



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, August 10, 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.

1. **PRESENTATION** – San Mateo County Office of Environmental Health on the Ongoing Groundwater Assessment (3) of the San Mateo Plain

CONSENT AGENDA

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

2. **Approval of Minutes** – July 13, 2016 (4)
3. **Ratification of Warrant List** – July 27, 2016 (14)
4. **Approval of Warrant List** – August 10, 2016 (30)
5. **Recommendation by Sustainability and Special Projects Manager** – Adoption of Resolutions Approving and (38) Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Third Amendment to Farmers' Market License Agreement (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Third Amendment to Limited Use Parking Agreement (Resolution No. __)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

6. **Report from the Bicycle, Pedestrian & Traffic Safety Committee** – Committee Annual Report to the Town (53) Council

STAFF REPORTS AND RECOMMENDATIONS

7. **Report from Sustainability and Special Projects Manager** – Drought Update (89)
8. **Recommendation by Planning Director** – Adoption of Resolutions Approving the Final Parcel Map and (90) Subdivision Improvement Agreement for lands of Carano, 1260 Westridge Drive
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Final Parcel Map for Lands of Carano (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Subdivision Improvement Agreement Between the Town of Portola Valley and Bandel & Paula Carano (Resolution No. __)
9. **Recommendation by Town Manager** – Direct Formation of an Ad-Hoc Committee to Recommend (103) Appropriate Action or Signage to address Seasonal Roadside Parking on Portola Road at Windy Hill Preserve

10. **Discussion and Council Action** – Discussion of Assembly Bill 1362 (AB 1362) Regarding Proposed Change (107) to Appointment of Mosquito Abatement Districts

11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (114)

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.*

12. **Town Manager Report** (115)

WRITTEN COMMUNICATIONS

13. **Town Council Digest** – July 14, 2016 (116)

14. **Town Council Digest** – July 22, 2016 (126)

15. **Town Council Digest** – July 29, 2016 (132)

16. **Town Council Digest** – August 5, 2016 (142)

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).

#1

There are no written materials for the Presentation from San Mateo County Office of Environmental Health on the Ongoing Groundwater Assessment of the San Mateo Plain

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 933, JULY 13, 2016

CALL TO ORDER AND ROLL CALL

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

Present: Councilmembers 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
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS – None

CONSENT AGENDA [7:00 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of June 22, 2016.
- (2) Approval of Warrant List: July 13, 2016, in the amount of \$189,324.27.
- (3) Report from Planning Director & Planning Intern – Annual Housing Element Progress Report 2015

Councilmember Richards moved to approve Items 1, 2, and 3. Seconded by Councilmember Aalfs, the motion carried 5-0 by roll call vote.

REGULAR AGENDA [7:01 p.m.]

STAFF REPORTS AND RECOMMENDATIONS

- (4) Council Discussion – Presentation by Accela on Civic Engagement Smart Phone Tool

Town Manager Dennis introduced Drew Baker of Accela. Mr. Baker presented the Accela CRM (Citizen Relationship Management) App. He described the customizable app and described the variety of ways it is used in various communities.

Mayor Derwin called for questions from the Council.

In response to Vice Mayor Hughes' question, Mr. Baker said many cities rename the app to something specific to their community and promote it with press release tools provided by Accela. The app can then be downloaded from the app stores.

Vice Mayor Hughes explained the Town has a variety of existing communication systems such as email lists and SMC Alert to get messages out to residents. He asked if there was an ability to integrate the app with some of those existing systems. Mr. Baker said they can be tied together. He described the process of customizing the buttons that link to URLs. He said they are currently developing the ability to provide push notifications.

Councilmember Aalfs asked if there was a discussion forum section on the app. Mr. Baker said Accela has a couple of other apps that provide the ability to have discussion forums around projects, ideas, and

initiatives. He said this CRM app is centered around front-line communication and gathering service requests.

Vice Mayor Hughes explained that Portola Valley contracts for services such as fire and police. He said many requests would not be handled at Town Center and would be referred out. He asked if the app could assist with that. Mr. Baker said each specific request can have communications to individuals or departments as long as there is an email address. The request could come into Town Center and someone in Town Center would review the message and then forward it to the appropriate agency. He said if the citizen submitting the request was clear it was a public safety issue, the request would go directly to the appropriate agency without being reviewed by the Town Center. He said the Town Center can always generate reports of usage.

Mayor Derwin asked regarding the process if the Town of Portola Valley chose to adopt this service. Mr. Baker said the Town would sign a one-year subscription, a Software as Service (SAS) model. He said Accela would then train staff and they'd be up and running in 30 to 45 days.

In response to Vice Mayor Hughes' question, Mr. Baker said the pricing is a flat rate annual subscription. Town Manager Dennis said staff has already met with Mr. Baker and discussed the pricing, which is nominal. He said this presentation was to present the app to the Council to show what the future could look like and to receive their feedback rather than just adopting the system at staff level under their own spending authority.

Vice Mayor Hughes asked if there were any concerns that staff would be able to handle the volume of requests if a lot more people started reporting things. Town Manager Dennis said he was confident staff could handle an increase in traffic related to any service requests. He said most people today interact with websites through their phone, and trying to use the Town's website through a phone is difficult. He said while using this app as kind of a skin over the current website, staff can continue to work on improving the current website. He said he uses the app in Redwood City, where he lives, and thinks it is fantastic.

Councilmember Richards asked if this app would augment some of the other engagement tools the Town's been looking at. Town Manager Dennis said the recently adopted Placeworks Tool for the Town Center Master Plan process is a standalone tool used for very specific projects. He said this Accela app would be the primary mechanism for residents to communicate with the Town and get information about what the Town does. He said staff has also been having internal conversations about a Parks and Rec software.

In response to Councilmember Aalfs' question, Town Manager Dennis said the Town does not have an existing CRM system.

Hearing no further questions, Mayor Derwin invited questions or comments from the audience. Hearing none, Mayor Derwin brought the item back to the Council for discussion.

Town Manager Dennis said he was not looking for particular direction tonight. He said staff was very excited about it and wanted to show the Council what is possible and what is available. He said as the Communications person continues her audit and research, they will come back with a package to present to the Council.

Councilmember Richards said it was intriguing and interesting. He said his main concern was possible overload with too many systems, taking care not to send residents in too many different directions.

Vice Mayor Hughes said he wanted to know how well it ties in with other things so residents don't get confused with several different ways to do the same thing.

Town Manager Dennis said this app would give staff an opportunity to consolidate some of the materials coming in from residents. He said it currently comes in haphazardly and differently for each staff member.

Mayor Derwin said she thought the intersection between technology and government in Portola Valley was somewhat antiquated. She said it would be very useful for residents and looked forward to it being brought back to the Council.

(5) Report by Town Manager – Preliminary Discussion of Potential Affordable Housing Solutions and Direction to Staff.

Mayor Derwin said the Council identified housing as a number one priority this year. She said tonight begins the journey toward finding solutions to the housing crisis in Portola Valley. She said staff did a stellar job of compiling the data and research to explain how the Town arrived at the job/housing gap of a historically unprecedented percentage, as well as tracking what the Town has done to try to address the problem in the past years. She said the traffic problem in the area is inextricably bound to the housing crisis. She said staff has been directed to answer questions such as – “How do we engage the community in this incredibly important discussion? What roles should our Commissioners and Committee members play? What specific potential solutions should the staff research and come back to the Council with? What sort of timeline is the Town looking at?” She said the Council hopes for a robust and lively community dialogue about how to solve the problem with the broadest participation possible.

Town Manager Dennis presented the staff report. He said staff was seeking direction in the preparation of an affordable housing discussion in the coming months. He said staff wants to understand what kind of timeline they should be preparing for and developing related to a discussion around affordable housing tools; what type of community engagement related to the types and number of meetings, what kind of online engagement tools should be used; the roles for the Commissions and Committees; and a scope of staff research on affordable housing tool ideas for consideration by the Council. Town Manager Dennis went through the key points in the detailed staff report.

Town Manager Dennis said staff is eager to hear from the Council regarding the listed topics, with the goal of coming back to the Council with a framework for a proposal to be adopted by the Council. He said there will also be a robust community discussion, but staff would like a sense of the breadth of the type of research the Town Council would like conducted, the type of community engagement process, etc. He said as reflected upon by the Mayor, the success of this endeavor will be directly related to the quality of the community engagement. He said they are eager to have a process that includes as many people as possible and gives people many ways to participate. He said that will subsequently give the Council the ability to understand where the community is and make some decisions.

Mayor Derwin called for general questions from the Council.

Councilmember Wengert said that looking at this issue in the broadest sense, it will be an interesting process that must be defined in terms of how it should be tackled. She said part of it has to do with ideas coming to the Council regarding generating affordable housing, obviously engaging the community in that discussion in a very robust fashion. She said today it may make more sense from the perspective of separating the issues into buckets – one bucket related to second units, another bucket would be potentially new projects affiliated with the institutions in Town (affiliated housing), the third bucket could be new projects that would be considered on parcels owned by the Town or for which the Town has potential to acquire, and other major organizing groups of projects or approaches. She said that is one way to think about at first, and then think about how to engage everybody in these discussions. She said next would be the review of the ideas that surface coming from those different approaches. She said the Planning Commission did substantial work on the affordable housing issue last year, and it hasn't generated enough additional potential housing availability to the satisfaction of this group and clearly relative to the general scope and scale of the problem. She said it's not getting better, it's getting worse. She said the Town must be more aggressive. She said the Council could provide direction to the Planning Commission and also ask for their input in terms of some of the things the Council is thinking about doing. She said the Council can then move into the other categories however they are ultimately set up. She

said the existing categorizations of options should be framed, and maybe explore what other communities have thought about or have started to work on. She said that an organizing principle and hearing what the Councilmembers have to say about some of those areas would be beneficial as a starting point.

Councilmember Aalfs said the Council should think about how to engage with surrounding communities. He said a large part of the solution won't happen here, it will happen closer to the Bay, closer to Transbay corridors. He said the idea of some engagement with the goal of housing outside of Portola Valley should be a tool on the table, one of the options to look into – whether it's just continuing to engage with ABAG or RHNA. Councilmember Wengert agreed.

Councilmember Richards said, with the exception of engagement with neighboring communities, all of these avenues were outlined in fairly broad terms in the executive summary from the ad hoc Housing Committee a while back. He said the list already exists and the Council needs to prioritize it and decide which end to start at, as Councilmember Wengert suggested. He said some new ideas have probably cropped up since then and new possibilities will shoot up in those same categories. He suggested the Council go on that basis so there is a basic organization to work from.

Councilmember Wengert said that during the Housing Element discussion there was a great deal of conversation about potential opportunities for the Town to fund development in places where it may make more sense for higher density than would make sense in Portola Valley. She asked if the Town Manager had any knowledge about anything related to that going on within the region or the County. Town Manager Dennis said there had been considerable and exceptional work on this done in San Mateo County. He said the primary tool for bridge gap funding for affordable housing is the Housing Endowment Regional Trust (HEART), which has been active for 12 years and is partially responsible for the development of hundreds of affordable housing units throughout the community. He said there has been engagement between that organization and the County of San Mateo and a number of cities related to the housing impact fee conversation. He said the housing impact fee was a response partially to a decision that the court's made making it impossible for cities to have inclusionary housing fees for rental properties. He said cities went back out to try to figure out how to continue to collect monies for the purposes of the development of affordable housing. He said as each city went through its own nexus study, the conversation turned to allocating portions of that money back towards HEART. He said the County, a few weeks ago, made an announcement that a number of cities have said they're planning to do just that. Mayor Derwin said the County is going to contribute half of their impact fees to HEART. Councilmember Wengert asked if HEART would become the depository of the funds coming in and then allocate it. Mayor Derwin said it is an option and other cities are looking at it. Town Manager Dennis said HEART does not have its own funding mechanism and relies on contributions from member agencies and any other sources they can get. He said in some ways this is a development of a permanent funding source for them for some period of time, whereas the counterpart for HEART in Santa Clara County, the Housing Trust Silicon Valley, has had a permanent funding source since they first developed. He said this greatly increases the capacity for HEART to partially develop, through bridge gap funding, all types of larger affordable housing projects, particularly near transit centers and such.

Councilmember Aalfs asked regarding Silicon Valley's funding mechanism. Town Manager Dennis said he couldn't recall, but he would get back to Councilmember Aalfs with that information. He said they started with some money from HP and a few other sources as seed funding, and they've invested some of it. He said there is a sharing concept within private institutions, such as between schools, where they've developed some affordable housing on their sites and other schools will do the same, and the employees of one school will live at the other school's housing.

Vice Mayor Hughes said a lot of the data received is about the regional problem and not specifically focused on Portola Valley, which is different in a lot of ways from other communities. He said he thought, however, there were issues that could be addressed in Portola Valley. He said mechanisms would include going through the list from the Ad Hoc Affordable Housing Committee, and also conducting an information collection effort in Town from the people who are affected, actually asking the people who drive hours a day to come work in Town – such as Roberts, the schools, the Fire Department, the

Sheriff's Department, the Sequoias, or Town staff, and elderly people who are being forced to move out – and ask them what would make things better for them.

Mayor Derwin said two-thirds of the San Mateo County Sheriffs live out of the County, some as far as 200 miles away. Vice Mayor Hughes said many construction workers are also coming into town for work from great distances. He said this also affects the traffic problem. Councilmember Aalfs wondered if those commutes from out of town count toward the Town's GSD emissions.

Councilmember Wengert said she thought there would be a very robust response that would confirm the very clear need. She said the question can be refined to where the Town is asking how they can help the residents here. Vice Mayor Hughes said he would not want to recommend, for example, affiliated housing for Roberts employees and the Roberts employees say they don't want to live here and would use the inclusionary fee to help them live in Redwood City. Councilmember Wengert said the question in her mind is when and what is asked of the community. She said she does not want to bombard people with too much because one of the most useful things will be to hear the community's input on what they think is acceptable. Is it acceptable to look at bigger second homes? Is it acceptable to look at a second home on smaller lots than we currently allow? Is it acceptable to allow for internal revamping of a current home to allow for a second kitchen and second unit for a live-in caregiver or an adult child? She said input like that will be critical to help direct all of the groups (the Committees, the Commissions, the Council, etc.) that would work on those solutions.

Vice Mayor Hughes said the two go hand-in-hand. He said what can we do and what do people want us to be able to do is one question, but that list should overlap with what people actually need and want. He said people may build second units that nobody wants to rent, or the demand may be for other types of housing rather than living in somebody else's house. He said it needs to tie in with the needs in Town.

Councilmember Aalfs said there is data on that exact point from 2012. He said the data may be somewhat outdated and would be interesting to compare. He said it was not very specific information and suggested the wording of the questions asked this time will be critical. Mayor Derwin said she worked on the Closing the Job/Housing Gap Task Force in the County for nine months with an extremely diverse group of people. She said out of that came a number of recommendations. She said the group's staff is going to launch a marketing plan in the next few months called "Home For All." She said they will have a special Accessory Dwelling Unit (ADU), section on the website with resources. She said they are currently piloting community engagement on an extremely controversial project in Half Moon Bay that MidPen wants to develop. She said they can also do an informational and educational presentation for Portola Valley residents. She said she really wants impact fees studied. She said Santa Cruz and Piedmont have very advanced work in ADUs with prototypes, manuals, parking, and Airbnb problems. She said the reconfiguration of houses and shared housing through HIP Housing can be examined. She said it has not been promoted enough.

Councilmember Aalfs said the September-October timeline seems kind of tight for the kind of process they're talking about and suggested September-November may be more reasonable. He suggested it may be more useful if the community engagement took the form of focus groups, and where staff looks at all the options generated, and then brings a preliminary report of some of the ideas presented back to Council. Town Manager Dennis said the provided timeline is just a starting place and not a recommendation at all. Councilmember Aalfs said he wouldn't want to take too long and thought eight months was reasonable.

Town Manager Dennis said when HEART was being developed, the founders of that organization did approximately 30 charrettes throughout San Mateo County with about 50-60 people each. He said they started with a set of broad questions about what people thought was going on in their communities, and then focused in on their thoughts about housing issues, then took them through an exercise giving them data and seeing if the data had any change. He said they found that a lot of people did not know there was an affordable housing issue, but after a moderated conversation related to it, they had a different take. He said it was very enlightening and there are certainly people in the broad community that do not recognize there is an affordable housing issue.

Councilmember Aalfs said the event Kristi Patterson put on with the Audubon, The Climate, was great. He said he would like to see a moderated discussion possibly in September or October. He said online tools would also be of great help with that.

Councilmember Wengert said since there four or five major areas to pursue, the idea of focus groups specifically related to them can be very valuable. She said the next level down on the timeline is where there will be very specific meetings, discussion, and engagement related to each of those ideas, because there can be multiple ideas that the Town ultimately adopts.

Councilmember Richards said that with five or six rather robust areas to be discussed, if they are all being done in parallel, the focus groups would be essential. He said he does not see how it can all fit in. He said the second unit issue is where the Town is the strongest. Councilmember Aalfs said the community engagement, including those different focus groups, might have to continue into 2017, so it may be where that continues, along with a committee review. He said rules can be reviewed as the focus groups work, especially if starting with second units in September or October, and then looking at whatever rules changes may have to be made in January or February. He agreed that if there are five different areas with focus groups around each of them that will take more time than September through October. Town Manager Dennis said he has had conversations recently with the Director of Core Services of the Peninsula Conflict Resolution Center (PCRC), who the Town has a contract with, he said they were available to help the Town run some of those meetings. He said in addition to the Town Manager, the Planning Director, and other staff members participating in those meetings, PCRC can also be an available resource for a very nominal fee.

Mayor Derwin called for questions from the audience.

Sue Crane said we've gone through so many years of looking internally at our housing element and we have adjusted it. I'm wondering if we need to think again about if there are any tweaks or changes that we can do. Speaking as a Sequoias resident, I wonder if the Sequoias could provide housing for their employees; which could add to our low cost units. Could it be possible for them to create housing there for their employees knowing that the Woodside Priory is providing housing for their employees? We have dealt with second units, and what kind of success was that? What we have here to offer is open space. I'm not sure, but is it possible for us to be able to enable people to be a little bit closer to Redwood City amenities? In other words, to look at affordable housing county wise as well as city wise. What is really best for the needs of residents in this category? I wonder how plausible this is.

Town Manager Dennis said Governor Brown has a proposal to make certain types of affordable housing projects allowed by right, which means, in theory, that municipalities wouldn't have the ability to say no to those types of projects. He said Menlo Park sent a statement back to the Governor opposing that proposal. He said in the conversations he's had with the Planning Director and the Town Attorney, this proposal doesn't affect Portola Valley. He said communities that have a particular type of zoning designation would have that "by right" put on top of their current zoning, but because Portola Valley doesn't have that type of zoning, it wouldn't affect us. Ms. Crane said she wishes Portola Valley could be broader. She asked if the Town really knew how many second units have been accomplished. She asked if the Town was still dealing with this issue because they had not reached the requisite number for the State.

Mayor Derwin said the Town has reached the requisite number. Vice Mayor Hughes said there are two different issues. He said there is a number that must be achieved for the State, which has been achieved with the Housing Element, and that has not been a problem. He said the Town meets the State's required number by building the required number of units, but the units do not get occupied, or if they do get occupied they're being leased out by Airbnb and are not actually helping the Town provide affordable housing for people. He said the Council is trying to look beyond the last effort, which was focused on the Housing Element, which much be revised every few years, and think beyond that toward a solution that actually provides affordable housing, and not just satisfying the State requirement.

Mayor Derwin said this is the number one issue all over the Bay Area. She said she attended a Bay Area Council event and all they talked about was the need to build housing at all price points. She said it's a critical issue and every jurisdiction in the Bay Area has to contribute.

Virginia Bacon said that as a realtor she sees how disheartening it is and the Town needs to find a way to do something. She said the two issues are affordable housing that meets the needs of the Town residents. She said the term "affordable housing" is negative. She said in these times, where we're seeing a clash of cultures, it is quite upsetting. She said she'd like Portola Valley to describe their housing needs as their housing options program instead of affordable housing. She said she would like to see what kind of incentives can be provided for people so that people can afford to do provide that extra value. She said the Town needs to actively go out and locate some of these people. She said she went to a meeting yesterday where they talked about the Town Center, and everything was focused on organizations, she thinks there are a lot of people in Town that fall into the category of not being in one of those groups and she'd like to see them also have some involvement. She said she was a young kid when she came here 40 years ago, and now, as she's getting older, she's beginning to understand some of the needs that are different from the needs of the younger people. She asked how those needs would be satisfied – support in the home, etc. She saw people are moving to different kinds of housing that provide more conveniences for walking or getting to doctor's appointments, getting food, etc. She said this is critical to our Emergency Preparedness. She said she would like to see more focus on how the Town can develop our neighborhoods, pooling our neighborhood characteristics and bringing people together.

Vice Mayor Hughes said he understands that the term affordable housing sometimes has a negative connotation. He suggested that if we collect information from the people we talk to every day – at Roberts, the teachers, the firefighters that have to drive hours every day to come to work in Portola Valley – the more we can put a face on it, that neighborhood feeling, then people will appreciate the problem a lot more and how it affects us personally and understand it is not just a regional issue.

Nicholas Targ, Planning Commissioner, complimented the Mayor and Town Council for bringing the issue forward. He said the approach taken two or three years ago when working on the Housing Element was to satisfy the specific requirement in front of the Town. He said when they completed the "have to" they put off the "want to." He said the Town is currently bringing forward leadership at a time it is needed. He said the leadership can be looked at in a couple of different ways. He said one is local leadership, the principles in our General Plan. He said affordable housing is an intensely local decision once the "have to" requirements have been met. He said there are issues such as subservience to the environment, greenhouse gas conditions, neighborhood-ness, maintaining a small local government – all of which are bedrock to who Portola Valley is. He said there are issues of leadership in the regions. He asked, after we've satisfied what we need to do, how things are moved forward to San Mateo County. He asked what it means for East Palo Alto to not have enough water to be able to build what will be intrinsically workforce housing and what Portola Valley's role will be. He asked what the Town can do to help communities that situated – because of topography, geography, and economics – need to place people next to jobs, next to transportation. He said there are also things that can be done at the State level. He said there is a bill presently pending in the State's budget to free up individuals to address issues of affordable housing. He said we want local control but also want a government that allows people to do what people intrinsically want to do. He said there are issues of accessory dwelling units also pending in the State and it would be interesting to know what Portola Valley would want to do in terms of support of those kinds of initiatives. He said there are issues of partnering with communities that are similarly situated – Portola Valley, Woodside, Los Altos Hills – and, to a greater or lesser extent, have certain commonalities based on topography and geology. He said we are on the San Andreas Fault. He said there are transportation issues and the way the economy is functioning with job/housing balances. He said there are things that could be done collectively and allow us to learn from each other. He asked, in thinking about the kinds of communications we want to have, what product is trying to be achieved? He asked if we were planning to put forward a strategic plan for generation of affordable housing. He asked if we would have guiding principles to put forward with near-term and long-term goals. He said the baskets can be prioritized – housing type, possible changes in land use, use of incentives, existing affordable housing trust fund in lieu of fees, etc. – and then the decision can be made about what product the Town wants to achieve.

Hearing no further questions or comments, Mayor Derwin brought the item back to the Council for discussion.

Vice Mayor Hughes reiterated Planning Commissioner Targ's question of what product the Town hoped to be achieved as a result of the process. He suggested a strategic plan with specific recommendations for longer-term projects.

Councilmember Wengert said each approach considered should be vetted enough to start an initial strategic plan for each basket. She said they should overlap versus doing them each sequentially, which will take too long. She said the Council should be aggressive in starting the processes and defining the baskets. She said it starts with prioritization. She recommended staff specifically define and prioritize the baskets, then develop an initial plan for each of them.

Councilmember Richards said the Councilmembers have been engaged with the issue long enough that they have pretty good ideas about what they think ought to happen. He said each Councilmember can come up with a wish list for each of the baskets that could jumpstart the process and then have something to evaluate, which will provide the groundwork for the overall strategic plan.

Mayor Derwin asked if all the baskets had been defined.

In response to Councilmember Richards' question, the Council agreed that creating affordable housing outside of Portola Valley should be added to the list.

Councilmember Wengert said using subsidies to incentivize residents to build second units should be added to the list.

Councilmember Aalfs said it should be considered what subsidies could be tied to deed restrictions that require a second unit to be rented. Town Attorney Prince said they've looked at that option and determined that while you can deed restrict a unit, you cannot force it to be rented. She said the concern about subsidies for second units is that the subsidy would end up being provided for a unit that is never rented out. She said it was something that could be further explored as things have changed a lot in the last three years and there may be newer ideas on how to restrict things. Councilmember Aalfs said he was suggesting incentivizing performance (renting out a unit) as opposed to a structure or an actual unit.

Councilmember Wengert said in looking at all of this, it can pretty quickly be laid out, possibly coming back at the next meeting. She said there is so much to do, there is some urgency to get going, but with no shortcuts relative to engagement with the community, collecting new ideas, and making sure everybody understands. She was supportive of the idea of a housing summit so that people understand the magnitude of the problem.

Councilmember Wengert said modular units may also be considered.

Mayor Derwin asked for Council discussion in terms of a timeline. The Council agreed on the goal of having a strategic plan by early next year.

Planning Commissioner Targ said there may be some issues that the Council could move forward with directly without a lot of public discussion and others that may need to be developed through a strategic plan.

Ms. Crane asked if the Town could consider revisiting the Housing Element again in mixed housing, going outside the box such as a shopping center or an apartment club.

Town Manager Dennis said the concept is worth revisiting, but it wouldn't be necessary to open the Housing Element in order to do that. He explained that the Housing Element is a required state mandate to plan for housing in a community over a period of time. He said the Council's discussion right now is

related to anything additional beyond that. He said that could be part of one of the baskets being discussed, but would not require the Housing Element to be reopened.

Virginia Bacon suggested the Council approach residents who have lived here a long time and ask them why they don't have second units.

Councilmember Wengert said Ms. Crane's comments raised the question of whether or not the Town's zoning in some of the major corridors was appropriate. She said that may be a longer strategic question to address, but it is an idea worth considering.

Town Manager Dennis said staff will provide Council with a draft Strategic Plan for Housing Options and Community Engagement at a September meeting.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [8:33 p.m.]

Councilmember Aalfs – Attended Peninsula Clean Energy (PCE) meeting, where they signed the power supply and multiple funding agreements which involved the County, PCEA, negotiations with three power service providers, Barclay's Bank, and three law firms, totaling approximately 12 agreements. He said the CEO, who has been onboard six weeks, is doing a great job. He said that the first postcard mailing for notifications will be mailed on July 18 to small and medium commercial and municipal accounts, and to 50,000 residential accounts. In response to Vice Mayor Hughes' question, Councilmember Aalfs said if Portola Valley residents want to opt into Phase 1, they will be able to do so online on Monday. Councilmember Aalfs will provide the information to the Town Manager to share with the Town. He said PCE continues to work transferring people who are on net metering.

Councilmember Wengert – Attended the July 12 Town Center Master Plan Update Committee meeting, with Vice Mayor Hughes, where they saw a demonstration on the PlaceWorks public engagement tool, and discussed the proposed community survey to be launched on August 16. The committee's next meeting is scheduled for September, where they can discuss some of the early results from the survey.

Councilmember Richards – Attended a Conservation Committee meeting where there was a bit of confusion over their review of the Ranch plant list, which has been resolved. He attended an ASCC meeting where they approved the Ranch's plant list and revised design guidelines. He said they also reviewed two large homes. He said they approved another exception to the 85 percent rule, which he thinks may be becoming too common an occurrence. He said they approved a permit for a general plan and zoning ordinance amendment, conditional use permit, and variance for Windmill School. He said they still need to work on the landscape plan, parking, and traffic concerns. They also discussed the aesthetics of the actual windmill at the property. He said they reviewed a preliminary site development permit for grading of a play area and hillside restoration at 145 La Sandra Way.

Vice Mayor Hughes – Attended a Bicycle, Pedestrian & Traffic Safety Committee meeting and heard from concerned parents regarding traffic safety for children at the Alpine/Los Trancos intersection and additional traffic concerns. The sheriff reported on the citations issued for the month of July. He said the Public Works Director reported that the slurry seal project is complete and restriping will occur soon. He said CalWater has restarted their roadwork on Portola Road and is expected to complete repaving by September 1. He said the sewer project on Georgia Lane is ongoing. He said the right of way trimming is complete at the Los Trancos/Alpine intersection which improved the sightline visibility. He said the Town maintenance staff is doing invasive weed targeting, currently working on yellow star thistle. He said the Committee will present Council with a proposal on permanent signage for the Windy Hill parking lot.

Mayor Derwin – Attended the last Closing the Job/Housing Gap Task Force meeting which reviewed the website and marketing branding that will go live late summer, early fall. She said there was a push by housing advocates for the Supervisors to put a housing bond on the fall ballot. They voted against the bond and will instead place on the ballot an extension of the sales tax for 20 years. She attended a Grand Boulevard Initiative meeting, which is a regional collaboration dedicated to the revitalization of the El

Camino Real corridor, from Daly City to San Jose. She attended a MidPen Picnic at Cooley Landing where they heard a speaker from Latino Outdoors. She said Portola Valley didn't get on the budget and she suggested Councilmembers attend their events and talk to the MidPen people. She said she and the Town Manager attended the Shanghai Municipal People's Congress Delegation reception.

(7) Town Manager Report – Town Manager Dennis said he posted Neighborhood Watch information to the PV Forum and sent it to a few residents that showed interest in the program. He said the Town Hall was recertified as a Green Business by the San Mateo County Green Business Program. He said they will be working with the Library and the Sequoias to also become recertified. He said he was pleased with how well the renovation in front of the Schoolhouse is coming along. He said the landscaping will occur in the fall and that lighting is expected to be installed within the next few days. He said the road striping is expected to be completed tomorrow. Councilmember Richards noted that a speed bump on Corte Madera still needs striping. Town Manager Dennis will check with the Public Works Director about it.

WRITTEN COMMUNICATIONS [9:03 p.m.]

(8) Town Council Digest – June 24, 2016

#6 and #7 – Report from San Mateo County Sheriff's Office – Incident Logs for 5/30/16-6/6/16 and 6/6/16-6/12/16. Councilmember Aalfs asked how many burglaries have occurred this year. Town Manager Dennis will check and get back to him.

(9) Town Council Digest – July 1, 2016

#7 – Letter for Unidentified Resident re: License Plate Readers & Chipping Program Personnel. Mayor Derwin asked the Town Attorney if anonymous letters need to be recognized. Town Attorney Prince said it is policy that if a letter is addressed to all of the Council it automatically gets placed into the Digest, but no response is required to anonymous letters.

#9 – Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October. Mayor Derwin said she will attend the League of California Cities 2016 Annual Conference.

(10) Town Council Digest – July 8, 2016

#6 – Memo from Sustainability & Special Projects Manager re: Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program. Councilmember Aalfs asked for specifics regarding the SunShares Program. Town Manager Dennis explained it is a program similar to what the Council has looked at in the past promoting EV programs. This letter indicates the Town's support for the program and that representatives from the Business Council on Climate Change may promote the program in Portola Valley.

ADJOURNMENT [9:09 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
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City	Bank	Check No.	Check Date	Discount Amount
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ABAG PLAN CORPORATION	2016-17 Plan Premiums	17712	07/27/2016	
			07/27/2016	
375 BEALE STREET	0006		07/27/2016	0.00
SAN FRANCISCO	BOA	50841	07/27/2016	0.00
CA 94604-2050	18PREM16.17			53,971.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4304	Liability Insurance/Bonds	47,199.00	0.00
05-66-4350	Property Insurance	6,772.00	0.00

Check No.	50841	Total:	53,971.00
Total for	ABAG PLAN CORPORATION		53,971.00

ANIMAL DAMAGE MGMT INC	May Pest Control	17714	07/27/2016	
			07/27/2016	
16170 VINEYARD BLVD. #150	804		07/27/2016	0.00
MORGAN HILL	BOA	50842	07/27/2016	0.00
CA 95037	90128			295.00

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

Check No.	50842	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

ASSOCIATED BUSINESS MACHINES	Maint Agmt 8/1/16 - 7/31/17	17715	07/27/2016	
			07/27/2016	
1552 BEACH STREET	0017		07/27/2016	0.00
EMERYVILLE	BOA	50843	07/27/2016	0.00
CA 94608	2160929			830.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	830.00	0.00

Check No.	50843	Total:	830.00
Total for	ASSOCIATED BUSINESS MACHINI		830.00

ASSOCIATION OF BAY AREA GOV'TS (ABAG)	Annual Dues, FY 16-17	17713	07/27/2016	
			07/27/2016	
P.O. BOX 2050	0592		07/27/2016	0.00
OAKLAND	BOA	50844	07/27/2016	0.00
CA 94604	1055829			1,617.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,617.00	0.00

Check No.	50844	Total:	1,617.00
Total for	ASSOCIATION OF BAY AREA GOV		1,617.00

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AT&T	6/6/16-7/5/16 Statement	17716	07/27/2016	
			07/27/2016	
P.O. BOX 9011	441		07/27/2016	0.00
CAROL STREAM	BOA	50845	07/27/2016	0.00
IL 60197-9011				306.97

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	306.97	0.00	

Check No.	50845	Total:	306.97
Total for	AT&T		306.97

BANK OF AMERICA	June Statement	17772	07/27/2016	
Bank Card Center			07/27/2016	
P.O. BOX 53155	0022		07/27/2016	0.00
PHOENIX	BOA	50846	07/27/2016	0.00
AZ 85072-3155				5,060.63

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4168	Water Conservation Committee	50.51	0.00	
05-64-4308	Office Supplies	952.36	0.00	
05-64-4311	Internet Service & Web Hosting	134.99	0.00	
05-64-4312	Office Equipment	2,936.75	0.00	
05-64-4326	Education & Training	805.00	0.00	
05-64-4336	Miscellaneous	174.02	0.00	
05-64-4337	Bank Fees	7.00	0.00	

BANK OF AMERICA	ACEEE Conference - Lodging	17773	07/27/2016	
Bank Card Center		00006379	07/27/2016	
P.O. BOX 53155	0022		07/27/2016	0.00
PHOENIX	BOA	50846	07/27/2016	0.00
AZ 85072-3155				900.60

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	900.60	900.60	

Check No.	50846	Total:	5,961.23
Total for	BANK OF AMERICA		5,961.23

BAY 101 ROOFING	Deposit Refund, 22 Adair	17717	07/27/2016	
			07/27/2016	
1268 STATE STREET	593		07/27/2016	0.00
ALVISO	BOA	50847	07/27/2016	0.00
CA 95002				1,000.00

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

Check No.	50847	Total:	1,000.00
Total for	BAY 101 ROOFING		1,000.00

BILL HAMILTON ROOFING	Deposit Refund, 527 Cresta Vis	17718	07/27/2016	
			07/27/2016	
230 HARRISON AVENUE	1219		07/27/2016	0.00
CAMPBELL	BOA	50848	07/27/2016	0.00
CA 95008				1,000.00

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

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

Check No.	50848	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

PAIGE BISHOP	Reimb, PV Concert Series	17719	07/27/2016	
	Banner Adhesive Dates		07/27/2016	
131 GROVELAND STREET	712		07/27/2016	0.00
PORTOLA VALLEY	BOA	50849	07/27/2016	0.00
CA 94028				68.90

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	68.90	0.00

Check No.	50849	Total:	68.90
Total for	PAIGE BISHOP		68.90

VIRGINIA BORELLI	Refund Deposit, Event 7/16/16	17720	07/27/2016	
			07/27/2016	
360 ESCOBAR ROAD	0593		07/27/2016	0.00
PORTOLA VALLEY	BOA	50850	07/27/2016	0.00
CA 94028				100.00

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

Check No.	50850	Total:	100.00
Total for	VIRGINIA BORELLI		100.00

BREATHE CALIFORNIA	Deposit Refund, Event 7/9/16	17721	07/27/2016	
			07/27/2016	
1 SUTTER STREET	0052		07/27/2016	0.00
SAN FRANCISCO	BOA	50851	07/27/2016	0.00
CA 94014-1999				100.00

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

Check No.	50851	Total:	100.00
Total for	BREATHE CALIFORNIA		100.00

CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report, Apr-June '16	17751	07/27/2016	
			07/27/2016	
2525 NATOMAS PARK DRIVE	458		07/27/2016	0.00
SACRAMENTO	BOA	50852	07/27/2016	0.00
CA 95833				351.90

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	351.90	0.00

Check No.	50852	Total:	351.90
Total for	CALIFORNIA BLDG STANDARDS C		351.90

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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

CCAG	FY 16-17 Annual Member Dues	17722	07/27/2016	
City of San Carlos Finance			07/27/2016	
600 ELM STREET	0028		07/27/2016	0.00
SAN CARLOS	BOA	50853	07/27/2016	0.00
CA 94070-3085	18512			15,091.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	15,091.00	0.00

Check No.	50853	Total:	15,091.00
Total for	CCAG		15,091.00

CRYSTAL CIANCUTTI	Refund Permit Fee, Cancelled Permit Application	17725	07/27/2016	
3 GROVE COURT	0583		07/27/2016	0.00
PORTOLA VALLEY	BOA	50854	07/27/2016	0.00
CA 94028				3,465.02

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3060	Building Permits	1,080.32	0.00
05-14-3063	Inspection Fee	2,350.00	0.00
05-14-3073	BSA Fee	14.00	0.00
05-14-3074	SMIP Fee	20.70	0.00

Check No.	50854	Total:	3,465.02
Total for	CRYSTAL CIANCUTTI		3,465.02

CITY OF BELMONT	Meeting/Dinner, Derwin/Aalfs	17726	07/27/2016	
ATTN: CITY CLERK			07/27/2016	
ONE TWIN PINES LANE	511		07/27/2016	0.00
BELMONT	BOA	50855	07/27/2016	0.00
CA 94002				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	100.00	0.00

Check No.	50855	Total:	100.00
Total for	CITY OF BELMONT		100.00

CITY OF REDWOOD CITY (IT)	June IT Support	17727	07/27/2016	
P.O. BOX 3629	586		07/27/2016	0.00
REDWOOD CITY	BOA	50856	07/27/2016	0.00
CA 94064	BR40557			2,111.08

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

Check No.	50856	Total:	2,111.08
Total for	CITY OF REDWOOD CITY (IT)		2,111.08

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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
COMCAST	WiFi, 7/21 -8/20/16	17723	07/27/2016	
			07/27/2016	
P.O. BOX 34227	0045		07/27/2016	0.00
SEATTLE	BOA	50857	07/27/2016	0.00
WA 98124-1227				90.95

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	90.95	0.00	
		Check No. 50857	Total:	90.95
		Total for COMCAST		90.95

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
COUNTY OF SAN MATEO	FY 15-16 Annual Contribution	17724	07/27/2016	
Airport Comm Roundtable Fund			07/27/2016	
JENNY SPATARO, FOS	0420		07/27/2016	0.00
REDWOOD CITY	BOA	50858	07/27/2016	0.00
CA 94063				750.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	750.00	0.00	
		Check No. 50858	Total:	750.00
		Total for COUNTY OF SAN MATEO		750.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COUNTY OF SAN MATEO	FY 16-17 Contribution	17764	07/27/2016	
HSA - HOT Program			07/27/2016	
1 DAVIS DRIVE	0598		07/27/2016	0.00
BELMONT	BOA	50859	07/27/2016	0.00
CA 94002				2,763.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4222	Community Services	2,763.00	0.00	
		Check No. 50859	Total:	2,763.00
		Total for COUNTY OF SAN MATEO		2,763.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
DEPARTMENT OF CONSERVATION	SMISHMF Qtrly Report, Apr- June 2016	17752	07/27/2016	
Division of Administrative			07/27/2016	
801 K STREET MS22-15	0054		07/27/2016	0.00
SACRAMENTO	BOA	50860	07/27/2016	0.00
CA 95814-3531				968.69

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	968.69	0.00	
		Check No. 50860	Total:	968.69
		Total for DEPARTMENT OF CONSERVATIO		968.69

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
FEDEX	Shipping Charges	17728	07/27/2016	
			07/27/2016	
P.O. BOX 7221	0066		07/27/2016	0.00
PASADENA	BOA	50861	07/27/2016	0.00
CA 91109-7321	5-481-41717			129.80

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
05-64-4308	Office Supplies	83.62	0.00	
96-54-4186	Attorney - Charges to Appls	26.29	0.00	
96-54-4194	Engineer - Charges to Appls	19.89	0.00	

Check No.	50861	Total:	129.80
Total for	FEDEX		129.80

FLORA FAMILY FOUNDATION	Refund Deposit, 7/9/16 Event	17729	07/27/2016	
2121 SAND HILLS ROAD, STE 123	527		07/27/2016	0.00
MENLO PARK	BOA	50862	07/27/2016	0.00
CA 94025				1,350.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2561	Community Hall Deposits	1,250.00	0.00	
05-00-2562	Field Deposits	100.00	0.00	

Check No.	50862	Total:	1,350.00
Total for	FLORA FAMILY FOUNDATION		1,350.00

FRANCOTYP-POSTALIA, INC.	Meter Rental, 7/9/16 - 10/8/16	17730	07/27/2016	
P.O. BOX 4510	0172		07/27/2016	0.00
CAROL STREAM	BOA	50863	07/27/2016	0.00
IL 60197-4510	RI102908454			88.29
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4314	Equipment Services Contracts	88.29	0.00	

Check No.	50863	Total:	88.29
Total for	FRANCOTYP-POSTALIA, INC.		88.29

FULL RANGE LANDSCAPE CO.	Historic Schoolhouse Renovation Project	17759	07/27/2016	
LANDSCAPE DESIGN & CONSTRUCT	0591		07/27/2016	0.00
PALO ALTO	BOA	50864	07/27/2016	0.00
CA 94303				8,255.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4415	Historic Schoolhouse	8,255.00	0.00	

Check No.	50864	Total:	8,255.00
Total for	FULL RANGE LANDSCAPE CO.		8,255.00

HILLYARD, INC	Janitorial Supplies	17753	07/27/2016	
P.O. BOX 874338	531		07/27/2016	0.00
KANSAS CITY	BOA	50865	07/27/2016	0.00
MO 64187-4338	602138584			483.07
GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	161.02	0.00	
05-66-4341	Community Hall	161.03	0.00	
25-66-4340	Building Maint Equip & Supp	161.02	0.00	

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

HILLYARD, INC	Janitorial Supplies	17762	07/27/2016	
			07/27/2016	
P.O. BOX 874338	531		07/27/2016	0.00
KANSAS CITY	BOA	50865	07/27/2016	0.00
MO 64187-4338	602148811			186.03

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	62.01	0.00
05-66-4341	Community Hall	62.01	0.00
25-66-4340	Building Maint Equip & Supp	62.01	0.00

Check No.	50865	Total:	669.10
Total for	HILLYARD, INC		669.10

HORIZON	Turf Seed	17757	07/27/2016	
			07/27/2016	
P.O. BOX 52758	0289		07/27/2016	0.00
PHOENIX	BOA	50866	07/27/2016	0.00
AZ 85072-2758	1N266181			473.06

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	473.06	0.00

Check No.	50866	Total:	473.06
Total for	HORIZON		473.06

ICC PENINSULA CHAPTER	FY 16-17 Member Dues, Weiner	17731	07/27/2016	
ATTN: GEOFFREY AUS			07/27/2016	
P.O. BOX 2396	0345		07/27/2016	0.00
SANTA CLARA	BOA	50867	07/27/2016	0.00
CA 95055				30.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	30.00	0.00

Check No.	50867	Total:	30.00
Total for	ICC PENINSULA CHAPTER		30.00

J.W. ENTERPRISES	Portable Lavs, 7/7/16 - 8/3/16	17732	07/27/2016	
			07/27/2016	
1689 MORSE AVE	829		07/27/2016	0.00
VENTURA	BOA	50868	07/27/2016	0.00
CA 93003	193441			242.44

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

Check No.	50868	Total:	242.44
Total for	J.W. ENTERPRISES		242.44

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

JENSEN LANDSCAPE SERVICES INC	May/June Irrigation	17754	07/25/2016	
			07/27/2016	
1983 CONCOURSE DRIVE	849		07/25/2016	0.00
SAN JOSE	BOA	50869	07/27/2016	0.00
CA 95131	161474, 161473			806.25

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	806.25	0.00

JENSEN LANDSCAPE SERVICES INC	May/June On-Call/Routine Mowing and Field Maint	17755	07/27/2016	
			07/27/2016	
1983 CONCOURSE DRIVE	849		07/27/2016	0.00
SAN JOSE	BOA	50869	07/27/2016	0.00
CA 95131	161472, 161471			2,781.25

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,225.00	0.00
05-66-4342	Landscape Supplies & Services	556.25	0.00

Check No.	50869	Total:	3,587.50
Total for	JENSEN LANDSCAPE SERVICES I		3,587.50

STEPHEN KIRBY	PV Summer Concert Series	17770	07/27/2016	
	Re-Issue of #50737		07/27/2016	
4811 TONINO DRIVE	0541		07/27/2016	0.00
SAN JOSE	BOA	50829	07/27/2016	0.00
CA 95136	102			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	900.00	0.00

Check No.	50829	Total:	900.00 H
Total for	STEPHEN KIRBY		900.00

ESTHER LITTON	Refund Deposit, 180 Bear Gulch	17733	07/27/2016	
			07/27/2016	
180 BEAR GULCH	0594		07/27/2016	0.00
PORTOLA VALLEY	BOA	50870	07/27/2016	0.00
CA				2.58

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2.58	0.00

Check No.	50870	Total:	2.58
Total for	ESTHER LITTON		2.58

LYNCH ELECTRIC & SONS INC	Electricalk Outlet/Photo Cell	17763	07/27/2016	
	Step Lights for Hist Schlse		07/27/2016	
1160 INDUSTRIAL ROAD, #18	1365		07/27/2016	0.00
SAN CARLOS	BOA	50871	07/27/2016	0.00
CA 94070	2016.192			645.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4415	Historic Schoolhouse	645.00	0.00

Check No.	50871	Total:	645.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for LYNCH ELECTRIC & SONS INC 645.00

MIG-TRA	Environmental Consulting Svcs.	17758	07/27/2016	
	Springdown Pond Proj.		07/27/2016	
800 HEARST AVE	1417		07/27/2016	0.00
BERKELEY	BOA	50872	07/27/2016	0.00
CA 94710	0044342			615.00

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	615.00	0.00

Check No. 50872 Total: 615.00
 Total for MIG-TRA 615.00

MUNICIPAL CODE CORPORATION	Supplement, Code of Ordinances	17774	07/27/2016	
		00006374	07/27/2016	
P.O. BOX 2235	788		07/27/2016	0.00
TALLAHASSEE	BOA	50873	07/27/2016	0.00
FL 32316	00273022			2,284.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4300	Codification	2,284.58	2,815.00

Check No. 50873 Total: 2,284.58
 Total for MUNICIPAL CODE CORPORATION 2,284.58

NOLTE ASSOCIATES, INC. NV5	May Applicant Charges	17760	07/27/2016	
			07/27/2016	
P.O. BOX 93243	0104		07/27/2016	0.00
LAS VEGAS	BOA	50874	07/27/2016	0.00
NV 89193-3243	47081			4,267.11

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	4,267.11	0.00

NOLTE ASSOCIATES, INC. NV5	Land Survey/Stake ROW Line	17761	07/27/2016	
		00006380	07/27/2016	
P.O. BOX 93243	0104		07/27/2016	0.00
LAS VEGAS	BOA	50874	07/27/2016	0.00
NV 89193-3243	47081			198.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	198.00	198.00

Check No. 50874 Total: 4,465.11
 Total for NOLTE ASSOCIATES, INC. NV5 4,465.11

O. NELSON & SON, INC.	On-Call TC Maintenance	17756	07/27/2016	
			07/27/2016	
3345 TRIPP ROAD	634		07/27/2016	0.00
WOODSIDE	BOA	50875	07/27/2016	0.00
CA 94062	185			2,156.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	2,156.25	0.00

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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

Check No.	50875	Total:	2,156.25
Total for	O. NELSON & SON, INC.		2,156.25

PLATINUM FACILITY SERVICES	Town Center Deep Clean	17776	07/27/2016	
		00006401	07/27/2016	
1530 OAKLAND RD., #150	402		07/27/2016	0.00
SAN JOSE	BOA	50876	07/27/2016	0.00
CA 95112	24945			2,310.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	462.00	462.00
05-66-4344	Janitorial Services	1,386.00	1,386.00
25-66-4344	Janitorial Services	462.00	462.00

Check No.	50876	Total:	2,310.00
Total for	PLATINUM FACILITY SERVICES		2,310.00

PORTOLA VALLEY HARDWARE	June Statement	17734	07/27/2016	
			07/27/2016	
112 PORTOLA VALLEY ROAD	0114		07/27/2016	0.00
PORTOLA VALLEY	BOA	50877	07/27/2016	0.00
CA 94028				354.24

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	42.49	0.00
05-60-4267	Tools & Equipment	276.89	0.00
05-66-4340	Building Maint Equip & Supp	34.86	0.00

Check No.	50877	Total:	354.24
Total for	PORTOLA VALLEY HARDWARE		354.24

RAMONA'S SECRETARIAL SERVICES	June Transcription Svcs	17735	07/27/2016	
			07/27/2016	
18403 WATTERS DRIVE	1370		07/27/2016	0.00
CASTRO VALLEY	BOA	50878	07/27/2016	0.00
CA 94546	5914			1,692.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,692.00	0.00

Check No.	50878	Total:	1,692.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,692.00

REYNOLDS CONSTRUCTION	Deposit Refund, 127 Ash Lane	17736	07/27/2016	
			07/27/2016	
215 WIXON AVENUE	0595		07/27/2016	0.00
APTOS	BOA	50879	07/27/2016	0.00
CA 95003				5,000.00

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

Check No.	50879	Total:	5,000.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	REYNOLDS CONSTRUCTION	5,000.00
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RON RAMIES AUTOMOTIVE, INC.	'87 Ford Wagon, Battery	17737	07/27/2016	
			07/27/2016	
115 PORTOLA ROAD	422		07/27/2016	0.00
PORTOLA VALLEY	BOA	50880	07/27/2016	0.00
CA 94028	51792			156.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	156.91	0.00

RON RAMIES AUTOMOTIVE, INC.	June Fuel Statement	17738	07/27/2016	
			07/27/2016	
115 PORTOLA ROAD	422		07/27/2016	0.00
PORTOLA VALLEY	BOA	50880	07/27/2016	0.00
CA 94028				347.99

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	347.99	0.00

RON RAMIES AUTOMOTIVE, INC.	'91 Ford F150 Fuel Tank	17775	07/27/2016	
		00006399	07/27/2016	
115 PORTOLA ROAD	422		07/27/2016	0.00
PORTOLA VALLEY	BOA	50880	07/27/2016	0.00
CA 94028	51761			992.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	992.33	992.33

Check No.	50880	Total:	1,497.23
Total for	RON RAMIES AUTOMOTIVE, INC.		1,497.23

SAN MATEO LAWNMOWER	Weed Eater Repair	17739	07/27/2016	
			07/27/2016	
760 S. AMPHLETT BLVD	0412		07/27/2016	0.00
SAN MATEO	BOA	50881	07/27/2016	0.00
CA 94402	158808			136.77

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	136.77	0.00

Check No.	50881	Total:	136.77
Total for	SAN MATEO LAWNMOWER		136.77

SHARP BUSINESS SYSTEMS	June Copies	17740	07/27/2016	
			07/27/2016	
DEPT. LA 21510	0199		07/27/2016	0.00
PASADENA	BOA	50882	07/27/2016	0.00
CA 91185-1510	C911420-541			363.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	363.28	0.00

Check No.	50882	Total:	363.28
Total for	SHARP BUSINESS SYSTEMS		363.28

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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

SIGNATURE ROOFING	Refund Deposit, 658 Westridge	17741	07/27/2016	
			07/27/2016	
614 MOUNTAIN VIEW AVENUE	0596		07/27/2016	0.00
BELMONT	BOA	50883	07/27/2016	0.00
CA 94002				1,000.00

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

Check No.	50883	Total:	1,000.00
Total for	SIGNATURE ROOFING		1,000.00

SMALL BUSINESS BENEFIT PLAN TR	August Dental/Vision	17742	07/27/2016	
			07/27/2016	
	0132		07/27/2016	0.00
BELMONT	BOA	50884	07/27/2016	0.00
CA 94002-0156				1,689.60

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	1,689.60	0.00

Check No.	50884	Total:	1,689.60
Total for	SMALL BUSINESS BENEFIT PLAN		1,689.60

CONNIE STACK	Instructor Fees	17765	07/27/2016	
			07/27/2016	
10127 LAMPLIGHTER SQUARE	648		07/27/2016	0.00
CUPERTINO	BOA	50885	07/27/2016	0.00
CA 95014				1,516.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,516.80	0.00

Check No.	50885	Total:	1,516.80
Total for	CONNIE STACK		1,516.80

STAPLES CREDIT PLAN	Office Supplies, 6/10 - 7/6/16	17743	07/27/2016	
			07/27/2016	
DEPT. 31 - 0000306219	430		07/27/2016	0.00
PHOENIX	BOA	50886	07/27/2016	0.00
AZ 85062-8004				1,267.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,267.70	0.00

Check No.	50886	Total:	1,267.70
Total for	STAPLES CREDIT PLAN		1,267.70

STATE COMP INSURANCE FUND	July Premium	17744	07/27/2016	
			07/27/2016	
PO BOX 748170	0122		07/27/2016	0.00
LOS ANGELES	BOA	50887	07/27/2016	0.00
CA 90074-8170				2,501.50

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

05-50-4094	Worker's Compensation	2,501.50	0.00	
STATE COMP INSURANCE FUND	Deposit Premium FY 16-17	17745	07/27/2016	
			07/27/2016	
PO BOX 748170	0122		07/27/2016	0.00
LOS ANGELES	BOA	50887	07/27/2016	0.00
CA 90074-8170				1,847.65
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	1,847.65	0.00	

Check No.	50887	Total:	4,349.15
Total for	STATE COMP INSURANCE FUND		4,349.15

STATE CONTROLLER'S OFFICE	Processing Fee, PV REV 16-1	17769	07/27/2016	
			07/27/2016	
DEPARTMENTAL ACCTG OFC	0218		07/27/2016	0.00
SACRAMENTO	BOA	50831	07/27/2016	0.00
CA 94250-5877				100.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4180	Accounting & Auditing	100.00	0.00	

Check No.	50831	Total:	100.00 H
Total for	STATE CONTROLLER'S OFFICE		100.00

SUSTAINABLE SM COUNTY	2016-17 Annual Contribution	17746	07/27/2016	
			07/27/2016	
177 BOVET ROAD 6TH FLOOR	0170		07/27/2016	0.00
SAN MATEO	BOA	50888	07/27/2016	0.00
CA 94402				2,500.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4222	Community Services	2,500.00	0.00	

Check No.	50888	Total:	2,500.00
Total for	SUSTAINABLE SM COUNTY		2,500.00

SHELLY SWEENEY	Instructor Fees, Summer 2016	17747	07/27/2016	
			07/27/2016	
285 GRANDVIEW DRIVE	407		07/27/2016	0.00
WOODSIDE	BOA	50889	07/27/2016	0.00
CA 94062				2,432.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	2,432.00	0.00	

Check No.	50889	Total:	2,432.00
Total for	SHELLY SWEENEY		2,432.00

TOWNSEND MGMT, INC	May Applicant Charges	17766	07/27/2016	
			07/27/2016	
P.O. BOX 24442	609		07/27/2016	0.00
SAN FRANCISCO	BOA	50890	07/27/2016	0.00
CA 94124	200064-05-16AEFIN			575.00

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

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	575.00	0.00	
TOWNSEND MGMT, INC	June Applicant Charges	17767	07/27/2016	
			07/27/2016	
P.O. BOX 24442	609		07/27/2016	0.00
SAN FRANCISCO	BOA	50890	07/27/2016	0.00
CA 94124	200064-06-16F			115.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	115.00	0.00	
TOWNSEND MGMT, INC	June Applicant Charges	17768	07/27/2016	
			07/27/2016	
P.O. BOX 24442	609		07/27/2016	0.00
SAN FRANCISCO	BOA	50890	07/27/2016	0.00
CA 94124	200064-06-16A-E			1,840.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	1,840.00	0.00	

Check No.	50890	Total:	2,530.00
Total for	TOWNSEND MGMT, INC		2,530.00

TYLER TECHNOLOGIES INC	EnerGov Proj, Analysis/Train'g	17748	07/27/2016	
			07/27/2016	
P.O. BOX 203556	0240		07/27/2016	0.00
DALLAS	BOA	50891	07/27/2016	0.00
TX 75247-8142	025-161881			2,250.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4539	Permit Tracking Software	2,250.00	0.00	
TYLER TECHNOLOGIES INC	Financial Software Support	17749	07/27/2016	
	FY 16-17		07/27/2016	
P.O. BOX 203556	0240		07/27/2016	0.00
DALLAS	BOA	50891	07/27/2016	0.00
TX 75247-8142	025-159313			3,458.66

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4314	Equipment Services Contracts	3,458.66	0.00	

Check No.	50891	Total:	5,708.66
Total for	TYLER TECHNOLOGIES INC		5,708.66

WHEELHOUSE STRATEGY GROUP	TCMP Postcard Design	17771	07/27/2016	
			07/27/2016	
15221 NORTH CLUBGATE DR. #2054	0600		07/27/2016	0.00
SCOTTSDALE	BOA	50830	07/27/2016	0.00
AZ 85254				500.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	500.00	0.00	

Check No.	50830	Total:	500.00 H
Total for	WHEELHOUSE STRATEGY GROU		500.00

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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
BRIAN WOO	Deposit Refund, 4370 Alpine	17750	07/27/2016	
			07/27/2016	
33 LIVE OAK DRIVE	0597		07/27/2016	0.00
SAN MATEO	BOA	50892	07/27/2016	0.00
CA 94403				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,000.00	0.00

Check No.	50892	Total:	1,000.00
Total for	BRIAN WOO		1,000.00

Total Invoices:	65	Grand Total:	152,782.88
		Less Credit Memos:	0.00
		Net Total:	152,782.88
		Less Hand Check Total:	1,500.00
		Outstanding Invoice Total:	151,282.88

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
July 27, 2016

Claims totaling \$152,782.88 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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

AUGUST 10, 2016

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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

AT&T (2)	August Microwave	17777	08/10/2016	
			08/10/2016	
P.O. BOX 5025	877		08/10/2016	0.00
CAROL STREAM	BOA	50898	08/10/2016	0.00
IL 60197-5025				67.60

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

Check No.	50898	Total:	67.60
Total for	AT&T (2)		67.60

BEST BEVERAGE CATERING	Beverage Service, Town Picnic	17793	06/30/2016	
		00006383	08/10/2016	
485A VALLEY DRIVE	0520		06/30/2016	0.00
BRISBANE	BOA	50897	08/03/2016	0.00
CA 94005	E12782			834.61

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	834.61	1,087.50

Check No.	50897	Total:	834.61 H
Total for	BEST BEVERAGE CATERING		834.61

LAURA BREGE	Deposit Refund, 7/30/16 Event	17778	08/10/2016	
			08/10/2016	
340 CERVANTES ROAD	1455		08/10/2016	0.00
PORTOLA VALLEY	BOA	50899	08/10/2016	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	1,000.00	0.00

Check No.	50899	Total:	1,000.00
Total for	LAURA BREGE		1,000.00

CALPERS	July Retirement	17809	08/10/2016	
FISCAL SERVICES DIVISION			08/10/2016	
ATTN: RETIREMENT PROG ACCTG	0107		08/10/2016	0.00
SACRAMENTO	BOA	50901	08/10/2016	0.00
CA 94229-2703				16,673.23

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,131.80	0.00
05-50-4080	Retirement - PERS	15,541.43	0.00

Check No.	50901	Total:	16,673.23
Total for	CALPERS		16,673.23

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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

CAL-WEST INC	Repair Lighted Crosswalk	17808	08/10/2016	
		00006406	08/10/2016	
P.O. BOX 612035	1364		08/10/2016	0.00
SAN JOSE	BOA	50900	08/10/2016	0.00
CA 95161-2035	160743			2,006.24

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	2,006.24	6,000.00

Check No.	50900	Total:	2,006.24
Total for	CAL-WEST INC		2,006.24

CITY OF REDWOOD CITY (IT)	FYE 15-16 IT Support Overage	17790	06/30/2016	
			08/10/2016	
P.O. BOX 3629	586		06/30/2016	0.00
REDWOOD CITY	BOA	50902	08/10/2016	0.00
CA 94064	BR40804			4,725.55

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	4,725.55	0.00

Check No.	50902	Total:	4,725.55
Total for	CITY OF REDWOOD CITY (IT)		4,725.55

DIV OF THE STATE ARCHITECT	Qtrly DSA Rep, Apr-June 2016	17798	06/30/2016	
			08/10/2016	
ATTN: SB 1186	1085		06/30/2016	0.00
SACRAMENTO	BOA	50903	08/10/2016	0.00
CA 95811				56.70

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	56.70	0.00

DIV OF THE STATE ARCHITECT	Qtrly DSA Rpt, Jan-March 2016	17799	06/30/2016	
			08/10/2016	
ATTN: SB 1186	1085		06/30/2016	0.00
SACRAMENTO	BOA	50903	08/10/2016	0.00
CA 95811				22.20

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	22.20	0.00

Check No.	50903	Total:	78.90
Total for	DIV OF THE STATE ARCHITECT		78.90

ECONO TREE SERVICE	ROW Tree Trimming	17794	06/30/2016	
			08/10/2016	
1914 SPRING STREET	1252		06/30/2016	0.00
REDWOOD CITY	BOA	50904	08/10/2016	0.00
CA 94063	339096			4,135.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	4,135.00	0.00

Check No.	50904	Total:	4,135.00
Total for	ECONO TREE SERVICE		4,135.00

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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

COLE ERSKINE	Reimburse Seismograph Repairs	17782	08/10/2016	
			08/10/2016	
240 CERVANTES ROAD	1456		08/10/2016	0.00
PORTOLA VALLEY	BOA	50905	08/10/2016	0.00
CA 94028				130.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	130.22	0.00

Check No.	50905	Total:	130.22
Total for	COLE ERSKINE		130.22

HAYWARD LUMBER CO	Town Maint, Fence Repair	17796	08/10/2016	
			08/10/2016	
429 FRONT STREET	1237		08/10/2016	0.00
SALINAS	BOA	50906	08/10/2016	0.00
CA 93901-3609				467.11

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	467.11	0.00

Check No.	50906	Total:	467.11
Total for	HAYWARD LUMBER CO		467.11

HILLYARD, INC	Janitorial Supplies, Com Hall	17797	08/10/2016	
			08/10/2016	
P.O. BOX 874338	531		08/10/2016	0.00
KANSAS CITY	BOA	50907	08/10/2016	0.00
MO 64187-4338				53.76

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	53.76	0.00

Check No.	50907	Total:	53.76
Total for	HILLYARD, INC		53.76

JENSEN LANDSCAPE SERVICES INC	Irrigation and Field Mowing	17802	06/30/2016	
			08/10/2016	
1983 CONCOURSE DRIVE	849		06/30/2016	0.00
SAN JOSE	BOA	50908	08/10/2016	0.00
CA 95131	162338			3,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	806.25	0.00
20-60-4264	ROW Tree Trimming & Mowing	2,693.75	0.00

Check No.	50908	Total:	3,500.00
Total for	JENSEN LANDSCAPE SERVICES I		3,500.00

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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

TIMOTHY KATZ	Deposit Refund, Event 7/31/16	17783	08/10/2016	
			08/10/2016	
5 VALLEY OAK STREET	1457		08/10/2016	0.00
PORTOLA VALLEY	BOA	50909	08/10/2016	0.00
CA 94028				100.00

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

Check No.	50909	Total:	100.00
Total for	TIMOTHY KATZ		100.00

NCE	PV 2015-16 Resurface Proj	17795	06/30/2016	
Nichols Consulting Engineers			08/10/2016	
1885 S. ARLINGTON AVE	0183		06/30/2016	0.00
RENO	BOA	50910	08/10/2016	0.00
NV 89509				5,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	5,400.00	0.00

Check No.	50910	Total:	5,400.00
Total for	NCE		5,400.00

NOLTE ASSOCIATES, INC. NV5	June Applicant Charges	17805	08/10/2016	
			08/10/2016	
P.O. BOX 93243	0104		08/10/2016	0.00
LAS VEGAS	BOA	50911	08/10/2016	0.00
NV 89193-3243	48842			2,527.29

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,527.29	0.00

NOLTE ASSOCIATES, INC. NV5	Land Survey/Stake ROW Line	17806	08/10/2016	
		00006380	08/10/2016	
P.O. BOX 93243	0104		08/10/2016	0.00
LAS VEGAS	BOA	50911	08/10/2016	0.00
NV 89193-3243	48842			1,202.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	1,202.00	1,202.00

NOLTE ASSOCIATES, INC. NV5	Add'l Svcs, Land Survey	17807	08/10/2016	
		00006390	08/10/2016	
P.O. BOX 93243	0104		08/10/2016	0.00
LAS VEGAS	BOA	50911	08/10/2016	0.00
NV 89193-3243	48842			800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	800.00	800.00

Check No.	50911	Total:	4,529.29
Total for	NOLTE ASSOCIATES, INC. NV5		4,529.29

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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

PENINSULA BACKFLOW (DBA)	Backflow Replacement	17803	08/10/2016	
Chris S. Staggs-Richards		00006403	08/10/2016	
51 BROADWAY	383		08/10/2016	0.00
REDWOOD CITY	BOA	50912	08/10/2016	0.00
CA 94063	0707016-POR			5,150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	5,150.00	5,150.00

Check No.	50912	Total:	5,150.00
Total for	PENINSULA BACKFLOW (DBA)		5,150.00

PERS HEALTH	August Health Premium	17780	08/10/2016	
			08/10/2016	
VIA EFT	0108		08/10/2016	0.00
	BOA	50913	08/10/2016	0.00
				15,233.97

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,233.97	0.00

Check No.	50913	Total:	15,233.97
Total for	PERS HEALTH		15,233.97

PLACEWORKS	TCMP Project/PV Outreach & Eng	17785	06/30/2016	
	agement Tools		08/10/2016	
3 MACARTHUR PLACE, SUITE 1100	1458		06/30/2016	0.00
SANTA ANA	BOA	50914	08/10/2016	0.00
CA 92707	59772			7,435.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	7,435.00	0.00

Check No.	50914	Total:	7,435.00
Total for	PLACEWORKS		7,435.00

PLATINUM FACILITY SERVICES	July Janitorial	17786	08/10/2016	
			08/10/2016	
1530 OAKLAND RD., #150	402		08/10/2016	0.00
SAN JOSE	BOA	50915	08/10/2016	0.00
CA 95112				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.	50915	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

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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

PORTOLA VALLEY HARDWARE	July Statement	17800	08/10/2016	
			08/10/2016	
112 PORTOLA VALLEY ROAD	0114		08/10/2016	0.00
PORTOLA VALLEY	BOA	50916	08/10/2016	0.00
CA 94028				891.96

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	891.96	0.00
05-60-4267	Tools & Equipment	0.00	0.00

Check No.	50916	Total:	891.96
Total for	PORTOLA VALLEY HARDWARE		891.96

RAMONA'S SECRETARIAL SERVICES	July Transcription	17791	08/10/2016	
			08/10/2016	
18403 WATTERS DRIVE	1370		08/10/2016	0.00
CASTRO VALLEY	BOA	50917	08/10/2016	0.00
CA 94546				1,720.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,720.00	0.00

Check No.	50917	Total:	1,720.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,720.00

CYNTHIA RICHARDSON	July Planning Consult Svcs	17787	08/10/2016	
dba Richardson Consulting			08/10/2016	
24 CAMPBELL LANE	1250		08/10/2016	0.00
MENLO PARK	BOA	50918	08/10/2016	0.00
CA 94025	Project 0115			10,605.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	10,605.00	0.00

Check No.	50918	Total:	10,605.00
Total for	CYNTHIA RICHARDSON		10,605.00

SAN MATEO CO INF SERVICES	May/June Microwave	17781	06/30/2016	
			08/10/2016	
455 COUNTY CENTER, 3RD FLOOR	0307		06/30/2016	0.00
REDWOOD CITY	BOA	50919	08/10/2016	0.00
CA 94063	1YPV11605, 1YPV11606			152.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	152.00	0.00

Check No.	50919	Total:	152.00
Total for	SAN MATEO CO INF SERVICES		152.00

STANDARD INSURANCE CO.	July LTD/Life Premium	17788	08/10/2016	
			08/10/2016	
PO BOX 5676	0469		08/10/2016	0.00
PORTLAND	BOA	50920	08/10/2016	0.00
OR 97228				334.98

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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
05-50-4091	Long Term Disability Insurance	334.98	0.00

Check No.	50920	Total:	334.98
Total for	STANDARD INSURANCE CO.		334.98

STATE COMP INSURANCE FUND	August Premium	17789	08/10/2016	
			08/10/2016	
PO BOX 748170	0122		08/10/2016	0.00
LOS ANGELES	BOA	50921	08/10/2016	0.00
CA 90074-8170				2,501.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	2,501.50	0.00

Check No.	50921	Total:	2,501.50
Total for	STATE COMP INSURANCE FUND		2,501.50

STUART RENTAL COMPANY	2016 Town Picnic Equip Rentals	17792	06/30/2016	
		00006382	08/10/2016	
454 S. ABBOTT AVE	0205		06/30/2016	0.00
MILPITAS	BOA	50896	08/01/2016	0.00
CA 95035	151934			6,160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	6,160.00	6,160.00

Check No.	50896	Total:	6,160.00 H
Total for	STUART RENTAL COMPANY		6,160.00

THERMAL MECHANICAL, INC	FY15-16 Annual Service, Delta Controls	17801	06/30/2016	
			08/10/2016	
425 ALDO AVENUE	955		06/30/2016	0.00
SANTA CLARA	BOA	50922	08/10/2016	0.00
CA 95054				1,525.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,525.00	0.00

THERMAL MECHANICAL, INC	Troubleshoot HVAC Issues	17804	08/10/2016	
		00006405	08/10/2016	
425 ALDO AVENUE	955		08/10/2016	0.00
SANTA CLARA	BOA	50922	08/10/2016	0.00
CA 95054	AC-66854			504.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	504.50	504.50

Check No.	50922	Total:	2,029.50
Total for	THERMAL MECHANICAL, INC		2,029.50

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

Total Invoices: 31

Grand Total:	98,902.93
Less Credit Memos:	0.00
Net Total:	98,902.93
Less Hand Check Total:	6,994.61
Outstanding Invoice Total:	91,908.32

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal August 10, 2016

Claims totaling \$98,902.93 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment. Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: August 10, 2016

RE: Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church

RECOMMENDATION

1. Adopt the attached Resolution authorizing the Mayor to execute an amendment to extend the Farmers' Market License Agreement between the Town and Maggie Foard through August 15, 2017 and allow Town sponsorship of a Food Demo Booth.
2. Adopt the attached Resolution authorizing the Mayor to execute an amendment to extend the Limited Use Parking Agreement between the Town and Christ Episcopal Church through August 15, 2017.

BACKGROUND/DISCUSSION

Farmers' Market License Agreement

In August 2014, the Town entered into an agreement (Attachment 1) with Maggie Foard to operate the farmers' market at the Town Center. The Council extended this agreement for another year on August 12, 2015 and it will expire on August 15, 2016. Ms. Foard has been successfully managing and operating the market pursuant to this agreement and staff recommends that the Council approve and authorize the amendment to extend the agreement through August 15, 2017 (Attachment 3).

As part of the amendment to the agreement, staff is proposing that the Council approve Town sponsorship of a food demonstration booth at the farmer's market. On July 1, 2016, the San Mateo County Environmental Health Department (Health Department) modified the rules for farmers' markets to allow for food demonstration booths. Heather Forshey, the County's Director of the Health Department, said of the upcoming regulatory change: "We want to attract even more people to our community farmers' markets, where they can learn about ways to prepare healthy foods using local produce."

The food demonstration booth would be included within the maximum number of Participating Merchants (30) outlined in the agreement. The Town would pay the \$410 annual Health Department fee required to operate a food demonstration booth. Ms. Foard will obtain the permit for the booth and ensure that the operation of the booth and the demonstrations comply with all applicable laws, ordinances and regulations. Ms. Foard will schedule local chefs to provide the demonstrations at the booth and the Town will provide access to the kitchen sink in the Community Hall for the individual(s) authorized by Ms. Foard each week to conduct the demonstration.

Sponsoring the food demonstration booth is consistent with the Town's original goals for the farmers' market, which include: creating local community-oriented events that promote local produce and products, providing a venue for residents to socialize with each other, and creating the opportunity to learn about agriculture and sustainability. The market has become a central location for the community to gather in Portola Valley as well as a valuable resource for the Town, Library and our partner agencies to conduct outreach. Staff has worked closely with Ms. Foard and recommends that the Council approve the Town sponsorship of the food demonstration booth for the continued success of the market and benefit of the community.

Limited Use Parking Agreement

On May 22, 2013, the Town entered into an agreement with Christ Episcopal Church to use the parking lot at 815 Portola Road for overflow parking during the farmers' market at the Town Center (Attachment 4). The agreement was last amended on August 12, 2015 and will expire on August 15, 2016. There have been no issues with overflow parking at Christ Church during the past year and staff recommends that the agreement be extended to August 15, 2017 (Attachment 6).

ATTACHMENTS

1. Farmers' Market License Agreement dated August 13, 2014
2. Resolution Farmers' Market License Agreement
3. Third Amendment to Farmers' Market License Agreement
4. Limited Use Parking Agreement dated May 22, 2013
5. Resolution Limited Use Parking Agreement
6. Third Amendment to Limited Use Parking Agreement

Approved by: Jeremy Dennis, Town Manager



FARMERS' MARKET LICENSE AGREEMENT

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

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

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

NOW, THEREFORE, it is agreed as follows:

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

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

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

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

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

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

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

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

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

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

parties written agreement.

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

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

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

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

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

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

Maggie Foard
265 Portola State Park Road
La Honda CA 94020

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

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

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


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

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

TOWN OF PORTOLA VALLEY

MAGGIE FOARD

By: 
Ann Wenger, Mayor

By: 
Maggie Foard

APPROVED AS TO FORM:

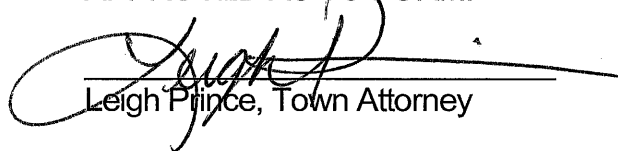
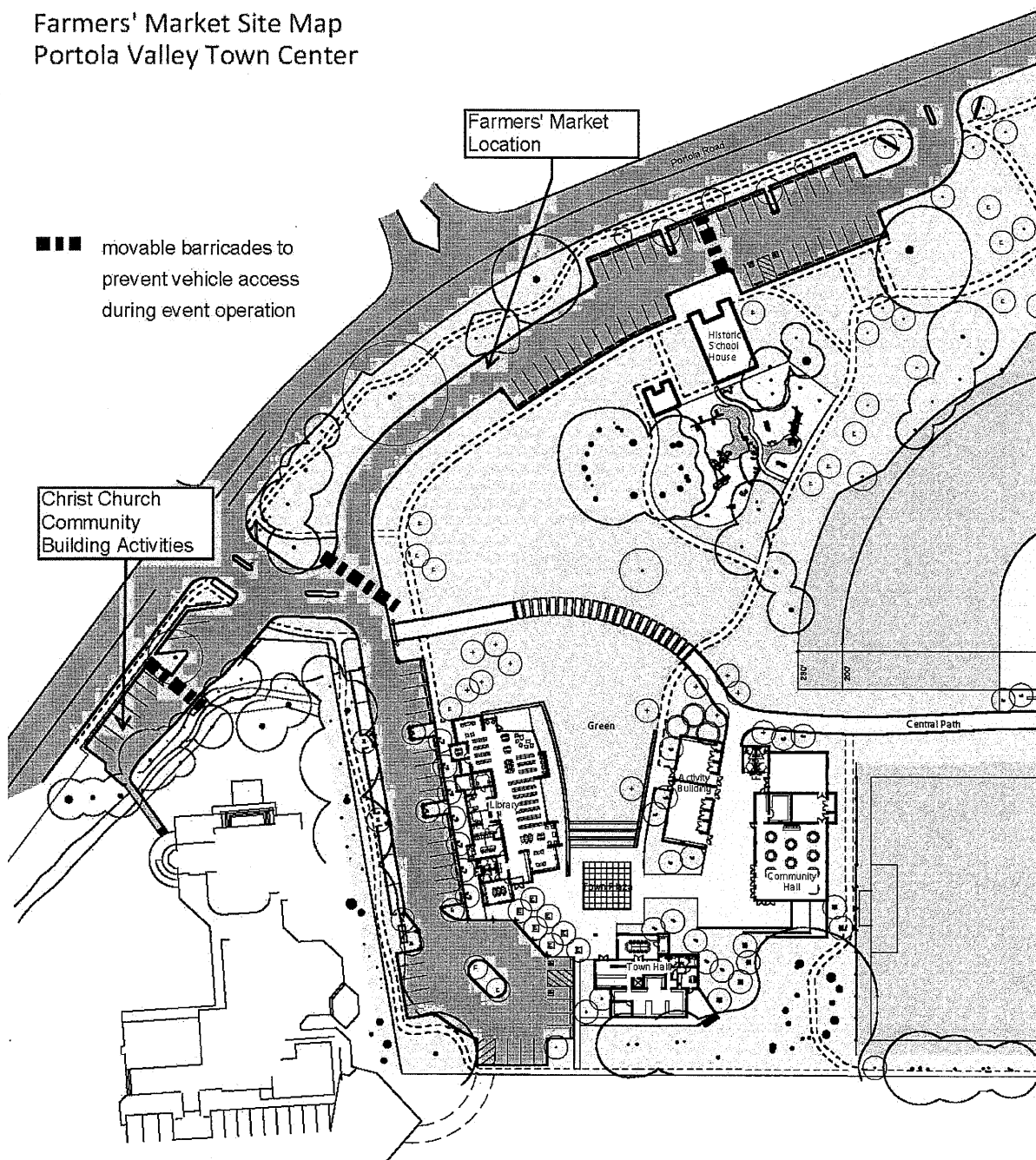

Leigh Prince, Town Attorney

EXHIBIT A Site Plan for Farmers' Market

Farmers' Market Site Map
Portola Valley Town Center



RESOLUTION NO. 2016-___

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

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

WHEREAS, the Town amended the Agreement to extend the term for another year on August 12, 2015; and

WHEREAS, the Town amended the Agreement a second time to increase the number of permitted Participating Merchants from 25 to 30 on February 10, 2016; and

WHEREAS, Foard continues to successfully operate the farmers' market at Town Center; and

WHEREAS, the Town Council has read and considered that certain Third Amendment to Farmers' Market License Agreement ("Third Amendment") extending the term of the Agreement for one additional year and sponsoring the Food Demo Booth.

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

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

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on August 10, 2016.

Ayes:
Noes:
Absent:
Abstain:

By: _____
Mayor

ATTEST: _____
Town Clerk

THIRD AMENDMENT TO FARMERS' MARKET LICENSE AGREEMENT

This Third Amendment to Farmers' Market License Agreement ("Third Amendment") is made as of July 21, 2016, with respect to that certain Farmer's Market License Agreement dated August 13, 2014 ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard").

RECITALS

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

B. On August 12, 2015, the Town amended the Agreement to extend the term for one (1) year through August 15, 2016.

C. On February 10, 2016, the Town entered into the Second Amendment to the Agreement to increase the number of permitted Participating Merchants from 25 to 30 merchants.

D. The Town now desires to enter into this Third Amendment to extend the term for an additional year and to allow a food demo booth at the farmer's market.

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

1. Section 4, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one (1) year from August 16, 2016 to August 15, 2017."

2. Subsection e. Food Demo Booth shall be added to Section 5, Permitted Use; Conditions of the Agreement as follows:

"e. Food Demo Booth. Within the maximum number of Participating Merchants identified in subsection b. above, the Town shall sponsor a food demo booth. The Town shall pay the annual San Mateo County Health Department fee associated with the food demo booth. Foard shall for obtain a permit for the food demo booth as "Portola Valley Farmer's Market Healthy Food Demo Booth" and shall be the responsible party with the food manager's certification. Foard will be responsible for scheduling local chefs to provide the demonstrations at the booth and the Town will provide access to the kitchen sink in the Community Hall for the individual(s) authorized by Foard each week to conduct the demonstration. Foard is responsible to ensure that the operation of the booth, including but not limited to the individuals making the demonstrations and the demonstrations comply with all applicable laws, ordinances and regulations."

3. Other than the amendments set forth above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

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

TOWN OF PORTOLA VALLEY

Maryann Derwin
Mayor

MAGGIE FOARD



Maggie Foard

ATTEST:

Town Clerk

**LIMITED USE
PARKING AGREEMENT**

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

- A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").
- B. The Church is the owner of the neighboring real property and improvements located at 815 Portola Road, Portola Valley, California 94028 ("Church").
- C. The Church and the Town Center are connected via an access easement.
- D. The Town will be hosting a farmers' market at the Town Center for an eight-week trial period which is anticipated to commence on June 13, 2013 and end on August 8, 2013. The farmers' market, which is intended to be a community building event, will be held on Thursday afternoons between the hours of 3:00 p.m. and 7:00 p.m., with two hours before for set-up and one hour after for clean-up.
- E. The Town desires to use the Church Parking Lot for overflow parking during the farmers' market and the Church desires to serve the Portola Valley community by making its Parking Lot available for use by the community.

NOW, THEREFORE, it is agreed as follows:

1. **Farmers' Market Parking.** The Church hereby grants the Town permission to use the Church Parking Lot, as shown on Exhibit A, for overflow parking during the Thursday afternoon farmers' market. Parking shall be limited to the hours of 3:00 p.m. to 7:00 p.m. The Parking Lot includes space for up to approximately 75 cars to park.
2. **Ancillary Activities.** It is acknowledged and agreed that in an effort to serve the Portola Valley community, on farmers' market days, the Church may provide activities accessory to its church use such as face painting, bake sales or other similar activities, but may not allow food trucks at the Church.
3. **Term.** The term of this Agreement shall be for the duration of the eight-week trial period referenced in Recital D, above. The Town Council will be conducting an evaluation of the farmers' market after six weeks of the trial period. Depending upon the outcome of that evaluation, the Town and Church may consider extending

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

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

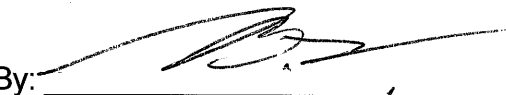
5. **Hold Harmless.** The Town agrees to indemnify, and hold harmless the Church and its directors, officers, agents and employees from any and all claims seeking recovery for injury or death of any person and loss of or damage to any property arising out of the Town's limited use of the Church Parking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

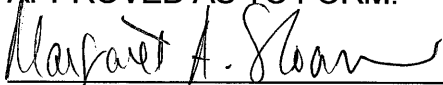
IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

CHRIST EPISCOPAL CHURCH
IN PORTOLA VALLEY,
CALIFORNIA

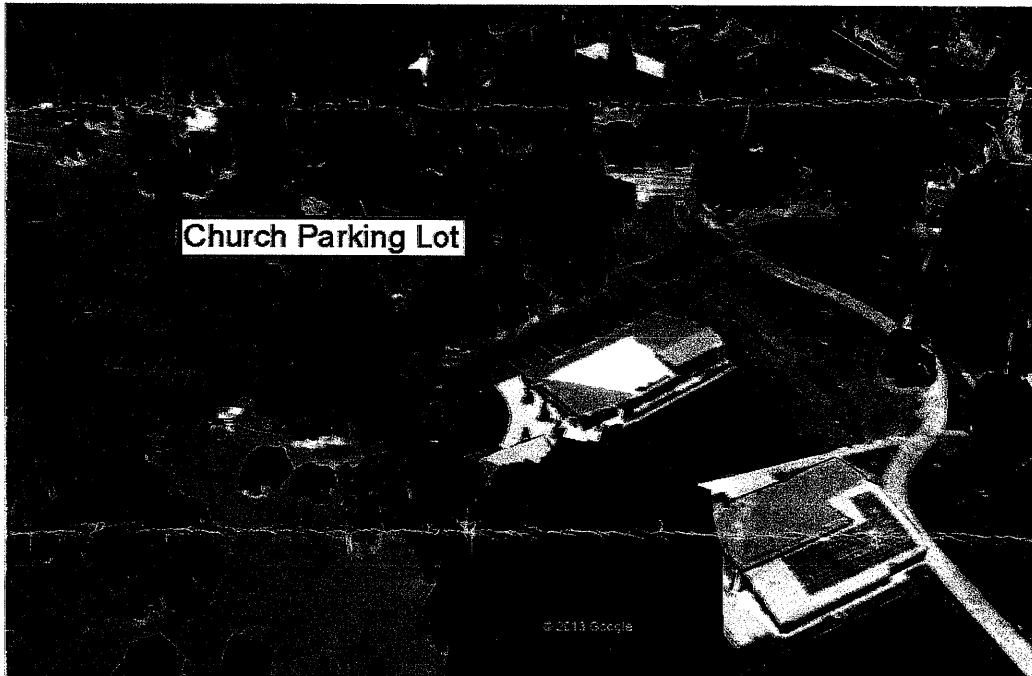
By: 
John Richards, Mayor

By: 
Its: Mitchell J. Lubi, CEO

APPROVED AS TO FORM:

Margaret A. Sloan, Town Attorney

5 / 22 / 2013

EXHIBIT A
Parking Lot Site Plan



RESOLUTION NO. 2016-____

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

WHEREAS, on May 22, 2013, the Town of Portola Valley ("Town") entered into a Limited Use Parking Agreement ("Agreement") with Christ Episcopal Church in Portola Valley ("Church") to allow the Town to use the Church parking lot for overflow parking during the farmers' market;

WHEREAS, on August 13, 2014, the Agreement was amended to extend the term for one year; and

WHEREAS, on August 12, 2015, the Agreement was amended a second time to extend the term for an additional year; and

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

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

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

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

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on August 10, 2016.

Ayes:
Noes:
Absent:
Abstain:

By: _____
Mayor

ATTEST: _____
Town Clerk

**THIRD AMENDMENT TO
LIMITED USE PARKING AGREEMENT**

This Third Amendment to Limited Use Parking Agreement ("Third Amendment") is made as of August 4, 2016, with respect to that certain Limited Use Parking Agreement ("Agreement") entered into by and between the Town of Portola Valley, a municipal corporation ("Town") and Christ Episcopal Church in Portola Valley, California, a California nonprofit religious corporation ("Church").

RECITALS

A. The Town and the Church entered into the Agreement on May 22, 2013 to allow the Town to use the Church parking lot for overflow parking during the farmers' market.

B. The Agreement has been amended twice to extend the term of the Agreement through August 15, 2016.

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

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

1. Section 3, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one (1) year from August 16, 2016 through August 15, 2017.

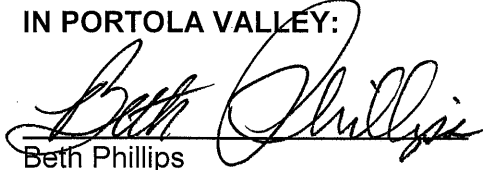
2. Other than the amendment set forth above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

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

TOWN OF PORTOLA VALLEY:

Maryann Derwin
Mayor

**CHRIST EPOSCOPAL CHUCH
IN PORTOLA VALLEY:**


Beth Phillips
Rector

ATTEST:

Town Clerk

Bicycle, Pedestrian and Traffic Safety Committee

Summary of Activities July 2015 – June 2016 and Future Plans For 2017

The Bicycle, Pedestrian & Traffic Safety Committee works with the Town Engineer, the Sheriff's Department, and residents to foster a community for all users of the public roads. The Committee advises the Town in ways and means for safer conditions regarding motor vehicles, bicycles, pedestrians, and road conditions; and it encourages proper traffic enforcement and safe and enjoyable bicycling in Portola Valley as a means of transportation and recreation.

Committee Members

Ed Holland, Chair

Angela Hey, Secretary

Gary Hanes

Leslie Latham

Deirdre McQuillan

Meets: 1st Wednesday, 8:15 am, Historic Schoolhouse

Council Liaison: Craig Hughes

Completed Projects

- Alpine/Arastradero road improvements – new retaining wall, wider shoulder
- Crossing signage at Corte Madera School on Alpine Road
- Sidewalk resurfacing on Portola Valley Ranch near Corte Madera School
- Postcards to warn drivers who park on the shoulder opposite the Windy Hill car park on Portola Road that they can park at the Town Center

Ongoing Projects

- Traffic Speed, Flow and Control – Sheriff's Office Reports, School Traffic Monitoring, Event Parking
- Alpine Road Corridor Project Near Ladera, 280 and Stanford Weekend Acres - Attending Community Meetings
- Parking Signs At Windy Hill and Ford Field

- Outreach to cyclists to encourage safe cycling – support for Bike From Work Energizer Station
- Improving crosswalks, in particular at Los Trancos and Alpine Road
- Acting on resident’s requests for safer routes to school and signage

Future Projects

- Bike Event with Library
- Portola Road shoulder widening opposite the town center and restriping when the road is resurfaced in 2017
- Safe Routes To School – Woods Property Path Along Alpine
- Monitor Traffic for Windmill School move to Portola Road in 2017 – town currently plans to keep the current speed limit and see how things work out when the school is operating

Budget

The Committee requested a budget of \$750 for 2016-2017.

Assistance Needed From Council and Town Staff

- Windy Hill Parking – Action On Committee’s Recommendations
- Multi-committee Support For Seminars To Educate Drivers, Pedestrians and Cyclists
- Crosswalk Improvement Priorities
- Work With Town Council As It Strengthens Tools For Code Enforcement
 - Do We Need To Increase Budget For Sheriff’s Deputies?
- Woods Property Trail Support
- Alpine Corridor Project - Town Position

Bicycle, Pedestrian And Traffic Safety

Report To Portola Valley Town Council
August 10th 2016

Committee Meeting Attendees

Meeting Time: 1st Wednesday Of The Month - 8:15 a.m. - Schoolhouse

▶ Committee Members

- ▶ Ed Holland (Chair)
- ▶ Gary Hanes (new 2015)
- ▶ Angela Hey
- ▶ Leslie Latham
- ▶ Deirdre McQuillan
- ▶ Kevin Welch

**Challenge:
Recruit More Members**

▶ Council Representative

- ▶ Craig Hughes

▶ Town Staff

- ▶ Howard Young, Public Works

▶ Police Commissioner

- ▶ Gary Nielsen

▶ San Mateo County Sheriff's Office

- ▶ We had many participants in the last year
- ▶ Sergeant Jason Peardon
- ▶ Sergeant Todd Finato
- ▶ Deputy Sheriff Kevin Fung
- ▶ Sergeant Kristina Bell (Current Presenter)
- ▶ Sergeant Dave Padilla
- ▶ Deputy Jeff Seymour (patrols Portola Valley area)

Committee Mission And Goals

- ▶ Traffic Safety Education For Cyclists, Drivers And Pedestrians
- ▶ Advise Portola Valley Town Council And Staff
- ▶ Encourage Traffic Law Enforcement
- ▶ Encourage Safe Cycling, Driving And Walking
- ▶ Help Town Improve Traffic Safety
 - ▶ Parking And Road Improvements
 - ▶ Neighborhood Concerns
 - ▶ School Concerns

Overview Of Committee Projects

Completed

- ▶ Retaining Wall On Alpine Road
 - ▶ Opposite Arastradero Road
- ▶ Corte Madera School Crossings
 - ▶ At Indian Crossing/Alpine Road
 - ▶ New Signs and Striping
 - ▶ Children Walk On Path From Corte Madera School To Portola Road Instead Of On Alpine Road Shoulder
- ▶ Postcards For Windy Hill Parking If Cars Are On Shoulder

Ongoing

- ▶ Traffic Speed, Flow & Control
 - ▶ Sheriff's Office Reports
 - ▶ School Traffic Monitoring
 - ▶ Event Parking Help
- ▶ Alpine Road Near 280 Corridor Project
- ▶ Overflow Parking & Signage
 - ▶ Windy Hill
 - ▶ Ford Field
- ▶ Outreach To Cyclists
 - ▶ Bike To Work Day
- ▶ Crosswalk Improvements
- ▶ Resident's Requests and Suggestions

Future

- ▶ Bike Event With Library
- ▶ Portola Road shoulder widening near Town Center
- ▶ More Safe Routes To School
 - ▶ Woods Property Path Alongside Alpine Road
- ▶ Windmill School Moves To Portola Road
 - ▶ Monitor Traffic Issues

Completed Projects

Alpine Shoulder Widening & Retaining Wall At Arastradero Road

Before



After



Shoulder has been widened to 5ft in places

Corte Madera School Area

- ▶ Safer Crossing Design On Alpine Road Following Consultant's Recommendations
 - ▶ Shark's Teeth Striping at Indian Crossing
 - ▶ Second Sign on Alpine Road
- ▶ School Traffic Is Still A Concern
 - ▶ School Is Encouraging Biking and Walking
 - ▶ Parents Are Worried About:
 - ▶ Traffic Speed
 - ▶ Traffic Congestion
 - ▶ Pedestrian Crossings
 - ▶ "Safe Routes To School" Support
- ▶ Town Resurfaced Some Portola Valley Ranch Sidewalks
 - ▶ Extra Budget Remained After Road Resurfacing



Sidewalk slurry sealed, cracks covered



Parking Postcards

- ▶ Available From Town Center
- ▶ Place On Windscreens Of Cars Parked On The Shoulder Of Portola Road Opposite Windy Hill Parking



Car badly
parked on
shoulder



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

Please promote roadway safety for all motorists, bicyclists, pedestrians, and equestrians by keeping the road shoulders open for all. If parking is not available in designated spots, we ask that you:

- Park entirely off the paved asphalt roadway shoulder
- Observe the no parking signs
- Make use of the Town Center's ample free parking at 765 Portola Road. Town Center has a number of amenities like water fountains, bathrooms, picnic tables, and free WiFi (at the Library)

Thank you,
Town of Portola Valley and the Bicycle Pedestrian Traffic Safety Committee

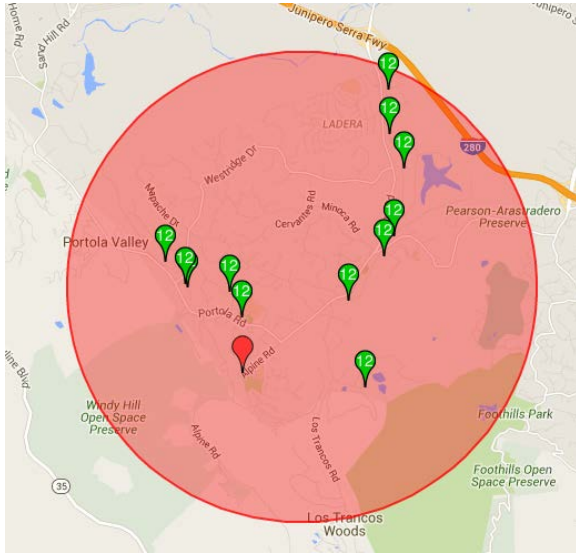


Questions? Email us at towncenter@portolavalley.net or call us during regular business hours at 650/851-1700 x200.

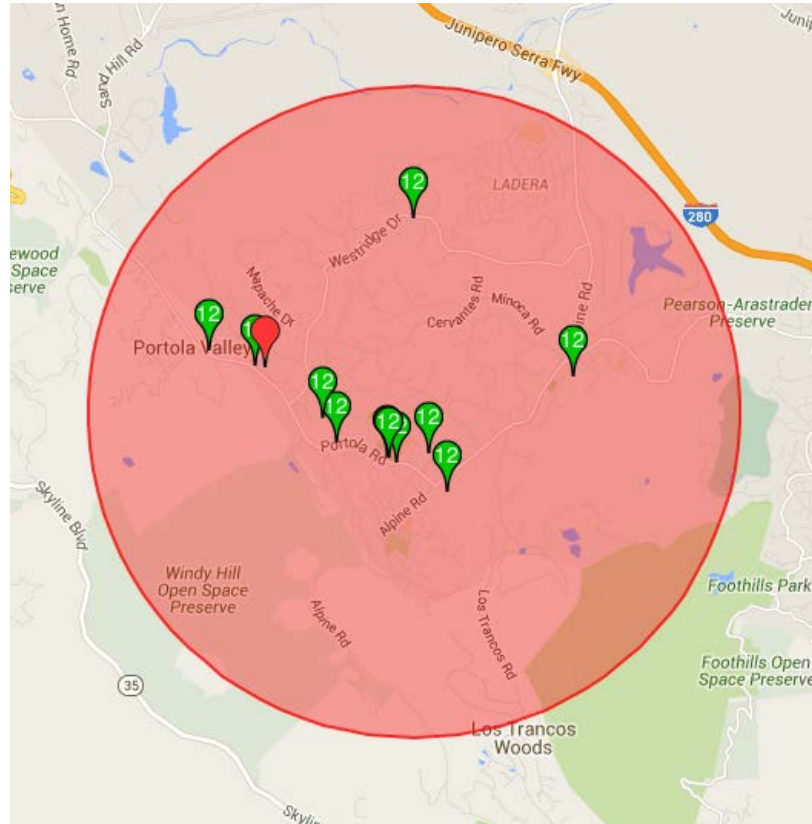
Ongoing Projects

Collision Report

Last Year 7/1/2014 - 6/30/2015



This Year 7/1/2015 - 6/30/2016



Green - single traffic collision



Red - multiple collisions

Source: San Mateo County Sheriff's Office

<http://smso.crimegraphics.com/2013/default.aspx>

- ▶ Fewer collisions on Alpine Road
- ▶ More on Portola Road where speeding is a concern
- ▶ Town has illuminated sign showing drivers' speeds that records speeds - some over 60 mph
- ▶ San Mateo County Sheriff's Office Reports To Committee Monthly
 - ▶ Common Violations
 - ▶ Speeding
 - ▶ Stop Sign
 - ▶ DUI
 - ▶ No License
 - ▶ Safety Initiatives, e.g.
 - ▶ No Texting Month
 - ▶ Seatbelt Month

State SWITRS Report July 2015 to April 2016

Collision Records Portola Valley

Reported By San Mateo County Sheriff's Department

Primary Road	Secondary Road	Type of Collision, Party Count	Violation	Time Of Day	Date
PORTOLA RD	FAMILY FARM RD	Hit Object, Driver Killed, 1		00:20	Sun Dec 27 2015
ALPINE RD	GOLDEN OAK DR	Automobile and Bicycle, 1 injured, 2	Automobile Right of Way	7:14	Wed Aug 12 2015
WESTRIDGE DR	GOYA	Motorbike, 1 injured, 1	Improper Turning	18:40	Sun Sep 20 2015
PORTOLA RD	FAMILY FARM RD N	Rear End, 2	Unsafe Speed	8:53	Thu Sep 10 2015
PORTOLA RD	CORTE MADERA RD	Hit Object, 1 injured, 1	Improper Turning	12:50	Wed Sep 23 2015
ALPINE RD	GOLDEN OAK DR E	Rear End, 2	Unsafe Speed	10:55	Sat Nov 14 2015
STONEGATE RD	PORTOLA ROAD	Sideswipe, 2	DUI	0:53	Thu Nov 12 2015
PORTOLA RD	GAMBETTA LN	Rear End, Cloudy, 3	Unsafe Speed	15:21	Mon Jan 11 2016
GOLDEN OAK DR	TAGUS CT	Rear End, 2	Impeding Traffic	7:56	Tue May 10 2016
PORTOLA RD	PORTOLA RD 765	Sideswipe, 3	Improper Turning	15:30	Thu Apr 28 2016

Most collisions happen in daylight

- Several Rear End collisions

Most involve violations

- Unsafe Speed
- Improper Turning

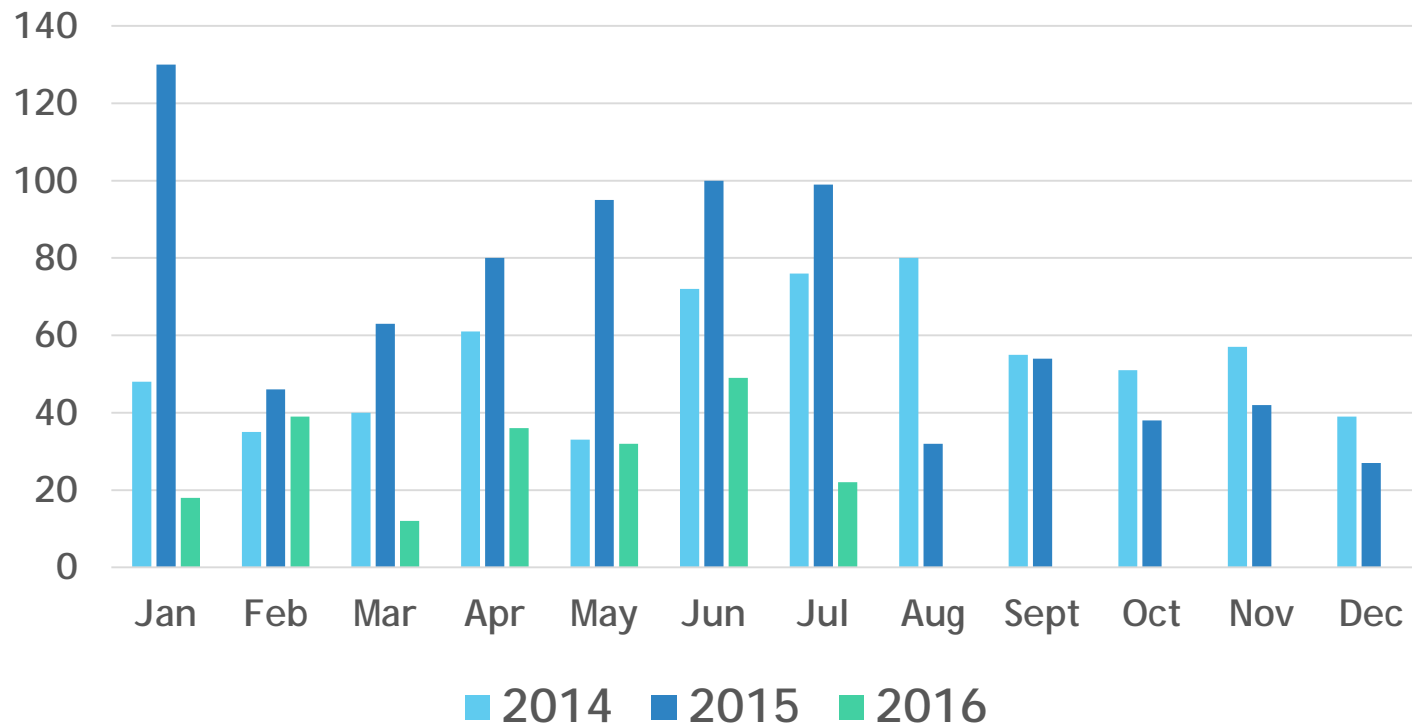
All except one were in clear weather



Night time collision

Red type for roads means collision at a junction

Total Citations - Speeding, Bikers, Other



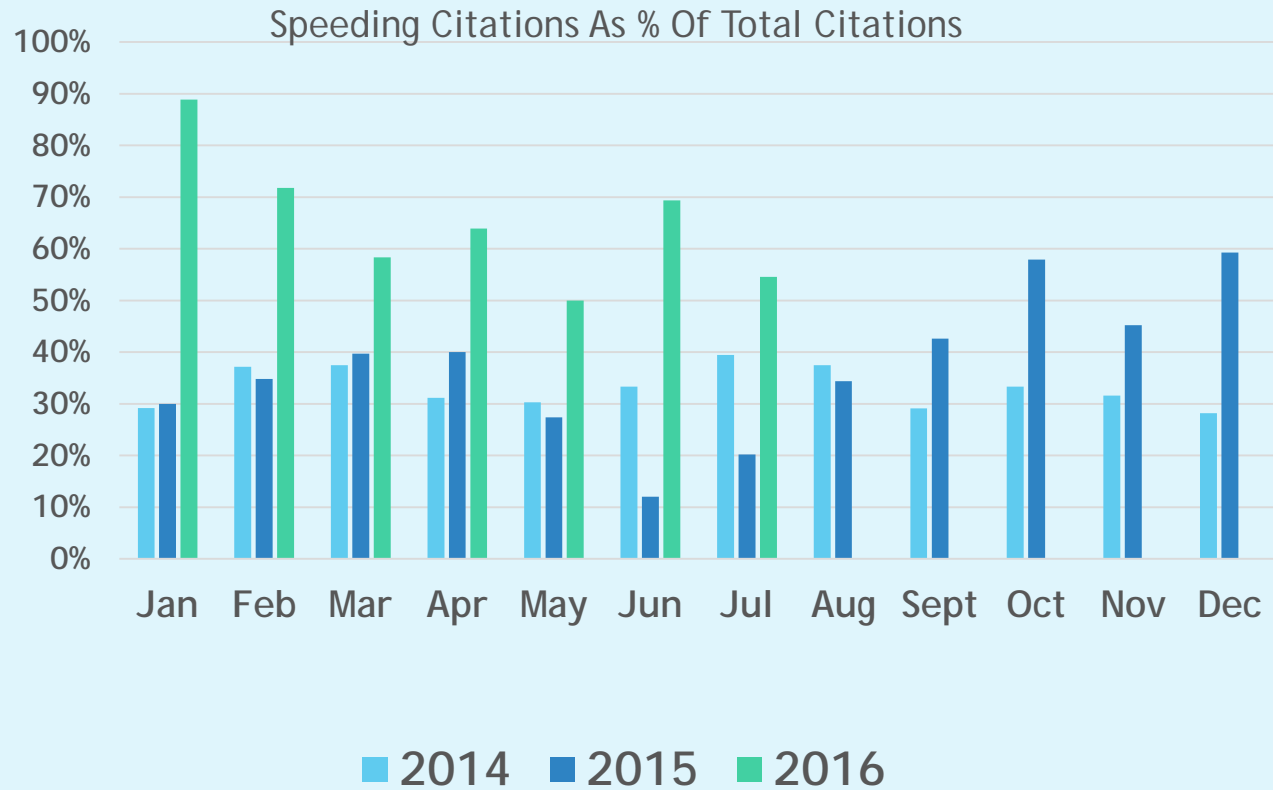
Fewer citations in 2016

- Burglaries take police time

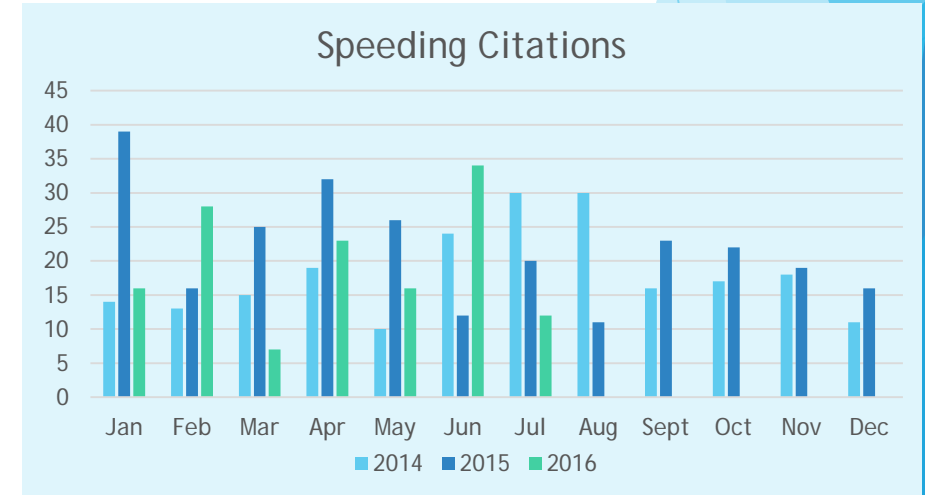
Fewer citations in the winter

Source: San Mateo County Sheriff's Office

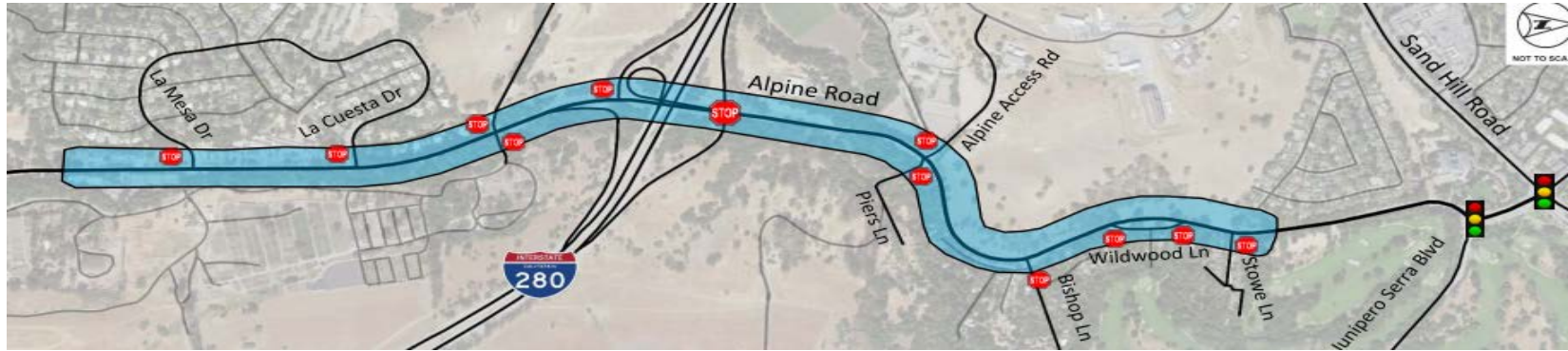
Speeding - A Major Concern



- Speeding citations are a higher percentage of citations in 2016
- In 2016, only Feb and Jun have highest number of speeders for last 3 years



Alpine Road Corridor Study



Committee Members and Howard Young attended community meetings on:

- ▶ January 21st 2016 & May 9th 2016 - Monitoring Will Continue

Collision History (2010 to 2014)

- ▶ 62 total reported incidents along Alpine Road within Study Area
- ▶ Over half (33 incidents) at I-280 interchange
- ▶ 10 involving cyclists
- ▶ 3 involving severe injuries and 1 fatality (at I-280 in 2011)
- ▶ Broadside collision was most common type of collision (52%) followed by rear-end collision (23%)

Source: Kimley
Horn Consultants

Goals Of The Alpine Corridor Study

- ▶ Improve access and connectivity
- ▶ Reduce mobility barriers, for all types of travel, including pedestrian, bicycle, automobile, and public transit
- ▶ Improve area health and safety by increasing walkability and bikeability
- ▶ Improve access to Alpine Road from side streets
- ▶ Improve 280 intersections along Alpine Road with additional consideration to Interstate 280 interchanges at Sand Hill Road and Page Mill Road.

- ▶ Is This What Portola Valley Wants?
- ▶ Some PV Residents Want Alpine Road Traffic Slowed, Others Want Faster Trips
- ▶ Objective Of Increasing Traffic Flow May Be At Odds With Traffic Calming

Alpine Road Corridor Study

Concept Alternatives

1. Minor Improvements - Path Widening, Bus Pullouts, Vegetation Clearing
2. Signals at La Cuesta Drive and 280 Ramps, Dish Trail Parking Improvements + 1.
3. 3 Roundabouts - La Cuesta and 2 At 280 Ramps
4. Signals and Major Improvements Consolidating Stanford Acres Access - Requires Rights-of-Way
5. 4 Roundabouts (as 3. + La Mesa) and Major Improvements - Requires Rights-of-Way

More info at <http://publicworks.smcgov.org/alpine-road-traffic-corridor-study>

Alpine Road Corridor Study

- ▶ Simulation Of Traffic In The Ladera Area For 2020 At Peak Hours

https://youtu.be/pc9xUlcR_VI

- ▶ Other Simulations:

- ▶ I-280 Area

https://youtu.be/Llr1Jm_waXs

- ▶ Stanford Weekend Acres Area

<https://youtu.be/N54cUYJSrul>



Source: Kimley-Horn and Associates Inc., Planning Consultants

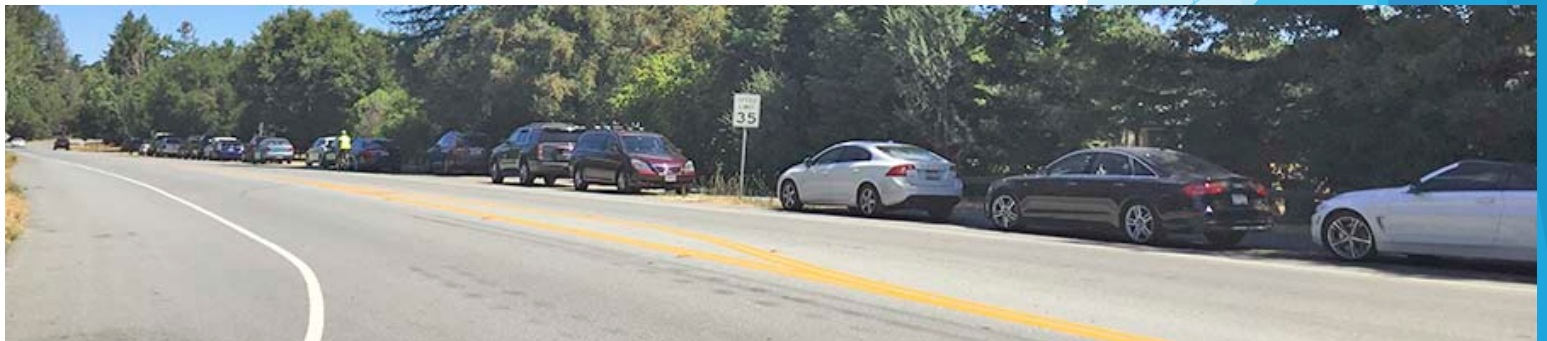
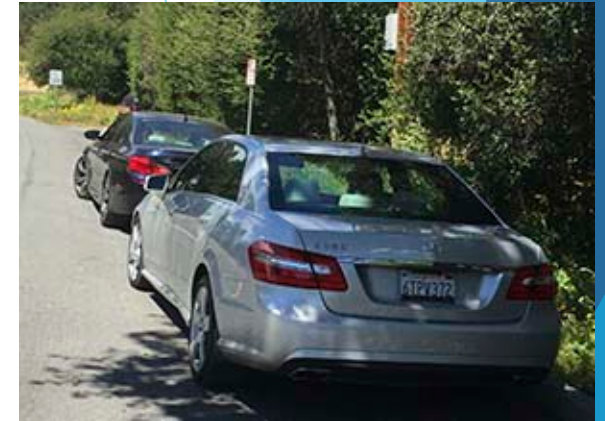
Overflow Parking And Signage - Windy Hill

- ▶ Which Signs Do We Want?
- ▶ Brown - Current Situation
 - ▶ Permanent or Portable (Committee Member Puts Out Two Heavy Signs On Busy Weekends)
- ▶ Red - Parking Tickets Can Be Issued For Violations
- ▶ Committee Has Prepared Recommendations For The Town Council



Overflow Parking And Signage - Ford Field

- ▶ Committee Decided To Keep No Parking Signs Near Ford Field After ASCC Member Suggested Removing Them
 - ▶ Reasons - Safety For Cyclists On Shoulder, Danger When Cars Stop Or Pull Out
- ▶ Subsequent Bike Committee Review Found:
 - ▶ Ford Field Car Park Was Full During A Little League Game
 - ▶ 22 illegally parked cars = 20 on Alpine Road + 2 on Westridge
 - ▶ There is nowhere for these cars to go
- ▶ Should the town:
 - ▶ Make a 2nd car park in space east of Ford Field
 - ▶ Remove No Parking Signs
 - ▶ Ask Sheriff's Deputies To Ticket Drivers
- ▶ Town Staff Will Ask Little League Whether Tournaments That Cause This Parking Pattern Will Be Common In Future Years - 2016 Little League Season Was 2 Weeks Longer Than Usual



Outreach To Cycling Groups

▶ Committee Continues To Communicate With Bike Clubs About:

- ▶ Road Repairs
- ▶ Bike To Work Day Energizer Station
- ▶ Safe Cycling

"I would just give kudos to all of you--the behavior of bicyclists around town has been much more "polite" of late and I think you have influenced that!"
Joyce Shefren





BAY AREA
BIKE TO WORK DAY MAY 12, 2016

- ▶ Committee Supported Patt Baenen (former Bike Committee Member) and Peter Tapscott To Provide Snacks At Ladera Church Car Park for **Bike FROM Work Station**
- ▶ *“It was a great station - very fun and social! Thank you for your help both with bike advocacy and encouraging new commuters.”* Nate McKitterick, Cyclist & Planning Commissioner
- ▶ Station Count
 - ▶ Number Of Cyclists Passing Ladera Energizer Station In 2016 - 153 (c.f. 75 In 2015)

Crosswalk Improvements

- ▶ The Committee Will Continue To Work On Improving Crosswalks
 - ▶ Committee Wrote Report On Los Trancos Road at Alpine Road
 - ▶ Visibility Is Poor If Cars Stop Behind Crosswalk
 - ▶ Committee Noted 97 Out Of 100 Cars Did Not Stop Before Crosswalk On A Saturday Afternoon
 - ▶ Town Has Trimmed Vegetation And Is Working With Homeowner To Remove Acacia Trees That Are Blocking View
 - ▶ Lighting System At Woodside Priory Crosswalk Needs Frequent Repairs



Residents' Requests

- ▶ Requests At Committee Meetings
 - ▶ Encourage Cyclists To Use Lights In Daylight
 - ▶ Reduce Number Of Cars Near Ron Ramies Gas Station
 - ▶ Ensure Traffic Leaving Willowbrook Stops At Portola Road
 - ▶ Improve Safety For School Children Walking Or Cycling To School
 - ▶ Repaint Red No Parking Lines on Horseshoe Bend Near Corte Madera School
 - ▶ Reduce Speeding On Portola Road Near Wyndham Drive
- ▶ Concerns From PVForum Yahoo! Group
 - ▶ Traffic On Corte Madera And Back Streets Near Corte Madera School Where Children Walk
 - ▶ Crossing At Los Trancos Road On Alpine For Children

Suggestions From PVForum Yahoo! Group Responses

- ▶ School Issues
 - ▶ Increase Fines During School Hours
 - ▶ Train Crossing Guards
 - ▶ Stop Menlo Atherton School Bus At Roberts - It Clogs Traffic At Corte Madera School For 2 - 3 Kids
 - ▶ Sidewalk On Corte Madera
- ▶ Speeding Traffic
 - ▶ Put More Messages Like "Slow Down" On The Scrolling Sign That Gives Drivers' Speeds
 - ▶ "Slow Your Roll" Campaign
- ▶ Disallow Parking On Blind Corners, Especially On Portola Road
- ▶ Signpost Evacuation Routes In Case Of Wildfire

Future Projects

Bike Event With The Library



- ▶ Plan To Work With The Library On Biking Initiatives

Portola Road Improvements

- ▶ Pumping Station At Westridge and Pipe Installation Due For Completion September 2017
- ▶ Portola Road Will Be Resurfaced In 2017
- ▶ Opportunity To Widen Shoulder For Bicycles

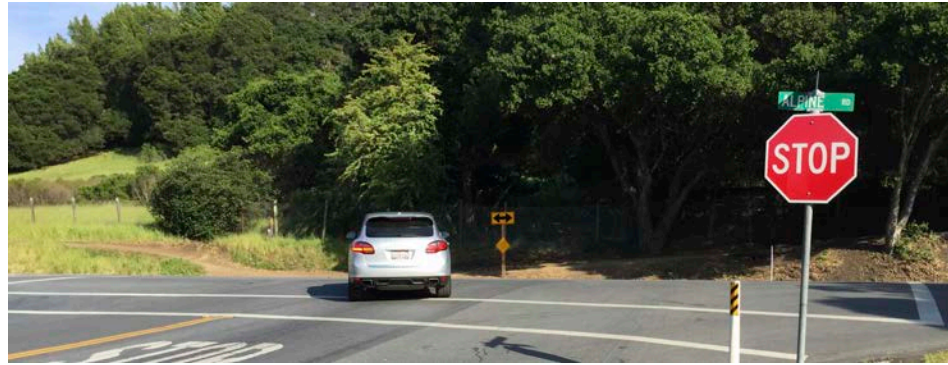


Safe Routes e.g. Woods Property Along Alpine

Trail in Portola Valley Ranch - Proposed Trail Will Be Like This



- ▶ Work Underway With Town Staff And Midpeninsula Regional Open Space District



Current Trail



Challenge:

- Proposed Trail Is Only Along Alpine, Not Across Property Linking Los Trancos To Alpine Should Portola Valley Work More Closely With MROSD?

Impact Of Windmill School Moves

- ▶ The Committee Will Monitor Traffic Speeds Near The School, Currently There Are No Plans To Change The Portola Road Speed Limit
- ▶ Town Hearings On Windmill School Resulted In The Following:
 - ▶ Removal of second entrance/exit.
 - ▶ Use of an entrance/exit that is further up Portola Road, with better sightlines than the second (to be closed) entrance, and which is located in the portion of Portola Road that has a center lane.
 - ▶ Log barriers to prevent parking on Portola Road in front of the school.
 - ▶ School is not allowed to have drop-offs on Portola Road (which would be impossible anyway due to the above).
 - ▶ No landscaping that would interfere with sightlines.
 - ▶ Minimal traffic increases (and across PV it could be net zero since kids are being driven to preschool somewhere anyway, and in-town carpooling may increase).

Budget, Partners And Challenges

Budget Proposed

TOTAL

750

- ▶ Bike To Work Day
- ▶ Banners
- ▶ Food For Events
- ▶ Display Materials
- ▶ Printing

Partners

- ▶ Midpeninsula Open Space District (openspace.org)
 - ▶ Woods Property Path
- ▶ Portola Valley School District (pvsd.net - Corte Madera and Ormondale Schools)
 - ▶ Request Police Presence To Monitor Traffic Speeds
- ▶ San Mateo County Sheriff's Department (smcsheriff.com)
 - ▶ Monthly Reports
- ▶ California Highway Patrol (Redwood City)
 - ▶ Provided Leaflets For Outreach At Town Events
- ▶ Safe Routes To Schools (saferoutestoschools.org)
 - ▶ Managed By Schools
- ▶ Silicon Valley Bike Coalition (bikesiliconvalley.org)
 - ▶ Supports Bike To Work Day
- ▶ Woodside Fire Protection District (woodsidefire.org)
 - ▶ Helps At Town Events, e.g. Helmet Fitting
- ▶ Committee Monitors Town Yahoo! Group, PVForum

Related Town Committees

- ▶ Committee Work Could Potentially Affect:
 - ▶ Architectural and Site Control Commission, e.g. for design of retaining wall at Alpine/Arastradero
 - ▶ Conservation Committee, e.g. if recommendations include removal or replacement of trees or shrubs that block driver vision
 - ▶ Cultural Arts Committee, e.g. if a town event requires help with parking or has opportunities for safety presentations/tables
 - ▶ Emergency Preparedness Committee, e.g. if an emergency preparedness event involves traffic safety
 - ▶ Finance Committee, e.g. BPTS annual budget is part of town budget
 - ▶ Geologic Safety Committee, e.g. if road safety/repair was impacted by geologic events such as landslides on upper Alpine Road or an earthquake
 - ▶ Historic Resources Committee, e.g. for helping with events that celebrate town history
 - ▶ Parks & Recreation Committee, e.g. if a recreational program were to include cycling
 - ▶ Planning Commission, e.g. regarding signage for parking on Portola Road
 - ▶ Public Works Committee, e.g. if road improvements provide an opportunity for safer roads and cooperating on getting volunteers to help with parking at town events
 - ▶ Sustainability Committee, e.g. Earth Day if there is an opportunity to promote safe biking
 - ▶ Trails & Paths Committee, e.g. Safe Routes To School use of trails

Challenges

- ▶ Attract More Committee Members To
 - ▶ Reach Out To Cycling Clubs
 - ▶ Represent Pedestrians
 - ▶ Represent Different Neighborhoods
 - ▶ Help With Safe Routes To School And Town Events
- ▶ Attract One-Time Volunteers For Special Events
- ▶ Find Time To Schedule Seminars, Safety Talks
- ▶ How Do We Calm Traffic?
 - ▶ Speeds Of Over 60 mph Have Been Recorded In 35 mph Zones

Assistance Needed From Council And Staff

- ▶ Windy Hill Parking - Action On Committee's Recommendations
- ▶ Multi-committee Support For Seminars To Educate Drivers, Pedestrians and Cyclists
- ▶ Crosswalk Improvement Priorities
- ▶ Work With Town Council As It Strengthens Tools For Code Enforcement
 - ▶ Do We Need To Increase Budget For Sheriff's Deputies?
- ▶ Woods Property Trail Support
- ▶ Alpine Corridor Project - Town Position

#7

There are no written materials for Drought Update



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council

FROM: Debbie Pedro, Planning Director
Cynthia Richardson, Planner

DATE: August 10, 2016

RE: Final Parcel Map and Subdivision Improvement Agreement for Lands of Carano,
1260 Westridge Drive

RECOMMENDED ACTION:

Staff recommends that the Town Council adopt a resolution (Attachment 1) approving the Final Parcel Map for subdivision No. X6D-210, Lands of Carano located at 1260 Westridge Drive and adopt a resolution (Attachment 2) approving the Subdivision Improvement Agreement.

BACKGROUND

On August 3, 2011 the Planning Commission approved a 3-lot subdivision of the 11.6 acre property subject to a Mitigated Negative Declaration, conditions of approval for a Tentative Parcel Map and a Planned Unit Development. The property is located in the Residential–Estate, (R-E/2.5A.SD2.5) zoning district.

Pursuant to Chapter 17.28 of the Subdivision Ordinance, the applicant has requested the Town accept the proposed three lot final parcel map and approval of related documents. Review and action on the final parcel map as outlined in the Subdivision Ordinance Section 17.24.260 requires that the Council approve the map if it conforms to all applicable provisions of the Subdivision Map Act and the Subdivision Ordinance. This is a procedural step, and takes place without the need for public hearing. Town staff and consultants have completed review of all aspects of the proposed parcel map documents and find them to be in order for recording.

The applicant is proposing minor adjustments to the original approved lot lines to provide for a larger building site on Lot B where the main residence will be located. On July 20, 2016 the Planning Commission reviewed the map's consistency with the Tentative Parcel Map and unanimously voted to recommend to the Town Council approval of the Final Parcel Map.

The Subdivision Improvement Agreement has been reviewed and approved by the Town Attorney and bonds have been posted to the Town as security for the required improvements, which are required to be completed within 12 months of the date of the agreement. All applicable Final Map conditions of approval have been satisfied. The Town has received

payment of fees including the inclusionary housing fee, park and recreation fee and storm drain fee as outlined in condition number 10.

ENVIRONMENTAL REVIEW

This action by the Town Council is exempt under the California Environmental Quality Act (CEQA); Statutory Exemptions, Section 15268, (b) (3) Ministerial Projects, approval of final subdivision maps. Therefore, no further environmental review is required.

ATTACHMENTS

1. Resolution approving Final Map
2. Resolution approving Subdivision Improvement Agreement
3. Subdivision Improvement Agreement

Report approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. 2016-

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING
FINAL PARCEL MAP FOR LANDS OF CARANO**

WHEREAS, the Town of Portola Valley Planning Commission approved the Tentative Parcel Map for the property commonly known as 1260 Westridge Drive on August 3, 2011, with an extension approved in July 2013; and

WHEREAS, Bandel and Paula Carano, the property owners, submitted a Final Parcel Map that proposed minor adjustments to the lot lines on the Tentative Parcel Map; and

WHEREAS, on July 20, 2016 the Town Planning Commission reviewed the Final Parcel Map for consistency with the Tentative Parcel Map and voted unanimously to recommend that the Town Council approve the Final Map; and

WHEREAS, Town staff has reviewed the proposed Final Parcel Map, attached hereto as Exhibit A, and finds it to be technically correct and that all applicable conditions of approval have been satisfied.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Portola Valley as follows:

1. The location and configuration of the lots to be created by this Final Parcel Map comply with the previously approved Tentative Parcel Map; and
2. The Final Parcel Map is categorically exempt from the California Environmental Quality Act (CEQA), Statutory Exemptions Title 14 of the California Code of Regulations Section 15268, (b) (3) Ministerial projects, approval of final subdivision maps; and
3. The Town Council of the Town of Portola Valley, pursuant to Government Code Section 66458, hereby approves the Final Parcel Map attached hereto as Exhibit A; and
4. Directs the Town Clerk to transmit the Final Parcel Map to the County Recorder of San Mateo County for recording.

PASSED AND ADOPTED by the Town Council of the Town of Portola Valley this 10th day of August 2016.

By: _____
Mayor

Attest: _____
Town Clerk

OWNERS' STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR HAVE SOME RIGHT TITLE OR INTEREST IN AND TO THE LAND DELINEATED AND EMBODIED WITHIN THE EXTERIOR BOUNDARY LINES OF THE HEREBY EMBODIED MAP. THAT SAID OWNER ACQUIRED TITLE TO SAID LAND BY VIRTUE OF THAT GRANT DEED RECORDED AUGUST 6, 2013, AS DOCUMENT NUMBER 2013-11594, OF SAN MATEO COUNTY, CALIFORNIA. THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID REAL PROPERTY; AND THAT WE HEREBY CONSENT TO THE PREPARATION AND FILING OF THIS MAP AND SUBDIVISION.

WE ALSO HEREBY DECLARE THAT THE STRIPS OF LAND DESIGNATED AS PRIVATE INGRESS/EGRESS EASEMENT AND PRIVATE FIRE AND WATER EASEMENT ARE RESERVED FOR THE BENEFIT OF THE OWNERS OF PARCELS A, B AND C, AND ARE FOR THE PURPOSES STATED IN THE DECLARATION OF INTENT TO CREATE COVENANTS AND PRIVATE EASEMENTS FOR DRIVEWAY AND FOR FIRE AND WATER, AND FOR WATERWAYS FOR REGIONAL CONCERN, AS DESCRIBED BY THE TOWN OF PORTOLA VALLEY, IN THE EVENT THERE IS A CONFLICT BETWEEN THE ACTUAL LOCATION OF THE EASEMENTS SHOWN ON WATER LINES, AND THE LOCATION OF THE EASEMENTS SHOWN ON THIS MAP, THE ACTUAL LOCATIONS SHALL CONTROL.

AND SAID OWNER DOES HEREBY DECLARE THAT THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR EMERGENCY VEHICLE ACCESS PURPOSES. THE AREAS OVER, AND UPON THOSE CERTAIN STRIPS OF LAND DESIGNATED AS AND DELINEATED AS E.V.A.E. (EMERGENCY VEHICLE ACCESS EASEMENT) FOR THE PURPOSES OF THIS MAP, ARE HEREBY DEDICATED AS AN EASEMENT FOR THOSE CERTAIN STRIPS OF LAND DESIGNATED AS AND DELINEATED AS "PUE" (PUBLIC UTILITY EASEMENT) FOR THE PURPOSE OF PUBLIC UTILITIES.

AS OWNERS : BANDEL L. CARANO AND PAULA MICHELLE CARANO, TRUSTEES DATED: JANUARY 12, 2016

BY: BANDEL L. CARANO, TRUSTEE DATED: _____
BY: PAULA MICHELLE CARANO, TRUSTEE DATED: _____

OWNERS' ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL SIGNING THIS DOCUMENT, THE SIGNATURE OF THAT DOCUMENT, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA } S.S.
COUNTY OF SAN MATEO }

ON _____ 2016, BEFORE ME _____ A NOTARY PUBLIC, PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN HIS AUTHORIZED CAPACITIES) AND THAT BY HIS/HER SIGNATURE ON THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

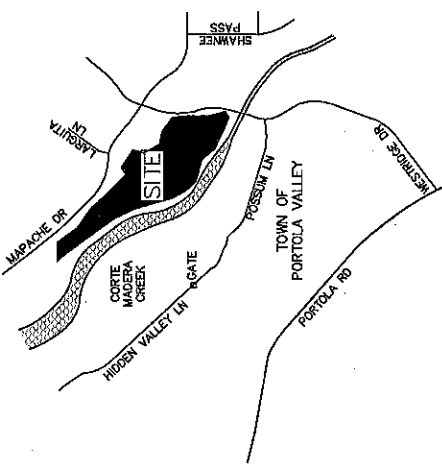
WITNESS MY HAND AND OFFICIAL SEAL:
SIGNATURE: _____

NAME (PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: _____

PRINCIPAL COUNTY OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____



VICINITY MAP

NTIS

OWNERS' ACKNOWLEDGMENT

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STATE OF CALIFORNIA } S.S.
COUNTY OF SAN MATEO }

ON _____ 2016, BEFORE ME _____ A NOTARY PUBLIC, PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN HIS AUTHORIZED CAPACITIES) AND THAT BY HIS/HER SIGNATURE ON THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL:
SIGNATURE: _____

NAME (PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: _____

PRINCIPAL COUNTY OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

TOWN CLERK'S STATEMENT

I, SHARON HANLON, TOWN CLERK OF THE TOWN OF PORTOLA VALLEY, HEREBY CERTIFY THAT THE TOWN COUNCIL BY RESOLUTION 2016-_____, 2016, ADOPTED AT A REGULAR MEETING AND DID ACCEPT ON BEHALF OF THE TOWN OF PORTOLA VALLEY THE EMERGENCY VEHICLE ACCESS EASEMENT (E.V.A.E.) AND PUBLIC UTILITY EASEMENT (PUE) AS SHOWN ON THIS MAP.

SHARON HANLON
TOWN CLERK OF THE TOWN OF PORTOLA VALLEY

DATE

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF SHORENSTEIN REALTY SERVICES IN AUSTIN, TEXAS. THIS SURVEY WAS CONDUCTED IN FULL COMPLIANCE WITH THE SUBDIVISION MAP ACT AND ANY APPROVED ALTERATIONS THEREOF. THAT ALL THE PROVISIONS OF THE SUBDIVISION MAP ACT AND AMENDMENTS THEREOF HAVE BEEN FULLY COMPLIED WITH. THAT THE APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.



GREGORY F. BRAZE DATE
EXP. 12/31/16

TOWN SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THE HEREBY EMBODIED PARCEL MAP ENTITLED, "PARCEL MAP OF THE LANDS OF THE CARANO TRUST, THAT THE SUBDIVISION AS SHOWN HEREBY IS SUBSTANTIALLY THE SAME AS SAID SUBDIVISION APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF. THAT ALL THE PROVISIONS OF THE SUBDIVISION MAP ACT AND AMENDMENTS THEREOF HAVE BEEN FULLY COMPLIED WITH. THAT THE APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.

SHERRIE J. ZIMMERMAN, PLS 8864- DATE
TOWN SURVEYOR FOR THE TOWN OF PORTOLA VALLEY
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____, 2016, AT _____ M.
IN BOOK _____ OF PARCEL MAPS AT PAGE _____ AT THE
REQUEST OF GREGORY F. BRAZE

FILE NO. _____ FEE \$ _____

MARK CHURCH, COUNTY RECORDER

BY: _____ DEPUTY

PARCEL MAP

BEING A SUBDIVISION OF THE LANDS OF BANDEL L. CARANO & PAULA MICHELLE CARANO, TRUSTEES OF THE BANDEL & PAULA CARANO TRUST DATED, JANUARY 12, 2016, RECORDED IN INSTRUMENT NO. 2013-11594, OF SAN MATEO COUNTY, CALIFORNIA, INSTRUMENT NO. 2013-11594, OF SAN MATEO COUNTY, CALIFORNIA.
TOWN OF PORTOLA VALLEY SAN MATEO COUNTY CALIFORNIA
JULY 2016



2469 INDUSTRIAL PARKWAY WEST
SAN MATEO, CALIFORNIA 94066
(510) 887-4086
FAX (510) 887-3019
WWW.LEABRAZE.COM

LINE TABLE	
LINE	BEARING
EL19	N16°53'25"E

CURVE TABLE		
CURVE	LENGTH	RADIUS
EC24	17.47	75.00
EC25	4.79	75.00
EC26	11.98	33.00
EC27	21.33	53.00
EC28	59.98	40.00
EC29	85.18	40.00
EC30	24.30	40.00
EC31	25.03	24.00
EC32	47.73	21.00
EC33	41.39	30.00
EC34	21.39	30.00
EC35	51.85	52.00
EC36	45.83	24.00
EC37	72.78	52.00
EC38	26.16	85.00
EC39	15.24	45.00
EC40	8.07	75.00
EC41	22.80	75.00
EC42	4.00	75.00

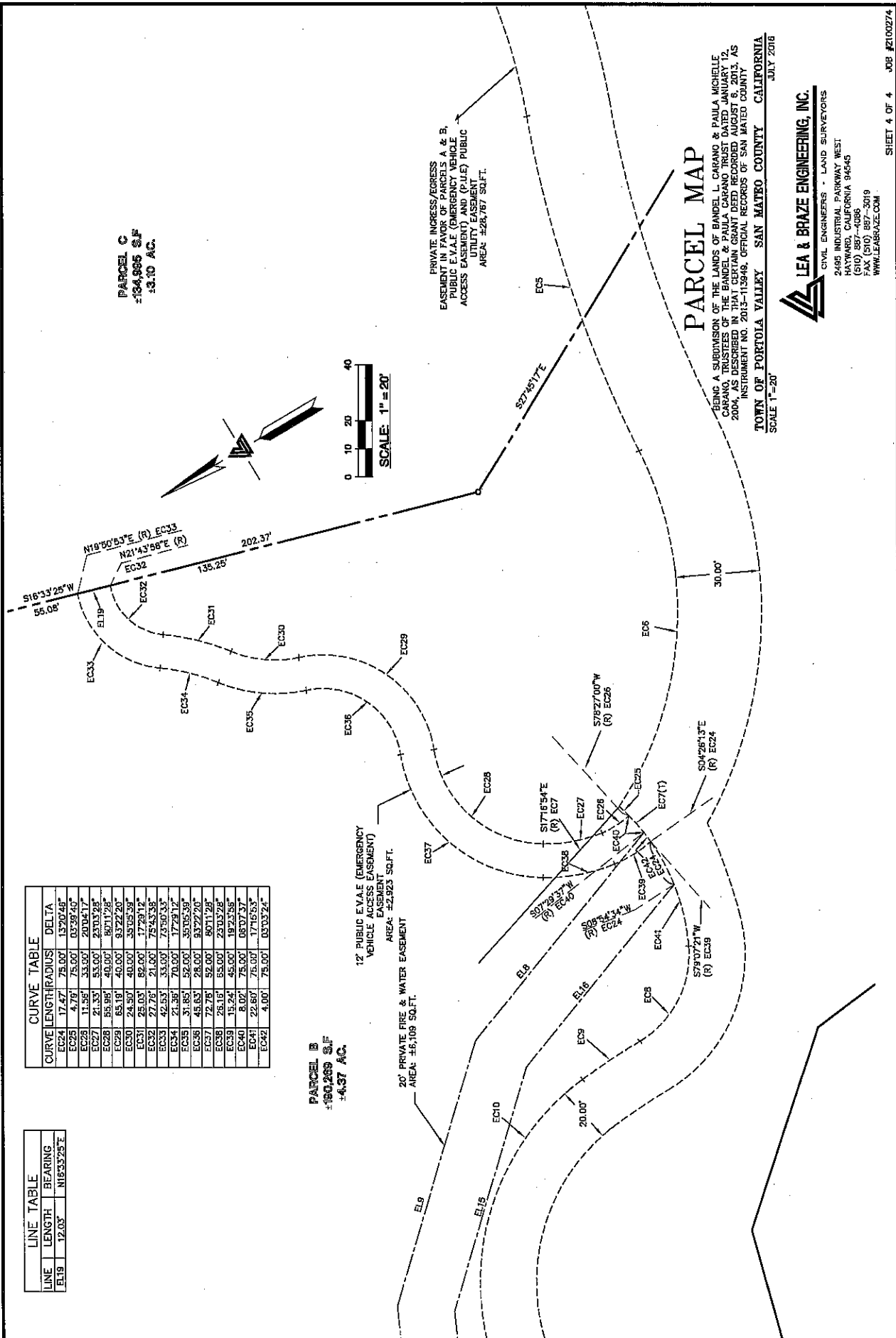
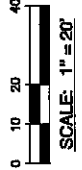
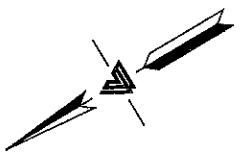
PARCEL B
 ±190,269 S.F.
 ±4.37 AC.

PARCEL C
 ±184,995 S.F.
 ±3.10 AC.

12' PUBLIC E.V.A.E (EMERGENCY VEHICLE ACCESS EASEMENT)
 AREA = ±2,823 SQ.FT.

20' PRIVATE FIRE & WATER EASEMENT
 AREA = ±6,108 SQ.FT.

PRIVATE INGRESS/EGRESS EASEMENT IN FAVOR OF PARCELS A & B, PUBLIC E.V.A.E (EMERGENCY VEHICLE ACCESS EASEMENT) AND (P.U.E) PUBLIC UTILITY EASEMENT
 AREA = ±24,767 SQ.FT.



PARCEL MAP

BEING A SUBDIVISION OF THE LANDS OF BANDEL L. CARANO & PAULA MICHELLE CARANO, TRUSTEES OF THE BANDEL & PAULA CARANO TRUST DATED JANUARY 12, 2004, AS DESCRIBED IN PLAT 24,000,000,000,000,000,000,000,000,000,000, AS INSTRUMENT NO. 2013-115948, OFFICIAL RECORDS OF SAN MATEO COUNTY, TOWN OF PORTOLA VALLEY SAN MATEO COUNTY CALIFORNIA
 JULY 2016
 SCALE 1" = 20'

LEA & BRAZE ENGINEERING, INC.
 CIVIL ENGINEERS - LAND SURVEYORS
 2490 INDUSTRIAL PARKWAY WEST
 FAYETTEVILLE, CALIFORNIA 94545
 (510) 887-4086
 FAX (510) 887-3019
 WWW.LEABRAZE.COM

RESOLUTION NO. 2016- _____

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF A SUBDIVISION IMPROVEMENT AGREEMENT
BETWEEN THE TOWN OF PORTOLA VALLEY AND
BANDEL & PAULA CARANO**

WHEREAS, the Town of Portola Valley Planning Commission approved the Tentative Parcel Map for the property commonly known as 1260 Westridge Drive on August 3, 2011; and

WHEREAS, the conditions of approval for the Tentative Parcel Map included a requirement that the property owners, Bandel and Paula Carano, enter into a subdivision improvement agreement guaranteeing certain improvements; and

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Subdivision Improvement Agreement (“Agreement”) between the Town and Bandel & Paula Carano.

NOW, THEREFORE, BE IT RESOLVED BY the Town Council of the Town of Portola Valley as follows:

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Bandel & Paula Carano.

PASSED AND ADOPTED this 10th day of August 2016.

By: _____
Mayor

Attest: _____
Town Clerk

**TOWN OF PORTOLA VALLEY
SUBDIVISION IMPROVEMENT AGREEMENT
(Lands of Carano 1260 Westridge Drive)**

This Subdivision Improvement Agreement ("Agreement"), executed this ____ day of _____, 2016, by and between the Town of Portola Valley, a municipal corporation of the State of California ("Town"), and Bandel L. Carano and Paula Michelle Carano, Trustees of the Bandel & Paula Carano Trust ("Subdivider").

RECITALS

A. On August 5, 2011, the Town Planning Commission approved the Tentative Subdivision Map X6D-210 and the Planned Unit Development X7D-171 for the property commonly known as 1260 Westridge Drive ("Property") subject to conditions, including, but not limited to, entering into a subdivision improvement agreement for identified on and off-site improvements.

B. Subdivider is the owner of the Property and desires to enter into this Agreement to satisfy the conditions of approval requiring a subdivision improvement agreement for on and off-site improvements.

C. Subdivider desires to subdivide certain land in the Town in accordance with a map filed with the Town Council of Portola Valley, marked and designated Final Parcel Map, Subdivision of the Lands of Carano.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions herein contained, and for other valuable consideration, the receipt of which is hereby acknowledged, the parties do hereby agree as follows:

1. Subdivider agrees that they will construct at their sole cost and expense, all those certain on and off-site improvements (collectively "Improvements") shown on the improvement plans titled "Subdivision Improvement Plan 1260 Westridge Drive, Portola Valley, California" consisting of sixteen (16) sheets (hereinafter referred to as "Improvement Plans") approved by the Town Public Works Director. The Improvement Plans are hereby made a part of this Agreement as if set forth at length, required by the Portola Valley Municipal Code and required by the conditions of approval for the Tentative Subdivision Map and Planned Unit Development Statement.

2. No improvement work shall be undertaken by the Subdivider until all plans and specifications have been submitted to and approved in writing by the Town Public Works Director, nor shall any change be made in said plans and specifications or in the work of improvement to be done under them without the prior written approval of the Town.

3. Subdivider agrees that the Improvements will be constructed under and subject to the inspection of and to the satisfaction of the Town Public Works Director.

4. Subdivider agrees that they will construct the Improvements identified in the Improvement Plans in accordance with the requirements set forth therein, all applicable ordinances, resolutions and orders of the Town enacted or adopted by the Town Council as amended or revised as of the date of this Agreement, and governing statutes of the State of California or of the United States of America.

5. All structures made non-conforming by the lot lines created by the subdivision shall be completely removed, to the satisfaction of the Town Public Works Director.

6. Prior to the execution of this Agreement, Subdivider shall file and submit security, in a form approved by Town, to the Town as obligee in the penal sum of Eight Hundred Fifty-Five Thousand Ninety Dollars (\$855,090) conditioned upon the full and faithful performance of each of the terms, covenants and conditions of this Agreement and conditioned upon the full and faithful performance of any and all improvement work required hereunder.

7. Prior to the execution of this Agreement, Subdivider shall file and submit a bond, in a form approved by Town, or cash deposit to be held in a non-interest bearing account in the amount of Forty-Two Thousand Seven Hundred Fifty-Five Dollars (\$42,755) to cover the costs of any errors made by the Subdivider or their contractors that causes environmental damage during the construction of the Improvements.

8. All Improvements shall be completed and ready for final inspection by the Town Public Works Director within twelve (12) months of the date of execution of this Agreement. If Subdivider fails to complete the work required by this Agreement within that time, Town may, at its option, and after giving ten (10) days' written notice thereof to Subdivider, complete the same and recover the full cost and expense thereof from Subdivider by way of the security bond.

9. In the event that Subdivider fails to perform any obligation on their part to be performed hereunder, Subdivider agrees to pay all costs and expenses incurred by the Town in securing performance of such obligation, and if suit is brought by the Town to enforce this Agreement, Subdivider agrees to pay the costs of the suit and reasonable attorneys' fees to be fixed by the Court.

10. Prior to the execution of this Agreement, Subdivider shall file and submit security, in a form approved by Town, to the Town as obligee in the penal sum of Eight Hundred Fifty-Five Thousand Ninety Dollars (\$855,090), inuring to the benefit of any contractor, his subcontractors and to persons renting equipment or furnishing labor or materials to them for the cost of labor and materials furnished in connection with any and all improvement work required hereunder.

11. Subdivider agrees to pay all costs for labor or materials in connection with the work of improvement hereunder.

12. The performance security required hereunder shall be reduced to a maintenance/warranty security of ten percent (10%) of the security's original value for a period of not less than one (1) year after the date of final completion of the Improvements. Any defects in the Improvements shall be corrected by the Subdivider at their expense. This maintenance/warranty security shall be released after the warranty inspection of the Improvements, by the Town Public Works Director.

13. Prior to execution of this Agreement, and at Subdivider's expense, Subdivider shall provide the Town with a general liability insurance policy with endorsements showing the Town as an additional insured which insures the Town, its officers, employees, agents and volunteers against liability for injuries to persons or property (with minimum coverage of \$500,000.00 for each person and \$1,000,000.00 for each occurrence and \$250,000.00 for property damage in each occurrence) in connection with work performed by, for or on behalf of Subdivider. Said policy shall: (a) be issued by an insurance company authorized to transact business in the State of California; (b) be written on the Standard California Comprehensive General Liability Policy Form which includes, but is not limited to, property damage and bodily injury; (c) be written on an occurrence basis; (d) require thirty (30) days' prior written notice to the Town of cancellation or coverage reduction; (e) provide that it is full primary coverage; (f) provide that the Town, its officers and employees shall not be precluded from claim against other insured parties thereunder; (g) be maintained in effect until final acceptance of Subdivider's Improvements. If Subdivider does not comply with the provisions of this paragraph, the Town may (at its election and in addition to other legal remedies) take out the necessary insurance, and Subdivider shall immediately repay the Town the premium therefor.

14. Subdivider agrees that any general contractor engaged by the Subdivider for any work of improvement under this Agreement will have:

14.1 In full force and effect, a Worker's Compensation Insurance as shown by a Certificate of Worker's Compensation Insurance issued by an admitted insurer. Said Certificate shall state that there is in existence a valid policy of Worker's Compensation Insurance in a form approved by the California Insurance Commissioner. The certificate shall show the expiration date of the policy, that the full deposit premium on the policy has been paid and that the insurer will give the Town at least thirty (30) days' prior written notice of the cancellation or coverage reduction of the policy; or

14.2 In full force and effect, a Certificate of Consent to Self-Insure issued by the Director of Industrial Relations and certified by him to be current, together with a Declaration under penalty of perjury in a form satisfactory to the Town Attorney that said Certificate is in full force and effect and that the Subdivider or its general contractor shall immediately notify the Town in writing in the event of its cancellation or coverage reduction at any time prior to the completion of all work of improvement.

15. Subdivider agrees to indemnify and save harmless the Town, the Town Council, the Town Public Works Director and any other officer, employee or agent of the Town from any and all costs, expenses, claims, liabilities or damages, known or unknown, to persons or property heretofore or hereafter arising out of or in any way connected with

the performance of work or other obligation to be performed in furtherance of this Agreement, including, but not limited to, all costs and attorneys' fees incurred in defending any claim arising as a result thereof.

16. Subdivider agrees as a condition of the subdivision approval and use of entitlement to defend at its sole cost and expense any action brought against the Town because of issuance of this entitlement or, in the alternative, to relinquish such entitlement. Subdivider will reimburse the Town for any court costs and attorneys' fees which the Town may be required by a Court to pay as a result of such action, but such participation shall not relieve Subdivider of their obligation under this condition.

17. Subdivider agrees to pay all costs and expenses incurred by the Town, pursuant to the statement of understanding, in connection with the subdivision. Subdivider shall provide adequate deposits for this purpose with additional deposits as required by the Town.

18. Upon the execution of this Agreement, Subdivider agrees to remit the following sums to the Town for fees identified below:

Map Fee	\$1,390
Storm Drain Fee	\$7,436.88
Parks & Recreation Fee	\$26,469.00
Housing In Lieu Fee	\$573,524.00
TOTAL	\$608,819.88

19. Any permits necessary for the completion of any of the improvements required of Subdivider shall be acquired by Subdivider at its sole cost and expense.

20. This Agreement shall be deemed to include any final conditions imposed by Town upon the approval of the tentative and final maps related to public improvements of the subdivision.

21. Subdivider agrees that, upon ten (10) days' written notice from Town, it will immediately remedy, restore, repair or replace, at its sole cost and expense and to the satisfaction of Town Public Works Director, all defects, damages or imperfections due to or arising from faulty materials or workmanship appearing within a period of not less than one (1) year after the date of initial acceptance of all said improvements. If Subdivider fails to remedy, restore, repair, or replace said defects, damages or imperfections as herein required, the Town may, at its option, do so and recover the full cost and expense thereof from Subdivider. This covenant shall be explicitly included within the obligation of the security bond referenced above.

22. This Agreement shall bind the heirs, administrators, executors, successors, assigns and transferees of Subdivider. It is agreed and understood that the covenants in this Agreement shall run with the land and are for the benefit of the other lands in the Town of Portola Valley, and are made by Subdivider expressly, their heirs, administrators, executors, successors, assigns and transferees and to the Town, its successors and assigns.

24. All notices which are required to be given, or which may be given, by either party to this agreement, shall be in writing and may be served by personal delivery or by mail. Notices shall be deemed to have been served when deposited in the United States mail, postage prepaid, registered or certified, addressed as follows, or to such other address as from time to time may be designated by either party by giving notice to the other party, as follows:

Town:

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

Subdivider:

Bandel Carano
c/o John Hanna
Hanna & Van Atta
525 University Ave., Suite 600
Palo Alto, CA 94301

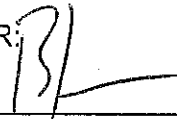
Failure to receive or to acknowledge receipt for notice served by mail shall not invalidate the notice.

25. Nothing contained in this Agreement shall be construed to be a waiver, release or extension of any provision heretofore required by ordinance, resolution or order of the Town Council of the Town.

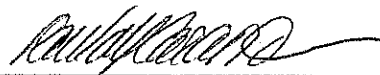
26. Time is of the essence for this Agreement. All covenants herein contained shall be deemed to be conditions. The singular shall include the plural; the masculine gender shall include the feminine and neuter genders.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SUBDIVIDER:



Bandel L. Carano, Trustee



Paula Michelle Carano, Trustee

ATTEST:

TOWN OF PORTOLA VALLEY:

By: _____
Town Clerk

By: _____
Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Howard Young, Public Works Director

DATE: August 10, 2016

RE: Direct formation of an Ad-Hoc Committee to recommend appropriate action or signage to address seasonal roadside parking on Portola Road at Windy Hill Preserve

RECOMMENDATION:

Staff recommends that the Town Council direct formation of an Ad-Hoc Committee to study and recommend the appropriate action or signage to address seasonal roadside parking on Portola Road at Windy Hill Preserve.

BACKGROUND:

At its April 13, 2013 meeting, the Bicycle, Pedestrian, Traffic Safety Committee (BPTS) discussed road shoulder parking on Portola Road as a result of overflow parking from Windy Hill Preserve. Parked vehicles protruding into the paved shoulder appeared to interfere with bicycle traffic, causing them to utilize the travel lane instead of the road shoulder. At the time, additional Sheriff parking enforcement was requested.

At its June 4, 2014 meeting, the BPTS committee recommended to the Town Council the placement of no parking signs at selected areas along Portola Road at Windy Hill Preserve. The Town Council at its June 18 and 25, 2014 meetings directed staff to seek comments from the Architectural & Site Control Commission (ASCC) on the aesthetics of the signs. As a result, more aesthetic no parking signs were selected and installed as a pilot program in the Fall of 2014. However, as to the signs not being to State standard, the Sheriff's office could not enforce.

Additional signs mounted to A-frame barricades were placed by staff or volunteers in the wide shoulder areas on weekends during periods of high use, asking drivers to park off the paved shoulder and fully on the dirt shoulder. The dirt shoulder was mowed to accommodate parking. Although these signs have been effective, placing them every weekend during high season use of Windy Hill Preserve is quite time consuming.

In addition, signs indicating the availability of overflow parking at Town Center were placed on Portola Road and within the Windy Hill Preserve parking lot.

DISCUSSION:

The BPTS Committee at its August 3, 2016 meeting approved the attached letter (Exhibit A) to be submitted to the Town Council for consideration. The letter summarizes their opinion and recommendations which involve the installation of additional permanent signs concerning parking along Portola Road at the Windy Hill Preserve. As Portola Road is with the scenic corridor, the Architectural and Site Control Commission should be included in this discussion. Staff recommends that an Ad-Hoc Committee be formed consisting of the Chair of the BPTS, ASCC, a member of the Council, the Police Commissioner, and Public Works Director to develop a final recommendation to the Council.

ATTACHMENT:

Exhibit A – BPTS Committee letter dated July 18, 2016

Cc: BPTS Committee Chair, Ed Holland

Approved: Jeremy Dennis, Town Manager



18 July, 2016

To: Town Council, Town of Portola Valley

From: Gary Hanes, Bicycle, Pedestrian and Traffic Safety Committee

Re: Proposal for Management of Automobile Parking on Portola Rd. at Windy Hill Preserve

Background Information: As a community located in one of the most inviting recreation areas of the Bay Area, Portola Valley faces many challenges in accommodating the needs of its residents and visitors. Nowhere is this problem more striking than at the entrance to Windy Hill Preserve along the Portola Rd. corridor. Weekends and holidays bring hundreds of visitors requiring parking for dozens of cars, particularly in the morning hours. Besides providing space for automobiles, the parking lot allows parking of trucks with horse trailers. On many days, particularly those with good weather and early morning daylight, the parking area is filled to capacity and drivers must find alternate spots to leave their car. The first place they choose is along Portola Road in the immediate area. Despite permanent signs that were placed two years ago, many drivers continue to park in prohibited areas or fail to park the cars off of the paved shoulder.

On those same days and similar hours, hundreds of bicyclist use this roadway every hour. When approaching cars parked on the paved shoulder, cyclists must watch for unannounced door openings or move into the automobile traffic lane to pass cars.

Previous Solution: In recent years, the town has attempted to mitigate this problem by placing small, unobtrusive signs along the roadway in the problem area. While those signs satisfied the recommendations of the ASCC in design, regular monitoring of the area strongly suggests that motorists either do not see the signs or simply ignore the current wording on them. Instead, they park on the paved shoulder or in areas clearly marked no parking. The existing permanent signs have no reference to a vehicle code pertaining to parking rules.

Current Solution: A trial solution, proposed by our committee two years ago, was approved by the town council. Larger signs were created which encourage drivers to avoid parking on the paved shoulder and to seek additional parking at the town center. These signs are mounted to "sandwich board" barriers and must be placed along the roadside each weekend, then removed during the week. Placing of these signs has been done by volunteers from our committee. In an effort to augment the parking signs, the town provided postcards which offer suggestions on parking alternatives as well as contact information concerning the parking regulations. These cards do bear the county sheriff insignia.

Effectiveness of past and current solutions: Repeated monitoring by members of our committee, particularly on weekends and holidays, determined that the small permanent signs are completely ineffective in having cars properly parked. The size of these signs and their orientation mean that drivers can easily miss them. Also, the lack of vehicle code reference makes these signs useless. The current movable signs, while much larger and requiring weekly volunteers to place them along the roadway, appear to be nearly 100% effective in keeping the paved shoulder clear. Admittedly the signs are very large, less attractive and lack the vehicle code reference. The dependence on people to place them along the road each week is a burden. The postcards are only placed on the windshield of cars which are already improperly parked so they do nothing to prevent the problem and there is no way to reliably determine how effective they are after posting.

Proposed Solution: Our committee realized the importance of compromise when issues representing many interests are being decided. At the same time, we feel it is incumbent on everyone associated with our town to find solutions that solve problems.

Our recommendations are as follows:

- This letter should be circulated among members of the Town Council as well as the ASCC for review and comment.
- Permanent signs should be created that meet aesthetic concerns with regard to size and color but also meet the needs of visibility, permanence, instructions on parking, and reference to the appropriate parking vehicle code. This can be done by using more concise wording and smaller text size.
- These signs should be more strategically placed than the existing permanent signs so that drivers are readily alerted as they approach the parking area from the normal driving direction.
- A monitoring/review period should be established, preferably during non-winter months, during which time some measure of effectiveness of the new signs be made.
- Based on this review, changes can be suggested and implemented or the signage suggested by this committee can be approved as permanent.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: August 10, 2016

RE: Discussion of Assembly Bill 1362 (AB 1362)

RECOMMENDATION

It is recommended that the Town Council provide feedback to staff regarding a position on Assembly Bill 1362 (AB 1362).

BACKGROUND

In 2015 Assemblyman Rich Gordon introduced legislation to provide a tool for changing the way members of eight mosquito abatement districts in the state are appointed, including the San Mateo County Mosquito and Vector Control District (the District).

AB 1362 was approved by the State Assembly in January 2016 and is currently under review by the State Senate.

DISCUSSION

Under current law, for those eight mosquito and vector control districts that are located entirely within a single county in California, the county board of supervisors and each city appoint a single representative.

AB 1362 would authorize a city council within the District to adopt a resolution requesting that appointments to the board be instead made by a city selection committee. That select committee would be authorized to reduce the number of district board members if the majority of city councils within the district so wish. The Board of Supervisors in the district would be authorized to appoint one member to the district board.

According to Assemblyman Gordon, AB 1362 responds to past problems at the District, involving embezzlement of funds by District staff. The bill's fact sheet (Attachment 2) states that "AB 1362 would authorize an optional, alternative structure for appointing trustees to the San Mateo mosquito district board of trustees". The bill is intended to not direct any change to the makeup of the current District board; rather, it provides a

mechanism should the cities represented by the District wish to make changes in the future.

Six cities in San Mateo County (Brisbane, Daly City, East Palo Alto, Foster City, Redwood City, and San Bruno), and the District are opposed to AB 1362. Common issues with AB 1362 among those in opposition include concerns about diverse and fair representation on a reconstituted District, a desire to continue direct representation for citizens in each city served by the District, and that the current makeup of the District board is well positioned to improve the operations of the District.

Staff seeks guidance from the Council on whether the Town should take a position on the bill.

FISCAL IMPACT

There is no fiscal impact related to the Town taking a position on the bill.

ATTACHMENT

1. AB 1362 Text
2. AB 1362 Fact Sheet
3. SMCMVCD Opposition Letter

AMENDED IN SENATE AUGUST 2, 2016

AMENDED IN SENATE JUNE 22, 2016

AMENDED IN ASSEMBLY JANUARY 19, 2016

AMENDED IN ASSEMBLY JANUARY 4, 2016

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

ASSEMBLY BILL

No. 1362

Introduced by Assembly Member Gordon

February 27, 2015

An act to add Section 2021.5 to the Health and Safety Code, relating to pest abatement.

LEGISLATIVE COUNSEL'S DIGEST

AB 1362, as amended, Gordon. San Mateo County Mosquito and Vector Control District: board of trustees: appointment of members.

Existing law, the Mosquito Abatement and Vector Control District Law, specifies the procedures for district formation, the procedures for the selection of the district board of trustees and officers, and the powers and duties of the board. Existing law authorizes the board of supervisors to appoint one person to the board of trustees, and the city council of each city that is located in whole or in part within the district to appoint one person to the board of trustees, in the case of a district that is located entirely within a single county and contains both incorporated territory and unincorporated territory.

This bill would authorize a change in the appointment of the board of trustees of the San Mateo County Mosquito and Vector Control District. If a majority of the legislative bodies that include the city councils in, and the Board of Supervisors of, the County of San Mateo

adopt resolutions approving the change in board composition and forward a copy of the resolution to the local agency formation commission, the *bill would require the commission is required* to adopt procedures for the reorganization of the board of trustees of the San Mateo County Mosquito and Vector Control District. The bill would require the San Mateo County Board of Supervisors to appoint 2 trustees and would require the city selection committee in the County of San Mateo to appoint one trustee from each county supervisorial district pursuant to this method of ~~appointment~~. *appointment, as specified*. By imposing new duties on the local agency formation commission, the bill would impose a state-mandated local program.

The bill would make legislative findings and declarations as to the necessity for a special law.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

The people of the State of California do enact as follows:

1 SECTION 1. Section 2021.5 is added to the Health and Safety
2 Code, to read:
3 2021.5. (a) Notwithstanding Section 2021, the Board of
4 Trustees of the San Mateo County Mosquito and Vector Control
5 District may be appointed as follows:
6 (1) The San Mateo County Board of Supervisors shall appoint
7 two trustees.
8 (2) The city selection committee in the County of San Mateo,
9 established pursuant to Article 11 (commencing with Section
10 50270) of Chapter 1 of Part 1 of Division 1 of Title 5 of the
11 Government Code, shall appoint one trustee from each county
12 supervisorial ~~district~~. *district; however, the committee shall not*
13 *appoint a trustee to serve on the board at the same time as another*
14 *trustee if both trustees would represent the same city as a result*
15 *of that appointment.*

1 (b) This section shall apply only if a majority of the legislative
2 bodies that include the city councils in, and the Board of
3 Supervisors of, the County of San Mateo adopt resolutions
4 approving the change in board composition.

5 (c) Upon adoption of a resolution pursuant to subdivision (b),
6 the city council or board of supervisors shall forward a copy of
7 the resolution to the local agency formation commission. If a
8 majority of the legislative bodies that include the city councils in,
9 and the Board of Supervisors of, the County of San Mateo adopt
10 a resolution, the local agency formation commission shall adopt
11 procedures for the reorganization of the board of trustees and notify
12 the San Mateo County Mosquito and Vector Control District and
13 the city selection committee in the County of San Mateo.

14 SEC. 2. The Legislature finds and declares that a special law
15 is necessary and that a general law cannot be made applicable
16 within the meaning of Section 16 of Article IV of the California
17 Constitution because of the unique circumstances in the County
18 of San Mateo with regard to identifying trustees and providing
19 sufficient oversight of district operations.

20 SEC. 3. If the Commission on State Mandates determines that
21 this act contains costs mandated by the state, reimbursement to
22 local agencies and school districts for those costs shall be made
23 pursuant to Part 7 (commencing with Section 17500) of Division
24 4 of Title 2 of the Government Code.

AB 1362 (Gordon) Mosquito Abatement District Boards

SUMMARY

AB 1362 would authorize an optional, alternative structure for appointing trustees to the San Mateo mosquito district board of trustees. This process would authorize the County's City Selection Committee to appoint the appropriate number of city representatives to the mosquito abatement board, rather than having each city individually appoint one representative. The bill is an opt-in measure, only taking effect if a majority of cities in the district indicate desire to change.

BACKGROUND

Under existing law, a mosquito abatement and vector control district with countywide boundaries will have a board of trustees composed of one representative from each city within the district and one representative from the Board of Supervisors.

Unlike most special districts, which are typically governed by five-member boards, mosquito abatement districts can have very large governing boards due to this appointment process. For instance, in San Mateo County there are 20 incorporated cities, and the addition of one representative from the Board of Supervisors results in a 21 member board.

Many cities struggle to consistently identify new candidates in a timely manner from a small pool of individuals, resulting in significant turnover and vacancies. The board of trustees consistently has vacant seats that the cities are not able to fill in time to maintain continuous representation.

Further, in recent years, San Mateo County officials and other stakeholders have raised concerns about problems with the mosquito district's management and oversight. In 2011, two employees in the District's finance department faced criminal charges for embezzling hundreds of thousands of dollars of district funds. A subsequent civil grand jury report criticized the District's manager and board of trustees for a lack of oversight. The manager has since been replaced, but some local concerns with the board's oversized governance and transparency remain.

This bill addresses longstanding issues that have occurred relating to San Mateo County's mosquito control district, while maintaining local control about the final determination.

THIS BILL

AB 1362 is an optional bill that would allow the City Councils and Board of Supervisors in San Mateo County to opt-in to utilizing an alternative appointment process for the county's mosquito control district

AB 1362 would allow the board to be reduced in size from 21 members to 7. The City Selection Committee, which is representative of every city in the county, would appoint a total of five members to the mosquito district board. These appointees would be one from each of the five supervisorial districts, to ensure geographic representation. The Board of Supervisors would then appoint two trustees, bringing the total size to seven district trustees

This process is used for multiple other types of special districts throughout the state, and would provide an opportunity for cities to collaborate on local board appointments.

In order to opt-in to the appointment process utilizing the City Selection Committee, a majority of member bodies of the district would have to enact a resolution requesting this. This means eleven of the 21 existing member bodies.

Using the City Selection Committee to appoint Trustees to the Board provides an option for smaller governance and greater collaboration between neighboring cities in selecting appointees. This will result in streamlined governance, increased oversight of appointments and accountability of each Trustee, and general management efficiencies. This change would also reduce pressure on each individual city to appoint a representative, and promote shared decisions on local governance.

FOR MORE INFORMATION

Angela Pontes | angela.pontes@asm.ca.gov

San Mateo County Mosquito and Vector Control District opposes AB 1362. We believe this bill is a solution to a problem that has already been adequately addressed.

Although any public agency can become the victim of theft, the District is currently at no greater risk than any other public agency. With the guidance of our Board of Trustees, we have implemented strong internal controls against financial mismanagement, including increased board oversight of financial transactions. These changes go above and beyond the recommendations of LAFCo and the Civil Grand Jury.

Disenfranchising cities within the District by offering the option to eliminate trustee positions on the District's board does not increase oversight or improve governance. Cities within the District have been consulted regarding the changes proposed in AB1362, and they are likewise opposed and do not believe that the current composition of the board is ineffective.

In the past four years, two thirds of the cities within the District have appointed a new trustee, each appointing the individual they believe is best equipped to represent the interests of the residents of San Mateo County. The current board includes:

- 1 current and 3 former mayors
- 3 CPAs
- 2 medical doctors
- 2 PhD research scientists and
- 3 members of the Civil Grand Jury that investigated the district.

AB 1362 does not provide any additional oversight or governance capacity to San Mateo County Mosquito and Vector Control District's Board of Trustees, rather it reduces the doors of communication that each city representative provides.

#11

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

#12

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – July 14, 2016

1. Agenda (Action) – Town Council – Wednesday, July 13, 2016
2. Agenda (Special) – Water Conservation – Monday, July 18, 2016
3. Town Hall Closure – Offsite Training – Tuesday, July 19, 2016
4. Invitation from Woodside Fire Protection District to attend a Badge Pinning Ceremony – Friday July 22, 2016
5. Invitation to Council of Cities Dinner Meeting – Friday, July 29, 2016

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

1. HEART of San Mateo County 2015 Annual Report
2. Bay Area Air Quality Management District 2015 Annual Report



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

ACTION AGENDA

7:00 PM - 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** – June 22, 2016
2. **Approval of Warrant List** – July 13, 2016
3. **Report from Planning Director & Planning Intern** – Annual Housing Element Progress Report 2015

Items 1, 2 & 3 Approved 5-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

4. **Council Discussion** - Presentation by Accela on Civic Engagement Smart Phone Tool

Council received presentation from Drew Baker with Accela. Council favorable of mobile app. Town Manager will bring back a final proposal to Council.

5. **Report by Town Manager** – Preliminary Discussion of Potential Affordable Housing Solutions and Direction to Staff

Staff will provide Council with a Draft Strategic Plan for Housing Options and Community Engagement at a September meeting.

6. 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 -

Peninsula Clean Energy (PCE) has signed the Power Supply and Multiple Funding agreements. On July 18th the first post card mailing for notifications will be sent to small and medium commercial and municipal accounts, and to 50,000 residential accounts. PCE continues to work on net metering.

Councilmember Wengert –

Attended the July 12th Town Center Master Plan Update Committee meeting where they saw a demonstration on PlaceWorks for community engagement survey. August 16th is the launch date for the community survey. The committee's next meeting is scheduled for September.

Councilmember Richards –

Attended a Conservation Committee meeting where there was confusion between the Committee and the Ranch over its plant list. Attended an ASCC meeting where they approved revised plant design guidelines for the Ranch. Reviewed two large homes, approved permit for a general plan and zoning ordinance amendment, conditional use permit, and variance for Windmill School Master Plan and reviewed a preliminary site development permit for grading of a play area and hillside restoration on La Sandra Way.

Vice Mayor Hughes –

Attended a Bicycle, Pedestrian & Traffic Safety Committee and heard from concerned parents over traffic safety for children at the Alpine / Los Trancos intersection and additional traffic concerns. Town maintenance staff is doing invasive weed targeting. The sheriff reported citations for the month of July. Slurry seal project is complete. CalWater Project on Portola Road is expected to complete repaving by September 1st. Sewer Project on Georgia Lane continues. The Committee will present Council with a proposal on permanent signage for Windy Hill parking lot.

Mayor Derwin –

Attended the last Closing the Jobs/Housing Gap Task Force meeting which reviewed the website and marketing branding that will go live late summer, early fall. There was a push by housing advocates for the Sups to put a housing bond on the fall ballot. The Supervisors voted down the bond and will instead place on the ballot an extension of the sales tax for twenty years. Attended a Grand Boulevard Initiative meeting, which is a regional collaboration dedicated to the revitalization of the El Camino Real corridor, from Daly City to San Jose. Attended a MidPen Picnic at Cooley Landing. The Mayor and Town Manager attended the Shanghai Municipal People's Congress Delegation reception.

Town Manager Report – Town Manager Dennis posted Neighborhood Watch information to the PV Forum and a few residents that showed interest in the program. Recognized how well the renovation in front of the Schoolhouse is coming along, and that landscaping will occur in the fall. Lighting is expected to be installed within the next few days. Road striping is expected to be completed tomorrow. Councilmember Richards noted that a speed bump on Corte Madera still needs striping. Town Hall has been recertified as a Green Business.
Town Manager Report – Town Manager Dennis posted Neighborhood Watch information to the PV Forum and a few residents that showed interest in the program. Recognized how well the renovation in front of the Schoolhouse is coming along and that landscaping will occur in the fall. Lighting is expected to be installed within the next few days. Road striping is expected to be completed tomorrow. Councilmember Richards noted that a speed bump on Corte Madera still needs striping. Town Hall has been recertified as a Green Business.

WRITTEN COMMUNICATIONS

8. Town Council Digest – June 24, 2016

9. Town Council Digest – July 1, 2016

#9 – Mayor Derwin will attend the League of California Cities 2016 Annual Conference

10. Town Council Digest – July 8, 2016

#6 – Councilmember Aalfs asked for specifics on the SunShares Program

ADJOURNMENT: 9:09 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

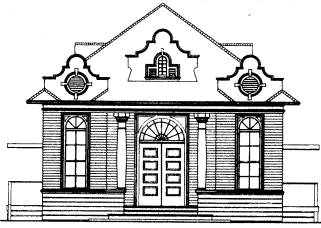
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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



TOWN OF PORTOLA VALLEY
Special Water Conservation Committee Meeting
Monday, July 18, 2016 11:00 AM to 1:00 PM
Town Hall - Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Roll Call**
- 3. Oral Communications**
- 4. Approval of Minutes – May 18, 2016 & June 20, 2016**
- 5. Old Business:**
 - a. Update from Maryann**
 - b. Update from Brandi**
 - c. Updates from Subcommittees**
 - **Smart Irrigation (Al, Brandi, Loverine, Mia)**
 - **Smart Irrigation Controller Workshop – August 27th**
 - **Graywater (Rebecca, Judy)**
 - **Rainwater Capture (Loverine)**
 - **Leaks (Brandi, Rebecca, Mia)**
 - **Survey Tool/HEA (Brandi, Adrienne)**
 - **Native Garden Tour (Judy, Delle, Marge, Danna)**
 - **Welcome to PV (Whitney, CheyAnne)**
- 6. New Business:**
 - a. CalWater's Proposed Changes to Reduction Requirement**
- 7. Announcements**
- 8. Set Date and Topics for next meeting**
- 9. Adjournment**



PORTOLA VALLEY TOWN HALL

Will Be Closed:
Tuesday, July 19th, 2016
11:00 a.m. – 2:30 p.m.

For: OFFSITE TRAINING

Town Hall will re-open
2:30 pm – 5:00 pm

In Case of Emergency: Call 9-1-1



*The Woodside Fire Protection District
Invites you to attend a
Badge Pinning Ceremony
Honoring the promotions of:*

*Deputy Fire Chief Rob Lindner
EMS Battalion Chief Steve Silici
Deputy Fire Marshall Don Bullard*

Friday, July 22, 2016

11:00 am

Fire Station 7

3111 Woodside Road

Light refreshments will be served.



Dinner/Meeting Announcement Friday, July 29, 2016

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

LOCATION:

Iron Gate
1360 El Camino Real
Belmont, CA 94002

Directions Below

Schedule:

5:30 pm Social Time
6:00 pm Business Meeting
6:30 pm Dinner
7:00 pm Program
8:30 pm Adjourn

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

July Meeting – Iron Gate, Belmont Guest Speaker

Jim Hartnett

Executive Director for the San Mateo County Transit District

Menu

Mixed Green Salad
Chicken Marsala
Fettuccini Primavera
Chocolate Sundae
Coffee

\$50 per person

Please rsvp by Friday, July 22, 2016
To Jozi Plut: jplut@belmont.gov
650-595-7408

Please make check payable to:
City of Belmont
Attn: Jozi Plut
One Twin Pines Lane, Ste. #340
Belmont CA 94002



Business Meeting at 6:00pm Friday, July 29, 2016

6:00pm

- Call to Order by Chair Marie Chuang
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

7:15pm

- Introduction of the Program by Mayor Reed

PROGRAM: Jim Hartnett, General Manager of SMCO Transit District will discuss the status of transit in San Mateo County as it relates to:

- 1) Significant traffic relief it provides for your communities;
- 2) Demographic and employment transportation challenges; and
- 3) The required political/funding necessary for a viable transportation future

See Bio below

- Chair Marie Chuang to close and introduce the NEXT Host City

8:30pm

- Meeting Adjourned

San Mateo County
TRANSIT DISTRICT



Jim Hartnett, Bio Sheet

San Mateo County Transit District General Manager/CEO

Executive Director, Caltrain

Executive Director, San Mateo County Transportation Authority

Jim Hartnett is the Executive Director/CEO for the San Mateo County Transit District, which operates SamTrans bus, shuttle and paratransit service in San Mateo County and into parts of San Francisco and Santa Clara County. The Transit District is the administrating agency for the Caltrain service between San Francisco, San Jose and Gilroy and is a contributing member to the Peninsula Corridor Joint Powers Board, which oversees rail service to the three counties along the corridor. The Transit District also oversees the San Mateo County Transportation Authority, which manages the proceeds of San Mateo County's half-cent sales tax for transportation and infrastructure improvement projects. In addition to acting as the CEO and General Manager for SamTrans, Mr. Hartnett's position carries the additional titles of Executive Director of Caltrain and the Transportation Authority.

Prior to joining Caltrain, Mr. Hartnett, a long-time Redwood City resident, practiced law in the Bay Area and served as a Redwood City City Councilman for 15 years, including terms as mayor and vice mayor. Mr. Hartnett served on and chaired both the SamTrans and Caltrain Boards of Directors during his time on the city council. During his tenure, and with his leadership, the services provided by both Caltrain and SamTrans were significantly redesigned and reinvented. The Caltrain Baby Bullet service launched during his time on the board. When the board voted to partner with High Speed Rail, Mr. Hartnett authored an amendment requiring that any activities by HSR be consistent with Caltrain current and future rail service. He advocated successfully for a budget reserve policy.

He was appointed four years ago to the California High Speed Rail Authority Board of Directors, where he served most recently as vice chair, resigning when he accepted his employment at SamTrans.

Mr. Hartnett is considered a key figure in the reorientation of High Speed Rail to a more collaborative partnership on the Peninsula and was active in winning legislative support and funding for the program, which included High Speed Rail's early investment in the Caltrain Modernization Program.

**MAP and DIRECTIONS to:
Iron Gate, 1360 El Camino Real, Belmont, CA 94002**

- **From Highway 280 (traveling North or South):**
 - **Take Highway 92 exit east toward Hayward**
 - **Exit at Ralston Ave**
 - **Turn Right onto Ralston Avenue proceed to El Camino, turn right on El Camino to Harbor Ave. The restaurant is on the right.**

- **From Highway 101 (traveling North or South):**
 - **Take the Ralston Ave exit west to El Camino Real**
 - **Turn Left onto El Camino to Harbor Avenue proceed to El Camino, turn right on El Camino to Harbor Ave. The restaurant is on the right**

PARKING

Parking lot available at restaurant

TOWN COUNCIL WEEKLY DIGEST

Friday – July 22, 2016

1. Agenda (Cancelled) – ASCC – Monday, July 25, 2016
2. Agenda – Conservation Committee – Tuesday, July 26, 2016
3. Report from San Mateo County Sheriff's Office – Incident Log for 7/04/16 – 7/10/16
4. Report from San Mateo County Sheriff's Office – Incident Log for 7/11/16 – 7/17/16

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

1. Catalyst Magazine – “Volunteerism”



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, July 25, 2016
7:00 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELATION

ARCHITECTURAL SITE AND CONTROL COMMISSION MEETING REGULARLY SCHEDULED FOR Monday, July 25, 2016

Notice is hereby given that the Town of Portola Valley Architectural Site and Control Commission meeting regularly scheduled for Monday, July 25, 2016, has been canceled.

The next regular meeting of the Architectural Site and Control Commission is scheduled for Monday, August 8, 2016 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, July 26, 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 June 28, 2016 minutes
4. Current Site Permits:
5. Old Business
 - A. BYH – DeStaebler
 - B. Tip of the month – Eastman
 - C. Kudos of the Month – Murphy
 - D. Monarch milkweed project
 - E. Native Seeds - Plunder
 - F. Committee/Town cooperation
 - a) Public Works
 1. Native plant garden
 2. Schoolhouse front yard
 - b) Long Range Planning Committee
 - c) Water Conservation Committee
 - a) Water-wise Garden tour spring '17
 - G. Weed seedling info sheet – Heiple
 - H. Ban on Poison bait – DeStaebler/Chiariello/Eastman/Heiple
 - I. Wells - Bourne
6. New Business
7. Adjournment
8. Next meeting August 23, 7:30 pm



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Monday 07/04/16 to Sunday 07/10/16

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-06408	07/08/16 08:35	Alpine Rd/Piers La Ladera	Recovered Outside Stolen Vehicle	The deputy was dispatched on a report of an unoccupied vehicle parked in a dirt lot. The deputy arrived and ran a records check on the vehicle which confirmed that the vehicle was indeed still reported as a stolen vehicle. The vehicle was towed from the scene.
16-06439	07/09/16 07:25	2 nd Ave/Middlefield Rd North Fair Oaks	Recovered Outside Stolen Vehicle	The deputy was advised of an abandoned vehicle. The deputy arrived and noticed the unoccupied vehicle. A records check revealed the vehicle was reported as stolen. A neighborhood check was conducted with negative results. The vehicle was towed from the scene.
16-06465	07/10/16 04:37	200 blk Olive Hill Lane Woodside	Mountain Lion Sighting	The deputy spoke to the reporting person who stated that he seen a mountain lion jump over the front gate and into a yard at a residence. The reporting person also stated that the mountain lion appeared to be young, uninjured and did not display any signs of aggression. The mountain lion was not seen after it jumped the fence.



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Monday 07/11/16 to Sunday 07/17/16

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-06552	07/12/16 19:57	300 blk 3 rd Ave North Fair Oaks	Probation Violation- Adult Felony/False ID to Specific PO	Subjects were contacted for vehicle code violations. A male subject would not provide deputies his real name and birthdate. Further investigation revealed that the male subject gave deputies a fictitious name and date of birth. After deputies were given the appropriate information he was found to be on search and seizure probation. His probation officer was contacted and briefed of the contact. The male subject was issued a probation violation. The male subject was transported and booked into the San Mateo County Jail. The driver was issued a citation and released.
16-06639	07/15/16 02:00	1300 blk Westridge Dr Portola Valley	Residential Burglary	Unknown suspects entered and exited the victim's house through an unlocked rear sliding glass door. The victim stated that she woke up to her dog's growl, heard someone in her house, and then heard them running down her street. The

TOWN COUNCIL WEEKLY DIGEST

Friday – July 29, 2016

1. Agenda – Parks & Recreation Committee – Monday, August 1, 2016
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, August 3, 2016
3. Agenda (Cancelled) – Planning Commission – Wednesday, August 3, 2016
4. Monthly Meeting Schedule - August 2016
5. Council Summary: Month End Financial Report – June 2016
6. Memo from Sustainability & Special Projects Manager re: Cal Water Adjustment to Water-Use Reduction Requirement
7. Email from Sustainability & Special Projects Manager re: Update on West Nile Virus

Attached Separates (Council Only)

(placed in your town hall mailbox)



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, August 1, 2016 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: June 13, 2016
4. Town Center Master Plan Update
5. Survey
6. Fields Update
7. Adjournment

Next Meeting, September 5, 2016



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, August 3, 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 July 6, 2016 meeting
4. Sheriff's Report –
 - 1) Accidents and Citations
 - 2) Updated requests for Law enforcement presence, as required for School and school crossing locations, Officer presence for 2016-17 school year
5. Public Works Report:
6. Traffic & Pedestrian Safety Matters
 - 1) Red curb at Horseshoe Bend, Portola Valley Ranch
 - 2) Update on Reconsideration of Parking measures at Portola Road / Windy Hill Access point
7. General Items:
 - 1) Review and approval of Annual Committee report for submission to Town Council scheduled for August 10 Council Meeting
8. Update on 2016 Outreach, events & teaching programs:
9. Matters Arising:
10. Time & Date for September 2016 meeting:
 - 1) Wednesday, September 7, 2016, 8:15 am
11. Adjournment

Enclosures:

Reconsideration of Parking Measures for Portola Road at Windy Hill Parking Lot
Communications from Resident regarding Safe Routes for Schools



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning Technician

DATE: July 21, 2016

RE: Cancelation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, August 3, 2016 has been canceled. The next regular meeting of the Planning Commission is scheduled for Wednesday, August 17, 2016 at 7:00 p.m.

cc: Town Manager
Town Council
Town Planner
The Almanac

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

Date: July 21, 2016

CheyAnne Brown
Planning Technician

Town of Portola Valley

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

AUGUST 2016 MEETING SCHEDULE

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

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

Wednesday, August 10, 2016

Wednesday, August 24, 2016

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

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

Wednesday, August 3, 2016 – **CANCELLED**

Wednesday, August 17, 2016

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

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

Monday, August 8, 2016

Monday, August 22, 2016

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

Council Liaison – Craig Hughes

Wednesday, August 3, 2016

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

Council Liaison – Craig Hughes

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

Council Liaison – John Richards

Tuesday, August 23, 2016

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

Council Liaison – John Richards

Thursday, August 11, 2016

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday of every month)

EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, August 11, 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 2nd Thursday of every month) alternate even numbered months

Council Liaison – Jeff Aalfs
Thursday, August 11, 2016

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, August 1, 2016

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs
As announced

SUSTAINABILITY COMMITTEE

Council Liaison – Ann Wengert
As announced

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

Council Liaisons – Ann Wengert and Craig Hughes
As announced

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

Council Liaison – Jeff Aalfs
Tuesday, August 9, 2016 – **CANCELLED**

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

EOC / Conference Room at Town Hall
Council Liaison – Maryann Derwin
Monday, August 15, 2016



**MONTH END FINANCIAL REPORT
FOR THE MONTH OF: JUNE 2016**

C A S H	Bank of America	\$	193,164.49
	Local Agency Investment Fund (0.320%)	\$	13,422,163.15
	Total Cash	\$	13,615,327.64

F U N D S	05 General Fund	\$3,956,938.54	<i>General Fund Assignments:</i>	
	08 Grants	11,730.88	<i>Capital Replacement</i>	\$1,400,000.00
	10 Safety Tax	(4,308.94)	<i>Unfunded Pension</i>	47,773.00
	15 Open Space	4,804,440.64	<i>Equipment Replacement</i>	200,000.00
	20 Gas Tax	19,333.92	<i>Unfunded OPEB</i>	308,280.00
	22 Measure M	-	<i>Legal Fee Contingency</i>	100,000.00
	25 Library Fund	367,673.72	UNASSIGNED BALANCE	\$1,900,885.54
	30 Public Safety/COPS	36,543.18	<i>* General Fund Total</i>	\$3,956,938.54
	40 Park in Lieu	6,295.50		
	45 Inclusion In Lieu	2,897,471.07		
	50 Storm Damage	163,798.91		
	60 Measure A	33,058.65		
	65 Road Fees	-		
	75 Crescent M.D.	101,015.97		
	80 PVR M.D.	15,079.34		
	85 Wayside I M.D.	5,787.56		
	86 Wayside II M.D.	1,001.19		
	90 Woodside Highlands M.D.	234,247.70		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	967,019.48		
	Total Fund Balance		\$13,615,327.64	

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

A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	13,841,253.03
	Revenues for Month:		376,070.68
	Total Revenues for Month:		376,070.68
	Warrant List 6/8/2016	(325,217.94)	
	Warrant List 6/22/2016	(157,869.62)	
	Payroll	(118,468.69)	
	Total Expenses for Month:	(601,556.25)	
	Total JE's and Void Checks:	(439.82)	
	Ending Cash Balance	\$	13,615,327.64

FISCAL HEALTH SUMMARY:	
Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	86.00%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	365
<i>GASB recommends no less than 90 days</i>	

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

Dear California Water Service (Cal Water) Customer:

Although we have received more rain this year, many parts of California are still experiencing severe drought conditions. The State Water Resources Control Board (State) recently extended the drought emergency through January 2017, but allowed water utilities to self-certify their own water-use reduction requirement through January, based on local water supply conditions over the next three years.

However, in addition to meeting short-term water supply needs, it is our responsibility to plan for the long term and prepare to meet stronger, permanent conservation standards expected from the State. While we wait for new permanent standards, we are setting a conservation target of **10%**. Your conservation target, based on use in 2013 for most customers, will be shown on your water bill.

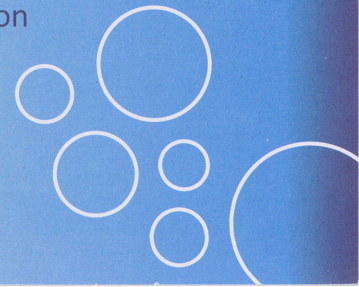
Thank you for your cooperation during this historic drought, and remember that we are always here to help you use water wisely. Visit www.calwater.com/conservation for information on the many water conservation programs and resources we offer. You may also contact your local Customer Center for drought-related inquiries and conservation assistance at (650) 561-9709 or infoBG@calwater.com.

Visit www.calwater.com/drought for details on water-use restrictions and watering days.

We believe that our customers will continue to conserve responsibly, so for now, we are suspending surcharges for all Bear Gulch customers.

Banked units of water will not appear on your upcoming bills, but they will be maintained in your account until the current drought emergency ends. Please note that customers will not bank additional units of water while surcharges are suspended.

Prohibited uses of water, water waste violations, and irrigation schedules remain effective. We will notify you of any changes to irrigation schedules as we align with any updated local ordinances.



Brandi de Garmeaux

From: Brandi de Garmeaux
Sent: Thursday, July 21, 2016 9:32 AM
To: AnnWengert-DG; Craig Hughes; Jeff Aalfs; JohnRichards-DG; Leigh Prince; MaryannMoise-DG
Cc: Sharon Hanlon; Jeremy Dennis
Subject: Update on West Nile Virus - Mosquitos Tested Negative

Good morning~

The Town has been informed by the San Mateo County Mosquito and Vector Control District that the **mosquitos trapped on Tuesday, July 19th have tested negative for West Nile Virus.** Normal West Nile Virus monitoring will continue in Portola Valley and residents are advised to continue to take precautions against mosquito bites (see tips below).

In addition, residents are encouraged to report fresh carcasses of birds or tree squirrels to the California West Nile Virus Hotline at www.westnile.ca.gov or by phone at 877-WNV-BIRD (877-968-2473). Collecting and testing dead birds is one way that San Mateo County Mosquito and Vector Control District can detect West Nile Virus without waiting for humans to be infected.

Brandi
650-851-1700 ext. 222

From: Brandi de Garmeaux
Sent: Monday, July 18, 2016 4:35 PM
To: AnnWengert-DG <AWengert@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; Leigh Prince <lfp@jsmf.com>; MaryannMoise-DG <Mderwin@portolavalley.net>
Cc: Sharon Hanlon <shanlon@portolavalley.net>; Jeremy Dennis <jdennis@portolavalley.net>
Subject: Info on West Nile Virus Detected in PV

Good afternoon~

The Town has been informed by the San Mateo County Mosquito and Vector Control District that a dead bird found in Portola Valley tested positive for West Nile Virus. As per their protocol, the District has set 20 mosquito traps in a ½ mile radius around the location where the bird was found. Staff is working closely with the District and will keep you apprised of any additional information or next steps as they become available.

Below is additional information from the District. If you have any specific questions, please contact me or the District office directly at (650) 344-8592.

Brandi
650-851-1700 ext. 222

While the risk of human West Nile virus infection in San Mateo County remains low, reports of dead birds are an early indication that the virus is circulating in the environment. Residents are encouraged to report fresh carcasses of birds or tree squirrels to the California West Nile Virus Hotline at www.westnile.ca.gov or by phone at 877-WNV-BIRD (877-968-2473). Collecting and testing dead birds is one way that San Mateo County Mosquito and Vector Control District can detect West Nile virus in the county without waiting for humans to be infected.

When the District laboratory identifies a dead bird infected with West Nile virus, they set 20 mosquito traps in a ½ mile radius around the location where the bird was found. These mosquito traps use CO₂ (carbon dioxide) from dry ice to draw mosquitoes close to a small fan, which blows them down into a collection bag. The traps are set in the afternoon and picked up in the morning the next day. The mosquitoes that are caught are sorted by species, counted, and tested for West Nile virus.

If the District doesn't find any adult mosquitoes infected with West Nile virus, they will continue to work to keep mosquito populations in that area low to reduce the likelihood that any mosquitoes will feed on infected birds. They do this by inspecting standing water for mosquito larvae, dumping out or draining standing water, using special bacterial products that kill mosquito larvae, or providing residents with mosquito-eating fish.

Adult mosquitoes infected with West Nile virus are capable of biting humans and infecting them with the virus. If the District does find West Nile virus in adult mosquitoes, they will act quickly to reduce the risk to human health, such as by conducting an adult mosquito control treatment, inspecting all water sources in the area, or treating standing water.

To prevent mosquito breeding on your property, avoid mosquito bites, and reduce the risk of West Nile virus infection, follow the "Three D's":

DRAIN – Mosquitoes lay their eggs on standing water. Eliminate all sources of standing water on your property, including flower pots, old car tires, rain gutters and pet bowls.

DAWN and DUSK – Mosquitoes bite in the early morning and evening so it is important to wear proper clothing and repellent if outside during these times. Make sure that your doors and windows have tight-fitting screens to keep mosquitoes out.

DEET– Apply insect repellent containing DEET, picaradin, oil of lemon eucalyptus or IR3535 according to label instructions. Repellents keep the mosquitoes from biting you.

For more information about the District's West Nile virus surveillance and control program, visit www.smcmvcd.org or call the District office at (650) 344-8592.

For more information about West Nile virus, visit the [California West Nile virus website](http://www.california.westnile.org).

TOWN COUNCIL WEEKLY DIGEST

Friday – August 5, 2016

1. Agenda (Cancellation) – Trails and Paths Committee – Tuesday, August 9, 2016
2. Agenda – Emergency Preparedness Committee – Thursday, August 11, 2016
3. Agenda – Cultural Arts Committee – Thursday, August 11, 2016
4. Agenda – Nature and Science Committee – Thursday, August 11, 2016
5. Memo from Town Manager re: Repayment of “Triple Flip” Revenues
6. Letter from HIP Housing re: Thanking the Town of Portola Valley for Its on-going Support and Summary of Activities Achieved for FY 2015 – ‘16
7. Invitation from CERPP re: Training in Light Search & Rescue – Saturday, July 30, 2016
8. Invitation from CERPP re: Leadership Social Pancake Breakfast – Saturday, August 20, 2016
9. [Western City Magazine – August 2016](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. LABOR Newsletter – August 2016



Town of Portola Valley
Trails and Paths Committee Meeting
Notice of Cancellation
Tuesday, August 9, 2016

TRAILS & PATHS COMMITTEE

MEETING CANCELLATION
NOTICE

The regular meeting of the Trails and Paths Committee, scheduled for Tuesday, August 9, 2016 has been cancelled.

The next regular meeting of the Trails and Paths Committee is scheduled for Tuesday, September 13, 2016.



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, August 11, 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 July 14, 2016
4. 8:05 CERPP/WFPD Report (Brown/Ghiorso)
5. 8:15 Town Report
 - Radio training for town staff
6. 8:40 Med subcommittee Report (Young)
 - Healthcare professionals Mixer update
7. 8:45 Communications Sub Committee Report (Rothrock)
8. 8:55 Community Outreach Sub Committee Report (Turner)
 - Town Picnic summary
9. 8:58 Other Business
10. 9:00 Adjourn: Next meeting is September 8, 2016



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, August 11, 2016 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – July 14, 2016
4. Old Business:
 - Summer Concert program debrief
 - Fall event updates
 - Art show preparations
 - iPad class status
 - New member follow-up
5. New Business: None
6. Adjournment



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, August 11, 2016 – 5:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
Introduction of visitors
3. Approval of the June 23, 2016 minutes
4. Old Business:
Star Party Report
Flight Night Update
5. New Business:
Sponsorship of Bats, Bugs and Biodiversity on September 1, 2016 at 7:00 PM
in the Community Hall
6. Other Business:
None to Report
7. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: August 10, 2016

RE: Repayment of "Triple Flip" Revenues

Attached is a letter from the California State Department of Finance requesting that Portola Valley repay the State for an overpayment of "triple flip" revenues.

In 2004, California voters approved Proposition 57 (The California Economic Recovery Bond Act), which allowed the issuance of \$15 billion in bonds to close the State's budget deficit. To repay the bonds, the State adopted changes to the Revenue and Taxation Code, creating a .25% excise tax on the sale price of property subject to sales and use tax. This new excise tax came directly from revenues used by cities and counties to fund general and transportation purposes. In order to hold municipalities harmless, a complicated set of transactions were initiated:

- Shift the .25% excise tax to repay the bonds
- Replace the diverted local sales taxes with property taxes shifted from education sources (Education Revenue Augmentation Fund, or ERAF)
- Offset the loss of ERAF dollars with increased state education aid

The "triple flip" process ended in 2015-16 with the repayment in full of the bonds issued under Prop 57.

The amount of money to be replaced by ERAF for local municipalities was estimated by the State Department of Finance, and during their true up at the end of last fiscal year, it was determined that Portola Valley had been overpaid \$23,851.12 since the first quarter of 2013.

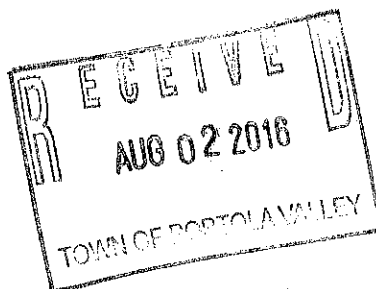
The Town will be issuing repayment of the "triple flip" overpayment per the request of the Department of Finance.



EDMUND G. BROWN JR. • GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

July 29, 2016

Jeremy Dennis, Town Manager
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028



Dear Mr. Dennis:

This letter follows the previous letter sent to county auditors and treasurers on June 30 that included a schedule for the final settle-up to the counties and cities for their reduced sales tax revenues for the period of July 1, 2004 to December 31, 2015 resulting from the Triple Flip. This letter provides clarification on required action by the City of Atherton to ensure that all cities and counties receive total reimbursement equal to their sales tax revenue lost.

On July 7, 2016, the State Controller made a final transfer directly from the Fiscal Recovery Fund to the Sales and Use Tax Compensation Fund of each county to provide a final reimbursement for lost sales tax revenue due to the reduced sales tax rate from July 1, 2004 to December 31, 2015. Within 60 days of this transfer from the State Controller to the Sales and Use Tax Compensation Fund of each county, each county auditor is responsible for allocating revenue to the county and to each city in the county according to the schedule provided with the June 30 letter.

The Department of Finance has been responsible for calculating the countywide adjustment amount and providing the schedule by which each county auditor must allocate revenue to the county and to each city within the county. The intent of this schedule was to ensure every county and city is made whole for the revenue they lost during the time the Triple Flip was in effect. This schedule was also intended to ensure that no city profits at the expense of the county or other cities.

The Department of Finance has determined that the City of Portola Valley received too much tax revenue under the Triple Flip. This excess amount must now be refunded to the County of San Mateo for redistribution.

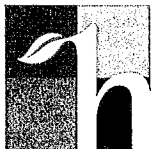
We appreciate your cooperation in resolving this issue by refunding the amount of \$23,851.12 to the San Mateo auditor controller.

If you have any questions, please contact Colby White, Principal Program Budget Analyst, at (916) 322-2263.

Sincerely,

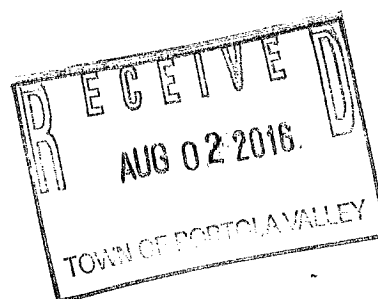
AMY M. COSTA
Chief Deputy Director

cc: Ms. Susan Cope, Administrative Services Manager
Mr. Juan Raigoza, Controller



HIP housing

July 26, 2016



Mr. Jeremy Dennis
 Town Manager
 Town of Portola Valley
 765 Portola Road
 Portola Valley, CA 94028

Dear Jeremy:

We thank the Town of Portola Valley for its on-going support of our housing programs and would like to provide a summary of the activities achieved during the fiscal year.

HOME SHARING PROGRAM:

The Home Sharing program has weathered many housing storms over the last 37 years but this year was extremely difficult. The National Low Income Housing Coalition's Out of Reach 2016 report cites SMC residents would have to earn \$56,480/year to afford a studio apartment. Nearly 96% of clients seeking housing who applied to the home sharing program have incomes less than that amount. Renting their own apartment is out of reach & the only affordable housing option available is Home Sharing. It remains to be seen how the program will be impacted in 16-17 as rents continue to rise. Our focus will be increasing the volume of Home Providers willing to charge a reasonable rent and/or who need a housemate to exchange chores.

In FY15-16, a total of 1,518 (1,888 persons) applied to Home Sharing. Staff fielded 4,066 inquiry calls about housing questions. As a result of outreach efforts, there were 25% more inquiry calls from Home Providers. A total of 228 clients were placed in home sharing & an additional 372 persons matched in previous fiscal years continued to home share at some point during the year.

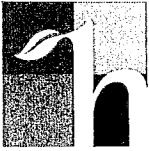
Additional Highlights during the year included:

Home Sharing was featured in articles in: The Daily Journal; Silicon Valley Business Times; San Francisco Examiner; Peninsula Press; The Almanac; and newsletters of HEART, Kaiser, The Patches, City programs, senior centers, church bulletins, & Homeowner Association bulletins.

Information was distributed at: health faires at senior centers; San Mateo County New Employee Welcome; Housing Leadership Day; Jackie Speier's Seniors on the Move conference; Farmers markets; & other events.

Information was sent to: churches/synagogues; local businesses; medical professionals; Meals on Wheels participants; Homeowners in San Mateo County; CORE community & senior centers.

Presentations were made to: Homeowner Associations; Community Groups; City Councils; Non-profit staff; County programs; Retired social organizations; Senior Advisory committees; Spark Point centers; San Mateo County Villages.



HIP housing

HIP Housing provides PG&E Care applications to home sharing applicants.

Technical assistance to develop a home sharing program was provided to organizations in the counties of Santa Clara, San Francisco, Contra Costa County, & San Luis Obispo.

HIP Housing launched a new Home Sharing Program in the City of Fremont.

Quarterly presentations are conducted at First Step for Families & Safe Harbor Shelters.

Networking meetings are attended including: Daly City Partnership; Housing Task Force; Food and Shelter; Redwood City Interagency Forum; Thrive; African American Health Initiative; Housing Operation and Policy; County Homeless Redesign.

Information about available rooms is posted weekly on smchousingsearch.org

Monthly housing flyers are emailed to a large distribution list of churches, County employees, Homeowner Associations, senior centers, libraries, school districts, Housing Staff, Council members, City Clerks, nonprofits, & other community groups.

Worked with a marketing firm to design a new outreach campaign to recruit Home Providers.

Provided waiting list information to clients for various affordable housing developments in San Mateo County.

Inservice trainings were provided by Project Sentinel; The Institute on Aging's Friendship Line; Elder & Dependent Adult Prevention

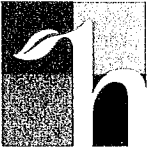
SELF SUFFICIENCY PROGRAM:

Eight-two families representing 97 adults and 121 children were provided a housing subsidy for 1-5 years while low-income adult members were in school or completing a job training program. Families received case management services which included financial coaching, review of educational goals, setting up savings accounts, counseling services and connection to community resources.

HIP Housing partnered with the following organizations to help support the families: Community Financial Resources; My New Red Shoes; California Water Department Thanksgiving Turkey giveaway; Lety Gomez - MFT Intern's Counseling services; Cakes for Kids; North Hillsborough School's warm coat drive; City of San Mateo's movie ticket giveaway; adopt a family corporate and individual sponsors; Wilson Sonsini Goodrich and Rosati gift card donation.

During the year, HIP Housing provided workshops for the participants of CORA (Community Overcoming Relationship Abuse) and collaborated with Able Works to provide housing and case management support to their single mothers. Workshops on financial education were conducted at HIP Housing's office by the staff of WANDA.

Workshops for participants were held during the year on topics related to nutrition, healthy relationships, yoga, self-defense, financial coaching, organization and time management techniques, and conflict resolution.



HIPhousing

Due to changes in federal regulations, HIP Housing received notice in early 2016 that the funding support from San Mateo County's Human Services Agency would be discontinued as of December 2016. As a result, less families will be served in FY 16-17 but a new model to the program will be created. We are working with various funders, non-profit affordable housing developers and staff to restructure the program, match participants in HIP Housing owned properties or partnering with other non-profit affordable housing developments to set aside units for participants. Providing housing stability and support services to low-income families and their children remains a high priority for HIP Housing and funding strategies will be achieved in order to keep the program strong.

PROPERTY DEVELOPMENT:

In FY 15-16, HIP Housing purchased another affordable housing property, a 16 unit apartment complex in San Mateo. The building has a mix of studio and one-bedroom apartments and a mixed of income levels. Tenants will be able to remain in the units while vacant units have been filled by participants in HIP Housing's Self Sufficiency Program.

In May 2016, HIP Housing was notified by our property management company that the company's 3rd party property management business was to be discontinued. In collaboration with the employees and the Rotary Club of San Mateo, HIP Housing hired all the property management employees, 12 in total. HIP Housing will also be managing Rotary Hacienda and Rotary Floritas, two low income senior housing complexes in San Mateo as well as providing social and recreational activities for the residents.

A multi-million dollar rehab project was successfully completed at HIP Housing's Edgewater Isle 92 unit senior housing complex in San Mateo. Apartment unit kitchens, bathrooms, flooring, windows, and doors were all upgraded along with the common area hallways, community room and outdoor patios. A new hot water system and solar panels were also upgraded.

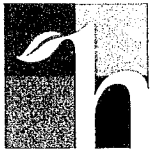
UPCOMING PROJECTS:

In September, HIP Housing will be moving our 364 South Railroad Office to 800 Claremont Street in San Mateo. The new space will allow us to consolidate two offices we currently have staff working in as well as be located next door to our Property Management team.

With funding support from the County of San Mateo, a new Home Sharing marketing campaign will be launched. The campaign is designed to recruit more Providers who have extra space in their home in order to create more opportunities for those seeking housing. The City of Burlingame also provided funding to support increased outreach activities in Burlingame to educate more residents about the benefits of Home Sharing.

HIP Housing has been collaborating with Mid Peninsula Housing on setting aside a few units at their new property at 6800 Mission Street in Daly City. We are hopeful the below-market units will be utilized for HIP Housing's Self Sufficiency families and that families can begin moving in come December.

In August, a Bachelors of Social Work student will start an internship at HIP Housing two days a week during the 9 month school. The intern will be supporting the Home sharing Program.



HIPhousing

THANK YOU:

On behalf of the HIP Housing staff, Board of Directors, Volunteers and Clients, we thank you for the Town of Portola Valley's support of our housing programs. Through the Home Sharing and Self Sufficiency Program and through the properties owned and managed by HIP Housing, over 1400 persons were provided housing during FY 15-16. We cannot do this good without your support and thank you for your efforts. We look forward to another year of providing affordable housing resources to those who live or work in Portola Valley and Countywide.

Sincere regards,

A handwritten signature in black ink, appearing to read 'L. Fanucchi', with a large, stylized flourish at the end.

Laura Fanucchi
Associate Director



CERPP



Citizens Emergency Response and Preparedness Program

Serving Portola Valley, Woodside, Emerald Hills, Ladera, Los Trancos, Skyline and Vista Verde

Light Search & Rescue

with

Heavy Lifting & Cribbing

Saturday July 30th ~ 9:30 am – 12:30 pm

After a disaster, you may have to help in rescue efforts.

If members of your family, friends, coworkers or students were trapped behind doors, under debris or other heavy objects, could you help them or yourself?

Training Objectives will include, but not be limited to:

- Search & Rescue Sizeup
- Conducting Search Operations
- Transport Operations

As part of the training, you will also have the opportunity to learn two techniques that are used together when needed to lift a heavy object to free someone who has been pinned beneath an object, also known as Leveraging and Cribbing.

****Please wear sturdy shoes, bring gloves and a water bottle, and your CERT backpack (if you have one).****

This class does not require any pre-requisites.

Who should attend?

CERPP and CERT members, first-responders, and residents wanting to prepare themselves to be self-sufficient after a disaster.

Where: Station 7, 3111 Woodside Road

Cost: **FREE (Registration Required)**

Space is limited! To RSVP and save your spot contact.

Selena Brown

Public Education Officer/ CERPP Coordinator

SelenaB@woodsidefire.org

Woodside Fire Protection District

3111 Woodside Road, CA 94062

650.423.1406

You are hereby invited to the

#8

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CERPP



Citizens Emergency Response and Preparedness Program

Serving Portola Valley, Woodside, Emerald Hills, Ladera, Los Trancos, Skyline and Vista Verde

Leadership Social Pancake Breakfast

SATURDAY AUGUST 20th

9:00-11:00 am



Woodside Fire Station 7, 3111 Woodside Road

CERPP Leaders , Potential Leaders, and Block Captains...

Feeling lonely as a Division Leader?

Interested in learning how to organize your neighbourhood?

Come and enjoy some breakfast, learn best practices for starting, rejuvenating interest, or raising your level of preparedness within your Division.

We strongly encourage all Divisions to be represented, so bring a few neighbours, or send some in your place!

RSVP to:

CERPP Coordinator Selena Brown, Selenab@woodsidefire.org