Town is not in a position to implement this recommendation. If the Town is involved with the organization in the future, it will cooperate as necessary to implement this recommendation.



*R4. – The County, cities, and two relevant local special agencies should consider expanding the role of the organization beyond SLR to include planning and coordination of efforts to address existing flooding problems along the Bay, coast, and creeks that are subject to tidal action. It may be cost-effective to integrate SLR protection with other levee-improvement programs.*

*The County and cities may also consider expanding the role of the new organization to include potentially compatible functions such as the National Pollution Discharge Elimination System (NPDES), currently managed by C/CAG, and the new (2014) State requirements for local sustainable groundwater planning.*

Response –The Town is not in a position to implement this recommendation as the organization has not yet been identified. If the Town is involved with the organization in the future, it will cooperate as necessary to implement this recommendation.

*R5. – The organization- its administration, staffing, and program expenses – should be funded on a sustainable basis by:*

- *Member contributions*
- *Contributions solicited from parties threatened by SLR, including corporations and agencies that operate public facilities such as wastewater treatment plants*
- *Grants solicited from available potential sources such as the California Climate Resilience Account*
- *Reducing administrative costs by contracting for services with the County or another agency*

Response – The Town is not in a position to implement this recommendation as the organization has not yet been identified. If the Town is involved with the organization in the future, it will cooperate as necessary to implement this recommendation.

*R6. – The County and each city should amend its General Plan, as needed, to address the risk for SLR. The Safety Element should include a map of any areas vulnerable to SLR, as determined by measurements in the countywide Vulnerability Assessment [R3]. Further, it should identify policies that apply to areas threatened by SLR.*

Response – This recommendation will not be implemented because the Town of Portola Valley is not vulnerable to sea level rise given its geographic location.

*R7. – The County, cities, and relevant local special agencies, through their representative on regional agencies, membership in state associations, lobbyists, and elected State and federal legislators, should pursue SLR- related issues with government bodies outside SMC.*

Response – This recommendation has not yet been implemented, but will be implemented in the future as opportunities arise.

Honorable Susan I. Etezadi  
August 12, 2015 – Page 5

The Town thanks the Grand Jury for its investigation into this complex issue and for bringing this matter to our attention in an informative and thorough manner. Please let me know if you require additional information.

Sincerely,

Jeff Aalfs  
Mayor

cc: Town Council  
Town Manager  
Town Attorney

Hall of Justice and Records  
400 County Center  
Redwood City, CA 94063-1655

JOHN C. FITTON  
COURT EXECUTIVE OFFICER  
CLERK & JURY COMMISSIONER

(650) 261-5066  
FAX (650) 261-5147  
www.sanmateocourt.org

June 4, 2015

Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Re: Grand Jury Report: "Flooding Ahead: Planning for Sea Level Rise"

Dear Councilmembers:

The 2014-2015 Grand Jury filed a report on June 4, 2015 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Susan I. Etezadi. Your agency's response is due no later than September 3, 2015. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
  - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Etezadi.

Hon. Susan I. Etezadi  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center; 2<sup>nd</sup> Floor  
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
  - Copy response and send by e-mail to: [grandjury@sanmateocourt.org](mailto:grandjury@sanmateocourt.org). (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
  - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton  
Court Executive Officer

JCF:ck  
Enclosure

cc: Hon. Susan I. Etezadi  
Paul Okada

✓ Information Copy: Town Manager

This is an advanced copy of a Grand Jury report that will be publicly released on June 4, 2015. Penal Code section 933.05 (f) prohibits any officer, agency, department, or governing body of a public agency from disclosing any contents of the report prior to the public release of this report.

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## FLOODING AHEAD: PLANNING FOR SEA LEVEL RISE

### ISSUE

What actions can the County of San Mateo, and the 20 cities and two relevant local special agencies within the county, take now to plan for sea level rise?

### SUMMARY

San Mateo County is at severe risk for sea level rise (SLR) over the period 2015-2100. The County, and the 20 cities and two relevant local special agencies within the county,<sup>1</sup> do not have a coordinated approach to address *existing* problems related to flooding and are not prepared for the added challenge of SLR. This investigation documents the countywide risk that SLR poses to people, property, and critical infrastructure. For example, wastewater treatment plants are highly vulnerable to SLR and this vulnerability presents significant problems for all cities, not just those along the coast and bay.

This Grand Jury report discusses ways to get organized to plan for SLR, as well as alternative sources of funding for SLR-related projects. Based on this investigation, the Grand Jury recommends that a single organization undertake SLR planning on a countywide basis. This report also examines ways to address SLR as part of local land use planning and recommends including SLR-related policies in local General Plans. It also recommends implementation of a coordinated program to raise public awareness of SLR, particularly as to how it may impact this county. Finally, the report highlights the need for effective and coordinated advocacy at the regional, State, and federal levels.

The Grand Jury strongly urges action *now* to undertake countywide planning for SLR. By acting now, SMC may be able to reduce future costs by integrating SLR-related projects with other programmed levee projects, such as those that may be triggered by new FEMA flood hazard maps. By acting now, San Mateo County jurisdictions may apply land use planning measures to mitigate future exposure to SLR. Finally, by acting now to address SLR, San Mateo County can also address the lack of coordination among jurisdictions that is evident in existing flood prevention efforts. Notably, this lack of coordination places the county at a severe disadvantage when applying for federal or State monies for flood protection.

### GLOSSARY

**County of San Mateo or County:** County government under the Board of Supervisors

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<sup>1</sup> The two relevant special agencies with responsibilities for flood prevention are the County Flood Control District and the San Francisquito Creek Joint Powers Authority.

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**San Mateo County** or **SMC**, or **county**: the geographic entity. Local governments and residents collectively.

**Levees**: includes levees, horizontal levees, walls, dikes, and similar structures designed to prevent flooding along the coast, bay shoreline, and along creeks subject to tidal flows

**Local officials**: elected and appointed officials and staff of the County, cities, and special agencies within the county, interviewed by the jury

**CEQA**: California Environmental Quality Act. A law governing the environmental review process, including the preparation of environmental impact reports, to be used by local governments when considering proposed new developments.

**JPA**: Joint Powers Authority. A separate government agency created by its member agencies (such as cities and counties), typically with officials from the member agencies on its governing board. JPAs are formed for specific purposes and to exercise powers commonly held by the member agencies. For example, two or more cities may form a JPA to manage a common government function, such as fire protection for their jurisdictions, where it is more cost-effective to act together than separately.

### **Specific Agencies**

**BCDC**: San Francisco Bay Conservation and Development Commission. A State agency with permit authority over new development along the San Francisco Bay shoreline. BCDC requires an SLR risk assessment for any new development within its jurisdiction. It published the report *Living with a Rising Bay: Vulnerability and Adaptation in San Francisco Bay and on Its Shoreline* (2011).

**C/CAG**: City/County Association of Governments of San Mateo County. A JPA formed by the County of San Mateo and all 20 cities within the county for various purposes including, for example, oversight of a regional transportation Congestion Management Program.

**CCC**: California Coastal Commission. A State agency with permit authority over new development along the coast. CCC requires an SLR risk assessment for new development within its jurisdiction.

**CEC**: California Energy Commission. A State agency responsible for energy policy and planning, including research. It published the reports *The Impacts of Sea Level Rise on the San Francisco Bay* (2012) and *Climate Change Scenarios and Sea Level Rise Estimates for California* (2009).

**CO-CAT**: Coastal and Ocean Working Group of the California Climate Action Team. A working group of senior staff from 17 State agencies with ocean and coastal resource

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management responsibilities. It issued the *State of California Sea-Level Rise Guidance Document* (2013) for use by State agencies as part of their assessments and decisions.

**FEMA:** Federal Emergency Management Administration. A federal agency whose responsibilities include preparing Flood Insurance Rate Maps that depict areas subject to inundation by a “100-year storm.”<sup>2</sup> At present, FEMA does not map flood hazards based on anticipated future sea levels.

**NRC:** National Research Council. An operating arm of the National Academy of Sciences and the National Academy of Engineering, a private nonprofit institution. It published the report *Sea Level Rise for the Coasts of California, Oregon and Washington: Past, Present and Future* (2012).

**SCC:** State Coastal Conservancy. A State agency that purchases, protects, restores, and enhances coastal resources. Currently supports preparation of local coastal plans and vulnerability assessments in San Mateo County that address SLR.

## **BACKGROUND**

San Mateo County (SMC) residents are at severe risk for flooding due to projected sea level rise (SLR) over the period 2015-2100. In fact, SLR is already occurring. Measurements at the San Francisco Tide Station at the Golden Gate show eight inches of SLR between 1897 and 2006, consistent with figures from around the world.<sup>3</sup>

The precise amount and rate of SLR are unknown, but State agencies have consistently advised that seas are rising at “accelerating rates,” and project SLR ranging up to 65 inches (167 centimeters) by the year 2100.<sup>4</sup> One scientist advised SMC officials of the possibility of even greater SLR, nearly 15 feet, during this century.<sup>5</sup>

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<sup>2</sup> A “100-year-storm” is used to define a rainfall event that statistically has a one percent chance of occurring in any given year. However, it is not the storm that will occur once every 100 years. Rather, it is the rainfall totals that have a one percent chance of being equaled or exceeded each year.

<sup>3</sup> Matthew Heberger et al. (Pacific Institute) 2012, *The Impacts of Sea Level Rise on the San Francisco Bay*, California Energy Commission (CEC) Publication No. CEC-500-2012-014, pp. 2-3; and San Francisco Bay Conservation and Development Commission (BCDC), *Living with a Rising Bay: Vulnerability and Adaptation in San Francisco Bay and on Its Shoreline*, Staff Report, October 6, 2011, p. 18.

<sup>4</sup> In 2008, Governor Schwarzenegger issued an executive order requiring State agencies to prepare SLR scenarios for the years 2050 and 2100 to “assess project vulnerability, reduce expected risks, and increase resilience to sea level rise.” In response, the Coastal and Ocean Working Group of the California Climate Action Team (CO-CAT), representing 17 State agencies, proposed interim SLR projections for the year 2100 ranging from 31 to 69 inches, grouped into “low,” “medium,” and “high” models (based on a 2009 CEC study). For some planning purposes, agencies such as BCDC focused on 55 inches of SLR, the average projection in the “high” model. However, CO-CAT urged agencies to “select SLR values based on agency and context-specific considerations of risk tolerance and adaptive capacity.” (See BCDC, *Living with a Rising Bay*, pp. 9, 20-22.) In 2012, the National Research Council (NRC) issued a report *Sea Level Rise for the Coasts of California, Oregon and Washington: Past, Present and Future*. The report projects SLR ranging from about 16 inches to 65 inches (42 to 167 centimeters) by the year 2100.

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Scientists have identified the major sources of SLR: an increase in water temperature causing expansion of the oceans, plus the addition of water from melting glaciers.<sup>6</sup> Based on scientific studies, State agencies warn that additional SLR is now *inevitable*.<sup>7</sup>

Most discussions of SLR focus on the cause (climate change) and means of prevention (such as reducing carbon emissions). This Grand Jury report is not about preventing SLR, but rather about *adaptation* to SLR. Adaptation includes measures such as constructing or modifying levees, elevating structures, restoring wetlands, or abandoning low-lying areas.

This report addresses SLR that is projected to gradually increase through the year 2100. Although this may seem to stretch far into the future, it is within the lifespan of younger residents and the useful life of many existing buildings and infrastructure. Substantial areas of the county are *already* within existing FEMA flood insurance rate maps. Unless better protected, these areas could feel the first impact of SLR at any time.

Over the last 20 years, there have been incidents of severe flooding in SMC. In December 2014, low-lying basins and levee over-topping were contributing factors when a moderate “five-year”<sup>8</sup> storm left hundreds of residents homeless.<sup>9</sup> If the County, cities, and two relevant local special agencies are struggling to address *existing* flood conditions, how will they handle worse conditions in the future?<sup>10</sup>

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The NRC report was commissioned by California, Oregon, and Washington State agencies, by the National Oceanic and Atmospheric Administration (NOAA), the U.S. Army Corps of Engineers, and the U.S. Geological Survey. CO-CAT now considers the NRC report to be the “best available science” on SLR for this state, but allows State agencies to use the projections “in a flexible manner” in their assessments or decisions. (See CO-CAT, *Sea-Level Rise Guidance Document*, March 2013, p. 1, and California Coastal Commission (CCC), *Draft Sea Level Rise Policy Guidance*, October 14, 2013, p. 4.)

<sup>5</sup>John Englander, Conference Speech at Jackie Speier, Rich Gordon, and Dave Pine, “Meeting the Challenge of Sea Level Rise in San Mateo County,” December 9, 2013, College of San Mateo Theatre, San Mateo, CA.

<sup>6</sup> The risk is not just SLR alone, that is, a slow rise in sea level until one day the levees are topped. For one thing, SLR can undermine the integrity of existing levees. Even more, the risk lies in the *combination* of SLR, plus the yearly high tides (“king” tides), plus a 100-year storm that causes a storm surge and wave action in the Bay, plus heavy rainwater runoff in creeks. Other factors that influence the risk of flooding due to SLR include changes in land elevation due to earthquakes, and the subsidence, or sinking, of land such as that caused by excess pumping of groundwater. See BCDC, *Living with a Rising Bay*, p. 4; and see Schaaf & Wheeler, Consulting Civil Engineers, *Climate Change Impacts for San Mateo, California*, February 2, 2009, pp. 4-10 (report commissioned by the City of San Mateo).

<sup>7</sup> “Perhaps the most notable finding from the IPCC is that the effect of GHG emissions will continue long after emissions are reduced. The IPCC projects that global temperature will continue rising for a few centuries before stabilizing. Sea level rise from thermal expansion will continue for centuries to millennia. Sea level rise from ice-sheet melting will continue for several millennia.” BCDC, *Living with a Rising Bay*, p. 9.

<sup>8</sup> A five-year storm statistically is a storm whose magnitude has a 20% chance of occurrence each year.

<sup>9</sup> Angela Swartz, “Cleanup Begins: Some Still Can’t Return to Homes Damaged from Storm, CSM Shelter Available,” *San Mateo Daily Journal*, December 16, 2014; a 45-year flood in 1998 that damaged about 1,700 properties was a factor that led to the creation of the San Francisquito Creek JPA. See <http://sfcjpa.org/web/about/agency-overview/>.

<sup>10</sup> The two relevant local special agencies with responsibilities for flood prevention are the San Mateo County Flood Control District and the San Francisquito Creek Joint Powers Authority.



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## **METHODOLOGY**

### **Documents**

See Bibliography for a detailed list:

- Federal, State, and regional agency reports
- Consultant studies prepared for government agencies
- Information from government websites
- City and county planning documents
- Newspaper articles
- Videos of two conferences on SLR held in San Mateo County

### **Site Tours**

Silicon Valley Clean Water wastewater treatment plant (Redwood Shores)

### **Interviews**

In conducting this investigation, the jury interviewed 14 individuals including two elected officials; four city managers or assistant city managers; four executive directors, general managers, or assistant general managers of three joint powers authorities; and four County of San Mateo appointed officials.

## **DISCUSSION**

### **San Mateo County's Exposure to Sea Level Rise**

As noted earlier, State agencies project SLR within a range of up to 65 inches by 2100. A 2012 report, prepared by the Pacific Institute for the California Energy Commission (CEC), documents the potential impacts on areas around San Francisco Bay of sea level rise of 16 inches by 2050 and 55 inches by 2100.<sup>11</sup>

The results of the CEC study are startling. Of all the counties in California, SMC is by far the most exposed to SLR, in terms of both the residents and economic value at risk. Assuming 55 inches of SLR, the replacement value of buildings and contents at risk of flooding along the bay

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<sup>11</sup> Heberger et al., *The Impacts of Sea Level Rise*, pp. 6-21. As noted in the discussion in footnote 4 of this Grand Jury report, 55 inches is the average of "high" model projections. Thus, it represents a close-to-worst-case scenario (excluding catastrophic SLR discussed elsewhere in this report).

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is estimated to exceed \$23 billion, while that along the coast is valued at \$910 million (land value is not included in these figures).<sup>12</sup> This is about one-quarter of the statewide total and nearly 40% of the Bay Area total. The dollar figure only hints at the threat to the people and structures within SMC due to SLR:

- 120,000 residents at risk of losing their homes to flooding (also nearly one-quarter of the statewide and 40 percent of the Bay Area totals)<sup>13</sup>
- 110,000 employees at job locations at risk
- 5 wastewater treatment plants at risk
- 1 power plant at risk
- 72 miles of highways at risk
- 420 miles of roads at risk
- 10 miles of railroads at risk
- 78 EPA-regulated hazardous material sites at risk
- 75% of existing wetlands at risk of being “unviable”

The Grand Jury reviewed SLR flood maps prepared by the Pacific Institute, which show the impact of 55 inches of SLR.<sup>14</sup> These maps are included in the Appendix. All of Foster City and substantial areas of Redwood City and San Mateo could be inundated. Serious flooding could also occur in East Palo Alto, Menlo Park, San Carlos, Belmont, Burlingame, Millbrae, San Bruno, and South San Francisco.

The 55-inch SLR flood zone covers important commercial centers including part of South San Francisco’s biotech industrial area, the hotels along Burlingame’s shoreline, numerous shopping areas, business parks, and recreational spaces. Within this floodplain are the headquarters of Visa International in Foster City, Franklin Templeton Investments in San Mateo, Oracle in Redwood Shores, and Facebook in Menlo Park.

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<sup>12</sup> SCC, “San Mateo County Shoreline Vulnerability Assessment,” Staff Recommendation, January 29, 2015, p. 2. Valuation of coastal property at risk was not included in the Heberger et al. report but was provided by the Pacific Institute.

<sup>13</sup> Pacific Institute, “Thematic Maps.” <http://www.pacinst.org/publications/sea-level-rise-thematic-maps/>. Based upon 2010 U.S. Census data, the website updates the 110,000 population figure for SMC that was included in Heberger et al.

<sup>14</sup> Pacific Institute, “Impacts of Sea Level Rise on the California Coast.” [http://www2.pacinst.org/reports/sea\\_level\\_rise/gmap.html](http://www2.pacinst.org/reports/sea_level_rise/gmap.html).

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Fifty-five inches of SLR waters would flood San Francisco International Airport and the County's Half Moon Bay and San Carlos Airports. Other County facilities at risk include the new jail under construction and the Government Center, both in Redwood City. The Caltrain line in San Mateo, Burlingame, and Millbrae is threatened. The Port of Redwood City and marinas operated by the County Harbor District at Pillar Point on the coast and at Oyster Point in South San Francisco could be flooded.

The new Kaiser Foundation hospital in Redwood City, the Kaiser Foundation medical office building in San Mateo, the new Palo Alto Medical Foundation medical office building in San Carlos, and the Stanford Health Care medical office buildings in Redwood City are all within the 55-inch SLR flood zone.

On the coast, parts of Half Moon Bay and Pescadero could be flooded. In Pacifica, the potential for SLR has "very serious implications . . . areas of the Sharp Park Golf Course, the Rockaway Beach district, and the West Linda Mar and West Sharp Park neighborhoods could be inundated."<sup>15</sup> Further, "coastal erosion processes that have caused damage along the high bluffs of Pacifica's northern neighborhoods would very likely increase in magnitude . . . while there could be new risks of erosion along the length of Pacifica's coastline in areas that are not currently exposed to wave action erosion. . . ."<sup>16</sup>

#### Countywide Impact—Tax Revenue

Although no exact figure has been calculated, it is evident that the impacts identified above would also have a severe effect on tax revenues from a variety of sources. In particular, a reduction in property tax revenue from SLR flood zones would affect all taxing entities in the county. This might affect the provision of County and city services throughout the county.

#### Countywide Impact—Wastewater Treatment Plants

The impact of SLR is not limited to jurisdictions touching the ocean or bay. Inundation of wastewater treatment plants would pose severe countywide environmental and health threats. Since sewer systems rely on gravity, treatment plants are often located at sea level, with outflow of treated wastewater into the bay or ocean. The CEC report identified the following plants in SMC as vulnerable with 55 inches of SLR:<sup>17</sup>

- Mid-Coast Sewer Authority (includes the city of Half Moon Bay)
- City of Millbrae

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<sup>15</sup> Dyett & Bhatia (consultants), *City of Pacifica Draft General Plan*, March 2014, pp. 7-8.

<sup>16</sup> Ibid.

<sup>17</sup> Heberger et al., *The Impacts of Sea Level Rise*, p. 16. Note also that the City of Brisbane is served by the Southeast Water Quality Control treatment facility in San Francisco, which also appears to be vulnerable to SLR.

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- San Francisco International Airport
- City of San Mateo (includes the city of Foster City and part of the town of Hillsborough)
- South Bayside System Authority (now Silicon Valley Clean Water) (includes the cities and towns of Atherton, Belmont, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos, and Woodside)
- South San Francisco/San Bruno (includes the town of Colma)

In addition to the threat of flooding, it is likely that these plants, and others that pump their treated water into the bay or ocean, will also need to install stronger pumps in order to deal with the increased water pressure at depths that will have increased due to SLR.<sup>18</sup>

The State CO-CAT advises that shoreline wastewater treatment plants with no space to relocate inland have “low adaptive capacity and high potential impacts from flooding.” For such facilities, preparing for a higher projected SLR would be prudent.<sup>19</sup>

The Grand Jury toured the largest treatment plant, located in Redwood Shores, operated by Silicon Valley Clean Water. It serves 200,000 south county residents. At the plant, key components have been elevated to protect against possible levee failure. However, this does not take into account SLR. Also, staff noted that the treatment plant receives wastewater from four pumping stations, all of which are in the SLR flood plain.<sup>20</sup>

### Catastrophic Sea Level Rise

A 2013 *National Geographic Magazine* article described potential SLR of 212 feet, over many centuries.<sup>21</sup> In a presentation to SMC officials, oceanographer John Englander said that a 10-foot rise over just 10-15 years is possible this century if two west Antarctic glaciers break loose into the ocean.<sup>22</sup> This would be *in addition to* the SLR already projected by State agencies. This Grand Jury report looks at the local planning required for up to about 55 inches of SLR. At this level, SLR impacts SMC to a much greater extent than other Bay Area counties, and it makes sense to look at this county separately. However, SLR on the order of 15 feet or more would

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<sup>18</sup> Source: Interview.

<sup>19</sup> CO-CAT, *Sea-Level Rise Guidance*, pp. 3-4.

<sup>20</sup> Source: Interview.

<sup>21</sup> Tim Folger and George Steinmetz, “Rising Seas: How They Are Changing Our Coastlines,” *National Geographic*, September 2013.

<sup>22</sup> John Englander, Conference Speech at Speier, Gordon, and Pine, “Meeting the Challenge of Sea Level Rise”; see also Will Travis (former Executive Director of BCDC), Conference Speech at Speier, Gordon, and Pine, “Meeting the Challenge of Sea Level Rise.” Travis noted that at some point higher levees may not be viable and suggested that we may need to look at the Dutch model of “living with water”; see also Larry Goldzband (Executive Director of BCDC), Conference Speech at Speier, Gordon, and Pine, “Meeting the Challenge of Sea Level Rise.” He noted the possibility of addressing SLR at the Golden Gate, rather than along the entire length of the bay shoreline.

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severely impact the entire Bay Area and planning may need to be addressed primarily at the regional level.

### **SLR Is a Countywide Issue**

A key question is whether SLR should be viewed as a *countywide* threat or only as a risk to areas threatened with *actual inundation*. The answer to this question has important implications for how the problem is addressed—and who pays for it.

Currently, flood control, whether along creeks or shorelines, is the responsibility of each city, as cities have responsibility for public safety and for land use. In fact, exposure to SLR is partly the result of land use decisions by cities to develop tidal wetlands and other low-lying areas.

However, as detailed above, the impact of SLR will fall on *all* county residents. In particular, the exposure of wastewater treatment plants and the loss of countywide tax revenue are serious countywide threats.

### **Public Awareness of the Threat**

Developing a plan to adapt to SLR will require broad support among elected officials and other government policymakers and, most importantly, the general public. This, in turn, requires greater public awareness of the issue.

Two forums on SLR sponsored by Congresswoman Jackie Speier, Assemblyman Rich Gordon, and Supervisor Dave Pine have served to educate many local elected officials and government staff.<sup>23</sup> However, as one city manager noted, continuing education is necessary as elected officials rotate off their councils.

Moreover, despite some press coverage of the two forums, it appears that the public at large is not well informed on the issue. At present, the Grand Jury is not aware of any on-going educational efforts by local governments to inform county residents about SLR, particularly as it may impact SMC.

### **Preparing for SLR**

#### Existing Flood Protection in San Mateo County

Cities and two special local agencies are responsible for construction and maintenance of levees within their jurisdictions.<sup>24</sup> Often, they pay the entire cost of levee projects. They work closely

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<sup>23</sup>Jackie Speier, Rich Gordon, and Dave Pine, “Meeting the Challenge of Sea Level Rise in San Mateo County,” College of San Mateo, December 9, 2013, and “Planning for Sea Level Rise in San Mateo County,” Foster City City Hall, June 27, 2014.

<sup>24</sup> The cities of East Palo Alto and Menlo Park, the San Mateo County Flood Control District, the city of Palo Alto and the Santa Clara Valley Water District have formed the San Francisquito Creek Joint Powers Authority to address flooding, enhanced

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with various regional, State, and federal permitting agencies to meet design standards, both for the structures themselves and the adjacent shoreline environment.<sup>25</sup>

Presently, there is a chain of levees along the bay. Each link in the chain is the responsibility of a different city or special agency. However, flood risk is based on topography, not political boundaries. Thus, the safety of properties in any given city often depends on levee projects undertaken by its neighboring cities. The public is protected only so long as the “weakest link” in the chain of levees is able to meet the threat. Officials interviewed by the Grand Jury identified a number of existing “weak links.”

Currently, no countywide agency has oversight of the levees as a whole. No agency provides countywide planning, coordinates cities’ construction and maintenance efforts, or assists with grant applications related to *existing* flood problems, much less preparing for SLR. Cities do not contribute money to pay for projects outside their jurisdiction, even though their own residents may benefit.

The San Mateo County Flood Control District is “countywide” on paper but its tax base is limited by the California Water Code to certain “subzones,” which were specified prior to the voters’ adoption in 1978 of Proposition 13. The District’s revenue stream is small and limited to funding flood control along the Colma, San Bruno, and San Francisquito Creeks. The District has no staff of its own, contracting with the County’s Public Works Department on an as-needed basis for necessary staffing.

#### Current Efforts in San Mateo County to Plan for SLR<sup>26</sup>

The County has taken the lead in trying to jump-start the process of planning for SLR. Along with working groups of elected officials, city staff, and special district personnel, the County has commenced (a) conducting a vulnerability assessment, (b) exploring options for a countywide governance organization to address flood control and SLR, and (c) identifying sources of funding. In January 2015, the County’s Office of Sustainability received a grant from the State

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ecosystems and recreation along that creek in both San Mateo and Santa Clara Counties. The San Mateo County Flood Control District also has responsibility for flood control along Colma and San Bruno Creeks.

<sup>25</sup> Other agencies may be involved in particular situations. For instance, Caltrans is responsible for protecting State highways and airport owners may be responsible for protecting certain airports. (Source: Interviews.)

<sup>26</sup> Other important SLR-related efforts in SMC include the “SFO/San Bruno Creek/Colma Creek Resilience Study,” a joint effort of the airport, affected cities, and the County to assess SLR impacts in the vicinity of San Francisco International Airport (Brendan P. Bartholomew, “Peninsula Sea-Level Study to Focus on Flood Threats Surrounding SFO,” *San Francisco Examiner*, February 13, 2014). The San Francisquito Creek JPA is undertaking two SLR-related projects: the SAFER Bay project will protect property within the cities of East Palo Alto and Menlo Park from Bay 100-year tides with up to three feet of SLR and enhance and create Bay marshes; and the San Francisco Bay to Highway 101 project along San Francisquito Creek that will protect the tidally influenced areas of East Palo Alto and Palo Alto from a 100-year creek flow coincident with an extreme tide and 26 inches of SLR (<http://sfcjpa.org/projects>). In addition, the SCC is funding Local Coastal Plan updates for Half Moon Bay and Pacifica that will address adaptation to SLR (SCC, “San Mateo County Shoreline Vulnerability Assessment” RFP, February 18, 2015).

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Coastal Conservancy (SCC) to jointly manage an SLR vulnerability assessment for SMC. The study will cover the entire bayside and the coast from Half Moon Bay north.<sup>27</sup> While there is currently no guarantee, staff is confident that the Office of Sustainability will continue working on SLR beyond the period of the grant.

#### Characteristics of a Possible Organization to Address SLR Planning

Almost every local official interviewed by the Grand Jury acknowledged the need for greater coordination among jurisdictions to address SLR. Each person was asked about options for “getting organized” to address SLR. Some of the characteristics identified by many of those interviewed include:

- The organization should be countywide, including upland and coastal communities.
- The cities should participate in decision-making by the organization.
- The organization should have a *focus* on SLR and have a staff with expertise in the subject.
- The organization must be sustainably funded.

Interviewees also identified a number of existing needs related to planning for SLR that should be met:

- Identify consistent SLR-related projections and flood control project standards for all jurisdictions
- Help coordinate jurisdictions regarding SLR-related flood control projects and seek a commitment by jurisdictions to implement projects in a timely fashion
- Assist with grant applications (State and federal agencies prefer to provide grants to projects that demonstrate a multi-jurisdictional approach)
- Seek to broaden the revenue sources for SLR projects

However, several city managers and others questioned whether the cities are ready for a new organization to assume direct control of levees, since such an organization might impinge on city authority regarding public safety, land use, and use of eminent domain.

#### Organizational Options

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<sup>27</sup> SCC, “San Mateo County Shoreline Vulnerability Assessment,” Staff Recommendation, January 29, 2015.

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The Grand Jury discussed the following organizational options for SLR planning with the interviewees:

- Expanding the role of the County Flood Control District (SMCFCD) and/or the County Office of Sustainability
- Creating a new independent special district with an elected board (such as the Santa Clara Valley Water District)
- Expanding the role of the City/County Association of Governments (C/CAG)
- Creating a new joint powers authority (JPA) with an appointed board of elected officials from the cities and County (and possibly relevant special agencies)

The County option (first bullet point) offers advantages. As an existing agency, the Flood Control District would not need to be created anew (although legislative action would be required to expand its role). Its existing jurisdiction extends countywide, at least on paper. County staff already has expertise in matters relating to flood control. Although separate, the SMC Office of Sustainability is also developing staff with knowledge about SLR. The relevant functions of the Office of Sustainability and County's Public Works Department (which staffs the County Flood Control District) could easily be coordinated or merged. Both the Flood Control District and the Office of Sustainability are responsible to the County Board of Supervisors. Therefore, a way would need to be found to ensure that cities may participate in decision-making. Given its other responsibilities, some interviewees were also concerned that the County Board of Supervisors might not be able to give SLR the focus it requires.

In the case of an independent special district with its own elected board (second bullet point), neither the cities nor the County Board of Supervisors would have decision-making authority. It is not a near-term option, since it would require voter approval, hiring of staff and acquisition of office space, among other things. The Grand Jury's investigation also suggests that the creation of a new district would be an expensive choice, particularly if the district's responsibilities are limited to SLR planning. An independent special district might be a more appropriate option if responsibilities included actual levee construction and maintenance.

The Grand Jury inquired as to whether C/CAG, which already has committees on several environmental subjects, could expand its role to include planning for SLR. However, local officials felt that C/CAG is strongly focused on congestion management and does not have expertise in SLR/flood control. C/CAG staff has not proposed to the agency's Board of Directors that the agency take on SLR.<sup>28</sup>

Creating a new JPA (fourth bullet point) would allow the cities (and County) to have a voice. A JPA for SLR could hire staff with expertise in the field and, as a single-purpose agency, could

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<sup>28</sup> Source: Interview.



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stay focused on SLR. One negative factor is the need to create a brand new governmental structure and the added expense to do so. However, it is possible that the JPA could contract for administrative services and staffing with another agency, such as the County. A second concern expressed by local officials is the need to structure the JPA so that a membership that includes the County, 20 cities, and possibly other relevant local agencies does not become unwieldy.

Based on this analysis, the Grand Jury concludes that, under current circumstances, there is no perfect choice for an organization to undertake countywide SLR planning. However, it appears that either enlarging the role of the County Flood Control District or creating a new JPA would be viable options. What is critical is that a coordinated countywide approach be agreed upon soon.

### **Funding of an Organization to Plan for SLR**

The costs of an organization that only focuses on *planning-type* functions such as coordinating local jurisdictions, conducting studies, developing standards and timelines, and preparing grant applications would be much less than the cost of actual construction of levees. It could be funded by member contributions, grants, and contributions from industry and wastewater treatment agencies. This would be similar to the general fund revenues that C/CAG currently collects from member contributions and grants.

### **Funding of Projects to Protect against SLR**

At the Grand Jury's first interview, a local official posed the following question regarding SLR: "how are we going to pay for it?" Levee construction is extremely expensive. Projects recently completed or proposed in the county, just to address existing needs, have run into the tens of millions of dollars.<sup>29</sup>

### Current Funding for Levee Protection in San Mateo County

Currently, funding for levee projects comes mainly from local general funds or capital improvement funds, plus, in some cases, an assessment on property owners who directly benefit from such projects. Where relatively few properties are involved, the assessment per parcel can be prohibitive.

The cost of flood insurance to property owners is also expensive. As a result, cities focus on projects that remove residents from FEMA flood zones (which determine the need for insurance). Savings on insurance helps offset the cost of a property assessment.

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<sup>29</sup> For example, in 2012 the City of San Mateo completed \$22.7 million in levee improvements to protect 8,000 properties and faces raising another \$22.35 million for levee improvements to protect 1,500 properties that remain in FEMA flood insurance rate maps (Larry Patterson, Conference Speech at Speier, Gordon, and Pine, "Meeting the Challenge of Sea Level Rise"). The San Francisquito Creek JPA has secured State and local funding for its \$37.5 million project for the portion of that creek between the Bay and Highway 101 (Gennady Sheyner, "San Francisquito Creek Project Sees Breakthrough after Permit Stall," *Palo Alto Online*, November 3, 2014, and interview).

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### Potential Countywide Sources of Funding for SLR Projects

City general funds and assessments on properties that directly benefit may also be used for SLR-related projects. However, since SLR has countywide impacts, spreading part of the cost countywide appears justified. Some potential sources of countywide revenue include:<sup>30</sup>

- Wastewater agencies may impose fees on customers within their service area to help pay for levee projects that protect wastewater treatment plants and pumping stations threatened by SLR.
- Officials interviewed doubt that, at present, SLR levee projects could secure the 66.7% voter approval required under Proposition 218 for a special tax (i.e., a tax imposed to raise revenue for a specific purpose). However, this could be a source of funds in the future, when the threat of SLR becomes more evident.
- The County and cities may raise funds through general taxes, such as County Measure A (2012), which require approval of a simple majority of voters, and distribute a *portion* of such revenues to protect against SLR, so long as the measure does not include a specific commitment to fund SLR projects.
- C/CAG used the simple majority voter threshold to win approval for County Measure M (2010), a vehicle registration fee used for a variety of transportation projects and for mitigation of transportation-related stormwater pollution.<sup>31</sup> Any organization, such as the County Flood Control District or a new JPA, that addresses SLR and other related issues such as groundwater management and water pollution, might be able to use a similar approach.
- State law (SB 628, 2014) allows for the formation of Enhanced Infrastructure Financing Districts within cities and counties with the authority to issue bonds, with 55% voter approval, for purposes such as “flood control levees and dams, retention basins, and drainage channels.”<sup>32</sup> In certain circumstances, such districts may be formed within SMC jurisdictions to serve as a source of funding for SLR projects.
- Contributions may be solicited from business parks or agencies responsible for facilities such as airports or highways that are within SLR flood plains. For example, the Facebook headquarters campus in Menlo Park will benefit from the San Francisquito Creek JPA’s SAFER project, and the company has contributed \$275,000 toward its design and EIR.<sup>33</sup>
- Mitigation fees may be imposed on new developments in areas subject to SLR.

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<sup>30</sup> Source: Interview.

<sup>31</sup> C/CAG, Funding-Local/Measure M. <http://ccag.ca.gov/funding/measure-m/>.

<sup>32</sup> California Legislative Information, SB-678 Enhanced Infrastructure Financing Districts.

<sup>33</sup> Renee Batti, “Stemming the Tide,” *Almanac: The Hometown Newspaper for Menlo Park, Atherton, Portola Valley and Woodside*, March 10, 2014, and interview source.

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### Potential Regional, State, and Federal Sources of Funding for SLR Projects

To date, local cities have received little federal or State funding for levee projects.<sup>34</sup> Several officials advised that granting agencies typically prefer projects that show multi-jurisdictional cooperation, placing the local government entities in San Mateo County at a significant competitive disadvantage in securing such funds. However, even for a multi-jurisdictional project, grants are highly competitive. SLR-related projects face a further difficulty if the granting agency does not yet recognize the risk of SLR. Finally, since SMC is by far the county most vulnerable to SLR, it may be difficult to find other counties with similar needs with which to collaborate on a regional basis. However, there is one new source of funding:

- The State of California’s Climate Resilience Account, created in 2014, is a source of grant funding directed specifically at SLR. Although only \$2.5 million has been allocated statewide in the first year, it may be enlarged in the future.

### Reducing Costs by Integrating SLR-Related Projects with Other Levee Projects

Given that the amount and rate of SLR are uncertain, local officials may be reluctant to spend large amounts of money for projects that may never be needed. Possible cost-saving options that cities and relevant special agencies may examine on a case-by-case basis include:<sup>35</sup>

- Integrating SLR-related protection with existing planned or proposed levee projects<sup>36</sup>
- Developing SLR-related projects in stages, with specific “triggers” required before undertaking each stage of construction

In order to take advantage of these cost-saving options, however, SLR planning should begin now. For instance, a FEMA representative has advised county officials that new FEMA flood hazard maps will be forthcoming in the near future. These maps will reflect a new higher calculation of bay wave action during storms. This new calculation, which is independent of any SLR effect, may trigger the need for new levee projects to keep properties in SMC from being subject to flood insurance requirements. Incorporating consideration of future SLR in these new projects may result in cost-savings later.<sup>37</sup>

### **SLR Is a Land Use Issue**

Levee projects are a common solution to SLR. However, they may not be feasible everywhere, due to financial, environmental, or technical reasons. If the risk of flooding due to SLR cannot be

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<sup>34</sup> Notably, San Francisquito Creek JPA has received an \$8 million State Water Resources Board grant for a multi-jurisdictional project. (Source: Interview.)

<sup>35</sup> Craig Conner, U.S. Army Corps of Engineers, Conference Speech at Speier, Gordon, and Pine, “Meeting the Challenge of Sea Level Rise.” These suggestions were supported by local officials interviewed by the Grand Jury.

<sup>36</sup> The San Francisquito Creek JPA’s San Francisco Bay to Highway 101 flood protection project will address, in combination, a 100-year creek flow coincident with an extreme tide and 26 inches of SLR. (Source: Interview.)

<sup>37</sup> Kathleen Schaefer, FEMA, Conference Speech at Speier, Gordon, and Pine, “Meeting the Challenge of Sea Level Rise.”

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completely eliminated, the County and cities will need to examine land use measures to help mitigate the threat of SLR.<sup>38</sup> Possible land use measures include the following:

- Jurisdictions can include adaptation to SLR in the Safety Element of their General Plans. While not required by State Guidelines,<sup>39</sup> several cities in the county do mention SLR in their Safety Elements and/or Climate Action Plans.<sup>40</sup>
- Jurisdictions may restrict new development or types of land use in areas subject to SLR.
- Jurisdictions may use building codes to mitigate SLR flood risk. For instance, they could require habitable areas and key building equipment be placed above flood level.
- Jurisdictions may identify areas suitable for environmental resource protection and habitat enhancement, in light of the threat of SLR.
- Jurisdictions may need to identify certain areas to be abandoned to SLR.
- Jurisdictions may impose SLR mitigation fees as a condition of approval on major residential or commercial projects in undeveloped areas subject to future SLR.
- Jurisdictions may use the CEQA environmental review process to ensure that exposure to SLR is considered, and mitigation measures identified, when major residential or commercial projects are proposed within a SLR flood plain.

### **Actions Needed at the Regional, State, and Federal Levels**

While focused on SMC, this investigation points to the need for action on SLR at other levels of government. The County, cities, and relevant local special districts, through their representation at regional agencies, memberships in state associations, lobbyists, and elected State and federal legislators, could advocate on our behalf. Some examples include:

- Federal agencies, such as the U.S. Army Corps of Engineers, do not currently recognize SLR in their flood control mapping and/or funding.<sup>41</sup>

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<sup>38</sup> Flood control levees themselves are local land uses, sometimes offering public trails, and vista points, and other recreational options.

<sup>39</sup> California Governor's Office of Planning and Research, *State of California General Plan Guidelines*, 2003.

<sup>40</sup> The City of Pacifica's draft Safety Element has a particularly comprehensive discussion related to SLR. However, the City will wait for "an adequate model with sufficient local detail" to project specific impacts of SLR (see Dyett & Bhatia, *City of Pacifica Draft General Plan*, March 2014, pp. 8-11 – 8-16). The City of San Carlos approved a *Climate Action Plan* (CAP) as a component of the City's General Plan update. The CAP includes a BCDC map of the city showing SLR of 16 and 55 inches. The City's approach to SLR is to cooperate with regional agencies, such as BCDC. (See City of San Carlos, *Climate Action Plan*, October 12, 2009, pp. 2, 87-91.) The City of San Mateo commissioned a report that includes a description of the potential effects of SLR on that city and has appended the report to the City's General Plan. However, the General Plan states that "considering that there is no definitive estimate and that sea level rise will occur slowly over time, the City will continue to address FEMA's current certification standards" (see *City of San Mateo 2030 General Plan*, 2010, pp. VII-6 and Appendix V, Schaaf & Wheeler, *Climate Change Impacts for San Mateo, California*).

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- Federal and State funding is extremely limited for all stages of adaptation to SLR: studies, planning, and actual levee projects.
- With just \$2.5 million in this year’s budget for statewide use, funding of the California Climate Resilience Account, dedicated to SLR, is inadequate.
- California General Plan Guidelines (2003), prepared by the Governor’s Office of Planning and Research, do not require that SLR be addressed in the Safety Element or elsewhere in local general plans.
- Regional agencies, such as BCDC, could provide a forum for discussing SLR, including alternatives for addressing catastrophic SLR greater than 10 feet.

While these and other actions at the regional, State, and federal levels are important, it must be emphasized that San Mateo County cannot afford to wait for planning and resources to appear from outside the county. They may never come.

## **FINDINGS**

- F1. SMC is at severe risk for flooding due to the gradual rise in sea level, projected at up to 65 inches (167 centimeters) by the year 2100. Catastrophic SLR of nearly 15 feet is a possibility this century.
- F2. SLR is a threat *countywide*, including the upland areas. All residents depend on public infrastructure, especially wastewater treatment plants. Also, a significant portion of the countywide property tax base is within the area threatened by SLR.
- F3. Although many local officials are now familiar with and concerned about the threat of SLR, there is inadequate public awareness of SLR’s potential impacts on this county.
- F4. Levees, including their financing, are currently the responsibility of each individual city or special agency with jurisdiction along streams, bay, and coast (the County is responsible for unincorporated areas).
- F5. Flood risk is based on topography, not political boundaries. The safety of properties in one jurisdiction often depends on levee projects undertaken by another jurisdiction.
- F6. Currently, no countywide agency exists to provide planning, facilitate coordination among jurisdictions, or to assist with securing funding for *existing* flood control projects. The same is true for future SLR-related projects.

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<sup>41</sup> This may change. “In accord with the Biggert-Water Flood Insurance Reform Act of 2012, FEMA is to establish a Technical Mapping Advisory Council that will provide recommendations to FEMA on flood hazard mapping guidelines— including . . . the impacts of sea level rise. . . . FEMA will be required to incorporate future risk assessment in accordance with the recommendations of the Council.” (See FEMA, <http://www.fema.gov/coastal-frequently-asked-questions#CoastalFloodHazardMappingQuestions>, pp. 10-11.)

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- F7. To the Grand Jury's knowledge, no local jurisdiction has adopted SLR projections or maps for specific local land use planning purposes.<sup>42</sup> No consistent SLR projection has been adopted countywide by the County and cities.
- F8. There is a recognized need for a countywide approach to SLR planning and coordination among jurisdictions.
- F9. Several city managers and others interviewed did not support having a new countywide organization assume direct control of levee projects at this time.
- F10. The County and cities can address SLR in their General Plans and Climate Action Plans, can map the threat, and can adopt relevant policies.
- F11. Many actions to address SLR are within the authority of regional, State, and federal agencies.
- F12. By acting *now*, SMC may be able to reduce future costs by integrating SLR-related projects with other programmed levee projects, and by using land use planning measures to mitigate future exposure to SLR.

## **RECOMMENDATIONS**

### **The Grand Jury recommends increased public education about SLR:**

- R1. The County, each city in the county and relevant local special agencies<sup>43</sup> should conduct a public education effort to increase awareness of SLR and its potential effects on this county.

### **The Grand Jury recommends identifying a single organization to undertake SLR planning:**

- R2. The County, each city in the county and relevant local special agencies<sup>44</sup> should identify a single organization, such as a new joint powers authority or an expanded SMC Flood Control District, to undertake countywide SLR planning. It should be structured to ensure that:
- The organization is countywide in scope
  - The organization is able to *focus* on SLR
  - Both the County and cities (and possibly relevant local agencies) are able to participate in the organization's decision-making<sup>45</sup>

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<sup>42</sup> See discussion of SLR planning in several San Mateo County cities in footnote 39.

<sup>43</sup> San Mateo County Flood Control District and San Francisco Creek Joint Powers Authority.

<sup>44</sup> Ibid.

<sup>45</sup> The organization could also create a technical advisory committee with representatives of departments responsible for levee construction and management, as well as representatives of public facilities at risk, such as airports and wastewater treatment plants.

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- The organization is sustainably funded

R3. The organization's responsibilities should include:

- Adopt consistent SLR projections for use in levee planning countywide
- Conduct and/or evaluate vulnerability assessments<sup>46</sup>
- Provide a forum for inter-jurisdictional coordination and exchange of information related to SLR
- Undertake grant applications for SLR-related planning and projects
- Facilitate raising funds on a countywide basis for SLR-related projects, to be passed through to agencies with direct responsibility for project construction
- Monitor actual SLR over time and any changes in SLR projections, based upon the latest federal, State, or regional government reports and scientific studies
- Through the CEQA environmental review process, comment on major new developments proposed in the SLR floodplain
- Advocate on behalf of the member jurisdictions with federal, State, and regional agencies regarding SLR issues
- Assist the County and cities in public awareness efforts, as described in R1

R4. The County, cities and two relevant local special agencies<sup>47</sup> should consider expanding the role of the organization beyond SLR to include planning and coordination of efforts to address *existing* flooding problems along the Bay, coast, and creeks that are subject to tidal action. It may be cost-effective to integrate SLR protection with other levee-improvement programs.

The County and cities may also consider expanding the role of the new organization to include potentially compatible functions such as the National Pollution Discharge Elimination System (NPDES), currently managed by C/CAG, and the new (2014) State requirements for local sustainable groundwater planning.

R5. The organization—its administration, staffing, and program expenses—should be funded on a sustainable basis by:

- Member contributions
- Contributions solicited from parties threatened by SLR, including corporations and agencies that operate public facilities such as wastewater treatment plants

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<sup>46</sup> A vulnerability assessment could (a) inventory areas at risk for SLR (commercial, residential, public facilities, and infrastructure), (b) determine the adequacy of existing levee protection, and (c) identify and prioritize the projects that will be needed to adapt to SLR.

<sup>47</sup> San Mateo County Flood Control District and San Francisquito Creek Joint Powers Authority.

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- Grants solicited from available potential sources such as the California Climate Resilience Account
- Reducing administrative costs by contracting for services with the County or another agency

**The Grand Jury recommends that SLR be addressed in local land use planning:**

R6. The County and each city should amend its General Plan, as needed, to address the risk for SLR. The Safety Element<sup>48</sup> should include a map of any areas vulnerable to SLR, as determined by measurements in the countywide Vulnerability Assessment [R3]. Further, it should identify policies that apply to areas threatened by SLR.

**The Grand Jury recommends that local governments champion SLR issues before regional, State, and federal governments and agencies:**

R7. The County, cities, and relevant local special agencies, through their representatives on regional agencies, membership in state associations, lobbyists, and elected State and federal legislators, should pursue SLR-related issues with government bodies outside SMC.

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<sup>48</sup> As an alternative, the City of San Carlos has addressed SLR in its Climate Action Plan (CAP). The City states that the CAP was developed as a “component of the 2009 General Plan update . . . a legally defensible approach to ensuring that the Climate Action Plan is implemented” (see City of San Carlos, *Climate Action Plan*, 2009, p. 2).



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## **REQUEST FOR RESPONSES**

Pursuant to Penal code section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

Responses to recommendations R1, R2, R3, R4, R5, R6, and R7 are requested from:

- The County of San Mateo Board of Supervisors
- The City and Town Councils of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Responses to recommendations R1, R2, R3, R4, R5, and R7 are requested from:

- The Board of Directors of the San Francisquito Creek Joint Powers Authority

Response to recommendation R4 is requested from:

- The Board of Directors of the City/County Association of Governments of San Mateo County

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

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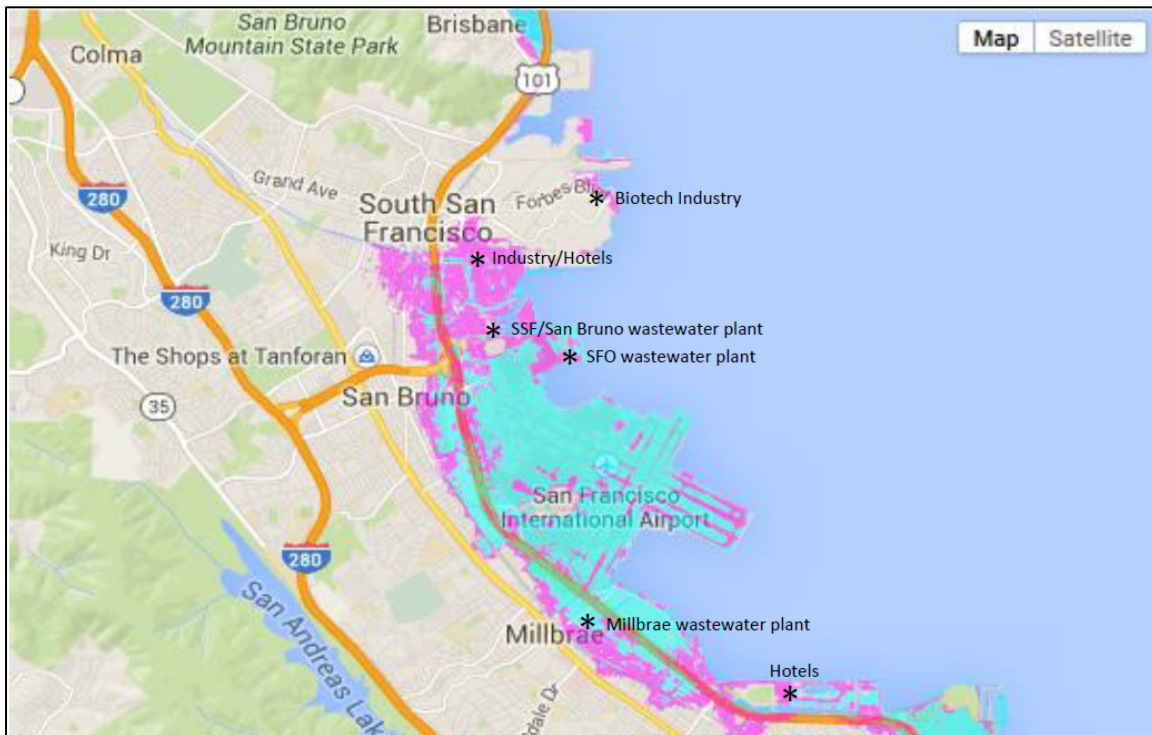
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## APPENDIX



Sea level rise inundation maps for selected areas of San Mateo County are presented below. The turquoise-colored zones represent the “current area at risk” to flooding during a 100-year storm, without consideration of existing flood protection levees. The magenta-colored zones represent the area at risk during a 100-year storm with 1.4 meters of SLR (140 centimeters or about 55 inches). The green-colored zones represent areas at risk of erosion from 1.4 meters of SLR, but are not clearly distinguishable at the scale used in this Appendix. These maps were prepared by the Pacific Institute, with specific infrastructure and major government and commercial facilities identified by the Grand Jury with an \* symbol.

### SAN FRANCISCO INTERNATIONAL AIRPORT AND VICINITY




Maps from Pacific Institute at "[http://www2.pacinst.org/reports/sea\\_level\\_rise/gmap.html](http://www2.pacinst.org/reports/sea_level_rise/gmap.html)"  
Modified by the Grand Jury to show facilities at risk

#### Area at risk from a 100-year coastal flood event

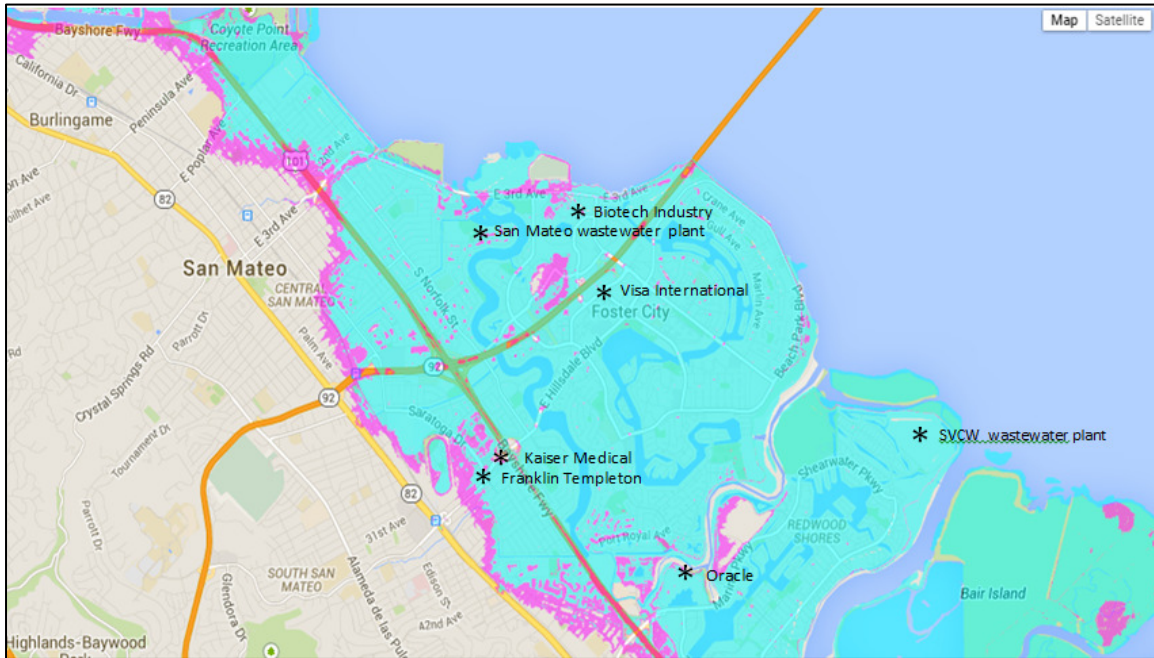
-  Current area at risk
-  Area at risk with a 1.4 meter sea-level rise

#### Erosion

-  Area at risk from erosion in 2100 with a 1.4 meter sea-level rise



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### SAN MATEO AND VICINITY




Maps from Pacific Institute at "[http://www2.pacinst.org/reports/sea\\_level\\_rise/gmap.html](http://www2.pacinst.org/reports/sea_level_rise/gmap.html)"  
Modified by the Grand Jury to show facilities at risk

#### Area at risk from a 100-year coastal flood event

-  Current area at risk
-  Area at risk with a 1.4 meter sea-level rise

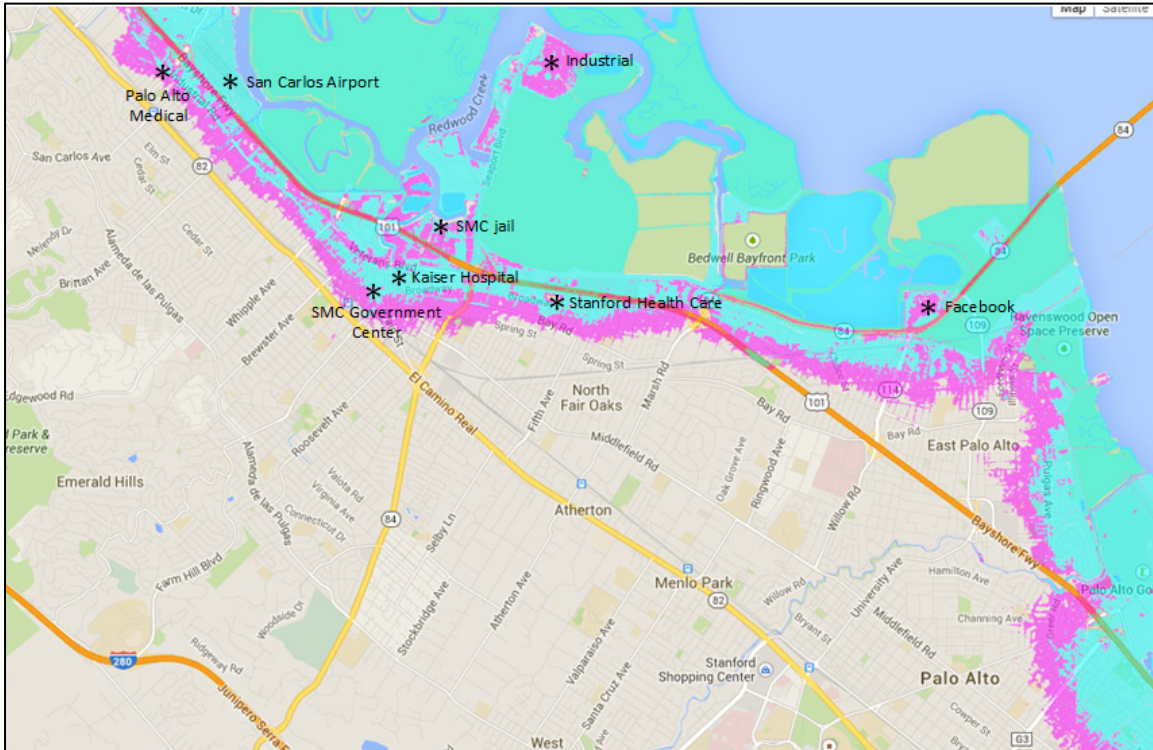
#### Erosion

-  Area at risk from erosion in 2100 with a 1.4 meter sea-level rise





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### REDWOOD CITY AND VICINITY




Maps from Pacific Institute at "[http://www2.pacinst.org/reports/sea\\_level\\_rise/gmap.html](http://www2.pacinst.org/reports/sea_level_rise/gmap.html)"  
Modified by the Grand Jury to show facilities at risk

#### Area at risk from a 100-year coastal flood event

-  Current area at risk
-  Area at risk with a 1.4 meter sea-level rise

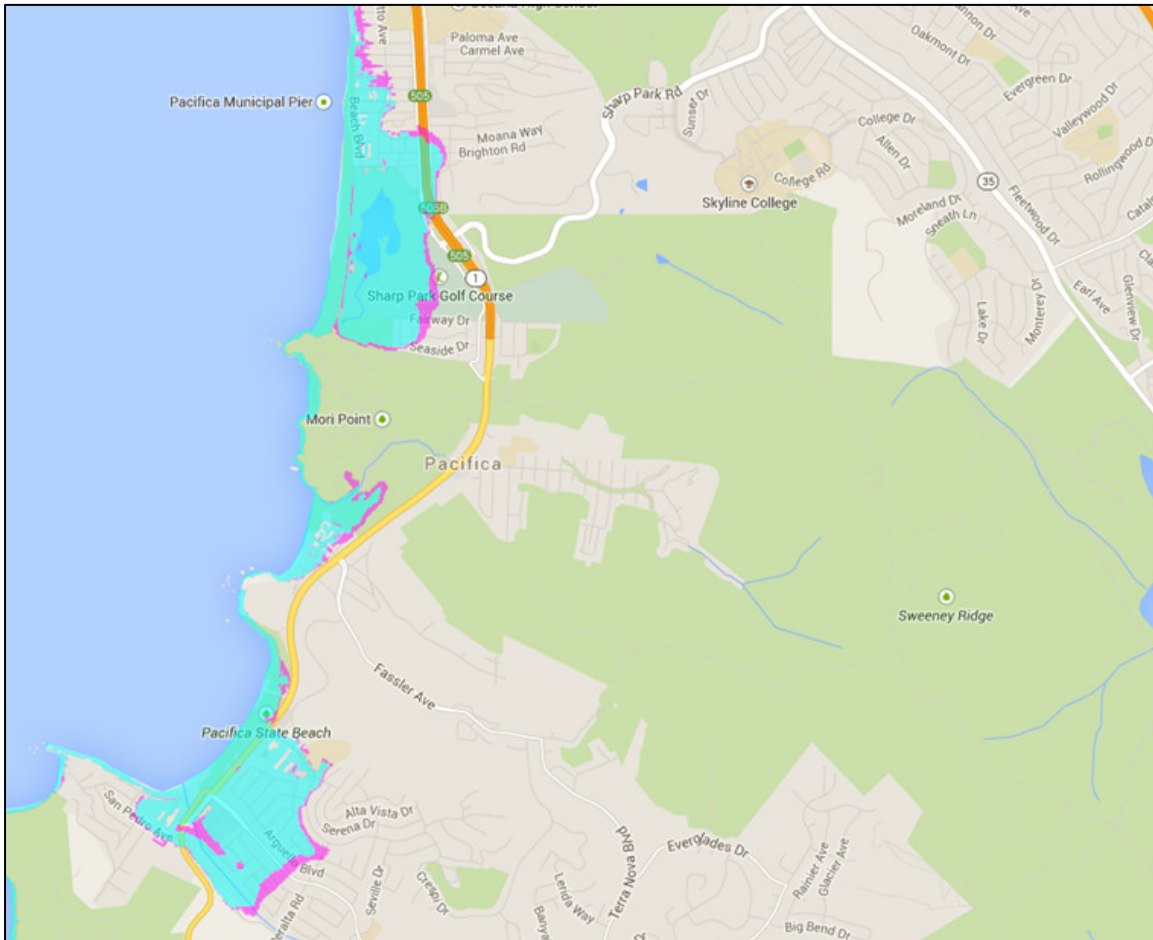
#### Erosion

-  Area at risk from erosion in 2100 with a 1.4 meter sea-level rise

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## PACIFICA




Maps from Pacific Institute at "[http://www2.pacinst.org/reports/sea\\_level\\_rise/gmap.html](http://www2.pacinst.org/reports/sea_level_rise/gmap.html)"

### Area at risk from a 100-year coastal flood event

-  Current area at risk
-  Area at risk with a 1.4 meter sea-level rise

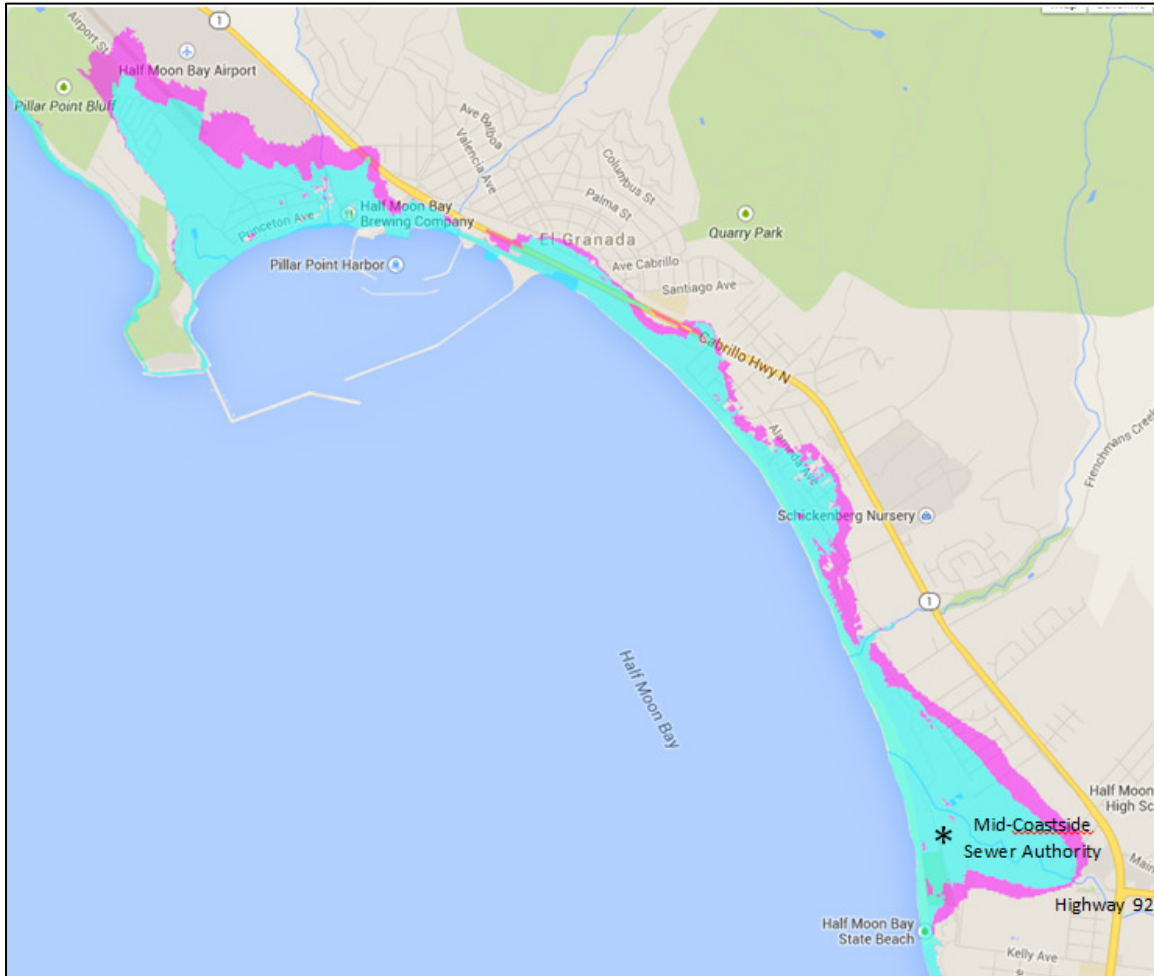
### Erosion

-  Area at risk from erosion in 2100 with a 1.4 meter sea-level rise

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### HALF MOON BAY




Maps from Pacific Institute at "[http://www2.pacinst.org/reports/sea\\_level\\_rise/gmap.html](http://www2.pacinst.org/reports/sea_level_rise/gmap.html)"  
Modified by the Grand Jury to show facility at risk

#### Area at risk from a 100-year coastal flood event

-  Current area at risk
-  Area at risk with a 1.4 meter sea-level rise

#### Erosion

-  Area at risk from erosion in 2100 with a 1.4 meter sea-level rise



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Debbie Pedro, Acting Town Manager

**DATE:** August 12, 2015

**RE:** **Adoption of a Resolution Approving and Authorizing Execution of an Agreement between the Town of Portola Valley and Maggie Foard**

### RECOMMENDATION

Staff recommends that the Town Council adopt a Resolution authorizing the Mayor to execute an agreement between the Town and Maggie Foard to continue operating the farmers' market at the Town Center for a period of one year.

### DISCUSSION

In September 2013, the Town entered into an agreement with Maggie Foard to operate the farmers' market at the Town Center. The annual contract was last renewed on August 15, 2014 and will expire on August 15, 2015. Ms. Foard has been successfully operating the market pursuant to this agreement and no additional change to the terms and conditions is proposed. It is recommended that the term of the agreement be extended to August 15, 2016. (Attachment 2)

### ATTACHMENTS

1. Resolution
2. Amendment to Farmers' Market License Agreement dated August 12, 2015
3. Farmers' Market License Agreement dated August 13, 2014

**RESOLUTION NO. 2015-\_\_\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING EXECUTION OF AN AMENDMENT TO FARMERS' MARKET LICENSE AGREEMENT**

**WHEREAS**, the Town of Portola Valley ("Town") entered into a Farmer's Market License Agreement dated August 13, 2014 ("Agreement") with Maggie Foard to operate a farmers' market at Town Center;

**WHEREAS**, Foard has been successfully operating the farmer's market at Town Center;

**WHEREAS**, the term of the Agreement is for one year and the Town desires to extend the term and continue Foard's operation of the farmers' market at Town Center; and

**WHEREAS**, the Town Council has read and considered that certain Amendment to Farmers' Market License Agreement ("Amendment") extending the term of the Agreement for an additional year.

**NOW, THEREFORE**, the Town Council of the Town of the Town of Portola Valley does hereby RESOLVE as follows:

1. Public interest and convenience require the Town of Portola Valley to enter into the Amendment described above.
2. The Town of Portola Valley hereby approves the Amendment and the Mayor is authorized on behalf of the Town to execute the Amendment.

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on August 12, 2015.

Ayes:  
Noes:  
Absent:  
Abstain:

By: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Town Clerk

**AMENDMENT TO  
FARMERS' MARKET LICENSE AGREEMENT**

This Amendment to Farmers' Market License Agreement ("Amendment") is made as of August 12, 2015, with respect to that certain Farmer's Market License Agreement dated August 13, 2014 ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard").

RECITALS

A. The Town and Foard entered into the Agreement to allow operate a farmers' market at Town Center.

B. The Town now desires to amend the Agreement to extend the term for another year.

**NOW, THEREFORE**, in consideration of their mutual covenants, Town and Foard do hereby agree as follows:

1. Section 4, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one year from August 15, 2015 through August 15, 2016."

2. Other than the amendment set forth in Section 1 above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date set forth above.

**TOWN OF PORTOLA VALLEY**

**MAGGIE FOARD**

\_\_\_\_\_  
Jeff Aalfs  
Mayor

  
\_\_\_\_\_  
Maggie Foard

**ATTEST:**

\_\_\_\_\_  
Town Clerk



## FARMERS' MARKET LICENSE AGREEMENT

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated August 13, 2014, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Foard desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Foard a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Foard and her authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Foard ("Participating Merchants"). The agreement between Foard and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Foard shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area").

3. **Condition of License Area.** Use of the License Area is being granted to Foard in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Foard acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Foard to conduct such inspections of the License Area as she deems necessary to satisfy herself that the License Area can be used for the farmers' market.

4. **Term.** The term of this Agreement shall be for one year from August 15, 2014 through August 15, 2014. Approximately twice yearly, Foard, in conjunction with the Town staff, shall prepare a report to the Town Council summarizing the activities of the farmers' market and any issues that have arisen.

5. **Permitted Use; Conditions.** The License Area shall be used and occupied by Foard and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

a. Day and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of four hours of operation, with an additional two hours before operation for set-up and one hour after operation for clean-up. Aside from the time of year, farmers' market shall always close by sunset, so that clean-up is not occurring after dark. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Foard with at least one week advance written notice. In addition, the Town Manager may give Foard permission for the farmers' market to occur on an alternate date for the Thanksgiving and/or Christmas holiday.

b. Participating Merchants; Booths; Entertainment. The maximum number of Participating Merchants shall be 25 and shall not be increased without prior written approval of the Town Council. The Town shall be provided with a booth space for use by Town committees, Town staff, government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and town service providers (e.g., GreenWaste Recovery) for outreach purposes. In addition, musicians may be invited to enhance the atmosphere of the farmers' market. Amplified sound shall be allowed at Foard's reasonable discretion, provided it does not disturb adjoining property owners.

c. Sustainability. Foard will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Foard's reasonable discretion, Foard will seek to select vendors that are sensitive to the needs of Town residents and to engage vendors that are based in close proximity to the Town.

d. Clean Up. Upon the conclusion of each farmers' market, Foard and Participating Merchants shall thoroughly clean the License Area, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corporation yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.

6. **Termination.** Foard and the Town may terminate this Agreement at any time by giving at least one week advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the



parties written agreement.

7. **Rent.** Foard shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month.

8. **Compliance with Legal Requirements.** Foard and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Foard shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area.

9. **Indemnity.** Foard agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Foard or Participating Merchants, or arising from any breach of this Agreement by Foard or any Participating Merchants. The indemnity obligations of Foard set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Foard, at her expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Foard and the Town for bodily injury and property damage arising out of or in connection with Foard's use and occupancy of the License Area. The general liability insurance policy shall name the Town, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

Town of Portola Valley, Attn: Town Manager  
765 Portola Road  
Portola Valley, CA 94028

Maggie Foard  
265 Portola State Park Road  
La Honda CA 94020

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.


12. **Costs of Suit.** In the event legal action between the Town and Foard becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

13. **No Assignment.** This Agreement is personal to Foard and may not be assigned or transferred to any other party without the prior written consent of the Town.

14. **Successors and Assigns.** Subject to the restrictions against assignment by Foard, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the day, month and year first written above.

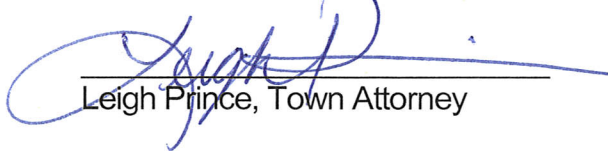
TOWN OF PORTOLA VALLEY

By:   
Ann Wenger, Mayor

MAGGIE FOARD

By:   
Maggie Foard

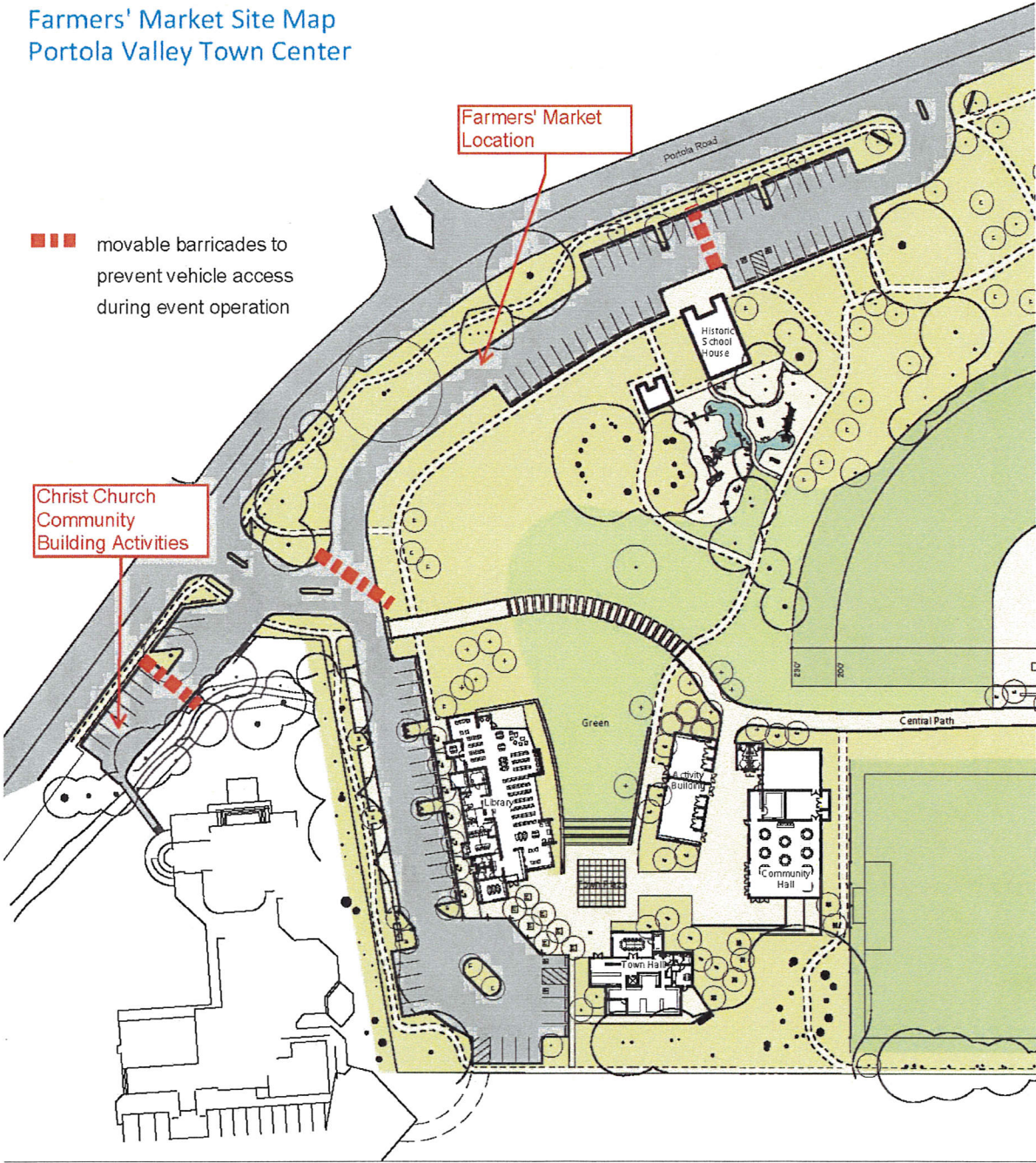
APPROVED AS TO FORM:

  
Leigh Prince, Town Attorney



# EXHIBIT A Site Plan for Farmers' Market

## Farmers' Market Site Map Portola Valley Town Center





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Debbie Pedro, Acting Town Manager

**DATE:** August 12, 2015

**RE:** **Adoption of a Resolution Approving and Authorizing Execution of an Agreement between the Town of Portola Valley and Christ Episcopal Church**

### RECOMMENDATION

Staff recommends that the Town Council adopt a Resolution authorizing the Mayor to execute an amendment to extend the Limited Use Parking Agreement between the Town and Christ Episcopal Church through August 15, 2016.

### DISCUSSION

On May 22, 2013, the Town entered into an agreement with Christ Episcopal Church to use the parking lot at 815 Portola Road for overflow parking during the farmers' market at the Town Center. The agreement was last amended on August 13, 2014 and will expire on August 15, 2015. There have been no issues with overflow parking at Christ Church during the past year and it is recommended that the agreement be extended to August 15, 2016. (Attachment 2)

### ATTACHMENTS

1. Resolution
2. Second Amendment to Limited Use Parking Agreement dated August 12, 2015
3. Limited Use Parking Agreement and Amendment dated May 22, 2013 and August 13, 2014

**RESOLUTION NO. 2015-\_\_\_\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING EXECUTION OF A SECOND AMENDMENT TO LIMITED USE PARKING AGREEMENT**

**WHEREAS**, in 2013, the Town of Portola Valley ("Town") entered into a Limited Use Parking Agreement ("Agreement") with Christ Episcopal Church in Portola Valley ("Church") to allow the Town to use the Church parking lot for overflow parking during the farmers' market;

**WHEREAS**, in 2014, the Agreement was amended to extend the term through August 15, 2015; and

**WHEREAS**, the farmers' market continues to operate successfully at Town Center and the Town desires to amend the Agreement again to extend the term for another year.

**WHEREAS**, the Town Council has read and considered that certain Second Amendment to Limited Use Parking Agreement ("Second Amendment") extending the term of the Agreement for an additional year.

**NOW, THEREFORE**, the Town Council of the Town of the Town of Portola Valley does hereby RESOLVE as follows:

1. Public interest and convenience require the Town of Portola Valley to enter into the Second Amendment as described above.
2. The Town of Portola Valley hereby approves and the Mayor is authorized on behalf of the Town to execute the Second Amendment.

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on August 12, 2015.

By: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Town Clerk

**SECOND AMENDMENT TO  
LIMITED USE PARKING AGREEMENT**

This Second Amendment to Limited Use Parking Agreement ("Second Amendment") is made as of August 12, 2015, with respect to that certain Limited Use Parking Agreement ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Christ Episcopal Church in Portola Valley, California, a California nonprofit religious corporation ("Church").

RECITALS

A. The Town and Church entered into the Agreement on August 4, 2013 to allow the Town to use the Church parking lot for overflow parking during the farmers' market.

B. The Agreement was amended in to extend the term of the Agreement through August 15, 2014.

C. The Town now desires to amend the Agreement again to extend the term for another year.

**NOW, THEREFORE**, in consideration of their mutual covenants, the Town and the Church do hereby agree as follows:

1. Section 3, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one year from August 15, 2015 through August 15, 2016."

2. Other than the amendment set forth in Section 1 above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date set forth above.

**TOWN OF PORTOLA VALLEY:**

**CHRIST EPISCOPAL CHUCH  
IN PORTOLA VALLEY:**

\_\_\_\_\_  
Jeff Aalfs  
Mayor

\_\_\_\_\_  
Beth Phillips  
Rector

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Copy 40  
Judy 9/13/14

**AMENDMENT TO  
LIMITED USE PARKING AGREEMENT**

This Amendment to Limited Use Parking Agreement ("Amendment") is made as of August 13, 2014, with respect to that certain Limited Use Parking Agreement ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Christ Episcopal Church in Portola Valley, California, a California nonprofit religious corporation ("Church").

RECITALS

A. The Town and Church entered into the Agreement on August 4, 2013 to allow the Town to use the Church parking lot for overflow parking during the farmers' market.

B. The Town now desires to amend the Agreement to extend the term for another year.

**NOW, THEREFORE**, in consideration of their mutual covenants, Town and Church do hereby agree as follows:

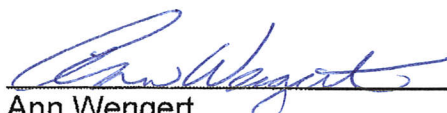
1. Section 3, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one year from August 15, 2014 through August 15, 2014.


2. Other than the amendment set forth in Section 1 above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date set forth above.

**TOWN OF PORTOLA VALLEY:**

**CHRIST EPOSCOPAL CHUCH  
IN PORTOLA VALLEY:**

  
\_\_\_\_\_  
Ann Wengert  
Mayor

  
\_\_\_\_\_  
Daniel Hill  
Senior Warden

**ATTEST:**

  
\_\_\_\_\_  
Town Clerk



Copy to Reverend  
Lindeman 6/24/13

## LIMITED USE PARKING AGREEMENT

THIS LIMITED USE PARKING AGREEMENT ("Agreement") dated May 22, 2013, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and CHRIST EPISCOPAL CHURCH IN PORTOLA VALLEY, CALIFORNIA, a California nonprofit religious corporation ("Church") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Church is the owner of the neighboring real property and improvements located at 815 Portola Road, Portola Valley, California 94028 ("Church").

C. The Church and the Town Center are connected via an access easement.

D. The Town will be hosting a farmers' market at the Town Center for an eight-week trial period which is anticipated to commence on June 13, 2013 and end on August 8, 2013. The farmers' market, which is intended to be a community building event, will be held on Thursday afternoons between the hours of 3:00 p.m. and 7:00 p.m., with two hours before for set-up and one hour after for clean-up.

E. The Town desires to use the Church Parking Lot for overflow parking during the farmers' market and the Church desires to serve the Portola Valley community by making its Parking Lot available for use by the community.

**NOW, THEREFORE**, it is agreed as follows:

1. **Farmers' Market Parking.** The Church hereby grants the Town permission to use the Church Parking Lot, as shown on Exhibit A, for overflow parking during the Thursday afternoon farmers' market. Parking shall be limited to the hours of 3:00 p.m. to 7:00 p.m. The Parking Lot includes space for up to approximately 75 cars to park.

2. **Ancillary Activities.** It is acknowledged and agreed that in an effort to serve the Portola Valley community, on farmers' market days, the Church may provide activities accessory to its church use such as face painting, bake sales or other similar activities, but may not allow food trucks at the Church.

3. **Term.** The term of this Agreement shall be for the duration of the eight-week trial period referenced in Recital D, above. The Town Council will be conducting an evaluation of the farmers' market after six weeks of the trial period. Depending upon the outcome of that evaluation, the Town and Church may consider extending



the term of this Agreement. This Agreement will terminate at the end of the farmers' market trial period, if not extended in writing by both parties.

4. **Insurance.** The Town shall include the Church as an additional insured on its event or general liability insurance policy with respect to the Town's limited use of the Church Parking Lot and shall provide the Church with a certificate of insurance confirming that coverage.


5. **Hold Harmless.** The Town agrees to indemnify, and hold harmless the Church and its directors, officers, agents and employees from any and all claims seeking recovery for injury or death of any person and loss of or damage to any property arising out of the Town's limited use of the Church Parking Lot.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day, month and year first written above.

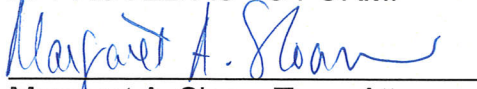
TOWN OF PORTOLA VALLEY

CHRIST EPISCOPAL CHURCH  
IN PORTOLA VALLEY,  
CALIFORNIA

By:   
John Richards, Mayor

By:   
Its: Mitchell J. Luteri, CEO

APPROVED AS TO FORM:

  
Margaret A. Sloan, Town Attorney

5 / 22 / 2013

**EXHIBIT A**  
**Parking Lot Site Plan**



There are no presentations for tonight's Town Council meeting.

There are no written materials for Council Liaison Committee and Regional Agencies Reports.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 24, 2015**

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1. Agenda (Action) – Town Council – Wednesday, July 22, 2015
2. Agenda – ASCC – Monday, July 27, 2015
3. Agenda – Conservation Committee – Tuesday, July 28, 2015
4. Email from Brandi de Garmeaux, Sustainability & Special Projects Manager re: Announcing the Launch of the H2Oknow Tool
5. Email from resident Tina Nguyen re: Article in Mercury News on Increase in Noise complaints among Palo Alto residents
6. Report from San Mateo County Sheriff's Office – Incident Log for 07/10/15 – 07/19/15
7. Peninsula Humane Society & SPCA re: Shelter Services Report for 06/01/15 – 06/30/15
8. Presentation from July 15<sup>th</sup> Resource Management and Climate Protection Committee (RMCP) meeting by BAWSCA re: Current Water Supply Conditions and Conservation Update
9. Presentation from July 15<sup>th</sup> Resource Management and Climate Protection Committee (RMCP) meeting by member Pradeep Gupta re: Second Annual Utility of the Future Pulse Survey Key Findings
10. Invitation to “Java with Jerry” – Friday, July 31, 2015
11. Letter from Senator Kevin De Leon, Senate President pro Tempore, 24<sup>th</sup> Senate District re: Request for Support of SB 350 “Clean Energy and Pollution Reduction Act of 2015”

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. None



# TOWN OF PORTOLA VALLEY

**6:00 PM** – Special Meeting of the Town Council  
 Wednesday, July 22, 2015

**Redwood Grove adjacent to the Historic Schoolhouse**  
 765 Portola Road, Portola Valley, CA 94028

***Councilmember Ann Wengert will be participating in the Council meeting by teleconference***

***Teleconference Location:***

***Seeley's Bay / 121 Bass Lane RR#3 / Ontario Canada KOH2NO***

## **ACTION AGENDA**

### **CALL TO ORDER AND ROLL CALL – 6:00 PM**

Councilmember Wengert, Councilmember Richards, Councilmember Hughes, Vice Mayor Derwin and Mayor Aalfs

**Councilmember Wengert absent**

### **ORAL COMMUNICATIONS**

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

None

### **CONSENT AGENDA**

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – Regular Town Council Meeting of June 10, 2015
2. **Approval of Minutes** – Regular Town Council Meeting of June 24, 2015
3. **Ratification of Warrant List** – July 8, 2015
4. **Approval of Warrant List** – July 22, 2015
5. **Recommendation by Mayor** – Letter from Mayor to Sue Chaput

**The Mayor thanked resident Sue Chaput for her hard work and persistence in working with CalTrans and San Mateo County, bringing improvements to the Alpine Road/Interstate 280 Intersection. The Mayor presented Sue with a letter of gratitude and signed traffic cone.**

6. **Recommendation by Public Works Director** – Notice of Completion for the 2014/2015 Annual Street Resurfacing Project – Surface Seals No. 2014-PW02
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2014/2015 Street Resurfacing Project – Surface Seals #2014-PW02 and Authorizing Final Payment to Graham Contractors, Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. 2669-2015)

**Item 1, 2, 3, 4 & 6 approved 4-0**

### **REGULAR AGENDA**

7. **PRESENTATIONS** – None

### **COMMITTEE REPORTS & REQUESTS** – None to Report

8. **Update on Drought Emergency** - *There are no written materials for this agenda item*  
**Brandi gave an update on the status of the water use analysis tool as well as some additional background. The launch of the tool to the community is imminent. In addition, Brandi updated the Council on the June consumption report from CalWater.**

**STAFF REPORTS AND RECOMMENDATIONS**

9. **Recommendation by Planning Director/Town Planner** – Proposal to Utilize Private Open Space Easement (POSE) for Construction Staging and Access, 3 Buck Meadow Drive, Ross/Tamasi Residence

**Council approved the proposed use of private open space easement for construction staging and access, subject to recommended conditions of approval. 4-0**

10. **Council Liaison Committee and Regional Agencies Reports** - Town Council members provide a brief announcement or report on items of significance for the entire Town Council arising out of their liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

**Councilmember Richards –**

**Emergency Preparedness Committee voiced concerns with proposed action minutes, continued efforts to connect with Stanford Medical Center in Ladera and will hold a joint meeting with Town of Woodside Emergency Preparedness Committee in September or October.**

**ASCC reviewed a new home on Minoca and a substantial addition on Golden Hills.**

**Councilmember Hughes –**

**Firewise meeting discussed preparation for the fire season, will contact Stanford and request they mow the Wedge and are inspecting local bridges to confirm their structural integrity for use of heavy fire engines.**

**Vice Mayor Derwin –**

**Water Conservation Committee announced that on July 15 the Water Board adopted WELO. The Committee is looking into handing out lawn signs to residents who have let their lawns go brown. Council would like a scheduled time period for signs to be posted and to limit the period of time they are up. When the rains come there will be a push for residents to use smart controllers.**

**The Planning Commission approved a site development permit for a new residence and pool at 20 Minoca.**

**San Mateo County Poet Laureate, Caroline Goodwin's term was extended one more year; the committee approved a stipend of \$5,000 for her work, and reflected on the first two years of the program.**

**Mayor Aalfs and Vice Mayor Derwin attended the June Council of Cities dinner meeting in East Palo Alto, and heard a presentation on affordable housing.**

**Resource Management and Climate Protection Committee (RMCP) heard presentations on 2017 Plan Bay Area, Utility of the Future 2015 Report and Knowledge Hub, and heard updates from San Mateo County Energy Watch and on water supply and drought conditions from BAWSCA.**

**Mayor Aalfs –**

**Attended the June Council of Cities dinner meeting with Vice Mayor Derwin.**

**The last CCA Advisory Committee meeting was mostly technical. The next meeting is scheduled for Thursday, July 23<sup>rd</sup> where there will be more detailed information on the formation of a JPA and the expectations that the JPA will be formed by January 2016.**

**Town Manager Pegueros attended the July 9<sup>th</sup> Cable and Utilities Undergrounding Committee meeting where PG&E gave a presentation on Rule 20A project.**

**WRITTEN COMMUNICATIONS**

11. **Town Council Digest** – June 26, 2015

12. **Town Council Digest** – July 2, 2015

13. **Town Council Digest** – July 10, 2015

14. **Town Council Digest** – July 17, 2015

**ADJOURN TO CLOSED SESSION: 6:45pm**

15. **Public Employee Performance Evaluation**

Government Code Section 54957

Town Manager

**REPORT OUT OF CLOSED SESSION – None to Report**

**ADJOURNMENT: 9:30pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).





**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, July 27, 2015  
7:00 PM – Regular ASCC Meeting  
Special Joint Field Meeting (time and place as listed herein)  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING\***

2:30 p.m. 207 Westridge Drive Field meeting for preliminary review of proposed development of this Westridge Subdivision Lot.

3:30 p.m. 302 Portola Road Field meeting for preliminary review of proposed amendments to Conditional Use Permit# X7D-30 and conceptual design of a new 12,996 square foot 'STREAM' classroom building.

**7:00 PM – REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business: None
5. New Business:
  - a. Preliminary Architectural Review and Site Development Permit for a New Residence, Second Unit, Barn Remodel and Swimming Pool, File #'s: 49-2014 and X9H-684, 207 Westridge Drive, Mitic Residence (Staff: C. Borck)
  - b. Preliminary Review of Proposed Amendments to Conditional Use Permit# X7D-30 for the Conceptual Design of a New 12,996 square foot 'STREAM' Classroom Building, 302 Portola Road, Woodside Priory School (Staff: D. Pedro)
  - c. Architectural Review for Driveway Entry Gate and Fencing, File #: 12-2015, 468 Westridge Drive, Crouse Residence (Staff: C. Borck)
  - d. Discussion of Section 18.42.030 of the Zoning Code to Clarify the Definition of an Ornamental Garden Structure. (Staff: D. Pedro)
  - e. Review of a Proposed Ordinance Establishing a Streamlined Permitting Process for Small Residential Rooftop Solar Systems Pursuant to AB2188. (Staff: D. Pedro)
6. Commission and Staff Reports:
7. Approval of Minutes: July 13, 2015

8. Adjournment:

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\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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**ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**PUBLIC HEARINGS**

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: July 24, 2015

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
***Conservation Committee Meeting***  
**Tuesday, July 28, 2015 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call Meeting to Order
2. Oral Communications
3. Approval of June 23, 2015 minutes
4. A. Site Permits: Evaluation of new procedure  
     **New**  
     **Revised**
  - B. Tree Permits
5. Old Business
  - A. Wildlife Backyard Habitat program – Marge
    - 1) Announce at August Concert?
  - B. Tip of the month – Eastman
  - C. Guide to TC planting map/inaturalist/web - Chiariello
  - D. Letter to Nurseries – Don't sell! – Heiple/Plunder PlantRight
  - E. Committee cooperation ASCC/Trails/Open Space/H2O/Howard
  - F. Monarch Waystation – coop with library
  - G. Picnic Day - debrief – list of native plant nurseries
  - H. Monarch Waystation –
  - I. Assistance with making website and materials more impactful
6. New Business
  - A. Tree at Arastradero and Alpine – Shefren letter
  - B. CC native plant seed collection? – Plunder
7. Announcements
8. Action Plan
9. Adjournment

**Brandi de Garneau**

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**To:** AnnWengert-DG; Craig Hughes; Jeff Aalfs; JohnRichards-DG; MaryannMoise-DG  
**Cc:** Sharon Hanlon  
**Subject:** Announcing the Launch of the H2Oknow Tool

Dear Mayor & Members of the Town Council~

Town Staff and the Water Conservation Committee are excited to announce the launch of the new water use analysis tool -- the [H2Oknow Tool!](#) The email below will be distributed through the PV Forum and Town website by Saturday, July 25<sup>th</sup>.

The Committee would be grateful if you, as a member of the Council and community leader, would go through the tool and give us feedback. We will work with Home Energy Analytics over the next few weeks to further refine the tool, as we get more users.

Thank you all for your support!

Best,  
Brandi

-----  
Brandi de Garneau  
Sustainability & Special Projects Manager  
Town of Portola Valley

**Announcing the Launch of the H2Oknow Tool!**

**Water surcharges caught you by surprise?  
Use more than 25 CCF's per month?**

Use the new H2Oknow Tool - developed by the Town's Water Conservation Committee in conjunction with Home Energy Analytics - to analyze your water use and find ways to avert waste...and avoid surcharges!

The H2Oknow Tool will help you discover where you waste the most water - indoors and out - and will give you a prioritized list of targeted recommendations to help you avoid future surcharges.

**Ready to get started?** Click [here](#).

**Need help? Sign up for an upcoming workshop!**

We will be hosting workshops in the Library's Computer Lab on Tuesday, July 28th and Thursday, July 30th.

**Space is limited**, so reserve your spot now via [Eventbrite!](#)

**Questions**

If you have any questions or need any assistance with reducing your water use, please email [drought@portolavalley.net](mailto:drought@portolavalley.net) and we will do our best to assist you!

**Sharon Hanlon**

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**From:** Tina Nguyen <[tnps2008@gmail.com](mailto:tnps2008@gmail.com)>

**Sent:** Friday, July 24, 2015 10:04 AM

**To:** VicSchacter; Jim Lyons; George Tidmarsh; Maryann Moise; Nick Pegueros; Suzanne Akers; Jan Schachter; Rich Zamboldi; Neil Schaefer

**Subject:** Fwd: Mercury News

Good article in the Mercury on the increase in noise complaints among Palo Alto residents. NextGen and vectoring were mentioned as 2 causes.

Tina

----- Forwarded message -----

**From:** Karen Chakmakian <[karen@chakmakian.com](mailto:karen@chakmakian.com)>

**Date:** Fri, Jul 24, 2015 at 9:25 AM

**Subject:** Mercury News

**To:** Jennifer Landesmann <[jlandesmann@gmail.com](mailto:jlandesmann@gmail.com)>, Stewart Carl <[aerovelo1@gmail.com](mailto:aerovelo1@gmail.com)>, Jon Zweig <[jon@jzweig.org](mailto:jon@jzweig.org)>, Jim Herriot <[jim@herriot.com](mailto:jim@herriot.com)>, Lee Christel <[lee\\_xtel@pacbell.net](mailto:lee_xtel@pacbell.net)>, Alison Raleigh <[a1raleigh@gmail.com](mailto:a1raleigh@gmail.com)>, Amy Christel <[amymchristel@gmail.com](mailto:amymchristel@gmail.com)>, Mark Landesmann <[mlandesmann@gmail.com](mailto:mlandesmann@gmail.com)>, Vero M <[veroforyou@gmail.com](mailto:veroforyou@gmail.com)>, Kerry Yarkin <[kyarkin895@gmail.com](mailto:kyarkin895@gmail.com)>, Tina Nguyen <[tnps2008@gmail.com](mailto:tnps2008@gmail.com)>, Rachel Kellerman <[rkellerman@me.com](mailto:rkellerman@me.com)>

Great job guys!

[http://www.mercurynews.com/peninsula/ci\\_28525123/palo-alto-change-flight-paths-has-triggered-tenfold](http://www.mercurynews.com/peninsula/ci_28525123/palo-alto-change-flight-paths-has-triggered-tenfold)



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

## San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Friday 07/10/15 to Sunday 07/19/15

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-6301	07/11/15 10:49PM	200 Blk. Olive Hill Lane Woodside	Petty Theft	A deputy was dispatched to meet with the victims wanting to report mail theft that had occurred in the past. Upon arrival, the victims stated that while they were out of town and unknown suspect(s) stole their mail. Since the mail theft occurred, the victims have become subject of identity theft. A credit line was opened and \$8,000.00 in purchases have been made around the Bay Area. There are no suspects at this time.
15-6334	07/12/15 2:59PM	300 Blk. 4 <sup>th</sup> Ave. North Fair Oaks	Sheriff's Office Felony Warrant	Ernesto Saldivar from Redwood City was contacted at his residence and was arrested for two felony warrants that totaled \$20,000 out of San Mateo County. He was transported and booked into the Maguire Correctional Facility without further incident.
15-6371	07/13/15	3000 Blk. Alameda De Las	Burglary	The suspect entered the victim's house without permission.

	5:13PM	Pulgas West Menlo Park		When confronted by the home owner, the suspect fled the scene. The victim photographed the suspect's vehicle as it left. The victim stated that nothing was missing and would be able to positively identify the suspect if seen again. With the information given, deputies were able to track the vehicle and positively ID the suspect. The suspect is still outstanding, and is on probation.
15-6405	07/14/15 11:53AM	17000 Blk. Skyline Blvd. Woodside	-Burglary -Vandalism	An unknown male suspect entered a locked closet on the property of the victim's business. The suspect entered an unlocked shed and then gained access to a locked closet inside the shed. Once inside, the suspect rummaged through the closet and took approximately 20 t-shirts, valued at \$500. The victim also noticed graffiti to his alarm box. The victim did have surveillance equipment and had video footage of the male walking through the property, but not the actual theft.
15-6414	07/14/15 5:05PM	Entrance Way/Kings Mountain Rd. Woodside	Assault and Battery	A deputy was dispatched to the Woodside Town Hall to investigate a road rage/possible assault that had occurred. According to county communications subject #1 called 911 to report that his vehicle had been spit on by another individual. After speaking with subject #1 and subject #2 they were advised that the case would be forwarded to the District Attorney for review.
15-6428	07/15/15 7:07AM	200 Blk. La Cuesta Dr. Ladera	Attempted Burglary	A deputy was dispatched to a possible attempted burglary. Upon arrival the Reporting Party stated that he arrived at his business at 6:00am and found that he was unable to open the front door. He stated that the handle of the lock appeared damaged and would not operate to open the door. He stated that nothing else appeared damaged or disturbed. There was no loss at the time of this report.

15-6452	07/15/15 4:51PM	2000 Blk. Cedar Ave. West Menlo Park	Obtain/Use Personal ID w/o Authorization	The victim stated that on 6/18/15 he had received a letter from the State Franchise Tax Board. He stated that the letter was requesting that he confirm that he filed his income taxes for 2015. The victim stated that he had previously filed an extension letter and had not filed his taxes for 2015 yet. The victim stated that he contacted his tax attorney to handle the matter with the Franchise Tax Board. His attorney advised him to report the incident to the Sheriff's Office. There is no loss of funds at this time.
15-6454	07/15/15 5:45PM	200 Blk. Raymundo Dr. Woodside	Obtain/Use Personal ID w/o Authorization	Unknown suspects charged approximately \$3000 on the victims Visa credit card. The victim contacted the Sheriff's Office to make a report for the credit card company affidavit.
15-6474	07/16/15 11:48AM	2000 Blk Harkins Ave. West Menlo Park	Obtain/Use Personal ID w/o Authorization	The victim and his wife were the victims of identity theft. They received a letter from the I.R.S. requiring them to mail necessary information in order to receive their tax return. The victims had not yet filed his taxes due to an extension. There is no suspect information at this time.
15-6557	07/18/15 4:54PM	700 Blk. 9 <sup>th</sup> Ave. North Fair Oaks	Vandalism – Damaged Property	The victim stated his vehicle had been vandalized by way of "keying," sometime between by an unknown suspect(s). The victim stated he did not have any enemies and had been the target of vandalism two other times in the past year or two. He said he had no idea who may have vandalized his vehicle. A check of the neighborhood provided negative results for any suspect leads or additional information.
15-6558	07/18/15 5:40PM	2900 Blk. State Highway 84 Woodside	Petty Theft	A deputy responded on a report of a stolen rear license plate taken from a white Honda Accord, which was parked in the Town Hall parking lot. The theft of the plate was committed by an unknown suspect(s). There was no other damage to the vehicle or forced entry into the vehicle.



15-6562	07/18/15 7:56PM	1 <sup>st</sup> Ave / William Ave. North Fair Oaks	-Robbery from Person / -Fear or Force	Deputies responded the report of a robbery that had just occurred. County Communications advised the victim was struck in the face and his wallet was stolen. The victim was transported to the San Mateo County Hospital. Deputies conducted an extensive area search but did not locate the involved suspects or any evidence.
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Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Shelter Services Report

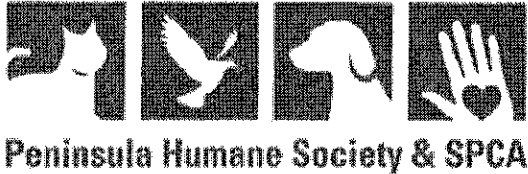
Jurisdiction: PORTOLA VALLEY for the period of 6/1/2015 to 6/30/2015.

Dogs	1	0.31%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	0	0.00%	
Other	0	0.00%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Wildlife	7	0.95%	
<b>Total</b>	<b>8</b>	<b>0.55%</b>	

	Dogs		Cats		Other		Wildlife		Total	
Stray	1	100.00%	0	0.00%	0	0.00%	7	100.00%	8	100.00%
Owned	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other Agency	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Adopted	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
RTO - Release - Transfer	1	100.00%	0	0.00%	0	0.00%	0	0.00%	1	33.33%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	0	0.00%	0	0.00%	0	0.00%	2	100.00%	2	66.67%

DOA - Died	0	0.00%	0	0.00%	0	0.00%	5	100.00%	5	100.00%
Owner Requested Euthanasia	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%



12 Airport Blvd  
 San Mateo, CA 94401  
 650/340.7022

## Field Services Report

Jurisdiction: **PORTOLA VALLEY** for the period of **6/1/2015 to 6/30/2015**.

The percentages listed show the percentage of PHS's work in **PORTOLA VALLEY** that call type represents.

<b>Total Activities for jurisdiction PORTOLA VALLEY</b>		<b>14</b>
Municipal Code Complaint	28.57%	4
Sick/Injured Animal Calls	28.57%	4
Dead Animal Calls	14.29%	2
Quarantines of Dogs/Cats/Other Domestic Animals	14.29%	2
Confined Dogs/Cats/Other Domestic Animals	7.14%	1
Field Euthanasias	7.14%	1
Aggressive Animal Calls	0.00%	0
Aggressive Animal Complaint	0.00%	0
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	0.00%	0
Assist Police/Fire	0.00%	0
Assist Public	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Property Inspections	0.00%	0
Protective Custody	0.00%	0
Stray Animal Calls	0.00%	0
Traffic Hazard Animal Calls	0.00%	0
Transport Animal/Trap/Other	0.00%	0

\* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.



Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Shelter Services Report

Jurisdiction: ALL JURISDICTIONS for the period of 6/1/2015 to 6/30/2015.

Dogs	318	100.00%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	324	100.00%	
Other	84	100.00%	
Wildlife	740	100.00%	
<b>Total</b>	<b>1,466</b>	<b>100.00%</b>	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.

	Dogs		Cats		Other		Wildlife		Total	
Stray	212	66.67%	253	78.09%	51	60.71%	598	80.81%	1,114	75.99%
Owned	97	30.50%	69	21.30%	25	29.76%	0	0.00%	191	13.03%
Other Agency	9	2.83%	2	0.62%	8	9.52%	142	19.19%	161	10.98%

Adopted	105	43.03%	161	77.78%	50	79.37%	0	0.00%	316	31.76%
RTO - Release - Transfer	107	43.85%	15	7.25%	7	11.11%	165	34.30%	294	29.55%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	32	13.11%	31	14.98%	6	9.52%	316	65.70%	385	38.69%

DOA - Died	25	33.78%	89	76.07%	16	76.19%	259	100.00%	389	82.59%
Owner Requested Euthanasia	49	66.22%	28	23.93%	5	23.81%	0	0.00%	82	17.41%



Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **6/1/2015 to 6/30/2015**.

The percentages listed show the percentage of PHS's work in **ALL JURISDICTIONS** that call type represents.

<b>Total Activities for jurisdiction ALL JURISDICTIONS</b>		<b>1,330</b>
Sick/Injured Animal Calls	25.41%	338
Dead Animal Calls	17.22%	229
Quarantines of Dogs/Cats/Other Domestic Animals	12.71%	169
Confined Dogs/Cats/Other Domestic Animals	8.57%	114
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	8.50%	113
Stray Animal Calls	8.35%	111
Municipal Code Complaint	4.51%	60
Aggressive Animal Complaint	4.36%	58
Field Euthanasias	2.78%	37
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	2.63%	35
Aggressive Animal Calls	1.13%	15
Protective Custody	0.83%	11
Field Returns of Domestic Animals	0.75%	10
Property Inspections	0.60%	8
Assist Police/Fire	0.53%	7
Traffic Hazard Animal Calls	0.38%	5
Transport Animal/Trap/Other	0.38%	5
Assist Public	0.23%	3
Owner Surrender Calls of Live/Dead Animals	0.15%	2

\* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

# Breakdown Report - San Mateo Co, CA

Activity from 6/1/15 through 6/23/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
ATHERTON	\$531.00	20	0	1	2	0	23	0	4	0	3
		\$336.00	\$0.00	\$5.00	\$35.00	\$0.00	\$376.00	\$0.00	\$80.00	\$0.00	\$75.00
BELMONT	\$2,425.50	70	10	25	3	1	109	0	35	1	26
		\$1,141.00	\$344.00	\$137.00	\$52.50	\$0.00	\$1,674.50	\$0.00	\$518.00	\$1.00	\$232.00
BRISBANE	\$148.00	8	0	2	0	1	11	0	2	0	1
		\$87.00	\$0.00	\$12.00	\$0.00	\$0.00	\$99.00	\$0.00	\$40.00	\$0.00	\$9.00
BURLINGAME	\$2,204.50	69	8	6	1	0	84	0	17	3	11
		\$1,214.00	\$283.00	\$19.00	\$17.50	\$0.00	\$1,533.50	\$0.00	\$340.00	\$17.00	\$314.00
COLMA	\$50.00	1	0	0	0	0	1	0	0	0	0
		\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY	\$4,566.00	118	20	30	0	0	168	1	51	2	28
		\$2,270.00	\$883.00	\$175.00	\$0.00	\$0.00	\$3,328.00	\$8.00	\$877.00	\$15.00	\$338.00
DALY CITY	\$3,736.00	107	16	5	0	0	128	0	25	2	17
		\$2,076.00	\$720.00	\$17.00	\$0.00	\$0.00	\$2,813.00	\$0.00	\$500.00	\$11.00	\$412.00
EAST PALO ALTO	\$529.00	9	4	0	0	0	13	0	2	0	3
		\$219.00	\$220.00	\$0.00	\$0.00	\$0.00	\$439.00	\$0.00	\$40.00	\$0.00	\$50.00
FOSTER CITY	\$1,591.00	52	9	5	0	0	66	1	9	0	10
		\$858.00	\$401.00	\$35.00	\$0.00	\$0.00	\$1,294.00	\$8.00	\$180.00	\$0.00	\$109.00
HALF MOON BAY	\$1,247.00	44	6	5	0	0	55	1	12	1	7
		\$578.00	\$243.00	\$31.00	\$0.00	\$0.00	\$852.00	\$8.00	\$240.00	\$10.00	\$137.00
HILLSBOROUGH	\$989.50	31	6	9	2	0	48	0	11	1	3
		\$465.00	\$266.00	\$61.00	\$17.50	\$0.00	\$809.50	\$0.00	\$142.00	\$1.00	\$37.00
MENLO PARK	\$1,805.00	51	9	2	0	0	62	0	15	1	2
		\$1,028.00	\$399.00	\$14.00	\$0.00	\$0.00	\$1,441.00	\$0.00	\$300.00	\$5.00	\$59.00
MILLBRAE	\$1,247.25	34	5	10	3	0	52	0	13	0	5
		\$611.00	\$255.00	\$67.00	\$46.25	\$0.00	\$979.25	\$0.00	\$195.00	\$0.00	\$73.00
PACIFICA	\$4,292.25	118	22	6	1	2	149	1	40	3	20
		\$2,030.00	\$876.00	\$33.00	\$11.25	\$0.00	\$2,950.25	\$8.00	\$800.00	\$19.00	\$515.00
PORTOLA VALLEY	\$786.00	16	4	0	0	0	20	1	8	0	4
		\$355.00	\$123.00	\$0.00	\$0.00	\$0.00	\$478.00	\$8.00	\$160.00	\$0.00	\$140.00
REDWOOD CITY	\$6,728.50	173	40	38	5	3	259	0	61	6	40
		\$3,028.00	\$1,766.00	\$213.00	\$38.50	\$0.00	\$5,045.50	\$0.00	\$1,051.00	\$60.00	\$572.00

# Breakdown Report – San Mateo Co, CA

Activity from 6/1/15 through 6/23/15

Zip/Jurisdiction	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
	1-Year	3-Year	1-Year	3-Year						
SAN BRUNO	\$2,792.00	87	10	0	1	101	0	26	0	16
	\$1,508.00	\$375.00	\$21.00	\$0.00	\$0.00	\$1,904.00	\$0.00	\$520.00	\$0.00	\$368.00
SAN CARLOS	\$2,480.50	76	14	3	0	97	2	16	0	10
	\$1,306.00	\$535.00	\$26.00	\$52.50	\$0.00	\$1,919.50	\$16.00	\$294.00	\$0.00	\$251.00
SAN MATEO	\$8,380.50	225	29	15	1	333	0	92	11	49
	\$4,113.00	\$1,292.00	\$386.00	\$212.50	\$0.00	\$6,003.50	\$0.00	\$1,489.00	\$74.00	\$814.00
SOUTH SAN FRAN	\$4,795.00	111	14	0	1	131	1	43	5	19
	\$2,586.00	\$798.00	\$14.00	\$0.00	\$0.00	\$3,398.00	\$8.00	\$860.00	\$38.00	\$491.00
WOODSIDE	\$711.00	16	5	0	1	24	1	5	0	3
	\$285.00	\$179.00	\$14.00	\$0.00	\$0.00	\$478.00	\$8.00	\$100.00	\$0.00	\$125.00
<b>TOTAL REGISTRATIONS</b>		1,436	231	35	11	1,934	9	487	36	277
	\$26,144.00	\$9,958.00	\$1,280.00	\$483.50	\$0.00	\$37,865.50	\$72.00	\$8,726.00	\$251.00	\$5,121.00

TOTAL REVENUE \$52,035.50

# Current Water Supply Conditions and Conservation Update



“A multicounty agency authorized to plan for and acquire supplemental water supplies, encourage water conservation and use of recycled water on a regional basis.”

*[Bay Area Water Supply and Conservation Agency Act, AB2058(Papan-2002)]*

**Adrienne Carr**  
**Senior Water Resources Specialist**  
**Bay Area Water Supply and**  
**Conservation Agency**

July 15, 2015

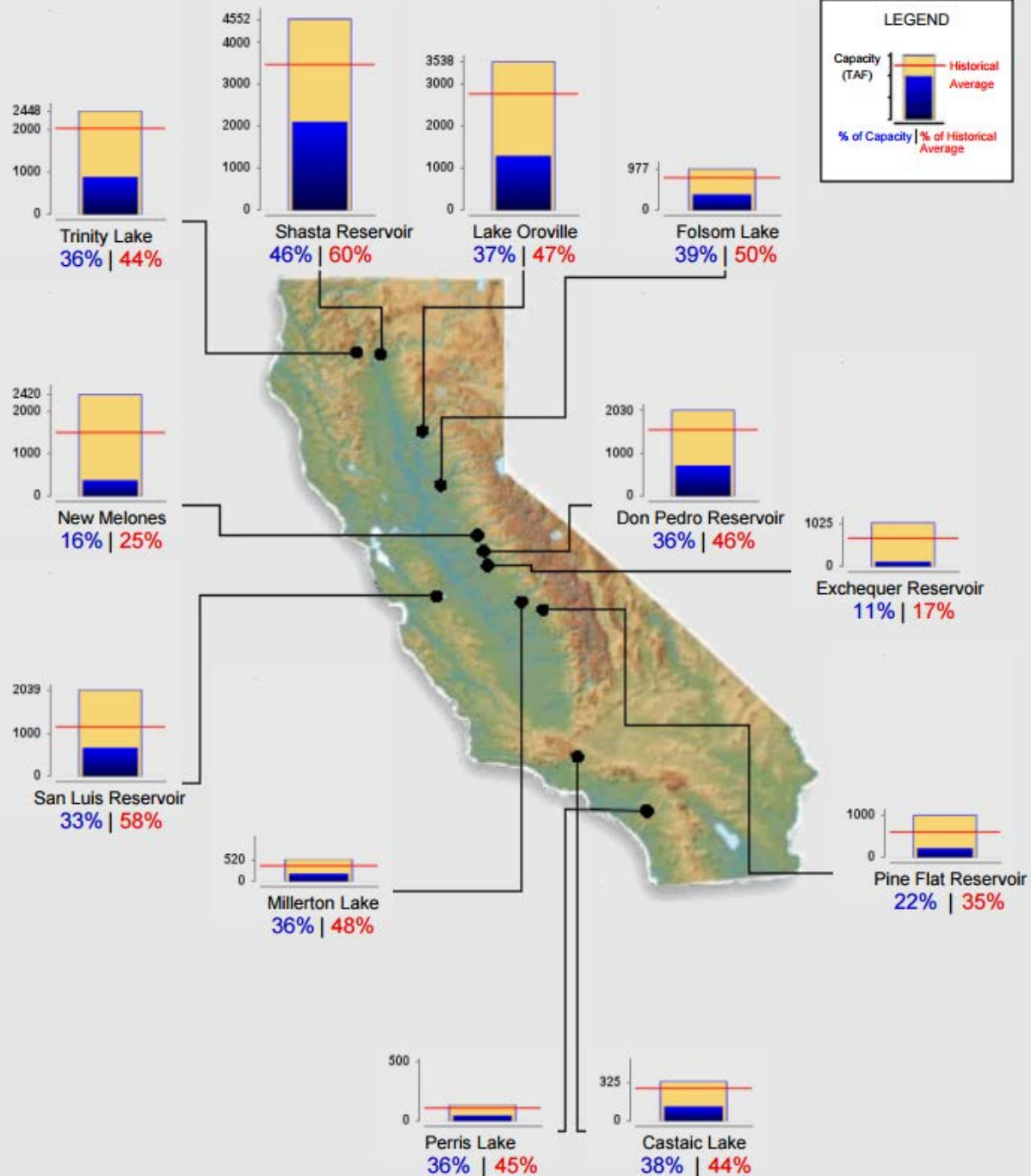


# Reservoir Storage Levels

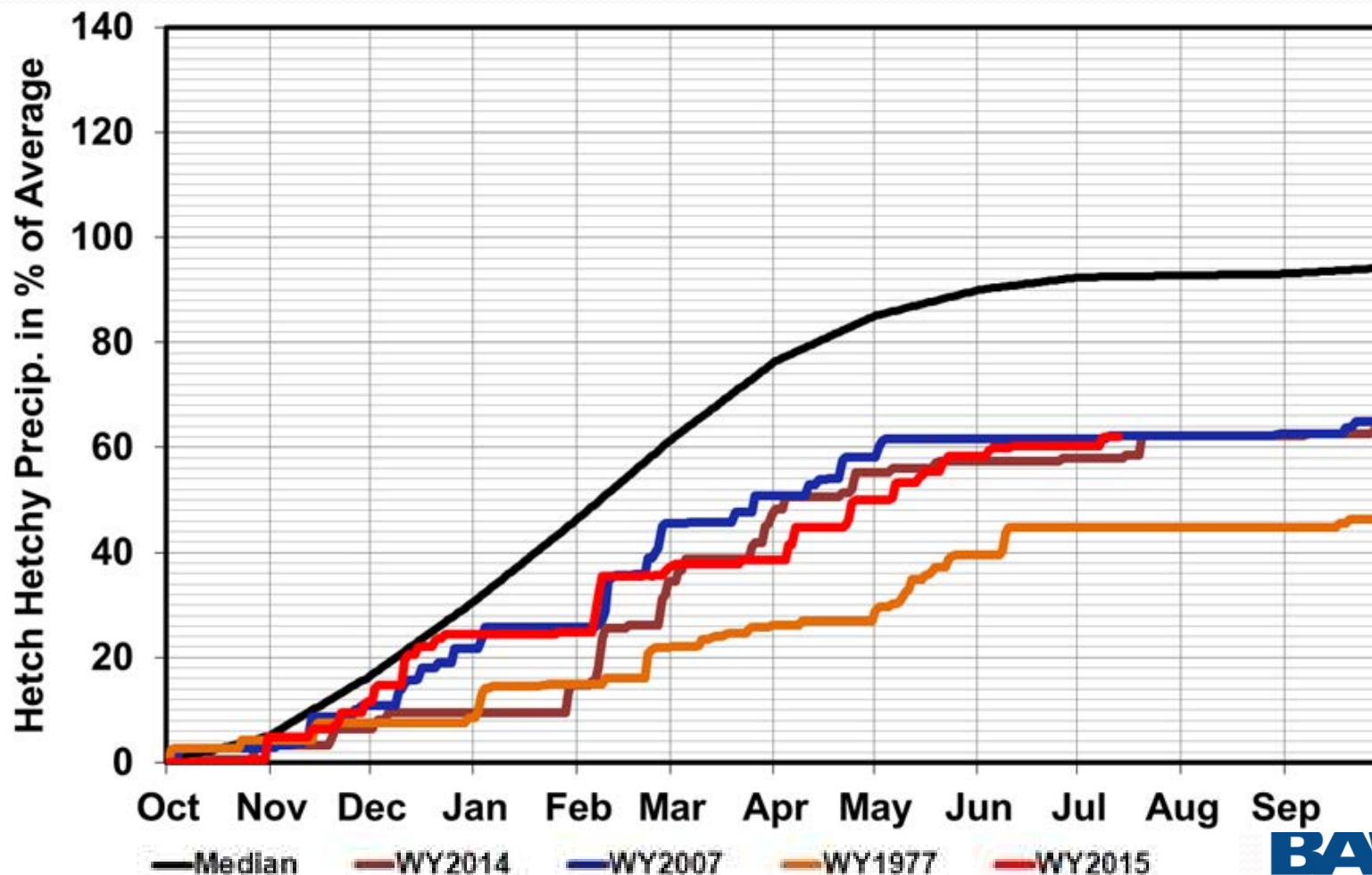
Reservoir	Current Storage <sup>1,2,3</sup> (AF)	Maximum Storage <sup>3,4</sup> (AF)	Available Capacity (AF)	Percent of Maximum Storage
<u>Tuolumne System</u>				
Hetch Hetchy	335,090	360,360	25,270	93.0%
Cherry	185,320	273,500	88,180	67.8%
Eleanor	19,620	27,113	7,493	72.4%
Water Bank	69,793	570,000	500,207	12.2%
<b>Total Tuolumne Storage</b>	<b>609,823</b>	<b>1,230,973</b>	<b>621,150</b>	<b>49.5%</b>
<u>Local System</u>				
Calaveras	22,757	96,670	73,913	23.5%
San Antonio	46,032	50,637	4,605	90.9%
Crystal Springs	54,378	58,309	3,931	93.3%
San Andreas	17,486	19,027	1,542	91.9%
Pilarcitos	2,212	3,069	857	72.1%
<b>Total Local Storage</b>	<b>142,864</b>	<b>227,711</b>	<b>84,847</b>	<b>62.7%</b>
<b>Total System Storage</b>	<b>752,687</b>	<b>1,458,684</b>	<b>705,997</b>	<b>51.6%</b>
<b>Total without water bank</b>	<b>682,894</b>	<b>888,684</b>	<b>205,790</b>	<b>76.8%</b>



# Other Reservoirs in California

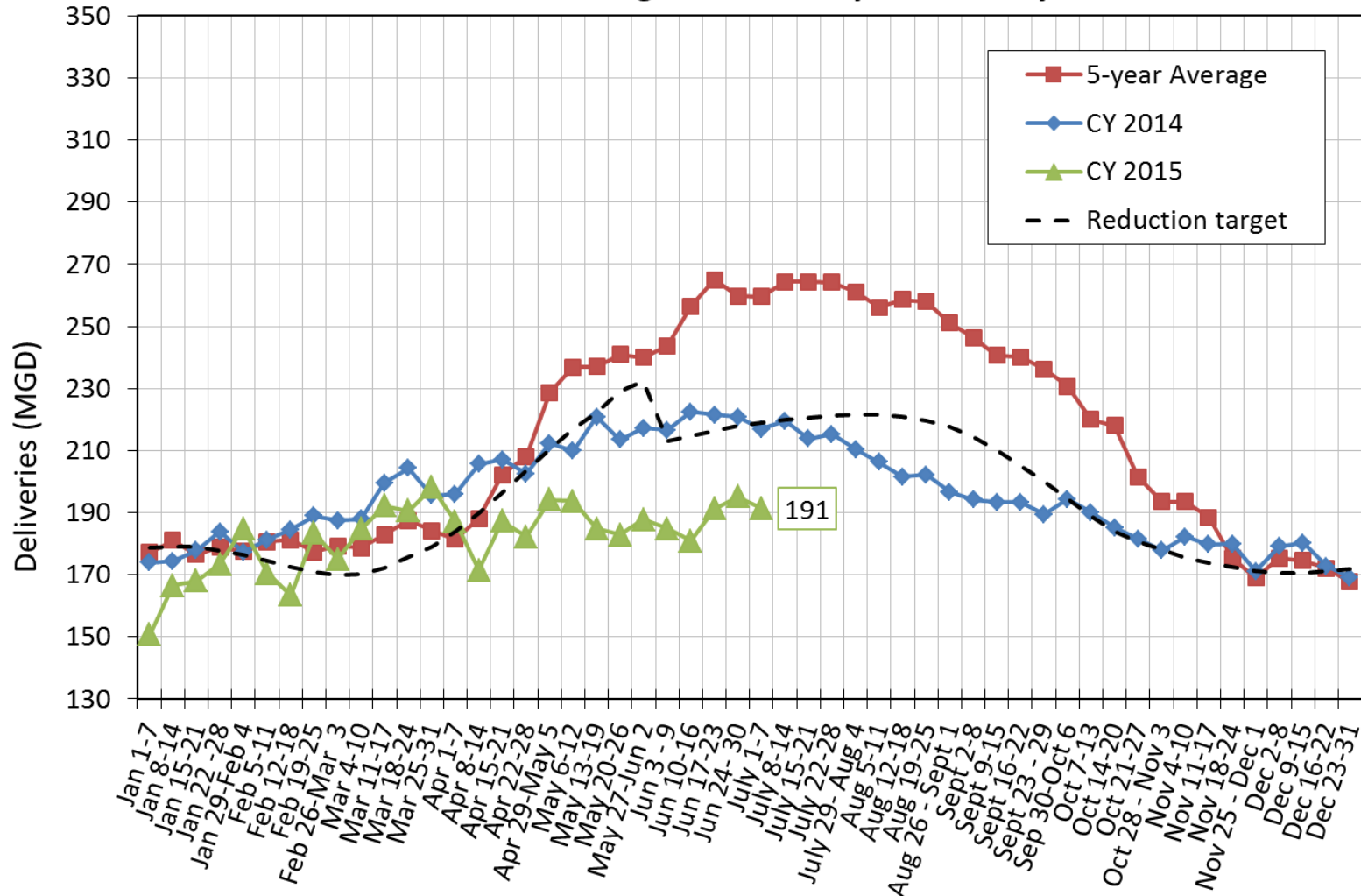


# Cumulative Precipitation



# Total Deliveries

Regional Water System Total Deliveries  
Source: SFPUC Regional Water System County Meters



# Drought Update

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- Even in this dry year, Hetch Hetchy reached 95% of capacity.
- Water Bank has worked well for the last 3 years, and will work next year, but with limitations.
- Conservation is still strong. System-wide annual demand hasn't been this low since 1976-77.
- San Francisco continues to monitor State Water Board actions regarding curtailments and take appropriate action regarding water rights.

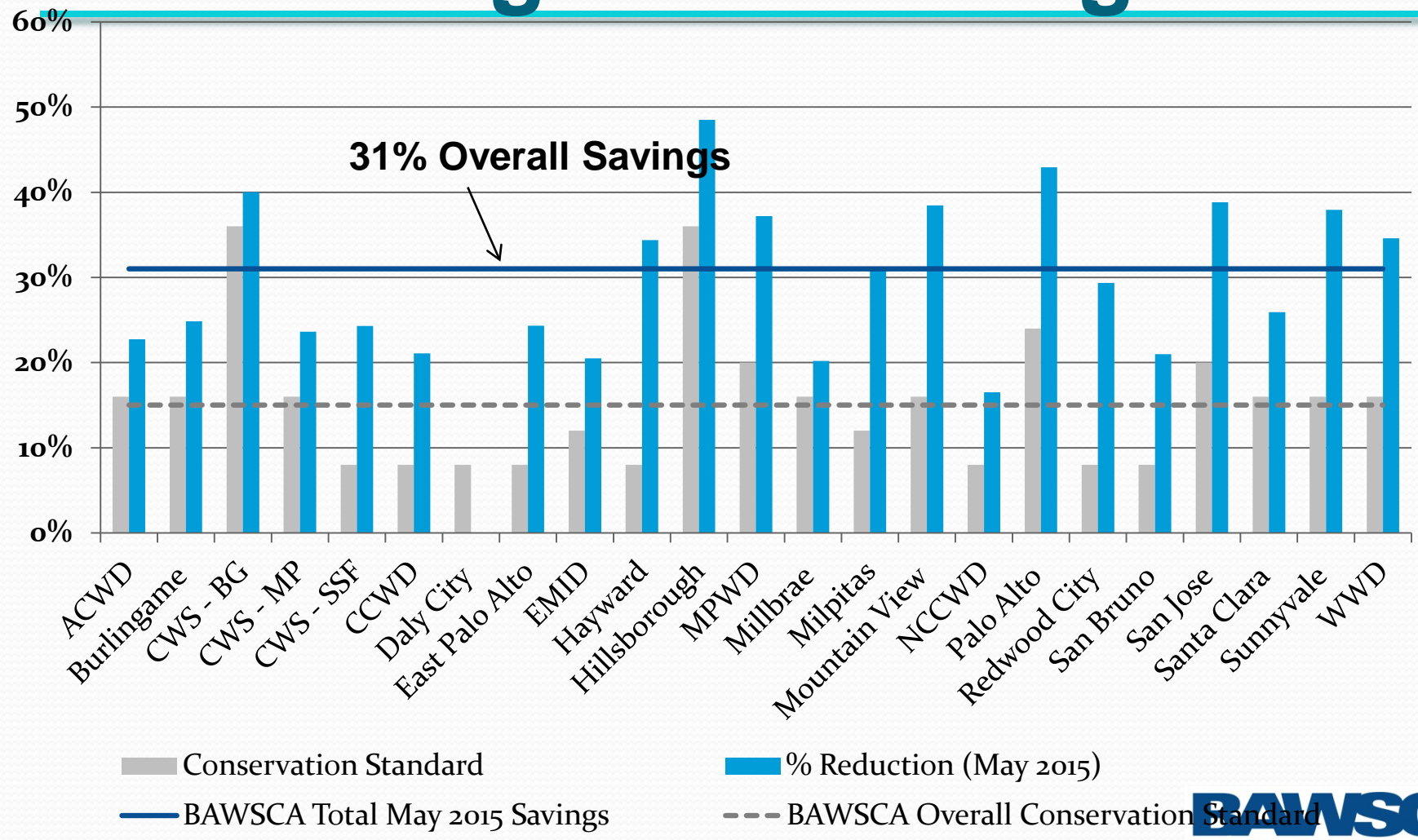
# BAWSCA Agencies Reduced Use by 31% in May 2015

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- Reductions compared to May 2013 for those agencies that report to the State Board
- Official tracking of progress toward State Board mandated reduction targets begins with June water use
  - Targets must be met from June 2015 to February 2016
- BAWSCA agencies must achieve overall reduction of 15% compared to June 2013 to February 2014
- Most savings anticipated to be achieved during the summer months



# May Savings Exceeded State Board Targets for All Agencies



# Smart & Sexy '2.OH My': Drought Campaign Launched

- BAWSCA participated in joint press conference with SFPUC on June 9<sup>th</sup> to unveil campaign
- June messaging to include:
  - Billboards
  - BART station ads
- Regional video campaign to be added in mid-July
- Messaging to continue through August







# Campaign Will Focus on Outdoor Water Savings

- Key messages to include:
  - Follow two-day per week irrigation schedule
  - “Give up” lawns in exchange for drought-tolerant landscaping







# JUST PUSH IT

Sweep don't spray. It's a DROUGHT.

[bawsca.org/DROUGHT](http://bawsca.org/DROUGHT)



Hetch Hetchy  
Regional Water System  
Services of the San Francisco Public Utilities Commission



**BAWSCA**  
Bay Area Water Supply & Conservation Agency



# GARDENS GONE WILD

Use native, water-efficient plants. It's a DROUGHT.

[bawsca.org/DROUGHT](http://bawsca.org/DROUGHT)

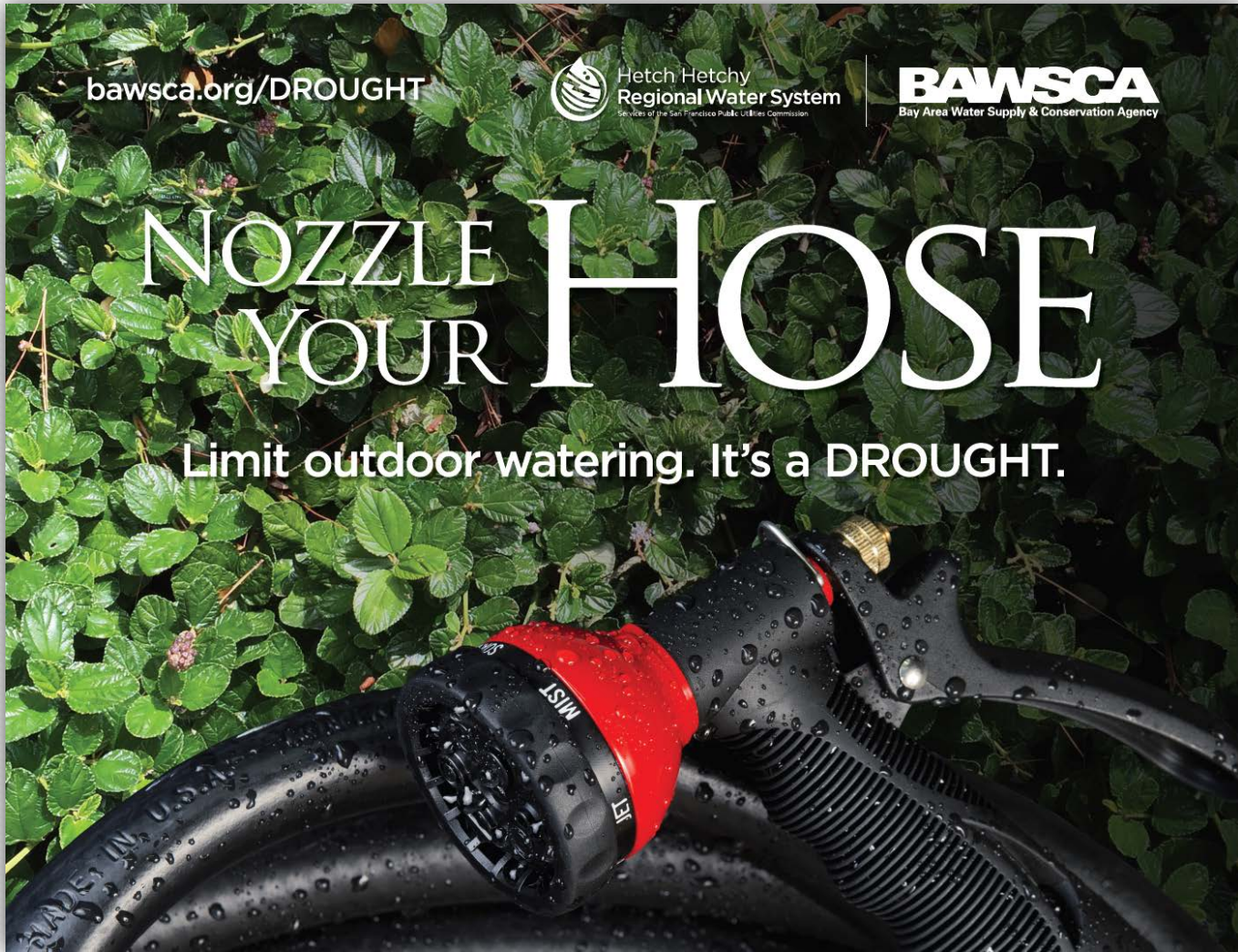


**BAWSCA**  
Bay Area Water Supply & Conservation Agency



Hetch Hetchy  
Regional Water System  
Services of the San Francisco Public Utilities Commission





[bawasca.org/DROUGHT](http://bawasca.org/DROUGHT)



Hetch Hetchy  
Regional Water System  
Services of the San Francisco Public Utilities Commission

**BAWSCA**  
Bay Area Water Supply & Conservation Agency

# NOZZLE YOUR HOSE

Limit outdoor watering. It's a DROUGHT.

[bawsca.org/DROUGHT](http://bawsca.org/DROUGHT)



# SHORT & STEAMY

Shorten your showers. It's a DROUGHT.



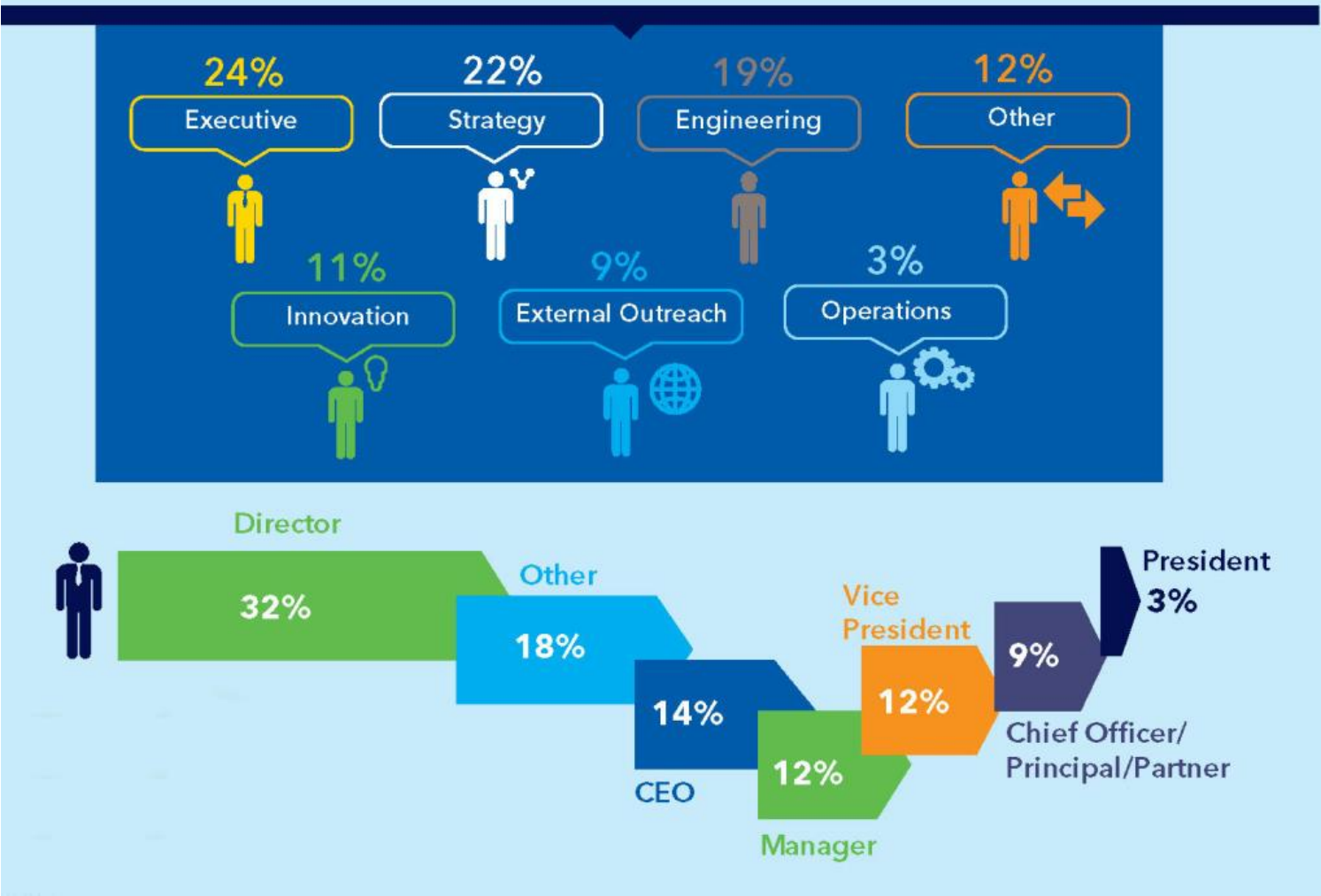


# Second Annual Utility of the Future Pulse Survey *Key Findings*

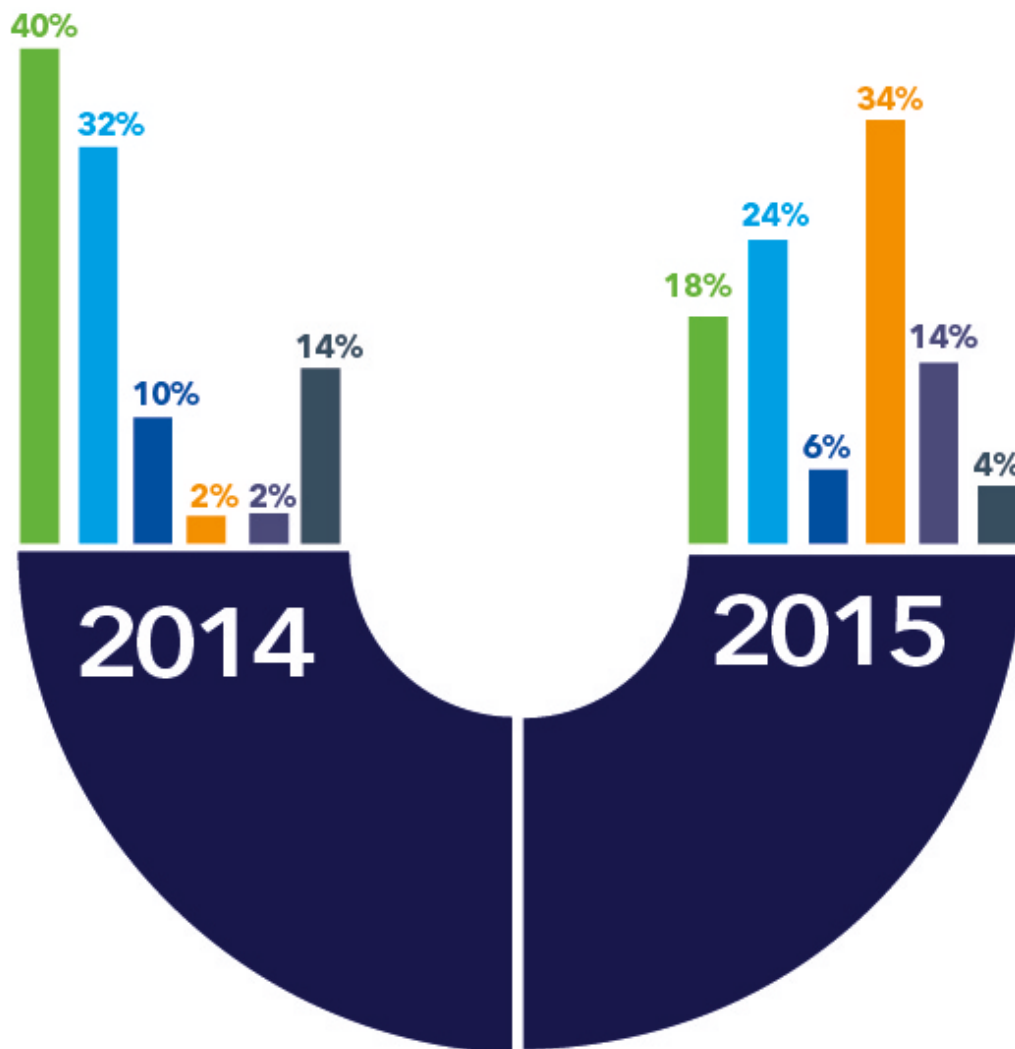
July 15, 2015

Presentation to C/CAG RMCP

# Respondent Profile – Survey of Utility Industry Representatives



# What is the most significant challenge facing the electric utility industry over the next five years?



- Increased interconnection of distributed generation
- Lack of clarity in national energy and environmental policies
- Increased threats to grid and power infrastructure security
- Need for new business models
- Need for asset investment
- Other

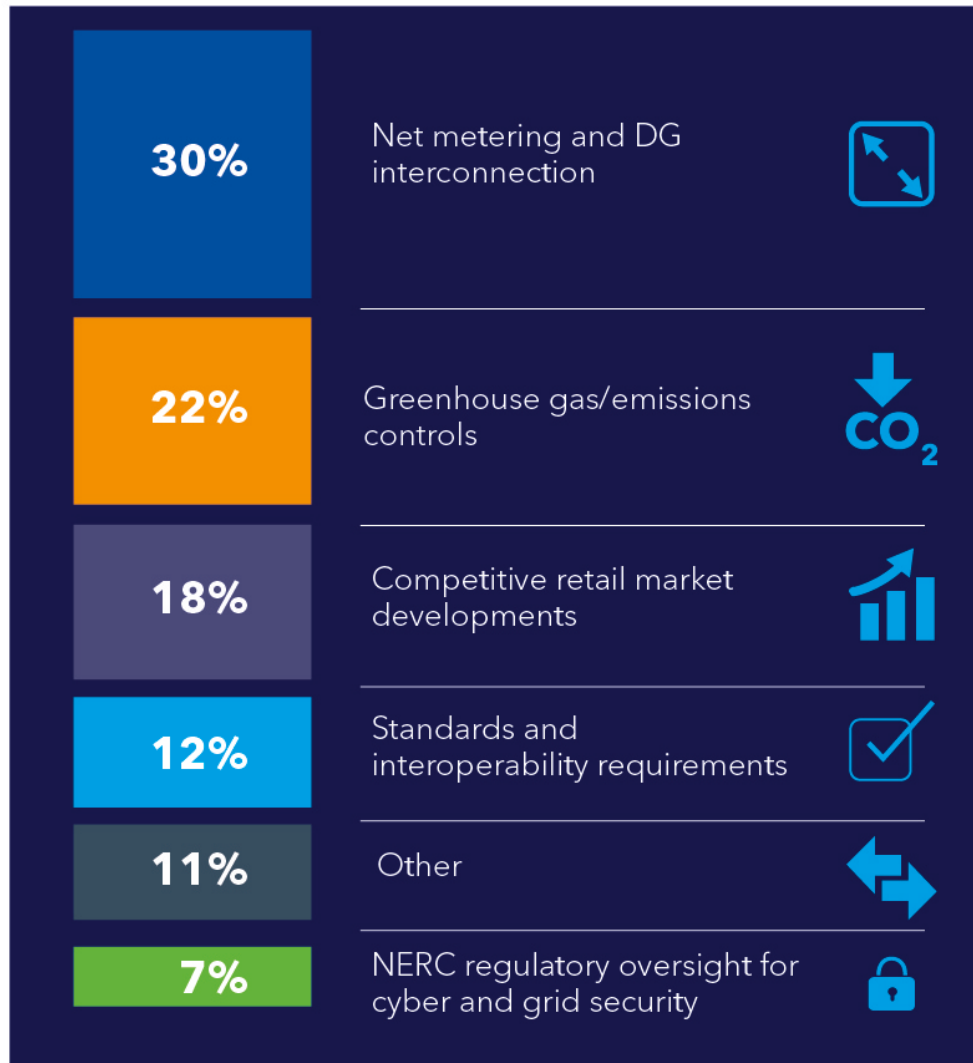
## INSIGHTS

Concern about interconnection of DG remain, but challenges it presents is significantly diminished.

Interconnection policies are quickly resolving with the development of standards. Federal and state policies have moved to define storage interconnection and revise rules to fast track interconnection of DG.



# What policy or regulatory advances do you believe will impact the industry's evolution the greatest by 2020?

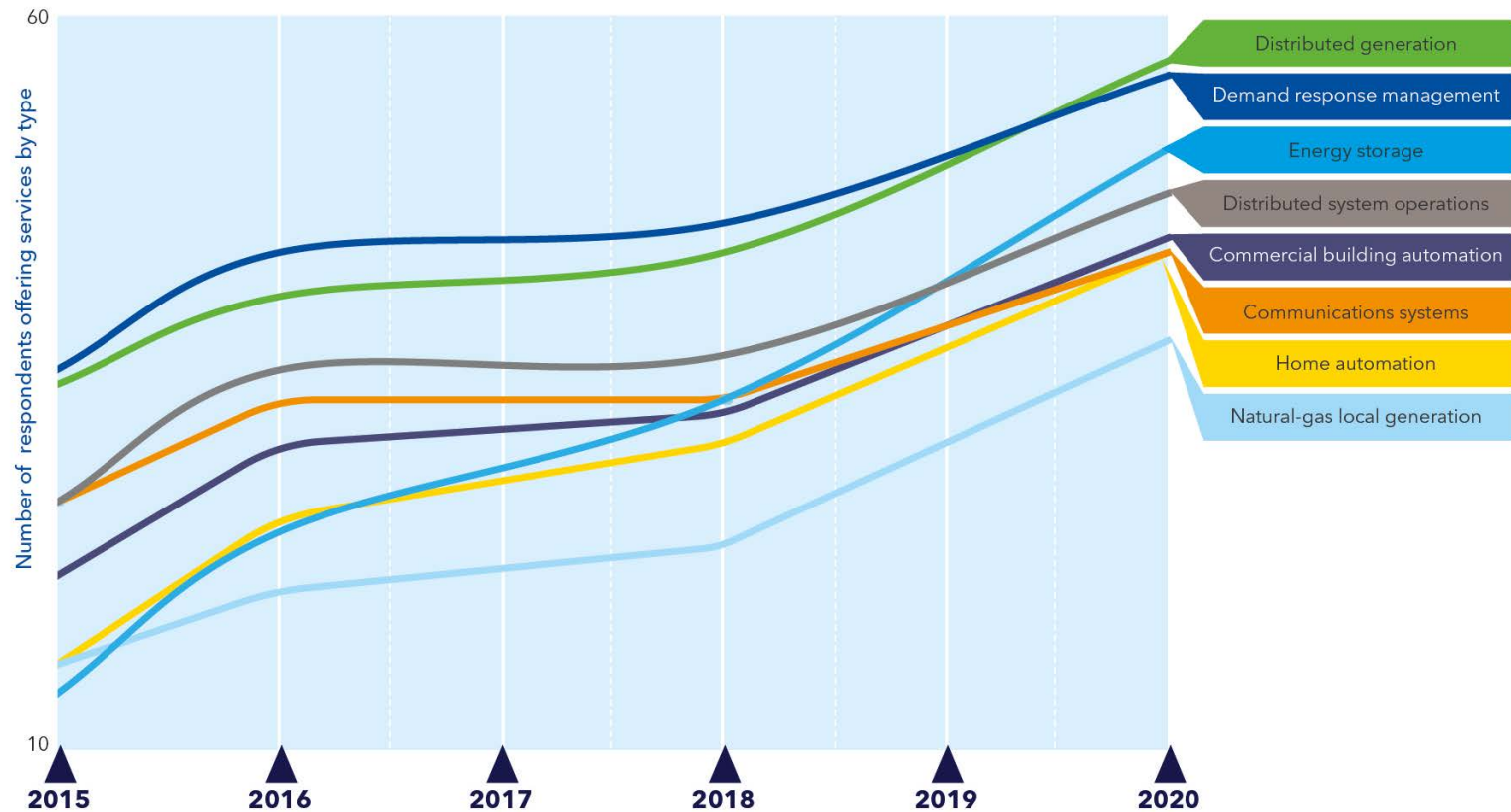


## INSIGHT

Growing renewable energy shares in the U.S.

By far, PV constitutes the greatest share of distributed generation on the grid today.

# Which of the following products and services does your organization currently (or plan to) offer? What is the timing of launch?

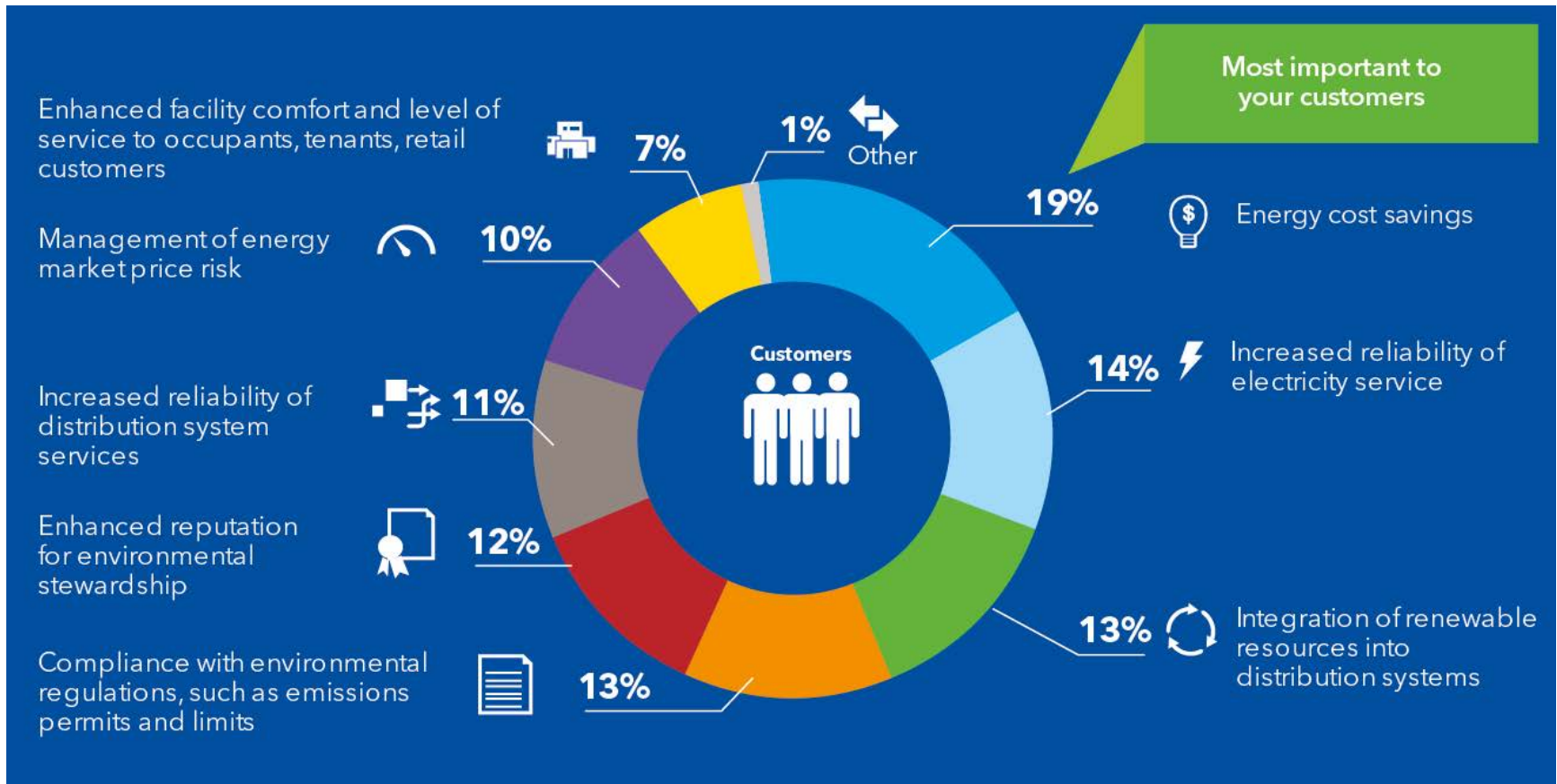


## INSIGHT

Utility stakeholders appear to be preparing to offer a broad range of products and services to their customers.

Increasing experimentation with new value-add offerings and nontraditional business models

# What value do you think is the most important to your customers?



## INSIGHT

The new products and services need to focus on those elements that can bring the most value to customers.

## Austin Energy's "Bring Your Own Thermostat" Program

- Developed the **business case** options:
  - Assessment of current program
  - Program design options
  - New technology options
  - Residential central A/C load control
  
- Developed **solicitation** documents:
  - Participating vendor agreement
  - Specifications for future program implementation
  
- Assisted in a **measurement and verification** study. Tasks included:
  - Development of methodology for incorporating whole-house advanced metering infrastructure (AMI) data
  - Estimate impacts for three vendors during curtailment events during 2013.



# Utility Distributed Energy Resources (DER) Strategy Study

**Confidential Utility client: Help them understand new Competitive Challenges.**



## **DER Uncertainty.**

- How fast (adoption rate)?
- Electric rates, DER costs, policies, and other external drivers

**Assessing DER impact.** Our utility client retained DNV GL to:

- Develop scenarios for DER penetration for C&I customers in their territory
- Analyze potential benefits and costs across the whole utility value chain
- Review potential business models for the client to consider
- Provide directional quantitative impact assessment and business model analysis

## IN CLOSING

---

### **Other emerging trends related to distributed generation?**

- Electric vehicle to grid (V2G)
- Community solar, and new financing models

### **Technology impacts on greenhouse gas emissions?**

- Customer side (building energy efficiency, distributed generation, vehicles)
- Utility side (provision of energy mix)

### **Looking ahead to “Utility of the Future” requires a multi-pronged approach:**

- Technology development and adoption
- Policy engagement
- Business model innovation

***Pulse of the industry shows that companies are increasingly active in these critical areas***

# Thank you!

---

**DNV GL**

**Betty Seto**

**Head of Section**

**[Betty.Seto@dnvgl.com](mailto:Betty.Seto@dnvgl.com)**

**510-891-0446**

Contact us at [energyadvisory.energy@dnvgl.com](mailto:energyadvisory.energy@dnvgl.com) or visit our Utility of the Future Knowledge Hub to learn about our broad range of advisory and testing capabilities.

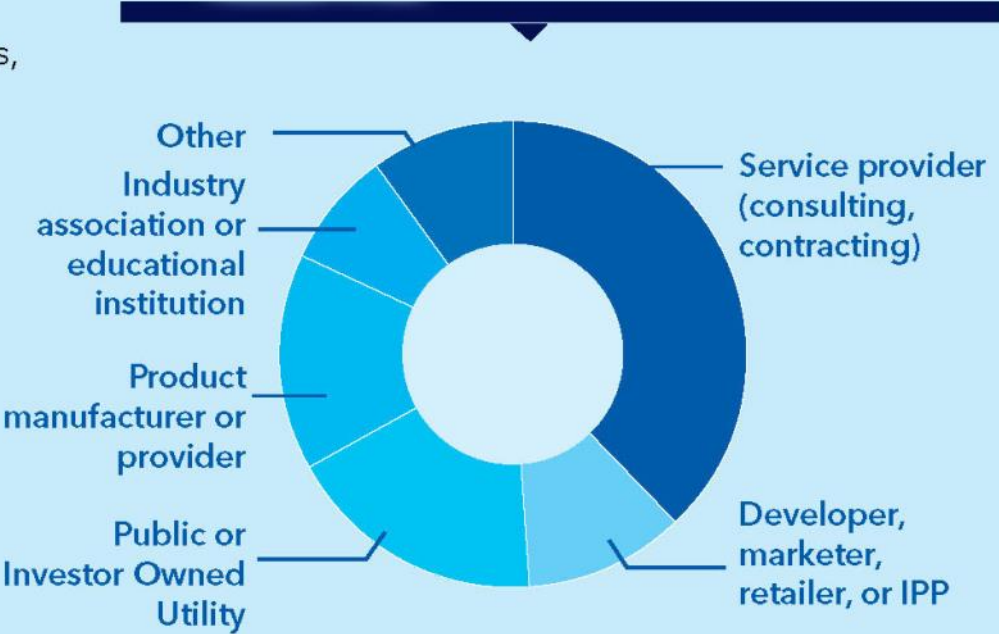


**[www.dnvgl.com/UofFKnowledgeHub](http://www.dnvgl.com/UofFKnowledgeHub)**

# Respondent Profile

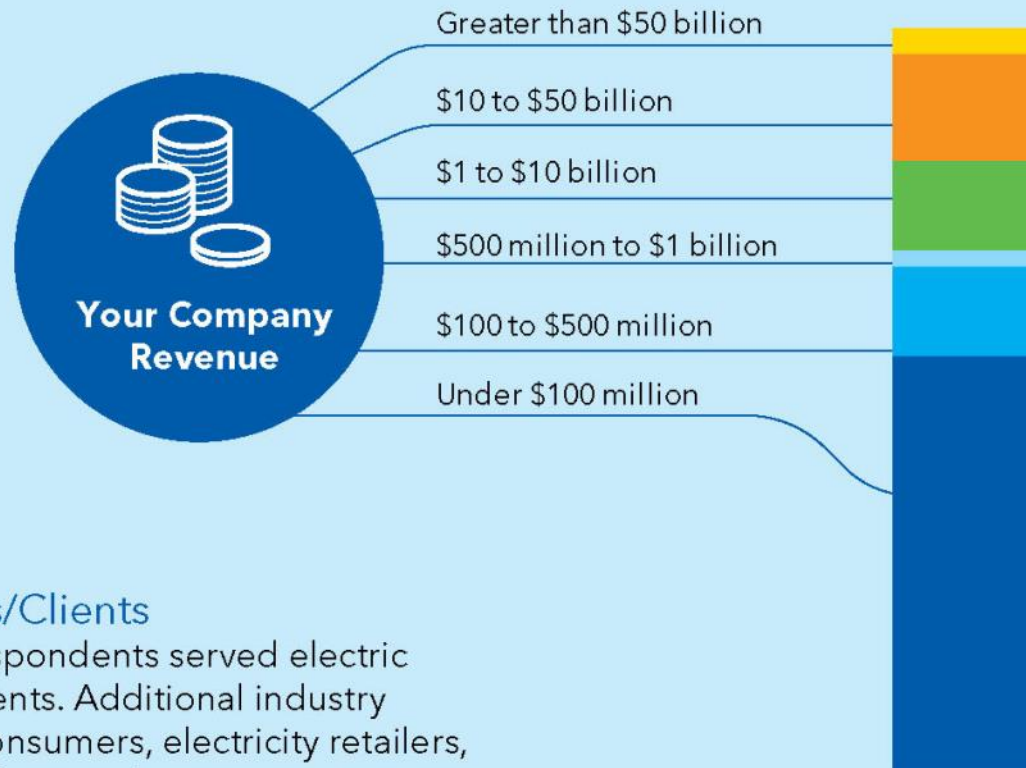
## Your Company Type

The mix of survey respondents captures the growing diversity within the electricity industry. Our 100 respondents hailed from utilities, manufacturers, developers, retailers and IPPs, industry associations, contracting firms and other industry players.





# Respondent Profile



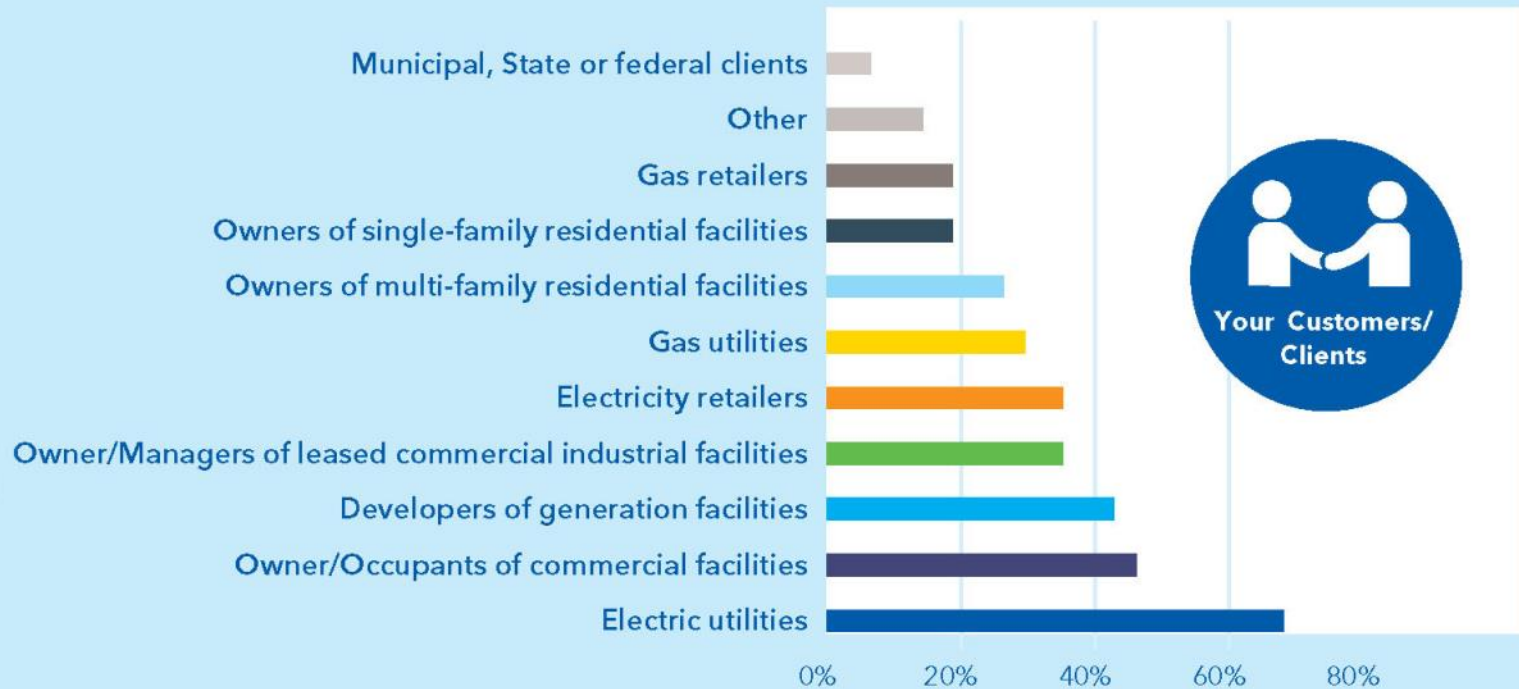
## Your Customers/Clients

The majority of respondents served electric utilities as their clients. Additional industry clients included consumers, electricity retailers, and developers of generation.

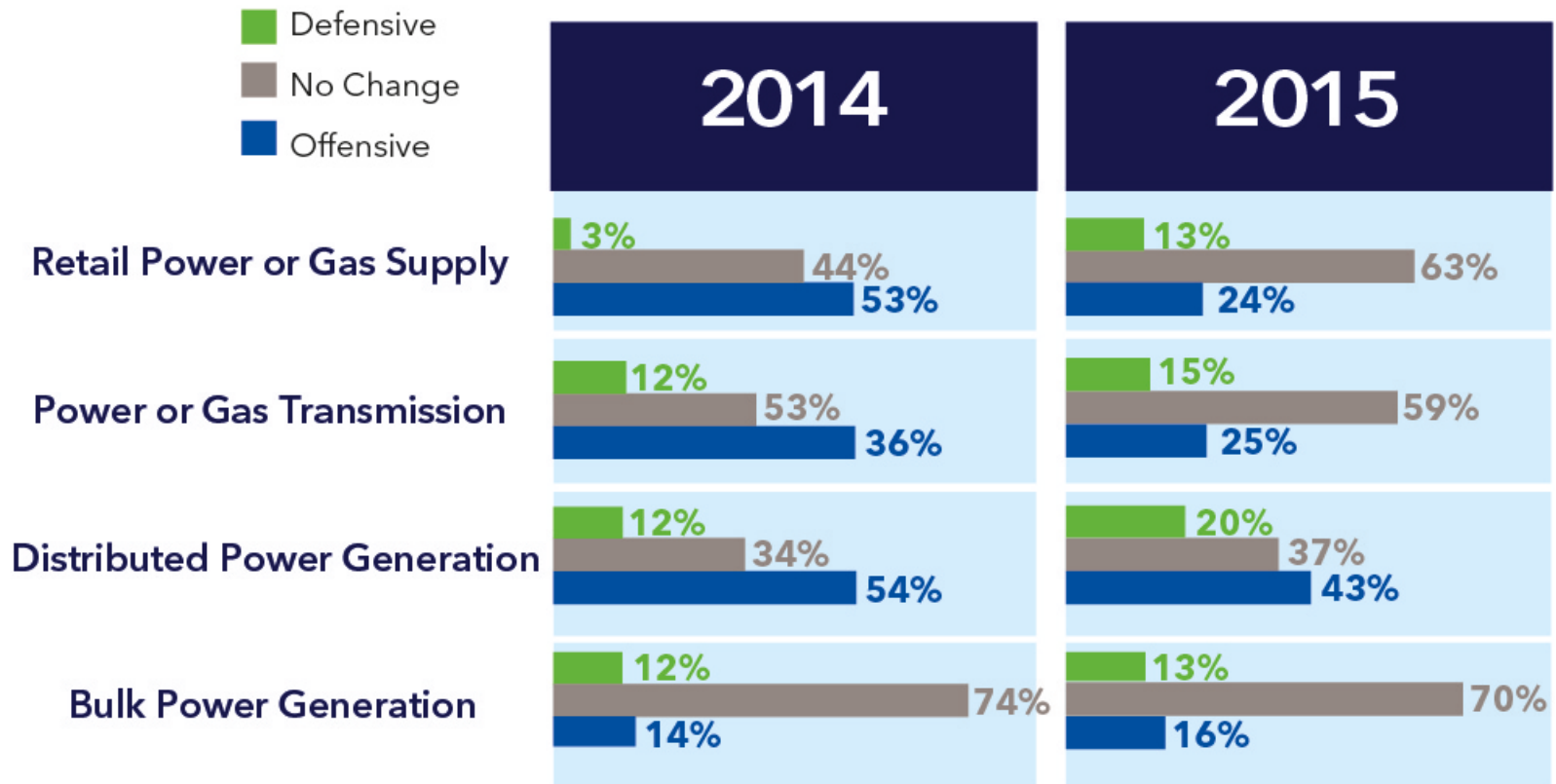
# Respondent Profile

## Your Company Revenue

The annual revenue of companies participating in the survey ranged from under \$100 million to greater than \$50 billion.



## What position will your company take relative to new stakeholders entering the industry in each of these areas?



### INSIGHT

The industry is generally taking an “offensive” strategy with regard to new stakeholders entering the industry in the area of DG. Bulk and retail power and gas and electricity transmission are generally characterized by waiting and observing how trends will play out. Nevertheless, compared to last year, stakeholders overall are slightly more defensive.



- Home
- Biography
- Legislation
- Newsroom
- Multimedia
- District
- Resources
- Submit Your Bill Idea
- Contact Us

### Offices

#### Capitol Office

State Capitol, Room 5035  
 Sacramento, CA 95814  
**Phone:** (916) 651-4013  
**Fax:** (916) 651-4913

#### District Office

1528 South El Camino Real,  
 Suite 303  
 San Mateo, CA 94402  
**Phone:** (650) 212-3313  
**Fax:** (650) 212-3320

## Join Senator Hill for 'Java with Jerry' on July 31 in Palo Alto

Friday, July 31, 2015 - 8:00am - 9:00am

Have a question, concern or opinion you want to share about a state issue or a law? Join Senator Jerry Hill for coffee talk about key legislative issues and how they affect the community from 8 to 9 a.m. on Friday, July 31, 2015, at Ada's Café in the Mitchell Park Community Center, 3700 Middlefield Road in Palo Alto ([map](#)). No RSVP or appointment necessary. Hill provides the coffee at no taxpayer expense.



**At-a-Glance:**  
**California Economy**



**Internships**

State Senator Jerry Hill  
 ~ 13th District ~  
 Cordially Invites You To  
**Java with Jerry**

Join Senator Jerry Hill for a cup of coffee and conversation about legislative issues affecting the community.



[Earthquake Safety](#)

Bring your ideas, questions and concerns.

**Ada's Cafe**

**Friday, July 31, 2015**

**8 to 9 a.m.**

**In the Mitchell Park Community Center, 3700 Middlefield Road, Palo Alto**

He'll provide the coffee at no taxpayer expense.

Sit down and stay awhile, or just drop in for a brief chat. No appointment or RSVP necessary.

For information call the District Office at (650) 212-3313.

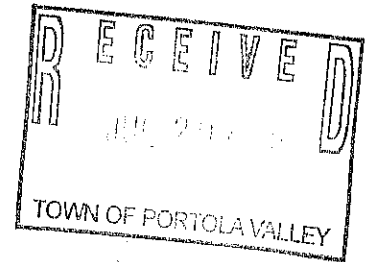
STATE CAPITOL  
ROOM 205  
SACRAMENTO, CA 95814  
TEL (916) 651-4024  
FAX (916) 651-4924



STANDING COMMITTEE  
SENATE RULES  
CHAIR

DISTRICT OFFICE  
1808 W. SUNSET BLVD.  
LOS ANGELES, CA 90026  
TEL (213) 483-9300  
FAX (213) 483-9305

SENATOR KEVIN DE LEÓN  
PRESIDENT PRO TEMPORE



July 17, 2015

Portola Valley City Council  
765 Portola Rd  
Portola Valley, CA, 94028

**RE: Request for Support of SB 350**

Colleagues:

California has embarked on a generational challenge: to address and prepare for the existential threat of climate change. An effective response to this global crisis must be grounded in local and regional action, and broadly supported by the citizenry and civic leaders. I am writing to ask for your support to ensure important legislation is signed into law this year.

In June, the California State Senate approved SB 350, The Clean Energy and Pollution Reduction Act of 2015, which will implement Governor Brown's goals of 50 percent reduction in petroleum use in our cars and trucks; 50 percent of our electricity generation from renewable sources; and a doubling of our building energy efficiency, all by 2030. These are the Golden State Standards, which will spur innovation, and power a sustainable future for California. The bill is currently being considered in the State Assembly, and we need your help to ensure it reaches the Governor's desk.

Californians overwhelmingly support action to address climate change, including existing efforts under the Global Warming Solutions Act of 2006, or AB 32. According to the Public Policy Institute of California, 61 percent of Californians believe the state should take immediate action to reduce greenhouse gas emissions. Another 76 percent of adults, including 70 percent of likely voters, support requiring cleaner transportation fuels, and 85 percent want our automakers to significantly improve the fuel efficiency of their vehicles. SB 350 will accomplish all of these goals and much more, and it will further cement California's role as a global leader in fighting climate change.

A majority of Californians also believe that switching from fossil fuels to clean energy sources will increase economic growth and job creation. Over the last decade, California has



demonstrated this to be true. We have both the nation's most stringent climate laws and its strongest economy by far. By strengthening incentives for renewable energy, we are also reducing energy costs, and creating high-quality jobs.

We need to act now, and not only for the sake of future generations. According to the American Lung Association, our state is home to the five most polluted cities in the nation for ozone and particulate matter. SB 350 will reduce emissions of toxic pollutants that make asthma the leading cause of absenteeism in our schools, contribute to thousands of early deaths annually, and send so many Californians to the emergency room each and every day. This is a winning proposition, both for the health of California's families, and for the health of our economy.

Cities, counties, and local governments have a critical role to play in this effort. Many are already leading the way. The City of Lancaster, California, for example, has implemented numerous forward-thinking policies designed to increase resilience and sustainability. Under the leadership of Republican Mayor Rex Parris, the city has pioneered the wide scale adoption of energy efficiency and renewable energy in its commercial and residential buildings, transportation, and energy infrastructure. Mayor Parris and the City of Lancaster demonstrate both the bipartisan nature of climate leadership, and the importance of local government action. Many more cities and counties have taken bold measures to improve resiliency and prepare for the impacts of a changing climate.

California is often at the vanguard of social justice and economic innovation, and the challenge of climate change requires that we continue to press forward relentlessly. The goals set forth in SB 350 are ambitious, and they will test our ingenuity and resolve, but we can, and must, accomplish them. These goals will further empower local government leaders to take action to protect their communities and build sustainable local economies.

I hope that you will join me in pushing this bill forward as it advances through the State Assembly. Would you consider officially endorsing this legislation, writing letters of support to your representatives in the State Assembly, or visiting your district or Capitol legislative offices to express your support? I encourage you to contact my office should you have any questions whatsoever.

Sincerely,



KEVIN DE LEÓN  
Senate President pro Tempore  
24<sup>th</sup> Senate District

# **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 31, 2015**

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1. Agenda – Parks & Recreation Committee – Monday, August 3, 2015
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, August 5, 2015
3. Agenda (Cancelled) – Water Conservation Committee – Wednesday, August 5, 2015
4. Agenda – Planning Commission – Wednesday, August 5, 2015
5. Monthly Meeting Schedule – August 2015
6. Invitation to Town Council re: 14<sup>th</sup> Annual North Fair Oaks Community Festival
7. Notice from San Mateo County Mosquito & Vector Control District re: Adult Mosquito Treatment scheduled for evening of August 2<sup>nd</sup> in areas of Menlo Park

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. None





**Town of Portola Valley**  
***Parks & Recreation Committee Meeting***  
**Monday, August 3, 2015 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: June 1st, 2015
4. Skate Ramp
5. Ford Field
6. PV Sports Fields
7. Approval of Co-Chair
8. Adjournment

Next Meeting: October 5<sup>th</sup>, 2015 (September 7<sup>th</sup> is Labor Day)



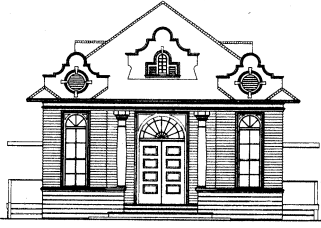
**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, August 5, 2015 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Sheriff's Report –
  - 1) Accidents and Citations –
  - 2) Updated requests for Law enforcement presence, as required  
School and school crossing locations
4. Public Works Report:
  - 1) Retaining wall project at Alpine and Arastradero Roads
5. General Items:
  - 1) Update on Windy Hill parking situation – Parking request cards
  - 2) Update in Tree removal requests (Arastradero/Alpine Rd Junction – A  
response from the Trails & Paths Committee
  - 3) Request for new areas of Committee focus
6. Update on Outreach, events & teaching programs:
7. Time and Date for September 2015 meeting
8. Adjournment

Enclosed: Tree Removal request from Trails & Paths Committee



**TOWN OF PORTOLA VALLEY**  
***Water Conservation Committee Meeting***  
**Wednesday, June 3, 2015 3:00 PM to 5:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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## **WATER CONSERVATION COMMITTEE**

### **NOTICE OF MEETING CANCELLATION**

**Wednesday, August 5, 2015**

The Water Conservation Committee regularly scheduled meeting of Wednesday, August 5, 2015 has been cancelled.



**TOWN OF PORTOLA VALLEY  
REGULAR PLANNING COMMISSION MEETING  
Wednesday, August 5, 2015 – 7:00 p.m.  
Council Chambers (Historic Schoolhouse)  
765 Portola Road, Portola Valley, CA 94028**

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**REGULAR AGENDA**

Call to Order, Roll Call

Chairperson Targ, Vice-Chairperson Hasko, Commissioners Gilbert, McKitterick, and Von Feldt

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. Preliminary Review of Proposed Amendments to Conditional Use Permit# X7D-30 for the Conceptual Design of a new 'STREAM' Classroom Building, 302 Portola Road, Woodside Priory School
2. *Public Hearing*: Review of Proposed Amendments to the Second Unit Ordinance
3. *Public Hearing*: Review of Proposed Ordinance Establishing Streamlined Permitting Procedures for Small Residential Rooftop Solar Systems
4. Review of General Plan Conformity Request for APN 080-241-410

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: July 15, 2015

Adjournment:

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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This Notice is posted in compliance with the Government Code of the State of California.

Date: July 31, 2015

CheyAnne Brown  
Planning Technician

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# Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## AUGUST 2015 MEETING SCHEDULE

Note: Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, August 12, 2015

Wednesday, August 26, 2015

PLANNING COMMISSION – 7:30 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Maryann Derwin (for months July, August, September)

Wednesday, August 5, 2015

Wednesday, August 19, 2015

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – John Richards (for months July, August, September)

Monday, August 10, 2015

Monday, August 24, 2015 - **CANCELLED**

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, August 5, 2015

CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – Craig Hughes

CONSERVATION COMMITTEE – 7:45 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, August 25, 2015

CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, August 13, 2015

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, August 13, 2015

FINANCE COMMITTEE

Council Liaison – Ann Wengert

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2<sup>nd</sup> Thursday) alternate even numbered months

Council Liaison – Craig Hughes

Thursday, August 13, 2015

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday)

Council Liaison – Craig Hughes

Monday, August 3, 2015

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Ann Wengert

As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2<sup>nd</sup> Tuesday of each month, or as needed)

Council Liaison – Ann Wengert

Tuesday, August 11, 2015 – 8:15 AM

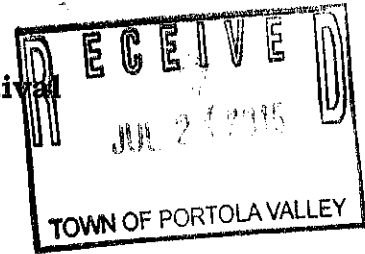
WATER CONSERVATION COMMITTEE – 3:00 PM (first Wednesday of each month)

Council Liaison – Maryann Derwin

Wednesday, August 5, 2015 - **CANCELLED**



**Sheriff's Office of San Mateo County**  
**14th North Fair Oaks Community Festival**  
 Sunday, August 16, 2015



July 16, 2015

The Honorable Jeff Alfs  
 Mayor  
 Town of Portola Valley  
 765 Portola Road  
 Portola Valley, CA. 94028

**RE: 14TH ANNUAL NORTH FAIR OAKS COMMUNITY FESTIVAL**

Dear Mayor:

We welcome you to join us at the **14<sup>th</sup> Annual North Fair Oaks Community Festival**, which will take place on **Sunday, August 16, 2015** on Middlefield Road between 1<sup>st</sup> and 5<sup>th</sup> Avenues in Redwood City.

The North Fair Oaks Community Festival is truly a unique, successful community event -- organized by parents, youth, local merchants, school staff, non-profit organizations and the faith community. The Festival creates community pride and revitalizes the neighborhood; provides information about family resources; has many hands-on youth and family activities in the art pavilion and sports clinics; and promotes goods and services to the 20,000 people expected at the event. We kick-off the festival with a parade and have two stages with live entertainment throughout the day.

You are invited to participate in the welcoming ceremony on the main stage at 1:00 PM. We will acknowledge all elected officials and diplomatic corps present and welcome you to stay for any portion of the festival to meet the community and partake of the many activities offered.

Logistical details and a VIP parking pass will be provided once you RSVP your attendance.

If you responded earlier to our invitation to participate in the Parade, we will be sending you additional information on those details two weeks before the festival.

RSVPs and any additional questions may be directed to our Festival Director, Catherine Tompkison-Graham at 650.368.2497 or [catherine@northfairoaksfestival.org](mailto:catherine@northfairoaksfestival.org).

We hope you will be able to join us on August 16!

Warren Slocum  
 Supervisor

Greg Munks  
 Sheriff

3121 Middlefield Road, Redwood City, CA 94063  
 phone 650.368.2497 \* fax 650.362.2497  
[info@northfairoaksfestival.org](mailto:info@northfairoaksfestival.org) \* [www.northfairoaksfestival.org](http://www.northfairoaksfestival.org)  
*a benefit for the San Mateo County Sheriff's Youth Programs*



# **TOWN COUNCIL WEEKLY DIGEST**

**Friday – August 7, 2015**

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1. Agenda – ASCC – Monday, August 10, 2015
2. Agenda (Cancelled) – Trails & Paths Committee – Tuesday, August 11, 2015
3. Agenda – Emergency Preparedness Committee – Thursday, August 13, 2015
4. Agenda – Nature & Science Committee – Thursday, August 13, 2015
5. Agenda – Cultural Arts Committee – Thursday, August 13, 2015
6. Email from resident Yvonne Tryce re: Resignation as a member of the Cultural Arts Committee
7. Report from San Mateo County Sheriff's Office – Incident Log for 07/20/15 – 07/27/15
8. Invitation to Council of Cities dinner meeting on Friday, August 28, 2015
9. Article from the Almanac re: Eshoo on aircraft noise: FAA knows 'something has changed dramatically'
10. Western City Magazine – August 2015

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. None



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, August 10, 2015  
7:00 PM – Regular ASCC Meeting  
Special Joint Field Meeting (time and place as listed herein)  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING\***

4:00 p.m. 20 Naranja Way Field meeting for preliminary review of proposed development of this Westridge Subdivision Lot.

**7:00 PM – REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
  - a. Corrections and Modifications to a Previously Approved Addition and Remodeling, File # 20-2014, 140 Campo Road, Tiscornia Residence (Staff: C. Borck)
5. New Business:
  - a. Preliminary Architectural Review and Site Development Permit for a New Residence, Detached Studio, Pool House, and Swimming Pool, File #'s: 10-2015 and X9H-692, 20 Naranja Way, Roberts Residence (Staff: C. Borck)
  - b. Architectural Review for an Addition, File # 13-2015, 150 Alamos Road, Bamford Residence (Staff: C. Borck)
6. Commission and Staff Reports:
7. Approval of Minutes: July 27, 2015
8. Adjournment:

\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: August 7, 2015

CheyAnne Brown  
Planning Technician

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**Town of Portola Valley**  
**Trails and Paths Committee Meeting**  
**Notice of Cancellation**  
**Tuesday, August 11, 2015**

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**TRAILS & PATHS COMMITTEE**

**MEETING CANCELLATION**  
**NOTICE**

Due to lack of a quorum, the regular meeting of  
the Trails and Paths Committee, scheduled for  
Tuesday, August 11, 2015  
has been cancelled



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, August 13, 2015 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**REGULAR MEETING AGENDA**

1. 8:00 Call to order -  
 Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill,  
 Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp,  
 Tamara Turner, and Stuart Young

Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Dan Ghorso and Selena Brown WFPD, Mark Kuykendall/Sheriff's Office, Gary Nielsen, Police Commissioner

Absent:

2. 8:01 Oral Communications
3. 8:04 Review and approval of minutes
  - Motion: Accept the Minutes of July 9, 2015
4. 8:05 CERPP/WFPD Report (Brown/Ghiorso)
  - Evacuation plans for residents requiring assistance
5. 8:20 Town Report (Nick/Marsha)
  - Cross-Training with EPC Members
  - Discussion of possible creek level monitors
  - Town website review to make EPC page more visible
6. 8:35 Medical Subcommittee Report (Young)
  - Sequoia supplies update
7. 8:40 Communications Subcommittee Report (Rothrock)
  - AM Radio Web-streaming community education
  - EOC Frequency monitoring plan – based on staffing
8. 8:45 Community Outreach Subcommittee Report (Turner)
  - Messages for traffic trailer
9. 8:55 Other Business
  - Joint meeting with Woodside EPC
10. 9:00 Adjourn. Next meeting is September 10, 2015



**Town of Portola Valley**  
**Nature and Science Committee Meeting**  
**Thursday, August 13, 2015 – 5:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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### **REGULAR MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)  
Introduction of visitors
3. Approve minutes of June 11, 2015 regular meeting
4. Reports:  
Status of Nature Center plans
5. Planning and discussion:  
Flight Night – September 19  
Star Party – October 16  
Next big event
6. Budget:  
Approved 2015-16 Budget  
Bills to be presented
7. Action Items:  
Decide big event topic and date  
Allocate funds for events
8. Other reports including Sub-Committee/Liaison Reports
9. Adjournment:  
Next meeting: October 8, 2015 at 5:00 pm



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee**  
**Thursday, August 13, 2015 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – July 9, 2015
4. Old Business:
  - CAC survey results discussion
  - Create Calendar of events
  - Summer Concerts
  - Art Donation – Berlin Wall
  - Annual Report Review
5. New Business:
  - Protocol for budget allocations
  - Reimbursement approvals
  - CAC annual report
  - Co-sponsor teen project with Friends of the Library
  - Piano purchase report
6. Adjournment

## Sharon Hanlon

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**From:** Yvonne Tryce [<mailto:ytryce@yahoo.com>]  
**Sent:** Tuesday, August 04, 2015 11:53 AM  
**To:** Sharon Hanlon  
**Subject:** Re: Cultural Arts agenda packet for 08-13-15

Hi Sharon,

I am submitting my resignation from the Cultural Arts Committee. Too many things going on just now! Will miss the group that I have been part of for many years.

Yvonne





# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

## San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

**Monday 07/20/15 to Monday 07/27/15**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-6596	07/20/15 9:25AM	3200 Blk. El Camino Real North Fair Oaks	Theft by forged/invalid card	Unknown suspect(s) obtained the victim's wallet and used her credit and debit cards. They charged an estimate of \$1,070.00 to the cards, took \$140 in US currency and one of her check books. Her estimated loss was \$1,200.00. They discarded the wallet with miscellaneous cards and her DL. An unrelated citizen found the wallet on the corner of Broadway and Taylor in Millbrae and turned it into the Sheriff's Office. Two fraudulent charges on the victim's credit card were made at the San Bruno Target store. A flyer has been created and distributed in hopes of identifying the suspects.
15-6627	07/21/15 9:51PM	Bay Rd. / Willow Street North Fair Oaks	Attempted Robbery	The victim was walking on Bay Road when the suspect grabbed her purse, and unsuccessfully tried to pull it away from her. The victim was able to break free and run away from the suspect. She did not suffer any injuries or lose any

				property. The suspect, Luis Riberra from Redwood City was arrested and transported to the San Mateo County Jail.
15-6629	07/20/15 10:37PM	300 Blk. 4 <sup>th</sup> Ave. North Fair Oaks	Sheriff's Office Felony Warrant	Ernesto Saldivar from Redwood City was arrested for having an outstanding felony warrant in the amount of \$10,000 for being in possession of a controlled substance. Saldivar was transported to the San Mateo County Jail.
15-6634	07/21/15 1:24AM	700 Blk. 9 <sup>th</sup> Ave. North Fair Oaks	Stolen Vehicle	The victim let the suspect borrow his vehicle so he could move his belongings to Nevada. The victim last spoke to the suspect on the telephone on 07/02/2015. Since then, the victim has not had any contact with the suspect and the suspect has failed to return the victim's phone calls. The victim stated that one of the phone lines the suspect provided him has been disconnected. At this time, the estimated loss is \$5000.00.
15-6648	07/21/15 11:56AM	4000 Blk. Woodside Rd. Woodside	Burglary	An unknown suspect gained entry into the victim's locked vehicle by smashing the left rear window. The suspect then reached in and took the victim's purse which was located on the right rear floorboard. The vehicle was parked in the main parking lot of Wunderlich Park. The estimated loss is \$1,300.00.
15-6665	07/21/15 6:41PM	3000 Blk. Alpine Rd. Ladera	Driver w/ Suspended License w/ DUI	A deputy conducted a traffic enforcement stop on a subject that was known for being in violation of driving on a suspended license. The deputy conducted a records check of the driver, and county communications confirmed that the driver's license was suspended. The driver was issued a citation and his vehicle was towed
15-6678	07/22/15 6:51AM	200 Blk. 4 <sup>th</sup> Ave. North Fair Oaks	Stolen Vehicle	A deputy was dispatched on the report of a stolen vehicle. The vehicle was entered into the Stolen Vehicle System. At this

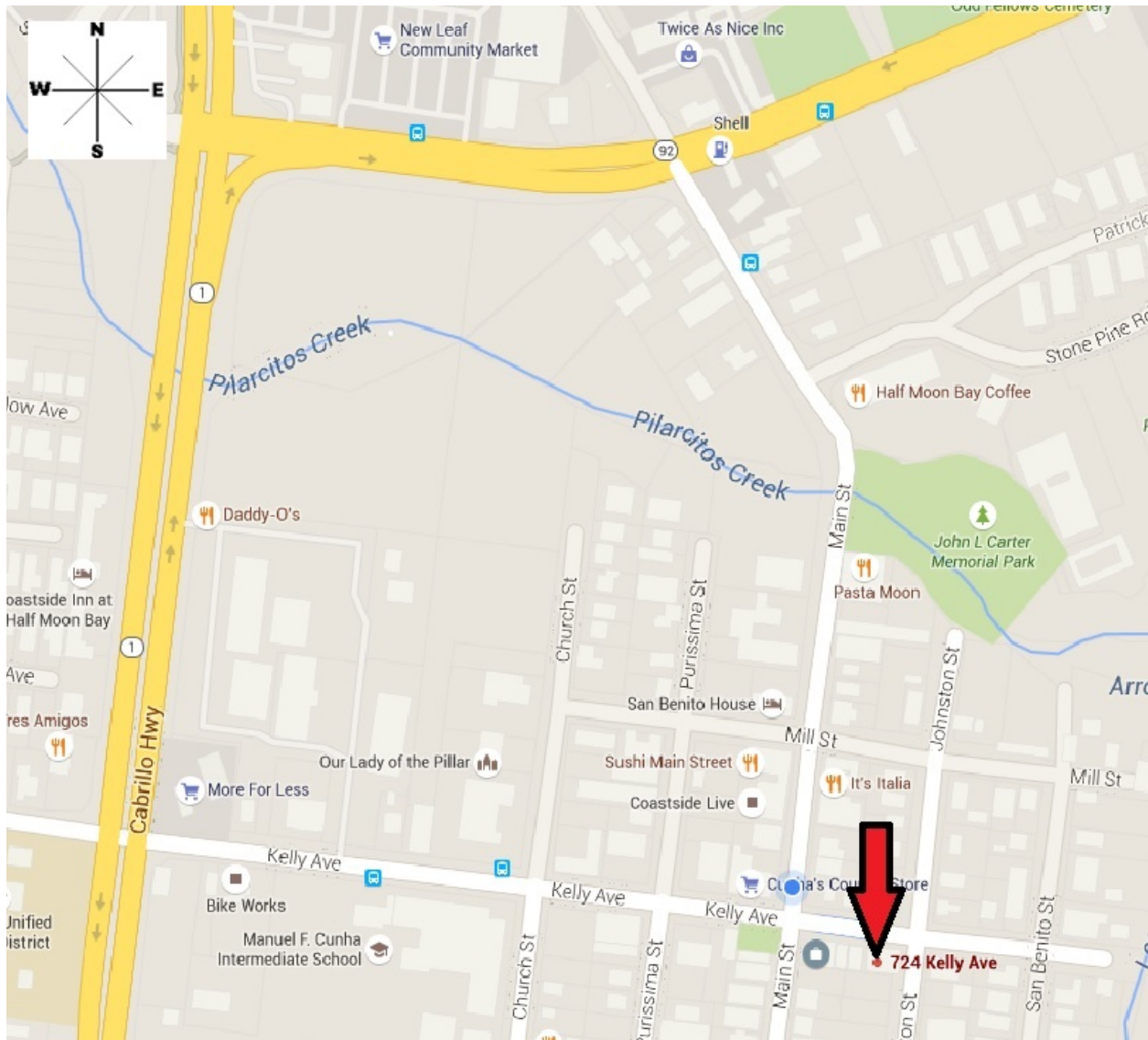
				time, there are no potential leads/suspects in this incident. The estimated loss of the vehicle is \$2500.00
15-6690	07/22/15 10:49AM	Highway 280 / Woodside Rd. Woodside	Traffic Accident - No Injuries	Party #1 was driving Vehicle #1 and was traveling on the S/B 101 exit ramp approaching Woodside Road. P-2 was driving V-2 and was stopped on the S/B 101 exit ramp approaching Woodside Road. P-1 failed to stop for the stopped traffic and V-1 collided with the rear of V-2.
15-6694	07/22/15 11:46AM	3000 Blk. Alameda De Las Pulgas West Menlo Park	Found Property	A deputy was dispatched to the Dutch Goose to meet with the Reporting Party. Upon arrival the R/P handed the deputy three identification cards. Per the R/P, the cards were confiscated by Dutch Goose staff from three different under age patrons trying to purchase alcohol. After collecting the cards the deputy ran the identification numbers and found that all three were fraudulent. The deputy booked all three cards into property for destruction.
15-6710	07/22/15 6:38PM	3000 Blk. Alpine Rd. Ladera	Burglary	The victim reported an auto burglary by unknown suspect(s). The incident occurred in the parking lot near Bianchini's Meat Market. The unknown suspect(s) smashed the vehicle's rear driver side window and took a backpack containing a MacBook Air laptop worth approximately \$1300. There is no suspect information at this time.
15-6747	07/23/15 2:02PM	3000 Blk. Alpine Rd. Ladera	Lost Property	A deputy was dispatched to meet with a citizen at the Half Moon Bay Sheriff's Substation on a report of a lost wallet. The Reporting Party stated that he fell at work and was subsequently transported to the hospital. The R/P said he believed he had his wallet on him at the time. The R/P was transported to Stanford Hospital. When he was discharged, he discovered he did not have his wallet. The R/P checked with Hospital staff and called AMR to see if they had his wallet.

				Both Stanford and AMR did not know where the wallet was.
15-6755	07/23/15 7:56PM	2800 Blk. Blenheim Ave. North Fair Oaks	Burglary	Unknown suspect(s) entered the residence by removing a screen cover and sliding bathroom window located on the side of the residence. The suspect ransacked the residence and attempted to open a locked closet door in the front bedroom by using a steak knife and a metal spatula to pry the lock. The suspect stole jewelry and other valuables from the master bedroom. The estimated loss is \$2,667.00.
15-6793	07/24/15 3:05PM	500 Blk. Hampshire Ave. North Fair Oaks	Stolen Vehicle	An unknown suspect stole a white Toyota pickup from the 500 Blk. of Hampshire Avenue. The Toyota has bullet hole stickers on the passenger side. The suspect was described as a Hispanic male approximately 30-40 years old with short black hair. The suspect drove westbound on Hampshire Avenue. There are no leads at this time.
15-6838	07/25/15 3:56PM	La Honda Rd. ( S.R.) 84 / Portola Rd. Woodside	Traffic Accident	Party #2 was traveling on La Honda Road approaching Portola Road. Party #1 was stopped at the stop sign on Portola Road and S.R. 84. Party #2 made a left hand turn onto Portola Road from S.R.84 as Party #1 was attempting to make a left hand turn onto S.R. 84 from Portola Road. As a result, Party #1 collided into Party #2's driver side door. Neither party sustained any injuries. Both vehicles sustained moderate damage and were driven from the scene.
15-6867	07/26/15 11:09AM	2900 Blk. Spring Street North Fair Oaks	Vandalism	Sometime between 07/25/15 and 07/26/15 at the victim's right side mirror was vandalized as it was parked on the 2700 block of Spring Street. The vandalism was estimated at over \$500.00.
15-6868	07/26/15 1:00PM	17000 Blk Skyline Blvd Woodside	Hit and Run/Non-Injury	A deputy was approached by an employee at Skywood Trading Post that wanted to report a hit and run property

				damage only that occurred on 07-22-2015. The suspect was identified as a local resident known to the employees of Skywood Trading Post. The employee told the suspect to leave the premises as he had failed to pay a prior bill. The suspect then backed his vehicle into one of the two gas pumps operated by Skywood Trading Post causing an unknown amount of damage to the pump. The suspect was located and cited for a misdemeanor hit and run.
15-6900	07/27/15 6:24PM	3000 Blk Woodside Rd. Woodside	Burglary	Unknown suspect(s) smashed the left rear window to the victim's his Porsche Cayenne, and stole a laptop and a backpack. The vehicle was parked in the parking lot of Robert's Market. The estimated loss is \$2,000.00. There were no witnesses or video footage to the incident.



# MAP



## FROM HIGHWAY 1 (SOUTH)

- Left on Kelly Ave.
- Right on Johnston St.
- Parking in City Hall lot

## FROM HIGHWAY 92 (WEST)

- Left on Main St.
- Left on Kelly Ave.
- Right on Johnston St.
- Parking in City Hall lot