



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, March 23, 2016
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of March 9, 2016 (3)
2. **Approval of Warrant List** – March 23, 2016 (11)
3. **Recommendation by Public Works Director** – FY 2015/2016 Annual Street Resurfacing Project - Surface Seals (20)
 Project No. 2015-PW05
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2015/2016 Street Resurfacing Project – Surface Seals No. 2015-PW02 (Resolution No. __)
4. **Recommendation by Town Clerk** – Adoption of a Records Retention Schedule (25)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Records Retention Schedule (Resolution No. __)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

5. **Report from the Water Conservation Committee** – Committee Annual Report to the Town Council (59)
6. **Request by Town Historian Nancy Lund** – Placement of a Sign Commemorating Ormonde (67)
7. **Recommendation by Town Manager** – Town Contribution to San Mateo County Homeless Outreach Efforts (73)

STAFF REPORTS AND RECOMMENDATIONS

8. **Report from Sustainability and Special Projects Manager** - Update on Drought Emergency (81)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (82)

Report by Town Council Members – Brief announcements or reports on items of significance for the entire Town Council arising out of 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.*

10. **Town Manager Report** (83)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – March 11, 2016 (84)
12. **Town Council Digest** – March 18, 2016 (115)

ADJOURN TO CLOSED SESSION

13. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code § 54956.9(d)
Significant Exposure to Litigation: 1 case

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 925, MARCH 9, 2016

CALL TO ORDER AND ROLL CALL

Mayor Derwin 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 John Richards and Ann Wengert; Vice Mayor Craig Hughes, Mayor Maryann Moise Derwin.

Absent: Councilmember Jeff Aalfs

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Brandi de Garreaux, Sustainability and Special Projects Manager

ORAL COMMUNICATIONS

Caroline Vertongen spoke of health issues in our education system and the safety of students.

Mayor Derwin welcomed Jeremy Dennis, the new Town Manager. Mayor Derwin also thanked Debbie Pedro for filling in as Interim Town Manager while also running the Planning Department and presented her with a gift.

CONSENT AGENDA [7:05 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of February 10, 2016.
- (2) Approval of Warrant List: March 9, 2016, in the amount of \$139,608.43. [*Pulled from Consent Agenda*]
- (3) Appointment by Mayor – Appointment of Gary Hanes as a Member to the Bicycle, Pedestrian & Traffic Safety Committee.

Councilmember Wengert moved to approve Items 1 and 3. Seconded by Vice Mayor Hughes, the motion carried 4-0.

- (2) Approval of Warrant List: March 9, 2016, in the amount of \$139,608.43.

Councilmember Richards asked regarding the Olberding Environmental, Inc., bill. Ms. Pedro said it is for an ongoing monitoring program for the C-1 trail. She said the Public Works Director approved it.

The Consent Agenda was approved by roll call vote, 4-0.

REGULAR AGENDA [7:06 p.m.]

STAFF REPORTS AND RECOMMENDATIONS

- (4) Discussion – Discussion of 2016-2017 Council Priorities.

Town Manager Jeremy Dennis presented the staff report with a list of proposed Town Council priorities for 2016-2017. He said tonight was the first opportunity for the Town Council to discuss the priority list, add or eliminate priorities, and identify top priorities. The next discussion will be April 13.

Town Manager Dennis identified issues that may require additional resources as Climate Action Plan 2030; Town Center Master Plan Update; Comprehensive Communications Plan; PG&E Rate Charges; and User Fee Study.

Councilmember Wengert suggested reviewing the status of last year's priority list.

Councilmember Wengert said she thought Finance should have a separate category.

Town Manager Dennis said the Administrative Services Manger suggested the exploration of electronic payment systems in the Recreation Department, as well as for licensing and permits.

Vice Mayor Hughes said he preferred the categorization format of the 2015-2016 priority list.

At the request of Mayor Derwin, the items on the 2015-2016 Priority list were reviewed regarding current status.

- Town Planner Pedro addressed the following items under the Administration category:

The Admin Services Manager position was filled. There was a recruitment for the Associate/Senior Planner position that was not successful. There is currently a contract consultant planner assisting. The recruitment for the Building Official started last week. One Maintenance Worker position has been filled and there is still one unfilled position.

Staff is currently using Microsoft 365.

The implementation of a comprehensive communications plan is an ongoing project.

The continued emergency preparedness training is carried over to the new priority list.

The exploration of OPEB funding options has not started.

There was no 2015 election.

- Town Planner Pedro addressed the following items under the Planning category.

Staff is in the process of implementing permit tracking software, which will take several more months to complete. The expect to have the system up and running in May or June.

The Second Unit Ordinance was approved. Staff has begun reviewing the Inclusionary Housing Nexus Study. There are transitional and supportive housing ordinances that still need to be reviewed and updated.

Digitization of Town planning records is approximately 80 percent completed.

The user fee study has not begun.

The code enforcement process/programs has merged with the tree ordinance that is currently being worked on.

The General Plan Ground Movement Potential Map update, the underground utility policy, and the Zoning Code update are ongoing issues and are on the new priority list.

The General Plan discussion on Preserves has been partially resolved and should be discussed with the Planning Commission.

- Sustainability and Special Projects Manager Brandi de Garneau addressed the following items under the Sustainability category:

Supporting Town and community drought management measures is ongoing, as is exploring a Community Choice Aggregation program.

Ms. de Garneau and Ms. Pedro are presenting the proposed Green Building Ordinance to the ASCC next week.

The updating of the Water-Efficient Landscape Ordinance is in process.

Creating a Zero Waste Event Ordinance will be done next year.

Ms. de Garneau said she anticipates an Energy/Water Efficiency Recognition Program can be incorporated into the energy analysis H2OKnow Tool next year.

- Ms. Pedro addressed the following items under the Public Works category.

The SMTA shoulder widening project is in progress, with another piece in front of Town Hall to be worked on this year, which is included on the new list.

The road paving program is ongoing.

The pavement management system update has been completed.

The Town Center Master Plan Update is ongoing and is also on the new list.

The PG&E Alpine Road undergrounding project is on hold and is on the new list.

The improvements to Alpine Trail at the Hawthorns is awaiting a response.

Staff is still working on securing permits for the Spring Down improvements.

The focus on invasive weeds at the scenic corridor right of way and the work with Acterra on the right of way and creek area projects are ongoing programs.

Mayor Derwin called for questions from the Council regarding the review of the 2015-2016 priority list. Hearing none, she brought the 2016-2017 priority list to the Council for discussion.

The Council discussed the list as prepared by staff. They concurred that the top priorities included: Affordable Housing Policies and Programs; Climate Action Plan 2030; Comprehensive Communications Plan; FAA/Aircraft Noise; SMTA Shoulder Widening Project on Portola Road (Dependent on Cal Water Project Completion); Town Center Master Plan Update; Code Enforcement and OPEB Funding Options; Town Investments; and CCE Support. Staff will provide Council with a formal proposal at its April 13 Council Meeting.

1. Affordable Housing Policies and Programs

Councilmember Wengert suggested revisiting second unit regulations with possibly a more aggressive posture, separate from inclusionary housing ordinance, impact fees, or housing funds. In response to Councilmember Wengert's question and Councilmember Richard's suggestion, Town Manager Dennis said staff can provide a list of suggestions, with bold ideas such as small houses on half-acre lots, internal second units, etc. The Council was supportive of staff providing starting points for consideration and then having a joint meeting with the Town Council and the Planning Commission to discuss. The Council agreed this is a high priority item.

2. ALPR Discussion

The Council agreed this item should be removed from the priority list.

3. Alpine Road Trail Improvement Project

Town Manager Dennis said that in the next month or so he will meet with MidPen to discuss this item.

4. Climate Action Plan 2030

Ms. de Garneau said once they get the forecast figures back from the consultant they can determine how aggressive the Town needs to be to reach those goals. At that point, they will bring it back to the Council. In response to Mayor Derwin's question, Ms. de Garneau said five or six other cities in the County are pushing it out to 2030. Town Manager Dennis said the trend appears to be moving more toward 2030 and some climate action plans look beyond that because the State has very aggressive emissions goals to meet for 2050. Vice Mayor Hughes said the rollout of CCE will be a big part of this plan in the next few years. The Council agreed this is a high priority item.

5. Comprehensive Communications Plan

Councilmember Wengert said she considers this item interlinked with social media. She said this is an ongoing issue, with the rapidly changing era from print to digital media. Mayor Derwin asked if there was enough staff to support that switch. Ms. de Garneau pointed out that some committees are tech savvy enough to handle it well on their own and others would benefit from staff support. She said that the ability to use Twitter ties into the Emergency Preparedness and a lot of communities are relying on Twitter to communicate information in an emergency. Ms. Prince said a very preliminary draft of a social media policy was drawn up and put on hold a couple of years ago. Councilmember Wengert said it is important that the Town not fall behind and are able to reach the Townspeople quickly. Vice Mayor Hughes said the Townspeople needs to be more aware of what's going on in Town and within the Town committees in general and on a timelier basis. He said increased public awareness would help on many levels of public involvement, recruiting committee members, volunteers, etc. He said that a good communications plan may cost, but would likely reap a large return benefit in terms of public participation. Councilmember Richards suggested the Emergency Preparedness Committee may be a good group to work on the Twitter idea. Councilmember Wengert said the subject could be the basis for a Communications Committee. Town Manager Dennis said there are two conversations – tools and strategy, which while obviously linked, can be very different types of conversations. He said it may be beneficial, either through a committee structure or with a consultant, to provide some feedback on process, deciding what kind of messaging the Town will put out and how it will be controlled. The Council agreed this topic is high priority.

6. Comprehensive Zoning Code Update

Ms. Pedro said this topic was discussed by the Planning Commission in February and two volunteers are forming a subcommittee to work with staff to develop a work plan, which will be a multi-year project, to clean up the inconsistencies in the code.

7. Drone Policy

The Council agreed this is a low priority item.

8. Emergency Preparedness

Town Manager Dennis and Ms. de Garneau met with Jeff Norris of the San Mateo County OES and discussed information developed by the Committee and a consultant. He said there is training that some staff needs to participate in to receive certifications. He said there is a 90-minute training session that

would be beneficial to the Councilmembers. He said whether or not this is on the priority list, this issue is continuously addressed. Town Manager Dennis said the community decision makers need to know their exact roles in an emergency. He said if the Council wanted to commit to regularly participate in major drills to make sure the EOC is working, it would involve a paid expert. The Council agreed that the emergency preparedness training meetings every fifth Wednesday should be reinitiated. Councilmember Richards will discuss this issue with the Emergency Preparedness Committee.

9. FAA/Aircraft Noise

The Council agreed this is a high priority item.

10. Green Building Ordinance

This task is near completion.

11. Geology and Ground Movement Potential Map Update

Ms. Pedro said this was recommended by the Town Geologist and the Geology Committee recommended approval. The process has not yet started regarding community updates for the six to eight affected property owners. She said it will be going before the Planning Commission to make a recommendation to Council.

12. Invasive Weed Management Program

Town Manager Dennis said this program is ongoing as part of maintenance and will be removed from the priority list and moved to the budget process.

13. Leaf Blower Ordinance

Vice Mayor Hughes suggested this ordinance not be restricted to gas-powered leaf blowers. Commissioner Wengert suggested this be part of a larger noise ordinance review. Town Manager Dennis said that in order for this to work, code enforcement needs to be a topic of conversation. The Council discussed other options such as educating the community and the gardeners as to alternatives to leaf blowers. The Council agreed this item was of medium priority.

14. Permit Tracking Software

Ms. Pedro said this is in the process of being installed and should be complete in a few months.

15. PG&E Rate Changes

Vice Mayor Hughes offered to provide a software program that will allow users to input their PG&E usage data and compare PG&E's different rate plans. The Council agreed this item could be removed from the priority list.

16. PG&E Underground Project

The Council agreed this is a low priority item.

17. Septic Ordinance Update

Ms. Pedro said staff will prepare an ordinance update to bring before the Council. The Council agreed this is not a high priority item.

18. SMTA Shoulder Widening Project

Vice Mayor Hughes said this is delayed until Cal Water finishes in June and the road project will not likely occur until next year. Vice Mayor Hughes said that the Public Works Director is planning to send this year's resurfacing project out for bid in the next few weeks, not including this section of the road. Councilmember Wengert said there may be an opportunity to accelerate that into this year. The Council agreed it is a high priority item as soon as Cal Water is finished.

19. Social Media Policy

This item can be included as part of the Comprehensive Communications Plan.

20. Solar Panels in Setback Ordinance

Ms. Pedro said there was a request for this by only one resident. The Council agreed this item should be removed from the priority list.

21. Spring Down Open Space Preserve

Town Manager Dennis said he will reach out to the Army Corps and the Regional Water Quality Control Board for assistance in moving forward on the vernal pool project.

22. Town Center Master Plan Update

The Council agreed this is a high priority item.

23. Town Facility Use Policy

Ms. de Garmeaux will do some research with how other towns handle this issue. The Council agreed the Town should be ready with a response if/when this topic (lemonade stands) arises again. They agreed this is a medium priority item.

24. Tree Removal Ordinance

The Council agreed that this item is part of a broader code enforcement issue. Ms. Prince said the current general code enforcement process provides civil enforcement, criminal enforcement, and administrative. She said that the Town generally approaches all code enforcement issues administratively, with a process that includes project delays, restitution for all Town costs, posting of bonds, etc. Ms. Pedro said in the 12-month period from September 2014 to August 2015 they received 49 complaints, 42 of which were found to be valid code enforcement cases. The reported violations included structures without permits, construction hours, lighting, and noise. Staff went out on all of them and 32 were successfully brought into compliance and 10 remain open. Ms. Prince said the Council should discuss how the Town wants to approach code enforcement moving forward. Councilmember Wengert suggested an ASCC representative, along with a code enforcement officer, revisits a property if complaints are received by neighbors. Ms. Pedro said many code enforcement violations are not brought to the Town's attention. Vice Mayor Hughes suggested soliciting the input from ASCC regarding the biggest issues, perhaps allocating some time to proactively seek out code violations so it is not left up to neighbors to report on each other.

25. Underground Utility Policy

Vice Mayor Hughes asked if there was anything the Town could do to encourage groups of residents to get together and take on undergrounding for themselves, as was done on Solano. He said the committee discussed whether or not it would be worth it to spend some staff time to create a structure to educate residents about the possibility and process of undergrounding their own utilities. Councilmember Wengert said she looks at the undergrounding as more of a luxury, whereas the sewer issue is much more

relevant to the community. The Council agreed to place the Underground Utility Policy lower on the priority list.

26. User Fee Study

Ms. Prince said she does not think this is a requirement and some communities do it every 10 years. She suggested it may be appropriate to wait until a Senior Planner is hired to conduct this study. The Council agreed to keep it on the list, but to defer action.

27. Utility Users Tax (UUT)

Ms. Prince said if this is not put on the ballot, it will automatically go up to 5.5%. At a future election, the Town can put it on the ballot to change it to a structure with the Council setting the percentage annually, up to 5.5%. The Council agreed this item should be removed from the list this year and it can be added to next year's priority list.

28. Zero Waste Event Ordinance

The Council agreed to remove this from the priority list.

Councilmember Wengert suggesting adding the OPEB Funding Options to the priority list as an ongoing issue on a medium priority basis.

Vice Mayor Hughes suggested adding Town Investments to the priority list as ongoing issues on a medium priority basis. He also suggested adding CCE Support to the priority list.

Town Manager Dennis said staff will provide Council with a formal proposal at the April 13, 2016, Council meeting.

(5) Council Liaison Committee and Regional Agencies Reports [8:42 p.m.]

Councilmember Wengert –Attended the March Parks & Recreation Committee meeting where they discussed opportunities that may come with the Town Center Master Plan update. She said they also discussed the organization of the Town Picnic. She said the Committee Survey will be circulated soon. She and Planning Director Pedro met with Tina Nguyen and Vic Schacter in preparation for the FAA community meeting, which they attended on March 7 in Los Altos. She said the FAA agreed to work directly with the Select Committee.

Councilmember Richards – Attended the Conservation Committee meeting. They had to postpone the scheduled Broom Pull due to weather, now rescheduled for the end of March.

Vice Mayor Hughes – Attended the ASCC meeting on February 22 where they discussed tree replacement landscaping on Zapata Way, a new residence on Ash Lane, a preliminary review for development of the three residences on three parcels at 1260 Westridge, and an entry gate on Portola Road. He attended the Bicycle, Pedestrian & Traffic Safety Committee meeting this morning where they heard concern from a public speaker regarding the safe routes to school trail on Alpine Road, particularly where it crosses Los Trancos. It had been suggested that this was basically a traffic condition related to a private business and, if they are looking for a CUP amendment as part of their renovation process, it may be feasible to work with them to come up with a solution to the crossings. He said they received an update from Cal Water on the Portola Road project and they estimated a completion date in June 2016. It was anticipated that resurfacing would begin in June with mostly surface seal except a few residential streets that would be overlays.

Mayor Derwin –Attended the Resource Management and Climate Protection meeting where they received an update on the San Mateo County Energy Watch Program; saw a presentation on the Climate

Action Plan; discussed changing the composition of the RMCP Committee; heard from PG&E regarding the upward trend in building plug load; and received a February 17 water report from BAWSCA. Attended the newly formed C/CAG Water Committee where they saw a presentation on the Coastal Regional Sediment Management Plan of the San Francisco Littoral Cell; received an update regarding the Clean and Healthy Bay Initiative (Measure AA), which will be on the June ballot; went over the Alternative Fuel Readiness Plan; elected Diane Papan to the Bicycle & Pedestrian Advisory Committee; and discussed the State Transportation Improvement Program. Mayor Derwin was nominated to be Vice Chair of C/CAG. Attended a Town Hall Meeting on Housing hosted by Jackie Speier. Attended the HEART meeting. Attended the Housing Gap Task Force Committee meeting. Attended the Council of Cities meeting where they had the City Selection Committee to fill the HEART Board. Mayor Derwin and two others filled three of the five open seats, with two seats left unfilled, to be voted on again in March. The Council had no recommendations and advised Mayor Derwin to use her own judgment in the March vote.

WRITTEN COMMUNICATIONS [9:19 p.m.]

(8) Town Council Digest – February 12, 2016

(9) Town Council Digest – February 19, 2016

(10) Town Council Digest – February 26, 2016

#5 – Email from Finance Committee Chair, Bill Urban re: Proposal to place a Measure on the November 2016 ballot with regard to the UUT.

Vice Mayor Hughes suggested that if the proposed UUT ballot measure is approved, it will be placed on the November 2017 ballot. Councilmember Wengert and Town Manager Dennis will meet with Mr. Urban to discuss it with him.

(11) Town Council Digest – March 4, 2016

#6 – Request from Nancy Lund, Town Historian re: Placement of a Historic Plaque on Shady Trail.

The Council decided that placement of a plaque on Shady Trail will be agendized at a near future meeting.

ADJOURNMENT [9:26 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MARCH 23, 2016

Date: 03/17/2016

Time: 3:51 pm

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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

AT&T	2/6 to 3/5 CALNET 3	17332	03/23/2016	
			03/23/2016	
P.O. BOX 9011	441		03/23/2016	0.00
CAROL STREAM	BOA	50458	03/23/2016	0.00
IL 60197-9011				102.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	102.34	0.00

Check No.	50458	Total:	102.34
Total for	AT&T		102.34

BIANCHINI MARKET	Meet & Greet for Town Manager	17301	03/23/2016	
			03/23/2016	
3130 ALPINE ROAD	0284		03/23/2016	0.00
PORTOLA VALLEY	BOA	50459	03/23/2016	0.00
CA 94028	14786			398.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	398.40	0.00

Check No.	50459	Total:	398.40
Total for	BIANCHINI MARKET		398.40

BW CONSTRUCTION	Storm Drain /Retaining Wall	17300	03/23/2016	
	Wayside 2		03/23/2016	
110 RUSSELL AVE	930		03/23/2016	0.00
PORTOLA VALLEY	BOA	50460	03/23/2016	0.00
CA 94028	1870			2,765.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	2,765.00	0.00

Check No.	50460	Total:	2,765.00
Total for	BW CONSTRUCTION		2,765.00

CALIFORNIA BLDG STANDARDS COMM	BSC Fee Report - Oct thru Dec	17302	03/23/2016	
			03/23/2016	
2525 NATOMAS PARK DRIVE	458		03/23/2016	0.00
SACRAMENTO	BOA	50462	03/23/2016	0.00
CA 95833				217.80

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	217.80	0.00

Check No.	50462	Total:	217.80
Total for	CALIFORNIA BLDG STANDARDS C		217.80

CALIFORNIA WATER SERVICE CO	2/1 to 3/10 Statements	17329	03/23/2016	
			03/23/2016	
3525 ALAMEDA DE LAS PULGAS	0011		03/23/2016	0.00
MENLO PARK	BOA	50463	03/23/2016	0.00
CA 94025844				6,801.07

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MARCH 23, 2016

Date: 03/17/2016

Time: 3:51 pm

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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
05-64-4330	Utilities	6,801.07	0.00

Check No.	50463	Total:	6,801.07
Total for	CALIFORNIA WATER SERVICE CC		6,801.07

CAL-WEST INC	Repair Lighted Crosswalk	17334	03/23/2016	
		00006360	03/23/2016	
P.O. BOX 612035	1364		03/23/2016	0.00
SAN JOSE	BOA	50461	03/23/2016	0.00
CA 95161-2035	160148			1,842.81

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	1,842.81	1,842.81

Check No.	50461	Total:	1,842.81
Total for	CAL-WEST INC		1,842.81

CARDUCCI & ASSOCIATES INC	Athletic Field Topdressing	17303	03/23/2016	
			03/23/2016	
555 BEACH STREET, FOURTH FLOOR	0344		03/23/2016	0.00
SAN FRANCISCO	BOA	50464	03/23/2016	0.00
CA 94133	8866			2,867.89

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4210	P&R Consultants	2,867.89	0.00

Check No.	50464	Total:	2,867.89
Total for	CARDUCCI & ASSOCIATES INC		2,867.89

CITY OF REDWOOD CITY (IT)	February IT Support	17330	03/23/2016	
			03/23/2016	
P.O. BOX 3629	586		03/23/2016	0.00
REDWOOD CITY	BOA	50465	03/23/2016	0.00
CA 94064	BR39267			2,111.08

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

Check No.	50465	Total:	2,111.08
Total for	CITY OF REDWOOD CITY (IT)		2,111.08

COTTON SHIRES & ASSOC. INC.	SMTA Road Widening Prog	17304	03/23/2016	
	Remaining Balance		03/23/2016	
330 VILLAGE LANE	0047		03/23/2016	0.00
LOS GATOS	BOA	50466	03/23/2016	0.00
CA 95030-7218				2,948.70

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	909.38	0.00
08-68-4537	SMTA Road Project	2,039.32	0.00

Check No.	50466	Total:	2,948.70
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State/Province	Zip/Postal	Invoice Number		Check Amount

Total for COTTON SHIRES & ASSOC. INC. 2,948.70

CSG CONSULTANTS INC	January Bldg Insp Svcs	17311	03/23/2016	
			03/23/2016	
550 PILGRIM DRIVE	622		03/23/2016	0.00
FOSTER CITY	BOA	50467	03/23/2016	0.00
CA 94404	5781			10,640.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	10,640.00	0.00

Check No. 50467 Total: 10,640.00

Total for CSG CONSULTANTS INC 10,640.00

CULLIGAN	March Service	17306	03/23/2016	
			03/23/2016	
1785 RUSSELL AVE	0250		03/23/2016	0.00
SANTA CLARA	BOA	50468	03/23/2016	0.00
CA 95054-2032	41354			41.20

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

Check No. 50468 Total: 41.20

Total for CULLIGAN 41.20

DEPARTMENT OF CONSERVATION	SMISHMF, Oct - Dec	17335	03/23/2016	
Division of Administrative			03/23/2016	
801 K STREET MS22-15	0054		03/23/2016	0.00
SACRAMENTO	BOA	50469	03/23/2016	0.00
CA 95814-3531				629.19

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	629.19	0.00

Check No. 50469 Total: 629.19

Total for DEPARTMENT OF CONSERVATIO 629.19

E M ROOFING	C&D Dep Refund, 15 Valley Oak	17308	03/23/2016	
			03/23/2016	
843 7TH AVENUE	0471		03/23/2016	0.00
REDWOOD CITY	BOA	50470	03/23/2016	0.00
CA 94063				1,000.00

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

Check No. 50470 Total: 1,000.00

Total for E M ROOFING 1,000.00

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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
ESRI, INC.	ArcGIS for Desktop Single Use	17310	03/23/2016	
	Primary and Secondary Maint	00006359	03/23/2016	
FILE #54630	0212		03/23/2016	0.00
LOS ANGELES	BOA	50471	03/23/2016	0.00
CA 90074-4630	93104265			1,817.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,817.00	1,817.00

Check No.	50471	Total:	1,817.00
Total for	ESRI, INC.		1,817.00

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
HILLYARD, INC	Restroom Supplies/Janitorial	17336	03/23/2016	
			03/23/2016	
P.O. BOX 874338	531		03/23/2016	0.00
KANSAS CITY	BOA	50472	03/23/2016	0.00
MO 64187-4338	601991609			303.54

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	101.18	0.00
05-66-4341	Community Hall	101.18	0.00
25-66-4340	Building Maint Equip & Supp	101.18	0.00

Check No.	50472	Total:	303.54
Total for	HILLYARD, INC		303.54

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
HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit/Contract Svcs	17312	03/23/2016	
	1st Qtr		03/23/2016	
1340 VALLEY VISTA DRIVE	1128		03/23/2016	0.00
DIAMOND BAR	BOA	50473	03/23/2016	0.00
CA 91765	0024954-IN			1,198.49

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,198.49	0.00

Check No.	50473	Total:	1,198.49
Total for	HINDERLITER, DE LLAMAS & ASSOC		1,198.49

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
INTERSTATE TRAFFIC CNTRL	Street Signage	17313	03/23/2016	
			03/23/2016	
1700 INDUSTRIAL ROAD, STE B	564		03/23/2016	0.00
SAN CARLOS	BOA	50474	03/23/2016	0.00
CA 94070	209292			451.19

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	451.19	0.00

Check No.	50474	Total:	451.19
Total for	INTERSTATE TRAFFIC CNTRL		451.19

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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

JENSEN LANDSCAPE SERVICES INC	Landscape Maint, Ford Field	17314	03/23/2016	
			03/23/2016	
1983 CONCOURSE DRIVE	849		03/23/2016	0.00
SAN JOSE	BOA	50475	03/23/2016	0.00
CA 95131	156570			12,430.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	12,430.00	0.00

Check No.	50475	Total:	12,430.00
Total for	JENSEN LANDSCAPE SERVICES I		12,430.00

JORGENSON SIEGEL MCCLURE & FLEGEL	February Statement	17315	03/23/2016	
			03/23/2016	
1100 ALMA STREET	0089		03/23/2016	0.00
MENLO PARK	BOA	50476	03/23/2016	0.00
CA 94025				6,845.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,980.00	0.00
96-54-4186	Attorney - Charges to Appls	865.00	0.00

Check No.	50476	Total:	6,845.00
Total for	JORGENSON SIEGEL MCCLURE &		6,845.00

KUTZMANN & ASSOCIATES	February Plan Check	17316	03/23/2016	
			03/23/2016	
39355 CALIFORNIA STREET	0090		03/23/2016	0.00
FREMONT	BOA	50477	03/23/2016	0.00
CA 94538				4,153.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	4,153.75	0.00

Check No.	50477	Total:	4,153.75
Total for	KUTZMANN & ASSOCIATES		4,153.75

MCCLLENAHAN CONSULTING, LLC	ROW Tree Trimming/Maintenance	17317	03/23/2016	
			03/23/2016	
1 ARASTRADERO RD	832		03/23/2016	0.00
PORTOLA VALLEY	BOA	50478	03/23/2016	0.00
CA 94028	2260			175.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4210	P&R Consultants	175.00	0.00

Check No.	50478	Total:	175.00
Total for	MCCLLENAHAN CONSULTING, LLC		175.00

MIG-TRA	Environmental Consulting Svcs	17318	03/23/2016	
	Springdown Pond Project		03/23/2016	
800 HEARST AVE	1417		03/23/2016	0.00
BERKELEY	BOA	50479	03/23/2016	0.00
CA 94710	43187			3,201.25

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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

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	3,201.25	0.00

Check No.	50479	Total:	3,201.25
Total for	MIG-TRA		3,201.25

PECKHAM & MCKENNEY	Town Manager Recruitment-Final	17333	03/23/2016	
			03/23/2016	
300 HARDING BLVD., STE. 106E	1403		03/23/2016	0.00
ROSEVILLE	BOA	50480	03/23/2016	0.00
CA 95678				455.51

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	455.51	0.00

Check No.	50480	Total:	455.51
Total for	PECKHAM & MCKENNEY		455.51

PG&E	February Statements -Remaining	17331	03/23/2016	
			03/23/2016	
BOX 997300	0109		03/23/2016	0.00
SACRAMENTO	BOA	50481	03/23/2016	0.00
CA 95899-7300				484.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	484.35	0.00

Check No.	50481	Total:	484.35
Total for	PG&E		484.35

CYNTHIA RICHARDSON	February Planning Consult Svcs	17339	03/23/2016	
dba Richardson Consulting			03/23/2016	
24 CAMPBELL LANE	1250		03/23/2016	0.00
MENLO PARK	BOA	50482	03/23/2016	0.00
CA 94025				10,972.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	10,972.50	0.00

Check No.	50482	Total:	10,972.50
Total for	CYNTHIA RICHARDSON		10,972.50

SAN MATEO CO INF SERVICES	February Microwave	17305	03/23/2016	
			03/23/2016	
455 COUNTY CENTER, 3RD FLOOR	0307		03/23/2016	0.00
REDWOOD CITY	BOA	50483	03/23/2016	0.00
CA 94063	1YPV11602			76.00

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

Check No.	50483	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

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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

SHARP BUSINESS SYSTEMS	February Copies	17321	03/23/2016	
			03/23/2016	
DEPT. LA 21510	0199		03/23/2016	0.00
PASADENA	BOA	50484	03/23/2016	0.00
CA 91185-1510	C896815-541			347.82

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	347.82	0.00

Check No.	50484	Total:	347.82
Total for	SHARP BUSINESS SYSTEMS		347.82

SMALL BUSINESS BENEFIT PLAN TR	April Dental/Vision	17322	03/23/2016	
			03/23/2016	
	0132		03/23/2016	0.00
BELMONT	BOA	50485	03/23/2016	0.00
CA 94002-0156				1,252.80

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	1,252.80	0.00

Check No.	50485	Total:	1,252.80
Total for	SMALL BUSINESS BENEFIT PLAN		1,252.80

STATE COMP INSURANCE FUND	Policy Term Remaining Due	17323	03/23/2016	
			03/23/2016	
PO BOX 748170	0122		03/23/2016	0.00
LOS ANGELES	BOA	50486	03/23/2016	0.00
CA 90074-8170				2,106.89

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	2,106.89	0.00

Check No.	50486	Total:	2,106.89
Total for	STATE COMP INSURANCE FUND		2,106.89

THERMAL MECHANICAL, INC	HVAC/Delta Controls Maint Svcs	17324	03/23/2016	
			03/23/2016	
425 ALDO AVENUE	955		03/23/2016	0.00
SANTA CLARA	BOA	50487	03/23/2016	0.00
CA 95054	PM-65498			1,495.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	1,495.00	0.00

Check No.	50487	Total:	1,495.00
Total for	THERMAL MECHANICAL, INC		1,495.00

TKO GENERAL ENGINEERING	Alpine Road Shoulder Widening	17325	03/23/2016	
	Project #2015-PW02		03/23/2016	
PO BOX 620698	1388		03/23/2016	0.00
WOODSIDE	BOA	50488	03/23/2016	0.00
CA 94062				8,899.00

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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

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	2,744.46	0.00
08-68-4537	SMTA Road Project	6,154.54	0.00

Check No.	50488	Total:	8,899.00
<u>Total for</u>	<u>TKO GENERAL ENGINEERING</u>		<u>8,899.00</u>

TOWNSEND MGMT, INC	Jan Applicant Charges	17337	03/23/2016	
			03/23/2016	
P.O. BOX 24442	609		03/23/2016	0.00
SAN FRANCISCO	BOA	50489	03/23/2016	0.00
CA 94124	200064-01-16			1,955.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,955.00	0.00

TOWNSEND MGMT, INC	Feb Applicant Charges	17338	03/23/2016	
			03/23/2016	
P.O. BOX 24442	609		03/23/2016	0.00
SAN FRANCISCO	BOA	50489	03/23/2016	0.00
CA 94124	200064-02-16			1,955.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,955.00	0.00

Check No.	50489	Total:	3,910.00
<u>Total for</u>	<u>TOWNSEND MGMT, INC</u>		<u>3,910.00</u>

TYLER TECHNOLOGIES INC	CIP Permit Tracking Software	17326	03/23/2016	
	Execution of Services		03/23/2016	
P.O. BOX 203556	0240		03/23/2016	0.00
DALLAS	BOA	50490	03/23/2016	0.00
TX 75247-8142	025-137217			4,567.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4539	Permit Tracking Software	4,567.50	0.00

Check No.	50490	Total:	4,567.50
<u>Total for</u>	<u>TYLER TECHNOLOGIES INC</u>		<u>4,567.50</u>

VERIZON WIRELESS	February Cellular	17327	03/23/2016	
			03/23/2016	
P.O. BOX 660108	0131		03/23/2016	0.00
DALLAS	BOA	50491	03/23/2016	0.00
TX 75266-0108	9761101566			255.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	255.25	0.00

Check No.	50491	Total:	255.25
<u>Total for</u>	<u>VERIZON WIRELESS</u>		<u>255.25</u>

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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
WEMORPH INC	Stationery Supplies	17328	03/23/2016	
			03/23/2016	
1671 IROQUIOS ROAD	1360		03/23/2016	0.00
ROCKLIN	BOA	50492	03/23/2016	0.00
CA 95765				164.54
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	164.54	0.00	

Check No.	50492	Total:	164.54
Total for	WEMORPH INC		164.54

Total Invoices:	36	Grand Total:	97,927.86
		Less Credit Memos:	0.00
		Net Total:	97,927.86
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	97,927.86

**TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 23, 2016**

Claims totaling \$97,927.86 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 _____

Jeremy Dennis, 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: Howard Young, Public Works Director

DATE: March 23, 2016

RE: **2015/2016 Street Resurfacing Project- Surface Seals
Project #2015-PW05**

RECOMMENDATION

1. Adopt the attached resolution approving plans and specifications for the 2015/2016 Street Resurfacing project and calling for sealed bids for this project.
2. Authorize the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$500,000. This would include authorization to add to (or subtract from) the project, additional work as recommended by the Public Works Director if the allocated amount allows, in an effort to maximize paved areas and utilize the entire allocated amount.

DISCUSSION

The preparation of construction documents for this year's street resurfacing program is completed. This project will repair roadway base and apply a preventative maintenance surface seal on those streets shown on Exhibit A. Also included are bid additive alternate streets which can be selected if the budget allows. Bid award will be based on the base bid amount.

The streets selected for treatment this year were based on the Town's Pavement Management System and field surveys. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk.

The following is our anticipated project schedule for this project weather dependent:

Town publicly advertises for the project:	Week of March 23, 2016
Bid Opening:	Week of April 18, 2016

Town Manager awards contract:	Week of May 2, 2016
Construction begins:	Week of May 16, 2016
Construction completed:	Week of June 30, 2016

FISCAL IMPACT

The estimated cost of the base bid of this street resurfacing project is \$500,000 including an 8% construction contingency. The base bid estimated cost does not include the additive bid alternate streets. The adopted 2015/2016 budget for the Annual Street Resurface project is \$500,000.

ATTACHMENTS

1. Exhibit A – Street list
2. Resolution

APPROVED – Jeremy Dennis, Town Manager

Attachment 1

Exhibit A
Street List

	Street	From	To
	Base Bid		
1	Alhambra Court	Beginning	End
2	Alpine Road	Willowbrook Drive	Corte Madera Road
3	Ann Road	Beginning	End
4	Cervantes Road	Shawnee Pass (north)	Arapahoe Court
5	Cherokee Court	Beginning	End
6	Cherokee Way	Beginning	End
7	Corte Madera	Beginning	End
8	Escobar Road	Beginning	End
9	Indian Crossing	Beginning	End
10	Larguita Way	Beginning	End
11	Los Trancos Road	Oak Forest Court	Town Limit
12	Solana Road	Beginning	End
13	Westridge Drive	1145 Westridge Drive	Paloma
14	Westridge Drive	Portola Road	Mapache Drive
	Bid Additive Alternates		
15	Degas Road	Beginning	End
16	Granada Court	Beginning	End

Attachment #2

RESOLUTION NO. _____ - 2016

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
2015/2016 STREET RESURFACING PROJECT – SURFACE SEALS
No. 2015-PW05

The Town Council of the Town of Portola Valley does RESOLVE as follows:

Section 1. The Town Council hereby approves and adopts plans and specifications for the work in the Town of Portola Valley known as the 2015/2016 Street Resurfacing Project – Surface Seals No. 2015-PW05.

Section 2. Due to public interest and convenience, the Town Council hereby orders that the work and improvements, as set forth and described in said plans and specifications, be performed. The Town Council further orders that all of the work and improvements will be done under the direction of and to the satisfaction of the Public Works Director; and all of the work shall be done in accordance with the plans and specifications.

Section 3. Not less than the prevailing rate of per diem wages and holiday and overtime work shall be paid for any work proposed to be performed in the performance of the public work under the plans and specifications.

Section 4. The Town Clerk of the Town is hereby directed to post by two (2) successive postings in the three (3) public places that have been designated by ordinance as the places for posting public notices, there being no newspaper published in the Town, and not less than five (5) days apart, a notice inviting sealed proposals or bids for the construction of the work and improvements and referring to the plans and specifications on file in the Office of the Town Clerk, the first of which postings shall be at least ten (10) days prior to the time fixed for opening bids.

Section 5. All proposals or bids shall be accompanied by a certified check payable to the order of the Town, or cash, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to the Town, signed by a corporate surety or by the bidder and two sureties who shall justify before any officer competent to administer an oath, in double said amount and over and above all statutory exemptions. The check shall be forfeited, or the bond shall become payable to the Town, if the bidder does not, after the contract has been awarded, and within the time specified in the plans and specifications, enter into a contract with the Town, in the form set forth in the specifications. The faithful performance of the contract shall be assured by an undertaking in the amount of one

hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of the bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 11:00 a.m., on the 19th day of April, 2016, or other later date as directed by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than forty five (45) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Town notice in writing of the withdrawal of such bid on proposal. The Public Works Director is authorized to add or subtract work to comply with budget requirements.

Section 7. The Town Council of the Town hereby reserves the right to reject any and all bids.

PASSED AND ADOPTED this 23rd day of March 2016.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: March 23, 2016

RE: Adoption of an Records Retention Schedule

RECOMMENDATION

It is recommended that the Town Council approve the resolution adopting an updated Records Retention Schedule for the Town of Portola Valley.

BACKGROUND

The purpose of the Records Retention Schedule is to establish a policy for the management, preservation and protection of the Town's records and to assign retention periods for those records. Records retention is informed by a number of different laws, including, but not limited to, the California Code of Civil Procedure, the Government Code and the Elections Code. However, the fundamental law regarding records retention is Government Code Section 34090, which provides generally that records must be maintained for a minimum of two years.

The current Records Retention Schedule was adopted in December 1998 by Resolution 1692-1998. The schedule has since gone through a comprehensive review. The Town Clerk has reviewed the schedule against the Secretary of State and California City Clerks Association's recommendations for retention. The Town Attorney has reviewed the regulations referenced in the schedule that form the basis for the retention time.

DISCUSSION

The majority of the changes are administrative cleanup of the schedule. Two record categories were removed from the schedule as the Town does not retain the records (e.g. records retained by the Sheriff such as traffic citations, which the Town does not retain in the ordinary course of business). Revisions were also made to increase the retention length for items related to purchases, receipts (from 4 to 5 years), training materials and safety inspections (from 5 to 7 years) to comply with current law and Town policy.

ATTACHMENTS

1. Resolution
2. Retention Schedule

Jeremy Dennis, Town Manager

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ADOPTING A
RECORDS RETENTION SCHEDULE**

WHEREAS, the destruction of certain public records is authorized by State law in Government Code sections 34090, et seq.: and

WHEREAS, a system for the retention of documents and the regular scheduling of destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes is deemed appropriate; and

WHEREAS, the Town Clerk is responsible for the overall Town Records Management Program; and

WHEREAS, the Town Attorney has reviewed and approved the proposed Records Retention Schedule.

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

1. The Council hereby authorizes the Town Manager to maintain and destroy records in accordance with Retention Schedule, attached hereto and incorporated herein by reference, subject to the written approval of the Town Attorney prior to any proposed destruction (as required by State law).
2. Any exceptions for destroying records that are not in accordance with the approved Retention Schedules are subject to approval by the Town Council.
3. The Town Council determines that the Retention Schedule be reviewed annually by the Town Clerk and proposed changes be approved by the Town Council.

PASSED AND ADOPTED this 23rd day of March, 2016.

By: _____
Mayor

ATTEST:

Town Clerk

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
01	LEGAL – Litigation Case Files	Town Admin	ACT	10 years	ACT + 10 years	Yes: Until RES	CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6
Files maintained at Law Firm are property of the Town.							
02	CLAIMS AGAINST TOWN – Complaints and Claims filed Against the Town	Town Admin	ACT + 5 years	0	ACT + 5 years	No/No	CCP §§ 337 et seq.; GC §§ 911.2, 945, 12946, 25105.5, 34090, 34090.6; PC §§ 801.5, 803 (c), VC 2547
03	MUNICIPAL CODE VIOLATIONS	Town Admin	PERM	0	PERM	Yes/No	GC§34090. Keep one for historical record.
04	CODIFICATION – History and working files of ordinance codification	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/No	GC§34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
05	TOWN COUNCIL – Ordinances, Resolutions (including Planning), Proclamations, Municipal Code	Town Admin	PERM	0	PERM	Yes/Yes	GC §34090
Duplicate copy of record should be stored off-site for vital records protection.							
06(a)	TOWN COUNCIL MEETINGS – Council Minutes, Agendas, Packets	Town Admin	PERM	0	PERM	Yes/Yes	GC §34090
Duplicate copy of record should be stored off-site for vital records protection.							
Tapes of meetings to be kept until minutes approved or a minimum of 90 days.							
06(b)	TOWN COUNCIL MEETINGS – Notices of Special Meetings, Cancellations, Order of Adjournments, Affidavits of Posting, Weekly Digest, Commendations, Certificates, Council Appointments	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP §§ 337 et seq., 349.4; GC §§34090, 54960.1(c)(1)
07	TOWN GOVERNANCE – Boards and Commission, Application/Notices for Appointment or Termination, Oaths of Office	Town Admin	TERM + 5 years	0	TERM + 5 years	No/No	Department preference; Statute of Limitations: Public official misconduct is discovery of offense+ 4 years; Statewide guidelines propose appointment+ 5 years; GC § 34090; PC §§ 801.5, 803c

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
08(a)	RECORDS MANAGEMENT – Transfer Sheets, Destruction Lists	Town Admin	PERM	0	PERM	No/Yes	Department Preference; GC § 34090 et seq.
08(b)	RECORDS MANAGEMENT – Retention Schedule, Program Manual, Box Inventory, Files Database	Town Admin	CUR + 4 years	0	CUR + 4 years	No/Yes	Maintain only current version; GC § 34090 et seq.
09(a)	CONTRACTS – Construction, Joint Power Authority, Franchises	Town Admin	PERM	0	PERM	No*/Yes while current	Department Preference; All Infrastructure, JPAs & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years, 10 years for Errors & Omissions: land records are permanent by law; CCP §§337, 337.1 (a), 337.15, 343; GC §34090.
*Once contract has terminated it is no longer vital. Duplicated copy to be stored as vital backup. Record may be digitized after 2 years.							
09(b)	CONTRACTS – Service, Equipment, Maintenance	Town Admin	TERM + 2 years	3 years	TERM + 5 years	No/No	Statute of Limitations: Contracts (E&O does not apply), Contracts & Spec's=4 years.GC§§ 34090, 34090.7

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
10	FRANCHISES – Reports, Correspondence, Rates	Town Admin	PERM	0	PERM	No/Yes	Department Preference; Secretary of State says permanent; CCP §§ 337.2, 343; GC §34090
11	REAL PROPERTY – Leases and Liens	Town Admin	PERM	0	PERM	No/Yes	GC§34090
The record is vital while it is active.							
12	COUNCIL ROSTER	Town Admin	PERM	0	PERM	Yes/No	Historical value; GC §34090
13	TOWN HISTORY – Program Information, Gifts, Press Releases, Newspaper Articles, City Publications, City Newsletters, Trail Maps	Town Admin	PERM	0	PERM	Yes/No	Historical value; GC §34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
14	ARTIFACTS – Logo, Seal, and Flag (items of historic nature)	Town Admin	PERM	0	PERM	Yes/No	Town Clerk determines historical significance; records can address variety of subjects/media; some media (e.g. audio/video tape) may be limited because of media's life expectancy. GC §34090
One of each item to be retained for historical purposes.							
15	TOWN CEREMONIES/SPECIAL EVENTS – Public Service Awards, City Birthday, Dedications, Annual Events, Historic School House	Town Admin	PERM	0	PERM	Yes/No	Town Clerk determines historical significance; records can address variety of subjects/media; some media (e.g. audio/video tape) may be limited because of media's life expectancy. GC §34090
16	TOWN BUDGET	Town Admin	PERM	0	PERM	Yes/Yes	Department Preference (copies); must be filed with County Auditor; GC §§ 34090.7, 40802, 53901
One copy of each budget cycle to be retained for historical purposes.							
17	SB 90 STATE CLAIMS – Reimbursement Claims filed with the State	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/No	Town Policy

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
18(a)	ELECTION – Nomination Reference Material for an Election Calendar, Voter Information, Finances	Town Admin	TERM + 2 years	2 years	TERM + 4 years	No/No	EC § 17100; GC § 81009(b)
18(b)	ELECTION – Certificate of Elections (Results), Precinct Maps and Rosters, Candidate Statements	Town Admin	PERM	0	PERM	Yes/No	GC §34090
18(c)	ELECTION – Petitions, Initiatives, Referendum, Recall, Ballots, Ballot Measures	Town Admin	CUR + 1 year	0	CUR + 1 year	No/No	EC § 17100, 17400
Petitions are CONFIDENTIAL							
19	FPPC – Statement of Economic Interest Form 700	Town Admin	CUR + 2 years	5 years	CUR + 7 years	No/No	GC § 81009(e)

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
20(a)	FPPC – Campaign Disclosure of Elected Officials	Town Admin	PERM	0	PERM	Yes/No	GC § 81009(b)(g)
20(b)	FPPC – Campaign Disclosure of Nonelected Members and other Committees or Measures	Town Admin	TERM + 2 years	5 years	TERM + 7 years	No/No	GC § 81009(b)(e)
21	REGULATIONS – Fair Employment Practices Act, Medical Standards, ADA Requirements	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC §34090
22(a)	ASSESSMENT DISTRICTS – Annual Assessments, Budgets, Contracts, Maps	Town Admin	PERM	0	PERM	Yes/No	GC §34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
22(b)	ASSESSMENT DISTRICTS – Correspondence, Notes, Working Documents	Town Admin	CUR + 2 years	8 years	CUR + 10 years	No/No	GC §34090
23	REPORTS – Invoice Postings Daily, Month End Expense and Revenue Report, Batch Reports, Check Register	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/No	GC §34090
24	ACCOUNTS PAYABLE – Checks, and Payroll Warrants, Employee Expenses, Check Copies, Sales & Use Tax, Invoices, Bills, Demands, Credit Card Transactions, Request for Payment, Reimbursements, Work Authorizations, Petty Cash	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/No	GC §§34090, 34090.7; CCP §337
25	TAXES – Board of Equalization, Sales Tax, Revenue Fund Report, Property Tax Report, Utility Users Tax, Gas Tax, County Tax, Appointment Report, Franchise Tax	Town Admin	CUR + 2 years	8 years	CUR + 10 years	No/No	GC §34090; 29 CFR 516.2

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
26	CHART OF ACCOUNTS	Town Admin	PERM	0	PERM	Yes/No	GC §34090
27	UNEMPLOYMENT INSURANCE	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/Yes	GC §34090 et seq.
28(a)	AUDITS – Final Report	Town Admin	PERM	0	PERM	Yes/No	GC §34090
28(b)	AUDITS – Work Papers	Town Admin	AUDIT + 5 years	0	AUDIT + 5 years	Yes/No	GC §34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
29	BANKING RECORDS – Statements, Stop Payments, Reconciliations, Deposit Records	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/Yes	GC §§ 34090, 43900 et seq.; FC § 30201
30	REPORTS – Arbitrage, Month End, Reconciliations, Fixed Asset Inventory, Treasurer’s Report	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/Yes	GC §34090 et seq.
31	YEAR END – Closing Reports, Financial Statements, Annual Reports, State Controllers, Tax Returns	Town Admin	CUR + 2 years	PERM	PERM	Yes/No	GC §34090; 29 USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530; 29 CFR 516.5-516.6
32	GENERAL LEDGER – Trial Balance, Operating Statements, Activity Reports	Town Admin	PERM	0	PERM	No/Yes	GC §34090; CCP 337
Duplicate copy of record should be stored off-site for vital records protection.							

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
33	PROPERTY TAX – County Tax Rates and Property Valuation	Town Admin	CUR + 5 years		CUR + 5 years	No/No	GC §§ 34090
Duplicate of County.							
34	SOFTWARE LICENSES – Maintenance Agreements, Warranties, Installation Media	Town Admin	TERM + 2 years	0	TERM + 2 years	No/Yes While Active	GC §34090
Duplicate copy of record should be stored off-site for vital records protection.							
35	RETIREMENT – PERS Payments, Reports, Retirement Contributions	Town Admin	PERM	0	PERM	No/Yes	29 CFR 1627.3(2); GC §§ 12946, 34090; 7501 et seq.
36(a)	BENEFITS – COBRA	Town Admin	PERM	0	PERM	No/Yes	29 CFR 1600.1-1
Duplicate copy of record should be stored off-site for vital records protection.							

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
36(b)	BENEFITS – Benefits, Pay Plans, Deduction and Benefit Reports, Deferred Compensation	Town Admin	PERM	0	PERM	No/Yes Current Year	12 CFR 92.42 .4; 29 CFR 1627.3(2); GC §§ 12946, 34090
Duplicate copy of record should be stored off-site for vital records protection.							
37	TIME TRACKING – Hourly Tracking, Payroll Register, Processing, Disbursements, Recap Sheets, Deductions	Town Admin	PERM	0	PERM	No/Yes Current Year	29 CFR 516.2, .5, .6; GC §§ 34090, 37207
Duplicate copy of record should be stored off-site for vital records protection.							
38	TAXES – Payroll (Quarterly), Year-End, Tax Tables, W-2s, W-3s, Unemployment, 1099 Statements	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/Yes Current Year	GC § 34090; 29 USC 436; 26 CFR 31.6001.1-4; R&T 19530; 29 CFR 516.5-516.6
Duplicate copy of record should be stored off-site for vital records protection.							
39	BIDDERS LIST	Town Admin	Cur + 2 years	0	2 years	No/No	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
40	BIDS/Proposals – Unsuccessful Bids, Specifications, Requests for Proposals, Bid Quotes	Town Admin	CUR	2 years	CUR + 2 years	No/No	GC § 34090
41	PURCHASES – Purchase Orders, Specifications, Proposals, Bids, Requisitions, Encumbrances, Bills of Shipping, Packing Slips	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/Yes	GC § 34090; CCP 337
42	EQUIPMENT – Check Out Logs, Property Identification	Town Admin	CUR + 2 years	8 years	CUR + 10 years	No/Yes	GC § 34090
43	PRODUCT INFORMATION – Notebooks on different products	Town Admin	CUR	0	CUR	No/No	Town Policy

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
44	REPORTS – Write-offs, Monthly, Reconciliation, Ledgers, Aging Reports	Town Admin	CUR + 2 years	1 year	CUR + 3 years	No/No	GC § 34090
45(a)	BUSINESS LICENSES – Applications, Renewals (Not necessary to keep copy of actual license)	Town Admin	TERM	4 years	TERM + 4 years	No/Yes	GC § 34090; CCP 337
45(b)	BUSINESS LICENSES – Letters, Payments, Master Lists	Town Admin	TERM	4 years	TERM + 4 years	No/Yes	GC § 34090; CCP 337
46	FEES – Schedules, Payments	Town Admin	CUR	5 years	CUR + 5 years	No/No	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
47	REVENUE FOLDERS – Fines and Forfeitures, Disaster Assistance, Grants, CDBG Billing Grants	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/Yes	GC § 34090; CCP 338
48	RECEIPTS - Cash, Receipt Books, Collections, Fines, Deposit Slips	Town Admin	AUDIT	5 years	AUDIT + 4 years	No/Yes	GC § 34090; CCP 337
49	RECEIVABLES - Miscellaneous Paid Receivables	Town Admin	AUDIT	4 years	AUDIT + 5 years	No/Yes	GC § 34090; CCP 338
50	CITATIONS - Master Register, Voids & Adjustments, Manual Notices, Paid Citation Register	Town Admin	CUR + 2 years	0	CUR + 2 years	No/Yes Until Paid	GC §§ 34090, 34090.7

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
51	ANIMAL LICENSES - Stable Permits, Reports	Town Admin	ACT + 2 years	0	ACT + 2 years	No/No	GC § 34090 et seq.
52	FACILITIES - Room Leases, Reservations, Applications, Receipts, Light Usage, Invoices, Inspections, Deposits, Waivers, Class Registrations	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/No	GC § 34090
53(a)	FIELD & PARKS - Grounds Inspection	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC § 34090
53(b)	FIELD & PARKS - Use Permits, Fees, Invoices, Deposits, Cash Receipts, Schedules	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC §34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
54	SERVICE REQUESTS	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC § 34090 et seq.
55	AFFIRMATIVE ACTION – Complaints and EEOC Reports	Town Admin	CUR + 3 years	0	CUR + 3 years	No/No	GC § 34090; 29 CFR 1602.30; 29 CFR 1602.32
56	CLASSIFICATION – Job Descriptions, Job Classes, Reclassifications	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/No	GC §§ 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607
57	COMPENSATION – Salary Schedule, Management Compensation	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/Yes while current	GC §34090; 29 CFR 516.2
Duplicate copy of record should be stored off-site for vital records protection.							

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
58	EMPLOYEE FILES	Town Admin	TERM + 2 years	8 years	TERM + 10 years	No/Yes	29 CFR 516.6; 29 CFR 1607.4; 29 CFR 1602.30; 29 CFR 1602.31; GC § 3300 et seq.
Training certificates to be placed in employee personnel file.							
Medical files is SEPARATION + 30 years.							
59	LABOR – Grievances	Town Admin	TERM + 2 years	8 years	TERM + 10 years	No/Yes	29 CFR 1602.31; 29 CFR 1627.3(b)(ii); GC §§ 12946,12960, 34090; 29 USC 1113, LC § 1174;
60	RECRUITMENT – Applications, Job Postings, Notices, Descriptions, Oral Boards, Eligibility, Testing, Resumes	Town Admin	CUR + 1 year	2 years	CUR + 3 years	No/No	GC § 12946; GC § 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
61(a)	TRAINING – Classes, Rosters, Schedules, Career Development, Sign-ins	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/No	8 CCR §3203 et seq.; 8 CCR 14300.33 (a); 29 CFR 1627.3(b)(2); 29 CFR 1904.33; 29 CFR 1904.44; LC § 6429(c); GC §§12946, 34090, 53235.2(b)

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
61(b)	TRAINING - Material including videos, audio tapes, handouts	Town Admin	CUR + 2 years	3 years	CUR + 7 years	No/No	8 CCR §3203 et seq.; 8 CCR 14300.33 (a); 29 CFR 1627.3(b)(2); 29 CFR 1904.33; 29 CFR 1904.44; LC § 6429(c); GC §§12946, 34090, 53235.2(b)
62	ACCIDENTS – Employee Accidents/ Incidents, No Property Damage Police Report, Authorizations	Town Admin	Settlement + 2 years	3 years	Settlement + 5 years	No/No	GC § 34090
63	SAFETY INSPECTIONS - CALOSHA Inspections, Negative Actions, Disciplinary Points, Corrective Measures	Town Admin	CUR + 2 years	3 years	CUR + 7 years	No/No	8 CCR §3203(b)(1), GC §34090; LC § 6429(c)
64(a)	WORKERS COMPENSATION RECORDS	Town Admin	PERM	0	PERM	No/Yes	8 CCR 15400.2; LC 110-139.6; GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
64(b)	WORKERS COMPENSATION RECORDS – Claim Runs	Town Admin	PERM	0	PERM	No/Yes	8 CCR 15400.2; LC 110-139.6; 8 CFR 15400.2; GC § 34090
65	INSURANCE POLICIES – Certificates for Benefits and Special Events, Use of Facilities, Liability/Property	Town Admin	PERM	0	PERM	No/Yes	GC § 34090
Duplicate copy should be stored off-site for vital records protection.							
66	COMMUNITY RELATIONS – Citizen Volunteers, Home Owners Associations	Town Admin	CUR + 5 years	0	CUR + 5 years	No/No	GC § 34090; 19 CCR 2570,
67	LICENSES/PERMITS – Charitable Solicitation, Amplified Sound	Town Admin	TERM + 2 years	0	TERM + 2 years	No/Yes	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
68	TRAFFIC CONTROL – Radar Trailer Surveys, Special Event Action Plans, Traffic Counts	Town Admin	CUR + 10 years	0	CUR + 10 years	No/No	GC § 34090
69	MISCELLANEOUS PARKING	Town Admin	CUR + 2 years	0	CUR + 2 years	No/Yes	GC § 34090
70	SOLID WASTE – Recycling(SARE), Recycling Centers, Composting, Reports, GreenWaste, AB939 Reports	Town Admin	CUR + 10 years	0	CUR + 10 years	No/No	GC § 34090 et seq.
71	FIXED ASSET INVENTORY	Town Admin	AUDIT	5 years	AUDIT + 5 years	No/Yes	GC § 34090
72	HAZARDOUS MATERIALS MANAGEMENT – Purchase, License, Permits, Inspections, Safety Data Sheets	Town Admin	PERM	PERM	PERM	No/Yes	GC § 34090; CAL OSHA; 40 CFR 122.21 (p)

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
73	MASTER OPERATIONAL PLANS – Natural and Man-Made Disaster and Contingency Plans	Town Admin	CUR + 2 years	0	CUR + 2 years	No/Yes	GC § 34090
Duplicate copy of record should be stored off-site for vital records protection							

74	FUNDING - Grants from County, State, Federal, Private, Revenue Sharing	Town Admin	ACT	5 years	ACT + 5 years	No/No	7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; GC § 34090
75	ASSOCIATIONS - All Professional Organizations - all Minutes, Notes, Correspondence, Newsletters, Conference Material. Memberships, Meetings	Town Admin	CUR + 2 years	0	CUR + 2 years	No/Yes	GC § 34090; 26 CFR 301 65-1(F)
76(a)	CORRESPONDENCE - Correspondence, Memos, Message Logs, Notes, Chron Files, Bulletins	Town Admin	CUR + 2 years	3 years	CUR + 5 years	No/Yes	GC § 34090; CAL OSHA;
76(b)	CORRESPONDENCE - E-Mail maintained on system for 30 days: If longer retention necessary file	Town Admin	30 Days	0	0	No/Yes	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

E-mail is considered transient information unless moved to a file.							
77	ADMINISTRATIVE MEETINGS - Staff, Committees, Retreats, Department Orientation, Holiday Schedule	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC § 34090; GC § 6254(a)
78	POLICY - Policy, Procedures, Standards, Forms, Safety Rules & Regulations, Handbooks. Manuals	Town Admin	CUR + 5 years	0	CUR + 5 years	No/No	GC § 34090
79	REFERENCE MATERIAL – Manuals, Magazines, Catalogs, Books, Regulations, Other Agencies , Vendor Lists, Reading Files, Directories, Checklists, Guidelines, Legislation, Working Files	Town Admin	CUR	0	CUR	No/No	GC § 34090
80	STUDIES/REPORTS – All studies and reports commissioned by the Town including facilities, consolidation, & reorganizations	Town Admin	ACT + 2 years	3 years	ACT + 5 years	No/No	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
81	EMERGENCY CONTACT INFORMATION	Town Admin	CUR	0	CUR	No/Yes	GC § 34090
Duplicate copy of information should be stored off-site for vital records.							
82(a)	COMMISSIONS – Agendas and Minutes	Town Admin	PERM	0	PERM	Yes/No	GC §§ 34090(d), 36814, 40801
82(b)	COMISSIONS – Memos, Notes, Correspondence, Notices of Vacancy, Applications	Town Admin	ACT + 2 years	3 years (for those selected)	ACT + 5 years	No/No	GC §§ 34090, 40801
83	TOWN CENTER – Renovation and Architectural Work	Town Admin	PERM	0	PERM	Yes/No	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
84	POLICE COMMISSIONER	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC § 34090
85	GRAND JURY REPORTS – Including Responses	Town Admin	CUR + 2 years	8 years	CUR + 10 years	Yes/No	GC § 34090
86	EMERGENCY PREPAREDNESS – Plans, Forms, Contacts	Town Admin	CUR + 2 years	0	CUR + 2 years	No/No	GC § 34090
Duplicate copies should be stored off-site as vital copy backup.							
87(a)	COMMITTEES – Agendas and Minutes	Town Admin	PERM	0	PERM	Yes/No	GC §§ 34090(d), 36814, 40801

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
87(b)	COMMITTEES – Memos, Notes, Correspondence, Notices of Vacancy, Applications	Town Admin	ACT + 5 years	3 years (for those selected)	ACT + 5 years	No/No	GC §§ 34090, 40801
88	REAL PROPERTY- Deeds, Easements, Vacations, Certificate of Compliance, Subdivisions, Zoning, Lot Line Mergers and Changes, Acquisitions, Annexations, Trails Development	Planning	PERM	0	PERM	Yes/Yes	GC § 34090a; GC § 6254; CCP 337.2
Duplicate copy of record should be stored off-site for vital records.							
89	REGULATIONS – Uniform Code Books, ADA Requirements	Planning	PERM	0	PERM	No/Yes	GC § 34090
1 book of each year's requirements to be kept							
90	SUBDIVISIONS – Records and Maps	Planning	PERM	0	PERM	No/Yes	GC § 34090; GC § 34090.7; H&S 19850

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
91	PARKING – Parking Requests, Curb Remarking	Planning	CUR + 2 years	8 years	CUR + 10 years	No/No	GC § 34090
92	DEVELOPMENT AND DISPOSITION AGREEMENTS	Planning	PERM	0	PERM	No/Yes	CCP337, 337.1(a), 337.15; GC § 34090; 48 CFR 4.703
93	LOGS – Plan Checks, Reports, Request for Action	Planning	CUR + 5 years	0	CUR + 5 years	No/No	GC § 34090
Logs are used by all divisions of Community Development.							
94(a)	GENERAL PLAN - Final	Planning	PERM	0	PERM	Yes/No	GC §§ 34090(a), 65106, 50110; H&S 19850

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
94(b)	GENERAL PLAN – Element Work Files	Planning	PERM	0	PERM	No/Yes	GC §§ 34090(a), 65106, 50110; H&S 19850
95	PARCEL FILES – Plans, Drawings, Prints, Permits, Specifications, Variance Applications, Exceptions, Appeals	Planning	PERM	0	PERM	Yes/No	GC § 34090; GC § 34090.7; H&S 19850
96	PERMITS/INSURANCE – Environmental Protection Agency Requirements, OSHA, Air Quality, Construction Requirements, Property	Planning	PERM	0	PERM	No/Yes	GC § 34090, GC § 34090a, 4004; H&S 19850
97	STABLE INSPECTIONS	Planning	CUR + 2 years	3 years	CUR + 5 years	No/No	GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
98	FIELD NOTEBOOKS	Engineering	PERM	0	PERM	Yes/No	GC § 34090
99	INSPECTIONS – Reports, Photos, Daily Schedule, Log Book	Engineering	CUR + 2 years	8 years	CUR + 10 years	No/No	GC § 34090; GC § 34090d
100	Working Files	Engineering	PERM	0	PERM	No/No	GC §§ 34090, 65106, 50110
101	MAPS/SURVEYING – Detail, Drawings, Site Drawings, Seismic Hazards, Utility Maps, Water System, Pumping Facility, Parcels, Subdivisions, Mapping Project, Tract, Town Facilities	Engineering	PERM	0	PERM	Yes/Yes	GC § 34090a; GC § 34090d; GC § 34090.7; H&S 19850
Duplicate copy of record should be stored off-site for vital records protection.							
Copies at Corp Yard are duplicate of Engineering.							

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
102	PERMITS - Right of Way, Encroachments, Easements	Engineering	PERM	0	PERM	Yes/No	GC § 34090, GC § 34090a, 4004, H&S 19850
103	SOIL STUDIES	Engineering	PERM	0	PERM	No/Yes	GC § 34090; GC § 34090d
104	STREETS/ROADS - Repairs, Pavement Management System (including sidewalks), Grading, Annual Resurfacing	Engineering	PERM	0	PERM	No/No	GC § 34090a; GC § 34090
105	STREETS/ROADS - Traffic Control, Sign Locations, Installation, Replacement, Repairs, Pavement Markings, Speed Zoning, Signs (Inventory)	Engineering	PERM	0	PERM	No/No	GC § 34090a; GC § 34090

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
106	SURVEY BOOKS	Engineering	PERM	0	PERM	Yes/No	GC § 34090
107	TOWN FACILITIES – Drawings, Maps, Designs & Specifications	Engineering	PERM	0	PERM	No/Yes	GC § 34090, GC § 34090a, 4003, 4004; H&S 19850
108	TOWN REAL PROPERTY CONSTRUCTION - Specifications Designs, Change Orders, Calculations, EIRs, Permits, Reports, Notice of Completion, Drawings	Engineering	ACT + 5 years	PERM	PERM	No/No	GC § 34090; GC § 34090a; 4004; H&S 19850
109	STORMS – FEMA, Repair, Status, Lessons Learned	Engineering	PERM	0	PERM	No/No	GC § 34090; GC § 34090a; H&S 19850

**TOWN OF PORTOLA VALLEY
RECORDS RETENTION SCHEDULE**

Series No.	Description	Record Owner	Office	Archives	Total Retention	Hist/Vital	Regulation
110	UNDERGROUND STORAGE TANKS – Site Inventory and Removal Records	Engineering	PERM	0	PERM	Yes/No	GC § 34090, GC § 34090a, 25284.2(i); 23 CCR 2712(b)

Water Conservation Committee

2016 Annual Report



Overview

- Review of 2015 Accomplishments
- Review of 2016 Work Plan



Major Focus Areas for 2015

- Support residents' efforts to reach 36% conservation target for June 2015 to Feb 2016
 - Survey tool
 - Lawn watering reduction
 - Smart irrigation controllers
- Drive long-term conservation with changes to regulations and incentives
- Release water conservation web pages

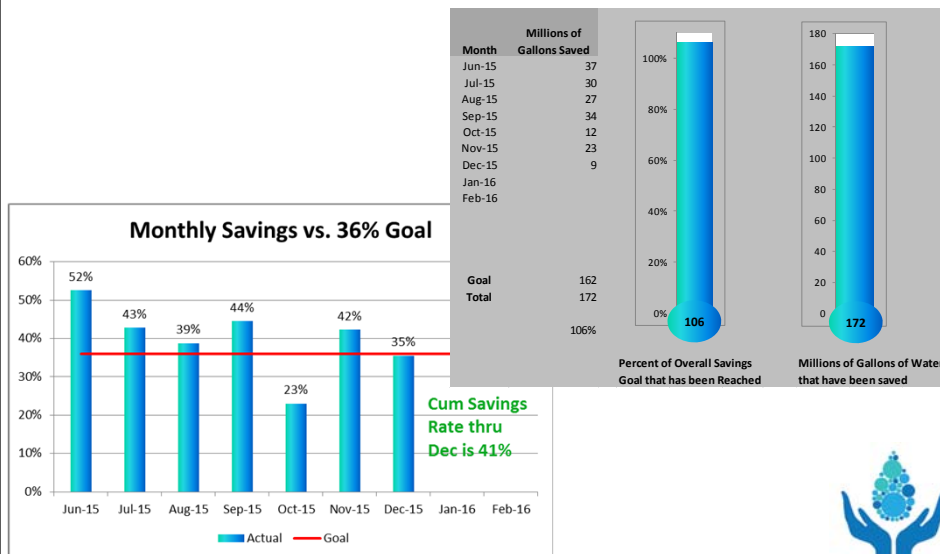
3/17/2016

2015 Goals and Accomplishments

3



Results of Conservation Efforts



3/17/2016

2015 Goals and Accomplishments

4



Survey Tool

- H2Oknow tool
- Rolled out to residents in July
- Used by ~50 residents with many in our target consumption area of > 25CCF per month

3/17/2016

2015 Goals and Accomplishments

5



Lawn Watering Reduction

- Class in April 2015 “Maintaining your landscape during the drought”
- Information given to residents who used the survey tool
- Email reminders during rain to turn off sprinklers
- Yard signs “Going for the Gold”

3/17/2016

2015 Goals and Accomplishments

6



Smart Irrigation Controllers

- Information given to residents who used the survey tool
- Lots of educational information posted on the web site
- Will be an area of focus for 2016

3/17/2016

2015 Goals and Accomplishments

7



Regulations and Incentives

- Lower priority for 2015 to allow focus on helping residents to meet the 36% water conservation target
- Committee provided input and review on two ordinances affecting water consumption
 - WELO
 - Green Building

3/17/2016

2015 Goals and Accomplishments

8



Water Conservation Web Pages

- Initial release early in 2015 with updates throughout the year
- Useful information repository
- Topics addressed include:
 - Water saving tips and rebate opportunities
 - Water efficient landscaping
 - Smart irrigation
 - Regulations
 - Water Savvy List (list of local licensed professionals)

3/17/2016

2015 Goals and Accomplishments

9



Challenges for 2016

- Mixed messages on drought:
 - 36% reduction target will continue beyond February 2016 (extended to October 2016)
 - Media reporting some reservoir levels have recovered to a large extent and conservation mandates may be lifted
- Residents may be suffering message fatigue
- Portola Valley data from CalWater delayed due to new software – staffing working on this

3/17/2016

2015 Goals and Accomplishments

10



Areas of Focus for 2016

- Continue to support residents' efforts to reach 36% conservation target
- Improve PV residents water conservation awareness and knowledge level
- Drive long term conservation with changes to regulations and incentives

3/17/2016

2015 Goals and Accomplishments

11



Top 3 Goals

- Promote Smart Irrigation
- Minimize Impact of Leaks
- Implement Education Plan

3/17/2016

2015 Goals and Accomplishments

12



Promote Smart Irrigation

- Irrigation System Improvements
 - Encourage installation of Smart Irrigation Controllers
 - Encourage high-efficiency sprinkler nozzle retrofits
 - Explore irrigation system tune up program
 - Explore opportunities with large landscapes (e.g., schools, Sequoias, Town)
- Graywater
 - Continue working with SM County to streamline permitting
 - Develop education/demonstration opportunities
- Encourage installation of rainwater catchment systems/rain gardens
- Combine survey tool with energy analysis

3/17/2016

2015 Goals and Accomplishments

13



Minimize Impact of Leaks

- Work with Cal Water
 - Increase understanding of Smart Meters
 - Collect leak testimonials – send to Cal Water
- Research end-point meters
 - Explore possibility of end-point meter installation program
- Develop Leak Education Program
 - How to read a meter
 - Utilize EPA's Fix a Leak Materials

3/17/2016

2015 Goals and Accomplishments

14



Education Plan Implementation

- Garden Tours
 - Feature yards with replaced lawns/low-water use planting
 - Promote Going Native Garden Tour – April 9th/10th
- Workshops
 - Low Water Use Landscaping – February 20th with Cal Water
 - Smart Irrigation Controllers – August 27th
 - Graywater Systems – date tbd
- Earth Fair – Saturday, April 23rd
 - Committee will host table
- Public Service Announcements
 - Continue developing; possibly include kudos emails
- Refresh Drought Section on Town Website
- Explore Welcome to PV Kit with “Green” Section

3/17/2016

2015 Goals and Accomplishments

15



Summary

- Good progress in 2015
- Town residents exceeding 36% conservation target
- A portion of the improvement to date may not be sustained long term
- Focus in 2016 will be to help residents continue to meet 36% conservation target while also driving long-term sustainable improvements

3/17/2016

2015 Goals and Accomplishments

16





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: March 23, 2016

RE: Sign Commemorating Ormonde

RECOMMENDATION

It is recommended that the Town Council permit the placement of a sign commemorating Ormonde, the 19th century race house, on Shady Trail, a former connecting farm road to Ormondale Ranch.

BACKGROUND

The Town of Portola Valley has, since its incorporation, acknowledged its long and storied history as a heritage worth preserving and recognizing.

Among its other treasures, Portola Valley was the home of Ormondale Ranch, a large grazing and breeding ranch first built in the 1880's. Many successful racing horses were sired there, and was the home Ormonde, perhaps the most famous racehorse of the 19th century. Ormonde won the Triple Crown, the Champion Stakes and the Hardwicke Stakes twice. One of Ormond's sires, Ormondale, was the namesake of the Ranch.

DISCUSSION

Nancy Lund, Town Historian and Chair of the Historic Resources Committee, has recommended that Shady Trail be recognized with a plaque as a remnant of an Ormondale Ranch Road. Ormondale Ranch is listed in the "Sites" section of the Historic Element resource list, and is marked with a plaque, but this section of the old road, as well as recognizing the Ranch as the home of Ormonde, the 19th century race horse, is not officially recognized in any way by the Town.

The Town's Sign Ordinance allows the placement of commemorative symbols, memorial plaques and historical tablets, placed by historical societies. Given Ms. Lund's role as Town Historian, such a recommendation is appropriate from her for such recognition for Ormonde.

FISCAL IMPACT

As suggested by Ms. Lund, a bronze plaque 14" X 12" would cost approximately \$1,000. The type of installation will need to be determined through the consensus process with the Historical Resources Committee with input from the Trails and Open Space Committees. Initial ideas include mounting the plaque onto a large timber for a rural feel. Staff estimates that a rough magnitude of costs for installation and other quality materials would be in the range of \$2,500. Total cost is estimated at \$3,500.

ATTACHMENT

1. Request from Nancy Lund
2. Sign Ordinance Section 19.40.030 and 18.40.050
3. Rendering of Plaque

To: Town Council
From: Nancy Lund, Town Historian
Subject: Historic plaque on Shady Trail
Date: Mar. 2, 2016

Shady Trail is actually a remnant of an Ormondale Ranch road. For a long time I have thought that an historic marker so indicating would be a useful way to inform residents of an aspect of town history and thus be an asset to the trail. Town volunteer Bev Lipman took an interest in this idea last fall, met with me, and then with the Trails Committee to explain the idea. She presented the committee with text for the proposed marker. The committee suggested some modification to the words, approved the concept and designated Joe Coleman as the committee's representative to approve the location of the plaque, which would be near the Golden Hills entrance on the open space portion of the trail.

Since then the Historic Resources Committee has also approved of the bronze plaque. A proof copy from the plaque company is attached. I now seek the council's approval to place the plaque on a wooden post near the Golden Hills entrance to the trail.

18.40.030 - Permitted signs—All districts.

Signs permitted in all districts shall be as follows:

- A. Trespass and warning signs and signals;
- B. Highway and traffic markers and street name signs;
- C. Signs used by public utilities for the safety, welfare, or convenience of the public;
- D. The following public notices:
 1. Official notices issued by any court or public body or officer,
 2. Notices posted by any public officer in performance of a public duty or by any person in giving any legal notice;
- E. One sign of ten square feet maximum size may be placed on each commercial or institutional construction project and shall be removed upon completion of the project;
- F. Construction signs may be placed on residential construction projects provided the total area of signs on any one residential construction project does not exceed ten square feet and provided the signs are removed upon completion or sale of the house.
- G. One real estate sign not exceeding four square feet in area may be placed on each piece of property that is for sale;
- H. Personal name plates not exceeding one square foot in area;
- I. Commemorative symbols, memorial plaques, and historical tablets, placed by historical societies;
- J. Flags, emblems, insignias, and posters of any nation, state, international organization, political subdivision or other governmental agency; and unilluminated, nonverbal religious symbols attached to a building which is a place of religious worship;
- K. Signs designating entrances, exits or conditions of use of parking areas provided no single sign shall exceed eight square feet in area;
- L. Roadside signs for special local events by community or nonprofit organizations limited to periods not exceeding two weeks;
- M. Directional signs for public or semi-public uses.

(Ord. 1967-80 § 1 (6304.2 (A)), 1967)

18.40.050 - General requirements.

- A. All signs must be appropriate for a rural environment, must harmonize with their surroundings in design and color, and be continually maintained to ensure an attractive appearance.
- B. No signs shall flash, move or change light intensity.
- C. No freestanding signs shall exceed sixteen feet in height.
- D. No sign attached to a structure shall exceed the height of the peak of the roof.
- E. Every sign shall be constructed and maintained to meet legally required clearances from communication and electrical facilities, including but not limited to clearances specified in General Order 95 of the Public Utilities Commission of the state of California.
- F. All temporary signs, excluding displays inside buildings which are visible from outside, must be placed in specific approved sign display locations. These locations shall have a maximum area of one-half the allowable permanent sign area and must be approved by the architectural and site control

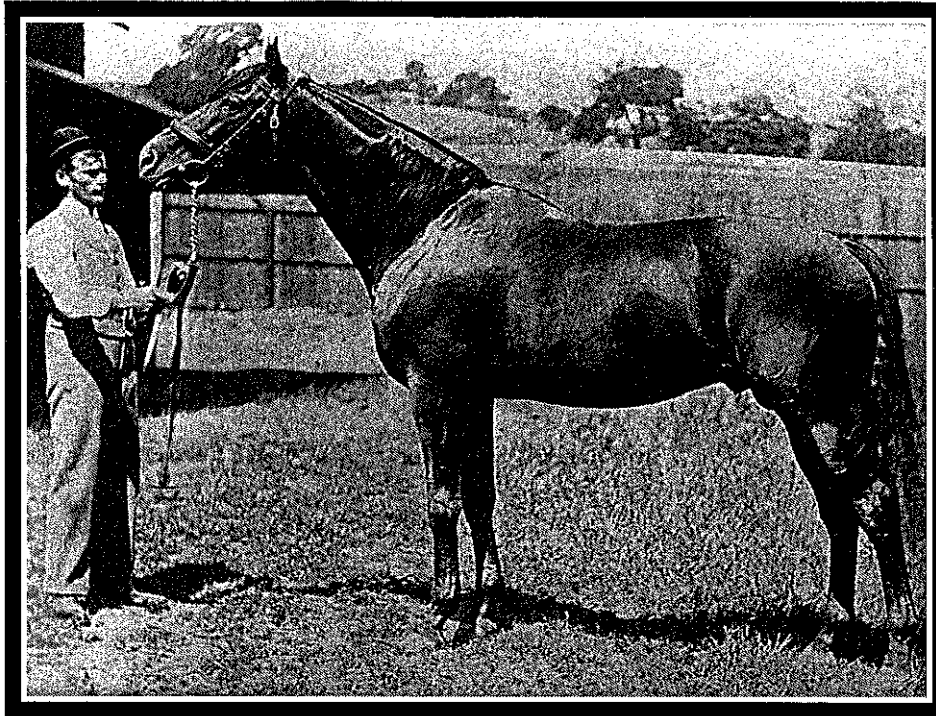
commission. All temporary signs must be dated and those remaining longer than two months shall constitute a violation of the provisions of this title.

- G. No sign other than a temporary directional or warning sign shall be placed in the public right-of-way without first securing an encroachment permit.
- H. All signs shall comply with applicable provisions of the building code.
- I. No internally illuminated sign shall exceed one square foot in area.
- J. No free standing sign shall be internally illuminated.
- K. No internally illuminated sign shall be placed perpendicular to a public road from which it is visible.
- L. Illuminated signs shall be illuminated with no more than the minimum intensity necessary to permit the public to discern their information.
- M. No sign shall be illuminated outside the hours of operation of the facility to which it is accessory.
- N. In the meaning of this section, "illuminated" includes reflectorized.
- O. No illuminated overhanging signs visible from outside the premises shall be permitted.

(Ord. 1976-149 § 4, 1976: Ord. 1967-80 § 1 (6304 3), 1967)

APPROVAL, SIGNATURE & DATE:

○
ORMONDE LIVED HERE



The Shady Trail that you're on was once part of a farm road that connected the barns and fields of the Ormondale Ranch. The 1,400-acre ranch, in existence from the 1890's until after WWII, extended from the Ladera area to Portola Road. For many years it was the home of Ormonde, the greatest race horse of the 19th century. He sired Ormondale, the namesake for the ranch and the school.





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: March 23, 2016

RE: Town Contribution to San Mateo County Homeless Outreach Efforts

RECOMMENDATION

It is recommended that the Town Council contribute \$2,763 from the Town's General Fund to San Mateo County homeless outreach efforts via the Housing Outreach Teams (HOT).

BACKGROUND

In 2006, the County of San Mateo adopted the Housing Our People Effectively (HOPE) Ten Year Plan to End Homeless. The goals of HOPE are to:

1. Increase the supply of permanent affordable and supportive housing for people who are homeless
2. Develop strategies to help the homeless and unhoused into housing as rapidly as possible
3. Prevent at-risk residents from sliding into homelessness by maintaining their current housing

In recent years, the County has been utilizing the talents of Lifemarks (formerly Invision/Shelter Network) by deploying their Housing Outreach Teams (HOT) that:

1. Engage the homeless population to identify their housing, behavioral health and recovery services needs
2. Assist in general hygiene education and public assistance help
3. Provide case management services
4. Build better relationships with cities, businesses and other stakeholder groups in San Mateo County

HOT teams were initially piloted in the City of San Mateo in 2007 and were expanded by County support and Measure A funding. Most recently, the County of San Mateo contributed \$75,000 from Measure A to allow for full countywide participation.

DISCUSSION

HSA is requesting that each City in the County contribute funding toward HOT. The initial request from HSA was for \$10,000 per year; that amount was discussed by the City Manager's Association, and was amended based on a formula that looks at each municipality's population and portion of assessed value. The final amount for the Town's contribution, based on this amended formula, is \$2,763.

If each municipality contributed \$10,000, \$400,000 would be made available to HSA. Please note that two municipalities are not participating, and the formula accommodates this through a cost share factor.

Normally this type of minor budget amendment would be considered during the Town's annual budget adoption. However, discussion of the item at a Council meeting provides an opportunity for the Council to recommit to participating in this important countywide effort.

FISCAL IMPACT

Minor impact; the Town's General Fund has adequate resources to provide this contribution.

ATTACHMENT

1. Description of HOT program
2. Draft Funding Formula

COUNTY OF SAN MATEO
HUMAN SERVICES AGENCYIliana Rodriguez
Agency Director1 Davis Drive
Belmont, CA 94002
650-802-7500 T
650-631-5771 F
www.smchsa.org

Date: November 12, 2015

To: City Managers of the County of San Mateo

From: Iliana Rodriguez, Agency Director, San Mateo County Human Services Agency

Subject: Homeless Outreach Teams (HOT)

REQUEST:

This request is for the Cities in San Mateo County to contribute \$10,000 per year, beginning in FY 16-17, for County-wide Homeless Outreach Services, actively participate in regional multi-disciplinary teams; and provide focused case management for unsheltered homeless county-wide.

BACKGROUND:

The County of San Mateo developed the HOPE: Ten Year Plan to End Homelessness in 2006. The goals of HOPE were to: increase the supply of permanent affordable and supportive housing for people who are homeless, develop strategies to help them move into housing as rapidly as possible, and to prevent individuals and families from becoming homeless, in the first place, by assisting them to maintain their housing. In San Mateo County, the Center on Homelessness is organizationally housed in the Human Services Agency (HSA). HSA staff leads the county's efforts on homelessness and administers contracts with community providers for services.

While much has been accomplished in the past 9 years, there is still work to do. One top priority of the County of San Mateo is to end homelessness by 2020 by reaching "functional zero," which occurs when the availability of resources exceeds the size of the population needing the resources. The 2015 San Mateo County Homeless Census and Survey determined that there were 1,772 homeless people in San Mateo County, of which 775 were unsheltered homeless (living on streets, in vehicles, in homeless encampments) and 997 were sheltered homeless (in emergency shelters, transitional housing, motel voucher programs, residential treatment, jails and hospitals). This is a significant reduction, as there was a 24% decrease of overall homeless, and a 40% decrease in the number of unsheltered homeless, as compared to the 2013 Homeless One Day Count.

The 2015 Homeless Survey found that 35% of respondents were chronically homeless, defined by the Federal Department of Housing and Urban Development (HUD). In order to reach the chronically homeless living in unsheltered locations, the implementation of Homeless Outreach Teams by InnVision Shelter Network (IVSN) has proven to be a successful strategy.

HOMELESS OUTREACH TEAMS (HOT)

IVSN Homeless Outreach staff conducts outreach to unsheltered homeless living on the street. The HOT teams engage homeless to identify their needs such as housing, behavioral health and recovery services, general hygiene, public assistance and benefits. HOT teams also provide street case management to build trust and to check in on the homeless individual's willingness to engage in or accept social services and eventually move to temporary or permanent housing.



Another role of HOT staff is to build relationships with cities, the businesses within each city, Chambers of Commerce, and local law enforcement to approach the issue of homelessness and its impacts on cities together. The process of engaging unsheltered homeless who have lived for extensive periods in the streets often require a careful approach, genuine engagement and building a trusting relationship.

HOMELESSNESS IS A REGIONAL ISSUE

The issue of homelessness is a regional one throughout the county. The County of San Mateo and IVSN has been receiving an increased number of calls regarding homeless encampment issues in various parts of the county, apart from previously known areas where the homeless tend to congregate. There is awareness of our transient population and first-hand knowledge that when one homeless encampment is cleared, those who prefer to remain living on the streets will move to another area that is familiar to them, most often close in vicinity to their previous location.

FUNDING HISTORY

The City of San Mateo piloted its own HOT program with a dedicated police officer in 2007, providing daily street patrol and encouraging homeless living in the streets to move into the Vendome Hotel, a transitional housing program in San Mateo. Beginning in April 2008, the County of San Mateo provided annual funding of \$84,000 to IVSN to initiate the HOT program in Redwood City and East Palo Alto. An additional \$150,000 through Measure A was provided in FY 13-15 to expand the HOT program to the communities of Pacifica, Half Moon Bay, the South Coast area, Daly City and South San Francisco. Due to the increase of outreach requests from additional cities, the County provided an additional \$75,000 of Measure A funding to provide a county-wide rapid response approach beginning in July 2015. Currently, there is no city contribution for homeless outreach and engagement services.

A NEW HOMELESS OUTREACH COUNTY-WIDE MODEL:

A 2015 evaluation of the best practices and success of the HOT program have led to a development of a new model which will increase countywide coverage and establish a single point of contact. The implementation of a regional approach would reduce the geographic footprint of HOT staff and improve the response time to reports of unsheltered homeless in all cities, countywide.

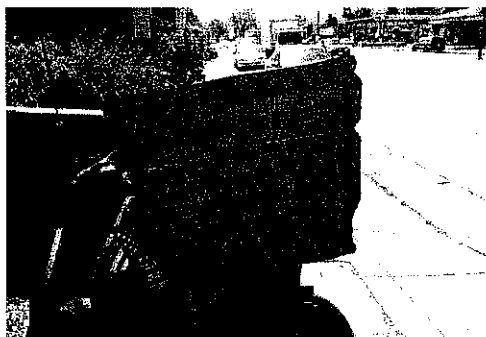
The new structure will maximize the ability and efficiency of homeless outreach and engagement:

- 1) **Multi-Disciplinary Teams (MDT):** The cities in the County will be organized into 5 Areas; city listings for each area are in the handout. In each area, HSA and IVSN staff would convene a MDT meeting monthly, comprised of key resource partners, discussing specific client needs and developing collaborative service plans. In some geographic areas, there can be more than one MDT, based on the need and interest of the cities within the respective Areas. The focus of the MDT meetings will be on the unsheltered homeless who are willing to be engaged for services, and collective problem solving will be employed to determine the best approach for that particular client. IVSN HOT Case Managers will each maintain 24 active cases in each area.
- 2) **HOT Steering Committees:** Each of the 5 Areas would convene quarterly to provide oversight, local monitoring, and guidance to the area Multi-Disciplinary teams. Steering Committee members will be kept abreast of homeless activities in their respective areas.
- 3) **HOT County-wide Oversight:** This committee will meet annually, and will comprise Executive level staff to oversee progress made on Street Homeless and to discuss regional issues impacting the county-wide issue of homelessness.

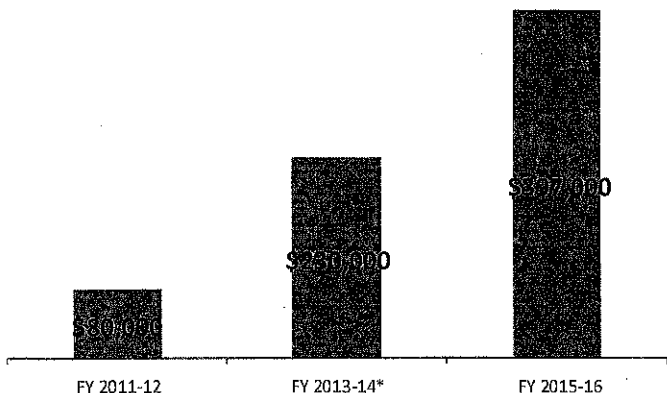
HSA is requesting the support from cities, in the amount of \$10,000 per year, and the participation of designated city representatives to serve on the committees to help be part of the solution to end homelessness in San Mateo County.



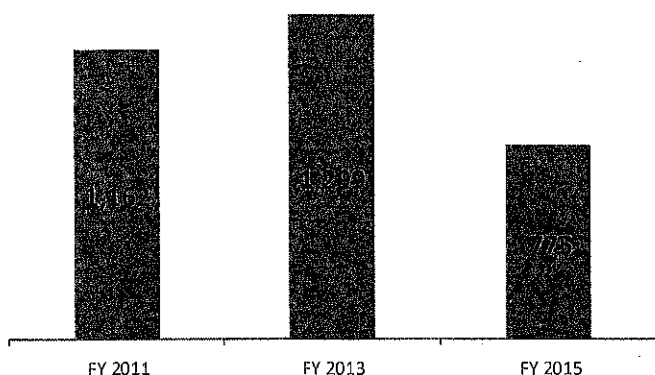
Making A Difference In Our Communities



Investment in funding the HOT program



Unsheltered Homeless Individuals in SMC



Percentage Decreased in Number of Unsheltered Homeless Between 2013 & 2015

40%

Multidisciplinary Teams

IVSN, HSA, BHRS, Health, Law Enforcement, Housing Dept., and Core Agencies

Requested Funding from Each City for a New Homeless Outreach County-Wide Model

\$10,000

Cities Contributions Will Provide Countywide HOT Program Services

	Area 1	Area 2	Area 3	Area 4	Area 5
Cities	Burlingame, San Mateo, Central/South Coast, Highlands, Baywood, Parks	Foster City, Redwood City, Atherton, Portola Valley, North Fair Oaks, West Menlo Park, Parks	East Palo Alto, San Carlos, Belmont, Menlo Park, Parks	Daly City, San Bruno, Millbrae, Hillsborough, Airport, Parks	South San Francisco, Pacifica, Broadmoor, Brisbane, Colma, Half Moon Bay, Parks
Unsheltered Population	111	236	153	49	226

*Start of Measure A Funding

Table 1 - Population & Assessed Value
Agency Base Share = \$100,000

AGENCY	Population	Population Percent	Population Cost Share	Assessed Valuation	Assessed Value Percent	Assessed Value Cost Share	OPTION 1	OPTION 2
							Total Cost Share	Tiered Approach?
Atherton	7,147	1.0%	\$ 1,000	\$ 8,780,410,762	5.5%	\$ 5,495	\$ 6,495	5000
Belmont	27,073	3.9%	\$ 3,900	\$ 5,711,910,982	3.6%	\$ 3,575	\$ 7,475	10000
Brisbane	4,443	0.6%	\$ 600	\$ 1,800,232,962	1.1%	\$ 1,127	\$ 1,727	5000
Burlingame	30,298	4.4%	\$ 4,400	\$ 8,982,631,695	5.6%	\$ 5,622	\$ 10,022	10000
Colma	1,492	0.2%	\$ 200	\$ 620,259,147	0.4%	\$ 388	\$ 588	5000
Daly City	106,094	15.3%	\$ 15,300	\$ 10,219,953,118	6.4%	\$ 6,396	\$ 21,696	15000
East Palo Alto	29,530	4.3%	\$ 4,300	\$ 2,294,583,572	1.4%	\$ 1,436	\$ 5,736	10000
Foster City	32,754	4.7%	\$ 4,700	\$ 8,536,888,307	5.3%	\$ 5,343	\$ 10,043	10000
Half Moon Bay	12,371	1.8%	\$ 1,800	\$ 2,645,790,112	1.7%	\$ 1,656	\$ 3,456	5000
Hillsborough	11,413	1.6%	\$ 1,600	\$ 8,450,405,823	5.3%	\$ 5,289	\$ 6,889	10000
Menlo Park	33,309	4.8%	\$ 4,800	\$ 13,380,461,679	8.4%	\$ 8,374	\$ 13,174	10000
Millbrae	22,703	3.3%	\$ 3,300	\$ 4,657,957,729	2.9%	\$ 2,915	\$ 6,215	5000
Pacifica	39,088	5.6%	\$ 5,600	\$ 5,213,944,952	3.3%	\$ 3,263	\$ 8,863	10000
Portola Valley	4,518	0.7%	\$ 700	\$ 3,004,549,973	1.9%	\$ 1,880	\$ 2,580	5000
Redwood City	82,881	12.0%	\$ 12,000	\$ 18,714,959,011	11.7%	\$ 11,713	\$ 23,713	15000
San Bruno	43,009	6.2%	\$ 6,200	\$ 6,399,080,186	4.0%	\$ 4,005	\$ 10,205	10000
San Carlos	29,803	4.3%	\$ 4,300	\$ 8,629,501,343	5.4%	\$ 5,401	\$ 9,701	10000
San Mateo	102,893	14.8%	\$ 14,800	\$ 21,014,606,042	13.2%	\$ 13,152	\$ 27,952	15000
South San Francisco	67,009	9.7%	\$ 9,700	\$ 15,397,316,446	9.6%	\$ 9,636	\$ 19,336	15000
Woodside	5,531	0.8%	\$ 800	\$ 5,326,420,587	3.3%	\$ 3,334	\$ 4,134	5000
Total City Contribution	693,359	100.0%	\$ 100,000	\$ 159,781,864,428	100.0%	\$ 100,000	\$ 200,000.00	\$ 185,000
Unincorporated	65,222		\$ 100,000	\$ 17,671,278,134		\$ 100,000	\$ 200,000.00	\$ 215,000
Combined City and County Contribution	758,581	100.0%	\$ 200,000	\$ 177,453,142,562	100.0%	\$ 200,000	\$ 400,000	\$ 400,000

REGIONAL HOT TEAMS

Table 1 - Population & Assessed Value

Total Cost Share = \$200,000

Cost Share Factors

Population Factor: \$100,000 / 693,359 0.14422543

Assessed Value Factor: \$100,000 / \$159,781,864,428 0.0000626%

AGENCY	Population	Population Percent	Population Cost Share	Assessed Valuation	Assessed Value Percent	Assessed Value Cost Share	Total Cost Share
Atherton						\$ -	\$ -
Belmont	27,073	4.0%	\$ 4,000	\$ 5,711,910,982	3.9%	\$ 3,921	\$ 7,921
Brisbane	4,443	0.7%	\$ 700	\$ 1,800,232,962	1.2%	\$ 1,236	\$ 1,936
Burlingame	30,298	4.5%	\$ 4,500	\$ 8,982,631,695	6.2%	\$ 6,166	\$ 10,666
Colma	1,492	0.2%	\$ 200	\$ 620,259,147	0.4%	\$ 426	\$ 626
Daly City	106,094	15.6%	\$ 15,600	\$ 10,219,953,118	7.0%	\$ 7,016	\$ 22,616
East Palo Alto	29,530	4.3%	\$ 4,300	\$ 2,294,583,572	1.6%	\$ 1,575	\$ 5,875
Foster City	32,754	4.8%	\$ 4,800	\$ 8,536,888,307	5.9%	\$ 5,860	\$ 10,660
Half Moon Bay	12,371	1.8%	\$ 1,800	\$ 2,645,790,112	1.8%	\$ 1,816	\$ 3,616
Hillsborough	11,413	1.7%	\$ 1,700	\$ 8,450,405,823	5.8%	\$ 5,801	\$ 7,501
Menlo Park	33,309	4.9%	\$ 4,900	\$ 13,380,461,679	9.2%	\$ 9,185	\$ 14,085
Millbrae	22,703	3.3%	\$ 3,300	\$ 4,657,957,729	3.2%	\$ 3,197	\$ 6,497
Pacifica	39,088	5.7%	\$ 5,700	\$ 5,213,944,952	3.6%	\$ 3,579	\$ 9,279
Portola Valley	4,518	0.7%	\$ 700	\$ 3,004,549,973	2.1%	\$ 2,063	\$ 2,763
Redwood City	82,881	12.2%	\$ 12,200	\$ 18,714,959,011	12.8%	\$ 12,847	\$ 25,047
San Bruno	43,009	6.3%	\$ 6,300	\$ 6,399,080,186	4.4%	\$ 4,393	\$ 10,693
San Carlos	29,803	4.4%	\$ 4,400	\$ 8,629,501,343	5.9%	\$ 5,924	\$ 10,324
San Mateo	102,893	15.1%	\$ 15,100	\$ 21,014,606,042	14.4%	\$ 14,426	\$ 29,526
South San Francisco	67,009	9.8%	\$ 9,800	\$ 15,397,316,446	10.6%	\$ 10,570	\$ 20,370
Woodside						\$ -	\$ -
Total City Contribution	680,681	100.0%	\$ 100,000	\$ 145,675,033,079	100.0%	\$ 100,000	\$ 200,000.00
Unincorporated	65,222		\$ 100,000	\$ 17,671,278,134		\$ 100,000	\$ 200,000.00
Combined City and County Contribution	745,903	100.0%	\$ 200,000	\$ 163,346,311,213	100.0%	\$ 200,000	\$ 400,000

REGIONAL HOT TEAMS

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#8

There are no written materials for item #8 – Update on Drought
Emergency

#9

There are no written materials for item #9 – Council Liaison Committee and Regional Agencies Reports

#10

There are no written materials for item #10 – Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – March 11, 2016

1. Agenda (Action) – Wednesday, March 9, 2016
2. Agenda – ASCC – Monday, March 14, 2016
3. Agenda – Planning Commission – Wednesday, March 16, 2016
4. Agenda – Open Space Acquisition Advisory Committee – Thursday, March 17, 2016
5. Month End Financial – February 2016
6. Calendar of Town Events for 2016
7. Flyer Announcing Scheduled Film Series
8. Town Hall Closed for Staff Emergency Preparedness Training – Friday, March 18, 2016
9. Invitation to Council of Cities dinner meeting – Friday, March 25, 2016
10. Invitation from the League of California Cities re: Open Seats on the League’s Board of Directors
11. HEART of San Mateo County names Armando Sanchez new Executive Director
12. Invitation from California Special Districts Association (CSDA) – Recognizing Assembly Member Rich Gordon as 2015 Legislator of the Year
13. Letter from Greg Fontana re: concern for Regulations placed on Farmers and Ranchers

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

1. LABOR Newsletter – March 2016
2. Invitation from MidPen Housing re: Groundbreaking Ceremony for University Avenue Senior Housing – Thursday, March 17, 2016



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, March 9, 2016
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Absent: Councilmember 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.

Caroline Vertongen asked Council for support with the increasing mental health challenges in our public schools.

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** – Town Council Meeting of February 10, 2016

2. **Approval of Warrant List** – March 9, 2016

Following clarification approved 4-0

3. **Appointment by Mayor** – Member to the Bicycle, Pedestrian & Traffic Safety Committee

Items 1 & 3 approved 4-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

4. **Discussion** – Discussion of 2016-2017 Council Priorities

Council concurred top priorities include; Affordable Housing, Climate Action Plan 2030, Comprehensive Communications Plan, FAA/Aircraft Noise, SMTA Shoulder Widening Project on Portola Road (Dependent on Cal Water Project Completion), Town Center Master Plan, Code Enforcement and OPEB Funding Options, Town Investments and CCE Support. Staff will provide Council with a formal proposal at its April 13, 2016 Council Meeting.

5. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Report by Town Council Members – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

Councilmember Wengert –

Councilmember Wengert and Planning Director Pedro met with Tina Nguyen and Vic Schacter in preparation for the FAA community meeting scheduled for March 7 in Los Altos. Attended the March Parks & Recreation Committee meeting and discussed the Town Picnic and opportunities that may come with the Town Center Master Plan. The Committee Survey will soon be circulated. Councilmember Wengert and Town Manager Dennis attended the FAA community meeting on March 7 in Los Altos.

Councilmember Richards –

The Conservation Committee had to postpone a scheduled Broom Pull due to weather, now rescheduled for the end of March.

Vice Mayor Hughes –

Attended the February 22nd ASCC meeting. Items discussed include replacement landscaping on Zapata Way, Preliminary Review for development on three parcels in Westridge and an entry gate on Portola Road. The Bicycle, Pedestrian & Traffic Safety Committee heard concern from a public speaker regarding the safe routes to school trail on Alpine Road and received an update from CalWater on the Portola Road project. The estimated completion date is June of 2016.

Mayor Derwin –

Resource Management and Climate Protection received an update on the San Mateo County Energy Watch Program, looking at composition of the RMCP Committee, received a water report from BAWSCA and heard from PG&E regarding the upward trend in building plug load. Mayor Derwin also attended the newly formed C/CAG Water Committee, a Town Hall Meeting on Housing hosted by Jackie Speier, HEART, and the Housing Gap Task Force Committee.

WRITTEN COMMUNICATIONS

6. **Town Council Digest – February 12, 2016**
7. **Town Council Digest – February 19, 2016**
8. **Town Council Digest – February 26, 2016**
#5 – If proposed UUT ballot measure were approved, it would be placed on the November 2017 ballot.
9. **Town Council Digest – March 4, 2016**
#6 – Request for placement of a plaque on Shady Trail will be agendized at a near future meeting.

ADJOURNMENT: 9:26 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, March 14, 2016
 7:00 PM – Regular ASCC Meeting
Special 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. 185 Meadowood Drive Field meeting for Preliminary Review of Proposed New Residence, Second Unit and Swimming Pool.

7:00 PM – REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Commissioners Koch, Sill, Wilson, Vice Chair Breen 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. New Business:
 - a. Preliminary Architectural Review for a New Residence, Second Unit and Swimming Pool, File #02-2016, 185 Meadowood Drive, Bochnowski Residence (Staff: D. Pedro)
 - b. Architectural Review and Site Development Permit for Detached Garage with Attached Second Unit and Interior Remodel of Main Residence, File #s: 25-2015 and X9H-696, 50 Iroquois Trail, Larson Residence (Staff: D. Pedro)
 - c. Study Session on Proposed Amendments to the Green Building Ordinance (Staff: B. de Garneau)
5. Commission and Staff Reports:
6. Approval of Minutes: February 22, 2016
7. 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.

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

Date: March 11, 2016

CheyAnne Brown
Planning Technician



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, March 16, 2016 – 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 McKitterick, Targ, Von Feldt, Vice-Chair Gilbert, Chair Hasko
 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. Preliminary Review of Proposed Lot Line Adjustment. Parcel A: vacant, APN 076-182-020 (Owner: Dale Williams) and Parcel B: 465 Wayside Road, APN 076-182-010 (Owners: Ashley Williams and Chase Norfleet). File #29-2015 (Staff: C. Richardson)
 - b. *Public Hearing:* Request for Modifications to the Town's Ground Movement Potential Map. 180 Bear Gulch Drive, Litton Residence, File #: 01-2016 (Staff: D. Pedro)
 5. Commission, Staff, Committee Reports and Recommendations:
 6. Approval of Minutes: March 2, 2016
 7. Adjournment:
-

ASSISTANCE FOR PERSONS WITH DISABILITIES

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PUBLIC HEARINGS

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

Date: March 11, 2016

CheyAnne Brown
Planning Technician



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, March 17, 2016, 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of September 17, 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)
 - Chaput Open Space Easement – General discussion (Nona)
 - Driveway Ford Field – General discussion (Gary)
 - Shady Trails – Signage discussion (Gary)
5. New Business
 - Town Center Master Plan (Craig)
6. Adjournment



MONTH END FINANCIAL REPORT FOR THE MONTH OF: FEBRUARY 2016

C A S H	Bank of America	\$	256,410.98		
	Local Agency Investment Fund (0.320%)	\$	12,407,698.55		
	Total Cash	\$	12,664,109.53		
F U N D S	05 General Fund	\$3,524,700.61		<i>General Fund Assignments:</i>	
	08 Grants	(146,866.75)		<i>Capital Replacement</i> \$1,400,000.00	
	10 Safety Tax	9,960.85		<i>Unfunded Pension</i> 47,773.00	
	15 Open Space	4,737,837.27		<i>Equipment Replacement</i> 200,000.00	
	20 Gas Tax	1,267.43		<i>Unfunded OPEB</i> 308,280.00	
	22 Measure M	3,480.40		<i>Legal Fee Contingency</i> 100,000.00	
	25 Library Fund	385,599.62		<i>UNASSIGNED BALANCE</i> \$1,468,647.61	
	30 Public Safety/COPS	(119,471.21)		<i>* General Fund Total</i> \$3,524,700.61	
	40 Park in Lieu	6,287.99			
	45 Inclusion In Lieu	2,894,012.68			
	50 Storm Damage	-			
	60 Measure A	154,585.61			
	65 Road Fees	-			
	75 Crescent M.D.	96,856.36			
	80 PVR M.D.	14,805.09			
	85 Wayside I M.D.	5,780.65			
	86 Wayside II M.D.	9,077.66			
	90 Woodside Highlands M.D.	222,871.57			
	95 Arrowhead Meadows M.D.	(1,799.67)			
	96 Customer Deposits	865,123.37			
		Total Fund Balance		\$	12,664,109.53
	A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	12,875,826.59	
		Revenues for Month:		354,421.80	
Total Revenues for Month:			354,421.80		
Warrant List 2/10/2016		(143,310.41)			
Warrant List 2/29/2016		(333,331.04)			
Payroll		(88,278.52)			
Total Expenses for Month:			(564,919.97)		
Total JE's and Void Checks:			(1,218.89)		
Ending Cash Balance			\$	12,664,109.53	

*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%)	76.40%
<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	326
<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 the month where the information comes to Town staff's attention.

Calendar of 2016 Town Events

Day	Date	Event	Time	Committee/Who	Where
Sat	February 20	California Friendly Landscapes Workshop	9-12 pm	Water Cons/ CalWater	Community Hall
Tue	March 8	Lecture Series	7 pm	Cultural Arts	Community Hall
Sun	March 13	Predators Event	1-4 pm	Nature & Science	Community Hall
Sun	March 20	Annual Broom Pull	9-12 pm	Conservation	School House
Tue	March 22	Film Series – Just Eat It	7 pm	Staff	Community Hall
Tue	April 12	Lecture Series	7 pm	Cultural Arts	Community Hall
Sat	April 16	Wildland Fire Drill	9 am	Staff/Emer Prep	Town Center
Tue	April 19	Film Series – Starfish Throwers	7 pm	Staff	Community Hall
Sat	April 23	PV/Woodside Earth Fair	11-2 pm	Staff/Water Cons	Town Center
Sat	May 7	Neighborhood Clean-Up Day	8-11 am	Staff/GreenWaste	Town Center
Tue	May 10	Lecture Series	7 pm	Cultural Arts	Community Hall
Sat	May 14	Sudden Oak Death (SOD) Blitz	10 am	Planning/Woodside	Community Hall
Tue	May 17	Film Series – Unbranded	7 pm	Staff	Community Hall
Sat	May 28	Trail Ride	9-12 pm	Trails & Paths	Springdown
Sun	May 29	Horse Fair	2-5 pm	Trails & Paths	Town Center
Sat	June 4	Zots to Tots Race & Town Picnic	9-3 pm	Parks & Rec	Town Center
Thur	June 16	Summer Concert	6-8 pm	Cultural Arts	Town Center
Sat/Sun	~June 25/26	Radio Field Day	8-5 pm	Emer Prep	Town Center
Thur	July 21	Summer Concert	6-8 pm	Cultural Arts	Town Center
Fri	~August 5	Star Party	7:30 pm	Nature & Science	Town Center
Sat	August 6	Neighborhood Clean-Up Day	8-11 am	Staff/GreenWaste	Town Center
Thur	August 18	Summer Concert	6-8 pm	Cultural Arts	Town Center
Sat	August 27	Smart Irrigation Workshop	10-1 pm	Water Cons	Community Hall
Fri	September 23	Council of Cities Dinner	Evening	Staff	Community Hall
Sat	October 1	Neighborhood Clean-Up Day	8-11 am	Staff/GreenWaste	Town Center
Sat	October 8	Hazardous Waste Collection	8-12 pm	SMC Health	SH Parking Lot
Thur	October 27	Farmers' Harvest Festival	3-7 pm	Staff/Maggie	Town Center
Fri	December 2	Volunteer Appreciation Party	6-9 pm	Staff	Community Hall
Sun	~December 4	Holiday Fair	10-4 pm	Cultural Arts	Priory

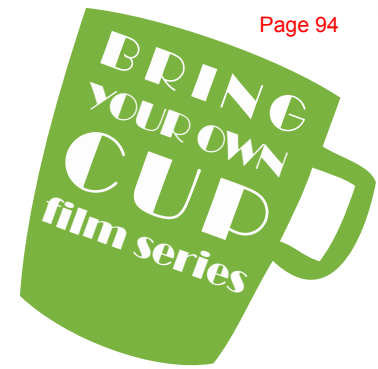
The Town of Portola Valley presents

FREE FILM, COFFEE & SNACKS!

@ 7:00 pm Town Center Community Hall

Bring your own cup and we'll fill it up.

Bring baked goods to share and more will be there!



Tuesday, March 22nd @ 7pm Just Eat It: A Food Waste Story

We all love food. As a society, we devour countless cooking shows, culinary magazines and foodie blogs. So how could we possibly be throwing nearly 50% of it in the trash? Filmmakers and food lovers Jen and Grant dive into the issue of waste from farm, through retail, all the way to the back of their own fridge. After catching a glimpse of the billions of dollars of good food that is tossed each year in North America, they pledge to quit grocery shopping cold turkey and survive only on foods that would otherwise be thrown away.



Tuesday, April 19th @ 7pm The Starfish Throwers

Worlds apart, a five-star chef, a twelve year-old girl, and a retired schoolteacher discover how their individual efforts to feed the poor ignite a movement in the fight against hunger. This documentary tells the tale of these remarkable individuals and the unexpected challenges they face. Despite being constantly reminded that hunger is far too big for one person to solve, they persevere and see their impact ripple further than their individual actions.



Tuesday, May 17th @ 7pm Unbranded

Ben Masters set out to inspire adoption of the 50,000 wild horses living in government captivity. He recruited three friends and hatched an outrageous plot to adopt, train, and ride a string of mustangs 3,000 miles from the Mexican border to Canada through the wildest terrain of the American West. A story told with spectacular cinematography, Unbranded is a soaring drama of danger and self-discovery that shines a bright light on the complex plight of our country's wild horses.



PORTOLA VALLEY TOWN HALL

**Will Be Closed:
Friday, March 18th, 2016
1 PM – 3 PM**

**For:
EMERGENCY PREPAREDNESS
TRAINING**

**Town Hall will be re-open from
3:00 pm – 5:00 pm
*In Case of Emergency: Call 9-1-1***



Dinner/Meeting Announcement

Friday, March 25, 2016

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

Independence Hall
2955 Woodside Road
Woodside, CA 94062

Directions Attached

Schedule

5:30 pm	Social Time
6:00 pm	City Selection Committee
6:15 pm	Business Meeting
6:30 pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Chair Marie Chuang if you wish to bring up an item for group discussion or give a committee report.
Telephone: (650) 348-8106 or email: mchuang@hillsborough.net

Buffet Dinner

Classic Green Salad with Ranch or Tomato Vinaigrette
Marinated Tri-Tip
Grilled Salmon Fillets with Lemon Dill Sauce
Cheese Tortellini with Cream Sauce
Scalloped Potatoes
Grilled Vegetables
Fresh Rolls and Butter
Assorted Cheesecake slices, Cookies & Biscotti and Coffee

\$50 per person

RSVP by noon on Friday, March 18, 2016
Dora Wong, 650.851.6790 or dwong@woodsidetown.org

Please make checks payable to:

Town of Woodside
P.O. Box 620005, Woodside, CA 94062

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

- ❖ Call to Order
- ❖ Roll Call and Introductions of Mayors, Council Members and Guests
- ❖ Welcome by Mayor Deborah C. Gordon
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
- ❖ Program – Dr. Arun Majumdar and Dr. Mark Hartney, speaking on
"Technology Innovation In Government - Why It Is So Hard And How To Make It
Happen"

Dr. Arun Majumdar is the Jay Precourt Professor at Stanford University, a faculty member of the Department of Mechanical Engineering and co-director of the Precourt Institute for Energy. Arun's research in the past has involved the science and engineering of nanoscale materials and devices, especially in the areas of energy conversion, transport and storage as well as biomolecular analysis. His current research focuses on using electrochemical reactions for thermal energy conversion, thermochemical water splitting reactions to produce carbon-free hydrogen, understanding the limits of heat transport in nanostructured materials and a new effort to re-engineer the electricity grid.

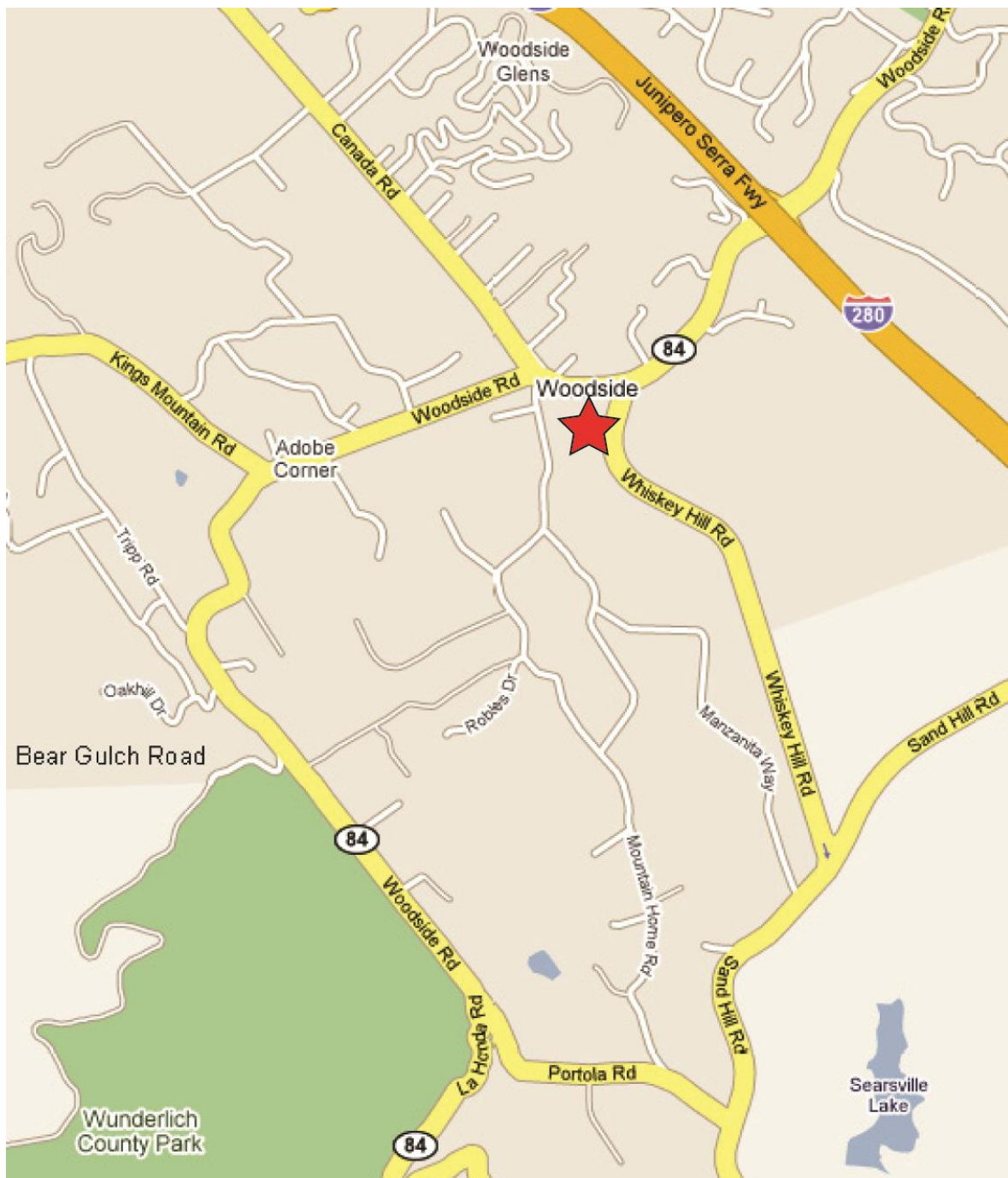
Dr. Mark Hartney is the director of the Office of Strategic Planning at SLAC National Accelerator Laboratory. Mark is responsible for expanding the engagement of SLAC with industry partners, government agencies and Stanford University with an emphasis on renewable energy and materials.

Directions to Independence Hall

2955 Woodside Road, Woodside, CA 94062

From San Francisco, take I-280 South to Woodside Road (Hwy 84 West) exit. Turn right on Woodside Road, turn left on Whiskey Hill Road, turn right at the first driveway and proceed to the bottom of the parking lot.

From San Jose, take I-280 North to Woodside Road (Hwy 84 West) exit. Turn left on Woodside Road, turn left on Whiskey Hill Road, turn right at the first driveway and proceed to the bottom of the parking lot.



"Technology Innovation In Government - Why It Is So Hard And How To Make It Happen"

By Dr. Arun Majumdar and Dr. Mark Hartney

Arun and Mark will discuss this issue with particular attention to innovation in the energy space - in particular the technologies for energy generation, distribution and storage.

Dr. Arun Majumdar is the Jay Precourt Professor at Stanford University, a faculty member of the Department of Mechanical Engineering and co-director of the Precourt Institute for Energy. Arun's research in the past has involved the science and engineering of nanoscale materials and devices, especially in the areas of energy conversion, transport and storage as well as biomolecular analysis. His current research focuses on using electrochemical reactions for thermal energy conversion, thermochemical water splitting reactions to produce carbon-free hydrogen, understanding the limits of heat transport in nanostructured materials and a new effort to re-engineer the electricity grid.

In October 2009, President Obama nominated Arun and the Senate confirmed him as the first director of the Advanced Research Projects Agency–Energy, where he served until June 2012. Between March 2011 and June 2012, Arun was also the acting under secretary of energy and a senior advisor to Secretary of Energy Steven Chu.

After leaving Washington, DC and before joining Stanford, Arun was the vice president for energy at Google, where he created several energy technology initiatives, especially on the electricity grid, and advised the company on its broader energy strategy.

Prior to joining the Department of Energy, Arun was the Almy & Agnes Maynard Chair Professor of Mechanical Engineering and Materials Science & Engineering at University of California–Berkeley and the associate laboratory director for energy and environment at Lawrence Berkeley National Laboratory. Arun serves on the U.S. Secretary of Energy's advisory board, the councils of the National Academy of Engineering and the Electric Power Research Institute, the science policy committee of SLAC National Accelerator Laboratory and Oak Ridge National Laboratory. He is a member of the international advisory panel for energy of the Singapore Ministry of Trade & Industry and the U.S. delegation for the U.S. –India Track II dialogue on climate change and energy. The U.S. State Department recently appointed him as a U.S. science envoy with an emphasis on energy and innovation in Poland and the Baltic region.

Arun is a member of the National Academy of Engineering and the American Academy of Arts and Sciences. He earned a bachelor's degree at the Indian Institute of Technology–Bombay in 1985 and his Ph.D. from U.C.–Berkeley in 1989, both in mechanical engineering.

Dr. Mark Hartney is the director of the Office of Strategic Planning at SLAC National Accelerator Laboratory. Mark is responsible for expanding the engagement of SLAC with industry partners, government agencies and Stanford University with an emphasis on renewable energy and materials.

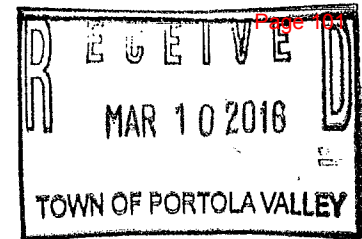
Prior to his role at SLAC, Mark served at the Department of Energy as one of the founding program directors of ARPA-E, from July, 2009 to March 2012. As a program director, he was responsible for selecting and managing technical projects, and defining new research program opportunities. Mark led ARPA-E's efforts in carbon capture technology, (the IMPACCT program), as well as a number of other projects in wind technology, energy efficiency, biofuels and lighting.

Before going to ARPA-E, Mark served as the chief technical Officer for FlexTech, an industry-government partnership focused on R&D for flexible electronics including displays, photovoltaics and OLED lighting. Mark previously worked at Silicon Image, a semiconductor manufacturer in a variety of technical management, marketing and business development roles, and at dpiX, a display and sensor manufacturing company in similar roles.

From 1992 to 1996, Mark worked in Washington DC at the Defense Advanced Research Projects Agency (DARPA) and the White House's Office of Science and Technology Policy (OSTP). Mark also previously held research and development staff positions at MIT Lincoln Labs and AT&T Bell Labs.

Mark serves on the board of the California Clean Energy Fund and is an advisor to a few local energy-related companies.

Mark is a graduate of MIT (B.S. and M.S.) and earned his doctoral degree at University of California at Berkeley, all in chemical engineering. He has over 60 technical publications, 100 conference presentations and 4 issued patents.



February 23, 2016

INTERESTED IN SERVING ON THE LEAGUE BOARD OF DIRECTORS?

The League of California Cities welcomes nominations from elected officials interested in serving in **six** at-large board positions (the at-large positions have two-year terms), or Second Vice President (one-year term). All nominees for Second Vice President must have previously served on the Board of Directors.

The League Board of Directors consists of the League officers (President, First Vice President, Second Vice President, and Immediate Past President), a representative from each of the League's 16 divisions, a representative from each of the League's 11 functional departments, the mayors or designees of the mayors of the 10 largest cities by population (listed as Large City appointments), and 12 At-Large positions, at least one of which shall be a small city representative (under 10,000 population). City officials serving on the National League of Cities Board of Directors also serve on the League of California Cities Board of Directors for the duration of their term on the National League board (two-year term). Travel expenses to attend League board meetings are reimbursed by the League.

The League Board of Directors typically meets on a quarterly basis at locations throughout the state. Nominees are expected to make a commitment to attend all meetings. League officers may also serve as members of the board of directors of the City/County/School (CCS) Partnership, which meets a minimum of two times a year (other LCC membership may also serve on the CCS Board). Travel expenses to attend CCS Partnership board meeting are reimbursed by the League.

After the deadline for applications has passed, the Nominating Committee¹ will review all applications and informational materials and decide on up to twelve finalists for the six open at-large positions. ***At-large Finalists, as well as all candidates for 2nd Vice President, will be asked to interview with the Nominating Committee in person the morning of Friday, June 24, 2016 at the Hyatt Monterey Hotel, Monterey, California.*** The at-large finalists and 2nd Vice President applicants will be contacted by email and regular mail with their interview time and interview location. Those at-large candidates who fail to become finalists will be contacted with our regrets by both email and regular mail.

At the board meeting directly following the Nominating Committee meeting, the board will vote to accept the recommendations of the Nominating Committee in full or part, or reject the recommendations. If the recommendations are accepted, the board shall consider final action (approval) on the recommended candidates at the Annual Conference (October 5-7, 2016, Long Beach Convention Center). If the recommendations are accepted in part or rejected, the Nominating Committee shall make additional recommendations which the board shall consider either at the same meeting or in a subsequent special meeting called by the President, no less than 30 days before Annual Conference. The final recommendations of the Nominating Committee will be announced at the opening general session of the Annual Conference (October 5, 2016).

If you are interested in submitting your name for nomination to the League Board of Directors or for the office of 2nd Vice President, please provide the information requested on the enclosed Nomination Form, and attach a bio/resume and letters of endorsement to the League's Sacramento headquarters on or before end of business **Friday, April 29, 2016**. Please review the position descriptions for "Director Job Description" and "Responsibilities of 2nd Vice President" attached to the nomination forms for At-Large and 2nd Vice President. Questions may be referred to League staff Mimi Sharpe at (916) 658-8232 or sharpem@cacities.org.

¹ Ana Maria Quintana (Chair), council member, Bell; Ken Lane, council member, Ceres; Scott Nassif, mayor pro tem, Apple Valley; Karina Cervantez, mayor pro tem, Watsonville; Bob Combs, planning commissioner, Danville; Scott Nelson, council member, Placentia; Mike Kasperzak, council member, Mountain View; David Sander, mayor, Rancho Cordova; Mark Kersey, council member, San Diego; Michele Beal Bagneris, city attorney/prosecutor, Pasadena; and Suzanne Lee Chan, council member, Fremont.



AT-LARGE DIRECTOR

League of California Cities 2016-2017 Board of Directors 6 Open Positions Each Year NOMINATION FORM

This form must be submitted by the Nominee. Attach additional pages as needed.

Please send completed form with
Resume or Bio to:

Attn: Mimi Sharpe
msharpe@cacities.org
 fax: 916-658-8240
 League of California Cities
 1400 K Street, 4th Floor
 Sacramento, CA 95814

Application Deadline:

Friday, April 29, 2016

Letters of Endorsement/Support
Deadline:

Friday, May 6, 2016

Name:		Title:	
City Hall Address:			
Cell Phone Number:		Email Address:	
Date Current Term Expires:		City Imposed Term Limits?	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Years in office? If eligible, Nominee's next election date?			
Nominee's Former Elected or Appointed Positions:			

Your previous State League/NLC Involvement/Participation:

Will you commit the necessary time and energy to the position?

(Includes 5 board meetings – four two-day meetings and a meeting at Annual Conference; in addition to Possible board conference calls AND a willingness to serve on the board nominating and other committees)

_____ YES, without qualification

_____ Unsure

_____ NO

Comments: _____

Why should you be chosen for an At-large Director (use extra pages if necessary)?

Please carefully read the "Director Job Description" attached to this form.

League of California Cities DIRECTOR JOB DESCRIPTION¹

This is a responsible position involving serving on the board of directors of the non-profit League of California Cities. In accordance with the bylaws of the League and the policies of the board, directors have the following collective and individual responsibilities:

General Governance Responsibilities:

- Determine and support the organization's vision, mission and core beliefs
- Select the chief executive. Support the executive and review his or her performance
- Ensure adequate revenues and approve a budget for effective management of the revenues
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the annual financial statements and the budget
- Participate in grassroots activities in support of the League's strategic priorities
- Support League ballot measure fundraising activities for CITIPAC and individual campaigns and contribute personally and through invitations to others.
- Determine, monitor, and strengthen the organization's programs and services
- Review agenda and supporting materials prior to board meetings
- Attend all board and general membership meetings, including periodic meetings by conference call, and notify the Executive Director of any planned or emergency absence and the reason for it. (Board members are only allowed three consecutive absences).
- Serve on the nominating or other committees and offer to take on special assignments

Ethical Responsibilities

- Ensure legal and ethical integrity and maintain accountability
- Use your League position responsibly, *e.g.* do not imply League support of private or city positions or seek favors by virtue of your role as a board member.
- Perform Board duties in good faith and with such care as necessary to promote the best interests of the League
- Become familiar with and follow conflict of interest legal requirements and policies to promote confidence in the League's decision-making
- Disclose potential conflicts of interest prior to voting on any matter before the Board

Communication Responsibilities

- Facilitate two-way communication between the League and city officials within your sphere of influence (your own city, neighboring cities, division, department, caucus, policy committee, etc.).
- Assume responsibility for interpreting board policy to the membership. Ensure the League speaks with "one voice" once the board has made a decision. Division and department representatives should report back directly on a regular basis.
- Ensure that board members are aware of the views of city officials throughout the state
- Attend all appropriate division, department, or general membership meetings
- Seek out city officials who have the potential to strengthen the League and encourage their participation in their division, on the League board, etc.

Expense Reimbursement

Board members receive no compensation, however, normal travel expenses (e.g., room, travel and meals), except for the Annual Conference, are either paid by the League or reimbursed. Any payments or reimbursements must be reported as required by the FPPC. The League will supply the information necessary to do so.

¹ Approved by the board of directors July 2010



2nd VICE PRESIDENT

League of California Cities 2016-2017 Board of Directors

NOMINATION FORM

This form must be submitted by the Nominee. Attach additional pages as needed.

Please send completed form with
Resume or Bio to:

Attn: Mimi Sharpe
msharpe@cacities.org
 fax: 916-658-8240
 League of California Cities
 1400 K Street, 4th Floor
 Sacramento, CA 95814

Application Deadline:

Friday, April 29, 2016

Letters of Endorsement/Support
Deadline:

Friday, May 6, 2016

Name:		Title:	
City Hall Address:			
Cell Phone Number:		Email Address:	
Date Current Term Expires:		City Imposed Term Limits?	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Years in office? If eligible, Nominee's next election date?			
Nominee's Former Elected or Appointed Positions:			

Your previous State League/NLC Involvement/Participation:

Will you commit the necessary time and energy to the position?

(Includes 5 board meetings – four two-day meetings and a meeting at Annual Conference; in addition to Possible board conference calls AND all the other meetings (NLC, CCS, Finance/Audit Committee, etc.) in attached "2nd Vice President Job Description"

_____ **YES**, without qualification _____ **Unsure** _____ **NO**

Comments: _____

Why should you be chosen for an 2nd Vice President (use extra pages if necessary)?

Please carefully read the "2nd Vice President Job Description" attached to this form.

**RESPONSIBILITIES OF 2ND VICE PRESIDENT
BOARD OF DIRECTORS
LEAGUE OF CALIFORNIA CITIES**

- 1) **Attendance at all five board meetings per year.**
 - a) *November/December – in conjunction with League Leaders*
 - b) *January/February—date of mtg and location at discretion of President*
 - c) *April (in conjunction with Legislative Action Day(s))*
 - d) *June or July*
 - e) *September/October—held during Annual Conference-- 90 minute meeting*

- 2) **CCS Partnership Meetings (Cities, Counties, Schools partnership);
Executive Director of CCS will send meeting notices to all officers)**
Meetings are held in—January and June
Officers and other designated membership of the following organizations are expected to attend:
League of California Cities
California Association of Counties
California School Boards Association

- 3) **Legislative Action Day(s)**
A one or two-day legislative conference which includes a general session(s) and information on lobbying your legislators in pursuit of city goals or issues.
All board members are encouraged to attend.

- 4) **National League of Cities Conferences (NLC)**
NLC City Summit (formerly Congress of Cities Conference) – November or December of each year at a different state and city. This is NLC's annual conference.
2016 – November 16-19, Pittsburgh, PA
Congressional City Conference – held in March of each year; location is always Washington D.C. The National League's legislative conference.
Officers are expected to attend LCC meetings with legislators or roundtable meetings, as well as the LCC reception event. 2017: March dates TBD.

- 5) **Annual Conference – Resolutions Committee and General Assembly**
The 2nd Vice President participates in two meetings at which he/she will preside or provide a report during Annual Conference:
 - a) *General Resolutions Committee, which is chaired by the 2nd Vice President,*
 - b) *General Assembly—where the resolutions passed forward by*
the General Resolutions Committee will be voted upon (last day of Annual Conference). At this meeting the 2nd Vice President presents the report of the General Resolutions Committee.

- 6) **Board Finance Committee/League Audit Committee – each League vice president serves as Chair for either the League Audit Committee or the Board Finance Committee.**
The Board Finance Committee is charged with the responsibility to:
 - *Work with staff on preparation of the League budget*
 - *Assist with financial matters such as reviewing the mid-year financial report*

and other internal financial issues as they arise.

Staff support for the Board Finance Committee is provided by Norman Coppinger, ncoppinger@cacities.org

The League Audit Committee is charged with the responsibility to: =

- *Select the League's independent auditor*
- *Oversee the audit contract and interact directly with the audit team*
- *Identify any audit issues and, along with the independent auditor, report these to the full board.*
- *Work with staff to ensure adequacy of accounting and internal control systems.*

Members of the audit committee include two board members in addition to the chair and one city manager and one finance director who are not members of the League board.

Staff support for the League Audit Committee is provided by Norman Coppinger, ncoppinger@cacities.org; and Perry Stottlemeyer, pstottlemeyer@cacities.org

- 7) **Weekly Executive Committee Telephone Conference Calls**, *meetings, as necessary with state executive and legislative officials; and meetings, as necessary with officers of CSAC (counties), CSDA (special districts), CSBA (school boards), and the Institute for Local Government.*

Sent: Monday, March 07, 2016 10:01 AM

To: Town Center <TownCenter@portolavalley.net>

Subject: Armando Sanchez new HEART Executive Director



HEART
OF SAN MATEO COUNTY



Armando Sanchez new HEART Executive Director

Armando Sanchez has been named the new Executive Director of HEART, the Housing Endowment and Regional Trust of San Mateo County, an agency that raises money to address the challenge of housing needs in San Mateo County. Sanchez will begin his new role on March 14, 2016.



"I am very pleased that Armando has been chosen to lead HEART," said San Mateo County Third District Supervisor Don Horsley, who is also the Chair of the HEART Board of Directors. "We have found someone who has deep experience in the field of housing and who also knows San Mateo County well. Armando is known for his knowledge of the housing industry, and especially his ability to collaborate. That's a key quality the Board needed in our new Executive Director as we work together to address the current housing crisis in our county. Armando brings a wealth of practical experience in this field and we are looking forward to his leadership."

Armando Sanchez is a recognized housing professional with a broad range of experience in real estate development, finance, management and marketing. His background includes extensive consulting for government and non-profit agencies in the housing field. He is the founder and Principal of AF Sanchez and Associates, in existence for two decades. Sanchez also has worked as a housing consultant to cities in San Mateo County. He holds a BA

from the University of California, Berkeley, and an MBA from the University of Washington in Seattle.

The mission of HEART, a Joint Powers Agency representing both the public and private sectors, is to meet critical housing needs in San Mateo County by raising public and private funds in order to finance affordable rental housing construction or rehabilitation. The agency also offers down-payment assistance loans to first-time homebuyers. When California Governor Jerry Brown eliminated Redevelopment Agencies, which had been a source of funding for affordable housing projects, the role of HEART in San Mateo County became more vital in providing local financing for new affordable housing development.

Please visit the HEART website at heartofsmc.org for more information, or contact Supervisor Don Horsley at 650.363.4569. (dhorsley@smcgov.org)



Join Our Mailing List!



VISIT OUR WEBSITE

HEART of San Mateo County / 139 Mitchell Ave., Ste. 108 /
South San Francisco, CA 94080 / p: 650-872-4444 / www.heartofsmc.org



**California Special
Districts Association**
Districts Stronger Together

MEDIA ADVISORY

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION RECOGNIZE ASSEMBLY MEMBER RICH GORDON AS 2015 LEGISLATOR OF THE YEAR

What: The California Special Districts Association (CSDA), the only statewide organization representing the interests of special districts throughout the state, will be presenting Assembly Member Rich Gordon with its 2015 Legislator of the Year Award.

This award recognizes Assembly Member Gordon's outstanding work and support for special districts. As a member of the Assembly Local Government Committee, Assembly Member Gordon has served as a thoughtful and considerate voice for CSDA members. His record on local issues has demonstrated his willingness to vote his conscience and support of local control.

Additionally, Assembly Member Gordon has supported various measures to increase responsible local infrastructure and economic development.

Who: **Assemblyman Rich Gordon**, recipient of CSDA's 2015 Legislator of the Year Award
Bill Nelson, CSDA's Board President
Tomi Ryba, Chief Executive Officer for El Camino Hospital
Dr. Peter Fung, Chair of El Camino Healthcare District Board of Directors

When: **Friday, March 11, 2016**
10:00 – 11:00 a.m.

Where: **El Camino Healthcare District**
Mountain View Hospital Campus
Main Entrance Lobby
2500 Grant Road
Mountain View, CA 94040
(Free Parking Available – Please allow 10 to 15 minutes to park)

Photo Opp: Assembly Member Rich Gordon along with elected officials and staff from local special districts.

Questions? For additional information on the event please contact CSDA's Public Affairs Field Coordinator, **Dane Wadlé** at (916) 947-6432

California's already failed mountain lion policy is hitting local farmers and ranchers harder than ever. ~~And with~~ the Humane Society of the United States pushing for stricter rules and regulations on farmers and ranchers nationwide, the negative impact is as close to us Bay Area residents as our own back yards. Too many lions were negligently planted here (we are still not sure who actually planted them, but local farmers and ranchers know the cats were planted) without enough studies being done to determine how many cougars The Bay Area hills can handle based on square miles and Black Tail Deer population. Local farmers and ranchers have noticed a large decline in bobcat. Mountain lions are very territorial and kill other invading cats. Which is why the bobcats (that balance the rodent population) are depleting, and the young tom who attacked a 6 year old boy in Cupertino was pushed into an area that was more humanly populated. This was normal behavior for a young tom trying to establish its own territory, having no-where else to go, and nothing else to eat but a 6 year old child.

We also have to understand that this is one of the first generations of mountain lions being raised in such a humanly populated environment of constantly seeing hikers and bicyclists passing by on a regular basis. There is no catch and release hound training season, so of course the mountain lions are going to keep getting more and more used to people. California's mountain lion wildlife management program is the worst in the nation because there is none. Therefore, this puts the bobcats in danger, the deer population in danger, the public in danger (because more deer are being forced to hang along roads creating road hazards because too many cats will push deer out of the remote canyons), and the mountain lions in danger because the lions are simply running out of food. Not to mention standing a much higher chance at having more frequent human encounters. And with mountain lions popping up all over the place on motion sensor cameras, the arguments presented by local farmers and ranchers (who are paying the price of the lion problem in tens of thousands of dollars in livestock damage every year) are proven to be more accurate than our HSUS affiliated California Legislation. The lions are starting to appear more and more skinny and unhealthy. Therefore, our local mountain lions are hungry.

In Northern California the situation is worse. HSUS pushed SB1221 which banned the use of dogs to pursue bear. Now the bear problem and population is escalating quicker than it ever was. Which is already taking an extremely heavy toll on the deer population which is the mountain lions' main source of food. After mountain lions kill deer they eat on it, then cover it up and return to eat on it again. The bears come in and clean up the lion kills before the mountain lions are finished eating on the deer, so the mountain lions are being forced to kill more deer as a result now. Bears also prey on newborn fawns when smelling the after birth leaving an increasing low survival rate for California's deer population and food supply for both California residents and mountain lions. So the Puma Foundation can thank HSUS and our HSUS affiliated California Legislation for threatening California's great North American Cats and inhumanely forcing this great predator into starvation.

In Nevada along the border of California the mountain lions are over populating in The High Sierras and being forced to come out of California and into Nevada in order to establish a territory. Nevada is trying to keep a healthy mule deer herd so Nevada uses Traditional Hunting (which generates revenue through tags and licenses along with profit for local business) to balance the lion population, with a quota that shuts the season down if a certain number of cats are taken. California is getting away with not doing its job managing California's increasing lion problem in The High Sierras because the mountain lions fortunately have an enormous range of open territory in Nevada's remote regions of rugged Sage Brush, Junipers, and Pinyon trees east of The Sierras. So California can thank the state of Nevada for doing an excellent job at managing California's increasing lion problem because of Nevada's lion hunting season (along with use of dogs), while protecting the lions from starvation, peoples' livestock, the mule deer herd, antelope, desert sheep, bobcat, and colts of wild horses.

But unlike The High Sierras, the lion problem in the densely brush and poison oak covered hills around Half Moon Bay, Pescadero, Peninsula, and The Northern Santa Cruz Mountains is much more complicating. Because the great cats cannot travel West because of the Pacific Ocean. They cannot travel East because of the Peninsula and Bay. They cannot travel North because of San Francisco. They can travel South, but it is a pretty narrow mountain range for the amount of cats there are, the freeways are a very difficult and dangerous obstacle for the lions and public, and we don't have Nevada doing California's job at managing the cats in our local Bay Area foothills. Therefore, our precious mountain lions are not only hungry, but trapped. Traditional Hunting is a part of Traditional American Agriculture. So I ask my fellow Democrats (who are in support of California's already failed mountain lion project which is costing California tax payers \$30 million a year, while our local schools are struggling and our prisons are overcrowded because of lack of funding), and The Puma Foundation to answer to the people of California, "What is the long term wildlife management plan, and how is California planning on protecting our children, our deer and bobcat population, pets, livestock, tax payer dollars, and food supply, due to an increasing starving over population of bear and mountain lion?" Please write to your elected officials and local newspapers. Learn more by logging on to "Humanewatch.org," or "Protect the Harvest.com."

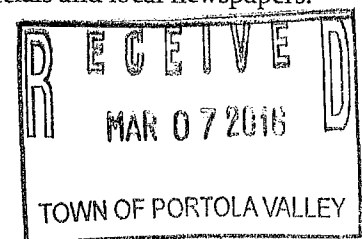
Yours truly,

Greg Fontana Democrat for a humane California.

P.O. Box 512

Half Moon Bay CA 94019

Greg Fontana



THE HUMANE SOCIETY OF THE UNITED STATES

THE GREAT AMERICAN THREAT

Farmers and Ranchers have devoted their lives to feeding our children, our pets, and our local animal shelters for decades. **HSUS poses a very serious threat** to our nation's farmers, ranchers, fashion industries, restaurants, and scientific researchers, who have fed, clothed, cured, and employed millions world-wide. **You can help American farmers by supporting our local animal shelters and not supporting The Humane Society of the United States.** To learn about The HSUS, log on to **"Humane Watch.org,"** or **"Protect the Harvest.com,"** or google **"HSUS Racketeering,"** or **"HSUS Under Investigation,"** or **"HSUS Fraud,"** or **"HSUS Malicious Prosecution"** or **"HSUS Obstruction of Justice,"** or **"HSUS Money Laundering,"** or **"HSUS IRS Scandal."**

Before more American farmers go under, which is already increasing grocery costs, escalating inflation, and provoking other 3rd world foreign countries who's agriculture is not threatened by HSUS to cut deeper into our already depleting tropical rain forests (which holds a supposedly 60 percent of the world's oxygen) in order to keep with the increasing supply and demand of feeding The United States of America.

Protect our Mexican Farm Workers

Hispanic farm workers have devoted their lives to helping American farmers and ranchers feed our children, our pets, and our local animal shelters for decades. **The Humane Society of the United States**

poses a very serious threat to our Hispanic community and their dreams of becoming legal U.S. Citizens. Stricter rules and regulations for California farmers and ranchers only makes it harder for American Farmers to provide jobs for

our Hispanic American people. **You can help**

our Hispanic communities by

supporting local animal shelters and

not supporting The Humane Society of

the United States. To learn about HSUS, log

on to **“Humane Watch.org,”** or **“Protect The**

Harvest.com,” or google **“HSUS Racketeering,”** or

“HSUS Fraud,” or **“HSUS Scam,”** or **“HSUS Malicious**

Prosecution” or **“HSUS Rico Lawsuit,”** or **“HSUS**

Obstruction of Justice,” or **“HSUS Bribery”** or **“HSUS**

Money Laundering” or **“HSUS IRS Scandal,”**

or **“HSUS Under Investigation.”**

TOWN COUNCIL WEEKLY DIGEST

Friday – March 18, 2016

1. Agenda – Water Conservation Committee - Monday, March 21, 2016
2. Agenda – Conservation Committee – Tuesday, March 22, 2016
3. Agenda – Town Center Master Plan Update Committee – Thursday, March 24, 2016
4. Town Hall Closed for Staff Offsite Meeting – Friday, March 25, 2016
5. Letter from Congresswoman Jackie Speier to Chair of the SFO Airport Community Roundtable re: Clarification of the Two Entities to Provide Recommendations to the FAA
6. Letter from Congresswoman Anna Eshoo re: Councilmember Ann Wengert’s Appointment to the Federal Aviation Administration (FAA) Select Committee on South Bay Arrivals
7. [San Mateo County Mosquito & Vector Control District \(SMCMVCD\) – March 2016 District Report](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation from Housing Endowment and Regional Trust of San Mateo County (HEART) to the Donor Recognition Party – Wednesday, May 11, 2016
2. Sustainable San Mateo County with Winter 2016 Key Indicator: Food Systems



TOWN OF PORTOLA VALLEY
Water Conservation Committee
Monday, March 21, 2016 2:00 PM to 4:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Roll Call
3. Oral Communications
4. Approval of Minutes – February 1, 2016
5. Old Business:
 - a. Updates from CalWater
 - b. Status of Green Building Ordinance
 - c. Update from Smart Irrigation Controller Subcommittee
 - d. Feedback on Water Conservation Workshop (February 20th)
 - e. Earth Fair Preparations (Saturday, April 23rd)
6. New Business:
 - a. Review of Annual Report Presentation to Town Council
 - b. Discussion on Budget for 2016/2017 Fiscal Year
7. Announcements
 - c. Film Series – Just Eat It: Tuesday, March 22nd at 7 pm (Community Hall)
www.portolavalley.net/filmseries
 - d. Water Conservation Award Showcase: Tuesday, March 22nd <https://www.usgbc-ncc.org/water2016/attend>
 - e. Silicon Valley Water Awards: Wednesday, March 23rd <http://www.waterawards.org/>
 - f. Going Native Garden Tour: Saturday/Sunday, April 9th/10th
<http://gnqt.org/GNGT/HomeRO.php>
 - g. Sustainable Silicon Valley Water Symposium – Resilience & Reuse: Monday, May 23rd <https://www.eventbrite.com/e/spring-water-symposium-resilience-and-reuse-tickets-22237961341>
8. Set Date and Topics for next meeting
9. Adjournment



TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, March 22, 2016 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of February 23, 2016 minutes
4. Current Site Permits:
 - a) 1260 Westridge
5. Old Business
 - A. Broom Pull
 - B. BYH - DeStaebler
 - C. Tip of the month – Eastman
 - D. Kudo of the Month – Murphy Broom Pull
 - E. Guide to Town Center Plantings - Chiariello
 - F. Monarch waystations
 - G. Local Native seed collection - Plunder
 - H. Committee/Town cooperation
 - a) Trails
 - b) Cultural Arts – Library Project
 - c) Public Works
 - d) Long Range Planning Committee
 - e) Earth Day 4/23 10:00 am – 2:00 pm
 - f) Water Conservation
 - a. Water-wise and native Garden Tour
 - g) Our website - Plunder
 - h) Weed seedling info sheet – Heiple
 - i) Revised PV Ranch planting list - ? delivered
 - j) Ban on Poison bait – DeStaebler/Chiariello
 - k) Budget – April 29 deadline vote
6. New Business
 - a) Gate to Christ Episcopal
7. Adjournment
8. Next meeting April 26, 2016 7:30 pm



TOWN OF PORTOLA VALLEY
Town Center Master Plan Update Committee Meeting
Thursday, March 24, 2016 – 4:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028

Agenda

1. Reports from committee/commission liaisons
2. Compile lists of current issues, future opportunities, and other comments;
Discussion of priorities and timing.
3. Review of Spring Down Open Space
4. Site Walk
5. Next Steps
6. Next meeting date



PORTOLA VALLEY TOWN HALL

*WILL BE CLOSED:
FRIDAY, MARCH 25TH, 2016
2:15 PM - 5:00 PM*

for: Staff offsite meeting

In Case of Emergency: Sheriff's Office: 911

COMMITTEE ON ARMED SERVICES

SUBCOMMITTEES:
RANKING MEMBER, OVERSIGHT AND
INVESTIGATION
MILITARY PERSONNELPERMANENT SELECT COMMITTEE
ON INTELLIGENCESUBCOMMITTEES:
EMERGING THREATS
NSA AND CYBERSECURITY

Senior Whip

JACKIE SPEIER
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Congress of the United States
House of Representatives
Washington, DC 20515-0514

March 14, 2016

Cliff Lentz, Chair
SFO Airport/Community Roundtable
Brisbane City Hall
50 Park Place
Brisbane, CA 94005

Re: Two Entities to Provide Recommendations to FAA

Dear Mr. Lentz:

I recognize the importance of the SFO Airport/Community Roundtable as a valuable voice for the residents of San Francisco and San Mateo Counties for 35 years. In its early years I had the privilege of being the Board of Supervisors representative on the Roundtable.

Some SFO Airport/Community Roundtable members have asked for clarification on the *FAA Initiatives* process. As you know, in response to Congressional inquiries regarding noise from San Francisco Airport, and after receiving widespread community input, the FAA provided a list of possible flight procedure changes in their *FAA Initiatives* report. As part of the process associated with that report I am pleased that the FAA will recognize and work closely with two separate public entities to review any proposed changes to SFO flight procedures.

The **Select Committee on South Bay Arrivals** has been established by Congresswoman Anna Eshoo, Congressman Sam Farr and me. The *Select Committee* will be the primary entity to receive FAA proposals, solicit and receive public comment and ultimately provide recommendations to the FAA on the *FAA Initiatives* items relating to SFO arrivals affecting Santa Cruz County, Santa Clara County and southern San Mateo County. Each Congressional Office will appoint four members and four alternates to this *Select Committee*. The members and alternates will be elected officials from the respective Congressional Districts. The members will be selected by the end of March.

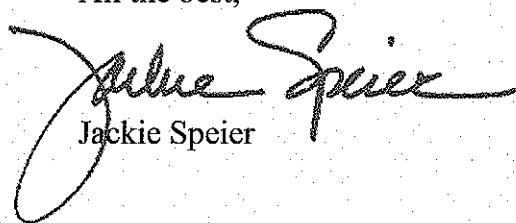
The long-standing **SFO Airport/Community Roundtable** will be the primary entity to receive FAA proposals, solicit and receive public comment and ultimately provide recommendations to the FAA on the remainder of the *FAA Initiatives* items including SFO departures as well as SFO arrivals affecting the north Bay including San Francisco and San Mateo Counties.

In the infrequent situation where an *FAA Initiative* item is determined by either the SFO Roundtable or the Select Committee to be within the purview of both entities, the FAA will engage separately with each entity on that item and will ultimately receive a recommendation from each entity.

The FAA continues to review each of the items in the *FAA Initiatives* and plans to provide an update on each item in mid to late April.

I look forward to working with both the Select Committee and the SFO Airport/Community Roundtable to reduce the SFO noise impact on our constituents.

All the best,



Jackie Speier

CC: Honorable Anna Eshoo
Honorable Sam Farr
Honorable Board of Supervisors, San Mateo County
Members of the SFO Airport/Community Roundtable
Glen Martin, FAA Regional Administrator, Western-Pacific Region



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

March 10, 2016

The Honorable Ann E. Wengert, Councilmember
Town of Portola Valley
765 Portola Road
Portola Valley, California 94028


Dear Councilmember Wengert,

Thank you for your letter seeking appointment to the new Federal Aviation Administration (FAA) Select Committee on South Bay Arrivals to address aircraft noise concerns related to San Francisco International Airport.

The Select Committee will be comprised of four elected officials from each of the 14th, 18th and 20th Congressional Districts, appointed by each Congressional District.

I'm thrilled and gratified that you are willing to serve on the Select Committee to represent the Town of Portola Valley as well as the Southern portion of San Mateo County's 18th Congressional District. As you are know, each city in San Mateo County has the opportunity to serve on the SFO Airport Roundtable so my appointment of you on this new Select Committee is based on your interest and experience which will be essential to the success of this new South Bay regional body.

Thank you Ann for offering to serve. I will communicate my appointment of you to my congressional colleagues and the FAA. Please contact Karen Chapman, my Chief of Staff in the District Office at (650) 323-2984 should you have any questions.

With gratitude and warm regards,



Anna G. Eshoo
Member of Congress