



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Tuesday, March 17, 2020
Community Hall at Town Center
765 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

COVID-19 DISEASE ADVISORY NOTICE

The San Mateo County Health Officer, in conjunction with colleagues from five other Bay Area Counties, has issued legal orders to help stop the spread of the coronavirus. These legal orders include directing all residents to shelter in place, with exceptions for visits to essential service providers such as grocery stores, gas stations, and pharmacies.

The Town will be broadcasting the March 17th meeting (and all subsequent Town Council meetings for the duration of this order) on AM 1680, the Town's AM radio station. Additionally, instructions to listen to the meeting on Zoom are below.

If you wish to ask a question of the Council at the March 17th or subsequent meetings during the duration of this order, please send an email to jdennis@portolavalley.net by 5:00 PM the day of the meeting. All received questions and comments will be read by the Mayor and addressed and will be included in the public record.

The public may attend this meeting in person, but we ask that all consider the above alternative options first. Should you still wish to attend, please adhere to the following preventative measure recommended by the County's Health Officer:

- The Health Officer has declared that gatherings pose a heightened risk of COVID-19 transmission, and that older adults and individuals with existing health conditions as identified by the CDC and attached as Appendix A to ORDER OF THE HEALTH OFFICER No. c19-2b (Revised) are at particularly serious risk if they contract COVID-19 and should not attend.
- Avoid shaking hands.
- Avoid touching your face, eyes, nose, or mouth with your unwashed hands.
- Social distancing—staying at least 6 feet away from all other people—should be attempted where possible.
- Cover your cough and sneeze.
- If you are not feeling well or are experiencing cold, flu, or other symptoms, stay home.

Teleconference Participation: This meeting will be conducted in compliance with the Governors Executive Order N-25-20 issued on March 12, 2020 allowing for deviation of teleconference rules required by the Brown Act. Some or all members of the City Council will be participating by teleconference. The purpose of this is to provide the safest environment for officials, staff and the public while allowing for public participation.

Join Zoom Meeting online
<https://zoom.us/j/858401460>

Join Zoom Meeting by phone
Dial by your location
669 900 6833
One tap mobile
+16699006833,,858401460# US

Meeting ID: 858 401 460

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 5:00 PM the day of the meeting. All received questions and comments will be read by the Mayor and addressed and will be included in the public record.

7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Wengert, Councilmember Richards, Councilmember Hughes, Vice Mayor Derwin and Mayor Aalfs

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

REGULAR AGENDA

1. **Consideration of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19)**

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

RESOLUTION NO.

URGENCY RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DECLARING EXISTENCE OF LOCAL EMERGENCY

WHEREAS, Government Code Section 8637 authorizes the Town Council to declare a local emergency; and

WHEREAS, Portola Valley Municipal Code defines a local emergency as “actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the governor's warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat”; and

WHEREAS, the Town Council hereby finds conditions of extreme peril to the safety of persons and property have arisen within the Town due to the following:

The Centers for Disease Control and Prevention has stated that a novel coronavirus named “COVID-19” is a serious public health threat, based on current information.

The County of San Mateo’s Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County. The Health Officer further clarified that implementation of activities prescribed in his statement March 5, 2020, is now critical;

On March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic; and

WHEREAS, implementation of the Health Officer’s direction may have immediate or future impacts on the Town’s ability to provide services to the community as follows:

Urgent modification to Town services, including temporary closure of the Portola Valley Town Hall, cancellation of upcoming non-essential Town sponsored events and meetings, and increased telework by Town employees; and

Additional service impacts such as temporary closure of Town facilities and/or postponement or cancellation of programs and services involving the Town’s recreation centers, library, and Town Hall including planning and building services; and

Reassignment of available staff to deliver the following essential services necessary to protect life and property of the Portola Valley community: emergency building inspections, public works emergency response, public information and Town Council support, and the internal services necessary to support essential services including payroll, accounts payable, procurement, information technology, and critical fleet maintenance; and

Reassignment of staff may impair ability to make progress on Town Council priorities and work plan and comply with mandated state and federal reporting; and

WHEREAS, the economic impact of COVID-19 is projected to cause significant reductions in Town revenues; and

WHEREAS, That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency;

WHEREAS, said Town Council does hereby find that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

NOW, THEREFORE, the Town Council of Portola Valley does hereby:

1. Declare that a Local Emergency now exists throughout the Town of Portola Valley, California;
2. During the existence of this Local Emergency, the Town Manager/Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and wellbeing of the public and mitigate the effects of the Local Emergency, including but not limited to public health, safety and welfare measures, employee service levels and purchasing and procurement;
3. During the existence of the Local Emergency, the City Council authorizes the Mayor to appoint a subcommittee of two council members to approve the warrant list on behalf of the Town Council in the event regular Town Council meetings are cancelled or prompt payment is needed while the Council is not in session.
4. During the existence of this Local Emergency, the powers, functions and duties of the Town Manager/Director of Emergency Services and the Town Council shall be those prescribed by state law, by the existing ordinances and resolutions of the Town Council as well as this resolution and any subsequent emergency orders or regulations adopted by the Town Council or Director of Emergency Services.
5. This Local Emergency shall continue until it is terminated by proclamation of the Town Council. Pursuant to Section 8630 of the Government Code, the Town Council shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant. The need for continuing this local emergency shall be reviewed within 60 days by the Town Council.

REGULARLY PASSED AND ADOPTED this 17th day of March, 2020.

Jeff Aalfs, Mayor

ATTEST

Sharon Hanlon, Town Clerk