

PORTOLA VALLEY SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND EMERGENCY PREPAREDNESS COMMITTEE AND REGULAR MEETING OF THE TOWN COUNCIL NO. 932, JUNE 22, 2016

CALL TO ORDER AND ROLL CALL

Mayor Derwin called the Special Joint Meeting of the Town Council and Emergency Preparedness Committee to order at 5:30 p.m. Ms. Hanlon called the roll.

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

Emergency Preparedness Committee members David Howes, Diana Koin, Chris Raanes, Craig Taylor, Bud Trapp, Stuart Young; Vice Chair Anne Kopf-Sill, and Chair Dale Pfau

Absent: Emergency Preparedness Committee members Ray Rothrock and Tamara Turner.

Others: Jeremy Dennis, Town Manager
Brandi de Garreaux, Special Projects and Sustainability Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS – None

EMERGENCY TRAINING – TOWN COUNCIL/EMERGENCY PREPAREDNESS COMMITTEE

Jeff Norris, District Coordinator for the San Mateo County Office of Emergency Services (OES), presented Course ICS-402 Incident Command System Overview, an orientation to the Incident Command System (ICS) concerning Councilmembers' roles in the event of a town emergency requiring activation of the EOC. Mr. Norris said the course was established by the State of California for purpose of providing necessary information to elected officials and people who have various authorities within Cities and Counties. He said the course was adopted by the Federal Government and FEMA made it a nationwide course.

Mr. Norris explained that if a problem occurs within the Town of Portola Valley, the responsibility for resolving the problems lies with Portola Valley as the first tier, then San Mateo County as the second tier, California Region II as the third tier, the State Operations Center as the fourth tier, and finally the Federal Government.

Mr. Norris said local elected officials and appointed committees have the responsibility to have good plans in place before a disaster. He said they are also responsible for maintaining good working relationships with contract and service providers (law, fire, etc.) to ensure that the public works is a well-operated system with the goal of mitigating or minimizing damage to the community in the event of a natural disaster. In the event of an emergency, he said it is the Town officials' responsibility to prepare the documents declaring an emergency proclamation, if appropriate. He said that after a disaster, during the recovery process, the elected officials are responsible to make sure the community is made whole again, making decisions regarding priorities, policies, etc.

Mr. Norris then went through each section of the handout with the Council.

Town Manager Dennis asked Mr. Norris to explain the recommended roles of elected officials in the event of an emergency, which are different from the roles within the Emergency Operations Center (EOC).

Mr. Norris said the elected officials and certain committees, as appropriate, are kept separate from the EOC so that each can do their appropriate job. He said the elected officials are policymakers in the community and are tasked with making the large scale determinations. He said in the event of a major disaster, the policy group may be called upon by the EOC to make very difficult decisions under incredibly stressful conditions, and must remain separated from the EOC so they can be available to maintain contact with the constituents, rather than being bogged down with the processes being performed by the EOC. He said the city staff does the resource requests, making sure appropriate equipment is available, and making requests from the County that are passed on to the Region or State as necessary and the police, fire department, and public works are busy trying to solve problems. He said the policy group needs to look at the community as a whole and must stay focused on just the community and how to make the community whole again. He said the elected officials are the first tier the community wants to communicate with regarding how the problems will be solved.

Mr. Norris said a town has 10 days after a disaster to proclaim a local state of emergency. He said that time limit gives a town time to solve problems on their own. Vice Mayor Hughes asked what marked the start of the 10-day time limit. He asked, for example, if the proclamation could still be made if something turned into a big problem 12 days after the initial disaster. Mr. Norris said the government is flexible with that 10 days because they consider that a town spent 10 days trying to solve the problem but the problem expanded. He said the state requires that a town submits an initial damage estimate within 72 hours of the initial disaster if they think they may have to reach out to the state for assistance and that deadline is not flexible.

Mr. Norris said mutual aid becomes available whenever it appears that a particular service will be depleted to a point where normal services cannot be provided. He said the first tier of mutual aid is reaching out to the County, the operational area. The County then reaches out to all the cities within the County or moves to regional aid, requesting assistance from neighboring Counties. He said there are law, fire, and public works mutual aid structured agreements. He said there is also an Emergency Managers Association within San Mateo County, which is a mutual aid body that assists local EOCs.

Emergency Preparedness Committee Chair Dale Pfau said the original idea was to have Town Council be the EOC members, because they were more likely to be able to respond sooner than Town staff. Since that is no longer an option, he said the Town must now develop a plan to staff the EOC with local people in the event the Town staff cannot get to Town in a timely manner. Mr. Norris described the example of Agoura Hills, a town in Southern California with a population similar to Portola Valley. He said none of their nine City staff members live in Agoura Hills. He said their plan was that in the initial 24 hours, the operation of their EOC would be run by whatever city employees could get there and specific well-trained community members who were part of a recognized voluntary emergency corps to specifically serve that city. When Agoura Hills had their earthquake, he said one staff member was able to get there that evening, and their emergency volunteer corps arrived and began conducting the damage surveys, filling in until the regular EOC staff could be assembled. He said Portola Valley should put a plan in place between the Director of Emergency Services and the Emergency Committee detailing to what degree and for how long the committee would be expected to serve in that function.

Town Manager Dennis said since the wildland fire exercise in April, the Town has identified the need to come up with a bench of people who could help out in the case of an emergency. He said they currently have a list of 20+ names they will be reaching out to in the next couple of weeks to meet and discuss. Mr. Norris said that was an exceptional plan and that 20 is a perfect number of people needed.

Emergency Preparedness Committee member Diana Koin asked what body organizes the available resources and decides on where to ask for help in the case of a huge disaster in Portola Valley. Mr. Norris said Portola Valley determines they have needs. He said those needs will be communicated to the operational area who will be combining Portola Valley's needs with 20 other cities and the unincorporated areas of the County and determining the urgency of needs. He said that would then be passed to

Regional who will fill the requests from wherever the quickest resources are available. He said the next tier is when the State becomes involved and reaches out to other regions. Beyond that, the State will reach out to the Federal government.

Special Projects and Sustainability Director Brandi de Garmeaux said Portola Valley has mutual aid agreements with Roberts Market, The Priory, and the Sequoias. Mr. Norris said that was exceptional because a town that is more prepared to be self-sufficient suffers less impact from a disaster.

Mr. Norris described the various self-study and online courses available through the FEMA website.

Ms. de Garmeaux asked regarding liability. Mr. Norris said it was a touchy subject with a lot of entities, so much so that the Governor is not allowed to go to the State Operations Center in a disaster, because elected officials who live in a community have a vested interest in their community and they could find themselves subject to litigation if they make a decision that could be even remotely construed as favoring their portion of the community over another.

Town Manager Dennis asked if there was any liability for the Town if someone served in the EOC and hadn't gone through training. Mr. Norris said it is part of the Disaster Service Workers Act that people that have been recognized and authorized by an entity to do a particular task are exempt from certain individual liabilities. He said the way it is worded, elected officials do not have that same exemption. He said, for example, if some people are missing and the Town Manager assigns additional helpers who haven't had specific training, they fall under the Disaster Service Worker Exemption, as long as they do their best. If someone does an intentionally bad job, the exemption does not apply. He said he would recommend that anyone that is going to work in the EOC, at the minimum, take the IS-100 and IS-700 classes on the FEMA website.

Vice Mayor Hughes asked to what extent Council could ask, direct, advise, encourage, or solicit the Director of Emergency Operations to do things. Mr. Norris said the Director of the Town's EOC has the responsibility to provide the Council with the situation status reports. The Council, as the policy group in contact with the constituents and the community may get messages that conflict with the situation status report or may find elements missing from the report. The Council, as a policy group, then informs the plan section, the EOC Director, that they have been in contact with the public who believes the following items are priorities for resolution. Vice Mayor Hughes asked if that would open the Councilmembers up to liability. Mr. Norris said as a policy group, the Council will have provided intelligence information to the EOC to help solve problems, just as any member of the community could do, but have not directed them specifically where to fight the fire, what pothole to fill in, etc. He said it's up to the EOC Director to prioritize the tasks. He said the intelligence provided by the Council would carry more weight than intelligence provided by an individual community member, because the Council has collectively spoken with the community, but it does not open the Councilmembers up to liability. Mr. Norris said he was unaware of any Council or Councilmember being sued for having provided intelligence information to the EOC. He said he was aware of an incident in Southern California, approximately 15 years ago, where all members of a City Council were sued for trying to exert direct influence on how a problem was being solved. Mr. Norris said having plans in place, with policies created ahead of an incident, is preferable. He said having to create policies during a disaster is a bad situation.

Mr. Norris said, for example, the Town has policies regarding how things are acquired, and perhaps the EOC would come to the Council and say they need a policy decision to override the three-bid requirement in order to get something done quickly.

Vice Mayor Hughes asked if the normal noticing rules continue to apply for policy meetings under a declared emergency. Mr. Norris said that becomes a condition of the Emergency Operations Plan (EOP). He said the EOP can have some of these policy decisions already in place, such as, "Once the Town Council declares a state of local emergency, the following normal practices are bypassed." In response

to Vice Mayor Hughes' question, Mr. Norris said the Brown Act could also be bypassed to some extent in a state of emergency because the Brown Act was created so that decisions about finances are open to the public. He said in times of disaster, there is not the luxury of posting the 72-hour notice. He said it doesn't alleviate the requirement of providing the information to the public, but it does bypass the notice requirement, especially if it is already in the EOP that every effort will be made to provide the information to the public, understanding that it may not be possible to provide 72 hours of advance notice.

Councilmember Wengert said it would make good sense to have as many policy decisions predefined as possible. Mr. Norris said the more robust the EOP is, the better. It should include the legal obligations and the annexes of the things most likely to occur. He said, for example, in the aftermath of a catastrophic incident, the policy group could convene daily from 2:00 to 4:00 where anybody from the community could bring issues to the group. He said the policy group would have the EOP and the situation status report so that they could answer the public's questions.

Ms. Koin asked if there were any examples from neighboring communities that could be used as a template. Mr. Norris said the San Mateo County Office of Emergency Services recently revamped the EOP for the County of San Mateo. He said most of the cities and towns in the County used that as a template to start their EOP revisions. He said the Town of Portola Valley's EOP was revised two years ago, using a lot of elements from the County of San Mateo's EOP.

Mayor Derwin called for additional questions or comments. Hearing none, she invited additional comments by Mr. Norris. Mr. Norris thanked the Town for inviting him.

Mayor Derwin thanked the Emergency Preparedness Committee for the work they do.

ADJOURNMENT [6:45 p.m.]

Mayor Derwin adjourned the Special Joint Meeting of the Town Council and Emergency Preparedness Committee.

REGULAR MEETING CALL TO ORDER AND ROLL CALL [7:00 p.m.]

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 Jeff Aalfs, John Richards, Ann Wengert; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin.

Absent: None.

Others: Jeremy Dennis, Town Manager
Debbie Pedro, Planning Director
Brandi de Garmeaux, Special Projects and Sustainability Director
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS – None

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of May 25, 2016. *[Pulled from Consent Agenda]*

- (2) Approval of Minutes: Town Council Regular Meeting of June 8, 2016. *[Pulled from Consent Agenda]*
- (3) Approval of Warrant List: June 22, 2016, in the amount of \$157,869.62.
- (4) Recommendation by Administrative Services Manager – Amendment to Agreement with Maze & Associates for Auditing Services.
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the First Amendment to Agreement for Audit Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2696-2016)
- (5) Recommendation by Administrative Services Manager – Consultant Services Agreements between the Town of Portola Valley and
 - a) Kutzmann and Associates, Inc. for Plan Review Services
 - b) NV5 (formerly Nolte Associates) for Engineering Services
 - c) Townsend Management for Engineering Services
- (6) Recommendation by Administrative Services Manager – Approval of 2016-2017 Appropriations Limit.
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2016-2017 (Resolution No. 2697-2016)
- (7) Recommendation by Administrative Services Manager – 2016/2017 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2698-2016)
 - b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2699-2016)
- (8) Recommendation by Town Clerk – Approval of a Public Meeting Decorum Policy *[Pulled from Consent Agenda]*
- (9) Recommendation by Sustainability & Special Projects Manager - Adoption of a Resolution Authorizing Town Staff to Enroll the Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity) Program in Phase I
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Town Staff to Enroll The Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity Program) in Phase 1 of the Program (Resolution No. 2700- 2016)
- (10) Appointment by Mayor – Request for Appointment of Beth Ellyn McClendon to the Historic Resources Committee

Councilmember Aalfs moved to approve Items 3, 4, 5, 6, 7, 9, and 10. Seconded by Vice Mayor Hughes, the motion carried 5-0 with a roll call vote.

(1) Approval of Minutes: Town Council Regular Meeting of May 25, 2016.

Councilmember Aalfs moved to approve the minutes of the May 25, 2016, as amended. Seconded by Councilmember Richards, the motion carried 4-0, with Councilmember Wengert abstaining.

(2) Approval of Minutes: Town Council Regular Meeting of June 8, 2016.

Councilmember Aalfs moved to approve the minutes of the June 8, 2016, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

(8) Recommendation by Town Clerk – Approval of a Public Meeting Decorum Policy.

Mayor Derwin expressed support for this policy and said she hopes it is posted at meetings to encourage civil discussion.

Councilmember Wengert moved for Approval of a Public Meeting Decorum Policy. Seconded by Councilmember Richards; the motion carried 5-0.

REGULAR AGENDA [7:03 p.m.]

(11) Public Hearing – Adoption of the 2016-2017 Fiscal Year Budget.

a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2016-2017 (Resolution No. 2701-2016)

Town Manager Dennis presented the staff report regarding the Proposed 2016-17 Town Budget, highlighting the most recent corrections and adjustments.

Councilmember Wengert asked if there had been additional budget requests from not-for-profit agencies. Town Manager Dennis said the report reflects all of the requests received.

Councilmember Aalfs asked if the Town was still paying the shared cost of a CERPP Coordinator position and the amount. Administrative Services Director Susan Cope said it was approximately \$14,000 shared with Woodside and the Fire District. In response to Councilmember Aalfs' question, Vice Mayor Hughes said it was an ongoing half-time position. Town Manager Dennis said the employee spends half her time as the CERPP Coordinator, which is a shared cost, and the other half of her time is a Fire District position.

Town Manager Dennis apologized for not including not-for-profit agency donations as a separate Council discussion item.

Councilmember Wengert said she was surprised there were not more budget requests. She asked that if requests come in throughout the year, they be retained. Vice Mayor Hughes said he agrees that the requests should accumulate and be looked at a little ahead of the budget discussion.

Mayor Derwin said she would prefer to have a separate discussion because there may be organizations they'd like to donate to who have not reached out. She asked that next year the Town Manager provide the list prior to the budget for discussion as a separate agenda item. Town Manager Dennis agreed. In

response to Councilmember Wengert's comment, he said there were no additional requests for funding received.

Mayor Derwin requested comments or questions from the public. Hearing none, Mayor Derwin closed the public hearing. Mayor Derwin invited comments from the Council.

Councilmember Wengert thanked Ms. Cope, Mr. Dennis, and Ms. Pedro for all of the work that went into the budget in a year with a lot of change and turnover and a steep learning curve for all of them. The Council agreed and also thanked the Finance Committee.

Councilmember Richards moved for Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2016-2017. Seconded by Councilmember Aalfs; the motion carried 5-0.

(12) Report by Planning Director – Stanford General Use Permit

Planning Director Pedro presented a report regarding the Stanford General Use Permit (GUP). She said the GUP has conditions that outline Stanford's land use, growth, and development within the County. She explained that their GUP was last approved by the County in 2000 and Stanford began the process last month to update it. As part of their public outreach and engagement efforts, Stanford held three open houses in June and Planning Director Pedro attended one on June 4. Planning Director Pedro presented a map of all the land owned by Stanford. She said the purpose of the GUP update is to plan for the next phase of campus land use, which addresses the university's emerging needs as projected to 2035. She said it will include the need to add more housing and academic facilities within the campus core. She said that the campus staff has advised that there will be little or no impact to Portola Valley since the development will be occurring within the campus core. She said Stanford expects to submit their application to the County sometime in the late summer. She said staff will continue to monitor the progress of the project and keep the Council apprised.

Vice Mayor Hughes asked if there was any discussion about the interaction of Stanford's planned GUP with the planning effort the County is currently engaged in on Alpine Road and the Corridor Plan. He said he was curious if Stanford had any thoughts or opinions or had any involvement. Planning Director Pedro said she would contact Stanford staff and ask that question. She said the topic didn't come up at the open house and said the informational stations were focused on what would be happening within the campus core area. Town Attorney Prince said that in general when those types of projects come forward, there will be some sort of environmental review which will be distributed to every agency that may be impacted.

Councilmember Wengert asked if Stanford said how much housing they were planning to build in the main campus area. Planning Director Pedro said right now they were gathering information and public input to help inform them to form their application. In response to Vice Mayor Hughes' questions, Planning Director Pedro said the housing would be both faculty and student housing, as well as academic facilities.

Councilmember Wengert asked if they discussed any restrictions of the development of any portion of the 8,000 acres they own and if there were limitations relative to which portions of their lands they're able to ultimately develop versus others. Planning Director Pedro said the current use permit limits the development to within the campus core.

(13) Presentation by Town Manager – Changes to Authorized Classifications in the Salary Schedule

Town Manager Dennis presented the staff report recommending changes to some job descriptions and a change of salary schedule to accommodate that. He said these changes have been in the works for some time.

- Change the title for the Administrative Technician I to Administrative Assistant and approve the description of the position
- Change the title for the Administrative Technician III to Accounting Technician and approve the description of the position
- Delete the Administrative Technician II position
- Amend the titles within the Town Salary Schedule

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked if the person identified as a possible candidate for the Administrative Assistant position was interested. Town Manager Dennis said the candidate was very interested.

Mayor Derwin asked if a position was being added or if titles were just being moved around. Town Manager Dennis said the Administrative Assistant is an added position.

Councilmember Aalfs moved to approve staff's recommendation to the Changes to Authorized Classifications in the Salary Schedule. Seconded by Vice Mayor Hughes; the motion carried 5-0.

(14) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [8:40 p.m.]

Councilmember Aalfs – Attended a Trails Committee meeting. He said there was a difference of opinion between the Trails Committee and Conservation Committee on how weed abatement was being handled on Town trails. The Trails Committee wants more spraying and the Conservation Committee wants less spraying. He said that the Public Works Director will be coming back with cost figures of spraying versus weed trimming and cutting.

Councilmember Wengert – She said the Airport Roundtable Select Committee meeting was held last week in Redwood City. She attended the Airport Roundtable technical working group today and heard from a consultant, Cindy Gibbs from BridgeNet, who did a good job reviewing all the feasible and non-feasible recommendations that came from the FAA's technical report. She said they organized it, made it easier to understand the overlap, and synthesized them down to reasonable recommendations to be made by the Roundtable for all 29 issues. She said there was robust discussion on each issue. She said the committee has drafted its first response to the FAA. She said they also prepared specific exhibits relative to a further grouping of some of the initiatives to address some of the issues, for instance the Woodside VOR. She said San Francisco, who previously had been relatively inactive in the Roundtable, has a new representative who has attended all of the meetings and is much more vocal, with many more residents also attending. She said there was also discussion regarding some of the overlapping Oakland roots. She said the complexity is increasing and the overlapping nature of many of the issues relative to the air space is being revealed. She said at this point the Roundtable is ahead of the Select Committee because they have been able to organize, have their resources, and are a standing committee with support. She said the Select Committee will have their third public meeting next week, where the group will be able to come back with their own recommendations. She said there is overlap between the two committees which will ultimately be very helpful.

Councilmember Richards – Attended an Emergency Preparedness Committee meeting where they discussed that the microwave radio the Town has been paying for has not been functioning for some time. Town Manager Dennis said the County came out and confirmed the radio was not functioning and it will probably be replaced by a satellite phone. Councilmember Richards said the committee talked about the possibility of a joint Portola Valley and Woodside EOC. He said they discussed how to augment the Town's emergency water supply. He attended a Library JPA meeting where they approved the proposed

spending of donor funds by the towns of Portola Valley, Atherton, and Woodside. They also discussed the ongoing allocation of donor funds. He said their budget was passed.

Vice Mayor Hughes – Attended the Sheriff's community meeting regarding the recent home invasion which is believed to have been targeted. He said the meeting was very well attended with more than 20 officers and approximately 100 residents. He said they provided information to residents on what might lead to being targeted for a home invasion and what residents and the Town can do to better protect themselves. He said many people at the meeting supported the Town spending whatever is needed to reduce crime. He said they discussed holding another public discussion regarding license plate readers, giving staff time to gather information. Town Manager Dennis said East Palo Alto no longer uses their license plate readers and he has started a conversation with them. He said he has reached out to the Piedmont, Tiburon, Menlo Park, and San Mateo, who are using the readers, and staff will continue to gather information regarding the experiences of those communities.

Mayor Derwin – Attended the Sheriff's community meeting held on June 15. She said there were a total of nine residential burglaries in 2015, and three so far in 2016. She attended a C/CAG meeting where they heard a presentation on sea level rise. She said Owl Viewers will soon be installed at Coyote Point which will give viewers a sense of what sea level rise will look like. She suggesting announcing when those are installed on the Town Website and PV Forum. She said Josh from 21 Elements gave a presentation regarding housing elements, the connection between transportation and housing, and discussed impact fees and accessory dwelling units. She said PG&E is giving a tour of its gas operation center on July 7. She said the City of Burlingame hired an outside investment manager and have seen much improved yields. There was a discussion of the countywide water pollution program, which is running out of funds and is facing a cutback in services. She said she missed the Water Conservation meeting, but received the notes. She said the water conservation results for March, April, and May exceeded the goal of 36 percent, with May's results being 52 percent. She said the Town's cumulative savings is at 40.5 percent. She attended a HEART meeting today, where they heard a presentation on the County-adopted linkage/impact fees. She said they will be pushing hard for Portola Valley to adopt impact fees and want to make a presentation at a Council meeting. She said they also heard a presentation from the Jobs/ Housing Gap Task Force, who will soon bring a proposed resolution to the Council on dwelling unit fees. She said the HEART budget was approved.

(15) Town Manager Report – Town Manager Dennis reported that AB 2788, which would have made substantial changes to the Town's ability to decide on the location of small cell wireless antennas, was pulled for consideration for this year. He said the Mid-Peninsula Regional Open Space District is adopting their budget this evening. He said he wrote a letter to the Board President, copies of which were provided to the Councilmembers, reminding Mid-Pen that the Council remains interested in the Hawthorns property and the trails and suggesting they consider allocating funds for that project. He extended congratulations to Councilmember Aalfs for being published regarding the Town's adoption of 100% renewable energy in the San Jose Mercury News, and North American Clean Energy, a national renewable energy blog news site. He said he spoke with the Silicon Valley Association of Realtors (SILVAR) about their process when speaking with potential new residents of Portola Valley. He said the audience was receptive and they seemed to have a keen understanding of the community and he liked what they were saying to potential residents. He said staff is developing a packet that the realtors can hand out to new residents. He said that just prior to putting out some information regarding the Cal Water Project, which was expected to be completed in July, Public Works Director Young called to check with Cal Water and learned it had been extended to August. Town Manager Dennis wrote a letter to Cal Water expressing disappointment at the lack of notification regarding the delay. Town Manager Dennis described a phone app called Accela which allows people to access basic information about the Town as well as report code violations, make complaints, pull up plans, etc., which he sees as the future of how people will interact with municipalities. He has invited Accela to make a presentation to the Council. Town Manager Dennis thanked the San Mateo County Sheriff's Department for arranging a community meeting on very short notice regarding the recent home invasion incident in Town.

WRITTEN COMMUNICATIONS [8:00 p.m.]

(16) Town Council Digest – June 10, 2016

(17) Town Council Digest – June 17, 2016

#4 – Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October. Voting delegate and alternate must be appointed by September.

ADJOURNMENT [8:05 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk