

PORTOLA VALLEY TOWN COUNCIL SPECIAL AND REGULAR MEETING NO. 950, JUNE 14, 2017

CALL TO ORDER AND ROLL CALL

Mayor Hughes called the Town Council's Special meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: None

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

ORAL COMMUNICATIONS

None.

ADJOURN TO CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

Government Code Section 54957.6

Agency Designated Representatives: Jeremy Dennis, Town Manager; Leigh Prince, Town Attorney;

Unrepresented Employees: Town Clerk; Administrative Services Manager; Accounting Technician; Administrative Assistant; Sustainability & Special Projects Manager; Planning Director; Associate Planner; Assistant Planner; Planning Technician II; Public Works Director; Deputy Building Official/ Senior Building Inspector; and Maintenance Worker II

REPORT OUT OF CLOSED SESSION

None.

ADJOURN TO REGULAR MEETING

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Debbie Pedro, Planning Director
Howard Young, Public Works Director
Brandi de Garmeaux, Sustainability & Special Projects Manager
Susan Cope, Administrative Services Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS - None

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of May 24, 2017.
- (2) Approval of Warrant List: June 14, 2017, in the amount of \$225,269.64.
- (3) Recommendation by Public Works Director: Adopt a Resolution to Authorize the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission (MTC)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing the Filing of an Application for Funding Assigned to MTC and Committing any Necessary Matching Funds and Stating Assurance to Complete the Project (Resolution No. 2726-2017)

Vice Mayor Richards moved to approve the Consent Agenda. Seconded by Councilmember Aalfs, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (4) Recommendation by Sustainability & Special Projects Manager – Review and Approve Resolution and Additional Efforts in Support of Paris Agreement
 - (a) A Resolution of the Town Council of the Town of Portola Valley in Support of the Paris Agreement (Resolution No. 2727-2017)

Sustainability & Special Project Manager Brandi de Garneau presented recommendations regarding the Town's support of the Paris Agreement as detailed in the staff report.

Mayor Hughes called for questions from the Council. Hearing none, Mayor Hughes invited public comment. Hearing none, Mayor Hughes brought the item back to the Council for discussion.

The Council was supportive of the staff recommendations and commended staff for the excellent report. Councilmember Wengert added that the excellent staff report captured the Town's desire to move forward on this issue.

Mayor Hughes said with the U.S. withdrawal from the Paris Agreement, the Climate Fund will not receive the previously committed donations from the U.S. He said there is \$2.5 billion remaining of what the U.S. had previously promised to donate. He asked if Council would consider the Town donating their share as a symbolic gesture, approximately \$37,000.

The Council agreed to agendize Mayor Hughes' suggestion for an upcoming Council meeting.

Councilmember Derwin moved to adopt the Resolution of the Town Council of the Town of Portola Valley in Support of the Paris Agreement, authorize the Mayor to join the Climate Mayors, sign on to the statement from the Climate Mayors, and authorize the Mayor to sign on to the Open Letter to the international community and parties to the Paris Agreement spearheaded by "We Are Still In." Seconded by Councilmember Aalfs; the motion carried 5-0.

- (5) Recommendation by Public Works Director – Spring Down Pond Restoration Project – Request for Approval of Plans and Authorizations for Construction for Project #2017-PW05.

Public Works Director Howard Young presented the history of the Spring Down Pond Restoration Project, the progress made thus far, and the proposed recommendations for moving forward with the project, as detailed in the staff report.

Mayor Hughes called for questions from the Council.

Councilmember Wengert asked Public Works Director Young to explain the role of a biologist in the project, which is a significant expenditure. Public Works Director Young said there are conditions in the permit that require a biologist be present during construction. He said because the pond is naturalized, all of the regulatory agencies – Federal Fish and Wildlife, Army Corps of Engineers, and Regional Water Quality Control Board – essentially apply their rules for things such as a woodrat nest survey, a bird survey, looking for red legged frogs, etc.

Mayor Hughes asked if Public Works Director Young anticipated any problems meeting the proposed schedule (August to October). Public Works Director Young said they anticipated approximately four weeks of work, and October 31 is the deadline stated in the permit. He said it has to be bid out and it will depend on the contractor's availability. He said there is currently a very high demand for contractors.

Councilmember Wengert asked if the vernal pool will be accessible to the residents. Public Works Director Young said there is an existing trail and, with 70 percent removal of the vegetation, it will be opened up. He said the pool is currently 12 feet deep at the deepest part, with very steep edges. He said it will be tapered so it is a gradual, almost like a beach, with the center of the pool being the deepest, at 6 feet.

Councilmember Derwin said vernal pools are ephemeral ponds that fill in the winter and evaporate in the summer. Public Works Director Young agreed and said it could be completely dry in the summer, depending on the yearly rainfall.

Town Manager Dennis said there may also be another water source available for that spot that can be determined after the work is done.

Hearing no further questions, Mayor Hughes invited comments from the Council.

Councilmember Derwin said in the six years since this idea was hatched, vernal pools have come into vogue and are now in the genre of green infrastructure, so this is great timing. She said vernal ponds create a habitat for a magical ecosystem of vertebrates, invertebrates, plant life, and they attract wildlife and provide a place for endangered species to live. She said the pools also divert water from going into the sewer systems. She said she is proud of Portola Valley for doing this and thanked Public Works Director Young for continuing with his efforts for all these years for the vernal pool.

Councilmember Aalfs also commended Public Works Director Young for his persistence on this project.

Vice Mayor Richards commended Public Works Director Young for bravely dealing with the Corps of Engineers.

Councilmember Aalfs moved to approve the Proposed Plans and Specifications for the Spring Down Pond Restoration Project and allow the Public Works Director to make changes as needed, to authorize the staff to call for bids, and to authorize the Town Manager to award the project for an amount not to exceed \$90,000. Seconded by Councilmember Derwin; the motion carried 5-0.

(6) Recommendation by Planning Director – Annual Housing Element Progress Report for 2016.

Planning Director Debbie Pedro explained the State law requirement to submit an annual report on the Housing Element to the California Department of Housing and Community Development (HCD) in order to detail the Town's implementation of the Housing Element and demonstrate progress in meeting the Town's share of the regional housing allocation (RHNA) numbers. She presented the report regarding building permits issued for new houses and ADUs in Portola Valley, as detailed in the staff report.

In response to Councilmember Aalfs' question, Planning Director Pedro explained how the 21 Elements survey determined the classifications of ADU affordability.

Planning Director Pedro said the Planning Commission reviewed the report at their May 17 meeting and recommend Council authorize the submittal of the report to HCD with no further changes. She said they also recommended the Town undertake a study or survey to gauge the interest in and needs for housing from people who provide services within the Town. She said, as discussed with Council last November, staff will be working on conducting outreach to local employers regarding housing needs for their employees.

Mayor Hughes called for questions from the Council.

Councilmember Wengert asked what kind of permit activity for new ADUs was expected. Planning Director Pedro said they are expecting an uptake due to the updated ADU ordinance that will take effect on June 24. She said an updated handout has already been prepared. She said there is a lot of interest for ADUs, especially with the more streamlined rules and there are already some in the works.

Mayor Hughes invited comments from the public. Hearing none, he brought the issue back to the Council for discussion.

Councilmember Wengert moved to authorize the submittal of the Annual Housing Element Progress Report to the California Department of Housing and Community Development. Seconded by Councilmember Aalfs; the motion carried 5-0.

(7) Presentation by Town Manager – Review Proposed 2017/2018 Fiscal Year Budget and Set Public Hearing

Town Manager Jeremy Dennis presented the Town of Portola Valley Proposed Budget Fiscal Year 2017-2018. He narrated the slide show presentation, reviewing the current fiscal year and the 2017-2018 budget, and discussing issues that will be monitored in the coming years.

Upon completion of his presentation, Town Manager Dennis thanked Administrative Services Manager Susan Cope for all the work she did this year bringing staff up to literacy on budget-related issues, the Finance Committee's strong support, and the entire staff's team effort in putting together the proposed budget.

Mayor Hughes called for questions from the Council.

Mayor Hughes said the line-by-line level of detail was reviewed at the Finance Committee. He suggested that the Council should review each section.

Vice Mayor Richards asked about the comment that the LEED Platinum standards resulted in additional maintenance requirements. He said that is totally contrary to what LEED is supposed to do. He said he has been concerned about this for quite some time and said, if this is the case, it should be looked into. Councilmember Aalfs said one of the purposes of LEED and other similar standards is to introduce new technologies which results in certain projects paying more for cutting edge technologies that later become commonplace, so some of the early adopters, for better or worse, pay the price for that. Vice Mayor Richards said it sometimes doesn't necessarily improve energy use, even with the additional expenditures. Town Manager Dennis said the issues related to repairs and maintenance are related to the substantially increased use of the somewhat older facilities. He said unbudgeted expenses in the last year related to building maintenance totaled close to \$60,000, which included miscellaneous things like downed light poles, toilets breaking in the library, replacing dumbwaiter light, etc. Sustainability & Special Project Manager Brandi de Garreaux said, with regard to the energy use of the LEED buildings, they worked with the County a couple of years ago to have the buildings recommissioned, and they were found to be performing at the LEED standard, and are using much less electricity than modeled.

Councilmember Wengert said, in the aggregate, a year-to-year 12% increase in the General Fund operating expenditures is quite significant. She asked if there had ever been an increase of this

magnitude before. Town Manager Dennis said it happened around the time of the revamping of the Planning Department and when three staff positions (Maintenance Worker, Deputy Building Official, and Associate Planner) were added in one year. He said the increase is not out of range of what's happened in the past and is not an every-year occurrence; for example, last year had little change. Councilmember Wengert said based on the number of changes that have been implemented at the staff level, this year Public Works and Planning has reached a full complement of staff. Town Manager Dennis said future need as it relates to new positions will be a future discussion when appropriate, but he does not anticipate requesting any significant additions for some time.

Councilmember Wengert asked what was spent last year for Capital Improvement Projects (CIP). Town Manager Dennis referenced the Capital Improvements budget worksheet where the costs were broken down by programs and equipment. He said this year's proposal is very modestly increased.

Councilmember Derwin asked what costs were associated with the budgeting for Town Council Health Insurance Access. Town Manager Dennis said it's a revenue mutual activity for the Town so it's zero. Mayor Hughes said at the Finance Committee meeting it was discussed that the budgeted amount was calculated with all Councilmembers taking the insurance for themselves, a spouse, and two dependents, so if the actual cost will be less, but it is revenue neutral. Town Manager Dennis said that number can be adjusted in the future based on actual participation.

Vice Mayor Richards asked for clarification regarding upgrades to the EV charge stations. Public Works Director Young said ChargePoint indicated they would stop servicing the software by the end of this year, so the charging stations needed to be switched out. He said if they are purchased by a certain time, there is a discount applied, which is reflected in the budget.

Councilmember Derwin asked where the push mower would be used. Public Works Director Young said it would be used for Triangle Park and the smaller plots of land.

Vice Mayor Richards pointed out the revenues and expenditures line for Fund 65 should be for Fund 60.

Councilmember Wengert asked why there was an increase in UUT revenues. Administrative Services Manager Cope said the figure is based off the trued-up amount plus the CPI of 3.5%.

Councilmember Wengert asked where the line item for the STP/CMAQ funds was located in the budget. Public Works Director Young said that will be in the Fiscal Year 2018-2019 budget.

Councilmember Aalfs asked for explanation of the Homeowners Property Tax Relief (HOPTR) item. Administrative Services Manager Cope said it is a property tax relief benefit that is available for homeowners who sell their homes in this area. She said the San Mateo County Assessor's office provides those projections.

Councilmember Aalfs asked why the Comcast and AT&T Cable Services Franchise fees fluctuate. Administrative Services Manager Cope said it has been very difficult to get clear explanations from the providers on how they come up with their figures, but she knows it is based on revenues.

Councilmember Derwin asked if the '16/'17 projection of conditional use permits was high because of the Windmill project. Planning Director Pedro said there was the Windmill project and the Alpine Hills Swim & Tennis Club projects.

Town Manager Dennis said the major dip on the Other Revenues worksheet was due to the Inclusionary In-Lieu/Subdivision fees for the 2016-2017 Carano project.

The Council asked why there was such a large drop in the projected Architectural Review fees. Planning Director Pedro said the proposed number is conservative, based on an average of eight new residences.

Planning Director Pedro said the 2016-2017 Carano project also resulted in the large drop in the Variances fee for the 2017-2018 budget.

Councilmember Wengert asked why the Sales & Use Tax was projected lower. Administrative Services Manager Cope said those figures come from HDL, the Town's tax advisor. She said they recommended a conservative approach because there are myriad tax items that will shift some of the tax bases as a result of various things, such as brick and mortar shops closing down. Mayor Hughes asked if staff anticipated more Use Tax revenue as more and more commerce switches to online. Administrative Services Manager Cope said she has not received a long-term projection on that although she knows there is a lot of concern about the change from brick and mortar to online. She said cities and towns do not get any Use Tax for online purchases, which is why many cities are bringing in distribution centers so they can receive those Use Tax revenues.

Town Manager Dennis said he and Administrative Services Manager Cope have had significant discussions about what affect some of these trends will have on some of the significant funding sources, and how to project or predict when there is no real support for small towns from HDL and others.

Councilmember Wengert said she was surprised to see the Town Center Facilities projections going down. Administrative Services Manager Cope said, with regard to the Class Fees, one of the main instructors is out on maternity leave, so they projected conservatively. She said because there are more facility rentals that are not revenue-based, while the facility is being used, the revenue is not being generated to support that use. In response to Councilmember Wengert's question, Administrative Services Manager Cope said no revenues are generated from the Farmer's Market. Town Manager Dennis said there is a lot of interest from instructors to teach classes if accommodations could be made, which would provide more opportunities for residents as well as generate revenue. Sustainability & Special Project Manager Brandi de Garmeaux said the rental policies are going to be examined next week. She said they reduced the availability for private event rentals from 12 months to 6 months, but they noticed there were no weddings scheduled for June or July. She said they are considering again asking to change the availability period to nine months.

Councilmember Wengert said she was surprised that landline Telephone UUT appears to continue to rise.

Vice Mayor Richards said he was surprised the water Use Tax did not seem to drop as much as the conservation numbers would indicate. Town Manager Dennis said the water prices rise as the demand decreases.

Councilmember Aalfs suggested a future discussion of whether cell phone providers should be paying a franchise fee for their antennas on towers in Town.

Councilmember Derwin asked if anyone took advantage of Tuition Reimbursement this year. Administrative Services Manager Cope said there were a few people who were interested, but there was no time. She said they wanted to keep the valuable benefit in the budget because they do hope to take advantage of it in the coming year.

Mayor Hughes said the Cable and Utilities Undergrounding committee have decided to move to an ad hoc schedule and move their budget to zero in the foreseeable future.

Councilmember Derwin asked if the Committees were getting the budgets they asked for. Town Manager Dennis said there were no objections to any of the Committees' requests.

Councilmember Aalfs asked what SERC was doing with their budget. Sustainability & Special Project Manager Brandi de Garmeaux said they had budgeted \$1,000 for a pilot program for 10 heat pump water heaters, but it wasn't enough, so they may use that money for a graywater workshop, and the Laundry to Landscape classes. She said \$2,000 is budgeted for the Home Energy Analytics online tool subscription,

\$1,000 for rebranding/relaunching the tool, \$1,500 to partner with Conservation to put on a 2018 garden tour, \$1,500 for education and outreach, \$600 for a table at the Earth Fair, \$1,000 for special workshops, and \$1,000 for a light bulb giveaway.

Town Manager Dennis said at some point later this year the Town Attorney's contract will come before the Council as it is the final year of the three-year contract. He also pointed out the \$25,000 budgeted for garbage franchise negotiation could be significantly lower depending on what direction the subcommittee provides to the Council. He said the \$35,000 User Fee Study is important for the Planning Department because the Town's fees and Planner charges appear to be quite low compared to other jurisdictions. He said the Other Consultants budget has been doubled from \$10,000 to \$20,000 to provide flexibility for things that come up throughout the year.

Councilmember Wengert said she is still not clear on why there needs to be \$25,000 for the garbage franchise negotiation. She said the Miscellaneous Consultants fees have substantially increased and she suggested more conservative budgeting in this area. Town Manager Dennis said the garbage franchise subcommittee will be meeting soon and there may be some clarification or modification of the budget figures based on that conversation. He said the Business Storm Water Consultant is necessary because San Mateo County has advised they will no longer be providing the essentially free storm water permitting and inspection services for businesses. He said Public Works Director Young had conversations with potential consulting services to come up with this budget item. Town Manager Dennis said the County will end the service at year-end and there will likely be continuing conversations about continuing that service. Administrative Services Manager Cope said it is a pass-through fee.

Councilmember Wengert asked if \$35,000 was an accurate estimate for a User Fee Study. Town Manager Dennis said that may be a modest figure because they are quite expensive. Planning Director Pedro said this figure was based on research she did for recent user fee studies done by other municipalities.

Councilmember Aalfs asked for explanation of the Beverage Container Recycling Programs. Administrative Services Manager Cope said it is a pass-through expense. Sustainability & Special Project Manager Brandi de Garneau said there is a \$5,000 grant available almost every year for purchasing new containers and outreach related to recycling. She said the money must be spent by a certain time period, so she has been saving it up in order to purchase new bins for the entire interior of the Town Center. She said she is required to spend those funds this year.

Councilmember Wengert said the contingency funds seemed too rich. Town Manager Dennis said the contingency account is for anything that is not budgeted and any spending from that fund would need to be authorized by the Town Council. He said the line item has been in prior budgets but has never been drawn against.

In response to Council questions, Public Works Director Young said there is an increase in the amount for Trail Surface Rehabilitation because of not spraying. He said this year is a pilot program, finding out what happens as a result of not spraying. He said some trails may need to be graded instead of mowed to get the grasses out of the trail tread. Town Manager Dennis said staff will come back to the Council and Committees with the results of not spraying and perhaps provide a cost analysis. Public Works Director Young said they will need to hire contract services and will also need to reevaluate the trails. He said the Trails Committee is also concerned about trails management. In response to Councilmember Derwin's question, Public Works Director Young said they have never sprayed for poison oak because they keep the 4 to 6 feet of trail width clear and pushed the poison oak back to that point.

Mayor Hughes asked Public Works Director Young if he anticipated increased need for tree trimming and mowing due to the wet winter and increased growth. Public Works Director Young said it would be about the same amount of work and they try to time it to avoid having to mow twice.

Town Manager Dennis said the Town is approaching the third year of a three-year contract with the Sheriff's Office and will be negotiating future service in the next year. He said they have been trying to get an answer for the large percentage increase related to Animal Control. He said they are trying to get more clarification regarding their very complicated formula. Administrative Services Manager Cope said she did find out today that the service held the contract and did not charge the Town an increase in 2013-2014 or 2014-2015, and in 2015-2016 there was an increase of 3% that was not charged to the Town. She said we are now seeing the increase in 2016-2017 and 2017-2018 so it will jump up to the 5% increase. She said she has the math figures but needs to review it with the Town Manager to determine if they need to reach out to Animal Control again. She said she thinks because the Counties were helping to build a shelter, they held off on some of the costs and now that the shelter is built the costs are being rolled in. She said it was suggested the Town reach out to residents encouraging them to license their animals because more licenses issued will result in reduced pricing to the Town.

Town Manager Dennis explained the Software and Licensing budget item. He said Administrative Services Manager Cope brought together all of the software and licensing sources that were spread throughout the budget in different places. He said what looks like an increase is actually the pooling together of items previously in different categories, and also includes some items that were not previously budgeted fully, a few new things, and some things that came out of the Capital Improvement Projects (CIP) category that are now ongoing costs. Administrative Services Manager Cope said it was becoming an issue when some of these software licensing renewals were coming due unexpectedly because they were in different categories. She said new software will be in the CIP category in the year of implementation, but the annual licensing will fall under the Software Licensing category after that. Mayor Hughes said that pulling it all together makes it difficult to see which departments are benefitting and costing from the new software. He said, for example, the permit tracking software reduces the Planning costs but it is difficult to see how the software cost offsets other costs. Administrative Services Manager Cope agreed and said it will be a discussion for the new budget for next year for exactly that reason. She said on the go-forward with the new budget items, they will be able to provide a clear indication on how the costs are being offset.

Councilmember Wengert asked about the music license. Administrative Services Manager Cope said it is a copyright license that allows the campus to have music.

Councilmember Wengert asked why the election cost was so high. Administrative Services Manager Cope said there will be a special election for UUT.

Town Manager Dennis said the increased cost under Town Publications is for the revamped newsletter.

Town Manager Dennis said the Mechanical Systems Maintenance/Repairs item will probably be changed in the final budget. He said two of the items in this category will be moved to Capital Projects – changing a second-floor window on the Town Center into a window that opens and some HVAC.

Town Manager Dennis said the large expense last year for Repairs/Vandalism was due to a hit and run driver who ran into a light pole between the Library and the Town Center.

Councilmember Derwin asked if they ever had a presentation about the Earthquake Information Management software. Town Manager Dennis said they had not, but he will be happy to bring it to the Council.

Town Manager Dennis said the Town bought a 2014 Nissan Leaf, after significant research conducted by Public Works Director Young and Planning Director Pedro. The vehicle will be available for Planning Department inspections as well as other use.

Town Manager Dennis said the regulations will be loosened around who can use the AV equipment and they want to install more user-friendly equipment.

Town Manager Dennis, at the suggestion of the Finance Committee, shared some additional Capital Project items not included in this budget that staff would like to move forward with in the next few years – such as an improved AV system, permanent wireless speaker system, projection system, new postage machine, new portable toilets in the fields with sinks, storage at the community hall, etc.

Councilmember Wengert asked if greater access to the existing AV equipment will be available to some of the Town's Committees and groups using the space. Town Manager Dennis said the short-term goal is to provide AV support for all events except private events.

Mayor Hughes said it was pointed out at the Finance Committee meeting that in recent years the General Fund Unassigned Balance has been growing. He said the interest earned is not keeping up with inflation. He said some of these one-time fee projects may be added to this year's budget with Council direction. Town Manager Dennis suggested the Council may want to have a broader conversation about the budget and then revisit this at some point if necessary.

Councilmember Derwin asked for clarification about the trail maintenance internship program. Public Works Director Young has developed a program to help local youth find something to do in the summer. He said it will be a great way to put local youth to work while learning about the Town, providing government exposure, and creating a good work ethic. He said they hope to recruit a couple of graduated high school students.

Councilmember Derwin asked if the Town ever had a livestock ordinance. Town Manager Dennis said there was a livestock ordinance at one point but they couldn't track down when it disappeared or why. He said there is now a cow in Town and there are others who want that opportunity, so they rewrote the livestock ordinance.

Mayor Hughes invited comment from the Council.

Councilmember Wengert asked if staff could tighten up some of the contingent funds, given the other increased expenditures. She said there is already some padding due to the relatively conservative revenue projections and somewhat aggressive expenditure projections. She suggested modifying the Councilmember healthcare benefits projection. She thanked staff for an excellent job.

Councilmember Derwin said this was the best and most accessible budget she's ever seen. She was particularly impressed with listing the accomplishments and then the priorities for the coming year. She thanked staff for an excellent budget.

Town Manager Dennis thanked the staff management team, particularly Administrative Services Manager Cope, for the countless hours put into the budget process.

(8) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a C/CAG regular and Legislation Committee meeting. She said they discussed several trailer bills for SB-1. She said an initiative has been filed with the Attorney General's Office to repeal SB-1, but will require 360,000 valid signatures to get on the ballot. They also discussed the RM-3, MTC's proposal to raise the bridge tolls by \$3 for each bridge. She said they discussed the Highway 101 Managed Lane Project. Commute.org had their annual presentation and the Director said that everyone except for Woodside, Portola Valley, and Menlo Park were on the board. She invited Councilmembers to consider joining that board. She said they discussed technical services for the Countywide water pollution program, the cooperative agreement between C/CAG and the County Department of Housing for a joint work plan, saw a presentation from 21 Elements, and discussed vacation rental regulations, the budget, and the workshops. She attended a Library JPA meeting where they discussed donor city funds and accepted the recommendation from the subcommittee, but it may not occur until as late as 2021, after Atherton finishes their library. They adopted the budget, elected

governing board officers, received the director's report, and discussed the summer program. She attended Anna Eshoo's Town Hall meeting at Foothill College with Councilmember Wengert.

Councilmember Aalfs – Attended a Nature & Science Committee meeting, where current Committee Chair Jan Robb stepped down and Michael Bray was appointed as the new Chair.

Councilmember Wengert – Attended a Firewise meeting on May 25 where they discussed the chipper program, the Cal Water fire hydrant project, and the purchase of new satellite phones. She said they discussed the fire fuel conditions that are moving north as we're drying out and are bracing for it. She attended the Finance Committee meeting with Mayor Hughes. She attended a San Mateo County "Home for All" housing meeting with Town Manager Dennis where they discussed communication strategies for engaging communities about the various options being put forward. She attended a Parks & Recreation Committee meeting where they discussed the Town Center Master Plan update and the usage survey, town fields, and new energy around the skate ramp. The new member, Jack Wiefels, is very enthusiastic about building a half-pipe skate ramp at a different location. She said the Town Picnic was not heavily attended and was negatively impacted by not having the Zots to Tots race. She attended a Silicon Valley Bike Coalition meeting where they discussed outreach efforts. She attended a San Francisco Airport Roundtable meeting where there was nothing new to report – the airport reports are improving, the traffic is worse, and the number of complaints are significant. She said there is no further clarity on when they will get a response from the FAA. She attended the Midpeninsula Regional Open Space Legislative Picnic with Town Manager Dennis.

Vice Mayor Richards – None to report.

Mayor Hughes – Attended a Finance Committee meeting that discussed the UUT ballot measure. He attended a Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed the success of the Windy Hill parking sign campaign. He said the Committee plans to study pedestrian crossings, signage, lights, and pedestrian circulation. Town Manager Dennis said he has discussed with Public Works Director Young that if there is a problem, it needs to be defined. In response to Councilmember Wengert's question, Town Manager Dennis said they plan to apply for the C/CAG grant for to possibly get a consultant to do some basic analysis. Mayor Hughes said the Committee also discussed mountain bike activity on trails, and will try to do some outreach to encourage people to follow the rules. Town Manager Dennis said he has coordinated with the Chairs of the BPTS and Trails Committees and will have the Skyline area superintendent from MROSD attend both of their meetings over the next month to share some of their best practices related to trail usage issues and coordinate outreach efforts.

(9) Town Manager Report – Town Manager Dennis attended a Captains Neighborhood Watch meeting and they were very happy with the signs with the owl drawing. He, Mayor Hughes, and Vice Mayor Richards met with California Public Utilities Commission regarding smart water meters and how to advocate for them at the CPUC. He received an update from Priory Headmaster Tim Molak regarding track usage and security at the track. Town Manager Dennis has scheduled a meeting with San Mateo County Realtors. Town Manager Dennis has been appointed Vice Chair of the Library JPA Operations Committee. He said the Town now has an agreement in place with the County of San Mateo for human resource services as needed by staff. Town Manager Dennis thanked Town Clerk Sharon Hanlon for taking on a project to monitor regional and local agency actions. Town Clerk Hanlon will provide Council with updates regarding those actions. He said Assemblyman Rich Gordon has been named CEO of the California Forestry Association.

WRITTEN COMMUNICATIONS

(10) Town Council Digest – May 26, 2017.

None.

(11) Town Council Digest – June 2, 2017

#9 – Invitation to the June Council of Cities Dinner Meeting, Friday, June 30, 2017.
Councilmembers Derwin and Wengert will attend.

(12) Town Council Digest – June 9, 2017

None.

ADJOURNMENT [9:55 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk