

PORTOLA VALLEY SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND THE EMERGENCY PREPAREDNESS COMMITTEE, MAY 29, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

Town Council

Present: Councilmembers Jeff Aalfs, Maryann Derwin, Vice Mayor Ann Wengert, and Mayor John Richards

Absent: Councilmember Ted Driscoll

Emergency Preparedness Committee

Present: Members John Boice, David Howes, Diana Koin, Anne Kopf-Sill, Stuart Young and; Secretary Budd Trapp; Vice Chair Craig Taylor and Chair Ray Rothrock

Absent: Chris Raanes

Others: Nick Pegueros, Town Manager
Brandi de Garmeaux, Sustainability and Special Projects Manager
Stacie Nerdahl, Administrative Services Manager
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of May 8, 2013 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: May 22, 2013 in the amount of \$138,846.54.
- (3) Proclamation of the Mayor: Honoring John "Skip" Struthers on his Retirement and Thirty-Three Years of Dedicated Service to the Town of Portola Valley. [*removed from Consent Agenda*]
- (4) Recommendation by Sustainability and Special Projects Manager: Approve the Required Next Steps to Implement the Eight-Week Trial Period of a Farmers' Market. [*removed from Consent Agenda*]
- (5) Recommendation by Town Attorney: Response to the San Mateo County Grand Jury re: "Water Recycling – An Important Component of Wise Water Management." [*removed from Consent Agenda*]

By motion of Vice Mayor Wengert, seconded by Councilmember Aalfs, the Council approved Consent Agenda Item 2 with the following roll call vote:

Aye: Councilmembers Aalfs and Derwin, Vice Mayor Wengert, Mayor Richards.

No: None

(1) Approval of Minutes: Town Council Regular Meeting of May 8, 2013

Councilmember Aalfs moved to approve the minutes of the May 8, 2013 Town Council regular meeting, as amended. Seconded by Councilmember Derwin, the motion carried 4-0.

(3) Proclamation of the Mayor: Honoring John "Skip" Struthers on his Retirement and 33 Years of Dedicated Service to the Town of Portola Valley

Mr. Struthers was unfortunately unable to attend the meeting. Councilmember Derwin commented on how well the proclamation captured Mr. Struthers' spirit. Mayor Richards read the proclamation.

Councilmember Derwin moved to approve the Proclamation of the Mayor. Seconded by Vice Mayor Wengert, the motion carried 4-0.

(4) Recommendation by Sustainability and Special Projects Manager: Approve the Required Next Steps to Implement the Eight-Week Trial Period of a Farmers' Market

Councilmember Derwin thanked Ms. de Garmeaux, Brook Coffee, and Laura Stec for their hard work to bring Farmers' Market to fruition. She said she hopes it will become a gem in Town and that the neighbors will come to embrace it.

Mayor Richards said Condition 5.b – "no amplified sound of any kind shall be used" – will make it tough to have anybody play any instrument. Ms. Sloan said that sentence could be stricken at the Council's direction. After some discussion, Councilmembers agreed to add language such as "amplified sound shall be allowed at Maggie Foard's discretion, provided it does not disturb adjoining property owners." (Ms. Foard had been selected to operate the Farmers' Market for the trial period.)

Councilmember Aalfs moved to approve the License Agreement with Maggie Foard to Manage an Eight-Week Farmers' Market Trial Period (Resolution No. 2593-2013, as amended), the Limited Use Parking Agreement with Christ Episcopal Church (Resolution No. 2594-2013), and the Notice of Exemption. Seconded by Councilmember Derwin, the motion carried 4-0.

(5) Recommendation by Town Attorney: Response to the San Mateo County Grand Jury, "Water Recycling – An Important Component of Wise Water Management"

In response to Councilmember Derwin, Mr. Pegueros said they would discuss the possibility of constructing a recycled water system with CalWater and West Bay Sanitary District. Councilmember Derwin also asked whether the Town encourages gray water recycling systems in new home construction. Mayor Richards said he thought that came under the jurisdiction of the San Mateo County Environmental Health Department but agreed that the Town should encourage it.

Councilmember Derwin moved to approve the Grand Jury report recommendation. Seconded by Vice Mayor Wengert, the motion carried 4-0.

REGULAR AGENDA(6) Recommendation by Emergency Preparedness Committee: Emergency AM Radio Installation and Policy

Dr. Koin said they had purchased an AM Radio, which is currently portable, operational, and ready to be up and running shortly after an emergency. She said in December 2012, the Council instructed the EPC to find a permanent location. She said she would report on the status of that effort, offer a policy suggestion and propose marketing strategies.

She said the EPC evaluated locations and costs for a permanent antenna installation. The station is licensed under Traveler's Information Service (TIS), with 1680 as the call station number. A recorded message can be uploaded to the radio via a USB stick. Simple instructions will be provided so many people would be able to upload messages, including standard messages that provide general information and can be changed as often as necessary.

Criteria the Committee considered in evaluating potential permanent antenna locations included:

1. Performance to cover the largest portion of homes
2. Safety and health concerns near the antenna
3. Minimal radio frequency interference with existing electronics and telephones
4. Appearance and fit to Portola Valley surroundings
5. Operational ease and access to the equipment
6. Ease of maintenance, installation and cleanliness of operating area or room
7. Survivability in an earthquake and other emergencies
8. Availability of emergency power
9. Compliance with FCC Part 90, the governing regulations

The EPC considered a dozen possible locations, including:

- Town maintenance shed
- Sheriff's building south of Town Hall
- Woodside Fire Protection District Station 8 (Alpine and Portola Roads)
- Town Center roof
- The Priory
- Corte Madera School
- California Water tank on Peak Lane
- Sequoia residences
- A private residence in Portola Valley
- Christ Church (next door to Town Center)
- Near Town Center, mounted on a light standard or standalone pole
- Replaced existing flag pole with embedded AM antenna

At any of the locations, antenna mounting hardware and grounding would cost \$6,000, electrical work \$1,000 and miscellaneous hardware is \$1,000. Trenching would run \$30 to \$50 per square foot, plus \$3 for additional materials and work. Dr. Koin provided examples of a range of potential Installation costs at some of these locations:

- Maintenance shed, \$28,000 (has the longest trench)
- Sheriff's building, \$19,000
- Christ Church, \$14,000
- West edge of Town Hall, \$8,000

The ASCC met with the Committee on May 13. The preferred location for the antenna's best performance would be in a large, wide open field that is preferably a little damp. At first they recommended the Sheriff's building; but when Public Works Director Howard Young subsequently verified it had no suitable conduit, they recommended their second choice, the other corner of the Town Hall building.

Thus, Dr. Koin said, the EPC recommends the antenna be located at the west side of the Town Hall parking lot. With ASCC's input, they recommend a freestanding pole, hinged at the ground for maintenance. They tested the portable equipment at that position with Committee Members driving around while listening to the broadcast. They reported that the broadcast was audible in almost all locations in Portola Valley.

Additionally, the suggested permanent location is the least expensive, is completely on Town property, and complies with all FCC regulations. It would operate 24 hours a day, 7 days a week, with always-on confirmation. The 24/7 operation also maintains control of the frequency so that neighboring towns don't see it as unused and available.

The Emergency Preparedness Committee recommends the following Town Policy:

The Town has installed an AM radio (1680) as an additional communication tool intended to provide reliable information that is critical to the safety of Portola Valley residents, particularly in the event of an emergency. It has battery backup power and most residents have battery-operated AM radios in their homes and cars. This is a communication tool that is more likely than other modes to be functional in a widespread disaster such as an earthquake.

During an emergency, the Director of Emergency Services will have sole discretion over the messages to be distributed on the AM radio. During nonemergency times, the Town Manager will direct the messages to be broadcast. It should be noted that this radio was licensed under the Travelers' Information Stations (TIS) and is subject to the FCC Part 90 rules governing those licenses. It is the intent of the Town of Portola Valley to limit the use of this system to public safety purposes.

The Committee believes the usefulness of the new service is proportional to the number of residents who know about it, remember it, and recall the 1680 frequency. The plan for marketing and promotion includes a note on the website, a postcard mailing with refrigerator magnets, road banners, local media announcements, and banner at Ford Field and Town Center. The EPC recommended keeping the banners up for about two weeks each April. Once the radio is up and broadcasting full time, the EPC plans a marketing blitz to get all the promotional pieces out, The Committee would like an Emergency Preparedness table set up, with the radio tower operational, at the Town Picnic, and allow residents to record messages they can listen to on their own radios.

The banners cost \$300 each. The postcard/magnet costs \$2,000 to mail to all residents of Portola Valley.

Dr. Koin said the first priority during an emergency is to communicate. She said many Portola Valley residents would be willing to help in an emergency and we need this great tool to communicate what to do, where to go, and to advise volunteers where the most help is needed. She pointed out that all other modes of communication have serious issues in an emergency situation. Portola Valley would be the first among the neighboring communities to have the emergency AM radio station. It would provide a significant improvement in Portola Valley capabilities. The Committee thanked the Council, ASCC, staff, Mr. Young, and all the citizens for all their support.

Vice Mayor Wengert asked if the tower would blend in or would stand out. Dr. Koin said she wouldn't notice it but she's not a designer or architect. It is not visible from the road. The ASCC was satisfied with the proposed location.

Councilmember Aalfs asked whether the signal spilled over into Woodside significantly and if that would ever be an issue. Mr. Rothrock said it would only be an issue if Woodside were to obtain a TIS license on the same frequency; Sunnyvale has one. Mr. Rothrock said the Federal Communications Commission regulates the TIS.

Dr. Koin said she'd investigated what other towns broadcast and it ranged from complete silence except in emergency situations to full-time personnel providing broadcasts of daily events.

Vice Mayor Wengert asked how frequently there would be broadcasts in a non-emergency setting. Mr. Rothrock said everyone on the Committee had an opportunity to record a message related to emergency preparedness – “Have you changed your batteries in your flashlights lately?” “Do you know where your first aid kit is?” Recordings can be made to USB sticks and loaded onto the machine. Set up to broadcast in a continuous loop, the messages would change automatically.

Vice Mayor Wengert said the primary usage we all think about is earthquake. She asked if the EPC had thought about an application in the event of wildfires. Mr. Rothrock said it takes literally a few seconds to change the message to address any emergency. Dr. Koin explained that there would be a quick card with easy instructions so that anyone, subject to the person in charge, could upload a message. Mayor Richards pointed out that this would be a great tool for the Fire Department to get messages out.

Vice Mayor Wengert moved to approve the EPC’s proposed radio broadcast antenna location and emergency radio policy. Seconded by Councilmember Aalfs, the motion carried 4-0.

(7) Recommendation by Town Manager: Approval of Mid-Year Budget Amendment [8:12 p.m.]

Mr. Pegueros presented the summary budget amendment, indicating requested changes to three funds:

- General Fund: Moving \$15,474 from Miscellaneous Expenses to Services and Supplies, resulting in a net zero change to the General Fund expenditure budget
- Inclusionary-in-Lieu: Providing a budget for receipt of proceeds from the sale of the Blue Oaks Lots

Mr. Pegueros asked whether the Council wanted to add a restriction to the Blue Oaks funds from a financial statement perspective. He said it is possible that when this is recorded in Fund 45, it could be restricted to inclusionary-in-lieu and be used for that purpose only. If the Council wanted further restrictions, he said staff could come back with a recommendation for proposed language for Council consideration.

In response to Vice Mayor Wengert, Mr. Pegueros said the full inclusionary fund is currently about \$2.88 million, and was approximately \$150,000 before the Blue Oaks sale. Vice Mayor Wengert suggested that, from an accounting standpoint, consideration be given to formally segregate the Blue Oaks proceeds because they came with a commitment for eight units.

Commissioner Aalfs pointed out that any alternative uses for any of the funds – such as to encourage building more second units – would come back to the Council in any case.

- Storm Damage: Providing a budget for the December 2012 storm damage to Alpine Road. Federal reimbursement is expected. The bulk of this project would occur in the next fiscal year and the next fiscal year’s budget will include a request of \$300,000 for storm damage repair.

Mr. Pegueros asked if the Council wished to add an allowance for uncollectible reimbursements should that reimbursement fail to come through, and he said it’s not likely to be 100% in any case. He said the reimbursement request includes staff time that otherwise would have been borne by the General Fund, so if the federal government only grants 80% of the request, the shortfall would mostly be the staff time portion.

Vice Mayor Wengert asked if Mr. Pegueros recommended having an allowance for uncollectible reimbursements. Mr. Pegueros said we don’t yet know the cost of the project, so he’d advise against putting aside the full \$300,000. He suggested waiting until after some good estimates are available in December 2013 to determine an amount. The recommendation would be to commit undesignated Fund balance to this specific project, which would make it unavailable for any other purpose unless the Council were to change its mind.

Vice Mayor Wengert moved to approve the budget amendments. Seconded by Councilmember Derwin, the motion carried 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Appointment by Mayor: Request for Appointment of Member to the Sustainability Committee

Vice Mayor Wengert moved to approve the Mayor's Appointment of Stephen Marra to the Sustainability Committee. Seconded by Councilmember Aalfs, the motion carried 4-0.

(9) Reports from Commission and Committee Liaisons

Councilmember Derwin:

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

The May 9, 2013, C/CAG Board Meeting included a presentation by the Peninsula Traffic Congestion Relief Alliance, which provides programs in San Mateo County to get people out of their cars. Councilmember Derwin suggested the Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee be aware that this Alliance grants funds for bicycle improvement plans such as bike racks. She said Portola Valley is one of only three cities in the County without a seat on the Alliance Board, and is unlikely to get a much-needed shuttle program – perhaps running between Ladera and the CalTrain station – without representation.

The C/CAG Board also discussed:

- The Countywide Funding Initiative for the stormwater compliance activities. There will be legislation so that C/CAG can be a sponsoring agency; options include a special tax, a parcel tax, and a Proposition 218 special assessment.
- The San Mateo County Priority Development Areas (PDAs), which provide incentives to cities to put housing on the transit corridor. In addition to housing, services, business, infrastructure and transportation are also needed.
- The San Mateo County Green Business Program's request for all cities to provide funds. Portola Valley had objected because the fee structure did not take into consideration the Town's small number of businesses. She said they agreed to look at that and bring it back again.

It was also announced that the Town's C/CAG Member fee would increase 5% for fiscal year 2014-2015.

(b) Sustainable San Mateo County

She attended the Indicators for a Sustainability San Mateo County lunch on May 21, 2013. Portola Valley is among the sponsors of the annual Indicators for a Sustainable San Mateo County Report, which Councilmember Derwin finds one of the most useful documents in the County. It includes statistics that range from economic mobility to school funding to third-grade language arts proficiency, all broken down by region and demographics. This indicator report is now available for download online.

She said the report focuses on one indicator each year, and this year the indicator is equity. She said according to the statistics, the gap between rich and poor has grown substantially. Councilmember Derwin said she was particularly impressed by Dr. Charles Varner, the Associate Director of the Stanford Center for Poverty and Inequality. Wages aren't keeping pace with housing costs, she explained, and it comes back to people being unable to afford to live near

where they work. She said there was a lot of discussion about the effects of commuting from Tracy, for example, not only in terms of vehicles on the road, but how it affects families and their quality of life.

(c) Housing Endowment and Regional Trust (HEART) of San Mateo County

Councilmember Derwin attended the Board Meeting on May 22, 2013. She reported that HEART is trying to launch an "Opening More Doors" plan. They want to build 10% more homes in the County, which requires raising a substantial amount of money. They are now talking to a consultant regarding a fundraising campaign to raise \$200 million in 10 years. The consultant's fee would be \$130,000 and they would fundraise for their own fee from foundations. Councilmember Derwin indicated that she has a relative who works for one of the consultants and may want to recuse herself from these discussions in the future.

(d) Poet Laureate Selection Committee

At its second meeting, Councilmember Derwin reported that the Committee worked on the application/nomination paperwork. The application period will run June 8 through June 30, 2013.

(e) Portola Valley 50th Anniversary

Councilmember Derwin said that she and Mayor Richards spoke with Danna Breen and Cindie White about the Town's 50th Anniversary Party in 2014. They have a lot of creative ideas and are very enthusiastic. Many people from various committees have expressed interest in participating, including Karen Mobley, who was active in Blues & BBQ.

Councilmember Aalfs:

(f) Open Space Acquisition Advisory Committee

Nona Chiariello, who works at Jasper Ridge, was welcomed as a new member at the Open Space Acquisition Advisory Committee's May 14, 2013 meeting. The Committee discussed a review the definition of "open space."

(g) Finance Committee

The Finance Committee reviewed the FY 2013-2014 budget at its May 28, 2013 meeting, and Ms. Nerdahl and Mr. Pegueros will provide a report at the next meeting. Councilmember Aalfs and the Finance Committee congratulated them on their excellent, entrepreneurial approach to the Town's finances.

Mayor Richards:

(h) Emergency Preparedness Committee

EPC members discussed the material covered in tonight's presentation at their May 9, 2013 meeting.

(i) Cultural Arts Committee

Members of the Cultural Arts Committee, who met on May 9, 2013, discussed efforts to find a location for the 2013 holiday fair and possible use of flag-type banners on posts for their events.

(j) Conservation Committee

Meeting on May 28, 2013, the Conservation Committee discussed how to deal with the fact that many people pull broom throughout the year, pile it up, and then ask the Town's maintenance people to pick it up. It's problematic from the standpoint of Public Works' time, plus the fact that the piles of broom also contain other materials.

The Committee also discussed how to deal with the issue of coyotes and small animals.

Vice Mayor Wengert:

(k) Bicycle, Pedestrian, & Traffic Safety Committee (BPTS)

Vice Mayor Wengert reported that the larger signs by Windy Hill to discourage parking on Portola Road seem to be working well. Mayor Richards disagreed, saying last weekend he saw vehicles parked right next to the signs; one vehicle had even knocked a sign over. It is not posted "no parking" so vehicles cannot be ticketed, which has not been recommended at this point.

WRITTEN COMMUNICATIONS

(10) Town Council May 10, 2013 Weekly Digest

(a) #9 – League of California Cities re: Designation of Voting Delegate and Alternates for Annual Conference – September 18-20, 2013

Councilmember Derwin said she wouldn't be able to attend this year. Vice Mayor Wengert said she could go, but will wait to see the agenda before making a commitment.

(11) Town Council May 17, 2013 Weekly Digest – None

(12) Town Council May 24, 2013 Weekly Digest – None

ADJOURNMENT: 9:15 p.m.

Mayor

Town Clerk