

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 1010, April 14, 2021

CALL TO ORDER AND ROLL CALL

Mayor Derwin called the Town Council's Special Teleconference-only meeting to order at 7:00 p.m. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs, John Richards, and Sarah Wernikoff; Vice Mayor Craig Hughes; Mayor Maryann Derwin.

Absent: None

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

Attendees: Caroline Vertongen
Betsy Morgenthaler
Bob Turcott
David Cardinal
G. Kohs
Judith Hasko
Kristi Corley
Rita Comes

ORAL COMMUNICATIONS

Rita Comes shared that Thursday, April 22nd, is Earth Day. She wanted to know if anything is planned for community, especially the kids, to recognize this day.

Town Manager Dennis recommended that the Town Council pull item 5 off of the Consent Agenda for consideration and move it to another meeting, based on feedback he received within the last 48 hours.

CONSENT AGENDA

- (1) **Approval of Minutes** – March 24, 2021
- (2) **Approval of Minutes** – March 31, 2021
- (3) **Approval of Warrant List** – April 14, 2021
- (4) **Appointment by Mayor** – Member to the Ad Hoc Wildfire Committee
- (5) **Recommendation by Michael Tomars, Chair, Wildlife Preparedness Committee** – Recommendation Letter to Woodside Fire Protection District for Fire Code Amendments
- (6) **Report by Town Manager** – Code Compliance Survey Results
- (7) **Recommendation by Town Manager** – SB612 Support Letter – Community Choice Aggregation Legacy Resource
- (8) **Recommendation by Mayor and Councilmember Aalfs** – Adoption of a Resolution Condemning Anti-Asian Hate and Violence

- (a) Adoption of a Resolution of the Town of Portola Valley Denouncing Racism, Xenophobia, and Violence against the Asian American and Pacific Islander Community (Resolution No. 2844-2021)

Mayor Derwin invited comments from the public regarding items on the Consent Agenda.

Bob Turcott asked to share a statement regarding item (5) on behalf of himself and ten neighbors regarding the proposed extension of defensible space to 200 feet on slopes greater than 30 degrees. He said they appreciate the high priority the Town and staff have placed on wildfire preparedness, but they also feel that ordinances should be universally applicable and should not put some residents in the position of having to violate them if the risks of complying outweigh the benefits. He pointed out that wildfire is not the only hazard residents face. There are three properties in his immediate vicinity that suffered landslides requiring extensive engineering remediation. On the property, in which native vegetation was removed, a landslide resulted in the home being red tagged. He said they support Don Bullard and the Woodside Fire Protection District recommendations; however, they feel it's not their job to study things like ground movement potentials and weighing incremental benefits against other costs and potential risks; rather, this is the responsibility of the Town and its Committees. Mr. Turcott said he has reviewed meeting minutes and spoken with various committee members and feels that the degree of incremental benefits of the current proposal were not considered, nor were competing costs and risks. For example, the net effect of the recommendations on his own property would require more than 50 trees to be taken down; ironically, some of which have burn scars to evidence their survival of the most recent wildfire of over half a century ago. In addition, removal of them would require use of heavy equipment on a slope deemed by the Town map as unstable with landslide potential. He stated he would be happy to comply if the measures would significantly reduce the risk of structural loss in his neighborhood, but feels the data supporting this is weak or based on studies in dissimilar areas. He feels a more nuanced approach is warranted, considering not only slope instability as a cost, but also habitat destruction and fragmentation. His group wants to have confidence that destroying this habitat will yield more than a negligible return. His group is asking for that the proposal be sent back to the Committees for a more careful risk/benefit analysis, including input from relevant experts in geology, conservation, arborists with expertise in wildfire, and soils engineers.

Mayor Derwin responded that her property would be affected, so Mr. Turcott's comments got her attention.

Councilmember Wernikoff asked to pull item (6) from the Consent Agenda.

Vice Mayor Hughes asked to pull item (5) from the Consent Agenda.

Vice Mayor Hughes moved to approve Consent Agenda Item numbers 1, 2, 3, 4, 7 and 8. Seconded by Councilmember Wernikoff, the motion carried 5-0, by roll call vote.

(5) Item is tabled for the present.

(6) **Report by Town Manager – Code Compliance Survey Results**

Councilmember Wernikoff asked Town Manager Dennis what changes he and staff might be making as a result of the survey. Town Manager Dennis advised that staff does not have a recommendation at this time. He noted the drastic increase in the number of compliance calls, which he thinks may be related to people being home due to COVID. He said they feel the variety of issues requires further analysis on potential solutions. They are contracting with a part time consultant on the building side for code compliance, but there is a backlog. There have been 93 calls this year, where there are typically 45 to 50 calls in a year. He plans to bring this item back to the Council after looking at the information a bit further, but it will not likely be part of this budget process.

Town Attorney Silver added that they are looking into whether the Town has appropriate tools to potentially use for code enforcement activity. They are looking at bringing to the Council some options and alternatives in terms of issuing fine penalties and administrative citations, rather than just bringing criminal proceedings against somebody, which is the typical remedy for municipal code violations.

Councilmember Wernikoff moved to approve items 1, 2, 3, 4, 6, 7 and 8 on the Consent Agenda. Seconded by Councilmember Aalfs, the motion carried 5-0 by roll call vote.

REGULAR AGENDA

(9) Update from the Farmers' Market Operator

Mayor Derwin welcomed Nile Estep and Lisa Sheridan from Good Roots Farmers' Market.

Town Manager Dennis turned the meeting over to Mr. Estep, commending their efforts to keep the Farmers' Market running through difficult times.

Mr. Estep said they had run the market at the SAFE Market for a couple months, which he thought was a successful program. He described a new program they have been running throughout COVID, in which they have donated 30 to 50 boxes of organic vegetables a week through Portola Valley School District and have been able to reach out to East Palo Alto and other communities in need. They are excited to see things getting back to normal. He shared that he loves the diversity of the Portola Valley community. One of their focuses in the coming year is connection with the community by potentially utilizing the Park in various ways for events and celebrations, including partnering with local restaurants and stores. They have talked with Portola Valley Schools as well as The Priory regarding getting students involved in the Farmers' Market, potentially even as sellers. They envision having featured artists at the market. A new feature will include the availability of an EBT machine at the market for use by community members and senior citizens. Mayor Derwin asked Mr. Estep for a reminder of what EBT is. He explained that it stands for electronic benefits, which is basically the government food stamps system.

Town Manager Dennis mentioned one of the things the Farmers' Market has dealt with has been change in vendors and asked Mr. Estep to comment about that. Mr. Estep replied that there's been a larger draw for hot foods, although they try to ensure that the farmers are always present and accessible. He said vendors are always shifting, mentioning a couple of the loyal ones, but added they are looking to gain a couple more organic farmers. They have also added a couple of food trucks as well as a cheese vendor and a pasta vendor and will have around 25 total vendors during the summer season.

Mayor Derwin invited questions of Mr. Estep.

Councilmember Aalfs thanked Mr. Estep for his work over the last year in getting the community to the SAFE Market during the pandemic and the transition back. He said he visited the market last week, and it looks very good. Mr. Estep said it was a very collaborative effort, including Town Manager Dennis and staff.

Councilmember Richards thanked Mr. Estep for his efforts and expressed appreciation for the Market, stating that he had been there a month or so ago, in the midst of the pandemic. One of the vendors suggested something like a raffle to draw more people in. He wondered if this was a possibility. Mr. Estep said it was difficult to do this during the pandemic, but agreed that a raffle is good tactic, and that they do want to bring it back into the program.

Councilmember Wernikoff asked if traffic is up in the market, or if he is concerned about the volume at present. Mr. Estep replied that things are on a much better trajectory, estimating an approximately 20-percent increase in volume in the past three months. They're excited to hear vendors report that their sales are up by 20 to 30 percent.

Mayor Derwin said she has been checking out the market, and they were very busy last week. She said there had been some concern voiced in the community for the Market, but after seeing it, she is not worried and that they are doing a good job.

Town Manager Dennis stated that no action was required tonight, but he will be coming back to the Council with a contract renewal for the Market. He reiterated appreciation to Mr. Estep, Lisa and their team for working with the Town over the past year-and-a-half and for his responsiveness to ideas for helping the Market.

(10) **Study Session** – FY 2021-22 Council Priority Study Session 2 – Adoption of Priorities

Town Manager Dennis presented a slide show, describing the process so far, which started with a workshop early in 2021 with the Committees and Commissions to hear their ideas and incorporate as many as possible into a draft. In the February 24th study session, the Council responded to the draft set of priorities, sharing their own ideas, which were incorporated into the current version. The draft Council priorities for fiscal year 2022 has four areas. First, wildfire preparedness and emergency preparedness, consisting of a suite of projects to be completed in FY 2021-22. These include some items which have been previously discussed by the Council, which are required, including the state-mandated Safety Element and Hazard Mitigation Planning, as well as some new ideas, including a Virtual Emergency Operations Center.

Number two is land use projects and programs, which includes a number of major projects that the Planning and Building Department is responsible for over the next year and beyond. Some will extend into future fiscal years. Major projects will include the Housing Element update, Design Guideline changes recommended by the Wildfire Preparedness Committee, a General Plan update, the Stanford Wedge project and others.

The third priority, delivery enhancements, is an amalgamation of priorities related to ensuring services for residents and visitors at the level they were accustomed to before COVID. A few of the priorities in this area include the Town's website, which will be a key part of how the Town relates to the public and conveys information. Secondly, consideration of future staffing needs. Town Manager Dennis remarked that the volume of requests on staff for day-to-day work has drastically increased as well as the amount of time needed to spend on these tasks. Thirdly, there will be a focus on efforts to modernize aspects of Town operations, with use of tools such as PV Connect and enhanced project management tools for staff.

Priority area four is to focus on established programming. Manager Dennis pointed out that what the Town and staff normally do in an average year was completely subsumed by the pandemic, so the priority is to ensure that staff and the Committees have the time and resources to focus on the day-to-day tasks that make Portola Valley what it is, with a number of these established programming items listed in the staff report, red page 109. Town Manager Dennis concluded that he hoped the draft document captured what the Council asked them to do in the February 24th meeting.

Mayor Derwin invited questions or comments from the Councilmembers. Hearing none, she invited questions or comments from the public. Hearing none, she brought it back to the Council.

Councilmember Richards felt the list was better organized this year than in past years and was happy with the report.

Councilmember Aalfs concurred, feeling some of it is ambitious, but that it has progressed from the previous years' efforts of trying to refine the process to work smoothly and to include everything the Council feels is important and wants to do. He felt the report was a good result of something that's becoming a better process for all.

Vice Mayor Hughes agreed and added that he thinks the Council has managed to capture some less project-specific items, which require re-thinking how things are done in the midst of shifting demands. He

feels these help prepare for some of the challenges that are to come, such as the new Housing Element. He reflected on all of the changes in the past year due to COVID and feels there may be more to come. He felt the proposal managed to capture these things very well.

Mayor Derwin agreed with the positive comments.

Councilmember Richards moved to adopt the Priorities for fiscal year 2021-22. Seconded Councilmember Aalfs, the motion passed 5-0.

(11) **Recommendation by Town Manager** – Adoption of a Resolution to Increase the Purchase Order Requirement Levels

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Increasing the Expenditure Threshold Requiring Issuance of Purchase orders (Resolution No. 2845-2021)

Town Manager Dennis presented the proposal, drafted by him and Ms. Silver, which is an area that staff identified as a priority during the process of modernizing policies and procedures. Currently a purchase order is required for anything over \$500, and this amount has not changed for many years. An increasing number of purchase orders are required to be produced for basic needs as costs of doing business have risen over the years. In comparing with other similar communities, he found Portola Valley's threshold to be well under what he feels is a reasonable level. The proposal would be that any item over \$1,500 would require a purchase order, as listed in the policy and the Resolution.

Mayor Derwin invited questions from the Councilmembers.

Vice Mayor Hughes asked how the figure of \$1,500 was picked, because in looking at the table of other towns, most seem to be quite a bit higher than that. Town Manager Dennis responded that, in talking to other managers and analysis of staff's activities, he felt that this amount was in a reasonable range. He also shared that he didn't want to push the amount too much higher, but wanted to start here and if necessary, come back and revise the policy. Vice Mayor Hughes asked about having automatic increments in the policy, or if the plan was to come back to Council and ask for increased limits in the future when necessary. Manager Dennis responded that it was a placeholder to remind him to look at this in the future, since they do this for everything else. He said they felt that using a CPI increase did not necessarily make sense, so they will opt to review and analyze every few years and come back to the Council as needed.

Councilmember Aalfs asked what the current process is when an item under \$1,500 is purchased. Town Manager Dennis explained there are a variety of ways of going about it, such as credit cards for certain staff, or being invoiced through the normal process. He said the issue of purchase orders is particularly significant for Public Works where they have large numbers of these purchase orders between \$500 and \$1,500. Councilmember Aalfs asked if the Council would still see the purchases on the weekly check registers. Town Manager Dennis confirmed this. He added that it also affords staff some independence and authority to do what they normally do.

Mayor Derwin invited further questions from the Council. Hearing none, she invited questions from the public.

Rita Comes asked about the new software purchased by the Town to show more transparency. She said in reviewing the materials for the meeting she was reminded that there was to be training or an update on the new financial software, and there hasn't been any closure on this issue. Town Manager Dennis replied that an update in this regard would likely be provided in the Council's Liaison reports or his report.

Kristi Corley asked when the next Finance Committee meeting would be. Town Manager Dennis said they are preparing to have one in early May and may have two in May, one related to the audit, and one related to the budget.

Mayor Derwin invited further questions from the Council.

Councilmember Aalfs moved to approve the Resolution. Seconded by Councilmember Richards, the motion carried, 5-0 with a roll call vote.

(12) **Report by Town Manager – COVID Relief Bill Presentation**

Town Manager Dennis gave a summary of the American Rescue Plan Act of 2021, the COVID Relief Bill. Potential expenditures or budgetary actions will be starting with FY 2021-22 budget. The bill was signed on March 11, 2021, to provide additional relief to address the impact of COVID-19 on the economy, public health, state and local governments, individuals and businesses. The bill totaled \$1.9 trillion and includes \$350 billion for municipalities. The funds are to be used solely as it relates to COVID impacts, such as lost revenue, increased expenditures or economic harm. Staff is looking at the impacts over the last year, including lost revenue related to closure of the facility and expenditures for actions taken to prepare. The money cannot be used for pensions. It can be used for nonprofit groups and businesses. Staff is preparing recommendations for use of the funds to support businesses as they reopen and recover from the pandemic. Portola Valley's allotment is approximately \$860,000. Half of this amount is expected by the end of the fiscal year, and the other half will come later.

Town Manager Dennis said they are waiting for guidance from the Treasury Department on expenditure and looking at available resources to help understand how the money is to be spent. The bill states that the funds will remain available through December 31, 2024, but it is unclear whether this means the money must be spent or the money must be allocated. There will be extensive auditing to prevent fraud or mishandling of the funds. Initial expenditures would be included in 2021-22 but there is no obligation to spend all the money as part of next year's budget. Town Manager Dennis noted that all expenditures must be related back to the impact, so it is possible that less than \$860,000 is ultimately allocated.

Ms. Silver added that the situation is in a state of flux at present. For example, there is a provision in the bill that allows municipalities to use funds for infrastructure projects, defined as water, sewer and broadband; however, it is unclear whether wastewater or stormwater projects would be included in the definition of water infrastructure. She said they hope to have some regulations from the Treasury Department in the next 60 days. They are receiving input from those who would like to see the funds distributed in particular ways, such as Cal Water's suggestion to help customers who have not been able to pay their water bills. She said further input and potential options will likely be coming from the business community. She said staff has some initial thoughts relating to the budget, which can be developed over the coming years.

Vice Mayor Hughes asked if the funds can be used to reimburse for expenditures already made, for costs incurred over the past year-and-a-half. He noted that apparently some cities are simply accepting the funds as revenue. Town Manager Dennis reiterated that they are waiting for more guidance from the Treasury Department and hoping that comes out before the budget development begins to assure they are using the funds correctly. Vice Mayor Hughes suggested that larger cities may have expenses large enough justify this and that it may be a challenge for the Town to spend its allocation in approvable ways. Ms. Wernikoff mentioned lost revenues from classes and rentals at Town Center. Town Manager Dennis agreed this would qualify, as well as lost sales tax; and also impacts while Planning and Building was shut down.

Mayor Derwin invited comments from the public.

Kristi Corley noticed that a lot of the Committee budgets have not been used in the last year and wondered if those funds could be used for COVID relief as well. She suggested a bathroom at Ford Field to provide handwashing for the families at the field as well as for hikers and bikers, and people with disabilities, so they don't have to walk into Alpine to use facilities. She also suggested looking at traffic and road infrastructure for bike and pedestrian safety, fire and police, Willowbrook and Alpine Windy Hill parking.

Caroline Vertongen expressed her hope for transparency and would appreciate some type of public sessions in which the Finance Committee would release and explain to the public how the funds will be used.

With no further public comments, Mayor Derwin commented this was simply an update and that staff would return when there are more actual plans for use of the funds. Town Manager Dennis stressed that the process would be iterative as they learn more.

Vice Mayor Hughes pointed out that the purpose of the funds are COVID relief and the impact it has had in the near term more than the long term, and that the primary goal should be quickly getting the money out into the economy, to businesses which have been suffering, and to reimburse costs the Town has incurred, although there will likely be money left after that with which to consider some of the comments and suggestions that have been made.

- (13) Recommendation by Mayor – Adoption of a Resolution for Amendment No. 5 to the Town Manager Employment Agreement
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Amendment No. 5 to the Employment Contract for the Town Manager (Resolution No. 2846-2021)

Ms. Silver explained that the Town Council customarily conducts an annual performance review of the Town Manager and, in conjunction with this, evaluates the Town Manger's compensation. Last year, due to COVID, the Town Manager did not seek an adjustment. This year the Council appointed a subcommittee of Mayor Derwin and Vice Mayor Hughes to review the Town Manager's compensation, resulting in a recommendation to provide the Town Manager with a 4.36% raise, representing a two-year cost of living adjustment. Under the Brown Act, the Council is required to approve that contract at a public meeting and requires that the amount of the salary increase to be put on the record. A recent change in the law also requires this to be a separate agenda item as opposed to an item on the Consent Agenda. Ms. Silver reported that the increase in the Town Manager's salary is \$9,388 per year, bringing the new annual salary to \$244,713, with an effective date of May 1, 2021.

Mayor Derwin invited questions from the Council.

Councilmember Aalfs observed that the correct amount of the salary should be \$224,713.

Mayor Derwin invited further questions from the Council. Hearing none, she invited questions from the public. Hearing none, she brought the item back to the Council for further comments or a motion.

Councilmember Aalfs expressed his ongoing gratitude for Town Manager Dennis' efforts over his time with the Town and feels the increase is very well-deserved.

Councilmember Aalfs moved to approve the Amendment. Seconded by Councilmember Wernikoff, the motion carried 5-0, by roll call vote.

Mayor Derwin thanked Town Manager Dennis on behalf of the Council for his work over the past, extraordinarily difficult, year. She shared that this evaluation process was probably the most comprehensive and rigorous to date. She recognized Marci Scott [phonetic], Consultant, as very helpful in the evaluation process.

Town Manager Dennis expressed that he was humbled and very appreciative of the Town's supporting him in his dream job and for the recognition of his hard work this year.

- (14) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Vice Mayor Hughes reported he attended a BTS meeting in which there was discussion on Willowbrook and Windy Hill parking. Staff is working with the Committee and neighbors on this improving this. Secondly, he attended a Planning Commission meeting in which there was an update on some trenching and drilling based on a fault that was on the map. He said it looks like it is dead, and it is slightly to the left of where they thought it was. The Planning Commission considered a request for an exemption to the Town's utility undergrounding for projects. A home remodel had been completed, immediately followed by an installation of solar panels and EV charger. This requires a panel upgrade, which usually triggers an undergrounding from the street to the house. The applicant requested an exemption from this because the cost of the undergrounding would be somewhere around 140 percent of the solar installation itself. The undergrounding would have been required if the solar had been installed as part of the overall remodel, which would have reflected a much smaller percentage of the total project. The Fire Marshal had been consulted and advised there was no particular danger resulting from not undergrounding this particular project. The Vice Mayor commented that, while he felt the Planning Commission weighed the matter correctly, the Town should keep an eye on this type of situation to make sure people don't split large projects into smaller ones in order to skirt this type of issue.

Councilmember Aalfs reported on two meetings he attended. First, Nature and Science had a meeting to organize their first speaker seminar. Last Thursday, Roger Romani spoke on Black Holes. Councilmember Aalfs was able to hear approximately half of the fascinating presentation, and said it looked like at least 50 people were watching. He felt the Committee did a great job and there is clearly a lot of interest in the series. Secondly, he attended the Parks and Rec Special Meeting. Items discussed included a possible dog park space between the tennis courts and Portola Road. Although it is moving more slowly than some had hoped, they are still working on a pilot for this project. The Committee also discussed Zots to Tots and the Town Picnic and are considering combining it with a concert – not the PV Palooza, which was being considered last summer before COVID, but simply a Town Concert. He thinks they are leaning towards having Zots to Tots and the picnic in the morning and the concert later in the day, thinking this might be easier than organizing for two different events. He said he is excited at the prospects of being able to do this event, and there will be more details to come on this.

Councilmember Wernikoff didn't have any meetings to report on but did say she will attend the Cultural Arts meeting tomorrow, and the item Councilmember Aalfs just referred to is on the agenda, including discussion on how to combine efforts and do it all in one day.

Councilmember Richards attended an Emergency Preparedness meeting. The Virtual OEC was discussed and well-received. He was also pleased to report on the efforts to get authority and licensing for higher power for the Town's AM radio, which had come to a standstill waiting for the permit. He said fortunately Anna Eshoo was able to help move this along, and he described how the permit actually came through as they were in the meeting discussing the situation. Once it gets moved to the Cal Water site, it should be able to cover the entire town and some areas outside the town. Also, there was discussion on an ongoing question about how to present committee subcommittee reports to overall committee and to the public who wants to attend, fulfilling transparency requirements without having to make the meetings longer and longer. This is an ongoing challenge other committees deal with as well, so he welcomed ideas on this issue.

Mayor Derwin reported that she and Councilmember Aalfs attended a virtual Zoom meeting on March 27th, sponsored by San Mateo County API Caucus regarding the recent spate of anti-Asian violence, both nationally and locally. Data, stories, questions and ideas were presented. Participants included Sheriff Bolanos; D.A., Steve Wagstaff; Dr. Russell Jeung; and Justin Manalo. Mayor Derwin and Councilmember Aalfs created the Resolution, which was passed in the Consent Agenda, to support the Caucus and join in their efforts.

Mayor Derwin reported on a C/CAG Search Committee meeting for a new ED, which continues to be a long process. She reports there will be another meeting next week and an entire day on April 30th. The Committee met on April 2nd to go over the questions for the finalists, which will be asked by two panels,

one consisting of the Search Committee and the other, which will be a professional panel with members of Public Works and Transportation, for example.

Mayor Derwin reported she had her second Coffee on April 7th. It was a small group, a very nice meeting. Participants asked regarding things like fire fuel reduction and undergrounding in the wires on the evacuation routes.

Mayor Derwin attended a C/CAG meeting and forum on April 8th. There was a vote taken to support B.117, which is an electric bike incentive program, as well as AB.12, having to do with prohibiting toxic hazardous food packaging by 2023. This was followed by The Forum – three breakout sessions, which presented greenhouse gas reduction initiatives, stormwater funding shortfall solutions, and micro mobility. She felt the smaller groups were able to generate some interesting ideas.

Mayor Derwin attended an Express Lanes meeting on April 9th. She remarked it was Jim Harnett's last meeting prior to his retirement. She said there was a lively discussion and some controversy over a suggestion that the San Mateo County Transportation Authority apply the Express Lanes Project Loan Enhancement Fee to the Equity Program. Mayor Derwin said she supported the suggestion but there was a great deal of pushback against it, although in the end there enough votes to have it referred to the TA for consideration. Another topic of the meeting was the Clean Air Vehicle Toll Discount, which many would prefer to see go away, since clean air vehicles tend to be owned by affluent people. She said for now they need to be consistent with VTA, but in the future they would like to try to reduce it to a 25-percent discount and then go to zero.

(15) **TOWN MANAGER REPORT**

Town Manager Dennis thanked The Sequoias leadership for their recent statement on the work done on their property at the Sequoias Trail and thought it was appreciated by residents. Staff will be working with them very closely on materials removal from the property and then on a mitigation plan through Town Committees. He thanked Howard Young and Judy Murphy for their participation in the conversations.

He reported that the Library will reopen next week. He virtually attended a Bill Lane Center for the American west event, a fascinating wildfire seminar which included the Governor of Colorado and the Natural Resources Director for the State of California. One panelist was a member of Headwaters which is the organization that does all the work for Community Partners for Wildfire Preparedness, the CPAW Grant that it looks like the Town will be getting.

Town Manager Dennis reported on last night's County Housing Element meeting, along with four other cities. They were in a breakout session which included discussion about the Housing Element, RHNA and what the basic process will be for the Housing Element Update, which the Council will be discussing on April 28.

Town Manager Dennis shared that a teacher, Brigid Horgan, with Corte Madera School reached out to him on an art project, wanting to temporarily display a series of hearts created by art students in different locations on Town property. He went through the Town's process for this type of thing with her and will be working them on getting what he feels will be a great project approved.

WRITTEN COMMUNICATIONS

(16) **Town Council Digest** – March 25, 2021

(17) **Town Council Digest** – April 1, 2021

Vice Mayor Hughes expressed regret at the resignation of Lorrie Duval and from the Emergency Preparedness and Ad-Hoc Wildfire Preparedness Committee, stating she's been a valuable member of the Committee, as well other things she has done, such as helping with Neighborhood Watch, et cetera.

Councilmember Aalfs agreed and thanked Lorrie, offering his hope that she would return. Councilmember Richards concurred.

Mayor Derwin pointed out the three vacancies on the Bicycle, Pedestrian and Traffic Safety Committee.

(18) **Town Council Digest** – April 8, 2021

[none]

Councilmember Aalfs said he forgot to mention that the Historic Resources Committee was cancelled because of the Comcast outage. Town Manager Dennis advised they would like to reschedule for the same time on April 21st.

Mayor Derwin said she signed up for the Council of Cities meeting Friday, April 30th, and thinks our Congresswoman is going to be the featured speaker.

Town Manager Dennis announced that the Town staff wishes to welcome the new member of the team, Nicole Tanori, the new financial analyst who will work with Cindy Rodas, Finance Director. Ms. Rodas says she is a great fit for the Town and is already adding value, coming up with ideas on how to improve our systems. The staff is delighted to have her and welcomes her.

Mayor Derwin advised that the next meeting on April 28 will be packed and will likely be a very long meeting.

Rita Comes asked about the update on the finance software which was brought up earlier in the meeting. Town Manager Dennis responded that the update is going well and they are actually ahead in some aspects of it. The staff has been able to focus on some of the additional elements related to the bank reconciliation module and others, and validation is underway. He said they are still doing some training on the next generation reporting mechanism in the budgeting tool and will be getting another round of training on that. The system is currently open for the managers to start putting in the numbers for the budget process, so that is underway right now. Town Manager Dennis stated he feels good about where they are at in the process.

Ms. Comes asked if the software will be able to produce a transparent budget for the public to see at the June meeting. Town Manager Dennis replied that there has been a transparent budget available, a budget preparedness tool, for a number of years and there have been no issues with it.

ADJOURNMENT [8:32 p.m.]

Mayor Derwin adjourned the meeting.



Mayor



Town Clerk