



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, September 23, 2015
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

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.

1. ASCC COMMISSIONER INTERVIEW AND APPOINTMENT (3)

(a) Al Sill

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.

2. **Approval of Minutes** – Regular Town Council Meeting of September 9, 2015 (4)

3. **Approval of Warrant List** – September 23, 2015 (9)

4. **Recommendation by Interim Town Manager** – Approval of an Agreement between the Town of Portola Valley (18) and Richardson Consulting for Contract Planning Services

REGULAR AGENDA

5. **PRESENTATION** – None (31)

COMMITTEE REPORTS & REQUESTS – None

STAFF REPORTS AND RECOMMENDATIONS

6. **Update on Drought Emergency** – *There are no written materials for this agenda item* (32)

7. **Discussion and Council Direction** – Town Staff Visioning (33)

8. **Recommendation by Administrative Services Manager** – Adoption of a Resolution Approving Amendments to (39) the Town's Employee Compensation Plan

(a) Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan and Authorizing out of Classification Pay for the Interim Town Manager (Resolution No. __)

9. **Report from Mayor Aalfs** - Update from CCE "Community Choice Energy" Subcommittee (58)

10. **Discussion and Council Direction** – Discussion and Approval of Preparation of Committee Meeting Minutes (59)

11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** - Town Council members provide a (62) 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

12. **Town Council Digest** – September 11, 2015 (63)

13. **Town Council Digest** – September 18, 2015 (84)

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).

Name: Alvin Sill

Email address: alsill@sbcglobal.net

Address: 30 Minoca Road, Portola Valley, 94028

Number of years in PV: 27

Cell Phone: (209) 770-2745

Home Phone: (650) 851-4502

My interest in serving on the ASCC stems from two sources. First, as a longtime resident, I am sensitive to the unique character that makes Portola Valley a special place to live. It seems to me that one important part of that is the houses that get built in town. Serving on the ASCC seems like a good way to help influence and preserve the town's character. Second, I recently was exposed to the workings of the ASCC when my neighbor went through the process to get approval to build a new house next to mine. I was impressed with the professionalism and expertise of the ASCC, and it seemed like the work that they do is important and interesting.

I don't have experience that directly relates to the ASCC (such as architecture or general contracting) but I do have some limited experience that may be useful if I'm appointed to the ASCC. I currently serve on the town's Water Conservation Committee. The last year has been a busy time for that Committee, and I have gotten use to working with the town staff on a high visibility issue. Also, I have an engineering background. Although I haven't used the skills much in a number of years, I expect that it would not take long for me to get comfortable reading building plans and blueprints.

I don't think that I have any personal or financial interest that could be perceived by others as a conflict of interest relative to serving on the ASCC.

--- al sill

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 917, SEPTEMBER 9, 2015

CALL TO ORDER AND ROLL CALL

Mayor Aalfs called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: None

Others: Debbie Pedro, Acting Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS – None

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of August 26, 2015.
- (2) Approval of Warrant List: September 9, 2015, in the amount of \$62,277.98.
- (3) Recommendation by Acting Town Manager – Approval of Agreement with Tyler Technologies, Inc., for the Purchase and Implementation of EnerGov Software for Permit Management and Related Services. *[Pulled from Consent Agenda]*
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Tyler Technologies, Inc. (Resolution No. 2675-2015)
- (4) Recommendation by Acting Town Manager – Second Reading of an Ordinance Approving Amendments to the Second Unit Ordinance
 - a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units (Ordinance No. 2015-408)
- (5) Recommendation by Acting Town Manager – Second Reading of an Ordinance to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems
 - a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town of Council of the Town of Portola Valley Adding Chapter 15.21 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems (Ordinance No. 2015-409)
- (6) Recommendation by Acting Town Manager – Parking Notice for Windy Hill Preserve Parking Lot.

Councilmember Hughes moved to approve Items 1, 2, 4, 5, and 6. Seconded by Vice Mayor Derwin, the motion carried 5-0 by roll call vote.

- (3) Recommendation by Acting Town Manager – Approval of Agreement with Tyler Technologies, Inc., for the Purchase and Implementation of EnerGov Software for Permit Management and Related Services.

- a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Tyler Technologies, Inc. (Resolution No. 2675-2015)

Councilmember Richards requested clarification regarding “optional hosted (cloud) subscription summary.” Ms. Pedro explained staff had elected to select the on-premise option versus the cloud option due to the cost of the web-based option. Councilmember Richards asked regarding the system requirements to run the software. Ms. Pedro said the Town’s IT consultant verified that the Town’s current system is able to accommodate the software. Councilmember Wengert asked regarding charges for maintenance. Ms. Pedro said the maintenance consists of training the staff to handle the maintenance in-house. Councilmember Wengert asked regarding compatibility with Windows 10. Ms. Pedro explained there are minor (free) upgrades and major upgrades, which may occur every 7 to 10 years. With a major upgrade, she said the Town has the option of upgrading to the newer version or stay with the older version with the Town’s current system.

Councilmember Richards moved to approve Item 3. Seconded by Vice Mayor Wengert, the motion carried 5-0.

REGULAR AGENDA [7:04 p.m.]

- (7) Presentations – San Mateo County Environmental Health Division, Update of County Onsite Wastewater Treatment System Ordinance.

Gregory J. Smith, PG, REHS, Supervisor of Water Protection and Land Use Programs for San Mateo County Environmental Health, presented a report with a slide show of the County’s proposed update to the County’s Septic Ordinance.

- 1) There are no changes to existing septic systems that are not failing. If the septic system is failing or an addition is planned, the septic system may require repair or extension.
- 2) In 2000 State Assembly Bill 885 required the State Water Resource Control Board adopt statewide setback standards, which were finally completed in 2013. The County’s current setback ordinance was outdated and required updating to meet the statewide requirements. Mr. Smith provided a summary explanation of septic systems and the terminology.

In response to Vice Mayor Derwin’s question, Mr. Smith said a black water system refers to septic wastewater. He said all septic systems are black water. He said gray water is limited to coming from a hand sink but toilets and kitchen sinks are black water. Mr. Smith said black water lagoons are not standard alternative systems.

Mayor Aalfs asked regarding determining the size of a leach field. Mr. Smith said the required size is determined by the number of bedrooms in the home and the measured soil percolation rate of the leach field.

- 3) The items clarified in the proposed ordinance include location of setbacks from cut slopes and steep slopes, use of alternative treatment technologies, and requirements for operating permits.
- 4) The proposed update does not make radical changes other than those required by the State, does not make changes that are growth inducing, and has been reviewed for CEQA compliance.
- 5) An element was added to the septic pumper program to require an above-ground visual inspection of the septic system by the septic pumper whenever the septic tank is pumped or serviced, to be reported on a form consistent with the requirements of neighboring counties.

- 6) A policy has been incorporated into the on-site systems manual that provides a comprehensive, consistent, and defensible strategy for sizing septic systems for second dwelling units. Mr. Smith said a second unit (attached or detached) of one or two bedrooms can be connected to the existing septic system as long as they can show there is adequate capacity. If not, the second system can now be limited in size for a one-bedroom or two-bedroom sized septic system. In response to Councilmember Wengert's question regarding local input regarding management and flexibility, for example, with a larger property with two second units. Mr. Smith said the on-site systems manual is still in development, but there is a potential to build flexibility into it for all the individual jurisdictions.
- 7) A clarification was added to the ordinance expanding the scope and content of the comprehensive geotechnical investigation.

Mr. Smith reported that the draft of the proposed updated ordinance is available on their website for public comment. The proposed updated ordinance will come to the San Mateo County Board of Supervisors at its December 8, 2015, meeting and then to the Town Council to adopt by reference in 2016.

COMMITTEE REPORTS & REQUESTS [*None to Report*]

(8) Council Liaison Committee and Regional Agencies Reports [7:30 p.m.]

Councilmember Wengert – Councilmember Wengert and Councilmember Richards attended the August Council of Cities dinner meeting with a presentation by the team monitoring crime in San Mateo County. They reported substantial increases in crime, which the team attributes to the dramatic reduction in consequences for crime and subsequent release of a large part of the prison population. She attended the Trails and Paths Committee meeting where the Public Works Director provided an update on current work being performed around Town. Bev Lipman, representing the Westridge Committee, proposed a sign for Shady Trail and was encouraged to work with the ASCC regarding the sign. They announced that this year's community hike at PV Vineyards is scheduled for November 7. The committee discussed and was not supportive of the proposed clearing on Larry Lane Trail.

Councilmember Richards – None to Report.

Councilmember Hughes – The Bicycle, Pedestrian & Traffic Safety Committee heard reports of speeding around Corte Madera School, possibly due to current construction in the area and school being back in session. The Committee reviewed the Sheriff's Report for August which indicated reduced speeding incidents. They also discussed the speed trailer, which has a built in speed monitor to record data for cars and bicycles. Of note was that near the Ranch there were five instances of someone driving 70+ miles per hour within a 15-minute period. The Committee theorized it was young people trying to see how high of a speed would be posted on the monitor. Councilmember Hughes said Mr. Young reported the current and future road work in Town is going well. It was reported the lighted crosswalk at The Priory is not working. Leslie Latham suggested a recruiting plan to encourage people to fill committee vacancies.

The Open Space Acquisition Committee did not meet; however, Councilmember Hughes had an email discussion with Gary Neilson regarding the possibility of buying the Kelly property. Councilmember Wengert asked Ms. Prince if the Town's open space acquisition property allowed the Town to look at something outside of the Town. Ms. Prince said that would need to be researched.

Vice Mayor Derwin – Vice Mayor Derwin and Sustainability & Special Projects Manager Brandi de Garreaux attended the annual Sustainable San Mateo County Indicators Report luncheon that focused on saving water. There was a presentation by San Mateo County Resource Conservation District including construction and repair of ponds. The Water Conservation Committee discussed the H2Oknow Tool and hope to encourage more people to use it. They want to post a thermometer sign showing how much water the Town has saved. There is a BAWSCA Workshop on Water Conservation 101 being held

at Town Center on Saturday, October 24, as well as a SOD Blitz. Cal Water will soon announce the top three water conservers for June and July, who will receive prizes from the Water Conservation Committee. The lawn watering reduction sign program will begin soon. She said that work continues on the WELO (Water Efficient Landscape Ordinance).

Mayor Aalfs – None to Report.

Mayor Aalfs reported that San Mateo Supervisor Carole Groom asked for a representative to serve on the newly formed “Closing the Gap,” the San Mateo County Affordable Housing Taskforce. Vice Mayor Derwin volunteered to serve as representative and Councilmember Wengert will serve as an alternate.

Mayor Aalfs presented a draft letter in support of Senate Bill 350, “Clean Energy and Pollution Reduction Act of 2015,” requested by the sponsor of the bill, Senator Kevin de León. Councilmember Wengert said the goals appeared to be lofty and aggressive and may have to be cut back. The Council was supportive of sending the proposed letter.

STAFF REPORTS AND RECOMMENDATIONS [7:55 p.m.]

- (9) Recommendation by Acting Town Manager – Formation of an Ad-Hoc Town Center Master Plan Committee and Proposed Charter and Membership.

Ted Driscoll, former Councilman and Town Center ADT member, presented the proposal for the formation of a new ad-hoc committee for the Town Center Master Plan Update project. The suggested member committee would include Mr. Driscoll; one Councilmember; one Planning Commissioner; one ASCC member; Planning Director/Acting Town Manager; Public Works Director; committee members from Parks and Recreation, Conservation, and Trails; and a professional consultant from Siegel & Strain Architects. He said the committee hopes to begin meeting within the next 30 to 45 days to initiate the planning process and set a timeline for future meetings, plan development, and public outreach.

Mayor Aalfs suggested the number of official Ad-Hoc Town Center Master Plan Committee members be somewhat reduced to avoid problems in reaching a quorum; however, still providing open invitations to representatives from all committees.

Vice Mayor Derwin suggested including representatives from Friends of the Library and the Water Conservation Committee.

In response to Councilmember Hughes question, Mr. Driscoll said he hoped they could present a plan within the next 12 months in time for inclusion in the next fiscal year budget.

Councilmember Wengert suggested not setting priorities at the outset. She supports the Committee being as inclusive as possible with all the other committees.

The Council was supportive of Mr. Driscoll's suggestion to put together a mission statement that provides the broad scope.

In response to Mayor Aalfs' question, Ms. Prince said the committee should be subject to the Brown Act.

The Council agreed to the formation of an Advisory Committee chaired by Mr. Driscoll with Councilmembers Wengert and Hughes, and Planning Commissioner Von Feldt assigned as members. The proposed Advisory Committee charter and roster will be presented at the October 28 Council meeting. The Council agreed that Town committees will participate, along with public input, by way of noticed meetings.

(10) Report by Acting Town Manager – Code Enforcement Activity Report

Acting Town Manager presented the report of code enforcement activities within the past 12 months.

In response to questions from the Council, Ms. Pedro said she would be supportive if the Council wished to more actively assess penalty fees for code violations, which could perhaps serve as a deterrent. The Council discussed examples of code violations, the appeal process, and associated costs and fees. Ms. Pedro said code enforcement activity is being tracked and staff can bring an update to the Council next year.

Vice Mayor Derwin pointed out that the ordinance needs to be corrected to change Town Administrator to Town Manager.

The Council agreed to maintain current code enforcement practices.

WRITTEN COMMUNICATIONS [8:28 p.m.]

(11) Town Council Digest – August 28, 2015

(12) Town Council Digest – September 4, 2015

#8 - Email from Jessica Stanfill Mullin, League of California Cities re: Peninsula Division 2015-16 Executive Committee Officers Elections and Candidates Biographies. Mayor Aalfs intends to attend on October 2, 2015.

ADJOURN TO CLOSED SESSION [8:32 p.m.]

Mayor Aalfs adjourned the meeting to the closed session.

REPORT OUT OF CLOSED SESSION

Selecting recruiter for Town Manager position.

ADJOURNMENT [9:45 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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

ALMANAC	August Statement	16751	09/23/2015	
			09/23/2015	
450 CAMBRIDGE AVE	0048		09/23/2015	0.00
PALO ALTO	BOA	49978	09/23/2015	0.00
CA 94306	40496			434.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	434.00	0.00

Check No.	49978	Total:	434.00
Total for	ALMANAC		434.00

ANIMAL DAMAGE MGMT INC	7/15 to 8/15 Statement	16764	09/23/2015	
			09/23/2015	
16170 VINEYARD BLVD. #150	804		09/23/2015	0.00
MORGAN HILL	BOA	49979	09/23/2015	0.00
CA 95037	84343			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	295.00	0.00

Check No.	49979	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	8/22 to 9/21 Statement	16752	09/23/2015	
			09/23/2015	
P.O. BOX 5025	877		09/23/2015	0.00
CAROL STREAM	BOA	49980	09/23/2015	0.00
IL 60197-5025				66.51

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	66.51	0.00

Check No.	49980	Total:	66.51
Total for	AT&T (2)		66.51

CALIFORNIA WATER SERVICE CO	Statemts 4/11 to 5/11	16787	09/23/2015	
	Void Orig #49736 (MIA)		09/23/2015	
3525 ALAMEDA DE LAS PULGAS	0011		09/23/2015	0.00
MENLO PARK	BOA	49981	09/23/2015	0.00
CA 94025844				4,108.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	4,108.94	0.00

Check No.	49981	Total:	4,108.94
Total for	CALIFORNIA WATER SERVICE CC		4,108.94

CITY OF REDWOOD CITY	August IT Support	16782	09/23/2015	
C/O Silvia Vonderlinden			09/23/2015	
	638		09/23/2015	0.00
REDWOOD CITY	BOA	49982	09/23/2015	0.00
CA 94063	BR37305			2,111.08

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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

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,111.08	0.00

Check No.	49982	Total:	2,111.08
Total for	CITY OF REDWOOD CITY		2,111.08

CLEANSTREET	August Litter/Street Clean	16784	09/23/2015	
			09/23/2015	
1937 W. 169TH STREET	0034		09/23/2015	0.00
GARDENA	BOA	49983	09/23/2015	0.00
CA 90247-5254				1,603.62

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4262	Street Sweeping	659.52	0.00
22-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	49983	Total:	1,603.62
Total for	CLEANSTREET		1,603.62

LESLIE DOYLE	Deposit Refund, 332 Westridge	16774	09/23/2015	
			09/23/2015	
	1394		09/23/2015	0.00
	BOA	49984	09/23/2015	0.00
				2,147.49

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,147.49	0.00

Check No.	49984	Total:	2,147.49
Total for	LESLIE DOYLE		2,147.49

ECONO TREE SERVICE	ROW Tree Removal	16767	09/23/2015	
			09/23/2015	
1914 SPRING STREET	1252		09/23/2015	0.00
REDWOOD CITY	BOA	49985	09/23/2015	0.00
CA 94063	338554/39/72			3,756.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	3,756.00	0.00

Check No.	49985	Total:	3,756.00
Total for	ECONO TREE SERVICE		3,756.00

J.W. ENTERPRISES	Portable Lavs (9/3 to 9/30)	16758	09/23/2015	
			09/23/2015	
1689 MORSE AVE	829		09/23/2015	0.00
VENTURA	BOA	49986	09/23/2015	0.00
CA 93003				242.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	242.44	0.00

Check No.	49986	Total:	242.44
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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	J.W. ENTERPRISES	242.44
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JORGENSON SIEGEL MCCLURE & FLEGEL	August Legal Services	16769	09/23/2015	
1100 ALMA STREET	0089		09/23/2015	0.00
MENLO PARK	BOA	49987	09/23/2015	0.00
CA 94025				13,454.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	13,454.50	0.00

Check No.	49987	Total:	13,454.50
Total for	JORGENSON SIEGEL MCCLURE &		13,454.50

TERRI KERWIN	Deposit Refund, 205 Cervantes	16771	09/23/2015	
	1391		09/23/2015	0.00
	BOA	49988	09/23/2015	0.00
				2,739.32

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,739.32	0.00

Check No.	49988	Total:	2,739.32
Total for	TERRI KERWIN		2,739.32

MACIEJ KIETURAKIS	Deposit Refund, 12345 PageMill	16775	09/23/2015	
	1395		09/23/2015	0.00
	BOA	49989	09/23/2015	0.00
				1,632.03

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,632.03	0.00

Check No.	49989	Total:	1,632.03
Total for	MACIEJ KIETURAKIS		1,632.03

KUTZMANN & ASSOCIATES	Plan Check, August	16753	09/23/2015	
39355 CALIFORNIA STREET	0090		09/23/2015	0.00
FREMONT	BOA	49990	09/23/2015	0.00
CA 94538				11,151.56

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	11,151.56	0.00

Check No.	49990	Total:	11,151.56
Total for	KUTZMANN & ASSOCIATES		11,151.56

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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

CONNIE LIN	C&D Refund, 25 Kiowa Ct	16778	09/23/2015	
			09/23/2015	
25 KIOWA	0343		09/23/2015	0.00
PORTOLA VALLEY	BOA	49991	09/23/2015	0.00
CA 94028				1,000.00

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

Check No.	49991	Total:	1,000.00
Total for	CONNIE LIN		1,000.00

LORI LIVINGSTON	Deposit Refund, 10 Sioux	16770	09/23/2015	
			09/23/2015	
10 SIOUX WAY	0533		09/23/2015	0.00
PORTOLA VALLEY	BOA	49992	09/23/2015	0.00
CA 94028				4,664.80

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	4,664.80	0.00	

Check No.	49992	Total:	4,664.80
Total for	LORI LIVINGSTON		4,664.80

NOLTE ASSOCIATES, INC	Applicant Charges 6/28 to 7/31	16763	09/23/2015	
			09/23/2015	
P.O. BOX 93243	0104		09/23/2015	0.00
LAS VEGAS	BOA	49993	09/23/2015	0.00
NV 89193-3243				264.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	264.00	0.00	

Check No.	49993	Total:	264.00
Total for	NOLTE ASSOCIATES, INC		264.00

MATTHEW PAKIPOS	Deposit Refund, 55 Stonegate	16773	09/23/2015	
			09/23/2015	
	1393		09/23/2015	0.00
	BOA	49994	09/23/2015	0.00
				701.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	701.00	0.00	

Check No.	49994	Total:	701.00
Total for	MATTHEW PAKIPOS		701.00

PEELLE TECHNOLOGIES, INC	Digital Scan/Indexing	16757	09/23/2015	
			09/23/2015	
197 EAST HAMILTON AVE	961		09/23/2015	0.00
CAMPBELL	BOA	49995	09/23/2015	0.00
CA 95008				2,797.37

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

05-54-4208	GIS Mapping	2,797.37	0.00	
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Check No.	49995	Total:	2,797.37
Total for	PEELLE TECHNOLOGIES, INC		2,797.37

PERS HEALTH	October Health Premium	16790	09/23/2015	
VIA EFT	0108		09/23/2015	0.00
	BOA	49996	09/23/2015	0.00
	1844			13,815.60

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	13,815.60	0.00

Check No.	49996	Total:	13,815.60
Total for	PERS HEALTH		13,815.60

PG&E	August Statements	16754	09/23/2015	
BOX 997300	0109		09/23/2015	0.00
SACRAMENTO	BOA	49997	09/23/2015	0.00
CA 95899-7300				91.92

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	91.92	0.00

Check No.	49997	Total:	91.92
Total for	PG&E		91.92

PORTOLA VALLEY HARDWARE	August Statement	16761	09/23/2015	
112 PORTOLA VALLEY ROAD	0114		09/23/2015	0.00
PORTOLA VALLEY	BOA	49998	09/23/2015	0.00
CA 94028				49.03

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	49.03	0.00

Check No.	49998	Total:	49.03
Total for	PORTOLA VALLEY HARDWARE		49.03

RAMONA'S SECRETARIAL SERVICES	August Transcription Services	16768	09/23/2015	
18403 WATTERS DRIVE	1370		09/23/2015	0.00
CASTRO VALLEY	BOA	49999	09/23/2015	0.00
CA 94546				628.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	628.00	0.00

Check No.	49999	Total:	628.00
Total for	RAMONA'S SECRETARIAL SERVIC		628.00

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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
GARY REBACK	Deposit Refund, 320 Escobar	16772	09/23/2015	
			09/23/2015	
	1392		09/23/2015	0.00
	BOA	50000	09/23/2015	0.00
				530.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	530.00	0.00

Check No.	50000	Total:	530.00
Total for	GARY REBACK		530.00

REGIONAL GOVERNMENT SERVICES	August Contract Support	16777	09/23/2015	
			09/23/2015	
P.O. BOX 1350	1165		09/23/2015	0.00
CARMEL VALLEY	BOA	50001	09/23/2015	0.00
CA 93924				2,452.40

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	2,452.40	0.00

Check No.	50001	Total:	2,452.40
Total for	REGIONAL GOVERNMENT SERVI		2,452.40

RENNE SLOAN HOLTZMAN SAKAI	Legal Consulting Services	16792	09/23/2015	
		00006334	09/23/2015	
	0485		09/23/2015	0.00
SAN FRANCISCO	BOA	50002	09/23/2015	0.00
CA 94104	28836,28611			1,281.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,281.00	1,281.00

Check No.	50002	Total:	1,281.00
Total for	RENNE SLOAN HOLTZMAN SAKAI		1,281.00

ROBERTS MARKET	August Statement	16756	09/23/2015	
			09/23/2015	
3015 WOODSIDE ROAD	1236		09/23/2015	0.00
WOODSIDE	BOA	50003	09/23/2015	0.00
CA 94062				55.56

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	55.56	0.00

Check No.	50003	Total:	55.56
Total for	ROBERTS MARKET		55.56

RON RAMIES AUTOMOTIVE, INC.	August Statement	16755	09/23/2015	
			09/23/2015	
115 PORTOLA ROAD	422		09/23/2015	0.00
PORTOLA VALLEY	BOA	50004	09/23/2015	0.00
CA 94028				122.50

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

05-64-4334	Vehicle Maintenance	122.50	0.00	
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Check No.	50004	Total:	122.50
Total for	RON RAMIES AUTOMOTIVE, INC.		122.50

LINDA ROSS	Instructor Pymt, Summer 2015	16788	09/23/2015	
			09/23/2015	
190 GABARDA WAY	1233		09/23/2015	0.00
PORTOLA VALLEY	BOA	50005	09/23/2015	0.00
CA 94028				4,631.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,631.00	0.00

Check No.	50005	Total:	4,631.00
Total for	LINDA ROSS		4,631.00

SHARP BUSINESS SYSTEMS	August Copies	16785	09/23/2015	
			09/23/2015	
DEPT. LA 21510	0199		09/23/2015	0.00
PASADENA	BOA	50006	09/23/2015	0.00
CA 91185-1510				137.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	137.44	0.00

Check No.	50006	Total:	137.44
Total for	SHARP BUSINESS SYSTEMS		137.44

SHELTON ROOFING	C&D Refund, 55 Bear Paw	16779	09/23/2015	
			09/23/2015	
1988 LEGHORN ST., #C	0309		09/23/2015	0.00
MOUNTAIN VIEW	BOA	50007	09/23/2015	0.00
CA 94043				1,000.00

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

SHELTON ROOFING	C&D Refund, 15 Saddleback	16780	09/23/2015	
			09/23/2015	
1988 LEGHORN ST., #C	0309		09/23/2015	0.00
MOUNTAIN VIEW	BOA	50007	09/23/2015	0.00
CA 94043				1,000.00

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

Check No.	50007	Total:	2,000.00
Total for	SHELTON ROOFING		2,000.00

SMALL BUSINESS BENEFIT PLAN TR	October Dental/Vision	16786	09/23/2015	
			09/23/2015	
	0132		09/23/2015	0.00
BELMONT	BOA	50008	09/23/2015	0.00
CA 94002-0156				1,597.80

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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
05-50-4090	Health Ins Dental & Vision	1,597.80	0.00

Check No.	50008	Total:	1,597.80
Total for	SMALL BUSINESS BENEFIT PLAN		1,597.80

STAPLES	August Office Supplies	16791	09/23/2015	
			09/23/2015	
STAPLES CREDIT PLAN	430		09/23/2015	0.00
DES MOINES	BOA	50009	09/23/2015	0.00
IA 50368-9020				664.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	664.90	0.00

Check No.	50009	Total:	664.90
Total for	STAPLES		664.90

TKO GENERAL ENGINEERING	Alp Road Shoulder Widen	16759	09/23/2015	
	Proj#2015-PW02		09/23/2015	
PO BOX 620698	1388		09/23/2015	0.00
WOODSIDE	BOA	50010	09/23/2015	0.00
CA 94062	09-08-15 Inv			61,776.76

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	19,051.95	0.00
08-68-4537	SMTA Road Project	42,724.81	0.00

TKO GENERAL ENGINEERING	Alp Rd Shoulder Widening	16781	09/23/2015	
	Proj#2015-PW02		09/23/2015	
PO BOX 620698	1388		09/23/2015	0.00
WOODSIDE	BOA	50010	09/23/2015	0.00
CA 94062	09-14-15 Prog Pmt			20,605.76

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	6,354.81	0.00
08-68-4537	SMTA Road Project	14,250.95	0.00

Check No.	50010	Total:	82,382.52
Total for	TKO GENERAL ENGINEERING		82,382.52

VERIZON WIRELESS	August Cellular	16760	09/23/2015	
			09/23/2015	
P.O. BOX 660108	0131		09/23/2015	0.00
DALLAS	BOA	50011	09/23/2015	0.00
TX 75266-0108				238.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	238.78	0.00

Check No.	50011	Total:	238.78
Total for	VERIZON WIRELESS		238.78

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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
VISION INTERNET PROVIDERS INC	Website Hosting	16766	09/23/2015	
	9/24/15-9/23/16 3% increase		09/23/2015	
2530 WILSHIRE BLVD, 2ND FLOOR	827		09/23/2015	0.00
SANTA MONICA	BOA	50012	09/23/2015	0.00
CA 90403				6,180.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	6,180.00	0.00

Check No.	50012	Total:	6,180.00
Total for	VISION INTERNET PROVIDERS INC		6,180.00

WANDA WEBB	Support/purchase, Troop 32365	16789	09/23/2015	
	Earth Fair Shower Timers		09/23/2015	
	1396		09/23/2015	0.00
	BOA	50013	09/23/2015	0.00
				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	250.00	0.00

Check No.	50013	Total:	250.00
Total for	WANDA WEBB		250.00

Total Invoices:	38	Grand Total:	170,278.11
		Less Credit Memos:	0.00
		Net Total:	170,278.11
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	170,278.11

TOWN OF PORTOLA VALLEY
 Warrant Disbursement Journal
 September 23, 2015

Claims totaling \$170,278.11 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

 Debbie Pedro, 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: Debbie Pedro, Interim Town Manager

DATE: September 23, 2015

RE: Agreement between the Town of Portola Valley and Richardson Consulting for Contract Planning Services

RECOMMENDATION

It is recommended that the Town Council authorize the Town Manager to enter into an agreement between the Town of Portola Valley and Richardson Consulting for contract planning services.

BACKGROUND

With the reorganization of the Planning Department in May 2015, the Town is currently experiencing a transition in staffing. In order to continue providing efficient and high quality planning services, there is a need to fill the staff vacancy with an experienced contract planner at the senior planner level.

DISCUSSION

Since May 2015, the Town has contracted with Richardson Consulting for professional planning services for approximately 8 hours per week. With this new contract, it is anticipated that the consultant's time commitment would increase to 3 days per week. As a contract planner, Ms. Richardson would be managing more complex current planning projects including new residences, use permits and lot line adjustments as well as assisting the Planning Director on other projects as needed. Richardson Consulting's rate for professional planning services is proposed at \$105 per hour. The time spent on development projects will be billed to the applicant. The attached agreement outlines the terms of the contract and would provide for staff augmentation services for the Planning Department until a permanent full time staff is hired.

FISCAL IMPACT

The not-to-exceed contract amount for this contract is \$125,000.00, for a one year period, with the option to extend the agreement for one additional year. Sufficient funds are available in the 2015-16 budget for the costs associated with the contract.

ATTACHMENT

1. Agreement between the Town and Richardson Consulting

AGREEMENT FOR PLANNING CONSULTING SERVICES

THIS AGREEMENT is made and entered into this 1st day of October, 2015 by and between the Town of Portola Valley, a municipal corporation, ("Town") and Richardson Consulting ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide planning support services to the Town of Portola Valley.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect for one (1) year, unless earlier terminated pursuant to Section 16, below. The Town has the option to extend the Agreement for an additional one-year period upon mutual consent of the parties.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit A, based on itemized billings of hours worked by project number. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of one hundred twenty-five thousand dollars (\$125,000.00), unless specifically approved in writing by the Town Council.

7. METHOD OF PAYMENT. Consultant shall invoice the Town monthly for work performed. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

9. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

10. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly

or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

11. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant “financially interested” (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

12. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant’s obligations hereunder, with the exception of irrigation design, without the prior written consent of the Town Manager, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

13. INDEMNIFICATION.

13.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant’s officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

13.2 With regard to Consultant’s professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant’s profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys’ fees,

court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

13.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

14. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit B entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

15. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

16. TERMINATION.

16.1 This Agreement may be terminated by either the Town or Consultant following ten (10) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

16.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard

computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

17. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

18. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

19. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Fax: (650) 851-4677

To Consultant:

Cynthia Richardson
Richardson Consulting
24 Campbell Lane
Menlo Park, CA 94025
Fax: (650) 234-8222

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

20. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure

that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

21. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

22. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

23. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

24. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

CONSULTANT:

By: _____
Debbie Pedro, Interim Town Manager

By: _____
Cynthia Richardson

EXHIBIT A

Cynthia Richardson

24 Campbell Lane, Menlo Park, California 94025

Cell: 650 799-0074

Fax: (650) 234-8222

richconsult@sbcglobal.net

Scope of Services

The Contract Planner will provide professional planning services to assist the Planning Department on development and land use matters, including but not limited to the following:

- Development projects for compliance with the Town's General Plan and Zoning Ordinance.
- Review of Conditional Use Permits
- Review of Subdivisions
- Building permit plan check
- Prepare and review CEQA documents
- Draft ordinance amendments
- Draft policy documents

Richardson Consulting

24 Campbell Lane, Menlo Park, California 94025

Phone (650) 799-0074

Fax (650) 234-8222

April 2015

Planning Consultant Services

Cynthia Richardson

Rate \$105.00/hr

EXHIBIT B

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. **MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. **MINIMUM LIMITS OF INSURANCE.** Consultant shall maintain limits no less than:

2.1 **Commercial General Liability.** (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 **Automobile Liability.** One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 **Errors and Omissions Liability.** One Million Dollars (\$1,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate.

3. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an

amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

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

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.

#5

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

#6

There are no written materials for tonight's Update on Drought Emergency.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Councilmembers
FROM: Leigh F. Prince, Town Attorney
DATE: September 23, 2015
RE: Town Staff Visioning

RECOMMENDATION

Conduct a discussion to consider the building blocks--the community goals, priorities and values--that guide the management and conduct of Portola Valley's Town staff and shape the character of Town staff and the work environment at Town Hall.

BACKGROUND

The Town Attorney, Mayor Jeff Aalfs and Councilmember Ann Wengert ("sub-committee") interviewed six highly recommended professional facilitators. These facilitators had worked with business, non-profit and local government clients. The sub-committee spoke to these potential facilitators multiple times in determining which would be the best fit to perform these special services and address the needs of the Town of Portola Valley. The sub-committee selected Leadership Balance.

DISCUSSION

Leadership Balance will facilitate the visioning discussion as described in the recommendation, above. Attached is a brief report from Leadership Balance summarizing their due diligence with Town staff and the Town Council and identifying topics for the Council's visioning discussion.

In anticipation of this discussion, I recommended that Leadership Balance review the following items to gain a deeper understanding of the Town of Portola Valley:

1. The opening lecture presented by Steve Toben at the May 2014 Council, Planning Commission and Architectural and Site Control Commission Retreat (<http://www.pv.beaucamera.com/category/video>).

2. The General Plan Introduction and Community Goals found at <http://www.portolavalley.net/town-government/general-plan>.
3. The Town Mission, Vision and Values document dated 2003. It is unclear from Town records if this document was developed or approved by the Town Council.

Next Steps

Consider updating or creating a new mission, vision and values statement. Consider changes, if any, to the Personnel Manual, organizational structure or other policies and procedures necessary to implement the Council identified vision for Town staff.

CONCLUSION

The Town Council has the unique opportunity to establish a vision and set priorities for Town staff as well as to identify systems and structures that will help maintain the identified vision and priorities.

ATTACHMENTS

1. Report from Leadership Balance
2. Mission, Vision, and Values Statement (2003)

Portola Valley Staff Mission Statement

To provide exemplary customer service, responding to the needs and concerns of the citizens of Portola Valley. Working as a team, we show respect and cooperation among ourselves and with those we serve, in a safe and supportive environment.

Portola Valley Staff Vision Statement

Morale/Team work

- Committees and staff are working as a team
- We continually enhance our communication and conflict resolution skills
- We have a true sense of pride about what we do and what we have to offer
- We are proactive

Environment

- We are in our new “green” office building at the existing Town Center location.
- We are a model for the community, particularly in being environmentally conscious

Recognition

- The Town Council supports staff decisions, input and needs
- We celebrate staff accomplishments

Staffing

- We have a consistent, committed team
- We begin to create a more self-sufficient team, expanding in-house skills and responsibilities
- We have at or above-market salaries and benefits, acknowledging staff as our most important resource

Tools/Training

- We are incorporating new technology into our daily work
- We continuously develop staff skills through training and learning opportunities

Infrastructure

- We maintain and build Town infrastructure to conform with the rural character of Portola Valley

Portola Valley Town Staff Values Statement

- Integrity
- Customer Service Oriented
- Flexibility/Responsive to Needs
- Integrated Staff Approach
- Open, Honest Communication
- Continuous Quality Improvement
- Dedication

September 18, 2015

To: Portola Valley Town Council

Leadership Balance (LB) began our individual discussions with the Town Council (TC) members this week. Below are consolidated comments and our recommendations for next steps:

1. How is the "collective" TC doing? What are your thoughts on strengthening the TC team?

- General feeling is that the TC is working well together, are better aligned, know each other's strengths and weaknesses, and work on assignments/committees collaboratively
- The TC is essentially a board of directors (BOD) and needs to strike a balance between advice, counsel, oversight and too much interference
- Priorities should be made around helping to frame policy decisions and establishing policies
- Difficult to manage volunteer council vs. full-time council like most other municipalities
- Would like to see greater focus on TC to do more individually and collectively

2. What is your vision for the town? How should it evolve to meet the changing needs of the residents while honoring the 1964 Consensus?

- Council should work institutionally and culturally to adapt to change and not be afraid of it
- Continue to provide the community with great service, as the expectations are increasing
- The TC should be aligned on Portola Valley (PV) mission and help to operationalize it with the staff
- PV is an amazing place; maintaining the culture of open space and nature is the highest priority
- PV has always been a relaxed town; open administration and laid back; less bureaucratic approach, but is now changing
- TC should agree on town's priorities and should communicate clear definitions of those priorities to staff
- Preserve open space and community resources and keep town rural; we have a volunteer community with lots of civic and community participation
- Need to transition from a sleepy community to one that is connected to Silicon Valley and California
- Rise to a higher level of standards and policies vs. maintaining current environment
- Town Mayor's role has become more time consuming outside of the town, i.e. meetings on noise from airport, county corporate electricity meetings, water conservation, water management, and planning of land use has grown and become more complicated

3. What new systems/processes do you feel need to be implemented?

- There is a need to modernize some of our processes, which can be identified through feedback from the citizens
- It is a balancing act to maintain the informal culture that the staff likes with being more efficient and progressive



- Some TC would like less involvement with staff; implement an HR process that allows a safe haven for staff members; perhaps hire a part-time HR person
- Modernize the paperwork to the cloud so residents have access to important documents
- Need to balance our affluent community while maintaining their privacy as we continue to advance our technical operations and become more web-based
- Create a social media presence
- TC just approved a cutting edge permit tracking software program, so we are moving forward technically

4. What do you think the organizational structure should look like?

- It is the staff's responsibility to seek opportunities to serve the citizens better; take ownership of ideas and offer solutions for changes
- TC is divided on how much involvement and interaction there should be with the staff
- PV should be run more like a business than as a family
- Keep current flat, matrix structure
- Appoint an Assistant Town Manager and hire a part-time HR specialist

5. What is your vision for the town manager? What would success look like?

- New Town Manager (TM) should be very comfortable with managing staff and outward facing with our community; understands the PV culture; possibly someone that does not want career advancement; ensures our staff is happy, respected and working collaboratively; and internal culture where staff enjoys working with residents
- Retention of current staff
- The new TM should have a broad skill set to handle the town issues with strong, public financial experience
- Works hard to maintain community outreach; agile and sensitive with residents
- Help manage TC
- Open door policy and respect for staff
- TM will address climate change, drought, and wild fires; review new best practices in town preparedness with fire chief; incorporate state landscape new standards, i.e. council mandating water usage and recycle
- Town Manager success' will be measured by maintaining planning requirements; keeping finances intact, and improving staff skill-set
- Success is defined by happy citizens!

Leadership Balance Recommendations:

1. LB to meet with TC as a group to discuss defining and operationalizing vision, mission and shared values with staff members.
2. Hire a part time HR specialist to review current policies and procedures, implement protocol for handling staff complaints and fill open staff positions as top priorities.
3. Work with staff on team building and assess staff roles and skills gaps



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Susan Cope, Administrative Services Manager

DATE: September 23, 2015

RE: Resolution Approving Amendments to the Town's Employee Compensation Plan

RECOMMENDATION

It is recommended that the Town Council approve the attached resolution to amend the Town's Employee Compensation Plan and to authorize out-of-classification pay for the Interim Town Manager.

BACKGROUND

The Town's Employee Compensation Plan was originally adopted on April 24, 2013 and last amended on May 13, 2015 to reflect the reorganization of the Town's Planning Department for the 2015-16 fiscal year.

DISCUSSION

This update provides the following changes in employee compensation. The following notable changes are recommended:

1. Salary Schedule Update (Section 1.1) – Each year the Town adjusts the top salary for each classification by the “Consumer Price Index – All Urban Consumers” (CPI) for the San Francisco region. The change in CPI from June 2014 to June 2015 was 2.3%. The purpose of this adjustment is to keep the Town's salary ranges in-line with the changes in cost of living. Actual salary adjustments for employees are based solely on merit and are typically awarded in July of each year, at the Town Manager's discretion, in an amount not to exceed the allocation approved by the Town Council in the annual budget. The Town Manager's salary is determined by the Town Council and is not impacted by this adjustment.
2. Out-of-Classification Pay (Section 1.2) – A separate section was added to allow increased compensation for Town employees who are performing the essential functions of a position with a higher salary classification than their current

classification. Currently, two Town employees qualify for this additional compensation.

3. Cafeteria Plan Adjustments (Section 3.1) – Health care premium changes to the employee cafeteria plan are noted for the 2016 year.

FISCAL IMPACT

The adjustment to the salary schedule has no fiscal impact since salary increases provided to employees are based on merit and determined by the Town Manager using a budget approved by the Town Council for salary increases. The Planning Director will receive out-of-classification pay in the amount of \$696.00 per month while serving as the Interim Town Manager. There are sufficient funds in the current budget to allow for the out-of-classification pay.

ATTACHMENT

1. Resolution Amending the Employee Compensation Plan
 - a. Exhibit A – Proposed Amendments to the Employee Compensation Plan
 - b. Exhibit B – Consumer Price Index, San Francisco Area —June 2015

Report approved by: Debbie Pedro, Interim Town Manager

RESOLUTION NO. _____-2015

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING THE EMPLOYEE COMPENSATION PLAN AND AUTHORIZING OUT OF CLASSIFICATION PAY FOR THE INTERIM TOWN MANAGER

WHEREAS, on the 24th day of April 2013, the Town Council considered and approved Resolution 2587-2013 which adopted the Employee Compensation Plan (“Plan”) in accordance with the Town’s Personnel Policies; and

WHEREAS, at the meeting of September 23, 2015, the Town Council considered an annual adjustment to the salary range for all Town classifications, except the Town Manager, with the adjustment based on the change in the Consumer Price Index, which shows a change from June 2014 to June 2015 of +2.3% (effective July 1, 2015); and

WHEREAS, it is necessary to adjust the Health Care Cafeteria Plan in accordance with the 2016 health care premium adjusted rates (effective January 1, 2016); and

WHEREAS, best practices recommend an out-of-classification pay section be inserted into the Plan to allow increased compensation for employees who perform essential functions of a position with a higher salary classification than their current classification; and

WHEREAS, the Planning Director performed the duties of Acting Town Manager beginning July 9, 2015 and upon the Town Manager’s involuntary resignation on August 12, 2015, has been serving as Interim Town Manager performing essential functions of a position with a higher salary.

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

1. The Employee Compensation Plan, attached hereto as Exhibit A, shall be effective September 23, 2015; and
2. The Planning Director shall receive out-of-compensation pay in the amount of five percent while serving as the Interim Town Manager.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley held on the 23rd day of September, 2015.

Jeff Aalfs, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

EXHIBIT A

Town of Portola Valley Compensation Plan

Proposed September 23, 2015



Insert Adopted Resolution

COMPENSATION PLAN

The purpose of the compensation plan is to outline the compensation package for eligible employees and their eligible dependents. Eligibility is determined by the Town’s Personnel Policies unless otherwise defined in the benefit description.

SECTION 1

AUTHORIZED CLASSIFICATIONS AND SALARIES

1.1 Salary Schedule by Permanent Employee Classification

**Town of Portola Valley
Salary Schedule**

Proposed 09-23-15 (CPI Adjustment 2.3%)

	Annual Range			Hourly Range	
	Bottom	Top		Bottom	Top
	Current		Proposed		
Administration					
Town Manager	set by contract			<i>salary</i>	
Town Clerk	\$ 70,762	\$ 106,106	\$ 107,411	\$ 34.0200	\$ 51.0125
Assistant to the Town Manager	\$ 70,762	\$ 106,106	\$ 107,411	<i>salary</i>	
Administrative Technician III	\$ 54,384	\$ 81,544	\$ 82,547	\$ 26.1460	\$ 39.2038
Administrative Technician II	\$ 47,290	\$ 70,908	\$ 71,780	\$ 22.7356	\$ 34.0904
Administrative Technician I	\$ 42,991	\$ 64,462	\$ 65,255	\$ 20.6688	\$ 30.9913
Planning					
Planning Director/Town Planner	\$ 114,131	\$ 171,123	\$ 173,228	<i>salary</i>	
Senior Planner	\$ 70,762	\$ 106,106	\$ 107,411	\$ 34.0202	\$ 51.0125
Associate Planner	\$ 62,541	\$ 89,698	\$ 90,801	\$ 30.0678	\$ 43.1240
Assistant Planner	\$ 54,384	\$ 81,544	\$ 82,547	\$ 26.1461	\$ 39.2038
Planning Technician II	\$ 47,290	\$ 70,908	\$ 71,780	\$ 22.7357	\$ 34.0904
Planning Technician I	\$ 42,991	\$ 64,462	\$ 65,255	\$ 20.6688	\$ 30.9913
Public Works / Facilities Maintenance					
Public Works Director/Town Engineer	\$ 114,131	\$ 171,123	\$ 173,228	<i>salary</i>	
Deputy Building Official	\$ 85,214	\$ 127,774	\$ 129,346	\$ 40.9682	\$ 61.4298
Recreational Facilities Coordinator	\$ 52,605	\$ 84,134	\$ 85,169	\$ 25.2909	\$ 40.4492
Senior Maintenance Worker	\$ 52,605	\$ 78,876	\$ 79,846	\$ 25.2909	\$ 37.9212
Maintenance Worker II	\$ 44,491	\$ 66,721	\$ 67,542	\$ 21.3897	\$ 32.0774

Notes:

1. All hourly positions are based on a 40.0 hour work week (2,080 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's budget for authorizations.

1.2 Temporary and Part-Time Employee Salaries

Temporary and Part-Time employees are paid an hourly rate equivalent to the monthly rate for permanent employees in a like classification at a salary commensurate with the employee's experience. If there is no related permanent employee classification, the Town Manager shall set a temporary rate not to exceed \$25.00 per hour.

1.3 Out-of-Classification Pay

Employees who by assignment from their supervisor, the Town Manager or Town Council perform the essential functions of a position with a higher salary classification than in

which they are regularly employed shall receive increased compensation beginning on the fifth (5th) consecutive work day that the employee performs such functions. Employee shall receive an increase of at least five percent over his/her current regular compensation as out-of-classification pay. Determinations regarding whether an employee is entitled to out-of-classification pay shall be made in the sole discretion of the supervisor, the Town Manager or the Town Council approving such out-of-classification pay. Out-of-classification assignments may be terminated by the supervisor, the Town Manager, or the Town Council at any time.

SECTION 2

LEAVE

All leaves provided to employees (both paid and unpaid) are documented in Section 7 “Attendance and Leaves of Absence” of the Adopted Personnel Policies.

SECTION 3

HEALTH AND WELFARE

3.1 Cafeteria Flexible Benefits Plan

The Town shall calculate the flexible benefit allowance (flexible dollar amount) based on the following chart effective January 1st of each year. The percentages shown below represent the amount of the flexible benefit allowance as a percentage of the CalPERS Kaiser premium as adopted by the CalPERS Board annually.

	Flexible Dollar Amount, as % of CalPERS Kaiser Premium		
	1/1/15	1/1/16	1/1/17
<i>Employee only</i>	125.0%	125.0%	125.0%
<i>Employee +1</i>	90.0%	85.0%	80.0%
<i>Employee +2/more</i>	82.5%	72.5%	62.5%

The Town provides a cafeteria plan flexible dollar amount as follows:

<i>Level of coverage</i>	<i>2015 Monthly Flexible Dollar Amount</i>	<i>2016 Monthly Flexible Dollar Amount</i>
Employee	\$894.00	\$934.00
Employee plus one	\$1,287.00	\$1,269.00
Employee plus two or more	\$1,533.00	\$1,408.00

The flexible dollar amount may be used to select any of the CalPERS - Public Employees' Medical and Hospital Care Act (PEMHCA) medical plans available to the employee or any other benefits available in the Town's Cafeteria Flexible Benefits Plan (Plan). The additional Plan options include payment of dependent coverage vision insurance, contribution to a deferred compensation program, and contribution to a flexible spending account option. Employees selecting a plan or benefits for which the cost is greater than the Town's applicable flexible dollar amount shall pay the excess cost and may opt to pay the excess cost on a pre-tax basis. Eligible employees with proof of insurance from another source may elect to receive an opt-out payment in lieu of participating in the Town's Cafeteria Flexible Benefits Plan. Opt-out payments are:

<i>Level of coverage</i>	<i>Monthly opt-out payment</i>
Employee Only & Employee plus one	\$600.00
Employee plus two or more	\$800.00

The Town shall adopt and maintain an IRS Section 125 Cafeteria Flexible Benefits Plan Document and the monthly flexible dollar amount may be adjusted by resolution of the Town Council.

3.2 Designated Health Contribution Toward Health Premium

The Town contracts with CalPERS for PEMHCA medical insurance and pays the minimum monthly health contribution toward the health premium, as established by PEMHCA on an annual basis, for eligible employees and qualifying retirees. For eligible employees, this benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date. Retirees will be required to qualify as CalPERS annuitants and meet all statutory and legal requirements necessary to receive this benefit. The PEMHCA health contribution is included in the Cafeteria Flexible Benefit Plan amounts described in Section 3.1.

3.3 Dental Plan

The Town contracts for dental insurance and pays the full premium for eligible employees and their eligible dependents. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date.

3.4 Vision Plan

The Town contracts for vision insurance and pays the full premium for eligible employees and their eligible dependents. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date.

3.5 Long Term Disability Insurance

The Town contracts for long term disability insurance (LTD) and pays the full premium for eligible employees. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the employee's date of separation.

3.6 Group Term Life Insurance

The Town contracts for group term life insurance in the amount of fifty thousand dollars (\$50,000) for eligible employees. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the employee's date of separation.

3.8 Workers' Compensation

3.8.1 General Description

Through worker's compensation, employees are insured against losses due to job-related illness or injury. Under this program, medical expenses are paid and, while disabled, employees are eligible for weekly compensation based on their salary.

3.8.2 Eligibility

Regular, full-time employees, part-time employees and temporary employees are eligible for this benefit. Retired employees are not eligible for this benefit.

3.8.3 Benefit

When an employee suffers a workers' compensation injury, the employee is eligible for receipt of two-thirds (2/3) of his/her salary or the amount statutorily assigned by the State of California, whichever is lower, as well as authorized health care costs, through the workers' compensation claim. Employees on workers' compensation leave may use accrued sick leave to supplement any monetary difference between their normal rate of pay and the temporary disability benefits of workers' compensation.

3.8.4 Method of Administration

Workers compensation claims are administered for the Town by a third-party administrator. All on-the-job injuries must be reported to the Administrative Services Manager immediately. When an employee makes a workers' compensation claim, the claim must be submitted to the Town on the appropriate claim form, and must be accompanied with verification of the injury by a physician as well as the recommendation that the employee be absent from work for a certain length of time to allow recovery from the injury. The third-party administrator makes the determination as to whether a claim is eligible for payment and which medical bills are eligible for reimbursement.

3.9 Uniforms and Safety Gear

Town employees who work in the field may be provided uniforms and safety gear necessary to protect the employee's well-being and establish a consistent Town image. The Town Manager shall determine which employee classifications are eligible for this benefit and what type of uniform or safety gear is appropriate.

The Town's annual budget includes a line item for this benefit and purchases must be authorized by the employee's supervisor under the general guidance of the Town Manager. Uniforms and safety gear are replaced as deemed necessary by the supervisor.

SECTION 4

OTHER BENEFITS

4.1 Deferred Compensation

4.1.1 General Description

Town employees are eligible to participate in approved deferred compensation plans through payroll deductions. These deductions are forwarded to the appropriate institution by the Town at the end of each month. The two companies that are approved by the Town to administer this benefit are the National Deferred and the ICMA Retirement Trust Corporation.

4.1.2 Eligibility

Regular, full-time employees and part-time employees who regularly work twenty (20) hours per week or more are eligible for this benefit. Part-time employees who work less than twenty (20) hours per week, temporary employees, and retired employees are not eligible for this benefit.

4.1.3 Benefit

Deferred compensation is self-funded with no contribution from the Town unless otherwise stipulated by contract or as detailed below for the incumbent Public Works Director and Planning Director. Employees who elect to participate have an amount deducted from each paycheck deposited directly into their deferred compensation account. The amount of the maximum annual contribution is determined by federal and state regulations.

Public Works Director and Planning Director:

Town shall make a contribution to the deferred compensation account of the incumbent Public Works Director and Planning Director that is equal to five percent (5.0%) of their base salary each pay period provided that the Town's contribution when combined with the employee's contribution does not exceed the maximum annual contribution.

4.1.4 Method of Administration

Deferred compensation transactions are handled as payroll deductions. Deductions from an employee's gross pay are deposited in the appropriate account and are itemized on the employee's check stub. Taxable income at year-end is based on an employee's post-deduction gross pay. Federal and state income taxes are not calculated or withheld on amounts deposited in employee deferred compensation accounts, as they are deferred until withdrawals from the accounts begin (usually upon retirement).

4.2 Credit Union

All Town employees are eligible to become members of the San Mateo County Employee's Credit Union. The advantages of the programs offered to member employees are typical of credit union membership, at no cost to the Town.

4.3 Automobile Allowance

4.3.1 General Description

The automobile allowance provides reimbursement for the maintenance and use of a management employee's personal vehicle for Town business. This benefit is in lieu of a Town-provided vehicle.

4.3.2 Eligibility

The following positions are eligible for an automobile allowance: Deputy Building Official, Public Works Director, Planning Director.

4.3.3 Benefit

Eligible employees will receive a monthly allowance of two hundred fifty dollars and zero cents (\$250.00) per calendar month as compensation for the use of their personal vehicle while conducting Town business.

4.3.4 Method of Administration

This benefit is paid each pay period worked during the calendar year at the rate of two hundred fifty dollars and zero cents (\$250.00) per calendar month.

4.4 Tuition Reimbursement

4.4.1 General Description

This Section outlines the Town’s Tuition Reimbursement Policy which provides financial assistance for job-related education.

4.4.2 Eligibility

All full-time employees of the Town who have completed no less than one year of continuous employment prior to the time of course enrollment are eligible for tuition reimbursement.

4.4.3 Benefit

It is the Town’s policy to provide participants seeking to improve their work performance or enhance their value to the Town with reimbursement for coursework related to a degree, certificate or skill enhancement. Each course must be related to the participant’s present or probable future work assignment. Courses not taken as part of a degree program are evaluated on a course-by-course basis. All coursework and course-related activities must be completed during off-duty hours.

The funds provided to eligible participants under this benefit are available only for the reimbursement for tuition costs. Institution fees, textbooks, supplies, and other costs are not reimbursable under this benefit.

Reimbursement is contingent upon the student’s achieving a minimum letter grade of “B” or a point grade of “3.0” while also maintaining satisfactory work performance his/her assigned duties. The maximum reimbursement per participant is \$3,000.00 per fiscal year.

4.4.4 Method of Administration

To request tuition reimbursement, participants must receive pre-approval for tuition reimbursement under this policy. To do so, participants must submit a “Request for Tuition Reimbursement” form to the Town Manager. The Town Manager has sole discretion over the request and may approve or deny the request.

SECTION 5

RETIREMENT

5.1 Pension – “Classic Members”

5.1.1 General Description

The Town’s retirement program provides employees with benefits through their retirement years in an amount which is based upon years of service, age of employee at the beginning of their retirement and the three highest years’ compensation during their tenure.

5.1.2 Eligibility

All regular, full-time and part-time employees who work twenty (20) hours per week or more hired prior to January 1, 2013 are members of the California Public Employees Retirement System (CalPERS) are “Classic Members”. Employees hired on or after January 1, 2013 must meet the tests established by the Public Employees’ Pension Reform Act of 2012 to determine their eligibility to qualify as a “Classic Member”. In order to be eligible any such employee must meet all applicable CalPERS eligibility rules.

5.1.3 Benefit

The Town contributes an employer share of retirement contribution based on the eligible compensation for each eligible employee, and also pays the employee’s share of the retirement contribution. The employee’s share is equal to 7% of their eligible compensation. No deduction is made from an employee’s earnings for this retirement benefit. Eligible compensation is defined as base salary less \$133.33 per month due to the Town’s participation in Social Security. Eligible compensation excludes the following pay types, not all of which are currently available to Town employees: one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or auto allowances; and employer contributions to defined contribution deferred compensation plans.

The Town’s contract with CalPERS provides service retirement benefits under the “2% at 55” formula. The formula uses a multiplier of X%, times the number of years of service, to determine retirement benefits at a given age. For example, under the 2% at 55 formula, a retiree with 10 years of service retiring at age 55 would receive an annual retirement benefit of 20% of his/her adjusted final compensation (calculated as the highest average annual compensation over a consecutive three-year period). The earliest retirement date is age 50, with at least 5 years of service. The table below shows the “benefit factor”, or multiplier for the 2% at 55 plan.

	2% @ 55
Retirement Age	Percent Per Year
	X
50	1.426
51	1.522
52	1.628
53	1.742
54	1.866
55	2.000
56	2.052
57	2.104
58	2.156
59	2.210
60	2.262
61	2.314
62	2.366
63 and over	2.418

5.1.4 Method of Administration

The Town makes the appropriate payment to CalPERS each month. CalPERS keeps detailed records of each employee’s account and sends annual statements to all employees within six months following the close of each fiscal year (June 30th). Once an employee retires, CalPERS administers the retirement benefit to the former employee. CalPERS offers many retirement planning workshops throughout the year to assist employees with retirement planning decisions. Details regarding the accrual and disbursement of retirement benefits can be discussed directly with a CalPERS representative.

5.2 Pension – “New Members”

5.2.1 General Description

The Town’s retirement program provides employees with benefits through their retirement years in an amount which is based upon years of service, age of employee at the beginning of their retirement and the three highest years’ compensation during their tenure.

5.2.2 Eligibility

All regular, full-time and part-time employees who work twenty (20) hours per week or more hired on or after January 1, 2013 are “New Members” unless they meet the tests established by the Public Employees’ Pension Reform Act of 2012 to determine their eligibility to qualify as a “Classic Member”. In order to be eligible any such employee must meet all applicable CalPERS eligibility rules.

5.2.3 Benefit

The Town contributes an employer share of retirement contribution based on the eligible compensation for each eligible employee. The employee’s share is equal to one-half of the normal cost of the pension benefit for both employer and employee. The employee’s share is deducted from the employee’s earnings on a pre-tax basis for this retirement benefit. Eligible compensation is defined as base salary less \$133.33 per month due to the Town’s participation in Social Security. Eligible compensation excludes the following pay types, not all of which are currently available to Town employees: one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or auto allowances; and employer contributions to defined contribution deferred compensation plans

The Town’s contract with CalPERS provides service retirement benefits under the “2% at 62” formula. The formula uses a multiplier of X%, times the number of years of service, to determine retirement benefits at a given age. For example, under the 2% at 62 formula, a retiree with 10 years of service retiring at age 62 would receive an annual retirement benefit of 20% his/her adjusted final salary (calculated as the highest average annual compensation over a consecutive three-year period). Final compensation excludes the following pay types, not all of which are currently available to Town employees: one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or auto allowances; and employer contributions to defined contribution deferred compensation plans. The earliest retirement date is age 52, with at least 5 years of service. The table below shows the “benefit factor”, or multiplier for the 2% at 62 plan.

Retirement Age	2% @ 62 Percent Per Year
	X
52	1.000
53	1.100
54	1.200
55	1.300
56	1.400
57	1.500
58	1.600
59	1.700
60	1.800
61	1.900
62	2.000
63	2.100
64	2.200
65	2.300
66	2.400
67 and over	2.500

5.2.4 Method of Administration

The Town makes the appropriate payment to CalPERS each month. CalPERS keeps detailed records of each employees account and sends annual statements to all employees within six months following the close of each fiscal year (June 30th). Once an employee retires, CalPERS administers the retirement benefit to the former employee. CalPERS offers many retirement planning workshops throughout the year to assist employees with retirement planning decisions. Details regarding the accrual and disbursement of retirement benefits can be discussed directly with a CalPERS representative.

5.3 **Social Security & Medicare Benefits**

Payroll taxes for both Social Security and Medicare are deducted from employee wages in addition to any deduction for CalPERS Pension to fund Social Security and Medicare benefits which include old-age, survivors, and disability insurance. These taxes are paid by both the employee and the employer and are set by the federal government. An annual maximum tax is established by the federal government for Social Security and the tax is no longer deducted from the employee's wages once the employee reaches the maximum tax in a calendar year. There is no cap on Medicare taxes. Certain types of tax deferred income or pre-tax earnings are exempt from these taxes.

EXHIBIT B

Table A. San Francisco-Oakland-San Jose CPI-U bi-monthly and annual percent changes (not seasonally adjusted)

Month	2010		2011		2012		2013		2014		2015	
	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual
February	0.8	1.8	1.0	1.7	1.1	3.0	1.3	2.4	1.2	2.4	1.0	2.5
April	0.7	1.7	1.8	2.8	0.9	2.1	0.8	2.4	1.2	2.8	1.1	2.4
June	0.2	1.1	-0.2	2.4	0.3	2.6	0.5	2.6	0.7	3.0	0.6	2.3
August	-0.1	1.0	0.4	2.9	0.6	2.8	0.1	2.0	0.0	3.0	0.3	2.6
October	0.1	0.9	0.3	3.2	0.7	3.2	0.2	1.6	0.5	3.2		
December	-0.2	1.5	-0.4	2.9	-1.4	2.2	-0.4	2.6	-0.9	2.7		

#9

There are no written materials for the Update from the Community Choice Energy Subcommittee.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: September 23, 2015

RE: Discussion and Approval of Preparation of Committee Meeting Minutes

RECOMMENDATION

It is recommended that the Town Council discuss options to the current practice for the preparation of committee meeting minutes.

BACKGROUND

In their presentation to the Town Council on April 22, 2015, the Bicycle, Pedestrian and Traffic Safety Committee (BPTS) asked for their committee's meeting minutes to be posted on the Town website to promote greater accessibility of information to the public. The Council concurred with BPTS and, on that direction, staff evaluated the workflow required to post committee meeting minutes on a timely basis.

On June 24, 2015, staff presented two options to Council for posting committee meeting minutes to the Town's website. Option 1 required the Town Council liaison, Town Clerk, and possibly the Town Manager, to review draft meeting minutes, for conformance to the Brown Act, formatting, and content. Option 2 required committees to prepare action minutes rather than summary minutes, eliminating the need for draft minutes to be approved by the committee since the only recorded item would be "action only." The Council unanimously approved Option 2 (action minutes).

In early July, staff contacted all committee chairs to advise them of the Council's decision and circulated sample action minutes, requesting input.

The Finance and Bicycle, Pedestrian & Traffic Safety committees expressed concerns that with action minutes important discussion related to a recommendation or decision would no longer be retained for possible future aid and historical value. Of the eight committees that replied to a poll asking how important it was that their minutes be posted to the Town's website, with a rating of one to ten, (1=not important and 10=very important), six were above five, two had little or no interest.

DISCUSSION

As a result of input from the committees, staff has identified two new options for Council to consider. Option 1 is no change to the current practice of committee's preparation of summary minutes. The final approved summary minutes would be saved to both the committee's electronic and hard copy files at Town Hall and not be posted to the Town's website.

Option 2 would require committees to use a uniform template (Attachment 1) when preparing their summary minutes so that they can be posted to the Town's Website. This would satisfy the committee's desire to retain committee discussion and provide a uniform appearance when being viewed by the public.

Staff recommends that the Council's decision applies to all committees. That either all or none of the committee meeting minutes be posted to the Town's website.

ATTACHMENT

1. Sample Minute Template

Report approved by: Debbie Pedro, Interim Town Manager



**TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety Committee Meeting
Wednesday, August 5th, 2015
8:15 AM Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

MEETING MINUTES

Call to Order: The meeting was called to order at X: XX AM/PM

Roll Call: Members present, absent and guests

Oral Communications:

Approval of Minutes:

Old Business:

Title

New Business:

Title

Other Business: (Optional)

Announcements: (Optional)

Adjournment:

Date & Time of Next Meeting: (Optional)

#11

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

TOWN COUNCIL WEEKLY DIGEST

Friday – September 11, 2015

1. Agenda (Action) – Town Council – Wednesday, September 9, 2015
2. Agenda – ASCC – Monday, September 14, 2015
3. Agenda – Finance Committee – Tuesday, September 15, 2015
4. Agenda – Planning Commission – Wednesday, September 16, 2015
5. Agenda – Open Space Advisory Committee – Thursday, September 17, 2015
6. Month End Financial Report – July 2015
7. Month End Financial Report – August 2015
8. Peninsula Humane Society & SPCA re: Shelter Services Report for 07/01/15 – 07/31/15
9. Invitation to Council of Cities Dinner Meeting – Friday, September 25, 2015

Attached Separates (Council Only)
(placed in your town hall mailbox)

1. None



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
Wednesday, September 9, 2015
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

CALL TO ORDER AND ROLL CALL – 7:00 PM

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

All Present

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 August 26, 2015
2. **Approval of Warrant List** – September 9, 2015
3. **Recommendation by Acting Town Manager** – Approval of Agreement with Tyler Technologies, Inc. for the Purchase and Implementation of EnerGov Software for Permit Management and Related Services
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Tyler Technologies, Inc. (Resolution No. 2675-2015)

Following Clarification by Staff, Approved 5-0

4. **Recommendation by Acting Town Manager** – Second Reading of an Ordinance Approving Amendments to the Second Unit Ordinance
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units (Ordinance No. 2015-408)
5. **Recommendation by Acting Town Manager** – Second Reading of an Ordinance to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town of Council of the Town of Portola Valley Adding Chapter 15.21 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems (Ordinance No. 2015-409)
6. **Recommendation by Acting Town Manager** – Parking Notice for Windy Hill Preserve Parking Lot

Item 1, 2, 4, 5 & 6 Approved 5-0

REGULAR AGENDA

7. **PRESENTATION** – San Mateo County Environmental Health Division, Update of County Onsite Wastewater Treatment System Ordinance

Gregory J. Smith, PG, REHS, Supervisor Water Protection and Land Use Programs San Mateo County Environmental Health presented.

Summary of Proposed Updates:

- 1) There are no changes to existing septic systems that are not failing

- 2) Setbacks consistent with State requirements
- 3) Clarifies items from existing ordinance
 - a) Setbacks from cut slopes and steep slopes
 - b) Alternative treatment technologies
 - c) Requirements for operating permits
- 4) Does not make changes that are growth inducing (CEQA compliance)
- 5) Monitoring and reporting program to meet State requirements

The updated ordinance will be come to the San Mateo County Board of Supervisors at its December 8, 2015, meeting and then to the Town Council to adopt by reference in 2016.

COMMITTEE REPORTS & REQUESTS – *None to Report*

Councilmember Wengert -

Councilmember Wengert and Councilmember Richards attended the August Council of Cities dinner meeting. The Trails & Paths Committee received an update on current work around town from the Public Works Director, and announced this year's community hike is scheduled for November 7th. Bev Lipman, representing the Westridge Committee, proposed a sign for Shady Trail. The committee discussed the proposed clearing on Larry Lane Trail.

Councilmember Richards – None to Report

Councilmember Hughes -

The Bicycle, Pedestrian & Traffic Safety Committee heard reports of speeding around Corte Madera School, possibly due to current construction in the area and school being back in session. The Committee reviewed the Sheriff's Report for August and discussed the speed trailer, which has a built in speed monitor to record data for cars and bicycles. Howard reported on current and future road work in town. The lighted cross walk at The Priory is not working and the committee reviewed the proposed notice cards for Windy Hill Parking lot.

Vice Mayor Derwin –

Vice Mayor Derwin and Sustainability & Special Projects Manager attended the annual Sustainable San Mateo County Indicators Report luncheon that focused on water. There was a presentation by San Mateo County Resource Conservation District experienced in construction and repair of ponds. The Water Conservation Committee discussed number of users of the H2Oknow Tool. There is a BAWSCA Workshop on Water Conservation 101 being held at Town Center on Saturday, October 24th as well as a SOD Blitz. Cal Water will soon announce the top three water conservers for June and July. The lawn watering reduction sign program is soon to begin. Work continues on WELO (Water Efficient Landscape Ordinance).

Mayor Aalfs – None to Report

San Mateo Supervisor Carole Groom asked for a representative to serve on the newly formed "Closing the Gap, San Mateo County Affordable Housing Taskforce. Vice Mayor Derwin will serve as representative and Councilmember Wengert as alternate.

The Council agreed to write a letter in support of SB350, "Clean Energy and Pollution Reduction Act of 2015," requested by Senator Kevin de León.

STAFF REPORTS AND RECOMMENDATIONS

8. **Recommendation by Acting Town Manager** – Formation of an Ad-Hoc Town Center Master Plan Committee and Proposed Charter and Membership

Former Councilmember Ted Driscoll presented. The goal is to have a plan in place within the next twelve months so as to include in the next fiscal year budget. Ted will chair the Advisory Committee with Councilmembers Wengert and Hughes and Commissioner Von Feldt assigned as members. The proposed Advisory Committee charter and roster will be presented at the October 28th Council meeting. Town Committees will participate as well as the public input by way of noticed meetings.

9. **Report by Acting Town Manager** – Code Enforcement Activity Report

Council agreed to maintain current code enforcement practices.

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.*

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – August 28, 2015
12. **Town Council Digest** – September 4, 2015
#8 – Mayor Aalfs will attend

ADJOURN TO CLOSED SESSION: 8:32 pm

13. PUBLIC EMPLOYMENT

Government Code § 54957
Town Manager

REPORT OUT OF CLOSED SESSION – Selecting recruiter for Town Manager position.

ADJOURNMENT: 9:45 pm

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, September 14, 2015
7:00 PM – Regular ASCC Meeting
Special ASCC Field Meeting (time and place as listed herein)
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 177 Goya Road Field meeting for preliminary review of proposed new residence.

7:00 PM – REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Commissioners Breen, Clark, Koch, Vice Chair Harrell, and Chair 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. Architectural Review and Site Development Permit for a New Residence, Detached Second Unit, Barn Remodel, and Swimming Pool, File #s: 49-2014 and X9H-684, 207 Westridge Drive, Mitic Residence (Staff: C. Borck)
5. New Business:
 - a. Architectural Review for Detached Second Unit and House Addition and Remodeling, File # 15-2015, 290 Mapache Drive, Paine Residence (Staff: C. Borck)
 - b. Preliminary Architectural Review and Site Development Permit for a New Residence, Detached Garage with Attached Studio and Gym, and Swimming Pool, File #s: 09-2015 and X9H-691, 177 Goya Road, Donahoe Residence (Staff: C. Borck)
6. Commission and Staff Reports:
7. Approval of Minutes: August 10, 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.

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).

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

Date: September 11, 2015

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY

Finance Committee

Tuesday, September 15, 2015 – 5:30 PM

Town Hall Conference Room

765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from May 18, 2015 meeting
4. New Business:
 - Review of new format for preparation of meeting minutes
 - Proposal to invest portion of cash reserves in diversified fixed income portfolio
 - Proposal for new replacement UUT measure in 2016 to provide Council flexibility to reduce effective tax rate
5. Adjournment



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, September 16, 2015 – 7:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028**

7:00 PM – REGULAR AGENDA

1. Call to Order:
 2. Roll Call: Commissioners Gilbert, McKitterick, Von Feldt, Vice-Chair Hasko, Chair Targ
 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. New Business:
 - a. *Public Hearing:* Site Development Permit for a New Residence, Detached Second Unit, and Swimming Pool, File #:s: 49-2014 and X9H-684, 207 Westridge Drive, Mitic Residence (Staff: C. Borck)
 5. Commission, Staff, Committee Reports and Recommendations:
 6. Approval of Minutes: August 5, 2015
 7. 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).

This Notice is posted in compliance with the Government Code of the State of California.

Date: September 11, 2015

CheyAnne Brown
Planning Technician



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, September 17, 2015, 7:30 pm
Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of June 2, 2015 minutes
4. Old Business
 - Shady Trail – status of Invasive Thistle request (Chip)
 - Portola Valley Open Space Fund Guidelines – update (Craig)
 - Open Space Monitoring Reporting – reports for Lane Property and Shady Trail (Gary)
 - Use of iNaturalist – update (Nona)
 - Easements – review properties of interest (Chip)
 - Fundraising – review details of previous Blues and BBQ (Gary)
5. New Business
 - Chaput Open Space Easement – general discussion (Nona)
 - Driveway Ford Field – general discussion (Gary)
 - Shady Trail – signage discussion (Gary)
6. Adjournment



MONTH END FINANCIAL REPORT FOR THE MONTH OF: July 2015

C A S H	Bank of America	\$	205,395.45	
	Local Agency Investment Fund (0.320%)	\$	12,137,051.66	
	Total Cash	\$	12,342,447.11	
F U N D S	05 General Fund	\$3,487,104.64		<i>General Fund Assignments:</i>
	08 Grants	(2,418.38)		<i>Capital Replacement</i>
	10 Safety Tax	4,232.27		<i>Unfunded Pension</i>
	15 Open Space	4,589,835.95		<i>Equipment Replacement</i>
	20 Gas Tax	3,972.00		<i>Unfunded OPEB</i>
	22 Measure M	(108,441.20)		<i>Legal Fee Contingency</i>
	25 Library Fund	399,287.91		<i>UNASSIGNED BALANCE</i>
	30 Public Safety/COPS	2,306.41		<i>* General Fund Total</i>
	40 Park in Lieu	6,276.66		
	45 Inclusion In Lieu	2,888,799.30		
	50 Storm Damage	(144,596.03)		
	60 Measure A	-		
	65 Road Fees	-		
	75 Crescent M.D.	101,925.60		
	80 PVR M.D.	14,408.87		
	85 Wayside I M.D.	5,770.23		
	86 Wayside II M.D.	40,888.79		
	90 Woodside Highlands M.D.	193,727.55		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	861,166.21		
	Total Fund Balance		\$ 12,342,447.11	
A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	12,864,517.21	
	Revenues for Month:		387,039.96	
	Total Revenues for Month:		387,039.96	
	Warrant List 7/8/15	(165,757.57)		
	Warrant List 7/22/15	(644,734.80)		
	Payroll	(98,617.69)		
	Total Expenses for Month:	(909,110.06)		
	Total JE's and Void Checks:		-	
	Ending Cash Balance		\$ 12,342,447.11	

*NOTE: Per Adopted Budget 2015-16,
General Fund total fund balance for
6/30/16 is projected at \$3.3 million.

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	75.56%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	322
<i>GASB recommends no less than 90 days</i>	

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be reflected in



MONTH END FINANCIAL REPORT FOR THE MONTH OF: AUGUST 2015

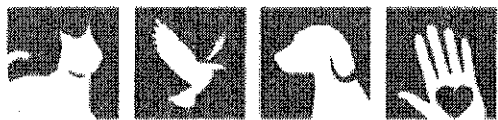
C A S H	Bank of America	\$	57,876.83		
	Local Agency Investment Fund (0.320%)	\$	11,887,051.66		
	Total Cash	\$	11,944,928.49		
F U N D S	05 General Fund	\$3,058,232.77		<i>General Fund Assignments:</i>	
	08 Grants	(20,780.84)		<i>Capital Replacement</i> \$1,400,000.00	
	10 Safety Tax	5,468.41		<i>Unfunded Pension</i> 47,773.00	
	15 Open Space	4,607,159.02		<i>Equipment Replacement</i> 200,000.00	
	20 Gas Tax	9,564.66		<i>Unfunded OPEB</i> 308,280.00	
	22 Measure M	(109,311.30)		<i>Legal Fee Contingency</i> 100,000.00	
	25 Library Fund	397,130.78		<i>UNASSIGNED BALANCE</i> \$1,002,179.77	
	30 Public Safety/COPS	10,762.27		<i>* General Fund Total</i> \$3,058,232.77	
	40 Park in Lieu	6,276.66			
	45 Inclusion In Lieu	2,888,799.30			
	50 Storm Damage	(144,596.03)			
	60 Measure A	18,588.48			
	65 Road Fees	-			
	75 Crescent M.D.	101,942.53			
	80 PVR M.D.	14,409.87			
	85 Wayside I M.D.	5,770.23			
	86 Wayside II M.D.	40,920.98			
	90 Woodside Highlands M.D.	193,781.51			
	95 Arrowhead Meadows M.D.	(1,799.67)			
	96 Customer Deposits	862,608.86			
		Total Fund Balance		\$ 11,944,928.49	
	A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	12,342,447.11	
		Revenues for Month:		252,913.91	
Total Revenues for Month:			252,913.91		
Warrant List 8/12/2015		(289,680.07)			
Warrant List 8/26/2015		(133,963.62)			
Payroll		(225,342.12)			
Total Expenses for Month:		(648,985.81)			
Total JE's and Void Checks:		(1,446.72)			
Ending Cash Balance			\$ 11,944,928.49		

*NOTE: Per Adopted Budget 2015-16, General Fund total fund balance for 6/30/16 is projected at \$3.3 million.

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	66.03%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	282
<i>GASB recommends no less than 90 days</i>	

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last businessday of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be reflected in the month where the information comes to Town staff's attention.



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Shelter Services Report

Jurisdiction: PORTOLA VALLEY for the period of 7/1/2015 to 7/31/2015.

Dogs	2	0.63%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	1	0.26%	
Other	8	6.15%	
Wildlife	11	1.57%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Total	22	1.43%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	2	100.00%	0	0.00%	8	100.00%	11	100.00%	21	95.45%
Owned	0	0.00%	1	100.00%	0	0.00%	0	0.00%	1	4.55%
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	2	100.00%	0	0.00%	0	0.00%	4	50.00%	6	37.50%
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%	6	100.00%	4	50.00%	10	62.50%

DOA - Died	0	0.00%	0	0.00%	2	100.00%	3	100.00%	5	83.33%
Owner Requested Euthanasia	0	0.00%	1	100.00%	0	0.00%	0	0.00%	1	16.67%



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Field Services Report

Jurisdiction: **PORTOLA VALLEY** for the period of **7/1/2015 to 7/31/2015**.

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

Total Activities for jurisdiction PORTOLA VALLEY		8
Sick/Injured Animal Calls	62.50%	5
Confined Dogs/Cats/Other Domestic Animals	25.00%	2
Field Euthanasias	12.50%	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
Dead Animal Calls	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Municipal Code Complaint	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Property Inspections	0.00%	0
Protective Custody	0.00%	0
Quarantines of Dogs/Cats/Other Domestic Animals	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 7/1/2015 to 7/31/2015.

Dogs	320	100.00%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	386	100.00%	
Other	130	100.00%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Wildlife	701	100.00%	
Total	1,537	100.00%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	237	74.06%	298	77.20%	82	63.08%	532	75.89%	1,149	74.76%
Owned	79	24.69%	79	20.47%	40	30.77%	0	0.00%	198	12.88%
Other Agency	4	1.25%	9	2.33%	8	6.15%	169	24.11%	190	12.36%

Adopted	91	35.41%	166	66.67%	78	76.47%	0	0.00%	335	30.82%
RTO - Release - Transfer	133	51.75%	19	7.63%	3	2.94%	183	38.20%	338	31.09%
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%	1	0.21%	1	0.09%
Euth: Untreatable	33	12.84%	64	25.70%	21	20.59%	295	61.59%	413	37.99%

DOA - Died	23	36.51%	98	71.53%	19	67.86%	222	100.00%	362	80.44%
Owner Requested Euthanasia	40	63.49%	39	28.47%	9	32.14%	0	0.00%	88	19.56%



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **7/1/2015 to 7/31/2015**.

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

Total Activities for jurisdiction ALL JURISDICTIONS		1,274
Sick/Injured Animal Calls	22.37%	285
Dead Animal Calls	17.43%	222
Quarantines of Dogs/Cats/Other Domestic Animals	15.62%	199
Stray Animal Calls	8.48%	108
Confined Dogs/Cats/Other Domestic Animals	7.61%	97
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	6.83%	87
Municipal Code Complaint	5.18%	66
Aggressive Animal Complaint	3.92%	50
UNDEFINED	2.59%	33
Field Euthanasias	2.04%	26
Property Inspections	2.04%	26
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	1.96%	25
Protective Custody	1.33%	17
Owner Surrender Calls of Live/Dead Animals	0.86%	11
Aggressive Animal Calls	0.47%	6
Assist Police/Fire	0.31%	4
Assist Public	0.31%	4
Field Returns of Domestic Animals	0.31%	4
Transport Animal/Trap/Other	0.31%	4
Traffic Hazard Animal Calls	0.00%	0

* 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 6/24/15 through 7/31/15

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	\$1,629.00	53 \$996.00	5 \$275.00	1 \$7.00	0 \$0.00	0 \$0.00	59 \$1,278.00	0 \$0.00	10 \$200.00	1 \$1.00	12 \$150.00
BELMONT	\$5,143.00	142 \$2,560.00	23 \$990.00	61 \$309.00	5 \$75.00	1 \$0.00	232 \$3,934.00	0 \$0.00	37 \$649.00	4 \$42.00	32 \$518.00
BRISBANE	\$742.00	20 \$324.00	5 \$179.00	3 \$5.00	0 \$0.00	0 \$0.00	28 \$508.00	0 \$0.00	9 \$167.00	0 \$0.00	4 \$67.00
BURLINGAME	\$4,846.50	144 \$2,677.00	24 \$1,081.00	13 \$87.00	1 \$17.50	1 \$0.00	183 \$3,862.50	1 \$8.00	29 \$580.00	4 \$17.00	21 \$379.00
COLMA	\$101.00	6 \$78.00	1 \$23.00	0 \$0.00	0 \$0.00	1 \$0.00	8 \$101.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00
COUNTY	\$8,457.50	243 \$4,507.00	35 \$1,503.00	80 \$453.00	13 \$160.00	0 \$0.00	371 \$6,623.00	1 \$5.00	54 \$963.00	5 \$45.50	46 \$821.00
DALY CITY	\$7,999.25	245 \$4,969.00	28 \$1,354.00	5 \$33.00	1 \$11.25	0 \$0.00	279 \$6,367.25	0 \$0.00	45 \$900.00	8 \$51.00	33 \$681.00
EAST PALO ALTO	\$1,341.25	34 \$1,057.00	3 \$133.00	1 \$5.00	0 \$0.00	0 \$0.00	38 \$1,195.00	0 \$0.00	2 \$40.00	0 \$0.00	4 \$106.25
FOSTER CITY	\$4,578.75	145 \$2,391.00	23 \$977.00	12 \$57.00	4 \$63.75	0 \$0.00	184 \$3,488.75	0 \$0.00	22 \$427.00	2 \$23.00	31 \$640.00
HALF MOON BAY	\$3,504.00	105 \$1,977.00	17 \$655.00	12 \$67.00	0 \$0.00	0 \$0.00	134 \$2,699.00	1 \$8.00	22 \$440.00	3 \$17.00	18 \$340.00
HILLSBOROUGH	\$3,209.00	89 \$1,588.00	20 \$965.00	10 \$48.00	0 \$0.00	0 \$0.00	119 \$2,601.00	0 \$0.00	14 \$280.00	4 \$27.00	21 \$301.00
MENLO PARK	\$3,231.00	114 \$1,950.00	16 \$633.00	5 \$27.00	0 \$0.00	0 \$0.00	135 \$2,610.00	0 \$0.00	15 \$300.00	4 \$50.00	15 \$271.00
MILLBRAE	\$2,538.00	75 \$1,269.00	17 \$609.00	16 \$79.00	0 \$0.00	0 \$0.00	108 \$1,957.00	0 \$0.00	18 \$334.00	2 \$15.00	12 \$232.00
OTHER	\$55.00	0 \$0.00	1 \$55.00	0 \$0.00	0 \$0.00	0 \$0.00	1 \$55.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00
PACIFICA	\$8,913.00	305 \$5,349.00	31 \$1,448.00	19 \$113.00	1 \$17.50	0 \$0.00	356 \$6,927.50	3 \$24.00	56 \$1,107.00	10 \$96.00	43 \$758.50
PORTOLA VALLEY	\$1,102.00	30 \$540.00	3 \$69.00	6 \$42.00	0 \$0.00	0 \$0.00	39 \$651.00	2 \$16.00	7 \$140.00	1 \$10.00	14 \$285.00

Breakdown Report – San Mateo Co, CA

Activity from 6/24/15 through 7/31/15

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						
REDWOOD CITY	\$14,667.75	405	67	98	17	1	588	4	92	8	87
		\$7,632.00	\$3,000.00	\$581.00	\$293.75	\$0.00	\$11,506.75	\$32.00	\$1,567.00	\$168.00	\$1,394.00
SAN BRUNO	\$5,661.00	198	25	5	0	1	229	0	18	4	29
		\$3,441.00	\$1,186.00	\$24.00	\$0.00	\$0.00	\$4,651.00	\$0.00	\$360.00	\$55.00	\$595.00
SAN CARLOS	\$5,212.00	190	22	12	2	0	226	1	23	2	29
		\$3,245.00	\$850.00	\$69.00	\$35.00	\$0.00	\$4,199.00	\$8.00	\$460.00	\$11.00	\$534.00
SAN MATEO	\$17,187.75	504	72	155	13	1	745	4	103	18	124
		\$9,369.00	\$3,331.00	\$895.00	\$191.25	\$0.00	\$13,786.25	\$32.00	\$1,566.00	\$78.00	\$1,725.50
SOUTH SAN FRAN	\$7,845.50	233	34	4	1	2	274	0	39	4	37
		\$4,686.00	\$1,387.00	\$22.00	\$17.50	\$0.00	\$6,112.50	\$0.00	\$780.00	\$78.00	\$875.00
WOODSIDE	\$1,185.00	39	4	7	0	0	50	0	6	3	10
		\$609.00	\$219.00	\$53.00	\$0.00	\$0.00	\$881.00	\$0.00	\$107.00	\$13.00	\$184.00
TOTAL REGISTRATIONS		3,319	476	525	58	8	4,386	17	621	87	622
		\$61,214.00	\$20,922.00	\$2,976.00	\$882.50	\$0.00	\$85,994.50	\$133.00	11,367.00	\$797.50	10,857.25
TOTAL REVENUE										\$109,149.25	



Dinner/Meeting Announcement

Date: Friday, September 25, 2015 at 5:30 p.m.

All council members are welcome to come and meet their colleagues at these dinner meetings. This is a wonderful opportunity to discuss issues facing cities within San Mateo County and share ideas with others.

Location

Jennings Pavilion
Holbrook-Palmer Park
150 Watkins Ave
Atherton, CA 94027

Map and Directions Enclosed

Schedule

5:30 pm	Social Time
6:30 pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Elizabeth Lewis at lizlew08@gmail.com if you wish to bring up an item for group discussion or give a committee report.

Buffet Dinner

\$45 per person

RSVP by noon on Monday, September 21, 2015
Theresa DellaSanta tdellasanta@ci.atherton.ca.us

Checks Payable to: Town of Atherton
Send the payment to this address:
Finance Department
C/O Noy Phonpradith, 91 Ashfield Road
Atherton, CA 94027

Council of Cities Business Meeting
Friday, September 25, 2015
6:15 p.m.

- ❖ Call to Order
- ❖ Roll Call and Introductions of Mayors, Council Members and Guests
- ❖ Welcome Remarks
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements

Program

Don't miss this Opportunity!

David Sedlak will speak about the Past, Present, and Future of the World's Most Vital Resource. Throughout history, urban water systems have undergone rapid change in response to crises. This talk will address the revolution in water supply, treatment and use that California's cities will use to respond to decreases in the availability of imported water.

The National Water Research Institute 2014 Clarke Prize consists of a medallion and \$50,000 to the winner. David Sedlak was selected as the 2014 recipient because of his pioneering research on advancing the way water resources and urban water infrastructure are managed, including implementing water reuse and reducing the discharge of emerging contaminants. His work has served as the foundation for major policy and technical initiatives to reduce the effects of these contaminants and protect public health.

Speaker Contact

David Sedlak
Malozemoff Professor
Co-Director, [Berkeley Water Center](#)
Deputy Director, [ReNUWIt](#)
Editor-in-Chief, [Environ. Science & Technology](#)
Department of Civil & Environmental Engineering
University of California, Berkeley
twitter: @water4point0

Directions to Jennings Pavilion @ Holbrook-Palmer Park
150 Watkins Avenue, Atherton

Once you enter the park, follow the signs to the Pavilion.

From 101 going south:

Take the Marsh Rd/CA 84E exit #406 toward the Dumbarton Bridge
Turn right onto Marsh Road
Turn left onto Middlefield
Take the first right onto Watkins
Holbrook-Palmer Park is on the left

From 101 going north:

Take the Marsh Rd/CA 84E exit#406
Turn left onto Marsh Road
Turn left onto Middlefield
Take the first right onto Watkins
Holbrook-Palmer Park is on the left

From El Camino going south:

Turn left onto Watkins
Holbrook-Palmer Park is on the left

From El Camino Real going north:

Turn right onto Watkins
Holbrook-Palmer Park is on the right

TOWN COUNCIL WEEKLY DIGEST

Friday – September 18, 2015

1. Agenda – Conservation Committee – Tuesday, September 22, 2015
2. Letter from the Town Council re: Invitation to Residents to Participate in a Discussion of Community Goals, Priorities and Values that Guide Management and Conduct of Portola Valley Staff
3. Report from San Mateo County Sheriff’s Office – Incident Log for 09/01/15 – 09/08/15
4. Invitation from Silicon Valley Community Foundation re: 2015 Regional Meeting “Reaching Economic Security Should Be Easier”

Attached Separates (Council Only)
(placed in your town hall mailbox)

1. San Francisco Estuary Partnership Newsletter – September 2015



TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, September 22, 2015 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of August 25, 2015 minutes
4. A. Site Permits: Evaluation of new procedure
 New – 30 Zapata
 Revised
 - B. Tree Permits
5. Old Business
 - A. BYH - deStabler
 - B. Tip of the month – Eastman
 - C. Guide to Town Center Plantings - Chiariello
 - D. Letter to Nurseries – Plunder/Murphy
 - E. List of local Native Plant nurseries – Heiple/Plunder
 - F. Monarch Waystations
 - G. Local Native seed collection
 - H. Committee cooperation
 - a) Cultural Arts – library project
 - b) Howard: November meeting Tuesday 11/17 9 am
 - I. Our web site – improve, add links (H2O conservation)
 - J. Broom Pull advance planning
 - K. Weed seedling info sheet - Heiple
6. New Business
 - a) Posting minutes
7. Action Plan
8. Announcements
9. Adjournment

TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 ~ Tel: (650) 851-1700 Fax: (650) 851-4677



September 17, 2015

Dear Portola Valley Community,

On September 23, 2015, as part of its regular meeting, the Town Council of the Town of Portola Valley will conduct a discussion to consider the building blocks--the community goals, priorities and values--that guide the management and conduct of Portola Valley's town staff. To assist the Town in this visioning process, the Town Council has hired Leadership Balance, professional facilitators who are uniquely skilled to help the Town articulate a common vision and develop a plan to achieve that vision.

Town staff serves the community; and the decisions that the Town Council makes will help shape the character of the staff and the work environment at Town Hall. The Town Council welcomes your participation in this process and invites you to join the discussion at the regularly scheduled Council meeting that beings at 7pm in the Historic Schoolhouse on Wednesday September 23, 2015.



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.

Tuesday 09/01/15 to Tuesday 09/08/15

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-8253	09/02/15 8:04AM	Cloud Ave. / Valparaiso Ave. West Menlo Park	Warrant Arrest	Jaime Alejandro from Oakland was arrested for having an outstanding warrant out of Atherton Police Department for failing to appear in the amount \$10,000.00. Alejandro was transported and booked into the San Mateo County Jail.
15-8285	09/02/15 8:00AM	200 Blk. Dumbarton Ave. North Fair Oaks	Violation of Parole	Jaime Moran and Jose Lopez from Redwood City were arrested for violation of parole. They were transported and booked into the San Mateo County Jail.
15-8286	09/03/15 9:55PM	100 Blk. Cervantes Rd. Portola Valley	Mountain Lion Sighting	The Reporting Party called County Communications and advised that a mountain lion was eating a deer behind his house. Upon arrival the deputy contacted the R/P who stated he observed a mountain lion standing near a deer carcass about 30 yards from the edge of his house. When the mountain lion observed the R/P it started walking into a heavily wooded

				area to the west of the R/P's house. The deer carcass looked like it had been dead for a few days, and the lion had eaten part of it before the deputy's arrival. An OES alert was sent out.
15-8318	09/03/15 7:47PM	2900 Calvin Ave. North Fair Oaks	Burglary	An unknown suspect(s) entered a residence located on Calvin Avenue through an unlocked bathroom window. The unknown suspect(s) took an Xbox 360 game console, a pair of gold earrings, and \$100.00. The estimated loss was \$700.00. There is no suspect information or evidence at this time.
15-8325	09/04/15 3:21AM	500 Blk. Warrington Ave. North Fair Oaks	Under the Influence of Alcohol/Drugs in Public	Evander Gomez from Redwood City was arrested for being drunk in public and a probation violation. Gomez was transported and booked into the Maguire Correctional Facility.
15-8332	09/04/15 10:37AM	San Mateo Ave. / Stanford Ave. North Fair Oaks	Recovered Outside Stolen Vehicle	A deputy drove by a vehicle that was reported stolen out of Redwood City. County Communications confirmed that the vehicle was in fact listed as an active stolen vehicle out of Redwood City. The vehicle was towed and it was removed from the stolen vehicle system.
15-8333	09/04/15 11:42AM	300 Blk 2 nd Ave. North Fair Oaks	Stolen Vehicle	An unknown suspect(s) took a Honda Civic from the driveway of a residence on 2nd Ave. All keys for the vehicle were accounted for and there is no suspect information at this time.
15-8337	09/04/15 3:01PM	2800 Blk. Marlborough Ave. North Fair Oaks	Obtain / Use Personal ID w/o Authorization	An unknown suspect used the victim's name and Social Security number for an ambulance ride in Merced, CA. The Ambulance Service would not provide any information regarding this case. There is no loss at this time.
15-8383	09/05/15 9:26PM	100 Blk. Coalmine View Portola Valley	Mountain Lion Sighting	The Reporting Party called County Communications and advised that a mountain lion was observed in the front yard of her residence. The R/P stated that at approximately 8:10PM

				she and her family had arrived home in their vehicle. As they pulled in front of their house they had observed a mountain lion standing in the front yard of their residence. The R/P observed the mountain lion walk to the rear of their home towards a wilderness area. The R/P was not able to observe where the animal went from that point. An SMC Alert was issued.
15-8402	09/06/15 7:28PM	State Hwy 84 Woodside	DUI Alcohol/Drugs	Juliana Paganlugo from Redwood City was arrested for driving under the influence of alcohol. Paganlugo was transported and booked into the Maguire Correctional Facility. The subject's vehicle was towed from the scene.
15-8404	09/06/15 7:38PM	300 Blk. Olive Hill Lane Woodside	General Information Case	A deputy was dispatched to Olive Hill Road on a report of a mountain lion sighting. While responding the deputy called the Reporting Party who stated the cat was still sitting in her back yard. She described it as a mid-sized mountain lion. Deputies arrived and checked the property and did not locate the cat. The deputy provided the R/P information on mountain lions. An SMC Alert was sent to the areas advising of the sighting.
15-8416	09/07/15 5:49AM	S/B 280 North of Woodside Woodside	Driver w/ Suspended License	During a traffic stop the deputy contacted the driver and passenger of the vehicle. The deputy asked the driver for his driver license, registration and proof of insurance. The driver, who identified himself verbally, stated his license was suspended and he knew he shouldn't be driving. The driver was issued a citation.
15-8419	09/07/15 10:42AM	3700 Blk. Bay Rd. North Fair Oaks	Burglary	A deputy responded to the report of a residential burglary. Per the victim, nothing was believed to have been taken from the residence being that the home is empty and unoccupied and in the process of being remodeled. Additionally, a detached unit

				to the rear of the residence had the glass door smashed. No suspect information was developed. No witnesses or surveillance video was discovered.
15-8456	09/08/15 7:14	600 Blk. 2 nd Ave. North Fair Oaks	Burglary	The victim said he left his residence at approximately 8:00 am and all the doors were locked. Due to the recent heat wave, his sliding bedroom window was left open. When he and his wife returned at approximately 6:00 pm, they noticed his Ipad was missing, and the window screen was haphazardly placed on the window. The victim believes that since the truck which is normally parked in the driveway directly next to the bedroom window had been moved, the window was then visible from the street. The victim was unable to provide a serial number for the Ipad, but valued it at approximately \$800.00.
15-8457	09/08/15 7:44PM	200 Blk. 4 th Ave. North Fair Oaks	Recovered Outside Stolen Vehicle	A deputy was dispatched to the 200 Blk. Of 4 th Ave. to investigate a reported disturbance between two males and two females. A white pickup truck was reported to be possibly associated with the parties. Prior to the deputy's arrival, the parties left the scene. The deputy examined the scene and noticed the rear window of the white pickup truck had been broken out. The key was still in the ignition and the steering column was broken apart. County Communications confirmed with the deputy that the truck was reported stolen with San Mateo Police Department. County Communications removed the truck from the Stolen Vehicle System and notified the registered owner that it had been recovered. There was a motorcycle that appeared to be in the beginning stages of being parted out in the bed of the truck. The deputy conducted a records check on the motorcycle and learned that it had been stolen as well. The towing company arrived and took custody of both vehicles.

15-8463	09/08/15 10:00PM	3100 Blk. El Camino Real North Fair Oaks	Terrorist Threats	Reyes Ramirez from Redwood City was arrested for terrorist threats. He was transported and booked into the San Mateo County Jail.
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REACHING ECONOMIC SECURITY SHOULD BE EASIER

Silicon Valley Community Foundation
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