

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 929, MAY 11, 2016**

**CALL TO ORDER AND ROLL CALL**

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

Present: Councilmembers John Richards and Ann Wengert; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin

Absent: Councilmember Jeff Aalfs

Others: Jeremy Dennis, Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

Finance Committee Chair, Bill Urban, requested an opportunity for a couple of members of the Finance Committee to make a presentation requesting the inclusion of a revised UUT ballot measure in November. The Committee is asking that their request be moved up in the Council's priority list and are offering their assistance if manpower is part of the issue. He said they are recommending to give the Council the power to adjust the amount collected for the General Fund section of the UUT to an amount up to 4.5 percent per year, but not mandatorily at 4.5 percent. He said they are continuing to add very large amounts of cash to their cash balances and the last financial report he saw at the end of March indicated \$3.5 million of cash reserves with \$1.4 million unassigned. He said they will be proceeding with the approved investment program, but it will not address the issue of a lot of money that is not being productively invested. He asked the Council to consider June 8 to hear their presentation. Mayor Derwin said she will discuss it at the Mayor's meeting next week. Vice Mayor Hughes said the issue has been discussed at the last couple of Council meetings and the consensus was that, while they agree with the general principal, rather than trying to squeeze it into the calendar and use staff time, they would probably do it next year when it comes up for renewal.

**CONSENT AGENDA** [7:03 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of April 27, 2016.
- (2) Approval of Warrant List: May 11, 2016, in the amount of \$107,503.97.
- (3) Recommendation of Administrative Services Manager – Action on Claim of Jeannine Gauthier.
  - a) A Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Jeannine Gauthier (Resolution No. 2689-2016)

Councilmember Richards moved to approve Items 1 through 3 in the Consent Agenda. Seconded by Councilmember Wengert, the motion carried 4-0 with a roll call vote.

**REGULAR AGENDA** [7:04 p.m.]

**COMMITTEE REPORTS & REQUESTS**

- (4) Report from the Conservation Committee – Committee Annual Report to the Town Council.

Conservation Committee Chair Judith Murphy presented the Conservation Committee annual report. She said the Conservation Committee's mandate is to serve the rural quality of Portola Valley and to maintain the Town as an attractive, tranquil, family-oriented residential community for all generations, compatible with the many physical constraints and natural features of the area. She said the Committee does this by promoting programs to enhance the environment through protection of the native habitat and by helping to ensure that all land development respects and preserves the natural condition of the area.

Ms. Murphy said the Committee conducts approximately 10 to 12 site visits a year as well as weighing in on any controversial or questionable tree permits. She said many programs have been initiated by the Committee over the years. She said the Annual Broom Pull has focused on Corte Madera School, Grove Drive, and Ford Field, which are largely broom free now. She said they have had increasing participation with the Scouts and partnered with Acterra this year, which resulted in more available volunteers. The Backyard Habitat Program is in its second year, with the goal of providing education and positive encouragement for people to do the right thing. She said they are now being occasionally called on by people who are not necessarily interested in the award, but want the Committee's help in evaluating their property. She said they have had a total of 19 applications and granted 15 awards. She said the plan is to formally acknowledge the award recipients each year at the December Council meeting. She said they have education tables at Earth Day, Town Picnic, and Drought Action Day with literature and samples of native plants, and sponsored a popular evening lecture last year, The Mountain Lion Talk. She said they provide a "Tip of the Month" on The Forum with recommendations and suggestions such as what native wildflowers are blooming or what invasives should be removed from yards. She said this year they started "Kudos of the Month," where they report on something good happening in Town with regard to conservation. Also new this year is the Guide to the Town Center, which is a self-guided tour of the native plant at Town Hall. She said the guide was very popular on Earth Day and it is in their budget to get more of them. She said they've been asked to sponsor the Sod Blitz, which they were delighted to do. She said they've expanded and updated the webpage and have significant plans to improve it to make it a better resource for the residents. She said the use has changed for the front of the Old Schoolhouse with the Farmer's Market and the deteriorated landscape, and the Committee convened a group from other relevant committees that were recruited to draw plans to provide more hardscaping, install benches, and protect the existing plants. She said the priorities and rough plan were approved by the Town Council but the project has been postponed until July. She said they worked out a revised plan for the Native Plant Garden, but it was put on hold due to the drought. They are now trying to at least keep the garden maintained despite the drought and will put in the infrastructure, but not plant yet. When they do plant, they will use a very water-sparing planting plan. She said they have a program to preserve the Monarch butterfly with milkweed planted in Springdown. She said they've been working with Friends of the Library as they discuss their ideas about programmatically expanding between the Library and the creek. She said the Conservation Committee would like to see a small Monarch waystation in that area. She said Committee Member Paul Heiple spent a fair amount of time creating a weed sheet showing all the weeds, when they bloom, what needs to be eradicated now prior to going to seed, etc. She said the weed sheet was designed to guide Public Works in their maintenance of the right-of-way. She said Public Works is currently budgeted to have the right of ways along the scenic corridor maintained at least once a year, but ideally this should occur two or three times a year. She said the Conservation Committee holds a daytime meeting once a year to have an extended conversation with the Public Works Director and they also strive to collaborate with many of the other Committees and Commissions, attending site meetings and regular evening meetings. She said the Committee has had significant concerns about water for a number of years and they also work closely with the Water Conservation Committee.

Ms. Murphy said the proposal for next year includes more site visits, tree visits, Broom Pull, Backyard Habitat Program, Monarch Butterfly project, education, tables, Tip of the Month, Kudos of the Month, reprinting the Guide to Town Center Native Plantings, maintaining and updating the website, upgrading the weed seedling page with identification photos of the small weeds, upgrading the front of the old schoolhouse, and the Native Plant Garden. She said a new agenda item is to work jointly with the Water Conservation Committee and one or two local garden clubs to sponsor a Portola Valley Garden tour next

spring of only local properties and open only to local residents. She said the goal will be to showcase beautiful places that use very little water.

Ms. Murphy said Councilmember Richards, the Council's Conservation Committee Liaison, attends almost every meeting, which is wonderful and valuable and helps them to be much more effective.

Ms. Murphy said that she is aware the consideration of the Committee's budget is partly influenced by her presentation of the annual report, but she wishes to lobby instead for the Public Works budget, who needs more funding in order to be more aggressive with things like the scenic right of way, weeding more frequently, and Go Native. She said she and the Committee would like to see the Town Center consistently look as nice as it does on Earth Day.

Mayor Derwin called for questions from the Council.

Mayor Derwin asked when the front yard of the schoolhouse would be renovated. Ms. Murphy said it has been postponed repeatedly and is now expected to occur in July. She said the delay has been due to the contractor schedules. Because July is not an optimal time for planting, Ms. Murphy said they should do all the work except the planting in July, and then plant in October.

Mayor Derwin said she heard that sometimes the Conservation Committee and ASCC are not on the same page, citing the recent example of a project at Alpine and Los Trancos. She asked Ms. Murphy if they had considered a joint meeting with the ASCC. Ms. Murphy said she discussed this issue with ASCC Vice Chair Breen today. Ms. Murphy said this is a relatively new problem but does not see it as a generic problem or a new pattern.

With no further questions, Mayor Derwin called for comments from the Council.

Councilmember Wengert commended the Committee for being one of the most workhorse, visible, and well-respected committees in Town, which is well deserved. She said that in the past a Committee member would lead plant and tree identification walks, citizens have asked her about them, and she thinks such walks would be very well attended.

Vice Chair Hughes pointed out that the Conservation Committee members are often required to be on-site, meeting with people, trudging up hills, or plowing through weeds, which is a large amount of very intensive work.

Mayor Derwin thanked the Committee and recognized two members in the audience – Jane Bourne and Marge DeStaebler, who do extraordinary and important work. She said she would like to advocate on behalf of the Committee for more money for the Native Plant Garden and would like to see it as a priority for the fall planting season. She said she also wanted to advocate on behalf of the Committee to give the Public Works Department the budget for weeding more frequently in the scenic corridor.

In response to Councilmember Richards' question, Ms. Murphy said the Committee is hoping to develop a native plant seed collection, with the idea of displaying them in a library so that people could give seeds and take seeds.

Mayor Derwin said the state water mandate numbers will not be eased and it will fall to specific water districts for handling, so the drought is here to stay. She said the types of projects organized by the Conservation Committee can help Town residents to learn what will be the new norm. She would like to direct more money in that direction to help residents address the drought.

Ms. DeStaebler said she has used the guide and it really works, providing great information on where and what and when to plant. She said it is one the Committee's goals to encourage the use of the iNaturalist

app for smart phones to be able to look up plants and see descriptions and photographs of how the plants look in different seasons. She said this may attract some of the younger generation.

### **STAFF REPORTS AND RECOMMENDATIONS**

- (5) Recommendation by Administrative Services Director – A Resolution Approving Amendments to the Town's Employee Compensation Plan.
- a) A Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan (Resolution No. 2690-2016)

Town Manager Dennis presented the staff report, on behalf of Administrative Services Manager Susan Cope, regarding a proposed resolution to amend the employee compensation plan. He said the CPI calculation made when the compensation plan was updated last year was miscalculated at 1.23 percent instead of 2.3 percent. He said this did not affect the employee's salaries, but the amendment will address the error. The proposed resolution also changes the title of Maintenance Worker III to Senior Maintenance Worker. He said the job title of Recreational Facilities Coordinator will be eliminated because those duties have been absorbed in the Maintenance Worker classification. He said staff is currently looking to fill an Administrative Support position that would also be taking on some of the non-manual labor of the Recreational Facilities Coordinator position, which is currently being performed by the overworked existing staff.

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked if there would still be a need to have an additional staff person when the Town adopts a more automated system. Town Manager Dennis said staff is currently looking at automated support, which they believe will help somewhat. He said, however, there will still be a need for a person to monitor the system as well as deal with the transition time. He said that position will also accommodate other event work currently being performed by Sustainability & Special Projects Manager de Garmeaux that shouldn't be under her purview. He added that because Accounting Assistant Rojas is now upstairs, there needs to be someone downstairs. In response to Councilmember Wengert's question, Town Manager Dennis confirmed it was a change of the responsibilities of some of the existing staff as well as a consolidation of some of the duties. He said some things have fallen off related to some of the maintenance duties which will be taken on by the Senior Maintenance Worker.

In response to Mayor Derwin's question, Town Manager Dennis said there would still be two maintenance workers.

Councilmember Richard said the Public Works Director had mentioned hiring another maintenance person and asked if that was still being considered. Town Manager Dennis said they have had challenges filling that position and, while it is still being pursued, they haven't received any adequate résumés. He said the Senior Maintenance position is a title change and not a new hire. He said staff needs to decide if they should continue looking for a third maintenance worker or if they can shift duties around.

Councilmember Wengert asked when the Council would see the next version of the organization of the Town Council staff. Town Manager Dennis said extensive conversation is going on now to evaluate if staff has the right people doing the right things or if any activities are not being done. He said, as an example, because Ms. de Garmeaux took on so much in the way of events, she does not have the ability to always serve as the Sustainability Manager, which was concerning. He said there are similar scenarios for three or four other staff members. He said he wants to have a more comprehensive conversation this summer or in early fall with the Council related to topics such as an appropriate mix of staff, positions that should be considered, etc.

Councilmember Richards moved to approve the Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan. Seconded by Vice Mayor Hughes; the motion carried 4-0.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [7:34 p.m.]

Councilmember Wengert – Attended the April Council of Cities dinner meeting along with Mayor Derwin and Councilmember Richards on April 23. Attended the Parks & Recreation Committee meeting on May 2 where they discussed the improved condition of the Town fields. She said they discussed Little League baseball, which is at maximum capacity (1,000), and said \$18,000 of their remaining \$35,000 for the Ford Field renovation will be spent for the new batting cages. They reported that the Parks & Recreation Committee Survey had about 100 responses and they were still looking for more and that the responses have been mostly positive. They discussed the upcoming Town Picnic, planning to eventually turn the Zots to Tots over to Pacific THERx who has provided a lot of volunteer staff. She said the Committee is still looking for ways to develop their website and better use of social media. Town Manager Dennis said he spoke with Committee Co-Chair Lavalle, who understood that staff was researching appropriate software and indicated the committee would support any decision made by staff. She attended the May 4th Planning Commission meeting where they discussed a lot line adjustment on Wayside, a modification to geological and ground movement map at Adair Lane, and the Windmill project. She said there was a lot of supportive and enthusiastic commentary regarding the Windmill project. The story poles were not in place during the field meeting and Planning Director Pedro will be scheduling another visit for the ASCC and Planning Commission with the poles in place. She said the applicants reduced the number of parking spaces and added a turnaround area, reduced the number of students on-site at any one time, and reduced the lighting by 20 percent. She said they did discuss the affordable housing element. She said that, while the Commissioners were supportive, the issue came down to requiring something of this applicant that they wouldn't require of others. Mayor Derwin asked if they considered the nexus that if you are creating more jobs, you should look at creating more housing. Councilmember Wengert said it would be an issue to apply that requirement to any single project without having already made that decision and created a policy. Mayor Derwin said it needed to be further explored because it is the right thing to do so that people who work in Town can live in Town. Councilmember Wengert said the Planning Commission was responding to all the applicant had done and were being consistent with Town policies. She said it would be valuable to agendize the issue in general, but not specific to a project that is already underway. She said they also discussed the sound wall, which was being called an ornamental garden structure. She said the Commission discussed how ornamental garden structures should be defined in the future. She also attended an FAA Select Committee formation meeting on May 6. She said it was an administrative meeting, with the FAA in attendance. She said the committee continues to wait for the report from the FAA. She said Supervisor Joe Simitian was elected Chair of the committee and he suggested a double Vice Chair, one from each of the remaining counties, which will be Supervisor Dave Pine from San Mateo and Supervisor John Leopold from Santa Cruz. She said the Roundtable will be running a series of parallel meetings because it has been bifurcated so that the arrivals are here and the departures are there, and the technical subcommittees that were participating are kicking into gear with multiple meetings now scheduled, in addition to the regular Roundtable meeting. In response to Mayor Derwin's question, Councilmember Wengert said she did not think the Congresspeople would be attending these meetings.

Councilmember Richards – None to report.

Vice Mayor Hughes – Attended a special Bicycle, Pedestrian & Traffic Safety Committee meeting this morning, where they discussed overflow parking at the garage on Portola Road. He said the Public Works Director would be contacting the owners because their use permit requires all of their vehicles to be parked on their property. He said there was a lengthy discussion about the Los Trancos/Alpine intersection, with people rolling into the crosswalk instead of stopping due to the restricted sightlines. He said resurfacing notices have been delivered to residents that the crack seal project will begin on May 16.

He said the batteries failed on the new speed trailer and a committee member is working with the vendor to get replacement batteries, which are under warranty. He said they discussed the Windy Hill overflow parking signs, which might be appropriate to also discuss with the ASCC. They announced that May 12 is Bike from Work Day.

Mayor Derwin – Attended a C/CAG Water Committee meeting where they heard a presentation on current efforts in sea level rise, with a report due in the fall. She said they continued their discussion about the work plan framework and asked staff to come back with more information so they can make a recommendation about agency structure and funding mechanisms. She attended a Council of Cities meeting with Councilmember Richards. She attended a Jobs/Housing Gap Task Force Meeting where they had a panel and discussed funding. She said an idea came from the floor that the County would float a bond for affordable housing. She said bonds are being considered in Alameda County and San Francisco County. She attended a prayer breakfast for the Service League, who provide programs for people in jail and after they are released. She said three female addicts attended with their babies and talked about how they were moving forward. She announced another film will be shown May 17, Unbranded, about wild horses.

(7) Town Manager Report – Town Manager Dennis said condolences were sent to the Sidensol family who lost a family member in a car accident in Town on Saturday, May 7. Referring to the Alpine Road corridor study community meeting that took place on May 9, Town Manager Dennis said he suggested engagement of appropriate committees to bring a recommendation to the Council of items to consider and possibly design, and then submit recommendations to the County of San Mateo. Vice Mayor Hughes said the Public Works Director was at the Bicycle, Pedestrian & Traffic Safety Committee meeting this morning. He said the County has apparently retained a number of consultants and conducted extensive studies with five or six different proposed plans concerning the stretch of Alpine Road from Ladera to the Stanford golf course. As for the Ladera intersections at La Mesa and La Cuesta, he said they discussed traffic lights, stop signs, and roundabouts, and most people were not supportive of a traffic light. Town Manager Dennis said the ASCC reviewed a conditional use permit amendment for a six-bedroom dwelling unit to an existing facility in Glenoaks. He said staff checked with HCD and were advised that the work done on this project will count toward the Town's RHNA numbers. He said staff was notified of rat poison found on the Town Center softball field, which was eaten by a dog, who will recover. He said they filed a report with the Sheriff's Department. He said the poison was removed completely, staff walked and examined all of the fields in Town, and a notice was posted to the PV Forum notifying residents of this occurrence and advising them to be aware. He said interviews for the Senior Planner position will take place on Monday, May 16. He said the draft budget will be taken to the Finance Committee on May 24. He said a contract had been signed with the Communications Consultant, who will begin on Friday, May 13, 2016. He said staff will have a table at the Farmer's Market with materials about what's going on in Town. He also asked the Sheriff to have the Deputy on duty come through and say hello to people. Staff attended a site visit to Portola Valley Ranch, which was hosted by their board of directors, general manager, and staff. He said they toured and Ranch and talked about a variety of issues. He said the Town will host the Ranch at Town Center within the next few months. Town Manager Dennis attended a HEART meeting on May 11. He said he will meet with the Executive Director of Committee for Green Foothills tomorrow and with SILVAR (Silicon Valley Association of Realtors) next week. He said he attended his first San Francisquito Creek JPA meeting, who are approximately \$2.5 million under budget for some of the work they need to do.

**WRITTEN COMMUNICATIONS** [8:05 p.m.]

(8) Town Council Digest – April 29, 2016

#6 – 2015/2016 Resurfacing Project – Surface Seals #2015-PW05: Bid Results. Councilmember Richards asked the Public Works Director how he decided which resurfacing method will be used.

(9) Town Council Digest – May 6, 2016

#10 – Invitation to Council of Cities dinner meeting for Friday, May 27, 2016 – Hosted by City of Half Moon Bay. Mayor Derwin said the speaker is an Economist and an exceptional speaker who will speak on poverty and the middle class.

**ADJOURNMENT** [8:08 p.m.]

Mayor Derwin adjourned the meeting.

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Mayor

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Town Clerk