

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 956, OCTOBER 11 2017, HELD AT THE SEQUOIAS/HANSON HALL**

**CALL TO ORDER AND ROLL CALL**

Mayor Hughes 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. The meeting was held at the Sequoias.

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

Absent: None

Others: Jeremy Dennis, Town Manager  
Susan Cope, Finance Director  
Bill McClure, Acting Town Attorney  
Howard Young, Public Works Director  
Ali Taghavi, Communications & Sustainability Management Analyst  
Sharon Hanlon, Town Clerk

Rob Faisant, President of The Sequoias Resident Association, welcomed everyone on behalf of management, residents, and staff of Sequoias Portola Valley. He thanked everyone for all they do to make The Sequoias and Portola Valley such a wonderful place to live.

(1) Presentation: Recognition of Deputy Ron DeRespini

The Mayor presented Deputy DeRespini with a plaque and thanked him for his many years of outstanding work with the Portola Valley Community.

**ORAL COMMUNICATIONS**

Chris Buja, 172 Wayside Road. Mr. Buja recommended the Council look more closely at the corridor from Town Center to the new school and churches. He said this should involve systematic examination of trails, crosswalks, road configuration for safety of pedestrian traffic, undergrounding utilities, etc. Mayor Hughes said the Town is engaged in looking at traffic, pedestrian, and bicycle circulation generally in Town.

Bud Trapp, 501 Portola Road. Mr. Trapp said he listened to the Town AM station 1680 today and was surprised to get no alert about the smoke. He suggested an alert should go out providing advice to residents about dealing with the smoke.

Onnolee Trapp said there are a lot of people in Town who are not on PV Forum, who don't get the internet messages from the Town, maybe don't know about AM station 1680, and have been wondering why there is so much smoke in the air. She asked if there were other ways to alert Townspeople about what's going on.

Mayor Hughes introduced Ali Taghavi, the new Communications and Sustainability Management Analyst. Mayor Hughes said Mr. Taghavi is working on how to improve communication between the Town and public, especially in non-emergency situations.

**CONSENT AGENDA** [7:12 p.m.]

- (2) Approval of Minutes – Town Council Regular Meeting of September 27, 2017. [Removed from Consent Agenda.]
- (3) Approval of Warrant List – October 11, 2017, in the amount of \$290,123.54.
- (4) Appointment by Mayor – Member to the Conservation Committee.

Vice Mayor Richards moved to approve Items 3 and 4. Seconded by Councilmember Derwin the motion carried 5-0, by roll call vote.

(2) Approval of Minutes – Town Council Regular Meeting of September 27, 2017. Councilmember Wengert moved to approve Item 2 as amended. Seconded by Councilmember Aalfs, the motion carried 5-0.

**REGULAR AGENDA**

**STAFF REPORTS AND RECOMMENDATIONS**

- (5) Recommendation by Finance Director – Update on 2016-'17 Budget to Actuals

Finance Director Susan Cope presented the update on the 2016-'17 Budget to Actuals report, highlighting various items. She described the progress made toward the goal of tightening the budget to even out the revenue and expense at 100%.

Mayor Hughes invited questions from the Council.

In response to Mayor Hughes' question, Finance Director Cope said the Workers' Comp rates were reset this year after two claims last year and were raised approximately 15% to approximately \$38,000 for the 2017/'18 year.

Councilmember Wengert asked for clarification regarding the UUT exceeding expectations. Finance Director Cope said that information came directly from the PG&E source – the UUT increased 10.5% due to a 4% increase in electric and a 26% increase in gas. She said the UUT increase was a result of an increase in gas and electric revenue in the Town of Portola Valley. The gas revenue was driven by a combination of overall gas usage and an increase in gas prices.

With no additional questions, Mayor Hughes invited public comment. Hearing none, he thanked Finance Director Cope for her report.

- (6) Report by Public Works Director – Adopt a Resolution Amending the FY 2017/'18 Budget to Comply with SB-1
  - (a) Adoption of a Resolution of the Town Council of Portola Valley Amending the FY 2017-'18 Budget to Include a Proposed Project List as Required by SB-1 (Resolution No. 2741-2017)

Public Works Director Young described Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017, which requires all cities to submit a proposed list of projects in order to receive the new transportation funds for road maintenance. He explained the recommendation to submit a project list, as detailed in the staff report.

Mayor Hughes invited questions from the Council.

Councilmember Wengert asked regarding the calculation matrix. Public Works Director Young said it was vague. He said the State Controller's Office uses a local allocation method determined by the California Transportation Commission. He said there are certain percentage of allocations to the state and a certain remainder allocation that goes to local streets. He said some of the charts he's seen were based on population and number of registered vehicles. He said he will provide that information through a Digest when it is received from the California Transportation Commission.

Councilmember Wengert asked if the Town was providing the State with estimates of projects matching the stated amount, out of the Town's regular budget for road maintenance. Public Works Director Young said it is not to offset the current budget for road maintenance. He said it is a maintenance of effort. He said the State tracks certain years of how much was spent doing road resurfacing and they want the Town to continue to spend that average, to be sure the Town is not using those funds to replace funds that are already allocated for road maintenance.

Vice Mayor Richards asked regarding the origin of SB-1. Public Works Director Young said not all cities in California have roads in as good condition as the Town of Portola Valley. He said SB-1 is in part meant is to address the State's anticipated shortfalls within State and local agencies for road funding.

In response to Councilmember Derwin's question, Public Works Director Young confirmed that this is a new revenue stream. Councilmember Derwin asked where the dollars came from prior to this source of revenue or if fewer roads would have been repaired. Public Works Director Young said fewer roads would have been repaired.

In response to Councilmember Derwin's question, Public Works Director Young said he chose streets based on the pavement management system and the dollar amount the State assigned. He said the State wants to see the lists so they can show the public the good things they are doing with the SB-1 money.

Town Manager Dennis said the list to be submitted represents only a small portion of the road work the Town will perform. He said the list can be changed and the purpose of its submission is simply to meet the requirement of SB-1 in order to receive the funding.

In response to Mayor Hughes' question, Public Works Director Young said the bicycle shoulders along the arterial roads are a separate topic. He said the streets in the list are completely separate from that topic and are for next year's paving project.

In response to Mayor Hughes's question, Public Works Director Young said the Town's current budget for road maintenance is approximately \$530,000 so the extra funding represents approximately 5% of the current budget.

Councilmember Wengert asked if this amount was already included as a line item in the current budget. Public Works Director Young said it was. Councilmember Wengert said if this is a brand-new program, she didn't understand why there were actuals from the past shown. Public Works Director Young said those items were associated with different funds and it was renamed as a line item, but they should not have been there and would have appeared in past budgets in a different category.

Councilmember Wengert asked regarding the previous source of funds. Finance Director Cope said the historic line item was from Prop 42 Transportation Funds. She said it was her initial understanding that Prop 42 was being replaced by the RMRA, but as all the information came out, it was learned it was not a replacement, it was a new and standalone fund. Councilmember Wengert said it would make sense to show it that way. Finance Director Cope agreed.

Councilmember Wengert asked if approving the adoption of the resolution also approved the actual recommended allocations to the specific projects. Town Manager Dennis said officially it does, but there

is the opportunity and ability in the future to make changes to that list. He said at this point the list is simply being provided to fulfill the requirements under SB-1.

Councilmember Derwin moved to Adopt a Resolution of the Town Council of Portola Valley Amending the FY 2017-'18 Budget to Include a Proposed Project List as Required by SB-1. Seconded by Councilmember Aalfs, the motion carried 5-0.

(7) Recommendation by Town Manager – Appointment of a Public Safety Contract Subcommittee

Town Manager Dennis said there are currently two contracts with the Sheriff's Office that expire on June 30, 2018. Staff is recommending that the Council appoint a subcommittee to work with staff and Sheriff's Office for negotiations and discussions regarding a contract, and also provide an opportunity for the subcommittee to hear from other Councilmembers regarding issues they'd like to see discussed during those conversations, as detailed in the staff report. He said he has engaged in some informal conversations with Lt. Christina Corpus and Assistant Sheriff Jeffrey Kearnan, present at tonight's meeting.

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

Councilmember Wengert suggested the ALPRs should be referenced in the contract. Mayor Hughes agreed.

With regard to the ALPR installations, Town Manager Dennis said PG&E has sent contracts for service which will be signed this week. He said there is a final construction meeting set for October 20 with Vigilant, the subcontractors, and PG&E. They anticipate installation of the systems a maximum of four to five weeks after that meeting. PG&E has not yet confirmed when electricity will be available for the ALPRs.

Mayor Hughes said that during the course of the Town meetings regarding the home invasions and burglaries that occurred last year, it came up that in a typical year there should also be more investigation for more routine burglaries.

Councilmember Wengert said the Town should be highly sensitive to the fact that the Sheriff's resources were stretched tremendously last year, which is not likely sustainable on a long-term basis. She said the Sheriffs did a tremendous job last year and hopefully the worst is over. She said they want to find the right balance that works for the team and the Town.

Councilmember Derwin said a good thing that came out of the bad things last year was the law enforcement presence in Town and well-attended community meetings. She said she would like to see more community nights involving the Sheriff's Department.

Town Manager Dennis said he and Lt. Corpus have been discussing events such as Coffee with a Deputy for early December, in conjunction with some of the toy drives.

Mayor Hughes asked if improving the existing substation and having a bigger presence or even a full-time office there would potentially be part of this contract. Town Manager Dennis said it would.

Councilmember Aalfs asked, thinking about the fires in Napa and Sonoma, about budgeting for emergency services. Mayor Hughes said there is a certain amount of emergency services coverage in the existing contract, but he does not know if that would include all expenses in a major emergency or if there would be an additional bill for that. Town Manager Dennis said the emergency services built into the contract are short term.

Vice Mayor Richards said the Town has had a great experience with the Sheriff's Department. He said he would like to see a resource that explained about some of the policies or how decisions are made regarding how they handle things such as high-speed chases, violent demonstrations, etc.

Mayor Hughes invited comment from the Sheriff's representatives.

Assistant Sheriff Jeff Kearnan introduced himself. He said he's been with the Sheriff's Department for more than 27 years and oversees Operations and Investigations, as well as contracts. He commended Town Manager Dennis for putting this on the agenda, and the forward thinking to consider a subcommittee to discuss the contract. He said when he was the Director of OES there were 20 Councilmembers and when they did the finance report for the new fiscal year there were a lot of questions they were not prepared to answer. He said at that time they created a Finance Committee, which was a great learning process and solved a lot of problems. He encouraged the Town to do the same and ask a lot of questions regarding the budget, the actual costs compared to the shared costs, the pros and challenges to shared services, the free services available, and also discuss additional desired services, such as a possible substation, how they would want that staffed, and what services it should provide. He said the letter of request is not due to the Sheriff's Office until January so he thinks a subcommittee is great proactive forward thinking. He said they could also discuss the cost of having their own police department compared to a contract for law enforcement services. Assistant Sheriff Kearnan said they recently did contract renewals with the City of San Carlos, Half Moon Bay, Millbrae, and the Transit District. He said they are also exploring other contract opportunities and can share the model they are using for those cities. In response to the question regarding pursuit, he said they contracted with a company called Lexipol which is best practices and standards for the State of California, and which was vetted through their County Counsel. He said there are new and refreshed policies based on case log and recent lawsuits, so the pursuit policy has drastically and dramatically changed. He said they no longer pursue for many things such as property crimes, DUIs, and stolen vehicles. He said it is all published on their website which is currently in the process of being updated. He said this is all part of procedure justice and transparency through the Obama Administration's 21<sup>st</sup> Century Policing that they adopted.

Councilmember Derwin moved to appoint Councilmember Wengert and Mayor Hughes to the Subcommittee to review the Public Safety Contract. Seconded by Vice Mayor Richards; the motion carried 5-0.

(8) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Met with the Library JPA donor fund subcommittee where they discussed the contract and the allocation of funds. She attended the 2017 BAYMEC (Bay Area Municipal Elections Committee) Brunch. She attended the event held at Town Center honoring former Town Planner George Mader.

Councilmember Aalfs – Attended the second annual meeting of the California Community Choice Association (CalCCA), held on October 3 in Riverside.

Councilmember Wengert – Attended the second Home for All meeting where they discussed priorities. She said they brought social psychology into the process. She said the old model, where government was at the center – this group, for instance, would be the decision-making body – was antiquated and doesn't work. She said now the issue is at the center, and not the government, so the input is being taken from the beginning relative to the issue from all the constituent parties that are impacted by it. She said whatever they roll out will be much more centered that way where the group is just one of the many arms of that constituency. She said it was a very interesting approach that has obviously worked in a number of locations and places for the group. She said their first kickoff will occur in about two weeks. On September 28 she attended the C/CAG Bicycle and Pedestrian Advisory Committee Meeting where there were 27 presentations for the approximately \$3.5 million in grants. In response to Councilmember

Derwin's question, Councilmember Wengert said the recommendation would come to C/CAG in November.

Vice Mayor Richards – Attended the George Mader event held on October 30 and the October 9 ASCC meeting.

Mayor Hughes – Attended the October 2nd Parks & Recreation Committee meeting where they reported the fields were in good condition, discussed Zots to Tots which has been cancelled, and elected Steven Gillette as the new Co-Chair. Mr. Gillette encouraged ideas for reinvigoration of the committee, recruiting new members, and focusing on new activities. Mayor Hughes also attended the Bicycle, Pedestrian & Traffic Safety Committee special evening meeting held on Thursday, October 5, which had a good public turnout. He said the Sheriff reported 24 citations – 8 speeding and 16 parking. Public Works Director Young reported on the resurfacing project, an update on the grant, and announced that Windmill would be trenching for their utility. Mayor Hughes said there was a good community discussion about school pickup and drop-off times, pedestrian, traffic, and bicycle circulation in Town, and possible sponsorship of a study on some of these issues. He met with Town Manager Dennis, Public Works Director Young, and BPTS Committee Chair Ed Holland, for a site visit at Corte Madera crosswalk near the Priory and at Indian Crossing and Alpine intersection to observe morning traffic at schools. He spoke with Fire Chief Dan Ghiorso and President of Woodside Fire Foundation, Patrick Cain, about the progress of the remodeling of Fire Stations 7 and 8. Mayor Hughes said Chief Ghiorso was excited about the idea of including an ADU associated with Station 8.

(9) Town Manager Report – Town Manager Dennis reported that the October 3rd rodenticides event held by the Conservation Committee was a success and they continue to receive inquiries from residents. He said that work on the Vernal Pond continues, with completion expected by the end of this month. He said an update from new Communications & Sustainability Management Analyst (CSMA) Ali Taghavi to the community is forthcoming. CSMA Taghavi will first bring forward ideas on social media to the October 25 Council meeting. Town Manager Dennis attended the October 5 Bicycle, Pedestrian & Traffic Safety Committee meeting. He reminded the committee that if the grant is not awarded, they can request funds from the Council for a pedestrian/traffic study. He suggested CSMA Taghavi participate in outreach related to pedestrian issues over the next few months. Town Manager Dennis and Public Works Director Young toured around Portola Valley, trying to define neighborhoods as they relate to the Neighborhood Watch sign program.

**WRITTEN COMMUNICATIONS** [8:33 p.m.]

(10) Town Council Digest – September 29, 2017

None.

(11) Town Council Digest – October 6, 2017

None.

**ADJOURN TO CLOSED SESSION** [8:35 p.m.]

(12) **PUBLIC EMPLOYMENT**  
Government Code §54957(b)(1)  
Town Attorney

**REPORT OUT OF CLOSED SESSION**

Council appointed Cara Silver as Town Attorney.

**ADJOURNMENT [9:15 p.m.]**

Mayor Hughes adjourned the meeting.

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Mayor

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Town Clerk