

TOWN COUNCIL MEETING NO. 751, JULY 23, 2008

ROLL CALL

Mayor Derwin called the meeting to order at 8:00 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll:

Present: Councilmembers Driscoll and Merk, and Mayor Derwin
Absent: Councilmembers Toben and Wengert
Others: Town Administrator Howard, Town Attorney Asst. Prince, Asst. Town Administrator McDougall, Admin. Services Officer Nerdahl and Town Clerk Hanlon

ORAL COMMUNICATIONS: None.

CONSENT AGENDA (All items removed)

REGULAR AGENDA

(1) Minutes of the Town Council Meeting of July 9, 2008 (Removed from consent agenda)

Councilmembers Merk and Driscoll submitted changes to the minutes of the 7/9/08 meeting. By motion and second, the minutes were approved as amended by a vote of 2-0, with Councilmember Driscoll abstaining.

(2) Warrant List of July 23, 2008 (Removed from consent agenda)

Responding to Councilmember Merk, Ms. Nerdahl said the Nextel bill was usually about \$150. But, Mr. Young was out in the field a great deal, and the allowed minutes had been exceeded.

By motion of Councilmember Merk, seconded by Councilmember Driscoll, the Warrant List of July 23, 2008, in the amount of \$237,909.02 was approved with the following roll call vote:

Ayes: Councilmembers Driscoll and Merk, and Mayor Derwin
Noes: None

(3) Agreement with Vision Internet for Web Design

Ms. Nerdahl reviewed her memo of 7/23/08 on the website redesign services.

Councilmember Driscoll said redesign of the website would be an on-going process as residents came forward with suggestions, etc. Responding, Ms. Howard said the whole website would be interactive, and it would be much easier to change and add things. Ms. Nerdahl described the advantages of the content management tool. Ms. Howard added that the recommended firm had created many of the websites that staff felt were very good. Ms. Nerdahl said the firm had definitely carved their niche in website development for municipal agencies.

Councilmember Merk said the cost worked out to \$14.23 for every man, woman and child in Portola Valley. That seemed like a lot of money. Responding, Ms. Nerdahl said the other proposal that staff felt was suitable doubled that number. Ms. Howard added that the budgeted amount was \$114,000.

Bill Lane said he was involved when Ed Davis volunteered his time to minimize the cost of installing some of the new computer hardware five or so years ago. The high tech industry changed so rapidly, and staff should be commended for making do with that system. He supported his \$14.23 to redesign the website.

Referring to Exhibit A (p. 8) and e-mail notification, Ms. Nerdahl confirmed for Councilmember Merk that subscribers were guaranteed that the Town would never sell or make names available to anyone other than those within the notification system.

Councilmember Driscoll moved adoption of Resolution No. 2413-2008, Approving and Authorizing Execution of an Agreement Between the Town and Vision Internet Providers, Inc. Councilmember Merk seconded, and the motion carried 3-0.

(4) Agreement with Totlcom Inc., for Telephone and Voice Mail System for Town Hall

Ms. McDougall reviewed the staff report of 7/15/08 on the purchase and installation of a telephone and voice mail system for the new Town Hall. She noted that with the six proposals received, the range was from \$10,425 to over \$30,000. In evaluating the bids, staff felt that Totlcom had done a very comprehensive job putting together their proposal. The proposed equipment had been demonstrated, and staff felt very comfortable that the firm understood the Town's needs. She discussed upgrades that would be possible in the future.

Councilmember Driscoll said a number of people had asked if the Town would be providing WiFi access in the Town Center or Library. Ms. Howard said the library would have that service, which was provided by the County. Responding to Councilmember Merk, she said the maintenance building and Schoolhouse would not be tied into the telephone system. The maintenance people would use Nextel. Responding to Councilmember Merk, she said there were jacks in the EOC that would accommodate a number of phones. This service did not contract for the actual lines, which the Town would bring in. Responding to Councilmember Merk, Ms. McDougall confirmed that the Town could have either music or the rings when someone dialed an extension. Responding to Councilmember Merk, she said there would be a lot more mailboxes available with the new system. Ms. Howard said staff had not heard any complaints from the Community Events Committee about that particular mailbox.

Councilmember Driscoll moved adoption of Resolution No. 2414-2008 Approving and Authorizing Execution of an Agreement Between the Town and Totlcom Inc. Councilmember Merk seconded, and the motion carried 3-0.

With respect to the emergency communication capability and the EOC, Bill Lane said he had some experience with fires in the State and national parks. The normal phone service was so jammed, critical communication with agencies like the local fire company and sheriff's office was limited. He asked if that had been considered in choosing the firm to install the telephone system at the Town Center and EOC. Ms. McDougall said there would need to be analog phones in the EOC, and staff was looking at some different equipment that would work well under different emergencies and situations for the EOC. Councilmember Merk noted that there were six telephone lines proposed that didn't depend on outside electricity. There was also a ham radio operation, CERPP radio operation, and the telephone line with the County's microwave system. There had also been some talk of a satellite phone system. There was a lot of communication capability in the EOC and radio room.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(5) Status of Town Center Project

Ms. Howard said staff had had several meetings with the Boys and Girls Club about taking the trailers and paying for the transportation. The Boys and Girls Club was coming up with a plan. Mayor Derwin said she spoke with the Executive Director about this issue. They wanted to put the portables in Redwood City and set up a dedicated teen center for tutoring, mentoring and case management. Responding to Councilmember Driscoll, Ms. Howard said staff was trying to determine if they wanted the cubicles; if not, there was another option. Councilmember Driscoll said if it would be surplus to the Town, he supported giving it to the Boys and Girls Club. Councilmember Merk concurred.

Ms. Howard described work on the maintenance building and community hall. She said the sod was on the soccer field. Digging the creek bed had begun. California Water Control had signed off on the permit, and all the utilities were being reconnected. Grading on the central pathway, performance lawn and driveway was done. Next week they would be installing the water storage pipe. The system was very innovative and cost ¼ of what was anticipated. The expected move-in date was August 22.

Councilmember Driscoll said an item came up at the ADT meeting that required Council action regarding authorization to approve change orders. He asked that it be added to the agenda as an urgency item. By motion and second, approval of change orders for the Town Center project was added to the agenda as item 5a by a vote of 3-0

(5a) Change Orders for Town Center Project

Councilmember Driscoll said the Town was in the last two months of this project, and change orders were coming in. In order to accelerate the process, he and Councilmember Merk had been encouraged by the ADT to request the Council to allow temporary authorization to approve change orders up to \$50,000. Councilmember Driscoll moved that the Council authorize Councilmembers Merk and Driscoll to approve change orders up to \$50,000 until September 14. Councilmember Merk seconded, noting that this was necessary to keep the project moving. Mayor Derwin called for the question, and the motion carried 3-0.

(6) Reports from Commission and Committee Liaisons

(a) Cable Committee Meeting

Responding to Councilmember Driscoll, Ms. Howard said the monthly Comcast reports were forwarded to the Committee Chair. Councilmember Driscoll suggested that the new website have an e-mail address for each of the commissions/committees so that communications could be sent to them directly as well as to the staff. He said the Committee felt their cable supervisory function would slowly go away. The Committee was more interested in undergrounding than cable management. They were interested in seeing if the UUT could be used as an undergrounding set-aside fund when it came up for renewal in 2009. There was a nexus between utilities and undergrounding. He had encouraged the Committee to make their interest known to the Finance Committee when the UUT was discussed. They were also hoping to get a summary memo on the Solana undergrounding project. Apparently, the project went relatively smoothly, which suggested a mechanism for undergrounding portions of the Town off the main arterials. Ms. Lambert was also working on a memo that analyzed changing the rules to encourage residents to underground to the nearest common pole.

(b) Emergency Preparedness Committee

Councilmember Merk said September 13, 2008, would be Disaster Preparedness Day at the San Mateo County Fairgrounds. At the 7/30/08 meeting, County representatives would assist in a simulation of EOC activation and use. The meeting would start at 7 p.m. Additionally, training for ISC 100/700 was held on Monday; there were only six people there, and he was the only Councilperson. It was a good class and provided a foundation and idea of how the system was supposed to work.

(c) Traffic Committee

Councilmember Merk said there was another accident near Family Farm on Portola Road where a car spun out and plowed through private property landscaping. The driver ran away and was caught on the Priory property. At the meeting, the Sheriff said when someone was under the influence and speeding, the usual traffic devices like speed bumps or stop signs didn't help. It boiled down to enforcement, which was a very expensive process. Mayor Derwin said she had asked the Committee to make a recommendation. Councilmember Driscoll suggested the Town put a speed camera on the trailer that could photograph license plates. It was impossible for 1-2 officers to patrol the whole Town. He was concerned that it would only get worse.

(d) Health and Functioning of Town Committees

Mayor Derwin said she and the Vice Mayor met with staff to discuss Town committees. There had been a few issues this year. As a first step, a group would be put together consisting of committee members, residents and staff to look at the Committee Handbook. That would be done in September after the move.

(e) Nature and Science Committee

Mayor Derwin said Councilmember Toben, Ms. Howard and she did a walkthrough with Ms. Tryce and George Comstock of the activity room. She said Ms. Howard wrote a letter that clearly spelled out what storage the Nature and Science Committee would have, which was generous.

(f) Fire Prevention Flier

Ms. McDougall said the revised flier was almost ready to go out. The cover letter was being finalized for signature by the Mayor and Fire Marshal. Councilmember Driscoll discussed a recent fire on Jasper Ridge.

WRITTEN COMMUNICATIONS

(7) Town Council 7/11/08 Weekly Digest

(a) Letters about Traffic, Speeding, and Enforcement

Ms. Howard said there would be a meeting tomorrow morning with the Police Commissioner to discuss enforcement.

(b) Opening Night Celebration of 2008 San Mateo County Fair

Ms. Howard said the tickets were only good for August 8, 2008. Councilmembers Merk and Driscoll expressed interest.

(c) Celebration of Lennie Roberts

Mayor Derwin said she would attend the event on 9/28/08.

(8) Town Council 7/18/08 Weekly Digest

(a) Cotton Shires Rate Reduction

Referring to Ms. McDougall's letter of 7/15/08, Councilmember Merk thanked Ms. McDougall for her work in obtaining a rate reduction from Cotton Shires for FY 2008/2009. Ms. McDougall said Cotton Shires was eager to continue to work with the Town.

(b) Unauthorized Banner at Ford Field

Referring to Ms. McDougall's e-mail, Mayor Derwin said she had the banner removed. Ms. McDougall said no one on the Parks and Rec Committee knew anything about the banner.

(c) Stanford Triangle Fuel Management

Referring to Ms. Gold's letter of 7/14/08 regarding reduction of fuel load at the Stanford Triangle, Ms. Howard said she would ask Ed Davis to serve as liaison on this issue. Additionally, she would call the

Woodside Fire District to see if there was anything that could be done.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Mayor

Town Clerk