



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 11, 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 April 27, 2016 (3)
2. **Approval of Warrant List** – May 11, 2016 (9)
3. **Recommendation by Administrative Services Manager** – Action on Claim of Jeannine Gauthier (19)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Jeannine Gauthier (Resolution No. __)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

4. **Report from the Conservation Committee** – Committee Annual Report to the Town Council (35)

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Administrative Services Director** – A Resolution Approving Amendments to the Town's (36)
 Employee Compensation Plan
 - (a) A Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan (Resolution No. __)

6. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS (55)

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.*

7. **Town Manager Report (56)**

WRITTEN COMMUNICATIONS

8. **Town Council Digest** – April 29, 2016 (57)
9. **Town Council Digest** – May 6, 2016 (72)

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. 928, WEDNESDAY, APRIL 27, 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. Town Manager Dennis called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney

ORAL COMMUNICATIONS – None

CONSENT AGENDA [time]

- (1) Approval of Minutes: Town Council Regular Meeting of April 13, 2016 [*Pulled from Consent Agenda*]
- (2) Approval of Warrant List: April 27, 2016, in the amount of \$41,871.50.

Councilmember Richards moved to approve Item 2. Seconded by Councilmember Wengert, the motion carried 5-0 by roll call vote.

- (1) Approval of Minutes: Town Council Regular Meeting of April 13, 2016.

Councilmember Aalfs moved to approve the minutes of the April 13, 2016, meeting, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

REGULAR AGENDA [7:04 p.m.]

COMMITTEE REPORTS & REQUESTS

- (3) Report from the Cultural Arts Committee – Committee Annual Report to the Town Council

Paige Bishop, Co-Chair of the Cultural Arts Committee, presented the committee's annual report. She said the committee is best known for the concert series, holiday fair, and the new speaker series. She said the first speaker presentation was a great success with 80 attendees and the second had a similar sized audience. She said this year marks their ninth consecutive year of concerts, with a total of 27 concerts to date. She said the addition of the sound engineer has been a huge improvement to the concerts. She hopes that in the future there can be some kind of lighting for shows that run into the nighttime hours. She invited the Councilmembers to attend one of their events and take the opportunity to introduce themselves to the community. She said the committee did well staying within their budget. She said that with the addition of the speaker series, they would be asking for an additional \$500. She did not anticipate a large increase in what they pay bands over time. She said they welcome more members to the Committee but said their small nimble team is working well. She invited questions from the Council.

Councilmember Wengert asked if they had ever thought about posting a list of shows and speaker series on the Town website. Ms. Bishop said she would be glad to do that, and include photos, schedules, and links to the bands. She said there are now about 450 who attend the concerts, which occur the third Thursday of every summer month – June 16, July 21, and August 18, 6:00 p.m. to 8:00 p.m.

(4) Report from the Parks & Recreation Committee – Committee Annual Report to the Town Council

Simone LaValle, Co-Chair of the Parks & Recreation Committee, presented the committee's annual report. She said while the Committee would like to grow, nobody has the ambition to recruit volunteers. She said the Town Picnic and Zots to Tots Race are in the planning stages right now. She said they do not have the volunteer capacity. She said for next year they are contemplating contacting Pacific THERx and asking them to assist. She said the drought and high usage tore up the athletic fields, but Public Works Director Young and Jensen Landscaping have done a great job restoring the fields and they are in good condition. She said the Ford Field upgrades are still a topic of discussion because there are still some funds remaining to be spent. She said Mr. Young is talking with Little League to be sure they get what they need. She said the horseshoe pit is not yet installed, but when the rainy season is over Mr. Young and his team will begin that project. She said the committee is trying to be proactive instead of reactionary in terms of complaints, especially with the Town Center Master Plan being updated. She said the Committee used a survey to conduct community outreach to gather Townspeople's opinions about the programs and activities offered by Parks & Recreation. She said 99 people had responded so far and they want to run it a bit longer in the hopes of getting closer to 200 responses. She said they will provide a detailed analysis of the data when it is completed, but a quick preview shows that people are happy with the facilities and their use, but they would like to see new and different activities. She said they talked to instructors who offer classes through the Town Center and their feedback was that they loved it but would like to have more control. She said currently everything goes through Cindy, which creates a bottleneck. She said they were exploring how to capture everything on one website where the instructors could see who is registering before the classes start so they can plan accordingly. It would also be a site where residents could see links to all the offerings in Town – such as classes offered at the Town Center, adult pickup basketball at The Priory on Sunday, Alpine Strikers, AYSO, Alpine Little League, Boomers Night Fitness, Kids Karate, PV Basketball, Zots to Tots, mountain bike trails maps, etc. She said they would be accepting online registration for Zots to Tots so people can preregister or even register on their mobile devices while waiting in the long registration line. She will be checking with the Town Manager to see if they can incorporate the Town's Pay Pal account for collecting registration fees. With regard to the budget, she said they would not likely be asking for any additional funds. She said if additional funds are needed for Zots to Tots, they will increase the registration fee for the race. She invited questions from the Council.

Mayor Derwin asked what the current registration fee was for Zots to Tots. Ms. LaValle said it was \$20 per adult and \$15 per child. She said children can also ride bikes, trikes, or scooters.

Councilmember Wengert said the Parks & Recreation Committee was a good group to start the automated scheduling and online registration idea, at the level of these activities. She asked if they had included in their budget potentially working with the Town staff since it would be coming through the town's website and if they had enough resources to handle that task. Ms. LaValle said she and the Town Manager have talked about social media and discussed this issue. She said they discussed creating a Facebook page where they can post the important registration deadlines and collaborate with the organizations that serve the community, as well as promote Town events.

STAFF REPORTS AND RECOMMENDATIONS [7:27 p.m.]

(5) Presentation of the April 16, 2016, Wildland Fire Exercise

Town Manager Dennis reported regarding the recent exercise conducted with the Woodland Fire Protection District, which included a simulated wildland fire along Alpine Road near the swim club and school and an evacuation order for portions of the community. He said it was a very worthwhile exercise for those who participated. Staff that participated included Mr. Dennis, Town Clerk Sharon Hanlon, Sustainability & Special Projects Manager Brandi de Garmeaux, Deputy Building Official Keith Weiner, and Planning Director Debbie Pedro. Public Works Director Howard Young was on vacation, so Steve Hedlund manned the Public Works table. Representatives from San Mateo County EMS and Woodside

Fire Protection were also present. Activities included notifications of fire moving in a particular direction, vehicles abandoned on the road, road closures, providing lunch and water for arriving firefighters, dogs and owners standing in a field, etc. Mr. Dennis said staff did an excellent, professional job, and demonstrated their ability to address the issues quickly. He said the communication equipment worked well. Councilmember Wengert asked if they had started the generator, which has been known to fail in the past. Mr. Dennis said they did not, but they will test it.

Mr. Dennis said the integration worked well with the volunteers that came to participate. He said the physical space of the EOC works well, as does the physical space that is the Town Center. He said the EOC is well stocked and Ms. de Garneau has done an exceptional job making sure detailed instructions are provided.

Mr. Dennis said the SMC alert did not work for some people so they are working on that with the EMS people. He said the plan for staff backup needed improvement and there should be a volunteer base of people willing and available to step in. He said the radios (radio and ham) worked well, but none of the staff knew how to use them, so they will be trained. He said there was not a plan in place to control evacuees as they arrived. He said in a real situation with a lot of people coming in, they would be dependent on volunteers, and that needs to be explored. He said there were some key players (utilities) for which they realized they didn't have updated information or hadn't figured out how to integrate. He said the Town needs to connect with them better. He said some needed physical improvements were noted such as technology, whiteboards, etc.

Mr. Dennis said it was a great experience, incredibly valuable, and he has a lot of confidence in the staff's abilities and the training and materials we have.

Councilmember Wengert asked how Portola Valley would be integrated with the other communities. Mr. Dennis said the elected officials play a very specific role during an emergency. He said they are physically separated from the EOC, in a different location, and are tasked with having dialogue with the press. He said it is better for the fire officials to make decisions rather than the elected officials. He said they will conduct a training for the Council on June 22. He said integrating the volunteers is a more complicated issue and staff is discussing it.

In response to Councilmember Richards' comment, Mr. Dennis said the EPC and Public Works people would be the first bench. He said that current committee members would likely be interested in volunteering in an emergency.

Councilmember Wengert expressed concern about a situation where there is no outside help available and the Town is on their own. Mr. Dennis said that issue has been discussed and is why they want to establish a group of volunteers to take on some of those activities so that the Councilmembers are not forced into roles that weren't designed for them. Councilmember Wengert said she does not want to be so separated that the Council is just sitting and waiting to talk to press. Councilmember Richards said the Council has gone through several emergency trainings and was surprised to learn the State was saying that the Council should not be in that role at all. Mr. Dennis said the State has made a very clear line between the roles that elected officials play and what happens in the EOC. Councilmember Wengert said she understands and respects that, but because Portola Valley is such a small, isolated community, she is concerned about the scenario in which no emergency services are available. Mr. Dennis said he hopes to alleviate some of that concern with the training and the establishment of a volunteer base, in the hopes of creating a structure that makes the Councilmembers feel comfortable moving forward.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [7:43 p.m.]

Councilmember Aalfs – Attended the ASCC meeting on April 25, where they discussed two preliminary reviews. He and Councilmember Wengert attended the afternoon site visit on the Windmill School project with the Planning Commission. He said the ASCC comments were positive, with some concerns regarding the parking arrangement. He said one Commissioner was unhappy that there was not an affordable housing unit being built on the property. Councilmember Aalfs said that in order to live on the

site you must be an accredited daycare worker. Town Attorney Prince said she will look into the State requirements. Town Manager Dennis said there is a State bill that is circulating that is looking at allowing housing on public school sites. Councilmember Aalfs said he thought Windmill was resistant to the idea in general. Mayor Derwin said the option should be pursued absent a State law preventing it. Commissioner Aalfs said Peninsula Clean Energy has been moving forward and they are currently interviewing for a CEO. He said he talked to consultants about the limitations on renewables and learned that while there is some concern long-term about that, it is not an immediate concern. He said the County is very supportive of Portola Valley defaulting in at 100 percent renewable, which would require passing a separate ordinance. He said he'd like to coordinate that agenda item after conducting more outreach for feedback. Councilmember Wengert suggested well-crafted and well announced public meetings. Vice Mayor Hughes said there will be a choice of rates for each of the two products, 50 percent renewable and 100 percent renewable. Councilmember Wengert said it needs to be made clear to everyone that while the Council is supporting the maximum renewable position they can take, everyone will still have a choice and alternatives. Councilmember Aalfs said they are reviewing the actual energy procurement based on bids received. Vice Mayor Hughes asked if other towns had expressed interest in defaulting in at 100 percent. Councilmember Aalfs said Portola Valley would be the first jurisdiction in California, and maybe anywhere, to default in at 100 percent renewables. He said Peninsula Clean Energy is looking for bridge funding for its initial operations and said there may be a possibility that Towns within the County could loan money to Peninsula Clean Energy at a rate that might beat current LAIF returns. Councilmember Aalfs said if any of the Councilmembers had comments regarding this, they could be relayed to the Town Manager.

Councilmember Wengert – Attended the site visit at Windmill; however, the story poles were not up. Mr. Dennis said he would confirm whether or not there would be another site visit prior to the Planning Commission meeting next week. She said in addition to parking, traffic, and noise, there may be a security issue with the front gate. In response to Mayor Derwin's question, Councilmember Wengert said there was not a lot of discussion about the animals, but they indicated it would be a modest farm. She said the program plans were robust with some events to be held at night. She said they now have a schedule for the FAA Select Committee. She said having alternates is a good thing because they are starting to be invited to more events and it will be getting very busy. The organizational meeting will be May 6. The next scheduled meetings will be in Santa Clara on May 25, in San Mateo County on June 15, and Santa Cruz on June 29.

Councilmember Richards – Attended the EPC meeting where they discussed the emergency drill described by the Town Manager; discussed the Town's upcoming training, which they will attend; discussed the radio upgrades; discussed their web-stream connection; discussed their preparations for the Town Picnic; and discussed the San Mateo County Fair. He attended the Cultural Arts Committee meeting. He attended the County ESC meeting where they discussed the old radio tower at the cemetery. He said the San Francisco Airport has not technically joined the JPA but have agreed to contribute money for all the calls they've generated from the group, which they've calculated to be approximately \$160,000 for the year. He said that money from the airport is now necessary to balance their budget because of an \$180,000 increase in expenses. They heard a presentation by Tetratex regarding the local hazard mitigation plan. He said the County is putting a plan together and each city must put their own plans together to mesh in with that. Mr. Dennis confirmed that the draft of the plan is due from staff on May 13 and will be adopted by August. Councilmember Richards also attended the PG&E presentation on April 26. They discussed the rate plans and the changes that will be made over the next several years. He attended the Conservation Committee meeting on April 26. He said there were strong feelings that the Town should address the comments made on PV Forum regarding lawns. Vice Mayor Hughes said that Dave Ross, ASCC Chair, posted a response. Councilmember Richards said some members feel the ASCC is ignoring their recommendations. To date they have given out 15 or 16 backyard habitat awards. They presented the final version of the Guide to Town Center Plantings. The Committee will be coming to the Council with recommendations regarding the use of rodenticides. The Committee will be sponsoring the Sod Blitz.

Vice Mayor Hughes – Attended the PG&E rate presentation on April 26. Councilmember Wengert asked if PG&E's presentation could be put on the Town website. Vice Mayor Hughes said their presentation would

cause more confusion. PG&E said 88 percent of the Town was on the default E-1 rate. He said the short story is E-6 is probably better than ETOU-A for the typical Portola Valley user. Users can change their rate plans online, but they will not allow anyone to select the E-6 rate after May 31. PG&E said they will be providing a tool on their website that will estimate the best rate for solar users, but it will not be available until August, and the deadline to get into the E-6 rate is May 31. If a user selects E-6 now, they are grandfathered into the plan, and they can switch out to another plan later, but cannot select E-6 after May 31.

Mayor Derwin – Attended the Water Conservation Committee meeting. She said some members attended the Water Showcase in San Francisco a couple of weeks ago and got samples of an ultra low-water lawn seed; they discussed a flow meter that detects leaks; they discussed their budget and will be asking for approximately \$1,100 additional this year; and they discussed Earth Day. She attended the C/CAG Annual Retreat, which had three presenters – Dr. Mindy Romero of UC Davis; Dr. Richard Luthy of Woods Institute of Stanford; and Dr. Nicole Sandkulla of BAWSCA. She attended the Donor Fund Subcommittee meeting and moved some things forward to make a recommendation to the Board – a 50/50 model, with 50 percent going to Atherton, Portola Valley, and Woodside and 50 percent going to the JPA general fund, with no cap, to be reviewed in three years. She said this will not go into effect until Atherton finishes their library, approximately 2018. She and the Town Manager attended the ABAG general meeting and voted on the budget. She said there will be another meeting on May 12 that must be attended to vote on the proposed options. If Mayor Derwin cannot attend, Vice Mayor Hughes will attend and Councilmember Wengert will be his alternate. They discussed the transfer tax. Mr. Dennis said the ABAG senior staff were engaging the smaller cities in asking how ABAG could be helpful to them. Mayor Derwin said they discussed the Hyperloop technology. She attended the C/CAG Administrators Advisory Committee Meeting. She attended the HEART meeting today where they established a consent calendar. They previously could only help people buying houses up to \$520,000 and that limit has been increased to \$781,000 and they can now loan up to \$117,000. They discussed the linkage/housing impact fees. They also discussed pooling the inclusionary housing money to build housing outside of their cities. She said HEART and the Housing Leadership Council (HLC) will be separating but will share the same physical space. She said there is an HLC policy lunch on May 13. Mayor Derwin said they showed the second film in the film series followed by a wonderful discussion.

(7) Town Manager Report – Town Manager Dennis reported there was a fire early this morning at 10 La Sandra Way. He said it was a house that was under construction, 95 percent complete and it sustained 25 percent damage. It was red tagged and is in the process of being boarded up and fenced. He said they have closed the recruitment for the Associate Senior Planner position and are setting up interviews in the next week or so with some good applicants. He said the budget process is moving along well and they will be bringing something to the Finance Committee on May 24. He said he invited a previous colleague to show staff an online engagement tool that may be useful. He thanked Ms. de Garreaux for putting together the wonderful Earth Day event. He said there was a good turnout at the PG&E meeting. PG&E will be providing the slides and staff can decide if they should be posted on the Town's website. He said he met with a gentleman at the library who had concerns about the usage of the Heritage Room. Mr. Dennis said it does not appear to be an issue that needed to be dealt with in the immediate future. He talked with Nancy Lund about it and they discussed posting a sign that says something to the effect of being respectful of your time in this space. He attended several meetings since the last Council meeting including a tour of the Priory; met with the Library Director and her staff; met with the League of California Cities representative, Seth Miller; met with the Interim Superintendent and the two Principals of our elementary schools; toured the Corte Madera School and discussed affordable housing interest at that site; attended a Westridge Architectural Supervising Committee meeting; met with Anna Eshoo's District Director today; and met with Steve Abbors and his planning staff at the Mid-Peninsula Regional Open Space District and discussed the Hawthornes and the Alpine Trail. He said he will be attending his first San Francisquito JPA meeting on April 28. Vice Mayor Hughes asked if there was any indication of when they would be bringing something to the Council. Mr. Dennis said in April 2015 they adopted a five-year timeline and it can come anytime within that five years. He said they are renovating some of the buildings and will have a Mid-Pen Ranger on-site soon and are discussing an interpretive center. He said they are in the very early stages. He said they were looking at 7, 8, 9 years. He told them there needs to be some consideration to bifurcating this particular portion of the project, fully

respecting the fact that we want a holistic plan. He said it was a very positive meeting in that they were exploring some of the options that might be able to move it up.

WRITTEN COMMUNICATIONS [8:48 p.m.]

(8) Town Council Digest – April 15, 2016

(9) Town Council Digest – April 22, 2016

#4 – Memo from Public Works Director Young re: California Water Service Construction Project on Portola Road – Schedule of Remaining Work and Road Condition during the month long testing. Councilmember Wengert asked regarding Station 8. Mr. Dennis will confirm that and get back to her.

#5 – Request from the Portola Valley Library re: Use of the Historic Schoolhouse on Friday, May 6, 2016. The Council approved the request.

ADJOURNMENT [8:51 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

Nicole Sandkulla was the presenter even though Adrienne was listed on the agenda.

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 11, 2016

Date: 05/05/2016

Time: 4:07 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

ANIMAL DAMAGE MGMT INC	March/April Pest Control	17454	05/11/2016	
			05/11/2016	
16170 VINEYARD BLVD. #150	804		05/11/2016	0.00
MORGAN HILL	BOA	50599	05/11/2016	0.00
CA 95037	89442, 88819			590.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	295.00	0.00	
05-66-4342	Landscape Supplies & Services	295.00	0.00	

Check No.	50599	Total:	590.00
Total for	ANIMAL DAMAGE MGMT INC		590.00

ARC	Plan Copies, 40 Tagus	17453	05/11/2016	
	Paid by cust R#38125, R#38138		05/11/2016	
P.O. BOX 192224	0112		05/11/2016	0.00
SAN FRANCISCO	BOA	50600	05/11/2016	0.00
CA 94119-2224	1429748, 894			94.77

GL Number	Description	Invoice Amount	Amount Relieved	
05-20-3154	Miscellaneous Receipts	94.77	0.00	
05-68-4540	CIP15/16 Street Resurface	0.00	0.00	

Check No.	50600	Total:	94.77
Total for	ARC		94.77

ARRANGED4COMFORT	Office Equipment, Dennis	17455	05/11/2016	
			05/11/2016	
790 LAUREL STREET #10	0502		05/11/2016	0.00
SAN CARLOS	BOA	50601	05/11/2016	0.00
CA 94070	16-3394-SH			314.74

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	314.74	0.00	

Check No.	50601	Total:	314.74
Total for	ARRANGED4COMFORT		314.74

AT&T (2)	May Microwave	17456	05/11/2016	
			05/11/2016	
P.O. BOX 5025	877		05/11/2016	0.00
CAROL STREAM	BOA	50602	05/11/2016	0.00
IL 60197-5025				67.60

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	67.60	0.00	

Check No.	50602	Total:	67.60
Total for	AT&T (2)		67.60

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 11, 2016

Date: 05/05/2016

Time: 4:07 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
BANK OF AMERICA	April Statement	17477	05/11/2016	
Bank Card Center			05/11/2016	
P.O. BOX 53155	0022		05/11/2016	0.00
PHOENIX	BOA	50603	05/11/2016	0.00
AZ 85072-3155				4,496.78

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4168	Water Conservation Committee	442.50	0.00
05-58-4240	Parks & Fields Maintenance	446.26	0.00
05-64-4308	Office Supplies	36.59	0.00
05-64-4311	Internet Service & Web Hosting	134.99	0.00
05-64-4312	Office Equipment	1,186.15	0.00
05-64-4314	Equipment Services Contracts	336.00	0.00
05-64-4320	Advertising	150.00	0.00
05-64-4326	Education & Training	498.47	0.00
05-64-4335	Sustainability	772.33	0.00
05-64-4336	Miscellaneous	400.66	0.00
05-64-4337	Bank Fees	92.83	0.00

Check No.	50603	Total:	4,496.78
Total for	BANK OF AMERICA		4,496.78

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,300.00	0.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,300.00	0.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,561.81	0.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,561.81	0.00

Check No.	50604	Total:	30,700.67
Total for	CALPERS		30,700.67

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	753.64	0.00
05-50-4080	Retirement - PERS	14,085.22	0.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	753.64	0.00
05-50-4080	Retirement - PERS	14,085.22	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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Page: 3

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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
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4266	Litter Clean Up Program	659.52	0.00
22-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	50605	Total:	1,603.62
Total for	CLEANSTREET		1,603.62

COMCAST	WiFi, 4/21 - 5/20	17472	05/11/2016	
			05/11/2016	
P.O. BOX 34227	0045		05/11/2016	0.00
SEATTLE	BOA	50606	05/11/2016	0.00
WA 98124-1227				90.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	90.95	0.00

Check No.	50606	Total:	90.95
Total for	COMCAST		90.95

COPYMAT	Earth Fair Postcards	17473	05/11/2016	
			05/11/2016	
240 HARBOR BLVD	0046		05/11/2016	0.00
BELMONT	BOA	50607	05/11/2016	0.00
CA 94002	CMB1451			257.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	257.89	0.00

Check No.	50607	Total:	257.89
Total for	COPYMAT		257.89

COUNTY OF SAN MATEO	DINNER MTG/DERWIN,RICHARDS,	17459	05/11/2016	
SUPERVISOR WARREN SLOCUM	WENGERT		05/11/2016	
C/O MARCI DRAGUN	1454		05/11/2016	0.00
REDWOOD CITY	BOA	50608	05/11/2016	0.00
CA 94063				150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	150.00	0.00

Check No.	50608	Total:	150.00
Total for	COUNTY OF SAN MATEO		150.00

CSG CONSULTANTS INC	March Bldg Insp Svcs	17461	05/11/2016	
			05/11/2016	
550 PILGRIM DRIVE	622		05/11/2016	0.00
FOSTER CITY	BOA	50609	05/11/2016	0.00
CA 94404	6917			4,275.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	4,275.00	0.00

Check No.	50609	Total:	4,275.00
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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

Total for	CSG CONSULTANTS INC	4,275.00
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CULLIGAN	May Service	17474	05/11/2016	
			05/11/2016	
1785 RUSSELL AVE	0250		05/11/2016	0.00
SANTA CLARA	BOA	50610	05/11/2016	0.00
CA 95054-2032	0044347			41.20

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

CULLIGAN	Finance Charge, March Svc	17475	05/11/2016	
			05/11/2016	
1785 RUSSELL AVE	0250		05/11/2016	0.00
SANTA CLARA	BOA	50610	05/11/2016	0.00
CA 95054-2032	0044770			2.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	2.50	0.00

Check No.	50610	Total:	43.70
Total for	CULLIGAN		43.70

EMPLOYMENT DEV'T DEPT	Unemployment Ins BenefitCharge	17462	05/11/2016	
			05/11/2016	
PO BOX 826846	0062		05/11/2016	0.00
SACRAMENTO	BOA	50611	05/11/2016	0.00
CA 94246-0001				2,250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4092	Unemployment Insurance	2,250.00	0.00

Check No.	50611	Total:	2,250.00
Total for	EMPLOYMENT DEV'T DEPT		2,250.00

GO NATIVE INC	April, TC Landscape Maintenanc	17491	05/11/2016	
			05/11/2016	
P.O. BOX 370103	632		05/11/2016	0.00
MONTARA	BOA	50612	05/11/2016	0.00
CA 94037	2893			6,391.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	6,391.00	0.00

Check No.	50612	Total:	6,391.00
Total for	GO NATIVE INC		6,391.00

INTERSTATE TRAFFIC CNTRL	Street Signage	17464	05/11/2016	
			05/11/2016	
1700 INDUSTRIAL ROAD, STE B	564		05/11/2016	0.00
SAN CARLOS	BOA	50614	05/11/2016	0.00
CA 94070	210204			296.39

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	296.39	0.00

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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

Check No.	50614	Total:	296.39
<u>Total for</u>	<u>INTERSTATE TRAFFIC CNTRL</u>		<u>296.39</u>

INT'L CODE COUNCIL, INC.	Code Book, Bldg - Weiner	17463	05/11/2016	
ACCOUNTS RECEIVABLE			05/11/2016	
4051 WEST FLOSSMOOR ROAD	0243		05/11/2016	0.00
COUNTRY CLUB HILLS	BOA	50613	05/11/2016	0.00
IL 60478-5795	683240			53.60

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	53.60	0.00

Check No.	50613	Total:	53.60
<u>Total for</u>	<u>INT'L CODE COUNCIL, INC.</u>		<u>53.60</u>

TREENA JOI	Reimbursement, Predator Day	17476	05/11/2016	
			05/11/2016	
500 W. MIDDLEFIELD ROAD #129	1210		05/11/2016	0.00
MOUNTAIN VIEW	BOA	50615	05/11/2016	0.00
CA 94043				81.71

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	81.71	0.00

Check No.	50615	Total:	81.71
<u>Total for</u>	<u>TREENA JOI</u>		<u>81.71</u>

KUTZMANN & ASSOCIATES	Plan Review	17465	05/11/2016	
			05/11/2016	
39355 CALIFORNIA STREET	0090		05/11/2016	0.00
FREMONT	BOA	50616	05/11/2016	0.00
CA 94538	PV15-036,			380.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	380.00	0.00

Check No.	50616	Total:	380.00
<u>Total for</u>	<u>KUTZMANN & ASSOCIATES</u>		<u>380.00</u>

LADERA GARDEN CENTER	Flower Arrangements, March	17478	05/11/2016	
			05/11/2016	
3130 LADERA COUNTRY SHOPPER	0490		05/11/2016	0.00
PORTOLA VALLEY	BOA	50617	05/11/2016	0.00
CA 94028	13493			215.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	215.78	0.00

Check No.	50617	Total:	215.78
<u>Total for</u>	<u>LADERA GARDEN CENTER</u>		<u>215.78</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
JUDITH MURPHY	Reimbursement, Conservation Committee	17466	05/11/2016	
			05/11/2016	
8 PORTOLA GREEN CIRCLE	0210		05/11/2016	0.00
PORTOLA VALLEY	BOA	50618	05/11/2016	0.00
CA 94028				243.77

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	243.77	0.00

Check No.	50618	Total:	243.77
Total for	JUDITH MURPHY		243.77

NCE	CIP Street Resurf Proj. 2015-2016, April	17490	05/11/2016	
Nichols Consulting Engineers	0183		05/11/2016	0.00
1885 S. ARLINGTON AVE	BOA	50619	05/11/2016	0.00
RENO	424185503			13,775.00
NV 89509				

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	13,775.00	0.00

Check No.	50619	Total:	13,775.00
Total for	NCE		13,775.00

NOLTE ASSOCIATES, INC	Engineer Svcs, 2/28/16-3/26/16	17479	05/11/2016	
			05/11/2016	
P.O. BOX 93243	0104		05/11/2016	0.00
LAS VEGAS	BOA	50620	05/11/2016	0.00
NV 89193-3243	44088			2,801.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,801.50	0.00

Check No.	50620	Total:	2,801.50
Total for	NOLTE ASSOCIATES, INC		2,801.50

PACIFIC ACCESS INC	Dumbwaiter Service	17467	05/11/2016	
			05/11/2016	
937 INDUSTRIAL AVENUE	991		05/11/2016	0.00
PALO ALTO	BOA	50621	05/11/2016	0.00
CA 94303	19958			270.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	270.00	0.00

Check No.	50621	Total:	270.00
Total for	PACIFIC ACCESS INC		270.00

PACIFIC COAST APPRAISAL	Appraisal, 1260 Westridge Lots A, B, C	17480	05/11/2016	
			05/11/2016	
321 ALEXANDER AVENUE	0563		05/11/2016	0.00
REDWOOD CITY	BOA	50622	05/11/2016	0.00
CA 94061				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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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

96-54-4207	Deposit Refunds, Other Charges	3,000.00	0.00	
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Check No.	50622	Total:	3,000.00
Total for	PACIFIC COAST APPRAISAL		3,000.00

PLATINUM FACILITY SERVICES	April Janitorial	17481	05/11/2016	
			05/11/2016	
1530 OAKLAND RD., #150	402		05/11/2016	0.00
SAN JOSE	BOA	50623	05/11/2016	0.00
CA 95112	23855			2,987.51

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

Check No.	50623	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

PORTOLA VALLEY HARDWARE	April Statement	17493	05/11/2016	
			05/11/2016	
112 PORTOLA VALLEY ROAD	0114		05/11/2016	0.00
PORTOLA VALLEY	BOA	50624	05/11/2016	0.00
CA 94028				565.51

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	17.42	0.00
05-60-4267	Tools & Equipment	507.27	0.00
05-66-4340	Building Maint Equip & Supp	21.21	0.00
25-66-4340	Building Maint Equip & Supp	19.61	0.00

Check No.	50624	Total:	565.51
Total for	PORTOLA VALLEY HARDWARE		565.51

RAMONA'S SECRETARIAL SERVICES	February Transcription	17482	05/11/2016	
			05/11/2016	
18403 WATTERS DRIVE	1370		05/11/2016	0.00
CASTRO VALLEY	BOA	50625	05/11/2016	0.00
CA 94546	5902			992.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	992.00	0.00

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, April 2016	17483	05/11/2016	
			05/11/2016	
18403 WATTERS DRIVE	1370		05/11/2016	0.00
CASTRO VALLEY	BOA	50625	05/11/2016	0.00
CA 94546	5908			620.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	620.00	0.00

Check No.	50625	Total:	1,612.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,612.00

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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
CYNTHIA RICHARDSON	April Planning Consult Svcs	17468	05/11/2016	
dba Richardson Consulting			05/11/2016	
24 CAMPBELL LANE	1250		05/11/2016	0.00
MENLO PARK	BOA	50626	05/11/2016	0.00
CA 94025				9,922.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	9,922.50	0.00

Check No.	50626	Total:	9,922.50
Total for	CYNTHIA RICHARDSON		9,922.50

JANET ROBB	Reimbursement, Predator Day	17484	05/11/2016	
	Banner		05/11/2016	
1239 PORTOLA ROAD	0564		05/11/2016	0.00
WOODSIDE	BOA	50627	05/11/2016	0.00
CA 94062				327.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	327.00	0.00

Check No.	50627	Total:	327.00
Total for	JANET ROBB		327.00

SHRED-IT LLC	Earth Fair Shred Event	17494	05/11/2016	
		00006366	05/11/2016	
350 HATCH DRIVE	0352		05/11/2016	0.00
FOSTER CITY	BOA	50628	05/11/2016	0.00
CA 94404				1,065.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	1,065.00	1,200.00

Check No.	50628	Total:	1,065.00
Total for	SHRED-IT LLC		1,065.00

STANDARD INSURANCE CO.	April Ltd/Life Premium	17470	05/11/2016	
			05/11/2016	
PO BOX 5676	0469		05/11/2016	0.00
PORTLAND	BOA	50629	05/11/2016	0.00
OR 97228				418.34

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	418.34	0.00

Check No.	50629	Total:	418.34
Total for	STANDARD INSURANCE CO.		418.34

STATE COMP INSURANCE FUND	May Premium	17485	05/11/2016	
			05/11/2016	
PO BOX 748170	0122		05/11/2016	0.00
LOS ANGELES	BOA	50630	05/11/2016	0.00
CA 90074-8170				1,713.50

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-50-4094	Worker's Compensation	1,713.50	0.00	
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Check No.	50630	Total:	1,713.50
Total for	STATE COMP INSURANCE FUND		1,713.50

THE BONEYARD, LLC.	Catering, 2016 Earth Fair	17486	05/11/2016	
526 VIDAL DRIVE	0562	00006373	05/11/2016	0.00
SAN FRANCISCO	BOA	50631	05/11/2016	0.00
CA 94132	2016138			609.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	609.70	609.70

Check No.	50631	Total:	609.70
Total for	THE BONEYARD, LLC.		609.70

TOWNSEND MGMT, INC	March Applicant Charges	17487	05/11/2016	
P.O. BOX 24442	609		05/11/2016	0.00
SAN FRANCISCO	BOA	50632	05/11/2016	0.00
CA 94124	200064-03-16A-Q			3,910.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,910.00	0.00

TOWNSEND MGMT, INC	March Cal-Water Charges	17488	05/11/2016	
P.O. BOX 24442	609		05/11/2016	0.00
SAN FRANCISCO	BOA	50632	05/11/2016	0.00
CA 94124	200064-03-16R			690.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	690.00	0.00

Check No.	50632	Total:	4,600.00
Total for	TOWNSEND MGMT, INC		4,600.00

TYLER TECHNOLOGIES INC	CIP Permit Tracking Software	17471	05/11/2016	
P.O. BOX 203556	Progress Payment		05/11/2016	0.00
DALLAS	0240		05/11/2016	0.00
TX 75247-8142	BOA	50633	05/11/2016	10,962.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4539	Permit Tracking Software	10,962.00	0.00

Check No.	50633	Total:	10,962.00
Total for	TYLER TECHNOLOGIES INC		10,962.00

WEMORPH INC	Buisness Cards, Weiner/Derwin/	17489	05/11/2016	
1671 IROQUIOS ROAD	Richardson		05/11/2016	0.00
ROCKLIN	1360		05/11/2016	0.00
CA 95765	BOA	50634	05/11/2016	276.44
	17163			

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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
05-64-4308	Office Supplies	276.44	0.00

Check No.	50634	Total:	276.44
Total for	WEMORPH INC		276.44

Total Invoices: 41

Grand Total:	107,503.97
Less Credit Memos:	0.00
Net Total:	107,503.97
Less Hand Check Total:	0.00
Outstanding Invoice Total:	107,503.97

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal May 11, 2016

Claims totaling \$107,503.97 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: Susan Cope, Administrative Services Manager

DATE: May, 11, 2016

RE: Action on Claim of Jeannine Gauthier

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution (Attachment #1) denying the claim of Jeannine Gauthier.

BACKGROUND

On April 20, 2016, the Town received the attached claim (Attachment #2) from Jeannine Gauthier seeking in excess of \$100,000.00 in damages for bodily injuries allegedly related to a bicycle accident that occurred on February 2, 2016. Ms. Gauthier claims she was riding her bicycle northbound on Portola Road when she hit an exposed and unguarded trench in the roadway which caused her to lose control and flip face first over her handlebars.

DISCUSSION

Based on the report from York Risk Services Group dated April 26, 2016 (Attachment #3), it is recommended that a Notice of Rejection of claim be sent to the claimant (Attachment #4.)

FISCAL IMPACT

None

ATTACHMENTS

1. Resolution Recommending Notice of Rejection of Claim
2. Claim dated April 20, 2016, Submitted by Jeannine Gauthier
3. York Services Group Report of April 26, 2016
4. Draft of Notice of Rejection of Claim

Report approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. _____-2016

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA
VALLEY DENYING THE CLAIM OF JEANNINE GAUTHIER**

WHEREAS, Jeannine Gauthier submitted a claim to the Town on April 20, 2016, seeking monetary damages related to a bicycle injury, which she alleges happened on February 4, 2016; and

WHEREAS, based on the findings of the investigation performed by the Town's outside claims adjuster, the Town is not liable for any injury or damage suffered by Claimant. Furthermore, the Town is fully indemnified pursuant to the Encroachment Permit provided to the contractor performing the private project.

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

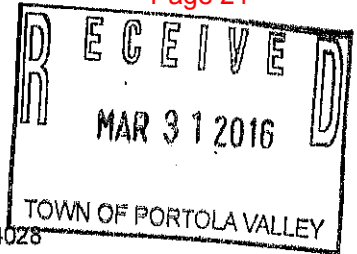
1. That the claim submitted by Jeannine Gauthier on April 20, 2016, in the amount of \$100,000.00 is hereby rejected.
2. The Town's Administrative Services Manager is authorized to provide the Notice of Rejection of Claim to Ms. Gauthier that the claim is rejected.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley held on the 11th day of May, 2016.

By: _____
Maryann Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk



CLAIM AGAINST TOWN OF PORTOLA VALLEY

Please return to: Town Clerk, Portola Valley, 765 Portola Road, Portola Valley, CA 94028

COMPLETE THE FOLLOWING, ADDING ADDITIONAL SHEETS AS NECESSARY.

1. CLAIMANT'S NAME (Print): Jeannine Gauthier

2. CLAIMANT'S ADDRESS:
(Street or P.O. Box Number - City - State - Zip Code) Please see attached for all required information.

3. AMOUNT OF CLAIM \$ _____ HOME PHONE: _____
(Attach Copies of bills/estimates) WORK PHONE: _____

IF AMOUNT CLAIMED IS MORE THAT \$10,000 INDICATE WHERE JURISDICTION RESTS:
Limited Civil Case _____
Unlimited Civil Case _____

4. ADDRESS TO WHICH NOTICES ARE TO BE SENT, IF DIFFERENT FROM LINES 1 AND 2 (PRINT):
(Name) _____
(Street or P.O. Box Number - City - State - Zip Code) _____

5. DATE OF INCIDENT: _____ TIME OF INCIDENT: _____
LOCATION OF INCIDENT: _____

6. DESCRIBE THE INCIDENT OR ACCIDENT INCLUDING YOUR REASON FOR BELIEVING THAT THE CITY IS LIABLE FOR YOUR DAMAGES:

7. DESCRIBE ALL DAMAGES WHICH YOU BELIEVE YOU HAVE INCURRED AS RESULT OF THE INCIDENT:

8. NAMES(S) OF PUBLIC EMPLOYEE(S) CAUSING THE DAMAGES YOU ARE CLAIMING:

T.A. Davis _____ March 30, 2016 _____
Signature of Claimant Date

T. Andrew Davies, Attorney for Claimant Jeannine Gauthier
Any person who, with intent to defraud, presents any false or fraudulent claim may be punished by imprisonment or fine or both.

Carter M. Zinn (State Bar No. 205034)
T. Andrew Davies (State Bar No. 256626)
THE ZINN LAW FIRM
55 Francisco St., Ste. 403
San Francisco, California, 94133
Telephone: (415) 292-4100
Facsimile: (415) 292-4106

Attorneys for Claimant Jeannine Gauthier

JEANNINE GAUTHIER,

Claimant,

vs.

TOWN OF PORTOLA VALLEY,
CALIFORNIA and DOES 1-100, inclusive,

Respondents

**CLAIM OF JEANNINE GAUTHIER FOR
DAMAGES AGAINST TOWN OF
PORTOLA VALLEY**

1. CLAIMANT'S NAME:

JEANNINE GAUTHIER

2. CLAIMANT'S ADDRESS:

Claimant's address is 903 Roble Ave., Menlo Park, California 94025. However, all communications should be directed to Claimant's attorney.

Home Phone:

See information for The Zinn Law Firm in response to 4., below.

Work Phone:

See information for The Zinn Law Firm in response to 4., below.

3. AMOUNT OF CLAIM:

Claimant cannot fully respond at this time as she is still recovering from her incident related injuries and is currently still receiving treatment for those injuries. However, based on the injuries and treatment which she is aware of at this time, Claimant anticipates that her claim will be in excess of \$100,000.00. See response to 7. regarding damages, below.

1 **IF AMOUNT CLAIMED IS MORE THAN \$10,000 INDICATE WHERE**

2 **JURISDICTION RESTS:**

3 Unlimited Civil Case

4 **4. ADDRESS TO WHICH NOTICES ARE TO BE SENT, IF DIFFERENT FROM**
5 **LINES 1 AND 2:**

6 All communications should be directed to Claimant’s attorney: T. Andrew Davies,
7 Esq., The Zinn Law Firm, 55 Francisco Street, Ste. 403, San Francisco, CA 94133. Phone:
8 (415) 292-4100; Fax: (415) 292-4106. See attached authorization.

9 **5. DATE OF INCIDENT:**

10 February 4, 2016

11 **TIME OF INCIDENT:**

12 ~ 2:50 p.m.

13 **LOCATION OF INCIDENT:**

14 Portola Valley Road in the vicinity of the driveway to 846 Portola Valley Road, Portola
15 Valley, California.

16 **6. DESCRIBE THE INCIDENT OR ACCIDENT INCLUDING YOUR REASON**
17 **FOR BELIEVING THAT THE CITY IS LIABLE FOR YOUR DAMAGES:**

18 Claimant was riding her bicycle northbound on the right side of Portola Valley Road in
19 the area where bicyclists commonly travel. As she approached the vicinity of the driveway to
20 846 Portola Valley Road she suddenly hit an exposed and unguarded trench in the roadway
21 which caused her to lose control and flip face first over her handlebars. Claimant did not see
22 any signs indicating there was construction or trenching ahead nor did she have any other
23 indication that roadway construction was underway in the area where the incident occurred.

24 With respect to Claimant’s allegations relating to liability, Claimant objects to the
25 requirement that this information be provided at this stage of this claim, which may proceed in
26 litigation, on the grounds that such information calls for expert opinion from a lay witness prior
27 to expert disclosure pursuant to the California Civil Discovery Act.

28 Subject to and without waiving the forgoing objections, Claimant responds as follows:

1 Claimant alleges that the unguarded trench which she hit constituted a dangerous
2 condition of public property which was negligently designed, created and/or maintained by
3 Respondent and/or Respondent's agents. Claimant alleges that the condition was the actual and
4 proximate cause of her damages. Claimant alleges that Respondent was on actual and/or
5 constructive notice of the condition. Claimant further alleges that it was unreasonable to allow
6 the condition which caused her accident to exist on the roadway in the absence of safeguards to
7 prevent such accidents from occurring. Claimant alleges that Respondent and/or Respondent's
8 agents had a duty to warn that construction, including trenching, was taking place on the
9 roadway, and specifically had a duty to close the lane to all traffic, including bicycle traffic in
10 the area where the trench was located. Had Respondents warned of the condition and closed
11 the lane, this accident would not have occurred.

12 If Respondent Town of Portola Valley believes that it is not the responsible entity to
13 which this Claim for Damages should be presented, please contact Claimant's attorney
14 immediately.

15 **7. DESCRIBE ALL DAMAGES WHICH YOU BELIEVE YOU HAVE INCURRED**
16 **AS A RESULT OF THE INCIDENT:**

17 Claimant objects to the requirement that this information be provided at this stage of
18 this claim, which may proceed in litigation, on the grounds that such information calls for
19 expert opinion from a lay witness prior to expert disclosure pursuant to the California Civil
20 Discovery Act.

21 Subject to and without waiving the forgoing objections, Claimant responds as follows:

22 Claimant claims all damages to which she is legally entitled including past and future
23 wage loss, past and future medical expenses, and past and future pain and suffering.

24 Claimant is still recovering from her incident related injuries and is currently still
25 receiving treatment for those injuries. Claimant therefore cannot fully respond to this question
26 at this time. Claimant suffered major trauma to her face and head as a result of this incident.
27 Claimant's understanding is that she suffered a maxillary sinus fracture, nasal bone fracture,
28 laceration of upper lip, and dental injuries. With respect to her dental injuries, Claimant


1 understands that she may require up to three root canals and four crowns as a result of the facial
2 trauma she sustained in the incident. In addition, Claimant suffered extensive abrasions and
3 contusions to her face and shoulder which have resulted in scarring. Claimant has also suffered
4 mental and emotional distress.

5 Bills for past medical charges and an estimate of the future charges Claimant will incur
6 for the dental work she will likely require are attached. However, Claimant is aware that other
7 charges for past medical treatment have been incurred, but she is not yet in possession of
8 statements relating to those charges.

9 **8. NAME(S) OF PUBLIC EMPLOYEE(S) CAUSING THE DAMAGES YOU ARE**
10 **CLAIMING:**

11 Claimant is aware that the San Mateo County Sheriff's Office report relating to this
12 incident identifies "Sean Gribben" as being a flagman working in the construction area at the
13 time of the incident. Beyond Mr. Gribben, Claimant is unaware of the names or identities of
14 any other specific workers at the scene that day, or of any other persons, including employees
15 of the Town of Portola Valley, that may in some way have been responsible for creating and/or
16 failing to protect from, or warn of, the exposed trench. Claimant hereby gives notice of his
17 claim to Does 1-100 whose identities and roles are unknown to Claimant at this time, who
18 include those individuals and/or entities who performed the road work at the accident scene as
19 described herein, and/or who designed, created, and/or failed to warn of the dangerous
20 condition described herein. Such Respondents include, but shall not be limited to, any private
21 contractors, or the employees therefore, hired for the purpose of the subject trenching/roadway
22 project.

23
24 Date: March 30, 2016

25 

26 T. Andrew Davies, Esq.

27 The Zinn Law Firm

28 Attorneys for Claimant JEANNINE GAUTHIER

Jeannine Gauthier
903 Roble Avenue
Menlo Park, CA 94025

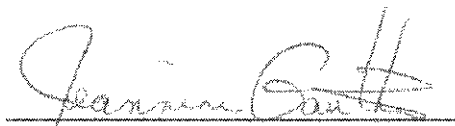
To Whom It May Concern:

Pursuant to Title 10, Section 2695.2(c) of the California Code of Regulations, I authorize my attorney Carter Zinn, and any other attorney and/or staff member of The Zinn Law Firm, located at 55 Francisco St., Ste. 403, San Francisco, CA 94133, to represent me, Jeannine Gauthier, for the purpose of recovering damages relating to a bicycle accident in which I was involved that occurred in Portola Valley, California on February 4, 2016 (hereinafter referred to as the "Incident").

Mr. Zinn and The Zinn Law Firm are authorized to negotiate on my behalf with any party or their insurer with respect to settling any claims and/or payment for medical services rendered relating to injuries suffered in the Incident.

The Zinn Law Firm is also authorized to obtain any police report, insurance information, and any other official record or document pertaining to this claim on my behalf.

This authorization will expire on December 31, 2017. A faxed or photocopied version of this authorization is as good as the original.



Signature

Jeannine Gauthier

Print Name

2/9/16

Date

Monthly Statement

Page 1 of 2

◆ YOUR INFORMATION

Statement Date 2/22/2016
 Guarantor Name GAUTHIER,JEANNINE
 Guarantor ID # 101661316
 Account Numbers Located on following pages
 Payment Due Date 3/21/2016





◆ YOUR ACCOUNT SUMMARY

Total Charges \$55,636.67

◆ SHC MYHEALTH

Stay Connected. Manage Your Care.
 Access your health information anytime and anywhere, at home or on the go, with MyHealth.




You can use MyHealth to:

- 
Message your clinic
- 
View your lab results
- 
Schedule your appointment
- 
Pay your bill online

◆ A MESSAGE FOR YOU...

Please pay your bill online or sign up for paperless billing at stanfordhealthcare.org/billing

◆ YOUR PAYMENT OPTIONS

-  **Online at:** stanfordhealthcare.org/billing
(available 24/7)
-  **By Phone:** (800) 549-3720
-  **By mail:** Please complete coupon below and return with your check made payable to STANFORD HEALTH CARE.

◆ QUESTIONS ABOUT YOUR BILL OR FINANCIAL ASSISTANCE?

Call us: (800) 549-3720 Mon - Fri, 8:00 am to 5:00 pm
Visit us: 2465 Faber Place, Palo Alto, California 94303

Online at: stanfordhealthcare.org/billing

Please see the reverse side of this statement for additional information regarding Financial Assistance.

*Thank you for selecting Stanford Health Care for your healthcare needs.
 We hope to serve you again if your healthcare needs arise.*

Please detach and return the bottom portion of this statement with your payment

Guarantor ID 101661316

Statement Date 2/22/2016



P.O. BOX 740715
 LOS ANGELES, CA 90074-0715

Login to MyHealth if your insurance or address information has changed or check the box and indicate changes on the back of this page.



JEANNINE GAUTHIER
 903 ROBLE AVE
 MENLO PARK, CA 94025-4909



STANFORD HEALTH CARE
 P.O. BOX 740715
 LOS ANGELES, CA 90074-0715

Unless otherwise indicated in the account number field below, your payment will post to your payment plan amount due and then to the oldest account on this statement. Please post my payment to the account number _____.

Robert J Plant, DDS
 25 Arch Street
 Redwood City, CA 94062
 (650)367-0562

TH0025 1

03/08/2016

Jeannine Gauthier
 903 Roble Ave
 Menlo Park, CA 94025

Jeannine	7	I	Resin-one surfaces, anterior	204.00	
Jeannine	9	Ml	Resin-two surfaces, anterior	234.00	
Jeannine			Visa/MC Paymt @ appt-Thank you		-438.00
<i>Thanks</i>					
0.00	-	438.00	+	438.00	=
				0.00	-
				0.00	=
					0.00

Jeannine	Thursday - April 7, 2016	8:00 am	exam, Adult px
Claire	Thursday - April 21, 2016	8:00 am	exam, 4BWX, Adult px

Chart

Patient: Jeannine Gauthier
Provider: Robert J. Plant
Phone: (650)367-0562
Office: 25 Arch Street
 Redwood City, CA 94062

Date: 03/08/2016
Chart #: TH0025

Treatment Plan Estimate

Tooth	Surface	Code	Prov	Description	Amount	Pat	Prim Ins	Sec Ins
7		D2962	DDS1	Labial veneer (porceln lam)-lab	1,315.00	1,315.00	0.00	0.00
8		D2962	DDS1	Labial veneer (porceln lam)-lab	1,315.00	1,315.00	0.00	0.00
9		D2962	DDS1	Labial veneer (porceln lam)-lab	1,315.00	1,315.00	0.00	0.00
10		D2962	DDS1	Labial veneer (porceln lam)-lab	1,315.00	1,315.00	0.00	0.00
7		D3310	DDS1	Root canal therapy - anterior	739.00	739.00	0.00	0.00
8		D3310	DDS1	Root canal therapy - anterior	739.00	739.00	0.00	0.00
9		D3310	DDS1	Root canal therapy - anterior	739.00	739.00	0.00	0.00
Treatment Plan Totals:					7,477.00	7,477.00	0.00	0.00

* Treatment Plans Are Estimates Only

Carter M. Zinn (State Bar No. 205034)
T. Andrew Davies (State Bar No. 256626)
THE ZINN LAW FIRM
55 Francisco St., Ste. 403
San Francisco, California, 94133
Telephone: (415) 292-4100
Facsimile: (415) 292-4106

Attorneys for Claimant JEANNINE GAUTHIER

JEANNINE GAUTHIER,

Claimant,

vs.

TOWN OF PORTOLA VALLEY,
CALIFORNIA and DOES 1-100, inclusive,

Respondents.

PROOF OF SERVICE

PROOF OF SERVICE

I, Kelsey Constantin, declare: I am a citizen of the United States. My business address is 55 Francisco Street, Suite 403, San Francisco, CA 94133. I am employed in the city and County of San Francisco where this service occurs. I am over the age of eighteen years and not a party to this action. On March 30, 2016, I served the foregoing documents described as:

CLAIM OF JEANNINE GAUTHIER FOR DAMAGES AGAINST TOWN OF PORTOLA VALLEY

PROOF OF SERVICE

on the following person(s) in this action addressed as follows:

///
///

1 Town Clerk, Portola Valley
2 765 Portola Road
3 Portola Valley, CA 94028

4 [X] BY CERTIFIED FIRST-CLASS MAIL – I am readily familiar with this business
5 practice for collection and processing of correspondence for mailing with the U.S.
6 Postal Service. Such documents would be deposited with the U.S. Postal Service that
7 same day in the ordinary course of business. I placed the above-described documents in
8 a sealed envelope addressed to the recipients indicated above and placed for collection
9 and mailed on today’s date following ordinary business practices.

10 [] BY FACSIMILE – I cause such documents to be transmitted to the fax numbers of each
11 recipient specified above before 5:00 p.m. on today’s date.

12 [] BY OVERNIGHT DELIVERY – I placed such documents in a Federal Express
13 Envelope with postage pre-paid for next business day overnight delivery and deposited
14 such envelope in a Federal Express pick up box before the deadline for pickup on
15 today’s date.

16 [] BY E-MAIL – By transmitting said documents by e-mail to such recipients at their e-
17 mail addresses listed above before 5:00 p.m. on today’s date.

18 [] BY HAND PURSUANT TO CODE OF CIVIL PROCEDURE SECTION 1011 – I
19 directed each sealed envelope to the individual(s) named above to be delivered by
20 courier on today’s date.

21 I declare under penalty of perjury under the laws of the State of California that the
22 foregoing is true and correct and that this declaration was executed on March 30, 2016 at San
23 Francisco, California.

24 By:

25 

26 Kelsey Constantin

THE
ZINN LAW
FIRM

55 Francisco St. Suite 403
San Francisco, CA 94133



7013 3500 0003 2797 4276



Town Clerk, Portola Valley
765 Portola Road
Portola Valley, CA 94028

From: Rogers, Jeff [<mailto:Jeff.Rogers@yorkrsg.com>]
Sent: Tuesday, April 26, 2016 7:04 AM
To: Howard Young <HYoung@portolavalley.net>
Cc: Leigh Prince <lfp@jsmf.com>; Susan Cope <scope@portolavalley.net>

Subject: RE: Gauthier Claim- Town of Portola Valley

Good morning,

From our perspective we have received and reviewed the information needed for a formal recommendation. We have reviewed the SO report and the permit; given the information contained in the SO report there does not appear to be any direct liability for the loss on the Town and when this is coupled with the permit and its indemnification language contained, I see no liability.

It would be our recommendation that the claimant's attorney be sent a Notice of Rejection on form #3; we will follow that up with a letter of explanation to them along with a tender to the contractor. When the NOR is sent, please forward a copy to my attention. If you have any questions or concerns, please let me know. Thank you and take care.

Jeff A. Rogers

Senior Claims Adjuster

925.349.3915 office

925.609.7348 fax

jeff.rogers@yorkrsg.com email

York Risk Services Group

1390 Willow Pass Road, Suite 1030

Concord, CA 94520



Town of Portola Valley

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

May 11, 2016

Jeannine Gauthier
c/o T. Andrew Davies
The Zinn Law Firm
55 Francisco St., Ste. 403
San Francisco, California, 94133

RE: Claim of Jeannine Gauthier

Dear Madam:

NOTICE IS HEREBY GIVEN that the claim for damages you presented to the Town of Portola Valley on April 20, 2016 was rejected by the Town Council of the Town of Portola Valley on May 11, 2016.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6. You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

As allowed by California Code of Civil Procedure Sections 128.5 and 1038, the Town of Portola Valley will seek to recover all incurred costs and attorney fees from you and your attorney should you ultimately serve the Town of Portola Valley with a lawsuit and it is later determined the suit was not brought in good faith or on reasonable grounds. If you feel you must name the Town of Portola Valley in the lawsuit to protect yourself, we urge you not to serve the Town of Portola Valley with a summons and complaint until you are certain there is a justiciable controversy with the Town of Portola Valley.

Very truly yours,

Jeremy Dennis
Town Manager of Portola Valley

cc: ABAG PLAN
Leigh Prince

#4

There are no written materials for item #4 – Conservation Committee Annual Report to the Town Council



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Susan Cope, Administrative Services Manager

DATE: May 11, 2016

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

RECOMMENDATION

It is recommended that the Town Council approve the attached resolution to amend the Town's Employee Compensation Plan and to authorize changes to the Salary Schedule as noted.

BACKGROUND

The Town's Employee Compensation Plan was originally adopted on April 24, 2013 and last amended on September 23, 2015 to amend the Salary Schedule and to authorize out-of-classification pay for the Interim Town Manager.

DISCUSSION

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

1. Salary Schedule Update (Section 1.1) – A correction to the CPI calculation in the top annual salary range. The range was miscalculated and stated at 1.23%. The correct calculation is 2.3%.
2. Maintenance Worker III (Section 1.1) – The Senior Maintenance Worker classification is being replaced with Maintenance Worker III. This will bring the classification for this position in line with the facilities maintenance requirements.
3. Recreational Facilities Coordinator (Section 1.1) – This classification is being removed as the position tasks have been absorbed into the Maintenance Worker classification.

FISCAL IMPACT

The adjustment to the salary schedule has no fiscal impact since salary increases provided to employees are based on merit and determined by the Town Manager using a budget approved by the Town Council for salary increases. The classification changes for the Maintenance Worker position has no fiscal impact.

ATTACHMENT

1. Resolution Amending the Employee Compensation Plan
 - a. Exhibit A – Proposed Amendments to the Employee Compensation Plan

Report approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. _____-2016

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING THE EMPLOYEE COMPENSATION PLAN

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

WHEREAS, at the meeting of May 11, 2016, the Town Council considered a correction of 2.3% to the top salary range for all Town classifications, except the Town Manager; and

WHEREAS, the Town Council considered a deletion of the Senior Maintenance Worker classification to be replaced with the Maintenance Worker III classification; and

WHEREAS, the Town Council considered a deletion of the Recreational Facilities Coordinator classification, which will be absorbed in the Maintenance Worker classifications.

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

1. The Employee Compensation Plan, attached hereto as Exhibit A, shall be effective May 11, 2016.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley held on the 11th day of May, 2016.

Maryann Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Town of Portola Valley Compensation Plan

~~Adopted September 23, 2015~~ May 11, 2016



COMPENSATION PLAN

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

SECTION 1

AUTHORIZED CLASSIFICATIONS AND SALARIES

1.1 Salary Schedule by Permanent Employee Classification

**Town of Portola Valley
Salary Schedule**

Proposed 05-11-16

Correct CPI Adjustment and classification

	Annual Range			Hourly Range		
	Bottom	Top		Bottom	Top	
	Current		Proposed			Proposed
Administration						
Town Manager	set by contract			salary		
Town Clerk	\$ 70,762	\$ 106,106	\$ 108,546	\$ 34.0200	\$ 51.0125	\$ 52.1858
Assistant to the Town Manager	\$ 70,762	\$ 106,106	\$ 108,546	salary		
Administrative Technician III	\$ 54,384	\$ 81,544	\$ 83,420	\$ 26.1460	\$ 39.2038	\$ 40.1055
Administrative Technician II	\$ 47,290	\$ 70,908	\$ 72,539	\$ 22.7356	\$ 34.0904	\$ 34.8745
Administrative Technician I	\$ 42,991	\$ 64,462	\$ 65,945	\$ 20.6688	\$ 30.9913	\$ 31.7041
Planning						
Planning Director/Town Planner	\$ 114,131	\$ 171,123	\$ 175,059	salary		
Deputy Town Planner	\$ 85,214	\$ 127,774	\$ 130,713	salary		
Assistant Planner	\$ 54,384	\$ 81,544	\$ 83,420	\$ 26.1461	\$ 39.2038	\$ 40.1055
Planning Technician II	\$ 47,290	\$ 70,908	\$ 72,539	\$ 22.7357	\$ 34.0904	\$ 34.8745
Planning Technician I	\$ 42,991	\$ 64,462	\$ 65,945	\$ 20.6688	\$ 30.9913	\$ 31.7041
Public Works / Facilities Maintenance						
Public Works Director/Town Engineer	\$ 114,131	\$ 171,123	\$ 175,059	salary		
Deputy Building Official	\$ 85,214	\$ 127,774	\$ 130,713	\$ 40.9682	\$ 61.4298	\$ 62.8427
Recreational Facilities Coordinator	\$ 52,605	\$ 84,134	\$ 86,069	\$ 25.2909	\$ 40.4492	\$ 41.3796
Senior Maintenance Worker/Maintenance Worker III	\$ 52,605	\$ 78,876	\$ 80,690	\$ 25.2909	\$ 37.9212	\$ 38.7933
Maintenance Worker II	\$ 44,491	\$ 66,721	\$ 68,256	\$ 21.3897	\$ 32.0774	\$ 32.8152

Notes:

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

1.2 Temporary and Part-Time Employee Salaries

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

1.3 Out-of-Classification Pay

Employees who by assignment from their supervisor, the Town Manager or Town Council perform the essential functions of a position with a higher salary classification than in which they are regularly employed shall receive increased compensation beginning on the fifth (5th) consecutive work day that the employee performs such functions. Employee shall receive an increase of at least five percent over his/her current regular compensation as out-of-classification pay. Determinations regarding whether an employee is entitled to out-of-classification pay shall be made in the sole discretion of the supervisor, the Town Manager

or the Town Council approving such out-of-classification pay. Out-of-classification assignments may be terminated by the supervisor, the Town Manager, or the Town Council at any time.

SECTION 2

LEAVE

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

SECTION 3

HEALTH AND WELFARE

3.1 Cafeteria Flexible Benefits Plan

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

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

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

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

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

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

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

3.2 Designated Health Contribution Toward Health Premium

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

3.3 Dental Plan

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

3.4 Vision Plan

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

3.5 Long Term Disability Insurance

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

3.6 Group Term Life Insurance

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

3.8 Workers' Compensation

3.8.1 General Description

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

3.8.2 Eligibility

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

3.8.3 Benefit

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

3.8.4 Method of Administration

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

3.9 Uniforms and Safety Gear

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

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

SECTION 4

OTHER BENEFITS

4.1 Deferred Compensation

4.1.1 General Description

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

4.1.2 Eligibility

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

4.1.3 Benefit

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

Public Works Director and Planning Director:

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

4.1.4 Method of Administration

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

4.2 Credit Union

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

4.3 Automobile Allowance

4.3.1 General Description

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

4.3.2 Eligibility

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

4.3.3 Benefit

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

4.3.4 Method of Administration

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

4.4 Tuition Reimbursement

4.4.1 General Description

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

4.4.2 Eligibility

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

4.4.3 Benefit

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

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

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

4.4.4 Method of Administration

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

SECTION 5

RETIREMENT

5.1 Pension – “Classic Members”

5.1.1 General Description

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

5.1.2 Eligibility

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

5.1.3 Benefit

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

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

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

5.1.4 Method of Administration

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

5.2 Pension – “New Members”

5.2.1 General Description

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

5.2.2 Eligibility

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

5.2.3 Benefit

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

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

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

5.2.4 Method of Administration

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

5.3 **Social Security & Medicare Benefits**

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

#6

There are no written materials for item #6 – Council Liaison Committee and Regional Agencies Reports

#7

There are no written materials for item #7 – Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – April 29, 2016

1. Agenda – Parks & Recreation Committee - Monday, May 2, 2016
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, May 4, 2016
3. Agenda – Planning Commission – Wednesday, May 4, 2016
4. Alpine Road Comprehensive Corridor Study: Community Meeting #2 – Monday, May 9, 2016
5. Woodside Fire Protection District: Wildland Fire & Evacuation Presentations
6. 2015/2016 Resurfacing Project – Surface Seals #2015-PW05: Bid Results
7. Sequoia Union High School District: Notice of Adoption of Resolution Adjusting School Developer Fees
8. Council Summary: Month End Financial Report – March 2016
9. May 2016 Meeting Schedule
10. Letter from Atherton resident to Portola Valley Town Council regarding Almanac article “Council sets ‘affordable housing’ as high priority”.

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



Town of Portola Valley
Parks & Recreation Committee Special Meeting
Monday, May 2, 2016 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: February 8 and March 7, 2016
4. Community Outreach
 - Little League Baseball
5. Town Center Master Plan Update
6. PV Parks & Recreation Survey Update
7. Zots to Tots Race
8. PV Picnic
9. Tiles Update
10. Adjournment

Next Meeting, June 6, 2016



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, May 4, 2016 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
2. Oral Communications
3. Approve Minutes of the April 6, 2016 meeting
4. Sheriff's Report –
 - 1) Accidents and Citations
 - 2) Updated requests for Law enforcement presence, as required school and school crossing locations
5. Public Works Report:
6. Traffic & Pedestrian Safety Matters
 - 1) Alpine Road Corridor Study: Next meeting May 9, 2016, 7 pm – 8:30 pm, Woodland School, 360 LaCuesta Drive, Ladera.
 - 2) Review of parking measures, temporary signage, etc., pertaining to Windy Hill access from Portola Road
 - 3) Los Trancos Road Crosswalk
7. General Items:
 - 1) New Committee Member Gary Hanes
 - 2) Annual Committee Report: Preparation, request for notification of due date
8. Update on 2016 Outreach, events & teaching programs:
 - 1) Library event with Bay Area Bike Mobile - discuss possible dates and times
 - 2) Town Picnic
9. Matters Arising:
10. Time & Date for June 2016 meeting
11. Adjournment



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, May 4, 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. Old Business:
 - a. *Public Hearing:* Proposed Lot Line Adjustment, File #: 29-2015, Parcel A: Dale Williams (vacant) APN 076-182-010 and Parcel B: Ashley Williams and Chase Norfleet located at 465 Wayside Road APN 076-182-010 (Staff: C. Richardson)
 5. New Business:
 - a. *Public Hearing:* Request for Modifications to the Town's Ground Movement Potential Map, File #20-2015, 50 Adair Lane, Feldman/Bravo Residence (Staff: C. Richardson)
 - b. Preliminary review for a General Plan and Zoning Ordinance Amendment, Conditional Use Permit, Architectural Review and Site Development Permit for the Windmill School and Family Education Center Master Plan. File #32-2015 (Staff: C. Richardson)
 5. Commission, Staff, Committee Reports and Recommendations:
 6. Approval of Minutes: April 6, 2016
 7. Adjournment:
-

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

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

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

Date: April 29, 2016

CheyAnne Brown
Planning Technician



ALPINE RD COMPREHENSIVE CORRIDOR STUDY: COMMUNITY MEETING #2

The County of San Mateo is announcing the 2nd community meeting for the comprehensive corridor study of Alpine Rd between Junipero Serra Blvd and County Limit south of La Mesa Dr. Kimley-Horn, our consultant will be presenting an update on the progress of the study. Come learn about the proposed alternatives, review work performed to date and give additional input so the County and its consultant can continue to focus on alternatives that are supported by the community.

Monday May 9, 2016

7pm - 8:30pm

Woodland School

360 La Cuesta Drive, Ladera

Parking is limited. Please carpool if possible!

For more information contact Hanieh Houshmandi

hhoushmandi@smcgov.org or 650.599.1481





WOODSIDE FIRE PROTECTION DISTRICT

Presents

Wildland Fire and Evacuations

*What you need to know to prepare you, your family & your home
for a wildland fire.*



Wildfire is everyone's responsibility. Join us to learn about wildland fire risk, and what actions you can take during, before and after a wildland fire.

May 3rd 6:30-8pm

Portola Valley Town Center, Community Hall
765 Portola Road

May 4th 6:30-8pm

Fire Station 19, 4091 Jefferson Ave

May 5th 6:30-8pm

Woodside Town Hall, 2955 Woodside Rd

www.WoodsideFire.org ~ 650.851.1594



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: April 29, 2016

RE: 2015/2016 Resurfacing Project – Surface Seals #2015-PW05
Bid Results

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on April 19, 2016. Along with the base bid, this year's project included additive bid alternates to include Degas Road (Bid Alt. 1) and Granada Court (Bid Alt. 2). Bid Alternates would be accepted.

	<u>Base Bid</u>	<u>Bid Alt. 1</u>	<u>Bid Alt. 2</u>
1. Graham Contractors Inc.	\$444,523.28	\$17,165.11	\$12,699.06
2. Intermountain Slurry Seal Inc.	\$437,635.83	\$15,068.70	\$15,059.47
3. Pavement Coatings Co.	\$428,817.38	\$12,789.00	\$13,047.00
4. Sierra Nevada Co., Inc.	\$414,935.30	\$15,110.45	\$13,961.25
5. American Asphalt Co, Inc.	\$379,461.00	\$9,023.25	\$7,718.30
6. G. Bortolotto & Co., Inc.	\$370,393.39	\$11,405.45	\$11,510.19

Low base bidder G. Bortolotto: \$370,393.39

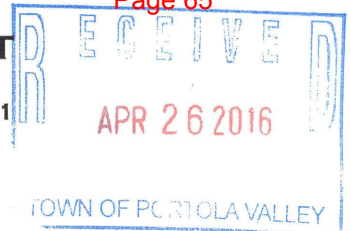
Engineers Estimate base bid
without 8% contingency: \$457,363.00

2015/2016 Adopted budget: \$500,000.00

Town staff is in the process of verifying contractor certifications and intends to award the project to the lowest bidder "G. Bortolotto & Co., Inc." for a base bid of \$370,393.39. Once the base bid scope of work has progressed to a point that staff believes there are no unforeseen field conditions, staff will authorize the additive bid alternate and/or other additional work. The Town Council has authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$500,000.00. Construction is scheduled to begin May 2016 and completed by end of June 2016.



SEQUOIA UNION HIGH SCHOOL DISTRICT
 ADMINISTRATIVE SERVICES
 480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1041
 TEL. (650) 369-1411 EXT. 22218 - FAX (650) 306-1762
WWW.SEQ.ORG



BOARD OF TRUSTEES
 CARRIE DU BOIS
 GEORGIA JACK
 ALAN SARVER
 CHRIS THOMSEN
 ALLEN WEINER

SUPERINTENDENT
 JAMES LIANIDES

ASSISTANT SUPERINTENDENT
 ENRIQUE NAVAS

April 21, 2016

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

Subject: Notice of Adoption of Resolution Adjusting School Developer Fees
 (Education Code Section 17620)

On April 20, 2016, the Sequoia Union High School District Board of Trustees adopted Resolution No. 1569, adjusting the developer fees to be levied on new residential, commercial and industrial development in the District's attendance area.

This resolution becomes effective on June 19, 2016. On and after that date the fees shown below will be collected by the District for all new development within the Sequoia Union High School District attendance area:

RESIDENTIAL CONSTRUCTION: \$3.48 PER SQUARE FOOT
COMMERCIAL & INDUSTRIAL: \$0.56 PER SQUARE FOOT
MINI-STORAGE: \$0.03 PER SQUARE FOOT
(EFFECTIVE 6/19/16)

The fees are not subject to the restriction set forth in Government Code Section 66007, Subdivision (a), and therefore the fee will be collected as a condition of building permit approval. Please call if additional information is needed.

Sincerely,

Enrique Navas
 Assistant Superintendent
 Administrative Services Division

cim

c: Marty Fuentes
 Walter Haub

RESOLUTION NO. 1569
GOVERNING BOARD OF THE SEQUOIA UNION HIGH SCHOOL DISTRICT
INCREASING SCHOOL FACILITIES FEES AS AUTHORIZED BY
GOVERNMENT CODE SECTION 65995 (b)(3)

WHEREAS, California State Assembly Bill (AB)2926 (Chapter 887/Statutes of 1986) authorizes the governing board of any school district to levy a fee, charge, dedication or other form of requirement against any development project for the reconstruction of school facilities; and,

WHEREAS, Government Code Section 65995 establishes a maximum amount of fee that may be charged against such development projects and authorizes the maximum amount set forth in said section to be adjusted for inflation every two years as set forth in the state-wide cost index for Class B construction as determined by the State Allocation Board at its January meeting; and,

WHEREAS, at its February 24, 2016, meeting, the State Allocation Board increased the maximum fee authorized by Education Code Section 17620 to \$3.48 per square foot of residential construction described in Government Code Section 65995(b)(1) and \$0.56 per square foot of commercial and industrial construction described in Government Code Section 65995(b)(2); and,

WHEREAS, the purpose of this Resolution is to approve and adopt school facilities fees on residential construction in the amount of up to \$3.48 per square foot as authorized by Education Code Section 17620; and California Government Code Section 65995; and,

WHEREAS, the further purpose of this Resolution is to approve and adopt school facilities fees on commercial and industrial construction in the amount of up to \$.56 per square foot as described in Education Code Section 17620 and Government Code Section 65995 with the exception that the school facilities fees on the mini storage category of construction shall be \$.03 per square foot..

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Governing Board of the Sequoia Union High School District as follows:

1. Procedure. This Board hereby finds that prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made, during the Board's regularly scheduled April 20, 2016, meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 54994.1, and a notice, including a statement that the data required by Government Code Section 54992 was available, was mailed at least 14 days prior to the meeting to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees or service charges within the period specified by law. Additionally, at least 10 days prior to the meeting, the District made available to the public, data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee or service charge is to be adjusted pursuant to this Resolution, and the revenue sources anticipated to provide this service. By way of such public meeting, the Board received oral and written presentations by District staff which are summarized and contained in the District's Developer Fee Implementation Study dated April 1, 2016, (hereinafter referred to as the "Plan") and which formed the basis for the action taken pursuant to this Resolution.
2. Findings. The Board has reviewed the Plan as it relates to proposed and potential development, the resulting school facilities needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon and upon all other written and oral presentations to the Board, hereby makes the following findings:
 - A. Enrollment at the district school(s) presently exceeds capacity, and will continue to do so until the 2020-2021 school year.
 - B. Additional development projects within the District, whether new residential construction or residential reconstruction involving increases in assessable area greater than 500 square feet, or new commercial or industrial construction will increase the need for reconstruction of school facilities.

- 6. Implementation. For residential, commercial or industrial projects within the District, the Superintendent, or the Superintendent's designee, is authorized to issue Certificates of Compliance upon the payment of any fee levied under the authority of this Resolution.
- 7. California Environmental Quality Act. The Board hereby finds that the implementation of these fees pursuant to this resolution is exempt from the California Environmental Quality Act (CEQA).
- 8. Commencement Date. The effective date of this Resolution shall be June 19, 2016, which is 60 days following its adoption by the Board.
- 9. Notification of Local Agencies. The Secretary of the Board is hereby directed to forward copies of this Resolution and a Map of the District to the Planning Commission and Board of Supervisors of San Mateo County and to the Planning Commissions and City Councils of the Cities of Atherton, Belmont, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside.
- 10. Severability. If any portion of this Resolution is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares its intent to adopt this Resolution irrespective of the fact that one or more of its provisions may be declared invalid subsequent hereto.

APPROVED, PASSED and ADOPTED by the Governing Board of the Sequoia Union High School District this 20th day of April 2016, by the following vote:

AYES: Alan Lawer
[Signature]
George [Signature]
[Signature]
[Signature]

NOES: none

ABSENCES: none

ATTEST:

[Signature]
 Clerk of the Board



MONTH END FINANCIAL REPORT FOR THE MONTH OF: MARCH 2016

C A S H	Bank of America	\$ 397,312.06
	Local Agency Investment Fund (0.320%)	\$ 12,407,698.55
	Total Cash	\$ 12,805,010.61

F U N D S	05 General Fund	\$3,475,818.39	<i>General Fund Assignments:</i>
	08 Grants	(155,060.61)	<i>Capital Replacement</i> \$1,400,000.00
	10 Safety Tax	11,463.10	<i>Unfunded Pension</i> 47,773.00
	15 Open Space	4,752,560.93	<i>Equipment Replacement</i> 200,000.00
	20 Gas Tax	5,828.96	<i>Unfunded OPEB</i> 308,280.00
	22 Measure M	2,610.30	<i>Legal Fee Contingency</i> 100,000.00
	25 Library Fund	384,706.35	<i>UNASSIGNED BALANCE</i> \$1,419,765.39
	30 Public Safety/COPS	(110,059.83)	<i>* General Fund Total</i> \$3,475,818.39
	40 Park in Lieu	6,287.99	
	45 Inclusion In Lieu	2,894,012.68	
	50 Storm Damage	-	
	60 Measure A	181,329.39	
	65 Road Fees	-	
	75 Crescent M.D.	96,870.92	
	80 PVR M.D.	14,806.00	
	85 Wayside I M.D.	5,780.65	
	86 Wayside II M.D.	9,105.28	
	90 Woodside Highlands M.D.	220,153.65	
	95 Arrowhead Meadows M.D.	(1,799.67)	
	96 Customer Deposits	1,010,596.13	
Total Fund Balance		\$12,805,010.61	

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

A C T I V I T Y R E C A P	Beginning Cash Balance:	\$ 12,664,109.23
	Revenues for Month:	481,996.40
	Total Revenues for Month:	481,996.40
	Warrant List 2/10/2016	(139,608.43)
	Warrant List 2/29/2016	(97,927.86)
	Payroll	(107,236.51)
	Total Expenses for Month:	(344,772.80)
	Total JE's and Void Checks:	3,677.78
	Ending Cash Balance	\$ 12,805,010.61

FISCAL HEALTH SUMMARY:	
Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	75.31%
<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	321
<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.

Town of Portola Valley

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

MAY 2016 MEETING SCHEDULE

Note: **Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2nd & 4th Wednesdays)

Wednesday, May 11, 2016

Wednesday, May 25, 2016

PLANNING COMMISSION – 7:00 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – Ann Wengert (for months April, May, June)

Wednesday, May 4, 2016

Wednesday, May 18, 2016

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2nd & 4th Mondays)

Council Liaison – Jeff Aalfs (for months April, May, June)

Monday, May 9, 2016

Monday, May 23, 2016

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1st Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, May 4, 2016

CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM (Meets 2nd Thursday in months January, May and September)

Council Liaison – Craig Hughes

Thursday, May 12, 2016

CONSERVATION COMMITTEE – 7:30 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, May 24, 2016

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, May 12, 2016

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday of every month) in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, May 12, 2016

FINANCE COMMITTEE

Council Liaison – Ann Wengert

Tuesday, May 24, 2016 – 5:30 pm in the Town Hall Conference Room

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2nd Thursday of every month) alternate even numbered months

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday)

Council Liaison – Ann Wengert

Monday, May 2, 2016

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE

Council Liaison – Ann Wengert

As announced

TOWN CENTER MASTER PLAN UPDATE AD-HOC COMMITTEE – 4:00 PM

As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs

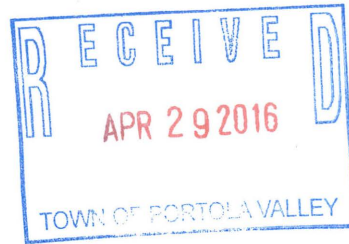
Tuesday, May 10, 2016 – 8:15 AM

WATER CONSERVATION COMMITTEE – 2:00 PM (Meets 3rd Monday) in the

EOC / Conference Room at Town Hall

Council Liaison – Maryann Derwin

Monday, May 16, 2016



65 Walnut Avenue
Atherton, Calif. 94027
April 25, 2016

Portola Valley Town Council
765 Portola Road
Portola Valley, Calif 94028

Dear Portola Town Council:

I read an article in "The Almanac" that Portola Valley is exploring ways to help residents remain in their communities instead of forcing them to leave due to the high cost of housing, ("Council Sets 'Affordable Housing' As High Priority," 4/20/16). Affordable housing is becoming a major issue of the Bay Area. There was another article in the same paper "District: We're Working to Diversify Teaching Staff". One of the parents that spoke out has three children, another parent that spoke out has four children. I know couples that have four children.

When it comes to affordable housing and climate change, it seems we should stop catering to the decor and address the real issue - OVER POPULATION! We don't need more jobs and housing, but fewer people. Having children is not just a 'mom and dad thing', but it has repercussions on everyone, affecting the whole world in some way. Most of our community and world problems are linked to OVER POPULATION... A few of these problems are: traffic congestion, road rage air, water, and noise pollution factory farming, animal abuse, fracking (gas is not a renewable resource), rain forests torn down for agriculture, famine, crime, war, frustration, anger and, fear of not having enough .

Those who have large families make life rough for themselves, and everyone else. We are all encouraged to express more conservation in every aspect of our lives. This includes the number of children couples choose to have. As population decreases through education, and maybe tax incentives the cost of housing will decrease, people will have more space to breath in and to call their own, People and animals will express more joy, satisfaction, harmony and health. Our planet will be a lot healthier and happier too.

Thank you for letting me share these thoughts with you. OVERPOPULATION is an issue few people want to address, but if we don't we will only bring havoc to ourselves and the planet.

Sincerely,

Jackie Leonard-Dimmick
Jackie Leonard-Dimmick

TOWN COUNCIL WEEKLY DIGEST

Friday – May 06, 2016

1. Agenda – ASCC – Monday, May 9, 2016
2. Agenda – Trails & Paths Committee - Tuesday, May 10, 2016
3. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, May 11, 2016
4. Agenda – Emergency Preparedness Committee – Thursday, May 12, 2016
5. Agenda – Cable Undergrounding Committee – Thursday, May 12, 2016
6. Agenda – Cultural Arts Committee – Thursday, May 12, 2016
7. Agenda – Town Center Master Plan Update Ad-Hoc Committee – Thursday, May 12, 2016
8. Notice of Street Resurfacing May 16 – June 20, 2016 – Itemized List of Streets Included in this Project
9. Report from San Mateo County Sheriff's Office – Incident Log for 04/18/16 – 04/26/16
10. Invitation to Council of Cities dinner meeting for Friday, May 27, 2016 – Hosted by City of Half Moon Bay
11. [Western City Magazine – May 2016](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. None



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 9, 2016
7:00 PM – Regular ASCC Meeting
Special Field Meetings (time and place as listed herein)
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

3:00 p.m. 4185 Alpine Road Field meeting for Architectural Review of a proposed new residence and detached garage.

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:00 p.m. 3639 Alpine Road Field meeting for Preliminary Review of a proposal to add an attached six bedroom dwelling unit to the existing facility.

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. Old Business:
 - a. Architectural Review for a New Residence and Detached Garage. File #: 54-2014, 4185 Alpine Road, Contreras Residence (Staff: C. Borck)
5. New Business:
 - a. Preliminary Review of a Proposed Conditional Use Permit Amendment and Architectural Review to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Stanford University/Murdoch (Staff: D. Pedro)
6. Commission and Staff Reports:
 - a. ASCC booth at Town Picnic
7. Approval of Minutes: April 25, 2016
8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: May 6, 2016

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, May 10, 2016 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes** – Regular meeting of April 12, 2016
- 4. Old Business**
 - a. Financial Review and Trail Work Update – April 2016
 - b. Annual committee budget
 - c. Seasonal trail openings
 - d. Bicycles on trails (PVR and otherwise)
 - e. Alpine Road trail (across from Roberts)
- 5. New Business**
 - a. New site development process / applications
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from April 12, 2016
Financial Review for April 2016
Trail Work Map & Memo – April 2016



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee Meeting
Wednesday, May 11, 2016 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

SPECIAL MEETING AGENDA

1. Roll Call
2. Oral Communications
3. Approve Minutes of the April 6, 2016 meeting
4. Sheriff's Report –
 - 1) Accidents and Citations
 - 2) Updated requests for Law enforcement presence, as required school and school crossing locations
5. Public Works Report:
6. Traffic & Pedestrian Safety Matters
 - 1) Alpine Road Corridor Study: Next meeting May 9, 2016, 7 pm – 8:30 pm, Woodland School, 360 LaCuesta Drive, Ladera.
 - 2) Review of parking measures, temporary signage, etc., pertaining to Windy Hill access from Portola Road
 - 3) Los Trancos Road Crosswalk
7. General Items:
 - 1) New Committee Member Gary Hanes
 - 2) Approval of 2016 Budget proposal
 - 3) Annual Committee Report: Preparation, request for notification of due date
8. Update on 2016 Outreach, events & teaching programs:
 - 1) Library event with Bay Area Bike Mobile - discuss possible dates and times
 - 2) Town Picnic
9. Matters Arising:
10. Time & Date for June 2016 meeting
11. Adjournment



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, May 12, 2016 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

1. 8:00 Call to order -
Members: Dave Howes, Diana Koin, Anne Kopf-Sill,
Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp,
Tamara Turner, and Stuart Young
Guests: Jeremy Dennis/Town Manager, John Richards/Town Council,
Dan Ghiorso and Selena Brown WFPD, Mark Kuykendall/Sheriff's Office, Gary
Nielsen, Police Commissioner.
Absent:
2. 8:01 Oral Communications
3. 8:03 Review and approval of minutes
 - Motion: Accept the Minutes of April 14, 2016
4. 8:05 CERPP/WFPD Report (Brown/Ghiorso)
 - Wildland Fire Drill summary
5. 8:15 Town Report
 - EOC Fire Drill Summary
 - June 22 EPC/TC training
6. 8:25 Med subcommittee Report (Young)
 - Get-together for Health Care Workers
7. 8:30 Communications Sub Committee Report (Rothrock)
 - AM radio improvement update
 - 220 Mhz repeater update
 - AM radio streaming service
8. 8:40 Community Outreach Sub Committee Report (Turner)
 - Town Picnic planning June 4
9. 8:55 Other Business
10. 9:00 Adjourn: Next meeting is June 9, 2016



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, May 12, 2016 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of January minutes
3. Communications from Members of the Public
4. Old Business
 - Status of Rule 20A project
5. New Business
 - FY 2017 Budget
 - Discussion of new committee objectives
6. New member recruitment
7. Adjournment:

Next regularly scheduled meeting is September 8, 2016 at 8:15 am at the Historic Schoolhouse



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, May 12, 2016 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – April 14, 2016
4. Old Business
 - Debrief on May speaker event
 - Update on budget presentation
 - Summer concert series prep
 - Fall speaker candidates
5. Adjournment



TOWN OF PORTOLA VALLEY
Town Center Master Plan Update Committee Meeting
Thursday, May 12, 2016 – 4:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028

Agenda

1. Report from Portola Valley Library
2. Discussion - list of priorities
3. Discussion - public outreach ideas (e.g. booth at Town Picnic)
4. Next Steps
5. Next meeting date



TOWN of PORTOLA VALLEY

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

April 28, 2016

Re: Notice of Street Resurfacing May 16 – June 30, 2016

Alhambra Court, Alpine Road, Ann Road, Cervantes Road, Cherokee Court, Cherokee Way, Corte Madera Road, Degas Road, Escobar Road, Granada Court, Indian Crossing, Larguita Lane, Los Trancos Road, Solana Road, Westridge Drive.
(See back page for additional information)

Dear Resident:

The purpose of this letter is to notify you that the Town of Portola Valley will be performing street resurfacing on portions of the above listed streets. This project will consist of applying surface seals to the road surface. Work is scheduled to take place between the dates listed above, weather permitting. The repairs will include grinding worn areas, crack sealing, a surface seal treatment, and repainting traffic markings.

Traffic will have limited access through these streets during the street resurfacing process. Traffic controls within the construction area will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction, "No Parking" and "Tow-away" signs will be posted with the effective time and date. Roads will be reopened to full traffic and parking at the end of each working day, however, during the construction period, loose gravel and an uneven pavement surface will result from removing the surface asphalt. For the entire project, we estimate it will take 2 weeks to repair damaged pavement sections, 1 week to remove traffic striping, 1 week to apply surface seals, and 1 week to repaint traffic markings. To maintain competitive prices, the contractor, **G. Bortolotto & Co., Inc.** (650-595-2591) is allowed to schedule the work in a cost effective manner which may result in a time lag between repair, required curing times, and resurfacing.

We are aware there will be residents and businesses who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. This improvement will result in an improved street that will serve the area for many years.

Additional information and updates are available on the Town's website at <http://www.portolavalley.net> under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at hyoung@portolavalley.net. During construction activities, the inspector Frank Vargas can be reached at 925-437-1092.

Sincerely,



Howard Young
 Public Works Director

Cc: Public Works Committee
 Woodside Fire Dept.

Green Waste Recovery
 San Mateo County Sheriff

Street list for surface seal treatments:

	Street Name	From	To	Treatment
1	Alhambra Court	Entire length	Entire Length	Microsurfacing
2	Alpine Road	Willowbrook Drive	Corte Madera Road	Slurry Seal
3	Ann Road	Entire length	Entire length	Slurry Seal
4	Cervantes Road	Arapahoe Court	Shawnee Pass (East end)	Slurry Seal
5	Cherokee Court	Entire Length	Entire Length	Slurry Seal
6	Cherokee Way	Entire length	Entire length	Slurry Seal
7	Corte Madera Road	Portola Road	Alpine Road	Surface Reconstruct/ Slurry Seal
8	Degas Road	Entire Length	Entire Length	Microsurfacing
9	Escobar Road	Entire length	Entire length	Microsurfacing
10	Granada Court	Entire Length	Entire Length	Slurry Seal
11	Indian Crossing	Alpine Road	Valley Oak	Slurry Seal
12	Larguita Lane	Entire length	Entire length	Slurry Seal
13	Los Trancos Road	Near Oak Forest Court	Town Limits	Microsurfacing
14	Solana Road	Entire Length	Entire length	Slurry Seal
15	Westridge Drive	1145 Westridge Drive	Paloma Road	Slurry Seal
16	Westridge Drive	Cervantes Road (West end)	Portola Road	Slurry Seal

In the surface seal process, there can be material cure times of up to 1 week between the asphalt repair process and the application of the surface slurry seal top coat.

Note: The contractor will be hand delivering printed notices to residents 2 days in advance indicating the exact date your street is scheduled for the surface seal treatment phase which may affect access until the surface has cured and dried enough to allow traffic. Please do not water or drive on surfaces until dried, it will affect the final look of the product and track onto surfaces. The garbage company and postal service will also be notified to make arrangements. You can also get current project updates at www.Portolavalley.net



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Monday 04/18/16 to Sunday 04/24/16

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-03665	04/18/16 12:16AM	Sandhill Rd/Lawler Ranch Rd West Menlo Park	Possess Unlawful Paraphernalia	The deputy noticed a person slumped over in the driver's seat. While speaking to the subject, the deputy noticed a glass pipe with white residue throughout the inside of it, on the driver's side floor. The subject was issued a citation and a signed promise to appear.
16-03723	04/19/16 05:30PM	3000 blk of El Camino Real North Fair Oaks	Stolen Vehicle	Victim was unable to locate her vehicle. The deputy canvassed the area for the vehicle with negative results.
16-03810	04/22/16 09:21AM	2800 blk of Huntington Ave North Fair Oaks	Sheriff's Office Felony Warrant	The deputy made contact with a subject who had an active felony warrant issued for his arrest. A records check was conducted and dispatch advised the warrant was still active. The warrant was confirmed and the subject was placed under arrest.
16-03842	04/23/16 06:05AM	2000 blk of Manzanita West Menlo Park	Petty Theft	The deputy was dispatched on a report of a theft from a vehicle. The victim advised deputies he left the vehicle unlocked the



Dinner/Meeting Announcement Friday, May 27, 2016

*All councilmembers 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:

**Mullin's Restaurant
Half Moon Bay Golf Links**
2 Miramontes Point Road
Half Moon Bay, CA 94019
(Map, directions and parking
instructions attached)

Schedule:

5:30 pm Social Time
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 STYLE DINNER

\$50.00 per person

Appetizers: Chicken Pot Pie Tartlet, Balsamic Fig & Goat cheese served on flatbread,
Tenderloin of Beef with whipped goat cheese

Salad: Artesian Greens with Strawberries, Candied Walnuts, and Chèvre with our Balsamic
Vinaigrette

Entrée: Grilled Filet Mignon & Shrimp Skewer with a tarragon béarnaise sauce, Baked
Potato Gratin, Roasted Root Vegetables

Vegetarian Entrée: Artichoke Lasagna

Dessert: Marquis au Chocolate

Please RSVP by Friday, May 13, 2016, to Jessica Blair at
jblair@hmbcity.com or 650-726-8271

****Please note if vegetarian selection is needed***

Please make checks payable to:

City of Half Moon Bay
Attn: Jessica Blair
501 Main Street
Half Moon Bay, CA 94019



Business Meeting
Friday, May 27, 2016
6:15 p.m.

- ❖ Call to Order
- ❖ Roll Call and Introduction of Mayors, Council Members and Guests
- ❖ Welcome by Mayor Rick Kowalczyk
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
 - Next Meeting Date/Location

Program: Inequality, Poverty, and the Middle Class in the Bay Area

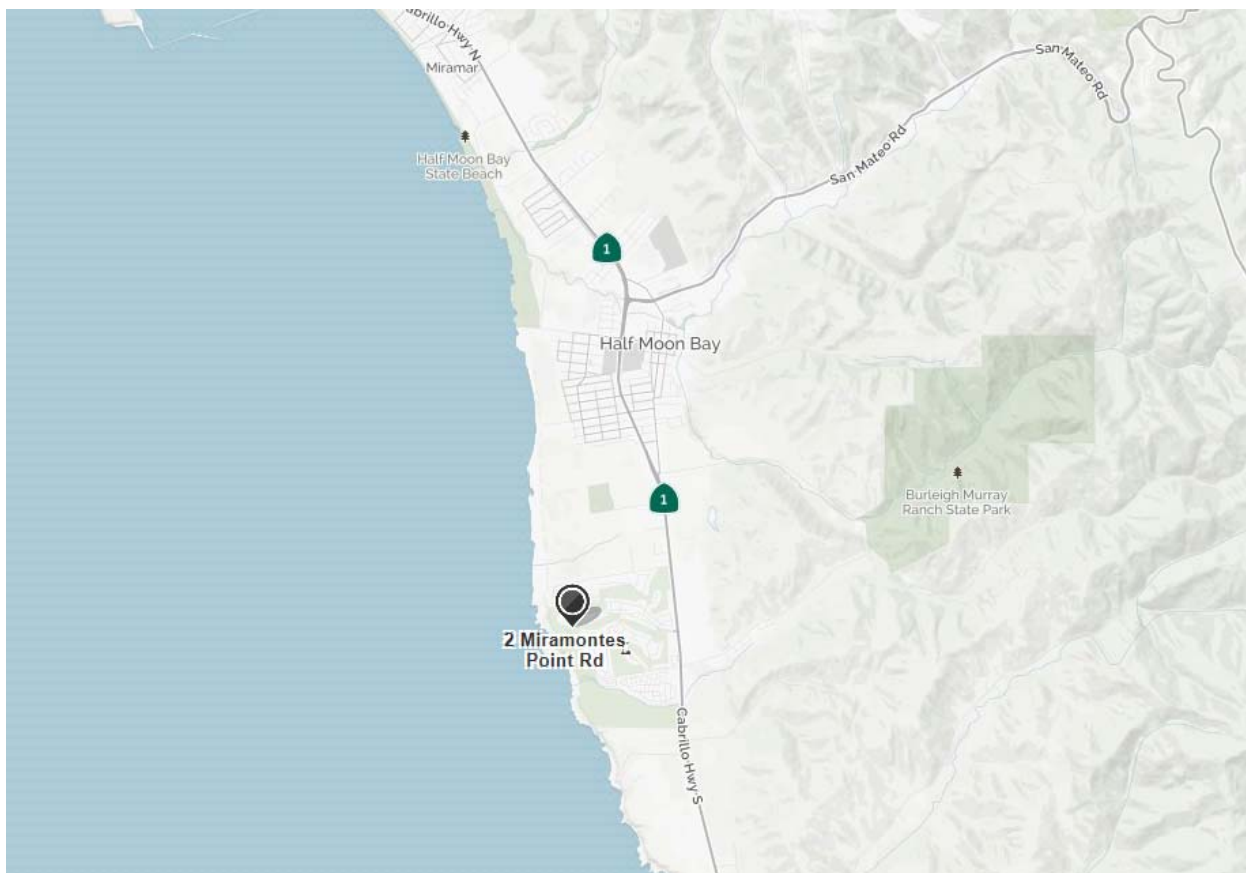
- * What are the income distribution facts in the Bay Area and San Mateo County?
- * What are key drivers of these changes?
- * What are the implications of these changes?
- * What can be done to reverse course?

Jon Haveman is a Principal at Marin Economic Consulting Dr. Haveman is an expert on regional economies and local economic development, the Bay Area Economy in particular.

Prior to founding Marin Economic Consulting, Dr. Haveman was the Chief Economist at the Bay Area Council Economic Institute, a founding principal at Beacon Economics, and the Director of the Economy Program at the Public Policy Institute of California. He has been a Senior Economist with the President's Council of Economic Advisers, an Economist with the Federal Trade Commission, and held a faculty position in the Business School at Purdue University.

Dr. Haveman holds a Ph.D. and Master of Science in Economics from The University of Michigan and a Bachelor of Science in Economics from the University of Wisconsin.

MAP and DIRECTIONS to:
MULLIN'S
Half Moon Bay Golf Links
2 Miramontes Point Road
Half Moon Bay, California 94019



**** PLEASE USE THE COMPLIMENTARY VALET PARKING AT MULLIN'S***

From the 92 westbound:

- Turn left onto Highway 1
- Turn right on Miramontes Point Road
- Continue to guard shack, state you are attending an event at Mullin's
- Continue to end of drive, use valet in front of Mullin's