

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 884, August 13, 2014

Vice Mayor Aalfs called the Town Council's special meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: Mayor Wengert

Others: Nick Pegueros, Town Manager  
Howard Young, Public Works Director  
Brandi de Garmeaux, Sustainability & Special Projects Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes: Special Town Council/Planning Commission/ASCC Meeting Retreat of May 18, 2014
- (2) Approval of Minutes: Regular Town Council Meeting of July 9, 2014
- (3) Ratification of Warrant List: July 23, 2014 in the amount of \$337,654.00
- (4) Ratification of Warrant List: August 13, 2014 in the amount of \$151,302.92
- (5) Recommendation by Public Works Director – Notice of Completion for the 2013/2014 Street Resurfacing Project Surface Seals No. 2013-PW02
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2013/2014 Street Resurfacing Project – Surface Seals #2013-PW02 and Authorizing Final Payment to “G. Bortolotto & Co., Inc.” Concerning Such Work and Directing the Town Clerk to File a Notice of Completion (Resolution No. 2630-2014)
- (6) Recommendation by Sustainability and Special Projects Manager – Proposed change to the Sustainability Committee Charter
- (7) Report from Sustainability & Special Projects Manager – Amendment to Agreement Between the Town of Portola Valley and Maggie Foard for coordination of the Farmers Market
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Maggie Foard (Resolution No.2631-2014)
- (8) Report from Sustainability & Special Projects Manager – Amendment the Limited Use Parking Agreement between the Town of Portola Valley and Christ Church
- (9) Appointment by Mayor – Woodside Highlands Road Maintenance District President of the Board

By motion of Councilmember Hughes, seconded by Councilmember Derwin, the Council approved Items 1 through 9 on the Consent Agenda with the following roll call vote:

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

No: None.

#### REGULAR AGENDA

(10) Recommendation by Town Manager – Adoption of a Resolution Approving Amendments to the Town's Employee Compensation Plan

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective September 1, 2014 (Resolution No. 2632-2014)

Mr. Pegueros noted that on April 24, 2013, the Town Council approved the creation of the Employee Compensation Plan document which outlines the authorized salary schedule and fringe benefits provided to employees. The Plan includes an IRS Section 125 Plan that provides employees with a monthly flexible dollar amount which can be used, at the employee's determination, to purchase or opt-out of a medical plan, contribute to an IRS Section 125 flexible spending program, or contribute to an IRS Section 457 deferred compensation.

The recommended changes to the plan address two separate areas. The first adjusts the monthly flexible spending allowances that are provided to employees and are used by employees to pay for eligible expenditures – most commonly medical insurance. The second change is a recommendation to provide Town-paid long-term disability insurance (LTD) and group term life insurance to all employees eligible for benefits.

In order to provide employees with the information they need to assess their options, the Compensation Plan must be updated.

In the Town's 2013 compensation survey of ten peer agencies, the Town of Portola Valley was the only employer that did not offer LTD and Group Term Life Insurance benefits to its employees. The cost of these benefits is relatively small and provides some peace of mind to the employee should an unfortunate circumstance arise.

The amounts budgeted for the cafeteria plan/health premiums (\$231,481) and the LTD and group term life insurance premiums (\$3,500) are sufficient to provide for the expenditures anticipated as a result of this amendment to the Compensation Plan.

In response to Councilmember Derwin, Mr. Pegueros said staff was satisfied with these changes.

Councilmember Hughes moved to approve the amendment to the Town's employee Compensation Plan effective September 1, 2014. Seconded by Councilmember Derwin, the motion carried 4-0.

#### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(11) Reports from Commission and Committee Liaisons

Councilmember Richards -

Planning Commission approved geological map modifications for two properties. Also approved was a variance to allow solar panels in the setback (Westridge) and a site development permit for residence in Blue Oaks.

Trails & Paths Committee noted the progress being made on driveway scoring. The recommendation on the removal of "high fire danger trees" was approved and will be forwarded to the Town Council. The committee discussed the temporary "No bicycle" signs on the Alpine Horse trail from Arastradero to Westridge. The committee will follow up to see if the signs have helped

keep bicycles off the trail. The committee also discussed the bicycle/horse conflict on the trail along Alpine Road, from Portola to Los Trancos.

Councilmember Hughes -

Cable & Utilities Undergrounding Committee discussed the PG&E undergrounding project on Alpine and possible options to help fund undergrounding in town.

Conservation Committee congratulated committee member Dieter Walz for serving on the Conservation Committee since 1964. The committee reviewed a requested site development permit for a pool and pool house on Grove Drive and reviewed the application for fencing and tree planting for a property in Westridge. Resident Danna Breen was honored with a Backyard Habitat award. As part of Ecology Day on October 18<sup>th</sup>, there will be a presentation on water conservation.

Councilmember Derwin -

July 14<sup>th</sup> ASCC commission meeting approved all items with submitted changes. Plans for the detached studio and guesthouse at 455 Golden Oak will come back to two ASCC members with changes.

At the July 16<sup>th</sup> C/CAG Resource Management and Climate Protection Committee meeting there was a presentation on Community Choice Aggregation legislation, an update and presentation on the San Mateo County Energy Watch water benchmarking of all the K-12 public schools in the county, and update on SMC Energy Watch Prop 39 school support, a presentation on the State Energy Efficiency Collaborative meeting and presentation on the survey results from all the cities who used the Hara software tool for the RICAPs program.

The HEART Board meeting on July 23<sup>rd</sup> approved a loan to Habitat for Humanity for an affordable housing project in Redwood City. The Fund Development Committee is soliciting names for a keynote speaker for next year's annual fundraising lunch. Rich Gordon sent a letter with a Prop 1C update. The RFP has gone out for a new consultant for the Opening More Doors campaign.

Menlo Park hosted the July Council of Cities dinner at Hello Startup, a new incubator on Willow Road. Several of the startup's founders discussed their business and why it is beneficial for elected officials to encourage startups to move to their cities.

Ad-Hoc Water Conservation Task Force is moving forward with the planning and execution of their October 18 event, the writing and designing of a post card to be mailed to all residents and the building of a webpage on the town's website.

Vice Mayor Aalfs

Councilmember Aalfs attended a meeting with town staff and MROSD to discuss the Letters of Interest received for the Hawthorns property reuse. Subsequent to that meeting, the MROSD Board's subcommittee met to consider the proposals and decided to recommend moving forward with a plan to restore the property and use it as a private residence.

Councilmember Aalfs and staff meet with PG&E regarding broken gas lines in the Ranch. PG&E will replace 1600 feet of main gas line on Valley Oak.

WRITTEN COMMUNICATIONS

(12)Town Council July 11, 2014 Weekly Digest – None

(13)Town Council July 18, 2014 Weekly Digest – None

(14)Town Council July 25, 2014 Weekly Digest – None

(15)Town Council August 1, 2014 Weekly Digest – None

(16)Town Council August 8, 2014 Weekly Digest –

- (a) #12 – Councilmember Derwin asked if a response letter could be sent to the FAA. Council concurred that a response letter should be sent documenting the town's continued support of an EIS.

ADJOURNMENT [8:02 p.m.]

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Vice Mayor

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Town Clerk