

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 963, MARCH 14, 2018

CALL TO ORDER AND ROLL CALL

Mayor Richards 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, Craig Hughes; Vice Mayor Ann Wengert; Mayor John Richards

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Ali Taghavi, Communications & Sustainability Management Analyst
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Danielle Lacampagne, and Becky Dodson, with Citizens for a San Mateo County Gun Buyback introduced themselves and the history of how the gun buyback committee came about. She said Redwood City, San Mateo, and Belmont donated \$5,000 each, and San Carlos provided a \$50,000 matching fund. She said Woodside provided \$10,000 with a matching fund of up to \$5,000 for money raised by children.

CONSENT AGENDA [7:03 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of February 28, 2018.
- (2) Approval of Warrant List – March 14, 2018, in the amount of \$82,770.63.
- (3) Recommendation of Town Manager – Support for Future Gun Buyback Programs. *[Removed from Consent Agenda.]*
- (4) Recommendation from Public Works Director – Designation of Authorized Representatives for Disaster Assistance from the Governor's Office of Emergency Services
 - (a) Adoption of a Resolution Designation of Applicant's Agent Resolution for Non-State Agencies (Resolution No. 2754-2018)

Councilmember Hughes moved to approve Items 1, 2, and 4 of the Consent Agenda. Seconded by Councilmember Aalfs the motion carried 5-0, by roll call vote.

- (3) Recommendation of Town Manager – Support for Future Gun Buyback Programs.

Mayor Richards expressed his support of the project.

In response to Councilmember Hughes' question, Town Attorney Silver said the issue is agendaized as a Consent Agenda item, so it is within the Council's purview to direct the Town Manager to make an appropriation. She said if a budget amendment is necessary, that could be brought back to the Council at another time.

Mayor Richards asked for clarification of how the matching funds work. Ms. Lacampagne said the Mayor of Woodside discussed interacting with children to do fundraising. Councilmember Derwin said she believed the kids were up to the challenge. Councilmember Aalfs said he is meeting with the School District tomorrow and can bring up the issue.

Councilmember Hughes moved to support the Gun Buyback Program by donating \$10,000, plus an up to \$5,000 match for money raised by the youth of Portola Valley. Seconded by Councilmember Derwin the motion carried 5-0, by roll call vote.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (5) Recommendation from Assistant to the Town Manager – Request for 2017-18 Budget Amendment for Development of Town Center Microgrid Proposal

Councilmember Aalfs explained this item is a follow-up to last month's study session on the microgrid proposal. Representatives from GridScape and Clean Coalition were present at tonight's meeting to answer any questions. He said they have asked for funding to develop a design and proposal -- \$5,000 to GridScape for an analysis of the Town's usage and \$10,000 to Clean Coalition, who will act as the Town's consultants to review the developing requirements, determine the appropriateness of the design, and review the proposal. The request is for a \$15,000 budget amendment for consultant services, as detailed in the staff report.

Vice Mayor Wengert asked regarding the timeline of the proposal. She said this could be almost an implicant approval of a potentially larger project and she was hesitant to approve that forward momentum before making sure there is enough time for the Town to consider this proposal in the context of others that may require capital on a short-term basis.

Councilmember Aalfs asked if there was a significant lag time between the budget proposal and the start of the project for the Fremont fire station. Frank Bishop of GridScape said the longest part of that cycle was the permitting process because it was the first in the state. He said he understands Portola Valley wants to get this started fairly quickly and they can structure the timing to meet the Town's financial calendar.

Councilmember Hughes asked if the next step after these two pieces of work would be choosing a contractor and getting permits or if more design work would be required. Mr. Bishop said they would likely do the work, but they had discussed subcontracting with the electrician that did a lot of the work in 2008. He said they would typically take a deposit up front and start the permit process, getting the subs organized, etc. Councilmember Hughes asked if this fee for consultant services covered all of the design work. Mr. Bishop said it did.

Mayor Richards invited public comment. Hearing none, Mayor Richards brought the item back to the Council for discussion.

Town Manager Dennis asked if the Town received the proposal from GridScape in the next six to eight weeks, but the Council chose not to fund a microgrid project in the next fiscal year, what the value would be of the product a year from now. Mr. Bishop said unless there were physical changes to the plant, the cost of the work would be the same; however, the prices of some of the components may change.

Town Manager Dennis asked regarding the drivers of cost, other than construction. Mr. Bishop said the battery is the largest physical asset cost.

Vice Mayor Wengert said the Town Center Master Planning process is about to begin, the budget will be developed at the same time, and the Finance Committee will be working on the capital budget. She said those three different areas would converge a bit, all with capital demands, uses, or suggested expenditures that will need to be considered in the aggregate.

The Council discussed the length of time the proposal would be valid and the various factors that could affect future costs and fees. Mr. Bishop said they want to first get the document to the Council for review, eight weeks from now. Councilmember Aalfs said a decision could be made on that proposal as part of the capital planning process and they would have a decision prior to July, when the budget is established. Vice Mayor Wengert asked Town Manager Dennis if the capital planning process would be advanced enough for the beginning of the next budget year to factor in the Town Center and other potential uses. Town Manager Dennis said he was comfortable that it fits in fine and doesn't change the process, and it is just an additional element that will be included. Vice Mayor Wengert said her concern is that this is a large expenditure and will take out a fair amount of bandwidth next year, and she does not want there is undue pressure to move forward without fully vetting all of the alternatives. Mayor Richards said if the Town can't move forward for any reason, perhaps too much of a burden taken up by other resources, then it will just become a rebid issue. Councilmember Aalfs said if they receive a bid on May 15 and it is good for four months, that is enough time to make the decision. Vice Mayor Wengert said her concern is there will not be a full answer ready by the end of four months, particularly considering things seem to slow down for everyone in the summer. She said she did not want to hold up the process or constrain the vendors, but wanted the bid to remain the same for a reasonable amount of time. She would prefer to go a couple of months into the fall, allowing time for the variables of the Town Center Master Plan team and the Finance Committee work to match up. Councilmember Hughes suggested the proposal could include a price good through September 1, for example, and another price for September 1 through December 31.

Town Manager Dennis said he is anticipating the Town Center Master Plan process will be aligned enough so that the five-year plan will include those elements. He said Larry Strain would be attending the next Council meeting. He said scheduling the Master Plan Committee will take some time. He said they might not have the opportunity to fully go through the process with that Committee in time for the five-year, and if there are timely elements that need to be brought to Council for deliberation, it might come later. Vice Mayor Wengert said it would be up the Council to manage those processes to move them forward in a systematic way, so they are comparing the same things at the same time. Town Manager Dennis said there should also be a discussion about any item on the five-year plan that involves significant labor, taking into consideration how expensive construction is right now.

Councilmember Derwin moved to authorize a budget amendment for \$15,000 in fiscal year 2017/18 for consultant services for the development of a Town Center Microgrid proposal with the proposal being valid for four months from the date of receipt. Seconded by Councilmember Hughes; the motion carried 5-0.

(6) Recommendation from Communications & Sustainability Management Analyst – Selecting a Name for Portola Valley's Accela Application

Communications & Sustainability Management Analyst Ali Taghavi presented the background of the Accela project and presented potential app names to the Council, as detailed in the staff report.

Mayor Richards invited questions from the Council.

Councilmember Derwin asked if it was thought this app would mostly be used for people to lodge small complaints. Town Manager Dennis said he expected there to be an increase in the amount of code enforcement reports, service requests, etc. He said it would also provide an opportunity for two-way communication and more positive communication on a variety of issues.

Mr. Taghavi explained some of the features of the app such as class registration. Town Manager Dennis said the app is set up so that requests/reports are directed to the appropriate staff member.

In response to Councilmember Derwin's question, Mr. Taghavi said the code enforcement complaints could be anonymous.

In response to Vice Mayor Wengert's question, Mr. Taghavi said his name choice would be "PV Connect."

In response to Councilmember Hughes' question, Mr. Taghavi said they did discuss referencing historical Town landmarks in the app name, but in an effort to be crisp and concise, and so that the app is easily found in an app store, they preferred using PV. Town Manager Dennis said in surveying dozens of names in different apps, all included the name of the town or city.

Vice Mayor Wengert moved to name the Accela app "PV Connect." Seconded by Councilmember Hughes; the motion carried 5-0.

Councilmember Hughes suggested staff consult with experienced people for tips about presenting the app in app stores.

(7) Report by Town Manager – Portola Valley – Community Conversation about Housing

Town Manager Dennis introduced Peggy Jensen, Deputy County Manager of the County of San Mateo, part of the Home For All team. He said Ms. Jensen played a large part in the planning efforts for the very successful Community Meeting on Housing.

Town Manager Dennis explained the background of the issue and the Council's desire to understand the community's and residents' thoughts around housing issues and if staff should be doing more. Concurrent with those discussions, he said the County of San Mateo put aside money to support cities' efforts related to housing conversations. He said Portola Valley was one of four cities to receive a grant and that effort has been primarily around the community engagement piece.

Town Manager Dennis said nearly 70 residents, employers, and employees attended the Community Meeting on Housing event. He shared with the Council a slide presentation of the event, describing the various activities. He said the discussions were lively and very positive.

Town Manager Dennis said there were four primary themes heard from the tables – the importance of the cherished rural environment in Portola Valley; discussions about this family-oriented community where children who grew up here cannot afford to live here; maintenance of a vital workforce and location of emergency personnel; and Portola Valley residents' creative solution-making talent. Town Manager Dennis said there was a lot of interest in the ADUs and affiliated housing program.

Town Manager Dennis said next steps that were discussed included sending mailers to residents about the event, a page on the Town's website, future events, ADU workshops, business roundtables with a housing component, design, and staff sharing at board meetings of institutions such as The Priors, Alpine Hills, the school district, etc. He said it is important to keep the energy going related to what occurred at the community meeting. He said they also want to continue conversations around elements in the Housing Strategic Plan, such as tying into the business roundtable, if there are institutions who want to learn more about the affiliated housing program.

Councilmember Hughes said that he learned that during morning rush hour more cars are coming into Portola Valley than are leaving. He said there are more people working in Town than probably perceived. He said this is not a residential community that people commute out of and mostly people are coming here to work in residents' houses.

Councilmember Derwin said there is an interest in ADUs on smaller lots. She asked how to begin that conversation. Town Manager Dennis said he has been impressed with the number of calls received from residents in the last week asking questions around these issues. He said they are looking at potentially May to start rolling out conversations about lots smaller than one acre.

Vice Mayor Wengert agreed that the ADUs really lit up the subject for most people. She said the discussion will be about potentially substantial changes to the current zoning to allow for more housing solutions.

Mayor Richards agreed now was the time because there is a regional conversation about ADUs.

Vice Mayor Wengert suggested engaging the affiliated housing partners. She said as these items are being prioritized, the expanded definition of the ADU and the affiliated housing should be top of the list.

Vice Mayor Wengert asked if there would be another community meeting and where it would fit in. Ms. Jensen said most of the towns and cities they're working with are having two events. She said if ADUs are something the Town would like to work on, with a similar format in terms of information presentation, conversation, and compilation of community input, then they could work with staff on that. Town Manager Dennis said calls have been coming in with very specific questions, things that have not necessarily been contemplated in the past. He is advising these callers that the callers need to show up and talk about their specific situations and how it could be solved for them. Ms. Jensen said that each of the tables at the community meeting were designed to have a specific mix of people with different perspectives. She said a lot of it was about sitting and listening to others, learning from that, and recognizing there are a lot of people in the community with a variety of different opinions. She said they would do a similar thing with second units so that people could hear things and ultimately respect different perspectives, ideally coming to some common conclusions.

Town Manager Dennis thanked Interim Planning Director Cassidy and Communications & Sustainability Management Analyst Taghavi for the time they put into this, and Home for All for their outstanding support. He thanked Councilmember Derwin and Vice Mayor Wengert for the time and effort they put into moving this forward and having a successful event. Ms. Jensen thanked the Council for their participation.

(8) Recommendation from Town Manager – Council Priorities Study Session, FY 2018-19

Town Manager Dennis presented a brief presentation and staff's recommendations that the Town Council accept a status update on the current Council Priorities for 2017-18 and provide staff with initial feedback on their priorities for the Fiscal Year 2018-19, as detailed in the staff report.

Mayor Richards invited questions from the Council.

Vice Mayor Wengert asked if the Council had provided Town Manager Dennis the order of these four priorities. Councilmember Hughes said he recalled that those four top-level items were called out but not prioritized. Councilmember Hughes said items on the list of projects were slotted under those four headings.

Town Manager Dennis said the items listed in the progress update sheet that are ongoing, underway, or delayed should be reviewed as to how they should fit into the 2018-19 priority list. He said some of the ongoing items may be finished by this year and some are always ongoing. Town Manager Dennis said Housing and the Town Center Master Plan were not included on the list but have been ongoing for a couple of years.

Vice Mayor Wengert suggested Housing should indicate moving beyond planning and more toward implementation of some of the initiatives.

Councilmember Derwin suggested Resident Resiliency should include planning for a fire – what was learned from the wine country fire, fire management of the property, evacuation drills, etc. Town Manager Dennis said 2(a)(i) Emergency preparation outreach work, would incorporate some of that. He said a significant dialogue has been started with the Fire Protection District. He said a big product will be presented soon related to communication issues. He said he and Assistant to the Town Manager de Garmaux recently spoke with approximately 80 Sequoia residents about SMC Alert and plan to continue with those types of outreach efforts.

Councilmember Derwin said, regarding reviewing the needs of youth, the ideas for that need to come from the youth. Town Manager Dennis said that section includes things like support of a new committee and if the CAC or Parks & Recreation Committee should have more events to support those needs. He said there are more children in Town and their needs are different. He said that may mean something such as coordination with the Library or things haven't yet been considered.

Town Manager Dennis went through the progress update of the items on the 2017-18 Priorities list.

Councilmember Hughes said he preferred the category of Master Planning generally, which includes elements of rural character – such as pedestrian study, changing the ADU rules, the Town Center project, Open Space planning, and microgrid. He said the goal is maintaining the rural character, but also includes adapting and figuring out the coordinated planning. Mayor Richards said that should be built into how the Town communicates with new people in Town, current residents, and people with grandiose development ideas. He said it will require ongoing communication by people in Town. Vice Mayor Wengert said it is very much part of Master Planning. Mayor Richards said the attitude part of it is also very important.

Town Manager Dennis said there are many items listed under Master Planning, and obviously, they cannot all be completed in a year. He said these are staff's recommendations of things to start thinking about. He said, for example, perhaps certain elements of the General Plan could be tweaked. He said Assistant to the Town Manager de Garmaux is anxious to do a Sustainability update because a lot has happened in the world of sustainability and the State requires the Town to show that comprehensive updates are being done periodically.

Mayor Richards said it would be helpful to have a list of when each element was last reviewed. Councilmember Hughes this would likely be an ongoing discussion as they go through the budget process.

In response to Councilmember Derwin's question regarding 2(b)(ii), Town Manager Dennis said the Conservation Committee started looking at the Spring Down Preserve, trying to create more than just a few plantings. He said he was particularly intrigued and thought about how that could be done in some of the other more used preserves, and said it has been an exciting effort. He said something needs to be put in place to reflect back on so they can better estimate what the budgetary and staffing requirements will be, and also to understand how the properties are intended to be used instead of just buying open space that sits there. He said the Town has a considerable amount of money available for the purchase of open space. He said he suggested to the Committee Chair to think about a plan instead of simply waiting for property to come available.

Town Manager Dennis said the Town continuously has issues related to multimodal use with regard to trails. He suggested the Trails Committee be given the opportunity to look at some of those issues.

Town Manager Dennis said facilities, buildings, and field maintenance costs currently get folded into Public Works Director Young budget in different places and are not easily teased out. He asked for a recommendation from the Council to tease that out more so that expenses are not buried in the budget.

Town Manager Dennis said software, for example, is becoming more important and being able to have something called an operational budget that supports what the Town does would be helpful. He said there could be conversations about how that gets funded.

Councilmember Hughes said community events or face-to-face engagement should be included. He said the Parks & Recreation Committee is looking at a lot of interesting things to potentially do next year. He said it would be good to have something on the list to help support the Committees' efforts in that. Vice Mayor Wengert said several of the items under 2(b) Master Planning could fall under a category such as a committee engagement/community engagement.

Town Manager Dennis said there are a number of entities in Town that touch community engagement activity – Parks & Recreation, CAC, Library, Arts Guild, Garden Club – that don't talk to one another. He said he discussed with Town Clerk Hanlon about putting together an All-Committee meeting, probably in the fall, to get everyone together.

Town Manager Dennis said the Town website could use some modernization and is a little cluttered in places.

Town Manager Dennis said there are always new social media that people get excited about. He said there is an appetite for that sort of engagement and it might be that Snapchat and Instagram and other social media outlets should be considered.

Town Manager Dennis said the staff is planning to revive the Town newsletter. He said a draft version is currently circulating internally through staff. He said they hope to launch it about the time of the budget. He said they are thinking about putting it out a couple of times a year around meaty issues such as the budget.

Vice Mayor Wengert said staffing should be on the priorities list.

Town Manager Dennis said Assistant to the Town Manager de Garmeaux is working on refining a package of elements around sustainability.

The Commission preferred the format of the 2017-18 priorities list, to include the categories of Housing, Committee/Community Engagement, and Town Operations. Town Manager Dennis will bring a revised priorities list to the Council for review.

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – Attended a Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed potentially opening a currently no-bike trail for children to be able to bicycle back and forth to school, possibly during limited time windows.

Councilmember Derwin – Attended a C/CAG Legislative and Regular Committee meeting. She reported that the Repeal SB-1 efforts are ongoing and the lobbyist thinks there will be enough signatures to have it on the ballot in November. She encouraged the Council to promote a no vote on it. She said they also discussed C/CAG's opposition to SB-827, Planning, and Zoning: Transit-Rich Housing Bonus, unless amended. She said they are supporting the Parks and Water Bond, Prop. 68. They filled two seats on BPAC with incumbents. She said there was a presentation by Carpool in San Mateo County. She said it is going well, but they are having trouble getting drivers and are considering increasing the incentives. They also heard a presentation by Commute.org. They reported there are 18 members on their JPA, and only three cities are not members – Portola Valley, Woodside, and Menlo Park. She suggested that the Councilmember Hughes research Commute.org. Councilmember Derwin was elected Chair of C/CAG. She announced C/CAG's "Floods, Drought, Rising Seas, Oh My!", a discussion on water management issues, on Friday, March 30, 2018. Councilmember Derwin attended the March 12 ASCC meeting where

they approved a new residence on 207 Westridge Drive and approved granting relief for an existing non-conforming fence at 5 Grove Court. She said they reviewed the revised Outdoor Lighting Ordinance and Lighting Design Guidelines, which may come to the Council April 25.

Councilmember Aalfs – Will meet with the Portola Valley School Board on March 15 to talk about the two campuses.

Vice Mayor Wengert – Attended a Parks and Recreation Committee meeting with Mayor Richards. She said there are 10 Committee members. She said it was an enthusiastic meeting where they discussed their mission and past and future events ideas. They are trying to do a fall picnic. She attended a San Francisco Airport Roundtable new membership ad-hoc committee meeting. She said there was no consensus regarding allowing Santa Cruz a voting seat. She attended the Roundtable Technical Working Group meeting on March 8. She attended a meeting with staff and representatives of GreenWaste to review the franchise contract agreement that expires in 2020.

Mayor Richards – Attended Emergency Preparedness Committee where they discussed the 2018 goals and annual training drills. He said they are hosting a Communications Radio Day on June 23. Woodside Fire wildlife fire training is on May 3 in Portola Valley. He attended a Cultural Arts Committee meeting where they discussed the Dengler Exhibit at The Sequoias, a children's photo exhibit, a pottery night on April 19, and sponsorships for Town events.

(10) Town Manager Report – Town Manager Dennis reported that Sunrise Trail was closed due to a resident encounter with a mountain lion earlier this week. He said Fish and Game and Public Works Director Young walked the trail and found no signs of habitation and the trail will be reopened tomorrow, but with warning signs. He reported that a Neighborhood Watch Captain's Meeting is scheduled for March 15 and Selena Brown from Woodside Fire Protection will talk about CERPP. Town Manager Dennis reported that Capt. Corpus will schedule another "Coffee with the Deputies" event in late-April and may do a Scan/Resident Safety seminar at some point. Town Manager Dennis attended a Friends of the Library meeting on March 13 where they discussed facility management and coordination, and how to ensure the Friends, the Library, and staff talk to one another about priorities. He said the fields are open and look great. He thanked Justin Bixby for the work he did. He attended the GreenWaste franchise contract meeting. Town Manager Dennis said there is an upcoming discussion with the Sheriff's office on their contract. He reported there is a Finance Committee meeting scheduled for April 9. He visited The Sequoias with Assistant to the Town Manager de Garmeaux and discussed emergency communications and other more general topics. He reported th

at the Town playing fields are now open. Town Manager Dennis said the Town received a report from the San Mateo County Grand Jury regarding ALPRs and access to information on the Town's website.

WRITTEN COMMUNICATIONS [9:28 p.m.]

(11) Town Council Digest – March 2, 2018

#8 – Memo from Town Clerk regarding AB 1661 Anti-Harassment Training, Friday, March 2, 2018. Councilmember Derwin asked how many will be attending this training.

#10 – Invitation to March Council of Cities Dinner Meeting – Daly City Hosting – Friday, March 23, 2018. Councilmember Derwin will attend the March Council of Cities meeting.

#11 -- Press Release: Peninsula Clean Energy's ECO100 Now Green-E Certified – March 1, 2018. Councilmember Aalfs asked if the report was posted to the PV Forum. Town Manager Dennis will check on this.

(12) Town Council Digest – March 9, 2018

#2 – Invitation from HEART of San Mateo County re: May Fundraiser – Thursday, May 24, 2018.
Councilmember Derwin will attend the HEART fundraiser in May and encouraged fellow Councilmembers to attend. Vice Mayor Wenger will consider attending.

ADJOURNMENT [9:33 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk