



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
Wednesday, October 12, 2016
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

1. **Approval of Minutes** – September 28, 2016 (3)
2. **Approval of Warrant List** – October 12, 2016 (15)
3. **Appointment by Mayor** – Request for Appointment of a Member to the Parks & Recreation Committee (29)

REGULAR AGENDA

4. **Recommendation by Administrative Services Officer** – Update on Annual Audit for FYE 2015-'16 (31)
5. **Recommendation by Town Manager** – Proposed Continuation of Municipal Water-Use Reduction Targets (32)
6. **Recommendation by Town Manager** - Consideration of SB 415 - California Voter Participation Rights Act and Consolidation with a Statewide General Election Date (33)
7. **Recommendation by Town Manager** – Draft Housing Options Strategic Plan - Follow-Up Discussion (37)
8. **Recommendation by Town Attorney** – Annual Evaluation Process (54)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (113)
Report by Town Council Members – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
10. **Town Manager Report** (114)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – September 30, 2016 (115)
12. **Town Council Digest** – October 7, 2016 (126)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 936, SEPTEMBER 28, 2016

CALL TO ORDER AND ROLL CALL

Mayor Derwin called the Town Council's Special 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
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS – None

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of September 14, 2016.
- (2) Approval of Warrant List: September 28, 2016, in the amount of \$306,493.16.
- (3) Appointment by Mayor – Request for Appointment of a Member to the Emergency Preparedness Committee
- (4) Appointment by Mayor – Request for Appointment of a Member to the Trails & Paths Committee
- (5) Recommendation by Town Manager – Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Volume 1 and the Introduction and Chapter 14 (Town of Portola Valley Annex) and Appendices of Volume 2 of the San Mateo County Hazard Mitigation Plan. [Removed from Consent Agenda]
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Adoption of the San Mateo County Hazard Mitigation Plan Update (Resolution No. 2711-2016)
- (6) Recommendation by Planning Director – Second Reading Waive Further Reading and Adopt an Ordinance Amending the Town Center Area Plan Diagram of the General Plan and Amending the Zoning Map to Reclassify 900 Portola Road.
 - a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending the Town Center Area Diagram of the General Plan and Amending the Zoning Map to Reclassify 900 Portola Road (Ordinance No. 2016-412)

Councilmember Richards moved to approve Items 1, 2, 3, 4, and 6. Seconded by Councilmember Aalfs the motion carried 5-0.

- (5) Recommendation by Town Manager – Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Volume 1 and the Introduction and Chapter 14 (Town of Portola Valley Annex) and Appendices of Volume 2 of the San Mateo County Hazard Mitigation Plan.

- a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Adoption of the San Mateo County Hazard Mitigation Plan Update (Resolution No. 2711-2016)

At the request of Councilmember Aalfs, Town Manager Dennis provided a summary of the hazard mitigation process. He said it is a valuable tool for the Town and the Region because it provides an opportunity for Town staff to look at what needs to be done to mitigate the types of disasters that could take place in Town, look at Code Ordinances to see what needs adjustment, and access grant monies to use before or after an emergency, either in implementing the mitigation measures or doing work post-emergency. Councilmember Aalfs expressed support and appreciation for the ongoing process.

Councilmember Aalfs moved to approve the proposed resolution accepting Volume 1 and the Introduction and Chapter 14 (Town of Portola Valley Annex) and Appendices of Volume 2 of the San Mateo County Hazard Mitigation Plan. Seconded by Councilmember Wengert, the motion carried 5-0.

REGULAR AGENDA [7:05 p.m.]

(7) Discussion and Council Action – Automatic License Plate Readers Discussion

Mayor Derwin announced that Brian Rodrigues from the Northern California Regional Intelligence Center (NCRIC) was in attendance to answer questions.

Town Manager Dennis presented the staff report regarding the potential purchase and use of automatic license plate readers (ALPRs) and reviewed the history of this topic, the steps taken since the robbery occurred that instigated the most recent conversation regarding ALPRs, crime statistics in the community, costs of the system, and next steps. He explained ALPR technology, academic research, privacy issues, effectiveness in various communities, and fiscal impacts.

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked for clarification of the advantages and disadvantages of the mobile unit, considering the dramatic cost differential. She said that following the incident here in Town the mobile unit was allocated here and put into action for some period of time and she asked how that worked. Town Manager Dennis said the first advantage of the mobile unit is cost. He said the disadvantage is that it is more of a reactive than proactive tool. He said it is very unlikely the mobile unit will be in the same place and time that a single incident occurs; however, it may be more effective in situations where there are a rash of burglaries in a specific area. Councilmember Wengert asked if the mobile unit would stay in that area for some period of time. Town Manager Dennis said the mobile unit is also used in other parts of the County and the Sheriff's Department decides when and where it can be used and whether it's needed somewhere else, whereas if the Town had their own mobile unit, it would be under the Town's control.

Councilmember Aalfs confirmed that this discussion is centered around the trailer-based ALPRs that sit by the side of the road. He asked how many vehicles come in and out of Town per day. Town Manager Dennis guesstimated between 10,000 and 15,000 vehicles per day.

Councilmember Aalfs said it appeared there were more success stories with ALPRs attached to patrol cars. Town Manager Dennis said generally there were more success stories related to units on a vehicle spotting stolen cars. He said, however, there were also examples of fixed units that had some successes.

Councilmember Aalfs asked if there was any data available regarding the results of the Piedmont ALPRs in the last couple of years. Town Manager Dennis said in his conversations with Piedmont representatives there was a sense the ALPRs have helped, but they did not have data.

Councilmember Richards confirmed that the Sheriff's Office currently has a few patrol-mounted cameras. Town Manager Dennis said those show up in Town occasionally, but he was not aware of any stolen

vehicles that were identified while in Town. An attending Sargent said occasionally a camera mounted patrol car may come through Portola Valley but it is random and the camera may not necessarily be activated.

Brian Rodrigues, San Mateo Sheriff's Office, Northern California Regional Intelligence Center (NCRIC), said that most of the agencies and jurisdictions in the Peninsula are using the ALPR technology. He explained how and why the cameras are used and described examples of their success. He said the mobile units on patrol cars are successful in quickly identifying stolen vehicles. He said the stationery units have also provided successes and also provide a great deterrent effect.

Mayor Derwin called for questions.

Councilmember Wengert said that installing the ALPRs would be a significant investment. She asked, given the resource commitments and time pull on the police forces throughout San Mateo County, if it was realistic to assume data would be combed through on a timely basis in attempts to solve the relatively low-level crimes and small losses that occur in Portola Valley. Town Manager Dennis said staff has discussed this point – whether or not data collected, given the types of crimes that occur here, would be utilized in the way that the systems typically allow. He said he made it a point to speak with the Sheriff's Office on this. He said that for the typical type of burglary that occurs in Portola Valley, resources are not allocated in the same way, if at all, as they would be to a home invasion robbery or worse. He said if there were a spree of crimes, data would be looked at in a different way, but it is not likely that resources would be brought to bear for individual incidents.

Mayor Derwin said she is concerned about racial profiling. She gave an example of a hypothetical crime occurring on her street on the same day her friend, who lives in East Palo Alto, drives an old truck, and has a Latino surname, visits her. She asked what information the ALPR would produce about her friend. Mr. Rodrigues said the imagery would show the license plate and that it was an old truck, but not the name of the registered owner or residence address without further research. He said any law enforcement officer could get that information, but it not an automated process by the ALPRs.

Councilmember Aalfs asked if those types of searches require warrants. Mr. Rodrigues said a warrant is not necessary, but everything is very aggressively audited and tracked.

Mayor Derwin called for questions from the audience.

Nancy Powell, Canyon Drive. Ms. Powell said she was a Deputy District Attorney in San Mateo County for a number of years and has been working the court system for 40+ years. She said she contacted a friend of hers, who was the #3 person in the San Francisco District Attorney's Office this last year. She asked her friend what her and her colleagues' experience was with the license plate readers. Her friend said they were terrific as long as the perpetrators didn't know about them. Her friend said once the perpetrators know about the ALPRs, it is very easy to switch or remove license plates. She said the ALPRs have absolutely no value if their use is publicized. She said there has been a rash of burglaries in the Monta Loma area, where the burglars first take license plates off cars parked on the streets, put them on their cars, do their burglaries, and then leave town. Ms. Powell said for those reasons she thinks it would be a misuse of the Town's resources to use ALPRs. She said it would be more effective for homeowners who have the concern to install cameras or other devices to protect their homes. She said there simply are not resources for law enforcement to review all of the cars entering and exiting Town in a timely manner to be effective.

Dave Ross, Canyon Drive. Mr. Ross pointed out there were some duplications in the list of crimes reported in Portola Valley in 2016 and the total is 16, not 19, crimes. He said that clearly the best use of ALPRs is for identifying stolen vehicles. He said that does not address the concerns that the people in Portola Valley have about crime. He said it is an unrealistic expectation that the data collected by the ALPRs will help solve property crimes. He said his family suffered a home break-in a couple of years ago. He said they were fairly certain of the perpetrators' identity and there was a lot of physical evidence. He said the Sheriff's Department interviewed people, but it just wasn't a high enough priority to be followed

up on, even though the loss was significant. He said they were told at the time that there was a lot of other crime going on in San Mateo County and there were just not the resources available to apply to residential burglaries. He said it is unrealistic to think there would be police resources available to go through the data on the thousands of cars that traveled in the area of a burglary to try to figure out who did not belong in that area. He said the plate readers could be valuable to assist in solving more serious crimes, but those types of crimes rarely occur in Portola Valley. He said investing in the ALPRs would be a misallocation of the Town's resources.

Jerry Schwarz. Mr. Schwarz said he is a volunteer for the ACLU. He said the ACLU thinks that license plate readers are generally ineffective. He said if the Town does go forward with the ALPRs, there should be a well thought out use policy that is publicly agreed upon by the Town and not just staff-generated. He said the use policy should be enforceable, such as with the Santa Clara County ordinance regarding surveillance equipment. He said there should be at least yearly performance reports on the equipment such as in Menlo Park.

Gene Chaput, Alamos Road. Mr. Chaput said he is in favor of the ALPRs. He asked if the equipment could be leased. Town Manager Dennis and Mr. Rodrigues said they are not aware of leasing opportunities. Mr. Chaput asked if, for aesthetic purposes, the readers could be placed in tall native trees in Town, such as with the cell phone transformers. Town Manager Dennis said the placement of the ALPRs require a field of view so the tall tree would not be a desirable location for the cameras.

Bev Lipman said she was against the ALPRs. She gave an example where someone comes home from work, finds their home has been broken into and things have been stolen, and they call the Sheriff. She asked what happens next. Mr. Rodrigues said the Sheriff has access to the information from the ALPRs. He said if they had any description on the vehicle or the suspects, perhaps if a neighbor saw an unfamiliar vehicle or had a partial plate number, it would help the Sheriff's Office pare down from the 2,000 vehicles that came in that day to maybe just a handful, which they could dig deeper. He said the Sheriff's Department looks at that information as the law enforcement agency. She said she believed being proactive is more effective than reactive and she thinks the Town's money would be better spent providing extra Sheriff Deputies to be closer than Emerald Hills in the case of an emergency.

Town Manager Dennis said the Town has a contract with the Sheriff's Department. He said the first year, for basic service, was \$692,000 and this year was \$712,000. He said the Town also pays for supplement service that takes it close to about \$1 million a year and is not necessarily broken out by individual Deputies, but more by task. He said at the conclusion of the contract, they plan to discuss any additional available services.

Vice Mayor Hughes said he wanted to clarify that NCRIC is not a company. He said it is a governmental agency, an interagency group so that all of the police departments can pool their data into one place. He said the Town buys the equipment from a company, the Town collects the data and shares that data with the Sheriff who shares the data with NCRIC for regional coordination.

Anne Kopf-Sill, Minoca. Ms. Kopf-Sill asked if it was possible to buy the three mobile units, use them full-time, and save the \$125,000 infrastructure cost. Town Manager Dennis said he would have concerns around their susceptibility to being tampered with or stolen and does not think that would be viable. He said they are battery powered. Ms. Kopf-Sill asked if it was known how many of the 10,000-15,000 cars that come through Town every day are unfamiliar cars that would be suspect if something bad happened. Mr. Rodrigues said across the Bay Area, perhaps 1 in 100,000 to 200,000 get on a hot list as a stolen vehicle or stolen license plate. She said she would like to know that number because she is against the ALPRs until she hears the false positive rate and aggravation that comes with that. She said, as in diagnostic testing, if you screen a lot for something that's rare, you have lots of false positives and the aggravation and costs drive people crazy. She said she maybe has 30 or 40 visitors a year and if a bad event happen on one of those days, she doesn't want her friends getting calls or being investigated.

Chris Atwood, Granada. He said he supports the ALPRs. He said he was the victim of burglary. He said he did have a camera, all the doors were locked, but his door sensors were not triggered. He said his

camera resolution was not sufficient to get the plate, but it was sufficient to get the make and color of the vehicle. He said the camera showed the time the burglary occurred, the make and color of the vehicle, and that there were three perpetrators wearing hoods. He asked if, given that information, the ALPRs would have been able to show that at 11:36 a 1997 gold Nissan with tinted windows drove into Town and left at 11:54. Mr. Rodrigues said they could narrow it by the time parameters, determine what cameras to look at, and then try to find matches based on the physical description provided. Mr. Atwood asked if there was any data regarding the use of ALPR data in the successful prosecution of crimes. Mr. Rodrigues said he has personally testified in two cases where ALPRs have been used successfully. Mr. Atwood suggested using the ALPRs on a trial basis for a year.

Stephen Gillett asked if the Sheriff's Department had an official opinion on record of support or non-support of ALPRs in Portola Valley. Town Manager Dennis said the Sheriff believes it's a decision that a community needs to make on their own. The Sheriff believes there is some evidence that ALPRs can help in particular situations, but did not articulate whether or not the Town needed to do it. Mr. Gillett said that purchasing the ALPRs would be a one-time cost but hiring an additional Deputy would be an ongoing yearly cost. Town Manager Dennis said there would be ongoing costs associated with the ALPR; however, an in depth cost analysis has not been done because that would depend on factors not yet determined.

Carol Sontag, Golden Oak Drive. Ms. Sontag thanked the Council for holding this meeting because it is very important to talk about the ALPRs. She asked if there was any data indicating whether a Neighborhood Watch program would be as effective as ALPRs. Town Manager Dennis said he has not seen a data point that shows that sort of comparison, but said he will reach out to the Sheriff's Office to see if something like that exists. He said it was fairly clear from the Sheriff's Department's presentation that they believe it is a very effective tool having neighbors talk to one another, understanding what's happening in their particular areas, and sharing that information amongst one another.

Gene Chaput said they tried to form a Neighborhood Watch a couple of years ago on Alamos Road but most of the neighbors had no interest.

Ms. Sontag asked if the ALPRs needed to be hidden. She said she thought seeing cameras and stickers saying your property is under surveillance was a deterrent. She said she didn't understand why the presence of the ALPRs being known and having a public meeting to discuss them made them ineffective. She asked if Piedmont, who had a 30 percent reduction in crime, hid their ALPRs. Town Manager Dennis said the vast majority of cameras bought by municipalities are in plain sight and are very visible, which has a deterrent factor. He said it is difficult to determine causality for the 30 percent reduction. He said there may be some reduction because perpetrators avoid the area due to the cameras or it could be just the trend. He said, for example, in the seven years of data for burglary crimes in Portola Valley, last year there were 9 and the year before there were 29. In response to Ms. Sontag's question, Town Manager Dennis said it does appear that Golden Oak Drive had been targeted.

Lance Vaughan, Groveland Street. He asked how many of the 10,000 to 15,000 are unique trips versus one driver three or four times in and out of town. Town Manager Dennis said he could ask staff if they've got that level of detail. Mr. Vaughan said the actual number of unique entries is probably smaller. He said he is fearful that Portola Valley's reputation as an enlightened rural community starts to get tainted by the ability to profile. He said that profiling is easily done by vehicles, by trades, by names, and by registered addresses. If data is available, he said people will subpoena that data and attempts will be made to use it for other things. He said we live in an environment where it is increasingly harder to be anonymous, which is one of our rights. He said it is an erosion of one of those rights for something that is a normal occurrence of living in a society – there are bad things that happen. He said the use of ALPRs is not a preventative action but is a reactionary response which does not provide the ability to prevent that from happening. He said bad things will happen whether the readers are there or not by using stolen plates or obscuring their plates, etc. He said, however, it does give those who have been wronged a sense of retribution. He said he does not want to live in a gated community and it becomes a virtual gated community by using license plate readers. He said it is not in keeping with the Town's rural character. He

said if Portola Valley was taken off of 280 northbound sign as it was done on 280 southbound sign that may help. He was not supportive of the ALPRs.

Cameron Vaughan, Groveland Street. Mr. Vaughan said he was not in favor of the ALPRs. He said he is 16 years old and not old enough to remember society pre-9/11, but said he sees an increasing erosion of rights. He said that historically mass collection data has proven to be an ineffective resource in both preventing and deterring crimes. He questioned whether this is a good allocation of resources and if it is worth the Town's time and money. He asked if the ALPRs were responsible for reducing the crime in Piedmont or if it was just a combination of factors that happened at the same time the ALPRs were installed. Mr. Rodrigues of NCRIC said they only have the before and after statistics. He said it is impossible to pinpoint exactly what caused the reduction in crime because there were a number of factors such as the police force training, knowledge of the equipment, regularity of use, etc. Mr. Vaughan asked, if the data collection requires no probable cause and drivers have broken no laws, is it really necessary to track them just based on the idea that maybe they might commit a crime? He asked if that's something that, as Americans and as a community, this Town really wants. He asked the Council to vote no on the ALPRs.

Dave Carlan said he works for Hewlett Packard in the data space. He said their customers include large well-known companies and government agencies. He said tracking and profiling occurs anytime anyone goes to a gas station, travels by plane, or comes in and out of any country. He said with any free website, your profile is the product. He said we have all been profiled for the last seven years whether we like it or not. He said that the United States has not been attacked by a foreign terrorist since 9/11 and it's only been done by homegrown terrorists. He said the reason for this is the military and federal government have the tools to prevent foreign attacks, but will be 10 years before local law enforcement has those tools. He said the ultimate tracker is the smart phone. He said when you look at the cost of the tool, you have to look at what you're getting. He said the tool gives you time value of money. He described a scenario where a child is abducted on the way home from school. He said you have 30 to 60 minutes to identify the car that abducted that child and it cannot be done without this system. He said every resident of Portola Valley should be in the system and then the timestamp of 3:00 to 3:20, for example, could be looked at, eliminating everyone who is a resident of Portola Valley, leaving a much smaller data set. Then times of entry and exit reduce the data set more. He said machine learning would then be employed, which is being used today all over the world, and does not affect people's lives. He said hit and run cyclists are another example of when this could be used. He said burglaries are way down the list in his opinion and that this technology would be used in violent crimes, abductions, murder. Mr. Carlan was supportive of the ALPRs.

Bill Leckonby, Golden Oak. Mr. Leckonby said his home had not been hit yet. He said they have an alarm system with a sign, a camera, and the doorbell alert. He said they've lived there 27 years and have never worried about it until this last year. He is in favor of the ALPRs. He said there was overwhelming support at a meeting earlier this year as well as on the PV Forum. He said the Sheriff supports it. He said they have proven effectiveness. He said it is unrealistic to expect that police agencies putting more boots on the ground will be able to do anything of significance to improve the situation. He said he believes he did not get robbed because he had a big sign publicizing his alarm system and that many perpetrators will choose another town when they know that Portola Valley has cameras. He said it is a relatively small investment for something that will not intrude on privacy and that can possibly help.

M. J. Lee, Meadowood. Ms. Lee said she is in favor of the ALPRs. She said her neighbors across the street were robbed a few years ago. She said she had fake security cameras at the front of her house so the police came over and asked if they had any recordings. She said they later got real cameras but they do not capture license plates. She said Neighborhood Watch will not work because younger people are not usually home. She said she has in automatic garage door open that sends alerts if the garage door is open; however, it is unreliable. One time she got an alert, so she tried calling six neighbors to check her garage door. No one answered and it was three days before anyone got back to her. She said the cost, when amortized over the life of the system, is not that high. She asked what Menlo Park's experience has been with the ALPRs. Town Manager Dennis said Menlo Park has had the cameras approximately two years. He said they have identified stolen vehicles and there were a few burglaries that had a relationship

to being solved because of the cameras. He said these results are very similar to other jurisdictions he's talked to.

Mayor Derwin said she was at a meeting today with Peter Ohtaki, who is on the Menlo Park Council, and he said their greatest value is the stolen car identification.

Meredith Rothrock, Granada Court. Ms. Rothrock said she lives between two houses that have been robbed within the last year. She said that while she has a lot of protection (cameras, alarm system) for her home, she does not necessarily believe that will prevent her house from being robbed. She said she was also not concerned about loss of privacy with using the ALPRs, being fully away she is tracked all the time anyway. She said is not in favor of the ALPRs because of the cost and the lack of effectiveness. She said we are told that burglaries are relatively low in Portola Valley and there have been no child abductions, rapes, or murders. She said when we are told that the most of the examples of success are in hot zones or high crime areas, when used in conjunction with a number of other mechanisms, we should listen to that. She said they are perfect for stolen vehicles, another thing Portola Valley is not particularly concerned about. She said it is too expensive, it is aesthetically undesirable due to the need to be conspicuous, and she does not think they will solve our problem. She would be in favor if she believed the Town would go from 20 to 5 burglaries a year and those five burglaries would be solved, but she does not believe that installing ALPRs will do that. She said that money could be used to hire a consultant to help work on Neighborhood Watches or exploring other creative ideas.

Laura Chase, Stonegate Road. Ms. Chase said she was supportive of the ALPRs. She said she's lived her for 30 years and the Town is much less rural than it used to be. She said we are in a unique position to take advantage of the three entry/exit points by installing these ALPRs as a deterrent.

With no further speakers, Mayor Derwin said she was very impressed with the Town that an issue such as this could be discussed in such a civil manner. Mayor Derwin brought the issue back to the Council for discussion.

Councilmember Aalfs asked who in the Sheriff's Department would have access to the database. Mr. Rodrigues said it would be limited to training, need, and right to know. Councilmember Aalfs asked how quickly the data got from the camera into the database. Mr. Rodrigues said it was instantaneous. Councilmember Aalfs asked if there would be real time filtering for residents of Portola Valley versus visitors from outside of Portola Valley. Mr. Rodrigues said they haven't done any subtractive analysis. He said the hits would be those on hot lists for stolen vehicles or plates.

Mayor Derwin said staff has asked the Council to give general direction, whether they would like to go forward and explore ALPR or if they would like to stick with their previous determination.

Councilmember Aalfs said the Council had discussed this issue two years prior. He said he has not heard anything since then that has changed his opinion. He said it is an expense that the Town can probably afford but is a benefit he does not think the Town is likely to achieve. He said he does not believe it will significantly reduce burglaries, given the likelihood of pulling the right needle out of the haystack. He said in the success cases, somebody sees a car or a license plate. He said Neighborhood Watch or cameras were very valuable. If there were enough of those, he said he may change his opinion. But the idea that someone will come home, find they've been burglarized, call the police, and then a number will be magically pulled out, is not going to happen. Councilmember Aalfs said he does not believe it is a good allocation of resources.

Councilmember Wengert said she would guess this issue will resurface. She agreed with Councilmember Aalfs, and said that the most effective use of ALPRs, stolen vehicles, does not match the primary needs of Portola Valley. She said it is certainly appropriate for violent and serious crimes. She said that while she understands how traumatic a burglary or theft is at any level, and she herself has experienced it, she does not think that the resource allocation issues related to how much time the Sheriff's Department would have to spend on relatively low level crimes warrants the potential cost. She said she has fewer concerns about the privacy issues because she agrees that metadata is relatively available on all of us

and we are all being tracked all the time. Councilmember Wengert said she does not believe it is the right allocation of resources for Portola Valley at this time.

Councilmember Richards said the applicability to the type of crimes that occur in Portola Valley is just not there. He said he does have privacy concerns, mostly because it does not make sense to dig the hole any deeper. He said he is not comfortable with using Town resources for what would really be more of an insurance policy for traumatic events. He said he was recently backpacking and came across a couple of female backpackers who carried an emergency beacon. He said he has backpacked for 50 years and has never carried a beacon. But their beacon saved one of their lives a few months earlier, so it does make you stop and think. He said his desire to have Portola Valley be a more rural place and not be a virtual gated community pushes that aside for him. He said the financial issues are a controlling factor for him. Councilmember Richards was not in favor of the ALPRs.

Vice Mayor Hughes said the difference in the privacy aspect is that the police and government generally have powers that Apple and Google and Facebook don't have. He said the police can put you in jail, which makes their collection of data and their tracking of effectively large numbers of innocent people as profile data particularly worrisome. He said it is already understood that everywhere you go with your iPhone, every time you log onto Facebook, every time you do a Google search, every time you open a web page, you are being tracked and going into a database and private company's cross-correlate that data to figure out what ads to show you, etc. But, he said, when the government or police are doing it, there is a qualitative difference and it does deserve more attention. He said that with the types of crimes we have or have historically had in Portola valley, he doesn't know that the cost versus effectiveness makes sense. He said the bigger crimes – abductions, rapes, murders – are usually domestic crimes committed by people already in your house, so knowing when a car went in or out of town will not help significantly in that situation. He said there are potential scenarios where the ALPRs could be useful and help in certain hypothetical situations, but for the specific concerns of Portola Valley, he is not convinced they would help. He said there was a rash of burglaries and the home invasion that happened earlier this year. He said without installing ALPRs, a number of other actions were taken, such as stepping up police presence, and the burglaries seem to have tailed off. He said no one has actually been caught for any of these specific incidents. He said sometimes they do get caught, sometimes they don't, which is true with or without the cameras. He said the primary concern is to reduce the amount of crime. He said revenge or retribution has a place as part of the justice system, but prevention is a lot more useful. He said he hopes that the changes that have been made in terms of more visible and higher levels of police presence and more focused activities will continue even as the most recent crime spree seems to be tailing off, and the Town can focus on prevention as much as possible. He said the money could be used with staff and other resources in Town to help facilitate some of these kinds of preventative measures such as Neighborhood Watch, which he said will have a better payoff than retribution after the fact. He said he does not see a big difference between what's being presented now versus two years ago, except for the huge amount of staff time in putting this report together. He expressed his appreciation for the work and effort staff put into this excellent, solid staff report that pulled together the wide range of issues. Vice Mayor Hughes said he did not see the benefit of putting up ALPRs in Town.

Mayor Derwin said she does not disagree with anything she's heard tonight, but is of a different opinion because she has lived through the worse-case scenario and she knows that sometimes devastating things happen in life that you can't plan on. She said she would support license plate readers, but sees there is not enough support among her fellows. She asked if anyone was in support of mobile units.

Vice Mayor Hughes said after the most recent crime, the Sheriff deployed their floating mobile ALPR unit. His understanding from talking to the detectives was they had a particular suspect that they believe was involved and they were hoping he would drive by their machine and they could jump on it if he showed up. He said that is a specific scenario when a mobile unit could be extremely useful because the units and patrol officers are there nearby and can immediately respond to a very specific plate they're looking for. He wondered if it made sense for the Town to have their own unit or to rely on the Sheriff, noting that the Town relies on the Sheriff for all other police resources.

Councilmember Aalfs said he is not dead-set against doing any of it. He said of all of the options it just doesn't seem like the best choice. He said he is not sure what they would do with one mobile unit. Mayor Derwin said staff would move it around.

Councilmember Wengert said she suspects this will change in the next few years, but they are looking at the weight of evidence tonight. She said if circumstances changed in any material way, no community will jump on it more quickly than Portola Valley. She said the Town is responsive and the staff is primarily responsible for that terrific level of service. She has no doubt that if some patterns or changes are seen, this issue will be readdressed, with hopefully even more data about its use and application and the Council will feel better about its applicability to whatever is being addressed at the time.

Councilmember Richards said he received a few phone calls from Townspeople. He said one caller encouraged the Town to use the resources in other ways such as advancing affordable housing and other things that are on the priority list. He said that's where he would lean to try to solve the issues in a more global sense.

Gene Chaput asked how many Councilmembers have earthquake insurance. He said the ALPRs were tantamount to the same thing.

Councilmember Aalfs said he completely understands that. He said it might help for a situation like that and it might not. He said he would like to think about things they could to make sure crime is as low as possible, and this does not feel like the best approach.

Dave Carlan said being in the industry, it's all or nothing. He said the mobile thing is a total waste of money and time. He said the Town is in a unique position with very few ingress/egress spots and is totally manageable. He said he thinks the Council sort of likes the idea but doesn't see how it would work. Mayor Derwin said she thinks the Council does see how it would work but there is not the support yet.

Mayor Derwin asked what more can be done for the folks on Golden Oak.

Town Manager Dennis said the Town is blessed to have incredibly responsive Sheriffs. He would like direction from Council to continue to talk with them very specifically about what the Town can do. He said there may be opportunities within the contract that he alluded to. He said he has found the Sheriff's Office to be a very easy group of people to work with. He said they understand this issue intimately and want to see the best for the community. He said he would like direction from the Council to allow him to speak with the Sheriffs further about available options.

Councilmember Aalfs said it is an ongoing responsibility to continue that conversation. He said the Town also should continue to look at the efficacy of the ALPRs as more data becomes available, keeping it on the table as a possibility in the future.

Vice Mayor Hughes said a number of people in Town would like to form Neighborhood Watches. He said, as mentioned, there are some neighborhoods with a low amount of interest. He said there may also be pockets or groups of people in Town that are interested. He said if the Town could provide some way in assisting these groups to find each other and help them set those things up, that might be an area where the Town can actually help in a way where Townspeople may not be able to as easily on their own. Town Manager Dennis said staff will be happy to help in any way they can.

Councilmember Aalfs said cameras and security systems tend to be helpful for individual houses. He said there's a big difference between a camera that takes a picture of a car pulling out of a burglary site versus a camera that catches everybody leaving town. He said the Town could certainly encourage and try to find more opportunities for people to install those systems. Mayor Derwin suggested a group buy, as was done with solar. Town Manager Dennis said he would look into that.

Councilmember Wengert said one of the most helpful sessions was when the Sheriff's Department brought representatives and went through all the different points – the Neighborhood Watch, surveillance cameras – and doing that regularly would be a good exercise so that all interested people in the community had those resources available, as well as learning about new developments.

In response to Mayor Derwin's question, Town Manager Dennis said the crime report information is available to those who sign up for the e-notifications. He added that he's been speaking with Sheriff's representatives about putting together a meet and greet with all of the Officers, Deputies, and Detectives who work in the community, and he is hoping that will occur in October. He said one of the points he has heard from residents is that people don't know who their representatives are in the Sheriff's Office. He said in a Town as small as Portola Valley, and the kind of character we want to continue to have, building those relationships is critical.

The Council directed staff to not pursue Automated License Plate Readers at this time. Council directed staff to continue communications with the San Mateo Sheriff's Department and NCRIC about possible future technology and to research group buys of cameras for residents. Council suggested an annual community meeting with the Sheriff's Department.

Mayor Derwin thanked the audience for attending and called for a five-minute break.

STAFF REPORTS AND RECOMMENDATIONS

(8) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [8:57 p.m.]

Councilmember Aalfs – Attended a Peninsula Green Energy meeting last week where they discussed two contracts. He said there will be a press conference next Thursday announcing that their first customers will come online on October 3, 2016. He said the opt-out rates are well below 1 percent, with opt-up percentage comparable – with about 600 opt-out and about 400 opt-ups or early adopters. He said Portola Valley has more opt-ups and opt-ins than opt-outs. He attended a Connect the Dots community forum organized by Debbie Mytels at Acterra last week, where they discussed sustainability.

Councilmember Wengert – Attended a Firewise Meeting with Mayor Derwin where they discussed a lack of water pressure from hydrants and water agencies' inability and lack of attention to the hydrants. She said Woodside and Portola Valley Town Attorneys will be sending a letter to Cal Water requiring checks and flushing. Town Manager Dennis said that meeting is occurring tomorrow morning. They also discussed mills not accepting dead wood, the Hazard Mitigation Plan, satellite phones, bridges and weight restrictions and a successful chipper program. She also attended a Town Center Master Plan Update Ad-Hoc Committee with Vice Mayor Hughes today, which was attended by the Community Foundation Fund Group, the group that raised the money for the last renovation of the Town Center. She said they were surprised that despite thinking they had done a pretty good job at outreach with cards, online surveys, mailer, banners, PV Forum postings, and Almanac articles, some said they didn't know anything about it. She said the most difficult charge for the Committee is how they come to the Council with what level of input and what level of recommendation, because it requires prioritization, which requires dollars and willingness of the Council. She said the Ad-Hoc Committee's goal is a consolidated report of all the committee reports and input from various community events and surveys. Vice Mayor Hughes said today's meeting was positive in that they were focusing on what to present to the Council after having collected all the data.

Councilmember Richards – Attended a County OES meeting where they announced they will hold a medical exercise of a train derailment on November 17. He said they reported that last month a group of 11 SWAT operation teams held an Urban Shield exercise involving a violent person in a house with a hostage. He said the group also discussed the Hazard Mitigation Plan. He also attended a Conservation Committee meeting where they discussed rodenticides and their upcoming presentation to the Town Council. He said the Committee received a summary of water usage on Town fields and projections for the new 10 percent water reduction. Town Manager Dennis said he had asked the Committee what they thought about the recent 10 percent reduction by Cal Water and they asked for additional data. He said

Public Works Director Young put together a stunning set of data that has proven incredibly valuable in the Committees' conversations. He said staff will be reporting to the Council in an upcoming meeting.

Vice Mayor Hughes – Attended the Ad-Hoc Committee for Seasonal Roadside Parking on Portola Road at Windy Hill Preserve meeting where they discussed parking signs at Portola Road at Windy Hill. He said they proposed leaving the view side of Portola Road as is and removing the two existing permanent signs and two temporary signs, replacing them with two small brown and white enforceable signs stating "Park Off Pavement." The proposed signs will be agendized at the ASCC and Bicycle, Pedestrian & Traffic Safety Committee meetings for their input and will then return to the Ad-Hoc Committee to finalize a recommendation to bring to the Town Council at a near future meeting.

Mayor Derwin – Attended a Water Conservation Committee meeting with Town Manager Dennis, where they discussed the new Building Codes, the Green Building Ordinance, and new regulations for gray water and rain tanks. She said they held a successful Smart Irrigation Controller workshop, but they still need a list of people who can deal with smart controllers and want classes for gardeners. She said they looked at the data regarding the watering of the fields and there was not much interest in doing better than the new 10 percent regulation. She said they also discussed thinking long-term about reclaiming and capturing water. She also attended a C/CAG Resource Management Climate Protection Committee meeting where they heard two presentations and an update on growth trends of solar in San Mateo County. She said Portola Valley has the highest percentage of solar households given its population. At the Library JPA, she said there was a presentation about the learning landscape project. They also discussed grants, discussed the investment report, and approved the budget. Councilmember Wengert and Vice Mayor Hughes said the library got the highest ratings on the Town Center Master Plan survey by far with the Farmer's Market coming in second. Mayor Derwin attended the Grand Boulevard Initiative this morning and heard a presentation on "Middle Housing." Town Manager Dennis described Middle Housing, which is housing density that falls between single-family homes or duplexes and very large apartment buildings, such as bungalows in a courtyard with 8 or 10 units. Mayor Derwin attended the annual lunch at The Sequoias. She attended the Farmers' Market with Fire Chief Dan Ghiorso and newly appointed Sheriff's Department Lieutenant Christina Corpus. She said she also attended the Council of Cities.

(9) Town Manager Report – Town Manager Dennis shared photos of the new outdoor furniture purchased by the Friends of the Library for the Portola Valley Library. He reported that the Town Center Master Plan community survey closed on September 20 and said he is very proud of the work the staff did on this project. He said the third Alpine Road Corridor public meeting is scheduled for November 1, with Public Works Director Young attending. He said staff will be meeting with ABAG to review numbers shared with Council a few weeks ago and they are preparing commentary on the San Mateo County Transportation Plan 2040. He said Sustainability & Special Projects Manager Brandi de Garneau attended a National Weather Service meeting to hear an update on the winter weather, announcing they have dropped the La Nina forecast. He said they expect a somewhat normal winter with slightly higher temperatures that may or may not be wetter. He expanded on the issue of dying trees that came up at the Firewise Meeting. He said it is very similar to the issues seen in the Sierra's right now where a combination of the drought and beetles are killing trees. He said it is more of an issue in Portola Valley than it is in Woodside and he will be working with the Fire Chief to come up with information to share with the Town so we know what to be looking for. He said he and Vice Mayor Hughes will be meeting for breakfast on Friday, September 30, with Jan Pepper, CEO of Peninsula Clean Energy, and Supervisor Dave Pine. He will meet for coffee Thursday, September 29, with the general manager of WestBay Sanitary District on Friday, September 30. Councilmember Wengert said GreenWaste has never fulfilled their promise to redo rates based on the Town's massive use of recycle. Town Manager Dennis said he is meeting with MROSD on Monday, October. He said staff has begun review of the Town's next garbage contract, which expires in June of 2018.

WRITTEN COMMUNICATIONS [9:41 p.m.]

(10) Town Council Digest – September 16, 2016 – None

(11) Town Council Digest – September 23, 2016 – None

ADJOURNMENT [9:42 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

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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

MIKE AGOFF	Instructor Fees, Fall 2016	17940	10/12/2016	
			10/12/2016	
2341 KEHOE AVENUE	0016		10/12/2016	0.00
SAN MATEO	BOA	51045	10/12/2016	0.00
CA 94403				1,440.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,440.00	0.00

Check No.	51045	Total:	1,440.00
Total for	MIKE AGOFF		1,440.00

ALLIANT INSURANCE SERVICES	Qtrly Event/Instructor Ins.	17941	10/12/2016	
	July - September 2016		10/12/2016	
SPECIAL EVENTS	475		10/12/2016	0.00
NEWPORT BEACH	BOA	51046	10/12/2016	0.00
CA 92658				532.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	532.00	0.00

Check No.	51046	Total:	532.00
Total for	ALLIANT INSURANCE SERVICES		532.00

ANIMAL DAMAGE MGMT INC	September Pest Control	17942	10/12/2016	
			10/12/2016	
16170 VINEYARD BLVD. #150	804		10/12/2016	0.00
MORGAN HILL	BOA	51047	10/12/2016	0.00
CA 95037	93049			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.	51047	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	October M/W	17943	10/12/2016	
			10/12/2016	
P.O. BOX 5025	877		10/12/2016	0.00
CAROL STREAM	BOA	51048	10/12/2016	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.	51048	Total:	67.60
Total for	AT&T (2)		67.60

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
BAY CITIES ROOFING	Refund C&D Deposit -	17944	10/12/2016	
	4 Bayberry		10/12/2016	
399 SEQUOIA	0207		10/12/2016	0.00
REDWOOD CITY	BOA	51049	10/12/2016	0.00
CA 94061				1,000.00

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

Check No.	51049	Total:	1,000.00
Total for	BAY CITIES ROOFING		1,000.00

ILJA BEDNER	Instructor Fees, Fall 2016	17945	10/12/2016	
			10/12/2016	
229 CORTE MADERA	0477		10/12/2016	0.00
PORTOLA VALLEY	BOA	51050	10/12/2016	0.00
CA 94028				3,225.60

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,225.60	0.00

Check No.	51050	Total:	3,225.60
Total for	ILJA BEDNER		3,225.60

MIMI BREINER	Reimbursement, CAC Speaker	17946	10/12/2016	
	Event 9/13/16		10/12/2016	
45 BUCKEYE	0018		10/12/2016	0.00
PORTOLA VALLEY	BOA	51051	10/12/2016	0.00
CA 94028				21.79

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	21.79	0.00

Check No.	51051	Total:	21.79
Total for	MIMI BREINER		21.79

CALPERS	Unfunded Liability October	17994	10/12/2016	
FISCAL SERVICES DIVISION			10/12/2016	
ATTN: RETIREMENT PROG ACCTG	0107		10/12/2016	0.00
SACRAMENTO	BOA	51052	10/12/2016	0.00
CA 94229-2703				1.05

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	1.05	0.00

CALPERS	September Retirement	18000	10/12/2016	
FISCAL SERVICES DIVISION			10/12/2016	
ATTN: RETIREMENT PROG ACCTG	0107		10/12/2016	0.00
SACRAMENTO	BOA	51052	10/12/2016	0.00
CA 94229-2703				17,622.13

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,617.54	0.00
05-50-4080	Retirement - PERS	16,004.59	0.00

Check No.	51052	Total:	17,623.18
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State/Province Zip/Postal	Invoice Number			Check Amount

Total for	CALPERS	17,623.18
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CAPTUREPOINT.COM	Recreation Software, Training & Implementation	17947	10/12/2016	
PO BOX 628	0611		10/12/2016	0.00
RIDGEWOOD	BOA	51053	10/12/2016	0.00
NJ 07451	VP22389-1			3,749.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4545	Recreation Software	3,749.00	0.00

Check No.	51053	Total:	3,749.00
Total for	CAPTUREPOINT.COM		3,749.00

CARUZO'S ROOFING	Refund C&D Deposit - 1225 Portola Road	17948	10/12/2016	
99 LINDEN AVENUE	0462		10/12/2016	0.00
SAN BRUNO	BOA	51054	10/12/2016	0.00
CA 94066				1,000.00

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

Check No.	51054	Total:	1,000.00
Total for	CARUZO'S ROOFING		1,000.00

CINTAS CORPORATION #0156	First Aid Supply Kit & Maint.	17949	10/12/2016	
48480 LAKEVIEW BLVD.	0612		10/12/2016	0.00
FREMONT	BOA	51055	10/12/2016	0.00
CA 94538	9010450036			457.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	228.97	0.00
05-66-4341	Community Hall	228.98	0.00

Check No.	51055	Total:	457.95
Total for	CINTAS CORPORATION #0156		457.95

CITY OF BELMONT	Council of Cities Refund - 09/23/16	17950	10/12/2016	
ATTN: CITY CLERK	511		10/12/2016	0.00
ONE TWIN PINES LANE	BOA	51056	10/12/2016	0.00
BELMONT				100.00
CA 94002				

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	100.00	0.00

Check No.	51056	Total:	100.00
Total for	CITY OF BELMONT		100.00

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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

COPYMAT	TC Public Mtg Notice, Housing Postcards	17951	10/12/2016	
			10/12/2016	
240 HARBOR BLVD	0046		10/12/2016	0.00
BELMONT	BOA	51057	10/12/2016	0.00
CA 94002	1839			242.63

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	242.63	0.00

Check No.	51057	Total:	242.63
Total for	COPYMAT		242.63

COTTON SHIRES & ASSOC. INC.	Deposit Refund, Portola Road	17952	10/12/2016	
			10/12/2016	
330 VILLAGE LANE	0047		10/12/2016	0.00
LOS GATOS	BOA	51058	10/12/2016	0.00
CA 95030-7218				115.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	115.00	0.00

Check No.	51058	Total:	115.00
Total for	COTTON SHIRES & ASSOC. INC.		115.00

CRATUS, INC.	Refund Deposit, Sausal Vista Sewer Line	17962	10/12/2016	
			10/12/2016	
945 TARAVAL STREET #302	0619		10/12/2016	0.00
SAN FRANCISCO	BOA	51059	10/12/2016	0.00
CA 94116				626.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	626.25	0.00

Check No.	51059	Total:	626.25
Total for	CRATUS, INC.		626.25

CSG CONSULTANTS INC	Bldg Insp Svcs, 8/15/16	17953	10/12/2016	
			10/12/2016	
550 PILGRIM DRIVE	622		10/12/2016	0.00
FOSTER CITY	BOA	51060	10/12/2016	0.00
CA 94404	8813			760.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	760.00	0.00

Check No.	51060	Total:	760.00
Total for	CSG CONSULTANTS INC		760.00

ERGOVERA	Staff Ergo Evaluations (8)	17964	10/12/2016	
			10/12/2016	
P.O. BOX 1000	0454		10/12/2016	0.00
FELTON	BOA	51061	10/12/2016	0.00
CA 95018	2682			2,386.87

GL Number	Description	Invoice Amount	Amount Relieved
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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
State/Province Zip/Postal	Invoice Number			Check Amount

05-54-4214	Miscellaneous Consultants	2,386.87	0.00	
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Check No.	51061	Total:	2,386.87
Total for	ERGOVERA		2,386.87

LAWSON FISHER	Refund Deposit, 4670 Alpine	17959	10/12/2016	
			10/12/2016	
4670 ALPINE ROAD	0616		10/12/2016	0.00
PORTOLA VALLEY	BOA	51062	10/12/2016	0.00
CA 94028				712.80

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	712.80	0.00

Check No.	51062	Total:	712.80
Total for	LAWSON FISHER		712.80

STEPHEN GILLETT	Refund Deposit, 120 Cervantes	17965	10/12/2016	
			10/12/2016	
120 CERVANTES ROAD	0620		10/12/2016	0.00
PORTOLA VALLEY	BOA	51063	10/12/2016	0.00
CA 94028				5,000.00

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

Check No.	51063	Total:	5,000.00
Total for	STEPHEN GILLETT		5,000.00

GRAGG PAVING	Refund Deposit, Various	17958	10/12/2016	
			10/12/2016	
P.O. BOX 5246	730		10/12/2016	0.00
REDWOOD CITY	BOA	51064	10/12/2016	0.00
CA 94063				270.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	270.00	0.00

Check No.	51064	Total:	270.00
Total for	GRAGG PAVING		270.00

VIRGINIA HUFFMAN	Refund Deposit, 125 Fawn	17955	10/12/2016	
			10/12/2016	
125 FAWN LANE	0613		10/12/2016	0.00
PORTOLA VALLEY	BOA	51065	10/12/2016	0.00
CA 94028				1,186.88

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,186.88	0.00

Check No.	51065	Total:	1,186.88
Total for	VIRGINIA HUFFMAN		1,186.88

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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

J.W. ENTERPRISES	Portable Lavs,9/29/16-10/26/16	17966	10/12/2016	
			10/12/2016	
1689 MORSE AVE	829		10/12/2016	0.00
VENTURA	BOA	51066	10/12/2016	0.00
CA 93003	195471			242.44

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

Check No.	51066	Total:	242.44
Total for	J.W. ENTERPRISES		242.44

CLAIR JERNICK	Refund Deposit, 33 Grove	17956	10/12/2016	
			10/12/2016	
33 GROVE DRIVE	0614		10/12/2016	0.00
PORTOLA VALLEY	BOA	51067	10/12/2016	0.00
CA 94028				1,203.72

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,203.72	0.00

Check No.	51067	Total:	1,203.72
Total for	CLAIR JERNICK		1,203.72

LUCILLE KALMAN	Instructor Fees, Fall 2016	17967	10/12/2016	
			10/12/2016	
245 OLD SPANISH TRAIL	1082		10/12/2016	0.00
PORTOLA VALLEY	BOA	51068	10/12/2016	0.00
CA 94028				2,340.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,340.00	0.00

Check No.	51068	Total:	2,340.00
Total for	LUCILLE KALMAN		2,340.00

KUTZMANN & ASSOCIATES	August Plan Check	17968	10/12/2016	
			10/12/2016	
3935 CALIFORNIA STREET	0090		10/12/2016	0.00
FREMONT	BOA	51069	10/12/2016	0.00
CA 94538				2,876.02

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	2,876.02	0.00

Check No.	51069	Total:	2,876.02
Total for	KUTZMANN & ASSOCIATES		2,876.02

ERIC LEFHOLZ	Refund Deposit, 130/140 Pinon	17969	10/12/2016	
			10/12/2016	
10 CIERVOS ROAD	0621		10/12/2016	0.00
PORTOLA VALLEY	BOA	51070	10/12/2016	0.00
CA 94028				500.00

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

96-54-4207	Deposit Refunds, Other Charges	500.00	0.00	
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Check No.	51070	Total:	500.00
Total for	ERIC LEFHOLZ		500.00

LEGACY ROOFING & WATERPROOFING	Refund C&D Deposit -	17970	10/12/2016	
	302 Portola Road		10/12/2016	
1698 ROGERS AVE, UNIT 1	1421		10/12/2016	0.00
SAN JOSE	BOA	51071	10/12/2016	0.00
CA 95112				1,000.00

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

Check No.	51071	Total:	1,000.00
Total for	LEGACY ROOFING & WATERPROOFING		1,000.00

FORREST LINEBARGER	Refund Deposit, 151 Cervantes	17957	10/12/2016	
			10/06/2016	
151 CERVANTES ROAD	0615		10/12/2016	0.00
PORTOLA ROAD	BOA	51072	10/12/2016	0.00
CA 94028				1,295.26

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,295.26	0.00

Check No.	51072	Total:	1,295.26
Total for	FORREST LINEBARGER		1,295.26

LOS GATOS ROOFING	Refund Deposit, 380 Golden Oak	17972	10/12/2016	
			10/12/2016	
888 FAULSTICH CT.	862		10/12/2016	0.00
SAN JOSE	BOA	51073	10/12/2016	0.00
CA 95112				1,000.00

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

Check No.	51073	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

MIGUEL TAPIA ROOFING	Refund C&D Dep, 32 Hillbrook	17973	10/12/2016	
			10/12/2016	
3006 PAGE STREET	0623		10/12/2016	0.00
REDWOOD CITY	BOA	51074	10/12/2016	0.00
CA 94063				1,000.00

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

Check No.	51074	Total:	1,000.00
Total for	MIGUEL TAPIA ROOFING		1,000.00

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

GREG & BRENDA MUNKS	Refund Dep, 393 Golden Hills	17974	10/12/2016	
			10/12/2016	
737 WESTRIDGE DRIVE	525		10/12/2016	0.00
PORTOLA VALLEY	BOA	51075	10/12/2016	0.00
CA 94028				1,750.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,750.00	0.00

Check No.	51075	Total:	1,750.00
Total for	GREG & BRENDA MUNKS		1,750.00

ELIZABETH PAPADOPOULOS	Reimbursement, CAC Speaker	17975	10/12/2016	
	Event - 9/13/16		10/12/2016	
35 BUCKEYE	0552		10/12/2016	0.00
PORTOLA VALLEY	BOA	51076	10/12/2016	0.00
CA 94028				159.87

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	159.87	0.00

Check No.	51076	Total:	159.87
Total for	ELIZABETH PAPADOPOULOS		159.87

PERS HEALTH	September Health	17995	10/12/2016	
			10/12/2016	
VIA EFT	0108		10/12/2016	0.00
	BOA	51077	10/12/2016	0.00
				19,111.75

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	19,111.75	0.00

Check No.	51077	Total:	19,111.75
Total for	PERS HEALTH		19,111.75

PLATINUM FACILITY SERVICES	September Janitorial	17996	10/12/2016	
			10/12/2016	
1530 OAKLAND RD., #150	402		10/12/2016	0.00
SAN JOSE	BOA	51078	10/12/2016	0.00
CA 95112				3,057.51

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
05-66-4344	Janitorial Services	70.00	0.00
25-66-4344	Janitorial Services	777.85	0.00

Check No.	51078	Total:	3,057.51
Total for	PLATINUM FACILITY SERVICES		3,057.51

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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
R&B COMPANY	TC Lightpole	17997	10/12/2016	
			10/12/2016	
ACCOUNTING DEPARTMENT	932		10/12/2016	0.00
SAN JOSE	BOA	51079	10/12/2016	0.00
CA 95112				61.48

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4348	Repairs/Vandalism	61.48	0.00

Check No.	51079	Total:	61.48
Total for	R&B COMPANY		61.48

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
RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, Aug/Sept	17976	10/12/2016	
			10/12/2016	
18403 WATTERS DRIVE	1370		10/12/2016	0.00
CASTRO VALLEY	BOA	51080	10/12/2016	0.00
CA 94546	5920, 5924			1,544.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,544.00	0.00

Check No.	51080	Total:	1,544.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,544.00

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
CYNTHIA RICHARDSON	Planning Consult Svcs -	17977	10/12/2016	
dba Richardson Consulting	September 2016		10/12/2016	
24 CAMPBELL LANE	1250		10/12/2016	0.00
MENLO PARK	BOA	51081	10/12/2016	0.00
CA 94025				9,660.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	9,660.00	0.00

Check No.	51081	Total:	9,660.00
Total for	CYNTHIA RICHARDSON		9,660.00

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
KELLY RICHARDSON	Refund Deposit, 25 Bear Gulch	17978	10/12/2016	
			10/12/2016	
25 BEAR GULCH	0624		10/12/2016	0.00
PORTOLA VALLEY	BOA	51082	10/12/2016	0.00
CA 94028				3,800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,800.00	0.00

Check No.	51082	Total:	3,800.00
Total for	KELLY RICHARDSON		3,800.00

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
RON RAMIES AUTOMOTIVE, INC.	'00 Chevy Tire Replacement	17979	10/12/2016	
		00006412	10/12/2016	
115 PORTOLA ROAD	422		10/12/2016	0.00
PORTOLA VALLEY	BOA	51083	10/12/2016	0.00
CA 94028	52444			1,187.75

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

05-64-4334	Vehicle Maintenance	1,187.75	1,126.23	
RON RAMIES AUTOMOTIVE, INC.	August Fuel Statement	17980	10/12/2016	
			10/12/2016	
115 PORTOLA ROAD	422		10/12/2016	0.00
PORTOLA VALLEY	BOA	51083	10/12/2016	0.00
CA 94028				351.88

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	351.88	0.00	

Check No.	51083	Total:	1,539.63
Total for	RON RAMIES AUTOMOTIVE, INC.		1,539.63

SABER ROOFING INC	Refund C&D Deposit, 10 Naranja	17981	10/12/2016	
			10/12/2016	
2995 WOODSIDE ROAD	577		10/12/2016	0.00
WOODSIDE	BOA	51084	10/12/2016	0.00
CA 94062				1,000.00

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

SABER ROOFING INC	Refund C&D Dep, 5 Fremontia	17982	10/12/2016	
			10/12/2016	
2995 WOODSIDE ROAD	577		10/12/2016	0.00
WOODSIDE	BOA	51084	10/12/2016	0.00
CA 94062				1,000.00

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

Check No.	51084	Total:	2,000.00
Total for	SABER ROOFING INC		2,000.00

KOOSHA SAIL	Refund Deposit, 62 Santa Maria	17963	10/12/2016	
			10/12/2016	
62 SANTA MARIA AVENUE	0603		10/12/2016	0.00
PORTOLA VALLEY	BOA	51085	10/12/2016	0.00
CA 94028				2,946.87

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	2,946.87	0.00	

Check No.	51085	Total:	2,946.87
Total for	KOOSHA SAIL		2,946.87

SAN MATEO CO INF SERVICES	July/August Microwave	17999	10/12/2016	
			10/12/2016	
455 COUNTY CENTER, 3RD FLOOR	0307		10/12/2016	0.00
REDWOOD CITY	BOA	51086	10/12/2016	0.00
CA 94063				76.00

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

Check No.	51086	Total:	76.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	SAN MATEO CO INF SERVICES	76.00
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SAN MATEO CTY ASSESSORS OFC	Windmill School CEQA Filing	17998	10/12/2016	
			10/12/2016	
555 COUNTY CENTER	1251		10/12/2016	0.00
REDWOOD CITY	BOA	51043	10/04/2016	0.00
CA 94063-1665				2,285.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	2,260.25	0.00
05-64-4337	Bank Fees	25.00	0.00

Check No.	51043	Total:	2,285.25 H
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Total for	SAN MATEO CTY ASSESSORS OF	2,285.25
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SAN MATEO SHERIFF	Hazmat Svcs., FY 16-17	17984	10/12/2016	
OFFICE OF EMERGENCY SERVICES			10/12/2016	
400 COUNTY CENTER	0119		10/12/2016	0.00
REDWOOD CITY	BOA	51087	10/12/2016	0.00
CA 94063-0978	3464			15,765.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4286	Emergency Services Council JPA	15,765.00	0.00

Check No.	51087	Total:	15,765.00
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Total for	SAN MATEO SHERIFF	15,765.00
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GEORGE SAVAGE	Refund Deposit, 1180 Westridge	17960	10/12/2016	
			10/12/2016	
1180 WESTRIDGE DRIVE	0617		10/12/2016	0.00
PORTOLA	BOA	51088	10/12/2016	0.00
CA 94028				385.00

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

Check No.	51088	Total:	385.00
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Total for	GEORGE SAVAGE	385.00
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SCHWAAB INC	Rubber Stamp	17985	10/12/2016	
			10/12/2016	
PO BOX 3128	0120		10/12/2016	0.00
MILWAUKEE	BOA	51089	10/12/2016	0.00
WI 53201-3128	1602609			32.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	32.41	0.00

Check No.	51089	Total:	32.41
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Total for	SCHWAAB INC	32.41
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

SHARP BUSINESS SYSTEMS	August Copies	17986	10/12/2016	
			10/12/2016	
DEPT. LA 21510	0199		10/12/2016	0.00
PASADENA	BOA	51090	10/12/2016	0.00
CA 91185-1510	C917707-541			459.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	459.22	0.00

Check No.	51090	Total:	459.22
Total for	SHARP BUSINESS SYSTEMS		459.22

SHELTON ROOFING	Refund C&D Dep, 116 Portola	17987	10/12/2016	
			10/12/2016	
1988 LEGHORN ST., #C	0309		10/12/2016	0.00
MOUNTAIN VIEW	BOA	51091	10/12/2016	0.00
CA 94043				1,000.00

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

Check No.	51091	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SMALL BUSINESS BENEFIT PLAN TR	October Dental/Vision	17988	10/12/2016	
			10/12/2016	
	0132		10/12/2016	0.00
BELMONT	BOA	51092	10/12/2016	0.00
CA 94002-0156				2,046.70

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,046.70	0.00

Check No.	51092	Total:	2,046.70
Total for	SMALL BUSINESS BENEFIT PLAN		2,046.70

STANDARD INSURANCE CO.	September LTD/Life Premium	17989	10/12/2016	
			10/12/2016	
PO BOX 5676	0469		10/12/2016	0.00
PORTLAND	BOA	51093	10/12/2016	0.00
OR 97228				384.12

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	384.12	0.00

Check No.	51093	Total:	384.12
Total for	STANDARD INSURANCE CO.		384.12

STATE COMP INSURANCE FUND	October Premium	17990	10/12/2016	
			10/12/2016	
PO BOX 748170	0122		10/12/2016	0.00
LOS ANGELES	BOA	51094	10/12/2016	0.00
CA 90074-8170				2,501.50

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-50-4094	Worker's Compensation	2,501.50	0.00	
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Check No.	51094	Total:	2,501.50
Total for	STATE COMP INSURANCE FUND		2,501.50

TOWN OF LOS ALTOS HILLS

Anti-Harrassment Training	17971	10/12/2016	
		10/12/2016	
26379 FREMONT ROAD	0622	10/12/2016	0.00
LOS ALTOS HILLS	BOA	51095	10/12/2016
CA 94022			461.18

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	461.18	0.00

Check No.	51095	Total:	461.18
Total for	TOWN OF LOS ALTOS HILLS		461.18

TYLER TECHNOLOGIES INC

EnerGov - License/Conversion/ Admin training	17991	10/12/2016	
		10/12/2016	
P.O. BOX 203556	0240	10/12/2016	0.00
DALLAS	BOA	51096	10/12/2016
TX 75247-8142	025-151642, 168596,167066		16,171.25

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4539	Permit Tracking Software	16,171.25	0.00

Check No.	51096	Total:	16,171.25
Total for	TYLER TECHNOLOGIES INC		16,171.25

VERIZON WIRELESS

September Cellular	17992	10/12/2016	
		10/12/2016	
P.O. BOX 660108	0131	10/12/2016	0.00
DALLAS	BOA	51097	10/12/2016
TX 75266-0108			258.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	258.49	0.00

Check No.	51097	Total:	258.49
Total for	VERIZON WIRELESS		258.49

VISION INTERNET PROVIDERS INC

Website Hosting 9/23/16 to 9/23/17	17993	10/12/2016	
		10/12/2016	
222 N SEPULVEDA BLVD #1500	827	10/12/2016	0.00
EL SEGUNDO	BOA	51098	10/12/2016
CA 90245			6,365.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	6,365.40	0.00

Check No.	51098	Total:	6,365.40
Total for	VISION INTERNET PROVIDERS IN		6,365.40

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
BOB WATERMAN	Refund Deposit, 4117 Alpine	17961	10/12/2016	
			10/12/2016	
4117 ALPINE ROAD	0618		10/12/2016	0.00
PORTOLA VALLEY	BOA	51099	10/12/2016	0.00
CA 94028				1,000.00

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

Check No.	51099	Total:	1,000.00
Total for	BOB WATERMAN		1,000.00

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
VALERIE WOOKEY	Refund Deposit, 110 Shawnee	17954	10/12/2016	
			10/12/2016	
110 SHAWNEE PASS	0448		10/12/2016	0.00
PORTOLA VALLEY	BOA	51100	10/12/2016	0.00
CA 94028				4,308.98

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,308.98	0.00

Check No.	51100	Total:	4,308.98
Total for	VALERIE WOOKEY		4,308.98

Total Invoices:	60	Grand Total:	151,401.60
		Less Credit Memos:	0.00
		Net Total:	151,401.60
		Less Hand Check Total:	2,285.25
		Outstanding Invoice Total:	149,116.35

**TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal October 12, 2016**

Claims totaling \$151,401.60 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

Form Name: Committee Application
Date & Time: 09/23/2016 2:06 PM
Response #: 31
Submitter ID: 2163
Time to complete: 7 min. , 53 sec.

Survey Details

Page 1

Committee applications are submitted to Portola Valley's Town Clerk, Sharon Hanlon. Please feel free to forward a letter of interest or resume with your application as well. Sharon can be reached at (650) 851-1700 ex210, or you may email her at shanlon@portolavalley.net.

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

Parks & Recreation

Applicant Information

Full Name Stephen Gillett
Email Address
Street Address 120 Cervantes Rd
City/Zip 94028
Number of years in Portola Valley
Cell Phone
Home Phone
Other Phone

Preferred Phone Contact Number

Cell

I prefer to receive Town communications via

E-mail (recommended)

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

As a father of 7 kids and a Portola Valley resident, I am looking to get more involved with our city. I had the chance to review all the committees and knowing much time we spend as a family in our various parks & fields for time together and recreational activities, I believe this is a good place to volunteer my time and energy for our community. I have specialty skills around the broad use of Technology, Mobility, Websites and have also previously served in non-paid volunteer posts with the Boys and Girls Club and Boy Scouts/Girls. Thank you!

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

No

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

Thank you,
Portola Valley, CA

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

#4

There are no written materials for item #4 – Update on Annual Audit for FYE 2015 – '16

#5

There are no written materials for item #5 – Proposed Continuation of Municipal Water-Use Reduction Targets



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: October 26, 2016

RE: Consideration of SB 415, California Voter Participation Rights Act and Consolidation with a Statewide General Election Date

RECOMMENDATION

Staff requests that the Town Council provide direction on preferred implementation of SB 415 (California Voter Participation Rights Act).

DISCUSSION

Senate Bill 415 (SB 415) was signed by the Governor on September 1, 2016, and mandates that cities and towns “shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.”

“Significant decrease in voter turnout” is defined by comparing the voter turnout for a regularly scheduled election in a municipality with the average voter turnout for the previous four statewide general elections in that same municipality. The voter turnout in Portola Valley for the 2009, 2011, 2013 and 2015 elections has been more than 25 percent lower than the average voter turnout within the Town for the previous four statewide general elections:

2008	2009	2010	2011	2012	2013	2014	2015
Statewide	Local	Statewide	Local	Statewide	Local	Statewide	Local
88.1%	47.8%	79.4%	31.3%	87.8%	40.1%	61.7%	26.8%

Options for Changing the Election Cycle

SB 415 provides for a number of potential ways for a municipality to change their elections to an even-year cycle:

1. Consolidate local elections with statewide elections beginning in 2018 by increasing current elected official terms by one year
2. Adopt a plan to consolidate future elections with the statewide election before the November 2022 statewide election and continue holding elections in odd numbered years in accordance with the plan

Based on conversations with County election officials, to move the election dates, the Town would first need to adopt a resolution requesting the change. The resolution would then go to the Board of Supervisors for approval. Once approved by the County, to

implement the changes, the Council would need to adopt an ordinance amending Municipal Code Chapter 2.32, General Municipal Elections. The Town Clerk would then be required to mail notice to all registered voters in the Town of Portola Valley informing them of the change in the election schedule and, the change to elected officials terms affected by the Ordinance in accordance with the requirements specified in Election Code Section 10403.5(e).

This law does not apply to special elections.

FISCAL IMPACT:

Election costs are directly related to the number of jurisdictions participating in elections. If some cities take action to cancel their respective November 2017 election, then those cities that hold a 2017 election will likely experience higher proportional costs. Modest administrative costs to the transition including preparation of required ordinance and noticing voters of the change in election years are also anticipated.

ATTACHMENT: Senate Bill 415



SB-415 Voter participation. (2015-2016)

Senate Bill No. 415

CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 01, 2015. Filed with Secretary of State September 01, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

CHAPTER 1.7. Voter Participation

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) "Significant decrease in voter turnout" means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) "Voter turnout" means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney's fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council

FROM: Jeremy Dennis, Town Manager
Debbie Pedro, Planning Director

DATE: October 12, 2016

RE: Draft Housing Options Strategic Plan - Follow-Up Discussion

RECOMMENDATION

Staff recommends adoption of a draft housing options strategic plan which contains recommendations to:

- Create a list of programs and concepts for further review by Town staff, commissions and committees, as listed in the staff report
- Adopt a public outreach plan
- Adopt a timetable for research and input
- Create an ad hoc committee to explore potential housing options to be built in Portola Valley
- Postpone completion of the housing impact fee study

BACKGROUND

On July 13th, 2016, the Town Council reviewed a staff report requesting direction on “next steps” to begin a conversation about the impacts of the ongoing housing crisis in Portola Valley, and the Town’s part in addressing its impact on the community (Attachment 1). The July 13th staff report provided a summary of the Town staff’s understanding of the local impacts of the regional housing crisis:

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

5. Family members who grew up in Portola Valley are unable to live in or near Town, unless they move back into their family's home

After discussion, the Council directed staff to provide at a later meeting a process for community engagement, and identify potential options for the Town to explore.

This memo summarizes the Council's direction to staff, provides follow-up discussion on each of the six "buckets" of ideas identified by Council as potential solutions, and a timeline to carry out the strategic plan.

Regardless of the approach adopted, it must be noted that Portola Valley cannot solve the region's housing ills on its own; any set of solutions ultimately approved should be appropriate to the community's size and value system and must build upon the successes that have made Portola Valley such a special place to live and work.

DISCUSSION

At the July 13th meeting, the Town Council identified six "buckets", or groupings of ideas to be considered, that should be prioritized by staff:

1. Accessory Dwelling Units (ADUs)
2. Affiliated Housing Opportunities
3. Housing Opportunities on Town-Owned Land
4. Review of the Inclusionary Housing Program/Update on Housing Impact Fee
5. Shared Housing
6. Public Outreach/Timeline/Review by Commissions and Committees

Each was researched by Town staff, and below are recommendations based on that research. The recommendations make up the draft housing options strategic plan.

1. Accessory Dwelling Units (ADUs)-Second Units and Junior Second Units

Secondary Dwelling Units-The Town's Second Unit Ordinance was last updated on September 9, 2015 (Ord. 2015-408). Per Program 3 of the approved 2014 Housing Element, the following amendments were made to the Zoning Ordinance to encourage the production of second units.

1. Allows second units on parcels two acres or larger to have up to 1,000 square feet of floor area, rather than the previous limit of 750 square feet.
2. Allows two second units to be built on parcels 3.5 acres or larger. One of the units is required to be attached to the main house and the other unit would be a detached structure. This change allows owners of larger properties to accommodate more housing, particularly for family members and potentially any employees, such as groundskeepers or caregivers.
3. Allows staff level review and approval of second units up to 750 square feet, rather than the previous limit of 400 square feet.

In the 11 months since the adoption of the Ordinance amendments, the Town has received eight (8) second unit applications. Historically, the Town has strongly supported

the creation of second units as a way to create affordable housing opportunities and as a preferable alternative to construction of other housing types such as multi-family developments. Given the success of the ordinance, its expansion to other zoning districts is recommended for review.

Recommendation One: Direct the Planning Commission to review amendments to the Second Unit Ordinance that could increase the maximum allowable size of the unit; allow second units on smaller (<1 acre) properties; waive permit fees; and possibly subsidize development cost.

Cost of a Second Unit

In general, commonly cited impediments to developing second units include minimum lot size and parking requirements. In addition, utility upgrades (electrical, water, sewer/septic) and fire sprinkler requirements may be triggered when adding new floor area to a property.

The Town's natural physical environment represents a significant constraint to development. Due to steeply sloping properties, geotechnical constraints, and the provision of utilities and sewage systems, the cost of construction in Portola Valley is considerably higher than elsewhere in the Bay Area. Projects are reviewed to ensure that landslides and other slope/soil stability hazards are suitably mitigated. The necessity for additional engineering and construction provisions, as well as for greater scrutiny in design and construction oversight, adds to the cost of development.

According to a local architect, the estimated cost for residential construction in 2016 is between \$350 and \$500 per square foot, not including permit fees levied by the Town and/or other public agencies.

Below is an explanation of the permit fees and the estimated cost to construct a 750 square foot second unit on a property with a septic system in 2016.

The Planning fee is comprised of a non-refundable flat fee and a deposit, against which professional planning and engineering staff charge to provide review services. This fee structure reflects the Town's actual cost for staff time for preparing projects for ASCC review and approval.

Building permit fees are charged to cover costs associated with the review of building plans for conformance with the California Building Standards Code as well as costs associated with conducting building construction inspections. The fees charged for building permits are based on the valuation of the construction.

The Town and special districts also impose new development fees for the construction and/or connection of new infrastructure systems to existing systems. This includes water and sewer fees and connection charges to address issues associated with increased system capacity demands and impacts.

While not imposed by the Town, local school districts charge a fee that is linked to the size of new construction and must be paid prior to issuance of building permits. The purpose of the fee is to compensate serving school districts for the costs associated with the demand for additional services and classroom space generated by new residential

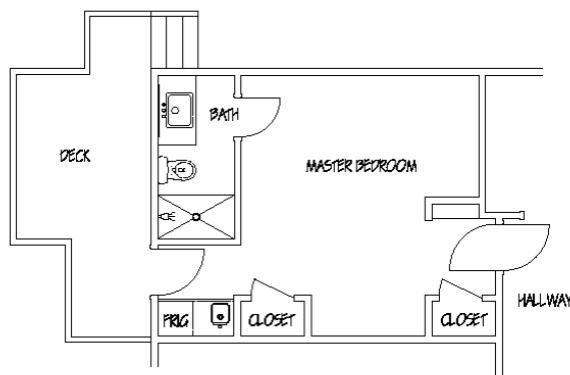
development. The two districts which collect fees in the Town are the Sequoia Union High School District (SUHSD) and the Portola Valley School District (PVSD), which levies a combined fee of \$3.48 per square foot for residential construction within the Town.

Estimated Permit Fees	Approximate Cost for Second Unit (750 sq. ft.)
Building Permit (plan check and inspection)	Fee: \$ 5,300
Planning Permit-ASCC, <i>if applicable</i>	Fee: \$675, Deposit: \$1500
Geologic Review	Fee: \$260, Deposit: \$2500
Fire Dept. Review	Fee: \$120
County Environmental Health Review (septic system), <i>if applicable</i>	Fee: \$909
Schools Fees - \$3.48/SF x 750 sq. ft.	Fee: \$2,610
Subtotal	\$13,874
Estimated Plan Preparation/Design Cost	
Architect	\$25,000-\$50,000
Structural Engineer	\$7,000-\$15,000
Surveyor	\$1,500-\$1,800
Geotechnical Engineer	\$4,000-\$5,000
Septic System Designer	\$8,000-\$10,000
Subtotal	\$45,500-\$81,800
Estimated Construction Cost	
Labor and materials \$350-\$500 per sq. ft.	\$262,500-\$375,000
Fire sprinklers (Build holding tank or install new line and meter)	\$2,000 or \$100,000
Septic system upgrade, <i>if applicable</i>	\$20,000-\$30,000
Subtotal	\$284,500-\$505,000
Total Estimated Cost for a 750 sq. ft. Second Unit	\$343,874-\$600,674

The above chart demonstrates the limited ability for the Town to influence the cost of the production of a second unit. However, Town staff does believe conversations with our partners at the County and in the private sector could provide better understanding of their costs and opportunities for improvement.

Recommendation Two: Direct staff to work with regional agencies and private sector partners to reduce costs and eliminate barriers to second unit construction.

Junior Second Units (JSU)- Junior second units are smaller, less impactful living spaces that would entail conversion of an existing bedroom within a dwelling to create a flexible-private living situation in conjunction with the owner-occupied unit. The concept of JSUs was first developed in Marin County by Rachel Ginis, Executive Director of Lilypad Homes, a non-profit organization dedicated to creating second unit housing that offers more affordable housing options for homeowners and renters.



Similar to secondary units, JSU's count towards a jurisdiction's Regional Housing Needs Allocation (RHNA) numbers. Each jurisdiction's requirements may differ slightly but in the City of Novato, which adopted a Junior Second Units ordinance in December 2014, the JSU program provides flexibility for homeowners to repurpose an extra bedroom in the house for additional rental income with minimal additional code requirements.

- No additional parking required
- No water or sewer connection fees
- No fire sprinkler requirement
- Simple approval process (building permit for interior remodel)

Recommendation Three: Direct the Planning Commission to work with Town staff to further review and develop a Junior Second Unit Ordinance to allow conversion of existing space within single family homes into a junior accessory dwelling unit.

2. Affiliated Housing Opportunities

Housing Element Program on Affiliated Housing - In the early 1990's, the Town developed a housing program that expanded zoning to allow multifamily housing on institutional sites for employees and staff affiliated with the institutions that own the parcels. This program (Program 2 of the 2015 Housing Element) allows affiliated affordable multifamily housing on three designated sites in town: the Sequoias, the Priory School, and the Stanford Wedge. Town staff regularly engages with these affiliated housing partners to understand their needs as well as to share the Town's priorities.

During the course of these regular meetings, initial thoughts were shared regarding potential housing concepts at the Stanford Wedge property for housing. Town staff, the appropriate commissions, and the Town Council will review any proposal should Stanford wish to pursue housing concepts at the Wedge.

Additional housing is currently being pursued at Woodside Priory School; once complete, the Priory School will have 27 housing units in total. The Sequoias has no plans for affiliated housing at this time; staff will continue to engage with both of these affiliated housing partners.

Employee Housing on Commercial and Institutional Properties

The affiliated housing program is a useful tool to link local employment with housing needs. There is currently no Town policy that addresses affordable housing on non-residential uses except for the Sequoias, Priory School and Stanford Wedge. Given that there are additional employers in town that may have the capacity and desire to house their employees, staff recommends engagement with these future partners to determine general interest and any possible barriers to housing on their properties.

At the July 13, 2016 Council meeting, Vice Mayor Hughes suggested that the Town survey workers in Portola Valley to gauge the need for local housing for the Town's workforce. The Council can direct staff to design a survey to collect this information and report back to Council with the findings before developing a program for employee housing on commercial and institutional properties.

Recommendation Four: Direct staff to engage with businesses in Town to gauge interest in joining the Town's Affiliated Housing program created by the Housing Element. Changes to the Housing Element requires a recommendation by the Planning Commission, one public hearing by the Town Council, and appropriate public noticing.

Recommendation Five: Direct staff to conduct outreach to local employers and pre-approve an employee survey

3. New Housing Opportunities on Town-Owned Land

Like many other municipalities, the Town of Portola Valley owns a number of lots acquired through the Inclusionary Housing Ordinance, remnants of larger lots, and acquisitions. The Town currently owns 26 properties¹, ranging in size from 0.017 to 16.05 acres (Attachment 2). Most are not developable given their location, size,

¹ Not including Town facilities

proximity to utilities, or geologic challenges. However, if the Council would like to further explore opportunities to produce modest and appropriate numbers of housing on town-owned land, Town staff can more formally examine potential locations: additional study is required to determine any development constraints and the number of potential housing units the sites may yield. This option may require General Plan and Zoning amendments.

In conjunction with this evaluation, Town staff would develop criterion for the occupancy of such units, based on employment and income range. Staff believes that teachers, public safety officials, health care providers, and residents who wish to age in the community should be priority occupants.

Recommendation Six: *Create an ad hoc committee to review and recommend potential housing on Town-owned properties. Staff recommends the ad hoc committee be made up of two Councilmembers, two Planning Commissioners chosen by that body, and three residents appointed by the Town Council.*

Recommendation Seven: *Direct staff and ad hoc committee to identify potential town-owned sites for potential housing units, and criteria for their occupancy.*

4. Inclusionary Housing Ordinance/Housing Impact Fee

Inclusionary Housing Ordinance- Inclusionary housing is a tool that requires all market rate housing developers to provide some below market rate housing as part of a development. Portola Valley first adopted an inclusionary housing program as part of the 1990 Housing Element update. The Town's Inclusionary Housing Ordinance (ORD. # 1991-262) requires developers to provide 15% of new lots to the Town for below market rate housing as part of every subdivision, or pay an in-lieu fee. Currently, this is the only program the Town has that produces resources for affordable housing, either in the form of below market rate units or in-lieu funds. Given that very few subdivisions are created in Portola Valley, funds for affordable housing (while significant given the size of the subdivision) are not dependable.

Program 1 of the 2014 Housing Element calls for an update to the Town's inclusionary housing program to require developers to build affordable housing units with an approved subdivision, reducing the percentage of lots required for below market rate housing, and/or applying a housing impact fee to projects. A nexus study is needed to support any amendments to the Town's inclusionary housing requirements.

In 2015, the Town participated in the County-wide Grand Nexus Study project, a collaborative effort to study residential and commercial impact fees to support affordable housing in San Mateo County. A draft report was prepared for the Town by Strategic Economics and Venazza Wolfe Associates; Other municipalities in San Mateo County have participated the nexus study project and some have adopted housing impact fees based on the results of their jurisdiction specific reports. The draft report for Portola Valley is on hold pending further review of the need for the housing impact fee.

The Town's Inclusionary Housing Ordinance explicitly links its fees to affordable housing projects and programs, but does not specify what those programs are. If the Town chooses to adopt a housing impact fee, it is anticipated that fees would be generated every year (depending on the type of fee eventually adopted). However, the Town does

not have a program that would currently benefit from such a fee (Town staff have identified potential small-scale programs that could be supported by the fee, but it is not anticipated that any large projects would require ongoing fee support similar to the types of programs larger municipalities manage).

A housing impact fee could be used, like it is in other municipalities, to support the Housing Endowment and Regional Trust (HEART)'s affordable housing support programs; the County of San Mateo has committed half of the funds from their housing impact fee to HEART; other cities are following suit.

Recommendation Eight: *Postpone further work on the draft housing impact fee study until the Town Council has adopted the housing option strategic plan, which will include a list of concepts and programs and identified which program(s) may be funded by a housing impact fee. Once the program(s) have been adopted, Town staff can return to the Town Council with recommendations on the future of the Inclusionary Housing Ordinance and the housing impact fee. The General Plan and Town ordinances may require amendments.*

Use of Existing Affordable Housing Funds – Because of the inclusionary housing program, as of September 1, 2016, the Town has accumulated \$3,482,477.00 in its affordable housing fund.

These existing funds can be expended under the current Inclusionary Housing Ordinance to assist in the purchase or development of housing projects in Town.

Recommendation Nine: *Postpone allotment of existing affordable housing funds accumulated from the Inclusionary Housing Ordinance until completion of the housing options strategic plan.*

5. Shared Housing

HIP Housing - HIP Housing, a San Mateo County nonprofit organization, has been helping people find housing opportunities through the agency's Home Sharing Program.

HIP Housing's Home Sharing Program:

- Offers a home sharing program free of charge
- Interviews prospective renters and completes an application
- Requests three character references, proof of income and identification
- Checks and follows up with the San Mateo County Superior Court and National Sex Offender databases to determine if clients have a criminal history
- Provides resources to clients on what questions to ask of prospective tenants during interviews
- Assists clients in completing a Living Together Agreement
- Provides mediation and follow-up support

In 2015, in collaboration with the Town, HIP Housing sent letters to Portola Valley homeowners who have a second unit or possible space available in their home to provide information about the Home Sharing Program. In addition, to assist HIP

Housing with their outreach efforts, the Town has provided a booth at the Farmer's Market and posts their monthly flyers on the PV Forum.

Recommendation Ten: *Continue to assist HIP Housing with publicizing their services by providing more exposure on the Town's website, at the Farmer's market, or develop an outreach program that specifically targets potential providers.*

6. Public Outreach/Timeline

Critical to this process is the engagement of residents. Engagement on an issue like housing is a two-way street; it is both an opportunity to hear from residents on their ideas and concerns, but also a chance to educate and update the community. Given the sensitivities that typically surround a conversation about housing, it is imperative that any public process be transparent and inclusive.

Town staff suggests the following robust engagement:

- The use of online tools, such as the one recently used successfully by the Town Center Master Plan Committee, to gather as many residents' ideas as possible
- Hold at least two public meetings in the Community Hall to provide a forum for in-person engagement as well as information on the housing crisis
- Identify resources to help visualize ideas outlined in this staff report
- Refer ADUs (second units and junior second units) review to the Planning Commission
- Create an ad hoc committee, made up of members of the Town Council, the Planning Commission and community members to review staff work and potential proposals of new housing in Portola Valley

It is anticipated that the above engagement can be completed early spring 2017, with a draft housing options strategic plan ready for review by the Town Council mid-spring 2017.

Recommendation Eleven: *Direct staff to begin work on the above public engagement process.*

FISCAL IMPACT

There is no fiscal impact associated with approval of the majority of the recommendations in this staff report. Recommendation One could result in waiver of fees or subsidy of development by the Town. Recommendations Five and Eleven will result in costs associated with the production of a survey, the use of an online engagement tool, and visualization of any of the ideas subsequently generated; funding for these items will be proposed to the Town Council at a later date.

ATTACHMENTS

1. Council staff report dated July 13, 2016
2. Town-owned property map



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: July 13, 2016

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

RECOMMENDATION

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

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

BACKGROUND

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

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

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

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

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

This staff report provides:

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

Regional Perspective

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

- 1980-89 26,818 units
- 1990-99 16,323 units
- 2000-09 14,492 units¹

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

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

¹ San Mateo County 2014-2022 Housing Element

The national recovery from the recession has been, in large part, centered in the Silicon Valley, and the rapid increase in employment in San Mateo and Santa Clara County without the development of a commiserate number of housing units has put enormous pressure on the price of existing stock. Since 2010, approximately 250,000 jobs have been created in the two counties, while approximately 41,000 units of housing have been built². As prices have risen, fewer people have been able to afford to purchase or rent a home. Further pressure has been placed on existing housing stock by domestic and international investors who are purchasing homes at extremely high prices and either renting out the properties at exorbitant levels or, in many cases, leaving the homes unoccupied.

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

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

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

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

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

² 2016 Silicon Valley Indicators, Joint Ventures Silicon Valley

Portola Valley Perspective

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

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

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

Portola Valley and Affordable Housing – A Recent History

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

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

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

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

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

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

2014-22 Housing Element Implementation Update

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

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

DISCUSSION

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

Staff is seeking direction on the following from the Council:

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

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

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

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

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

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

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

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

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

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

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

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

FISCAL IMPACT

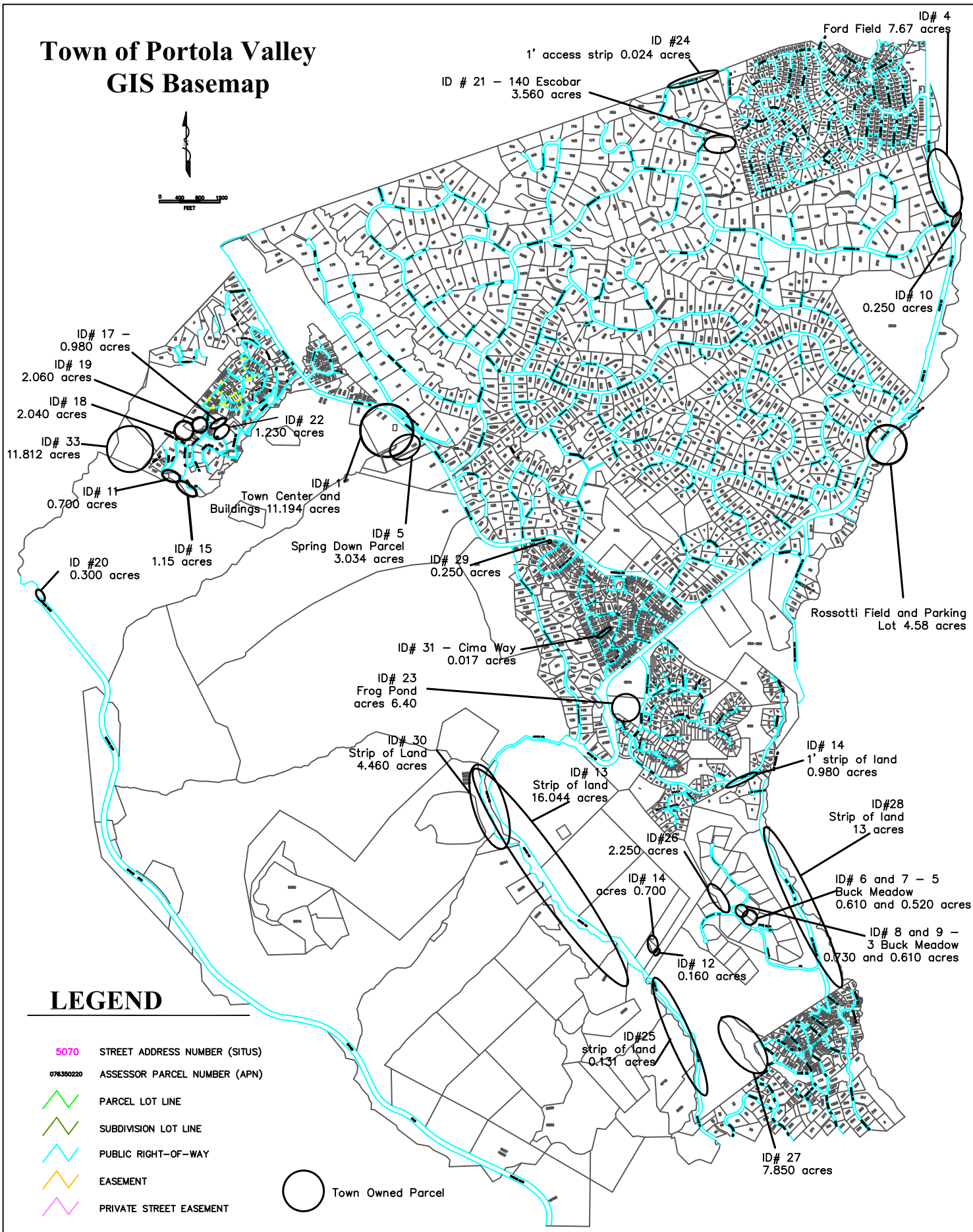
There is no significant fiscal impact related to staff engagement on this issue, as current resources are available to provide support for any research as directed by the Council. Depending on the scope of community engagement and what is decided by Council, there may be a significant financial requirement.

ATTACHMENTS

Attachment 1 “Report from the Ad Hoc Committee on Affordable Housing”, June 12, 2013

Attachment 2 2014-2022 Housing Element objectives implementation chart

Town of Portola Valley GIS Basemap



LEGEND

- 5070 STREET ADDRESS NUMBER (SITUS)
- 076300220 ASSESSOR PARCEL NUMBER (APN)
- PARCEL LOT LINE
- SUBDIVISION LOT LINE
- PUBLIC RIGHT-OF-WAY
- EASEMENT
- PRIVATE STREET EASEMENT
- Town Owned Parcel



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Leigh Prince, Town Attorney

DATE: October 6, 2016

RE: Annual Evaluation Process

RECOMMENDATION

It is recommended that the Town Council provide input on the annual evaluation process for the Town Manager, select a subcommittee of the Town Council to finalize the evaluation process and conduct the annual evaluation before the Town Council meeting on December 14, 2016.

BACKGROUND

The Town Council and the Town Manager entered into that certain Town Manager Employment Agreement ("Agreement") dated March 7, 2016. A copy of the Agreement is provided for your reference as Attachment 1 to this staff report. Paragraph 3 of the Agreement provides as follows:

Evaluations. The Town Council shall evaluate Manager's performance at least once annually during the term of this Agreement during the month of November or December ("Annual Evaluation"). Prior to the Annual Evaluation date, the Town Council, with the Manager, will develop an Annual Evaluation process that may include, but not be limited to a 360-degree multi-source assessment, including direct feedback from Manager's subordinates, peers and supervisors, as well as a self-evaluation. If necessary, the Town Council and Manager will utilize the services of a facilitator either in developing or implementing the Annual Evaluation process. Such facilitator will be selected by the Town Council, subject to the Manager's consent, which shall not be unreasonably withheld. Furthermore, as part of the Annual Evaluation, the Town Council, in consultation with the Manager, shall define such goals and performance objectives that they determine to be necessary for the proper operation of the Town and shall further establish a relative priority among the various goals and objectives.

Per the Agreement, the Town Council must develop an annual evaluation process, with input from the Town Manager. The evaluation process may, but is not required to, include a 360-degree multi-source assessment and a self-evaluation. The Town Council may develop the evaluation process independently or hire a consultant, with the consent of the Town Manager, to assist them in the process.

DISCUSSION

The Town Council's evaluation of the Town Manager has in the past been conducted by the Mayor. Most recently, the Mayor utilized the form attached hereto as Attachment 2. The Mayor provided the review form to each Town Council member for completion. The results were then discussed with the Town Manager in a closed session performance evaluation pursuant to Government Code Section 54957(b). Only the members of the Town Council were asked for feedback on the Town Manager's performance (not a 360-degree multi-source assessment and no self-evaluation).

Also attached for your reference are three other manger evaluation forms, one from the Town of Woodside (Attachment 3), another from the City of San Carlos (Attachment 4) and a third from the League of California Cities (Attachment 5). These forms are similar to the last evaluation tool utilized by the Town Council in that they are focused on the council's review of the manager's performance and do not include feedback from peers or subordinates or a self-evaluation. Notwithstanding, these forms could be utilized as a starting point from which to develop multi-source and self-assessment questionnaires.

The Agreement does not mandate that the annual evaluation process include a 360-degree multi-source assessment and a self-evaluation; however, these are potential tools the Agreement indicates the Town Council could utilize. This is the first time the Town of Portola Valley has embarked on establishing a more formal annual review process for the Town Manager. As a result, the Town Attorney contacted several human resources facilitators. Given scheduling constraints, attached is a proposal (Attachment 6) from the facilitator, Marcie Scott with Municipal Resource Group LLC, that could meet the deliverables (establish and conduct an annual review) within the timeline identified in the Agreement (before the end of this calendar year). The proposal provided by the facilitator is comprehensive and she has indicated that it can be tailored based on direction from the Town Council.

It is recommended that the Town Council discuss, with input from the Town Manager (and any member of the public speaking on this item), the annual evaluation process and what tools should be utilized. Then, the Town Council should consider appointing a subcommittee to work independently, with the Town Attorney or with the facilitator to finalize the annual evaluation process and conduct the annual evaluation to be completed and discussed with the Town Manager in closed session at the meeting scheduled for December 14, 2016 (or at the next practicable date thereafter agreed in writing by both parties).

FISCAL IMPACT

If the annual evaluation process is finalized and conducted independently by a subcommittee of the Town Council, there will be a negligible impact on Town resources. If done in consultation with the Town Attorney, the Town Attorney's time would be billed as a personnel matter (\$250 per hour) and this project would be in addition to the amount budgeted for Town Attorney services. The consultant's proposal indicates that her time is charged at \$200 per hour for an amount not to exceed \$10,000 for the robust process outlined. Establishing and completing the annual evaluation is intended to facilitate good working relationships at the Town of Portola Valley which could potentially conserve the Town's financial resources in the future.

ATTACHMENT

Attachment 1 – Town Manager Employment Agreement

Attachment 2 – Portola Valley Town Manager Town Council Review

Attachment 3 – City Manager Performance Evaluation (San Carlos)

Attachment 4 – Performance Levels Rating Guide

Attachment 5 – Proposal for Services from Municipal Resource Group

TOWN MANAGER EMPLOYMENT AGREEMENT

This Town Manager Employment Agreement ("Agreement") is made and entered into effective the 7th day of March, 2016, by and between the Town of Portola Valley ("Town") and Jeremy Dennis ("Manager").

1. **Employment and Duties.** The Town by its Town Council hereby employs Manager to serve as the Town Manager and Manager hereby accepts such employment. Manager's employment shall be as an at-will employee and Manager serves at the pleasure of the Town Council in accordance with Government Code Section 36506. Manager shall perform the duties and obligations and exercise the authority of the Town Manager, as stated in the Town Manager Job Description, attached hereto as Exhibit A (which may be amended by the Town Council in its discretion), and as may be assigned by the Town Council from time to time.

2. **Term.** The term of this Agreement shall commence on the effective date set forth above and shall continue until December 31, 2017, or the date of earlier termination in accordance with provisions in this Agreement. This Agreement shall be automatically extended for one (1) year, unless at least sixty (60) days prior to the end of the term the Town Council notifies Manager of its intent not to extend the Agreement. The Town Council's decision not to extend this Agreement shall not entitle Manager to Severance, pursuant to Paragraph 5 of this Agreement. Notwithstanding the foregoing, the Town retains the right to terminate Manager pursuant to the terms of this Agreement at any time.

3. **Evaluations.** The Town Council shall evaluate Manager's performance at least once annually during the term of this Agreement during the month of November or December ("Annual Evaluation"). Prior to the Annual Evaluation date, the Town Council, with the Manager, will develop an Annual Evaluation process that may include, but not be limited to a 360-degree multi-source assessment, including direct feedback from Manager's subordinates, peers and supervisors, as well as a self-evaluation. If necessary, the Town Council and Manager will utilize the services of a facilitator either in developing or implementing the Annual Evaluation process. Such facilitator will be selected by the Town Council, subject to the Manager's consent, which shall not be unreasonably withheld. Furthermore, as part of the Annual Evaluation, the Town Council, in consultation with the Manager, shall define such goals and performance objectives that they determine to be necessary for the proper operation of the Town and shall further establish a relative priority among the various goals and objectives.

4. **Salary and Benefits.**

4.1 **Base Salary.** The Town shall pay Manager a salary of One Hundred Ninety Thousand Dollars (\$190,000) per year ("Base Salary"). The Base Salary shall be payable in installments at the same time as other employees of the Town receive their salaries. The Base Salary may be increased from time to time in the discretion of and

as approved by the Town Council. The Base Salary shall be prorated on a daily basis for the first and last months during which Manager is employed as Town Manager.

4.2 Car Allowance. The Manager's duties require him to attend to Town business both inside and outside of the Town. In lieu of a vehicle provided and maintained by the Town, Town shall pay Manager Three Thousand Dollars (\$3,000) per year as a car allowance, payable in installments at the same time as Manager receives his salary.

4.3 Retirement. Manager is enrolled in the California Public Employees' Retirement System (CalPERS) as a "classic member". The Town's contribution to CalPERS on behalf of Manager shall be the same as provided to other Town employees also considered classic members by CalPERS.

4.4 Other Benefits. In addition to the benefits described in Paragraphs 4.1-4.3, above, benefits allowed to Manager in the course of his employment under this Agreement shall be as follows:

4.4.1 IRS Section 125 Cafeteria Plan. Town shall provide Manager with the same cafeteria plan flex-dollar allowance that is provided to other Town employees for his level of coverage, and shall disburse the flex-dollars for eligible benefits in accordance with the Town's adopted IRS Section 125 cafeteria plan document.

4.4.2 Life Insurance. The Town agrees to pay for a term life insurance policy in the face amount of One-Hundred Fifty Thousand Dollars (\$150,000) on Manager's life with a carrier selected by the Town in addition to the amount provided all employees to bring the total value of life insurance provided to Manager up to Two Hundred Thousand Dollars (\$200,000). Manager shall designate the beneficiaries of the policy.

4.4.3 All Other Insurances. Manager shall receive the same dental, vision, long term disability, accidental death and dismemberment insurance, and any other insurance added in the future that are provided to other Town employees.

4.5 Paid Time Off.

4.5.1 Vacation Leave. Manager shall accrue vacation leave at the rate of fifteen (15) paid days per year, in addition to recognized Town holidays. Upon termination or resignation from employment or the non-renewal of this Agreement, Manager shall be paid for all accrued and unused vacation time. However, at no time may Manager accrue more than thirty (30) days of vacation time. Furthermore, in accordance with the Town's Personnel Policies

Manual, once per calendar year, Manager may elect to sell back to the Town accrued, but unused vacation.

- 4.5.2 Sick Leave. Manager shall receive the same days of sick leave as accorded to other Town employees.
- 4.5.3 Administrative Leave. Manager shall receive seven (7) days of administrative leave per year of this Agreement, which leave shall be awarded in a lump sum on the effective date of this Agreement and on January 1st of each year thereafter. Any administrative leave not taken by Manager shall not be accrued from year to year, nor shall the value of such administrative leave be paid to Manager upon termination of his employment. Use of administrative leave is allowed at the discretion of the Mayor or the Vice Mayor in the event the Mayor is unavailable.
- 4.5.4 Other Leaves. Manager shall receive the same benefit of leaves not specified in this Agreement but provided to other Town employees.
- 4.5.5 Holidays. Manager shall receive the same paid holidays as accorded to other Town employees.
- 4.5.6 Professional Growth. Manager is encouraged to attend professional courses and conferences in California during the term of his employment with the Town, including the Progress Seminar. The Town shall pay reasonable expenses of such attendance, including course fees, travel, food and lodging expenses (if reasonably necessary) up to a maximum of Five Thousand Dollars (\$5,000) per calendar year. Paid time off to attend such courses and conferences shall not exceed six (6) days per year. The Town shall also pay Manager's yearly dues for full membership in the International City Management Association (ICMA) and the California City Management Foundation (CCMF).

5. Termination; Severance.

5.1 Termination Without Cause. If the Town terminates this Agreement and Manager's employment without Cause as determined by the affirmative votes of a majority of the members of the Town Council at a regular meeting of the Town Council, and if Manager signs and delivers to the Town Council, the General Release Agreement ("Release Agreement") substantially in the form attached hereto as Exhibit B, Town shall pay Manager a lump sum benefit equal to six (6) months of his then Base Salary, and shall provide six months of cafeteria plan allowance (the cash payment and continuing benefits, collectively "Severance").

5.2 Termination with Cause. If Town terminates this Agreement and Manager's employment with Cause (as defined below), as determined by the affirmative votes of a majority of the members of the Town Council at a regular meeting of the Town Council, Manager shall not be entitled to any additional compensation or payment, including Severance, but shall only be entitled to accrued Base Salary, accrued vacation pay, and any other accrued and unused benefit allowances according to their terms as provided in Paragraph 4 of this Agreement ("Accrued Salary and Benefits"). As used in this Agreement, "Cause" shall only mean any of the following:

5.2.1 Conviction of, or plea of guilty or nolo contendere to, any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the Town or on the Manager's reputation;

5.2.2 Failure of the Manager to observe or perform any of the duties and obligations as detailed in the job description attached hereto as Exhibit A or as otherwise directed by Council, if that failure continues for a period of thirty (30) days from the date of the notice from the Town Council specifying the acts or omissions deemed to amount to that failure;

5.2.3 Conviction of any crime involving an "abuse of office or position," as that term is defined in Government Code Section 53243.4;

5.2.4 Any negligent action or inaction by Manager that materially and adversely: (a) impedes or disrupts the operations of Town or its organizational units; (b) is detrimental to employees or public safety; or (c) violates Town's properly-established rules or procedures.

5.3 After Municipal Election. In no event may Manager be terminated without Cause ninety (90) days after any municipal election for the selection or recall of one or more of the members of the Town Council.

5.4 Manager's Death. If, during the term or any extended term of this Agreement, Manager dies, Manager's estate shall receive Accrued Salary and Benefits, but shall not be entitled to any additional compensation or payment, including Severance.

5.5 Permanent Disability or Unable to Perform Duties. In the event Manager is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of four (4) consecutive months beyond any provided sick leave, Manager agrees that this would be an undue hardship to the Town and the Town may terminate Manager's employment and this Agreement without payment of Severance.

5.6 **Resignation.** Manager may resign from his employment at any time, upon giving sixty (60) days written notice to the Town Council. Manager is entitled to payment of Accrued Salary and Benefits, but is not entitled to Severance.

6. **Personnel Manual.** The Town's personnel ordinances, resolutions, rules and policies shall apply to the Manager. Manager acknowledges receipt and review of a copy of the Town's Personnel Policies Manual. Manager acknowledges and agrees that if the Town becomes aware of a complaint relative to the Manager, the Town Council may place Manager on paid or unpaid leave during any review and consideration of the matter.

7. **Normal Work Hours.** The parties agree that the Manager shall normally be present at Town Hall during business hours. It is further recognized that the Manager must devote a great deal of time to the business of the Town outside of the Town's customary office hours, and to that end the Manager's schedule of work each day and week shall vary in accordance with the work required to be performed. It is further recognized by both parties that there is no provision for additional compensation of any form under this Agreement for Manager's hours worked outside of customary office hours.

8. **Abuse of Office or Position.** If Manager is convicted of a crime involving an abuse of his office or position all the following shall apply: (a) if Manager is provided with pay while on leave pending an investigation, Manager shall be required to fully reimburse the Town such amounts paid; and (b) if this Agreement is terminated, any Severance related to the termination that Manager may receive from the Town shall be fully reimbursed or shall be void if not yet paid to Manager. For purposes of this paragraph, abuse of office or position means either an abuse of public authority including waste, fraud and violation of the law under color of authority or a crime against public justice.

9. **Indemnification.** Consistent with the California Government Code, Town shall defend, hold harmless, and indemnify Manager using legal counsel of Town's choosing, against expense or legal liability for acts or omissions by Manager occurring within the course and scope of Manager's employment under this Agreement.

10. **Conflict of Interest.** Manager warrants that he presently does not have and agrees that he will not acquire any direct or indirect financial interest which would conflict with his performance of this Agreement.

11. **Documents.** All documents provided to Manager by the Town and all reports and supporting data prepared by Manager for the Town are the sole property of the Town and shall be delivered to the Town upon termination of this Agreement or at the Town's written request. All reports, information, data and exhibits prepared or assembled by Manager during his employment are confidential until released by the Town to the public, and Manager shall not make any of these unreleased documents or information

available to any individual or organization not employed by the Town without the prior written consent of the Town Council.

12. **Arbitration.** Any controversy involving the construction or application of any terms or conditions of the Agreement, or any dispute between the parties, including, without limitation, whether Manager's federal or state statutory rights regarding discrimination and/or harassment have been violated, shall be submitted by the parties to arbitration with the American Arbitration Association ("AAA"). Arbitration shall be governed by the rules and regulations of the AAA. Any arbitration award shall be subject to the laws of the State of California governing such awards. The arbitration process shall be commenced and concluded within one-hundred twenty (120) days of either party's written request for arbitration being delivered to the other. Said request must be delivered within ten (10) calendar days of the event giving rise to the arbitration. Prior to the arbitration hearing, the parties shall submit the dispute to at least one mediation session before a retired trial court judge or other mediator jointly selected by the parties. Both parties shall endeavor to select and agree upon a mediator in a good-faith, timely manner. All arbitration and mediation costs shall be shared equally between the parties; however, each party shall bear the costs of its/his own attorneys and witnesses. The result of the arbitration shall be final and binding on both parties.

13. **Entire Agreement; Amendment.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties. Each party to this Agreement acknowledges that no representation, inducement, promise, or agreement, orally or otherwise, has been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party. Any modification of this Agreement will be effective only if it is in writing and signed by both the Town and the Manager. The parties agree that the Town's personnel policies except as superseded by the terms of this Agreement, either explicitly or implicitly, apply to Manager.

14. **Effect of Waiver.** The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, and no waiver or relinquishment of any right or power on any given occasion shall be deemed a waiver or relinquishment of that right or power on any subsequent occasions.

15. **Partial Invalidity.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, the remaining provisions shall continue in full force without being impaired or invalidated in any way.

16. **Law.** This Agreement shall be governed by the laws of the State of California.

17. **Notices.** Any notice or communication permitted or required by this Agreement shall be in writing and shall become effective on personal delivery or three (3) days after

the mailing thereof by certified mail, return receipt requested; postage prepaid, to either party at Town Hall, 765 Portola Road, Portola Valley, California 94028.


18. **Successors.** This Agreement shall be binding on the heirs, beneficiaries, and successors in interest of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below.

ATTEST:

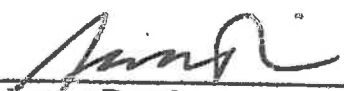


Town Clerk



Maryann Derwin
Mayor of the Town of Portola Valley

Date: 1/27/16



Jeremy Dennis

Date: 1-23-16

Exhibit A
JOB DESCRIPTION - TOWN MANAGER

TOWN OF PORTOLA VALLEY TOWN MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES AND OBLIGATIONS

The Town Manager shall be the administrative head of the Town government under the direction and control of the Town Council. The Town Manager shall be responsible for the efficient administration of all affairs of the Town and shall assume full management responsibility for all Town operations. The Town Manager shall work with the Town Council to direct the development and implementation of the Town's goals, objectives, policies and priorities. In consultation with the Town Council, the Town Manager shall develop strategic planning processes to guide the future of the Town. The Town Manager shall perform functions directed and assigned by the Town Council.

- A. **Performance of Duties.** To perform such duties and obligations and exercise such powers as may be delegated to him/her from time to time by ordinance, resolution, or other action of the Town Council. To perform the functions identified in the Portola Valley Municipal Code, including but not limited to the functions of Town Treasurer and Director of Emergency Services.
- B. **Attendance at Meetings.** To attend all meetings of the Town Council, unless excused therefrom, except when his/her removal is under consideration. To attend, when appropriate, the meetings of Town commissions and committees. To attend and represent the Town at meetings of outside agencies and organizations.
- C. **Administration.** To provide highly responsible and complex administrative support to the Town Council, including, but not limited to staffing assistance, preparing and presenting staff reports and other necessary documents. To provide staff support to Town commissions and committees. To coordinate Town activities with those of other cities, counties and outside agencies and organizations.
- D. **Authority.** To control, order and give direction to all department heads, subordinate officers, and employees of the Town, including those appointed by contract or agreement, except elected officers and the Town Attorney. To appoint, remove, promote, and demote employees of the Town, except the Town Attorney. To recommend to the Town Council such organization of offices, positions and departments as may be indicated in the interests of the efficient, effective, and economical conduct of the business of the Town.

To assess and monitor workload, administrative support systems and internal reporting relationships and identify opportunities for improvement. To select, motivate and evaluate personnel and consultants. To resolve personnel concerns and issues unrelated to the Town Manager in accordance with Town policy and to cooperate in the resolution of any concerns and issues related to the Town Manager.

- E. Service Delivery. To monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and to allocate staffing resources accordingly. To plan direct and coordinate, through staff and consultants, the work plan for the Town. To meet with appropriate staff and consultants to identify and resolve problems. To assess the need for, select and evaluate contract services. To work with, promote and encourage the use of volunteers.
- F. Law Enforcement. To enforce any of the provisions of the Portola Valley Municipal Code or any other ordinance of the Town, or any rule, regulation or order promulgated or issued pursuant to the Portola Valley Municipal Code, and to ascertain that all contracts, permits and privileges granted by the Town are faithfully observed.
- G. Recommendation of Legislation. To recommend to the Town Council for adoption such measures and ordinances as he/she deems necessary or expedient. To monitor State and Federal legislation and recommend appropriate action to the Town Council as needed. To attend and participate in professional group meetings and stay abreast of new trends and innovations in the field of public administration and management.
- H. Finances. To keep the Town Council at all times fully advised as to the financial conditions and needs of the Town. To prepare and submit to the Town Council for its approval the proposed annual budget and the proposed compensation plan. To approve expenditures and implement budgetary adjustments as appropriate and necessary.
- I. Purchases and Expenditures. To purchase all supplies for all the departments or divisions of the Town. No expenditure shall be submitted to the Town Council, except with the report and approval of the Town Manager.
- J. Conduct. To conduct him or herself with due regard to public conventions and morals. To refrain from engaging in any conduct that would reasonably tend to degrade him or herself or bring the Town into public hatred, contempt or ridicule, or tend to offend the community.
- K. Communication. To respond to media inquiries, Town Council

concerns, issues and community needs. To respond to and resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of current:

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of personnel administration.
- Principles of supervision, training and performance evaluation.
- Principles of business letter writing and report preparation.
- Rules and regulations governing public meetings.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Plan, organize and direct the work of lower level staff and consultants.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Direct and manage the operations, services and activities of a municipality.
- Identify and respond to community and Town Council issues, concerns and needs.
- In consultation with the Town Council, develop and administer departmental goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work in a political environment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is desirable. A typical way to obtain the knowledge and abilities would be:

**Town Manager
Position Description**

Experience:

At least five (5) years of experience with increasing responsibility in municipal government, including significant administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An MPA or equivalent additional experience is desirable.

Exhibit B**GENERAL RELEASE AGREEMENT**

This General Release Agreement ("Release Agreement") is entered into by and between Jeremy Dennis ("Manager") and the Town of Portola Valley ("Town"), in light of the following facts:

- A. Manager's employment with the Town concluded on _____.
- B. Certain disputes have arisen between the Town and the Manager and both parties desire to fully and finally resolve any and all such disputes.
- C. Nothing in this Release Agreement is intended as an acknowledgement or acceptance of liability by either party.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Manager has had the opportunity to consult with independent legal counsel of his selection prior to entering into this Release Agreement.
2. Manager acknowledges payment by the Town of all amounts owed to Manager pursuant to the Town Manager Employment Agreement dated _____ ("Employment Agreement"), through the date of identified in Recital A, above ("Salary Payment"). Manager also acknowledges that Town has made this Salary Payment without regard to whether he signs this Release Agreement. The Salary Payment does not constitute consideration for this Agreement.
3. Severance. To receive the Severance identified in Paragraph 5 of the Employment Agreement, Manager must sign this Release Agreement on or before twenty-one (21) days from the date employment with the Town concluded identified in Recital A, above. Within five (5) days following Manager's execution and delivery of this Release Agreement to the Town, the Town shall pay Manager the Severance. Manager acknowledges that the Severance is in excess of all amounts due and owing him as a result of his employment by Town.
4. General Release. In consideration of the Severance to be paid and provided to Manager, and other good and valuable consideration, Manager hereby releases and discharges Town and its past and present Town Council Members, employees, representatives and agents, from all rights, claims, causes of action, and damages, both known and unknown, in law or in equity, concerning and/or arising out of his employment by Town which he now has, or ever had, including but not limited to any rights, claims, causes of action or damages arising under Title VII of the Civil Rights Act of 1964, the Vocational Rehabilitation Act of 1973, the Employee Retirement Income Security Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Older Workers Benefits Protection Act, the Family and Medical Leave Act of 1993, the Domestic Partners Act of 2003, the California Labor Code, the Private Attorneys General Act of 2004, the California Moore-Brown-Roberti Family Rights Act,

the California Unruh Civil Rights Act, the California Fair Employment and Housing Act, any other federal, state, or local employment practice legislation, or any federal or state common law, including wrongful discharge, breach of express or implied contract, or breach of public policy.

Manager hereby waives and relinquishes all rights and benefits afforded by Section 1542 of the Civil Code of California. Manager understands and acknowledges the significance and consequences of this specific waiver of Section 1542. Section 1542 of the Civil Code of California states as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

Notwithstanding the provisions of Section 1542, and for the purpose of implementing a full and complete release and discharge of the Town and its past and present Town Council Members, employees, representatives and agents, Manager expressly acknowledges that this General Release is intended to include in its effect, without limitation, all claims which he does not know or suspect to exist in his favor.

Manager further acknowledges that he has read this General Release and that he understands that this is a general release, and that he intends to be legally bound by the same.

5. Fees and Costs. Manager and Town agree that in the event of litigation relating to this Release Agreement, the prevailing party shall be entitled to recover his/its reasonable attorneys' fees and costs.

Dated: _____

TOWN OF PORTOLA VALLEY

Mayor

MANAGER

Dated: _____

Jeremy Dennis

APPROVED AS TO FORM:

By: _____
Town Attorney

Date: _____

ATTEST:

By: _____
Town Clerk

Date: _____

EXHIBIT A
TOWN OF PORTOLA VALLEY

PORTOLA VALLEY TOWN MANAGER
TOWN COUNCIL REVIEW

TOWN COUNCIL MEMBER: _____

REVIEW PERIOD: _____

Rating Key

NI	Needs Improvement
ME	Meets Expectations
EE	Exceeds Expectations
N/A	Not Applicable

General Management

Effectiveness in implementing Council policy; plans, organizes and supervises on-going programs and services; demonstrates sound and mature judgment in recommendations, decisions and responses to crises.

Rating: _____

Comments:

Quality of Work

Accuracy, thoroughness and attention to detail regardless of volume. Always prompt in starting and completing projects, tasks and assignments.

Rating: _____

Comments:

Follow-up/Responsiveness

Carries out actions and activities in accordance with assigned Council direction. Amount of work or number of projects being completed regardless of complexity or required information. Responds to staff, TC and residents promptly.

Rating _____

Comments:

Organizational Skills

Structures work in order to meet deadlines and avoid crisis. Is efficient and utilizes available resources. Able to delegate. Able to set priorities with suitable follow-through. Meets deadlines.

Rating: _____

Comments:

Planning

Anticipates the changing needs of the community and organization, identifies potential problems in the community before they occur and brings solutions and alternatives to the Council.

Rating: _____

Comments:

Communication

Shares information freely, frequently and articulately with TC. Written and oral communications are effective, clear, concise and understandable.

Rating: _____

Comments:

Leadership

Exhibits positive and respectful attitude towards, coworkers, guests, colleagues and residents. Assumes leadership role in meetings and group projects. Generates enthusiasm and confidence among the staff, the Council and the community.

Rating: _____

Comments:

Conflict Resolution

Resolves conflict constructively utilizing appropriate resources.

Rating: _____

Comments:

Public and Community Relations

Is knowledgeable about Portola Valley and its policies/procedures. Represents the town positively to the public and to other organizations and agencies, gains the trust and confidence of the public, is sensitive to individual and community

needs, and fosters contact and cooperation among citizens and community organizations. Responds on a timely basis to citizen inquiries and complaints.

Rating: _____

Comments:

Judgment/Problem Solving

Makes reasonable assessment of problems and strives to solve them utilizing resources available and within town policies and guidelines.

Rating: _____

Comments:

Adaptability/Flexibility

Able to meet changing circumstances calmly. Willingly learns new skills, duties, methods and procedures.

Rating: _____

Comments:

Budget and Finance

Prudently manages the finances of the Town within Council policies, prepares accurate, thorough and realistic budget proposals, keeps the Council informed of the Town's present and anticipated financial status and finds innovative solutions to budget issues.

Rating: _____

Comments:

Confidentiality

Safeguards the privacy of staff/ TC members in all communications and interactions.

Rating: _____

Comments:

Staff Development

Develops the competency and capabilities of the Town staff, ensures capable and competent people are selected to fill Town positions and fosters the personal and professional development of replacements for staff vacancies.

Rating: _____

Comments:

Council Relations

Maintains effective communications and working relationships with the council as a whole and individual Council members.

Rating: _____

Comments:

Other Comments:

Overall Performance:

Rating: _____

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

E = Exceeds the Performance Standard

M = Meets the Performance Standard

N = Needs Discussion

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING**1. INDIVIDUAL CHARACTERISTICS**

- Diligent and thorough in the discharge of duties, "self-starter"
- Exercises good judgment
- Displays enthusiasm, cooperation, and will to adapt
- Mental and physical stamina appropriate for the position
- Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- Maintains knowledge of current developments affecting the practice of local government management
- Demonstrates a capacity for innovation and creativity
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by governing body members and/or staff
- Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- Carries out directives of the body as a whole as opposed to those of any one member or minority group
- Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- Disseminates complete and accurate information equally to all members in a timely manner
- Assists by facilitating decision making without usurping authority
- Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
 - _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
 - _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
 - _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
 - _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
 - _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
 - _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
 - _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
 - _____ Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

- _____ **Recruits and retains competent personnel for staff positions**
- _____ **Applies an appropriate level of supervision to improve any areas of substandard performance**
- _____ **Stays accurately informed and appropriately concerned about employee relations**
- _____ **Professionally manages the compensation and benefits plan**
- _____ **Promotes training and development opportunities for employees at all levels of the organization**

8. SUPERVISION

- _____ **Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff**
- _____ **Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level**
- _____ **Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office**
- _____ **Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback**
- _____ **Encourages teamwork, innovation, and effective problem-solving among the staff members**

9. FISCAL MANAGEMENT

- _____ **Prepares a balanced budget to provide services at a level directed by council**
- _____ **Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively**
- _____ **Prepares a budget and budgetary recommendations in an intelligent and accessible format**
- _____ **Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability**
- _____ **Appropriately monitors and manages fiscal activities of the organization**

10. COMMUNITY

- Shares responsibility for addressing the difficult issues facing the city
- Avoids unnecessary controversy
- Cooperates with neighboring communities and the county
- Helps the council address future needs and develop adequate plans to address long term trends
- Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

CITY MANAGER
PERFORMANCE EVALUATION

ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

A. Providing Information	<u>Weak</u>		<u>Strong</u>		
1. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?	1	2	3	4	5
2. Do you feel that you receive information on an equal basis with other Councilmembers?	1	2	3	4	5
3. Do reports provide adequate information and analysis to help you make sound decisions?	1	2	3	4	5
4. Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?	1	2	3	4	5
5. Does the City Manager regularly consult with the Mayor before setting the agenda to determine appropriate topics and timing?	1	2	3	4	5
6. Does the City Manager follow up promptly on Council requests for information or action without having to be reminded?	1	2	3	4	5
7. Are Council packets relatively free of errors and omissions?	1	2	3	4	5

Comments _____

	<u>Weak</u>		<u>Strong</u>		
B. Providing Advice					
1. Does the City Manager have adequate knowledge of municipal affairs?	1	2	3	4	5
2. Does he exercise good judgment?	1	2	3	4	5
3. Do you feel that the City Manager considers alternatives before making recommendations?	1	2	3	4	5
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems?	1	2	3	4	5
5. How do you feel about the quality of analysis that accompanies recommendations?	1	2	3	4	5
6. Does he have a good sense of timing in bringing issues to the Council for action?	1	2	3	4	5

Comments _____

INTERNAL ADMINISTRATION

	<u>Weak</u>		<u>Strong</u>		
A. Financial Management					
1. Are you comfortable with the City Manager's approach to budget preparation and review?	1	2	3	4	5
2. Is the City Manager effective in controlling costs through economical utilization of manpower, materials and equipment?	1	2	3	4	5
3. Does the City Manager have sufficient knowledge of financial matters?	1	2	3	4	5
4. Does the City Manager provide you with sufficient information on the financial status of the City government?	1	2	3	4	5
5. Is the budget submitted on time?	1	2	3	4	5

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Comments _____

	<u>Weak</u>		<u>Strong</u>		
B. Personnel Management					
1. Is the City Manager successful in guiding people so that they work together as a team toward common objectives?	1	2	3	4	5
2. Is the City Manager effective in selecting and placing personnel?	1	2	3	4	5
3. Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties?	1	2	3	4	5
4. Is the City Manager willing to face up to disciplinary problems and take action when warranted?	1	2	3	4	5
5. Is the City Manager effective in promoting positive employer-employee relations?	1	2	3	4	5
6. Does the City Manager respond to Council suggestions on employee training, work priorities and productivity? Are the decisions explained to Council?	1	2	3	4	5
7. Is the City Manager effective on assuring that staff makes a positive impression on citizens?	1	2	3	4	5
8. Does the City Manager ensure that every City employee receives a written annual performance review?	1	2	3	4	5

Comments _____

	<u>Weak</u>		<u>Strong</u>		
C. Getting the Job Done					
1. Do you have the feeling that things the Council decides or directs get done?	1	2	3	4	5
2. Does the City Manager organize or assign work so that it is performed efficiently and effectively?	1	2	3	4	5
3. Does the City Manager pay sufficient attention to detail to avoid error or things "slipping through the cracks"?	1	2	3	4	5
4. Does the City Manager put in sufficient time and effort to perform to your expectations?	1	2	3	4	5
5. Does the City Manager have a good sense of priorities in the way he spends his time on the job?	1	2	3	4	5
6. Is the City Manager able to analyze problems or issues and identify causes, reasons and implications?	1	2	3	4	5
7. Does the City Manager develop and carry out short and long-term action plans?	1	2	3	4	5

Comments _____

EXTERNAL RELATIONS

	<u>Weak</u>		<u>Strong</u>		
A. Citizen Relations					
1. Does the City Manager generally make a positive impression on citizens and is he respected in San Carlos?	1	2	3	4	5
2. Is he effective in handling disputes or complaints involving citizens?	1	2	3	4	5

	<u>Weak</u>		<u>Strong</u>		
3. Does the City Manager have appropriate visibility or identity in the community?	1	2	3	4	5
4. Does the City Manager represent Council positions and policies accurately and effectively?	1	2	3	4	5
5. Does the City Manager give sufficient credit to Council?	1	2	3	4	5
6. Does the City Manager think and act in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are key?	1	2	3	4	5

Comments _____

	<u>Weak</u>		<u>Strong</u>		
B. Intergovernmental Relations					
1. Is the City Manager effective representing the City's interests in dealing with other agencies?	1	2	3	4	5
2. Does the City Manager participate in enough intergovernmental activity to have an impact on behalf of the City?	1	2	3	4	5

Comments _____

PERSONAL CHARACTERISTICS

	<u>Weak</u>		<u>Strong</u>		
A. Personality					
1. Is the City Manager's personality suited to effective performance of his duties?	1	2	3	4	5

	<u>Weak</u>		<u>Strong</u>		
B. Communications					
1. Is the City Manager easy to talk to?	1	2	3	4	5
2. Do you feel he is a good listener?	1	2	3	4	5
3. Are communications thoughtful, clear and to the point?	1	2	3	4	5
4. Does the City Manager show sensitivity to the concerns of others?	1	2	3	4	5

Comments _____

	<u>Weak</u>		<u>Strong</u>		
C. Management Style					
1. Does the City Manager demonstrate interest and enthusiasm in performing his duties?	1	2	3	4	5
2. Does he have sufficient leadership characteristics to command respect and good performance from employees?	1	2	3	4	5
3. Does the City Manager show initiative and creativity in dealing with issues, problems and unusual situations?	1	2	3	4	5
4. Is the City Manager open to new ideas and suggestions for change?	1	2	3	4	5
5. Does the City Manager create an atmosphere in which employees can enjoy working for the City?	1	2	3	4	5
6. Is the City Manager honest and ethical?	1	2	3	4	5
7. Does the City Manager work well under pressure?	1	2	3	4	5

	<u>Weak</u>		<u>Strong</u>		
	1	2	3	4	5
8. Is the City Manager able to change his approach to fit new situations?					
9. Can the City Manager consistently put aside personal views and implement Council policy and direction?					

ACHIEVEMENTS

List the top three achievements or strong points of the City Manager for the past twelve (12) months.

FUTURE DEVELOPMENT

List three performance objectives for the City Manager that you feel are the most important targets for this year.

<u>OVERALL RATING</u>	<u>Weak</u>		<u>Strong</u>		
	1	2	3	4	5

Councilmember _____

Date _____

**PERFORMANCE LEVELS
RATING GUIDE**

Select one performance level score from the continuum below for each descriptive statement. These numbers serve only as a rating guide. To provide a complete evaluation in each area, there is space provided on the reverse side of each sheet to provide narrative comment regarding performance achievements and areas needing improvement. There is also space provided for performance objective and personal development planning.

- 0 - Not applicable or
No Opportunity to Observe
- 1 - Unsatisfactory Performance - This rating describes performance which consistently fails to meet the minimum requirement of the job.
- 3 - Improvement Needed - This rating describes performance which is inconsistent and often ineffective. Minimum requirements for the job element are often not met. This rating exceeds the "1" rating because job requirements are occasionally met, yet on an inconsistent basis.
- 5 - Satisfactory Performance - This rating describes performance which normally meets the job requirements. This rating exceeds the "3" rating because requirements are consistently met, yet superior effort is lacking.
- 7 - Outstanding Performance - This rating describes performance which consistently exceeds the job requirements. This rating exceeds the "5" rating because the job requirements are accomplished with creativity, vision, and responsible risk taking. This rating reflects a thorough, efficient, and superior effort.

RELATIONSHIP WITH COUNCIL

This performance element describes interpretation and support of Council's requests and accessibility to Council for consultation.

DESCRIPTIVE STATEMENTS:

	<u>0</u>	<u>1</u>	<u>3</u>	<u>5</u>	<u>7</u>
• Supports and correctly interprets Council policy.	---	---	---	---	---
• Supplies Council with complete, accurate, and objective informational and evaluative reports.	---	---	---	---	---
• Completes thorough and timely Council follow-up assignments.	---	---	---	---	---
• Makes efforts to be accessible for Council consultation during and after normal working hours.	---	---	---	---	---
• Provides coordinative leadership among and between departments regarding Council's follow-up assignments and execution of Council policies.	---	---	---	---	---
• Monitors staff assignments to insure that Council deadlines are met.	---	---	---	---	---
• Maintains administrative control by discouraging Council end-runs to staff.	---	---	---	---	---
• Demonstrates a proper sense of the differences between policy making and administration.	---	---	---	---	---
• Knowledgeable about current status of major projects and issues affecting the City.	---	---	---	---	---

LEADERSHIP/PERSONAL INITIATIVE

This performance element describes leadership efforts, personal growth, motivation, and personal initiative and drive.

DESCRIPTIVE STATEMENTS:

	0	1	3	5	7
• Is recognized as a leader throughout the organization.	—	—	—	—	—
• Sets and enforces high, yet attainable work standards.	—	—	—	—	—
• Motivates self and others to maximum performance.	—	—	—	—	—
• Work efforts lead toward successful accomplishment of goals.	—	—	—	—	—
• Demonstrates drive and initiative in achieving organizational goals/objectives.	—	—	—	—	—
• Demonstrates ability to perform tasks energetically and puts forth extra effort in task completion.	—	—	—	—	—
• Responds and adjusts quickly to extra demands upon time.	—	—	—	—	—
• Can be counted on to accept extra tasks, despite heavy workload.	—	—	—	—	—

COMMUNITY RELATIONS

This performance element describes interaction with community groups and individuals, relations with the local news media, and participation in community events.

DESCRIPTIVE STATEMENTS:

0 1 3 5 7

- Gains respect and support of the community on the conduct of City operations and programs. _____
- Solicits and gives attention to concerns and opinions of all community groups and individuals. _____
- Demonstrates openness, respectfulness and approachability in both formal and informal community forums. _____
- Presents the City's position to the news media in an accurate and timely manner. _____
- Actively seeks involvement with community and business groups through membership, attendance, and supportive efforts. _____

PROFESSIONAL GROWTH AND DEVELOPMENT

This performance element describes participation in professional development programs, keeping abreast of professional training opportunities and broadening professional expertise in a variety of subject areas.

DESCRIPTIVE STATEMENTS:

	<u>0</u>	<u>1</u>	<u>3</u>	<u>5</u>	<u>7</u>
• Takes appropriate advantage of professional development opportunities.	—	—	—	—	—
• Prioritizes staff development opportunities by job related relevancy, cost and location.	—	—	—	—	—
• Broadens own area of expertise through professional growth opportunities.	—	—	—	—	—
• Encourages employees to participate in relevant professional development seminars.	—	—	—	—	—
• Seeks consultative expertise to supplement professional knowledge when necessary.	—	—	—	—	—
• Sets standards for self and employees in the area of professional growth and development that are consistent and relevant to the goals of the organization.	—	—	—	—	—

FISCAL MANAGEMENT

This performance element describes fiscal management abilities, fiscal creativity and abilities to present responsible fiscal planning.

DESCRIPTIVE STATEMENTS:

	0	1	3	5	7
• Presents a realistic and responsible budget consistent with Council.	—	—	—	—	—
• Presents Council with realistic periodic budget status reports.	—	—	—	—	—
• Controls expenditures within set budget levels.	—	—	—	—	—
• Develops and implements creative strategies for novel funding sources.	—	—	—	—	—
• Presents budgetary plans using realistic forecasting techniques.	—	—	—	—	—
• Contributes to effective reallocation of budgetary expenditures.	—	—	—	—	—
• Identifies cost-cutting and revenue raising strategies.	—	—	—	—	—
• Takes action to provide consistently high services levels efficiently and effectively.	—	—	—	—	—
• Makes prudent and profitable investment decisions.	—	—	—	—	—

ACCOUNTABILITY

This performance element describes abilities to achieve organizational goal and objectives in a responsible manner, and examines justification strategies.

DESCRIPTIVE STATEMENTS:

	0	1	3	5	7
• Sets appropriate goals consistent with needs and organizational policy.	—	—	—	—	—
• Establishes priorities necessary to attain City objectives.	—	—	—	—	—
• Conducts timely, comprehensive, and meaningful evaluation of progress toward attainment of objectives.	—	—	—	—	—
• Decisions made and disseminated in a timely fashion with a complete explanation to those affected.	—	—	—	—	—
• Takes responsible role in decision making and implementation.	—	—	—	—	—
• Takes responsibility for developing and implementing calculated risks.	—	—	—	—	—
• Provides comprehensive justification and back-up information to decision making process.	—	—	—	—	—
• Takes responsibility for staff directed efforts.	—	—	—	—	—
• Consistently communicates policy change or corrective action to department staff.	—	—	—	—	—

INTERGOVERNMENTAL RELATIONS

This performance element describes knowledge and appropriate utilization of grants and tax subventions generated by other governmental agencies, cooperation when working with other agencies, and relationships with public sector contract service organizations.

DESCRIPTIVE STATEMENTS:

0 1 3 5 7

- Exhibits leadership in relations with other agencies. _____
- Seeks novel and appropriate funding sources offers by other governmental agencies. _____
- Fosters cooperation and coordination with contract agencies to ensure the efficient delivery of services. _____
- Presents the City's interests when cooperation and consultation is required with other agencies. _____
- Demonstrates effective negotiating skills in bargaining between the City and other public/private organizations. _____

WRITTEN COMMUNICATION

This performance element describes composition of reports, memos, correspondence, and other job related written assignments and the use of good writing principles.

DESCRIPTIVE STATEMENTS:

- | | 0 | 1 | 3 | 5 | 7 |
|---|---|---|---|---|---|
| • Reports are factual, understandable, concise, and objective. | — | — | — | — | — |
| • Reports, memos, and correspondence demonstrates forethought and comprehensive research efforts. | — | — | — | — | — |
| • Written communications represent an accurate presentation of City Council policy. | — | — | — | — | — |

ORAL COMMUNICATION

This performance element describes the ability to express to large and small groups, provide oral instructions and present oral reports to groups inside and outside of the organization.

DESCRIPTIVE STATEMENTS:

	0	1	2	5	7
• Makes oral presentations clearly and concisely.	—	—	—	—	—
• Directs presentations in a style which is interesting and persuasive.	—	—	—	—	—
• Communicates instructions well and gets positive results.	—	—	—	—	—
• Uses sensitivity and diplomacy in speaking to public groups/individuals.	—	—	—	—	—
• Demonstrates appropriate listening behaviors.	—	—	—	—	—
• Uses questioning and probing techniques appropriately.	—	—	—	—	—

PROFESSIONAL/PERSONAL REPUTATION

This performance element describes ethical standards, peer leadership, and professional expertise and esteem.

DESCRIPTIVE STATEMENTS:

	<u>0</u>	1	3	<u>5</u>	7
• Maintains high standards of honesty, overall integrity and trust.	—	—	—	—	—
• Protects confidentiality of issues.	—	—	—	—	—
• Demonstrates appropriate code of personal and professional ethics.	—	—	—	—	—
• Applies the same standards to himself as applied to staff and others.	—	—	—	—	—
• Demonstrates leadership and commands respect from staff, peers/colleagues.	—	—	—	—	—
• Seeks appropriate opportunities to attend professional association meetings and offer professional expertise and input.	—	—	—	—	—
• Represents the City at professional gatherings in an enthusiastic and constructive manner.	—	—	—	—	—
• Respected by professional and staff representatives of other agencies for expertise and depth of knowledge and experience.	—	—	—	—	—
• Consistently communicates policy change or corrective action to department staff.	—	—	—	—	—

STRATEGIC PLANNING

This performance element describes ordinance enforcement efforts, agenda design and implementation, abilities program accomplishments and risk efforts.

DESCRIPTIVE STATEMENTS:

0 1 3 5 7

- Develops long and short range planning objectives which are consistent with City's policy/program plans. _____
- Demonstrates insight, flexibility and creativity in strategic planning sessions. _____
- Demonstrates commitment and wisdom to enforcement of City's safety/loss control program. _____
- Seeks ways to improve safety conditions and adjusts procedures accordingly. _____

Develops a workable and coordinated emergency preparedness plan. _____

ADMINISTRATIVE AND MANAGEMENT ACTIVITIES

This performance element describes organizational supervisory, time management, and problem solving.

DESCRIPTIVE STATEMENTS:

	0	1	3	5	7
• Understands City's laws and ordinances.	—	—	—	—	—
• Enforces ordinances ambitiously and reviews enforcement effectiveness on a regular basis.	—	—	—	—	—
• Prepares sound and time balanced agendas.	—	—	—	—	—
• Prioritizes agenda items with a focus on key issues of policy making.	—	—	—	—	—
• Administers a variety of on-going projects successfully.	—	—	—	—	—
• Directs staff and resources to meet deadlines.	—	—	—	—	—
• Clearly defines problems and demonstrates creativity, decisiveness, and imagination in solving them.	—	—	—	—	—
• Anticipates problems and takes preventative measures.	—	—	—	—	—
• Uses consensus problem-solving strategies when appropriate; actively seeks input from staff and operational experts.	—	—	—	—	—
• Encourages participation by those who will be impacted by a decision.	—	—	—	—	—
• Frequently introduces new ideas which are successfully implemented.	—	—	—	—	—
• Stimulates others by encouraging creativity.	—	—	—	—	—
• Chooses tasks for delegation which maximizes employee's abilities; is able to monitor and	—	—	—	—	—

control delegated work.



October 3, 2016

Ms. Leigh F. Prince
Town Attorney
765 Portola Road
Town of Portola Valley, CA 94028

VIA EMAIL: LFP@JSMF.COM

RE: Appointed Official Evaluation Process Information

Dear Ms. Prince:

Thank you for requesting information about the evaluation process used by other public agencies. Evaluation of the Chief Executive Officer is one of the two most important tasks undertaken by an elected body; the other being budget review and adoption. Given the Town's recent efforts to find the right Town Manager earlier this calendar year, it is imperative to establish expectations and open communication early in the relationship.

Municipal Resource Group (MRG) has extensive experience with Council appointee evaluation processes. The MRG Human Resources team regularly conducts chief appointed official evaluations for cities, counties and school districts, most recently for the cities of Los Altos, Seal Beach, Palo Alto, Roseville, Walnut Creek, Salinas, Manhattan Beach, San Luis Obispo, Lincoln, and Lathrop, as well as Solano County Transit Agency and the Fresno Unified School District.

Our consultant, Marcie Scott, will be assigned to this project. A copy of Marcie's professional qualifications is included here as Attachment A. Also attached for your review is an example process summary document and a draft evaluation.

When we begin working with Council, we seek to understand each Councilmember's perspective of the Town Manager performance for the past year and prepare an evaluation that accurately and concisely documents areas of consensus as well as areas of divergent opinions. Careful attention is given to describing expectations and goals going forward to ensure the Council and Town Manager are moving forward in the same direction.

A typical appointed officer evaluation process often utilizes 2-3 closed sessions. I understand the Town seeks an expedited process in order to conclude by December 2016. You and Marcie discussed potentially using a Council subcommittee to reduce the number of closed sessions required. We are flexible in our approach and want ensure the process meets the needs of Portola Valley.

The performance evaluation process includes agreement on a process and competencies to be measured. This is generally discussed by the full council in closed session, but may be assigned to



a subcommittee if Council prefers. The typical steps following confirmation of the process are described below:

- 1) Self evaluation and performance achievement summary developed by Town Manager along with anticipated goals and work plan for the coming year.
- 2) Gather 360 Degree feedback from Town staff using on-line survey tool. Feedback will be aggregated and summarized by consultant without attribution to specific individuals.
- 3) Council Input: Council will be provided the Town Manager's Self Evaluation and 360 Degree Feedback Summary. Each Council Member will complete an evaluation form. Consultant meets with each Council member to discuss observations on the performance, communication style and leadership competencies of the Town Manager, level of satisfaction with overall services, perceptions about the health of the organization and desired areas of change or performance improvement. (Meetings can be in person or via phone as preferred by each Council member.)
- 4) Consultant prepares a draft evaluation to include the themes from the Council evaluations and interviews, and feedback from any other individuals concerning the appointed official performance. We do not attribute comments to any one member and focus on areas of success and potential improvement. This draft is circulated confidentially to each Council member in advance and is typically reviewed in closed session.
- 5) Goal setting – the closed session also includes discussion of goals for Town Manager. Progress is then measured in each subsequent annual evaluation.
- 6) Council meets with the Town Manager to provide this feedback in closed session. Option to have consultant present in this step of the process.
- 7) Follow up with Town Manager to help generate work plan to achieve Council's desired objectives and close out the process.

Some clients incorporate a modified "360 Degree" survey to gather input from Department Directors who are key members of the Town Manager's team. Typically, senior staff participate in this part of the process, but the Town may designate the staff members who will participate in the 360 Degree survey. Note the larger number of staff surveyed will increase the time needed to compile the information generated. MRG uses an on-line survey to seek input and then we compile the responses without names attributed. This fosters authentic feedback.

These evaluations typically cost between \$7,500 and \$10,000 plus expenses, assuming in person facilitation. The costs can be managed with some elements handled via teleconference and limiting the number of in person closed sessions.



I have attached a summary of our methodology and related costs. I would be pleased to assist with an analysis of compensation as a second phase of this initiative and will provide additional proposals for that phase of work should the Council wish to begin this initiative.

Sincerely,

A handwritten signature in blue ink that reads "Mary Egan". The signature is fluid and cursive, with the first and last names clearly legible.

Mary Egan
Municipal Resource Group LLC



Summary of Proposed Process for Town of Portola Valley Town Manager Evaluation Process

I. PROJECT SCOPE

- Facilitation of Town Manager Evaluation Process
- Request self-evaluation from Town Manager, conduct 360-degree feedback survey, gather input from each Councilmember
- Interview each Councilmember individually
- Compile all input into a draft evaluation
- Review draft evaluation in Closed Session with Town Council or with Subcommittee
- Make final edits; prepare Council for issuing the final evaluation

II. WORK PLAN

TASK 1: GATHER AND REVIEW RELEVANT INFORMATION

Information provided by the Town will be reviewed prior to the evaluation process, and includes:

1. Schedule for Council availability for closed session(s);
2. Confirm timeline of evaluation period;
3. Council goal setting and performance measurement documentation that defines ongoing expectations and goals;
4. Current employment agreement;
5. Current or prior evaluations and related performance measures, rating scale used in prior evaluation;
6. Council contact information;
7. List of all Department Directors; and
8. Job announcement used for recruitment of Town Manager in 2015-16.

Obtain any historic process from Town to identify elements that should be included, and input concerning process and timelines. Discuss method for informing Department Directors (and other staff identified) of their role and methodology for receiving that input. Review how that input will be communicated and expectations of confidentiality.



TASK 2: DEVELOP AND REVIEW PROPOSED PROCESS AND TIMELINE WITH TOWN COUNCIL IN CLOSED SESSION OR SUBCOMMITTEE – REVIEW PROPOSED EVALUATION FRAMEWORK

Develop a proposed process and timeline. Meet with Council in closed session or Subcommittee to discuss:

1. Review framework (confidential employee evaluations – expectation of privacy and expectations for communication and transmittal of documents);
2. Recommended competencies;
3. Attributes that describe each competency;
4. Recommended rating/agreement scale;
5. Expectations for and definitions of managerial excellence;
6. Format of proposed evaluation “questionnaire”;
7. Method for conducting interviews, and proposed interview dates; and
8. Review timing for Councilmember receipt of packet including Draft process, Draft evaluation, Department Director feedback and employee self-evaluation, typically sent directly from Consultant to Councilmembers’ home addresses and electronically.

TASK 3: GATHER 360 DEGREE INPUT

Summarize Department Director/staff input into document that identifies theme and general strengths and areas of development.

TASK 4: MEET WITH COUNCIL IN INDIVIDUAL MEETINGS AND COMPLETE INPUT

Council members individually complete questionnaire. Meet with elected officials in person, when possible and via telephone if necessary for approximately 60-90 minute meetings. Review responses to questionnaires, ratings in each category, input from Department Directors/staff, and self-evaluation from Town Manager. Obtain input and perspective. Develop summary of input for inclusion in draft evaluation.

Prepare summary document based upon all input.

TASK 5: REVIEW DRAFT DOCUMENTS IN CLOSED SESSION

Review confidential draft evaluation to confirm each Councilmember’s perspectives are appropriately included and reach consensus where possible. Seek to produce a document that provides clear summary of majority perspective and minority concerns where possible to provide clear feedback to Town Manager.

Draft evaluation is often circulated to Town Council in advance or shared prior to the closed session for early review - depending upon circumstances and interest of Council.



TASK 6: FINALIZE DOCUMENTS

Develop confidential final draft of evaluation, which includes, by reference, employee self-evaluation.

TASK 7: PREPARE COUNCIL TO DELIVER EVALUATION TO ITS EMPLOYEE

Develop agenda and work with Mayor to prepare for closed session discussion with Town Manager.

TASK 8: DEBRIEF AND FINE TUNE PROCESS

Debrief with Town Council and Town Manager as appropriate to identify strengths and concerns with performance in 2016 annual process. Identify proposed work plan for 2017. Identify method for ongoing communication.

Finalize all templates for Town of Portola Valley. Determine plan for ongoing monitoring of performance goals as needed.

III. TIMELINE

Timeline begins once agreement is finalized. The Project is anticipated to take about 8 weeks to complete.

This timeline is subject to the availability of Town Council for closed session, individual interviews and the provision of relevant documents by the Town.

	TASK	DATE
1	GATHER, RECEIVE AND REVIEW RELEVANT INFORMATION OUTLINED ABOVE	WEEKS 1-2
2	DEVELOP AND REVIEW (a) PROPOSED PROCESS AND (b) TIMELINE WITH TOWN COUNCIL IN CLOSED SESSION	WEEKS 2-3
3	MEET WITH TOWN MANAGER TO REVIEW PROCESS. MEET WITH DEPARTMENT DIRECTOR/STAFF TEAM TO REVIEW THEIR ROLE AND ANSWER QUESTIONS, DISTRIBUTE 360 DEGREE SURVEY AND COUNCIL RECEIVES QUESTIONNAIRE	WEEK 3
4	MEET WITH COUNCIL IN INDIVIDUAL MEETINGS; DRAFT EVALUATION	WEEKS 4 – 6



	TASK	DATE
5	REVIEW DRAFT DOCUMENTS WITH TOWN COUNCIL IN CLOSED SESSION; FINALIZE DOCUMENTS	WEEK 7
6	PREPARE COUNCIL TO DELIVER EVALUATIONS TO ITS EMPLOYEES	WEEKS 7-8
7	DEBRIEF AND FINE TUNE PROCESS	WEEK 8

IV. FEES

The professional fee for conducting the above-referenced services is \$200 per hour, not to exceed \$10,000 for the Town Manager evaluation and related goal setting, plus minor expenses.



POTENTIAL TOWN MANAGER EVALUATION RATING CRITERIA:

COUNCIL MANAGER RELATIONSHIP:

Indicators of successful performance of the Town Manager:

- Actions encourage mutual honesty, respect and trust
- Facilitates open two-way communication
- Provides for direct contact with each Councilmember that is tailored to the individual preferences and needs of each Councilmember
- Does not play favorites – takes direction from Council as a whole
- Provides “complete staff work” to Council
- Provides staff recommendations and provides Council with options
- Is responsive to Council requests and needs
- Provides high level of information to Council relating to Town programs, services, issues – keeps Council well informed
- Effectively carries out Council policy direction
- Helps Council members field issues and concerns
- Provides leadership on significant issues or crises
- Maintains order, professionalism, and confidence during difficult times

LEADERSHIP OF ORGANIZATION:

Indicators of successful performance. The Town Manager:

- Inspires teamwork and cooperation
- Provides effective link between staff and Town Council
- Maintains high standards of honesty, integrity, and trust
- Holds staff accountable for results
- Delegates sufficiently – while being aware of details
- Provides guidance and direction to the staff
- Is action and results oriented – and expects this from staff
- Serves as both a teacher and coach to staff
- Demonstrates care for the welfare and success of staff
- Is approachable, accessible and friendly
- Works to maintain and improve employee morale



- Effectively manages relationships with employee unions
- Provides for quality programs and services
- Introduces new ideas, concepts, and best practices
- Encourages education and research to stay current on new methods and technology
- Effectively meets the needs of the community through the following departments: Public Works, Administrative Services, Planning, Town Clerk, Administration and Sustainability, Contract Police and Fire services

COMMUNITY RELATIONS/EXTERNAL LEADERSHIP:

Indicators of successful performance. The Town Manager:

- Engenders customer satisfaction as a value in the organization
- Provides high level of public information regarding Town programs and services
- Encourages citizen feedback and acts on this information
- Is accessible to the public
- Ensures quick follow up and resolution to citizen complaints and requests for service
- Deals efficiently with the media and represents the Town well in this medium
- Effectively represents the Town with outside agencies
- Contributes to regional cooperation and the resolution of regional issues
- Serves on regional boards/committees as required
- Maintains effective and cooperative relationship with local cities, the County and regional school districts
- Maintains an effective relationship with the business community
- Provides support for intergovernmental relations program

FINANCIAL MANAGEMENT:

Indicators of successful performance. The Town Manager:

- Effectively reports and projects the financial condition of the Town.
- Designs management practices/policies to maintain a sound, long-range financial position
- Implements effective programs to limit liability and loss
- Establishes short- and long-term goals for asset management
- Develops creative solutions to financial issues
- Effectively implements Council budgetary goals



MAJOR GOALS:

Town Manager's success at accomplishing prescribed goals:

CURRENT YEAR ACHIEVEMENTS:

CURRENT YEAR CHALLENGES OUTSIDE OF TOWN MANAGER'S CONTROL:

FUTURE DEVELOPMENTS/HIGH PRIORITY OBJECTIVES OR TARGETS FOR 2017:



ATTACHMENT A



Marcie G. Scott – Human Resource Services

Marcie Scott has provided personnel management services and guidance to all levels of staff in full-service California cities and special districts for 20 years. Key appointments include serving as Director of Human Resources at the City of Manhattan Beach for 6 years, Manager of Employee/Labor Relations in the City of Palo Alto for 4 years as well as Human Resources Manager at Metropolitan Water District of Southern California for 6 years. In her tenure with these agencies, along with several smaller California cities, she has managed very challenging issues while maintaining strong working relationships with managers, employees and unions. Examples include reductions in service costs, developing and implementing strategies for under-performing personnel, and concession bargaining.

Marcie has managed disciplinary and grievance processes, developed labor strategy with executive and elected officials in multiple jurisdictions, and negotiated at the bargaining table. She has conducted performance evaluation and improvement plans, and is also recognized for her in-depth knowledge of budget and personnel costing as well as her expertise in human resources functions, including recruitment and new employee on-boarding, compensation, training development and delivery, and Workers' Compensation.

Marcie's work in her consulting capacity has included serving as an interim department head, conducting investigations, organizational assessment, facilitating the evaluation process of appointed officials, recruitment and selection, and coaching new managers and supervisors.

In addition to her significant field experience with major clients, Marcie received her Master of Public Administration (MPA) degree from University of Southern California and a Bachelor's Degree in Political Science from the University of California, Irvine. She has also presented at the League of California Cities and testified in Superior Court and at the Public Employment Relations Board (PERB).

#9

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

#10

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

TOWN COUNCIL WEEKLY DIGEST

Friday – September 30, 2016

1. Agenda (Action) – Town Council – Wednesday, September 28, 2016
2. Agenda – Parks & Recreation Committee – Monday, October 3, 2016
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, October 5, 2016
4. Agenda (Cancelation) – Planning Commission – Wednesday, October 5, 2016
5. Monthly Meeting Schedule for October 2016
6. Report from San Mateo County Sheriff's Office – Incident Log for 9/12/16 – 9/18/16
7. [Western City Magazine – October 2016](#)

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

1. Invitation to San Mateo County Association of Grand Jurors Luncheon on Friday, October 21, 2016
2. Newsletter - San Francisco Estuary Partnership for September 2016
3. Newsletter – LifeMoves (formerly InnVision Shelter Network) for Fall 2016



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council

Wednesday, September 28, 2016

Community Hall at Town Center

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** – September 14, 2016
2. **Approval of Warrant List** – September 28, 2016
3. **Appointment by Mayor** – Request for Appointment of a Member to the Emergency Preparedness Committee
4. **Appointment by Mayor** – Request for Appointment of a Member to the Trails & Paths Committee
5. **Recommendation by Town Manager** – Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Volume 1 and the Introduction and Chapter 14 (Town of Portola Valley Annex) and Appendices of Volume 2 of the San Mateo County Hazard Mitigation Plan
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Adoption of the San Mateo County Hazard Mitigation Plan Update (Resolution No. 2711-2016)

Following summary from Town Manager, item #5 Approved 5-0

6. **Recommendation by Planning Director** – Second Reading Waive further Reading and Adopt an Ordinance Amending the Town Center Area Plan Diagram of the General Plan and Amending the Zoning Map to Reclassify 900 Portola Road
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending the Town Center Area Plan Diagram of the General Plan and Amending the Zoning Map to Reclassify 900 Portola Road (Ordinance No.2016-412)

Items 1, 2, 3, 4 & 6 Approved 5-0

REGULAR AGENDA

7. **Discussion and Council Action** - Automatic License Plate Readers Discussion

Council directed staff to not pursue Automated License Plate Readers at this time. Council directed staff to continue communications with San Mateo Sheriff's office and NCRIC about possible future technology and to research group buys of cameras for residents. Council suggested an annual community meeting with the Sheriff's office, reviewing home security and neighborhood watch information.

8. 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.*

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Councilmember Aalfs -

Attended a Peninsula Green Energy meeting reporting the first customers come on line March 3, 2016. Opt-out rates are below 1%, with opt up percentage comparable. The group also discussed contracts.

Councilmember Wengert -

Attended a Firewise Meeting that discussed a lack of water pressure from hydrants, mills not accepting dead wood, the Hazard Mitigation Plan, satellite phones, bridges and weight restrictions and a successful chipper program. She also attended a Town Center Master Plan Update Ad-Hoc Committee. The meeting was attended by the Community Foundation Fund Group, involved in the last renovation of Town Center, stating the outreach for the community survey was questionable. The Ad-Hoc Committee is now charged with a consolidated report of input from committee meetings and public input.

Councilmember Richards –

Attended a County OES meeting that will hold a medical exercise of a train derailment on November 17th. It was reported that last month a group of eleven swat operation teams held an exercise on a violent person in a hostage situation. The group also discussed the Hazard Mitigation Plan. Councilmember Richards also attended a Conservation Committee meeting that discussed rodenticides and their upcoming presentation to the Town Council. The Committee received a summary of water usage on Town fields and projections for the new 10% water reduction.

Vice Mayor Hughes –

Attended the Seasonal Roadside Parking on Portola Road at Windy Hill Ad-Hoc Committee meeting that discussed parking signs at Portola Road at Windy Hill, suggesting removal of the four existing signs with two small, brown and white, enforceable signs stating "Park off Pavement." The suggested signs will be agendized by the ASCC and Bicycle, Pedestrian & Traffic Safety Committee, for their input and then back to the Ad-Hoc Committee to form a recommendation to bring to the Town Council at a near future meeting.

Mayor Derwin -

Attended a Water Conservation Committee meeting that discussed the new building codes, Green Building Ordinance and new regulations for gray water. The Committee held a Smart Irrigation Controller workshop. They looked at data on watering the fields and how to go better than the new 10% regulation and agreed not to pursue. Attended a C/CAG Resource Management Climate Protection Committee meeting heard two presentations and an update on growth trends or solar in San Mateo County. Portola Valley has the highest percentage of solar households given its population. At the Library JPA a learning landscape project was presented. Mayor Derwin attended the Grand Boulevard Initiative and heard a presentation on "Middle Housing." Mayor Derwin attended the annual lunch at The Sequoias and attended the Farmers' Market with Fire Chief Dan Ghorso and newly appointed Lieutenant Christina Corpus.

9. Town Manager Report

Friends of the Library purchased new outdoor furniture for the Portola Valley Library. Town Manager Dennis reported that the Town Center Master Plan community survey closed on September 20th. The Alpine Road Corridor public meeting will hold its third meeting on November 1st, with Public Works Director Young attending. Staff will be meeting with ABAG to review numbers shared with Council a few weeks ago. The staff is preparing some commentary on the San Mateo County Transportation Plan 2040. Brandi attended a National Weather Service to hear an update on the winter weather, announcing they have dropped the La Nina forecast. The issue of dying trees came up at the Firewise Meeting noting that it's very similar to the issues in the Sierra's right now. A combination of the drought and beetles are killing trees. It's more of an issue in Portola Valley than it is in Woodside. The Town Manager has four upcoming meetings; breakfast on Thursday, September 29 with Jan Pepper, CEO of Peninsula Clean Energy and Supervisor Dave Pine. He will meet with the general manager of GreenWaste Sanitary District on Friday, September 30th. Meeting with MROSD on Monday, October 3rd. The staff has begun review of our next garbage contract, expiring in June of 2018.

WRITTEN COMMUNICATIONS

10. **Town Council Digest** – September 16, 2016
None

11. **Town Council Digest** – September 23, 2016
None

ADJOURNMENT: 9:42 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, October 3, 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. New Applicant: Stephen Gillett
5. Town Center Master Plan Update
6. Survey
7. Fields Update
8. Potential Voluntary Municipal Water Reduction
9. Adjournment

Next Meeting – November 7, 2016



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, October 5, 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 September 7, 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. Town Manager requested discussions:
 - 1) The addition of a prospective trail parallel to Alpine Road within the Woods Property. A review of initiatives to promote the Town's interaction with MROSD as discussed during the Town Council Meeting discussion of August 10th.
 - 2) Open Forum to air Committee ideas and concerns.
7. Windy Hill Ad-Hoc Committee concerning parking control signage on Portola Road:
 - 1) A proposal: That the BPTS Committee adopt the recommendation by the Town Council to form an Ad-Hoc Committee. The committee would comprise the BPTS Chair, ASCC Chair Dave Ross, Director of Public Works Howard Young, Town Manager Jeremy Dennis and Police Commissioner Gary Nielsen. Its purpose is to establish effective and acceptable parking controls for vehicles not accommodated within the MROSD parking lot on Portola Road which seek to park on the street near this location.
 - 2) A request: That BPTS Committee members communicate to the BPTS Chair all ideas and points for discussion relevant to the Ad-Hoc Committee business determined above.
8. Update on 2016 Outreach, events & teaching programs:
9. Matters Arising:
10. Time & Date for November 2016 meeting:
 - 1) Wednesday, November 2, 2016, 8:15 am
11. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: CheyAnne Brown, Planning Technician
DATE: September 30, 2016
RE: Cancellation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, October 5, 2016 has been canceled. The next regular meeting of the Planning Commission is scheduled for Wednesday, October 19, 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: September 30, 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

OCTOBER 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, October 12, 2016

Wednesday, October 26, 2016 (Special Meeting being held at The Sequoias)

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

Council Liaison – Craig Hughes (for months October, November, December)

Wednesday, October 5, 2016 – **CANCELED**

Wednesday, October 19, 2016

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

Council Liaison – Ann Wengert (for months October, November, December)

Monday, October 10, 2016

Monday, October 24, 2016

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

Council Liaison – Craig Hughes

Wednesday, October 5, 2016

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

Council Liaison – Craig Hughes

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

Council Liaison – John Richards

Tuesday, October 25, 2016

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

Council Liaison – John Richards

Thursday, October 13, 2016

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

EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, October 13, 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, October 13, 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, October 3, 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, October 11, 2016

WATER CONSERVATION COMMITTEE – 11:00 AM (Meets 3rd Monday) in the

EOC / Conference Room at Town Hall
Council Liaison – Maryann Derwin
Monday, October 17, 2016



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 09/12/16 to Sunday 09/18/16

Carlos G. Bolanos
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-08717	09/12/16 19:30	300 blk San Carlos Ave West Menlo Park	General Information Case	The deputy was dispatched on a report of a road rage. The deputy met with the victim who stated he exited a parking lot and merged onto the number two lane when he noticed a car driving extremely close to his rear bumper then went around the vehicle in front of him and slammed on the brakes. The victim had to slam on his brakes to avoid hitting the vehicle. The deputy searched the area with negative results.
16-08784	09/14/16 13:00	200 blk Durazno Ladera	Personate Get Money/Property	The reporting person stated she was a victim of false impersonation of another. The victim states that an unknown suspect acted as her granddaughter's attorney and convinced the victim that her daughter was arrested in Miami and needed money to bail out of jail. The victim bought \$1800 worth of iTunes gift cards and gave the authorization codes to the unknown suspect over the phone. The victim later realized she had been scammed. The victim spoke to her granddaughter to confirm she was okay.
16-08787	09/14/16	500 blk Runnymede	Auto Burglary	The deputy was dispatched on a report of a vehicle burglary. The

	17:00	Rd Woodside		victim parked his vehicle and went for a run with the other victim. When they returned they discovered that the front passenger side door window of the vehicle was smashed and a gym duffle bag containing assorted clothing and a diamond ring missing. The victim also noticed a purse containing several credit cards and a driver's license was missing. The valued cost to repair the damage to the window was approximately \$350 and the total cost for the stolen items are approximately \$2640.
16-08824	09/15/16 16:47	FairOaks/Hurlingame North fair Oaks	Reckless Driving:highway/Drive with suspended license/Violation of Parole	The deputy was dispatched on a report of a reckless driver doing doughnuts in the intersection. The deputy made contact with a male driver/sole occupant of the vehicle and asked the driver for his license. A records check revealed that the male driver had a suspended driver's license for a prior DUI conviction. While speaking to the driver, the deputy smelled the odor of an alcoholic beverage emitting from the subject while he spoke. The deputy asked the subject to take the preliminary alcohol screening (PAS) test which would detect alcohol in his system and the subject refused. Also, while the deputy was questioning the driver, the subject never denied doing doughnuts. The subject was arrested.
16-08911	09/18/16 17:30	Alpine Rd/Piers Lane West Menlo Park	Auto Burglary	The deputy was dispatched on a report of two separate auto burglaries. An unknown suspect smashed the rear side window of one of the victim's vehicle and her purse, checkbook, sunglasses, cash and miscellaneous items were stolen from the rear seat of the vehicle. The rear passenger side window of the other victim's vehicle was smashed as well and her purse, checkbook, credit cards, cash and driver's license was stolen from the rear seat.

TOWN COUNCIL WEEKLY DIGEST

Friday – October 7, 2016

1. Agenda – Architectural and Site Control Commission (ASCC) – Monday, October 10, 2016
2. Agenda – Trails & Paths Committee – Tuesday, October 11, 2016
3. Agenda – Seasonal Roadside Parking on Portola Road at Windy Hill Ad-Hoc Committee - Wednesday, October 12, 2016
4. Agenda – Emergency Preparedness Committee – Thursday, October 13, 2016
5. Agenda – Cultural Arts Committee – Thursday, October 13, 2016
6. Agenda – Nature & Science Committee – Thursday, October 13, 2016
7. Notice – SunShares Workshop – Tuesday, October 11, 2016 at 6:00 p.m. in the Community Hall
8. Invitation – Council of Cities Dinner Meeting – Friday, October 21, 2016 – City of Pacifica Hosting

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation – San Mateo County Labor Council Holiday Party – Friday, December 2, 2016



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 10, 2016
7:00 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:00 PM – REGULAR AGENDA*

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

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
4. New Business:
 - a. Architectural Review for an Attached Second Unit, File #34-2016, 145 Stonegate Road, Chase Residence (Staff: A. Cassidy)
 - b. Modifications to a Previously Approved Landscape and Hardscape Improvement Plan, File # 20-2014, 140 Campo Road, Tiscornia Residence (Staff: D. Pedro)
5. Commission and Staff Reports:
 - a. Report on Ad-Hoc Committee meeting regarding Appropriate Action or Signage on Portola Road at Windy Hill Preserve
6. Approval of Minutes: September 26, 2016
7. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: October 7, 2016

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, October 11, 2016 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes** – Regular meetings of July 12 (as amended) and September 13, 2016
- 4. Old Business**
 - a. Trails Work and Budget Update
 - b. Hayfields Update
 - c. Restricted vs. shared use trails, signage (update), enforcement, etc.
 - d. Community Hike Planning (Saturday 11/5)
- 5. New Business**
 - a. Safe Routes to Schools (Old Spanish)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from July 12 & September 13, 2016
Trail Work Memo and Map – September 2016
Financial Review for September 2016



TOWN OF PORTOLA VALLEY
Ad-Hoc Committee for Seasonal Roadside Parking
on Portola Road at Windy Hill Preserve
Wednesday, October 12, 2016 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approve minutes of the 9/27/16 meeting
4. Report from ASCC Chair
5. Report from BPTS Chair
6. Further follow up discussion items concerning roadside parking on Portola Road at Windy Hill Preserve
7. Review and discuss attachments as needed
8. Recommended actions or recommendation to the Town Council
9. Adjournment

Attachments:

Minutes 9/27/16
MROSD 1991 Conditional Use Permit and memo
Proposed approximate signage layout diagram



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, October 13, 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: Mark Bercow, 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, Christina Corpus/Sheriff's Office, Gary Nielsen, Police Commissioner.
2. 8:01 Oral Communications
3. 8:03 Review and approval of minutes
 - Motion: Accept the Minutes of September 8, 2016
4. 8:04 Healthcare Emergency Preparedness
 - Dr. Shruti Dhapodkar – Medical Director, San Mateo County Health System Emergency Preparedness
5. 8:25 CERPP/WFPD Report (Brown/Ghiorso)
 - CERPP Radio Checks for Portola Valley
6. 8:30 Town Report
 - Review & Recommendations: Emergency Operations Plan
7. 8:40 Med subcommittee Report (Young)
 - Healthcare Professionals Mixer Summary
8. 8:48 Communications Sub Committee Report (Rothrock)
 - Microwave phone update
 - Satellite phone update
 - Discussion of radios for EPC/Town Staff
 - Discussion of additional AM Radio
9. 8:58 Community Outreach Sub Committee Report (Turner)
10. 8:59 Other Business
11. 9:00 Adjourn. Next meeting is November 10, 2016



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, October 13, 2016 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

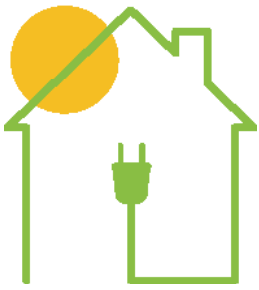
1. Call to Order
2. Oral Communications
3. Approval of Minutes – September 8th, 2016
4. Old Business:
 - Fall speaker series debrief
 - Spring speaker series planning
 - Art show planning
 - Holiday Faire support
 - New member follow-up
5. New Business: None
6. Adjournment



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, October 13, 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 August 11, 2016 minutes
4. Old Business:
 Bat Presentation
 Flight Night
5. New Business:
 Future Event possibilities
6. Other Business:
 None to Report
7. Adjournment



Introducing SunShares

Simple. Affordable. Together.

Thinking about installing solar or buying a zero emissions vehicle, but don't know where to start?

SunShares is here to help!

Benefits:

- Access group discounts and federal tax incentives for solar and zero emissions vehicles.
- Vetted vendors and free workshops make it easy to go solar or electrify your commute.
- Options for homeowners, drivers, and renters.

WORKSHOP in Portola Valley
TUESDAY, OCT 11th @ 6 PM
Town Center - Community Hall
Please RSVP at
www.portolavalley.net/sunshares

Cities and major employers have joined forces this summer to secure group discounts on solar and zero emission vehicles for Bay Area residents.

The program also offers free educational resources and workshops that can help homeowners, renters, and drivers learn about their options.

Please spread the word to your friends, family and neighbors. With discounted program pricing, pre-selected installers and federal tax incentives, there has never been a better time to plug into the sun!

Here's how it works:

1. Sign-up at www.bayareasunshares.org by November 4th, 2016.
2. Get your discounted quote from a pre-selected solar installer, visit a participating vehicle dealership, or learn about programs that help renters access renewable energy.
3. Sign a contract by November 18th, 2016 to take advantage of program discounts!

Visit www.bayareasunshares.org today to sign up or register for workshops.

Outreach Partners: Antioch, Arup, Autodesk, Berkeley, Blue Shield of California, Brisbane, Burlingame, City and County of San Francisco, County of San Mateo, County of Santa Clara, Daly City, Emeryville, Foster City, Fremont, Genentech, Google, Hayward, Lafayette, Menlo Park, NVIDIA, Oakland, Palo Alto, Piedmont, Portola Valley, Redwood City, Salesforce, San Carlos, San Mateo, Stop Waste, Sustainable San Mateo County, UCSF, Union City, United, USGBC, VMWare, Walnut Creek, Webcor Builders, Workday

Program administered by the:



**BUSINESS COUNCIL ON
CLIMATE CHANGE**



Dinner/Meeting Announcement

Date: Friday, October 21, 2016 at 6:00 pm

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

Moonraker Restaurant

105 Rockaway Beach Ave.
Portola Room
Pacifica, CA 94044
(650) 557-7025

Schedule

6:00 pm	No Host Bar
6:30 pm	Business Meeting
7:00 pm	Dinner
7:30 pm	Meeting 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

Plated Salad

Little Gem Ceasar Salad
Croutons/Creamy Ceasar Dressing
Rolls & Butter

Dinner

Chicken Saltimbocca
Proscuitto/Fingerlings/Broccolini/Sage Sauce

OR

Steak & Mash
Grilled Skirt Steak/Mashed Potatoes
Blue Cheese Butter

Dessert

Cheesecake with Berry Sauce

\$50 per person

Make checks Payable to: City of Pacifica

Send to: City of Pacifica
170 Santa Maria Ave.
Pacifica, CA 94044
Attn: City Clerk

RSVP by Friday, October 14, 2016
Kathy O'Connell, o'connellk@ci.pacifica.ca.us
(650-738-7307)

Council of Cities Business Meeting

Friday, October 21, 2016

6:30 p.m.

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