

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 849 OCTOBER 24, 2012

Mayor Derwin called the meeting to order at 7:00 p.m. in Hanson Hall at The Sequoias and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs (arrived 7:35 p.m.) and Ann Wengert; Vice Mayor John Richards, Mayor Maryann Derwin

Absent: Councilmember Ted Driscoll

Others: Sharon Hanlon, Town Clerk
Brandi de Garneau, Sustainability & Resource Efficiency (SURE) Coordinator
Leigh Prince, Town Attorney Representative
Nick Pegueros, Town Manager

Mayor Derwin welcomed audience members to the Council's annual meeting at The Sequoias, thanking Resident Council President Pat Skillman and the Resident Council Board for making the arrangements, as well as The Sequoias Executive Director, Jay Zimmer, and the entire Sequoias community for their hospitality. She said many members of that community have worked in the Portola Valley School District, and on Town committees, commissions and even the Council, so it is upon their shoulders that the current Council stands. "For that," she said, "we are humbled and very grateful."

ORAL COMMUNICATIONS [7:07 p.m.]

Eleanor Crary, a resident of The Sequoias, welcomed the Council on behalf of The Sequoias community and Mr. Zimmer, who was not sure whether he would be able to make the meeting. She said the Council's yearly meeting there is a great tradition, and tonight she looked forward to Mr. Pegueros's discussion about volunteers, because The Sequoias also relies heavily on volunteers. Mr. Crary said she's deeply impressed by Portola Valley, and when she moved to Portola Valley one of the first things that struck her about the Town – a community of 4,500 people with a lot of high-powered committees – is that it's well-staffed. "The results are apparent," she stated, adding that the beauty of Town Center and the Library stunned her.

Mayor Derwin said she has two more meetings as Mayor after tonight, and has packed in as many presentations as possible in part because they offer "feel good" moments. She introduced Community Events Committee Co-Chairs Karen Mobley and Diana Raines.

(1) Presentation: Community Events Committee Report on Blues & BBQ [7:09 p.m.]

Ms. Mobley said that up until about two weeks prior to the September 16, 2012 event, she told Mr. Pegueros that she'd be happy if it was a breakeven event, because at that time there weren't too many RSVPs and turnout was uncertain after a two-year hiatus. (Blues & BBQ 2011 was canceled in favor of the Portola Valley School District's 150th Anniversary gala). In fact, Ms. Mobley said, turnout was "fabulous," and the Committee had to pull the plug on meal ticket sales because Bianchini's Market in Ladera, which did the BBQ, had food enough for only 600 meals.

With picnickers and others without meal tickets included, attendance reached at least 700, she estimated, and the weather was perfect. At their wrap-up meeting a month after the event, volunteers made it clear that they want to keep Blues & BBQ an annual event, and not alternate years with the School District gala.

Ms. Raines said the community "really jumps in" to make Blues & BBQ successful. She described Kevin Bianchini as "our savior" that day; "we just love that man," she said. She also said that everyone enjoyed Amigos Grill's appetizers and Webb Ranch did "a phenomenal job" with the corn (in addition to donating

auction items). “So much of the community came together,” Ms. Raines said. “It was great to see everyone there, especially since we hadn’t had it in two years.”

It may not be easy to measure fun in terms of dollars, but as Ms. Raines put it, “The bottom line for all of this is what the Community Events Committee can give the Council for Portola Valley the Open Space Acquisition Fund. That’s what this is all about. \$25,288.”

About 30 volunteers stepped up to help them with Blues & BBQ this year, but the co-chairs indicated a need for more people on the committee to ensure the event continues next year, and asked for the Mayor’s help in putting in a plug to help recruitment.

Mayor Derwin said Blues & BBQ came back with a big bang only because Ms. Mobley and Ms. Raines and their fantastic team were willing to do months and months of heavy lifting to make it happen. She mentioned others on the team: *Alison Alston*, Karen Askey, Michael Bray, Sue Chaput, Wendi Haskell, Elizabeth Holmes, Todd Johnson, Jane Lewis, Nancy Lund, Nancy Katz, Jane Mackey, Judy Mendelsohn, Vivien Moyer, Kris Schmidt, Laura Stec, Meghan Sweet, Sandra Welch and Jason Schmidt.

To illustrate the group’s commitment, Mayor Derwin said their wrap-up meeting was held on October 16, 2012, the night of the second presidential debate. Watching the debate made Mayor Derwin arrive 40 minutes late to the meeting, when she walked into a “beehive of activity,” with a dedicated core of eight or nine volunteers intently analyzing what worked, what didn’t, and what to do next year to make it better. “It was really moving to see such a beautiful demonstration on selfless commitment, particularly on a night that most people would have stayed home,” Mayor Derwin said.

Noting that the “Zen-like” Ms. Mobley and the “fiery” Ms. Raines have more energy than most women half their age, Mayor Derwin said that Blues & BBQ 2012 “absolutely wouldn’t have happened without their steady leadership.” On behalf of the Town Council and the 700-plus Blues & BBQ attendees, she thanked them “for reminding us in the highest and finest way that the gritty, roll-up-your-sleeves and get-to-work ethic and volunteer spirit that has defined the people of Portola Valley since incorporation, more than four decades ago, lives within the two of you.” Telling them to proudly take their places in the annals of Town history, Mayor Derwin presented each of them with a orchid plant.

In her thanks, Ms. Mobley said, “This is icing on the cake.” The cake: a real community getting together and doing something like this for something as wonderful as open space. She noted that work on Blues & BBQ 2013 would begin in January 2013; “it’s a long and difficult thing to see that many folks have that much fun.”

(2) Presentation: Report on SamTrans Service Plan [7:18 p.m.]

Mayor Derwin introduced Jim Famolare, a scheduler at SamTrans, to report on its proposed Service Plan.

Emphasizing that the SamTrans Service Proposal (SSP) is in draft form and still needs a lot of tweaking, Mr. Famolare said he came to explain the proposal and solicit feedback. He said his presentation would provide a snapshot of the proposal, highlighting findings from data collected and SSP team recommendations.

It’s been more than a decade since SamTrans last made a major change to the system, Mr. Famolare indicated, adding that San Mateo County is changing, with demographic trends showing an aging and expanding population and employment projections showing more jobs coming. The percentage of residents over age 65 has more than doubled in the past decade, he said, during which time the County population has grown by more than 20,000 residents. Over the next decade, job growth is projected to be more than 13%, he continued, particularly in the fastest-growing areas in the northern part of the County.

Commute habits also have changed, Mr. Famolare continued. At this point, 60% of all passenger trips on SamTrans begin and end within San Mateo County and fewer people travel to and from San Francisco than in the past. There's a greater need now to provide trips up and down the El Camino Real (ECR) corridor.

In summary, he said, proposal is driven by a need to:

- Make the service better.
- Meet changing needs.
- Give riders more of what works (e.g., more effective service where the riders need it most).
- Do less of what doesn't work (e.g., discontinuing routes that aren't performing up to snuff)
- Try new and exciting things (e.g., delivering transportation services)

Essentially, the objectives include streamlining service, improving frequency of service and providing provide alternative types of services -- all of which should add up to increasing ridership.

Increasing ridership and rider satisfaction aren't the only issues, Mr. Famolare explained. The San Mateo County Transit District's financial health is another key consideration. He said SamTrans is in a budget-balancing act; the economy presents a challenging situation. Transportation funding from local, state and federal sources has continued to decrease, although SamTrans bus ridership also is trending downward. The rise in costs of providing SamTrans bus, transit and shuttle services – coupled with the District's commitment to meeting debt obligations and providing contributions to support CalTrain are significantly affecting the budget and the District's long-term financial condition. Although the new SSP does not address a structural-deficit issue, Mr. Famolare said it would enable SamTrans to do more with resources available and do it better. The District is not aiming to cut service to save money while losing riders, because it is not only a difficult task but also a difficult cycle to break. The key is to avoid launching the cycle in the first place. As Mr. Famolare put it, "We don't want to cut service and cause reductions in ridership that require cutting more service."

Still, he added, the current model for providing service is outdated; it doesn't give riders what they need and is costing SamTrans too much money. Doing what's good for the riders also will be good for SamTrans in the long run, because it will strengthen service and grow ridership and connect more to the community's needs.

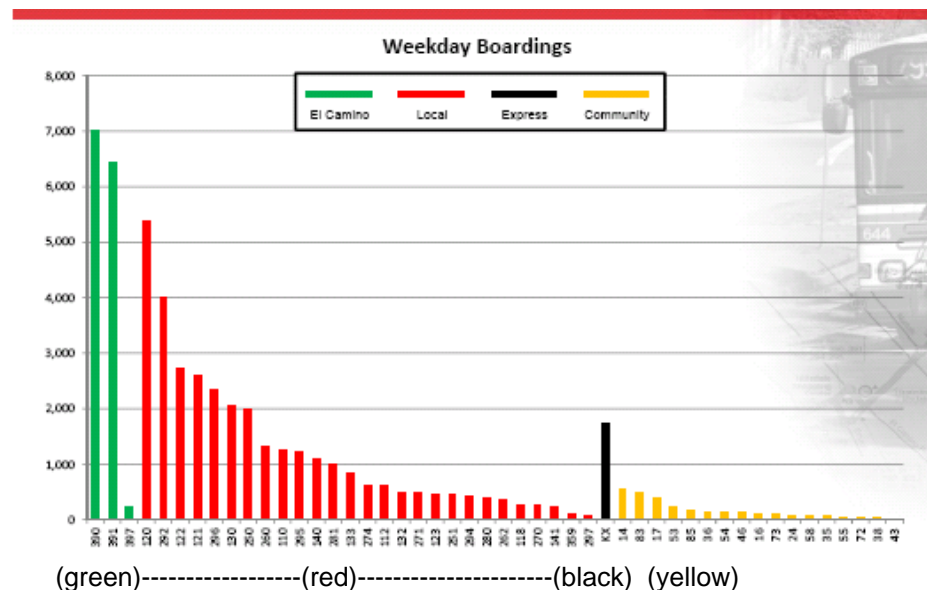
The first step toward making the system healthier, Mr. Famolare equated to the SSP to a "wellness" program that would:

- Create a strong foundation for continual improvement.
- Lay out a path toward greater adaptability as riders needs grow and change over time and greater ability to reinvest in growing services and trying alternative services.
- Result in a model that develops and maintains services that are relevant and efficient.
- Address financial issues in a healthy way – by growing ridership.

He also showed the Council a slide showing weekday ridership route by route, which is one measure used to look at overall performance of the bus system. On the left side (marked "green") is the El Camino Real corridor, the San Mateo County spine, with robust ridership. Next (marked "red") are the El Camino

Real local routes, The tall line that comes next (labeled “black”) is the KX Express route, which runs up and down the corridor to San Francisco. Community routes – including Route 85, the one serving Portola

Weekly Ridership Chart



Valley – have the lowest ridership (“yellow”). Mr. Famolare said the top four routes account for 50% of the riders on SamTrans.

Another chart showed routes plotted against financial effectiveness and productivity – indicating how effective each route is. It showed that 65% of SamTrans routes fall below the system average for both financial effectiveness and productivity. “Quite a bit of work to do,” Mr. Famolare said.

The proposal includes El Camino Real corridor improvements, consistent with enhanced service in areas in high demand based on population and growth. The District also wants to modify services, make minor service reductions, and make some schedule and route modifications to improve route efficiency. According to Mr. Famolare, SamTrans recently began a trial project consolidating two somewhat-confusing routes into a single route that already has shown impressive ridership growth.

The new service proposals would target San Carlos and Pacifica first, with what he described as “essentially a dial-a-ride” program. Although it may not necessarily provide door-to-door service, he said that riders could call for a pickup and drop-off, and expect to be in the appropriate vicinity – of their home, workplace, shopping area or bus transfer point. The program is being piloted in both communities to provide mitigation for reduced fixed-route service, Mr. Famolare explained, and SamTrans will monitor the pilot program performance and expand to other areas based on lesson learned. He said that if it works in Pacifica and San Carlos, the District will try it out in other communities.

He showed the route service proposal that would affect the southern part of San Mateo County.:

- KX Shorten route to operate between Redwood City Caltrain Station and San Francisco International Airport (SFO) all day with peak-only service into San Francisco on weekdays only. Hourly service between Redwood City and SFO) on weekends. The service currently operates from Palo Alto to San Francisco.
- 270 Realign route between Redwood City Caltrain and Florence/17th along Marshall Street, Broadway and Bay Road, increasing frequency to 30 minutes. Discontinue the route segment along Bayshore Road. Discontinue Saturday service.
- 271 Operate for school trips only and discontinue all-day schedule.
- 274 Discontinue Saturday service.

- 275 Establish a new route to replace the most productive portion of the existing Route 295 along Woodside Road and operate at 30-minute daytime frequency on weekdays.
- 280 Candidate for discontinuation; as an alternative, Route 296 would provide 15-minute service within 1/4 to 1/2 mile of 280, with East Palo Alto shuttles operating along Pulgas Avenue where coverage is lost.
- 281 Minor route adjustments including terminating the route at Palo Alto Transit Center and straightening the alignment along Newbridge Street in East Palo Alto. Weekday frequency increased to 15 minutes.
- 296 Improve service to every 15 minutes during weekdays and 30 minutes on Saturday.

Mr. Famolare said no changes are recommended for Routes 72, 73, 83, 85. Regarding he reported that ridership on Route 85, which primarily serves school children, has increased 24% since the introduction of service to Woodside High School.

A new service, called Route ECR, was recently implemented on the El Camino Real corridor on weekends is a trial that consolidates Routes 390 and 391, he continued, noting that SamTrans wants to improve that route – simplify the service, make it easy to understand, increase frequency and improve reliability. Before the weekend consolidation, he explained SamTrans was roughly 64% on time on weekends, and now they're achieving 85%-95% on-time performance. Reliable service also attracts riders, he pointed out, to the extent that buses show up when riders expect them.

SamTrans also has been looking to modify the KX Route and Route 292, which go into San Francisco Data. According to Mr. Famolare, ridership patterns show that it's very inefficient for SamTrans run routes to San Francisco except at peak times (6:00-9:00 a.m. and 3:00-6:00 p.m.). For that reason, the District has contemplated discontinuing midday, late night and early morning service to San Francisco – but Mr. Famolare said that community meetings have SamTrans now thinking about retaining Route 292 for most of the day. At this time the proposal would discontinue Route 391 service to San Francisco but leave the late-night service on Route 397 intact.

Mr. Famolare also showed a chart illustrating various transit options that are available from some routes:

Route	Connection Point	Available Transit Options
KX (from Stanford Shopping Center in Palo Alto)	SFO (off-peak and weekends)	BART
292 (from Hillsdale Shopping Center In San Mateo)	San Bruno/Arleta Avenue (off-peak)	Muni 8X, 8AX/BX, 9, 9L Muni Metro T Line Caltrain
391 (from Redwood City – weekdays)	BART (Daly City)	BART Muni 14, 14L, 14X

Mr. Famolare described the District's public outreach efforts this fall as including presentations to City Councils and Town Councils, rider forums, public workshops, sessions at community colleges and (coming up in November 2012) a public hearing. In addition, he said a public event on the proposal will be held on October 25, 2012 at the SamTrans Administrative Office in San Carlos. For the rider forums, he explained, SamTrans partnered with local community organizations such as senior centers to target specific audiences to provide them with in-depth reviews of the service proposal changes and to get feedback. Feedback can be:

- emailed to the SSP team – SSP@SamTrans.com
- phoned in: 650-508-6338

Information about the SSP is available on the SamTrans website – SamTrans.com/SSP

Mayor Derwin invited questions and comments.

Virginia Bacon, Golden Oak Drive, said that while it's wonderful to learn SamTrans is doing something to provide better service along the El Camino Real backbone, Portola Valley's needs are different. The Town has no public transportation except for schoolchildren, she said, and they represent only a small segment of the population. She said that many service people come from the El Camino Real backbone into Portola Valley to work, and the only way to do that now is for them to get in their cars. In the long run, she said some sort of feeder or shuttle system, or a park-and-ride program or something similar, is needed, not only for those coming to Portola Valley to work, but for residents who want keep an appointment or go shopping, or go into San Francisco. "We need a better way of doing things," Ms Bacon stated, and said it would be hard for Portola Valley residents as citizens to support some of the things SamTrans is planning "if nothing is done for us to help us get our traffic back and forth to the backbone." She also said she supports the idea of better service to San Francisco.

Mayor Derwin said she's been in conversations with Woodside Councilmember Deborah Gordon and Redwood City Councilmember Barbara Pierce about the possibility of combining communities to pilot a shuttle. Mayor Derwin also said that funding for such a pilot probably would be available from the City/County Association of Governments (C/CAG).

An unidentified resident of Los Trancos Woods/Vista Verde said the area has no SamTrans service, but does have a growing community of schoolchildren who attend Portola Valley schools. Already, well over 30 children from there go to Ormondale and Corte Madera schools, and it's just going to keep climbing, she said. She and many others in the community feel that SamTrans service would significantly reduce school-related traffic. A few months ago, they petitioned SamTrans, and 26 schoolchildren were committed to ride if they had bus service, she said, adding that many others have been waiting on the sidelines to see what would happen. To date, there has been no response to the petition. She asked, "What will it take to get SamTrans service there?"

Mr. Famolare said he couldn't speak specifically to the request, but said he's heard it discussed in the office. In the Woodside High School situation, he explained that SamTrans was able to implement service simply by converting out-of-service bus trips, so the additional service didn't incur any additional cost. He said he would follow up but because the District is in a "no growth" state, the status quo is being unable to provide more buses. Mr. Famolare said there's no money to expand – which is why the District is exploring how to "shuffle around the deck chairs" and provide better service.

Mayor Derwin pointed out that Mr. Famolare has demonstrated concern for Portola Valley's issues. She recounted a problem in August 2012 with the new bus service to Woodside, which affected the old bus service to Menlo-Atherton High School. The M-A students had to transfer at Ladera, but their connections didn't work and they were getting stuck there. Mayor Derwin said that Mr. Famolare drove out in the afternoon to make sure the connections were made. In fact, she added, he and others – including Mark Simon (Executive Officer for Public Affairs), Rita Haskin (Executive Officer for Customer Service and Marketing), Eric Harris (Manager of Operations Planning) and even the Vice Chair of the SamTrans Board, San Mateo County Board of Supervisors member Carole Groom – "dug down and really helped out with a lot of the issues. "So they do pay attention and help," Mayor Derwin said. "Even though PV ridership is just a blip in SamTrans ridership, in that instance we were treated like we were on the El Camino Real corridor."

(Note: Later in the meeting, Frances King, a 20-year resident of Portola Valley, said that she wants to go law school but can't do anything without a car, and wanted to know what was happening on the transportation front that might help her. She said a bus once came to The Sequoias, but no one rode it and the service stopped. Mayor Derwin said she would take Ms. King's contact information and get in touch with her later.)

- (3) Presentation: Nicole Pasini, Branch Manager for Portola Valley and Woodside Libraries; San Mateo County Library's 2011-12 Annual Report [7:40 p.m.]

Ms. Pasini said the San Mateo County Library's 2011-12 Annual Report shows numerous great achievements by the Portola Valley Library:

- More than 91,000 patrons visited, a 12% increase over the previous year.
- They checked out about 95,000 books, movies and other items, almost 22 per resident.
- They had great experiences at the PV Library: 93% of those responding to the library's Customer Satisfaction Survey reported being either "very satisfied" or "satisfied" with library services.
- About 7,600 people attended library programs, a 24% increase over the previous year. The programs build literacy skills, encourage lifelong learning and help develop community. These programs are supported by the Friends of the Portola Valley Library – including Board Member Bunny Dawson, who was present in the audience.

For the younger set, Ms. Pasini said programs range from a series of storytimes – Babies & Books (including a bilingual version), Toddler, Preschool, Bilingual Storytimes), to puppet shows to performances (Boswick the Clown and magician Brian Scott, to name two), to tutoring (for school-age children) and now, even a college essay class (for high schoolers). Other programs, including the Non-Fiction Book Club, documentaries and docent programs, are geared more toward adults.

The annual report also highlights the PV Library's Poetry Contest, which drew 300-plus participants, significantly more than ever before in its 13-year history.

Staff also makes an effort to take library services offsite, including appearances at local schools and monthly visits to The Sequoias. This past year, Ms. Pasini noted, the Library conducted an e-book class with residents of The Sequoias.

In general, she continued, members of the San Mateo County Library Joint Powers Authority (JPA) are always on the lookout for new and innovative ways to serve their communities. In Portola Valley, an example from the past year she cited is a new "Discover and Go" collection that Library patrons can use. Just logging in at an online portal with their library cards, they can check out free passes to some of the Bay Area's finest museums.

For the year ahead, Ms. Pasini outlined some provocative plans, including a digital storytelling project being undertaken with the support of the Friends of the Portola Valley Library. Through this project, she explained, the Library will encourage residents to share stories that are important to their lives in the context of California history. Library staff will assist community members of all ages in planning and preserving their unique memories, with two- to three-minute digitally recorded stories that weave together voice, video, personal photographs, documents and music., which will then be archived at the Library and remain online.

Councilmember Wengert, applauding Ms. Pasini for the great value she brings to the community, asked how the Council could be of more support, in addition to Mayor Derwin's years of service on the Library

JPA (currently as Chair). Councilmember Wengert said she thought the Council would be receptive to considering how the Town might assist with some library programs. In response, Ms. Pasini said Library staff has begun partnering with various Town committees on programming, and she would follow up on other potential opportunities. She also said that the Library would reach out to Nancy Lund and the Historic Resources Committee as the digital history program gets underway.

Quipping that she doesn't often use "joy" and "elected official" in the same sentence, Mayor Derwin said one of the joys of her life as an elected official is as Chair the JPA, the consortium of libraries throughout San Mateo County that share services. In that capacity, she said, she glimpses many programs she wouldn't know about otherwise. For instance, that's how she learned that Ms. Pasini obtained a grant to do outreach to foster children, an often-ignored segment of the population. She helped them get Library cards, ran book groups and conducted book readings. Ms. Pasini said there was an author event with foster youth at a group home, too, plus numerous book clubs and book talks – just getting kids excited about reading. The Library also helped in terms of offering computer classes to foster children, and as Mayor Derwin noted, most of them are unlikely to have computers of their own.

Mayor Derwin described Ms. Pasini as a really good example of how people behind San Mateo County's libraries are changing – sometimes saving – lives, book by book, and said she's proud to have her in Portola Valley.

CONSENT AGENDA [7:47 p.m.]

(4) Approval of Minutes: Regular Town Council Meeting of October 10, 2012 [*removed from Consent Agenda*]

(5) Ratification of Warrant List: October 24, 2012 in the amount of \$75,953.22

By motion of Vice Mayor Richards, seconded by Councilmember Aalfs, the Council approved Item 5 on the Consent Agenda with the following roll call vote:

Aye: Councilmember Aalfs, Wengert, Vice Mayor Richards, Mayor Derwin

No: None

(4) Approval of Minutes: Regular Town Council Meeting of October 10, 2012 [7:48 p.m.]

Vice Mayor Richards moved to approve the minutes, as amended, of the Regular Town Council Meeting of October 10, 2012. Seconded by Councilmember Aalfs, the motion carried 4-0.

REGULAR AGENDA

(6) Discussion by Town Manager: Options to Improve Committee Volunteer Experience [7:49 p.m.]

Mr. Pegueros said his presentation would continue a discussion that began in September 2012, when he and Vice Mayor Richards met with committee chairs to talk about the challenges they face in managing their committees and recruiting new volunteers. Some quick committee facts:

- 16 appointed advisory committees, some of which are more active than others:
 - Bicycle, Pedestrian and Traffic Safety
 - Cable and Utilities Undergrounding
 - Community Events
 - Conservation
 - Cultural Arts
 - Emergency Preparedness
 - Historic Resources
 - Nature and Science
 - Open Space Acquisition
 - Parks & Recreation
 - Public Works
 - Sustainability

- o Finance
- o Geologic Safety
- o Teen
- o Trails and Paths

(Later in the meeting, Mr. Pegueros pointed that Portola Valley is unusual in its committee organization and has more committees than other town or city in the area.)

- 133 seats on those committees, 117 of which are appointed.
- 96 regularly scheduled meetings per year (excluding special meetings).
- 25 committee-sponsored events.
- 18,000-plus volunteer hours per year; Mr. Pegueros said his “quick math” multiplies the number of volunteers times number of meetings times length of meetings. That equals a tremendous amount of time and effort that volunteers provide to the Town. They make possible programs that otherwise wouldn’t exist unless the Town staff nearly doubled in size, he said – pointing out that the estimated 18,000-plus volunteer hours would equate to nine full-time staff members.

During their September meeting, according to Mr. Pegueros, committee chairs raised some concerns many of them share:

- Recruitment and retention of committee members.
- Dissatisfaction with the cumbersome processes involved in complying with the Brown Act (which requires meetings to be open to the public).
- The busy lives of volunteers, which sometimes makes it difficult to gather a quorum, and they can’t discuss business without a quorum. Mr. Pegueros said that the Emergency Preparedness Committee, for example, went two months without a meeting for that reason.
- Lack of staff support at the meetings. Mr. Pegueros explained that staff (14 people) covering 16 committee meetings would be “quite an undertaking,” that regular attendance would have a significant impact on workflow, that some meetings start as late as 7:45 p.m., and that many of the meetings also run late.

Committee chairs asked Mr. Pegueros to check out some options to address these issues: first, the possibility of voluntary mergers of certain committees, and second, reducing red tape associated with volunteering on a committee.

The Public Works Committee Chair suggested a combination with the Emergency Preparedness Committee (EPC), which is logical because the former relies heavily on volunteers to address Town issues when staff is not available, particularly after hours – downed trees, a backup in the septic at Town Center, etc. By the same token, the Public Works Committee’s services and knowledge also would be helpful to the EPC. The Community Events Committee Chair, likewise, suggested a possible merger with the Parks and Recreation Committee, which seemed logical from perspective that both are committed to developing social activities within the community.

As another way to look at the merger option, Mr. Pegueros suggested that committees might come together in some logically linked service areas, such as “Environment & Sustainability” as an umbrella group incorporating Sustainability, Conservation, Nature and Science, and Open Space Acquisition. Similarly, “Infrastructure” might embrace Bicycle, Pedestrian and Traffic Safety (BP&TS), Geologic Safety, Trails and Paths, and Cable and Utilities Undergrounding.

In terms of "Recreation & Culture," he said we could see whether Culture and Arts might be interested in merging with Parks and Recreation, or the Teen Committee joining Parks and Recreation. Emphasizing that he isn't necessarily recommending mergers as depicted, Mr. Pegueros said he thought perhaps these are the committees to focus on to explore the possibility of merging. He pointed out, too, that this approach could potentially create a whole new set of challenges with respect to Brown Act compliance. This was really a conceptual plan, he said, not intended to reduce the committees significantly, although if there was support for this, Town staff would be able to attend more meetings.

Other options he presented include:

- Decreasing committee size to five. As Mr. Pegueros noted, it's generally easier to get three people together to address the quorum issue.
- Establish a Community Events Volunteer Corps. Staff would guide the processes and handle issues related to Brown Act compliance, get volunteers together and help pull off events, such as the Community Events Committee did this year with its Blues & BBQ volunteers.
- Change requirements pertaining to agendas and meeting minutes. Mr. Pegueros indicated receiving feedback that some committees don't find minutes useful, and checking with the Town Attorney, learned that meeting minutes aren't required by law.
- Allow committees to meet only as needed, with no set schedule as to day and time. Mr. Pegueros said that some committees are frustrated that a set schedule forces them to meet even when there's nothing to discuss. Rather than rounding everyone up for no good reason, he said perhaps committees could be encouraged to feel free to cancel a meeting if that's the case.
- A focused volunteer recruitment effort. Mr. Pegueros acknowledged being uncertain about this option, because active recruitment is already an ongoing effort on the part of both the Council and the committees. He said that people seem to shy away from committee commitments because they're busy and volunteer committees require a significant amount of time.

Mr. Pegueros also identified some committee-related challenges Town staff faces:

- Difficulty coordinating events among all committees. Considering the number of committees and the popularity of Community Hall, he said it's difficult to schedule committee-organized events that aren't clumped too close together, creating overload or even conflicts for space. He suggested that staff could work more closely with committees on scheduling and preparing for the events they sponsor.
- Time and frequency of meetings. This has been a longstanding challenge, Mr. Pegueros said, and attending committee meetings pulls the small staff away from other duties they're expected to perform. As the situation exists now, he said the Town doesn't have the in-house resources to attend all committee meetings.
- Maintaining control over committee revenues and expenditures. Mr. Pegueros indicated that particularly on the revenue side, when a committee event raises money, the money must get to Town Hall and into the bank promptly so the Town can keep its accounts in order.

Having presented some of the concerns voiced by committee chairs, Mr. Pegueros said he would be happy to answer questions and take Council direction as to additional efforts staff should undertake.

Councilmember Wengert said there seems to be a huge variation among the committees on the robustness-to-morbidity scale. She asked whether from their perspective, Mr. Pegueros and Vice Mayor

Richards have a sense of which committees are most active, functioning at the highest level and moving forward, versus those that have perhaps fallen by the wayside and have trouble attracting volunteers. She also asked whether mergers and/or major restructuring make sense for committees that are clearly doing very well now. She said she wanted to make sure that anything that's combined is done in a way that adds to those that need support. BP&TS seems to have the opposite challenge – lots of energy, lots of volunteers and they want to do a lot of things.

Councilmember Aalfs said there also might be organizational possibilities terms of Council liaisons and even staff interaction. Liaisons and staff may not attend every single meeting, but perhaps a Councilmember could liaise with Infrastructure-related committees along with a staff member such as Public Works Director Howard Young. From the support side, he said that could help, and each party would know who to contact if they couldn't attend a meeting.

In response to Councilmember Aalfs comments, Mr. Pegueros said that in some cases, an issue involves more than one committee. Bike lanes, for example, affect both BP&TS Committee and Trails and Paths Committees. Pointing out the frequent joint committee meetings and the fact that the same issue gets circulated to more than one committee, he said there might be a more efficient way of doing that.

Councilmember Wengert said she completely agrees about the linkage between BP&TS and Trails and Paths, but as she sees it, in addition to "infrastructure" roles, they have "user" roles that put them closer to Parks and Recreation. She suggested grouping committees in terms of various characteristics, identifying the points of overlap versus the points of divergence, and then looking at activity level. As she pointed out, some committees deal with issues that are much more robust than others. She cited the Geologic Safety Committee as a very important resource that's used relatively infrequently, when the Town needs the expertise of members who are available when they're really needed. She put with EPC and the Public Works Committee in the same category. Councilmember Wengert said that if we looked at committees based on different characteristics, we'd probably have a pretty robust series of overlaps that may make combinations even more logical as to how they might either work together or potentially combine.

In some cases, Councilmember Wengert continued, long-established committees continue to play very active roles and have pretty robust agendas. She said they're very healthy and active enough on their own that she wouldn't necessarily recommend combining them – such as Nature and Science, Conservation, and Trails and Paths. And a series of others, she said, would fall into a slightly different category.

Looking at the various groupings Mr. Pegueros had presented, Mayor Derwin asked whether he envisioned one committee for each and subcommittees within them. Mr. Pegueros said it started out that way, but became unmanageable as the workflow was sketched out. He emphasized that by no means is he recommending merging, for example, Community Events, Cultural Arts, Historic Resources, Parks and Recreation and Teen Committees – all five of those – into a single "Recreation & Culture" Committee. Rather, the thought process focused on looking at committees that may have similar missions, goals or objectives.

Councilmember Aalfs said that the groupings Mr. Pegueros identified appear to make a template for a better organizational methodology for parceling out issues from the standpoint of staff coverage. From that standpoint, he said, even if nothing else is done with those particular committees, it would give staff better direction in terms of distributing that work "right from the get-go."

Councilmember Aalfs said that he generally finds the action agendas from the commissions and certain committees meetings very helpful, in lieu of minutes.

Ms. Bacon suggested that maybe it would be a good idea to make three spheres of influence for the categories Mr. Pegueros started with, and work top-down from there. How would we draft the charters and missions for these spheres of influence? If that's done on a group level first, she said, we could then

see what functionalities of the current committees fit within those spheres. She said it would be simpler, and result in fewer groups within each different sphere. "I think you have to start with a mission and agenda, and if you have that, the rest might start to make sense," Ms. Bacon said, adding that it would help to also ask the committees how they might do it. The result would be a win-win situation for everybody, she said.

Mayor Derwin agreed with Ms. Bacon's point, noting that's how the Sustainability Committee – one of the most productive in the Town – was created.

Ms. de Garmeaux suggested the Council consider having an Events Committee to serve as a clearinghouse for events submitted by various committees. She said it would serve the community better to have a group looking at the calendar as a whole and spreading events out.

Councilmember Wengert said that's exactly what she had in mind with her earlier comment, thinking of a "master scheduler" at staff level. Even if it added slightly to the workload, she said it could be made much easier if all committees agreed to run potential event dates through a clearinghouse of some sort. That could be done even if the committees stay the same as they are today, she added. She also reiterated a point she made earlier about the importance of understanding which committees are least and most active, for whatever reasons. For example, she said, the Finance Committee is typically active only when it comes time to review the budget, and the Geologic Safety Committee is active when the Town Council needs its expert advice. The idea of the less-active committees merging into others is worth pursuing, she suggested.

Councilmember Wengert said she also liked Ms. Bacon's idea about the spheres of influence; it may be a new way to organize even some of the bigger, more robust committees. She again mentioned the heavy involvement with users of the BP&TS and Trails and Paths Committees, which were among those in the "Infrastructure" group that Mr. Pegueros used in his illustration. In the other categories, she said she sees potential for shifting around, depending on those committees' strategy and focus. In summary, Councilmember Wengert said she'd like to see consideration given to organizing committees into potentially larger spheres and reorienting the spheres.

In response to Mayor Derwin, Mr. Pegueros said he'd work on the master scheduler idea and discuss ideas with committee chairs to get their input, and then return to the Town Council at a future meeting with an analysis of committees' charters and activities, plus data on meeting frequency, membership count, number of events, etc., as well as recommendations about potential combinations based on further input and a top-down analysis of the information including number of meetings, number of members, number of events, etc.

Councilmember Wengert said the Community Events Volunteer Corps – a group of core volunteers – is a good idea, one that worked very well with Blues & BBQ. The same group might also work on the Volunteer Appreciation Party, which is coming up next (November 30, 2012) and always needs extra help, as does the Town Picnic in June – and maybe even some of the smaller events. It may be a way to involve residents in the volunteer system who haven't engaged in the past, Councilmember Wengert said.

Mayor Derwin said that Councilmember Wengert's point made her think about Mr. Schmidt, a great resource who won't join a committee because he doesn't like to go to meetings.

Councilmember Aalfs, observing that a lot of people complain about meetings, said current technology offers opportunities to have "serial" meetings. They might raise Brown Act issues, he said, but potentially online discussions could take the place in lieu of meetings in some respects and minimize the burden of actually attending meetings. He said that even on a committee's page on the Town website, it might be possible to set up a comment board with threads related to different topics.

Ms. Prince said there may be a creative way to organize such meetings, but legally required notices would still have to be provided. Under provisions of the Brown Act, whenever members of a public body might develop a so-called “collective concurrence” about a particular issue, the public must be notified in advance and given an opportunity to weigh in.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:22 p.m.]

(7) Report from Town Manager: Update on Staffing Plan [8:22 p.m.]

After five months on the job, Mr. Pegueros said it's time to update the Council about where things stand and where he'd like to go. Early in his tenure (in May 2012), he identified two areas that required reorganization. The first was the administration side of the house, specifically the offices of the Town Manager and Town Clerk – “all two of us.” Historically, the Town has had an Assistant Town Manager, but the position was vacant so he examined whether it should be filled or if some other type of staffing would address the Town's needs.

In the proposed budget, Mr. Pegueros said he started with a goal of building staff capacity, providing redundancy for coverage in the event of an individual's absence, and reducing personnel costs. As a result, he eliminated the Assistant Town Manager position and use the funds saved to upgrade the Administrative Services Officer (Stacie Nerdahl) and the Office Assistant (Cindy Rodas) and create a new position, Office Specialist. In total, those changes saved the Town about \$24,000 on an annual basis, he said.

He also planned on the projects managed by the Assistant Town Manager being picked up by the Administrative Services Officer and the more routine tasks that Ms. Nerdahl had performed – including payroll and accounts payable – shifting to a lower-level employee. Ms. Nerdahl's subsequently was named Acting Administrative Services Director. Considering her other duties, Mr. Pegueros said that shifting the Assistant Town Manager's project load to her proved unrealistic. Thus he turned part of that load over to the Sustainability and Resource Efficiency (SURE) Coordinator (Ms. de Garneau). Going forward, he said he wants to upgrade both positions, making Ms. Nerdahl as Administrative Services Manager and Ms. de Garneau as Sustainability and Special Projects Manager.

Ms. Rodas is thriving in her new role, Mr. Pegueros said. She's stepped up to the plate and is learning good skills that will serve the Town well in the future. The temporary employee hired to staff the front counter also is working out well. With the Assistant Town Manager position gone, Mr. Pegueros said he's leaned on Mr. Young to assume the role of “go to” person in his (Pegueros's) absence. (In the Town's staff-level command structure, the Public Works Director position comes second, after Town Manager.)

Mr. Pegueros said that he'd come back to the Council with job specifications that outline duties for the Administrative Services Manager and Sustainability and Special Projects Manager positions. He would like to begin recruiting for the Office Specialist position in January 2013.

Turning to the Planning Department, he said that approved budget accounted for eliminating the Planning Coordinator position and adding a Planning Department Manager. Bringing an Interim Planning Department Manager in as a contractor has given Mr. Pegueros a better sense of how the department operates, and to him the biggest surprise has been the challenge related to code enforcement. He's learned that it's extremely resource-intensive work, and takes a great deal of time. The procedures that have been set up for code enforcement may seem bureaucratic, he said, but they establish a routine that should help prevent issues from “falling between the cracks.”

Mr. Pegueros said that in addition to needing someone to deal with code-enforcement issues, the Town also needs a professional planner to be able to draw projects back from Spangle & Associates (which provides Town Planner services) and handle them in-house. The presence of the Interim Planning Department Manager also has given Mr. Pegueros the opportunity to assess the talents of the in-house

staff. "We really do have a very, very talented team," he stated, adding that he's "very impressed with their skills, dedication and commitment."

As for next steps, he said he wants to formalize the transition of projects from Spangle & Associates. Already, two new homes that have gone through the pre-application process will be managed in-house. In terms of costs, he said that when a new home application goes to Spangle & Associates, the Town generally allows about \$6,000 for planning fees, so this new transition would facilitate lower costs to the applicant and allow a greater level of in-house cost recovery. The Building and Planning staff – Carol Borck and CheyAnne Brown – will also take in and review certain ASCC applications, such as fences and driveway entry gates, which otherwise would have been forwarded to Spangle & Associates. Mr. Pegueros said in this effort, his focus is to start small, and although transitioning a lot of the work from Spangle & Associates will be difficult, he's confident that in-house processing of more applications is doable.

He wants to start recruiting for the Planning Department Manager in January 2013. The interim candidate has expressed an interest, he noted, but it's important to do a competitive recruitment.

Councilmember Aalfs said he's been very impressed with Mr. Pegueros's work so far, and the organization he (Pegueros) described already feels and looks much more robust than when he (Aalfs) joined the Council.

Councilmember Wengert agreed that Mr. Pegueros has done a fantastic job during a difficult and tumultuous time, which the Council had not foreseen. She said she's concerned that Ms. Nerdahl and Ms. de Garmeaux aren't absolutely overloaded and enough bandwidth remains to bring in relief as needed. She said she's afraid of burnout, because staff is extremely dedicated, including working on evenings and weekends as required. In response, Mr. Pegueros said Ms. de Garmeaux told him she would take on the new duties only if he authorized an intern to assist. He agreed to that – he said it's where government needs to be. The private sector has long focused the skill of high-skilled employees on hard work and handing off more routine duties to other employees, he said, and government has been slow to adopt that approach. Councilmember Wengert said that's important, because the staff is wonderful and she wouldn't want to do anything to hurt staff's high morale.

Vice Mayor Richards echoed Councilmember Aalfs's and Wengert's comments, that Mr. Pegueros has been doing a great job, and he's glad he came to Portola Valley.

Also in hearty concurrence, Mayor Derwin said she didn't know how the Town could have been so fortunate as to hire Mr. Pegueros. (I couldn't understand her question to Brandi nor Brandi's response.)

(8) Reports from Commission and Committee Liaisons [8:37 p.m.]

Councilmember Aalfs:

(a) Nature and Science Committee

Councilmember Aalfs didn't attend the Committee meeting on October 11, 2012, but he said he did take part in its Geology Day event at Community Hall on October 14, 2012. It was very well-attended, he said, and although he missed the Committee's Star Party on October 12, 2012, he heard that it was well-attended also.

(b) Architectural and Site Control Commission (ASCC)

At a special field meeting to evaluate the building envelopes and site conditions, and at its regular meeting that evening, on October 22, 2012, the ASCC focused on the Town's proposed Planned Unit Development (PUD) amendment and Lot Line Adjustment (LLA)

application at the Blue Oaks Subdivision. Councilmember Aalfs said the ASCC members made useful comments to forward to the Planning Commission.

(c) Finance Committee

In between ASCC sessions on October 22, 2012, Councilmember Aalfs attended the Finance Committee meeting. An interesting fact that came out in Ms Nerdaahl's review of the Town's fiscal year ending June 30, 2012, he said, was lower-than-expected business license activity, which probably reflects less construction activity.

(d) Hawthorns/Woods Property

Councilmember Aalfs said he and Vice Mayor Richards toured the Hawthorns/Woods Property, now part of the Midpeninsula Regional Open Space District (MROSD) on October 18, 2012, along with representatives of MROSD and Windmill School. He said that MROSD doesn't want to deal with structures any more than absolutely necessary, so it's open to working with the Town regarding the future of the buildings there.

In terms of procedural hurdles for Windmill's relocation, Councilmember Aalfs said they were difficult but surmountable. However, he said the upshot of the visit was insurmountable the financial hurdles. The school might refurbish one of the buildings on the property as a school, but it would be in the middle of a "ghost town." What would have to be done with everything around the potential site that interested Windmill has subdued its enthusiasm. Some \$10 million would be needed to make the area feel safe for children to wander around, Councilmember Aalfs said.

Councilmember Aalfs said he and Vice Mayor Richards also discussed the possibility of extending the Alpine Trail onto MROSD land, and found MROSD receptive to the idea – provided motorized vehicles would be excluded. Thus, if the Town can come up with a workable alignment and the money to do the trail improvements, he said it could work.

Councilmember Wengert:

(e) Planning Commission

The October 17, 2012 Planning Commission meeting had a "hefty" agenda, including:

- Continued preliminary review of 260 Mapache Drive's site development permit application. The main issue was the significant amount of cut-and-fill that would be created, but Councilmember Wengert indicated that Planning Commissioners seemed comfortable in moving forward with the steps the applicants have taken to minimize off-hauling and use more of the material for fill since the Commission's first preliminary review session.
- In interesting LLA proposal. Councilmember Wengert said neighbors came up with an unusual lot-line configuration to correct an encroachment of one neighbor onto the other's property. She described it as a very creative solution that both neighbors favored, and great example of neighbors working with neighbors, because they came to a resolution whereby the encroaching neighbors were able to keep their improvements.
- The Portola Road Corridor Plan. The Task Force report covered such goals as removing invasive species whenever possible, maximizing views of the western hillsides and the meadow, dealing with nonconforming structures over time, and

looking at longer-term linkage of trails and a multi-use path along Portola Road. The Planning Commission talked about the entire length of Portola Road as a valuable Town asset, and emphasized the importance of maximizing the value of that asset.

- Guidelines on Redwoods. As Councilmember Wengert observed, there's a growing ethos that redwood trees aren't necessarily good except in their most natural habitat, and the Conservation Committee's proposed guidelines on planting and removing them reflects it. The primary natural habitats are parts of the western hillsides and areas in the "fog zone." The guidelines would help residents – and prospective residents – better understand places that are most and least suitable for redwoods.
- A study session on the Zoning Ordinance update project.

Vice Mayor Richards:

(f) Cultural Arts Committee

The Committee did not actually meet on October 11, 2012, because as Vice Mayor Richards put it, it was a "classic case" of not having a quorum. Those who showed up talked a bit about the Holiday Faire on December 1, 2012, and about the need for a better outdoor sound system (to avoid problems such as those that interfered with the band's performance at Blues & BBQ).

(g) Conservation Committee

Meeting on October 23, 2012, Committee members discussed:

- Planning Commission input on the guidelines for redwoods. Vice Mayor Richards reported that there' some interest in making the guidelines "more robust . . . a little more instructive . . . and more flexible" than in the initial draft.
- The native plant garden around the Historic Schoolhouse. Volunteers are needed to help pull weeds and otherwise spruce up the native plant garden – adding mulch and new plantings, with labels that they hope won't go missing this time. Brad Peyton is helping on this project, as well as a subcommittee.
- Native plants around Town Center. Planning Commission Chair Alexandra Von Feldt talked refurbish native plantings all around the Town Center. She produced a great list and quantities for Mr. Young to use.
- Water conservation. This will be next year's big push for the Conservation Committee, Vice Mayor Richards reported.
- A number of tree removal applications.
- Wildlife Incentive Garden Program. Marge DeStaebler is working on this program, which should launch next year. Modeled on a Woodside program, the goal is to encourage people to increase native plantings to attract wildlife and expand wildlife corridors.

Mayor Derwin:

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

Among items on the agenda at the C/CAG Board Meeting on October 11, 2012:

- A presentation by Bay Area Water Supply and Conservation Agency (BAWSCA) CEO Art Jensen, who talked about the Hetch Hetchy Reservoir item on the San Francisco ballot. The issue is whether to drain the reservoir and restore Hetch Hetchy Valley in Yosemite National Park. Mr. Jensen recapped the reservoir's history and talked about what it would entail to capture that amount of water somewhere else. He also addressed the fact that although BAWSCA member communities needs account for two-thirds of the water from Hetch Hetchy, versus San Francisco's one-third, only San Francisco gets to vote on the issue. (The regional water system provides water to 2.4 million people in San Francisco, Santa Clara, Alameda and San Mateo counties. BAWSCA represent the interests of 24 cities and water districts, and two private utilities, in Alameda, Santa Clara and San Mateo counties that purchase water on a wholesale basis from the San Francisco regional water system.)
- Review of a resolution to authorize acceptance of \$2 million for a High-Occupancy Vehicle (HOV) Lane Hybrid study on Highway 101 from Whipple Avenue to south of the I-380 interchange. Many people had an issue with spending that much on a study, Mayor Derwin reported, although the study also includes substantial design work. Many others take exception to the idea that the HOV lane would not be an additional lane, but would use one of the existing lanes. At the end of the discussion, the resolution was approved by a 12-5 vote.

Although she couldn't say much about it, Mayor Derwin said the closed session item was interesting. The Board was discussing how to replace C/CAG Executive Director Richard Napier, who is stepping down after 17 years. The position is being advertised now, and the Board hopes to be interviewing candidates in December 2012.

(i) Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee

With neither Councilmembers Driscoll nor Wengert able to go to the BP&TS special meeting called for October 15, 2012, Mayor Derwin attended. It was her first time with the Committee, which she characterized as "a fierce group." The special meeting was called to discuss the report the Town had requested to address the feasibility of bike lanes in Portola Valley.

The large public turnout the Committee hoped did not materialize, but members discussed bike lanes versus bike routes and how bike lanes fare in other jurisdictions. In Los Altos Hills, Mayor Derwin reported, there's apparently talk about posting horse signs along the striped bike lanes to slow the bicyclists down. One of the Committee members, who came to the U.S. from the U.K., talked about signage there, such as "Please drive safely in our village." Another member reported a sign reading, "Don't bump into each other."

Representing Town staff at the meeting, Mr. Young kept bringing committee members back to the bike lane topic. After all the input, Mayor Derwin said, Leslie Latham seemed the only Committee member favoring bike lanes. Most members didn't seem all that enthusiastic about bike lanes and didn't like the idea of striping, she said, but did want the shoulder widened. Perhaps the only one who favored bike lanes was.

The Committee will bring the item back to the next meeting, which is scheduled for November 7, 2012, and because members want community input, they've posted notice via the PVForum to encourage public participation.

(j) Community Events Committee

As Mayor Derwin reported earlier, the Community Events Committee met on October 16, 2012 to discuss data points and details as a follow-up to the Blues & BBQ event, and discussed the Volunteer Appreciation Party, which is scheduled for November 30, 2012. Mayor Derwin said she suggested the name of a person who would be good to honor this year. Both Ms Mobley and Ms Raines said they would step down from the Committee, which Mayor Derwin said would leave a huge void.

WRITTEN COMMUNICATIONS [8:56 p.m.]

(9) Town Council October 12, 2012 Weekly Digest

- (a) #1, Attached Separates – Invitation to the 11th Annual Housing Leadership Day, Friday, October 26, 2012

Mayor Derwin said she looks forward to attending this all-day event, and expects to see many housing advocacy groups there. She said she's most interested in a workshop called "What You Zone is What You Get," because to make affordable housing happen, most communities usually have to rezone.

(10) Town Council October 19, 2012 Weekly Digest

- (a) #2, Attached Separates – Email from Rebecca Romero, City Selection Committee Secretary: Clarification regarding nomination to the Speaker of the Assembly's Office for the California Coastal Commission and Request for nomination, City of Santa Cruz Councilmember Lynn Robinson and Monterey County Supervisor Jane Parker

Mayor Derwin, noting that she chairs the Council of Cities Board, explained that the Council comprises 20 cities and towns, each of which has a seat on the Council, as does the San Mateo County Board of Supervisors. The group meets monthly. At the next meeting, scheduled for October 26, 2012 in San Carlos, the City Selection Committee – a subgroup of the Council – will meet because there's an open seat on the California Coastal Commission, a highly coveted, powerful political position, Mayor Derwin said. The City Selection Committees in each county submit names of nominees and the Speaker's Office eventually appoints someone. To date, only one name has come from San Mateo County – Carole Groom, a member of the San Mateo County Board of Supervisors. It's been very interesting behind the scenes, Mayor Derwin said, because letters have come from Santa Cruz and Monterey County. The City Selection Committee is expected to submit nominations for at least one county supervisor and one council member.

ADJOURNMENT [9:00 p.m.]

Mayor

Town Clerk