



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, April 29, 2020

**THIS SPECIAL MEETING IS BEING HELD
VIA TELECONFERENCE ONLY**

SPECIAL MEETING AGENDA

COVID-19 DISEASE ADVISORY NOTICE

The San Mateo County Health Officer, in conjunction with colleagues from five other Bay Area Counties, has issued legal orders to help stop the spread of the coronavirus. These legal orders include directing all residents to shelter in place, with exceptions for visits to essential service providers such as grocery stores, gas stations, and pharmacies.

This meeting will be conducted in compliance with the Governor's Executive Order N-25-20 issued on March 12, 2020, and N-29-20 issued on March 18, 2020, allowing for deviation of teleconference rules required by the Brown Act. On Thursday, March 19, Governor Gavin Newsom issued a statewide stay-at-home order to protect the health and well-being of all Californians. In an effort to reduce the risk of spreading Coronavirus (COVID-19), members of the Town Council, the Town Manager, and the Town Attorney will all participate via teleconference. The purpose of this is to provide the safest environment for officials, staff, and the public while allowing for public participation.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 5:00 PM on the day of the meeting. All received questions and comments will be read by the Mayor and addressed and will be included in the public record.

Additionally, the Town Council will take questions by using the Q&A button for those who attend the meeting online or on the App.

Finally, if you can only call in and you did not send in questions and comments ahead of time, you can press *9 on your phone to "raise your hand" The town council will call on people to speak by the phone number that is calling in.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily ask questions in the Q&A.

Below are instructions on how to join and participate in a Zoom meeting.

Join Zoom Meeting Online:

Please click the link below to join the webinar:

<https://zoom.us/j/94463461169>

Or Telephone:

US: +1 669 900 6833

Webinar ID: 944 6346 1169

Or iPhone one-tap :

US: +16699006833, 94463461169#

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Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 5:00 PM on the day of the meeting. All received questions and comments will be read by the Mayor and addressed and will be included in the public record.

Town Council will take questions by using the Q&A button.

7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Wengert, Councilmember Richards, Councilmember Hughes, Vice Mayor Derwin, and Mayor Aalfs

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note, however, that the Council is not able to undertake extended discussion or action tonight on items, not on the agenda.

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – April 15, 2020 (3)
2. **Approval of Minutes** – April 22, 2020 (12)
3. **Approval of Warrant List** – April 29, 2020 (17)

REGULAR AGENDA

4. **Report by Town Manager** – Updates on COVID-19 and Town Response (25)
5. **Recommendation by Town Manager and Department Heads** – Reactivation of Full Government Service Provision, COVID-19 (26)
6. **Recommendation by Town Manager** – COVID-19 Fiscal Impact Update (30)
7. **Recommendation by Town Manager** – SMC Strong Support (46)
8. **Report by Town Manager and Interim Finance Director** – Update, FY 2020-21 Budget Process (62)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (64)
Oral reports arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials, and the Town Council does not take action under this agenda item.*
10. **TOWN MANAGER REPORT** (65)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – April 23, 2020 (66)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 987, APRIL 15, 2020

CALL TO ORDER AND ROLL CALL

Mayor Aalfs called the Town Council's Special meeting to order at 7:00 p.m. Ms. Hanlon called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Councilmember Hughes asked if the previous week's minutes could be included in the Friday agenda packet even though the Council is now meeting weekly. He was concerned that it may be difficult to recall if there is a week delay in reviewing the minutes. Ms. Hanlon said she would discuss it with the transcriptionist to see if that is possible.

CONSENT AGENDA

- (1) **Appointment by Mayor** – Member to the Ad-Hoc Wildfire Preparedness Committee
- (2) **Recommendation by Town Manager** – Proposed Public Comment Policy *[Removed from Consent Agenda]*

Councilmember Wengert moved to approve Item #1 of the Consent Agenda as proposed and Item #2 of the Consent Agenda as amended. Seconded by Councilmember Hughes; the motion carried 5-0 by roll call vote.

- (2) **Recommendation by Town Manager** – Proposed Public Comment Policy

Vice-Mayor Derwin read applause wording from a statement previously made by former Councilmember Steve Toben. She suggested it be incorporated into the proposed policy. Mayor Aalfs suggested that since Mr. Toben's statement was quite lengthy, it could be incorporated as a reference.

Councilmember Wengert suggested changing the last sentence in Item #3 to: "In all cases, please refrain from applause after the speaker concludes."

Councilmember Wengert moved to approve Item #2 of the Consent Agenda as amended. Seconded by Councilmember Hughes; the motion carried 5-0 by roll call vote.

REGULAR AGENDA

- (4) **Recommendation** – To Cancel Cultural Arts Committee Summer Events due to COVID-19

Cultural Arts Committee Chair Paige Bishop discussed the challenges in trying to plan events. She explained that many of the bands spend a lot of time preparing and practicing together for an event. She said currently the band members are unable to practice together. She said, for that reason, simply postponing the events a few months will not be helpful because they cannot put on quality shows without adequate preparation. She said if the environment begins to look a lot different, with more green lights, perhaps something could be planned. Still, she does not realistically anticipate that people are going to want to participate in mass gatherings any time soon.

David Cardinal. Mr. Cardinal said while he understands the current conditions, he asks that we keep our minds open to what is possible.

Councilmember Hughes moved to accept the recommendation to Cancel Cultural Arts Committee Summer Events due to COVID-19. Seconded by Councilmember Richards; the motion carried 5-0 by roll call vote.

(3) **Report by Town Manager** – Updates on COVID-19 and Town Response.

Town Manager Dennis reported on Governor Newsom's announcements regarding the plan to gradually remove the social distancing requirements.

Town Manager Dennis said there is a lot of interest for reopening construction activities in the State. He is concerned about the rumor that whatever the State decides may supersede other local orders. Town Manager Dennis said he will follow this issue and will advise when there is more confirmed factual information available.

Town Manager Dennis reported on the County statistics via the San Mateo County Health COVID-19 website at <https://www.smchealth.org/coronavirus>. Town Manager Dennis said in the coming days they will be hearing more about the SMC Strong Program, which may be launched next week, and opportunities for city-specific donations to support businesses.

Councilmember Wengert said she has participated in the phone meetings with Rosanne Foust of San Mateo County Economic Development Association (SAMCEDA). She said there has been interest by some of the cities to create geo-specific targeted funded donations. She said she and Councilmember Hughes, as the Town's Finance Subcommittee, are working with Town Manager Dennis and staff to determine what the Town's reserves availability will be and are following this program as it rolls out to see if it may be something the Town may be interested in pursuing. Town Manager Dennis said there will also be opportunities for residents to donate to the fund for local businesses.

Town Manager Dennis said in the last week the Town has made significant transitions to non-COVID-19 related activities across multiple departments. It is hoped the ASCC and Planning Commission meetings will be back online before the end of the month. Staff is reviewing already-received projects and conducting update meetings with applicants and EIR consultants for large projects that have already submitted applications. Staff is also beta-testing electronic submittals of plans. He said Public Works has been performing vegetation management and other work in the rights-of-way. PV Connect has been relaunched with increased activity. Staff is continuing their work on cybersecurity issues and ergonomics for working at home.

Town Manager Dennis said the Finance Subcommittee will be receiving from staff this Friday the analysis of the current and anticipated future impact of the COVID-19 crisis on the Town's budget. The subcommittee's recommendations will be brought to the Council on April 29. Town Manager Dennis said the budget process is underway and needs to be adopted by the end of the fiscal year. Details of the stripped-down provisional budget for FY 2020-21 will also be brought to the Council on April 29. They plan to restart the normal budget process in July with the goal of bringing something to the Council in the September-October timeframe that will reflect more up-to-date data.

Town Manager Dennis said they will also bring recommendations for the "reopening" of the Town to the April 29 Council meeting, regarding facility use, gatherings, safety of staff, etc.

Councilmember Wengert said Jon Myers, chair of the Parks & Recreation Committee, led a recent discussion with all of the sports league representatives. The International Little League has cancelled all of their events and the local Little Leagues are doing likewise. The local Little League asked if any outdoor event would be possible near the end of the season (late summer) for their program's "World Series" for their older participants (12 years old) who will be moving out of Little League next year. They

also discussed that the adult league games will likely be cancelled. The soccer league representatives are working on alternative versions that would allow for fewer participants and social distancing; however, they recognized it was unlikely parents and children would want to gather in groups. One concern is about nonprofits being unable to pay the coaches.

Town Manager Dennis said, although unrealistic, if there is any radical change, the Town will make every effort to accommodate the leagues.

Town Manager Dennis said, per the Council's direction, the price of the Farmer's Market bags was increased by \$5 and as of noon today they were already sold out. This price increase reduces the cost to the Town by almost half, going from approximately \$6,000 to \$3,500. Town Manager Dennis thanked the Town residents for continuing to participate in the program.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes asked why the Town is accepting permit applications when no construction is currently allowed and the future is uncertain. Town Manager Dennis said their goal is to not create any bottlenecks in the system. He said they can process work on the building side, such as reviews, and stopping at the point where there would be social interaction. He said they know there will be unknown issues that staff will be dedicated to upon reopening. He said they are trying to do everything that can be done now and gotten out of the way so they will be able to free up space to concentrate on other issues.

Councilmember Hughes asked if the timeout period of the permits would be extended, for example, two years from when construction is allowed again instead of two years from when the permit is issued. Town Manager Dennis said staff has not specifically worked out all of those details yet.

Councilmember Hughes said staff did not expect a decrease in building activity. He asked what, if any, decrease there was in 2007-08. Town Manager Dennis said he will research that and bring that information to the next meeting. Councilmember Hughes said he would guess that people who had been thinking about a big remodel or addition to their home may put that on hold after reviewing their portfolios.

Councilmember Hughes prepared a graph regarding virus testing data showing the downward trend of testing at both the County and national levels. He suggested that more pressure and thought needs to be brought to bear to figure out how to have more testing before reopening.

Town Manager Dennis said the Town Managers have drafted goals, with number one being not to risk residents, staff, or visitors, and number two being services should not be reopened that in any way increases cases or results in further closures at some point. He said that is the foundation being used to develop their reopening plans.

Vice-Mayor Derwin said she can report anecdotally that among friends of hers who have gone through the Verily website to get tested in San Mateo County, the only ones who were able to get tested were those who had lied on the questionnaire. She said one of her friends, who almost certainly did have COVID-19, could not meet the criteria based on her answers on the questionnaire and could not get tested. She said until the questionnaire issue is dealt with, people will not be able to get tested at the County event center. Mayor Aalfs said the bigger problem is likely that they don't have enough tests. Councilmember Richards said there also appeared to be questions regarding the reliability of the test. Councilmember Hughes said his understanding is there is enough capacity to handle the volume of testing allowed with the current restrictions, but not enough testing capacity to loosen those restrictions to handle repeat testing, which would produce a better result.

With no other questions from the Council, Mayor Aalfs invited public comment.

Carter Warr. Mr. Warr said he has several projects underway and asked about the process to open up those projects. He said one is very close to completion but the homeowners are not yet allowed to move into their finished home. He said he would hope those would be higher priority than new applications and

that no new applications should be processed until the existing ones are back underway. Town Manager Dennis said the Town does not anticipate accepting new Planning applications until finished with any existing ones or ones that were already expected to be brought in right around the time things closed up. He said Planning & Building Director Russell will be reaching out to him with specifics related to the project he mentioned or any other ones.

There were no additional comments.

- (5) **Recommendation by Town Attorney** -- Consideration of Adoption of an Urgency Ordinance of the Town Council of the Town of Portola Valley Establishing a Moratorium on Evictions for Non-payment of Rent by Small Business Commercial Tenants Directly Impacted by the COVID-19 Pandemic (Ordinance No. 2020-435)

Town Attorney Silver described the proposed urgency ordinance, the background, and discussion items. She pointed out the modification to the ordinance introduced last week regarding the rent deferral period. She also pointed out if the ordinance is adopted that there needs to a policy discussion of how to define a small business. Town Attorney Silver reported that since last week the cities of Menlo Park, Millbrae, and Pacifica have adopted similar moratorium ordinances; South San Francisco adopted one over a week ago; and East Palo Alto has it on the agenda for next week. Town Manager Dennis said San Carlos had it on their agenda but decided not to draft an ordinance at this time. Staff recommended the Town Council consider adopting the urgency ordinance establishing a temporary moratorium on evictions of small business commercial tenants directly impacted by COVID-19, as detailed in the staff report.

Councilmember Wengert thanked the landlords and tenants present and those who helped to inform the discussion.

Councilmember Wengert said the responses she received crossed the full spectrum in terms of how landlords and tenants are dealing with the crisis to this point. She said the singular thread that permeated those discussions has been the difficulty in figuring out solutions because of the enormity of the impact on both small tenants such as in the for-lease properties in Portola Valley and also the challenges that the landlords and owners are facing as they deal with their lenders and other issues on their end. Councilmember Wengert said she talked to or received emails from approximately eight tenants and three of the biggest landlords in town, a good cross-section of what is happening. She said this moratorium is only a short-term backstop for the most difficult situations. She said it is a very mixed bag with regards to landlord/tenant communications and solution finding. She said in many cases it is a three-stooled effort with the landlord, the tenant, and the lender, and managing all three of those pieces is extremely challenging. She said the situations are different for all of them and some have been able to respond to their tenants differently and others are not able or not willing. Councilmember Wengert said the Town's overarching concern is the face of the community and the protection of the smaller tenants in whatever way possible to help them through this crisis. She said this requires a fair amount of good faith from all sides – tenants, landlords, and lenders. Councilmember Wengert acknowledged that a moratorium this evening will not solve these problems. She said that a lot of these tenants are either closed down now or operating at partial capacity. She said the tenants are basically re-underwriting a new business as they look to continue once they're out of COVID. So they are having to look at it as if they are a brand-new startup and figure out what they're going to be able to generate coming out on the other side. She said the landlords are obviously faced with a dramatically lower income which puts them into a very difficult position. Some may be more fortunate than others in terms of their holdings, etc., and their relationship with their banks, but clearly they are business people as well. Councilmember Wengert said the decisions made require everyone to be acting in good faith, recognizing that they do have a singular goal, which should be to retain their tenants.

Councilmember Hughes said one element of the proposed ordinance is that the Town essentially forces the landlords to give the tenants a zero-interest loan for 180 days beyond May 31 for the amount of rent outstanding. He asked if the Town has that authority, couldn't they also do that for the landlords' mortgages, requiring the lenders to forgive their loan payments for the same period of time with no interest or late fees. He asked what the difference was between forcing a landlord to grant a loan to their tenant and forcing a lender to loan to their borrower. Town Attorney Silver said she has not looked at that

issue in detail. She said this type of ordinance is generally not viewed as a contractual modification, although it certainly has that impact and effect. She said it is preventing a landlord from serving a notice terminating the tenancy. She said that it is a well-established principal that cities have the ability to control the grounds for eviction, such as seen in the good cause rent control regulations. She said, with regard to the contractual relationship between a landlord and a bank that may not even be in this jurisdiction, there are likely federal preemption issues regarding those types of documents. Councilmember Hughes said if it is a collateralized loan against a property, the property is in the Town's jurisdiction. Town Attorney Silver said it is an interesting issue and she has not seen those types of local ordinances. Councilmember Hughes said he understands that the Town could have the power to prevent evictions, but he is concerned about Section 2C which is essentially forcing the landlords to grant their tenants a minimum eight-month zero-interest loan for the amount of rent that accumulates during that period. He said if the Town has the power to force one side of an agreement to lend the other side the proceeds of that agreement, that should be applied to banks also. He said he is hesitant to apply it to landlords, creating a cash flow problem for them, in order to bail out the tenants' cash flow situation without also looking at the complex relationship with the third party (any potential lenders). He said it may not be applicable depending on how the property is owned. He said if the goal is to protect small businesses, all of the landlords in Portola Valley probably fall into that category.

Councilmember Wengert said in her conversations it has not been a zero-sum game and she does not expect all of the tenants to stop paying the landlords during this time period. She said the argument that people are going to use it to defer their rent and just to stick it to their landlord is not the intention and is not the kind of input she's received. She said this is really a last-ditch effort to help a tenant who is out of money and their entire business is shut down. She said the key there is the ability to really underwrite their businesses as startups coming out of COVID and to be able to sit down and have the discussions with their landlords. She said it starts there. She said there's no question it then has to move up the chain. She said this at least allows the tenants time to hopefully start to recover, if they're able to do that, by forestalling an eviction.

Councilmember Richards asked Councilmember Wengert if she got a sense from any of the tenants she talked to whether or not they thought an eviction moratorium might be useful for them. Councilmember Wengert said two were very clear it would be extremely useful, in one case dubbed essential. She said others suggested it would at least allow them to hopefully be able to continue to negotiate with their landlords and work with them on how they can avoid this. Councilmember Wengert said her expectation is there are enough individual situations in Town already where she thinks there will be fallout whether this is in place or not. She said it is important to prepare the community for that. She said it will not be because the landlords created or caused it, but it is a very dire situation for many who may have had to completely shut down their businesses, have not been able to access their PPP dollars yet, etc. She said the other side of the equation is this will allow additional time for some of these programs to come into effect, which has clearly not been happening. Councilmember Wengert said the moratorium is a stopgap and she would not expect people to use it to improve their situation, only using it if faced with no other alternative.

With no other questions from the Council, Mayor Aalfs invited public comment.

David Cardinal. Mr. Cardinal said he has reached out to several businesses in Town, all trying to get government loans, and is hearing it will take them one to three months to get that money due to the backlogs. He said the landlords are in a different situation. Not all landlords are small and some are very rich. He said these small businesses, the Town's longstanding merchants and service businesses, have applied in good faith and will benefit to have a little breathing room to get those loans in. He said some of the negotiations with landlords have been great but some landlords are not willing to give an inch. Mr. Cardinal said that as a citizen he values the businesses and would like to see the Town stand up for those businesses to help them get through a few months until they get the money they've applied for from the government.

Stanley Lo. Mr. Lo said in the Village Square he has two tenants that have not paid which is normal for them, being 30 days late continuously. He said they have received one request for a rent concession and have asked that tenant for financial information, which he has not received. He said he will work seriously

with the tenant when he receives the financial information. He said it is not in the best interest of the landlords to evict tenants because of the expense and the difficulty in replacing them, especially in this market. He was concerned that the minute the moratorium comes out, nobody will pay him, just as already happened to him in Millbrae. He said 24-Hour Fitness does not pay him even though they are a giant company and their members are still paying monthly. He said for some tenants, he agrees they need help and he can verify it immediately upon seeing their financials. He said the tenant that has a multimillion-dollar house with a small loan should appreciate a landlord like him who has charged low rent for many years and not take advantage of him because of this moratorium. He said he would be glad to sign an agreement with the Town not to evict his tenants, especially because of the expense and difficulty finding tenants. He said there may be some landlords who try to play hardball with the tenants but the bottom line is if the tenant doesn't pay, the landlord will not likely choose to evict. He said that being the case, he doesn't understand why the Town would apply an ordinance that will encourage all tenants to not pay their rents even if they can afford it. He said he is not a big landlord with unlimited funds.

Lisa Green. Ms. Green expressed appreciation for the Town's work on this issue. She said she has been in town for 20 years. She said she has one essential (physical therapy) and one non-essential business (fitness gym). The gym has pretty much closed down with no reopening in sight. She said they do need to see a small number of PT patients. They are trying to use all the telehealth technology but the landscape has changed in what will happen to businesses that serve the community and it was be changed for a very long time. She said no one is thinking this will be a short-term issue. Ms. Green said she is looking at trying to survive for a year, if it is even possible. She said she is fortunate to be working with her landlords, as they did through the 2008 crisis. She said she does not think any business in town will want to use a moratorium to screw their landlord. She said they are all just trying to survive. She said for some she has talked to that are not as fortunate as she is with her landlords, this moratorium will be very helpful, giving them a chance to get what they need. She said some of her people are already getting their stimulus checks and their EDD unemployment. Ms. Green said their PPP is in closing, hopefully coming through, but a lot of people in Town haven't yet seen any of that. She encouraged the Town to do something to give these businesses a little bit of room.

David Cardinal. Mr. Cardinal said landlords should help out the businesses and, in the event landlords do not help the businesses, the Town should step in. He said a two- to three-month moratorium is just a deferral until the loans come in.

Councilmember Wengert said she agreed with many of Ms. Green's comments. She also does not expect people to take advantage of the moratorium to hurt their landlords. She said people are in very difficult straights with a murky and unclear picture going forward. She said she has heard from all the tenants she's talked with, as well as others she's worked with, that they are basically re-underwriting their businesses now. She was supportive of the moratorium as sending the right message to the businesses of their value and how beloved they are by the community.

Councilmember Richards said he liked the idea of this moratorium as a backstop. He said this is an extraordinary situation and the businesses in town need this as a hopefully unused option. He was supportive of the moratorium.

Councilmember Hughes said a number of interesting points were raised tonight. He said if the goal is a one- or two-month delay as businesses wait for their financing, SBA loans, PPP, or other CARE act monies that might come through, perhaps this moratorium should be written that way. He said it currently is at least an eight-month delay, potentially much longer if the ordinance is extended. He would be supportive of a two-month delay rather than eight-month or longer delay. He agreed that it is important that the businesses are acknowledged for their value to the community. He said there are individual landlords who are not banks that own the properties. He said the tenants also do not want the landlords to have their properties repossessed, and then have to pay rent to banks, with future rent increases controlled by banks or whoever the banks sell the property to. He said protecting tenants from landlords without protecting landlords from banks cuts against the grain of every experience he's had in 20-plus years of running small businesses. Councilmember Hughes would be supportive of reducing the length of delay but it still seems a partial one-side protection for only a fraction of what should be protected, with possibly dramatic unintended consequences such as a lot of commercial properties in town ending up

being owned by banks. He said it would be devastating to have the tenants go out of business and move out but it would also not be good for the community if banks became major property owners in town. He said he would much rather see the landlords and tenants work out agreements between themselves without the Town putting their thumb firmly on the side of the tenants by enacting this ordinance, especially Section 2C which effectively forces landlord to issue fairly long-term loans at no interest to their tenants.

Mayor Aalfs asked Councilmember Wengert how reducing the term to three months affects the ordinance. Councilmember Wengert said explained that the repayment is due after no later than 90 days and tenants would need to apply for a maximum of three 30-day extensions.

In response to Mayor Aalfs question, Councilmember Wengert said they included the requirement for documentation after 90 days to provide a higher level of protection for the landlords. She said she does not believe there will be rush to anybody using this and it will only be used if the businesses don't receive their funding or they remain closed or at such a reduced scale they cannot meet their obligations as currently structured.

Councilmember Wengert disagreed with Councilmember Hughes's comments about banks. She said she has a lot of experience in that arena and in this kind of environment, the banks will be under inordinate pressure for restructuring and cleaning out their balance sheets.

Vice-Mayor Derwin said while she hears her colleagues and appreciates the burden on the Town's three largest landlords, this ordinance is not a free pass on paying rent, but is a rent deferral. She said it is throwing the small businesses a lifeline to make it through the next three months until their PPP money comes through and the path forward is a little bit clear. She said one of their duties as Councilmembers is to steward the collective health of the community and small businesses are a very rich and beloved part of the community. She said the small businesses are hurting right now and the least the Town can do is offer an option to them such as this ordinance. She supported the proposed urgency ordinance.

Mayor Aalfs shared Councilmember Hughes' concern about the ordinance being one-sided. He said he talked to County Counsel a couple of weeks ago about things similar to foreclosure moratoriums. Mayor Aalfs said they really didn't have an answer at the time and he hasn't heard anything since, if that is even possible. He said he could be comfortable if the 90-day language is enforced. He hopes Councilmember Wengert's opinion is true that businesses will not likely use the ordinance. Mayor Aalfs said he is not completely comfortable either way but he will support it.

Councilmember Hughes asked what figure would be used to define small business. Councilmember Wengert suggested following the County with \$2.5 million. Mayor Aalfs asked if there was any business tenant in Town not considered a small business. Town Manager Dennis said \$2.5 million is appropriate.

Councilmember Wengert moved to approve Adoption of an Urgency Ordinance of the Town Council of the Town of Portola Valley Establishing a Moratorium on Evictions for Non-payment of Rent by Small Business Commercial Tenants Directly Impacted by the COVID-19 Pandemic. Seconded by Vice-Mayor Derwin; the motion carried 4-1-0 by roll call vote, with Councilmember Hughes voting nay.

(6) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Wengert – None.

Councilmember Richards – None.

Councilmember Hughes – None.

Vice Mayor Derwin – Attended four C/CAG Leg Zoom meeting. She said they are working from home and not sure when they will return, possibly May 4. They have to pass the budget by June 15. She said there will be COVID-19 hearings to start this week. She said they are expecting a barebones budget, possibly

with some money going to wildfire prevention, housing, homelessness, and COVID-19. She said the lobbyist reported that the Governor has stated that if the asks don't deal with those issues, they won't be heard. She said the other issues being followed by C/CAG will not be happening. She said the Climate Resiliency Bond will probably be more of a stimulus bond to help the State get back on its feet. She said they do have a good rainy day fund but could easily see all of it gone in a year. She attended the C/CAG meeting, her last meeting as Chair, where they heard a presentation from 21 Elements and the RHNA overview. She said HCD will release region numbers in the spring, there will be a draft blueprint in May, and draft methodology will come out in July with hints for each city's allocation. She said RHNA will be bigger and available sites will be smaller, with the expectation of two to three times the number for the region, regardless of fire hazards, the global pandemic, etc. There will be increased scrutiny of small, large, and nonvacant sites, limits on reusing sites, definition of vacant sites, all of which will make things more difficult. It was recommended to conduct the sites inventory early, collaborate about feasibility analysis, collaborate on housing element, start rezoning, and see this an opportunity. C/CAG approved the final 2019 Congestion Management Program for the County. They elected a new C/CAG Chair, Marie Chuang, and a Vice Chair, Davina Hurt. She said this was the first time a chair and vice chair were elected via Zoom during a global pandemic and also the first time both the chair and vice chair are women of color. Vice-Mayor Derwin attended the Express Lanes JPA meeting on April 10 where they discussed the \$100-million loan the TA will get for the Express Lanes project with a .6% credit enhancement fee or risk fee, which equates to \$600,000. She said the discussion was if it was appropriate in an interagency transfer of public agencies to charge a risk fee and, if appropriate, if that was the correct percentage. The issue will go to TA and then back to C/CAG. Vice-Mayor Derwin attended a FSLR meeting on April 13 where they approved the new conflict of interest agreement and amended JPA agreement for the San Francisquito Creek JPA. She said they have received most of the money from the cities and towns; however, Woodside has still only paid \$15,000 instead of \$25,000.

Mayor Aalfs – Attended PCE executive meeting on April 13. He said the PG&E bankruptcy case is moving forward. He said the fire victims who signed off in September are apparently having second thoughts because a significant fraction of payment to the fire victims is in PG&E stock, which is not doing well. He said that because of PG&E's credit rating, they will have a difficult time raising the money they need to do everything they promised in the bankruptcy plan. Mayor Aalfs had the community coffee with Capt. Corpus from the Sheriff's office and Fire Chief Lindner April 15. They mostly talked about enforcement. Gardeners may work at residences for fire safety but nothing else. He encouraged everyone to fill in the census and remind others to do the same. He said Portola Valley is third or fourth in the County in terms of response rates.

(7) **TOWN MANAGER REPORT** – Town Manager Dennis reported there was some discussion on the Forum regarding vegetation management work happening at Blue Oaks. He said members of the staff and an inspector went out recently and will provide updated information tomorrow. He said the vegetation management work is being undertaken under the PUD that was adopted by the Council in 1989. He has questions about erosion control and other issues and once he learns more, he will share that information. Town Manager Dennis said there was an armed robbery yesterday and they are very hopeful the ALPRs will generate some information. He said it appears to be a crime of opportunity and does not appear to pose a threat to residents. Staff apologized to residents this morning that the Town was not the first to announce this robbery. Town Manager Dennis said there will a virtual Wildfire Preparation Committee meeting, with the agenda being distributed on Friday. Town Manager Dennis said the Town Council meetings will occur weekly at least through the end of April and another special meeting scheduled for May 6.

WRITTEN COMMUNICATIONS

(8) **Town Council Digest** – April 9, 2020

None.

ADJOURNMENT [9:14 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 988, APRIL 22, 2020

CALL TO ORDER AND ROLL CALL

Mayor Aalfs called the Town Council's Special meeting to order at 7:02 p.m. Ms. Hanlon called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) **Approval of Minutes** – Town Council Special Meeting of April 8, 2020.

Councilmember Richards moved to approve the Consent Agenda. Seconded by Councilmember Hughes, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

- (2) **Report by Town Manager** – Updates on COVID-19 and Town Response

Town Manager Dennis reported the Governor is utilizing six criteria to open the state: 1) The ability he ability to monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed; 2) The ability to prevent infection in people who are at risk for more severe COVID-19; 3) The ability of the hospital and health systems to handle surges; 4) The ability to develop therapeutics to meet the demand; 5) The ability for businesses, schools, and child care facilities to support physical distancing; and 6) The ability to determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

Town Manager Dennis shared the County's COVID-19 Data Dashboard. He said news was released yesterday concerning at least two deaths attributed to COVID that happened in February, prior to the previously reported first Coronavirus-related death in Santa Clara County.

Town Manager Dennis shared the SAMCEDA website, the organization that works on business-related issues. He invited Councilmember Wengert to share some details on what they're working on.

Councilmember Wengert participated in a conference call today in which Rosanne Foust, President and CEO of SAMCEDA, did a great job in quickly running through all the features of the San Mateo County Strong programs. Councilmember Wengert will be updating the Town's business contact lists to be able to reach out to all of the businesses, sharing with them some of the upcoming timelines relative to the possibilities of some ongoing grants. The SMC Strong program will be making \$1 million available to support businesses; however, the amount for each town is based on population, so the amount of money available to Portola Valley businesses will be small. She said self-designated funds will be allowed so the Town may be able to allocate funds for the Town's small businesses to potentially apply for and receive some of the grant dollars. This information will be brought back to the Council next week for discussion.

Mayor Aalfs said this program sounded like the Town's cash would go to the County who would then allocate it objectively among businesses within the Town's jurisdictions to ensure that the Towns do not play favorites with certain local businesses. Councilmember Wengert said that is why it will be important to get the information out to all of the businesses so that it is an even playing field, so they all know the details of timing, the process, etc. She said the good news for Portola Valley is the Town has always been fiscally prudent and has always maintained relatively large reserves, and this may be the right timing to use something like this.

Town Manager Dennis said if the Council would like to hear directly from Ms. Foust at a meeting, she is available. He said five cities have pledged so far to San Mateo County Strong: Burlingame - \$500,000, Colma - \$15,000, Redwood City - \$300,000, San Carlos - \$112,500, and San Mateo - \$400,000. He said Woodside and Atherton are considering some sort of contribution.

Town Manager Dennis said there is an opportunity for private donors to pledge money to the program to support businesses in their jurisdiction. Councilmember Wengert said that should also be looked at next week, sort of a separate side campaign to reach out to all of the Town residents and any locals who are interested in making contributions. Councilmember Hughes said that for people who don't want to specify a particular individual business, donating to this fund is a way of supporting all businesses fairly. Councilmember Wengert asked Town Manager Dennis if he was aware any of these types of community-based donation funds had been opened in any other communities. Town Manager Dennis said he does not know for sure but would imagine that has occurred. He said he will ask the question tomorrow on the conference call he is having with his counterparts. In response to Councilmember Wengert's question, Town Manager Dennis said he did not know how much of a donation Woodside or Atherton were considering.

Town Manager Dennis said the Town Committees are starting to schedule meetings. Conservation Committee will have an online meeting week. He thanked Town Clerk Hanlon for her organization of the Committee online meeting schedules. Town Manager Dennis said the Committee Chairs have been contacted and asked to consider reprioritization of items and projects most important to them in light of the fiscal impact on the budget. They are also looking for Committee annual reports for work done prior to COVID-19.

Town Manager Dennis said the electronic signs at the edge of town have been replaced with large construction road signs. There are also now two signs on Willowbrook indicating the same messaging. He thanked the residents on Willowbrook who have been touchpoints for staff regarding Willowbrook parking issues and keeping staff informed on the status.

Town Manager Dennis said he presented some thoughts at last week's meeting regarding the 2020-21 budget. He said, on the recommendation from the Finance Subcommittee (Councilmember Hughes and Councilmember Wengert), staff's plan is to bring to Council a 2020-21 budget utilizing the numbers in the 2020 budget. He said the process they previously examined would require quite a bit of work to develop a stripped-down provisional budget based on a number of probably incorrect assumptions that would likely be changing. He said the new plan makes more sense, being able to spend staff resources on what a budget may look like by collaborating with neighbors on what they're seeing and thinking about. He thanked the subcommittee for working with staff on this. He said for Quarter 1, from July through September, the normal budget process will be implemented.

Town Manager Dennis said they staff be starting to think about reactivation plans, which will be brought to the Council next week. Staff will have questions for the Council regarding what it will look like to reopen the Town Hall, the reception area, facilities rentals, etc. He said the focus will be the higher-level goals related to reactivation. He said staff is eager to get to whatever normal will be while maintaining the safety of everyone who comes to visit.

Town Manager Dennis said in the last week or so there is a lot of energy and anticipation about moving beyond the Shelter-in-Place mode, which has resulted in discussions about and reactions to violations of the Shelter-in-Place order. He said this takes some staff time to reach out to the Sheriff's Department

when it gets to that level or to reach out to the people who are violating. He said it is not a significant problem for the vast majority of residents, but it has been challenging on some fronts for staff trying making sure people are following the guidelines, particularly related to gatherings.

Town Manager Dennis said next week there will be some opportunities to do some electronic building project submittals and more is coming out of the Planning and Building Department on that front. He thanked Planning & Building Director Russell and her team for thinking through all the related issues.

Town Manager Dennis thanked Communications & Community Engagement Analyst Chinn for coming up with the idea of the Earth Day Art Challenge.

Town Manager Dennis said more and more people are interested in pulling broom on their properties and there will dumpsters placed in certain parts of town where people can dump their broom.

Mayor Aalfs invited questions from the Council. Hearing none, Mayor Aalfs invited questions from the public. There were none.

(3) **Recommendation by Town Manager** – FY 2019-20 and 2020-21 Council Priorities Status Report

Town Manager Dennis described the background, study session, discussion items, the COVID-19 impact, and a status update regarding the Council Priorities, as detailed in the staff report. Staff recommended that the Town Council accept the report and utilize it to finalize the FY 2020-21 Council Priorities document in the summer of 2020 and to help develop a revised budget for proposed adoption in September 2020.

Mayor Aalfs said he, Vice-Mayor Derwin, and Town Manager Dennis have been discussing this for a while. He said they thought this Priorities list should be considered a draft that got pretty much knocked sideways in the last couple of months. He said there were important discussions that led up to this list and it should be kept as a placeholder so that when things get back to some kind of normal, this can be a starting point. He said obviously any priorities adopted for the rest of the year will have to reflect what is happening right now.

Councilmember Hughes asked how staff performance evaluations tied into this. He said although the Council's annual performance review of the Town Manager is not directly related to the priorities, the Town Manager's effectiveness in implementing the priorities is often a major component of the discussion. Councilmember Hughes asked Town Manager Dennis if he had given any thought about the impact on the review process and how that might be handled with regard to those priorities. Town Manager Dennis said he has thought about it. He said his performance evaluation was originally scheduled for March. He said the current circumstances do present a different calculus for judging his performance because much of what they hoped to accomplish cannot be accomplished. He said he is entirely comfortable holding off on his performance evaluation for many reasons, mostly because the Town is in a tenuous financial situation and it is not appropriate to have any conversations around salary issues at this time. He said he does not have a suggestion for how to do the evaluation other than continuing to engage with the Mayor, who is responsible for that process.

Mayor Aalfs said a closed session is scheduled for the next main meeting, and he feels that schedule should be maintained as best as possible, and proceed with the plan to perform both the Town Manager and Town Attorney reviews. He said thinking about the year to come, he does not have an answer on how to do it. Councilmember Hughes agreed that for the past year, only a small percentage has been affected by the Coronavirus pandemic. He said it will be an interesting challenge to determine goal setting, expectation setting, and thinking about how to manage the Managers with so much uncertainty in the coming year.

Mayor Aalfs invited additional questions from the Council. Hearing none, Mayor Aalfs invited public comment. Hearing none, Mayor Aalfs brought the item back to the Council for discussion.

Councilmember Wengert said she was nostalgic reading the priorities. She hoped some would be able to reintroduced in some form but this is clearly not a normal environment. She was supportive of the proposed delay on the priorities list until September. She said the Town will continue to move as much as possible in the direction of the listed priorities, with fire prevention being at the top of the list.

Councilmember Richards agreed with Councilmember Wengert. He said there are too many unknowns and there will be new questions and new priorities. He was supportive of the proposed delay.

Councilmember Hughes agreed that waiting until things are better understood is the right approach, recognizing the current reality.

Vice-Mayor Derwin said Mayor Aalfs did a great job capturing what they discussed. She said they want to make sure the priorities are not forgotten even if they are not priorities for a few years. She said that maybe the number one priority would be to try to stay alive. She was supportive of the proposal.

Councilmember Wengert moved to accept the FY 2019-20 and 2020-21 Council Priorities Status Report. Seconded by Councilmember Hughes, the motion carried 5-0 by roll call vote.

(4) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Wengert – None.

Councilmember Richards – None.

Councilmember Hughes – None.

Vice Mayor Derwin – None.

Mayor Aalfs – None.

(5) **TOWN MANAGER REPORT** – Town Manager Dennis thanked Palo Alto University, who provided the Town with some mental health and wellness resources, including podcasts, training opportunities, wellness resources, professional resource connections, etc. This information will be up on the Parks & Rec webpage soon.

Councilmember Wengert asked for an update on Blue Oaks. Town Manager Dennis said staff had been contacted by a number of residents related to fairly visible vegetation management occurring off of Redberry. Staff visited the site a couple of times. A letter went out today to Blue Oaks asking questions as part of their formal due diligence to determine what has occurred. He said there is a process by which the information will be gathered. The Town's priority is that erosion control occurs if that is needed. He said Public Works Director Young and his staff are working closely with Blue Oaks on that.

WRITTEN COMMUNICATIONS

(6) **Town Council Digest** – April 16, 2020

#4 – Letter to the Town Council from Millbrae Council Member Wayne Lee re Statement against Racism and Xenophobia. Mayor Aalfs said he told Mr. Lee he would be happy to sign the letter as an individual.

Town Manager Dennis said today's Almanac included a guest opinion from the Mayor in his role as Chair of the PCE and Supervisor Dave Pine on the 50th Anniversary of Earth Day and climate change.

ADJOURNMENT [7:43 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

A-A LOCK & ALARM INC	TH/CH/Library Door Lock	22178	04/29/2020	
	Pin & Rod Maint/Repair		04/29/2020	
1251 EL CAMINO REAL	0001		04/29/2020	0.00
MENLO PARK	BOA	54539	04/29/2020	0.00
CA 94025-4208	292654			715.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	238.33	0.00	
05-66-4346	Mechanical Sys Maint & Repair	238.33	0.00	
25-66-4346	Mechanical Sys Maint & Repair	238.34	0.00	

Check No.	54539	Total:	715.00
Total for	A-A LOCK & ALARM INC		715.00

ACCUITEMPS	Temp/Clerical/Acctg Support,	22148	04/29/2020	
A Robert Half Company	Week-Ended 4/10/2020		04/29/2020	
P.O. BOX 743295	0884		04/29/2020	0.00
LOS ANGELES	BOA	54540	04/29/2020	0.00
CA 90074-3295	55703778			304.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4048	Accounting Technician	304.50	0.00	

Check No.	54540	Total:	304.50
Total for	ACCUITEMPS		304.50

ACTION TOWING & ROAD SERVICES	'91 Ford Towing Svcs. Alpine/ Willowbrook, 3/2/2020	22169	04/29/2020	
			04/29/2020	
1790 INDUSTRIAL WAY	1468		04/29/2020	0.00
REDWOOD CITY	BOA	54541	04/29/2020	0.00
CA 94063	132132			487.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4348	Repairs/Vandalism	487.50	0.00	

Check No.	54541	Total:	487.50
Total for	ACTION TOWING & ROAD SERVIC		487.50

AT&T	March Statements	22149	04/29/2020	
			04/29/2020	
P.O. BOX 9011	441		04/29/2020	0.00
CAROL STREAM	BOA	54542	04/29/2020	0.00
IL 60197-9011				270.89

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	270.89	0.00	

Check No.	54542	Total:	270.89
Total for	AT&T		270.89

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
BARTLETT TREE EXPERTS	ROW Tree Trimming	22177	04/29/2020	
			04/29/2020	
PO BOX 3067	0912		04/29/2020	0.00
STAMFORD	BOA	54543	04/29/2020	0.00
CT 06905-0067	38826927-0			3,550.42

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	3,550.42	0.00

Check No.	54543	Total:	3,550.42
Total for	BARTLETT TREE EXPERTS		3,550.42

CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report, Jan-Mar '20	22150	04/29/2020	
			04/29/2020	
2525 NATOMAS PARK DRIVE	458		04/29/2020	0.00
SACRAMENTO	BOA	54544	04/29/2020	0.00
CA 95833				73.80

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	73.80	0.00

Check No.	54544	Total:	73.80
Total for	CALIFORNIA BLDG STANDARDS C		73.80

CALIFORNIA WATER SERVICE CO	Water Service, 3/11/20-4/10/20	22163	04/29/2020	
			04/29/2020	
3525 ALAMEDA DE LAS PULGAS	0011		04/29/2020	0.00
MENLO PARK	BOA	54545	04/29/2020	0.00
CA 94025844				1,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,400.00	0.00

Check No.	54545	Total:	1,400.00
Total for	CALIFORNIA WATER SERVICE CC		1,400.00

CALPERS	April Unfunded Liability	22151	04/29/2020	
FISCAL SERVICES DIVISION			04/29/2020	
ATTN: RETIREMENT PROG ACCTG	0107		04/29/2020	0.00
SACRAMENTO	BOA	54546	04/29/2020	0.00
CA 94229-2703				5,977.90

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	5,977.90	0.00

CALPERS	February Retirement - CLASSIC	22172	04/29/2020	
FISCAL SERVICES DIVISION			04/29/2020	
ATTN: RETIREMENT PROG ACCTG	0107		04/29/2020	0.00
SACRAMENTO	BOA	54546	04/29/2020	0.00
CA 94229-2703				15,191.81

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,084.43	0.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount

CALPERS	February Retirement - PEPRA	22173	04/29/2020	
FISCAL SERVICES DIVISION			04/29/2020	
ATTN: RETIREMENT PROG ACCTG	0107		04/29/2020	0.00
SACRAMENTO	BOA	54546	04/29/2020	0.00
CA 94229-2703				5,748.86

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	2,825.26	0.00
05-50-4080	Retirement - PERS	2,923.60	0.00

CALPERS	March Retirement - CLASSIC	22174	04/29/2020	
FISCAL SERVICES DIVISION			04/29/2020	
ATTN: RETIREMENT PROG ACCTG	0107		04/29/2020	0.00
SACRAMENTO	BOA	54546	04/29/2020	0.00
CA 94229-2703				15,191.81

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,084.43	0.00

CALPERS	March Retirement - PEPRA	22175	04/29/2020	
FISCAL SERVICES DIVISION			04/29/2020	
ATTN: RETIREMENT PROG ACCTG	0107		04/29/2020	0.00
SACRAMENTO	BOA	54546	04/29/2020	0.00
CA 94229-2703				5,580.45

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	2,742.50	0.00
05-50-4080	Retirement - PERS	2,837.95	0.00

Check No.	54546	Total:	47,690.83
Total for	CALPERS		47,690.83

CITY OF REDWOOD CITY (IT)	March IT Support	22152	04/29/2020	
			04/29/2020	
P.O. BOX 3629	586		04/29/2020	0.00
REDWOOD CITY	BOA	54547	04/29/2020	0.00
CA 94064-3629	BR56175			2,410.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,410.17	0.00

Check No.	54547	Total:	2,410.17
Total for	CITY OF REDWOOD CITY (IT)		2,410.17

CLEANSTREET	Quarterly, March Litter/Street Clean	22168	04/29/2020	
			04/29/2020	
1937 W. 169TH STREET	0034		04/29/2020	0.00
GARDENA	BOA	54548	04/29/2020	0.00
CA 90247-5254	97012			4,878.02

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	78.44	0.00
20-60-4262	Street Sweeping	3,870.20	0.00
22-60-4266	Litter Clean Up Program	929.38	0.00

Check No.	54548	Total:	4,878.02
Total for	CLEANSTREET		4,878.02

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount

COTTON SHIRES & ASSOC. INC.	March Applicant Charges	22153	04/29/2020	
			04/29/2020	
330 VILLAGE LANE	0047		04/29/2020	0.00
LOS GATOS	BOA	54549	04/29/2020	0.00
CA 95030-7218				3,990.59

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	3,990.59	0.00

Check No.	54549	Total:	3,990.59
Total for	COTTON SHIRES & ASSOC. INC.		3,990.59

JEREMY DENNIS	Reimb. for Wildfire Conference Expenses 3/10 - 3/12/2020	22154	04/29/2020	
			04/29/2020	
	1441		04/29/2020	0.00
	BOA	54550	04/29/2020	0.00
				455.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	455.81	0.00

Check No.	54550	Total:	455.81
Total for	JEREMY DENNIS		455.81

DEPARTMENT OF CONSERVATION	SMISHMF Qtr Rep, Jan-Mar 2020	22155	04/29/2020	
Division of Administrative			04/29/2020	
801 K STREET MS22-15	0054		04/29/2020	0.00
SACRAMENTO	BOA	54551	04/29/2020	0.00
CA 95814-3531				214.12

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	214.12	0.00

Check No.	54551	Total:	214.12
Total for	DEPARTMENT OF CONSERVATIO		214.12

GO NATIVE INC	Springdown Open Space Landscape/Vegetation Mgmt	22171	04/29/2020	
			04/29/2020	
P.O. BOX 370103	632		04/29/2020	0.00
MONTARA	BOA	54552	04/29/2020	0.00
CA 94037	3419			6,080.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4414	CIP Spring Down OpSpa Imp	6,080.00	0.00

Check No.	54552	Total:	6,080.00
Total for	GO NATIVE INC		6,080.00

HILLYARD, INC	Janitorial Supplies	22165	04/29/2020	
			04/29/2020	
P.O. BOX 843025	531		04/29/2020	0.00
KANSAS CITY	BOA	54553	04/29/2020	0.00
MO 64184-3025	603828978			482.37

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	160.79	0.00
05-66-4341	Community Hall	160.79	0.00
25-66-4340	Building Maint Equip & Supp	160.79	0.00

HILLYARD, INC	Disinfectant Wipes, COVID19	22166	04/29/2020	
			04/29/2020	
P.O. BOX 843025	531		04/29/2020	0.00
KANSAS CITY	BOA	54553	04/29/2020	0.00
MO 64184-3025	603818179			64.24

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	21.41	0.00
05-66-4341	Community Hall	21.41	0.00
25-66-4340	Building Maint Equip & Supp	21.42	0.00

HILLYARD, INC	Janitorial Supplies/Disinfect Wipes - COVID19	22167	04/29/2020	
			04/29/2020	
P.O. BOX 843025	531		04/29/2020	0.00
KANSAS CITY	BOA	54553	04/29/2020	0.00
MO 64184-3025	603811093			233.75

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	77.91	0.00
05-66-4341	Community Hall	77.92	0.00
25-66-4340	Building Maint Equip & Supp	77.92	0.00

Check No.	54553	Total:	780.36
Total for	HILLYARD, INC		780.36

J.W. ENTERPRISES	Portable Lavs, 4/9/20-5/6/20	22176	04/29/2020	
			04/29/2020	
1689 MORSE AVE	829		04/29/2020	0.00
VENTURA	BOA	54554	04/29/2020	0.00
CA 93003	223087			402.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	402.48	0.00

Check No.	54554	Total:	402.48
Total for	J.W. ENTERPRISES		402.48

KUTZMANN & ASSOCIATES	March Plan Checks	22156	04/29/2020	
			04/29/2020	
39355 CALIFORNIA STREET	0090		04/29/2020	0.00
FREMONT	BOA	54555	04/29/2020	0.00
CA 94538	PV-20331			1,780.30

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	1,780.30	0.00

Check No.	54555	Total:	1,780.30
Total for	KUTZMANN & ASSOCIATES		1,780.30

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

04/29/2020

Date: 04/22/2020

Time: 5:43 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PLATINUM FACILITY SERVICES	March Janitorial	22170	04/29/2020	
			04/29/2020	
1530 OAKLAND RD., #150	402		04/29/2020	0.00
SAN JOSE	BOA	54556	04/29/2020	0.00
CA 95112	37960			4,488.67

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,081.49	0.00
05-66-4344	Janitorial Services	2,296.91	0.00
25-66-4344	Janitorial Services	1,110.27	0.00

Check No.	54556	Total:	4,488.67
Total for	PLATINUM FACILITY SERVICES		4,488.67

PORTOLA VALLEY HARDWARE	March Statement	22164	04/29/2020	
			04/29/2020	
112 PORTOLA VALLEY ROAD	0114		04/29/2020	0.00
PORTOLA VALLEY	BOA	54557	04/29/2020	0.00
CA 94028				471.52

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	10.91	0.00
05-60-4267	Tools & Equipment	192.67	0.00
05-64-4308	Office Supplies	66.12	0.00
05-66-4341	Community Hall	182.42	0.00
25-66-4340	Building Maint Equip & Supp	19.40	0.00

Check No.	54557	Total:	471.52
Total for	PORTOLA VALLEY HARDWARE		471.52

RON RAMIES AUTOMOTIVE, INC.	Battery for '87 Ford E150 Van	22157	04/29/2020	
			04/29/2020	
115 PORTOLA ROAD	422		04/29/2020	0.00
PORTOLA VALLEY	BOA	54558	04/29/2020	0.00
CA 94028	64751			280.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	280.69	0.00

Check No.	54558	Total:	280.69
Total for	RON RAMIES AUTOMOTIVE, INC.		280.69

SAN MATEO SHERIFF	FY 19/20 3rd Qtr Law Enforcem.	22158	04/29/2020	
OFFICE OF EMERGENCY SERVICES			04/29/2020	
400 COUNTY CENTER	0119		04/29/2020	0.00
REDWOOD CITY	BOA	54559	04/29/2020	0.00
CA 94063-0978	PS-INV103412			288,380.75

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	288,380.75	0.00

Check No.	54559	Total:	288,380.75
Total for	SAN MATEO SHERIFF		288,380.75

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

04/29/2020

Date: 04/22/2020

Time: 5:43 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SMALL BUSINESS BENEFIT PLAN TR	May Dental / Vision	22159	04/29/2020	
			04/29/2020	
	0132		04/29/2020	0.00
BELMONT	BOA	54560	04/29/2020	0.00
CA 94002-0156				2,311.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,311.00	0.00

Check No.	54560	Total:	2,311.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,311.00

STAPLES CREDIT PLAN	March Statement	22160	04/29/2020	
			04/29/2020	
DEPT. 51- 7820662814	430		04/29/2020	0.00
PHOENIX	BOA	54561	04/29/2020	0.00
AZ 85062-8004				588.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	588.40	0.00

Check No.	54561	Total:	588.40
Total for	STAPLES CREDIT PLAN		588.40

STATE CONTROLLER'S OFFICE	Annual Street Report, FY 18/19	22161	04/29/2020	
			04/29/2020	
DEPARTMENTAL ACCTG OFC	0218		04/29/2020	0.00
SACRAMENTO	BOA	54562	04/29/2020	0.00
CA 94250-5877	FAUD-00002237			2,019.70

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	2,019.70	0.00

Check No.	54562	Total:	2,019.70
Total for	STATE CONTROLLER'S OFFICE		2,019.70

VERIZON WIRELESS	March Cellular	22162	04/29/2020	
			04/29/2020	
P.O. BOX 660108	0131		04/29/2020	0.00
DALLAS	BOA	54563	04/29/2020	0.00
TX 75266-0108	9851246655			352.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	352.05	0.00

Check No.	54563	Total:	352.05
Total for	VERIZON WIRELESS		352.05

Total Invoices:	31	Grand Total:	374,377.57
		Less Credit Memos:	0.00
		Net Total:	374,377.57
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	374,377.57

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
April 29, 2020

Claims totaling \$374,377.57 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor

There are no written materials for Updates on COVID-19



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager and the Department Heads

DATE: April 29, 2020

RE: Reactivation of Full Government Service Provision, COVID-19

RECOMMENDATION

Staff recommends that the Town Council

1. Accept this report and provide direction to staff on the reactivation of full government service provision suspended due to the COVID-19 pandemic, and
2. Consider the creation of a Council subcommittee to advise on reactivation issues

BACKGROUND

Beginning in early March, the Town has, in conjunction with orders from the San Mateo County Health Officer, selectively reduced a host of local government service provision. This process of service reduction accelerated the week of March 16, when the Health Officer, in coordination with five other counties, issued the first shelter-in-place order. The Town declared a local emergency that same week, and subsequently issued two local emergency orders further restricting various town-wide activities.

While a modification to the shelter-in-place order lifting various current restrictions is likely weeks away, department heads have been discussing what such a lifting may mean to the resumption of full government service provision for residents, staff and visitors. This report outlines staff recommendations and outstanding questions related to such a resumption.

DISCUSSION

Before any meaningful discussion of full service provision can begin, it is critical to note that the Town does not intend to bring such resumed services on any particular timeframe. The resumption of services will only commence once guidance from the County Health Officer, the state, and the Town Council deems it proper to do so.

The report, as presented below, contains the following elements:

1. Reactivation Goals
2. Phasing of Reactivation
3. Relationship to County Health Officers Orders/Guidelines
4. Town Hall
5. Outstanding Questions

Reactivation Goals

Staff recommends that the following draft goals be considered as the foundation for any actions, policies or guidelines that make up the specifics of reactivation:

The Town wishes to reopen Town Hall to full service that:

1. Does not risk residents, staff, or visitors and provides the safest environments possible for all.
2. Does not play a role in any increase in COVID-19 cases, or results in a further closure of Town Hall and its services.
3. Will not overburden staff's delivery of services, or create bottlenecks/backlogs of permits, maintenance work, or other service provision.
4. Continue to introduce new systems, technologies and procedures to more provide more efficient services that emphasize lessons learned from the COVID-19 pandemic experience.
5. Sets resident/visitor/staff expectations on its delivery.

Staff recommends the adoption of such goals as a way to ensure a common framework that can be referred to should any questions arise about particular decisions.

Phasing of Reactivation

It is not recommended that full service provision be implemented immediately upon the reopening of Town Hall; rather, a phased approach is recommended.

A phased approach to the variety of Town services provides the best opportunity to manage workload, expectations and impacts on increased facility use. Such an approach will vary between service/department, but the Town will do its best to apply those policies that can be across all departments (such as visiting Town Hall). It is anticipated that all Town services will be available to residents within 30 days of the end of the County's shelter-in-place order, unless the Town issues additional guidance or local emergency orders.

Relationship to County Health Officer Orders/Guidelines

As per law, the Town's orders cannot be less restrictive than any other orders implemented by the County (or the State). The Town relies on the County Health Officer, his guidelines, and the interpretations of County Counsel to implement and manage County orders.

The Town will rely heavily on the County Health Officer's guidance but may implement additional, more restrictive orders due to local circumstance.

Town Hall

Staff recommends that once the shelter-in-place order has been lifted, Town Hall will be accessible by appointment only. Staff will utilize technology, such as Zoom, to hold meetings and appointments.. Social distancing requirements will be in place in Town Hall for visitors and staff alike.

Town Hall should only be made more accessible to walk-ins, in-person meetings and similar activities based on the best information available that ensures the best possible safe environment for all. Based on the goals adopted by the Council, the use of thermometers of face coverings will be utilized as needed. Installation of protective barriers and procedures in the Town Hall reception area to protect staff and visitors alike is at the discretion of the Town Manager.

Outstanding Issues

Staff seeks Council guidance on a number of critical issues:

1. Use of Town Facilities – when should each town facility be opened to use? Should such use be limited to certain numbers of individuals? When will rentals be allowed? When can organized sports commence?
 - a. The type of facility
 - i. All Sports Court
 - ii. Fields
 - iii. Trails
 - iv. Bathrooms
 - v. Playground
 - vi. Community Hall and Classrooms
 - b. Instructors – related to the above, when can instructors be allowed to restart their classes? Should the classes be limited to certain numbers of students?
 - c. Janitorial services - What will the expectation be reducing the risk of COVID-19 transmission on the Town's benches and playground, and in the bathrooms? For instructors after their classes? Do all publicly-used infrastructure need to be held to the same level of janitorial service?
2. Gardening/Construction – Does the Council have a preferred allowance for gardening and/or construction activities? Will this be guided solely by the County Health Officer's new orders?
3. Permitting activities – Staff believes that continued phasing of permitting for projects that require building, planning, site development and engineering services will be necessary to ensure continuity of exceptional service, as described above. Does the Council have an opinion on this approach?
4. Town Hall – Staff is fully committed to ensuring that Town Hall is a protected environment for all who use it. Does the Council have thoughts on the approach detailed above?
5. Does the Town Council wish to appoint a subcommittee to advise on reactivation?

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "JDennis", written in a cursive style.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: April 29, 2020

RE: COVID-19 Fiscal Impact Update

RECOMMENDATION

Staff recommends that the Town Council accept this report on the impact of COVID-19 on the Town's fiscal health.

BACKGROUND

The COVID-19 pandemic has shocked the fiscal systems for most municipalities in California; Portola Valley is no exception.

Portola Valley Government Revenue

Portola Valley government service provision relies on a variety of revenue sources that can be generally classified in the following categories:

- General Fund Revenues (used to support the Town's operational budget)
 - Taxes, such as property and sales taxes
 - Permit fees for services, such as facility rentals and land-use permitting activities
 - State resources, such as the Educational Revenue Augmentation Fund
 - Locally-generated Utility Users Tax
 - Franchise Fees
 - Hourly rates charged by the Planning and Building Department for land-use application work
 - Interest generated by the Town's investment funds
- Restricted Funds
 - County and State funds to support transportation and road/right of way work
 - Pass through charges to land-use permit applications
 - Locally generated Open space utility users tax
 - Various grants for restricted uses such as risk management, energy and recycling programs

Although this appears to be a wide variety of sources, most municipalities, particularly larger ones, typically have additional revenue sources that come from

business/commercial, visitor/tourist, locally generated additional sales tax revenues, and others.

The Town's most important general fund revenue sources, by amount, as budgeted in the FY 2019-20 budget are:

- Property taxes - \$2,723,612
- Permits and fees from land use work - \$883,825
- Utility users tax (general fund) - \$654,336
- Franchise fees - \$320,112
- Sales tax - \$217,221

The Town's most important restricted fund revenue sources, by amount, as budgeted in the FY 2019=20 budget are:

- Charges to Applicants for land-use application support - \$325,000 (this is a pass through revenue source directly to consultants)
- Open space utility users tax - \$301,337
- Measure A (County half percent sales tax for transportation uses) - \$298,935
- Restricted funds interest - \$229,379
- Public Safety COPS Grant - \$145,000

Total revenue budgeted or FY 2019-20 for the general fund is \$5,722,502; restricted fund revenue is budgeted at \$1,846,270.

Portola Valley Budgeted Expenditures

The Town typically budgets revenue to support the following categories:

- General Fund
 - Salaries and benefits
 - Town Operations
 - Parks and Recreational support
 - Public Works Operations
 - Town Center Facilities
 - Service Agreements
 - Consulting services, such as the Town Attorney, land use application support, and accounting and auditing
 - Committees and Commissions
 - Services and Supplies
 - Some projects in the Capital Improvement Program
- Restricted Funds
 - Road/Right of Way annual projects, maintenance and support
 - Service Agreements
 - Certain "pass through" land use support
 - Engineering support
 - Library building support

The Town's largest general fund expenditures in the town's operational budget, by amount, as budgeted in the FY 2019-20 budget are:

- Salaries and Benefits - \$2,578,879
- Sheriff Office law enforcement agreement - \$993,217
- Services and Supplies - \$612,407
- Miscellaneous consultant services - \$359,172
- Town Center Facilities – 207,993

While the Town budgets general fund dollars to support the CIP, these are moneys in addition to the operation budget; the scope of this analysis is limited, as such, to changes to the operational budget to diminish the impact of the COVID-19 pandemic on the operational budget (all CIP projects that have not started have been postponed to reduce the impact on the Town's fund balance). The Town's largest restricted fund expenditures, by amount, as budgeted in the FY 2019-20 operational budget are:

- Public Works Operations - \$239,065
- COPS Grant public safety operations - \$145,000
- Town Geologist pass through - \$125,000
- Engineering pass through - \$120,000
- Library building support - \$69,500

The Town's largest restricted fund expenditure, by amount, as budgeted in the FY 2019-20 CIP budget is the annual road resurfacing project, at \$526,795.

DISCUSSION

COVID-19 Revenue Impact

With the COVID-19 pandemic came impacts to municipal revenue sources in the operational budget in the following significant ways:

1. As businesses closed, sales tax revenue significantly dropped
2. As the Town was unable to provide certain service provisions, less revenue from land use permit/fees and hourly rates was realized
3. Revenue associated with rentals, instructors and field use discontinued
4. Franchise fees appear to be slightly higher as more people stayed at home and utilized utilities; this appears to be true for utility users tax as well

Significant expenditure changes include:

1. Reductions in pass through to building consultants and planners
2. Freeze to a variety of projects, including a general plan update kickoff, user fee study, and others
3. Freeze to committee works
4. Potential freeze to a variety of Public Works expenditures related to facilities, landscaping and fields
5. New expenditures to support COVID-19 response

COVID-19 Fiscal Impact

Based on a set of assumptions listed below, the total expected deficit in the operational budget for the remainder of this fiscal year from COVID-19 is \$43,608.42.

This analysis was provided to the COVID-19 Fiscal Impact Subcommittee of the Town Council, which provided additional suggestions as to temper the COVID-19 impacts on the budget.

Revenue Assumptions

1. Taxes
 - a. Property Taxes – no assumed change due to COVID-19; projected amount may be slightly higher than budgeted
 - b. ERAF- no assumed change due to COVID-19; projected amount higher than budgeted, based on already-collected revenue
 - c. Sales and Use Tax – staff assumed a conservative approach of no new sales tax, which is unlikely given that a few businesses are operating, and with restaurants providing take-out options
 - d. Business License Tax – no new collections for the remainder of the fiscal year and the current license will be extended for use into the next fiscal year
 - e. Real Property Transfer Tax – staff assumed no new revenue, although home sales are allowed to continue under the shelter in place order
 - f. Franchise Fees – expected to be realized at or slightly above budgeted, due to increased utility use at home during COVID-19 shelter in place; with a garbage rate change at the start of the calendar year, there is an assumed 32% increase
 - g. Utility User Taxes – shall be higher than budgeted, partly due to increase utility use at home during COVID-19 shelter in place
2. Parks and Recreation Income – reduction related to lack of organized field use for the rest of the year; anticipated credits or refunds have not been fully realized
3. Town Center Facilities - Facility Rentals are not assumed to increase from the year to date amount; some refunds and credits have not been realized that are expected
4. Planning and Building
 - a. Fees associated with building activities assumed to not grow for the remainder of the year, although some building activities will take place and result in permitting activity
 - b. Planning fees assumed not to grow as with building fees, but some planning work for new projects may commence before the end of the year
5. Consultant Expenditures – projects that have not begun have been frozen, such as the general plan update and user fee study
6. Public Works Expenditures – for the purposes of this exercise, remaining expenditures to support consultant services, parks and public works operations, and town center facilities are assumed to not increase from the current year to date; however, a variety of expenditures may be necessary to make repairs, ensure that facilities stay secure and safe, and other public works activities may continue.
7. Committees – all remaining committee expenditures have been frozen
8. Salary – Non-COVID-19 salary savings from an unfilled full-time position and an unfilled part-time position are included in this analysis. Benefit savings from the full

time position have not, at the time of the publication of this report, been added to the calculations.

Other Notes

1. While expenditures in the Capital Improvement Program that utilize general fund support are outside the scope of this analysis, those remaining funds that have not been utilized have been frozen as to not impact the town's reserves.
2. Any significant expenditure needs from the operational budget will be reviewed by the COVID-19 Fiscal Impact Subcommittee of the Town Council

FISCAL IMPACT

Staff estimates a \$43,608.42 structural budget deficit in the FY 2019-20 operational budget. This structural budget deficit can be accommodated by applying a combination of thoughtful expenditure reductions in other expenditure categories (such as services and supplies that are not taking place as staff is working remotely), potential growth in certain revenues that have been conservatively set in this analysis (such as property taxes over the remainder of the fiscal year or permit fees realized), and the use of reserves that have been set aside for emergencies.

ATTACHMENT

1. COVID-19 fiscal analysis

Approved by: Jeremy Dennis, Town Manager

General Fund: Revenue

	Original Bud.	Amended Bud.	YTD Actual	FYE Projected	% of Budget (Actual)	% of Budget (Projected)
Dept: 12 Franchise Fees						
3040 PG&E	92,538.00	92,538.00	87,001.26	87,001.26	0.94	0.94
3042 California Water Company	45,000.00	45,000.00	-	45,000.00	0.00	1.00
3044 Garbage Company	89,528.00	89,528.00	62,976.89	98,976.89	0.70	1.11
3046 Cable Services	93,046.00	93,046.00	46,008.00	87,276.00	0.49	0.94
Franchise Fees	320,112.00	320,112.00	195,986.15	318,254.15	0.61	0.99

-1,857.85

Total Revenue Change

Taxes	\$ (87,708.61)	Assumes no further sales, real property or business license collection; included unanticipated ERAF increase
Franchise Fees	\$ (1,857.85)	Assumes essentially full collection, but does not include overall expected higher revenue from garbage from increase in rates
UUT	\$ 17,774.96	Does not capture assumed increase with shelter-in-place; difficult to estimate increase
Parks and Rec	\$ (17,520.00)	Does not assume expected refunds/credits that have not been requested
Building/Planning	\$ (284,502.76)	*See below
TC Facilities	\$ (87,662.04)	Does not assume expected refunds/credits that have not been requested
Interest	\$ (6,308.83)	
TOTAL	\$ (461,476.30)	

Total Expenditure Change

Consultant Services (includes building)	\$ (209,712.32)	Consultant services included building inspector (fewer inspections); general plan update and user fee study (will not occur)
Committees	\$ (31,454.67)	
Public Works	\$ (94,179.35)	Some of these expenditures will take place as needed for facility maintenance, and formula modified to include full janitorial support - added back \$20,000 for these purposes
Salary Savings	\$ (119,738.38)	Primary salary savings from unfilled Associate Planner position
Emergency Expenditures Through 4-17-20	\$ (50,000.00)	Includes signage, farmers market, computers, software and a cushion for other expenditures that have not been invoiced
TOTAL	\$ (505,084.72)	
Difference	\$ (43,608.42)	

* Budget included increased revenues from town planning services that have not been realized as one position is not filled; offset by revenue to consulting planners
As a result, the impact is not as dramatic as it appears, and is based in part due to non-COVID issues that are also reflected to the black in expenditures

GENERAL FUND: REVENUE

Dept: 22 Revenues from Taxes

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Pre-COVID19)	Projected FYE (Post-COVID19)	% of Budget (Actual)	% of Budget (Projected)
3160 Property Taxes - Secured	2,723,612.00	2,723,612.00	2,491,110.92	2,723,612.00	2,723,612.00	0.91	1.00
3161 ERAF Revenue	170,000.00	170,000.00	230,640.56	230,640.56	230,640.56	1.36	1.36
3162 Property Taxes - Unsecured	110,000.00	110,000.00	108,760.00	110,000.00	110,000.00	0.99	1.00
3164 Sales & Use Tax	217,221.00	217,221.00	142,042.68	207,000.00	142,042.68	0.65	0.65
3166 Business License Tax	105,000.00	105,000.00	86,056.10	102,000.00	86,056.10	0.82	0.82
3168 Real Property Transfer Tax	120,750.00	120,750.00	72,875.55	105,000.00	66,523.05	0.60	0.55
Revenues from Taxes	3,446,583.00	3,446,583.00	3,131,485.81	3,478,252.56	3,358,874.39	0.91	0.97

-87,708.61

Prior FY Revenue Report as of 4/30/19

REVENUE/EXPENDITURE REPORT

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Town of Portola Valley

For the Period: 7/1/2018 to 4/30/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 05 - General Fund							
Revenues							
Dept: 22 Revenues from Taxes							
3160 Property Taxes - Secured	2,793,313.00	2,793,313.00	2,632,030.58	852,405.28	0.00	161,282.42	94.2
3161 ERAF Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3162 Property Taxes - Unsecured	110,000.00	110,000.00	104,203.39	0.00	0.00	5,796.61	94.7
3164 Sales & Use Tax	206,836.00	206,836.00	164,658.13	15,620.65	0.00	42,177.87	79.6
3166 Business License Tax	105,000.00	105,000.00	77,682.40	6,010.00	0.00	27,317.60	74.0
3168 Real Property Transfer Tax	120,750.00	120,750.00	81,327.39	7,397.50	0.00	39,422.61	67.4
3170 Misc Other Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues from Taxes	3,335,899.00	3,335,899.00	3,059,901.89	881,433.43	0.00	275,997.11	91.7
Revenues	3,335,899.00	3,335,899.00	3,059,901.89	881,433.43	0.00	275,997.11	91.7
Net Effect for General Fund	3,335,899.00	3,335,899.00	3,059,901.89	881,433.43	0.00	275,997.11	91.7
Change in Fund Balance:			0.00				
Grand Total Net Effect:	3,335,899.00	3,335,899.00	3,059,901.89	881,433.43	0.00	275,997.11	

Prior FY Revenue Report as of 6/30/19

REVENUE/EXPENDITURE REPORT

Page: 1
4/8/2020
3:37 pm

Town of Portola Valley

For the Period: 7/1/2018 to 6/30/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 05 - General Fund							
Revenues							
Dept: 22 Revenues from Taxes							
3160 Property Taxes - Secured	2,793,313.00	2,793,313.00	2,839,938.19	42,024.19	0.00	-46,625.19	101.7
3161 ERAF Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3162 Property Taxes - Unsecured	110,000.00	110,000.00	105,735.03	1,531.64	0.00	4,264.97	96.1
3164 Sales & Use Tax	206,836.00	206,836.00	184,174.72	13,941.01	0.00	22,661.28	89.0
3166 Business License Tax	105,000.00	105,000.00	87,232.40	5,340.00	0.00	17,767.60	83.1
3168 Real Property Transfer Tax	120,750.00	120,750.00	112,510.74	13,953.50	0.00	8,239.26	93.2
3170 Misc Other Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues from Taxes	3,335,899.00	3,335,899.00	3,329,591.08	76,790.34	0.00	6,307.92	99.8
Revenues	3,335,899.00	3,335,899.00	3,329,591.08	76,790.34	0.00	6,307.92	99.8
Net Effect for General Fund	3,335,899.00	3,335,899.00	3,329,591.08	76,790.34	0.00	6,307.92	99.8
Change in Fund Balance:			0.00				
Grand Total Net Effect:	3,335,899.00	3,335,899.00	3,329,591.08	76,790.34	0.00	6,307.92	

General Fund: Revenues

	Original Bud.	Amended Bud.	YTD Actual	FYE Projected	% of Budget (Actual)	% of Budget (Projected)
Dept: 28 Utility Users' Taxes						
3220 UUT - Energy	404,040.00	404,040.00	298,901.63	412,336.21	0.74	1.02
3222 UUT - Telephone	30,326.00	30,326.00	23,167.64	32,734.44	0.76	1.08
3224 UUT - Water	220,000.00	220,000.00	173,576.19	227,070.31	0.79	1.03
Utility Users' Taxes	654,366.00	654,366.00	245,777.59	672,140.96	0.38	1.03

17,774.96

General Fund: Revenue

Dept: 18 Parks & Recreation

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Pre-COVID19)	Projected FYE (Post-COVID19)	% of Budget (Projected FYE, Post COVID19)	
3100 Lease Income - Parks	9,108.00	9,108.00	0.00	9,108.00	9,108.00	1.0	
3102 Sports League Field Use	54,000.00	54,000.00	43,120.00	57,340.00	39,820.00	0.7	
Parks & Recreation	63,108.00	63,108.00	43,120.00	66,448.00	48,928.00	0.8	-17,520.00

GENERAL FUND: REVENUES

Dept: 14 Licenses & Permits

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Post-COVID19)	% of Budget (Actual)	% of Budget (Projected)
3060 Building Permits	172,500.00	172,500.00	111,996.98	111,996.98	0.65	0.65
3061 Plan Check Fee	172,500.00	172,500.00	120,906.13	120,906.13	0.70	0.70
3062 Site Development Permits	30,000.00	30,000.00	16,810.00	16,810.00	0.56	0.56
3063 Inspection Fee	210,000.00	210,000.00	161,762.44	161,762.44	0.77	0.77
3064 Encroachment Permits	10,000.00	10,000.00	13,110.00	13,110.00	1.31	1.31
3066 Conditional Use Permits	12,000.00	12,000.00	10,747.00	10,747.00	0.90	0.90
3068 Temp Occupancy Fee	4,000.00	4,000.00	5,602.00	5,602.00	1.40	1.40
3070 Horsekeeping Permits	3,000.00	3,000.00	2,208.00	2,208.00	0.74	0.74
3072 Construction & Demolition Fee	17,000.00	17,000.00	15,831.00	15,831.00	0.93	0.93
3073 BSA Fee	1,500.00	1,500.00	958.00	958.00	0.64	0.64
3074 SMIP Fee	5,000.00	5,000.00	3,163.41	3,163.41	0.63	0.63
3075 DSA Fee	1,250.00	1,250.00	2,868.00	2,868.00	2.29	2.29
Licenses & Permits	638,750.00	638,750.00	465,962.96	465,962.96	0.73	0.73

-172,787.04

Dept: 20 Service Charges & Fees

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Post-COVID19)	% of Budget (Actual)	% of Budget (Projected)
3120 Zoning & Planning Permits	0.00	0.00	684.00	684.00	0.00	0.00
3122 Variances	4,910.00	4,910.00	-	0.00	0.00	0.00
3124 Subdivision Fees	3,360.00	3,360.00	4,865.00	4,865.00	1.45	1.45
3126 Residential Data Reports	6,050.00	6,050.00	7,310.00	7,310.00	1.21	1.21
3127 Pre-Application Mtg Fee	6,655.00	6,655.00	2,023.00	2,023.00	0.30	0.30
3132 Architectural Review Fees	19,000.00	19,000.00	13,980.00	13,980.00	0.74	0.74
3136 Geology Fees	11,000.00	11,000.00	5,693.00	5,693.00	0.52	0.52
3137 Town Inspection Fees	2,000.00	2,000.00	-	0.00	0.00	0.00
3138 Town Engineer Fees	3,000.00	3,000.00	2,250.00	2,250.00	0.75	0.75
3139 Town Planning Fees	160,000.00	160,000.00	17,112.97	17,112.97	0.11	0.11
3141 Town Library Maintenance	11,000.00	11,000.00	-	8,000.00	0.00	0.73
3154 Miscellaneous Receipts	7,000.00	7,000.00	4,791.85	4,791.85	0.68	0.68
3155 Miscellaneous Plan Charges	3,000.00	3,000.00	4,056.93	4,056.93	1.35	1.35
Service Charges & Fees	245,075.00	245,075.00	62,766.75	133,359.28	0.26	0.54

-111,715.72

GENERAL FUND: EXPENDITURES

Dept: 54 Consultant Services

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Post-COVID19)	% of Budget (Actual)	% of Budget (Projected)
4180 Accounting & Auditing	33,000.00	33,000.00	12,026.87	33,000.00	0.36	1.00
4182 Town Attorney	140,000.00	140,000.00	61,835.18	113,835.18	0.44	0.81
4188 Transcription Services	20,000.00	20,000.00	11,002.50	15,002.50	0.55	0.75
4189 Town Geologist	4,000.00	4,000.00	0.00	0.00	0.00	0.00
4192 Engineer Services	25,000.00	25,000.00	2,558.27	20,000.00	0.10	0.80
4196 Planner	0.00	0.00	0.00	0.00	0.00	0.00
4200 Plan Check Services	130,000.00	130,000.00	76,110.55	80,000.00	0.59	0.62
4208 GIS Mapping	1,000.00	1,000.00	0.00	0.00	0.00	0.00
4214 Miscellaneous Consultants	290,850.00	290,850.00	43,773.72	172,300.00	0.15	0.59
4216 IT & Website Consultants	39,000.00	39,000.00	19,281.36	39,000.00	0.49	1.00
4218 WFPD-Fuel Mitigation Engineer	28,322.00	28,322.00	12,949.61	28,322.00	0.46	1.00
Consultant Services	711,172.00	711,172.00	239,538.06	501,459.68	0.34	0.71

-209,712.32

FUND 96 - Customer Deposits: REVENUES

Dept: 20 Service Charges & Fees

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Post-COVID19)	% of Budget (Actual)	% of Budget (Projected)
3140 Applicant Charges	325,000.00	325,000.00	717,802.45	0	0	220.9
Service Charges & Fees	325,000.00	325,000.00	717,802.45	0	0	220.9

FUND 96 - Customer Deposits - EXPENDITURES

Dept: 54 Consultant Services

	Original Budget	Amended Budget	YTD Actual	Projected FYE (Post-COVID19)	% of Budget (Actual)	% of Budget (Projected)
4186 Attorney - Charges to Appls	40,000.00	40,000.00	25,041.25			62.6
4190 Geologist - Charges to Appls	125,000.00	125,000.00	72,693.21			58.2
4194 Engineer - Charges to Appls	120,000.00	120,000.00	193,402.85			161.2
4198 Planner - Charges to Appls	40,000.00	40,000.00	74,910.44			187.3
4202 Plan Check - Chgs to Appls	0	0	0			0
4205 C&D Deposit	0	0	22,686.94			0
4207 Deposit Refunds, Other Charges	0	0	246,061.41			0
Consultant Services	325,000.00	325,000.00	634,796.10	0.00		195.3

General Fund: Revenue

Dept: 24 Town Center Facilities

	Original Budget	Amended Budget	YTD Actual	Projected FYE	% of Budget (Actual)	% of Budget (Projected)
3184 Comm Hall & Act'y Room Rents	3,500.00	3,500.00	1,972.00	1,972.00	0.56	0.56
3185 Comm Hall Private Party Fees	13,500.00	13,500.00	6,525.00	6,525.00	0.48	0.48
3188 Parking Lot & Field Rentals	1,500.00	1,500.00	670.00	670.00	0.45	0.45
3190 Class Fees	210,000.00	210,000.00	154,848.16	154,848.16	0.74	0.74
Town Center Facilities	228,500.00	228,500.00	164,015.16	164,015.16	0.72	0.72

-64,484.84

General Fund: Expenditures

Dept: 58 Park Operations

	Original Budget	Amended Budget	YTD Actual	Projected FYE	% of Budget (Actual)	% of Budget (Projected)
4246 Instructors & Class Refunds	165,000.00	165,000.00	143,322.80	143,322.80	0.87	0.87
4338 Event Insurance	3,000.00	3,000.00	1,036.00	1,500.00	0.35	0.50
Park Operations	168,000.00	168,000.00	144,358.80	144,822.80	0.86	0.86

-23,177.20

General Fund: Expenditures

	Original Budget	Amended Budget	YTD Actual
Dept: 54 Consultant Services			
4192 Engineer Services	25,000.00	25,000.00	4,613.27
Consultant Services	25,000.00	25,000.00	4,613.27
Dept: 58 Park Operations			
4240 Parks & Fields Maintenance	86,000.00	86,000.00	39,383.85
4244 Portable Lavatories	5,000.00	5,000.00	4,024.56
Park Operations	91,000.00	91,000.00	43,408.41
Dept: 60 Public Works Operations			
4267 Tools & Equipment	6,000.00	6,000.00	11,862.34
Public Works Operations	6,000.00	6,000.00	11,862.34
Dept: 66 Town Center Facilities			
4340 Building Maint Equip & Supp	15,000.00	15,000.00	5,745.73
4341 Community Hall	54,000.00	54,000.00	35,487.43
4342 Landscape Supplies & Services	63,240.00	63,240.00	12,548.04
4344 Janitorial Services	37,460.00	37,460.00	18,507.30
4346 Mechanical Sys Maint & Repair	20,500.00	20,500.00	7,999.12
4348 Repairs/Vandalism	5,000.00	5,000.00	201.03
4350 Property Insurance	12,793.00	12,793.00	13,325.00
Town Center Facilities	207,993.00	207,993.00	93,813.65

(114,179.35)

Fund 20 - Gas Tax: Expenditures

Dept: 54 Consultant Services

	Original Budget	Amended Budget	YTD Actual
4192 Engineer Services	20,000.00	20,000.00	0.00
Consultant Services	20,000.00	20,000.00	0.00

Dept: 60 Public Works Operations

4260 Public Road Surface & Drainage	25,000.00	25,000.00	8,454.00
4262 Street Sweeping	22,625.00	22,625.00	11,262.65
4264 ROW Tree Trimming & Mowing	70,000.00	70,000.00	3,606.00
4268 Street Signs & Striping	15,000.00	15,000.00	10,145.75
4270 Trail Surface Rehabilitation	55,000.00	55,000.00	2,726.59
4271 Storm Damage / Emerg Repairs	40,000.00	40,000.00	0.00
Public Works Operations	227,625.00	227,625.00	36,194.99

General Fund: Expenditures

	Original Bud.	Amended Bur	YTD Actual	FYE Projected (Actual)	% of Budget	% of Budget
					(Actual)	(Projected)
Dept: 52 Committees & Commissions						
4143 BicyclePedTraffic Committee	500.00	500.00	-	-	0.00	0.00
4144 Conservation Committee	4,250.00	4,250.00	-	-	0.00	0.00
4147 Volunteer Appreciation	14,950.00	14,950.00	14,218.38	14,218.38	0.95	0.95
4150 Cultural Arts Committee	8,900.00	8,900.00	6,616.48	6,616.48	0.74	0.74
4152 Emerg Preparedness Committee	10,000.00	10,000.00	6,415.34	6,415.34	0.64	0.64
4154 Historic Resources Committee	4,350.00	4,350.00	-	-	0.00	0.00
4158 Parks & Recreation Committee	18,000.00	18,000.00	19,345.13	19,345.13	1.07	1.07
4163 Science & Nature	500.00	500.00	-	-	0.00	0.00
4165 Sustainability Committee	10,600.00	10,600.00	-	-	0.00	0.00
4167 Trails & Paths Committee	6,000.00	6,000.00	-	-	0.00	0.00
Committees & Commissions	78,050.00	78,050.00	46,595.33	46,595.33	0.60	0.60
Budget vs. Actual Expenditure			(31,454.67)			

General Fund: Revenues

	Original Bud.	Amended Bud.	YTD Actual	FYE Projected	% of Budget (Actual)	% of Budget (Projected)
Dept: 26 Interest						
3200 Interest (LAIF)	108,867.00	108,867.00	62,783.19	81,083.19	0.58	0.74
3200 Interest (Schwab)	20,000.00	20,000.00	41,474.98	41,474.98	2.07	2.07
Interest	128,867.00	128,867.00	104,258.17	122,558.17	0.81	0.95

(6,308.83)

General Fund: EXPENDITURES

	Original Budget	Amended Budget	YTD Actual	Projected FYE	% of Budget (Actual)	% of Budget (Projected)
Dept: 50 Administration & Operations						
4002 Town Manager	215,325.00	215,325.00	170,465.72	215,325.12	0.79	1.00
4004 Planning Director	179,519.00	179,519.00	142,118.86	179,518.56	0.79	1.00
4006 Public Works Director/Engineer	196,554.00	196,554.00	155,605.25	196,554.00	0.79	1.00
4008 Town Clerk	109,907.00	109,907.00	87,009.55	109,906.80	0.79	1.00
4010 Planning Technician II-CBr	80,852.00	80,852.00	64,007.58	80,851.68	0.79	1.00
4013 Associate Planner	112,366.00	112,366.00	33,583.63	33,583.63	0.30	0.30
4014 Planning Technician II-CBor	80,852.00	80,852.00	64,007.58	80,851.68	0.79	1.00
4015 Assistant Planner	85,013.00	85,013.00	49,856.47	67,567.47	0.59	0.79
4018 Maintenance Worker II-CM	73,087.00	73,087.00	56,631.82	71,534.88	0.77	0.98
4020 Maintenance Worker II-JB	88,087.00	88,087.00	66,935.09	85,207.49	0.76	0.97
4022 Maintenance Worker II-SW	75,645.00	75,645.00	59,885.66	75,645.12	0.79	1.00
4026 Asst to Town Manager-BD	139,394.00	139,394.00	110,353.52	139,393.92	0.79	1.00
4027 Communications/SpcPro Analyst	94,185.00	94,185.00	74,563.22	94,185.12	0.79	1.00
4028 Administrative Assistant	69,636.00	69,636.00	51,708.89	66,711.49	0.74	0.96
4040 Finance Director	105,020.00	105,020.00	83,140.93	105,020.16	0.79	1.00
4048 Accounting Technician	42,149.00	42,149.00	46,263.00	46,263.00	1.10	1.10
4058 Temp Clerical/Admin	60,000.00	60,000.00	39,732.50	39,732.50	0.66	0.66
Administration & Operations	1,807,591.00	1,807,591.00	1,124,364.79	1,687,852.62	0.62	0.93

(119,738.38)

Budget Salary Savings: 119,738.38



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: April 29, 2020

RE: SMC Strong Support

RECOMMENDATION

Staff recommends that the Town Council consider:

1. A donation to the SMC Strong Small Business Program, and
2. A campaign to solicit private donations to the SMC Strong Small Business Program

BACKGROUND

In response to the COVID-19 pandemic, the County of San Mateo County created “SMC Strong”. This program supports the financial needs of small businesses, non-profits and individuals impacted by COVID-19. Earlier this month, the County seeded support for the program by contributing \$1 million to each category.

The small business element (Attachments 1 and 2) of the program is designed to provide grants of up to \$10,000 to small businesses that:

- Are for-profit company with at least two employees;
- Have had, since March 31, 2019, all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
- Have a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
- Have the equivalent of 10 or fewer full-time employees as of February 15, 2020 **OR** less than \$2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
- Can demonstrate a 25% reduction in gross revenue due to COVID-19.

Grants from the general pool are to be distributed based on a pro rata population basis, which means that the pool for Portola Valley is just over \$6,000. However, funds can be contributed by municipalities and private donors to support city-specific businesses.

Applications for the program will be available at www.smcstrong.org/smallbusinessgrants; potential applicants are asked to check frequently as the page has not been updated as of Friday, April 22. Applications will be accepted starting Monday, April 27.

DISCUSSION

A number of cities have contributed to the SMC Strong small business program:

- Burlingame: \$500,000
- Colma: \$15,000
- Redwood City: \$300,000
- San Carlos: \$112,500
- San Mateo: \$400,000

with additional donations expected. These donations have primarily been made to support businesses in their jurisdictions.

Town Support for SMC Strong

Staff recommends that the Council consider a similar donation to the program to support Portola Valley businesses.

Private Donation Campaign

Staff recommends that the Council consider a campaign to bring awareness to the program to Portola Valley residents who may wish to contribute to the program as private donors. As with a municipal donation, private donations can be directed to city-specific businesses.

FISCAL IMPACT

ATTACHMENTS

1. San Mateo County Strong Fund Small Business Grant Program launch description
2. San Mateo County Strong Fund Small Business Grant Program FAQ

Approved by: Jeremy Dennis, Town Manager



The San Mateo County Strong Fund Small Business Grant Program

The California *Shelter in Place* order implemented to curtail the spread of COVID-19 has impacted many throughout the state, including local small businesses which have been forced to reduce staff or services as a result of lower demand and strained resources. San Mateo County, in partnership with Silicon Valley Community Foundation and San Mateo County Economic Development Association (SAMCEDA), has created the San Mateo County Strong Fund (SMCSF).

Specific to small business support, the goal of the SMCSF is to provide emergency grants through the San Mateo Credit Union Community Fund to support small, local businesses in their efforts to provide payroll for employees, maintain operations, meet ongoing obligations and survive the economic impacts of California's Shelter in Place order.

The funding can be used to provide payroll for employees, maintain operations, meet ongoing obligations and survive the economic impacts of California's Shelter in Place order. Grant funding will be awarded to eligible applications equivalent to 2 months of operating expenses (determined by averaging last 12 months expenses divided by 12), not to exceed \$10,000, subject to availability of funds.

GET PREPARED AND HELP SMALL BUSINESS OWNERS PREPARE

The small business grant application portal is **tentatively** scheduled to open on Monday, April 27, 2020 at 12:00pm.

Learn more and check back often about when the application portal is set to officially open at www.smcstrong.org/smallbusinessgrants.

There will be heavy demand for the first \$1 million in funding and funds will used up very quickly. \$1 million in funding will only equal 100 grants if all grants are the maximum \$10,000.

In order to prepare for the application portal's **tentative** opening on Monday, April 27, 2020 at 12:00pm, applicants should take the following steps to prepare to submit a complete application, including uploading supporting documentation:

- **Determine if a business meets the following eligibility criteria:**
 1. Be a for-profit company with at least two employees;
 2. Since March 31, 2019 the business has had all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
 3. The business has a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
 4. The business has the equivalent of 10 or fewer full-time employees as of February 15, 2020 **OR** less than \$2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
 5. The business demonstrates a 25% reduction in gross revenue due to COVID-19.

- Review the detailed “Frequently Asked Questions” found at www.smcstrong.org/smallbusinessgrants to determine if a business meets all the required eligibility requirements, understand the examples of supporting documentation the applicant may use to support their application, and other questions.
- Prepare all of the supporting documentation as soon as possible and scan it in one of the following file formats for uploading when the applicant submits their application:
 - PDF
 - Tiff
 - PNG
 - JPEG (this includes pictures of documents taken with a smart phone)

HELP US SPREAD THE WORD ASAP TO INFORM SMALL BUSINESS OWNERS ABOUT THE GRANT PROGRAM AND APPLCIATION PROCESS

We need every City and Town, all elected officials, and the County’s chambers of commerce, non-profits, diversity groups, and other organizations to spread the grant program and the importance of getting ready to apply before the application portal opens. Drive people to get information at www.smcstrong.org/smallbusinessgrants.

Below are specific ideas on how you can help:



Social Media & Email

- Post on FB, Twitter, Instagram, and Nextdoor and send e-blasts – especially sites that help target diverse business owners
- Like and link SMC Strong Fund’s new social media sites:
 - Facebook: <http://facebook.com/SMCStrong>
 - Instagram: SMCStrongFund
 - Twitter: @SMC_Strong



www.SMCStrong.org

- Updated information will be added:
 - Eligibility
 - How to apply for SB Grants and prepare documents
 - Frequently Asked Questions
- Link will be added with application portal is opened



Chambers

- Post on FB, Twitter, Instagram, and Nextdoor and send e-blasts
- Ask elected officials to push similarly
- Inform your members who are likely eligible
- Is your City hall information number equipped to provide multi-lingual information and direct to www.SMCStrong.org and 211
- Do you have professional members who can help applicants?



Ethnic Groups

- Post on FB, Twitter, Instagram, send e-blasts & inform ethnic media
- Inform your members who are likely eligible
- Is your City hall information number equipped to provide multi-lingual information and direct to www.SMCStrong.org and 211
- Do you have professional members who can help applicants in multiple languages?



Earned Media

- Ask your local newspapers, blogs, etc. to cover the details of the grant and application program
- Especially ethnic media coverage
- Community FB sites
- Patch sites
- Other ideas



County/Cities/Towns

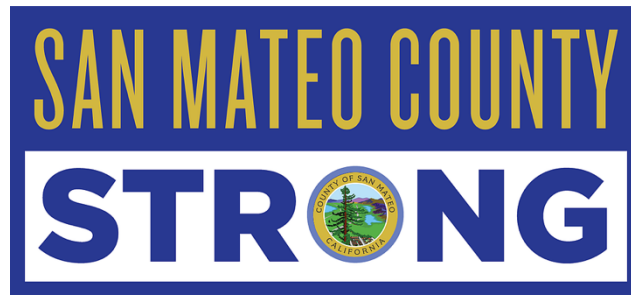
- Clerks post on FB, Twitter, Instagram, and Nextdoor and send e-blasts
- Ask elected officials to push similarly
- Inform your business license holders who qualify and business districts
- City hall information numbers equipped to provide multi-lingual information and direct to www.SMCStrong.org and 211

Like and link to the San Mateo County Strong Fund's new social media sites:

- **Facebook:** Facebook.com/SMCStrong
- **Instagram:** SMCStrongFund
- **Twitter:** @SMC_Strong

*****Note about Social Media Posts:** *When possible, please share a post from one of the SMCStrong Social Media accounts so that we can grow our following. We will have a few introductory posts that include the website that you can share.*

SAMPLE BASIC SOCIAL MEDIA POST



A limited number of small business grants of up to \$10,000 for qualified San Mateo County small business owners impacted by California's *Shelter in Place* order implemented to curtail the spread of COVID-19 are becoming available. The small business grant application portal is tentatively scheduled to open on Monday, April 27, 2020 at 12:00pm. Learn more to see if you are eligible and get prepared before the application portal opens. Funds are limited and there will be heavy demand.

Learn more and check back often about when the application portal is set to officially open at www.smcstrong.org/smallbusinessgrants.

SAMPLE SHORT MESSAGE



A limited number of small business grants of up to \$10,000 for qualified San Mateo County small business owners impacted by California's *Shelter in Place* order implemented to curtail the spread of COVID-19 are becoming available. The small business grant application portal is **tentatively** scheduled to open on Monday, April 27, 2020 at 12:00pm. Funds are limited and there will be heavy demand.

Businesses who meet the following eligibility criteria may apply:

- Be a for-profit company with at least two employees;
- Since March 31, 2019 the business has had all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
- The business has a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
- The business has the equivalent of 10 or fewer full-time employees as of February 15, 2020 **OR** less than \$2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
- The business demonstrates a 25% reduction in gross revenue due to COVID-19.

Learn more and check back often about when the application portal is set to officially open at www.smcstrong.org/smallbusinessgrants.

SAMPLE EMAIL**SUBJECT LINE:** San Mateo County Strong Fund – Small Business Grants Coming Soon**TEXT:**

A limited number of small business grants of up to \$10,000 for qualified San Mateo County small business owners impacted by California's *Shelter in Place* order implemented to curtail the spread of COVID-19 are becoming available. There will be heavy demand for the first \$1 million in funding and funds will be used up very quickly. \$1 million in funding will only equal 100 grants if all grants are the maximum \$10,000.

Learn more and check back often about when the application portal is set to officially open at www.smcstrong.org/smallbusinessgrants.

In order to prepare for the application portal's **tentatively** planned opening on Monday, April 27, 2020 at 12:00pm, applicants should take the following steps to prepare to submit a complete application:

- **Determine if a business meets the following eligibility criteria:**
 6. Be a for-profit company with at least two employees;
 7. Since March 31, 2019 the business has had all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
 8. The business has a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
 9. The business has the equivalent of 10 or fewer full-time employees as of February 15, 2020 **OR** less than \$2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
 10. The business demonstrates a 25% reduction in gross revenue due to COVID-19.
- **Review the detailed “Frequently Asked Questions” found at www.smcstrong.org/smallbusinessgrants** to determine if a business meets all the required eligibility requirements, understand the examples of supporting documentation the applicant may use to support their application, and other questions.
- **Prepare all of the supporting documentation as soon as possible and scan it** in one of the following file formats for uploading when the applicant submits their application:
 - PDF
 - Tiff
 - PNG
 - JPEG (this includes pictures of documents taken with a smart phone)

BANNERS AND LOGOS:

And for the more technologically capable, below are various images files that can be used for marketing and promotion of the www.smcstrong/smallbusinessgrants.org:





SAN MATEO COUNTY STRONG FUND SMALL BUSINESS GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

PROGRAM OVERVIEW QUESTIONS

What is the San Mateo County Strong Fund Small Business Grant Program?

The California Shelter in Place order implemented to curtail the spread of COVID-19 has impacted many throughout the state, including local small businesses which have been forced to reduce staff or services as a result of lower demand and strained resources. San Mateo County, in partnership with Silicon Valley Community Foundation and San Mateo County Economic Development Association (SAMCEDA), has created the San Mateo County Strong Fund (SMCSF).

Specific to small business support, the goal of the SMCSF is to provide emergency grants through the San Mateo Credit Union Community Fund to support small, local businesses in their efforts to provide payroll for employees, maintain operations, meet ongoing obligations and survive the economic impacts of California's Shelter in Place order.

What can small business owners use the grant funding to pay for?

The funding can be used to provide payroll for employees, maintain operations, meet ongoing obligations and survive the economic impacts of California's Shelter in Place order.

How much grant funding will be awarded to eligible applicants?

Equivalent of 2 months operating expenses (determined by averaging last 12 months expenses divided by 12), not to exceed \$10,000, subject to availability of funds.

Will I have to pay the money back?

No. San Mateo County Strong Fund is providing emergency grants that won't require any repayment. However, the County of San Mateo and to the Office of the District Attorney will fully prosecute any fraud related to this grant program of the law.

When will the application period open?

The application portal is tentatively expected to open on Monday, April 27, 2020 at 12:00pm. **Learn more and check back often about when the application portal is set to officially open at www.smcstrong.org/smallbusinessgrants.**

How can I apply?

The County of San Mateo will be accepting San Mateo County Strong Fund Small Business Grant applications at their website at www.smcstrong.org/smallbusinessgrants. The application portal is expected to open on Monday, April 27, 2020 at 12:00pm.

Where do I call with questions?

Please call the County of San Mateo's information line at 211 for more information.

Can I apply in-person?

Due to the legal requirements for social distancing, applications will only be accepted online. Visit www.smcstrong.org to find a link to the online application for small business grants.

APPLICATION PROCESS QUESTIONS

Can I apply in-person?

Due to the legal requirements for social distancing, applications will only be accepted online at www.smcstrong.org/smallbusinessgrants.

Will I need to pay an application fee?

No. There is no fee to apply. There are no processing fees if you receive a grant.

Will the application be available in languages other than English?

Yes, the application will be available in English, Spanish and Chinese.

Do I need to be a US citizen or legal resident to apply?

No. Undocumented business owners who can provide required evidence of eligibility and income/expense documentation can apply.

How many grants will be approved in this first round of applications?

As many as possible. But for every \$1 million dollars in grant funding, if all grants are the \$10,000 maximum, only 100 applicants will receive a grant.

How competitive will the application process be?

The process will be very competitive. Be prepared before the application process opens.

How many grants will be given in total?

As many as possible. But for every \$1 million dollars in grant funding, if all grants are the \$10,000 maximum, only 100 applicants will receive a grant.

Will I get the full \$10,000 dollars?

Grants will be the equivalent of two months operating expenses (determined by taking an average of the last 12 months of operations as of 3/1/2020), not to exceed \$10,000 and subject to availability of funds.

Can I apply twice for the same business?

No. The anticipated need by small business owners across the 21 cities, towns, and unincorporated San Mateo County will be enormous. Funding must be used to support as many unique applicants as possible.

How is the decision made about which business will be awarded grants?

Grants will be evaluated on a first come-first served basis once a completed application, including all supporting documentation is received. An incomplete application will not go into the decision queue until all supporting documents are received.

Can I appeal the decision if I am deemed ineligible?

No?

APPLICATION ELIGIBILITY QUESTIONS

What are the criteria for approval?

To be eligible under the County's small business assistance program, a business must meet all the following criteria:

- Be a for-profit company with at least two employees;
- Since March 31, 2019 the business has had all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
- The business has a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
- The business has the equivalent of 10 or fewer full-time employees as of February 15, 2020 **OR** less than \$2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
- The business demonstrates a 25% reduction in gross revenue due to COVID-19.

Additionally, all grant applicants will be required to submit the following information with their applications:

- Annual net business income and allocation of such net business income by owner(s) of the business; and
- Other local, state or federal COVID-19 assistance programs already applied to or funds awarded from such as the Payroll Protection Program - **applying to other programs does NOT disqualify an applicant from receiving a grant under this program.**

What type of documentation will applicants be required to submit as part of the online application process?

Business applicants must provide evidence of all eligibility requirements as well as 12 months of income/expense documentation. Examples of suitable documents **may include**:

- Bank Statements
- Current P&L Statements
- IRS or FTB tax returns
- Proof of utility and/or rent/mortgage payments
- Proof of healthcare premiums
- Proof of payroll processing

Does the owner of the business need to be a resident of San Mateo County?

No. If the business is in San Mateo County according to the criteria for eligibility it does not matter where the business owner resides.

Is the business owner considered an employee in determining eligibility?

- The business owner is considered one of the two required employees to be eligible for the grant. The other FTE must be a non-owner.

What is a full-time equivalent employee?

- The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.

- An employer with a 35-hour workweek would simply divide the employee's scheduled hours by 35 to determine the FTE. For example, an employee scheduled to work 21 hours per week would be 0.6 FTE when the full-time workweek is 35 hours.
- FTE calculations are about hours worked rather than number of employees. You could have four employees and only one FTE. Four 0.25 employees would be 1.0 FTE. Amir, Mark, Phyllis and Sue could each work 10 hours per week and the total would be 40 hours worked, or one FTE based on a 40-hour workweek.

What is gross income?

In simple terms, revenue is the money earned through sales, services and other means. If you sell a sandwich for \$5, your current gross revenue is \$5, with the term gross meaning the total amount before subtracting such things as the cost of the meat, bread and staff to make and serve the sandwich. Thus, a company's total gross revenue includes money earned through all its product and service offerings, for instance, whether French fries or soft drinks are also sold and if there is more than one location. Taking it one step further, gross annual revenue includes all those sales from all those products and services at all the locations over a full year. In short, it's all the money your business earned over the course of a year.

What is net income?

Net business income -- often referred to as the bottom line -- is a different figure altogether, and it reflects what happens when costs come into play. To figure net business income, managers subtract all the company's associated costs. Not only are the meat and bun in the sandwich counted toward unit costs, but also the heat used to grill it, the salary of the person who cooked it, the paper it was wrapped in, and so on. Thus, net business income is what's left over after companies pay their bills.

What if I meet eligibility requirements for all but one of the criteria?

Unfortunately, you will not qualify. You will be notified by email that your application was not approved.

What if I do not provide all the documentation required for a complete application?

Unfortunately, you will not qualify. You will be notified by email that your application is incomplete and ask you to reapply with complete documentation.

APPLICATION PREPARATION QUESTIONS

What should I do to prepare for the online application process?

You should work with your accountant, bookkeeper, or someone who can help you to determine if you meet the following eligibility requirements:

- Be a for-profit company with at least two employees;
- Since March 31, 2019 the business has had all applicable and required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction;
- The business has a primary office, storefront, or business space open to the public and located in San Mateo County and the business has been open for at least one year;
- The business has the equivalent of 10 or fewer full-time employees as of February 15, 2020 **OR** less than \$2.5 million in annual revenue over the past 12 months (March 1, 2019 to February 29, 2020); and
- The business demonstrates a 25% reduction in gross revenue due to COVID-19.

And you should find and scan as many of the accepted evidence of all eligibility requirements as well as 12 months of income/expense documentation. **Examples of suitable documents may include:**

- Bank Statements
- Current P&L Statements
- IRS or FTB tax returns
- Proof of utility and/or rent/mortgage payments
- Proof of healthcare premiums
- Proof of payroll processing

Can I reuse the document files I scanned and prepared for other programs like the US Small Business Administration's Payroll Protection Program?

- Yes, but you will still need to ensure you are providing documentation of all the eligibility requirements for this grant program.
- For example, the PPP may not have asked for a required business license(s)/permit(s) or other government-issued registration document(s) as required by the local jurisdiction in which you operate your business.
- But you must include this document in your application for this grant program.

APPLICATION PORTAL QUESTIONS

Can I fax my supporting documentation and fill out the application online separately?

No. You must complete the entire process at once through the online portal at www.smcstrong.org/smallbusinessgrants.

What computer internet browsers are compatible with the online portal?

- **Internet Explorer 11 is not supported for the grant application portal process due to security risks:** <https://www.microsoft.com/en-us/microsoft-365/windows/end-of-ie-support>
- Please determine which internet browser is on your personal computer before beginning the application process.
- We recommend using a current version of one of the following free browsers: Chrome, Safari, Microsoft Edge or Brave:
 - **Chrome:** <https://www.google.com/chrome/>
 - **Safari:** <https://www.apple.com/safari/>
 - **Microsoft Edge:** <https://www.microsoft.com/en-us/microsoft-365/windows/end-of-ie-support>
 - **Brave:** <https://brave.com/download/>
- **Note: Standard Smartphone browsers are already compatible.**

What digital files types will the online portal accept for uploading of supporting documentation?

- PDF
- Tiff
- PNG
- JPEG (this includes pictures of documents taken with a smart phone)

Will the application portal allow me to apply from a smartphone?

Yes.

How do I scan documents from a smartphone?

Information about scanning documents from a smartphone:

- **Scanning from an iPhone or iPad:** <https://support.apple.com/en-us/HT210336>
- **Scanning from an Android phone with Google Drive:** <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en&oco=0>
- **New York Times mobile scanning apps review:** <https://thewirecutter.com/reviews/best-mobile-scanning-apps/>

Will I have to complete the application all in one session?

No. The portal will allow you to register and save your progress. It is recommended that you are prepared to complete the application as soon as possible as the portal will be closed as soon as the funds are exhausted. We expect a large number of applications to be received in the first 24 hours.

What if I completed and submitted my application, but the funds are exhausted?

Any applications received before the portal closes but after the funds have been exhausted will be placed on a waiting list in the order the application was received. Should additional funds become available, the applications will be processed at that time, until the additional funds are exhausted.

What happens to my application if the money runs out?

Your completed application will be kept in the queue and will be evaluated as soon as new funding is secured – **you do NOT need to apply again, and you will not lose your place in the application queue.** You will be notified by email about your application status.

Will my application and supporting documentation be kept confidential?

Yes.

APPLICATION QUESTIONS RELATED TO SELF-EMPLOYED, GIG ECONOMY, AND INDEPENDENT CONTRACTORS

Why are self-employed individuals, independent contractors, and Gig Economy workers not eligible for small business grants? Where should we go for help?

Under the Federal Government's recently approved \$2 trillion CARES Act relief law, people who are self-employed (including independent contractors and gig workers) and not eligible for regular State unemployment insurance can still receive unemployment benefits if they are unable to work or are working reduced hours due to the coronavirus. Those benefits include:

- **Pandemic Unemployment Assistance:** You can receive up to 39 weeks of weekly PUA benefits. The exact amount you receive is decided by your state, which has some discretion in determining eligibility and calculating benefit payouts.
- **Federal Pandemic Unemployment Compensation:** An additional \$600 per week to supplement state or Pandemic Unemployment Assistance, payable until July 31 at the latest. You must apply for unemployment through your state to get the \$600 per week, which you may receive even if you do not qualify for state unemployment benefits or PUA.
- The State of California will start accepting applications for Pandemic Unemployment Assistance on April 28, 2020.
- **Visit the State of California's Employment Development Department's COVID-19 resource page at:** https://edd.ca.gov/about_edd/coronavirus-2019/pandemic-unemployment-assistance.htm

Which other programs are offering grants to small businesses?

Please visit www.samceda.org for information about other small business grant programs.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Cindy Rodas, Interim Finance Director

DATE: April 29, 2020

RE: Update, FY 2020-21 Budget Process

RECOMMENDATION

Staff recommends that the Town Council accept this update on the FY 2020-21 Budget process.

BACKGROUND

In a typical year, Town Staff begins their preparations for the upcoming fiscal year's budget development in the January-February timeframe. The Finance Department and Town Manager identify macro trends that may influence the upcoming budget process, interact with their counterparts in other cities, and set up the templates for use in the budget software systems.

In parallel, the staff engages the Town Council in their annual council priority setting process, which typically takes place over two meetings in February and April, respectively.

In early March, department heads begin to populate the budget software with their operational budget requests, which are vetted in late April/early May by the finance team, and developed into a draft budget, which is typically presented to the Finance Committee in late May/early June, for final review and adoption by the Town Council in June.

The Capital Improvement Program (CIP) is developed concurrently with the operational budget. The CIP is made up of one-time expenditures as requested by departments and committees, and augmented by Council direction.

The COVID-19 pandemic has drastically disrupted the Town's normal budgetary process, in three fundamental ways:

- The Shelter-in-Place order, in conjunction with emergency response work by all staff, did not allow for the normal department head-driven budget development work
- Current and future revenues have fallen (in some cases significantly) due to business closures and the staff's inability to perform a variety of planning, building, and facility use activities.
- The normal process to engage residents on budget development has been altered and may result in fewer voices participating in the discussion.

DISCUSSION

A thorough, thoughtful budget development process is, at best, challenging to manage due to these factors.

As a result, the staff, in conjunction with the Council's COVID Fiscal Subcommittee (Councilmembers Hughes and Wengert) have detoured the best path forward to meet the State's statutory requirements for the adoption of an annual budget are as follows:

1. Staff will recommend the FY 2020-21 budget as a "rollover" from the current (FY 2019-20) budget
2. Such a budget will satisfy State requirements for the adoption of an annual budget, and provide the town with a budget adequate to meet needs in the first quarter of FY 2021
3. Staff will begin the process for revising the budget in July 2020, following the normal template as described above
4. A draft budget will be presented to council for adoption over its two normally-scheduled meetings in September

This process will allow for the following:

- A rolling analysis of revenue impacts and resident service need
- Further understanding of macro-economic impacts from the COVID-19 pandemic
- A more "standard" budget development process that will provide for valuable resident input and full department attention
- Incorporation of best practices and review of alternative approaches from other municipalities
- The continued provision of critical services to residents and visitors alike

The draft budget, as described, will be presented at the Town Council's June 10th meeting for review and adoption.

FISCAL IMPACT

There is no fiscal impact associated with the acceptance of this report.

Approved by: Jeremy Dennis, Town Manager



There are no written materials for Council Liaison Committee and Regional Agencies Reports

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – April 23, 2020

1. Agenda (Cancellation) – Architectural & Site Control Commission – Monday, April 27, 2020
2. Agenda – Conservation Committee – Thursday, April 28, 2020
3. Letter to the Town Council from Monika & Rob Cheney re Opening Up Windy Hill Open Space Preserve

Attached Separates (Council Only) *(placed in your town hall mailbox)*

1. None



TOWN OF PORTOLA VALLEY

**7:00 PM – Regular Meeting of the Architectural and Site Control
Commission (ASCC)**

Monday, April 27, 2020

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR**

Monday, April 27, 2020

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for April 27, 2020 has been cancelled.



**TOWN OF PORTOLA VALLEY
Special Conservation Committee
Virtual Meeting
Tuesday, April 28, 2020 – 7:00 PM**

This Special Meeting is being held via Zoom

SPECIAL MEETING AGENDA

CoVID-19 DISEASE Advisory Notice -

The San Mateo County Health Officer, in conjunction with colleagues from five other Bay Area Counties, has issued legal orders to help stop the spread of the coronavirus. These legal orders include directing all residents to shelter in place, with exceptions for visits to essential service providers such as grocery stores, gas stations, and pharmacies.

This meeting will be conducted in compliance with the Governor's Executive Order N-25-20 issued on March 12, 2020, and N-29-20 issued on March 18, 2020, allowing for deviation of teleconference rules required by the Brown Act. On Thursday, March 19, Governor Gavin Newsom issued a statewide stay-at-home order to protect the health and well-being of all Californians. In an effort to reduce the risk of spreading Coronavirus (COVID-19), members of the Committee and staff will all participate via teleconference. The purpose of this is to provide the safest environment for officials, staff, and the public while allowing for public participation.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily ask questions in the Q&A.

Join Zoom Meeting Online:

Please click on the link below to join the meeting

<https://zoom.us/j/93405772534?pwd=QVZKMWJvaXhZaFJpU2h2SnhQSXdjdz09>

Meeting ID: 934 0577 2534
Password: 480597

One tap mobile
+16699006833, 93405772534# US (San Jose)

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to shanlon@portolavalley.net by 5:00 PM on the day of the meeting. All received questions and comments will be read by the Chair and addressed and will be included in the public record.

The Committee will take questions by using the Q&A button. If you can only call in and you did not send in questions and comments ahead of time, you can press *9 on your phone to "raise your hand" The town council will call on people to speak by the phone number that is calling in.

1. Call to Order
2. Brief Zoom lesson
3. Oral Communications

4. Approval of Minutes for February 2020
5. Old Business
 - a. Annual Conservation Committee Report to Council 5/13
 - b. Oversight of Significant Town Owned. Priorities must be revised anticipating decreased available Town funding.
 - i. Remainder of this year
 - ii. Next year's budget request – assume minimal funding
 - iii. 5-year plans – hopefully reasonable resumption of funding 2021-22
 - c. Tip of the Month
 - d. What's blooming now
 - e. Kudos
 - f. Changes heritage shrubs – in Planning hands
 - g. Broom Pull – was virtual
6. New Business
 - a. Another Community building viral event?
 - b. Resuming projects as restrictions ease
 - i. Coordination with Public Works about resumed maintenance of Open Spaces
 - ii. Label trees at Town Center
7. Adjournment
8. Next meeting May 26 – Virtual most likely

To: Portola Valley Town Council
Cc: Portola Valley Planning Commission
Midpeninsula Open Space District
From: Monika & Rob Cheney, Portola Valley Residents
Date: April 20, 2020
Re: Opening Up the People's Open Space -- Windy Hill Open Space Preserve

We sincerely thank Town representatives and Town staff for their hard work in these challenging times. We also thank the staff of Midpeninsula Regional Open Space District (Midpen) for their work keeping our beautiful open space preserves well-maintained at all times, including now. We also appreciate that all have approached the many unique issues presented by the novel Corona virus with integrity and good faith, often from home, via Zoom.

We are writing to respectfully ask the Town of Portola Valley to immediately request that Midpen re-open the Windy Hill open space preserve. Windy Hill was closed by Midpen *at the request of the Town of Portola Valley* on or about March 27, 2020.¹ Windy Hill is an open space preserve paid for by the people,² and the people need open space right now more so than ever. While employing practicable safety measures during this time of COVID-19 is reasonable, **the closure of the people's open space is counterproductive to the Town's stated goals for the closure, is causing more harm than good, and should be reversed.**

1. The Town's stated reasons for requesting Midpen to close Windy Hill seemed to hinge on the concern that there were too many people hiking on the trails, and too many cars in the parking lots, thereby potentially increasing disruptions in social distancing and potentially increasing the risk of accidents around the parked cars.³ However, **the net result of closing Windy Hill, in a time of unprecedented and yet highly predictable increased demand for hiking trails, has been a significant increase in the use of other hiking trails in the area that are generally more narrow than the trails of Windy Hill, and a corresponding increase in cars being parked in areas not**

¹ In the initial communications about closing Windy Hill, there was confusion about which entity in fact requested the closure, the Town of Portola Valley or Midpen. At first, the Town website indicated it was Midpen that sought the closure (Message from Mayor 3/27/2020), but it has subsequently been made clear that it was in fact the Town of Portola Valley that sought the closure, per posting by the PV major and per Midpen's website: <https://www.openspace.org/preserves/windy-hill>.

² Portola Valley taxpayer funds contributed to the acquisition of the Windy Hill Open Space in 1981; management was subsequently directed to Midpen. <https://www.portolavalley.net/about-portola-valley/open-space-in-portola-valley#History>

³ Some might posit that the Town was concerned about hikers not keeping social distance from non-family member hikers in their group (as opposed to hikers who randomly encounter each other on a trail), however, such issues are just as likely, or more likely, to occur on the trails that the Town left open, which are generally narrow, single-track trails compared to the wider trails found on the most popular portions of Windy Hill (Betsy Crowder loop), thereby make social distancing harder to achieve on these other Town trails. Thus, it is hard to conceive this was a primary reason.

designed for parking. A brief visit to any other trail in Portola Valley today (e.g. Coalmine Ridge, Shady Trail, Westridge Drive trails) provides evidence that while hikers are generally using best efforts for social distancing, these trails are busier than ever. Windy Hill is by far our largest open space area (1,132 acres) and has the most accessible/available parking. The hikers who might otherwise hike Windy Hill have, understandably, moved to the other trails in Town. **If a primary purpose of closing Windy Hill was to avoid crowding on trails, we have achieved the opposite.** Furthermore, is also notable that after the Windy Hill Portola Road parking lot was closed and the street parking on Alpine/Willowbrook was cordoned off, there has been a significant increase in the number of cars parked near other trails that do not have space designed for parking, causing increased potential for accidents. **If the second reason for closing Windy Hill was to improve safety with regard to parking near Windy Hill, we have simply moved the parking hazard to other areas.**

2. Spending time outdoors getting exercise is one of the best ways to counteract the significant negative mental and physical health effects caused by COVID-19 social isolation/distancing and the shutdown of our economy. We have all witnessed the mental health effects of the current environment, whether caused by isolation, unemployment, decreased savings for people on a fixed income, lack of school as a grounding influence, uncertainty about the future, or the stress of trying juggle jobs (for those who are fortunate to still have one) and childcare. **The Town's own COVID-19 website provides helpful links to mental health organizations that specifically recommend getting outside and getting exercise as essential tools in combating mental health issues in this time of significant stress.**⁴ **Reducing the options for such outdoor activity harms people.** Period. When coupled with the closure of various playgrounds and other hiking trails in the area (such as the Town Center playgrounds and the Stanford Dish trails), and the restrictions on how far one is meant to travel to exercise or engage in other essential activities, **the closing of Windy Hill preserve is causing the people of our community to have a harder time staying both mentally and physically healthy.**
3. **The Windy Hill preserve is the people's land. More than at any other time since its creation, we need it to be open to us.** The Town of Portola Valley, that is, we the people through our tax dollars, contributed to the purchase of Windy Hill open space in 1981. We also continue to fund our open spaces via our 2% utility tax. The Midpeninsula Open Space District, which manages Windy Hill preserve, was voted into existence by the people, via Measure R (first in Santa Clara in 1972 and then San Mateo in 1976). This land is our land. The purpose for creating this open space rings true more today than ever:

Open space is our green backdrop of hills. It is rolling grasslands - cool forests in the Coast Range – orchards and vineyards in the sun. It is the patch of grass between communities where children can run. It is uncluttered baylands where water birds wheel and soar, where blowing cordgrass yields its blessings of oxygen, where the din of urban life gives way to the soft sounds of nature. It is the serene, unbuild,

⁴ <https://www.nami.org/getattachment/About-NAMI/NAMI-News/2020/NAMI-Updates-on-the-Coronavirus/COVID-19-Updated-Guide-1.pdf>

unspoiled earth that awakens all our senses and makes us whole again ... it is room to breathe. [Measure R - passed in 1972; emphasis added]

The mission of the open space district specifically highlights the importance of making the space open for enjoyment by the public. Indeed, Midpen’s purpose is to “acquire and preserve in perpetuity open space ... to protect and restore the natural environment, to preserve rural character and encourage viable agricultural use of land resources, **and to provide opportunities for ecologically sensitive public enjoyment and education.**” [Midpen mission statement, per website April 17, 2020, emphasis added]

While COVID-19, in the first instance, understandably called for certain emergency measures to be taken in the face of uncertainty, leading the Town to request Midpen to close Windy Hill without community discussion, **the Town has an obligation to engage in transparent discussion with the community about this decision at the earliest possible time, and, to re-open the open space as soon as possible.** That time is now.

4. There are better ways to achieve the Town’s stated goals than closing Windy Hill. **If the goals are to reduce crowds on trails and parking hazards, then a more useful endeavor would be to increase the supply of hiking trails and parking spaces rather than decrease their supply.** This is a time to be innovative. With 1,132 acres of space in the Windy Hill preserve, **we should explore how more trails could be opened.** For example, are there **any fire roads that could be opened to hikers,** or other new paths forged in this sizable open space? Similarly, if the parking areas on Portola Road and Alpine/Willowbrook were impacted by too many cars parked in an unsafe manner, then **we should continue prior efforts to make overflow parking space available in other parking areas for this purpose,** for example, at the Town Center and Corte Madera School parking, with instructions about how to connect to the trails. **Another creative solution would be to make the Windy Hill trail system one-way** where feasible, such that fewer hikers need to pass each other.

5. San Mateo and Santa Clara County Health Departments indicate that we have made great strides with the mitigation measures taken to date, specifically stating recently that we have now significantly flattened the curve.⁵ While we may not have perfect consensus on the current risk analysis relating to COVID-19, **we do have clear statements from County, State, and Federal officials signaling movement away from emergency measures that do not have the benefit of standard order, toward more considered analysis with the benefit of time and regular order, toward re-opening what has been closed.**

⁵ See e.g. statement from San Mateo Health Officer of April 13 “There are several bits of good news. By many accounts, there has been extraordinary adherence to the Shelter-in-Place (SIP) orders which were put into place here earlier than in other places in the country. There is no perfect adherence, by any means, but it seems to be the major reason for lowering the rate of new infections to a stable level. The adherence has been so good, in fact, the models we’re using to predict our future state don’t seem to be able to account for this fact. It appears that we have flattened the curve, at least this first curve, for now.” See also Governor Newsom press briefing of April 16: “You have successfully bent and arguably flattened the curve in the state of California...” <https://www.mercurynews.com/2020/04/16/governor-newsom-curve-has-arguably-flattened-california-nears-900-covid-19-deaths/>

The purpose of this letter is not to debate the seriousness of COVID-19, the latest infection models or data, the latest seroprevalence testing data, or the real infection fatality rate of COVID-19. **Rather, the purpose of this letter is to say at this point in time, keeping Windy Hill closed is causing more harm than good to the people whose funds created and maintain this preserve, and is in fact counterproductive to the Town's own goals of reducing crowds and parking hazards.**

For the reasons expressed above, we respectfully ask that the Town request that Midpen re-open the Windy Hill open space preserve immediately.

Thank you for your efforts on behalf of community and for your prompt consideration of this matter.

Sincerely,
Monika & Rob Cheney
