

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 956, OCTOBER 24, 2018, HELD AT THE SEQUOIAS / HANSON HALL CALL TO ORDER AND ROLL CALL

Mayor Richards 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 Craig Hughes, Mary Ann Moise Derwin and Jeff Aalfs; Vice Mayor Ann Wengert; Mayor John Richards

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Brandi de Garneau, Assistant to the Town Manager
Howard Young, Public Works Director
Doug Radtke, Finance Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of July 11, 2018. *[Removed from Consent Agenda.]*
- (2) Ratification of Warrant List – October 10, 2018, in the amount of \$182,719.71.
- (3) Approval of Warrant List – October 24, 2018, in the amount of \$110,592.68.
- (4) Recommendation by Town Manager – Town Response to Grand Jury Report on Smoking in Multiunit Housing
- (5) Recommendation by Town Manager and Assistant to the Town Manager – Town Response to the Grand Jury Report on Cooperative Purchasing
- (6) Recommendation by Assistant to the Town Manager – Review and Approval of Amendments to Sustainability & Environmental Resources Committee Charter

Councilmember Aalfs moved to approve Items 2, 3, 4, 5, and 6 of the Consent Agenda. Seconded by Councilmember Derwin the motion carried 5-0, by roll call vote

- (1) Approval of Minutes – Town Council Regular Meeting of September 26, 2018

Vice Mayor Wengert moved to approve Item 1 of the Consent Agenda. Seconded by Councilmember Aalfs, the motion carried 5-0, by roll call vote

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (7) Report by Public Works Director – Conservation Committee Request for Expenditures at the Spring Down Open Space Preserve and Town Center Properties

Public Works Director Young presented the information in his report for the proposed vegetation programs for the Spring Down Open Space Preserve and Town Center property. If proposed programs are approved by the Town Council, a budget amendment to the FY 2018-19 Budget of \$70,000 for Spring Down Open Space Preserve and \$34,000 for Town Center is required.

Conservation Committee Chair Judith Murphy detailed the request from the Conservation Committee.

Vice Mayor Wengert moved to approve the proposed vegetation program for the Spring Down Open Space Preserve. Seconded by Councilmember Derwin, the motion carried 5-0.

Councilmember Aalfs moved to approve the proposed vegetation program for Town Center property. Seconded by Vice Mayor Wengert, the motion carried 5-0.

Vice Mayor Wengert moved to approve a budget amendment to the FY 2018-19 budget in the amount of \$70,000 for Spring Down Open Space Preserve and \$34,000 for Town Center property. Seconded by Councilmember Aalfs, the motion carried 5-0.

(8) Recommendation by Town Manager – Town Response to Grand Jury Report on Pension Costs

Town Manager Dennis reviewed his staff report regarding the 2017-18 San Mateo County Grand Jury report entitled “Soaring City Pension Costs – Time for Hard Choices.”

Councilmember Hughes suggested an amendment to finding F13 of the response letter to the Grand Jury, noting that the Town disagrees with this finding as it relates to its own pension liabilities. The Town has proactively managed its pension liabilities and is reviewing options to further strengthen the Town’s position using trust funds.

Vice Mayor Wengert moved to approve the amended response letter to the Honorable V. Raymond Swope, Judge of the San Mateo County Superior Court. Seconded by Councilmember Aalfs, the motion carried 5-0.

(9) Recommendation by Town Manager – Formation of a Council Subcommittee for Town Manager Annual Performance Evaluation.

Mayor Richards and Vice Mayor Wengert were unanimously appointed to the Subcommittee.

Councilmember Derwin – Attended Library JPA meeting and reported on an approval to advance funds

(10) Recommendation by Town Manager – Council Assignments to Housing Strategic Plan Tasks.

Town Manager Dennis introduced the item and recommended that the Town Council assign Councilmembers to various tasks outlined in the Housing Strategic Plan, and to specific ongoing housing efforts.

The Town Council approved Council Assignments as follows:

1. Affiliated Housing on Stanford Lands – Vice Mayor Wengert and Councilmember Derwin
2. Affiliated Housing at the Priory and the Sequoias – Mayor Richards and Councilmember Hughes
3. Expansion of the Affiliated Housing Program – Councilmembers Aalfs and Derwin

4. Review of the Town's Inclusionary Housing Fund and potential expenditures – Vice Mayor Wengert and Councilmember Hughes
5. Second Unit/Accessory Dwelling Unit (ADU) Ordinance change technical support – Mayor Richards and Councilmember Aalfs
6. Home for All Round Two support – community engagement efforts – Vice Mayor Wengert and Councilmember Derwin

(11) Recommendation by Assistant to the Town Manager – Review and Approval of Amendments to Communications & Sustainability Management Analyst Job Description

Assistant to the Town Manager de Garmeaux introduced the item and recommended that the Town Council approve the amended job description for the Communications & Sustainability Management Analyst, including a new title of Communications & Community Engagement Analyst to more accurately reflect the changes made in the job description.

Councilmember Derwin moved to approve the Amendments to Communications & Sustainability Management Analyst Job Description and change in title to Communications & Community Engagement Analyst. Seconded by Councilmember Hughes, the motion carried 5-0.

(12) Presentation by Assistant to Town Manager – Roll-out of PV Connect Communications App

Assistant to the Town Manager de Garmeaux presented the Town Council with information on the many uses of the PV Connect Communications App. Ms. de Garmeaux explained how the app will help residents, businesses, and visitors access Town services and information. Residents can report issues like a pothole, a downed tree and alike, all by downloading the app to their smartphone or desktop.

Users will be able to access Town Council, Commission and Committee agendas, class registration, emergency preparedness and event information.

The app utilizes a smartphone's GPS capability to pinpoint the location of a problem, or the user can input a custom address. Users can also attach photos of the issue they are reporting.

Ms. de Garmeaux described her plan for publicizing the app and the anticipated launch date of Thursday, November 1, 2018.

The Town Council was pleased with all the new app has to offer and thanked Ms. de Garmeaux for her tremendous work.

(13) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Hughes -

The Finance Committee met on October 22 and discussed investment funds and the filing of Form 700.

Councilmember Derwin -

Aileen Cassinetta was named the 2019-2020 Poet Laureate. She attended a Resource Management Climate Protection meeting and discussed electric grid integration and implementation. Attended a Sustainability & Environmental Resources Committee meeting and discussed leaf blowers and revision of committee charter. She also attended a San Mateo County Water Coordination Committee meeting, and Ad-Hoc Housing on Town Owned Property, and a Foundation for San Mateo County Libraries meeting. She also attended a meeting in Los Angeles to discuss managed lanes for traffic control.

Councilmember Aalfs -

Attended a Peninsula Clean Energy meeting.

Vice Mayor Wengert -

Attended an October SFO Community Roundtable meeting. The FAA was in attendance, and there was a discussion on the high growth at San Francisco Airport. She also attended the October 22 Finance Committee meeting, which was reported earlier by Councilmember Hughes with the addition of discussion, held about the possibility of the town changing banks. This topic will come before the Council at its November 28 meeting.

Mayor Richards -

Emergency Preparedness Committee continues to look for medical volunteers and is looking into upcoming emergency preparedness exercises. He attended the October 17 Planning Commission meeting that discussed ways to encourage ADUs in Portola Valley. He reported that the HEART Steering Committee is looking at ADUs.

(14) TOWN MANAGER REPORT

Town Manager said the recent search for crossing guard services has proven unsuccessful at this time. On October 15, staff held an all Commission/Committee meeting that was successful and well attended. On October 23, the ADU home tour visited three ADUs in town. The ASCC met on October 22 to look at design matters with ADUs.

Staff is seeing significant saving on water usage on fields, more information to come. On November 16, there is a scheduled demo of Pickleball on one of the sports courts.

WRITTEN COMMUNICATIONS

(15) Town Council Digest – September 13, 2018

None

(16) Town Council Digest – September 21, 2018

None

(17) Town Council Digest – September 27, 2018

None

(18) Town Council Digest – October 4, 2018

#5 – Councilmember Hughes noted the number of trees being removed

(19) Town Council Digest – October 12, 2018

None

(20) Town Council Digest – October 18, 2018

None

ADJOURNED TO CLOSED SESSION

21. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9 (d)(4): One (1)

22. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code §54957.6

Agency designated representatives: (Town Council, Cara Silver)

Unrepresented employee: Town Manager

REPORT OUT OF CLOSED SESSIONS

None to report.

ADJOURNMENT: *10:35 p.m.*

Mayor Richards adjourned the meeting.

Mayor

Town Clerk