

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 974, AUGUST 14, 2019

CALL TO ORDER AND ROLL CALL

Mayor Wengert 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 Maryann Derwin, Craig Hughes, John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None.

Others: Jeremy Dennis, Town Manager
Brandi de Garneau, Assistant to the Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of July 10, 2019. *[Removed from Consent Agenda.]*
- (2) Ratification of Warrant List – July 24, 2019, in the amount of \$268,245.58. *[Removed from Consent Agenda.]*
- (3) Approval of Warrant List – August 14, 2019, in the amount of \$279,479.36.
- (4) Recommendation by Town Manager – Reauthorization of the Town Treasure as the Authority for Management of the Town's Investment Programs.
- (5) Appointment by Mayor – Member to the Parks & Recreation Committee.
- (6) Report by Town Manager – Business License Ordinance Exemption.
- (7) Report by Planning & Building Director – Contract Amendment with Good City Company for Contract Planning Services.
- (8) Report by Assistant to Town Manager – Adoption of a Resolution Approving & Authorizing Disposition of Surplus Town-Owned Property.
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. __)
- (9) Report by Assistant to Town Manager – FY 2019-20 Budget Amendment to Appropriate Funds for Reach Code Support *[Removed from Consent Agenda.]*

In response to Mayor Wengert's question regarding Items 2 and 3, Town Manager Dennis further explained the One Concern software contract, that the \$5,000 fee was the first yearly payment of the three-year contract. He said he has scheduled a meeting with One Concern to discuss the content of a recent newspaper article.

In response to Mayor Wengert's question regarding Item 9, Assistant to the Town Manager de Garneau said the \$10,000 budget amendment is for grant monies that were received sooner than anticipated. The check was deposited on June 26, just prior to the end of the fiscal year, and wasn't accounted for in either budget. This amendment is to account for it and include it in this year's budget.

Councilmember Hughes made three corrections to the minutes. Betsy Morgenthaler requested to review the recording of the minutes.

Councilmember Aalfs moved to approve the Consent Agenda, including the minutes as amended. There may be further amendments based on Ms. Morgenthaler's review of the recording. Seconded by Councilmember Hughes, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

PUBLIC HEARING

(10) Public Hearing - Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Revised Fee Schedule for its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2807-2919)

Town Manager Dennis, with Planning & Building Director Russell and Assistant to the Town Manager de Garneau, described the proposed fee changes and proposed resolution to revise the Town's Master Fee Schedule. Consultant Nicole Kissam participated by phone.

Town Manager Dennis introduced an overview of the staff report describing the CPI increase, credit card use, Planning Department hourly rates, and additional changes to the fee schedule. Staff recommended adoption of the resolution, approval of the revised fee schedule, and ask that staff be directed to update the Master Fee Schedule to reflect the fee changes in one of the options listed in Attachment 3 to the staff report.

Assistant to the Town Manager de Garneau described the three options to bring the Fee Schedule current:

- Option 1: Immediately increase all fees by 13% for 2015 to 2018, plus the current CPI for 2019 (3.5%), per action at this council meeting.
- Option 2: Increase fees over two years: increase all fees by 6.5% plus the current CPI for 2019 (3.5%) per action as this council meeting; increase all fees by 6.5% plus the 2020 CPI in FY 2020-21 (estimate of 2020 CPI used in calculations).
- Option 3: Increase all fees under \$1,000 by the full amount (Option 1) and increase all fees of \$1,000 or more over two years per Option 2.

Mayor Wengert invited questions from the Council.

Mayor Wengert asked if sport user fees would be increased. Assistant to the Town Manager de Garneau said the proposal is to increase all of the fees globally.

In response to Mayor Wengert's question, Assistant to the Town Manager de Garneau said there had not been any outreach to the leagues about the proposed sport user fee increase.

Mayor Wengert asked regarding the Ford Field parking rental fee. Assistant to the Town Manager de Garmeaux said the fee is usually for an evening event and is rented out very rarely, somewhere between 2 and 10 times per year.

Assistant to the Town Manager de Garmeaux continued with the presentation, describing the proposal regarding credit card use fees.

Mayor Wengert invited questions from the Council regarding the credit card fees.

Councilmember Hughes asked if the intent was to distribute the processing fees across the board or to add a line item only to those who pay by credit card. He said he does not want to incentivize people to bring in checks because that costs more than the credit card processing fees. Town Manager Dennis said it is currently written as an additional fee to the credit card user. He said they could perhaps restructure it in a way that is more equitable. Town Attorney Silver said there would need to be some rational basis and formula for evenly spreading the fees among all users. She said at this point, there is not enough data indicating how many people would be using credit cards. She said going forward staff is exploring other payment platforms. Mayor Wengert said the point is to stop subsidizing that fee. Councilmember Hughes agreed but hoped there would be a simple way so that people are incentivized to pay with cash or checks. If there is not, he was supportive of passing the credit card fee onto the credit card user only. Mayor Wengert said the payment method will be evolutionary with technology (i.e., Apple Pay) and the idea is to pass on the cost of the transaction to the users so the Town does not absorb it.

Planning & Building Director Russell continued with the presentation, describing the proposal to increase Planning Department hourly rates, as detailed in the staff report. Consultant Nicole Kissam, from NBS, participated via telephone.

Councilmember Richards said he noticed a lot of refunds in the warrant list. He asked if those were generally C&D refunds or if they included the funds that were overestimated. He asked how the record was at guesstimating fees. Planning & Building Director Russell said staff looked at the deposit levels prior to 2018 and at that time it was felt the deposits were about right or could be a little higher in some cases. She said a fair number of refunds are processed for those deposits, which is to be expected, and they also ask for additional funds on a fair number of projects.

Councilmember Hughes asked about the indirect costs factored in (salaries, benefits, training). He asked if the long-term retirement liabilities, which have become an increasing component of the budget, are factored in. He asked if the additional payments made to CalPERS and OPED were factored in or were simply not being recouped, including not just the current contributions to those plans but also the yearly additional payments. Ms. Kissam said they would not typically include one-time paydowns or large adjustments because that would skew the rate. She said if there are pension costs or retiree costs in there, they are equivalent to the ongoing contributions based on the actuarial study or however those costs are determined and budgeted for the agency.

Mayor Wengert said the impact of the CPI is much smaller than going to a full blended rate approach. She asked if the municipalities listed are using blended rates or non-blended rates, meaning charging based on the level of seniority of the services divided. For example, Tom Vlastic might spend 10% on a project and others would assist at a much lower level. She said it would tend to disadvantage the projects that are straightforward and don't require a lot of field time, senior staff, or management time. Planning & Building Director Russell said the rates were a mixture of some blended and some analyzed by NBS. Ms. Kissam said she could only comment on Half Moon Bay, who uses a \$232 blended rate. She said any of the other rates north of \$180, \$225, etc., are indicative of a blended rate approach. She said she did not know the approach used by all of the agencies but said they all appeared to be in the range.

Mayor Wengert asked if all cities and towns now looking at this issue are going to a blended rate approach or if they are still doing it differently among the different jurisdictions. Ms. Kissam said it

depends on how they're set up, accounting practices, preferences, etc. She said the blended rate approach is probably more common in the last five to seven years. Planning & Building Director Russell said she was in San Carlos and they've used a blended rate for about that amount of time. She said a number of cities and towns that are using blended rate are around the \$200 range and have been doing it for two years now.

Assistant to the Town Manager de Garmeaux described the additional updates necessary to reflect the changes that were already adopted by the Council and/or current practices, as detailed in the staff report.

Mayor Wengert invited questions from the Council.

Vice Mayor Aalfs asked if the class instructor insurance was for liability. Assistant to the Town Manager de Garmeaux said because all of the instructors are independent contractors, they are required to either purchase insurance through the Town or independently. The fee schedule set it at \$50, but it was felt more appropriate to charge whatever the Town was being charged by the insurance company.

In response to Mayor Wengert's question, Assistant to the Town Manager de Garmeaux said the litter deposit is currently \$100. Town Clerk Sharon Hanlon said the fee has always been refunded and if there has been a problem she would work with the organization and residents.

Mayor Wengert invited questions and/or comments from the public. Hearing none, Mayor Wengert closed the public hearing and brought the item back to the Council for discussion.

Councilmember Richards said the comparison costs for current fees and future fees are quite staggering. He agreed that, assuming it has been carefully vetted and is meant to cover the Town's costs, it has to happen. He said if the missed increases over the last few years are to be implemented, it should be done as simply as possible instead of adding the complexity of Options 2 and 3. He suggested considering the basis for the rates of facility rental fees, particularly with resident fees for the Community Hall, memorial services, etc. He does not think it makes sense to raise those equivalent to everything else because the cost of taking care of those spaces has not likely increased to that degree. Town Manager Dennis said the costs he would associate with the fee rentals have changed a bit with regard to the amount of staff time put into it. He said staff resources are being used more to set up and break down rooms, provide IT services, and clean up. He said they discussed creating a fee associated with extra assistance that may be required under certain circumstances for events. For example, if someone is using PowerPoint and needs perhaps an hour or two of help, there might be a fee associated with that. He said it is worth considering that staff is spending more time supporting events than in the past but he cannot say there is a specific relationship between the increase in fees and what it would support. Councilmember Richards said it may be helpful to compare with other venues in the area. He said particularly in regard to the resident fee, it should be as reasonable as possible. Town Manager Dennis said Portola Valley's facilities are the finest in San Mateo County.

Councilmember Hughes said he prefers Option 1 to keep it simple. He said the biggest concern is the rate jump for the Planning Department. He said he hoped they could come up with some creative ways to continue to incentivize keeping it simple. He said the percentage increase in cost for the two different projects, whether complex or not, does not change and one is not relatively worse. He said the only difference would be that, previously, it was more expensive if you had a more senior planner involved. He said the more complex projects get a better advantage of the blending. He said this shows the Town has been under-recovering relative to the actual costs for many years so catching up is the right thing to do, but should be done in a way that is not accidentally incentivizing the wrong thing. He was supportive of Item 4, which is just a straightforward clean-up items that need to be done. He said, for future revisions, the Town should consider incentivizing the kinds of projects the Town wants applicants to bring forward.

Councilmember Derwin said it's unfortunate the Town has waited so long to do this and now requires a 13% increase. She was supportive of phasing it in over two years. She was supportive of the pass-

through for credit card fees. She said if people start writing checks to avoid the 3% fee, it should be looked at again. Town Manager Dennis said he doesn't have an issue with people writing checks. He said the point is that the credit card cost was being absorbed by staff.

Councilmember Derwin said she is uncomfortable with Planning Department fee going from \$81 per hour to \$204 per hour. She said that discourages people to build small. She said it would definitely have to be phased in and she would look for creative solutions from her colleagues. She was supportive of Item 4.

Vice Mayor Aalfs said he was supportive of all four items. He said adjusting the fees is overdue. He said it would be easier to do the increases all at once and the fallout will be dealt with only once instead of two years in a row. He said people are used to the standard practice of passing through credit card fees. He is supportive of the Town trying to fully recover the costs for the Planning Department. He said it is a big increase but is less than 1% of the cost of a full project. He said there is still an incentive to make something that falls within the guidelines that would require fewer Planning Department hours, and in that regard is a bigger incentive.

In response to Mayor Wengert's question, Ms. Kissam said the blended rate was based on fiscal year 2017-18 adopted budget. She said the staffing at the time in Planning was shared between Building, Planning, and Engineering, so the study took that into account in terms of how the Director was shared between those different divisions – a Senior Planner, an Associate Planner, and an Assistant Planner/Planning Tech. From there, they asked staff how they spent their time across different types of activities in Planning – administrative, training, support, etc. – versus other types of direct service delivery activities such as long-range planning efforts, code enforcement, providing public information, and time spent on planning application and review. That ratio developed a cost allocation formula based on labor costs. From there, they used it to allocate other types of costs – both labor and non-labor.

Mayor Wengert said the variable that continues to move is staffing, because the staffing in place in 2017 is very different that today. She asked if the higher levels the Town is paying now to a third-party contractor versus internal employees was included in the update to the analysis. Planning & Building Director Russell said the analysis was based on the staffing pattern at that time but it is common that Planning Departments have variable staffing and consultant planners. She said the methodology takes that into account somewhat. Ms. Kissam said in this analysis they assumed that any consultant costs would be charged separately to a deposit and this analysis focuses only on Portola Valley and staffing costs at that point in time, which was the '17-'18 year. She said the Town has a relatively small Planning Department which would have more fluctuation and change. She said most agencies would look at this an average of every five years, but Portola Valley may want to look at this again in three years. She said these types of studies are meant to take a snapshot of time, an average of a certain point in time, and then be updated as the organization changes and evolves.

Councilmember Hughes asked if Consultant Planners are passed through at their billing rates instead of the blended rate. Planning & Building Director Russell said staff has been passing through the Consultant Planner's hourly rate.

Town Manager Dennis said he and Laura discussed the transitional period from when Spangle & Associates stopped being the Town consultants to the internal model. He said there was something of a hiccup related to the hourly rate. He said there were hourly rates for Tom and Karen and then it appeared that in 2012-2013 staff created the new rates based on salary and benefits without considering the overhead piece.

Mayor Wengert said in a complex situation that requires a more senior level of expertise, the higher rate is appropriate. She said she struggles with the other end of the spectrum in terms of looking at the parity and the amount of increase for a smaller project or remodel, which will absolutely disincentivize people from even pulling permits. She said she is not reluctant to make sure the Town is getting cost recovery,

but is reluctant to agree that the best approach is a blended rate versus adjusting the rates appropriately upward.

Councilmember Richards said he is supportive of incentivizing smaller homes. He said there is a town in this region waiving all fees for ADUs. He said Portola Valley may not be able to afford to do that, but it should be looked into as a possibility. He said the rate change could be approved and then projects could be singled out to incentivize.

Councilmember Hughes said \$81 was not recovering the costs of Associate Planner Cassidy so a big part of the increase is fully recognizing her cost. The other part is the blending. He agrees that it would require more work to tease those two out. He said because the Town is so woefully under-recovering now, he would be inclined to go with this increase while that additional work is being done rather than leave it at the current low rates.

Mayor Wengert said she agrees that full cost recovery should be the goal with most of the categories of these increases, but she is not convinced that a blended rate in the Planning Department is necessarily the right way to go. She said she would be more amenable to looking at a revised schedule taking a blended average of the last three years and projecting forward estimating Good City this year and some staffing that hopefully will become more permanent. She said she doesn't want to create a lot of work but is hesitant to adopt a blended rate that potentially disadvantages renovations and smaller projects. She said she wants to make sure people will pull permits for their projects and not be alarmed at \$200 for a desk permit. Planning & Building Director Russell said there are a number of things the Planning Department does that do not require deposits and are at set fees. She said this proposal does not apply to ministerial permits, ministerial ADUs, or routine Planning and Building things they do that do not require discretionary reviews. She said the deposits are linked to discretionary reviews. She said the very small additions that do not go to ASCC and ministerial ADUs would not be impacted by this and would still pay the set Planning fee which is very affordable at about \$140.

Councilmember Hughes said it is difficult to split out the blending from the full cost recovery because so many of the costs are shared. He suggested going with the proposed model, with a slightly lower number so it's less of a shock, and then spend the next year thinking about if there's a better way to do it. If not, it can be \$204 plus CPI next year.

Mayor Wengert said much of the analysis will be reliant on how it's comparing to the current fully allocated costs. She said she does not want to hold up an increase but wants to see if it can be mitigated to some degree now to a reasonably comfortable level.

Town Manager Dennis said Atherton does not use a subjective, discretionary process. Woodside and Los Altos Hills have not updated their fee schedules since 2014. Half Moon Bay does a yearly CPI adjustment and has a blended rate at \$232. Woodside has a range of rates depending on the Planner.

Mayor Wengert said that at a minimum it should be implemented over two years. She would want to revisit in the aggregate level based on what is spent over this year. She said she is not comfortable raising the field fees. She said she would not want to institute a blanket fee increase without input from the users. She said that should be treated differently. She suggested sending it back to Parks and Rec so they can talk to the leagues about cost recovery.

Town Manager Dennis said it would be interesting to see if there was a change in permit activity between the time that they went from \$225 and \$165 to a lower rate. He said other factors are relevant but they can see if anything did change. Mayor Wengert said Public Works Director Young's team may have input regarding if the maintenance costs have been recovered. Town Manager Dennis said the analysis has been solely as to CPI increases. He said there are many analyses that can be done, per Council's direction, to bring back at a later date. Mayor Wengert said the fields should be carved out of this

because of the high level of interest and the need for more data. In response to Town Manager Dennis's question, Councilmember Richards said he would like to keep the facilities rental fees as is, if possible.

Mayor Wengert agreed credit card fees should be cost-recovered. She said in the interest of making sure the Town is closer to full cost-recovery, at least half of the proposed increases should be implemented this year, with Option 2. She said she would be very interested in making sure that at the end of this year, knowing what has been put in place, what the numbers are vis-à-vis these permits and fees.

Councilmember Hughes said his concern with Option 2 is that a \$100 fee will go to \$110 this year and another \$10 next year and it will look like there are two 10% increases in a row. He said if it's done all at once, it can be explained that it's a catchup, instead of looking like 10% every year. He agreed that the Planning Fee should not go straight to \$204. He said perhaps they could jump up to Woodside's level now and then \$204 next year. Mayor Wengert said she was supportive of that idea, pulling out the field and facilities fees.

Councilmember Richards asked if there was any interest in looking into specialized fees for ADUs and small homes as incentives. Mayor Wengert said it should be looked at, probably on the housing side. Councilmember Hughes agreed and said there are probably other incentives to look at as well, including any sensible housing production that should be encouraged.

Planning & Building Director Russell said there are a few permits, such as trees, that are set below full-cost recovery so increasing by CPI would help a little but are still well below cost recovery.

Town Manager Dennis said it sounds like there is collective interest in considering keeping specific fees at their current level. He said there are a few they will keep on a list, but he doesn't want the Council to walk away unfulfilled, perhaps feeling there should have been a more substantial conversation about certain fees and incentivizing. He suggested possibly a Council subcommittee or staff to put more thought into that part of it.

Mayor Wengert said the Town is five years behind in collecting CPI increases yet paying those increases in salaries and benefits and the delta is increasing. She said she feels the ones that are potentially sensitive have been pulled and she is comfortable with moving forward tonight with Option 1 for the admin and \$165 this year for Planning and \$204 next year.

Councilmember Derwin suggested the large increase be clearly explained to residents. Town Manager Dennis said one of his functions is to produce a summary of Council Meetings for subscribers, the Forum, and Next Door. He will provide this information in the summary tomorrow.

In response to Vice Mayor Aalfs' question regarding multi-year projects, Planning & Building Director Russell said the new rates will be effective 60 days from now. Starting on that day, it will be \$165 for the Planning hourly fee. When the rate goes into effect a year later, if someone is in a multi-year project, they pay the rate effective that day.

In response to Councilmember Hughes' question, Town Attorney Silver said another resolution would need to be adopted to increase the fees by CPI 60 days prior to the effective rate change. Assistant to the Town Manager de Garneau said the intention next year is to bring it to the Council as soon as they have the CPI numbers in February.

Councilmember Hughes moved approval of the proposed revised fee schedule with the following modifications: the sports field use fees, the community hall, and other facilities use fees of the Town Center be kept at their current levels, and the proposed Planning blended rate be set to \$165 for the current year and \$204 plus CPI for the following year, under Option #1 with all fees except Planning. Seconded by Councilmember Richards; the motion carried 5-0.

(11) Report by Public Works Director – Pedestrian Safety Study – Next Steps

Public Works Director Young introduced Paul Krupka of Krupka Consulting and Angela Hey from the Bicycle, Pedestrian & Traffic Safety Committee. Public Works Director Young presented the Pedestrian Safety Study and next steps. He summarized the background of the project to date, reviewed the Council's expressed interest, and the process going forward, itemizing the feedback he needs, as detailed in the staff report.

Mr. Krupka presented the engineering review of pedestrian safety in the school areas and major corridor streets. He describing the study context, the general and specific issues and improvement opportunities, and the proposed improvements, as detailed in the staff report.

Public Works Director Young asked the Town Council accept the Pedestrian Safety Study and provide feedback and provide direction as it relates to the Town's review process with its Commissions and Committees.

Mayor Wengert invited questions from the Council.

Councilmember Derwin said the Caltrans standards apply to the grant through the C/CAG Pedestrian, Bicycle & Traffic Safety TDA. She said in order to get that grant, the Caltrans standards must be adhered to. Public Works Director Young agreed. Town Manager Dennis said the Sheriff's Office is less likely to be able to enforce signs that are not to a standard because someone could claim they didn't know what the sign meant.

Vice Mayor Aalfs asked if there were repercussions from Caltrans for not adhering to their standards. Town Attorney Silver said for the most part the Town is preempted, for example, the Town is required under State law to use a uniform red stop sign. In terms of who enforces that, she said there is no legal enforcement. She said the Town would have some immunity if something happened but the immunity may not attach if there was a lawsuit and the Town was not following the standards.

Mayor Wengert asked if Mr. Krupka had identified any signage that was not compliant with Caltrans standards, particularly around the schools and crosswalks. Mr. Krupka said generally speaking, in his review, although maybe a little outdated or faded, the signs that are on the roads in town are to Caltrans standards. He said Corte Madera recently upgraded and is in line with the standards he's talking about. He said Ormendale devised a one-way system that works very well, and they have some unique signs. He said Portola Valley's signage is relatively consistent, which underscores the point about enhancing some of them.

Councilmember Hughes asked about the range of variability in the standards for the signage. Mr. Krupka said the standards provide for required features as well as a range for the optional features, such as yield markings, shark's teeth, visibility, and styles. He said choices are made based on appropriateness and engineering judgment.

Councilmember Richards said the flashing beacon setup would be the most noticeable but the least rural of all the signs. He asked if Mr. Krupka had any alternative suggestions for those crosswalks. Mr. Krupka said the short answer is no. He said there is a large beacon installation called The Hawk – a mast arm with three yellow and red light signals that light up upon activation by a pedestrian. He said the question is the utility of adding the rectangular rapid beacons in addition to the existing signs. He said the beacons are used to emphasize the location. He said the two locations where these are proposed have reversing curves. A driver proceeding at the speed limit or even less at those critical junctions needs to have the additional notice of the beacons.

Councilmember Derwin said there is \$285,000 in the budget. She asked if that budget amount would decrease if the grant is received. Public Works Director Young said the grant includes an option for partial

funding. He said it is a competitive grant that will be reviewed in October. He said he will bring a presentation when they find out in October how much they will receive. Whatever is received from the grant will replace the money budgeted and reduce the impact on the General Fund Reserves.

Mayor Wengert invited public comment.

Jose Iglesias. Mr. Iglesias said he has lived at the corner of Portola Road and Corte Madera for nearly 20 years. He said he has seen his share of near misses and accidents. He said he appreciates the way Public Works Director Young and Mr. Krupka have embraced his input, but he still sees the same inadequate proposal being brought forward. He said this proposal moves the sidewalk from a bad location to a worse location. He said Georgia Lane gets a significant amount of traffic that parents use as a parking place when picking up their children from Ormendale. He said the Priory also brings traffic twice a day and has increased significantly as the Priory increases their population and events. He said Brookside is basically a one-lane road, so if someone is coming out of Brookside, drivers must queue up before they can make the left turn onto Brookside right where the proposed walkway is located. He said the same applies to traffic going into the Priory. He said a couple of large rocks were placed on the dirt next to the bicycle lanes. Mr. Iglesias said he has seen at least four cars drive over the rocks as they try to illegally pass the traffic queued up to make a left turn. He said he appreciates raising the walkway, he doubts that will deter those who want to speed by and avoid the left-hand traffic going into the Priory. He said the parents going to Corte Madera School take the Corte Madera shortcut. He said the proposed placement of the walkway places it right in front of the cars coming out of the Priory that want to turn right onto Portola Road, which makes it an even more complex issue for those wanting to cross Portola Road. Mr. Iglesias showed where he proposed the new crosswalk be located.

Vice Mayor Aalfs asked Mr. Krupka if they considered Mr. Iglesias' suggested alternative. Mr. Krupka said Mr. Iglesias brought drawings to the last Bicycle, Pedestrian & Traffic Safety Committee meeting. He said Mr. Iglesias' alternative is a good one and he sees no issues with it. He said the presentation tonight is a concept showing the issues that need to be addressed with professional engineering applied. Mr. Krupka said he wants to look at the functions of the intersections that feed this whole area, the turning movements in and out, and alternative locations for crosswalks.

Councilmember Hughes asked if the probable costs in the chart were for engineering plus construction. Mr. Krupka said the preliminary opinion of probably cost is based upon furnish and installation cost, plus soft costs or design, administration, construction, and those kinds of things. Town Manager Dennis said where the costs become most variable is where they involve electricity. Public Works Director Young said it is noted that these are very preliminary figures.

Angela Hey agreed with Mr. Iglesias. She said she had walked the loop many times and going down the hill you are blinded on the left-hand side because of the bushes. She said she has to walk over to the right where she can go straight to the Priory and jump through the bushes there onto the trail. She said the elderly people doing their therapy walks should be considered. She said it is impossible to cross on the left because if a car comes along Portola Road and swerves on the blind corner, you've had it.

Carolyn Vertongen. Ms. Vertongen said this is one of those teaching moments where the Town learns more from their constituents. She said they have persistently come up with these ideas and persistently shown what works and what does not work. She said she hopes the Council will continue to listen to their input. She asked what is going to be done in the interim now that school is starting.

Public Works Director Young said they are aware the crosswalk lights are out right now. He said in the interim the Town has provided a crossing guard in cooperation with the Priory and the School District. He said the School District has agreed to go into contract with Woodside Patrol to take over that crossing guard service, providing a crossing guard in the morning at that location in front of The Priory and in the afternoon at Alpine and Corte Madera.

With no further public comment, Mayor Wengert brought the item back to the Council for discussion.

Councilmember Richards reluctantly accepted the need to put in flashing beacon systems. He said it's a tough one to swallow. He said he has come down that road and nearly been run over himself more times than he cares to count and it needs to be addressed. He said the proposed prioritization makes sense. He supported using Caltrans standards, keeping it as low key as possible, given the reality of the situation with too many cars on too narrow roads. He is supportive of moving to the next step and developing some designs. He is very interested in the Corte Madera-Brookside-Priory corner. He said it can be made safe for pedestrians but may be very difficult for drivers.

Councilmember Hughes commended staff, the Bicycle, Pedestrian & Traffic Safety Committee, and Mr. Krupka for this entire process. He said it is greatly appreciated by all of the residents who initiated this process with their concerns. He said the work product is exactly what he had hoped for. He said the level of reflection, input, and thought that has gone into this is reflected in the quality of the work. He was originally resistant to the flashing beacons but said is mitigated somewhat by the fact they do not flash unless someone is actively crossing. He said the Hawk is not only flashing and hideous and non-rural, but nobody understands them and they often create a worse traffic hazard than they solve. He said one of the issues with the way trees grow along the roadsides in Portola Valley, and with light and shade, is that one cannot see when someone is intending to cross. He has also thought moving the crosswalk to the other side of Corte Madera would be most appropriate but it will need more study. He said the only suggestions he is leery of, which may depend on the design of the final installation and options that Caltrans allows, are the speed warning signs. He was supportive of moving forward with design.

Councilmember Derwin accepted the Pedestrian Safety Study. She said some of these locations have been discussed for more than 10 years. She was supportive of the proposed locations. She suggested moving the crosswalk to Corte Madera as suggested by Mr. Iglesias and others. She said the flashing beacons are a necessary evil. She said the Caltrans standards must be adhered to in order to get the grant. She was supportive of moving forward.

Vice Mayor Aalfs agreed that, although not crazy about the flashing beacons, they work. He asked if the alternate option at the Prior crossing was adopted would be similar in cost to the proposal or would it be substantially different. Mr. Krupka said that, thinking conceptually, the estimate used had enough contingency in it to cover some things and is the same kind of improvement with the same basic cost. Vice Mayor Aalfs was supportive of moving forward.

Mayor Wengert thanked everyone for the work that's been done. She said there is a lot of engineering that needs to be done. She also thought that at the Brookside-Golden Oak-Alpine the crosswalk would be cut right off by someone turning off of Golden Oak coming down the hill, turning right onto Alpine. She said she's seen a lot of proposals for that crosswalk through the years and said a lot of work should be spent working on the decisions with all the data that would be needed at both locations. She said those intersections are at the top of the priority list. She supports the rapid flashing beacons. She said one of the biggest issues at the Priory intersection at Brookside has been people passing on the right.

Betsy Morgenthaler asked if the feasibility of a left turn lane at the Priory intersection could be evaluated.

Town Manager Dennis said the first time he, Councilmember Hughes, and Public Works Director Young went to that location, a resident stated that no one walks in town anymore because it feels dangerous. He said that statement was impactful and difficult to hear, especially for a Town that takes such pride in the trail system and bicyclists.

Councilmember Hughes said the early steps such as going through the Committees for templates and designs does not have to wait for the grant.

Councilmember Hughes moved to accept the Pedestrian Safety Study and directed staff to work with the Committees to put together these templates and move forward with the project. Seconded by Vice Mayor Aalfs; the motion carried 5-0.

Mayor Wengert called for a five-minute break.

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

Councilmember Richards – Attended the County Emergency Preparedness Committee meeting on August 1 where they discussed next year's various assignments for their subcommittees and tasks. They were looking for an available ATV for emergency and helicopter landing pad locations. Zonehaven is coming up with a potential evacuation template. He said the Station 8 remodel is coming up. He attended two HEART ADU Committee meetings. He said last week they interviewed five companies to present designs for preapproved units.

Councilmember Hughes – Attended Trails and Paths Committee meeting on July 16 where they sent their recommendation to staff regarding the Coal Mine Ridge Trail Map. Staff is now working with the Ranch to put it all into effect. Town Manager Dennis said the Ranch was proposing additional or alternative signage to assist with the issues they are having on Coal Mine Ridge and also proposed calling it a nature preserve. Collectively, the Committee recognized it would not opine on a naming issue. The Ranch sent him a letter saying they wanted staff to start the process of changing everything to the new name, which staff has no issue with and they will report back to the Trails Committee next week. Councilmember Hughes said the Committee is also planning a horse fair in May 2020. He said there were a couple questions raised regarding a trail running down into the top of the Wedge and along the side, whether or not it was a Town trail and if the Trails Committee had any supervisory authority over it or if it was part of the upcoming Wedge project. They wanted to put it on the Planning Director's radar to think about that trail as regards the site development that may be happening there. Town Manager Dennis described the trails, which are not Town trails. Councilmember Hughes said the Committee has two applicants for the open position and may be coming to the Council for permission to expand the Committee to add both applicants. He attended the ASCC meeting on August 12, where they discussed changes to the signage at the Sequoias. The Ranch presented their design guidelines. An application was approved for a 1,700-square-foot ADU which was reviewed by staff and the designated ASCC member. The Alpine Garden will operate for a month or two to see how things go and then likely come back with requests for some minor changes. Town Manager Dennis said he did the final walk-through with Planning & Building Director Russell. He said the issue was they had installed some lighting above the fence which they had to remove.

Councilmember Derwin – Attended C/CAG Leg Committee Meeting on July 11. She said the legislature had just gone on summer recess but they are now back and have two weeks to get all the bills on the floor by August 30. At that time the budget had been signed with \$750 million for housing. According to the lobbyist, the Governor strengthened the judicial path for cities that are not compliant with their housing elements come the next RHNA cycle. A judge will give the cities a year to catch up and if they are still not compliant, they will be fined \$10,000 to \$600,000 per month. If they do not pay, their State revenue will be cut off. They discussed SB-592 and took a wait-and-see approach. The lobbyist said this is not SB-50 part 2, but is actually an amendment to the Housing Accountability Act. She said the purpose is to tighten up procedures by cities so that if they reject a project for development, they have to provide a precise reason for why the project was denied. She said there is an idea coming up for a mega transportation measure in the nine-County area to raise millions of dollars for big ticket items like grade separations. She said a lot of transportation items were on the agenda for the board meeting including a presentation on the US 101 Mobility Action Plan, the TI Strategic Plan Update, the Advancing California Finance Authority, and the briefing on the upcoming RHNA cycle. The RHNA 6 cycle will kick off this fall for the next eight-year period, 2022 to 2030. The County must decide, through C/CAG, if they want to form a subregion, as they have in the last two cycles, and that decision must be made by February 2020. She said it's a bit different this time because RHNA is going to be much more challenging. She described the increased RHNA requirements, increased scrutiny and oversight, limited trading of RHNA, some of the

new requirements such as submitting allocation methodology, penalties for noncompliance, etc. Town Manager Dennis said staff will come back to Council in the fall to discuss RHNA. They will be asking for direction regarding trading of RHNA with neighbors. Councilmember Derwin met with Vice Mayor Aalfs, Planning & Building Director Russell, and Town Manager Dennis to discuss affiliated housing. Councilmember Derwin was sworn in as a member of the Floor and Sea Level Rise Resiliency District Board (FSLRR). She attended the Council of Cities meeting where the speaker was Martha Whetstone.

Vice Mayor Aalfs – Attended the Fire Committee meeting where they formed three subcommittees – Resident Communications and Outreach/Evacuation Routes; Home Hardening/Insurance/Infrastructure Back-up; and Vegetation Management/Defensible Space.

Mayor Wengert – Attended Parks & Recreation Committee meeting on July 22 where they discussed the picnic and Zots. Mayor Wengert attended the Garbage Franchise Subcommittee meeting with Councilmember Richards, where they are into the final reporting stages to finetune the last of the provisions with GreenWaste. They are encouraging GreenWaste to get information out to the public regarding the changes and options available. She attended the San Francisco Roundtable meeting on August 7. She said on September the airport is closing Runway 28L for 20 days which has resulted in airlines cancelling 15% of the flights. There will be delays averaging 1-1/2 to 4 hours and increased vectoring over Portola Valley. They also discussed that the FAA has passed new supersonic flight regulations in which the noise regulations have been relaxed. They are currently operating at a Level 5 standard and are rolling it back to a Level 2 standard, which was a 1974 noise standard. San Francisco Roundtable has been asked to appoint a liaison for the newly formed Santa Clara Santa Cruz Roundtable. The Roundtable approved Mayor Wengert's appointment to work with both the Santa Clara Santa Cruz Roundtable and the Oakland Roundtable.

(13) Town Manager Report – Town Manager Dennis reported that they are in the final stages of hiring Planning staff and hope to have more to announce next week. He thanked Councilmember Richards for helping in that process. He announced Zots is now open. The neighborhood cleanup was successful with 400+ people participating. The leaf blower event was not as well attended as hoped. Staff will return to the Council in mid-Fall to discuss an incentive trade-in program. Town Manager Dennis said the technology is not quite there to have a commercial leaf blower with enough batteries to make sense for the gardeners. He said the incentive trade-in program would be a resident has one in their home and lets the gardener use it. He said there should also be a limited number of commercial level blowers for gardeners who work primarily in Portola Valley. American Green Zone Alliance (AGZA) is providing a certification for cities that go all electric for these types of tools.

WRITTEN COMMUNICATIONS

(14) Town Council Digest – July 11, 2019

#4 Council of Cities Dinner Meeting. In response to Mayor Wengert's question, Town Clerk Hanlon said the count was at 47.

(15) Town Council Digest – July 19, 2019

#4 – Email from Resident Gary Morgenthaler re Frog Pond Park's status under Portola Valley's General Plan. Councilmember Richards thanked Mr. Morgenthaler for his informative letter.

(16) Town Council Digest – July 25, 2019

None.

(17) Town Council Digest – August 2, 2019

None.

(18) Town Council Digest – August 8, 2019

None.

ADJOURNMENT [10:37 p.m.]

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk