



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, July 13, 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** – June 22, 2016 (3)
2. **Approval of Warrant List** – July 13, 2016 (12)
3. **Report from Planning Director & Planning Intern** – Annual Housing Element Progress Report 2015 (29)

### REGULAR AGENDA

### STAFF REPORTS AND RECOMMENDATIONS

4. **Council Discussion** - Presentation by Accela on Civic Engagement Smart Phone Tool (41)
5. **Report by Town Manager** – Preliminary Discussion of Potential Affordable Housing Solutions and Direction to Staff (45)
6. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (52)  
**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** (53)

### WRITTEN COMMUNICATIONS

8. **Town Council Digest** – June 24, 2016 (54)
9. **Town Council Digest** – July 1, 2016 (69)
10. **Town Council Digest** – July 8, 2016 (86)

### 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 SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND EMERGENCY PREPAREDNESS COMMITTEE AND REGULAR MEETING OF THE TOWN COUNCIL NO. 932, JUNE 22, 2016**

**CALL TO ORDER AND ROLL CALL**

Mayor Derwin called the Special Joint Meeting of the Town Council and Emergency Preparedness Committee to order at 5:30 p.m. Ms. Hanlon called the roll.

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

Emergency Preparedness Committee members David Howes, Diana Koin, Chris Raanes, Craig Taylor, Bud Trapp, Stuart Young; Vice Chair Anne Kopf-Sill, and Chair Dale Pfau

Absent: Emergency Preparedness Committee members Ray Rothrock and Tamara Turner.

Others: Jeremy Dennis, Town Manager  
Brandi de Garmeaux, Special Projects and Sustainability Director  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS** – None

**EMERGENCY TRAINING – TOWN COUNCIL/EMERGENCY PREPAREDNESS COMMITTEE**

Jeff Norris, District Coordinator for the San Mateo County Office of Emergency Services (OES), presented Course ICS-402 Incident Command System Overview, an orientation to the Incident Command System (ICS) concerning Councilmembers' roles in the event of a town emergency requiring activation of the EOC. Mr. Norris said the course was established by the State of California for purpose of providing necessary information to elected officials and people who have various authorities within Cities and Counties. He said the course was adopted by the Federal Government and FEMA made it a nationwide course.

Mr. Norris explained that if a problem occurs within the Town of Portola Valley, the responsibility for resolving the problems lies with Portola Valley as the first tier, then San Mateo County as the second tier, California Region II as the third tier, the State Operations Center as the fourth tier, and finally the Federal Government.

Mr. Norris said local elected officials and appointed committees have the responsibility to have good plans in place before a disaster. He said they are also responsible for maintaining good working relationships with contract and service providers (law, fire, etc.) to ensure that the public works is a well-operated system with the goal of mitigating or minimizing damage to the community in the event of a natural disaster. In the event of an emergency, he said it is the Town officials' responsibility to prepare the documents declaring an emergency proclamation, if appropriate. He said that after a disaster, during the recovery process, the elected officials are responsible to make sure the community is made whole again, making decisions regarding priorities, policies, etc.

Mr. Norris then went through each section of the handout with the Council.

Town Manager Dennis asked Mr. Norris to explain the recommended roles of elected officials in the event of an emergency, which are different from the roles within the Emergency Operations Center (EOC).

Mr. Norris said the elected officials and certain committees, as appropriate, are kept separate from the EOC so that each can do their appropriate job. He said the elected officials are policymakers in the community and are tasked with making the large scale determinations. He said in the event of a major

disaster, the policy group may be called upon by the EOC to make very difficult decisions under incredibly stressful conditions, and must remain separated from the EOC so they can be available to maintain contact with the constituents, rather than being bogged down with the processes being performed by the EOC. He said the city staff does the resource requests, making sure appropriate equipment is available, and making requests from the County that are passed on to the Region or State as necessary and the police, fire department, and public works are busy trying to solve problems. He said the policy group needs to look at the community as a whole and must stay focused on just the community and how to make the community whole again. He said the elected officials are the first tier the community wants to communicate with regarding how the problems will be solved.

Mr. Norris said a town has 10 days after a disaster to proclaim a local state of emergency. He said that time limit gives a town time to solve problems on their own. Vice Mayor Hughes asked what marked the start of the 10-day time limit. He asked, for example, if the proclamation could still be made if something turned into a big problem 12 days after the initial disaster. Mr. Norris said the government is flexible with that 10 days because they consider that a town spent 10 days trying to solve the problem but the problem expanded. He said the state requires that a town submits an initial damage estimate within 72 hours of the initial disaster if they think they may have to reach out to the state for assistance and that deadline is not flexible.

Mr. Norris said mutual aid becomes available whenever it appears that a particular service will be depleted to a point where normal services cannot be provided. He said the first tier of mutual aid is reaching out to the County, the operational area. The County then reaches out to all the cities within the County or moves to regional aid, requesting assistance from neighboring Counties. He said there are law, fire, and public works mutual aid structured agreements. He said there is also an Emergency Managers Association within San Mateo County, which is a mutual aid body that assists local EOCs.

Emergency Preparedness Committee Chair Dale Pfau said the original idea was to have Town Council be the EOC members, because they were more likely to be able to respond sooner than Town staff. Since that is no longer an option, he said the Town must now develop a plan to staff the EOC with local people in the event the Town staff cannot get to Town in a timely manner. Mr. Norris described the example of Agoura Hills, a town in Southern California with a population similar to Portola Valley. He said none of their nine City staff members live in Agoura Hills. He said their plan was that in the initial 24 hours, the operation of their EOC would be run by whatever city employees could get there and specific well-trained community members who were part of a recognized voluntary emergency corps to specifically serve that city. When Agoura Hills had their earthquake, he said one staff member was able to get there that evening, and their emergency volunteer corps arrived and began conducting the damage surveys, filling in until the regular EOC staff could be assembled. He said Portola Valley should put a plan in place between the Director of Emergency Services and the Emergency Committee detailing to what degree and for how long the committee would be expected to serve in that function.

Town Manager Dennis said since the wildland fire exercise in April, the Town has identified the need to come up with a bench of people who could help out in the case of an emergency. He said they currently have a list of 20+ names they will be reaching out to in the next couple of weeks to meet and discuss. Mr. Norris said that was an exceptional plan and that 20 is a perfect number of people needed.

Emergency Preparedness Committee member Diana Koin asked what body organizes the available resources and decides on where to ask for help in the case of a huge disaster in Portola Valley. Mr. Norris said Portola Valley determines they have needs. He said those needs will be communicated to the operational area who will be combining Portola Valley's needs with 20 other cities and the unincorporated areas of the County and determining the urgency of needs. He said that would then be passed to Regional who will fill the requests from wherever the quickest resources are available. He said the next tier is when the State becomes involved and reaches out to other regions. Beyond that, the State will reach out to the Federal government.

Special Projects and Sustainability Director Brandi de Garmeaux said Portola Valley has mutual aid agreements with Roberts Market, The Priory, and the Sequoias. Mr. Norris said that was exceptional because a town that is more prepared to be self-sufficient suffers less impact from a disaster.

Mr. Norris described the various self-study and online courses available through the FEMA website.

Ms. de Garmeaux asked regarding liability. Mr. Norris said it was a touchy subject with a lot of entities, so much so that the Governor is not allowed to go to the State Operations Center in a disaster, because elected officials who live in a community have a vested interest in their community and they could find themselves subject to litigation if they make a decision that could be even remotely construed as favoring their portion of the community over another.

Town Manager Dennis asked if there was any liability for the Town if someone served in the EOC and hadn't gone through training. Mr. Norris said it is part of the Disaster Service Workers Act that people that have been recognized and authorized by an entity to do a particular task are exempt from certain individual liabilities. He said the way it is worded, elected officials do not have that same exemption. He said, for example, if some people are missing and the Town Manager assigns additional helpers who haven't had specific training, they fall under the Disaster Service Worker Exemption, as long as they do their best. If someone does an intentionally bad job, the exemption does not apply. He said he would recommend that anyone that is going to work in the EOC, at the minimum, take the IS-100 and IS-700 classes on the FEMA website.

Vice Mayor Hughes asked to what extent Council could ask, direct, advise, encourage, or solicit the Director of Emergency Operations to do things. Mr. Norris said the Director of the Town's EOC has the responsibility to provide the Council with the situation status reports. The Council, as the policy group in contact with the constituents and the community may get messages that conflict with the situation status report or may find elements missing from the report. The Council, as a policy group, then informs the plan section, the EOC Director, that they have been in contact with the public who believes the following items are priorities for resolution. Vice Mayor Hughes asked if that would open the Councilmembers up to liability. Mr. Norris said as a policy group, the Council will have provided intelligence information to the EOC to help solve problems, just as any member of the community could do, but have not directed them specifically where to fight the fire, what pothole to fill in, etc. He said it's up to the EOC Director to prioritize the tasks. He said the intelligence provided by the Council would carry more weight than intelligence provided by an individual community member, because the Council has collectively spoken with the community, but it does not open the Councilmembers up to liability. Mr. Norris said he was unaware of any Council or Councilmember being sued for having provided intelligence information to the EOC. He said he was aware of an incident in Southern California, approximately 15 years ago, where all members of a City Council were sued for trying to exert direct influence on how a problem was being solved. Mr. Norris said having plans in place, with policies created ahead of an incident, is preferable. He said having to create policies during a disaster is a bad situation.

Mr. Norris said, for example, the Town has policies regarding how things are acquired, and perhaps the EOC would come to the Council and say they need a policy decision to override the three-bid requirement in order to get something done quickly.

Vice Mayor Hughes asked if the normal noticing rules continue to apply for policy meetings under a declared emergency. Mr. Norris said that becomes a condition of the Emergency Operations Plan (EOP). He said the EOP can have some of these policy decisions already in place, such as, "Once the Town Council declares a state of local emergency, the following normal practices are bypassed." In response to Vice Mayor Hughes' question, Mr. Norris said the Brown Act could also be bypassed to some extent in a state of emergency because the Brown Act was created so that decisions about finances are open to the public. He said in times of disaster, there is not the luxury of posting the 72-hour notice. He said it doesn't alleviate the requirement of providing the information to the public, but it does bypass the notice requirement, especially if it is already in the EOP that every effort will be made to provide the information to the public, understanding that it may not be possible to provide 72 hours of advance notice.

Councilmember Wengert said it would make good sense to have as many policy decisions predefined as possible. Mr. Norris said the more robust the EOP is, the better. It should include the legal obligations and the annexes of the things most likely to occur. He said, for example, in the aftermath of a catastrophic incident, the policy group could convene daily from 2:00 to 4:00 where anybody from the community could bring issues to the group. He said the policy group would have the EOP and the situation status report so that they could answer the public's questions.

Ms. Koin asked if there were any examples from neighboring communities that could be used as a template. Mr. Norris said the San Mateo County Office of Emergency Services recently revamped the EOP for the County of San Mateo. He said most of the cities and towns in the County used that as a template to start their EOP revisions. He said the Town of Portola Valley's EOP was revised two years ago, using a lot of elements from the County of San Mateo's EOP.

Mayor Derwin called for additional questions or comments. Hearing none, she invited additional comments by Mr. Norris. Mr. Norris thanked the Town for inviting him.

Mayor Derwin thanked the Emergency Preparedness Committee for the work they do.

**ADJOURNMENT [6:45 p.m.]**

Mayor Derwin adjourned the Special Joint Meeting of the Town Council and Emergency Preparedness Committee.

**REGULAR MEETING CALL TO ORDER AND ROLL CALL [7:00 p.m.]**

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

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

Absent: None.

Others: Jeremy Dennis, Town Manager  
Debbie Pedro, Planning Director  
Brandi de Garmeaux, Special Projects and Sustainability Director  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS** – None

**CONSENT AGENDA**

- (1) Approval of Minutes: Town Council Regular Meeting of May 25, 2016. *[Pulled from Consent Agenda]*
- (2) Approval of Minutes: Town Council Regular Meeting of June 8, 2016. *[Pulled from Consent Agenda]*
- (3) Approval of Warrant List: June 22, 2016, in the amount of \$157,869.62.
- (4) Recommendation by Administrative Services Manager – Amendment to Agreement with Maze & Associates for Auditing Services.

- a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the First Amendment to Agreement for Audit Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2696-2016)
- (5) Recommendation by Administrative Services Manager – Consultant Services Agreements between the Town of Portola Valley and
  - a) Kutzmann and Associates, Inc. for Plan Review Services
  - b) NV5 (formerly Nolte Associates) for Engineering Services
  - c) Townsend Management for Engineering Services
- (6) Recommendation by Administrative Services Manager – Approval of 2016-2017 Appropriations Limit.
  - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2016-2017 (Resolution No. 2697-2016)
- (7) Recommendation by Administrative Services Manager – 2016/2017 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments
  - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2698-2016)
  - b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2699-2016)
- (8) Recommendation by Town Clerk – Approval of a Public Meeting Decorum Policy [*Pulled from Consent Agenda*]
- (9) Recommendation by Sustainability & Special Projects Manager - Adoption of a Resolution Authorizing Town Staff to Enroll the Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity) Program in Phase I
  - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Town Staff to Enroll The Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity Program) in Phase 1 of the Program (Resolution No. 2700- 2016)
- (10) Appointment by Mayor – Request for Appointment of Beth Ellyn McClendon to the Historic Resources Committee

Councilmember Aalfs moved to approve Items 3, 4, 5, 6, 7, 9, and 10. Seconded by Vice Mayor Hughes, the motion carried 5-0 with a roll call vote.

- (1) Approval of Minutes: Town Council Regular Meeting of May 25, 2016.

Councilmember Aalfs moved to approve the minutes of the May 25, 2016, as amended. Seconded by Councilmember Richards, the motion carried 4-0, with Councilmember Wengert abstaining.

- (2) Approval of Minutes: Town Council Regular Meeting of June 8, 2016.



Councilmember Aalfs moved to approve the minutes of the June 8, 2016, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

(8) Recommendation by Town Clerk – Approval of a Public Meeting Decorum Policy.

Mayor Derwin expressed support for this policy and said she hopes it is posted at meetings to encourage civil discussion.

Councilmember Wengert moved for Approval of a Public Meeting Decorum Policy. Seconded by Councilmember Richards; the motion carried 5-0.

### **REGULAR AGENDA** [7:03 p.m.]

(11) Public Hearing – Adoption of the 2016-2017 Fiscal Year Budget.

a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2016-2017 (Resolution No. 2701-2016)

Town Manager Dennis presented the staff report regarding the Proposed 2016-17 Town Budget, highlighting the most recent corrections and adjustments.

Councilmember Wengert asked if there had been additional budget requests from not-for-profit agencies. Town Manager Dennis said the report reflects all of the requests received.

Councilmember Aalfs asked if the Town was still paying the shared cost of a CERPP Coordinator position and the amount. Administrative Services Director Susan Cope said it was approximately \$14,000 shared with Woodside and the Fire District. In response to Councilmember Aalfs' question, Vice Mayor Hughes said it was an ongoing half-time position. Town Manager Dennis said the employee spends half her time as the CERPP Coordinator, which is a shared cost, and the other half of her time is a Fire District position.

Town Manager Dennis apologized for not including not-for-profit agency donations as a separate Council discussion item.

Councilmember Wengert said she was surprised there were not more budget requests. She asked that if requests come in throughout the year, they be retained. Vice Mayor Hughes said he agrees that the requests should accumulate and be looked at a little ahead of the budget discussion.

Mayor Derwin said she would prefer to have a separate discussion because there may be organizations they'd like to donate to who have not reached out. She asked that next year the Town Manager provide the list prior to the budget for discussion as a separate agenda item. Town Manager Dennis agreed. In response to Councilmember Wengert's comment, he said there were no additional requests for funding received.

Mayor Derwin requested comments or questions from the public. Hearing none, Mayor Derwin closed the public hearing. Mayor Derwin invited comments from the Council.

Councilmember Wengert thanked Ms. Cope, Mr. Dennis, and Ms. Pedro for all of the work that went into the budget in a year with a lot of change and turnover and a steep learning curve for all of them. The Council agreed and also thanked the Finance Committee.

Councilmember Richards moved for Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2016-2017. Seconded by Councilmember Aalfs; the motion carried 5-0.



(12) Report by Planning Director – Stanford General Use Permit

Planning Director Pedro presented a report regarding the Stanford General Use Permit (GUP). She said the GUP has conditions that outline Stanford's land use, growth, and development within the County. She explained that their GUP was last approved by the County in 2000 and Stanford began the process last month to update it. As part of their public outreach and engagement efforts, Stanford held three open houses in June and Planning Director Pedro attended one on June 4. Planning Director Pedro presented a map of all the land owned by Stanford. She said the purpose of the GUP update is to plan for the next phase of campus land use, which addresses the university's emerging needs as projected to 2035. She said it will include the need to add more housing and academic facilities within the campus core. She said that the campus staff has advised that there will be little or no impact to Portola Valley since the development will be occurring within the campus core. She said Stanford expects to submit their application to the County sometime in the late summer. She said staff will continue to monitor the progress of the project and keep the Council apprised.

Vice Mayor Hughes asked if there was any discussion about the interaction of Stanford's planned GUP with the planning effort the County is currently engaged in on Alpine Road and the Corridor Plan. He said he was curious if Stanford had any thoughts or opinions or had any involvement. Planning Director Pedro said she would contact Stanford staff and ask that question. She said the topic didn't come up at the open house and said the informational stations were focused on what would be happening within the campus core area. Town Attorney Prince said that in general when those types of projects come forward, there will be some sort of environmental review which will be distributed to every agency that may be impacted.

Councilmember Wengert asked if Stanford said how much housing they were planning to build in the main campus area. Planning Director Pedro said right now they were gathering information and public input to help inform them to form their application. In response to Vice Mayor Hughes' questions, Planning Director Pedro said the housing would be both faculty and student housing, as well as academic facilities.

Councilmember Wengert asked if they discussed any restrictions of the development of any portion of the 8,000 acres they own and if there were limitations relative to which portions of their lands they're able to ultimately develop versus others. Planning Director Pedro said the current use permit limits the development to within the campus core.

(13) Presentation by Town Manager – Changes to Authorized Classifications in the Salary Schedule

Town Manager Dennis presented the staff report recommending changes to some job descriptions and a change of salary schedule to accommodate that. He said these changes have been in the works for some time.

- Change the title for the Administrative Technician I to Administrative Assistant and approve the description of the position
- Change the title for the Administrative Technician III to Accounting Technician and approve the description of the position
- Delete the Administrative Technician II position
- Amend the titles within the Town Salary Schedule

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked if the person identified as a possible candidate for the Administrative Assistant position was interested. Town Manager Dennis said the candidate was very interested.

Mayor Derwin asked if a position was being added or if titles were just being moved around. Town Manager Dennis said the Administrative Assistant is an added position.

Councilmember Aalfs moved to approve staff's recommendation to the Changes to Authorized Classifications in the Salary Schedule. Seconded by Vice Mayor Hughes; the motion carried 5-0.

(14) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [8:40 p.m.]

Councilmember Aalfs – Attended a Trails Committee meeting. He said there was a difference of opinion between the Trails Committee and Conservation Committee on how weed abatement was being handled on Town trails. The Trails Committee wants more spraying and the Conservation Committee wants less spraying. He said that the Public Works Director will be coming back with cost figures of spraying versus weed trimming and cutting.

Councilmember Wengert – She said the Airport Roundtable Select Committee meeting was held last week in Redwood City. She attended the Airport Roundtable technical working group today and heard from a consultant, Cindy Gibbs from BridgeNet, who did a good job reviewing all the feasible and non-feasible recommendations that came from the FAA's technical report. She said they organized it, made it easier to understand the overlap, and synthesized them down to reasonable recommendations to be made by the Roundtable for all 29 issues. She said there was robust discussion on each issue. She said the committee has drafted its first response to the FAA. She said they also prepared specific exhibits relative to a further grouping of some of the initiatives to address some of the issues, for instance the Woodside VOR. She said San Francisco, who previously had been relatively inactive in the Roundtable, has a new representative who has attended all of the meetings and is much more vocal, with many more residents also attending. She said there was also discussion regarding some of the overlapping Oakland roots. She said the complexity is increasing and the overlapping nature of many of the issues relative to the air space is being revealed. She said at this point the Roundtable is ahead of the Select Committee because they have been able to organize, have their resources, and are a standing committee with support. She said the Select Committee will have their third public meeting next week, where the group will be able to come back with their own recommendations. She said there is overlap between the two committees which will ultimately be very helpful.

Councilmember Richards – Attended an Emergency Preparedness Committee meeting where they discussed that the microwave radio the Town has been paying for has not been functioning for some time. Town Manager Dennis said the County came out and confirmed the radio was not functioning and it will probably be replaced by a satellite phone. Councilmember Richards said the committee talked about the possibility of a joint Portola Valley and Woodside EOC. He said they discussed how to augment the Town's emergency water supply. He attended a Library JPA meeting where they approved the proposed spending of donor funds by the towns of Portola Valley, Atherton, and Woodside. They also discussed the ongoing allocation of donor funds. He said their budget was passed.

Vice Mayor Hughes – Attended the Sheriff's community meeting regarding the recent home invasion which is believed to have been targeted. He said the meeting was very well attended with more than 20 officers and approximately 100 residents. He said they provided information to residents on what might lead to being targeted for a home invasion and what residents and the Town can do to better protect themselves. He said many people at the meeting supported the Town spending whatever is needed to reduce crime. He said they discussed holding another public discussion regarding license plate readers, giving staff time to gather information. Town Manager Dennis said East Palo Alto no longer uses their license plate readers and he has started a conversation with them. He said he has reached out to the Piedmont, Tiburon, Menlo Park, and San Mateo, who are using the readers, and staff will continue to gather information regarding the experiences of those communities.

Mayor Derwin – Attended the Sheriff's community meeting held on June 15. She said there were a total of nine residential burglaries in 2015, and three so far in 2016. She attended a C/CAG meeting where they heard a presentation on sea level rise. She said Owl Viewers will soon be installed at Coyote Point which will give viewers a sense of what sea level rise will look like. She suggesting announcing when those are installed on the Town Website and PV Forum. She said Josh from 21 Elements gave a presentation regarding housing elements, the connection between transportation and housing, and discussed impact fees and accessory dwelling units. She said PG&E is giving a tour of its gas operation

center on July 7. She said the City of Burlingame hired an outside investment manager and have seen much improved yields. There was a discussion of the countywide water pollution program, which is running out of funds and is facing a cutback in services. She said she missed the Water Conservation meeting, but received the notes. She said the water conservation results for March, April, and May exceeded the goal of 36 percent, with May's results being 52 percent. She said the Town's cumulative savings is at 40.5 percent. She attended a HEART meeting today, where they heard a presentation on the County-adopted linkage/impact fees. She said they will be pushing hard for Portola Valley to adopt impact fees and want to make a presentation at a Council meeting. She said they also heard a presentation from the Jobs/ Housing Gap Task Force, who will soon bring a proposed resolution to the Council on dwelling unit fees. She said the HEART budget was approved.

(15) Town Manager Report – Town Manager Dennis reported that AB 2788, which would have made substantial changes to the Town's ability to decide on the location of small cell wireless antennas, was pulled for consideration for this year. He said the Mid-Peninsula Regional Open Space District is adopting their budget this evening. He said he wrote a letter to the Board President, copies of which were provided to the Councilmembers, reminding Mid-Pen that the Council remains interested in the Hawthorns property and the trails and suggesting they consider allocating funds for that project. He extended congratulations to Councilmember Aalfs for being published regarding the Town's adoption of 100% renewable energy in the San Jose Mercury News, and North American Clean Energy, a national renewable energy blog news site. He said he spoke with the Silicon Valley Association of Realtors (SILVAR) about their process when speaking with potential new residents of Portola Valley. He said the audience was receptive and they seemed to have a keen understanding of the community and he liked what they were saying to potential residents. He said staff is developing a packet that the realtors can hand out to new residents. He said that just prior to putting out some information regarding the Cal Water Project, which was expected to be completed in July, Public Works Director Young called to check with Cal Water and learned it had been extended to August. Town Manager Dennis wrote a letter to Cal Water expressing disappointment at the lack of notification regarding the delay. Town Manager Dennis described a phone app called Accela which allows people to access basic information about the Town as well as report code violations, make complaints, pull up plans, etc., which he sees as the future of how people will interact with municipalities. He has invited Accela to make a presentation to the Council. Town Manager Dennis thanked the San Mateo County Sheriff's Department for arranging a community meeting on very short notice regarding the recent home invasion incident in Town.

**WRITTEN COMMUNICATIONS** [8:00 p.m.]

(16) Town Council Digest – June 10, 2016

(17) Town Council Digest – June 17, 2016

#4 – Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October. Voting delegate and alternate must be appointed by September.

**ADJOURNMENT** [8:05 p.m.]

Mayor Derwin adjourned the meeting.

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Mayor

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Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/13/16

Date: 07/08/2016

Time: 11:54 am

Page: 1

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

ALLIANT INSURANCE SERVICES	Qtrly Event/Instructor Ins	17639	07/13/2016	
	April - June 2016		07/13/2016	
SPECIAL EVENTS	475		07/13/2016	0.00
NEWPORT BEACH	BOA	50763	07/13/2016	0.00
CA 92658				578.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4338	Event Insurance	578.00	0.00	

Check No.	50763	Total:	578.00
Total for	ALLIANT INSURANCE SERVICES		578.00

ALMANAC	June Advertising	17640	07/13/2016	
			07/13/2016	
450 CAMBRIDGE AVE	0048		07/13/2016	0.00
PALO ALTO	BOA	50764	07/13/2016	0.00
CA 94306	46119			512.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4320	Advertising	512.00	0.00	

Check No.	50764	Total:	512.00
Total for	ALMANAC		512.00

AMERICAN DIABETES ASS'N	Deposit Refund, 6/12/16	17641	07/13/2016	
			07/13/2016	
1701 NO BEAUREGARD STREET	0087		07/13/2016	0.00
ALEXANDRIA	BOA	50765	07/13/2016	0.00
VA 22311				100.00

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

Check No.	50765	Total:	100.00
Total for	AMERICAN DIABETES ASS'N		100.00

STEVEN ARTANDI	Deposit Refund, 6/12/16	17642	07/13/2016	
			07/13/2016	
111 BROOKSIDE DRIVE	0580		07/13/2016	0.00
PORTOLA VALLEY	BOA	50766	07/13/2016	0.00
CA 94028				100.00

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

Check No.	50766	Total:	100.00
Total for	STEVEN ARTANDI		100.00

AT&T (2)	July Microwave	17643	07/13/2016	
			07/13/2016	
P.O. BOX 5025	877		07/13/2016	0.00
CAROL STREAM	BOA	50767	07/13/2016	0.00
IL 60197-5025				67.60

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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
05-52-4152	Emerq Preparedness Committee	67.60	0.00

Check No.	50767	Total:	67.60
Total for	AT&T (2)		67.60

BILL HAMILTON ROOFING	Refund C&D Deposit	17644	07/13/2016	
	18 Valley Oak		07/13/2016	
230 HARRISON AVENUE	1219		07/13/2016	0.00
CAMPBELL	BOA	50768	07/13/2016	0.00
CA 95008				1,000.00

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

Check No.	50768	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

PAIGE BISHOP	Reimbursement, 6/16/16 Concert	17645	07/13/2016	
			07/13/2016	
131 GROVELAND STREET	712		07/13/2016	0.00
PORTOLA VALLEY	BOA	50769	07/13/2016	0.00
CA 94028				55.08

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	55.08	0.00

Check No.	50769	Total:	55.08
Total for	PAIGE BISHOP		55.08

CALIFORNIA BLDG STANDARDS COMM	BSC Fee Report, Jan-Mar 2016	17646	07/13/2016	
			07/13/2016	
2525 NATOMAS PARK DRIVE	458		07/13/2016	0.00
SACRAMENTO	BOA	50770	07/13/2016	0.00
CA 95833				428.40

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	428.40	0.00

Check No.	50770	Total:	428.40
Total for	CALIFORNIA BLDG STANDARDS C		428.40

CALPERS	June Retirement	17685	07/13/2016	
FISCAL SERVICES DIVISION			07/13/2016	
ATTN: RETIREMENT PROG ACCTG	0107		07/13/2016	0.00
SACRAMENTO	BOA	50771	07/13/2016	0.00
CA 94229-2703				15,287.02

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	15,287.02	0.00

Check No.	50771	Total:	15,287.02
Total for	CALPERS		15,287.02

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

CARDNO	Refund Deposit, 3329 Alpine	17647	07/13/2016	
			07/13/2016	
C/O SCOTT PERKINS	0582		07/13/2016	0.00
PETALUMA	BOA	50772	07/13/2016	0.00
CA 94954				385.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	385.00	0.00

Check No.	50772	Total:	385.00
Total for	CARDNO		385.00

NONA CHIARIELLO	Reimbursement, Brochures of Native Plant Demo Garden	17648	07/13/2016	
			07/13/2016	
163 BROOKSIDE DRIVE	1109		07/13/2016	0.00
PORTOLA VALLEY	BOA	50773	07/13/2016	0.00
CA 94028	16058			116.91

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	116.91	0.00

Check No.	50773	Total:	116.91
Total for	NONA CHIARIELLO		116.91

CRYSTAL CIANCUTTI	Refund C&D Deposit, 3 Grove	17649	07/13/2016	
			07/13/2016	
3 GROVE COURT	0583		07/13/2016	0.00
PORTOLA VALLEY	BOA	50774	07/13/2016	0.00
CA 94028				2,100.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,100.00	0.00

Check No.	50774	Total:	2,100.00
Total for	CRYSTAL CIANCUTTI		2,100.00

CLEANSTREET	January Litter/Street Clean	17650	07/13/2016	
			07/13/2016	
1937 W. 169TH STREET	0034		07/13/2016	0.00
GARDENA	BOA	50775	07/13/2016	0.00
CA 90247-5254	81234			1,603.62

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

CLEANSTREET	Qtrly & June Litter/Street Clean	17686	07/13/2016	
			07/13/2016	
1937 W. 169TH STREET	0034		07/13/2016	0.00
GARDENA	BOA	50775	07/13/2016	0.00
CA 90247-5254	82828			4,567.47

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4266	Litter Clean Up Program	3,623.37	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

22-60-4266	Litter Clean Up Program	870.10	0.00	
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Check No.	50775	Total:	6,171.09
Total for	CLEANSTREET		6,171.09

COMCAST	WiFi, 6/21 - 7/20	17651	07/13/2016	
			07/13/2016	
P.O. BOX 34227	0045		07/13/2016	0.00
SEATTLE	BOA	50776	07/13/2016	0.00
WA 98124-1227				86.20

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	86.20	0.00

Check No.	50776	Total:	86.20
Total for	COMCAST		86.20

COTTON SHIRES & ASSOC. INC.	June Applicant Charges	17695	07/13/2016	
			07/13/2016	
330 VILLAGE LANE	0047		07/13/2016	0.00
LOS GATOS	BOA	50777	07/13/2016	0.00
CA 95030-7218	68374, 75, 76			5,053.17

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geoloqist - Charges to Appls	5,053.17	0.00

Check No.	50777	Total:	5,053.17
Total for	COTTON SHIRES & ASSOC. INC.		5,053.17

CSG CONSULTANTS INC	Bldg Insp Svcs, 5/27/16	17652	07/13/2016	
			07/13/2016	
550 PILGRIM DRIVE	622		07/13/2016	0.00
FOSTER CITY	BOA	50778	07/13/2016	0.00
CA 94404	7570			190.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	190.00	0.00

Check No.	50778	Total:	190.00
Total for	CSG CONSULTANTS INC		190.00

DEL RIO ROOFING	Refund C&D Deposit, 20 Palmer	17653	07/13/2016	
			07/13/2016	
2260 BAY ROAD	630		07/13/2016	0.00
REDWOOD CITY	BOA	50779	07/13/2016	0.00
CA 94063				1,000.00

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

Check No.	50779	Total:	1,000.00
Total for	DEL RIO ROOFING		1,000.00



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State/Province Zip/Postal	Invoice Number			Check Amount

DEPARTMENT OF CONSERVATION	SMISHMF, Jan - March 2016	17654	07/13/2016	
Division of Administrative			07/13/2016	
801 K STREET MS22-15	0054		07/13/2016	0.00
SACRAMENTO	BOA	50780	07/13/2016	0.00
CA 95814-3531				1,188.16

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	1,188.16	0.00	

Check No.	50780	Total:	1,188.16
Total for	DEPARTMENT OF CONSERVATIO		1,188.16

MARYANN MOISE DERWIN	Reimbursement, ABAG Mtg 4/21	17655	07/13/2016	
			07/13/2016	
148 RAMOSO ROAD	0193		07/13/2016	0.00
PORTOLA VALLEY	BOA	50781	07/13/2016	0.00
CA 94028				85.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	85.00	0.00	

Check No.	50781	Total:	85.00
Total for	MARYANN MOISE DERWIN		85.00

BARB ECKSTEIN	Reimbursement, PV Horse Fair	17656	07/13/2016	
	Event date 5/29/16		07/13/2016	
1155 WESTRIDGE DRIVE	0584		07/13/2016	0.00
PORTOLA VALLEY	BOA	50782	07/13/2016	0.00
CA 94028				2,728.51

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4167	Trails & Paths Committee	2,728.51	0.00	

Check No.	50782	Total:	2,728.51
Total for	BARB ECKSTEIN		2,728.51

FULL RANGE LANDSCAPE CO.	Historic Schoolhouse Reno Proj	17696	07/13/2016	
			07/13/2016	
LANDSCAPE DESIGN & CONSTRUCT	0591		07/13/2016	0.00
PALO ALTO	BOA	50783	07/13/2016	0.00
CA 94303				13,895.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4415	Historic Schoolhouse	13,895.00	0.00	

Check No.	50783	Total:	13,895.00
Total for	FULL RANGE LANDSCAPE CO.		13,895.00

GO NATIVE INC	June 2016 ROW Landscape	17697	07/13/2016	
	Maintenance		07/13/2016	
P.O. BOX 370103	632		07/13/2016	0.00
MONTARA	BOA	50784	07/13/2016	0.00
CA 94037	2910			20,210.50

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

05-64-4333	Fire Prevention	20,210.50	0.00	
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Check No.	50784	Total:	20,210.50
Total for	GO NATIVE INC		20,210.50

JEANNIE GOLDMAN	Instructor Fees, Late Reg Pmt	17657	07/13/2016	
	Spring 2016		07/13/2016	
741 MANZANITA ROAD	706		07/13/2016	0.00
WOODSIDE	BOA	50785	07/13/2016	0.00
CA 94062				264.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	264.00	0.00

Check No.	50785	Total:	264.00
Total for	JEANNIE GOLDMAN		264.00

HAYWARD LUMBER CO	Fence Repair, Rossotti Field	17690	07/13/2016	
			07/13/2016	
429 FRONT STREET	1237		07/13/2016	0.00
SALINAS	BOA	50786	07/13/2016	0.00
CA 93901-3609	37086768-00			94.97

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	94.97	0.00

Check No.	50786	Total:	94.97
Total for	HAYWARD LUMBER CO		94.97

HORIZON	Sprinkler Riser, Fields	17698	07/13/2016	
			07/13/2016	
P.O. BOX 52758	0289		07/13/2016	0.00
PHOENIX	BOA	50787	07/13/2016	0.00
AZ 85072-2758	1N262774			461.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	461.00	0.00

Check No.	50787	Total:	461.00
Total for	HORIZON		461.00

ICMA	June Adjustment, Young/Weiner	17701	07/13/2016	
VANTAGE POINT TFER AGTS-304617			07/13/2016	
C/O M&T BANK	0084		07/13/2016	0.00
BALTIMORE	BOA	50788	07/13/2016	0.00
MD 21264-4553				1,929.22

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	1,929.22	0.00

ICMA	June Def Comp	17702	07/13/2016	
VANTAGE POINT TFER AGTS-304617			07/13/2016	
C/O M&T BANK	0084		07/13/2016	0.00
BALTIMORE	BOA	50788	07/13/2016	0.00
MD 21264-4553				3,846.96

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2557	Defer Comp	3,846.96	0.00	

ICMA	April Def Comp	17703	07/13/2016	
VANTAGE POINT TFER AGTS-304617			07/13/2016	
C/O M&T BANK	0084		07/13/2016	0.00
BALTIMORE	BOA	50788	07/13/2016	0.00
MD 21264-4553				3,846.96

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2557	Defer Comp	3,846.96	0.00	

Check No.	50788	Total:	9,623.14
Total for	ICMA		9,623.14

JENSEN LANDSCAPE SERVICES INC	Town Trail Maintenance	17694	07/13/2016	
1983 CONCOURSE DRIVE	849		07/13/2016	0.00
SAN JOSE	BOA	50789	07/13/2016	0.00
CA 95131	160179, 160398			7,500.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4270	Trail Surface Rehabilitation	7,500.00	0.00	

JENSEN LANDSCAPE SERVICES INC	Repair Bullpen Mounds	17705	07/13/2016	
1983 CONCOURSE DRIVE	849		07/13/2016	0.00
SAN JOSE	BOA	50789	07/13/2016	0.00
CA 95131	161192			1,625.00

GL Number	Description	Invoice Amount	Amount Relieved	
08-68-4531	Ford Field Renovation	1,625.00	0.00	

Check No.	50789	Total:	9,125.00
Total for	JENSEN LANDSCAPE SERVICES I		9,125.00

JRP HISTORICAL CONSULTING INC	Consult Historical Review, 1260 Westridge	17658	07/13/2016	
2850 SPAFFORD STREET	1433		07/13/2016	0.00
DAVIS	BOA	50790	07/13/2016	0.00
CA 95618	16-004-05			826.14

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4198	Planner - Charges to Appls	826.14	0.00	

Check No.	50790	Total:	826.14
Total for	JRP HISTORICAL CONSULTING IN		826.14

LUCILLE KALMAN	Instructor Fees, Summer 2016	17659	07/13/2016	
245 OLD SPANISH TRAIL	1082		07/13/2016	0.00
PORTOLA VALLEY	BOA	50791	07/13/2016	0.00
CA 94028				1,320.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	1,320.00	0.00	

Check No.	50791	Total:	1,320.00
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State/Province	Zip/Postal	Invoice Number		Check Amount

<u>Total for</u>	LUCILLE KALMAN	1,320.00
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KENT ROOFING	Refund C&D Deposit, 155 Mapach	17660	07/13/2016	
			07/13/2016	
1821 S. BASCOM AVENUE #169	0585		07/13/2016	0.00
CAMPBELL	BOA	50792	07/13/2016	0.00
CA 95008				1,000.00

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

Check No.	50792	Total:	1,000.00
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<u>Total for</u>	KENT ROOFING	1,000.00
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STEPHEN KIRBY	Sound Reinforcement, 7/21/16 C	17689	07/13/2016	
	oncert	00006395	07/13/2016	
4811 TONINO DRIVE	0541		07/13/2016	0.00
SAN JOSE	BOA	50793	07/13/2016	0.00
CA 95136	103			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	900.00	900.00

Check No.	50793	Total:	900.00
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<u>Total for</u>	STEPHEN KIRBY	900.00
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KUTZMANN & ASSOCIATES	June Plan Check	17661	07/13/2016	
			07/13/2016	
39355 CALIFORNIA STREET	0090		07/13/2016	0.00
FREMONT	BOA	50794	07/13/2016	0.00
CA 94538				19,308.12

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	19,308.12	0.00

Check No.	50794	Total:	19,308.12
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<u>Total for</u>	KUTZMANN & ASSOCIATES	19,308.12
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NANCY LUND	Reimbursement, Harddrives for	17662	07/13/2016	
	Historical Data		07/13/2016	
240 GOLDEN HILLS	0241		07/13/2016	0.00
PORTOLA VALLEY	BOA	50795	07/13/2016	0.00
CA 94028				304.43

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	304.43	0.00

Check No.	50795	Total:	304.43
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<u>Total for</u>	NANCY LUND	304.43
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
MICHAEL MAFFIA	Re-Issue C&D Dep Refund,	17663	07/13/2016	
	5 Naranja, Orig #50527 - VOID		07/13/2016	
5 NARANJA WAY	411		07/13/2016	0.00
PORTOLA VALLEY	BOA	50796	07/13/2016	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	50796	Total:	5,000.00
Total for	MICHAEL MAFFIA		5,000.00

JUDITH MURPHY	Reimbursement, Gloves for	17664	07/13/2016	
	Broom Pull		07/13/2016	
8 PORTOLA GREEN CIRCLE	0210		07/13/2016	0.00
PORTOLA VALLEY	BOA	50797	07/13/2016	0.00
CA 94028				46.22

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	46.22	0.00

Check No.	50797	Total:	46.22
Total for	JUDITH MURPHY		46.22

TYLER MYSEN	Refund Deposit, 381 Portola	17665	07/13/2016	
			07/13/2016	
381 PORTOLA ROAD	0586		07/13/2016	0.00
PORTOLA VALLEY	BOA	50798	07/13/2016	0.00
CA 94028				729.72

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	729.72	0.00

Check No.	50798	Total:	729.72
Total for	TYLER MYSEN		729.72

O. NELSON & SON, INC.	ROW Routine Maintenance	17708	07/13/2016	
			07/13/2016	
3345 TRIPP ROAD	634		07/13/2016	0.00
WOODSIDE	BOA	50799	07/13/2016	0.00
CA 94062	186R			2,730.97

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,730.97	0.00

Check No.	50799	Total:	2,730.97
Total for	O. NELSON & SON, INC.		2,730.97

OFR GROUP	Chair Cart for CH Chairs	17669	07/13/2016	
			07/13/2016	
1900 S. NORFOLK STREET	1249		07/13/2016	0.00
SAN MATEO	BOA	50800	07/13/2016	0.00
CA 94403	1507			315.02

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

05-66-4341	Community Hall	315.02	0.00	
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Check No.	50800	Total:	315.02
Total for	OFR GROUP		315.02

OLBERDING ENVIRONMENTAL, INC	Oct/Nov C-1 Trail Riparian Monitoring	17706	07/13/2016	
193 BLUE RAVINE ROAD	2025		07/13/2016	0.00
FOLSOM	BOA	50801	07/13/2016	0.00
CA 94630	2015179			125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	125.00	0.00

OLBERDING ENVIRONMENTAL, INC	March/Apr C-1 Trail Riparian Monitoring	17707	07/13/2016	
193 BLUE RAVINE ROAD	2025		07/13/2016	0.00
FOLSOM	BOA	50801	07/13/2016	0.00
CA 94630	2016040			997.24

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	997.24	0.00

Check No.	50801	Total:	1,122.24
Total for	OLBERDING ENVIRONMENTAL, IN		1,122.24

PEELLE TECHNOLOGIES, INC	Digital Scan, Parcel File Proj	17709	07/13/2016	
197 EAST HAMILTON AVE	961		07/13/2016	0.00
CAMPBELL	BOA	50802	07/13/2016	0.00
CA 95008	TOPV2696, 2697			685.39

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	685.39	0.00

Check No.	50802	Total:	685.39
Total for	PEELLE TECHNOLOGIES, INC		685.39

PERS HEALTH	June Health Premium	17684	07/13/2016	
VIA EFT	0108		07/13/2016	0.00
	BOA	50803	07/13/2016	0.00
				15,219.87

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,219.87	0.00

Check No.	50803	Total:	15,219.87
Total for	PERS HEALTH		15,219.87

DALE PFAU	Reimbursement, Battery/Rack Extender EOC Radio	17700	07/13/2016	
5030 ALPINE ROAD	0568		07/13/2016	0.00
PORTOLA VALLEY	BOA	50804	07/13/2016	0.00
CA 94028				462.65

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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
05-52-4152	Emerq Preparedness Committee	462.65	0.00

Check No.	50804	Total:	462.65
Total for	DALE PFAU		462.65

PG&E	June Statements	17704	07/13/2016	
			07/13/2016	
BOX 997300	0109		07/13/2016	0.00
SACRAMENTO	BOA	50805	07/13/2016	0.00
CA 95899-7300				80.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	80.98	0.00

Check No.	50805	Total:	80.98
Total for	PG&E		80.98

PLATINUM FACILITY SERVICES	June Janitorial	17670	07/13/2016	
			07/13/2016	
1530 OAKLAND RD., #150	402		07/13/2016	0.00
SAN JOSE	BOA	50806	07/13/2016	0.00
CA 95112	24532			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.	50806	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

MARIANNE PLUNDER	Reimbursement, Wildflower Seed	17671	07/13/2016	
			07/13/2016	
35 KIOWA COURT	0215		07/13/2016	0.00
PORTOLA VALLEY	BOA	50807	07/13/2016	0.00
CA 94028				195.61

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	195.61	0.00

Check No.	50807	Total:	195.61
Total for	MARIANNE PLUNDER		195.61

SALLY ANN REISS	Reimbursement, Zots Race	17672	07/13/2016	
	PV Town Picnic 2016		07/13/2016	
145 GOLDEN OAK DRIVE	551		07/13/2016	0.00
PORTOLA VALLEY	BOA	50808	07/13/2016	0.00
CA 94028				1,619.47

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,619.47	0.00

Check No.	50808	Total:	1,619.47
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for SALLY ANN REISS 1,619.47

CYNTHIA RICHARDSON	June Planning Consult Svcs.	17673	07/13/2016	
dba Richardson Consulting			07/13/2016	
24 CAMPBELL LANE	1250		07/13/2016	0.00
MENLO PARK	BOA	50809	07/13/2016	0.00
CA 94025				9,975.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	9,975.00	0.00

Check No. 50809 Total: 9,975.00

Total for CYNTHIA RICHARDSON 9,975.00

ROBERTS MARKET	Joint Council/EPC Mtg 6/22/16	17674	07/13/2016	
			07/13/2016	
3015 WOODSIDE ROAD	1236		07/13/2016	0.00
WOODSIDE	BOA	50810	07/13/2016	0.00
CA 94062	56217091/56220258			169.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	169.24	0.00

Check No. 50810 Total: 169.24

Total for ROBERTS MARKET 169.24

RAY ROTHROCK	Reimbursement, Parts for EOC	17699	07/13/2016	
	Radio		07/13/2016	
56 GRANADA COURT	0404		07/13/2016	0.00
PORTOLA VALLEY	BOA	50811	07/13/2016	0.00
CA 94028				212.80

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	212.80	0.00

Check No. 50811 Total: 212.80

Total for RAY ROTHROCK 212.80

SAGE CONTRACTORS	Refund Deposit, 381 Portola	17692	07/13/2016	
			07/13/2016	
3620 HAVEN AVENUE, STE E	0590		07/13/2016	0.00
REDWOOD CITY	BOA	50812	07/13/2016	0.00
CA 94063				1,150.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,150.00	0.00

Check No. 50812 Total: 1,150.00

Total for SAGE CONTRACTORS 1,150.00

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

SHARP BUSINESS SYSTEMS	May Copies	17675	07/13/2016	
			07/13/2016	
DEPT. LA 21510	0199		07/13/2016	0.00
PASADENA	BOA	50813	07/13/2016	0.00
CA 91185-1510	C907551-541			495.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	495.64	0.00

Check No.	50813	Total:	495.64
Total for	SHARP BUSINESS SYSTEMS		495.64

SHERYL THIRLWALL	7/21/16 Summer Concert Perform	17687	07/13/2016	
	ers	00006396	07/13/2016	
	0589		07/13/2016	0.00
	BOA	50814	07/13/2016	0.00
				800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	800.00	800.00

Check No.	50814	Total:	800.00
Total for	SHERYL THIRLWALL		800.00

CARL SPETZLER	Deposit Refund, 2 Oak Forest	17667	07/13/2016	
			07/13/2016	
2 OAK FOREST CT	0587		07/13/2016	0.00
PORTOLA VALLEY	BOA	50815	07/13/2016	0.00
CA 94028				2,292.21

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,292.21	0.00

Check No.	50815	Total:	2,292.21
Total for	CARL SPETZLER		2,292.21

STANDARD INSURANCE CO.	June LTD/Life Premium	17676	07/13/2016	
			07/13/2016	
PO BOX 5676	0469		07/13/2016	0.00
PORTLAND	BOA	50816	07/13/2016	0.00
OR 97228				334.98

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	334.98	0.00

Check No.	50816	Total:	334.98
Total for	STANDARD INSURANCE CO.		334.98

STAPLES CREDIT PLAN	Office Supplies, 5/11-6/7/16	17677	07/13/2016	
			07/13/2016	
DEPT. 31 - 0000306219	430		07/13/2016	0.00
PHOENIX	BOA	50817	07/13/2016	0.00
AZ 85062-8004				1,307.94

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

05-64-4308	Office Supplies	1,307.94	0.00	
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Check No.	50817	Total:	1,307.94
Total for	STAPLES CREDIT PLAN		1,307.94

ANGELA STRICK	Deposit Refund, 6 Buck Meadow	17666	07/13/2016	
			07/13/2016	
6 BUCK MEADOW DRIVE	1407		07/13/2016	0.00
PORTOLA VALLEY	BOA	50818	07/13/2016	0.00
CA 94028				4,468.49

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,468.49	0.00

Check No.	50818	Total:	4,468.49
Total for	ANGELA STRICK		4,468.49

THERMAL MECHANICAL, INC	Repair to Town Hall Boiler	17711	07/13/2016	
			07/13/2016	
425 ALDO AVENUE	955		07/13/2016	0.00
SANTA CLARA	BOA	50819	07/13/2016	0.00
CA 95054	AC-65052 REV			3,213.01

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	3,213.01	0.00

Check No.	50819	Total:	3,213.01
Total for	THERMAL MECHANICAL, INC		3,213.01

TMT ENTERPRISES, INC	Top Dress Sand, Rossotti Field	17688	07/13/2016	
		00006397	07/13/2016	
1996 OAKLAND ROAD	0494		07/13/2016	0.00
SAN JOSE	BOA	50820	07/13/2016	0.00
CA 95131				706.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	706.32	706.32

Check No.	50820	Total:	706.32
Total for	TMT ENTERPRISES, INC		706.32

TOTLCOM, INC.	Town Hall Phone System	17678	07/13/2016	
			07/13/2016	
65 HANGAR WAY	349		07/13/2016	0.00
WATSONVILLE	BOA	50821	07/13/2016	0.00
CA 95076	245337			96.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	96.00	0.00

Check No.	50821	Total:	96.00
Total for	TOTLCOM, INC.		96.00

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

TOWNSEND MGMT, INC	May Applicant Charges	17679	07/13/2016	
			07/13/2016	
P.O. BOX 24442	609		07/13/2016	0.00
SAN FRANCISCO	BOA	50822	07/13/2016	0.00
CA 94124	200064-05-16 B-M			1,495.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,495.00	0.00

TOWNSEND MGMT, INC	May Applicant Charges	17680	07/13/2016	
			07/13/2016	
P.O. BOX 24442	609		07/13/2016	0.00
SAN FRANCISCO	BOA	50822	07/13/2016	0.00
CA 94124	200064-05-16 O			1,380.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,380.00	0.00

TOWNSEND MGMT, INC	2015-16 Street Resurfacing	17691	07/13/2016	
	Project #2015-PW05		07/13/2016	
P.O. BOX 24442	609		07/13/2016	0.00
SAN FRANCISCO	BOA	50822	07/13/2016	0.00
CA 94124	2000172-05-16			7,302.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4540	CIP15/16 Street Resurface	7,302.50	0.00

Check No.	50822	Total:	10,177.50
Total for	TOWNSEND MGMT, INC		10,177.50

TURF & INDUSTRIAL EQUIPMENT CO	Tractor Parts	17693	07/13/2016	
			07/13/2016	
2715 LAFAYETTE STREET	513		07/13/2016	0.00
SANTA CLARA	BOA	50823	07/13/2016	0.00
CA 95050	IV17152			10.90

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	10.90	0.00

Check No.	50823	Total:	10.90
Total for	TURF & INDUSTRIAL EQUIPMENT		10.90

VERIZON WIRELESS	June Cellular	17681	07/13/2016	
			07/13/2016	
P.O. BOX 660108	0131		07/13/2016	0.00
DALLAS	BOA	50824	07/13/2016	0.00
TX 75266-0108	9767679215			158.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	158.38	0.00

Check No.	50824	Total:	158.38
Total for	VERIZON WIRELESS		158.38

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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

WEMORPH INC	Town Letterhead	17682	07/13/2016	
			07/13/2016	
1671 IROQUIOS ROAD	1360		07/13/2016	0.00
ROCKLIN	BOA	50825	07/13/2016	0.00
CA 95765	17208			200.74

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	200.74	0.00

Check No.	50825	Total:	200.74
Total for	WEMORPH INC		200.74

WILLIAMS AVIATION CONSULTANTS	Aviation Consult/Analysis	17710	07/13/2016	
			07/13/2016	
8490 SOUTH POWER RD.	0559		07/13/2016	0.00
GILBERT	BOA	50826	07/13/2016	0.00
AZ 85297	2016-0071			4,793.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	4,793.75	0.00

Check No.	50826	Total:	4,793.75
Total for	WILLIAMS AVIATION CONSULTAN		4,793.75

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, Apr-Jun 16	17683	07/13/2016	
			07/13/2016	
3111 WOODSIDE ROAD	709		07/13/2016	0.00
WOODSIDE	BOA	50827	07/13/2016	0.00
CA 94062	107_PV			3,000.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	3,000.75	0.00

Check No.	50827	Total:	3,000.75
Total for	WOODSIDE FIRE PROTECTION DI		3,000.75

CHARLES ZAFFARONI	Deposit Refund, 1 La Sandra	17668	07/13/2016	
			07/13/2016	
1 LA SANDRA	0588		07/13/2016	0.00
PORTOLA VALLEU	BOA	50828	07/13/2016	0.00
CA 94028				0.53

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	0.53	0.00

Check No.	50828	Total:	0.53
Total for	CHARLES ZAFFARONI		0.53

Total Invoices:	73	Grand Total:	189,324.27
		Less Credit Memos:	0.00
		Net Total:	189,324.27
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	189,324.27

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**July 13, 2016**

Claims totaling \$189,324.27 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

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

**FROM:** Debbie Pedro, Planning Director  
Adrienne Smith, Planning Intern

**DATE:** July 13, 2016

**RE:** Annual Housing Element Progress Report for 2015

### RECOMMENDATION

It is recommended that the Council review the attached draft annual housing element progress report for 2015 and authorize submittal of the annual report to the state with any modifications that may be determined necessary by the Town Council.

### DISCUSSION

State law requires that the Town submit an annual report on the housing element to the California Department of Housing and Community Development (HCD). This report must include the number of housing units that received building permits in 2015 and the implementation status of the Town's Housing Element Programs (Attachment 1). State law also requires that the governing body consider the report at a public meeting where members of the public are allowed to provide comments. In 2015, the Town approved a total of 10 new housing units (7 new residences and 3 second units). Detailed information on the number of building permits issued for new housing units and implementation of housing element programs is provided in the Planning Commission staff report (Attachment 2). The Planning Commission reviewed the report at their meeting on June 15, 2016 and unanimously voted to recommend that the report be forwarded to Town Council for review.



**FISCAL IMPACT**

None.

**ATTACHMENTS**

1. 2015 annual Housing Element Progress report
2. Planning Commission staff report and draft minutes from June 15, 2016

Approved: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is positioned to the right of the approval text.

## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction** Town of Portola Valley  
**Reporting Period** 1/1/2015 - 12/31/2015

**Table A**

#### Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
(9) Total of <b>Moderate and Above Moderate</b> from Table A3 ▶▶			0	8	8	8					
(10) Total by income Table A/A3 ▶▶				8	8	8					
(11) Total <b>Extremely Low-Income</b> Units*											

\* Note: These fields are voluntary

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction** Town of Portola Valley  
**Reporting Period** 1/1/2015 - 12/31/2015

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

\* Note: This field is voluntary

**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>	0					0	
No. of Units Permitted for <b>Above Moderate</b>	7			1		8	

\* Note: This field is voluntary

## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**      Town of Portola Valley

**Reporting Period**      1/1/2015 - 12/31/2015

**Table B**

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	21										15
	Non-deed restricted		4	2							6	
Low	Deed Restricted	15										13
	Non-deed restricted		2	0							2	
Moderate	Deed Restricted	15										13
	Non-deed restricted		2	0							2	
Above Moderate		13	6	8							14	-1
Total RHNA by COG. Enter allocation number:		64										
Total Units    ▶ ▶ ▶			14	10							24	40
Remaining Need for RHNA Period    ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202 )

**Jurisdiction**      Town of Portola Valley  


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**Reporting Period**      1/1/2015 - 12/31/2015  


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**Table C**

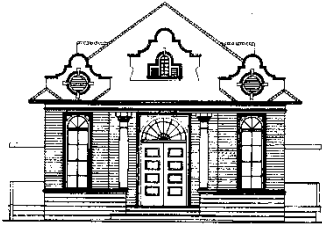
**Program Implementation Status**

Program Description (By Housing Element Program Names)	<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Inclusionary Housing	Develop amendments to the inclusionary housing program	2016	The Town joined the San Mateo Grand Nexus Study in 2015 to obtain data to inform amendments to the inclusionary housing program. Staff are awaiting study results. Staff are also considering a housing impact fee instead of/or in addition to the inclusionary housing program and will consult with local developers and builders.
Affiliated Housing	Allow affiliated multifamily housing projects on institutional properties	Ongoing	The Town has continued to discuss and encourage the owners of institutional properties to develop multifamily affordable housing for employees on these sites.
Second Units	Amend the zoning ordinance to further encourage second units	Completed 2015	Staff developed zoning ordinance amendments which were adopted by Town Council in September 2015.
Shared Housing	Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP set up a booth at the Town Farmer's Market in November 2015. Staff provided HIP with second unit statistics to help inform its outreach campaign.
Fair Housing	Continue to publicize the County-wide program	Ongoing	Continue to provide brochures or post information handouts at Town Hall, the library and on the Town's website.
Energy Cons'n & Sustainability	Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Work on this program is ongoing. The Town's green building ordinance will be considered for adoption in Summer 2016. The Town will look for additional opportunities to implement new programs in accordance with the Sustainability Element and the future Climate Action Plan.
Explore Future Housing Needs	Analyze housing needs and trends and explore potential programs to meet future housing needs beyond 2022	Ongoing	Two possible program expansion ideas were conceived for review including expansion of the Affiliated Housing Program and examining the allocation of the Town's in-lieu housing fund.
Transitional & Supportive Housing Ord. Amd't	Amend the zoning ordinance to fully comply with state law relative to transitional and supportive housing	2017	Staff continues to work on zoning ordinance amendments and expects them to be formally considered for adoption in 2017.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**      Town of Portola Valley  
**Reporting Period**      1/1/2015 - 12/31/2015

**General Comments:**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** Debbie Pedro, Planning Director  
Adrienne Smith, Planning Intern

**DATE:** June 15, 2016

**RE:** Annual Housing Element Progress Report for 2015

### OVERVIEW

State law requires that the Town submit an annual report on the Housing Element to the California Department of Housing and Community Development (HCD). This report must be provided on a form developed by HCD. A copy of the form populated with 2015 data is attached. The form provides both numbers of housing units that received building permits in 2015 and brief descriptions and updates on the eight programs from the Town's updated Housing Element, which was adopted by the Town Council on January 14, 2015 and certified by the California Department of Housing and Community Development on January 30, 2015. In addition, this memo provides more detailed information about each program including 2015 activity, the current status and anticipated next steps.

State law requires that the governing body consider the HCD report at a public meeting where members of the public are invited to comment. This HCD report will therefore be forwarded to the Town Council once the Planning Commission has completed its review.

### HOUSING ELEMENT PROGRAMS

#### Program 1: Inclusionary Housing

The Housing Element calls for the Town to revise the inclusionary housing program to require the construction of below market rate housing rather than the simple provision of land. On the recommendation of the Planning Commission in 2015, the Town joined the San Mateo County Grand Nexus study to obtain data to inform the appropriate amount of below market rate housing required in market rate development. A draft of the study results has been completed and it is anticipated that staff will begin developing revisions to the inclusionary housing program in late 2016.

### **Program 2: Affiliated Housing**

Staff expressed the Town's support for affordable affiliated housing to the Executive Director of the Sequoias campus in 2014 and continued to reiterate its position in 2015. The Sequoias will be conducting a master plan update in 2016, at which time staff will again take the opportunity to encourage additional affiliated housing.

In 2017/2018 the Priory School is expected to submit applications for eleven additional multifamily units permitted under its current master plan. Staff will expedite the applications process to ensure the units are built as soon as possible.

### **Program 3: Second Units**

The Town's second unit ordinance was updated and adopted by Council in September 2015. In order to increase the average number of permitted second units the ordinance update included the following changes:

- Allow second units up to 1,000 square feet on lots with two or more acres
- Allow two second units to be located on lots with 3.5 acres or more, as long as one is attached
- Allow staff-level approval of second units up to 750 square feet in size when no other permit is needed for the project

In 2014 and 2015, the Town issued a total of twelve building permits for second units. With the most recent updates to the second unit ordinance, staff expects a more positive impact on the number of permitted second units in 2016 and beyond. Staff will be closely monitoring the number of permits issued in 2016 to examine the efficacy of the ordinance updates.

### **Program 4: Shared Housing**

The Housing Element calls for the Town to work with HIP Housing to publicize their home sharing program to help increase resident participation. Staff have worked with HIP to promote the program by providing a booth at the Farmers' Market on November 2015 and again in January 2016. Information on HIP's program is also available at Town Hall and on the Town's website. Staff will continue to work with HIP to find additional ways to promote the home sharing program.

### **Program 5: Fair Housing**

In 2015 Staff continued efforts to publicize the County-wide fair housing program Project Sentinel, a housing counseling agency, by making brochures and handouts available at both Town Hall and the library. Staff will continue to ensure information on Project Sentinel is readily attainable at the Town Center.

### **Program 6: Energy Conservation and Sustainability**

Work on this program is ongoing including the anticipated adoption of the updated Green Building Ordinance in Summer 2016 and furthering work on the adoption of the Climate Action Plan. Staff also continues to uphold green and energy conservation measures on Town property in accordance with the Sustainability Element.

### **Program 7: Explore Future Housing Needs**

As in past years, staff continued to analyze housing trends to anticipate future housing needs beyond 2022. Staff began to examine two possibilities:

- The possibility of expanding the Affiliated Housing Program for employee housing to commercial sites: In 2016, Glen Oaks Equestrian Center submitted an application to build



six dormitory style employee housing units on their property. This project is currently under review. If approved, the 6 units will count towards the Town's RHNA numbers in the extremely low income housing category.

- Potential uses for the Town's in-lieu housing fund: The Town Council will be holding a discussion on affordable housing in the coming months including the use of the Town's Inclusionary Housing in-lieu fund.

**Program 8: Transitional and Supportive Housing Ordinance Amendments**

The Transitional and Supportive Housing Ordinance requires updating in order to fully comply with state law. Staff anticipates reaching full compliance by 2017.

Attachment:

1. 2015 Annual Element Progress Report

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, JUNE 15, 2016,  
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Hasko called the Planning Commission regular meeting to order at 7:00 p.m. Ms. Pedro called the roll.

NEW BUSINESS

(a) Review of 2015 Housing Element Progress Report.

Planning Director Pedro presented the staff report regarding the 2015 Housing Element Progress Report. She thanked the Planning Intern, Adrienne Smith, for helping to put together the report.

In response to Vice Chair Gilbert's question, Planning Director Pedro said the housing units approved tonight with the Glen Oaks Equestrian Center application were in the "extremely low income" category.

Commissioner McKitterick asked if the State expected jurisdictions to make zoning changes as may be necessary in order to achieve the goals of their approved housing plans. Planning Director Pedro said that is possible, which is why the State requires reporting – to ensure that jurisdictions are on track and doing their part to remove barriers to provide for the production of affordable housing units.

Commissioner Von Feldt said it appeared that the Town was on target to reach the goal. Planning Director Pedro agreed.

Commissioner Targ asked if it would be appropriate to consider another amnesty period so that residents can permit their previously illegal units, which could count toward the RNHA goals. Chair Hasko asked regarding the benefit of amnesty. Planning Director Pedro said there may be existing units of various sizes that never got reviewed or permitted. She said the benefit would be a clean record on the homeowner's property, but there is no penalty fee attached. Commissioner McKitterick suggested that people who already have units that were never reviewed or permitted, but now fit within the newly allowable parameters, may be offered an incentive of reduced permit fees to legalize their second units. Commissioner Targ suggested that may be a good use of the housing trust fund. Chair Hasko said this topic should be agendaized and further discussed.

Planning Director Pedro said the overall affordable housing discussion will be brought to Town Council in July.

Commissioner McKitterick said in preparation for the Planning Commission's future discussion on the topic, he would like to see information regarding a new amnesty program, as well as the permit fees associated with second units.

Commissioner Von Feldt said she would like to better understand the effectiveness of HIP Housing.

Chair Hasko asked if, with regard to an amnesty program, it would be helpful for the Town Council to understand more about the issues the Affordable Housing Committee has discussed previously.

Commissioner Targ said the subfloors of some homes could be easily changed into second units, but he doesn't know what would be involved in bringing that up to code, or if the requirement is a California Building Code requirement or a Portola Valley requirement. Planning Director Pedro said the conversion would be subject to maximum floor area requirement and building code requirements regarding foundations, separate entrances, fire sprinklers, etc.

Commissioner Von Feldt moved to recommend that the report be forwarded to Town Council for review. Seconded by Commissioner McKitterick; the motion carried 5-0.

DRAFT



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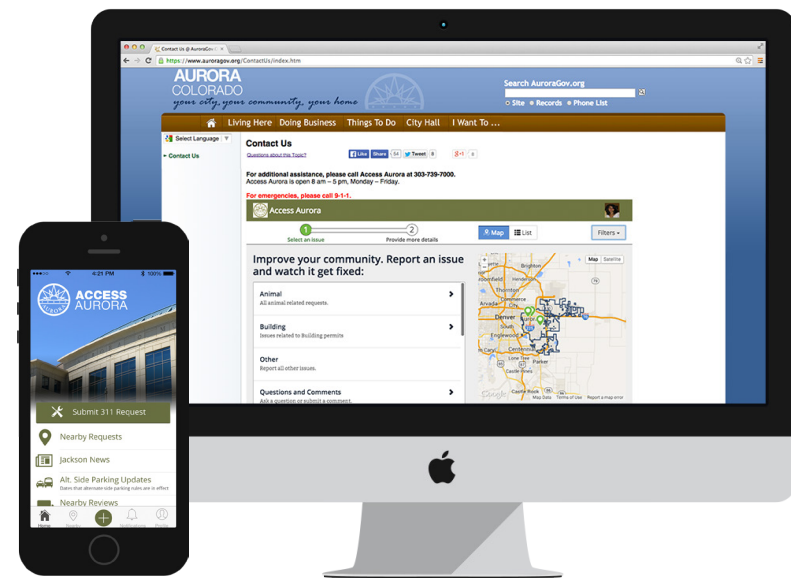
Serve residents more effectively by providing better access to City services.

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# RESIDENT ENGAGEMENT



## CENTRALIZED CITY SERVICES

Access City services from an online dashboard or on a mobile device.

## BRANDED APPS

Customize your app to provide residents with information such as City events, animal adoptions, transit data, online bill payment tools and more.



## INSTANT TRANSLATIONS

Make your app accessible to everyone by allowing residents to submit and receive information in their native language.

## PUSH NOTIFICATIONS

Reach mobile users directly with important updates, even during emergencies.



# STAFF TOOLS



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Automatically assign incoming requests to the appropriate staff for a more streamlined and efficient process.

## KNOWLEDGE BASE

Use a proven wiki-based system to give residents a library of answers to their most common questions.



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Make decisions based on the most accurate and relevant data available.

## VISUAL MAPPING

View your requests spatially, and integrate with your Esri and GIS data.



## SOCIAL MEDIA

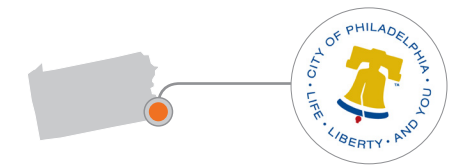
Find and respond to service requests submitted via Twitter within our dashboard.

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Rich Dlugas,  
City Manager of Chandler, AZ



“This app will bring City services to citizens’ fingertips and continue the transformation of government into a nimble customer service organization.”

Michael A. Nutter,  
Mayor of Philadelphia, PA

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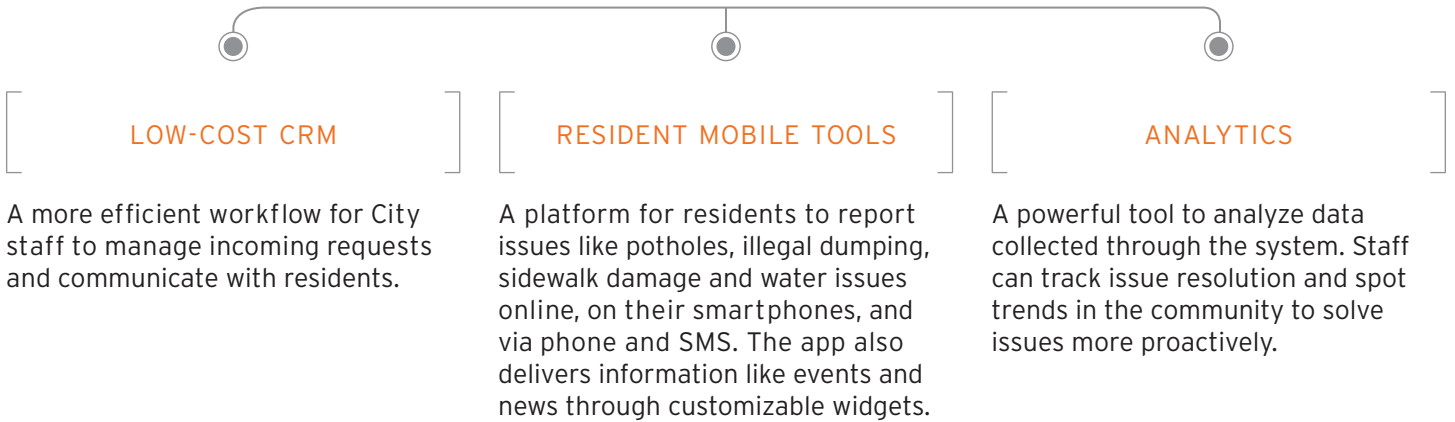
**CHALLENGE**

Cities are looking to improve service delivery by opening up two-way communication with residents. While larger cities can afford to spend money on custom Citizen Relationship Management systems and mobile apps, smaller cities have to find a low-cost, high-impact solution to overcome challenges in their communities.

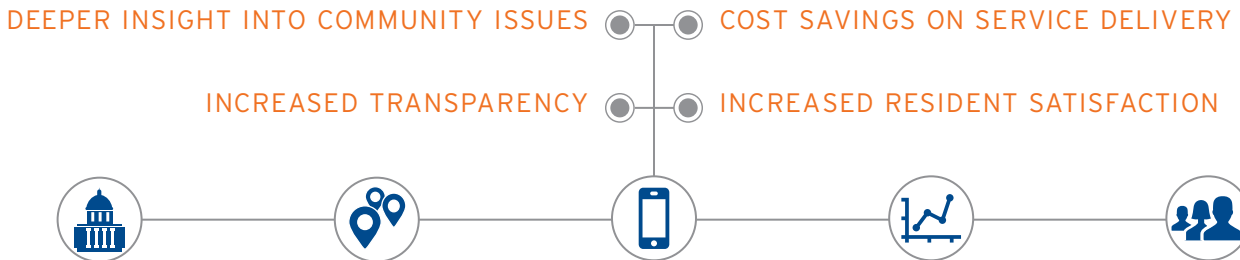


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Accela helps cities implement a digital communications system, in just eight weeks, that provides:



**RESULTS**



“Dormont Delivers has allowed our residents to participate in alleviating traffic during rush hour. Residents are much happier that police are automatically alerted and they have a direct point of contact within government that closes out these requests quickly and efficiently.”

– Jeff Naftal, City Manager, Dormont, PA

BUILDING STRONGER, SMARTER, CONNECTED COMMUNITIES

FEATURED SMALL CITIES THAT USE ACCELA CRM



3,000

RIVERSIDE, MO



4,411

BAYSIDE, WI



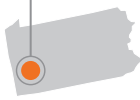
6,155

WENDELL, NC



8,593

DORMONT, PA



10,724

ORANGE CITY, FL



15,123

BERKLEY, MI



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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Jeremy Dennis, Town Manager

**DATE:** July 13, 2016

**RE:** Preliminary Discussion of Potential Affordable Housing Solutions and Direction to Staff

### RECOMMENDATION

It is recommended that the Town Council provide staff with direction and guidance on:

- A timeline, with a tentative delivery date, for materials for further Council review
- Community engagement – type and number of meetings, the use of online engagement tools similar to those being used by the Town Center Master Plan Committee, and other ideas
- Roles for the Planning Commission and other committees
- The scope of staff research on affordable housing tools for consideration by the Council

### BACKGROUND

Over the last three years, the shortage of housing in Bay Area communities has created a housing crisis that has, by all accounts, reached crisis levels. While the reasons for the crisis are complex, the impact has been apparent and alarming – the cost to purchase a home in the region has drastically increased, rents for all levels of housing are out of reach except for the highest earners, and more and more people are forced to commute long distances to their jobs from more affordable housing options.

Portola Valley has not escaped the impact of the housing crisis – those who work in Town who are commuting across multiple counties to reach their jobs; those seniors who wish to downsize their living situations but stay in the community have no alternative housing option; and the children of residents are unable to live in or near the communities they grew up in.

In April of this year, the Town Council set its priorities for the 2016-17 fiscal year. Affordable housing was identified as the number one Council priority. Councilmembers



relayed their desire to explore potential mechanisms for Town adoption to help address the housing crisis that has put enormous pressure on the Town.

A conversation about affordable housing is often a contentious one. Anxieties about changes to the quality of life, the physical and natural environment, and impacts from traffic are real concerns that must be addressed. To that end, this staff report is merely the start of the conversation, and does not portend a particular solution; much more transparent and inclusive discussion will follow.

This staff report provides:

- Information on the housing crisis in Portola Valley and San Mateo County
- An update on implementation of the Housing Element, and a review of outstanding commitments
- A recent history of the Town's affordable housing efforts
- Requests for Council direction on next steps

### **Regional Perspective**

The current housing crisis stems from a historic decrease in the annual number of homes built in the entire San Francisco Bay region. The history of housing in San Mateo County is emblematic of the scope of the problem. From 1950 to 1979, an average of 53,821 units of housing (both single family and multifamily units) was constructed each decade in the County. After that time, housing production slowed considerably as the economy ebbed and flowed, communities adopted stricter land control policies, land was taken out of production and saved for open space, and suburban communities were developed in other parts of the Bay Area:

- 1980-89    26,818 units
- 1990-99    16,323 units
- 2000-09    14,492 units<sup>1</sup>

The story illustrated above is similar to most Bay Area counties, and given the regional nature of the economy and the relatively smaller size of the counties themselves, significant job creation in any one county affects housing occupancy in the others.

Although there have been concerns about the provision of housing since the late 1980's, the period immediately preceding the housing bubble was the first indication of a serious lack of housing in the region. Housing production deficiencies were recognized in the 1998 San Mateo County Housing Needs Analysis, showing the growing gap between job creation and housing need. Housing costs and rents greatly increased in short periods of time and long-time residents were forced to find new housing outside the area. The housing bubble and subsequent recession, while causing large-scale and negative worldwide economic impacts, perversely stabilized housing prices in the Bay Area for a short period of time.

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<sup>1</sup> San Mateo County 2014-2022 Housing Element

The national recovery from the recession has been, in large part, centered in the Silicon Valley, and the rapid increase in employment in San Mateo and Santa Clara County without the development of a commiserate number of housing units has put enormous pressure on the price of existing stock. Since 2010, approximately 250,000 jobs have been created in the two counties, while approximately 41,000 units of housing have been built<sup>2</sup>. As prices have risen, fewer people have been able to afford to purchase or rent a home. Further pressure has been placed on existing housing stock by domestic and international investors who are purchasing homes at extremely high prices and either renting out the properties at exorbitant levels or, in many cases, leaving the homes unoccupied.

The results have been catastrophic for many existing residents. Those who already own a home, while benefitting from the current rise in the value of their property, are unable to move within the region as most of their wealth is in their home. Most current homeowners would not be able to buy their home today at its current valuation.

Likewise, many renters face regular, significant rent increases, causing many to move out of their long-term homes. Other large multifamily properties are being “remodeled” and the current renters are responsible for paying for the upgrades, resulting in additional residents looking for new housing. The cost of the units available to displaced renters on the market is subsequently driven to unaffordable levels.

Individuals or families with income that would qualify them as upper middle class or upper class in any other community are unable to save enough for a down payment to purchase a home. They also continue to pay excessive rents or, along with other renters who have been driven out of the region, must commute long distances to their places of employment. This has resulted in unbearable traffic conditions and considerable negative impacts on the environment. In 2015, only 27% of first time homebuyers could afford to purchase a home in San Mateo County.

Hiring has become a serious problem for most employers, as they are not able to provide an income that allows people to stay in their communities or attract new talent from outside the region who are willing to commute hours a day for low-paying work. Anecdotal evidence suggests that many “mom and pop” businesses are under severe financial strain, and some of the region’s long-standing business institutions have shuttered their doors.

Between traffic, the lack of parking, and the changes in community character from closing businesses and their replacements that cater to different socio-economic populations, tensions are rising in cities that pit existing residents against those who wish to see increased housing stock.

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<sup>2</sup> 2016 Silicon Valley Indicators, Joint Ventures Silicon Valley

## **Portola Valley Perspective**

Portola Valley has escaped much of the ongoing crisis; few people have been forced out of their homes due of rent increases, and traffic levels in Town are still low compared to other parts of the region. However, as land costs skyrocket, enormous pressure is being placed on the Town, creating other less immediately-obvious problems:

1. Talented education professionals and public safety officials are moving away as they cannot afford to live in or near Town
2. Seniors or “empty nesters” who wish to downsize are unable to do so as there are no real housing opportunities in Town, and their homes do not reenter the housing market
3. Traffic to employment centers is unbearable immediately outside Town, and more people are using Town streets to attempt to skirt freeway traffic
4. Employees of Town businesses are driving long distances to reach their jobs, or are finding other jobs closer to home
5. Family members who grew up in Portola Valley are unable to live in or near Town, unless they move back into their family’s home

The long-term results of these trends are serious – businesses may be forced to close, schools will suffer, the Town’s ability to respond to public safety emergencies will be strained, and families will live longer distances from one another.

## **Portola Valley and Affordable Housing – A Recent History**

In 2012, the Town entered into a contract to acquire property on Portola Road for the purposes of building a modest affordable housing project. Given considerable community concerns over any potential affordable housing project, as well as concerns about environmental cleanup on the site that had not been completed, the contract was allowed to expire.

As the Town prepared to study and develop a new housing element, the Council created an ad hoc Affordable Housing Committee to evaluate ideas and provide a forum for community comment. Although primarily focused on the development of a new housing element, ideas about affordable housing production and funding were included in the element and were ultimately adopted by the Council in early 2015.

The staff report of June 12, 2013 entitled “Report from the Ad Hoc Committee on Affordable Housing” included two important documents that are relevant to this staff report and are attached (Attachment 1). They are the “Report to the Town Council” of May 28, 2013 that shared the committee’s recommendations on affordable housing for the Town, and the “Executive Summary of Community Meetings on Affordable Housing”, which detail resident feedback on the process, thoughts on design and local control, and the desire for information.

The Executive Summary is a critical document, and staff recommends that it be a blueprint for constructing a community outreach project.

One final important development during the discussions on the Housing Element was the sale of lots at the Blue Oaks Subdivision. These four lots were intended to be a location for potential affordable housing stock, but ultimately were determined to not be suitable for that use. The sale of those lots generated \$2.8 million to be used for affordable housing projects in the future. The Council has stated a desire to find a proper use of these dollars, as well as any that are generated in the future from the current inclusionary in lieu fee or any future tool adopted that provides funding.

In 2016, the Council unanimously identified affordable housing as its number one priority for the coming fiscal year.

### **2014-22 Housing Element Implementation Update**

In January of 2015, the Council adopted the 2014-2022 Housing Element. Included in the Element are a number of objectives to be implemented/reviewed/monitored over the life of the Element. A description of each of these objectives and their status is attached to this staff report (Attachment 2).

Some of the objectives could play a significant role in providing the Town options to tackle the current lack of affordable housing.

## **DISCUSSION**

Given the Council's great concerns over the state of housing in Portola Valley and the region, making affordable housing its number one priority requires the development of a process for community engagement, staff resource allocation and overall direction-setting. In considering the delicate nature of any conversation around affordable housing, staff is recommending an incremental but steady approach that maximizes resident involvement and transparency.

Staff is seeking direction on the following from the Council:

- A timeline, with a tentative delivery date, for materials for further Council review
- Community engagement – type and number of meetings, the use of online engagement tools similar to those being used by the Town Center Master Plan Committee, and other ideas
- Roles for the Planning Commission and other committees
- The scope of staff research on affordable housing tools for consideration by the Council

1. **Timeline** - The following timeline is not a recommendation by staff – it is merely a prompt to be used for the purpose of discussion for a plan to be recommended by Council:

- July 13, 2016 – staff receives feedback and direction from Council
- September 2016 – staff provides Council with community engagement plan and potential topics for discussion
- September –October 2016 – community engagement process
- November 2016- Staff provides Council with feedback from community engagement process
- January – February 2017 – Review period, as needed by other Committees
- Late February 2016- plan presented to Council for adoption

- 2. Community Engagement** – Given the sensitivities related to conversations around affordable housing, a community engagement process is not only advisable, it is necessary to provide the maximum transparency to the process overall and give multiple opportunities for residents to share their thoughts and concerns.

Staff believes that the following concepts should be included in any community engagement plan:

- a. Multiple meetings in various locations throughout Portola Valley
- b. The use of online engagement tools similar to those used for the Town Center Master Plan process
- c. Partnering with the School District, The Sequoias and the Priory to help in sharing information with residents
- d. Engagement with employees working at Town businesses

- 3. Roles for Commissions and Committees-** The Planning Commission could be utilized to research specific affordable housing concepts and provide additional venues for residents to participate in the process.

- 4. Staff Research on Affordable Housing Tools** – No one community can solve the housing crisis; indeed, each community in San Mateo County has unique opportunities and challenges related to what they can accomplish. Portola Valley is no exception. Any solutions adopted will continue to support the Town’s values and land-use decisions that have made Portola Valley the exceptional place it is. To that end, staff does not believe that significant changes to zoning, for example, are appropriate for consideration. However, there are many other potential opportunities for the Town to contribute toward regional solutions while also addressing its own needs.

For the purposes of discussion, staff has grouped concepts for discussion in the following categories:

- a. Working with Partners – Portola Valley has a long history of affordable housing, with projects in the Priory being built in the 1980’s. Further discussion, as part of the Housing Element, could be expanded to more formal partnerships with our partners.

- b. Financial – San Mateo County cities have begun to implement housing impact fees that could be used to support regional housing organizations. This fee is one of the Housing Element objectives and is currently in draft form.
- c. Zoning – Changes to the zoning code provide the most direct opportunity for Town-based solutions. An example of zoning changes already adopted include the modification of second unit rules during the last Housing Element process.
- d. Land acquisition/development – the Town owns property that may be suitable for small, appropriate housing projects for teachers, public safety officials, and employees of Town businesses. Additionally, the Town could explore the purchase of suitable property.
- e. Other ideas – Staff welcomes any additional ideas that may not fall into the categories listed above.

Staff does not recommend any of these at this time; they are mentioned to provide examples within each category, and do not indicate endorsement.

## **FISCAL IMPACT**

There is no significant fiscal impact related to staff engagement on this issue, as current resources are available to provide support for any research as directed by the Council. Depending on the scope of community engagement and what is decided by Council, there may be a significant financial requirement.

## **ATTACHMENTS**

Attachment #1 - "Report from the Ad Hoc Committee on Affordable Housing", June 12, 2013

Attachment #2 - 2014-2022 Housing Element objectives implementation chart



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** June 12, 2013

**RE:** Report from the Ad Hoc Committee on Affordable Housing

### RECOMMENDATION

That the Town Council receive a presentation and the attached written report from the Ad Hoc Committee on Affordable Housing and then direct staff to:

1. Identify the report's key policy issues that will require Town Council and Planning Commission direction; and
2. Prepare suggestions for public engagement and outreach for the 2014 Housing Element update process; and
3. Schedule a joint study session between the Town Council and Planning Commission in September to discuss the policy issues and public engagement and outreach suggestions.

### BACKGROUND

In February, the Town Council adopted a charter for an Ad Hoc Committee on Affordable Housing and appointed ten members of the community who represented a broad spectrum of neighborhoods. The Committee charter provided for the following three duties and functions:

1. Consider the need for affordable housing in town and the Town's obligations under State law.
2. Articulate a mission statement for the provision of affordable housing that addresses all programs identified in the certified Portola Valley General Plan Housing Element. Additional programs could be proposed.
3. Define and prioritize the criteria to be used for evaluating potential affordable housing programs and sites.



Ad Hoc Committee Report on Affordable Housing  
Page 2 of 3

The Committee held six full committee meetings which were led by non-voting committee chair Steve Toben and supported by town staff.

To gain public input, the Committee held five community-wide meetings, which were coordinated and hosted by three Committee members. Based on the sign-in sheets for the meetings, there were a total of 50 unique participants, with some members of the community attending multiple meetings. Of those 50, it should be noted that 21 attended the community meeting at the Sequoias. It is also noteworthy that 6 teen committee members attended the community meeting at Alpine Hills Swim and Tennis Club. An executive summary of the input received at the community meetings is provided as Attachment 1. The Committee considered the input received from the community as documented in this executive summary when preparing its recommendation. This document should be reviewed in conjunction with the report from the Committee.

## **DISCUSSION**

The draft report from the Ad Hoc Committee on Affordable Housing is attached hereto as Attachment 2. The report provides the Town Council with a recommended mission statement that is intended to help guide the town's future housing policy and program development. Following the mission statement are two general recommendations from the Committee on issues that the Committee feels are important, although they are outside of the scope of the Committee charter.

The report then suggests six overarching criteria for the provision of housing in Portola Valley. Next, the report provides recommendations for three specific housing programs that the Committee has identified as priorities. Finally, the report includes recommendations relative to an "Unaffiliated Multi-Family Housing" program, should one be developed.

The report also includes appendices which document ideas for encouraging the programs discussed in the body of the report. These ideas include those mentioned at community meetings as well as those suggested by members of the committee. It is important to note that the Committee has not analyzed these ideas and they do not represent recommendations from the Committee. Instead, these are simply presented as ideas the town can consider when moving forward with the programs.



Ad Hoc Committee Report on Affordable Housing  
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## **FISCAL IMPACT**

The Committee received clerical support from town staff to prepare meeting agenda packets and provide for webpage management and public outreach. The value of town staff time provided to support the Committee conservatively totals approximately \$6,000. Town personnel costs are fixed so the time devoted to this project resulted in other projects being deferred rather than additional expenditures. An additional \$2,800 was expended preparing the meeting minutes for five of the six meetings.

The Committee also received technical guidance from the town planner's office at a cost of approximately \$22,000. \$7,000 of the town planner fees was paid for out of the Inclusionary Housing Fund. The balance was charged against the \$180,000 approved budget for special projects in the town planner's office. The special projects budget includes a line item for the Housing Element update and the hours spent on this project will benefit the Housing Element update process. However, similar to the impact on town staff, the town planner's office deferred work on other projects to address requests from the Committee.

The numbers above do not include the value of the time dedicated by the 10 volunteers who participated in the six, 2-hour long committee meeting but also a number of hours working on subcommittees.

## **ATTACHMENTS**

1. Executive Summary of Community Meetings on Affordable Housing Held March and April 2013
2. Report to the Town Council from the Portola Valley Ad-Hoc Committee on Affordable Housing dated May 28, 2013

## Executive Summary of Community Meetings on Affordable Housing Held March and April 2013

The town has been responding to California's legal mandate that cities update their Housing Elements. The Housing Element needs to plan for a specified number of new housing units, including affordable housing. An Ad Hoc Committee on Affordable Housing was appointed by the Town Council to (1) consider the need for affordable housing in the town and the town's obligations under state law, (2) articulate a mission statement for the provision of affordable housing, and (3) define and prioritize criteria to be used for evaluating potential programs and sites.

A subcommittee engaged residents in discussions leading to the drafting of the next Housing Element. To take advantage of the broad and deep knowledge base among residents, the subcommittee held five community meetings between March 26 and April 8, 2013. Town Manager Nick Pegueros and planner Karen Kristiansson began the meetings with an explanation of the state mandate, regional housing allocations, and Portola Valley's housing numbers. The meetings attempted to clarify and document the values, concerns, and opinions that could serve as the basis for the town when making decisions, setting policy, and choosing the best options for affordable housing.

### COMMON QUESTIONS

A number of questions were asked repeatedly at the meetings. These questions included:

- Does the town really need to comply with state housing mandates? What are the penalties of non-compliance? Would it be better for the town to fight the state?
- Will acceptance of the RHNA numbers lead to high density development? How can we avoid having the government dictate to us occupancy, management, or transportation?
- What are the legal requirements relating to the funds from the sale of the Blue Oaks lots?
- Can the Blue Oaks money be used to provide scattered housing rather than eight units all in one place?
- What is the town doing to promote second units? Why doesn't the town do more?
- What sites has the town considered for affordable housing? Is there a plain, easy to read map of the sites?

Many of these questions are addressed on the town's webpage of Questions and Answers on Affordable Housing [www.portolavalley.net/affordablehousing](http://www.portolavalley.net/affordablehousing) and staff responded to questions at the meetings as well.

## Executive Summary of Community Meetings on Affordable Housing Held March and April 2013

### MAIN THEMES

The meetings solicited broad input and revealed a range of understanding of the topic. There are strong and divergent opinions on the complex issue of affordable housing.

Themes that repeatedly arose:

- **Trust**: An unfortunate level of distrust with past and current town council members and other decision makers in the way that affordable housing issues have been handled was expressed. Are residents hearing “all sides?”
- **Information**: Do we have enough? Should we hire outside experts? Residents need and want much more education on basic details.
- **Local Control**: Almost unanimous desire for local control of who could live in the units if built; diversity of opinion on how difficult this would be to achieve.
- **Density**: High-density development is not appropriate in Portola Valley.
- **Design**: Should be appropriate to Portola Valley.
- **Dialogue**: Needed, among residents and with town officials. A charette-like series of workshops was suggested.

### MAIN CONCERNS ABOUT AFFORDABLE HOUSING

#### Density

The first of two main concerns was increased density in the town. There was strong support for maintaining the rural character of the town and protecting its scenic corridors, which are also its main transportation corridors. If units using Blue Oaks money are constructed, they should preferably not be all in one location.

#### Local Control

The second of two main concerns was outside government control versus local control. Residents expressed fear of possible consequences related to poor management of housing complexes. Suggestions were made for looking into private/local control by creating a non-profit organization or a private association.

### MAIN HOPES FOR AFFORDABLE HOUSING

#### Second Units

There were repeated statements that as much as possible, the town’s obligations should be met with second units. There were many suggestions as to how to facilitate this, including revising town regulations, making the permit process easier, educating homeowners, and offering financial incentives.

## **Executive Summary of Community Meetings on Affordable Housing Held March and April 2013**

### **Housing for Seniors, Employees & Others**

At some of the meetings, residents said that there should be some housing in town that would be affordable to seniors, those who experience a life change, and people who work in town and serve town residents. Control over occupancy of affordable housing was raised as an issue.

### **MOVING FORWARD**

As the discussion process continues, the Ad Hoc Committee should consider additional means of acquiring broader community input. Residents were assured that the process was ongoing, that they would be given additional opportunities to provide input, and that careful consideration and debate over solutions would take place in the future.

## ATTACHMENT #2

**Report to the Town Council**  
**From the Portola Valley Ad-Hoc Committee on Affordable Housing**  
May 28, 2013

**Recommended Mission Statement for Housing in Portola Valley**

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The Town of Portola Valley will plan for and encourage the provision of housing for a diverse population. Such housing should be distributed throughout the community rather than be concentrated. The town's housing should maintain and enhance the rural character and natural beauty of the town's residential neighborhoods, scenic corridors, and open spaces. All housing should be designed and located to minimize impacts on wildlife and be subservient to the environment.

**General Recommendations to the Town Council**

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***Ongoing Regional and Statewide Coordination***

The committee's first recommendation is that the town should continue to coordinate with other communities, especially other small, low-density towns, on a regional and statewide level to work with the State, HCD, ABAG, C/CAG, and other relevant governing bodies to ensure that RHNA assignments and mandatory requirements over time are fair. As part of this process, the town should work to secure legislative refinements to recognize that supplying regional open space and recreational resources limits available development opportunities and housing capacity, as do the physical constraints of unstable geology, steep topography, regional open space preserves, and areas of high wild fire danger. Housing needs should be defined in a way that recognizes the special cultural and historic planning conditions that communities like Portola Valley have adopted as guiding principles.

***Town Housing Funds***

Town housing funds should be spent to meet the town's housing goals and implement the programs in the housing element and should be allocated in a manner reflecting the priorities below. Any project on which town housing funds are spent should comply with the five overarching criteria presented below. In addition, the Ad-Hoc Housing Committee recommends that town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property and disclosure of the financial viability, and proposed density of the project, before entering into a contract.

**Overarching Criteria for the Provision of Housing in Portola Valley**

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1. The rural character and natural beauty of the town must be protected.
2. Visual impacts of housing should be minimized. Housing will have similar setbacks, mass, and height as neighboring homes, and be subservient to the natural environment, as is required by the town's design guidelines.
3. The cumulative impact of additional housing over time must have minimal discernible effect on the capacity of infrastructure, safety, geology, views, open space, public facilities and services.

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4. Local control should be maintained over zoning, diversified housing locations and design.
5. The fiscal impact of new housing on the Town should be minimized.

## **Recommendations for Specific Housing Programs**

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### **Priority 1: Second Units**

1. Second units are smaller dwelling units that have their own kitchen and bathroom facilities as well as a separate entrance from the exterior, and which are located on a property which has a main house.
2. The goal is to achieve as much as possible of the town's RHNA obligations through the second unit program.
3. The town should encourage more second units. Through the community meetings and its own research, the committee has identified a number of possible ways to do this. These are listed in Appendix A, "Ideas for Increasing Second Unit Production." The town should look at the feasibility of these options and the number of new units that each could encourage in order to determine which should be included in the next revision of the housing element.

### **Priority 2: Affiliated Housing**

1. Affiliated housing refers to housing that is located on a property which is primarily used for a purpose other than housing, and that provides housing for staff and employees of the entity having the primary use of the property.
2. Affiliated housing, including multi-family housing, may be appropriately provided on institutional properties in town, including the Priory, the Sequoias, the Stanford Wedge and other institutional properties that may become available in the future.
3. Some affiliated housing, possibly including multi-family housing, may be appropriate on some commercial properties, perhaps on a second floor or at the back of the property.
4. Some affiliated housing for agricultural uses, possibly including multi-family housing, may be appropriate on some larger parcels, if the housing is designed in a way that preserves the open rural character of the land.
5. As part of the next housing element update process, the town should identify potential sites for affiliated housing and actions to encourage the production of affiliated housing as appropriate. The committee has identified some possible ways to do this, which are listed in Appendix B, "Ideas for Encouraging Affiliated Housing."

### **Priority 3: Inclusionary Housing**

1. Inclusionary housing refers to below market rate housing that is created as part of new subdivisions in town.
2. The town should revise its inclusionary housing program to require subdivision developers to build the affordable housing units rather than simply providing land. To balance this requirement, the Town should provide incentives such as reduced requirements and reduced approval and permit costs.
3. The town should require that affordable housing units be built before or at the same time as market rate units.
4. Inclusionary housing should be distributed rather than concentrated to integrate the units within the development.

### **Recommendations for Unaffiliated Multi-family Housing**

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The Ad-Hoc Affordable Housing Committee recommends that the town attempt to meet its housing needs using the three priority programs discussed in the previous section of this report. If, however, the town allows unaffiliated multi-family housing, the committee would recommend the following:

1. Unaffiliated multi-family housing refers to housing types such as small lot developments, duplexes, townhomes and the like which are the primary use of a property and which are intended principally to house people who live or work in Portola Valley.
2. To the greatest extent possible, unaffiliated multi-family housing should be provided by the private market rather than with significant public subsidies. The town could, however, assist with planning and zoning changes, reduced town application and permit fees, and expedited processes.
3. Unaffiliated multi-family housing should be distributed rather than concentrated in a few major developments, unless a site can be found that would avoid visual and other impacts.
4. The town should only increase density if the resulting project would comply with the five overarching criteria, the increased density would be necessary in order to make the housing development financially viable, and after a rigorous open and public process. If a development requires a zoning or General Plan revision, the amendment should be considered as part of a community process that prioritizes compatibility with surrounding land uses.
5. Proximity to Alpine Road or Portola Road and community-serving businesses is desirable, but visual impacts need to be considered, and preserving scenic values along the scenic corridors may supersede the desire to locate multi-family housing near the town's arterials.
6. Creative options should be encouraged to enable non-public financing of appropriate unaffiliated multi-family housing, including voluntary housing funds (e.g., Lane family's past support for teacher housing).

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7. To make it financially viable to build affordable units for households with moderate incomes or below, it may be necessary to allow unaffiliated multi-family housing for households with a mix of income levels. However, at least 15% of units should be required to be provided for households at moderate incomes or below.
8. The committee has identified options for encouraging unaffiliated multifamily housing, which are listed in Appendix C. The town should consider these options if the town wishes to encourage unaffiliated multifamily housing.



## **Appendix A: Ideas for Increasing Second Unit Production\***

### **Size**

1. Expand the maximum size for second units from 750 square feet to between 1,000 and 1,500 square feet in order to provide housing that appeals more to those eligible for moderate-income housing.
2. Make allowed second unit sizes proportional to individual adjusted parcel areas.

### **Standards**

1. Modify existing zoning and policy guidelines to liberalize elements in town housing policies that impede the production of second units. These could include removing the prohibition on separate utility meters and/or separate mailboxes or changes to the parking requirements for second units.
2. Consider relaxation of setback requirements for second units where doing so will not impact neighbors or the town's scenic corridors.
3. Consider encouraging owners of tear-downs to build rental affordable housing units.

### **Lot Sizes & Locations**

1. Allow second units to be built on all legal residential parcels that have remaining adjusted maximum floor area.
2. In consultation with the applicable HOAs, consider amending existing PUDs to allow second units on parcels where existing limitations disallow second unit production.
3. Reduce minimum lot sizes for adding second units, to allow second units on parcels of less than 1 acre, even if such units have a smaller square footage to reflect smaller parcel size.

### **Number of Second Units per Lot**

1. Allow two second units on some parcels in town, when the second units can be provided within the allowed adjusted maximum floor area and a deed restriction is used to require that at least one second unit be rented at an affordable rate to a household with a moderate income or below. The town should explore whether a minimum parcel size should be established for this program.

### **Permitting/Processing and Fees**

1. Additional relaxation of permitting requirements to reduce costs to owners, especially for second units that are developed within the footprint of an existing home ("internal" second units)
2. Streamline and shorten the approval processes for second units.

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\* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider in order to increase second unit production. Additional input from the community will be necessary.

3. Reduce or waive building and planning fees for second units and/or conversion of other buildings on properties to conforming second units. It is not clear how these fee waivers/reductions could be subsidized.
4. Develop preapproved designs or prototype floorplans for second units to remove the need for ASCC review.
5. Pre-approve certain prebuilt second units to remove the need for ASCC review.
6. Waive building fees if owner will guarantee use for affordable housing for 10 years or so.

### **Incentives**

1. Explore other economic/tax incentives for second unit construction.

### **Information**

1. Update the Town website to allow easier connection with the second unit ordinance and the housing element, and encourage rentals by indicating the benefits of having local employees and community officials, educators and firefighters live locally.
2. Update the Town's second unit manual as needed to provide information on aging in place in a second unit, and providing guidance on conversion of existing structures into second units.
3. Conduct an educational and awareness campaign on second units, including holding meetings at the Town center to educate homeowners on second unit policies and procedures, distributing information where local bulletins are posted, and posting information on sites such as PV Forum.

### **Amnesty**

1. Conduct another amnesty program, allowing homeowners to avoid fees and penalties for nonconforming units. Portola Valley's amnesty program in the early 1990's produced 38 second units but it is not clear how many more would be available after a new amnesty program, or whether and to what extent these units could be relied upon for compliance with state requirements.
2. To encourage folks to volunteer their new, existing or soon-to-be-updated second unit, consider hiring a third-party independent building inspector (or appropriately qualified person) to confidentially inspect second units to assess if they "meet code" and, if not, explain what it would take to bring them up to code.
3. Allow people to ask questions and get information on second unit amnesty questions anonymously in order to encourage residents to bring non-permitted second units into compliance.

### **Miscellaneous**

1. Consider providing information on the town website about options such as the "Tiny House Company" for options of 100-150 square feet second units, BluHomes, prefab green construction that looks like some of the new homes built in town, and pocket neighborhood/cottage communities like Ross Chapin units in Seattle.
2. Develop a list of homeowners who are interested in providing second unit affordable housing for rental.

3. Develop a list of eligible individuals interested in purchasing or renting an affordable unit to establish the true demand for units and the size demanded.
4. Can the town have a contractual relationship with people who say that they have a second unit and make it available as an affordable rental (deed restrictions)?
5. Consider allowing duplexes.

## Appendix B: Ideas for Encouraging Affiliated Housing\*

1. Relaxing permitting requirements to reduce costs to owners, especially for affiliated multi-family units that are developed within the footprint of an existing structure ("internal" units)
2. Paying for planning and consultant efforts to identify appropriate land, geologic conditions, infrastructure assessment, unit densities, and permit and CEQA approval process support.
3. Subsidizing application, design, engineering, and approval costs.
4. Coordinating and facilitating funding of infrastructure support to housing sites. Exceptional costs for infrastructure improvements are an impediment to diversified housing development.
5. The town could provide information to employers in town about mechanisms they could use to affordably house employees, such as sustainable hiring, rental housing assistance, downpayment assistance, first-time homebuyer education, financial planning, and on-site housing. In addition, the town could coordinate efforts among the various employers in town.
6. A cooperative arrangement with MROSD on the former Woods property might be pursued to provide both affiliated and unaffiliated units. The next housing element could include such a plan.

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\* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider in order to encourage the production of affiliated housing. Additional input from the community will be necessary.

## **Appendix C: Ideas for Encouraging Unaffiliated Multi-Family Housing\***

1. Additional relaxation of permitting requirements to reduce costs to owners, especially for multi-family units that are developed within the footprint of an existing structure ("internal" multi-family units)
2. Provide planning and consultant efforts to identify appropriate land, unit densities, and permit and CEQA approval process support.
3. Reduce application, design, engineering, and approval costs.
4. Coordinate and facilitate funding of infrastructure support to housing sites by helping property owners and developers in negotiations with infrastructure providers. The town could also consider floating a bond or developing another financing mechanism to provide infrastructure in cases where costs are very high. Exceptional costs for infrastructure improvements are an impediment to diversified housing development.

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\* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider if the town wishes to encourage unaffiliated multifamily housing. Additional input from the community will be necessary.

**Attachment #2**

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Inclusionary Housing	Develop amendments to the inclusionary housing program	2016	The Town joined the San Mateo Grand Nexus Study in 2015 to obtain data to inform amendments to the inclusionary housing program. Staff are awaiting study results. Staff are also considering a housing impact fee instead of/or in addition to the inclusionary housing program and will consult with local developers and builders.
Affiliated Housing	Allow affiliated multifamily housing projects on institutional properties	Ongoing	The Town has continued to discuss and encourage the owners of institutional properties to develop multifamily affordable housing for employees on these sites.
Second Units	Amend the zoning ordinance to further encourage second units	Completed 2015	Staff developed zoning ordinance amendments which were adopted by Town Council in September 2015.
Shared Housing	Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP set up a booth at the Town Farmer's Market in November 2015. Staff provided HIP with second unit statistics to help inform its outreach campaign.
Fair Housing	Continue to publicize the County-wide program	Ongoing	Continue to provide brochures or post information handouts at Town Hall, the library and on the Town's website.
Energy Cons'n & Sustainability	Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Work on this program is ongoing. The Town's green building ordinance will be considered for adoption in Summer 2016. The Town will look for additional opportunities to implement new programs in accordance with the Sustainability Element and the future Climate Action Plan.
Explore Future Housing Needs	Analyze housing needs and trends and explore potential programs to meet future housing needs beyond 2022	Ongoing	Two possible program expansion ideas were conceived for review including expansion of the Affiliated Housing Program and examining the allocation of the Town's in-lieu housing fund.
Transitional & Supportive Housing Ord. Amd't	Amend the zoning ordinance to fully comply with state law relative to transitional and supportive housing	2017	Staff continues to work on zoning ordinance amendments and expects them to be formally considered for adoption in 2017.

#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 – June 24, 2016**

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1. Agenda (Action) – Town Council – Wednesday, June 22, 2016
2. Agenda – ASCC – Monday, June 27, 2016
3. Agenda – Conservation Committee – Tuesday, June 28, 2016
4. Notice of Town Hall Closure for Monday, July 4, 2016 in observance of the Independence Day Holiday
5. Email from Sharon Lockareff re: Request for Consideration of License Plate Readers in Town
6. Report from San Mateo County Sheriff's Office – Incident Log for 5/30/16 – 6/5/16
7. Report from San Mateo County Sheriff's Office – Incident Log for 6/6/16 – 6/12/16

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

1. None



# TOWN OF PORTOLA VALLEY <sup>Page 35</sup> #1

**5:30 PM – Special Joint Meeting of the Town Council  
and Emergency Preparedness Committee**  
**7:00 PM – Regular Town Council Meeting**  
**Wednesday, June 22, 2016**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **ACTION AGENDA**

### **5:30 PM - CALL TO ORDER AND ROLL CALL**

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

***All Present***

Committee members Howes, Koin, Raanes, Rothrock, Taylor, Trapp, Turner, Young, Vice Chair Kopf-Sill and Chair Pfau

***Absent: Committee members Rothrock and Turner***

### **ORAL COMMUNICATIONS**

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

***None***

### **EMERGENCY TRAINING – TOWN COUNCIL / EMERGENCY PREPAREDNESS COMMITTEE**

***Jeff Norris, District Coordinator for San Mateo County Office of Emergency Services (OES), presented course ICS-402 Incident Command System Overview, an orientation to the Incident Command System (ICS) concerning Councilmembers role in the event of a town emergency requiring activation of the EOC.***

**ADJOURNMENT: 6:45 pm**

### **7:00 PM REGULAR MEETING AGENDA - CALL TO ORDER AND ROLL CALL**

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

***All Present***

### **ORAL COMMUNICATIONS**

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

***None***

### **CONSENT AGENDA**

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

1. **Approval of Minutes** – May 25, 2016

***Approved 4-0-1 with Councilmember Wengert abstaining***

2. **Approval of Minutes** – June 8, 2016

***Approved as Amended 5-0***

3. **Approval of Warrant List** – June 22, 2016

4. **Recommendation by Administrative Services Manager** – Amendment to Agreement with Maze & Associates for Auditing Services

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the First Amendment to Agreement for Audit Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2696-2016)

5. **Recommendation by Administrative Services Manager** – Consultant Services Agreements Between the Town of Portola Valley and

- (a) Kutzmann and Associates, Inc. for Plan Review Services
- (b) NV5 (formerly Nolte Associates) for Engineering Services
- (c) Townsend Management for Engineering Services

**6. Recommendation by Administrative Services Manager - Approval of 2016-2017 Appropriations Limit**

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2016-2017 (Resolution No. 2697-2016)

**7. Recommendation by Administrative Services Manager – 2016/2017 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments**

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2698-2016)
- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2699-2016)

**8. Recommendation by Town Clerk – Approval of a Public Meeting Decorum Policy**

**9. Recommendation by Sustainability & Special Projects Manager - Adoption of a Resolution Authorizing Town Staff to Enroll the Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity) Program in Phase I**

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Town Staff to Enroll The Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity Program) in Phase 1 of the Program (Resolution No. 2700-2016)

**10. Appointment by Mayor – Request for Appointment of Beth Ellyn McClendon to the Historic Resources Committee**

***Items 3, 4, 5, 6, 7, 9 & 10 Approved 5-0***

**REGULAR AGENDA**

**PUBLIC HEARING**

**11. PUBLIC HEARING – Adoption of the 2016-2017 Fiscal Year Budget**

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2016-2017 (Resolution No. 2701-2016)

***2016-2017 FY Budget Approved 5-0***

**12. Report by Planning Director – Stanford General Use Permit**

***Council received the report. Planning Director Pedro will continue to monitor this project and report back to Council with updates***

**13. Presentation by Town Manager – Changes to Authorized Classifications in the Salary Schedule**

***Approved 5-0***

**14. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

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

***Councilmember Aalfs -***

***Attended a Trails Committee meeting that heard a difference of opinion between the Trails and Conservation Committees on weed abatement of town trails.***

***Councilmember Wengert -***

***The Airport Roundtable Select Committee met last week in Redwood City. The Airport Roundtable technical working group met and heard from consultant who was able to review all the feasible and non-feasible recommendations***

*that came from the FAA Report and came back with recommendations to be made by the Roundtable for all twenty nine issues. The committee has drafted its first response to the FAA.*

**Councilmember Richards -**

*Attended an Emergency Preparedness Committee meeting that found the microwave radio had not been functioning for some time. The radio will be replaced by a satellite phone. The committee talked about the possibility of a joint Portola Valley and Woodside EOC in the event of an emergency. The emergency water supply in town was also discussed. Attended a Library JPA meeting where proposed spending of donor funds by the towns of Portola Valley, Atherton and Woodside were approved. They also discussed the ongoing allocation of donor funds. Their budget was passed.*

**Vice Mayor Hughes -**

*Attended the Sheriff's community meeting regarding home invasion which was well attended. There was information given to residents on what might lead to being targeted for a home invasion and what residents and the town can do to better protect themselves.*

**Mayor Derwin -**

*Attended the Sheriff's community meeting held on June 15th. Attended a C/CAG meeting that heard a presentation on sea level rise. Owl Viewers will soon be installed at Coyote Point which will give viewers a sense of what it would look like with sea level rise. Josh from 21 Elements gave a presentation. 21 Elements look at cities housing elements and the connection between transportation and housing. They have been looking at impact fees and accessory dwelling units. PG&E is giving a tour of its gas operation center on July 7th. The City of Burlingame hired an outside investment manager and have seen much improved yields. There was a discussion of the county-wide water management system. The Water Conservation results for March, April & May, were better than the goal of 36 percent, with May's results were at 52 percent. Our cumulative savings is at 40.5 percent. A presentation on linkage fees / impact fees was heard at the HEART meeting. The Jobs / Housing Gap Task Force gave a presentation and will soon bring a proposed resolution to the Council on dwelling unit fees. Their budget was approved.*

**15. Town Manager Report -**

Town Manager Dennis reported that AB 2788, which would have made substantial changes to the town's ability to decide on the location of small cell wireless antennas, was pulled for consideration for this year. He wrote a letter to the President of Midpeninsula Regional Open Space District, who is passing their budget this evening, consider allocating funds for the Hawthorns property and trails project. Congratulations to Councilmember Aalfs for being published in the San Jose Mercury News and the North American Clean Energy, a national renewable energy blog news site, on adoption of 100% renewable energy. He spoke with the Silicon Valley Association of Realtors (SILVAR) about what is said with potential new residents of Portola Valley. The staff is developing a packet that the realtors can hand out to new residents. The Cal Water Project on Portola Road has been extended to August. Town Manager Dennis thanked the San Mateo County Sheriff's Department for arranging a community meeting regarding a recent burglary in town.

**WRITTEN COMMUNICATIONS**

**16. Town Council Digest – June 10, 2016**

None

**17. Town Council Digest – June 17, 2016**

**#4 – Voting Delegate & Alternate must be appointed by September**

**ADJOURNMENT: 8:00 pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, June 27, 2016  
7:00 PM – Regular ASCC Meeting  
Special Field Meeting (time and place as listed herein)  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**SPECIAL ASCC FIELD MEETING\***

3:00 p.m. 109 Santa Maria Avenue Field meeting for Preliminary Architectural Review for a proposed new residence.

**7:00 PM – REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Commissioners Koch, Sill, Wilson, Vice Chair Breen and Chair Ross
3. Oral Communications:

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

4. New Business:
  - a. Preliminary Architectural Review for a New Residence, Philomena LLC, 109 Santa Maria Avenue, File #21-2016 (Staff: D. Pedro)
5. Commission and Staff Reports:
6. Approval of Minutes: June 13, 2016
7. Adjournment:

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

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

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

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

**PUBLIC HEARINGS**

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

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

Date: June 24, 2016

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
***Conservation Committee Meeting***  
**Tuesday, June 28, 2016 – 7:30 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Call Meeting to Order
2. Oral Communications
3. Approval of May 24, 2016 minutes
4. Current Site Permits:
  - 1260 Westridge
  - 109 Santa Maria
5. Old Business
  - A. Budget
  - B. BYH – DeStaebler
  - C. Tip of the month – Eastman
  - D. Kudos of the Month – Murphy
  - E. Monarch milkweed
  - F. Local Native seed collection - Plunder
  - G. Committee/Town cooperation
    - a) Public Works
      1. Native plant garden
      2. Schoolhouse front yard
    - b) Long range Planning Committee
    - c) Picnic Day review
    - d) Water Conservation Committee
      - a) Water-wise Garden tour spring '17
  - H. Weed seedling info sheet – Heiple
  - I. Ban on Poison bait – DeStaebler/Chiariello/Eastman/Heiple
  - J. Revised PV Ranch planting list – approve
  - K. Wells - Bourne
6. New Business
7. Adjournment
8. Next meeting July 26, 7:30 pm





# PORTOLA VALLEY TOWN HALL WILL BE CLOSED

Monday, July 4th, 2016  
In observance of Independence Day



In Case of Emergency: Sheriff's Office: 911



Thu 6/23/2016 4:32 PM

Sharon Lockareff [slockareff@sbcglobal.net](mailto:slockareff@sbcglobal.net)

To: Town Center <TownCenter@portolavalley.net>

Dear Town Council members,

I was recently at the meeting after the local burglary. During the meeting the sheriff and one of the town council members talked about the possibility of installing license plate readers at the 3 entrances to town to help with both deterrence and resolution of local crimes. I believe there was a large number of people that felt the town should consider installing this technology or at least reconsider the pros/cons of the license plate readers.

I'm hoping that you might be able to make some time in the near term to consider this topic at a town council meeting. Please let me know when you are able to put this on the agenda as I would like to attend the meeting.

Best,

Sharon Lockareff



# 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 05/30/16 to Sunday 06/05/16**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-05028	05/30/2016 00:31	2 <sup>nd</sup> Ave/Edison Wy North Fair Oaks	Recovered Outside Stolen Vehicle	While on patrol, the deputy heard a car alarm sounding. The deputy noticed a vehicle with the dome light on inside the vehicle. The deputy conducted a license plate check of the vehicle and the return came back to a stolen vehicle system hit. A report was taken and the owner was notified.
16-05044	05/30/2016 17:59	300 blk of Sequoia Ave West Menlo Park	Recovered Outside Stolen Vehicle	A reporting party called to report a suspicious vehicle that was parked. The deputies arrived on scene and discovered the vehicle was stolen. The vehicle was recovered and released to the registered owner.
16-05064	05/31/2016 24:00	400 blk of Dumbarton Ave North Fair Oaks	Auto Burglary	The deputy was dispatched on a report of a vehicle burglary. The deputy met with the reporting person who stated that her vehicle was burglarized overnight via unlocked driver side door. The deputy took a report and checked the surrounding area but did not locate anything.
16-05129	06/01/2016	Perry Ave/Vine St	Tamper with	The deputy was dispatched on a report of vehicle tampering.

	00:01	West Menlo Park	Vehicle/Grand Theft Prop-Etc \$950+	The deputy met with the victim who stated that an unknown suspect(s) removed the fender molding from the left side of his vehicle. Nothing was taken from inside the vehicle but the suspects removed the screws from his amplifier.
16-05150	06/02/2016 11:35	3600 blk of Middlefield Rd North Fair Oaks	Commercial Burglary	Unknown suspect(s) unlawfully entered one of the classrooms at an Elementary School. The unknown suspect(s) entered via an unlocked sliding front window. Total loss was estimated at approximately \$200.00 worth of food and perishables.
16-05197	06/03/2016 11:13	100 block of Stonegate Rd Portola Valley	Personate Get Money/Prop	The deputy was dispatched on a report of a fraud. The deputy met with the victim who stated that an unknown suspect(s) tried to open several credit cards. A report was taken and the victim has since closed the accounts.
16-05206	06/03/2016 06:30	700 block of Hurlingame Ave North Fair Oaks	Residential Burglary	The deputy was dispatched on a report of a residential burglary. Upon arrival, the deputy met with the victim who state that an HP brand laptop computer was stolen. The point of entry was made into the residence through an unlocked door or an open sliding glass door. Bodily force was used to gain entry into the victims locked bedroom located in the upstairs attic where the laptop was taken. A neighborhood check was conducted with no results.
16-05218	06/04/2016 01:32	2 <sup>nd</sup> Ave/William Ave North Fair Oaks	Adw Not F/Arm Frce:gbi	The deputy was dispatched on a report of a battery that had occurred. When the deputy arrived on scene, he observed the male victim bleeding from the head and face. The victim stated that a male suspect approached the victim and struck him over the head with a bottle causing a large laceration. The victim was transported to the hospital for his injuries. The neighborhood was canvassed and no bottles or evidence were located.
16-05237	06/04/2016 08:45	300 block of Sequoia Ave West Menlo Park	Petty Theft	Unknown suspect(s) stole a "Baby Trend" stroller that was left on the victim's porch. The area was canvassed without locating the stolen stroller. The total loss was \$400.00.
16-05268	06/05/2016 16:03	100 block of La Sandra Wy Portola Valley	Drunk in Public	The deputy was dispatched on a report of a physical fight. When the deputy arrived on scene, she met with the reporting person who states that his mother, who does not live at the residence, was drunk and showed up to the house extremely angry. The deputy made contact with a female subject and

				noticed that the subject displayed symptoms of being under the influence of an alcoholic beverage. She also could not balance herself while standing, she slurred her words heavily as she spoke, and she was irate and yelling incoherently. The deputy determined that the female subject was unable to care for herself properly and placed her under arrest for being under the influence of alcohol in public.
16-05272	06/05/2016 20:18	Alpine Rd/Arastradero Portola Valley	Dunk in Public	The deputy responded on a report of a male subject who was intoxicated. The deputy made contact with a male subject who smelled the strong odor of an alcoholic beverage coming from his breath, was unsteady on his feet and had difficulty maintaining balance. The deputy placed the subject under arrest and was transported to the Maguire Facility.
16-05275	06/05/2016 19:57	1 <sup>st</sup> block of Somerset Pl Woodside	Residential Burglary/Stolen- Recovered Vehicle/Posses Stolen Veh-Vessel- etc/Probation violation/Warrant Arrest	The deputy was dispatched on an attempt to contact residents involving an unreported stolen vehicle and a residential burglary. The deputy met with the victims who stated that the guest house front window had been pried with the screen removed and a small table had been moved in front of it. The victims also stated that the guest house was rummaged through but nothing appeared to be missing. The deputy received statements from the victims and report was taken.



# 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 06/06/16 to Sunday 06/12/16**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-05310	06/06/2016 21:49	Cinnabar Rd/Crest Woodside	Possession of Marijuana	The deputy made contact with a male juvenile in a vehicle with all of its lights off. The male suspect was smoking a marijuana cigarette and admitted to possessing marijuana in the vehicle. The marijuana and a digital scale were taken as evidence and the suspect was issued a citation and was released.
16-05333	06/07/2016 11:15	800 blk Runnymede Rd Woodside	Auto Burglary/Vandalism	Unknown suspects smashed the right front passenger window of the victims' vehicle and stole a purse that was on the right front passenger seat. The loss included a firearm and other items totaling \$1800.00.
16-05335	06/07/2016 13:46	1 <sup>st</sup> blk of Medway Rd Woodside	Personate Get Money- Prop/Obtain-Use Personal ID without Authorization	Deputies met with the reporting parting/victim regarding theft via fraud. The victim received a credit card statement in the mail with a charge of \$4480.80. The victim had never opened the credit card account and had not made a purchase. The victim was given advice and a report was taken.

16-05342	06/07/2016 02:35	100 blk Woodside Dr Woodside	General Case Information	The deputy was dispatched on a report of vandalism. The deputy met with the reporting party who stated that someone had taken a ceiling fan from a property. Upon inspection, the deputy observed a hole in the ceiling with two exposed wires where the ceiling fan was. A thorough search of the exterior of the property revealed no signs of force or pry to any windows or doors.
16-05355	06/07/2016	Canada Rd/Godetia Dr Woodside	Poss marijuana while driving	The deputy conducted an enforcement stop for a vehicle code violation. While speaking to the male driver of the vehicle, the deputy could smell the distinct odor of marijuana emanating from the interior of the vehicle. The driver was cited for vehicle code violations and possession of marijuana while driving.
16-05403	06/09/2016 11:45	4500 blk of Alpine Rd Portola Valley	Residential Burglary	Unknown suspect(s) attempted to pry open the door, then smashed the front glass door to enter and exit the home through the hole that was created. The suspect fled the scene with \$300 dollars in cash, two iPads and a Dell lap top computer.
16-05438	06/10/2016 09:23	3400 blk of El Camino Real North Fair Oaks	Obtain/Use Personal ID without authorization	Unknown suspects(s) used the victim's social security number in an attempt to switch her social security benefits into a different bank account. The victim was notified by Social Security and a report was filed.
16-05470	06/11/2016 23:47	2700 Marlborough Ave North Fair Oaks	Robbery from person-fear or force	Deputies were dispatched on a report of a robbery. The deputy made contact with the victim who stated that unknown suspect(s) demanded a gold chain with a gold cross valued at \$800, a wallet with \$200 cash and an Identification card of the victim. Total loss was \$1000. The unknown suspects fled the scene.
16-05476	06/11/2016 18:00	2900 Middlefield Rd North Fair Oaks	Vandalism	The deputies responded on a report of vandalism. The deputy met with the victim who noticed that the vehicle had been vandalized. An unknown suspect used an unknown type of sharp tool to scratch the paint all around the vehicle. The unknown subject also broke the gas cap cover, tail lights and head lights. A report was taken and the deputy photographed the damage to the vehicle.

16-05457	06/11/2016 18:08	700 blk of Glencrag Wy Woodside	Poss Marijuana while driving	The deputy made contact with two male subjects in a parked vehicle. The deputy smelled the distinct odor of marijuana emanating from the interior of the vehicle and saw that the driver was actively smoking marijuana. The driver confirmed there was marijuana in the vehicle and that it was his. The driver stated he did have a medical marijuana card, but it was at home. The driver was cited for vehicle code violations and possession of marijuana while driving. The driver was released from the scene after signing the promise to appear.
16-05472	06/11/2016 02:11	Sandhill Rd/Whiskey Hill Woodside	Driving under the Influence/Possess Narcotic Controlled Substance-Prop 47/ Dunk in Public	The deputy was dispatched on an occupied suspicious vehicle. The deputy made contact with the driver and smelled the odor of an alcoholic beverage emanating from his person. The deputy arrested the subject for DUI and while doing a search, the deputy located a small clear baggie full of a powdery white substance in the pocket of his pants. The deputy determined that it was a controlled substance. The passenger of the vehicle was contacted as well and was determined that the male passenger was also under the influence of alcohol. Both subjects were arrested and transported to the county jail.
16-05482	06/11/2016 15:13	La Honda Rd/Skyline Blvd Woodside	Traffic Accident-no injuries	The deputy responded on a report of a traffic accident. V-1 was stopped at a posted stop sign W/B SR 84 at SR 35 and then rolled forward a couple feet before stopping again due to cross traffic. As V-1 began to roll forward V-1 looked to his left to look for cross traffic but did not notice that V-2 had stopped. V-1 was unable to stop before it hit the rear of V-2. The collision was at a very low speed.
16-05493	06/11/2016 22:00	500 blk Eleanor Dr Woodside	Vandalism- Damaged Property	Unknown subjects vandalized and opened the locked mailboxes. The subjects left the area and it is unknown if any mail was taken from the mailboxes.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 1, 2016**

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1. Agenda (Cancelled) – Parks & Recreation Committee – Monday, July 4, 2016
2. Agenda (Cancelled) – Planning Commission – Wednesday, July 6, 2016
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, July 6, 2016
4. Memo from Brandi de Garreaux, Sustainability & Special Projects Manager re: Cal Water Proposed Adjustments to their Drought Response Plan
5. Monthly Meeting Scheduled – July 2016
6. Email from Resident Sue Chaput re: Requests for Town Center Master Plan
7. Letter from Unidentified Resident re: License Plate Readers & Chipping Program Personnel
8. Report from San Mateo County Sheriff's Office – Incident Log for 6/13/16 – 6/19/16
9. Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October

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

1. San Francisco Estuary – June 2016





Town of Portola Valley  
**Parks & Recreation Committee Meeting**  
Monday, July 4, 2016 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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**PARKS & RECREATION**  
**COMMITTEE**

**MEETING**  
**CANCELLATION NOTICE**

The regular meeting of the Parks & Recreation Committee, scheduled for Monday, July 4, 2016 has been cancelled.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** June 23, 2016

**RE:** Cancelation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, July 6, 2016 has been canceled. The next regular meeting of the Planning Commission is scheduled for Wednesday, July 20, 2016 at 7:00 p.m.

cc: Town Manager  
Town Council  
Town Planner  
The Almanac

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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: June 23, 2016

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, July 6, 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 June 1, 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) Proposal to draft new recommendation to Town Council: Review of Windy Hill/Portola Road parking controls
  - 2) Los Trancos Rd Crosswalk report
7. General Items:
  - 1) Annual Committee Report: Scheduled for August 10<sup>th</sup>, pending readiness for Committee approval at August 3<sup>rd</sup> BPTS Meeting
  - 2) 2016 Activity, concluded and open business areas of interest for 2017
8. Update on 2016 Outreach, events & teaching programs:
9. Matters Arising:
10. Time & Date for August 2016 meeting:
  - 1) Wednesday, August 3, 2016, 8:15 am
11. Adjournment

Enclosure: Communications from resident Loni Anderson re: Concerns with Safe Routes in Town for Children



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** July 1, 2016

**RE:** Letter from Cal Water RE Adjustments to their Drought Response Plan

The Town received the attached letter from Cal Water on Friday, June 24<sup>th</sup> regarding its proposed adjustments to the water-use reduction requirements. Cal Water is looking to the Water Resources Control Board to give approval of their self-certification / stress test analysis by the end of this week. After that happens, Cal Water will file a request with the Public Utilities Commission to allow them to move from Stage 2 to Stage 1 of their Water Shortage Contingency Plan. Cal Water will notify customers via bill insert or direct mail once they file that request. They hope to be able to start that process the second week of July.

Please let staff know if you have any questions or concerns that you would like us to communicate to Cal Water.

**From:** "Skarb, Justin"  
**Date:** June 24, 2016 at 12:43:15 PM PDT  
**To:** "'[jdennis@portolavalley.net](mailto:jdennis@portolavalley.net)'" <[jdennis@portolavalley.net](mailto:jdennis@portolavalley.net)>  
**Subject:** Cal Water - Update on Drought Regulations

Dear Mr. Dennis:

I would like to take this opportunity to update you on the adjustments Cal Water is making to its Drought Response Plan in response to the revised regulations adopted by the State Water Resources Control Board (Board) and a resolution adopted by the California Public Utilities Commission (Commission).

#### SUMMARY

Cal Water has completed the “stress test” of available water supplies called for in the Board’s revised regulations. That analysis shows that modest demand reductions are needed to meet expected demand over the next three years. Despite this, the fact remains that much of the state continues to experience severe drought conditions.

In light of these factors, Cal Water will be establishing an interim water-use reduction requirement of 10% for customers in its Bear Gulch service area. Concurrently, Cal Water will be seeking approval from the Commission to move from Stage 2 to Stage 1 of our Water Shortage Contingency Plan, which will allow us to suspend the imposition of Drought Surcharges on customers who exceed their monthly water budgets. Despite these changes, we will continue to encourage customers to take advantage of Cal Water’s industry-leading water conservation program.

#### DETAIL

As you know, the Board adopted revisions to its emergency drought regulations during its meeting on May 18, 2016 ([Resolution 2016-0029](#)). These revisions were called for by Governor Brown in [Executive Order B-37-16](#), which was issued on May 9, 2016. The revised regulations contain two essential elements, aimed at making water conservation a way of life in California.

First, the regulations retain each of the existing prohibitions on certain uses of potable water, including the “irrigation with potable water of ornamental turf on public street medians.”

Second, the revised regulations move away from conservation standards crafted by the State and toward conservation targets based upon local water supply conditions. Specifically, the revised regulations require water utilities to conduct a “stress test” of their water supplies based on a formula established by the Board.

On June 23, 2016, the Commission unanimously adopted Resolution W-5103, which requires the water utilities it regulates, including Cal Water, to comply with the revisions to the Board’s emergency regulations. The Commission’s Resolution further calls upon

the utilities it regulates to continue to assist their customers conserve and use water wisely.

Pursuant to the directives from the Governor, Board, and Commission, Cal Water will be making some adjustments to its Drought Response Plan. Cal Water has completed the stress test required by the Board's revised regulations. That analysis, which was based on a formula prescribed by the Board, shows that modest demand reductions are needed to meet expected demand over the next three years if we have three more dry years like the state experienced from 2013 to 2015. Despite this, the fact remains that much of the state continues to experience severe drought conditions and there is a distinct likelihood that we will face an extremely dry winter, exacerbating existing drought conditions.

In light of these factors, Cal Water will be establishing an interim water-use reduction requirement of 10% for customers in its Bear Gulch service area. This revised conservation target effectively balances the improved water supply conditions brought about by this past winter's precipitation and the need to prepare for the possibility of an extremely dry winter, without sacrificing the truly outstanding water conservation efforts our customers have achieved. Concurrent with establishing new water conservation targets for our customers, Cal Water will be seeking approval from the Commission to move from Stage 2 to Stage 1 of our [Water Shortage Contingency Plan](#), which will allow us to suspend the imposition of Drought Surcharges on customers who exceed their monthly water budgets. However, customers will continue to see their monthly water-use targets on their water utility bills to assist them in meeting the new interim conservation targets. These targets will continue to be based on a customer's same-month water usage from 2013, except for unique situations.

Despite these changes, we will continue to encourage customers to take advantage of Cal Water's industry-leading water conservation program and customers will continue to need to comply with the various water use prohibitions established by the Board and those found in Stage 1 of our Water Shortage Contingency Plan. Customers can visit [www.calwater.com/drought](http://www.calwater.com/drought) for more details.

Justin Skarb  
Comm Affairs & Gov Rel Mgr  
California Water Service

# Town of Portola Valley

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

## **JULY 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 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, July 13, 2016

Wednesday, July 27, 2016 - **CANCELLED**

### **PLANNING COMMISSION – 7:00 PM** (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Jeff Aalfs (for months July, August, September)

Wednesday, July 6, 2016 – **CANCELLED**

Wednesday, July 20, 2016

### **ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM** (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – John Richards (for months July, August, September)

Monday, July 11, 2016

Monday, July 25, 2016

### **BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM** (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, July 6, 2016

### **CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM** (Meets 2<sup>nd</sup> Thursday in months January, May and September)

Council Liaison – Craig Hughes

### **CONSERVATION COMMITTEE – 7:30 PM** (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, July 26, 2016

### **CULTURAL ARTS COMMITTEE** – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, July 14, 2016

### **EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM** (Meets 2<sup>nd</sup> Thursday of every month)

EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, July 14, 2016

**FINANCE COMMITTEE**

Council Liaison – Ann Wengert  
As announced

**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 2<sup>nd</sup> 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, July 4, 2016 - **CANCELLED**

**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**

Council Liaisons – Ann Wengert and Craig Hughes  
Tuesday, July 12, 2016

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

Council Liaison – Jeff Aalfs  
Tuesday, July 12, 2016 – 8:15 AM

**WATER CONSERVATION COMMITTEE – 2:00 PM** (Meets 3<sup>rd</sup> Monday) in the

EOC / Conference Room at Town Hall  
Council Liaison – Maryann Derwin  
Monday, July 18, 2016



-----Original Message-----

From: Sue Chaput

Sent: Tuesday, June 28, 2016 10:07 PM

To: Sharon Hanlon <shanlon@portolavalley.net>; Howard Young <HYoung@portolavalley.net>; Jeremy Dennis <jdennis@portolavalley.net>; ecdriscolljr@uahoo.com

Cc: MaryannMoise-DG <Mderwin@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; AnnWengert-DG <AWengert@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>

Subject: Town master plan

Please forward to council. My computer not working Difficult for me to add all the names on my iPad Dear councilors. Keenly aware that a new master plan was forthcoming, I have spent the last year 1/2. Dreaming and scheming about the possibilities. I happily spent a lot of time. Effort and care. I invited and met with many from town committees. Conservation, nature and science, CAC, art classes Friends of the Library. Some library staff, and some town staff; teen agers, little guys, seniors And I rounded up the usual suspects, to quote from Casa Blanca.

I have so many FABULOUS ideas from these wonderful people.

I happen to meet at the library/ creek connection as a pivot point. Ideas of course went way beyond, beyond.

I was on the original town center committee from jr high school to town. And again on the current town center 12 years ago. I thought maybe that other historic schoolhouse could be replicated

Now realizing how much space we need. I think a "barn" type building

It .could be a LIBRARY ANNEX! A history center with proper built in displays. A nature and science center and an art facility. Some of the "horse stall space could be used for classrooms or meetings. The hay loft for premium storage.

Perhaps for residents only. A true multi use place----

Exhibits, events, fairs, plays, promotions and. You know me.....parties!! ☐ I know the committee has met however, I have not seen any news I just checked the Almanac this morning. I've not seen anything on the forum. And I am actively looking!

Will there be some public meetings? A charrette. A chance to share ideas?

Hoping for an opportunity to share some very amazing ideas from our wonderful town folks.

THANK YOU!

Megan Koch had come to cultural arts. But we have not heard anything nor do we have a rep. I also have boxes of scruff from the last town center committee. I'm arranging to give to Nancy Lund. Somethings from that old list are now new again.

Sent from my iPad

"What BEAUTIFUL THING are you doing today?"

June 27, 2016

Fax: 851-4677  
765 Portola Rd  
Portola Valley, CA 94028

To: The Mayor of Portola Valley

Given the recent home invasion robbery and then a burglary shortly afterwards, I think we should re-think the Woodside Fire Dept's use of inmates in their wood chipping program. We hope that many of these inmates have gone onto the straight path but some have not. I am sure that they are not the only potential source of crime but it doesn't make any sense to bring inmates to our community, have them stand in front of homes while chipping and possibly getting ideas. I would much rather pay a fee to have chipping done than to have inmates brought to the neighborhood on purpose.

Before I bought my house here, I didn't even really know Portola Valley was here even though I have lived in the area for years. I think we had lower crime rates because most people don't even know Portola Valley.

Our neighborhood is now being constantly exposed to lots of people who make deliveries or work in our houses since we in Portola Valley seem to need to hire help to do absolutely everything. Every day, there is a big stream of cars coming to work. The vast majority are good, honest, hardworking folks but statistically, the more people, the higher the possibility that one person will not be so honest or so good.

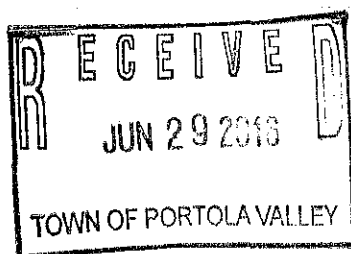
I believe we should eliminate one potential source of crime by not having inmates do the chipping for free. Getting free chipping is just not even close to being worth the tradeoff of safety in our homes.

I am a resident but I am not including my name and address to protect my privacy since I found out that letters and emails are now being posted on the internet with names and addresses in a way that is not at all private. I would have no problem with the council knowing my identity but do not feel that it is appropriate that all that information is posted on your website.

I believe in privacy for things that don't need to be public. I am, however, completely in favor of the license plate readers. I don't have anything to hide when I drive and don't think any law enforcement agency would be interested in my comings and goings nor those of our law abiding neighbors. Safety trumps privacy. Theoretical privacy concerns buys you nothing when someone you love has been injured or worse in a crime.

Sincerely,

Resident in favor of license plate readers and no inmates for chipping program.





# 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 06/13/16 to Sunday 06/19/16**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-05577	06/14/2016 19:40	200 blk Shawnee Pass Portola Valley	Residential Burglary	Unknown suspect(s) entered the residence by removing a screen cover from an open window located at the rear of the residence. The suspects entered the residence and went to the garage where the victims' two vehicles were parked. The suspects entered the unlocked vehicles and removed cash from wallets found inside the vehicles. Nothing else in the residence was disturbed. Total loss is approximately \$500.
16-05641	06/16/2016 13:45	400 blk 6 <sup>th</sup> Avenue North Fair Oaks	Forgery/Theft by caretaker-elder or dependent	The deputy was asked to make contact with a social worker from Kaiser Permanente regarding a possible theft from a client. The social worker stated that her client was a victim of forged checks. The deputy received copies of the checks in which the signatures did not match with the victim's signatures. The deputy discovered forged checks in the amount of \$10,000 made out to "cash" in which the victim was not aware of. The deputy collected the fraudulent checks and a report was taken.

16-05650	06/16/2016 21:33	700 blk Patrol Rd Woodside	Mountain Lion Sighting	The deputy was dispatched on a report of a mountain lion sighting. The reporting party stated that she let her dog outside to relieve itself when she heard a sound as if her dog was being chased. When the reporting party looked down her front stairs, she saw an 8 ft long, tan mountain lion at the bottom of her stairs weighing approximately 150lbs. The dog was uninjured and nobody appeared to be at risk.
16-05683	06/17/2016 20:13	800 blk 5 <sup>th</sup> Ave North Fair Oaks	Commercial Burglary	Three male adult suspects entered Arteaga Market. Once inside, two of the suspects distracted the cashier and were able to draw her away from the cash register area. While away from the cash register, the third suspect ducked behind the cash register, opened the cash drawer and took approximately \$1,100 cash. All three suspects fled the store in an unknown direction.
16-05696	06/18/2016 04:40	3500 Alameda De Las Pulgas West Menlo Park	Stolen Vehicle	An unknown male adult suspect came to the back parking lot of a restaurant. The suspect checked the passenger door of a van parked in the parking lot before walking to the driver side of the vehicle gaining access through the unlocked driver side door. The suspect got into the vehicle and found the keys to the vehicle, which were likely inside, according to the victim. The suspect put his bicycle into the back of the van and then proceeded to back the vehicle out of the parking lot before driving off. The incident was captured on CCTV video surveillance. A check of the neighborhood and surrounding business for the stolen van was met with negative results.
16-05705	06/18/2016 17:42	La Honda Rd/Martinez Rd Woodside	Driving Under the Influence/Traffic Accident-Major Injury	The deputy responded on a report of a traffic collision. V-1 was driving 25-30mph on La Honda Rd when due to the state of intoxication and speed he was unable to negotiate a turn and he collided with the metal guardrail. The area of impact was determined by the damage to the guard rail and a witness statement.



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2016**

June 10, 2016

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.





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CITY: \_\_\_\_\_

**2016 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

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

**Please complete and return by Friday, September 23, 2016**

League of California Cities  
**ATTN: Kayla Gibson**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: kgibson@cacities.org  
(916) 658-8247



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 8, 2016**

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1. Agenda – ASCC – Monday, July 11, 2016
2. Agenda – Trails & Paths Committee – Tuesday, July 12, 2016
3. Agenda – Town Center Master Plan Update Committee – Tuesday, July 12, 2016
4. Agenda – Emergency Preparedness Committee – Thursday, July 14, 2016
5. Agenda – Cultural Arts Committee – Thursday, July 14, 2016
6. Memo from Sustainability & Special Projects Manager re: Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program
7. Report from San Mateo County Sheriff's Office – Incident Log for 6/20/16 – 6/26/16
8. Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October
9. Western City Magazine – July 2016 (link)

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

*(placed in your town hall mailbox)*

1. None



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, July 11, 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**

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**SPECIAL ASCC FIELD MEETINGS\***

3:00 p.m. 145 La Sandra Way Field meeting for Preliminary Review of Site Development Permit for Grading of Play Area and Hillside Restoration.

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

4:00 p.m. 900 Portola Road Field meeting for Review of Proposed Windmill School and Family Education Center Master Plan.

**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 and Site Development Permit for a New Residence and Detached Garage/Carport, File #s: 19-2016 and X9H-708, 20 Shoshone Place, Kish Residence (Staff: D. Pedro)
  - b. Architectural Review and Site Development Permit Review for a New Residence, Second Unit, and Swimming Pool. File #6-2016, 199 Mapache Drive, Mainzer Residence (Staff: D. Pedro)
  - c. Review for a General Plan and Zoning Ordinance Amendment, Conditional Use Permit, Variance, Architectural Review and Site Development Permit for the Windmill School and Family Education Center Master Plan. File #32-2015 (Staff: C. Richardson)
5. New Business:
  - a. Preliminary Site Development Permit Review for Grading of Play Area and Hillside Restoration, File #'s 10-2016 and X9H-706, 145 La Sandra Way, Holmes Residence (Staff: C. Brown)

- b. Review of Revised Design Guidelines and Approved Plant List, Portola Valley Ranch Planned Unit Development, File #s: X7D-74, 05-2016, 1 Indian Crossing, Portola Valley Ranch Homeowners' Association (Staff: D. Pedro)

6. Commission and Staff Reports:
  7. Approval of Minutes: June 27, 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.

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

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

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#### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

#### **PUBLIC HEARINGS**

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

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

Date: July 8, 2016

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, July 12, 2016 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes** – Regular meeting of June 14, 2016
- 4. Old Business**
  - a. Financial Review and Trail Work Update – June 2016
  - b. Trail signage
- 5. New Business**
  - a. Community hike planning
  - b. New site development applications
- 6. Other Business**
- 7. Adjournment**

**Enclosures:**

Minutes from June 14, 2016  
Financial Review for June 2016  
Trail Work Map & Memo – June 2016



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

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**Agenda**

1. Update on PlaceWorks public engagement tool - Demo
2. Report on Town Picnic and additional public comments received
3. Discussion - public outreach efforts (Sequoias, School District, Priory School, etc.)
4. Overview of process/timeline/next steps
5. Next meeting date



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, July 14, 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 June 9, 2016
4. 8:05 CERPP/WFPD Report (Brown/Ghiorso)
5. 8:15 Town Report
  - Microwave Radio Link Discussion
6. 8:30 Emergency Info section on Town Website review (de Garneau)
7. 8:40 Med subcommittee Report (Young)
  - Healthcare professionals Mixer update
8. 8:45 Communications Sub Committee Report (Rothrock)
  - 220 MHz repeater update
  - Communications training for Town Staff
9. 8:55 Community Outreach Sub Committee Report (Turner)
  - Town Picnic summary
10. 8:58 Other Business
11. 9:00 Adjourn: Next meeting is August 11, 2016



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, July 14, 2016 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – June 9, 2016
4. Old Business:
  - Summer Concert debrief and prep
  - Fall event updates
  - Art show preparations
  - iPad class updates
  - New member potentials
5. New Business: None
6. Adjournment



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** July 8, 2016

**RE:** **Letter of Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program**

Attached is a letter of support for participation in a collaborative solar and electric vehicle (EV) education and discount program called East Bay SunShares. Town staff is pursuing participation in this program to reduce the barriers to EV adoption and solar photovoltaics installation in the town.

The Town spearheaded a similar program in 2011/2012, "Green Town SunShares," with Woodside, Hillsborough, Los Altos and Los Altos Hills and in 2015 participated in the regional Peninsula SunShares program led by the City of Foster City.

The program administrator, Business Council on Climate Change (BC3), will manage the Request for Proposals process, selection of vendor and program registration. The letter of support and a program description are attached. Staff will provide more details as they become available.



# TOWN of PORTOLA VALLEY

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

July 6, 2016

Michael Parks  
Executive Director  
Business Council on Climate Change  
1455 Market Street, 12<sup>th</sup> Floor  
San Francisco, CA 94103

## Re: Participation in East Bay SunShares Program

Dear Mr. Parks:

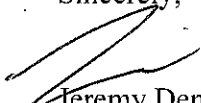
I am pleased to provide this letter in support of the collaborative solar and electric vehicle (EV) education and discount East Bay "SunShares" program now being developed by the Business Council on Climate Change (BC3).

Portola Valley believes the proposed program, which will be administered by BC3, will help to continue to overcome soft cost barriers impeding broad market transformation of residential rooftop solar and EVs by enabling homeowners to voluntarily participate in a group education and discount program. Participating as a partner city/town can help to meet our greenhouse gas emissions reduction goals.

Portola Valley welcomes the opportunity to collaborate with BC3 and its program partners on this innovative program and will use our communication channels to reach our residents. We may also promote the program to local business employees and community group members throughout the program term. The Town commits to the following:

1. Provide BC3 with contact information of, and make introductions to, relevant Town staff and community stakeholders who can reach Town residents as a part of the programs outreach strategy. The main staff point of contact is: Brandi de Garmeaux, Sustainability Manager, [bdegarmeaux@portolavalley.net](mailto:bdegarmeaux@portolavalley.net), 650-851-1700, ext. 222.
2. The Town understands that it will initiate contact with community groups on behalf of the "SunShares" program, which will enable BC3 to follow up with interested community groups to coordinate outreach efforts.
3. The Town will conduct outreach to residents to promote program availability using internal communication channels which may include email blasts, utility bill inserts, neighborhood association social media outlets, newsletters, and posters. The Town will report back to BC3 on the number of outreach contacts made.
4. BC3 will provide the Town and our community partners with formatted electronic files to conduct outreach to community members.

Sincerely,



Jeremy Dennis  
Town Manager

June 2016

## SunShares Program Description

**Concept:** In conjunction with their work on solar soft-cost reduction, a group of Bay Area communities and their program partner, the Business Council on Climate Change (BC3, the Program Team) is for the second year offering interested local governments and organizations an opportunity to participate in the SunShares program. BC3 will provide administrative program support to reduce the complexity and cost of residential solar. Additionally, the program this year will include a component aimed at reducing the complexity and cost of electric vehicles (EVs).

The goal of the program is to reach solar and EV customers via targeted outreach through community organizations including local governments, private employers, and neighborhood groups and non-profit organizations. Organizations participating in the program will offer their members / employees (i.e., the individual participants) the opportunity to become a part of an engaging sustainability initiative.

In 2015, Foster City spearheaded the Peninsula SunShares program. The County and many other cities participated in the program, which was then administered by the Vote Solar Initiative and did not yet include an EV component. The program resulted in 1,100 participants and more than 200 installations totaling almost 975 kilowatts of clean energy.

**Benefit to Local Governments:** Initiatives that engage residents, businesses and the community in shared sustainability efforts are a key component in achieving local and regional renewable energy goals.

**Benefit to Participating Outreach Organizations:** Collaborative purchasing programs for solar and EVs offer a new opportunity for organizations to engage their members in helping to achieve community wide clean energy goals while investing in their well-being at home. Additionally, aggregating a group of homeowner sites (or potential customers for EVs) and soliciting bids from potential contractors can attract more competitive proposals, accomplish community goals faster, and reduce transaction costs.

**Benefit to Participants:** Homeowners want to save on their utility and driving costs and use clean electricity but often aren't sure how to go about it, and don't have time to research all the options themselves. The SunShares program will pool the buying power of the community to secure lower up front purchase pricing and highly attractive financing options for both solar and EVs. Participants will also benefit from free educational workshops and webinars run by the program administrator.

**How it works:** The Program Team will manage all program components, creating a custom campaign targeted at an organization's members / employees throughout the community to generate excitement and participation.

As program administrator, BC3 will manage a procurement process that includes the issuance of Request for Proposals to qualified solar installers and EV manufacturers. A community evaluation committee will be recruited to review proposals and select the programs' vendors based on proposal evaluation criteria and scoring. BC3 will act as the group's technical advisor, answering participant questions throughout the program.

The education and outreach components of the SunShares program include a dedicated registration website, promotional materials to attract and encourage participation, and group workshops and webinars.

**Local Government Role:** Local governments have two distinct opportunities to participate in the SunShares program. The first is directly as an employer, by conducting internal outreach to employees. The second is as a community champion, by recruiting outside community organizations to the program, which will in turn act as a network of outreach partners that spread the message to individual participants. Once an individual organization is informed of the opportunity and responds positively, BC3 staff will handle ongoing communication regarding program implementation.

**Organizational Role:** The Program Team requests that a director or executive from each participating organization provide an affirmative letter indicating their participation in the SunShares program. Each participating organization will inform its members / employees about the program in a similar manor to other member engagement and/or benefit efforts. A minimal amount of staff time will be needed to assist the Program Team with reserving meeting space for onsite workshops and contacting employees through approved channels of communication including email, newsletters, intranet sites and posters.

**Program Timeline**

RFP Announced	June 14, 2016
RFP Questions due in Writing	June 20, 2016
Response to Questions (Addendum to RFP)	June 23, 2016
<b>Proposals Due</b>	<b>July 8, 5:00PM PST, 2016</b>
Installer(s) Selected	July 22, 2016
Registration Begins	August 01, 2016
Registration Ends	October 28, 2016
Participant Deadline to Sign Installer Contract	November 11, 2016
Installations Completion Goal	Spring 2017

\*Timeframes indicated are approximate – any specific step may require additional time, particularly recruitment and installation.

**Liability or Risk:** The procurement process documents issued by the Program Team on behalf of the employee group and all contracts between the Program Team and the selected solar firm(s) specify that the participating organizations have no fiscal or legal liability. All contracts for solar installations are between the selected firm(s) and individual homeowners.

**Example Legal statement to be included in RFP:****X.X.X Participating Organizations**

Each of the participating organizations, on behalf of their membership groups, will collaborate with the Business Council on Climate Change and the selected Firm(s) on Program implementation. Organizations will identify approved communication channels and promote education and information sessions including webinars and onsite presentations to their employees.

While the Bay Area SunShares Program is being offered to the members of each participating organization, these organizations do not endorse any Firms and will not endorse the selected Firm(s). Any participant who enters into the Program does so in his/her personal capacity and at his/her own risk and will expressly hold each of the participating organizations harmless from any liability associated with his/her decision to participate in this Program for services for his/her personal, non-work related projects.



# 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 06/20/16 to Sunday 06/26/16**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-05753	06/20/16 13:39	400 blk Cervantes Rd Portola Valley	Residential Burglary	Unknown suspect(s) entered an unlocked door to the exterior building being used as a game room and removed a computer monitor and part of a video game system. Estimated loss was \$1100. No one was seen or heard.
16-05773	06/20/16 18:47	200 blk Cinnabar Rd Woodside	Possession of Marijuana while Driving	The deputy conducted an enforcement stop on a vehicle code violation. While speaking to the driver of the vehicle, the deputy could smell the distinct odor of marijuana emanating from the interior of the vehicle. The deputy could see the marijuana in plain sight on the drivers lap. The driver confirmed there was marijuana in the vehicle and that it was his. The driver stated he did have a medical marijuana card but did not have it on him. The driver was evaluated for being under the influence, with negative results. The driver was cited for vehicle code violations and possession of marijuana while

				driving. The driver was released from the scene after signing the promise to appear.
16-05778	06/20/16 20:10	3600 blk Alpine Rd Portola Valley	Drive with a Suspended License/No Proof of Financial Responsibility	During a traffic enforcement stop, the deputy made contact with a male driver who stated that his license was suspended. The male driver was also unable to provide proof of insurance during the traffic stop. The driver was issued a citation and the vehicle was impounded.
16-05847	06/22/16 16:41	700 blk Barron Ave North Fair Oaks	Warrant Arrest	While on patrol, the deputy was waived down by a trailer park manager. The manager informed the deputy that there was a large amount of water in one of the trailers. The deputy noticed that one of the trailer doors was open. While at the door, the deputy noticed a male subject through a torn screen sitting on a bed using a cell phone. The deputy had prior knowledge that the male subject had two warrants for his arrest. A records check confirmed that the subject had two warrants and was placed under arrest.
16-05900	06/23/16 19:16	Park n Ride Woodside	Warrant Arrest	While on patrol, the deputy noticed a vehicle moving slowly westbound on the shoulder of Woodside Rd and abruptly made a u-turn across the double yellow lines. The deputy made contact with the male driver and the occupants inside the vehicle and learned that the right rear passenger had two misdemeanor warrants for his arrest. The warrant was confirmed and the male subject was placed under arrest.
16-05978	06/25/16 23:27	500 blk Hurlingame Ave North Fair Oaks	Violation of Parole/Drunk in Public	The deputy was dispatched on a fight that had occurred. The deputy made contact with a male subject who displayed several objective signs of being under the influence of an alcoholic beverage. A records check was made on the male subject that confirmed he was on parole. The subject was placed under arrest and was transported to the Maguire Correctional Facility without incident.
16-05989	06/26/16 13:50	3000 blk Woodside Rd Woodside	Driving on a Suspended License	The deputy was monitoring passing traffic when he noticed a driver holding a phone to her right ear and talking. The deputy initiated the traffic stop and made contact with the driver. The driver stated that she did not currently have a valid California driver's license as it has been suspended. The deputy ran a DMV records check and confirmed that the driver's license was currently suspended. The driver was issued a citation and

				was directed to get a licensed driver to remove her vehicle from the scene.
16-06003	06/26/16 21:30	200 blk 5 <sup>th</sup> Ave North Fair Oaks	Adw Not Firearm or Frce:gbi/Appropriation of Lost Property	The deputy was dispatched on a call of several people fighting on the street. The deputy met with the victim who stated they were involved in an altercation with one of his roommates. During the altercation, the suspect pulled out a knife and swung it back and forth as he advanced toward the victim. The deputy was advised that the suspect left the scene. While obtaining the victim's statement, the suspect with matching description, was located by another deputy and was able to locate a knife on the person. The suspect was identified and arrested. During the booking process, the deputy discovered a Social Security Card belonging to another person. The suspect was arrested and booked into the Maguire Correctional Facility.



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**Council Action Advised by July 31, 2016**

June 10, 2016

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the



Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

**2016 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

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

**Please complete and return by Friday, September 23, 2016**

League of California Cities  
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Sacramento, CA 95814

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