SUBJECT: MINUTES FOR APPROVAL

The draft minutes of the Regular Town Council Meeting of September 26, 2017 is attached for review and approval.
CALL TO ORDER

Mayor Livermore called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Councilmembers Gordon (arrived at 7:35 p.m.), Kasten, Mason, Shaw, Tanner, Yost, and Mayor Livermore.

Staff Present:
Kevin Bryant, Town Manager
Jean Savaree, Town Attorney
Jackie Young, Planning Director
Sean Rose, Town Engineer/Director of Public Works
Dora Wong Seamans, Town Clerk

PLEDGE OF ALLEGIANCE

Councilmember Shaw led the Pledge of Allegiance.

COMMUNICATIONS

There were no public comments.

CONSENT CALENDAR

1. Register of Demands Against the Town of Woodside from September 1 through 15, 2017.

2. Approval of Minutes: Special and Regular Town Council Meetings of September 12, 2017 are attached for review and approval.


4. Resolution Increasing the Membership of the Recreation Committee.
   Resolution No. 2017-7187

5. Resolution Authorizing the Town Manager to Execute an Easement Agreement for a Public Equestrian Trail at 205 Mountain Wood Lane. Resolution No. 2017-____. (This item was continued to the next Council Meeting).

Councilmember Yost pulled Item 1 and Councilmember Tanner pulled Items 4 and 5 for further discussion.

Councilmember Kasten moved approval of the Consent Calendar Items 2 and 3 as presented.

Motion seconded by Councilmember Shaw.

AYES: Councilmembers Kasten, Mason, Shaw, Tanner, Yost, and Mayor Livermore
NOES: None
ABSENT: Councilmember Gordon

In response to Councilmember Yost’s question about Item 1 and the $22,035 yoga fee, Mr. Bryant noted that this is the Town’s most popular and best-subscribed recreation program that is done by one yoga instructor conducting four classes at Independence Hall. He explained that people pay a fee to take the classes; the instructor receives a portion of the fees; the 25 percent balance of the fees goes into the general fund to help support the building and operations; this has a positive impact on the Town’s budget.
In response to Councilmember Mason’s question on why the accounts payable report is longer and in a different format, Mr. Bryant clarified that the old format only listed the payees and the new format provided more detailed information.

In response to Councilmember Tanner’s questions and comments on Item 4 and why there have been repeated fluctuations in setting the appropriate sizes and quorums for the Committees, and with Councilmember Mason also stating similar concerns, Mr. Bryant noted that Council may set the sizes and clarified that the reason the Recreation Committee’s size was reduced was because, after the annual appointment session in February, there were multiple vacancies and on the recommendation of the Council Subcommittee on Appointments, they worked to “right-wise” each of the Committees; they had also received a recent unsolicited application to serve on this Committee and in order for it to be considered by the Appointments Subcommittee, they have to change the membership first in order to accommodate an appointment; the resolution may be modified to change the quorum to four.

In response to Councilmember Tanner speaking in favor of reducing the number of times membership and quorum changes come before Council, Councilmember Kasten noted that this issue was addressed in February when Council had determined that it was in the best interest of the Town to “right size” the committees and she spoke in favor of welcoming and accommodating new members.

Councilmember Mason moved approval of Item 4 to add two seats to the Recreation Committee and reduce the quorum to four as discussed.

Motion seconded by Councilmember Kasten.

AYES:  Councilmembers Gordon, Kasten, Mason, Shaw, Tanner, Yost, and Mayor Livermore
NOES:  None
ABSENT:  None

In response to Councilmember Tanner’s and Councilmember Mason’s comments and questions on Item 5 and their concern that there be an allowance for an appropriate driveway off of Roberta Drive rather than Mountain Wood Lane, Mr. Rose acknowledged the concern and Mr. Bryant confirmed that they will check on this. He also suggested that this item be continued to the next meeting.

Mayor Livermore moved to continue Item 5 as discussed to the next regular Town Council meeting.

Motion seconded by Councilmember Shaw.

AYES:  Councilmembers Gordon, Kasten, Mason, Shaw, Tanner, Yost, and Mayor Livermore
NOES:  None
ABSENT:  None

**NEW BUSINESS**


Mr. Bryant provided the staff report and noted that there have been some natural staff turnover; the Deputy Town Engineer and Senior Administrative Technician chose to leave the Town; the Town always looks for opportunities to work smarter and more efficiently; the Salary Schedule and Classification Plan was modified to better serve the needs of the Town into the future. These modifications included the contract with ADP, LLC to process the Town’s payroll; development of the Accounts Payable Specialist position; future succession planning in the Public Works Department with the addition of a new Maintenance Worker position; the net savings from these changes were approximately $20,000 in annual salary savings for the General Fund and $35,000 annual salary savings from the Road Program. Mr. Bryant praised the current three-man Maintenance crew, consisting of Antonio Corgas, the Supervising Maintenance Worker and two Maintenance Workers; Mr. Corgas was recently recognized by Council for his over 25-years of service with the Town.
and they need to plan for the future when Mr. Corgas may wish to retire; the vacancy of the Deputy Town Engineer position, creation of the Associate Engineer position, and the addition of the Public Works Fellow allows the Town to provide opportunities for future staff development and growth and to shift resources where they are needed; the Town will continue to provide services but some things, such as moving dirt and keeping the roads and trails clear, will be better served through the use of permanent staff.

In response to Councilmember Shaw’s question on the net savings, Mr. Bryant confirmed that the annual savings would be about $35,000 from Engineering/Public Works and about $15,000 from Administration/Finance and that this more than covers the fulltime position.

Councilmember Kasten commented favorably on outsourcing payroll to ADP, opining that Human Resources has become more complicated, the difficulty in keeping up with changes, and it is good to have experienced people who do this type of work all the time.

In response to Councilmember Mason’s clarifying question, Councilmember Kasten and Mr. Bryant noted ADP will just handle payroll but that the Town has access to ADP’s knowledge which it shares with the Town.

There was no public comment.

Councilmember Yost moved approval of Item 6 presented.

Motion seconded by Councilmember Gordon

AYES: Councilmembers Gordon, Kasten, Mason, Shaw, Tanner, Yost, and Mayor Livermore
NOES: None
ABSENT: None


Resolution No. 2017-7189

Mr. Bryant provided the staff report: as required by state law, the Emergency Operations Plan (EOP) establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within the Town during an extraordinary emergency or disaster; he opined that things have become much more collaborative County-wide and that this version has been stripped down to its essence on what and how they are supposed to do it; the County has recognized the different situations for different cities in the County with some cities being full-service with a lot of personnel while others like the Town, Portola Valley and Atherton are not; the EOP meets all the local, state, and federal requirements and it is consistent with the NIMS (National Incident Management System), SEMS (Standardized Emergency Management System), and other systems that are necessary for the recovery of funds; the Town is probably one of the last jurisdictions in County to adopt this and it is very similar to the EOPs adopted in Portola Valley, San Mateo County, and as a result, in the event of a sizeable emergency, the Town would anticipate receiving help from other jurisdictions, including the County, and it is advantageous to have a more uniform operations plan.

In response to various Councilmember questions and concerns about the three who can activate the EOC (Emergency Operations Center), the Town Manager, Town Engineer/Public Works Director, and the Planning Director, all of whom do not live within the community, and the question on who can open the EOC if any of these three people cannot get here, Mr. Bryant noted that there are other staff who live closer, such as the Building Official who lives on the border in Redwood City and the members of the Emergency Preparedness Committee (EPC) who may come in to open the door and answer the phones. He noted that legally and by Code, opening the EOC and the Declaration of an Emergency are limited to the Town Manager and whomever he designates and authorizes to do it. He noted that he does not have to be present to declare an emergency, and assuming communications are working, people may contact him or one of his department heads to get things started; be mindful that the Town is not full service and staff is not here 24/7; he opined that with the support of the County, they will be okay and can get things started.
Additional Council questions and comments with staff included the following: other people should be added to the list for opening the EOC; Mr. Bryant’s acknowledgement that the EOP is intended to be a living document and changes can be made as needed; suggestion to add Mayor and Vice Mayor (Mayor Pro Tem) to the list to open the EOC; all Councilmembers have had and should have EOC training for opening it; it would be prudent to add more people to the list; the Town’s primary EOC is Town Hall, but the equipment and materials are portable.

In response to Councilmember Yost’s questions and concerns regarding the front page article of the September 20th issue of the Almanac on “When disaster strikes”, Mr. Bryant noted that the article does not indicate imminent dangers; the Town, Woodside Fire Protection District and Portola Valley are utilizing this software so that in the event of an emergency, it will help provide real-time data on potential damage; the article was based on the software demonstration that was used to show severe potential earthquake damage and collapse scenarios based on a large variety of data, including a 7.0 or larger quake, building types, age, and soil, but it was not building specific; the Town buildings are in good shape; he reviewed some of the things staff does in its annual emergency trainings, including how to respond to earthquakes and being prepared, and in these situations, the buildings would be assessed first for safety; the library was seismically upgraded to above the Building Code standard; the EOC is mobile with all the information and supplies boxed and ready to go and there is also some emergency equipment and supplies in the Town cars; Council direction to hire a structural engineer to evaluate Town Hall and Independence Hall; confirmation that the satellite phone is in the EOC and may be taken where it’s needed in the an emergency.

Mayor Livermore opened for the public comment at 8:07 p.m.

Public Comment
Betsy Hobson, Romero Road, commented favorably on the EOP and its supporting documents. She thanked Mr. Bryant and the Town Council for their support and good job in investigating these things and it seems very timely.

Mayor Livermore closed the public comment period at 8:08 p.m.

Council discussion and clarification with staff included the following: the satellite phone was purchased through a grant from the Fire District, the Town has two satellite phones, and the service charge is less than two hundred dollars a month; the Town Manager or his designee should have a satellite phone on him at home (in addition to the one at the EOC); the Mayor and Mayor Pro Tem should be added to the list of people authorized to open the EOC.

Mr. Bryant made distinctions between opening, activating, and operating the EOC because Council is a policy body with another role in an emergency and the EOC should not be run/operated by Councilmembers; the EOP will be amended to add the Mayor and Mayor Pro Tem should none of the three currently designated and authorized personnel be available to activate the EOC; trained members of the Emergency Preparedness Committee, the Mayor, or Mayor Pro Tempore may open Town Hall for the purpose of receiving calls and information and following the arrival of an authorized individual, the Mayor or Mayor Pro Tempore will be excused from the EOC. He also confirmed that the EOC supplies are located in the Town Hall’s conference room.

Councilmember Yost moved approval of the Item 7 as discussed and amended.

Motion seconded by Councilmember Shaw.

AYES: Councilmembers Gordon, Kasten, Mason, Shaw, Tanner, Yost, and Mayor Livermore
NOES: None
ABSENT: None

REPORTS

8. Mayor and Councilmember Communications.
COMMUNICATIONS

Councilmember Yost reported that he recently attended a six-hour PCE (Peninsula Clean Energy) Board retreat on Saturday: the PCE recently entered into its second major long-term agreement for about 200 megawatts of solar power that would not have otherwise existed but for the PCE purchasing it and providing the long-term funding needed for its development in the Central Valley. He spoke in favor of going to 100 percent clean energy despite it costing a little more and noted that he, Facebook, and the Town have opted for 100 percent clean energy while the default option is just 50 percent clean energy.

ADJOURNMENT

Mayor Livermore adjourned the meeting at 8:17 p.m.