

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 969, JUNE 13, 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, Craig Hughes; Mayor John Richards

Absent: Councilmember Jeff Aalfs, Vice Mayor Ann Wengert

Others: Jeremy Dennis, Town Manager
Brandi de Garreaux, Assistant to the Town Manager
Arly Cassidy, Interim Planning Director
Doug Radtke, Finance Director
Starla Jerome-Robinson, Interim Finance Director
Cindy Rodas, Accounting Technician
Howard Young, Public Works Director
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Jerrie Welch thanked the Town for putting the Paso Del Arroyo landscape project on the agenda. She said she and her neighbors have been patiently waiting for many years for this area to be beautified. She requested that the project be moved from the 2019-20 budget to the 2018-19 budget. She said other neighborhood residents have also sent emails expressing thanks that the project is finally moving forward, but also requesting that it be moved up to the 2018-19 fiscal year budget.

Town Manager Dennis said for a long time there have been conversations about doing something different with the remnant trail on Paso Del Arroyo. He said that at the time of the budget preparation, staff decided to put the trail project in year two of the five-year plan until certain legal issues were resolved. He said the potential cost of the project was not able to be accommodated in the '18-'19 budget.

CONSENT AGENDA [7:05 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of May 23, 2018.
- (2) Approval of Warrant List – June 13, 2018, in the amount of \$128,879.34.

Councilmember Hughes moved to approve the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 3-0, by roll call vote.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (3) Recommendation by Town Manager – Fiscal Year 2018-19 Council Priorities.

Town Manager Dennis described the development of this guiding document for budget and work prioritization. He pointed out this priority list is a living document in that priorities change, some items get held over and continued into new fiscal years, and it adjusts to reflect the continuing desires of the

Council. Staff recommended the Town Council adopt Fiscal Year 2018-19 Council Priorities, as detailed in the staff report.

Mayor Richards invited questions from the Council.

Councilmember Derwin asked where the consideration of modifications to the Second Unit Ordinance is addressed on the priority list. Town Manager Dennis said the intention is to include it in the Housing Strategic Plan – Part 2. He said they will call it out in that section as a specific item, under continued engagement with residents. He said a study session with the Council regarding ADUs is tentatively scheduled for July 11, 2018. He said staff is working on potential workshops to discuss some of the items that will be brought to the Council.

Councilmember Derwin asked regarding the Wellness Program for staff. Town Manager Dennis said, although not completely defined yet, creating a Wellness Program has been a conversation among staff for some time. It could include health-related incentive programs, transportation initiatives for staff, gym memberships, flexible work hours, etc. Assistant to the Town Manager de Garmeaux said Administrative Assistant Teresa Bowerman will be the main lead on this project. She said they plan to develop the program within the first part of the fiscal year, with implementation beginning in the second part of the fiscal year. Town Manager Dennis said a strong Wellness Program is important to employee retention and appreciation.

Councilmember Derwin said she was very supportive of the Meet & Greets and said they were well received. She encouraged involvement by more staff and Council members. Town Manager Dennis said another Meet & Greet will be announced shortly.

Councilmember Derwin suggested moving the Green Infrastructure in Setbacks Ordinance to the top of the list. Town Manager Dennis said that it can be brought as a discussion item for continued massaging by the Council. He said staff time has been scheduled to continue work on this item in the next few weeks.

Mayor Richards agreed with the description of the list as a living document that includes a fair amount of overlap. He said he was somewhat confused about why Housing-Related Conversation was being listed under Strategic Planning instead of Housing. Town Manager Dennis said the intention in A through E was to indicate that the Council had already begun a series of Strategic Planning efforts without it being under that moniker. He said these were past or continuing efforts to acknowledge the Council's direction to staff as it related to a series of Strategic Planning efforts.

Mayor Richards suggested traffic-pedestrian issues be added to the "Discussions on community-wide interests, including parking and dogs" item.

Councilmember Hughes moved to approve the Fiscal Year 2018-19 Council Priorities. Seconded by Councilmember Derwin; the motion carried 3-0.

(4) Presentation by Town Manager – Review Proposed 2018/2019 Fiscal Year Budget and Set Public Hearing

Town Manager Dennis said staff is proud that in a challenging situation with uncertainty after the loss of the Town's previous Finance Director, they found Interim Finance Director Starla Jerome-Robinson, who has done a great job guiding staff through the budget process. He also acknowledged the tremendous amount of work and attention Accounting Technician Cindy Rodas put in over the last six months over all aspects of the Finance Department. He said because Ms. Rodas has done such a tremendous job and essentially grew beyond her job description the new title of Finance Analyst is being created for her.

Finance Director Starla Jerome-Robinson and Accounting Technician Cindy Rodas presented an overview of the Town of Portola Valley Proposed Budget Fiscal Year 2018-2019, as detailed in the staff report.

Town Manager Dennis pointed out that the development of a five-year Capital Improvement Plan is the first time the Council has had the opportunity to look at anticipated major expenses over a span of time. He said it is an invaluable planning tool for the Council to understand how to allocate resources over time. He thanked Assistant to the Town Manager de Garreaux and Public Works Director Young, who spent a tremendous amount of time putting this together.

Mayor Richards invited questions from the Council.

Councilmember Hughes said he was at the Finance Committee meeting when the budget was reviewed. He said this year's budget was very well thought out and the Committee made very few changes. He said the five-year capital plan is a very helpful addition.

Councilmember Derwin asked regarding the Park in Lieu funds. Interim Finance Director Jerome-Robinson said last year someone subdivided land, which required a park in lieu fee, which is used for park improvements. Town Attorney Silver said those are sometimes called Quimby Act fees, typically used for developing new parks or expanding the use of a park to serve residential subdivisions, not for repair and maintenance. Councilmember Hughes asked if those funds could be used similar to how Open Space funds are used, to help bring a piece of land up to a certain standard. Councilmember Derwin asked if it could be used to create a dog park. Town Attorney Silver said those uses would be allowed.

Councilmember Derwin asked where the \$6,476 came from in the Open Space-Contributions toward the Town's Open Space funds line item. Interim Finance Director Starla Jerome-Robinson said that figure represents public donations.

In response to Councilmember Derwin's question, Town Manager Dennis said the Committees go through a process to request their budgets.

Councilmember Derwin asked for an explanation of Tyler Tech-Creating Planning Reports. Interim Finance Director Starla Jerome-Robinson said that is the name of the software.

Councilmember Derwin asked about the General Plan Consultant. Town Manager Dennis said the plan for the next fiscal year is to start a process to understand what needs to be done. He noted that it has been 21 years since the last comprehensive General Plan update.

Councilmember Derwin asked why the Springdown Open Space Improvement does not start until 2019-20. Town Manager Dennis said they anticipate starting it in 2018-19, but they didn't have exact figures to include. He said Council had asked staff to have a conversation with the Open Space Acquisition Committee to find out if they would support some of the continuing efforts that the Conservation Committee had highlighted. Those conversations will continue into the next fiscal year. He said staff anticipates coming back in the summer with a budget change to accommodate that. He said one of the considerations is that, based on what monies the Town gets and when, it may make sense to spread it out a little more over time.

Councilmember Derwin asked why Paso Del Arroyo was scheduled for 2019-20 and not 2018-19. Town Manager Dennis said staff had an estimated cost to the General Fund contribution toward capital projects in the range of \$30,000 to \$50,000. He said that would mean eliminating other higher priority items. There were also legal issues that had not yet been resolved. In response to Councilmember Derwin's suggestion to move something so the Paso Del Arroyo can be put on the 2018-19 budget, Town Manager Dennis said something could be removed from the current proposed budget or it could be added, resulting in more of a deficit expenditure.

Councilmember Hughes said there is enough cushion to cover this one-time expense for Paso Del Arroyo. He was supportive of moving the budget item to this year.

Mayor Richards asked what is involved in the process of removing the trail. Public Works Director Young said the current existing trail is asphalt on the side of the road on Paso Del Arroyo. He said the shoulder is extraordinarily wide, approximately 15 feet. Residents have commented that no one uses the trail. He said when the subdivision was created, the Town accepted the trail, so it requires that the Town Council approve removal of the trail, which was dedicated to the Town, or replace it with something more aesthetically pleasing. Public Works Director Young said the trail was originally supposed to lead to something but it in fact leads nowhere. The residents are requesting beautification for the roadway. The trail could be moved to the edge of the road, where it is more useful, and landscaping could be planted in that strip of land to relieve some of the aesthetic issues with cars parked at the garage. Town Manager Dennis asked Public Works Director Young if the idea of a trail replacement has been fully vetted with the residents. Public Works Director Young said that at the time he outlined the issues to the neighbors, he did not yet know for sure that the trail had been dedicated to the Town, but he explained the two options to the neighbors if it was a dedicated trail. After extensive research, Public Works Director Young learned that the trail was dedicated to the Town and the Town owns the entire right of way.

Mayor Richards asked Public Works Director Young why Street Sweeping dropped to \$681 last year. Public Works Director Young said the street sweeping is still the same cost but was funded from reimbursements received from C/CAG.

Town Manager Dennis said staff will try to get a more accurate estimate of the costs for the Paso Del Arroyo project prior to the next meeting. He will bring an amended proposed budget to the Council on June 27. Public Works Director Young will prepare a plan and meet with the neighbors to get feedback of their desires.

Councilmember Hughes asked if the Town is looking to retain that small strip of land or if there is a potentially interested adjacent property that would acquire it from the Town. Public Works Director Young said the Town only has the right of way on that property and does not own it. Town Manager Dennis said, in general, with regard to small pieces of property owned by the Town, the Town would default on the side of being reluctant to give up Town property.

Mayor Richards invited public comment.

Katrina Berube, 40 Paso Del Arroyo. Ms. Berube said she has been in Portola Valley for 63 years. She said the so-called trail is a very bumpy, horrible, ugly, useless thing. She said her husband and another neighbor have been mowing it themselves every couple of weeks. She said nobody uses it because it's so thisty, not even dogs will walk on it. She was not in favor of replacing the trail. She said the road has no traffic, it is very wide, and people just walk on the road because it is a short five-house cul-de-sac.

Jerrie Welch, 10 Paso Del Arroyo. Ms. Welch said when Hans and Carmen Biland first conceived of creating the court, they were very much against that trail; however, in order to get their permit to subdivide and get the lots for the five homes, they were required to put in that trail.

The Council directed staff to place the Paso Del Arroyo project on the 2018-19 budget.

Councilmember Hughes moved to approve the Proposed 2018/2019 Fiscal Year Budget as amended, moving the Paso Del Arroyo project to the 2018-19 FY budget, and set the Public Hearing for June 27, 2018. Seconded by Councilmember Derwin; the motion carried 3-0.

(5) Recommendation by Town Clerk – Calling of the 2018 Election and Giving Notice of an Election

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 6, 2018, for the Purpose of Electing Three Members to the Town Council (Resolution No. 2760-2018)

Town Clerk Sharon Hanlon presented staff's recommendation to the Town Council to adopt the resolution ordering and calling for an election for the purpose of electing three members of the Portola Valley Town Council on November 6, 2018, including consolidation of said election with the County of San Mateo, as detailed in the staff report.

Mayor Richards invited questions from the Council.

In response to Councilmember Derwin's question, Town Clerk Hanlon said nomination papers will be available on July 16, 2018. She said she could not quote a firm figure for the filing fees but expects them to be similar to past election fees.

Councilmember Derwin moved to Adopt a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 6, 2018, for the Purpose of Electing Three Members to the Town Council. Seconded by Councilmember Hughes; the motion carried 3-0.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – Attended the ABAG General Assembly meeting, where they discussed the budget process, Planned Bay Area 2050, San Francisco Bay Trail, MTC-Sacramento junket, and growth of CCAs in California. He attended the Finance Committee meeting. He attended the June 11 ASCC meeting where they discussed a less expensive preliminary review process for applicants to get direction from the Commission before final plans are developed. He attended the June 12, Bicycle, Pedestrian & Traffic Safety Committee special evening meeting, where a public speaker said he had nearly been hit three times in the last few months crossing the crosswalk on Alpine Hills.

Councilmember Derwin – Attended the HEART fundraising event at the Devil's Canyon Brewery. She attended a C/CAG meeting to set the agenda for the June 14 meeting. She attended a Home for All meeting where they discussed "Fees versus Units, Designing an Effective Inclusionary Policy," with Town Manager Dennis and Interim Planning Director Cassidy. She attended the Library JPA meeting, where they passed the budget, approved the donor funds, and elected new officers. She said Half Moon Bay will be opening their new library on August 18. Councilmember Derwin said the County is now requiring all volunteers, such as Friends of the Library, to be fingerprinted. She said three volunteers from Portola Valley refuse to be fingerprinted. Councilmember Derwin also attended the Ethics and Sexual Harassment Prevention training held in the Town of Atherton with Mayor Richards.

Mayor Richards – None.

- (7) Town Manager Report – Town Manager Dennis reported that the paving project will occur next week. He said they will put down slurry and immediately roll it in a test area on a portion of Portola Road to see if that is a good solution for the issues around the shoulder paving for bicyclists.

WRITTEN COMMUNICATIONS

- (8) Town Council Digest – May 24, 2018

#5 – Invitation to Display National Motto "In God We Trust" in the Council Chamber. Councilmember Derwin opposed.

#6 – Email from Mr. John Roney re: Request Council Opposition to SB 54. Councilmember Derwin opposed.

(9) Town Council Digest – May 31, 2018

None.

(10) Town Council Digest – June 7, 2018

None.

ADJOURNMENT [8:31 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk