

TOWN COUNCIL MEETING NO. 794, JUNE 23, 2010

ROLL CALL

Vice Mayor Driscoll called the meeting to order at 7:33 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers Maryann Derwin and John Richards, Vice Mayor Ted Driscoll

Absent: Councilmember Ann Wengert and Mayor Steve Toben

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sandy Sloan, Town Attorney
George Mader, Town Planner
Tom Vlastic, Deputy Town Planner
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS [7:34 p.m.]

Bill Lane brought to the Council's attention a book on Jasper Ridge that he and his wife Jean had treasured. Inscribed by the late Herb Dengler, it was published during David Kennedy's service at Stanford University and contains great geological history of the area. Mr. Lane also reported on an auction scheduled for July 24 for the sale of a large piece of land in Bear Gulch.

CONSENT AGENDA [7:37 p.m.]

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, Items 2 and 4 were approved with the following roll call vote:

Aye: Councilmembers Derwin and Richards and Vice Mayor Driscoll

No: None

(2) Warrant List of June 23, 2010 in the amount of \$112,638.59

(4) Recommendation by Administrative Services Officer – Annual Adoption of Investment Policy

(a) Adoption of a Resolution of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. 2496-2010)

REGULAR AGENDA [7:42 p.m.]

(1) Minutes of Town Council Meeting of June 9, 2010 (Removed from Consent Agenda)

Councilmembers Derwin and Richards submitted changes to the minutes of the June 9, 2010 Town Council meeting. By motion of Councilmember Richards, seconded by Councilmember Derwin, the minutes were approved as amended by a vote of 3-0.

(3) Recommendation by Assistant Town Manager – 2010/2011 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments (Removed from Consent Agenda)

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2010-2011 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2494-2010)
- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2010-2011 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2495-2010)

By motion of Councilmember Derwin, seconded by Vice Mayor Driscoll, Item 3 from the Consent Agenda was approved by a vote of 2-0. Councilmember Richards abstained.

(5) Public Hearing – Adoption of Fiscal Year 2010-2011 Budget [7:41 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2010-2011 (Resolution No. 2497-2010)

Ms. Howard reported on the changes made in the budget based on discussions at the June 9, 2010 Town Council meeting.

Vice Mayor Driscoll opened the public hearing. In response to a question from Mr. Lane, Ms. Howard explained that Health Insurance Service Charges are fees charged to process the monthly bills. A small percentage reduction in these fees will result in a small savings. With no further speakers, the hearing was closed. Vice Mayor Driscoll commented that the town is fortunate to have a relatively solid, stable financial situation, in contrast to many other municipalities.

Councilmember Richards moved approval of Resolution No. 2497-2010 Adopting the Operating and Capital Budgets for Fiscal Year 2010-2011. Councilmember Derwin seconded. The motion carried 3-0.

(6) Recognition of Service – to George Mader for his Exceptional Service to the Town of Portola Valley [7:47 p.m.]

Vice Mayor Driscoll thanked Mr. Mader for his 45 years of dedicated service, stating, “This town is the way it is because of George Mader ... We are permanently in his debt.” Mr. Mader said it has been a privilege to be the Town Planner for “an incredible, forward-thinking community.” He credited his involvement with Portola Valley with leading to 30 great years of teaching at Stanford (where he helped develop the Environmental Earth Sciences major) as well as involvement at state, national and international levels. He mentioned serving on an advisory committee to California’s Joint Legislative Committee on Seismic Safety, the California Seismic Safety Commission and, at the national level, the Working Group on Earthquake Hazards Reduction for the Office of Science and Technology Policy. Mr. Mader’s urban planning ties internationally, which took him China, Japan, Mexico, Ecuador, Italy, Algeria, Turkey and the former Yugoslavia, continue. He serves as chairman of the board of trustees of GeoHazards International, a nonprofit organization dedicated to making the world’s most vulnerable communities safe from earthquakes through preparedness and mitigation. Vice Mayor Driscoll presented Mr. Mader with a congratulatory plaque that was inscribed “Architect of our Community.”

(7) Appointment – of Tom Vlastic as Town Planner for the Town of Portola Valley [8:02 p.m.]

Councilmember Derwin moved to appoint Mr. Vlastic as Town Planner. Councilmember Richards seconded, and the motion carried 3-0.

Mr. Vlasic echoed Mr. Mader's comment about what a privilege it is to work with this community, and spoke of how much he admires the level of passion of the community he sees despite differences of opinion that sometimes create controversy.

- (8) Recommendation by Assistant Town Manager – Consultant Services Agreements Between the Town of Portola Valley and the six firms listed below: [8:03 p.m.]
- (a) Cotton, Shires & Associates, Inc. for Geologic Services
 - (b) Spangle Associates for Planning Services
 - (c) Nolte Associates, Inc. for Engineering Services
 - (d) CleanStreet for Street Sweeping Services
 - (e) CSG Consultants, Inc. for building Plan Review/Inspection Services
 - (f) Kutzmann and Associates, Inc. for Plan Review Services

Ms. McDougall said she had nothing to add to her June 23, 2010 memorandum to the Town Council. In response to Councilmember Richards' question about the CSG Consultants, she explained that the consultant is called upon when Deputy Building Official Gary Fitzer is on vacation or otherwise unavailable.

Responding to Councilmember Derwin's inquiry, Ms. McDougall said that many of the charges are passed on to the resident and are thus offset by revenue. Councilmember Derwin also asked why contract terms are being lengthened from one to three years. Ms. McDougall replied that reducing the frequency of contract renewals will save time, and advance knowledge of fees may facilitate budget preparation. Ms. McDougall also pointed out that the town has long-standing relationships with all six of the firms.

In response to a question from Vice Mayor Driscoll, Mr. Sayre said that five years ago, Bill Cotton selected some senior staff members at Cotton, Shires & Associates to participate in an ownership transition. Pat Shires became president, John Wallace and Mr. Sayre became principals and Mr. Sayre also was named vice president. Mr. Sayre then reviewed a handout pertaining to fee increases in the firm's new agreement with Portola Valley. The new fee schedule reflects the market rate for geotechnical peer review services in the general Bay Area. The firm's fees are lower for geotechnical engineering and geologic services, which are generally comparable to rates for civil and structural engineering services.

Councilmember Derwin moved to approve Consultant Services Agreements Between the Town of Portola Valley and the six listed firms. Councilmember Richards seconded, and the motion carried 3-0.

- (9) Recommendation by Town Manager – Setting Salary Schedule [8:16 p.m.]
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2010-2011 (Resolution No. 2498-2010)

Ms. Howard explained that the town adjusts salary ranges every year or two to keep them aligned with the CPI, but the adjustments neither automatically nor necessarily result in individual salary increases. In response to Councilmember Derwin's question, Ms. Howard said the ranges did not change last year because the CPI change was only 0.2%. Now, the two years' worth of CPI increases amounts to almost 3%. When Vice Mayor Driscoll asked whether Ms. Howard would apportion out the increases, she indicated that the budget is the vehicle determining the funds available for salaries.

Councilmember Richards moved to approve Resolution No. 2498-2010 to modify the salary schedule for FY2010-2011. Councilmember Derwin seconded, and the motion carried 3-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(10) Reports from Commission and Committee Liaisons [8:18 p.m.]

(a) Planning Commission

Councilmember Richards reported that the Planning Commission meeting of June 16, 2010 was canceled, although he and Planning Manager Leslie Lambert met with Planning Commission Chair Denise Gilbert to discuss controlling costs and streamlining meetings.

(b) Safe Routes to School Coalition

Councilmember Derwin attended the last Safe Routes to School Coalition meeting of the school year, which included a presentation by carpooltoschool.com, an organization that offers an online tool to help parents set up and maintain carpools. Members were assigned projects to complete during the summer, after which they will come back to quarterly meetings.

(c) Sustainability Committee

Councilmember Derwin reported that the Sustainability Committee held its first meeting, with all but one member in attendance. The group discussed its focus and mission, to encourage a predetermined number of homeowners to do energy and/or water audits and green retrofits, as well as the status of the town's greenhouse gas emissions. Douglas Alfaro from the San Mateo County Manager's office spoke about a new Energy Upgrade program to help residents identify rebates, locate financing and so forth. Debbie Mytels from Acterra talked about the Green@Home Program as well as Acterra's work with communities that have high-energy use homes, including Portola Valley, Woodside, Atherton and Los Altos Hills. Committee members were given homework, including reading *Fostering Sustainable Behavior Through Community-Based Social Marketing*, and asked to write down barriers to and benefits of energy upgrades in their own lives. The Committee will meet again on July 19. Councilmember Derwin and Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux are serving as co-chairs.

(d) Firewise Advisory Committee

Councilmember Derwin reported that the Firewise Advisory Committee, a joint effort of Portola Valley, Woodside and the Woodside Fire Protection District, discussed staging a second Home Ignition Zone workshop in the fall, probably condensed into a single day in early October. Members also are considering a number of possible programs to fund next year, such as sponsoring additional chipper days and removing fire fuels in the town rights-of-way. The idea that seemed to spark the most enthusiasm was a matching fund program, modeled after one in the Los Trancos Water District.

(e) Resource Management and Climate Protection Committee

Councilmember Derwin reported that a big item on the agenda at the Resource Management and Climate Protection Committee meeting was the Climate Action Plan (CAP) Template and Tool Grant Effort. C/CAG has funding to help two to four cities complete Government Operation and Community Scale CAPs using the template and tools, and is expected to look favorably on towns that provide matching funds. Having previously discussed this item with Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux, Councilmember Derwin said that she pled Portola Valley's case to be high on the funding list. The town has such a small population that it did not receive much federal stimulus money to use as matching funds, she explained, but has been one of the communities working on the draft for this CAP

template since last October. She indicated that Committee members responded favorably to the points she made, as well as to her caution that the Committee avoid letting a consultant take this project and run with it.

(f) ASCC (Architectural and Site Control Commission)

Councilmember Derwin said that ASCC reviewed a proposed driveway entry at 120 Golden Hills with automatic bollards, a system similar to those typically used in high-security applications such as embassies. Commissioner Derwin said ASCC members were receptive to the fact that this system has less visual impact than a gate, but expressed concern about the system's 24 LED lights. The project was approved subject to lighting inspection by a designated ASCC member prior to building permit final inspection. Commissioners also continued their review of a driveway proposed at a new residence at 35 Antonio Court where the neighbors have concerns about the driveway and visual impact of the house. Town Planner Vlastic said that the big issue is a driveway easement that was once a reserved right-of-way for a future road, and that a side impact of resolving that issue raises issues of where to locate guest parking. ASCC ultimately approved a plan that removes a large amount of asphalt from the front of the property and converts it more to an open landscape, although some guest parking remains at the front of the parcel. ASCC approved the project subject to conditions that must satisfy the full ASCC before the building permit is issued.

(f) City/County Association of Governments (C/CAG)

Councilmember Derwin indicated that the C/CAG Board approved its budget. Advocation reported on the news from Sacramento and none of it is good. Polling results were reviewed to determine the feasibility of putting a measure on the November ballot that would place a \$10 registration fee on motor vehicles registered in San Mateo County. The measure, if passed, would produce a lot of money for transportation, even for Portola Valley. The Board approved putting such a measure on the ballot, realizing that there is a movement afoot to eliminate such fees as well as to require a two-thirds vote.

(g) Emergency Services Council

Vice Mayor Driscoll attended the Emergency Services Council meeting and reported that the County's EOC is in the basement of the Redwood City Courthouse, a building that has not been seismically retrofitted. The Council includes a representative of each of the cities, some county representatives and emergency preparedness people. Upcoming events are The Great American Shakeout and a series of 20 simulated emergency events with representatives attending from 18 countries.

(h) Conservation Committee

Vice Mayor Driscoll reported that the Conservation Committee opposes the removal of one of the oak trees in back of the Sausal Creek development.

WRITTEN COMMUNICATIONS [8:33 p.m.]

(11) Town Council 6/11/2010 Weekly Digest

- (a) #2 – Memorandum to Council from Janet McDougall regarding Support for Implementation of AB 32 – June 9, 2010

The Town Council unanimously endorsed the letter and directed staff to send it.

(12) Town Council 6/18/2010 Weekly Digest – None

ADJOURNMENT: 8:34 p.m.

Vice Mayor

Town Clerk