

**Town of Portola Valley**  
**FY 2021-22 Council Priorities**

1. Wildfire/Emergency Preparedness – Over the last two years, the Town Council has accelerated additional wildfire/emergency preparedness projects, in response to lessons learned from recent northern California fires. The CZU Lightning Complex fire in San Mateo/Santa Cruz Counties provided additional data that has been invaluable in further planning for additional mitigation and measures.

The Town Council believes that the continuation of these efforts (which are already recognized by wildfire experts as well-ahead other similar jurisdictions) will further establish Portola Valley as a leader on wildfire/emergency resiliency.

Efforts in **bold** are expected to be completed in FY 2021-22:

- a. **Implement all recommendations from the Wildfire Preparedness Committee, including efforts by the Woodside Fire Protection District as designed by the Committee**
  - b. **State Mandated Safety Element Update, for adoption in calendar year 2022**
  - c. **Hazard Mitigation Plan Update (five-year cycle) for adoption in the summer of 2021**
  - d. **Implementation of a virtual Emergency Operations Center in the summer/fall of 2021**
  - e. **Maximize resident familiarity with the Zonehaven evacuation tool over the fiscal year, and utilize its simulation functions to support evacuation planning efforts**
  - f. **Support Emergency Preparedness Recommendations, including AM radio relocation, medical supplies refresh, Town emergency planning integration with WPV Ready, and general communications with residents**
  - g. Design Guidelines Update to support Wildfire Preparedness efforts
2. Land Use Projects and Programs – over the last two years, there has been a major increase in the number of complicated land use projects that require significant staff support, code review and amendments, and community engagement. Nearly every current conditional use permit has been updated by commission/council action; code compliance requests have (based on trends) quadrupled in the last year, and a backlog of projects delayed by COVID-19 related issues have extended the time it takes to complete staff/commission work. Many of these projects will continue in FY 2021-22.

Efforts in **bold** are expected to be completed in FY 2021-22, with resources allocated to the remaining as available:

- a. Stanford Wedge and other major projects, each with their own unique timeline, with different requirements for review, some of which necessitate outside consultant assistance. **Some of these projects will be completed in FY 2021-22.**
  - b. Housing Element Update, for adoption by the Town Council in FY 2022-23
  - c. Design Guideline changes to support wildfire preparedness, expected to begin in late FY 2021-22
  - d. Comprehensive General Plan Update - in FY2021-22 Council will evaluate progress on the Housing Element Update and consider when the Comprehensive General Plan Update should occur
  - e. **Implementation of the Pedestrian Safety Plan by the end of FY 2021-22**
3. Service Delivery Enhancements – The COVID-19 pandemic provided unique challenges for day-to-day service delivery, as Town Hall’s systems were almost exclusively intended to support in-person engagement, permit issuance, and department operations. While the majority of those services have already transitioned to virtual opportunities, increased demands on government service have strained staff’s ability to perform some functions as quickly as before.

The Town Council is committed to expanding online systems, identifying staffing opportunities to address increased service requests and COVID-related planning/building backlogs, and continuing efforts to modernize the Town’s communications and engagement tools, in line with recent improvements already implemented. Most of these tools relate to day-to-day operations that can be overlooked when considering priority setting. Focus and appropriate resource allocation to ensure these “normal” activities continue at high standards and delivery.

Efforts in **bold** are expected to be completed in FY 2021-22:

- a. **Post COVID vaccine service return**
- b. **Staffing needs – As residents request more services, additional staffing support (both short-term and long-term) has been identified as a need, particularly related to regular, daily operations. Proposals will be prepared by staff for Council review starting with the FY 2021-22 budget.**
- c. **Technological and software improvements, including final OpenGov implementation for financial, budget and transparency tools by the end of calendar year 2021.**
- d. **Website update implementation, as completed in the Summer/Fall 2021.**
- e. **Increased use of data to support goal setting and implementation**
- f. **Increased use of project management tools to ensure increased transparency on project progress**

4. Focus on Established Programming – As described in section 3, COVID-19 has disrupted a number of important annual and ongoing projects that are core to the Town’s identity. The Council strongly supports resource allocation to ensure these critical programs are back on track in FY 2021-22 and fully completed, while ensuring that adequate resources are available to overall continued normal/day-to-day operations.

Efforts in **bold** are expected to be completed in FY 2021-22, with resources allocated to the remaining as available:

- a. **Trails and Open Space support, including the annual trail work plan**
- b. Communications – While the expansion of communications tools with residents and visitors continues to be a success, further opportunities related to the website update are expected to be implemented over the fiscal year, including **increased services online, the OpenGov budget transparency tool**, and other projects
- c. **Sustainability**
  - i. **Complete research and development of the Green Building Ordinance for Town Council adoption.**
  - ii. **Develop Climate Action Plan for Town Council adoption**
  - iii. Continue efforts to transition town to a grid independent facility
- d. **Facility/Open Space maintenance – Full implementation of a robust and ongoing open-space support as developed by the Conservation Committee**
- e. **Town Hall Reactivation and (as circumstances permit) support for increased use of Town Facilities for public and private occasions and gatherings, including the annual events (such as Zots to Tots, the Horse Fair, the Town Picnic, Cultural Arts Committee events, concerts, and other committee-development events) residents have missed the last year**
- f. Reassessment of Land Use Project Post-Completion Conditions – the ASCC and staff will review opportunities to strengthen post-project conditions to ensure they remain in place after sign-off
- g. Support for Historic Resources Committee recommendations to digitize remaining collection