



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, May 13, 2020

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

REVISED 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 select the link below to join the webinar:

<https://zoom.us/j/91647162366?pwd=aE9RNDNYRDJUL1VweFFKM0pCa2JTQT09>

Webinar ID: 916 4716 2366

Password: 199990

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free)

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.

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 29, 2020 (4)
2. **Approval of Warrant List** – May 13, 2020 (16)
3. **Recommendation by Town Attorney** - Approve California Office of Emergency Services Form 130 (26)
Designating Agents Necessary to Provide for All Matters pertaining to State and Federal Emergency Management Agency Reimbursements

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

4. **Report by the Conservation Committee** – Annual Report to the Town Council (30)
5. **Report by the Historic Resources Committee** – Annual Report to the Town Council (31)
6. **Report by the Parks & Recreation Committee** – Annual Report to the Town Council (33)

STAFF REPORTS & RECOMMENDATIONS

7. **Report by Town Manager** – Updates on COVID-19 and Town Response (37)
8. **Recommendation by Town Manager** – Extension of Local Emergency Declaration in Response to Novel (38)
Coronavirus (COVID-19)
9. **Recommendation by Planning & Building Director** – Annual Housing Element Progress Report for 2019 (42)
10. **Recommendation by Town Manager** – Request for Authorization of Matching Funds for PG&E Vegetation (51)
Management Grant
11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (52)
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.*
12. **TOWN MANAGER REPORT** (53)

WRITTEN COMMUNICATIONS

13. **Town Council Digest** – April 30, 2020 (54)
14. **Town Council Digest** – May 7, 2020 (61)

ADJOURN TO CLOSED SESSION

15. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government Code Section 54957
Title – Town Manager
16. **PUBLIC EMPLOYMENT**
Government Code Section 54957
Title – Town Attorney

REPORT OUT OF CLOSED SESSION

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. 989, APRIL 29, 2020

CALL TO ORDER AND ROLL CALL

Mayor Aalfs called the Town Council's Special Teleconference 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
Brandi de Garmeaux, Assistant to the Town Manager
Cara Silver, Town Attorney
Howard Young, Public Works Director
Laura Russell, Planning & Building Director
Cindy Rodas, Interim Finance Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Ray Rothrock, Emergency Preparedness Committee (EPC). Mr. Rothrock said the new antenna system for the AM radio communication has been installed and relocated, which is a great improvement. He said the previous range was 1 to 1.5 miles and the recent testing has shown that the range is now 5 miles. He said he, Chris Raanes, and Dale Pfau have gotten it all squared away. He said they appreciate the Town's support and investment. He said this is a model station for the country.

Town Manager Dennis thanked Mr. Rothrock, Mr. Raanes, and Mr. Pfau, as well as the rest of the EPC team, who have been doing yeoman's work related to the radio station. He said they hope to be able to announce even further improvements in the coming months.

CONSENT AGENDA

- (1) **Approval of Minutes** – Town Council Special Meeting of April 15, 2020.
- (2) **Approval of Minutes** – Town Council Special Meeting of April 22, 2020.
- (3) **Approval of Warrant List** – April 29, 2020, in the amount of \$374,377.57.

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

REGULAR AGENDA

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

Town Manager Dennis said the County has revised the shelter-in-place order, which will be discussed under Item 5 in the regular agenda. He said residents wishing to view the order in its entirety will find it on the County's website.

Mayor Aalfs invited questions from the Council. There were none.

- (5) **Recommendation by Town Manager and Department Heads** – Reactivation of Full Government Service Provision, COVID-19.

Town Manager Dennis explained that the management team has joined in the Zoom call tonight – Assistant to the Town Manager Brandi de Garneau, Public Works Director Howard Young, Interim Finance Director Cindy Rodas, Planning & Building Director Laura Russell, and Town Clerk Sharon Hanlon – and are available to answer any questions.

Town Manager Dennis presented staff's recommendations regarding the reactivation of full government service provision, COVID-19, including the background, discussion items, reactivation goals, phasing of reactivation, relationship to County Health Officer Orders/Guidelines, Town Hall, and outstanding issues, as detailed in the staff report. Staff recommended that the Town Council accept the report and provide direction to staff on the reactivation of full government service provision suspended due to the COVID-19 pandemic and consider the creation of a Council subcommittee to advise on reactivation issues.

Town Manager Dennis pointed out some of the ways the changes to the order affect the town. He said they have been providing building inspection services on an emergency basis and have developed a way to do that in a way that everyone can feel comfortable. He described the order's thoughtful four-page appendix outlining a safely run construction project. He suggested the Council discuss phasing of construction-related permitting so as not to overwhelm the Town's small staff. Town Manager Dennis also pointed out the order contained an expansion of the distance one can travel for recreational purposes from 5 to 10 miles, which has been a challenging aspect of the order for cities that provide outdoor amenities that attract people from outside of their cities/towns; however, it was acknowledged that closing some facilities put pressure on other facilities. He said MROSD is very interested in reopening Windy Hill. He said the Town's concern was not risk of virus transmission on the trails but the impact of more people than this small community can handle from a parking perspective, runs on stores, etc. He said the Town would be supportive of the smart reopening of all of the parks and open space facilities in the way the County is proposing. He said in his conversations with MROSD over the last couple of weeks concerned whether or not trails should be two-way or one-way, proximity to the Sequoias, signage discouraging entering private property, keeping parking restrictions in place, etc.

Mayor Aalfs invited discussion by the Council regarding the goals.

Councilmember Wengert said today there was an easing of the shelter-in-place. She said Town Manager Dennis was referencing the timing of the reopening phasing as it relates to the 30-day period after the end of shelter-in-place. She said things will be reactivating, even if it's remotely. She said of course offices will not be opened until after the shelter-in-place is lifted, but there are also a series of things that will happen during this period and the Town should be clear on how those will operate.

Town Manager Dennis confirmed that opening Town Hall to appointments, etc., will not come until well after the order is lifted. He said the idea behind the 30-day period is that when the order is lifted, staff may still need some time to ensure they can deliver service in a way that makes sense. For example, he said people may want to rent the facilities for gatherings, which may not be possible on day one after the reopening. He said 30 days may be too much time and it is just a starting point for the discussion. He said he would like to get Council's direct guidance about where these kinds of things should fall in the reopening process.

Councilmember Hughes asked if staff has looked at the Governor's view of a staged reopening, wherein shelter-in-place in some form may be in effect for quite a while, with different bits of activity restarting at different times as things get slowly unwound. He said he was thinking about the different activities from the point of view of what is similar, for example, to a retail store, an office, a soccer stadium, etc. He said, for example, people walking up to the counter in Town Hall without an appointment is similar to a retail store activity and those guidelines would be more curbside pickup, so the Town could figure out their version of curbside pickup. He said other Town Hall activities may be more like office activities, where it might be useful to have a face-to-face appointment that might be able to occur sooner. He suggested staging those types of activities thinking about how the Town's activities parallel with other activities.

Town Manager Dennis agreed that the front desk area feels like small retail and there will be protocols that can be implemented as long as staff feels they have created the safest environment possible. He

said they are fortunate that their office space is low density. He said part of this will be staff getting used to being back in the office, making sure there can be social distancing, wearing masks, etc. He said a major area of transition would be the use of the Town Hall facilities for gatherings, league games, etc. He said if it is phased in, allowing larger and larger groups to use the facility, the Council should decide on the size of the groups. He would like to follow the Health Officer's guidance in that regard. He agreed that a lot of the rules for small retail will be applicable to Town Hall.

Councilmember Hughes asked if there had been discussions with the cleaning crews regarding sanitization protocols, increased time, etc. Town Manager Dennis said the question is what level of sanitization can be practically provided. He said they have increased some of the janitorial services to see how that works. He said it is a little complicated because of the janitorial staff turnover with varying levels of service. He said he is involved in a group of city managers and parks officials to look at reopening parks and provide additional guidance to the County on that front. He said cleaning and sanitization has been looked at seriously, trying to determine if there is any level of cleaning that would be considered enough from a people-power standpoint and considering the cost of buying supplies. He said the County suggested at one point that if facilities are cleaned twice a day, they would run out of supplies in a week, so that is not realistic. He said people will need to be mindful that they are using public facilities if they use the public bathrooms, sit on the public benches, etc. He said the risk insurance people have provided guidance such as signage, more hand sanitizers, etc. He said there are longer terms things to consider as well, such as investment in hands-free things such as doors, bathroom facilities, etc. He said no one has the money or capability to clean these things several times a day.

Vice-Mayor Derwin asked what others are doing regarding reopening of city halls. Town Manager Dennis said Woodside has said they will start considering limited appointments; however, Portola Valley is not yet comfortable with that. He said there is a City Managers call tomorrow where they will discuss this. Town Manager Dennis was proud to report that at least one city has reached out to Portola Valley, asking them what they are doing about some of these issues, indicating that other communities see Portola Valley as a leader in this.

Councilmember Richards asked Town Manager Dennis when staff might feel comfortable coming back into the office. Town Manager Dennis said they all have various degrees of nervousness about it and individual tolerances for these situations. He said in the last couple of years there has been a lot of focus on wellness and the culture is that staff are forced to go home if they're not feeling well – so they can get better and so that others do not get sick. He said there will be activities, particularly with construction finals, where staff will have to be on-site for a period of time and there is some nervous energy around it. No one wants to feel like they have to do something that puts them at risk. He said staff is also very eager to resume engaging with residents in the most normal way possible. He said they knew this day was coming and they're ready to try it out in the safest way possible as long as they have the strong goals to help support that.

Vice-Mayor Derwin asked if all construction would be opened or if some will remain restricted. Town Manager Dennis said he would like to receive the Council's guidance on this, also allowing Planning & Building Director Russell some flexibility to make some on-the-ground determinations on what happens when. He said he thinks a broad range of construction activities can resume without restriction, perhaps giving staff about a week to ramp some of that up, mostly to make sure staff is not overwhelmed and so that the residents' expectations of high-level service can be met. He said staff has worked hard to embrace technology to allow online applications, permitting, plan review, etc. Town Manager Dennis said there were people scheduled for inspections when the Town shut down. They would like to go to those people first to get those projects going. There were people who were on their way in to submit applications. He said those are also the folks that should be contacted first.

Vice-Mayor Derwin asked Town Manager Dennis to clarify what is allowed in the order with regard to fields. Town Manager Dennis said his interpretation is that gatherings are still not allowed, nor are contact sports or sports with shared equipment. He said, however, there are some limited non-contact activities that allow for social distancing that are allowed. He said families can continue to use the facilities as they have been using them. He said the tennis courts are not open.

Councilmember Hughes said there is a question from the public regarding whether or not Alpine Hills can open the pool for lap swimming if social distancing can be maintained with using every other lane, no shared equipment, and keeping locker rooms closed and if low risk outdoor activity in a private club can adhere to the recommendations. Town Manager Dennis said he would be uncomfortable answering that question and would defer to the County hotline and the Town Attorney. Councilmember Hughes suggested the resident call 211 so the County can provide some guidance on the swimming pool. Town Attorney Silver said Town Manager Dennis's description of the kind of activities the order permits is generally accurate. She added that it is an evolving subject. She said she was on a call with the County Counsel that drafted the order. She said the thinking was that the Counties want to stay largely in sync with one another and also want to stay in sync with the State. She said there will be some evolution, of course. For example, she said Santa Clara is permitting tennis. She said under the strict interpretation of the order, tennis would not be allowed because there is a shared ball. She said she did not think there could be 6-foot distancing with pickleball. She said swimming pools did come up on the call today and, as of right now, the County is not recommending that public or communal swimming pools reopen. She said, however, if a private club can show a very strict social distancing protocol, the County may be open to it. Mayor Aalfs clarified that the current order does not allow swimming. Councilmember Hughes noted that the order specifically calls out pools, spas, barbecue areas, picnic areas, dog parks, and other things being required to remain closed.

Councilmember Wengert asked if the State Parks are reopening. Town Manager Dennis said he is not sure but he will look into it. He said there is a phased opening approach to the County parks, with four phases. The first parks will be those that do not encourage gathering spaces, such as trail systems. Over time, based on reaching certain thresholds and working with the Health Officer, further facilities will open as well as infrastructure within the facilities.

Councilmember Wengert said her guess is they are not opening State Parks yet. She said if the County parks on the coast are not opening, and also the 10-mile restriction, will shift back some of the burden to those parks that are now open. Town Manager Dennis said he anticipates the use will increase. He said the order also allows certain businesses to begin opening so, theoretically, more people will be working and not using facilities. He said parking restrictions may also help to some extent.

Town Manager Dennis verified that the State beaches are closed. He said Half Moon Bay and Pacifica are following suit because they cannot manage the 5-mile restriction. He said over the weekend Pacifica had 900 unique interactions with beach visitors, with 600 of them from more than 5 miles away. Councilmember Hughes was able to access the State Parks website and said the only State Park closed in the County that is not a beach is the Portola Redwood State Park. He said it appears that beaches are closed and most State parks are technically open.

David Cardinal. Mr. Cardinal said the USDA has suggested ways to play tennis and possibly pickleball where each player has their own can of balls and only returns the balls to the other player with their racquet or foot. He said it sounds weird but he wanted to share that info.

Eric Quade, Alpine Hills. Mr. Quade said they believe, after reading the new order many times, that tennis can be played by following all the guidelines as long as they provide an environment where they're not social gathering. He said with tennis lessons, a student doesn't need to touch any balls because the balls are fed to them and they return the balls, with the coach picking up all the balls, staying 6 feet away from the student. He said with tennis singles, people are 60 feet away from each other most of the time, no shaking hands, no crossing the net at the same side, no provided water or towels, rules about the benches and wiping down. He said in a club environment, they can allow families to play. He said couples doubles can also be done safely. He said, with regard to the swimming pool, the order is written with a public pool in mind, envisioning lots of children on a pool deck running and jumping in the pool. He said they have no desire to do that but it seems safe to allow one person to reserve a lane and swim with a variety of other safety rules. He said because of the way the current order is written, they will not be doing that right now, but he's sure that issue will be addressed because many clubs are anxious to get their people back in the pools safely.

Mayor Aalfs asked about the outdoor exercise classes with people 6 feet apart. Mr. Quade said they've thought about the outdoors classes as well as personal training where no one shares equipment with everyone at least 6 feet apart. He said they are vetting that right now because it is more in the gray area than tennis.

Mayor Aalfs shared a public question regarding landscape contracting. Town Manager Dennis said landscape contracting is now allowed under the new order.

Mayor Aalfs invited discussion regarding construction.

Councilmember Wengert said construction in general has many dimensions and will require anybody considering working on a project with their team spending a lot of time making sure all parties are comfortable before they resume. She disclosed she falls into that category with two major projects – one out, which will be easier, and one in, which will have more complications. She encouraged setting expectations for staff on what they can expect in the first week. She said the community will not likely be surprised that they will not receive services as quickly as before. She said the onus on all of the homeowners and residents in town who have construction projects underway is going to be very significant to make sure we are reopening in a way that is safe for everybody, not only for the teams coming in but for the residents as well. She said she wouldn't want to delay any construction workers who are ready to go on Monday from being able to do that unless there is a reason. She agrees with staff's priority list regarding finals and other things that were in process when things closed up should be on the top of the list.

Mayor Aalfs said there are a few elements of this issue to consider. He is supportive of moving forward with projects that were already permitted but mothballed during the shelter-in-place. He said on-site inspections will require that safe practices are in place for the safety of staff. He said he feels comfortable moving forward with those things as long as the protocols are in place. However, group site visits such as a typical ASCC field visit, is more complicated.

Councilmember Hughes asked Planning & Building Director Russell asked if the Town will be requiring that a contractor show compliance and in-place protocols prior to resuming a construction project or conducting site visits. Planning & Building Director Russell said she would expect that. She said they have conducted inspections for the minor emergency and urgent building permits with lesser protocols. She said they will integrate the County protocol with the one the Town has been using. She said they are also learning from colleagues who are also performing inspections. She said she wants to be sure that the staff has the discretion to establish and uphold a protocol. She said what the County has provided is thorough but the Town may want to add some additional things.

Councilmember Hughes said anything 20,000 square feet and less is considered a small project. He asked if Alpine Hills is under 20,000 square feet. Planning & Building Director Russell said the main clubhouse building is substantially complete and they have a TCO to be using it anyway, so the construction occurring there is on the Roadhouse building which is certainly smaller.

Mr. Quade says it is less than 20,000. He said no staff members or public are in their project building. He said there is a separate entrance and the only people there are the subcontractors and Vance Brown, the general contractor, who has a long list of protocol for their procedures. He said the exposure to staff or community members is minimal or even nonexistent, much less than going to Roberts Market. He said the only area of exposure would be Town staff members doing inspections but that can be accomplished safely. He said his concern, which is financial and may be selfish, is that Vance Brown is ready to start work on Monday and they feel they can do that safely and abiding by all rules. His concern is that because this is a commercial contract, if the contractor is able to work and Alpine Hills cannot allow them to work because of Portola Valley restrictions that take precedence over the County, there are general conditions that will kick in and it could get ugly. He said he totally understands there may be delays for things such as inspections and everyone will be willing to work through that process. He said, however, if the Town does not allow them to continue work on Monday as planned, it will create a problem for Alpine Hills to deal with.

Mayor Aalfs said there is a question from the public about video inspections. Planning & Building Director Russell said there is a video inspection scheduled for tomorrow for a very small project where the residents are living in the home and they didn't want to combine three groups of people – the residents, the contractor, and the inspector. She said colleagues in other communities are getting mixed results with the virtual inspections. She said the obstacles are there are not electronic versions of all of the plans so the inspectors cannot review the plans in advance and some spotty cell coverage in some places which makes it challenging to do inspections over Facetime or Skype. She said they are working on making it possible to do more video inspections in the future.

Mayor Aalfs asked if staff was ready to perform on-site inspections following the safety protocols in place. Planning & Building Director Russell said they will expect the residents and contractors to meet all of the Town's criteria and reserve the right to leave a site if they see something that does not appear to meet the criteria. She said the firm they use, CSG, developed internal protocols and have been doing inspections all over the state in places that didn't have as strict an order as Portola Valley so they have had an opportunity to develop their protocols. She said there is a difference between the building inspector, who has more experience with abiding by safety protocols, and the planners who also have to go out into the field for things like TCO inspections and final inspections but do not have the same level of training and experience with some of those on-site protocols. She said there is some work to do before they can send planners out into the field to do inspections.

Councilmember Richards agrees that construction activities must be resumed. He asked if there was any guidance in the County order regarding the fact that most contractors and subcontractors are coming from outside the County, in small trucks, two or three at a time. He said it will be incumbent on the Town to make staff and residents aware that there is this increased level of exposure. Councilmember Hughes said there is nothing in the order about traveling to and from, so this is an important point to consider.

Councilmember Wengert said her contractor's employees will be coming in separate cars, which will be an impact because there will be more cars. She asked Planning & Building Director Russell when staff is required to go out on a physical inspection and what the preparation and training process for staff would look like before they go out on physical inspections. Planning & Building Director Russell said it is important to differentiate that construction can start before staff is fully ramped up for inspections if that's what the Council wants to do. She said for building permit inspections, she would recommend that all of the emergency and urgent building permits are covered, that the Sequoias are covered, and everything that has been issued during this time. She wants to keep the first week very open in terms of inspections and then perhaps do more routine inspections the second week, filling out a regular inspection schedule. On the Planning side, she said her team still needs to do some work around everything that they can do remotely. She said they have not completely fleshed that out yet. She said, for example, they typically do in-progress inspections for lighting, so they will go around and check that all lighting fixtures are installed in the right place. She said something like that might be done over Facetime or Skype, but most of the time they will need to go out for Finals or TCOs to make sure all of the ASCC conditions of approval have been met. She said they are thinking about ways some of that can be done from the office and there may be simple cases where they don't have to go out. She said they need at least a week to think through what they can and cannot do. She asked the Council for some direction so they can phase in TCOs and final inspections in particular because that's the time in a project where there is a lot of pressure on the contractors to finish, especially now since they haven't been working. She is concerned they will get a number of those requests at once while they are still developing the protocols to be able to complete them.

Councilmember Wengert asked how many projects are underway now that would be very close to final or need TCO inspections before they can move ahead. Planning & Building Director Russell said there are about five which doesn't sound like a lot but finaling a project and doing a TCO is very time intensive and they don't have procedures yet to do those electronically.

Mayor Aalfs said it sounds like if the Town allows construction to start on Monday, people must understand that the inspections will not be done until a week after that. Planning & Building Director Russell said that is accurate.

Michael Katz asked if outside house painting is allowed. Mayor Aalfs said it is.

Mr. Quade said Vance Brown is also not allowing carpooling on their projects.

Judith Murphy asked if it can be suggested that gardening and landscaping be limited to a single household or by people from one household. Town Manager Dennis said enforcement on landscaping issues is impossible. He said the Town can provide guidance but there should be no expectation that there will be any measurable amount of enforcement. Mayor Aalfs said residents can encourage their landscapers to be careful and possibly not carpool.

Town Manager Dennis highly recommended a two-Councilmember subcommittee for the reopening process so that staff can run ideas by them as things happen. Councilmember Richards and Mayor Aalfs volunteered to serve on the subcommittee.

Councilmember Wengert moved to appoint Councilmember Richards and Mayor Aalfs to the reactivation sub-committee. Seconded by Councilmember Hughes, the motion carried 5-0 with a roll call vote.

Town Manager Dennis said he, on behalf of the entire staff, appreciates the attention this Council is paying toward the safety of everyone involved. He said that does not happen everywhere on a regular basis. He thanked the Council on behalf of the Town staff.

Councilmember Richards moved to accept staff's report regarding the Reactivation of Full Government Service Provision, COVID-19. Seconded by Councilmember Hughes; the motion carried 5-0 with a roll call vote.

Councilmember Wengert asked if more direction was needed regarding Windy Hill. Town Manager Dennis said they have had candid conversations with MROSD in the recent weeks. He said if there is a desire to do something other than opening the facility, he will communicate that with MROSD. He said staff is comfortable moving forward with an opening with appropriate signage, one-way features, and restricted parking.

Councilmember Wengert said she agrees with the current recommendation but since it wasn't part of the staff report, and it was the decision of the Council to close Windy Hill, it is important that the Council acknowledges their endorsement of this concept of moving forward in opening Windy Hill trails. Town Manager Dennis said he, the Mayor, and Vice Mayor had a conversation about the interaction with MROSD related to these issues but there was not a formal decision made about it by the Council.

(6) Recommendation by Town Manager – COVID-19 Fiscal Impact Update

Town Manager Dennis and Interim Finance Director Rodas thanked Councilmember Wengert and Councilmember Hughes for working through these issues. Town Manager Dennis also thanked Interim Finance Director Rodas for all the hard work she put into this. He described the background, the COVID-19 impact, the Town's government revenue and budgeted expenditures, and discussion items including the COVID-19 analysis of revenue and fiscal impacts, as detailed in the staff report. Staff recommended that the Town Council accept the report on the impact of COVID-19 on the Town's fiscal health.

Councilmember Richards asked if there had been any consideration in this era of unknowns of places where big cuts may be made if necessary. Town Manager Dennis said he doesn't anticipate it being necessary in the operational budget. He said there may be considerations for changes in expenditures related to roads and rights-of-way because a lot of those resources have a connection to sales tax and some of the usual work done may not be possible. He doesn't anticipate other areas that could not be worked through by relying on reserves for a period of time. Councilmember Richards asked if the cut to roads funding is the largest piece that could be cut without doing long-term damage. Town Manager Dennis said there are areas that may possibly be considered discretionary expenditures related to the aesthetics of facilities and the Town's cherished open spaces where such cuts could be considered. He

said decisions could be made to not make improvements or continue the current high maintenance standards of facilities. The primary expenditure relates to salaries, benefits, staff support, services, and supplies. He said there can be cuts made to services and supplies. He said the revenue estimate for property taxes may come in a little higher this year, as well as UUT and franchise, which would provide additional support.

Councilmember Wengert said the road budget is a major expenditure of more than \$500,000 a year. She said the CIP budget is clearly at this point sort of stopped dead at most levels and that's not sustainable for a number of years. She said cuts can be made for the short term but will then have to be rebuilt for the longer term. She said it will be interesting to see the view in July when there is a better idea of some of the other items. She said the fixed costs as a percentage of revenues have risen as staff has been added, salaries and benefits have increased, OPEB, and all the things that are part of the fundamental structure. She said that's the last piece to touch. She said reducing the variable costs during the downtime may mean that part of the budget may never need to be tapped into.

Councilmember Hughes said staff has done a great job in pulling this together. He said the assessment is comfortably conservative. He said, as Town Manager Dennis already pointed out, a number of the revenue sources won't go full to zero. He explained that a relatively small amount of sales tax is collected in Portola Valley. He said other taxes, such as UUT, are probably rising. He said Portola Valley is lucky that this particular disaster has not hit the Town's sources of revenue particularly hard, not nearly as hard as many other communities. He said he would not want to be less conservative but he is reasonably comfortable that the Town will not have to cut hundreds of thousands of dollars from anything. He said there may be trimming of \$10,000 here and \$5,000 there, but the Town doesn't have to cut out the roadwork. He said they may only spend \$400,000 instead of \$500,000 to be cautious, but given the impact on the revenue side in the short term, he doesn't think it will be necessary. He said overall the Town is in pretty good shape and there will be more belt-tightening and caution than cutting until things settle down.

Councilmember Hughes pointed out that, although not in this analysis, the CalPERS unfunded liability will be rising. He said that in two years the Town will get a bill from CalPERS advising that the unfunded liability has gone up and future budget processes need to address this. He said the CalPERS fund has held up reasonably well but this year's scale of it probably will result in a large total dollar shortfall and the Town could easily get a bill for a couple hundred thousand dollars.

Town Manager Dennis said the revised 20/21 budget will have the benefit of further analysis and better understanding of the impacts, at which time there will be a very robust conversation around roads and other areas. He said the Town has benefitted from Public Works Director Young's stewardship over the roads and rights-of-way, which are in great shape. He said the Town will be okay if that belt has to be tightened a bit in the short term; however, the same amount of money will need to be spent to get back up to those numbers. Town Manager Dennis is talking on Friday with the OPEB trust fund group. One of staff's longer-term goals is to have a similar trust fund for pensions. He said the Town will receive a bill but the Town is in better shape than most other communities.

Councilmember Hughes moved to accept the report on the impact of COVID-19 on the Town's fiscal health. Seconded by Vice-Mayor Derwin; the motion carried 5-0, with a roll call vote.

Councilmember Wengert thanked Interim Finance Director Rodas for all of the work she did. Town Manager Dennis added that Interim Finance Director Rodas is working from home with all of her children also at home.

Mayor Aalfs said, responding to a question from the public, that the Town Council will likely continue with the Zoom meetings as well as recording them.

Mayor Aalfs shared a comment from Leo, the Manager of Portola Valley Ranch, thanking the Town for their support.

(7) **Recommendation by Town Manager – SMC Strong Support**

Town Manager Dennis described SMC Strong and the background, town support, and private donation campaign, as detailed in the staff report. Staff recommended the Town Council consider a donation to the SMC Strong Small Business Program and a campaign to solicit private donations to the SMC Strong Small Business Program.

Councilmember Wengert said there were 512 applications submitted in the first 22 minutes the program went live. They were so overwhelmed with the number of applications that they closed the entire process at 4:00, being open not even a full four hours, with 2,530 applications. She said if everything had been funded, it would have cost \$25 million and the fund only had \$1 million. She said there is clearly a need for this fund and some additional potentially augmented funds. She said she and Councilmember Hughes have been researching this. They asked Interim Finance Director Rodas to provide information about the Town's reserve situation. She said she is grateful for the Town's conservative financial approach over a long period of time, always wanting to maintain what some might term overly-conservative reserves. She said the Town has the opportunity to do a minimal reserve draw to assist the beloved institutions in the community. She said many consider Ladera part of the community in terms of retail and they should discuss if something should be considered differently for them or their inclusion. She said there are two aspects to consider - the Town committing funds from reserves and the Town initiating an active local campaign to solicit private donations. She said the unassigned reserve balance is currently approximately \$2.5 million. She said it is large enough to handle a commitment of \$50,000 to \$100,000, recognizing that the maximum any one applicant could receive would be \$10,000. She said the SMC Strong program is based on two weeks of operating expenses not to exceed \$10,000. She said they would probably use the same criteria, but some of those details will need to be flushed out. She said the first-come-first-served approach may need to be reconsidered. She said these are public funds and Ladera are not Portola Valley taxpayers. She said it should be discussed whether the Town would offer Ladera grant monies from the Town's donation or if it should be segregated into the donation part of the fund to say donors can designate whether they want their monies to go to Portola Valley or Ladera or some combination, to avoid the issue of whether or not it is fair to give Portola Valley's tax dollars to others. She would like the Council to discuss if there is an appetite for this, how much money would be appropriate, and how the Ladera issue might be addressed or not. She said there are Go Fund Me campaigns for both Portola Valley and Ladera tenants, so she is confident the Town could quickly spend \$100,000, either all Town funds or combined with donations, for tenants who need it.

Councilmember Hughes said he also arrived at the amount of \$50,000 to \$100,000 as affordable. He asked about the structure of how the SMC Strong applications were taken and payments were paid. He would like to see something more equitable than first-come-first-served. He said he also noticed that the guidelines specify recipients must have a primary office, storefront, or business space open to the public located in the County. He said Portola Valley has a lot of licensed businesses but does not know how many are open to the public. He asked if there was a broader set of businesses to think about. He said he is not sure the Town should directly spend Portola Valley tax dollars in Ladera, but if residents are encouraged to make private contributions, they could use the larger sphere of influence as a pool for those monies. He said Woodside recently contributed \$80,000. He said \$100,000 divided by the number of retail businesses in town is not a lot but could be a very helpful amount to a business that has been struggling.

Town Manager Dennis said he talked with his counterpart in Woodside this afternoon, asking how they came up with \$80,000. He said that amount was based on the number of businesses (eight) that met the criteria in their town that could potentially accept it.

Vice-Mayor Derwin said the first-come-first-serve idea is not likely the best approach. She asked how many Portola Valley businesses have applied. The Council agreed that was a good question. Vice-Mayor Derwin asked if SMC Strong would open it up again if there weren't very many or there are others that want to apply. She said if they did, how could they be assured it wouldn't be closed down again and eliminate the Portola Valley recipients. Councilmember Wengert said this money would only be for Portola Valley residents and would not go into the main pool. Vice-Mayor Derwin asked how businesses

would apply. Councilmember Wengert said she does not know the logistics of that yet but agrees that first-come-first-serve wouldn't be necessary for a community-specific fund like this.

Councilmember Hughes said they have been tweaking the website and he would assume they would tweak it again for the local municipality funding things, modifying it with pull-down menus to identify the specific town. Councilmember Wengert said that part of it is not fully developed yet.

Vice-Mayor Derwin asked how the businesses would be chosen, if not selected on a first-come-first-served basis. Councilmember Wengert said the Council will have to decide what the criteria would ultimately be.

Mayor Aalfs said he thought the advantage of doing this is that the Town can set some terms with SAMCEDA so they would come up with some kind of criteria for evaluating applications. Councilmember Wengert said she wished she had had that conversation prior to the meeting so she could fill in more details, but she is happy to dig into that tomorrow to see how they're managing the locational specific funds. Councilmember Wengert said she would like to decide tonight the comfort level in terms of dollars and the sphere of influence question. She said many people view the mall and shopping center in Ladera as part of the community even if they're not part of the taxpaying base.

Councilmember Richards said he was comfortable with \$100,000, given this is helping important members of the community. He said the trick will be how to decide which of the businesses in town qualify. He said it makes more sense to help the retail outfits that people in town are familiar with as part of the community as opposed to people running businesses out of their homes that have nothing to do with Portola Valley. He would like to see Ladera included in some way, perhaps with the private donation angle.

Mayor Aalfs said he is comfortable with \$100,000. He said he hadn't thought about criteria. He said Ladera are not Portola Valley taxpayers but they are thought of as part of the community. He said he'd like them to be included, perhaps with the private donations. He said he might also consider putting some dollars toward them considering how many residents use the businesses there. He does want to think more about the details of how SAMCEDA would decide to disburse the money.

Town Manager Dennis reviewed the criteria. He said he and Councilmember Wengert estimated there were approximately a dozen businesses in the two shopping centers that could meet this criteria.

Vice-Mayor Derwin agreed with \$100,000. She said it should be for the public facing businesses, the retail establishments. She said it would be cleaner to start with the Portola Valley proper businesses, using taxpayer money, and then, if there is extra from private donations, spill it over to Ladera.

Councilmember Hughes agreed that the retail Portola Valley businesses are appropriate. He agreed that, for example, VC funds who happen to have home offices in Portola Valley would not qualify. He would want to think if there are any other types of businesses that should be included or any types of businesses that technically meet the definition but should be excluded. He asked Councilmember Wengert to find out if that maneuvering would be the same across all towns. He also asked if a Portola Valley fund could be established and then a Portola Valley plus Ladera if private donors are found who want to donate to the larger pool.

Mayor Aalfs said a question was asked about builders qualifying. Town Manager Dennis said if the builder was located in San Mateo County they could apply through the broader program and wouldn't be Portola Valley centric. Town Manager Dennis said another consideration is to have a conversation with Supervisor Don Horsley, who represents the Ladera area, to see if there's been any movement there. Councilmember Hughes suggested Councilmember Wengert asked about the structure if it's not first-come-first-served.

Councilmember Wengert said she agreed with Councilmember Hughes suggestion about an application deadline process. She said another question would be if there would be full allowances to those who have a greater need. The supporting documentation that will be required will show varying degrees of need.

Councilmember Wengert agreed it should be kept to Portola Valley as a start and then allow for donations that be identified potentially for Ladera as well. Councilmember Wengert and Councilmember Hughes volunteered to lead the donation effort.

Councilmember Wengert moved to accept the report on SMC Strong Support, delegating Councilmember Wengert and Councilmember Hughes to commit \$100,000 to SMC Strong focused on local facing retail outfits, pending the resolution of some of the questions regarding vetting of candidates and distribution of funds. Seconded by Councilmember Hughes; the motion carried 5-0, with a roll call vote.

(8) **Report by Town Manager and Interim Finance Director – Update, FY 2020-21 Budget Process**

Town Manager Dennis described the Staff's preparations for the upcoming fiscal year budget development and discussion items, as detailed in the staff report. Staff recommended the Town Council accept the update on the FY 2020-21 Budget process.

Councilmember Richards was supportive and said this is a reasonable process to provide as much flexibility as possible.

Councilmember Hughes commended the work staff has done. He said he is comfortable that the Town will be pretty fortunate, although there may be some structural shifts in how things are done, and be able to pay the bills. He said taking the extra couple of months will allow staff to really think things through to create a more realistic budget when more useful information is available.

Councilmember Wengert agreed. She said it is eminently sensible to take this approach in this environment.

Vice-Mayor Derwin said it is a great approach.

There were no public comments.

Vice-Mayor Derwin moved to accept the update on the FY 2020-21 Budget process. Seconded by Councilmember Wengert; the motion carried 5-0, with a roll call vote.

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

Councilmember Wengert – Attended a conference call regarding the reopening of the fields. She said everyone is pretty much resigned now to there being no spring or summer season for Little League or soccer. She said there is a consistent messaging from all of them looking at ways they can do things like practices and drills in a safe way with social distancing.

Councilmember Richards – Attended the County Emergency Service Council meeting last Thursday with a presentation by the Sheriff. The jail population is down to 45% of their previous population, with no cases of COVID in the jail with inmates or staff. There was also a presentation from the Health Department, reporting that 9,000 tests had been conducted in the County as of last week. They are planning to test all people in skilled nursing facilities. 7,500 people to date have used the 211 line. He said that so far \$64 million has been allocated to the crisis in the County. He attended the Conservation Committee meeting last night where they discussed some fire safety issues, Blue Oaks vegetation management issues, and work on the Town rights-of-way.

Councilmember Hughes – Participated the weekly conference call with a subcommittee of the School Board and Superintendent today, with the main topic being caught by surprise by the Governor’s statement that schools may start back in the summer. He said the schools are moving forward with their plans on how they might reopen.

Vice Mayor Derwin – Participated in the weekly call with the Sequoias and the County call with Councilmember Hughes.

Mayor Aalfs – Attended Wildfire Preparation meeting last week. They had a discussion about handling public hazards on private property. In response to Vice-Mayor Derwin’s question, Mayor Aalfs said they discussed the Hillsborough WUI ordinance. The other question that comes up is enforcement.

(10) **TOWN MANAGER REPORT** – Town Manager Dennis said the only item on next week’s Council agenda would be a COVID update. He recommended the next meeting be scheduled for May 13. The Council agreed.

Mayor Aalfs shared a comment by Mr. Cardinal regarding the COVID-19 case data coming out by ZIP Code. Mayor Aalfs said they should prepare to address it.

WRITTEN COMMUNICATIONS

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

None.

ADJOURNMENT [9:38 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	22179	05/13/2020	
A Robert Half Company	Week-Ended 4/24/20		05/13/2020	
P.O. BOX 743295	0884		05/13/2020	0.00
LOS ANGELES	BOA	54564	05/13/2020	0.00
CA 90074-3295	55761403			336.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	336.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	22195	05/13/2020	
A Robert Half Company	Week-Ended 5/1/2020		05/13/2020	
P.O. BOX 743295	0884		05/13/2020	0.00
LOS ANGELES	BOA	54564	05/13/2020	0.00
CA 90074-3295	55775953			808.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	808.50	0.00

ACCOUNTEMPS	Temp/Clerical/Acct'ng Support	22219	05/13/2020	
A Robert Half Company	Week-Ended 4/17/20		05/13/2020	
P.O. BOX 743295	0884		05/13/2020	0.00
LOS ANGELES	BOA	54564	05/13/2020	0.00
CA 90074-3295	55731539			325.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	325.50	0.00

Check No.	54564	Total:	1,470.00
Total for	ACCOUNTEMPS		1,470.00

BLUEBEAM, INC.	Plan Review Software Annual	22212	05/13/2020	
	Subscription 4/20/20-4/21/21	00006690	05/13/2020	
PO BOX 840462	1819		05/13/2020	0.00
LOS ANGELES	BOA	54565	05/13/2020	0.00
CA 90084-0462	1295469			2,240.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	2,240.00	2,240.00

Check No.	54565	Total:	2,240.00
Total for	BLUEBEAM, INC.		2,240.00

MIA DI GIOVANNI	Instructor Fees, Winter 2020	22214	05/13/2020	
			05/13/2020	
817 LA MESA DRIVE	1293		05/13/2020	0.00
PORTOLA VALLEY	BOA	54566	05/13/2020	0.00
CA 94028				960.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	960.00	0.00

Check No.	54566	Total:	960.00
Total for	MIA DI GIOVANNI		960.00

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State/Province Zip/Postal	Invoice Number			Check Amount

ECS IMAGING	Annual Imaging Renewal, 5/27/20 - 5/26/21	22180	05/13/2020	
5905 BROCKTON AVE	1466		05/13/2020	0.00
RIVERSIDE	BOA	54567	05/13/2020	0.00
CA 92506	14882			3,853.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	3,853.00	0.00

Check No.	54567	Total:	3,853.00
Total for	ECS IMAGING		3,853.00

EXCEL LD	April LD Telephone Svc	22181	05/13/2020	
PO BOX 660343	0806		05/13/2020	0.00
DALLAS	BOA	54568	05/13/2020	0.00
TX 75266-0343	1182899751			16.87

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	16.87	0.00

Check No.	54568	Total:	16.87
Total for	EXCEL LD		16.87

GREEN HALO SYSTEMS	Hosting / Access, April 2020	22182	05/13/2020	
2431 ZANKER ROAD	0654		05/13/2020	0.00
SAN JOSE	BOA	54569	05/13/2020	0.00
CA 95131	2554			114.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	114.00	0.00

Check No.	54569	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HARRELL REMODELING	Refund Deposit, 10 Alhambra	22183	05/13/2020	
944 INDUSTRIAL AVE	1054		05/13/2020	0.00
PALO ALTO	BOA	54570	05/13/2020	0.00
CA 94043				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	54570	Total:	1,000.00
Total for	HARRELL REMODELING		1,000.00

HILLYARD, INC	Janitorial Supplies	22197	05/13/2020	
P.O. BOX 843025	531		05/13/2020	0.00
KANSAS CITY	BOA	54571	05/13/2020	0.00
MO 64184-3025	603844343			356.42

GL Number	Description	Invoice Amount	Amount Relieved
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State/Province Zip/Postal	Invoice Number			Check Amount
05-66-4340	Building Maint Equip & Supp	118.80	0.00	
05-66-4341	Community Hall	118.81	0.00	
25-66-4340	Building Maint Equip & Supp	118.81	0.00	

Check No.	54571	Total:	356.42
Total for	HILLYARD, INC		356.42

ICMA	Def Comp Contribution	22215	05/13/2020	
VANTAGE POINT TFER AGTS-304617	December		05/13/2020	
C/O M&T BANK	0084		05/13/2020	0.00
BALTIMORE	BOA	54572	05/13/2020	0.00
MD 21264-4553				4,062.68

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	4,062.68	0.00

Check No.	54572	Total:	4,062.68
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ICMA	Def Comp Contribution	22216	05/13/2020	
VANTAGE POINT TFER AGTS-304617	November		05/13/2020	
C/O M&T BANK	0084		05/13/2020	0.00
BALTIMORE	BOA	54573	05/13/2020	0.00
MD 21264-4553				4,062.68

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	4,062.68	0.00

Check No.	54573	Total:	4,062.68
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ICMA	Defer Comp Contribution	22217	05/13/2020	
VANTAGE POINT TFER AGTS-304617	October		05/13/2020	
C/O M&T BANK	0084		05/13/2020	0.00
BALTIMORE	BOA	54574	05/13/2020	0.00
MD 21264-4553				3,270.68

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	3,270.68	0.00

Check No.	54574	Total:	3,270.68
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Total for	ICMA		11,396.04
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INTERSTATE TRAFFIC CNTRL PRODUCTS, INC.	Windy Hill Closure Barricade, COVID-19	22198	05/13/2020	
1700 INDUSTRIAL ROAD, STE B	564		05/13/2020	0.00
SAN CARLOS	BOA	54575	05/13/2020	0.00
CA 94070	237726			917.70

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	917.70	0.00

INTERSTATE TRAFFIC CNTRL PRODUCTS, INC.	Windy Hill Closure Signs, COVID-19	22199	05/13/2020	
1700 INDUSTRIAL ROAD, STE B	564		05/13/2020	0.00
SAN CARLOS	BOA	54575	05/13/2020	0.00
CA 94070	237817			1,469.41

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	1,469.41	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	54575	Total:	2,387.11
Total for	INTERSTATE TRAFFIC CNTRL		2,387.11

JORGENSON SIEGEL MCCLURE & FLEGEL LLP	March Statement	22184	05/13/2020	
1100 ALMA STREET	0089		05/13/2020	0.00
MENLO PARK	BOA	54576	05/13/2020	0.00
CA 94025				13,658.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	10,961.25	0.00
96-54-4186	Attorney - Charges to Appls	2,697.50	0.00

Check No.	54576	Total:	13,658.75
Total for	JORGENSON SIEGEL MCCLURE &		13,658.75

KRUPKA CONSULTING	Traffic Planning CIP-March '20	22185	05/13/2020	
431 YALE DRIVE	0857		05/13/2020	0.00
SAN MATEO	BOA	54577	05/13/2020	0.00
CA 94402	1249			2,850.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4560	CIP Bike/Ped/TrafficImprove	2,850.00	0.00

Check No.	54577	Total:	2,850.00
Total for	KRUPKA CONSULTING		2,850.00

COLLEEN LEE	Refund Spring Qtr Class Fees, COVID-19	22186	05/13/2020	
30 PALMER LANE	1291		05/13/2020	0.00
PORTOLA VALLEY	BOA	54578	05/13/2020	0.00
CA 94028				504.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	504.00	0.00

Check No.	54578	Total:	504.00
Total for	COLLEEN LEE		504.00

LINDA MONTGOMERY	Refund Spring Qtr Class Fees, COVID-19	22187	05/13/2020	
150 CHEROKEE WAY	1292		05/13/2020	0.00
PORTOLA VALLEY	BOA	54579	05/13/2020	0.00
CA 94028				200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	200.00	0.00

Check No.	54579	Total:	200.00
Total for	LINDA MONTGOMERY		200.00

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State/Province Zip/Postal	Invoice Number			Check Amount
JON MYERS	Refund Spring Season Field	22188	05/13/2020	
	Rental Fees, COVID-19		05/13/2020	
4540 ALPINE ROAD	900		05/13/2020	0.00
PORTOLA VALLEY	BOA	54580	05/13/2020	0.00
CA 94028				3,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-18-3102	Sports League Field Use	3,300.00	0.00

Check No.	54580	Total:	3,300.00
Total for	JON MYERS		3,300.00

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
NOLTE ASSOCIATES, INC. NV5	February Applicant Charges	22190	05/13/2020	
			05/13/2020	
P.O. BOX 74008680	0104		05/13/2020	0.00
CHICAGO	BOA	54581	05/13/2020	0.00
IL 89193-3243				3,218.68

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,218.68	0.00

Check No.	54581	Total:	3,218.68
Total for	NOLTE ASSOCIATES, INC. NV5		3,218.68

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
PG&E	March Statements	22200	05/13/2020	
			05/13/2020	
BOX 997300	0109		05/13/2020	0.00
SACRAMENTO	BOA	54582	05/13/2020	0.00
CA 95899-7300				1,688.96

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,688.96	0.00

Check No.	54582	Total:	1,688.96
Total for	PG&E		1,688.96

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	April Janitorial	22218	05/13/2020	
			05/13/2020	
1530 OAKLAND RD., #150	402		05/13/2020	0.00
SAN JOSE	BOA	54583	05/13/2020	0.00
CA 95112	38238			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.	54583	Total:	4,488.67
Total for	PLATINUM FACILITY SERVICES		4,488.67

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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

PURCHASE POWER	Postage Meter Replenish	22201	05/13/2020	
Pitney Bowes Inc.			05/13/2020	
PO BOX 371874	0755		05/13/2020	0.00
PITTSBURGH	BOA	54584	05/13/2020	0.00
PA 15250-7874				39.98

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4316	Postage	39.98	0.00	

Check No.	54584	Total:	39.98
Total for	PURCHASE POWER		39.98

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, Apr '20	22202	05/13/2020	
			05/13/2020	
18403 WATTERS DRIVE	1370		05/13/2020	0.00
CASTRO VALLEY	BOA	54585	05/13/2020	0.00
CA 94546	6076			787.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4188	Transcription Services	787.50	0.00	

Check No.	54585	Total:	787.50
Total for	RAMONA'S SECRETARIAL SERVIC		787.50

RON RAMIES AUTOMOTIVE, INC.	February Fuel Statement	22203	05/13/2020	
			05/13/2020	
115 PORTOLA ROAD	422		05/13/2020	0.00
PORTOLA VALLEY	BOA	54586	05/13/2020	0.00
CA 94028				564.79

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	564.79	0.00	

RON RAMIES AUTOMOTIVE, INC.	March Fuel Statement	22204	05/13/2020	
			05/13/2020	
115 PORTOLA ROAD	422		05/13/2020	0.00
PORTOLA VALLEY	BOA	54586	05/13/2020	0.00
CA 94028				687.42

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	687.42	0.00	

Check No.	54586	Total:	1,252.21
Total for	RON RAMIES AUTOMOTIVE, INC.		1,252.21

CYNTHIA ROWE	Instructor Fees, Winter 2020	22213	05/13/2020	
			05/13/2020	
333 RAMONA ROAD	1294		05/13/2020	0.00
PORTOLA VALLEY	BOA	54587	05/13/2020	0.00
CA 94028				911.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	911.00	0.00	

Check No.	54587	Total:	911.00
Total for	CYNTHIA ROWE		911.00

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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

SMITH'S GOPHER TRAPPING SVC	Town Fields Gopher Trapping, April 2020	22205	05/13/2020	
			05/13/2020	
1931 OTOOLE WAY	0824		05/13/2020	0.00
SAN JOSE	BOA	54588	05/13/2020	0.00
CA 95131	82945			975.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	482.50	0.00
05-66-4342	Landscape Supplies & Services	492.50	0.00

Check No.	54588	Total:	975.00
Total for	SMITH'S GOPHER TRAPPING SVC		975.00

SPARTAN ENGINEERING	Security Alarm Panel Repair	22206	05/13/2020	
			05/13/2020	
510 PARROTT STREET, #6	0095		05/13/2020	0.00
SAN JOSE	BOA	54589	05/13/2020	0.00
CA 95112	24339			281.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	281.25	0.00

Check No.	54589	Total:	281.25
Total for	SPARTAN ENGINEERING		281.25

STANDARD INSURANCE CO.	LTD / Life Premium	22191	05/13/2020	
			05/13/2020	
PO BOX 5676	0469		05/13/2020	0.00
PORTLAND	BOA	54590	05/13/2020	0.00
OR 97228-5676				1,079.24

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	1,079.24	0.00

Check No.	54590	Total:	1,079.24
Total for	STANDARD INSURANCE CO.		1,079.24

ROBERT STONE	Refund Deposit, 180 Bear Gulch Permit#BLDM0012-2020	22192	05/13/2020	
			05/13/2020	
360 GOLDEN OAK DR	0970		05/13/2020	0.00
PORTOLA VALLEY	BOA	54591	05/13/2020	0.00
CA 94028				4,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	4,500.00	0.00

ROBERT STONE	Refund Deposit, 180 Bear Gulch Permit# BLDR0139-2019	22193	05/13/2020	
			05/13/2020	
360 GOLDEN OAK DR	0970		05/13/2020	0.00
PORTOLA VALLEY	BOA	54591	05/13/2020	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

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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

ROBERT STONE	Refund Deposit, 180 Bear Gulch	22194	05/13/2020	
	Permit#BLDM0012-2020		05/13/2020	
360 GOLDEN OAK DR	0970		05/13/2020	0.00
PORTOLA VALLEY	BOA	54591	05/13/2020	0.00
CA 94028				850.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	850.00	0.00

ROBERT STONE	Refund Deposit, 180 Bear Gulch	22207	05/13/2020	
	Permit#PLN_OTH0001-2018		05/13/2020	
360 GOLDEN OAK DR	0970		05/13/2020	0.00
PORTOLA VALLEY	BOA	54591	05/13/2020	0.00
CA 94028				2,170.60

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,170.60	0.00

Check No.	54591	Total:	12,520.60
Total for	ROBERT STONE		12,520.60

SUNSTATE EQUIPMENT CO.	Windy Hill Closure Signs,	22208	05/13/2020	
	COVID-19		05/13/2020	
P.O. BOX 208439	0673		05/13/2020	0.00
DALLAS	BOA	54592	05/13/2020	0.00
TX 75320-8439	8395881-001			3,217.99

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	3,217.99	0.00

SUNSTATE EQUIPMENT CO.	Windy Hill Closure Signs,	22209	05/13/2020	
	COVID-19		05/13/2020	
P.O. BOX 208439	0673		05/13/2020	0.00
DALLAS	BOA	54592	05/13/2020	0.00
TX 75320-8439	8395895-001			2,892.99

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	2,892.99	0.00

SUNSTATE EQUIPMENT CO.	Windy Hill Closure Signs,	22210	05/13/2020	
	COVID-19		05/13/2020	
P.O. BOX 208439	0673		05/13/2020	0.00
DALLAS	BOA	54592	05/13/2020	0.00
TX 75320-8439	8395915-001			2,892.99

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	2,892.99	0.00

SUNSTATE EQUIPMENT CO.	Message Board Equip. Repair,	22211	05/13/2020	
	COVID-19		05/13/2020	
P.O. BOX 208439	0673		05/13/2020	0.00
DALLAS	BOA	54592	05/13/2020	0.00
TX 75320-8439	8395895-002			150.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	150.00	0.00

Check No.	54592	Total:	9,153.97
Total for	SUNSTATE EQUIPMENT CO.		9,153.97

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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			Check Amount

Total Invoices: 39

Grand Total:	80,703.25
Less Credit Memos:	0.00
Net Total:	<u>80,703.25</u>
Less Hand Check Total:	0.00
Outstanding Invoice Total:	<u>80,703.25</u>

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 13, 2020

Claims totaling \$80,703.25 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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: May 13, 2020

RE: Approve California Office of Emergency Services Form 130 designating agents necessary to provide for all matters pertaining to State and Federal Emergency Management Agency reimbursements.

RECOMMENDATION

Staff recommends Town Council approve the California Office of Emergency Services (Cal OES) Form 130 designating agents necessary to provide for all matters pertaining to State and Federal Emergency Management Agency (FEMA) reimbursements (Attachment 1).

BACKGROUND

On March 3, 2020, the San Mateo County Health Officer declared a local health emergency throughout San Mateo County related to the novel coronavirus ("COVID-19"). On March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19. The San Mateo County Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County. On March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic. On March 17, 2020, the Town Council adopted a resolution declaring a local emergency related to the COVID-19 impacts. The Council is extending that emergency declaration as a separate agenda item on tonight's agenda.

DISCUSSION

The proclamation of local emergency and the subsequent State and County stay-at-home orders related to the COVID-19 public health emergency has resulted in increased costs to the Town in the form of increased cleaning supply and personal protective equipment (PPE) purchases, signage and increased personnel costs related to the emergency operations center (EOC.) Some of these costs may be reimbursable by Cal OES or FEMA. Town Council approval of the Cal OES Form 130, Attachment A, which designates representatives responsible for filing and providing information to FEMA and Cal OES on behalf of the Town is a necessary step for submitting reimbursement.

FISCAL IMPACT

There is no impact on Town resources.

ATTACHMENT

1. Designation of applicant's agent resolution for non-state agencies.

Approved by: Jeremy Dennis, Town Manager

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

There are no written materials for Conservation Committee Annual Report

Historic Resources Committee Report 2019
Submitted by Nancy Lund, Committee Chair, Town Historian

Committee members Jim Lipman, Phyllis Knudsen and I have continued to hold open hours in the Heritage Center almost every Thursday from 3 to 5, barring the rare times when no one is available. We invite the public to stop by to look at the collection, ask questions, research a topic of their interest.

During this time, we keep the files up to date by entering data, collecting and filing away items of today to keep records of our era for residents of the future. At present, we have three separate indices to the collection, as described below.

One: The digital collection continues to grow. As of this writing, we have 13,250 line items in our digital data base, 245 GB in 121 main categories in the digital archive. The archive consists primarily of photographs but also contains text files. Linking the data base to the digital archive is a goal for which we will need expert assistance.

Two: At present, the digital index to items in the non-digitized collection has 3091 unique entries. These items are primarily text files. We can almost see the day when the non-digital collection is totally digitally indexed.

Three: The digital Index to the Dorothy Regnery [former long-time town historian] Collection is, of course, already complete with 743 annotated entries. Many of the notes from the wide-ranging interviews she conducted have been scanned and OCR'd into Word so that they are searchable. These interviews are of very early residents, folks who had been around from much earlier in the twentieth century. In 2020, this index and collection will no doubt be especially useful to a writer who is researching for a historical fiction book set in the 1870s in our area.

We have been investigating ways in which we can combine these three digital indices (digital data base, digital index to the non-digital collection, Regnery digital index) into one.

We have reached out to residents who live in 1950s-1960s homes via the PV Forum with some success. Our goal is to preserve a record of the homes of the earliest years of our post-war, modern history before they are all replaced with residences of a very different nature.

We have prepared an illustrated list of all the historic plaques in town and posted it on the PV Forum.

We have received 32 telephone requests for information. We have provided help to a reporter from the Sequoias newsletter, the *Almanac*, a Jasper Ridge docent-in-training, and the Stanford Historical Society as well as individuals, each just asking a question for personal reasons: e. g. a Martinez descendant who wanted to know if he could see the Freeman House, another questioning an old barn on Arastradero.

Several town residents, staff and committee members have sought information from the archives on various current issues: e. g. the Frog Pond, the Alpine Trail, the Stanford Wedge, the Lauriston gardens.

We continue to worry about protections for The Hawthorns, our town treasure that is eligible for listing the National Register of Historic Places. The property is unique in the county for offering a time-capsule look into an early era on this land. Time and weather have taken (and continue to take) their toll every year of the twelve years since the bequest. We urge the Town to work tirelessly with MROSD to ensure the preservation of this significant resource, including filling out the paperwork to obtain the official listing on the National Register.

We continue to be frustrated by not having administrative power for our wonderful new computer. It is cumbersome and delaying to be required to fit into IT specialist Jesus's schedule every time we need to make some change. When a program, including Windows 10, wants to install upgrades, we cannot do it. Is it possible to give us administrative access?

As 2020 is underway, we are focusing on a higher profile within the community. We are working on establishing Historic Preservation Awards with commemorative plaques, honoring

those who have sensitively restored historic buildings. We are also preparing historic plaques for display at our public historic buildings: the Mangini Roadhouse, Hallett's Store and the Fromhertz House.

And we look forward to the day when our Digital Archive and its data base and the two indices to the non-digitized historic documents are available to everyone online.

Thank you for providing the resources that allow us to continue with work that we consider useful to both present and future residents.



Parks & Recreation Annual Report

Mission:

Our purpose is to enrich the lives of our Portola Valley resident community, using our collective and broad natural resources, fields, parks and sustainably built facilities.

How We Achieve our Mission:

The Parks and Recreation Committee (**PARC**) is committed to five guiding principles for our Portola Valley residents in service of our Mission. These are:

- **Stewardship:** Preserve, protect, maintain, improve and enhance the natural resources, parks and recreational opportunities that we are blessed to have in Portola Valley.
- **Community Inspired:** Anticipate the evolving needs of our community and design facilities and programs to service these needs blending environment, technology and builder mindsets bridging young and seasoned residents alike.
- **Enrichment:** Create opportunities for connections to happen between members of our community that create lifelong friendships and strengthens our community while nurturing a sense of place and well-being.
- **Volunteerism:** Create a PARC culture that inspires others to get involved and make a difference. Big or small!
- **Preparation:** Promote the utilization of resources and always adopt the gold standard in safety and maintenance. Work to acquire appropriate land for future community sponsored PARC opportunities.

Who Are We:

The Parks and Recreation Committee (**PARC**) is a group of Portola Valley resident-volunteers who have passion and energy to help ensure that our wonderful city resources are organized, maintained and offered to the Portola Valley community the safest and most relevant manner possible.

Membership:

Up to thirteen members appointed by the Mayor with Council Concurrence. One-year terms. Rotating chair, vice chair and secretary selected by Committee.

Members:

Jon Myers, Chair
Patty Dewes, Vice Chair
Lindsay Bowen
Heriberto Diarte
Shruti Haldea
Chris Hsu

Meetings:

Held on the first Monday of each month at 7:30 p.m.

2019 Activities:

1. Town Picnic

- a. Over 300 Portola Valley residents participated in the Town Picnic on Saturday, September 14 from 11am to 3pm.
- b. There was live music, pony rides, a petting zoo, multiple jumpies, and other activities.
- c. The boy and girl scouts provided barbecue and other food and drinks.
- d. The Fire Department allowed children and parents to climb on a fire truck and spray water from a fire hose.
- e. There were various food trucks including Mexican and Indian food.
- f. It was a beautiful, sunny day.

2. Zotts to Tots

- a. 200 runners and bikers participated in Zotts to Tots on Saturday, September 14 from 10am to 11am.
- b. The race starts on Alpine Road outside of Rossotti's Alpine Inn and finishes at the Town Center.
- c. Winners are recognized in multiple categories including age group and gender
- d. Custom designed T-shirts are given out to participants.
- e. The Bicycle, Pedestrian and Traffic Safety Committee provided critical support to ensure the safety of the runners and bikers.
- f. The primary feedback on the event is to recommend closing Alpine and Portola Roads during the event.

3. Pickleball

- a. The number of Pickleball players in the Town (and nationally) has grown dramatically recently.
- b. The Parks & Rec Committee worked with the Pickleball community to recommend and implement painting a pickleball court on one of the tennis courts at the Town Center.

4. Sports Leagues

- a. The Parks and Recreation Committee works with the youth and adult sports leagues to address on-going issues including schedules, field maintenance, and other coordination.

2020 Priorities:

1. Town Picnic/Zots to Tots

- a. The Parks and Recreation Committee will determine what type of event can be held given the COVID-19 situation. We are brainstorming ideas for a safe, fun event that abides by government guidelines and orders and would be appropriate for the Portola Valley community.

2. Sports Leagues

- a. The Parks and Recreation Committee is coordinating videoconference meetings with the Town Staff and Sports Leagues to decide on the appropriate plans for the sports leagues and the use of the fields. At this time, the fields are closed, and the leagues have canceled games.

3. Tennis/Pickleball/All-Sports Court

- a. The Parks and Recreation Committee is coordinating discussions with the Town Staff and the Pickleball community on when and how the courts will be available for use. The courts are closed at this time.

Town Fields and Facilities:

Russ Miller Field (Soccer)

765 Portola Road

Portola Valley California

This is a recently constructed (2008) natural turf soccer field located at the Town Center complex. The field is used for league games and practices for both adult and children's organized teams.

Town Center Softball Field

765 Portola Road

Portola Valley California

This is a recently constructed (2008) adult softball field, featuring natural turf that may be utilized by youths 12 and under for baseball play. The field is 200' deep and features a unique view of the west foothills. Picnic tables are provided.

Ford Field

3399 Alpine Road

Portola Valley California

This natural turf baseball field has historically been utilized for Little League practices and games. It is 200' deep and is adjacent to Los Trancos Creek and the Alpine Trail. Picnic tables are available.

Little People's Park

Town Center

765 Portola Road

Portola Valley California

This is an extremely popular children's playground located adjacent to the Historic Schoolhouse. Children will enjoy swings, slides, monkey bars, a playhouse, sandbox and other one-of-a-kind play structures. Picnic tables are also available.

Rossotti Field (Soccer)

3919 Alpine Road

Portola Valley California

This is a natural turf, standard size soccer field used for youth and adult league practices and games. It is adjacent to the Alpine Inn, Los Trancos Creek and the Alpine Trail.

Triangle Park

Portola/Alpine Roads

Portola Valley California

Located at the intersection of Portola and Alpine Road, this is a popular park used as a rest stop for cyclists and those who are out walking in the area. Picnic tables are available, with delicatessens and markets located nearby.

Tennis/All-Sports Court

765 Portola Road

Portola Valley California

The Town has two tennis courts, an all-sports court, and a skateboard ramp at the new Town Center. These courts are available for play on a "first-come first-serve" basis.

Picnic Areas

Town Center

765 Portola Road

Portola Valley California

Town Center features a number of picnic areas scattered throughout the campus. Tables are located in the redwood grove near the Historic Schoolhouse overlooking Sausal Creek, and additional tables are located in the grassy area between the softball field and playground.

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
Cara Silver, Town Manager

DATE: May 13, 2020

RE: Extension of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19)

RECOMMENDATION

Staff recommends that the Town Council extend the Town's Local Emergency Declaration for another 30 days.

BACKGROUND

In response to the COVID-19 pandemic, the Town Council adopted a Local Emergency Declaration at a special meeting on March 17 (Attachment 1).

The order:

1. Declares that a Local Emergency now exists throughout the Town of Portola Valley, California;
2. During the existence of this Local Emergency, the Town Manager/Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and wellbeing of the public and mitigate the effects of the Local Emergency, including but not limited to public health, safety and welfare measures, employee service levels and purchasing and procurement;
3. During the existence of the Local Emergency, the City Council authorizes the Mayor to appoint a subcommittee of two council members to approve the warrant list on behalf of the Town Council in the event regular Town Council meetings are cancelled or prompt payment is needed while the Council is not in session.
4. During the existence of this Local Emergency, the powers, functions and duties of the Town Manager/Director of Emergency Services and the Town Council shall be those prescribed by state law, by the existing ordinances and resolutions of the Town Council as well as this resolution and any subsequent emergency orders or regulations adopted by the Town Council or Director of Emergency Services.

To augment this declaration, the Council has authorized the following COVID-19-related subcommittees:

1. Local Emergency Order support – Mayor Aalfs and Vice Mayor Derwin
2. Fiscal Matters – Councilmembers Hughes and Wengert
3. Reactivating Full Town Service Delivery – Mayor Aalfs and Councilmember Richards

DISCUSSION

As the County has revised the shelter-in-place order a few times over the last 7 weeks, and that substantial restrictions in the coming weeks and months will remain in place, staff believes that an extension of the current local emergency order is warranted. Service provision continues to be disrupted by the shelter-in-place, and important, immediate decisions are required to be made on a regular basis. Extension of the order will allow for continuity of service and allow staff to respond quickly to new needs.

Staff recommends that the order, as currently drafted, be revised for an additional 60 days through July 17, 2020.

ATTACHMENT

1. March 17 Local Emergency Order

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. 2819-2020

URGENCY RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DECLARING EXISTENCE OF LOCAL EMERGENCY

WHEREAS, Government Code Section 8637 authorizes the Town Council to declare a local emergency; and

WHEREAS, Portola Valley Municipal Code defines a local emergency as “actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the governor’s warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat”; and

WHEREAS, the Town Council hereby finds conditions of extreme peril to the safety of persons and property have arisen within the Town due to the following:

The Centers for Disease Control and Prevention has stated that a novel coronavirus named “COVID-19” is a serious public health threat, based on current information.

The County of San Mateo’s Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County. The Health Officer further clarified that implementation of activities prescribed in his statement March 5, 2020, is now critical;

On March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic; and

WHEREAS, implementation of the Health Officer’s direction may have immediate or future impacts on the Town’s ability to provide services to the community as follows:

Urgent modification to Town services, including temporary closure of the Portola Valley Town Hall, cancellation of upcoming non-essential Town sponsored events and meetings, and increased telework by Town employees; and

Additional service impacts such as temporary closure of Town facilities and/or postponement or cancellation of programs and services involving the Town’s recreation centers, library, and Town Hall including planning and building services; and

Reassignment of available staff to deliver the following essential services necessary to protect life and property of the Portola Valley community: emergency building inspections, public works emergency response, public information and Town Council support, and the internal services necessary to support essential services including payroll, accounts payable, procurement, information technology, and critical fleet maintenance; and

Reassignment of staff may impair ability to make progress on Town Council priorities and work plan and comply with mandated state and federal reporting; and

WHEREAS, the economic impact of COVID-19 is projected to cause significant reductions in Town revenues; and

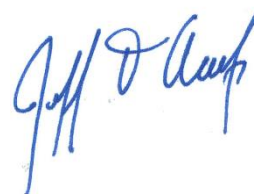
WHEREAS, That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency;

WHEREAS, said Town Council does hereby find that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

NOW, THEREFORE, the Town Council of Portola Valley does hereby:

1. Declare that a Local Emergency now exists throughout the Town of Portola Valley, California;
2. During the existence of this Local Emergency, the Town Manager/Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and wellbeing of the public and mitigate the effects of the Local Emergency, including but not limited to public health, safety and welfare measures, employee service levels and purchasing and procurement;
3. During the existence of the Local Emergency, the City Council authorizes the Mayor and Vice Mayor to approve the warrant list on behalf of the Town Council in the event regular Town Council meetings are cancelled or prompt payment is needed while the Council is not in session. In addition, the Council hereby appoints a second subcommittee consisting of Council Members Wengert and Hughes to provide input and direction to the Town Manager regarding other financial issues that arise during this local emergency.
4. During the existence of this Local Emergency, the powers, functions and duties of the Town Manager/Director of Emergency Services and the Town Council shall be those prescribed by state law, by the existing ordinances and resolutions of the Town Council as well as this resolution and any subsequent emergency orders or regulations adopted by the Town Council or Director of Emergency Services.
5. This Local Emergency shall continue until it is terminated by proclamation of the Town Council. Pursuant to Section 8630 of the Government Code, the Town Council shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant. The need for continuing this local emergency shall be reviewed within 60 days by the Town Council.

REGULARLY PASSED AND ADOPTED this 17th day of March, 2020.



Jeff Aalfs, Mayor

ATTEST



Sharon Hanlon, Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Laura Russell, Planning & Building Director

DATE: May 13, 2020

RE: Annual Housing Element Progress Report for 2019

RECOMMENDATION

Staff recommends reviewing the report and authorizing staff to forward any revisions to the California Department of Housing and Community Development.

BACKGROUND

State law requires that the Town submit a Housing Element Annual Progress Report (APR) to the California Department of Housing and Community Development (HCD). This report must be provided on forms developed by HCD and completed by Town staff each year. In 2018, HCD updated the reporting forms to reflect changes in State law. The new forms provide numbers of housing units for submitted development applications, approved entitlements, issued building permits, and final inspections for calendar year 2019. The Town's progress towards meeting its Regional Housing Needs Allocation Process (RHNA) goals is tracked through issued building permits in the calendar year.

The form also includes brief descriptions and updates on the eight programs from the Town's adopted Housing Element, which was certified by the California Department of Housing and Community Development on January 30, 2015.

State law requires that the governing body consider the APR at a public meeting where members of the public are invited to comment. The APR is due to HCD by April 1st of each year. In light of COVID-19, HCD recommended that cities/towns submit the report on time and take it to their governing body at a later date as their COVID-19 response allowed. HCD recognized that some cities/towns may revise their APR after Town Council review. Therefore, staff submitted the APR in April and is now bringing it forward for Council review and public comment. If the Council requests changes to the report, then staff will submit a revised version to HCD.

DISCUSSION

The Town of Portola Valley's RHNA is 64 net new units for the 2015 to 2023 housing cycle. In 2019, 10 building permits were issued for net new housing units (new residences and accessory dwelling units), bringing the total number of units to 79. Portola Valley has

exceeded the total number of units assigned to the Town through the RHNA process; however, there is a deficiency in the low and moderate income categories. The units are distributed across income categories as shown in the table below.

Town's Progress in Meeting RHNA Goals

Income Category	RHNA	2019 Units (permits issued)	Total Units to Date	Remaining RHNA
Very Low	21	4	31	
Low	15	1	6	9
Moderate	15	1	8	7
Above Moderate	13	4	34	
Total	64	10	79	16

The Annual Report also includes reports on the Programs in the Housing Element, which are included below.

Program 1: Inclusionary Housing

The Town Council adopted the Housing Strategic Plan in 2016 and the implementation is ongoing. At that time, Council postponed additional work on the inclusionary housing program to ensure the approach was comprehensive in light of other housing efforts. In late 2018, Council formed a Subcommittee to discuss the potential changes to the Inclusionary Housing Program and how to use the existing funds.

Program 2: Affiliated Housing

In 2019, further progress was made with existing program partners. Priory School received approval of six units of housing on September 19, 2019. Stanford submitted a 39 unit housing project (inclusive of 12 BMR units) for the Wedge Property. Staff is having communications with The Sequoias about the potential for Affiliated Housing. The Town Council indicated a desire to expand the Affiliated Housing Program to add additional partners. It is anticipated that a General Plan Amendment will be forwarded to the Planning Commission and Town Council for consideration in 2020.

Program 3: Second Units / Accessory Dwelling Units (ADUs)

Town Council approved the amendments outlined in the Housing Element in 2015. Additional amendments were adopted in compliance with 2017 State law changes. In 2017, the Town received a grant from Home for All to conduct community workshops on housing topics, which were held in 2018. Accessory Dwelling Units became a focus of that effort. In fall of 2018, additional zoning code amendments were considered to further encourage ADUs and allow ADUs in all zoning districts. The ordinance was adopted in early 2019.

In 2019, the Town issued seven building permits for ADUs, both on lots with existing homes and in conjunction with the construction of a new home. This is the same as the number that were issued in 2018, and slightly exceeds the Housing Element goal of providing an average of 6.5 ADUs annually.

Program 4: Shared Housing

The Housing Element calls for the Town to work with HIP Housing to publicize their home sharing program to help increase resident participation. Staff helped promote the program by providing a booth at the Farmers' Market and forwarding their informational fliers to the PV Forum. Information on HIP's program is also available at Town Hall and the library, and on the Town's website. Staff plans to expand exposure to the program by including it in future discussions and promotion of ADUs and housing options.

Program 5: Fair Housing

The Town has publicized the County-wide fair housing program Project Sentinel, a housing counseling agency, by making brochures and handouts available at both Town Hall and the library. Information on Project Sentinel is available on the Town website.

Program 6: Energy Conservation and Sustainability

Town Council approved the Green Building Ordinance in 2017 and staff has been reviewing applications for compliance since it went into effect. The Council is currently considering additional updates to the Green Building Ordinance, which are expected to be adopted in 2020.

Program 7: Explore Future Housing Needs

Council identified housing as a significant priority three years in a row. In 2019, the Ad Hoc Housing on Town-Owned Property Committee reviewed properties owned by the Town that may be suitable for housing and reported back to Council. Council Subcommittees continued to meet on housing topics during the reporting year. Communications with residents on housing topics increased during 2019.

Program 8: Transitional and Supportive Housing Ordinance Amendments

The Transitional and Supportive Housing Ordinance requires updating in order to fully comply with state law. Staff anticipates completing the ordinance update before the end of the Housing Element cycle in 2022.

FISCAL IMPACT

There is no fiscal impact associated with reporting Housing Element progress to HCD.

ATTACHMENT

1. Annual Housing Element Progress Report for Calendar Year 2019

Approved by: Jeremy Dennis, Town Manager



Jurisdiction	Portola Valley	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates
Cells in grey contain

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																	
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								Afford		
1					2	3	4						5	6			
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted
Summary Row: Start Data Entry Below							0	3	1	1	0	6	3	14	0	4	
	079-121-200	135 Bear Gulch Dr		ARCH0002-2019	ADU	R		1						4/8/2019	1		
	079-074-080	40 Hillbrook Dr		ARCH0014-2019	ADU	R		1						7/30/2019	1		
	079-121-210	145 Bear Gulch Dr		ARCH0020-2019	ADU	R		1						12/12/2019	1		
	077-225-090	175 Fawn Ln		ARCH0023-2018	ADU	R			1					1/28/2019	1		
	077-040-020	15 Zapata Wy		ARCH0024-2019	ADU	R						1		12/18/2019	1		
	079-102-030	305 Golden Oak Dr		ARCH0001-2019	ADU	R							1	11/25/2019	1		
	076-261-160	848 Portola Rd		ARCH0007-2018	SFD	O							1	2/25/2019	1		
	076-261-180	850 Portola Rd		ARCH0008-2018	SFD	O							1	2/25/2019	1		
	076-261-180	302 Portola Rd	Priory School	ARCH0008-2019	5+	R			1				5	9/9/2019	6		
	077-090-220	727 Westridge Dr		BLDR0056-2018	ADU	R									0		1
	077-310-040	40 Sioux Wy		B:DGR0182-2018	ADU	R									0		1
	079-080-030	40 Firethorn Wy		BLDR0079-2018	ADU	R									0		1
	080-241-460	3 Buck Meadow Dr		BLDR0044-2019	ADU	R									0		1
	079-073-120	67 Hillbrook Dr		BLDR0230-2018	ADU	R									0		
	077-225-090	175 Fawn Ln		BLDR0169-2019	ADU	R									0		
	077-242-110	25 Kiowa Ct		BLDR0075-2019	ADU	R									0		
	076-261-160	848 Portola Rd		BLDR0051-2019	SFD	O									0		
	076-261-180	850 Portola Rd		BLDR0052-2019	SFD	O									0		
	080-490-090	29 Valley Oak St		BLDR0028-2019	SFD	O									0		
	079-130-040	178 Corte Madera		BLDR0116-2017	ADU	R									0		
	077-011-030	148 Ramoso Rd		16012	ADU	R									0		
	077-240-210	50 Iroquois Trail		BLDR01356-2016	ADU	R									0		
	079-040-100	145 Stonegate		BLDR0072-2016	ADU	R									0		
	079-140-140	110 Willowbrook		14787	ADU	R									0		
	077-212-150	157 Golden Hills		15354	ADU	R									0		
	079-210-010	10 Cherokee Wy		16100	ADU	R									0		
	077-262-070	357 Westridge Dr		BLDR0250-2017	ADU	R									0		

es an optional field
in auto-calculation formulas

Affordability by Household Incomes - Building Permits					Affordability by Household Incomes - Certificates of Occupancy										Streamlining		
7					8	9	10					11	12	13	14		
Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?*	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N
0	1	0	1	4		10	0	5	0	0	0	2	1		8		0
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
						0									0		N
					2/26/2019	1									0		N
					4/2/2019	1									0		N
					4/8/2019	1									0		N
					6/6/2019	1									0		N
	1				7/9/2019	1									0		N
			1		12/3/2019	1									0		N
				1	12/5/2019	1									0		N
				1	7/18/2019	1									0		N
				1	7/18/2019	1									0		N
				1	7/30/2019	1									0		N
						0		1						1/31/2019	1		N
						0		1						2/5/2019	1		N
						0						1		5/8/2019	1		N
						0		1						6/3/2019	1		N
						0		1						8/15/2019	1		N
						0						1		9/3/2019	1		N
						0		1						9/18/2019	1		N
						0							1	12/20/2019	1		N

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	21										31	
	Non-Deed Restricted		7	10	6	4	4						
Low	Deed Restricted	15										6	9
	Non-Deed Restricted		2	1	1	1	1						
Moderate	Deed Restricted	15										8	7
	Non-Deed Restricted		3	1	2	1	1						
Above Moderate		13	14	8	6	2	4					34	
Total RHNA		64											
Total Units			26	20	15	8	10					79	16

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Cells in grey contain auto-calculation formulas

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Inclusionary Housing	Amend the inclusionary housing program to make it more effective	2016	The Town Council adopted the Housing Strategic Plan in 2016 and the implementation is ongoing. At that time, Council postponed additional work on the inclusionary housing program to ensure the approach was comprehensive in light of other housing efforts. In late 2018, Council formed a Subcommittee to discuss the potential changes to the Inclusionary Housing Program and how to use the existing funds.
Affiliated Housing	Work with owners of the three properties to encourage housing to be built	Ongoing	Priory School received approval of six units of housing on September 19, 2019. Stanford submitted a 39 unit housing project (inclusive of 12 BMR units) for the Wedge Property. Staff is having communications with The Sequoias about the potential for Affiliated Housing. The Town Council indicated a desire to expand the Affiliated Housing Program to add additional partners. It is anticipated that a General Plan Amendment will be forwarded to the Planning Commission and Town Council for consideration in 2020.
Second Units (Accessory Dwelling Units)	Amend the zoning ordinance to encourage second units. Monitor the program and take additional steps to increase second unit production if necessary.	Initial amendments completed in 2015. Continuing updates.	Town Council approved the amendments outlined in the Housing Element in 2015. Additional amendments were adopted in compliance with 2017 State law changes. In 2017, the Town received a grant from Home for All to conduct community workshops on housing topics, which were held in 2018. Accessory Dwelling Units became a focus of that effort. In fall of 2018, additional zoning code amendments were considered to further encourage ADUs and allow ADUs in all zoning districts. The ordinance was adopted in early 2019.
Shared Housing	Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP has attended the Farmer's Market. Staff shares publicity materials through the website and online forum. Staff plans to include HIP in upcoming events related to housing.
Fair Housing	Continue to publicize County-wide program	Ongoing	Staff continues to ensure information on Project Sentinel is readily available on the website.
Energy Conservation and Sustainability	Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Town Council approved the Green Building Ordinance in 2017 and staff has been reviewing applications for compliance since it went into effect. The Council is currently considering additional updates to the Green Building Ordinance, which are expected to be adopted in 2020.
Explore Future Housing Needs and Potential Housing Programs	Analyze housing needs and trends and explore potential programs to meet future housing needs	Ongoing	Council identified housing as a significant priority three years in a row. In 2019, the Ad Hoc Housing on Town-Owned Property Committee reviewed properties owned by the Town that may be suitable for housing and reported back to Council. Council Subcommittees continued to meet on housing topics. Communications with residents on housing topics increased during 2019.
Transitional & Supportive Housing Ordinance Amendment	Amend the zoning ordinance to fully comply with State law relative to transitional and supportive housing	2015	The amendments were delayed but staff anticipates completing the update before the end of the Housing Element Cycle.

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	0
	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		4
Total Units		10

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	11
Number of Proposed Units in All Applications Received:	16
Total Housing Units Approved:	16
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

#10

There are no written materials for Request for Authorization of Matching Funds for PG&E Vegetation Management Grant

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 30, 2020

1. Agenda (Special) – Parks & Recreation Committee – Monday, May 4, 2020
2. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, May 6, 2020
3. Agenda (Cancellation) – Planning Commission – Wednesday, May 6, 2020
4. Agenda (Special) – Emergency Preparedness Committee – Thursday, May 7, 2020

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

1. None



**Town of Portola Valley
Special Parks & Recreation Committee Meeting
Monday, May 4, 2020 – 7:30 pm**

Zoom Videoconference

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Join Zoom Video Meeting:

<https://zoom.us/j/91350553731?pwd=SDQ1dU9TeUZEL1Zhd245eVB5cWVrZz09>

Phone into Zoom Meeting:

1-669-900-6833

Meeting ID: 913 5055 3731

Password: 039024

SPECIAL MEETING AGENDA

1. Call to Order
2. Oral Communications Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: January 6, 2020
4. Plan for Town Picnic
5. Plan for Zots to Tots
6. Update on Fields/Sports Leagues
7. Annual Report to the Town Council
8. Adjournment

Next Meeting – June 1, 2020



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee Meeting
Wednesday, May 6, 2020 – 8:15 AM

Zoom Teleconference

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Join Zoom Video Meeting:

<https://zoom.us/j/96098224683?pwd=NzBmZjNnUjNXc3gyYzg3YklwZGNJZz09>

Phone into Zoom Meeting:

1-669-900-6833

1-888788-0099 Toll-free

Meeting ID:

960 9822 4683

Password:

562339

SPECIAL MEETING AGENDA

1. Call to Order / Roll Call
2. Oral Communications - Resident and Committee Open Comments
3. Approve Minutes from the March 4, 2020 meeting
4. Sheriff's report:
 - a. Accidents and Citations
 - b. Request for Monitoring:
 - i. Speeding
 - ii. Stop sign violations
5. Public Works Update:
6. Ongoing Committee Business
 - a. BPTS Annual report to the Town Council – Establish date for reporting to Town Council, and Subcommittee for report writing
 - b. Discussion of Committee Budget and Projected Projects in anticipation of decreased Town funding
 - c. Update. Recommendation for a letter of support for Mr. Ted Selker/private initiative for bicycle safety, to be addressed from PV Town Council to the County of San Mateo, as part of an ongoing campaign

- d. Neely Winery development
 - i. Request guidance from Town on the need for a traffic/parking impact assessment
- e. Stanford Wedge Development proposal
 - i. Does BPTS seek a role in determining impact on road safety and additional traffic? Request for guidance
- f. General Parking Monitor
 - i. Closure of Windy Hill & associated street parking restrictions
 - ii. Displaced Visitor opportunistic parking locations - issues

7. Matters Arising

8. Next meeting scheduled: June 3, 2020. Default time 8:15 am via Zoom

9. Adjournment



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, May 6, 2020
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR

Wednesday, May 6, 2020

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, May 6, 2020 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, May 20, 2020 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, May 7, 2020 - 8:00 AM

Zoom Videoconference

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Join Zoom Video Meeting:

<https://zoom.us/j/97041813011?pwd=NmMyeE1UMk5ZWmJ0V1ZqRmpieDJSUT09>

Phone into Zoom Meeting:

1-669-900-6833

1-888-788-0099 Toll-free

Meeting ID: 970 4181 3011

Password: 173035

SPECIAL MEETING AGENDA

1. 8:00 Call to order
Members: Mark Berrow, Lorrie Duval, Dave Howes, Dale Pfau, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp
2. 8:01 Introductions: All committee members to identify themselves including a one or two word descriptor of role, followed by guests using the same format
3. 8:05 Oral Communications
Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes
4. 8:10 Approve minutes for March 5, 2020 meeting
5. 8:15 Discussion of AM radio upgrade and expenses
6. 8:20 Discuss annual report to the Town Council
 - Agenda
 - Date
7. 8:30 Discussion of Committee Budget Plan for 2020
 - Revisit priorities in light of COVID-19 situation
 - Limit capital expenses
8. 8:40 CERPP/WFPD Report (Lindner/Brown)
 - General report
9. 8:45 Town Report (de Garneau)

10. 8:50 Committee Reports
- Medical Subcommittee (Shefren)
 - Communications Subcommittee (Rothrock)
 - Outreach Subcommittee (Duval)
 - CERT/Town/Woodside integration Subcommittee (Raanes)
11. 8:59 Next meeting is June 4, 2020
- Identify any specific agenda items for next meeting
 - Quorum check
12. 9:00 Adjourn promptly at 9:00AM

TOWN COUNCIL WEEKLY DIGEST

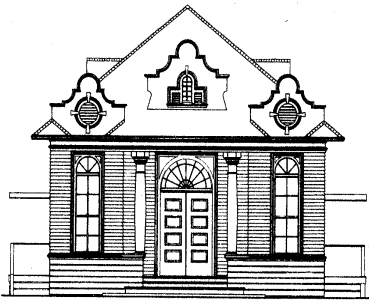
Thursday – May 7, 2020

1. Agenda (Cancellation) – Architectural & Site Control Commission – Monday, May 11, 2020
2. Letter from the San Mateo County Central Labor Council re Request for Support
3. [Western City Magazine – May 2020](#)

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, May 11, 2020
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

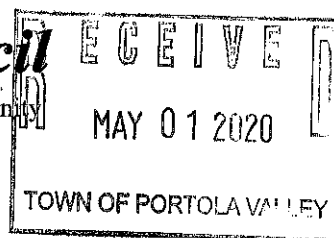
NOTICE OF MEETING CANCELLATION

**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR
Monday, May 11, 2020**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for May 11, 2020 has been cancelled.

San Mateo County Central Labor Council

AFL-CIO • Organizing for Justice in Our Community
www.sanmateolaborcouncil.org



Brothers and Sisters:

On April 13, 2020 the San Mateo Labor Council's (SMCLC) Executive Board and delegates voted unanimously that in light of the current public health emergency of COVID-19, the physical gathering of the 2020 COPE Banquet will not take place in the interest of maintaining everyone's safety. It had been previously scheduled for June 12, 2020.

However, because the critical work of the Labor Council to support affiliates, delegates and all working people must continue, especially now, the fundraising portion of the event remains active. Please see sponsorship and support options below, and please donate if you are in the financial position to be able to do so.

We look forward to having an in-person event next year, and to honoring our beloved Rayna Lehman. And as always, the San Mateo Labor Council is grateful for your support.

Sponsorship Opportunities to Support the Work of the SMCLC:

Champion: \$10,000
Hero: \$5,000
Activist: \$3,000
Supporter: \$1,000
Ally: \$250

Payment information: All payments can be sent to the San Mateo Labor Council, Attn: COPE at 1153 Chess Dr., Suite 200, Foster City, 94404. Checks can be made out to SMCLC COPE (FPPC #743614) or SMCLC Member to Member if using union general funds. Payment can be made online at: <https://www.eventbrite.com/e/2020-cope-sponsorship-tickets-102827981260>.

All sponsors will be listed on our website and social media, as well as in the Labor Paper, and will get a special mention in next year's program booklet.

Please feel free to email us at smclc@sbcglobal.net with any questions, and thank you for your consideration. Stay safe, everyone.

In Solidarity,

A handwritten signature in cursive script that reads "Julie Lind Rupp".

Julie Lind Rupp, Executive Secretary/Treasurer
San Mateo Labor Council
650-333-4110 cell

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