



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, September 22, 2021

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

SPECIAL MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to shanlon@portolavalley.net by 3:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions and comments will be read by the Mayor and addressed at the meeting and included in the public record. Additionally, the Town Council will take questions using the Q&A button for those who attend the meeting online or on the App.

Finally, if you 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" and *6 to mute/unmute yourself. 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 using the "raise your hand" feature when the Chair calls for them.

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

To access the meeting by computer

<https://us06web.zoom.us/j/83000032747?pwd=bjhDT3MwZ2F4RTU4VkFkNXJIZGpnUT09>

Webinar ID:

830 0003 2747

Passcode:

443488

To access the meeting by phone:

Dial 1-669-900-6833 or

1-888-788-0099 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

7:00 PM - CALL TO ORDER AND ROLL CALL

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

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.

Speakers' time is limited to three minutes.

1. **PRESENTATION** – San Mateo County Gun Buyback Program Update (3)

CONSENT AGENDA

The following items are voted on at once by the body, unless a member of the body requests an item be considered separately. Members of the public are permitted to comment on any item on the consent calendar before the body votes on the consent agenda.

2. **Approval of Minutes** – Action and Detailed Summary for September 8, 2021 (4)
3. **Approval of Warrant List** – September 22, 2021 (22)
4. **Recommendation by Town Manager** – Fiscal Year 2021-2022 Salary Schedule Update (29)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2021-2022 (Resolution No. __)
5. **Recommendation by Planning and Building Director** – Contract Amendment with MIG for Environmental (34) Review Consultant, Neely Winery, Spring Ridge, LLC Conditional Use Permit Amendment
6. **Proclamation of the Town Council** – In Support of National Recovery Month (64)

REGULAR AGENDA

PUBLIC HEARING

7. **Public Hearing - Adoption of the Fiscal Year 2021-22 Annual Budget - September Revision** (65)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2021-22 (Resolution No. __)
8. **Study Session** – Inclusionary Housing Fund Use (67)
9. **Oral Report by Planning and Building Director** – Planning/Building Department Workload Update (92)
10. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (93)

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.*
11. **TOWN MANAGER REPORT** (94)

WRITTEN COMMUNICATIONS

12. **Town Council Digest** – September 9, 2021 (95)
13. **Town Council Digest** – September 16, 2021 (114)

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).

There are no written materials for the presentation by San Mateo County Gun Buyback Program.



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, September 8, 2021

**THIS SPECIAL MEETING WAS HELD VIA
VIDEOCONFERENCE ONLY**

MINUTES WEDNESDAY, SEPTEMBER 8, 2021, 7:00 P.M.

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines that discourage large public gatherings, Portola Valley Town Council meetings are conducted electronically via ZOOM.

Convene Special Meeting

Mayor Derwin called the meeting to order at 7:00 P.M.

Roll Call

Present: Councilmembers Aalfs, Wernikoff, Richards, Vice Mayor Hughes, and Mayor Derwin

Open Communications

The following members of the public addressed the Town Council:

- Rita Comes

Consent Agenda

- 1) Approval of Minutes – Action and Detailed Summary for August 11, 2021
- 2) Ratification of Warrant List – August 25, 2021
- 3) Approval of Warrant List - September 8, 2021
- 4) Recommendation by Assistant Planner, Planning and Building Director and Town Attorney – Second Reading and Adoption of Ordinance Amending Section 18.14.030 [Conditional Uses] relating to fire station uses with the R-1 Zoning District; Conditional Use Permit Amendment; and Architectural and Site Development Review; 135 Portola Road, Fire Station #8

- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 18.14.030 [Conditional Uses] of Chapter 18.14 [Single-Family Residential] and Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code and a Finding the Action is Exempt Under the California Environmental Quality Act (CEQA) (Resolution No. 2021-441)
- 5) Request by Ad Hoc Wildfire Preparedness Committee – Committee Charter Change from Ad Hoc to a Permanent Standing Committee [*Removed from Consent Agenda*]
- 6) Recommendation by Wildfire Preparedness Committee – One-year Redwood Tree Permit Fee Waiver
- 7) Recommendation by Town Manager - Evacuation Study Request for Proposal Award
- 8) Recommendation by Public Works Director - Contract Amendment with Townsend Management, Inc. for Consultant Construction Inspection and Management Services related to the FT 2021-22 Street Resurfacing Project
- 9) Recommendation by Public Works Director– Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Proposed Project List
 - a) A Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2021-22 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. 2865-2021)

Councilmember Aalfs pulled item 5 from the Consent Agenda.

Rita Comes noted a correction to item 1, minutes of August 11, 2021, in which all Councilmembers were not present at roll call.

Motion

Vice Chair Hughes moved and Councilmember Aalfs seconded a motion to approve items 1-4 and 6-8 as corrected. The question was called and the motion was passed unanimously.

Item 5

Councilmember Aalfs noted a correction on red page #47.

Item 5 Motion

Councilmember Aalfs moved and Vice Chair Hughes seconded a motion to approve item 5 as corrected. The question was called and the motion was passed unanimously.

Regular Agenda

- 10) Recommendation by Bicycle, Pedestrian and Traffic Safety Committee – Portola Road and Willowbrook Parking Recommendation

Motion

Vice Mayor Hughes moved and Councilmember Aalfs seconded to ask staff to work on putting together a proposal for an engineering study and subsequently a design and implementation plan for addressing traffic and parking issues in these areas. The question was called and the motion was passed unanimously.

- (11) Recommendation by Finance Director – FISCAL YEAR 2021-22 Budget, September Revision

Councilmember Aalfs moved and Councilmember Wernikoff seconded to approve the budget revision and set the public hearing for the FY 2021-22 Budget, September revision. Seconded by Councilmember Wernikoff, the motion carried, 5-0, by roll call vote.

- 12) Council Liaison Committee and Regional Agencies Report

All five Council members provided reports on the last two week's regional meetings, local committee meetings, subcommittee meetings, and other items of note.

- 13) Town Manager Report

The Town Manager provided his regular report.

Written Communications

The Council reviewed written communications for the body over the last two weeks.

Adjournment

The meeting was adjourned at 9:16 P.M.

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. xxx, September 8, 2021**CALL TO ORDER AND ROLL CALL**

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

Present: Councilmembers Jeff Aalfs, John Richards and Sarah Wernikoff; Vice Mayor Hughes and Mayor Maryann Derwin.

Absent:

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Cindy Rodas, Finance Director
Sharon Hanlon, Town Clerk

Attendees: Betsy Morgenthaler
Danna Breen
Angela Hey
Bob Schultz
Caroline Vertongen
David Cardinal
Lorrie Duval
Rita Comes

ORAL COMMUNICATIONS**CONSENT AGENDA**

- (1) **Approval of Minutes** – Action and Detailed Summary for August 11, 2021
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- (4) **Recommendation by Assistant Planner, Planning and Building Director and Town Attorney** – Second Reading and Adoption of Ordinance Amending Section 18.14.030 [Conditional Uses] relating to fire station uses with the R-1 Zoning District; Conditional Use Permit Amendment; and Architectural and Site Development Review; 135 Portola Road, Fire Station #8
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 18.14.030 [Conditional Uses] of Chapter 18.14 [Single-Family Residential] and Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code and a Finding the Action is Exempt Under the California Environmental Quality Act (CEQA) (Resolution No. 2021-441)
- (5) **Request by Ad Hoc Wildfire Preparedness Committee** – Committee Charter Change from Ad - Hoc to a Permanent Standing Committee [*Removed from Consent Agenda*]
- (6) **Recommendation by Wildfire Preparedness Committee** – One-year Redwood Tree Permit Fee Waiver
- (7) **Recommendation by Town Manager** - Evacuation Study Request for Proposal Award

- (8) **Recommendation by Public Works Director** - Contract Amendment with Townsend Management, Inc. for Consultant Construction Inspection and Management Services related to the FT 2021-22 Street Resurfacing Project
- (9) **Recommendation by Public Works Director**– Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Proposed Project List
- (a) A Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2021-22 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. 2865-2021)

Rita Comes said on Item 1, the August 11, 2021, minutes stated that all members were present at roll call, and, having reviewed the video, they were not. Town Manager Dennis verified that the meeting started at approximately 7:00; Councilmember Richards arrived at 7:04; Councilmember Aalfs arrived at 7:05; and Councilmember Wernikoff arrived at 7:06, so Ms. Comes was correct, and the minutes will be corrected to reflect this. Vice Mayor Hughes said no action was taken while there was no quorum.

Vice Mayor Hughes moved to approve Consent Agenda item numbers 1, 2, 3, 4, 6, 7, 8, and 9 with the correction as noted. Seconded by Councilmember Aalfs, the motion carried, 5-0, by roll call vote.

- (5) **Request by Ad Hoc Wildfire Preparedness Committee** – Committee Charter Change from Ad Hoc to a Permanent Standing Committee

Councilmember Aalfs noted a correction on red page #47, under Wildfire Committee’s Charter Membership, in the statement, “The membership of this committee shall consist of nine members appointed by the Town Council in concurrence with the Town Council,” which should state that they are “appointed by the Mayor in concurrence with the Town Council.”

Councilmember Aalfs moved to approve Consent Agenda Item #5 as corrected. Seconded by Vice Mayor Hughes, the motion carried, 5-0, by roll call vote.

REGULAR AGENDA

- (10) **Recommendation by Bicycle, Pedestrian and Traffic Safety Committee** – Portola Road and Willowbrook Parking Recommendation

Ed Holland, Chairman, Bicycle, Pedestrian and Traffic Safety Committee, shared a presentation created by Committee Secretary, Angela Hey, in regard to the recommendation. He related actions that have taken place since 2012, when they first took a look at parking on the Portola Road Corridor. Demand for parking in these two areas has grown, and several residents have attended Committee meetings, wishing to revisit these concerns with a holistic consideration for all visitor parking, largely parking by visitors to Windy Hill, where they see large numbers of cars parked on weekends, both along Portola Road and at the Alpine end of Willowbrook Drive. Weekends are the busiest times.

Mr. Holland explained that the goal of the recommendation is to increase safety for road users and trail users. The recommendation addresses roadside parking on Portola Road, Willowbrook and Alpine Road near the trailheads. The recommendation does not address long-term planning for trail improvements, car parkin upgrades, red curb painting next to driveways or exact sign locations, which can be planned and implements by a traffic engineer. Mr. Holland shared some of the Committee’s concerns, including more cars than designated parking spaces; cars parked on the shoulder or on the trail on Portola Road, creating a hazard for other road users; frequent odd traffic maneuvers such as U-turns on a road that is busy with visitors, cyclists, and people riding or driving through town.

Mr. Holland said the recommendations at the Alpine and Willowbrook intersections include adding red curb painting to the west side of Willowbrook Drive at the intersection with Alpine to mirror what is done

on the eastern side and present the sight lines for traffic approaching from all directions and the curb red on the hill on the east side as well to improve the sight line and alleviate congestion at the junction. Another consideration on Willowbrook Drive is the restriction caused by the divided road area. There is not typically parking in this area, but there is a desire in the recommendation to ensure that that is the case, preferably by red curb, to guard against creating a pinch point at the entrance and exits from those in either direction. He said there is also an area where cars park during busy times, along the trail between the bridge across the creek to Willowbrook, further back from Willowbrook towards Priory, where parking ends up on the trail, and there is no parking signage to prevent blockage of the trail.

The recommendation for parking on Portola Road on the side opposite the entrance to Windy Hill, is to expand the "No Parking" area and restrict parking to only the area where the off-pavement area is flattest and most accommodating to vehicles, minimize road congestion and ease the path of cyclists who prefer to use the shoulder as designated in a prior shoulder-widening exercise and prevent it from being blocked by car parking. The recommendation at this point is to permit parking after the Windy Hill parking sign, extend parking to the north slightly, with signage to indicate vehicles to park off the pavement, to create a couple more spaces to make up for the additional restrictions incurred by the changes at the uphill end.

Vice Mayor Hughes commented that someone was asking him about why permit parking would be instituted. He clarified that the sign says, "Permit Parking" but this doesn't mean a permit to display in our car; it means "parking allowed" Mr. Holland agreed and BPTS is recommending making changes to the restriction or allowable parking, not to instigate a permitted parking program.

Mr. Holland said on Portola Road near Stonegate, the recommendation is to allow parking, because there is room off the pavement, with a "No Parking On Pavement" sign and marking the south end of the area to indicate where they should not be parking with an arrow pointing outside this area, which is in line with highway standards. This adds a few more parking spaces and ensures that cars park on the verge and not in the shoulder where it would impede the flow of cyclists.

Mr. Holland said in March he had formed a subcommittee study and made several requests by email to the Town to do a better-defined, near engineering-level study of the situation to recommend distances, sight lines, zones and essentially design engineering. This did not come to pass, and he feels they have fallen behind on that to some degree. In summary, he said the recommendation is to add restriction and better define what is allowable for parking in Willowbrook Drive and areas along Portola Road with the primary purpose of improving traffic safety.

Mayor Derwin invited questions from the Council.

Councilmember Aalfs asked are if the deputies are writing many tickets in these areas of the existing "No Parking" signs. Mr. Holland said the last report from the Sheriff said they are writing a significant number of additional tickets specifically for parking violations, which will have a beneficial effect. It sends a message. They have asked that the citations be for the specific violation of parking on the pavement and not being completely off. Councilmember Aalfs asked if the Sheriff's Office was comfortable with the recommended modifications. Mr. Holland said they have not directly consulted them.

Town Manager Dennis said in this case, while they hadn't asked the Sheriff's Office directly about some of the issues, they felt as though it was important to bring this forward given the work that the Committee has done and what they've heard from residents. He said the Council has the authority to restrict parking without a warrant. He thinks there has been enough input from residents who have been observing things, and the committee members who have been observing, that this seemed totally appropriate. He said on Saturdays it's evident that the intersection of cars and people and bicycles is potentially a real challenge, and this addresses those issues.

Mr. Young added regarding the Sheriff having an opinion, over the last six months or so they have asked the Sheriff to keep an eye on things, but they hadn't really pointed out any serious violations or issues. He said Gary Nielson [phonetic] has kept track of parking on Portola Road, and there has been a significant decrease since things have opened up. They also asked the Fire Department to look at the situation, but

they haven't pointed out anything serious that warrants anything at this point. Town Manager Dennis said at the start of the COVID pandemic, they did restrict parking in that area. He had a conversation with the Fire Department when they started allowing parking back, to make sure that they could get their engines and trucks through, and they said that they could. This was regarding the divided area of Willowbrook.

Mayor Derwin asked who will determine the number and placement of signs and if it will eventually end up at the ASCC. Town Manager Dennis said it wouldn't be a significant number of signs they are contemplating, and it is up to the Council to direct where it goes next, whether it's to staff to work on it or to go to ASCC. Mayor Derwin wondered if the neighbors are happy with this plan. Mr. Holland said they have a majority of support from the neighbors that have approached them.

Vice Mayor Hughes said it was a great presentation by the subcommittee and they did look at this back in the spring. At that time didn't have a concrete enough idea of what was being asked for. He asked Mr. Young if he has enough information now that they could bring back a more concrete proposal about what would be needed to make this happen, or whether there is still more information needed. Mr. Young said they would propose to come back with a cost to do a study to determine needs and some concept of solutions, basic dimensions and general costs, including the study, design and construction. At this point they would come back with a cost for the study, and then based on the study, they could come back with the cost of design and construction.

Paul Krupka stated that the combination of the presentation and good work by the subcommittee and tonight's discussion gives them what they need to frame this and come back with a proposal. Mr. Young acknowledged and thanked the BPTS and their work. He added that there are many traffic items in their queue that are presently approved by the Council, going back to the Pedestrian Safety Study that the Council approved. In the next couple months, of the 15 locations that were approved for improvements, nine locations will be implemented, including upgraded traffic markings, pavement markings, and new crosswalk signs at nine locations. These were incorporated with the street resurfacing project. Of the remaining six items, two of them are the lighted crosswalk areas as well. He said there may be some priority-setting needed at some point with all of the approved projects, including this one.

Mr. Holland pointed out the time spent making the prior changes in 2012 and collecting data since that time for a significant number of years and months, through COVID and now while emerging from it, they still seeing an increasing baseline in demand for visitor parking in those locations, beyond the seasonal variations typically seen. He said he feels the time for study has passed, and the time to simply move towards some design work and proposals is really what he would like to see. Vice Mayor Hughes clarified that what Mr. Young might mean is tactical study to allow the design and engineering work. In order for Mr. Krupka to actually draw something up, there's an element of study that needs to be done.

Mayor Derwin invited comments from the public.

Caroline Vertongen felt it was a wonderful presentation emphasizing how long the work on this has gone on. She encouraged the Council to move forward. Since there have been so many traffic studies over the years, she would prefer not to wait until the other nine projects have been completed.

Danna Breen said the Willowbrook people will be thrilled by the recommendation. She asked about the status of MidPen and the parking lot, stating that for a decade she has asked where the Planning Commission is in terms of looking at the Conditional Use Permit of MidPen. She feels they could easily get another 25 cars in the parking lot. She wondered if the Council members have had any conversations with MidPen. The problem is the cars can't get into the parking lot. Town Manager Dennis said he has had conversations with MidPen going back to 2016. There has been a reluctance on their part to move forward in serious conversation on the parking issues for various reasons, some associated with their impressions of what happened in earlier days. In 1995, the parking lot may have been proposed to be bigger but was made smaller. He said he has on multiple occasions told them that parking is an issue, and the Town would appreciate a conversation about it, as with a number of other issues that the Council is aware of, on the Hawthorne property and the trail. He said MidPen operates at its own speed sometimes, and the if the Council wishes him to move in a different direction, he would be happy to do

that. He noted that adding additional parking at the Portola entrance would certainly be helpful and would reduce the number of cars parked on the street but would not eliminate them. Ms. Breen said they also have a Conditional Use Permit and asked why that hasn't been challenged. Going forward, she feels it's a very important piece of information. Mayor Derwin pointed out that the Town's representative is not very active in her opinion, and he is up for re-election next year, which might be something to think about.

Betsy Morgenthaler said she has been present at the BPTS meetings for a year-and-a-half, partly due to the significant danger that she sees regularly as she crosses Portola Road in the areas being addressed. She said since this has become a more acute item in the last 18 months or so, the younger bicyclists that either don't have the physical capacity to turn around and look to see if a car is coming when they are forced into the roadway by the parked cars, numerous times she has seen such things happen. When there are cars coming in both directions, and a young person is pulling out, as a mother of a grown son, she is happy he escaped such dramatic possibilities. On behalf of the Town's liability and everyone's hearts, she hoped they would weigh carefully the other 15 projects in the queue for consideration. She feels this project should probably be looked at very carefully.

David Cardinal commented that the Town's parking regulations are rather arcane, but wonderful. However, he doesn't think most visitors to the town have a clue where they can park and not park. Although the town hates signs, if they don't want people to park on the pavement, visitors will have to be explicitly told.

Mayor Derwin asked Town Manager Dennis to clarify his comment regarding the ASCC, when he said it was something the Council could direct, as well as the timeline. Town Manager Dennis said Council can direct any further review by Commissions and committees. Historically the ASCC has participated in conversations around signage, and he thought they would likely have an opinion, having historically wanted to see fewer signs in town. The direction could be for the ASCC to take a look at whatever Mr. Krupka produces for the Town and make determinations around that, or they could send something back to the Council, although that would take longer.

Mayor Derwin invited comments from the Council.

Vice Mayor Hughes said he's been immersed in this since around 2013, having been on the ASCC as well. He said he thinks the BPTS and Council over time have done their best with the situation as it has evolved. They have faced a number of different challenges, which have changed over time. The scale of the issues has changed tremendously in the last year-and-a-half. He said he thinks, because people came and discovered Windy Hill during the pandemic, they will continue to go there. As things reopen there will probably be continuation of increased activity. He agrees with the need to address the area holistically, and with Mr. Young's suggestion to come back with a proposal for essentially the staff work that would be needed in order to develop a solution. If they want to involve the ASCC – which could be appropriate – he recommended this be done similarly to the model of the pedestrian traffic study where Mr. Krupka and Mr. Young brought the ASCC a number of templates and options that they preferred and let the ASCC approve their choice. As they move forward with the projects, they may need to combine the art with the engineering work, and it would be good for them to know what will pass muster with the ASCC before they spend a lot of time engineering something that the ASCC is opposed to. He thought, given the length of time with the pandemic issues, and amount of effort already put into this, his inclination would be to get to the finish line as efficiently as possible rather than bouncing it to ASCC, back to redesign, back to ASCC again, et cetera. He feels the palette approval approach taken with the traffic safety study seems to have worked well. Mayor Derwin restated what she heard – to come back with a proposal to get to the finish line as efficiently as possible and have Mr. Krupka and Mr. Young bring to the ASCC a template or basically approve a toolkit.

Councilmember Richards saw it as an issue that's been very well-vetted. He said the Committee did a great job and put a lot of time into it. He thought their proposed solution looked fairly incremental, not a demand for big changes, leaving room for potential changes further down the road if things continue to evolve. He said he sees it as a fairly simple set of solutions that probably won't need much in the way of review, and the ASCC has a role in looking at the signage as they have already in several locations. He

felt they could come back to them to get some guidance. The few signs needed would be pretty much the extent of what ASCC will need to look at. He felt it was a great start and agreed that there is a need to move ahead. Essentially, he agreed with Vice Mayor Hughes. Mr. Holland said Councilmember Richards touched on an important point they had considered in their proposal regarding signs that would be effective but not shout, and perhaps negotiation over whether to use standard versus modified signage.

Councilmember Wernikoff agreed and thought it has been well-vetted. She liked the ASCC toolkit approach, so in general, she also agreed with Vice Mayor Hughes.

Councilmember Aalfs thought they should move forward on this. His only concern was if the ASCC process can be streamlined so that it doesn't hold things up, then he is fine with it, but if it would cause a undue delay for some reason, he would be okay with staff handling it, especially given that a lot of the signage is going to be consistent with what's already out there

Mayor Derwin said she agrees with the Council on all points. She said she feels the ASCC should be involved in a streamlined way. The standard versus modified signage noted by Mr. Holland should be noted as well. She thanked Mr. Holland for shepherding this issue for so many years.

Mr. Krupka said he expects there may be expectations, based on the discussion, and wanted to clarify context about the work he would do, if approved. First, he said the subcommittee's work on this subject is important – the parking counts, observations, recommendations, and discussion. He said he was part of the last BPTS meeting discussion, listened in, and took a lot of notes. He has been out to the field and driven by on a couple of weekend days during the peak period. He noted that it appears that this group and others think there is a distinct need to install parking restrictions. One of the primary purposes of his study would be to establish need. He said the Town Municipal Code stipulates that the California Vehicle Code govern the use of traffic control devices, and that Code stipulates only those signs and traffic control devices that conform to uniform standards in the *California Manual of Uniform Traffic Control Devices* shall be installed on roadways. That manual also offers guidance to practicing traffic engineers and civil engineers, and that guidance is that, to be effective, a traffic control device should meet five requirements: Fulfill a need. Command attention. Convey a clear simple meaning. Command respect from road users and give adequate time for proper response. He said design, placement, operation, maintenance, and uniformity are all aspects that should be carefully considered by the engineer in order to maximize the ability of a traffic control device to meet the five requirements listed. The matters of vehicle speed, geometry, sight distance, other factors need to be carefully considered, and his objective is to look at this from the standpoint of are there factors not immediately observable by the driver?

Mr. Krupka continued that the use of a traffic control devices at a particular location should be made on the basis of either an engineering study or the application of engineering judgement. In his opinion, based on all this information, the BPTS recommendation, and his relevant over 40 years of experience, he believes that an engineering study is necessary to establish whether a need exists. If so, engineering design would be required to define the scope of improvements and establish construction details, including layout and specifications. He said it may sound simple, but he guarantees it is not. It is complex. The scope of the work would involve carefully considering all the work done to date, integrating the work that the BPTS Committee has done, field observations, counts, discussions with MidPen Regional Open Space District and the Sheriff's Deputy, collecting data and doing analysis. The end result would be a statement of what the conditions are and in his professional observations, what the needs are. If there are needs, the result would include conceptual solutions and costs.

Mr. Krupka's final point was that there is a need to bring this to the Public Works Director and the BPTS Committee. He said he is most happy and honored to be asked to do this and has been honored to support the Town of Portola Valley in traffic engineering and traffic matters like this. He advised that this kind of thing does take some time, as it needs to be carefully done. He said he doesn't want to leave the impression that his job is clear. He has to do a study to figure out what his job is.

Mayor Derwin thought that was what his proposal is about. Mr. Krupka said yes, it is, he just wants to make clear that, first of all, he wants to establish whether there is a need, and that might be contradictory

to what all believe at this point in time. There may be a need, but he has a lot of information in front of him, as well as field observations over a short period of time and he needs to dig in.

Vice Mayor Hughes thought he was on the same page. He said what they have from BPTS is a detailed “back-of-envelope” conception. He thinks they really need Mr. Young to bring back a proposal for a study, and then a design and implementation plan. The study would essentially be to look at the issues that are highlighted by the BPTS report and evaluate what they’ve suggested, but he is aware that the actual implementation, once there is a design, may be different in certain ways, based on Mr. Krupka’s engineering knowledge and expertise, which he feels would be appropriate. He said that scheduling issues may add time to getting to the finish line, but he feels the time is now for moving into the concrete engineering phase.

Mr. Holland reiterated that when this was broken out to the subcommittee in March and he shared emails with Mr. Young and Town Manager Dennis on this, he outlined specific goals that he had hoped would have gotten much further down the path by this point. He is disappointed that more has not been achieved in the intervening time. Town Manager Dennis said he thought from staff’s perspective he has a different take on what was being recommended at that time from BPTS. He said there was nothing to react to, and now there is, which is what they are moving forward on. The kind of work that Mr. Krupka needs to do can’t happen until there’s a recommendation. That has occurred. He understands the comments but has a different take on the order of things.

Rita Comes said they seem to be having many studies going on around town. She has attended many of the meetings. She avoids going down Portola Road on weekends or holidays because she is too busy looking for a cyclist, a horse, a car parked in the lane of people making U-turns. All kinds of things are happening. She said she thinks it’s great if they have a traffic study, and put this off again, but she asked if there is anything they can do during the time when the weather is beautiful, because the residents have been asking for some type of relief. During COVID, they were told to go out and walk, and then Foothills Park closed, and people found Windy Hill, and of course will be coming back. She asked if temporary signage could be used to help the residents at least safely drive through the area now. There could still be a parallel study going on if that is approved, but the residents are asking and commenting at every meeting if there is some way to respond for the residents to address their safety. Town Manager Dennis suggested that one direction the Council could provide immediately would be to do some temporary parking restrictions would be appropriate and within the Council’s power. He no longer has the authority based on the COVID situation as he had last year with the initial issues. The Council could direct him to put in place some kind of temporary relief if this is going to take a little bit of time.

Caroline Vertongen suggested going back to the history of the latest traffic study from August 2018. They have made several adjustments because many of the suggestions were unsafe and did not respect the scenic corridor. She said, although Mr. Krupka said he would abide by governing documents, they have not seen that. She said the public has made several suggestions, and they have not seen any changes made to the original plan presented in August of 2018. She said, on behalf of all the residents who are burdened by this problem, she hoped the Council will take some temporary steps. She said it is not the residents causing the problem, but it is the people visiting the town. Once they know the town’s ethics and governing documents are, she thought they would not need the signs.

Angela Hay thanked the Council for the positive comments on her presentation. Having been a consultant and knowing what it takes to write a proposal and the difference between writing a proposal and actually doing a study, she asked if it was possible for the Council to approve some dollars for Mr. Krupka to start the study that shows the scope of where he’s going based on what they’ve given him, and get that phase done.

Ms. Breen asked if the study could include looking at the MidPen parking lot, which could accommodate, with new striping, another 20 cars. She wondered at what point the Council would ask the Planning Commission to look at the Conditional Use Permit of MidPen. It seemed odd to her to move ahead without ever having taken this step, and she hoped they would. She suggested they may have to move to the other side of the Neely driveway, but it would be great to get all of that parking off of Portola Road.

Town Manager Dennis responded to Ms. Hay that the Council doesn't have in front of them the information in order to make that determination, but he has within his spending authority and flexibility in the budget the ability to do a variety of things. He is comfortable working with Mr. Krupka and Mr. Young to get moving on this now and bringing back an amended budget that includes monies for the process if the Council is comfortable with it. This would reduce delays. Secondly, he said, although there may be merit to having longer-term conversations around the parking lot at Windy Hill, if it is the Council's desire for quicker action, that delay might mean that there won't be restrictions for years.

Vice Mayor Hughes moved to ask staff to work on putting together a proposal for an engineering study and subsequently a design and implementation plan for addressing traffic and parking issues in these areas. Seconded by Councilmember Aalfs.

Mayor Derwin asked for clarification on including the ASCC or temporary signage, et cetera. Vice Mayor Hughes stated this would be part of the proposal he hopes staff would come back with – a timeline and when to go to ASCC, and the scope. Vice Mayor Hughes was not in favor of temporary signage until they've had a study that tells them what to do.

Councilmember Aalfs said the temporary signage seemed reasonable to him. Mr. Holland said there is a precedent for temporary signage in the first round in 2012, of having some experimental signage to help define the restricted area for parking along Portola Road. Town Manager Dennis said he thought the Council could go ahead and give direction to paint the curb red, which he didn't think was too complicated an issue, although the signage issues might be more complicated. He said going through the process Mr. Krupka described, in order to have everything buttoned up and formal, is the way to go. On the other hand, the Council could also give direction tonight to do certain things without that additional study. He said he was not suggesting this but was suggesting that there may be portions they could reasonably go ahead with to potentially provide some immediate relief. He didn't believe it would be a significant issue to do the red striped parking where there are opportunities along Willowbrook. He said there is tension between wanting to get things going to address the residents' issues and also trying to do things as formally as possible, but thought there might be a happy medium.

Vice Mayor Hughes said he thought his motion allows for what Town Manager Dennis was suggesting. It asks for staff to come back with a proposal and hopes that they will exercise judgment in the proposal in determining what level of study is needed to support whatever changes staff feels are appropriate to implement. If there are things that can be done without a huge amount of study and could move straight to a design and implementation phase, that would be part of the proposal. He hopes that staff has enough information from BPTS and the comments and observations to be able to make those judgments and bring back a proposal that includes those judgments.

Councilmember Aalfs said he is still comfortable with seconding the motion. He asked if Town Manager Dennis and Mr. Young were getting clear enough guidance. Town Manager Dennis said he believed so and that the motion provides them with the ability to move forward. He noted that Mr. Young was correct in saying that there are a number of tasks already underway that have taken priority. There would also be a question of when this could be scheduled for ASCC. It is not as simple as putting it on the agenda in two weeks. He believes the direction is clear and includes getting this going as quickly as possible within the confines of the discussion. He believes Mr. Young and he have appropriate direction on being able to take some interim measures that they feel appropriate as part of the larger plan. Mayor Derwin asked if "interim measure" included temporary signage. Town Manager Dennis said he didn't hear the Council directing to put out temporary signage but does hear that they have authority and judgment to look at some aspects of the situation and do some implementation, potentially including some red curb painting, et cetera. He said he would not be comfortable putting out signs within his own authority because the signage is just more complicated and has a relationship to the character of the community, which is why the Council wanted to take this to the ASCC.

Mayor Derwin called for the vote. The motion carried, 5-0, by roll call vote.

Mayor Derwin asked Town Manager Dennis to look into the MidPen Conditional Use Permit and the parking situation to see if there is any leverage there. Town Manager Dennis said he would do that although these are issues, they have looked into in the past. Councilmember Wernikoff said it made sense, although she didn't have the back story on it. Vice Mayor Hughes said his recollection is that he did look at the Conditional Use Permit when it came up in the past, and it is rather toothless. Really, they are largely dependent on the goodwill of MidPen and their desire to do something, so it's more of a political question than an enforcement issue, but he would be happy for staff to look at the Conditional Use Permit again. Councilmember Richards agreed with this.

(11) Recommendation by Finance Director – FISCAL YEAR 2021-22 Budget, September Revision

Cindy Rodas presented the September Revision of the Fiscal Year 2021-22 annual budget, reviewing the revisions made to the proposed fiscal year 2021-22 budget that was adopted in June, as well as looking at prior year actuals and future projections in a five-year revenue and expenditure forecast. She said the foundation of the budget has not changed. When the proposed budget was adopted in June, the Town had not yet received the federal funds from the American Rescue Plan Act (ARPA). The first of two payments was received on July 15th in the amount of \$564,381. They expect to receive the second payment about the same time next year. A new fund, Fund 225, has been created to track both the revenues and expenditures related to it.

Staff reviewed the criteria of items eligible under the ARPA funds and compared them to expenditures funded by the general fund in both the Operational and CIP budgets and determined that a few items met the criteria. The revised budget remains a balanced operational budget, increasing the operational surplus to \$103,536 compared to the surplus in June of \$83,288. The surplus reduces the impact to fund balance. She shared the summary of sources and requirements for all funds. All sources with total revenues of over \$9 million, as well as use of fund balance and operating transfers for a total of over \$10.7 million. The requirements for all funds total gross appropriations of \$8.1 million, with total operating transfers of \$2.5 million, for a total requirement for all funds of \$10,744,831. In the general fund, total revenues are \$6.2 million and use of fund balance of \$793,544 for total sources of \$7,008,648. The requirements include gross appropriations of \$6.1 million, plus operating transfers of \$897,080, for a net operating surplus of \$103,536, reducing the net impact of fund balance.

Most revisions to the September budget were due to the addition of revenue received from the federal ARPA funds as well as the offsetting eligible expenditures. Additional changes to revenue include increases to the property tax revenue by \$15,000 for an overall growth of 5.6 percent. Although this projection is higher than previous growth, staff has continued to take a conservative approach as revenue from property tax could run as high as over six percent. Staff also included an increase in excess ERAF (Educational Revenue Augmentation Fund) due to reserves that were released higher than previously anticipated by about \$37,000. Changes to expenditures include allocations of ARPA to budgeted items that were previously funded by the general fund. Other changes to general fund items include increases to premiums for property and liability insurance, which in the June budget only estimates were included, as the full premium was not known at that time. Changes to expenditures in the capital improvement program include ARPA funding for projects such as improvements to the ventilation system in Town Hall, as well as upgrades in the schoolhouse for virtual or hybrid meeting capabilities. A full list of budget revisions is in the staff report.

Ms. Rodas went over issues to monitor and consider longer-term. Previous ongoing discussions and other factors related to the growth of expenditures outpacing revenues led them to an exercise of forecasting for projected revenues and expenditures out to fiscal year 2026. Ms. Rodas presented a five-year forecast for the Town's operational general fund revenues and expenditures. The five-year forecast for revenues included looking at previous year actuals. For the first time, staff examined every revenue and expenditure line for the last three years of actuals to examine and determine appropriate assumptions. For most line items, assumptions were based on trend lines of previous change in those areas, as well as understanding of impacts in future years. For the Town's most significant revenue source, secured property taxes, staff assumed an annual growth rate of five percent. While higher annual growth rates have been achieved, setting the future growth at this level matches the Town's tradition of

conservatively estimating future revenue sources. Revenues associated with ERAF remain flat, as the future of this source derived from Basic Aid School District excess revenues remains uncertain due to state changes and changes to the number of school districts that remain Basic Aid.

Ms. Rodas spoke regarding expenditures. The Sheriff's Office contract growth is at a significant rate and is anticipated to continue in the next contract that will be negotiated for the fiscal year 2023-24 years. Staff salaries are held at an annual three-percent growth rate that does not include merit increases or changes in staffing that may either grow or reduce the overall staff budget. Year five of the forecast shows an operational general fund deficit. However, estimating the Town's revenues and expenditures in out years is difficult and the forecast did not estimate certain increases that could reasonably be assumed to occur, including in sales tax, ERAF and other sources. Staff chose to present the forecast as is to demonstrate the continued challenges in the budgetary process related to operational budget surpluses. Per previous Town Council direction, revenue enhancements may be necessary to ensure continued support for core programming, emergency preparedness and other important projects.

Mr. Rodas stated that, as with previous years, the delta between operational general fund revenue and expenditures is shrinking. While there are one-time expenditures within this proposed budget that will not be included in future years, staff expects this trend to continue. The use of reserves is not recommended for operational needs, particularly on an ongoing basis.

Town Manager Dennis re-emphasized that this is the first-time staff has done the forecasting. Staff went through every line item and came up with assumptions about where things are going, most based on prior years, averages, or their sense of where things might go. He said there are certain things, particularly after year three, where it gets dicey in what they are projecting, and this is why they felt comfortable coming forward on year five, which shows the deficit. He said they don't believe this is actually going to be the case, but it speaks to the challenges associated with having assumptions, being smart about them, being comfortable with what they show at times. He said they would like to hear from the Council regarding the forecast, what the Council thinks, what they would like the future approach to be, and the Finance Committee's role. He said they are very proud of the budget, and it's look, feel, content, what it can do for this Council and the community in telling people what the Council's priorities are and how the money is being spent.

Mayor Derwin reminded the Council that the Vice Mayor sent a fascinating Colleagues Memo out shortly before the meeting. Vice Mayor Hughes offered to answer any questions in regard to the memo. It is available on the Town's website. He said he took numbers from the budget and created a visualization of them which shows the big picture of where the money comes from, where it's spent, and the relative size of things. The visual presentation gives a better sense of what's going on overall, while the actual budget book shows the fine detail of everything. It's a view that helps him understand it, especially while looking at long-term projections, discussions about road maintenance or ERAF changes. His goal was to come up with a guide to help understand how big and issue is relative to the overall budget. Town Manager Dennis added that it is fascinating exercise and lends itself to the conversation about how the general fund is used. It sits in a pot and can go different places, and this is a wonderful way to visualize how these things flow.

Councilmember Wernikoff said she thinks the visualization is very helpful and it will take a little while for people to get used to it, but it's a great 30,000-foot look at the in's and out's. She said the forecast is great, because it keeps everybody thinking about what's coming. She said one thing she is concerned about which isn't represented in the forecast is the potential need for more headcount and the increase in workload for the Town staff for a variety of reasons. Headcount is assumed flat as presented in the forecast, and it is one area going forward where it may be important to make changes. She wondered where the incremental revenue comes from if that is the case and suggested that it's important to think about these things now instead of later when there's a pinch. She said she has been talking about this in the Finance Committee meetings, thinking ahead, so they don't get to the point where they're behind the eight-ball, but are proactive in making sure they have the revenue needed to cover their expenses.

Town Manager Dennis agreed with Councilmember Wernikoff in her analysis of potential future need on the head-count side. He said there are some other elements where they didn't make assumptions related to current staffing, other than to program in an average three-percent increase across the board. This could in any given year, be just from a COLA. The Council has been giving excellent direction on these issues, particularly this last year as the issue has been elevated. Their hope is to continue to check in with Council as they identify potential future need outside of the normal budget process.

Councilmember Aalfs acknowledged the tremendous amount of work going into both the line-by-line forecast and Vice Mayor Hughes' document. He was glad to see that the forecasting tool is finally available and thought they would be relying on it increasingly in the future, because the sense has for a long time been that revenues were not going to keep pace with expenditures at some point. Now there is a way to actually try to prepare for when that happens.

Councilmember Richards was happy to see the forecast effort made. He said the good news about staffing is the changes made recently, of which the effect is not yet known, but could have a dramatic effect on the ability to at least catch up with what has fallen behind. He feels there have been a number of comments that policing, road maintenance and such really shot up. It looked a little bit ominous while putting the budget together, so he is glad they have this tool to work with now.

Rita Comes repeated questions she asked at the Finance meeting. One of the answers she received at the meeting was to go to OpenGov, but she tried to tear back some of the numbers by going to that site and was told that it was open. She asked for something to be placed on the website along with budget information so that the public could follow it themselves rather than bother the office to get the information. Vice Mayor Hughes sent Ms. Comes a link to the document. Town Manager Dennis said Ms. Comes may be speaking to an additional capability that Ms. Rodas and he will be putting up this month, some additional opportunities to go into the budget. There are pre-loaded things that people may be interested in where they can see reports as staff sees them. There are other areas where people can have more independence in playing with numbers, et cetera. There is more to come. The link that is in the staff report that was just put up should give the information Ms. Comes was describing.

Caroline Vertongen said like she also attended the Finance Committee meeting and was somewhat disappointed that the Chair was not there. Several questions that were supposed to be answered at the June meeting were not presented. Her comments at the meeting were that the pie charts seemed to be off compared to other years. For example, if there is a tax increase, the pie charts show a decrease. The answer she was given was that the ERAF funds are complicated, and those are the funds that offset that amount. She said in the budget the ERAF funds are projected, but the way she understood there is no guarantee, so hopefully the Committee can confirm that. She said Mr. Cardinal made a point that the increases of the Sheriff should be discussed. She asked, how can you do an automatic increase without seeing any accountability for the services provided? She said someone at the meeting pointed out that in previous years there was always a five-year capital improvement plan, so there were some projections. The presentation made it seem like it was not included in the budget. She didn't feel there was a clear answer on why that was.

Town Manager Dennis responded that the Chair had a personal emergency so was unable to attend. The issue that Mr. Cardinal brought up was related to the process by which the budget has been developed for the Sheriff's Office in the past, the primary point being in the future should there be a conversation about what kind of service we want instead of the current levels, the broader conversation. Mr. Levine's comments related to whether the five-year CIP should be included in the operational budget/general fund forecast. There was a discussion about it and his feeling was that it wasn't necessarily useful. The five-year is in the budget, Section 3.

Mayor Derwin brought the item back to the Council and asked if action needed to be taken. Councilmember Aalfs said they are setting a public hearing.

Vice Mayor Hughes commented that he thinks it's a great budget and the presentation and content has continued to improve. He commended Ms. Rodas on pulling the budget together and incorporating the

changes and feedback from the Finance Committee. He said getting the numbers to go into the chart he made was not easy and required deep perusal of the budget book to understand how it was put together and he thought it was a great piece of work. He said he thinks the five-year projection is going to be more right in earlier years and less right in years further out, but it lets the Town see how potential changes may affect future budgets. There may be a trend towards higher expenditures and lower revenues, but the numbers aren't big enough to really convince him of that. It is within the margin of error if you look at slightly different assumptions in the detail. Such as slightly higher or lower CPI, it changes the bottom-line number as much as the trend over the five years. His takeaway is that things are looking relatively flat. They probably won't have too much trouble for the coming five years unless something changes in a big way. But if they do, they now have tool that always them to figure it out the right way to do it.

Councilmember Aalfs commented that it all looks great. Forecasts are difficult but they now have something to say to the "what-ifs," such as what adding employees does to the budget, what rising houses prices does to revenue, et cetera.

Councilmember Aalfs moved to approve the budget revision and set the public hearing for the FY 2021-22 Budget, September revision. Seconded by Councilmember Wernikoff, the motion carried, 5-0, by roll call vote.

(12) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Wernikoff was curious if any Councilmembers were able to attend the summer concert on the 26th. She was not but heard great things about it. Other than that, the CAC has been continuing to prep for LIVE REVIVE on October 9th. They discussed potential for adding a classical music series, which everybody was excited about, which would be happening towards the end of next year. The Housing Element Committee agenda-planning subcommittee met. They are meeting once a month in between the meetings to work on agenda items. They had a good discussion last week about that, planning for the next Housing Element Committee meeting on the third Monday of every month. She welcomed the public to join the meetings. She attended the Finance subcommittee meeting, which was covered. Regarding the Sequoias, she has a standing meeting with Rob Hays. There is not a lot of new going on there. Related to the Housing Element, one thing they are doing as an affiliate partner is looking at a seismic study in thinking about their master planning. Town Manager Dennis and she will meet with the members of the Sequoias over Zoom in October to discuss town issues in general. Regarding PBSB, construction is going well. Regarding COVID, the school is doing a very good job, testing weekly for those interested and willing to test. They are continuing to follow up about vaccination rates and encouraging vaccinations. She thought they had a good showing at the last vaccination event done in conjunction with the Town. She said that, generally, the school is feeling pretty good about the start of the year.

Councilmember Richards mentioned the MROSD (Midpen Regional Open Space District) meeting regarding Hawthorns. They talked about their plan for creating a focus group to decide how to approach it. He said he has heard the same message many times and now they are waiting until the end of next year before they think they will have the focus group ready to go to start to lay out the planning for trails, access, parking, et cetera. It is a very slow process. They did mention the Alpine Road Trail which they've been talking to them about for probably ten years. There was some public participation, and they are getting on this and at some point hopefully they will have a new representative.

Councilmember Aalfs said the first Ad Hoc Housing Element Committee meeting took place and went smoothly. There were introductions and election of a Chair, Jocelyn Swisher, and a Vice Chair, Al Sill. They discussed the general background. The first two meetings will be a lot of downloading of information, so everyone understands the task in front of them. Much of the talk came back to making sure the committee is in agreement in terms of what the process is and what their values are as a group, so trying to make sure that as disagreements arise, they can come back to what has been agreed upon as the starting points and what the finished product should look like and what they are trying to reflect. He felt it was a productive meeting. He was unable to attend the Wildfire Committee meeting. The ASCC meeting was cancelled. He said Parks and Rec and Nature and Science Committees both meet tomorrow.

Vice Mayor Hughes attended the BPTS meeting, which was discussed previously. There was prep for Zots to Tots and coordinating with the Sheriff's Department for partial or full road closure for the Zots to Tots race. Town Manager Dennis has been coordinating with the new police captain, Andrew Armando. They are working with the Sheriff's Office to get people to help with traffic flow and preventing people from coming down that section of road for that hour and working with Mr. Holland on the BPTS to get volunteers from the public to help as well, to minimize how much Sheriff's Office support is needed. He also attended the Finance Committee meeting, which was discussed previously.

Mayor Derwin reported on the ExpressLanes JPA planning for opening of the southern section, the public education and marketing. She said it is amazing it is really going to happen, although it has been pushed back a bit due to the toll system testing in the Santa Clara County ExpressLanes, which will open at the same time. She said there was also a very long closed session, with no reportable action.

Mayor Derwin reported on a Resource Management Climate Protection Committee meeting where they talked about how they are integrating equity into programs. There was a discussion in which one of their members, Portencia [phonetic] Lopez with El Concilio presented good suggestions. There was a presentation on the integration of hydrogen as building power backup in energy management by Darin Painter from Plug Power, which she found interesting and engaging. There was also a presentation by Laura Allen, Graywater Action, on addressing water quality and design when promoting residential graywater systems. She explained water savings with use of a graywater system, even if just a laundry-to-landscape use. This would not be potable water, but they are trying to encourage more people to start thinking in that direction. Because of the drought, the County is much more open to it.

Mayor Derwin attended a OneShoreline (FSLR) meeting. They discussed the San Mateo County Grand Jury Report, entitled "San Mateo County: California's Ground Zero for Sea Level Rise," and gave responses. They approved an updated procurement and contracting policy. They discussed the creation of objectives and standards of the District and cities related to sea level rise for new development along and near the shoreline. They discussed having more nature solutions – gray infrastructure versus green infrastructure – connecting all the shoreline, and what has been done in Burlingame.

Mayor Derwin attended a Library Strategic meeting. There were a few members of the board who were uncomfortable with some practices, so they formed a subcommittee to walk them through it. She thought there would be one more meeting, having to do with more outreach to understand the needs of certain libraries. She said there were some good quotes by a Councilmember from Woodside that she would be happy to share offline.

She had a call with the Sequoias, which she said is always wacky and wonderful, very entertaining and fun. Birdfeeders was one of the subjects. Apparently, there is an issue at the Sequoias with the birdfeeders. She attended the Housing Element Committee meeting which was excellent and well-run. She also did a video with Rabbi Mayer and his wife.

(13) TOWN MANAGER REPORT

Town Manager Dennis reported on recruitment for the Assistant Town Manager position. The initial phase is over and interviews are taking place. He thinks there will be a second round of interviews next week. He has been delighted with the pool and conversation so far. There is a new Captain in town, Andrew Armando. He comes from the transit side of the Sheriff's Office. He had lunch with him yesterday and conversed regarding town issues, including opportunities to bring bicycle deputies into town particularly on weekends. They spoke of the difference between the Sheriff's Office provision during the week and on weekends, as they are different types of services. He seemed open to finding ways to increase visitor service and related activities. Under Christina Corpus and Mark Myers there has been some of that focus, particularly in the parking citations.

Town Manager Dennis reported that Stanford held tours of the Wedge site last week, which were well-attended, including staff elected and appointed officials, about 100 people. He walked around with one of the Planning Commissioners and a few other folks and found it to be useful for those who weren't familiar

with the project. He had lunch with Rob Hays, Executive Director of the Sequoias, the first time he had met him in person. He said it is the strongest relationship he has seen between staff and their staff and the Council. He also had lunch with the County Manager, Mike Callagy and had a variety of conversations around shared wildfire issues and found it to be helpful. The County continues to think of ways to elevate that conversation at their end. He hopes to hear more from them in the near future.

Town Manager Dennis reminded the Council of the letter sent by Vice Mayor Hughes and Councilmember Richards to the head of Housing and Community Development, the Department of Insurance and Cal Fire. If anybody hasn't seen the letter, it's on the website. It was a request to have a longer-term conversation around the nexus of issues between housing, wildfire, and insurance. It is his sense that those three agencies are not communicating with one another around the issues the Town is facing. They look forward to helping them with a dialogue.

He said for the first time in a long time, he is hoping to close the entire street for Zots to Tots. He has had recent conversations with the Sheriff, and it is a considerable resource allocation for them to do the road closure, but they think with a mix of volunteers and some of their reservists it will make some sense. They are working hard to make that a reality and will bring out more people to participate to make it a safer event.

He attended the Wildfire Committee meeting. There was some difference of opinion among attendees related to one of the presentations. Michael Tomars, the Chair, and he had been having conversations with a business, All Risk Shield, and they were invited to come and talk about what they do. One of the things they're working on is potentially recommending to Council purchase of assessments from a firm through an RFP process that people could take advantage of to jumpstart individual residents' home hardening and defensible space efforts. Some folks enjoyed the presentation and learned things, others thought it was more of a sales effort. He is having conversations with other similar businesses to understand what they can potentially offer the Town through a similar process. Hopefully, there will be more to report there.

He plans of having lunch with Sheriff Bolanos.

He shared that a number of staff took a fieldtrip to Woodside to try out their hybrid system for meetings. This would be an opportunity for people to participate both remotely and in chambers. The system has a few bugs still but is overall a great system. They practiced it to see how it worked and were excited about bringing it forward. He understands there is quite a backorder for some of their equipment since they are the only shop in town. He suggested that at a future meeting, soon, the Council should discuss some of the issues around whether or not to go back into chambers at some point.

This Friday, Town Manager Dennis will have lunch with the City Manager of Palo Alto. One of the issues on his agenda is to talk about fire residency efforts and their lands adjacent to the town, particularly Foothills Park, to get a sense of what is going on there. The Town website has good information about what some other partners are doing around us, Midpen and others, and he would like to add some of that to the website.

He will meet with the Director of WPV-Ready, Selena, next week. Between WPV-Ready, the Sheriff's Office, County Office of Emergency Services, Zonehaven and the Woodside Fire Protection District, they are working on a potential mailer to all residents modeled off of one that came out of South Marin Fire that would provide information about evacuations. It is an excellent resource, including a map and information that he has adopted with their permission.

He said they are in the final stages of updating the Stanford Wedge Project page with an FAQ section. It is a very detailed document, including a couple different components. One is general questions about the project. There is a section called, "Did I hear that right?" which is questions that they've heard discussed in the community. There are also questions coming from commissioners in the January meeting. Some are quite specific and very extensive. He hopes to have that up no later than this Monday. He thinks it will be helpful for the community at large to have a place to read factual information about the project. As

happens in every community, there is some disinformation, some misunderstandings, and this would be an easy place to refer to.

Regarding the telepresence council chambers subject Vice Mayor Hughes asked if that is also connected to a memo that Town Attorney Silver sent out. If the bill that Town Attorney Silver mentioned doesn't pass, do they need to be in-person for their first Council meeting in October? Town Attorney Silver replied that they do unless the Governor issues an Executive Order. If he is inclined to extend it, he would just sign the bill. Vice Mayor Hughes said they might, just in case, be prepared to be back there at the beginning of October. Town Manager Dennis said a couple cities have gone back, but most haven't. The approach they've had is waiting on what the Governor is going to do, and anything that they do that involves the building, there's going to be desire to continue some sort of hybrid model. There might be a period of time where that isn't available in a way that makes sense. Vice Mayor Hughes said the good news is their first October meeting is the 13th, pretty far into October, so if it does come to that they should have at least some heads-up.

Town Manager Dennis has had multiple conversations this week with a variety of Councilmembers on things he's been working on, and he appreciates all the assistance and thoughts into some of the items discussed tonight.

WRITTEN COMMUNICATIONS

(14) Town Council Digest – August 12, 2021

(15) Town Council Digest – August 19, 2021

(16) Town Council Digest – August 26, 2021

On number five, Mayor Derwin thanked the subcommittee for the letter. It is her dream to have representatives from those three entities do a panel.

(17) Town Council Digest – September 2, 2021

ADJOURNMENT [9:16 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
1499	21	ALMANAC	65.00	09/22/21		
1500	41	AT&T	290.12	09/22/21		
1501	78	CALIFORNIA WATER SERVICE CO	15,651.65	09/22/21		
1502	80	CALPERS	31,710.96	09/22/21		
1503	94	CED BAY AREA	177.35	09/22/21		
1504	103	CHRISTOPHE MALLARD	5,000.00	09/22/21		
1505	110	CITY OF FOSTER CITY	520.00	09/22/21		
1506	121	CLEANSTREET	1,782.06	09/22/21		
1507	124	COMCAST	262.13	09/22/21		
1508	129	COTTON SHIRES & ASSOC. INC.	9,022.20	09/22/21		
1509	162	DLT SOLUTIONS LLC	1,579.81	09/22/21		
1510	176	EXCEL LD	18.79	09/22/21		
1511	184	FRIENDLY PONY PARTIES	1,250.00	09/22/21		
1512	203	GREEN HALO SYSTEMS	114.00	09/22/21		
1513	212	G. BORTOLOTTO & CO	180,881.90	09/22/21		
1514	213	HILLYARD INC	374.15	09/22/21		
1515	241	JAMES SACO	2,288.27	09/22/21		
1516	261	JON MYERS	3,160.01	09/22/21		
1517	265	JUSTIN BIXBY	214.22	09/22/21		
1518	309	MCCLENAHAN CONSULTING LLC	2,000.00	09/22/21		
1519	326	MUNICIPAL CODE CORPORATION	1,030.00	09/22/21		
1520	334	NOLTE ASSOCIATES INC	13,355.98	09/22/21		
1521	353	PARTY WITH 630	2,479.40	09/22/21		
1522	367	PG&E	687.06	09/22/21		
1523	399	ROBERT SICK	5,135.00	09/22/21		
1524	402	RODGER BICKELL	1,000.00	09/22/21		
1525	406	RR DONNELLEY	104.65	09/22/21		
1526	411	SAN MATEO LAWMOWER	165.72	09/22/21		
1527	412	SAN MATEO SHERIFF	17,958.00	09/22/21		
1528	428	SHARP BUSINESS SYSTEMS	170.04	09/22/21		
1529	437	SMALL BUSINESS BENEFIT PLAN TR	2,495.00	09/22/21		
1530	441	SPARTAN ENGINEERING	900.00	09/22/21		
1531	452	STUART RENTAL COMPANY	3,439.13	09/22/21		
1532	484	TYLER TECHNOLOGIES INC	6,877.14	09/22/21		
1533	489	VERIZON WIRELESS	379.07	09/22/21		
1534	505	WOODSIDE FIRE PROTECTION DISTR	22,997.16	09/22/21		
1535	513	CAROL BORCK	11.76	09/22/21		
1536	553	COUNTY OF SAN MATEO-PSC	17,028.25	09/22/21		
1537	690	CRUZ STRATEGIES	625.00	09/22/21		
1538	691	HUMIDORS LLC	2,500.00	09/22/21		
1539	700	ALEXANDER SHPUNT	3,150.00	09/22/21		
1540	708	BAY AREA FACE PAINTERS	650.00	09/22/21		
1541	709	DAN NEWITT	350.00	09/22/21		
1542	710	FOUR OHM PRODUCTIONS	2,665.00	09/22/21		

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 09/22/21	21 1499	ALMANAC August 11 Publishing	65.00	65.00	73672
Vendor:	41 1500	AT&T August Statement August Statement August Statement	290.12	45.11 45.11 199.90	000016998826 000016998828 000016998827
Vendor:	78 1501	CALIFORNIA WATER SERVICE CO Water Service 08/07/21 - 09/07/21	15,651.65	15,651.65	AUG-2021
Vendor:	80 1502	CALPERS July Retirement - CLASSIC July Retirement - PEPRA September Unfunded Liability	31,710.96	16,838.13 7,241.08 7,631.75	100000016459820 100000016459839 100000016539092
Vendor:	94 1503	CED BAY AREA 26w Electronic Ballast - Library Heritage Room Light Fixture	177.35	177.35	7003-1021066
Vendor:	103 1504	CHRISTOPHE MALLARD Deposit Refund, 207 Westridge	5,000.00	5,000.00	BLDR0074-2018
Vendor:	110 1505	CITY OF FOSTER CITY CalOpps Job Posting - Assistant Town Manager	520.00	520.00	14384
Vendor:	121 1506	CLEANSTREET August Litter/Street Clean	1,782.06	1,782.06	100998CS
Vendor:	124 1507	COMCAST WIFI 09/16/21 - 10/15/21	262.13	262.13	7290-SEPT21
Vendor:	129 1508	COTTON SHIRES & ASSOC. INC. Remaining July Applicant Charges	9,022.20	9,022.20	2021-JULY-2
Vendor:	162 1509	DLT SOLUTIONS LLC AutoCAD Annual Subscription 09/28/21 - 09/27/2022	1,579.81	1,579.81	SI534257
Vendor:	176 1510	EXCEL LD August Telephone LD Service	18.79	18.79	1189230007
Vendor:	184 1511	FRIENDLY PONY PARTIES Ponies & Petting Zoo for Picnic 10/09/21	1,250.00	1,250.00	100921_PICNIC
Vendor:	203	GREEN HALO SYSTEMS			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
09/22/21	1512	September Hosting/Access	114.00	114.00	3296
Vendor:	212	G. BORTOLOTTO & CO			
	1513	Street Resurfacing Project 2021-2022	180,881.90	180,881.90	4919
Vendor:	213	HILLYARD INC			
	1514	Janitorial Supplies	374.15	374.15	604438644
Vendor:	241	JAMES SACO			
	1515	Reimb, Professional/General Liability Ins- Fiscal Consultant	2,288.27	2,288.27	143_FY21-22-INS
Vendor:	261	JON MYERS			
	1516	Reimbursement, Zots to Tots/Live Revive 2021 T-Shirts	3,160.01	3,160.01	FRRC-21-2
Vendor:	265	JUSTIN BIXBY			
	1517	Reimbursement - Work Boots	214.22	214.22	FRRS-21-1
Vendor:	309	MCCLENAHAN CONSULTING LLC			
	1518	Tree Service - Ford Field Parking Lot	2,000.00	2,000.00	99294
Vendor:	326	MUNICIPAL CODE CORPORATION			
	1519	Electronic Update to Code of Ordinances	1,030.00	1,030.00	00362535
Vendor:	334	NOLTE ASSOCIATES INC			
	1520	July Appl. Chrgs & PW Support, INV 229783 Task 06	13,355.98	13,355.98	JULY_2021
Vendor:	353	PARTY WITH 630			
	1521	Party Games for Picnic 10/09/21	2,479.40	2,479.40	30962
Vendor:	367	PG&E			
	1522	August Statements	687.06	687.06	AUG-2021
Vendor:	399	ROBERT SICK			
	1523	Deposit Refund, 20 Navajo	5,135.00	5,000.00	BLDR0217-2019
		Deposit Refund, 20 Navajo		135.00	BLDM0001-2020
Vendor:	402	RODGER BICKELL			
	1524	Deposit Refund, 172 Brookside	1,000.00	1,000.00	BLDR0184-2019
Vendor:	406	RR DONNELLEY			
	1525	Business Cards, Adrienne Smith	104.65	104.65	385752356
Vendor:	411	SAN MATEO LAWNMOWER			
	1526	Tool Repair	165.72	31.36	213856

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
09/22/21	1526	Tools - Chain Loop	165.72	134.36	214132
Vendor:	412	SAN MATEO SHERIFF			
	1527	FY 2021-2022 OES JPA County Emergency Svcs	17,958.00	17,958.00	JPA014
Vendor:	428	SHARP BUSINESS SYSTEMS			
	1528	August Copies	170.04	170.04	9003455453
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	1529	October Dental/Vision	2,495.00	2,495.00	OCT-2021
Vendor:	441	SPARTAN ENGINEERING			
	1530	Fire Alarm Monitoring 09/10/21 - 09/09/22	900.00	480.00	10146M
		Security System Monitoring 09/10/21 - 09/09/22		420.00	10145M
Vendor:	452	STUART RENTAL COMPANY			
	1531	Event Rental Deposit - Picnic 10/09/21	3,439.13	3,439.13	R107722
Vendor:	484	TYLER TECHNOLOGIES INC			
	1532	EnerGov Software Support & Maintenance 10/1/21 - 09/30/22	6,877.14	6,877.14	025-345048
Vendor:	489	VERIZON WIRELESS			
	1533	August Cellular	379.07	379.07	9887062506
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	1534	July/Aug. Fire Mitigation Support Crew- Roadside Vegetation	22,997.16	13,938.22	WFPD CREW-1009
		CERP Coordinator, July - September 2021		9,058.94	128_PV
Vendor:	513	CAROL BORCK			
	1535	July/Aug. Mileage Reimbursement	11.76	11.76	FRMR-21-1,2,3
Vendor:	553	COUNTY OF SAN MATEO-PSC			
	1536	PD Dispatching Services - 07/2021 - 09/2021	17,028.25	17,028.25	PVPD 22-01
Vendor:	690	CRUZ STRATEGIES			
	1537	Government Relations Consulting - September	625.00	625.00	1968
Vendor:	691	HUMIDORS LLC			
	1538	Final Payment- Performance for Picnic on 10/09/21	2,500.00	2,500.00	100921_PICNIC
Vendor:	700	ALEXANDER SHPUNT			
	1539	Refund Insp Fees- Permit Expired, 45 Bear Paw	3,150.00	3,150.00	BLDR0132-2019
Vendor:	708	BAY AREA FACE PAINTERS			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
09/22/21	1540	Henna Artist/ Face Painter for Picnic on 10/09/21	650.00	650.00	052223
Vendor:	709	DAN NEWITT			
	1541	PV Live Revive Art Elements	350.00	350.00	210805
Vendor:	710	FOUR OHM PRODUCTIONS			
	1542	A/V Sound Equipment for Picnic on 10/09/21	2,665.00	2,665.00	1010-1
Check Date Totals			362,515.98		
Grand Total			362,515.98		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 22, 2021

Claims totaling \$362,515.98 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: Jeremy Dennis, Town Manager

DATE: September 22, 2021

RE: Annual Salary Schedule Update

RECOMMENDATION

Staff recommends adoption of the attached Resolution authorizing the annual Salary Schedule update in the Town's Compensation Plan.

BACKGROUND

It has been the policy of the Town to maintain competitive salary rates for current and future positions to retain existing employees and to offer a competitive salary for current and future vacancies. These adjustments are based on the Annual Consumer Price Index (CPI) for the Bay Area market, and a comparison of similar positions in similar jurisdictions. In addition, as authorized positions are added or deleted, their salary ranges must also be approved by the Town Council.

DISCUSSION

Staff recommends adoption of a Resolution that authorizes an increase to all salary ranges 3.7%, which is the annual CPI for the San Francisco Bay Area (August to August). Merit increases are handled separately, based on performance. The Town Manager's salary is determined by the Town Council and is not impacted by this adjustment.

The FY 2021-22 salary schedule includes two new positions (Assistant Town Manager and Senior Development Review Technician) and renamed the Planning Technicians I/II to Development Review Technicians I/II. The Assistant to the Town Manager's salary range has been adjusted to reflect a difference in its new responsibilities with the newly-amended Assistant Town Manager job description.

FISCAL IMPACT

There is no immediate fiscal impact with the adoption of this resolution. Salaries are granted either by the Town Manager or the Council (depending on the employee), and

cost of living adjustments (COLAs) are typically recommended as part of the annual budget process.

ATTACHMENTS

1. Proposed FY 2021-22 Salary Schedule in the Compensation Plan
2. Resolution to Modify the Salary Schedule



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Jeremy Dennis, Town Manager
DATE: September 22, 2021
RE: Revisions to Item 4/FY 2021-22 Salary Schedule

Item 4/FY 2021-22 Salary Schedule has been revised due to an incorrectly-titled Excel sheet. All salaries/hourly rates have been amended with the use of the correct Excel sheet.

Approved FY 2021-22 Salary Schedule

	Annual Range			Hourly Range		
	Bottom	Top		Bottom		Top
Administration						
Town Manager	set by contract			salary		
Town Clerk	\$102,210	\$133,643		salary		
Assistant Town Manager	\$150,000	\$180,000		salary		
Assistant to the Town Manager	\$115,000	\$150,000		salary		
Administrative Management Analyst	\$88,444	\$110,116		\$42.52		\$52.94
Administrative Assistant	\$65,895	\$79,869		\$31.68		\$38.40

Finance

Finance Director	\$110,713	\$157,879		salary		
Accounting Technician	\$69,542	\$94,242		\$33.43		\$45.31

Planning

Planning and Building Director/Town Planner	\$175,926	\$219,937		salary		
Deputy Building Official	\$103,318	\$153,280		\$49.67		\$73.69
Senior Planner	\$104,394	\$147,098		\$50.19		\$70.72
Associate Planner	\$88,017	\$120,173		\$42.32		\$57.78
Assistant Planner	\$80,812	\$109,076		\$38.85		\$52.44
Senior Development Review Technician	\$ 75,000	\$ 95,000		\$ 36		\$ 46
Development Review Technician II	\$71,092	\$85,185		\$34.18		\$40.95
Development Review Technician I	\$48,568	\$74,500		\$23.35		\$35.82

Public Works / Facilities Maintenance

Public Works Director/Town Engineer	\$175,926	\$219,937		salary		
Recreational Facilities Coordinator	\$75,279	\$94,233		\$36.19		\$45.30
Maintenance Worker III	\$82,288	\$115,397		\$39.56		\$55.48
Maintenance Worker II	\$64,435	\$76,265		\$30.98		\$36.67

Notes:

RESOLUTION NO. -2021

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY MODIFYING THE SALARY SCHEDULE FOR FISCAL YEAR 2021-22

WHEREAS, the Town Manager has recommended salaries for all classifications be adjusted for the 2021-22 Fiscal Year; and

WHEREAS, at their September 22 meeting, the Town Council of the Town of Portola Valley considered the recommended amendments to the low and high salary ranges for the majority of job classifications based on a market analysis of similar positions in neighboring municipalities; and

WHEREAS, the Town Council considered including as part of amendments to the salary ranges a 3.7% CPI adjustment.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does RESOLVE that public interest and convenience require changes to the salary schedule and that the salary schedule attached as Exhibit A is adopted by the Town effective September 22, 2021.

PASSED AND ADOPTED this 22nd day of September, 2021

By: _____
Maryann Derwin, Mayor

ATTEST:


Sharon Hanlon, Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Laura Russell, Planning and Building Director 

DATE: September 22, 2021

RE: Contract Amendment for Environmental Review Consultant, Neely Winery, Spring Ridge, LLC Conditional Use Permit Amendment

RECOMMENDATION

Staff recommends that the Town Council approve Amendment 2 to the contract with MIG for the environmental review of the Neely Winery Conditional Use Permit Amendment.

BACKGROUND

In December 2018, Spring Ridge, LLC (Applicant) submitted an application for an amendment to an existing Conditional Use Permit (CUP) for additional land uses associated with the winery located at 555 Portola Road. The Planning Commission conducted preliminary review of the proposal in 2019 and early 2020.

On February 26, 2020, the Town Council adopted a resolution approving a contract with MIG for environmental review services under the California Environmental Quality Act (CEQA) for \$45,456 including a 10% contingency. The work was postponed due to the COVID-19 pandemic but resumed in the middle of 2020. On March 24, 2021, the Town Council approved Amendment 1 to the contract to cover additional traffic analysis, biological studies, and noise analysis. The contract is with the Town and MIG reports to the Town; however, the cost of the contact is paid by the applicant through a deposit system.

DISCUSSION

Since the Town began the environmental review of the proposed CUP amendment, the applicant has made revisions in the project in response to comments from the community and staff. These changes resulted in additional work by MIG. Planning staff and the Town Attorney have continued to work with MIG on the appropriate analysis over the last six months. Most of the analysis is complete, however additional funds are needed for coordination, consultant attendance at public meetings and a contingency to cover any unforeseen circumstances. The consultant bills on a time and materials basis and will only bill the time needed to complete the tasks.

At this time, staff recommends additional funding to cover coordination, consultant attendance at public meetings and contingency. The requested increase is \$7,180 (including contingency) for a new total contract amount of \$73,462.

FISCAL IMPACT

The Town's policies require that the applicant pay the full cost of the environmental review. The budget of \$73,462 will be fully reimbursed by the applicant.

ATTACHMENTS

1. Amendment 2 to Agreement
2. Agreement with MIG

**AMENDMENT NO. 2 TO AGREEMENT
FOR ENVIRONMENTAL REVIEW SERVICES**

THIS AMENDMENT 2 ("Amendment") is made as of September __, 2021, with respect to the Agreement ("Agreement") by and between the Town of Portola Valley ("Town") and MIG, Inc. ("Consultant").

RECITALS

- A. The Town and Consultant entered into a professional consulting services Agreement on February 26, 2020, to provide environmental review services for the Spring Ridge/Neely winery CUP Amendment Project.
- B. The parties entered into Amendment No. 1 on March 24, 2021.
- C. The Town and Consultant desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, the Town and Consultant do hereby agree as follows:

1. Scope and Level of Services. Section 1 of the Agreement is hereby amended as follows:

SCOPE AND LEVEL OR SERVICES. The scope of the Agreement is hereby amended to include the services set forth in Exhibit A-2 to this Amendment.

2. Compensation. Section 6 (Compensation) of the Agreement is hereby amended to increase the total compensation amount from \$66,282 to \$73,462 (inclusive of a \$2,500 contingency) for additional consulting services as set forth in Exhibit A-2 to this Amendment.
3. Agreement. Other than the amendments set forth in Sections 1 and 2 above, no other provisions of the Agreement are amended, and all other provisions of the Agreement are in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 2 as of the date set forth above.

TOWN OF PORTOLA VALLEY:

Maryann Derwin, Mayor

CONSULTANT:

Paula Hartman

Paula Hartman, Principal

ATTEST:

Sharon Hanlon, Town Clerk

EXHIBIT A-2
(SCOPE AND LEVEL OF SERVICES
AND COMPENSATION)



September 2, 2021

Laura Russell, Planning and Building Director
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Subject: Neely Winery CUP Amendment Project – CEQA Documentation 2nd Budget Amendment

Dear Ms. Russell:

MIG is under contract to the Town of Portola Valley to provide California Environmental Quality Act (CEQA) consulting services for the Spring Ridge/Neely Winery Conditional Use Permit (CUP) Amendment Project. As requested, this memo presents MIG's budget to attend three public hearings (estimated at 3 hours for each hearing). I have also included a total of four hours for MIG staff to participate in any needed communication/coordination conference calls. MIG will bill on a time and materials basis and will only bill the time needed to complete the task. If the communication time is unneeded or the public hearings are shorter than 3 hours, MIG would only bill the time needed to prepare for and participate in the hearings.

Table 1 contains the requested budget amount.

Table 1 Budget Amendment

Sept 2021 Budget Amendment #2	Beard	Dugan	
Tasks	\$95/hr.	\$95/hr.	
Coordination/Communications	2	2	
Attend 3 Public Hearings	10	10	
Subtotal Labor for Task	12	12	24
Subtotal Cost for Task	\$2,340	\$2,340	4,680
Total Cost			\$4,680

Sincerely,

Barbara Beard
Senior Project Manager

**AGREEMENT FOR
ENVIRONMENTAL REVIEW SERVICES**

THIS AGREEMENT is made and entered into this 26 day of February, 2020 by and between the Town of Portola Valley, a municipal corporation, ("Town") and MIG, Inc. ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide environmental review services to the Town, as described in more detail in Exhibit A. Consultant will work with the Town to analyze the Spring Ridge LLC application for a Conditional Use Permit amendment under the California Environmental Quality Act.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis in accordance with the Schedule of Performance attached hereto as Exhibit B.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect until the services required

hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit C, to a maximum of forty-five thousand, four hundred fifty six (\$45,456). The Town also agrees to compensate Consultant for its out-of-pocket expenses to the extent authorized in Exhibit C. In no event shall the total compensation and costs payable to consultant under this Agreement exceed the sum of forty-five thousand, four hundred fifty six (\$45,456), unless specifically approved in writing by the Town Council.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit B. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. REPRESENTATIVE. Barbara Beard is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Barbara Beard were a substantial inducement for Town to enter into this Agreement. Therefore, Barbara Beard shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1 To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees, agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive

completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit D entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Fax: (650) 851-4677

To Consultant:

MIG, Inc.
2055 Junction Ave. Suite 205
San Jose, CA 95131
Fax: (650) 327-4024

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by

a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

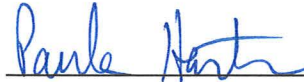
By: _____

Mayor



CONSULTANT:

By: _____



Name (printed): Paula Hartman

Title: Principal

EIN _____

ATTEST:



Town Clerk

C. SCOPE OF WORK

PROJECT UNDERSTANDING

The Town of Portola Valley (Town) has received a CUP amendment application to allow wine tasting, on-site sales, and events at Spring Ridge Winery, located at 555 Portola Road. The overall site is 229 acres and includes residential and winery uses. The zoning for the parcel is R-E/3.5A/SD-2/D-R and the General Plan designation for the location of the proposed project is Proposed Community Preserve – Meadow Preserve.

The proposed additional uses would be located at an existing, approximately 2,474 square foot agricultural building in the far northeast corner of the property. Ingress and egress would be provided via a driveway that connects to Portola Road on the eastern side of the property.

It is MIG's understanding the CUP amendment application would limit wine tasting at Spring Ridge Winery to reservations made:

- Monday through Thursday, from 10:00 AM to 7:00 PM with a maximum of 30 visitors per day;
- Friday through Sunday, for a maximum of 16 hours per week and an average of 12 visitors per hour; and
- Special events.¹

The Town is continuing to work with the Applicant to refine the scope and scale of the events permitted. For example, the amended CUP may permit special events, but they would be subject to certain restrictions (e.g., wine club members only). Weddings and commercial events would not be permitted activities in the CUP amendment, and amplified music would not be allowed.

Minor physical improvements are proposed to the site to help facilitate the activities requested in the CUP amendment, such as 12 additional gravel parking spaces, lighting, and a new sign. Overflow parking may also be included in an existing field.

The Town is requesting proposals for the preparation of environmental analysis and a review of the project's suitability for a Categorical Exemption (CE), and preparation of an Exemption memo (should one be appropriate) in accordance with the provision of CEQA for a CUP Amendment to allow the proposed activities.

APPROACH TO CEQA DOCUMENTATION

MIG's proposed approach to the investigation of the project's suitability for a categorical exemption considers the existing uses of the project building and site, the General Plan designation of Proposed

Community Preserve – "Meadow Preserve", and the activities proposed under the CUP amendment application. The Town, as the CEQA lead agency, needs to prepare carefully considered, technically accurate, and legally defensible CEQA documentation for this project. In this light MIG is proposing the preparation of several technical reports on which to base the assessment of potential project impacts. Our scope of work includes the preparation of the following reports:

- Noise Impact Assessment Report
- Traffic Operations Report
- Biological Resource Report

MIG will prepare the Noise Impact Assessment and Biological Resource Report with our in-house experts. Hexagon Transportation Consultants will prepare the Traffic Operations Report. Each report is listed as a separate task in our scope of work and budget in the event the Town wishes to modify our proposed approach or scope of work. We are proposing scopes of work for each report that would support an Initial Study should it be determined that the project is not eligible for a CE. The Noise Report and Traffic Operations Report both present a thorough approach to the environmental documentation by recommending the collection of 24-hour noise measurements and new traffic counts to support environmental evaluation.

MIG will provide the draft reports for Town review and comment and then prepare final reports which would be used in evaluating the project's eligibility for a CE. The reports would include impact analysis based on commonly used Thresholds of Significance so they may be used for the preparation of an Initial Study should one be required.

MIG will prepare a thorough assessment of the project's suitability for a CE. Our memo report will provide a project description, a summary of the results of the technical reports, and a discussion of whether any of the exceptions that defeat the use of a categorical exemption apply to the project (CEQA Guidelines Section 15300.2) including: 1) a contribution to cumulative impacts; 2) a significant effect on the environment due to unusual circumstances; 3) damage to scenic resources with an officially designated scenic highway; 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code; 5) cause a substantial adverse change in the significance of a historical resource.

Once the documentation is complete, we will coordinate with Town staff and the Town attorney to determine whether an exemption is appropriate for the project.

¹ The applicant has revised the proposed number and type of events. The project description will include the latest proposal.

As the RFP notes, there is a high level of community interest in the project. Our scope anticipates the need to maintain very careful documentation and records of our research so the Administrative Record for the CEQA evaluation is well organized and accessible.

Because the proposed project (as currently defined) is anticipated to have minimal ground disturbance, we have not included a cultural resource records search in our scope. Should the Town desire a records search be conducted to document known cultural resource locations within a ¼ to ½ mile of the project site, MIG's archaeologist is capable of ordering a records search through the Northwest Information Center.

WORK PLAN

Below is our scope of work, designed to provide flexibility in the preparation of the CEQA documentation for this project by including tasks for the CE as discrete work products that could be modified should the Town wish.

We propose the following tasks:

Task 1. Project Initiation / Kick-Off Meeting

Upon authorization to proceed, MIG will coordinate a project kick-off meeting with Town staff. The kick-off meeting could include a group site visit and a meeting to discuss: 1) Roles and responsibilities and lines of communication; 2) Identify project data needs and main CEQA issues; 3) Discuss potential Categorical Exemption categories; and 4) Confirm project deliverables.

During this task MIG staff would prepare a comprehensive data request outlining the information needed from the Town and the Applicant to support the CEQA analysis. MIG would begin to collect relevant data and project information (documents, maps, reports, etc.).

Task Deliverables:

- *Kick-Off Meeting and meeting minutes*
- *Data Request (electronic copy only)*

Task 2. Prepare Project Description

An accurate and comprehensive project description will be needed to guide the technical reports as well as to support the CE evaluation. MIG will prepare a draft Project Description for Town review and approval, respond to Town comment and provide a final Project Description. The Project Description will be supported with maps, project plans, and graphics as needed.

² The technical noise report would evaluate the project for consistency with the Town's exterior noise-level standard for residential land uses contained in Table 9.10-1 of the Town Municipal Code and Table 3, Non-Transportation Noise Standards, of the General Plan Noise

Task Deliverables:

- *Draft and Final Project Description (electronic copy only)*

Task 3. Noise Impact Assessment Report

MIG is proposing the preparation of a standalone technical noise report for the proposed project to support the project's review under the CEQA. The noise assessment would support an Initial Study, should one be needed.

MIG would prepare a clear and concise Noise Impact Assessment Report, consistent with Town of Portola Valley requirements and the CEQA Guidelines. The Noise Assessment Report would:

- Present ambient noise measurement results;
- Discuss the existing noise and vibration environment in the project vicinity and applicable Town standards, including General Plan policies related to noise;²
- Quantify any construction noise and vibration levels at sensitive receptor locations;
- Evaluate potential on-site operational noise levels resulting from project noise sources such as traffic, parking areas, and human activities including conversations;
- Quantify potential off-site operational noise levels resulting from project-related increases in traffic, if any, on local roadways; and
- Evaluate potential airport-related noise hazards.

MIG proposes to conduct short-term and long-term (up to 24-hour) ambient noise monitoring at up to three locations to adequately describe the existing noise environment in the project area and at sensitive receptor locations.

We have allocated time in the budget to consult with the Town on the locations of where the noise monitors should be set-up and to ensure we have a clear understanding of the Town's objectives for the noise report. This consultation budget will also allow us to explain the results of the noise report should that be necessary.

Construction Noise: At this point it is unclear how extensive any outside construction may be other than the creation of 12 new gravel parking spaces and installation of lighting. Additional construction could include stormwater runoff controls, landscaping, pathways, hardscape, etc. Our scope of work includes the assessment of construction noise in the event it is

Element (the standard will reflect a 5 dBA penalty for noise consisting primarily of speech, per footnote b) in the table).

a potential short-term impact. The noise analysis would identify typical construction equipment sound levels for any construction that may be anticipated, quantify peak and typical construction activity noise levels, and, if necessary, identify best management practices to reduce the magnitude of potential construction noise impacts to less than significance.

Operational Noise: MIG anticipates the proposed project would generate operational noise from potential on- and off-site sources such as traffic, parking areas, and customer conversations. MIG would estimate the noise levels resulting from these sources at nearby sensitive receptor locations and compare project noise levels to applicable Town standards. If necessary, MIG would identify measures to reduce project-noise levels at nearby sensitive receptor locations (e.g., residential receptors north of the project site, at 683 Portola Road, and east of the project site along Stonegate Road).

If traffic volumes warrant it, MIG proposes to use the Federal Highway Administration (FHWA) Traffic Noise Model, Version 2.5, to estimate pre- and post-project noise levels on roadways affected by project traffic (presumed to be up to four roadway segments). MIG would also estimate potential noise associated with typical vehicular operation in parking lots using equations contained in the Federal Transit Administration's *Transit Noise and Vibration Impact Assessment Handbook*.

Sound levels generated by conversation are dependent on a number of factors, including the direction of the speech, the number of people talking at once, the venue (e.g., indoors or outdoors), and the individuals' voice effort. MIG would evaluate different sources (e.g., noise models, research papers, etc.) to provide the appropriate justification for the potential noise levels attributable to patron noise at the project site.

Since the Town is still working with the Applicant to finalize the CUP amendment application, MIG has allocated time and budget for early consultation with the Town and/or Applicant to discuss the special events (e.g., ending time, if non-amplified musical instruments would be allowed, etc.), where the noise sources would be located, and the noise standards applicable to the project. Clear identification of these parameters is paramount in ensuring the analysis accurately evaluates the activities proposed in the CUP amendment. Preliminarily, MIG anticipates project and site design features (e.g., event hour limitations, temporary or permanent sound barriers, etc.) would be required for the project to meet the Town's exterior noise level standards.

The Noise Impact Assessment Report would include an executive summary, basic project description, an environmental and regulatory setting, and an impact assessment. The report would be supported with graphics and technical appendix materials as

necessary. MIG would respond to one round of consolidated comments from the Town before finalizing the Technical Noise Report for submittal to the Town of Portola Valley. We have allocated budget for only one round of comments on a draft report; should MIG need to respond to more than one round of comments additional budget may be required.

Task Deliverables:

- *Draft and Final Noise Impact Assessment Report (electronic copy only)*

Schedule: MIG proposes to provide the Draft Noise Impact Assessment Report within five weeks from Town completion of the draft Project Description (see Task 2) and would provide the Final Noise Impact Assessment Report within one week of receiving comments back on the draft report. Completion of the Noise Impact Assessment is dependent on traffic count data and trip generation data being available from Hexagon.

Task 4. Traffic Operations Report

Hexagon will prepare a traffic study that will evaluate traffic operations effects of the project on Portola Road on weekdays and weekends for both typical business days and event days. The study time periods will be confirmed with Town staff following finalization of the winery's operating plan. The study will also evaluate driveway operations and vehicle parking demand.

The tasks to be included in study are as follows:

1. Site Reconnaissance and Existing Observations.

The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, traffic control devices, and surrounding land uses. Observations of existing traffic conditions in the immediate vicinity of the project site will be made to identify any operational deficiencies.

2. Data Collection. Hexagon will conduct hourly tube counts at one location on Portola Road adjacent to the project site for a period of one week. The weeklong data collection will enable analysis of multiple time periods to be determined based on the winery's operating plan. Once the analysis periods are determined, Hexagon will conduct manual counts at the location to collect bicycle traffic on Portola Road and pedestrian traffic. The scope assumes up to four 2-hour bicycle counts will be collected.

3. Project Trip Estimates. The traffic generated by the proposed tasting room will be estimated based on the provided winery operation information (i.e. business hours, number of visitors and events). Peak-hour and daily project traffic will be estimated for up to four time periods that reflect traffic conditions on weekdays and weekends for both typical business days and event days. The project trips will be

assigned to the surrounding roadway network based on the existing travel patterns in the study area, freeway access points, and the relative locations of complementary land uses.

4. Traffic Operation Effects on Portola Road.

Project-generated traffic will be compared to the existing Portola Road traffic counted adjacent to the project site. The effect of project traffic on Portola Road will be evaluated for up to four analysis periods that reflect traffic conditions on weekdays and weekends for both typical business days and event days.

5. Driveway Operations. The traffic data collected in the above tasks will be used to evaluate the operations of the site driveway. Sight distance at the driveway will also be evaluated. In addition to evaluating driveway vehicle safety and the project's effect on vehicle traffic on Portola Road, the trail crossing of the project driveway will be analyzed to identify potential hazards to pedestrians, cyclists, and equestrians.

6. Parking Demand. The parking demand for the project will be estimated based on the Town Parking Code and the provided operation information. Peak parking demand will be evaluated for typical business days, and special events. We will provide a qualitative assessment of the potential for overflow parking.

7. Report Preparation. Our findings and recommendations will be summarized in a draft memorandum report. Hexagon will respond to one round of editorial comments from MIG and Town staff with no more than 8 hours of staff time to respond to the comments and prepare a final report.

Optional Task - Response to Additional Rounds of Comments: Hexagon will respond to an additional round of editorial comments from MIG and Town staff up to \$1,000 of labor.

Additional Services: Any work not specifically referenced in the above Scope of Services – for example (but not limited to) analyzing a modified project description or project alternatives, analyzing intersection levels of service, collecting average daily traffic volume data (i.e., tube counts) for multiple locations, analyzing more than four time periods/project scenarios, attending meetings, or responding to public comments or Planning Commission comments– shall be considered additional services. Additional services shall be provided upon authorization and will require additional budget and time.

Schedule: Barring any unforeseen delays, a draft traffic report will be submitted approximately five weeks after authorization to proceed. The final report will be delivered one week after receipt of all comments.

Task Deliverables:

- *Draft and Final Traffic Operations Report (electronic copy only)*

Task 5. Biological Resources Technical Memorandum

The biological analysis for CEQA will be supported by a technical memorandum that reports the results of project-specific research. The project is within a developed area, but adjacent to open spaces that support wildlife, including possibly special-status species. The Biological Resources Technical Memorandum will report the results of database research and a site visit to document the biological setting and habitats within the project impact area. It will provide a response to the CEQA checklist questions pertaining to biological resources, and it will include recommendations to avoid significant impacts to biological resources as determined necessary. It will include a summary of any federal, state, and local policies protecting biological resources triggered by project impacts.

Schedule: The Biological Resources Technical Memo will be completed five weeks from the completion of the Project Description.

Task Deliverables:

- *Draft and Final Biological Resources Technical Memorandum (electronic copy only)*

Task 6. Categorical Exemption Memo

Upon completion of the three technical reports MIG will prepare a thorough assessment of the project's suitability for a categorical exemption. Our memo report will provide the Project Description, a summary of the results of the technical reports, and a discussion of whether any of the exceptions that defeat the use of a categorical exemption apply to the project (CEQA Guidelines Section 15300.2) including: 1) a contribution to cumulative impacts; 2) a significant effect on the environment due to unusual circumstances; 3) damage to scenic resources within an officially designated scenic highway; 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code; 5) cause a substantial adverse change in the significance of a historical resource.

Schedule: The CE memo will be completed two weeks from the completion of the last technical report.

Task Deliverables:

- *Draft and Final CE Memo (electronic copy only)*

Task 7. Coordination with Town

Upon completion of the CE memo, MIG will coordinate with the Town staff and Town attorney to

determine whether an exemption is appropriate for the project. We have allocated 6 hours for this task, assuming it consists of one or more conference calls, and possibly additional support through additional minor research or documentation.

Task 8. Meeting and Hearings

Our budget includes attendance at two meetings. The first meeting is the kick-off meeting described and budgeted for in Task 1. This task, Task 8, includes time to attend one public hearing (preparation, travel, and attendance time). The cost for MIG's Senior Project Manager to attend additional meetings would be \$1,140 (\$190/hr. x 6 hours) (2 hours preparation, 2 hours travel, 2 hours meeting duration).

Hexagon's scope of work does not include attendance at any meetings.

Task 9. Project Management

The MIG Senior Project Manager will be the point of contact with the Town and will keep the Town apprised of project progress. If issues arise that will affect the schedule or budget, the Senior Project Manager will immediately inform the Town and discuss the best approach to resolving issues.

MIG has allocated budget for client communication, staff coordination and management of Hexagon's contract and scope of work to ensure we can communicate clearly and effectively. Additionally, this budget covers implementing our quality control review process and administrative time for contracting.

SCOPE OF WORK ASSUMPTIONS

In preparing this scope of work, MIG has made the following assumptions regarding the proposed project, available data, and approach to environmental review:

1. The Town will make reasonable attempts to respond to all requests for technical information necessary to prepare adequate technical reports evaluating the potential noise effects of the project.
2. Noise Monitoring: This scope of work assumes long-term noise monitoring at and adjacent to the project site at up to three (3) sites (10 hours of total staff time, inclusive of travel). Additional monitoring may be subject to additional time and labor which MIG would request authorization for prior to conducting additional field work.
3. MIG's SOW includes an evaluation of standard construction noise using standard noise propagation and attenuation equations. MIG's SOW does not include the use of any graphical modeling or evaluation

of atypical or unusual construction noise or vibration sources.

4. MIG's SOW includes an evaluation of off-site traffic noise sources (up to 4 roadway segments) using standard noise propagation and attenuation equations.
5. Project Changes: The scope does not cover new or revised analysis needed to address substantial changes to project design or variables made by the applicant or its design team after the start of work, such as changes in trip generation rates.
6. Administrative Drafts: MIG has allocated budget for responding to one round of Town comment (on each deliverable) before finalizing the report. Should the Town require more than one round of review, MIG may request additional budget.
7. Schedule Delay: Our budget estimate is based on the project schedule presented in this proposal. Should the project experience long delays, or experience multiple start and stops, MIG may reserves the right to request additional funds to cover the starting and stopping of work and for extended contract management.

Exhibit B

D. SCHEDULE

MIG's proposed schedule is presented in Table 1. MIG proposes to start work immediately upon receiving authorization to proceed and would complete the CE investigation (through Task 7) within 16 weeks from start of work.

We have allocated two weeks for the preparation of the draft Project Description to account for time to receive data request information. If all project information is available at the start of work, the Project Description can be prepared in a shorter time period. Preparation of the technical reports will occur concurrently with preparation of the Project Description, but the technical reports schedule will be dependent upon completion of a final Project Description. Completion of the Noise Impact Assessment is dependent on traffic count volumes and the results of Traffic Operations Report.

Table 1
Schedule for Deliverables

Task or Deliverable	Weeks to Complete	Total Weeks
Task 1: Initiate Project, Schedule Kick-off Meeting, Delivery of Data Request	5 days from Authorization to Proceed	1
Task 2: Prepare Draft Project Description	2 Weeks	3
<i>Town Review of Admin. Draft Project Description</i>	2 Weeks	5
Prepare Final Project Description	1 Week from receipt of Town Comments	6
Tasks 3, 4 & 5: Noise Impact Assessment Report, Traffic Operations Report, Biological Resources Memo	5 Weeks from preparation of Draft Project Description ^A	8
<i>Town Review of Draft Technical Reports</i>	2 Weeks	10
Prepare Final Technical Reports	1 Week from receipt of Town Comments	11
Task 6: Prepare Admin Draft CE Memo	1 week from completion of Technical Reports	12
<i>Town Review of Admin Draft CE Memo</i>	2 Weeks	14
Prepare Final CE memo	1 week from receipt of Town comments	15
Task 7: Coordination with Town on CE	1 week from finalization of CE memo	16
Task 8: Meeting/Hearing	<i>Town Discretion</i>	---

Preparation of the draft technical reports is estimated to take 5 weeks each, and the final reports will be completed within one week of receiving Town comments on the drafts. We have allocated two weeks for the Town to review each work product deliverable. Once all the technical reports are complete, the CE memo can be prepared which is estimated to take an additional week from when the technical reports are finalized.

Our ability to prepare the Project Description, technical reports, and CE memo hinges on the availability of all necessary project information identified in the data request.

E. BUDGET

MIG will perform the services outlined in this scope of work for the fees summarized in the cost table below. The cost table is based on our understanding of the project and the limitations identified above as factors triggering an increase in cost. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify the Town immediately to discuss modifications to the scope of services and/or project fees.

Contingency Fee/Optional Tasks: Table 2 shows a MIG 10% Contingency Fee which could be added to the budget to allow us to respond to unanticipated tasks without requesting additional services. The Contingency Fee would not be used without prior authorization from the Town. Hexagon has an Optional Task of responding to more than one round of comments to the traffic report. With a MIG 10% contingency fee and Hexagon \$1,000 optional task, the CE would be \$45,456.

Table 2 Project Cost by Task

Task	Total Hours	Total Cost
1) Project Initiation	25	\$3,405
2) Project Description	14	\$1,530
3) Noise Impact Assessment Report	54	\$8,550
4) Traffic Operations Report (Hexagon) – See Table 3 for Breakdown by Task	0	\$12,775
5) Biological Resources Technical Memo	49	\$5,220
6) CE Documentation Memo	22	\$2,690
7) Town Coordination	6	\$1,170
8) Hearings	6	\$1,170
9) Management	18	\$3,110
TOTAL MIG Labor Hrs	194	
TOTAL MIG Labor Cost (No Hexagon)		\$26,845
TOTAL MIG Labor Cost (w/ Hexagon)		\$39,620
Total MIG Expenses		\$587
TOTAL BASE COST (Labor + Exp)		\$40,207
MIG Optional 10% Contingency Fee		\$4,249
Hexagon Optional Task: Response to Additional Rounds of Comments		\$1,000
Grand Total: Base Fee + Contingency/Optional Fees		\$45,456

Table 3 Hexagon Cost by Task

Portola Road Winery CUP Amendment Project			Direct Expenses (travel, counts)	Hexagon Total Cost
	Hours	Cost		
1. Site Reconnaissance and Existing Observations	5.0	\$625	\$70	\$695
2. Data Collection	2.5	\$305	\$850	\$1,155
3. Project Trip Estimates	11.0	\$1,895		\$1,895
4. Traffic Operation Effects on Portola Road	8.0	\$1,180		\$1,180
5. Driveway Operations	6.0	\$930		\$930
6. Parking Demand	8.0	\$930		\$930
7A. Draft Report	32.0	\$4,950		\$4,950
7B. Final Report (1 round of comments/responses)	8.0	\$1,040		\$1,040
Total Base Fee	78.5	\$11,855	\$920	\$12,775
<i>Optional Task: Response to Additional Rounds of Comments</i>	0.0	\$0		\$1,000
Total Base Fee + Optional Task				\$13,775

EXHIBIT D

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. **MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

1.1 Insurance Services Office Form No. CG 0001 covering General Liability and Commercial General Liability on an "occurrence" basis.

1.2 Insurance Services Office Form No. CA 0001 covering Automobile Liability, Code 1 (any auto), Code 8 (hired autos) or Code 9 (non-owned autos), if Consultant has no owned autos.

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. **MINIMUM LIMITS OF INSURANCE.** Consultant shall maintain limits no less than:

2.1 **Comprehensive General Liability.** (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) combined single limit per claim and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 **Automobile Liability.** One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 **Workers' Compensation and Employers Liability.** Workers' compensation limits as required by the Labor Code of the State of California. One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

2.4 **Errors and Omissions Liability.** Two Million Dollars (\$2,000,000) per occurrence.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees, agents and contractors.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provision set forth in subsection 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates, amendatory endorsements, and actual policies of insurance effecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

Town of Portola Valley
Attn: Town Clerk
765 Portola Road
Portola Valley, CA 94028

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.

**AMENDMENT NO. 1 TO AGREEMENT
FOR ENVIRONMENTAL REVIEW SERVICES**

THIS AMENDMENT 1 ("Amendment") is made as of March 24, 2021, with respect to the Agreement ("Agreement") by and between the Town of Portola Valley ("Town") and MIG, Inc. ("Consultant").

RECITALS

A. The Town and Consultant entered into a professional consulting services Agreement on February 26, 2020, to provide environmental review services for the Spring Ridge/Neely winery CUP Amendment Project.

B. The Town and Consultant desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, the Town and Consultant do hereby agree as follows:

1. Scope and Level of Services. Section 1 of the Agreement is hereby amended as follows:

SCOPE AND LEVEL OR SERVICES. In addition to the services set forth in Exhibit A, Consultant shall also perform the services as set forth in detail in Exhibit A-1, attached and incorporated hereto.

2. Compensation. The compensation for services identified in Exhibit C of the Agreement is increased to a total not to exceed amount of \$66,282 as detailed in Exhibit A-1.

3. Agreement. Other than the amendments set forth in Sections 1 and 2 above, no other provisions of the Agreement are amended, and all other provisions of the Agreement are in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY:



Maryann Derwin, Mayor

CONSULTANT:



Paula Hartman, Principal

ATTEST:



Sharon Hanlon, Town Clerk

EXHIBIT A-1
(SCOPE AND LEVEL OF SERVICES
AND COMPENSATION)

Exhibit A-1

March 14, 2021

Laura Russell, Planning and Building Director
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Subject: Spring Ridge/Neely Winery CUP Amendment Project – CEQA Documentation
Budget Amendment Request

Dear Ms. Russell:

MIG is under contract to the Town of Portola Valley to provide environmental and California Environmental Quality Act (CEQA) consulting services for the Spring Ridge/Neely Winery Conditional Use Permit (CUP) Amendment Project. This memo presents MIG's budget amendment request for services that are outside the original scope of work. The specific out of scope tasks are outlined below and Table 1 contains the requested budget amount.

1. **MIG Budget Amendment:**

MIG's original scope of work assumed the project plan set was developed to a point it was able to support the CEQA analysis. MIG's project budget and schedule assumed that work would begin immediately upon receiving authorization to proceed and that there would not be any changes to the site plans. However, the plan set available at the start of our work did not contain the level of detail needed to support the CEQA analysis and MIG has reviewed and commented on three versions of the plan set. MIG has participated in an out of scope site meeting and conversations between the Town and project Applicant to fine-tune and adjust the project proposal and site plans based on early assessments of the project proposal. Additionally, the Woodside Fire Protection District Plan Review letter dated August 4, 2020 generated new questions that required follow-up.

MIG has spent project management time for communication and coordination well beyond what our budget anticipated because of the multiple plan sets and discussions revolving around changes to the project proposal and the COVID-19 shelter-in-place effect on collecting accurate traffic counts. We have also spent unbudgeted project management time due to the extended project schedule. MIG has been coordinating with the Town and the Applicant on potential revisions to the site plan to avoid certain biological resource impacts. The project Applicant submitted revised site plans on January 12, 2021 and has agreed to additional biological surveys needed to finalize the Biological Resource Report. The scope of work for the additional surveys is detailed below.

The changes to the site plan will require changes to the draft CEQA Project Description and supporting figures and revisions to the Biological Resources, Noise, and Traffic Reports. We are also requesting budget for MIG staff to attend additional meetings/conference calls and time for our technical experts to attend a public hearing.

Biological Resources Report – Additional Field Surveys

An initial assessment of the project site identified several biological resources that occur or may potentially occur in the project area. Additional biological surveys should be conducted to assess the presence or absence of these sensitive biological resources in the project area and this information will be incorporated into the Biological Resources Report.

MIG biologists will visit the site and complete surveys for the following biological resources:

- **Focused Survey for Michael's Rein Orchid.** A focused survey for Michael's rein orchid will be conducted by a qualified plant ecologist/botanist within the construction zone (identified as 20 feet) of the proposed new fence alignment. If the survey occurs prior to the bloom period for this orchid, all members of the orchid family will be depicted on a site plan map and marked for protection within the survey area. If the survey occurs during the appropriate bloom period (June to August) only populations of Michael's rein orchard will be depicted on a site plan map.
- **Bat Roost Habitat Assessment Survey.** A bat roost habitat assessment will be conducted for all trees within 100 feet of the proposed parking area and new fence alignment, during the appropriate time of year when bats would be detectable (March 1 to August 31). If high-quality roost sites are present in areas where evidence of bat use might not be detectable (such as a tree cavity), an evening survey and/or a nocturnal acoustic survey may be necessary to determine if a bat maternity colony is present and to identify the specific location of the bat colony. If present, all active bat roosts will be mapped and clearly depicted on a site plan map.
- **Map San Francisco Dusky-footed Woodrat Houses.** Existing woodrat houses within 25 feet of the proposed parking area and the new fence alignment will be mapped and clearly depicted on a site map.
- **Raptor Nest Survey.** A survey for raptor nests will be conducted for all trees within 500 feet of the proposed parking area and new fence alignment. If present, all raptor nests will be mapped and clearly depicted on a site plan map.

The total cost estimate is summarized in the table below and is based on up to three site visits and time to incorporate the results into the Biological Resources Report. We have also allocated time for one round of edits/revisions to the report.

Noise Report – Revise Analysis Based on January 12, 2021 Site Plans

MIG submitted the draft Noise Report to the Town prior to the submittal of the current project plans so it will need to be revised to reflect the current project proposal. Additionally, MIG modeled various Distribution Day scenarios (authorized out of scope work) and presented the findings of the Noise Report (out of scope meeting) in a conference call to Town staff. We are requesting budget to cover authorized out of scope work and to revise the draft Noise report to reflect the current project proposal.

Preparation of Categorical Exemption (CE) Documentation:

Based on conversations with Town staff, MIG is requesting additional budget to prepare the CE documentation to ensure a comprehensive and thorough documentation and multiple reviews.

Additional Meetings

MIG is requesting time for attendance at meetings through the completion of the CEQA documentation and for additional MIG technical staff to attend the project public hearing.

Project Management

MIG will require additional project management time to account for senior review of revised technical reports, on-going team communications and coordination through completion of the project, and contract management.

2. Hexagon Budget Amendment:

Hexagon's original proposal was prepared in February 2020 (pre-COVID-19 shut-down), and they proposed to prepare a traffic operations study based on the existing traffic volume collected by tube counts at one location on Portola Road adjacent to the project site. However, due to the COVID-19 shutdown and the resulting alterations in regional and local traffic volumes/patterns, Hexagon had to undertake the following out of scope tasks in order to determine the baseline/existing traffic volume to be used for the study:

1. Conducted tube counts at the proposed project driveway and at 985 Portola Road, where a 2019 traffic count is available, to adjust the new count at the project driveway to reflect the traffic volume under normal conditions.
2. Evaluated the new traffic counts and compared to the traffic counts collected on Portola Road in the previous years.
3. Conducted site visits for the surrounding roadway network because the new traffic counts not only were lower than the 2019 counts but also showed an abnormal travel pattern compared to the previous traffic counts.
4. Prepared a memo to summarize the findings of the new counts and describe the approach to estimate the existing traffic volume on Portola Road for the study.

5. Coordinated with the Town for review and approval of the memo.

Additionally, Hexagon revised the description of the proposed project based on the January 2021 site plans and project proposal. These additional work tasks required an additional budget of \$4,500.

3. Budget Request

MIG is requesting authorization of \$20,826 additional budget, as shown below in the table below. We have estimated the amount of budget required to complete the CEQA documentation based on conversations with Town staff and the expectations for the thoroughness and completeness of the technical reports. MIG bills on a time and materials basis and will only bill for time actually spent.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Beard". The signature is written in a cursive, flowing style.

Barbara Beard
Senior Project Manager

Table 1 MIG Budget Amendment Request (Time & Materials)

Staff Name	Beard	Peterson	Dugan	Gallagher	Broskoff	Ho	
Staff Title	Senior Project Manager III	Director - Biology	Director - Air/Noise	Senior Biologist	Biologist I	Support	Hours Total
Billing Rate (\$/hr)	\$195	\$195	\$195	\$150	\$95	\$95	
MIG Tasks							
1. Biological Resource Report							
Survey/ map bat roost habitat, woodrat houses, and raptor nests (one site visit)				5	2		7
Survey/map Michael's rein orchid (one site visit)				3			3
Evening survey for bats (one site visit that is contingent on the presence of suitable bat roost habitat)				3			3
Prepare Draft Biological Resources Report		2		6	4		12
Subtotal Hours for Task	0	2	0	17	6	0	25
Subtotal Cost for Task	\$0	\$390	\$0	\$2,550	\$570	\$0	3,510
2. Noise Report							0
Additional Noise Modeling for evening events			3				3
Revise Noise Report per 1/2021 Site Plans	1		8				9
Subtotal Labor for Task	1	0	11	0	0	0	12
Subtotal Cost for Task	\$195	\$0	\$2,145	\$0	\$0	\$0	2,340
3. Categorical Exemption Documentation							0
Revise Project Description per 1/2021 Site Plans	4				2		6
Draft Categorical Exemption	8						8
Final Categorical Exemption	4						4
Subtotal Labor for Task	16	0	0	0	2	0	18
Subtotal Cost for Task	\$3,120	\$0	\$0	\$0	\$190	\$0	3,310
4. Additional Meetings/Hearings							0
1/5/2021 Site Visit	2	2		2			6
Team Conference Calls	6	1	2	2			11
Public Hearing	4		1	1			6
Subtotal Labor for Task	12	3	3	5	0	0	23
Subtotal Cost for Task	\$2,340	\$585	\$585	\$750	\$0	\$0	\$4,260
5. Project Management							0
Quality Control	6						6
Team Communication/Coordination	4						4
Contract Management	2					4	6

PROCLAMATION
*The Town of Portola Valley Designating
September 2021 as
National Recovery Month*

WHEREAS, this month of September 2021, we celebrate the 32nd Year of National Recovery Month; and

WHEREAS, every day in San Mateo County peers from all walks of life enter treatment for substance use and mental disorders and begin the road to wellness, recovery and maintenance; and

WHEREAS, Recovery Month spreads the positive message that behavioral health dovetails with overall health, that prevention works, treatment is effective, people can and do recover and that they maintain their recovery as strong, honest, compassionate, self-aware individuals who work with the system and contribute to a safe and productive county; and

WHEREAS, the substance use treatments and prevention providers of San Mateo County, the staff of Behavioral Health and Recovery Services and the Voices of Recovery San Mateo County have dedicated themselves to educating the public about substance use, addiction, co-occurring disorders, recovery, and maintenance; and

WHEREAS, peers in recovery lead sober, healthy, full, productive lives as workers, students, parents, citizens, and taxpayers as a direct result of prevention, treatment, recovery, and maintenance services; and

WHEREAS, the Town of Portola Valley supports Recovery Month's mission to improve and celebrate the lives of all those who seek, live, and transform themselves in their recovery; and

WHEREAS, the acknowledgment of these efforts in September 2021 offers advocates of recovery an opportunity to educate the public and policymakers about prevention, treatment, and recovery, including maintenance.

NOW, THEREFORE, BE IT PROCLAIMED that the Town of Portola Valley hereby designates September 2021 as National Recovery Month.

*Maryann Derwin, Mayor
September 22, 2021*



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Finance Committee

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

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', positioned to the right of the 'FROM:' line.

DATE: September 22, 2021

RE: FY 2021-22 Budget, September Revision

RECOMMENDATION

Staff recommends that the Town Council adopt the FY 2021-22 Annual Budget - September Revision.

BACKGROUND

At the September 8, 2021 Town Council meeting, council reviewed changes made to the FY 2021-22 Annual Budget adopted June 23, 2021. Changes included funding provided by the Federal Government with the American Rescue Plan Act (ARPA) to support COVID-19 related impacts and expenditures. No additional changes were made following the meeting and Council moved to set a public hearing for September 22, 2021.

LINK TO PROPOSED BUDGET:

https://stories.opengov.com/portolavalleyca/published/ZT1_r1lzs

RESOLUTION NO. _____-2021
RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2021-22

WHEREAS, the Town Manager has reviewed and analyzed the Town of Portola Valley's finances and has projected revenues and expenditures for Fiscal Year 2021-22;

WHEREAS, the Town Manager presented the revised budget to the Town's Finance Committee on August 30, 2021 and to the Town Council on September 8, 2021 for review and consideration; and

WHEREAS, the Town Council conducted a noticed public hearing on September 22, 2021 to review the proposed operating and capital budget.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **RESOLVE** the following:

1. To adopt the Town's Fiscal Year 2021-22 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$9,054,207**
 - b. Projected expenditures & transfers: **\$10,744,832**
2. The budget shall be effective July 1, 2021.
3. The amount of the 2021-2022 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2021-2022 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 22nd day of September 2021.

Mayor


ATTEST



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager 
Cara Silver, Town Attorney

DATE: September 22, 2021

RE: Study Session, Inclusionary Housing Fund Use

RECOMMENDATION

Staff recommends that the Town Council hold this study session to discuss the process for developing guidelines for future use of inclusionary housing funds.

BACKGROUND

Like many cities in California, Portola Valley utilizes the concept of inclusionary lots/in lieu fees to support the development of affordable housing. The “Inclusionary Housing Requirement” is a program of the Town’s Housing Element, and is also contained in the Town’s Municipal Code (Attachments 1 and 2, excerpts). Guidelines for calculating the in lieu fee are contained in Attachment 3. This requirement has been part of the Town’s Housing Element since 1991. The Town’s Inclusionary Housing Program includes three major elements: (1) new residential subdivisions shall set aside 15% of the lots for affordable units; (2) fractional lots can pay in lieu housing fees and (3) applicants may receive a 10% density bonus if they comply with this requirement.

This program is intended to provide land for the development of affordable housing, but the Town has been challenged by the high cost of such development on low-yield lots, even with the Town owning lands acquired through the inclusionary housing process.

The FY 2015-23 Housing Element includes a program to revise the program to “have developers of larger subdivisions build the below market rate units” instead of the Town acquiring the land to do so, as previous attempts during the Blue Oak subdivision process did not result in affordable housing construction on the four lots provided. Several years ago, the Town also considered collaborating with 21 Elements to adopt a housing impact fee and make other changes to the Inclusionary Housing Program. Unfortunately, at the time, there were no resources to support and implement this program. As part of the Housing Element committee work, we anticipate that there will be additional refinements to the Inclusionary Housing Program.

The Housing Element also states that “To mitigate the constraints pertaining to public services, this element provides for affordable housing on sites with current access to

services or in new subdivisions that will provide services. In-lieu fees collected through the inclusionary housing program may also be used to help cover costs [of infrastructure] when no other source is available.” (Section 2461b.) The Inclusionary Housing ordinance provides: “The in-lieu fees shall be placed in a special housing fund for use solely for affordable housing.” (Section 17.20.215.)

The Housing Element does not have additional guidance on the expenditure of the Town’s inclusionary housing in-lieu fees. As of June 30, 2021, the Town has \$3,728,931 in its inclusionary housing fund.

DISCUSSION

With the requirement from ABAG to plan for 253 net new units of housing in the next Housing Element cycle (2023-31), the State’s continued passage of legislation creating ministerial approvals for second units and other affordable housing types, and the expected influx of projects that may wish to be supported by the Town, staff recommends that the Town Council begin discussions on the appropriate use of inclusionary housing in-lieu fees.

There are many different approaches to the use of such funds, but most regulations govern the type of eligible projects (i.e. new construction, rehabilitation, rental units, ownership units, senior housing, supportive housing, tiny homes, co-housing, etc.); description of income levels to be targeted; eligible use of funds (i.e. land costs, pre-development costs, holding costs, design, construction, administration); and for administration and compliance issues when necessary.

In some cases, certain kinds of developments have been excluded from use of such funds, such as for those projects with commercial elements.

While the Town’s current inclusionary in-lieu fund is reasonably supported, the very high costs of land acquisition suggest that its use may be best to use the funds to subsidize future projects that provide for affordable housing components, per the Town’s code

Staff seeks guidance from the Town Council on determining a policy, to be reflected in the Housing Element and Town Municipal code (if required) to define appropriate use of these funds. The Council may decide to keep the parameters open-ended or it may wish to limit the use to specific income levels or projects.

Staff has attached Sonoma County’s Housing Fund Guidelines not as a recommendation but as an example of a successful template for a potential Town policy (Attachment 4).

ATTACHMENTS

1. Inclusionary Housing Requirement, Town’s Housing Element
2. Portola Valley Municipal Code Chapter 17.20.215 Inclusionary lot requirements.
3. Inclusionary In-Lieu Fee Calculation Guidance
4. Sonoma County Housing Fund Guidelines

Evaluation of 2009 Element

2410 Portola Valley's current housing element was adopted in 2009. The element has thirteen programs, which are described and analyzed below.

Program 1: Inclusionary Housing Requirements

2411 This program requires that 15% of the lots in new subdivisions be deeded to the town for affordable housing. Each lot can be developed with two to four housing units. The lots are to be improved and ready for development as an integral part of the subdivision. As an incentive, a density bonus of 10% is also provided. Subdividers of sites with fewer than seven lots pay a fee in lieu of providing a lot, while subdividers of sites with seven or more lots pay a fee for fractional lots. These in-lieu fees are placed in a restricted fund titled the Inclusionary Housing In-Lieu Fund for affordable housing programs and projects.

2411a In 2009, the Town held title to four lots in the Blue Oaks subdivision which had been provided to the Town for below market rate, moderate income housing, but had been unable to find a developer to build the units. The housing element called for the Town to explore two options: 1) building the homes on the lots, or 2) selling the lots and using the funds to acquire another site in town. The intention was for the eight moderate income units to be built by the end of the planning period.

Status

2411b To implement this program, the Town first considered the constraints that developers had noted concerning development of the lots. These constraints included the small size of the project, the hilly topography of the lots, and the somewhat remote location of the lots. The Town also looked at a number of potential sites, but found that most were constrained by either availability or cost.

2411c In August 2012, the Town entered into a purchase contract for a 1.68 acre, mostly flat former plant nursery located at 900 Portola Road, on one of the major roads in town. The Town's intent was to partner with an affordable housing developer to build approximately 8-12 moderate income units on the property. The purchase contract had two major contingencies: 1) that the Town be successful in selling the four lots in the Blue Oaks subdivision that had been deeded to the Town for construction of below market rate housing units; and 2) that the property owner of 900 Portola Road provide a release from the County of San Mateo that hazardous materials contamination on the property was properly remediated by December 19, 2012. The Town was able to sell the lots in the Blue Oaks subdivision, as is discussed below, but the contingency for a closure letter relative to the hazardous materials remediation could not be met. The contract lapsed on December 21, 2012 due to uncertainty as to when the closure letter could be obtained. As of May 2014, the County had not yet issued a letter of closure for the property. It is now

the Town's understanding that the property owner and another party have entered into a purchase agreement for the site and the Town is not actively pursuing the purchase of this property.

- 2411d As was mentioned earlier, the other contingency was for the Town to be able to sell the Blue Oaks inclusionary housing lots, and this was completed. This involved amending the Planned Unit Development Agreement for the subdivision, processing a lot line adjustment to create two larger lots out of the four smaller inclusionary housing lots, and finally selling the lots. The sale closed on December 12, 2012 and resulted in the Town receiving \$2,790,096 net of closing costs, which was deposited in the Town's Inclusionary Housing In-Lieu Fund.
- 2411e Because of the sale of the Blue Oaks lots, the difficulties in attempting to purchase 900 Portola Road, the upcoming Housing Element Update, and the desire to build community consensus for future affordable housing efforts, the Town Council created an Ad-Hoc Housing Committee (AHHC) early in 2013. The AHHC was charged with developing an affordable housing mission statement for the town along with criteria for considering potential affordable housing programs and sites. The AHHC completed their work in May and their report was reviewed by the Town Council in June 2013. The Town Council accepted the report and forwarded it to the Planning Commission for consideration in drafting this 2014 Housing Element Update. The report is available on the Town's website.
- 2411f To summarize, the Town worked to implement this program during the planning period and was able to make progress by determining that construction of below market rate units at the Blue Oaks location would not be feasible and selling the lots. The Town attempted to purchase an alternative site but was not able to do so because of hazardous materials issues that could not be resolved in a timely way. As a result, the Town currently has a total of \$2,873,992 in its in-lieu housing fund. As called for in Program 7 of the 2014 Housing Element, the Town will be working to determine the best approach to using these funds to provide affordable housing to serve, at a minimum, eight moderate income households. This housing would be provided in addition to the housing allocated to the Town for the 2014-2022 planning period.

Program 2: Multifamily Housing

- 2412 This program allows multifamily housing to be built on three sites in town: the Sequoias, the Priory School, and the Stanford Wedge. Seven housing units have been built at the Priory School through this program, and eleven more have been authorized there under the Priory's adopted master plan.
- 2412a As was set forth in the adopted 2009 housing element, the town would monitor this program, work with the Priory towards construction of their authorized housing

4. Allow access ramps to extend into required yards beyond what is currently permitted, and allow associated railings to be at least 42 inches in height to be consistent with Title 24.

Status

2419a These zoning amendments were adopted in January 2011, and the reasonable accommodations ordinance was added to the town's zoning code at the same time as Chapter 18.11.

Program 10: Housing Impact Fee

2420 In order to provide more resources for housing, the 2009 housing element called for the town to study the possibility of adopting a housing impact fee.

Status

2420a This work was delayed first to allow the completion of a comprehensive update of all planning, engineering and building fees in 2012 and then to allow staff time to be focused on the attempt to purchase a site for the inclusionary housing program and then to support the Ad Hoc Housing Committee. In this housing element, this program has been combined with the inclusionary housing program, so that the town can consider whether or not to adopt an impact fee at the same time that the town amends its inclusionary housing program.

Program 11: Farmworker Housing Zoning Amendments

2421 This program called for amendments to the town's zoning ordinance to treat farmworker housing for six or fewer persons the same way as single family homes, and for farmworker dormitories to be treated as an agricultural land use.

Status

2421a These zoning amendments were adopted in January 2011.

Program 12: Transitional and Supportive Housing Zoning Amendments

2422 To comply with state law, the 2009 housing element stated that the town would amend its zoning ordinance to provide that transitional and supportive housing be treated as a residential land use subject only to those restrictions that would apply to other residential uses of the same type in the same zoning district.

Status

2422a These zoning amendments were adopted in January 2011.

Dedication and Land for Park or Recreational Purposes

- 2451h In subdivisions of more than 50 lots, the subdivider must dedicate .005 acres of land for each anticipated resident of a subdivision. For subdivisions less than 50 acres, the subdivider must pay a fee based on the above requirement. In the town, no subdivisions of 50 lots or more are anticipated, so only small in-lieu payments can be expected.

Impact of Improvement Requirements on Cost and Supply of Housing

- 2451i Fundamentally, the cost of land in Portola Valley is high. Subdivisions consequently are aimed at rather expensive housing. Given this context, the cost of improvements is a small portion of the total cost of housing. There have been no instances in recent history where the cost of improvements discouraged or prevented planned housing.

Inclusionary Housing Requirement

- 2451j All new single family homes in Portola Valley are custom built, and as a result, inclusionary housing is implemented differently in town than in other jurisdictions. Since 1991, Portola Valley has required all subdividers in town to provide 15% of their lots (for subdivisions with seven or more lots) or an in-lieu fee (for smaller subdivisions and fractional lots) to the town for affordable housing. The cost of providing this land or fee is offset by a 10% density bonus that the town provides to all subdividers who are subject to this requirement. Once the land has been provided, the town can then arrange for the construction of the below market rate units. This arrangement allows the town to set the levels of affordability for each project based on the town's current needs.
- 2451k Because of challenges the town encountered in trying to find a developer to construct units on land provided through this program, however, the town intends to revise this program to require the developer to construct the units, as is described in the programs section of this housing element.
- 2451l Some analysts believe that inclusionary housing requirements can sometimes act as a constraint on housing by either substantially raising the price of market rate housing or making housing too expensive to build. One subdivision has been developed under this requirement, indicating that development can occur under this requirement. In addition, the town's inclusionary housing program provides developers with a 10% density bonus to offset the costs of providing the land. As the program is revised to require that developers build the housing units, local architects and builders will be consulted to ensure that the requirements are not overly onerous and the incentives are appropriate.

- 2451m Because land prices in Portola Valley are high, development of affordable housing would be very difficult unless the land could be provided at no cost through a program such as the inclusionary housing requirement. Market rate housing in Portola Valley is only affordable to households with incomes well above the moderate range. Given the high cost of market rate housing in town, the effects of the inclusionary housing provisions on affordability are negligible.

Summary of Analysis of Land Use Controls

- 2452 Portola Valley's land use controls were developed to fit the town's situation on the edge of the urban San Francisco Peninsula area, with complex and unstable geology, steep terrain, and the San Andreas fault bisecting the town. Within this context, the controls the town has adopted allow for flexibility to fit development to the land. For instance, development intensity is conditioned by steepness of slope, unstable geology, areas subject to flooding and remoteness from major roads. The development approval process results in development that is appropriate to the environment. The town allows and encourages cluster development and planned developments whereby designs fit to sites rather than creating "cookie cutter" developments.
- 2452a These natural constraints, including a location well removed from public transportation and significant employment centers, have led to low density development. The low densities permitted are appropriate for the environment and location, and to ensure the safety of residents.
- 2452b Despite these constraints, the town recognizes that higher density, attached housing can be appropriate in certain locations. Therefore, the town allows multifamily housing in specified locations as set forth in the affiliated housing program of this housing element. Seven units have been built due to this program, and eleven additional units have been approved and are expected to be built in the planning period.

Building Code

- 2453 Portola Valley adopted the 2013 California Building Code. There have been no amendments or additions made to the building code by the town that present a constraint to housing development. The building code is enforced by the town's building official.

Permit and Processing Procedures

- 2454 The town's processing and permit procedures protect the community interest while permitting safe and responsible construction, additions and remodeling on private property. A key aspect is the requirement for geologic investigations to ensure safe development in areas of the town mapped as potentially hazardous.

Programs, Quantified Objectives, and Action Plan

Program 1: Inclusionary Housing

- 2480 To implement a program from the 1990 housing element, the town adopted an ordinance requiring developers to provide 15% of new lots to the town for below market rate housing as part of every subdivision. The Town received title to four lots as part of the Blue Oaks subdivision, but was not able to find a developer to build below market rate units on the lots. To avoid this problem in the future and strengthen the program, the Town intends to revise the inclusionary housing program as described below.
- 2480a The intention is to revise the program to require that developers build the housing units when one or more units would be required under the inclusionary housing program. As part of this revision, the percentage of lots required for below market rate housing may need to be reduced. The percentage should be based on a nexus study for affordable housing, such as the study underway through the 21 Elements process in San Mateo County. With the nexus study results, the town could also consider a housing impact fee. In developing the revisions to this program, the town will consult local developers and builders, and others experienced in the provision of affordable housing, to ensure that the requirements are realistic and that the program includes appropriate incentives.
- 2480b Objective: The town will amend the inclusionary housing program in 2015-16 to make it more effective by having developers of larger subdivisions build the below market rate housing units.

Program 2: Affiliated Housing

- 2481 As established with the previous housing element, affiliated multifamily housing projects are permitted on three sites—The Sequoias, Priory School and the Stanford Wedge—shown on Exhibit 7 in the Site Inventory. This program has the following features:
1. **Planned Unit Developments and Conditional Use Permits.** Multifamily housing on the Priory School site and the Sequoias have and can be permitted through amendments of the CUPs governing those projects. Development on the Stanford Wedge could be accomplished pursuant to a CUP and/or a PUD . The PUD or CUP for a multifamily housing project shall control the siting and design of projects, the mix of units by income category of eligible occupants, methods of controlling rents and/or resale prices, provisions for ongoing management of the project and other matters deemed appropriate by the town.

Action Plan

2493 The actions shown below will be taken to achieve the quantified objectives and implement the programs described above.

Portola Valley 2014 Housing Element Action Plan				
Action	Program	Action	Responsible Party	Timing
1.	Inclusionary Housing	Develop and adopt amendments to the Town's inclusionary housing program to require developers of larger subdivisions to build housing. The Town could consider a housing impact fee instead of or in addition to the inclusionary housing program. Consult with local developers and builders in carrying out this program.	Planning staff	2015-16
2.	Affiliated Hsg	Continue to allow 11 additional affiliated multifamily units to be constructed at the Priory School, and expedite processing of applications to built the units as possible	Planning staff	Ongoing
3.	Affiliated Hsg	Continue discussions and work with the Sequoias to encourage construction of employee housing	Town staff	Ongoing
4.	Affiliated Hsg	Amend Section 18.44.060.I of the Zoning Ordinance to reflect the current name and section number for this program	Planning staff	2015
5.	Affiliated Hsg	Review the development standards and density for the Stanford Wedge to ensure they are appropriate.	Planning staff	2016-17
6.	Affiliated Hsg	Continue discussions with Stanford University concerning potential residential development of the Wedge property.	Planning staff	Ongoing
7.	Second Units	Amend the zoning ordinance to allow: a) second units up to 1,000 sf on lots with 2+ acres; b) two second units on lots with 3.5+ acres, one of which must be attached; and c) staff level review and approval of second units up to 750 square feet when no other permit is needed. As part of this action, amend the performance standards for second units to provide further guidance for staff-level approvals.	Planning staff	2015
8.	Second Units	Monitor the number of second units being permitted annually and take action to increase second unit production if fewer units are permitted than is anticipated. The monitoring will be done in conjunction with the annual housing element report and will be reported to the Planning Commission and Town Council in the spring of each year.	Planning staff	Ongoing
9.	Shared Housing	Continue to support HIP Housing, and work with their staff to improve publicity in order to increase placements in town.	Planning staff	2015 and ongoing

17.20.215 Inclusionary lot requirements.

Fifteen percent of the lot in a subdivision shall be developed for affordable housing, as defined in Section 18.04.055 of this code. The subdivider shall transfer these lots to the town and the town will seek an appropriate subdivider to construct the affordable housing. Alternatively, the subdivider, at the town council's discretion, may retain said lots and develop them for affordable housing subject to all provisions of this section. The subdivider shall provide to the inclusionary lots all subdivision improvements required by this section, and these lots shall be developed as a part of a PUD pursuant to Chapter 18.44 of this code. Deed restrictions approved by the town shall be placed on all inclusionary lots and/or units developed on these lots to ensure continued affordability of the lots and/or units. In calculating the number of inclusionary lots to be provided, a fraction of a lot shall be rounded up to a whole lot; provided that the subdivider may, at the subdivider's option, provide to the town an in-lieu fee for any fractional lot. The amount of such in-lieu fees shall be set out in guidelines established by the town. The in-lieu fees shall be placed in a special housing fund for use solely for affordable housing. The town may waive an in-lieu fee if the subdivider agrees to build a number of affordable housing units acceptable to the town. Any subdivider subject to this section shall receive a density bonus of ten percent notwithstanding the provisions of Chapter 18.50. The procedures for calculating the density bonus shall be set out in guidelines established by the town.

(Ord. 1997-294 § 1, 1997: Ord. 1991-262 § 1, 1991)

TOWN of PORTOLA VALLEY

Town Hall and Offices: 765 Portola Road, Portola Valley, CA 94028 Tel: (415) 851-1700 Fax: (415) 851-4677

POLICIES FOR CALCULATING INCLUSIONARY LOTS, BONUS LOTS AND IN-LIEU PAYMENTS PURSUANT TO SECTION 17.20.215 OF THE MUNICIPAL CODE

Adopted by
the Portola Valley Town Council
on 6/12/91, Revised 12/11/96

State law requires that all cities and counties provide for a "fair share" of the housing needs of different income groups in each region in the state. In complying with this law, the Town of Portola Valley has established three programs. One program encourages the construction of second units, a second allows the construction of multiple family housing in selected sites for affordable housing, and the third requires subdividers to provide lots, at no cost to the town, which are to be made available for the construction of affordable housing. It is envisioned that such housing would be constructed by a non-profit corporation.

This set of forms is intended to provide guidance in determining the contribution of lots, termed inclusionary lots, which must be made by subdividers. The town has decided that 15% of the lots in a new subdivision must be provided under this program. To help offset this burden, the town allows a 10% density bonus in the number of lots in a subject subdivision.

The form on the next page indicates how to determine the number of inclusionary lots which must be included in a subdivision. In many instances a subdivider will end up with a requirement for a fraction of a lot. He may provide a complete lot in such an instance or he may make a payment equivalent to the value of such a fractional lot. The form on the next page indicates how to determine the amount of an in-lieu payment for a fractional lot.

On page 4 of this set of forms is a table which is to be completed by providing information on subdivision improvement costs.

If you need assistance in completing these forms, please contact personnel at Town Hall.

The following procedures are to be followed in calculating the number of inclusionary lots to be provided in a subdivision, the number of bonus lots, and the amount of in-lieu payments required. A subdivider shall use the following table to make the required calculations.

1. Maximum number of lots permitted.
Calculate pursuant to Chapter 18.50 of the zoning ordinance. (Exclude fractional lots.) _____
2. Total inclusionary lots required.
15% of lots in item 1. (Include fractional lots to nearest 10th.) . . _____
3. Inclusionary lots to be included in subdivision design.
The whole number from item 2. _____
4. Fractional inclusionary lots required.
Item 2. minus item 3. _____
5. Total bonus lots allowed.
10% of lots in item 1. (Include fractional lots to nearest 10th.) . . _____
6. Bonus lots allowed in subdivision design.
The whole number from item 5. _____
7. Fractional bonus lots.
Subtract item 6 from item 5. _____
8. In-lieu land payment.
Item 4 minus item 7 times *land value per lot*. * _____
9. In-lieu improvement cost payment.
Item 4 times *improvement costs per lot*. * _____
10. Total in-lieu payment
Add items 8 and 9 (If negative, enter zero.) _____

* The *land value per lot* and *improvement costs per lot* shall be calculated following procedures set forth on the following page.

The foregoing calculations notwithstanding, all subdivisions shall fully satisfy the 15% inclusionary lot requirement of Section 17.20.215. After provision of inclusionary lots in a subdivision, any remaining fractional lots shall be covered by fees determined pursuant to the land value and improvement costs per lot provisions of these policies. In no case shall the inclusionary lot requirement be less than 15% of the number of market rate lots proposed.

The subdivider shall make a deposit with the town to cover the cost to the town of retaining an appraiser to furnish the appraised value of an average improved lot in the subdivision. The appraiser shall be designated MAI, SREA or SRPA, or be a real estate appraiser certified by the State of California. The subdivider shall furnish the information listed under item 2 on a form supplied by the town.

1. The *land value per lot* is equal to 80% of the appraised value of an average improved lot in the subdivision less the improvement costs, as described in item 2. below, of an average improved lot.
2. *Improvement costs per lot* are the average cost per lot of all on-site and off-site improvements including but not limited to: grading, infrastructure, engineering, architecture, landscape architecture, geology, land planning, law, financing, town fees, special districts, and CEQA. In-lieu payments for inclusionary lots, as required by Section 17.20.215 of the municipal code are not considered improvement costs for the purposes of this calculation.

Should the subdivider disagree with the appraisals, he/she may appeal to the town council who shall hear the appeal under the same rules and obligations as other appeals to the town council are heard under the provisions of the zoning regulations of the town.

FORM FOR CALCULATING IMPROVEMENT COSTS OF LOTS IN SUBDIVISIONS

This form is to be completed by a subdivider in support of information required for lines 8. and 9. of page 1 of this form. You are to list all costs associated with subdividing your property and selling lots. The only cost not to be included is the "in-lieu payment" required pursuant Section 17.20.215 of the Municipal Code. The sum of these costs is to be divided by the number of lots in the subdivision to obtain the improvement costs per lot. The form lists a number of categories of costs but may not include all categories relevant to your subdivision. You are responsible for adding all costs not otherwise provided for on the form.

Bonded Improvements. _____
(Includes improvements, engineering, inspection fees and incidental expenses.)

Costs Prior to Approval of Final Map
Land Planning _____

Engineering _____

Geology _____

Landscape Architecture _____

Architecture _____

Legal _____

Financing _____

Special Districts _____

CEQA _____

Town Fees _____

Other (Itemize) _____

Total Costs _____

Average Improvement Costs Per lot _____

I, the subdivider, hereby certify that the above information includes all development costs except any required in-lieu payment as required by Section 17.20.215 of the Municipal Code.

(Signature) (Printed Name) (Date)



COUNTY OF SONOMA

County Fund for Housing Policy

Adopted May 23, 2017

1. Overview

This County Fund for Housing Policy document has been prepared by the Sonoma County Community Development Commission ("Commission") to articulate the policy priorities, criteria, and objectives for the development of affordable rental and ownership housing funded through the Sonoma County Fund for Housing ("CFH"). This document is updated periodically to reflect new and updated policy priorities, information, and/or regulations.

1.1 Purpose

The County of Sonoma ("County") established the County Fund for Housing in 2003 to provide financial assistance for the development and preservation of affordable housing located in Sonoma County.

1.2 Parties

"Sonoma County Community Development Commission" refers to the staff of the Commission. "Board of Commissioners" refers to the members of the Sonoma County Board of Supervisors in their capacity as the Board of Commissioners of the Sonoma County Community Development Commission. "Board of Supervisors" refers to the Sonoma County Board of Supervisors.

1.3 Authority

The Sonoma County Board of Supervisors delegated the administration of the CFH to the Commission, which is governed by the members of the Board of Supervisors in their capacity as the Sonoma County Board of Commissioners. This Policy has been approved by the Board of Supervisors and the Board of Commissioners.

The Executive Director of the Commission is hereby authorized to interpret this Policy, to accept and process funding proposals per the provisions of this Policy and applicable funding source rules, to present eligible funding proposals to the Board of Supervisors and Board of Commissioners for their consideration, and to administer loans pursuant to the criteria established in this Policy and the County Fund for Housing Administrative Procedures (Administrative Procedures) and the Sonoma County Affordable Housing Program Homeownership Policies. The Executive Director may also, to the extent necessary, make minor administrative and/or procedural changes to this Policy.

Only the Board of Supervisors has the authority to make final approvals of funding decisions.

1.4 Sonoma County Community Development Committee

The Sonoma County Community Development Committee (“Committee”), appointed by the Board of Commissioners, serves as the advisory body to the Commission. Generally, the Commission shall present CFH funding proposals to the Committee in a public hearing. The Committee’s recommendations, public comments, and Commission comments and recommendations shall be presented for approval to the Board of Supervisors.

1.5 Funding Sources

CFH receives funds from multiple local sources, including, but not limited to:

- County of Sonoma General Fund
- County of Sonoma Reinvestment and Revitalization Funds
- Developer In-Lieu Fees
- Transient Occupancy Tax
- CFH loan processing fees, interest, and loan repayments

2. Policy Priorities

The purpose of the CFH is to develop, preserve, and accelerate the pace of development of below market-rate housing for low-, very low-, and extremely low-income households. To achieve this purpose, CFH resources shall be used to provide loans and grants to qualified developers, public entities, groups, and individuals to undertake activities which create, maintain, or expand the County’s affordable housing stock.

CFH resources shall be used to further the goals expressed in the County’s General Plan Housing Element, and in the current Board of Supervisors Strategic Priorities, adopted April 4, 2017, and as periodically amended. The Commission or County may adopt more specific housing priorities from time to time, and may request proposals that address those goals more specifically through a request for proposals, or through a notice of funding availability. The following objectives are high priorities, and the weighting of each objective against others may vary at the Commission’s or County’s discretion:

- Creation or preservation of the greatest number of affordable housing units, affordable to the lowest-income populations.
- Creation of housing opportunities throughout the County, in incorporated cities as well as in the unincorporated County, so that housing is effectively distributed throughout the County. Specific locations may be prioritized based on the County’s Regional Housing Needs Allocation or other needs assessments or market studies which may be periodically undertaken by the Commission or the County.
- Utilization of Housing Opportunity Sites identified by the County and sites identified by the incorporated cities and town in Sonoma County.
- Integration with health and human service systems and programs designed to aid those people experiencing poverty to live independently or to achieve economic self-sufficiency.
- Collaboration with local jurisdictions and other funders of affordable housing.

Project Selection Process

3.1 Proposal Solicitation

3.1.1 Notice of Funding Availability / Request for Proposals

The Commission may solicit funding proposals by several competitive methods, including but not limited to an annual Notice of Funding Availability, and/or a request for proposals for a specific project or to address specific policy goals.

3.1.2 Commission-Sponsored Proposals

The Executive Director may also submit to the Board of Supervisors and the Board of Commissioners a funding proposal on the Commission's behalf. The Executive Director may bring the proposal to the CD Committee for its consideration and to gather public input before submitting the proposal to the Board of Supervisors and the Board of Commissioners.

3.1.3 Special Circumstances

In the event that the Commission offers publicly owned land for development as part of a request for proposals process under the auspices of the CFH program, the award may, with the approval of the Board of Supervisors and the Board of Commissioners, include a commitment of future years' CFH funding, to best facilitate the development process.

3.2 Project Evaluation / Funding Criteria

Proposals shall be evaluated based on how well the proposed project addresses the following policy areas:

- **County Fund for Housing Policy Priorities.** Proposals should address the priorities set forth in Section 2, Policy Priorities, as well as any additional priorities set forth by the Commission or the County via a notice of funding availability or request for proposals.
- **Project Sponsor Qualifications and Experience.** Project sponsors must demonstrate qualifications and experience per Section 3.3, Eligible Project Sponsors.
- **Cost Effectiveness and Feasibility.** Acknowledging that the CFH is a limited resource, project sponsors should demonstrate that the proposed project will be cost-effective and will leverage other funds in order to maximize the benefit to the community of the County's investment.

If necessary or appropriate, specific criteria shall be stated in a notice of funding availability or request for proposals.

3.3 Eligible Project Sponsors

Non-profit or for-profit project sponsors are eligible to receive funds for eligible activities as described in Section 4, Eligible Uses of Funds. Only project sponsors who are qualified to perform the activities for which they request funds shall receive money. For this purpose, "qualified" means that the sponsor has prior relevant experience and organizational capacity and is financially stable. Specific requirements, if any, shall be stated in a notice of funding availability or request for proposals.

3.4 Eligible Projects

Generally, eligible projects would include but not be limited to:

- Development projects which create affordable housing units
- Projects which preserve existing affordable housing units, through acquisition and/or rehabilitation
- Rental housing projects, including properties that provide Permanent Supportive Housing
- Below-market-rate homeownership projects
- Housing for special needs populations
- Group homes
- Properties that will house residents receiving services from another County department, especially the Department of Health Services, the Human Services Department, and/or the Probation Department

CFH resources shall not be used to meet the inclusionary or workforce housing requirements required of developers by the jurisdiction in which the project is located. Project sponsors may request CFH assistance upon a showing that CFH resources will create a deeper level of affordability consistent with the level of investment, or otherwise exceed the jurisdiction's minimum requirements.

3.5 Threshold Criteria / Other Conditions

3.5.1 General Plan Consistency

Proposed projects shall be consistent with the General Plan in the jurisdiction in which they are located. For projects in the unincorporated County, the Sonoma County Permit and Resource Management Department (PRMD) shall review applications and determine whether or not proposed projects are consistent with the County's General Plan. For projects within an incorporated city or town in Sonoma County, project sponsors shall obtain certification from the appropriate jurisdiction as to whether or not the proposed project is consistent with its General Plan.

3.5.2 Site Control

The project sponsor shall possess site control or own the site at the time of application. An executed long-term lease or option to execute a long-term lease, signed option or purchase agreement, or equivalent legally enforceable instrument may satisfy this requirement. The site control instrument shall be valid for at least twelve months after the anticipated date on which the Board of Supervisors approves the CFH awards.

3.6 Exceptions to Project Eligibility Criteria

Any requests for exceptions to these project eligibility criteria require the approval of the Board of Supervisors.

4. Eligible Uses of Funds

4.1 Predevelopment

Eligible predevelopment expenses may include, but are not limited to, architecture and engineering fees, soils testing and other environmental review expenses, and project management expenses.

CFH funds shall not be used to pay for the project sponsor's overhead and general costs of operation or costs associated with site search.

4.2 Site Acquisition

Eligible site acquisition costs may include, but are not limited to, purchase agreement deposits, option payments, the purchase price of the site, due diligence studies and legal expenses related to the acquisition, repayment of the loan(s) that originally financed the purchase of the site (i.e., take-out financing), and other purchase costs such as buyer's share of closing costs (i.e., holding costs such as liability insurance and prorated property taxes, provided the project is not then currently operational). The purchase price shall not exceed the appraised value of the land.

4.3 Construction

Eligible direct construction costs may include, but are not limited to, demolition, on- and off-site improvements, construction of new residential units, construction of non-commercial common structures that are an integral part of a residential development, and rehabilitation of multifamily rental housing units.

Certain construction-related indirect costs are also eligible, including, but not limited to, project management, developer impact fees, building permit fees, and costs of state- and federally mandated tenant and business relocation.

4.4 General Cost Eligibility Provisions

CFH funds shall not be used to pay late or penalty fees, or the project sponsor's overhead and general costs of operation. Eligible expenses initially paid for with the project sponsor's own or borrowed funds may be reimbursed with CFH proceeds provided such expenses were incurred in the three years prior to closing of the CFH financing.

5. Types of Assistance

CFH resources may be invested in eligible projects in the form of loans or grants. In all cases, the Commission shall seek to minimize the amount of funds it invests in a single project, in order to maximize the number of projects and units facilitated with CFH. From time to time, the Commission, with guidance from the Board of Commissioners, may limit the amount of CFH assistance per affordable unit it will consider investing into certain project types.

The Commission shall generally prefer loans, to ensure that public funds are returned to the Commission over time to be reinvested.

The analysis of the amount and type of CFH required to render any project financially feasible will consider other factors, including whether the project will be competing for tax credits or other public resources.

5.1 Loans

The minimum CFH loan amount for any project shall be \$100,000. The maximum loan amount shall vary over time, and in no case shall the maximum loan exceed the amount of CFH funds available in a single program year, unless a

commitment of funding from future years is included by recommendation of the Executive Director and approval of the Board of Supervisors. Further, the amount of CFH invested as a loan in any single project shall not exceed the amount necessary to render the project financially feasible, considering then-current conventional underwriting standards, and capital available from other sources.

Loans shall carry interest rates approved by the Commission, and repayment obligations and schedules shall be based on the project's available cash flow after payment of required operating expenses, reserves, and any required debt service, as applicable. For projects eligible for and utilizing federal Low Income Housing Tax Credits, CFH financing may be structured to be compatible with applicable program and investor requirements. Requirements related to residual receipts calculations and payment obligations are further described in the Administrative Procedures.

5.2 Grants

The Commission may consider investing funds in the form of grants or equity contributions, if repayment over time, even from residual receipts, is considered highly unlikely based on the project type, population served, and a related analysis of income potential from the property. This will generally not be the case for projects financed with tax credits.

6. Program Requirements

6.1 Regional Housing Needs Assessment Apportionment

For projects located in an incorporated city or town, the Commission and the Sonoma County Permit and Resource Management Department shall work cooperatively with the incorporated city or town to share Regional Housing Needs Assessment (RHNA) credit.

6.2 Number of CFH-Assisted Units

At a minimum, the percentage of units within a project that are considered to be CFH-assisted shall be proportionate to the ratio of CFH funds to the Total Development Cost for the project.

6.3 Compliance with Other Applicable Funding Policies

CFH-funded projects shall comply with this Policy, the Administrative Procedures, and the Sonoma County Affordable Housing Program Homeownership Policies.

6.4 Compliance with Applicable Laws and Regulations

6.4.1 Living Wage Ordinance

All project sponsors shall comply with Article XXVI – [Living Wage, in Chapter 2 of the Sonoma County Code](#)

6.4.2 California Environmental Quality Act

If applicable, all projects must receive local environmental clearance in accordance with the requirements of the California Environmental Quality Act (CEQA).

6.5 Timeliness

6.5.1 Site Acquisition Timeliness Requirements

Funds for site acquisition shall be spent within 18 months of Board of Supervisors approval of the CFH award. As specified in the Administrative Procedures, the project sponsor must satisfy all conditions of approval required for entering into a Funding Agreement within 12 months of Board of Supervisors approval of the CFH award.

If this timeliness requirement is not met, the funds shall be reprogrammed.

6.5.2 Construction Timeliness Requirements

Reimbursement for eligible expenses shall be initiated within 24 months of Board of Supervisors approval of the CFH award. As specified in the Administrative Procedures, the project sponsor shall satisfy all conditions of approval required for entering into a Funding Agreement within 12 months of Board of Supervisors approval of the award. All funds shall be disbursed within 30 months of Board of Supervisors approval of the CFH award.

If this timeliness requirement is not met, the funds shall be reprogrammed.

6.5.3 Extensions

Extensions of up to 12 months may be granted for good cause at the discretion of the Executive Director if she or he determines that there were unforeseen circumstances that caused the need for more time.

6.6 Specific Program Requirements for Rental Housing Projects

6.6.1 Affordable Rental Housing Agreement

Concurrently with recording of the CFH loan deed of trust, the Commission shall record an Affordable Rental Housing Agreement (ARHA) with the developer. The ARHA shall memorialize the affordability restrictions and other requirements that attach to the CFH loan and shall run with the land.

6.6.2 Affordability Period

All assisted units in rental developments shall remain affordable for a minimum of fifty-five (55) years.

6.6.3 Income Limits

Income limits for occupants of CFH-assisted units are published annually by the Commission. All CFH-assisted rental units shall initially be restricted and affordable to very low-income households as defined by the US Department of Housing and Urban Development (HUD), adjusted for household size. After initial qualification, a household occupying a very low-income unit may have its income increase to 80 percent AMI (low-income).

6.6.4 Affordability and Physical Distribution of the Rental Units

The Commission shall approve the affordability mix of the development. The CFH-assisted units shall be distributed

by unit size, amenity mix, and income affordability throughout the entire development.

CFH-assisted units in the development shall be floating units: Upon recertification of household income, if a household no longer qualifies to occupy an extremely low-income unit, that unit shall become a very low-income unit and the next available CFH-assisted unit shall become an extremely low-income unit. Upon recertification, if a household no longer qualifies as a low-income household, the developer may charge that household market rate for that unit, and the next available non-CFH-assisted unit shall be designated as a very low-income CFH-assisted unit.

6.6.5 Rent Limit

Maximum tenant-paid rent limits for CFH-assisted units are [published annually by the Commission](#). The rent limit is calculated using the formula in California Health & Safety Code 50052.5 and 5005.3.

The appropriate utility allowance as published annually by the Sonoma County Housing Authority shall be deducted from the gross rent limit to determine the maximum tenant-paid rent.

6.7 Specific Program Requirements for Homeownership Projects

6.7.1 Affordable Housing Development Agreement

Concurrently with recording of the CFH loan deed of trust, the Commission shall record an Affordable Housing Development Agreement (AHDA) with the developer. The AHDA shall memorialize the affordability restrictions and other requirements that attach to the CFH loan and shall run with the land.

The Commission shall record the CFH AHDA against only the CFH-assisted parcels or units. In the same escrow in which an eligible home buyer purchases a CFH-assisted affordable unit, the Commission shall record either an affordability covenant or an option agreement with the buyer granting the Commission the first option to purchase the unit.

6.7.2 Occupancy and Income Limits

Income limits for CFH-assisted units are published annually by the Commission. CFH-assisted ownership units shall be reserved for and sold to first-time homebuyer households at or below 120 percent of the area median income (AMI) for Sonoma County as established by the US Department of Housing and Urban Development (HUD), adjusted for household size. Further, at least 20 percent of all CFH-assisted ownership units must be restricted and affordable to low-income households, adjusted for household size.

For example, to meet the minimum affordability requirements of the CFH program, an ownership development containing 10 CFH-assisted units would have the following affordability profile:

- 20 percent or two of the assisted units restricted and affordable to households at or below 80 percent AMI, adjusted for household size.
- The balance of the assisted units restricted and affordable to households at or below 120 percent AMI, adjusted for household size.

Appendix A: Definitions

Affordable Housing. Housing which costs no more than 30 percent of a low-, very low-, or extremely low-income

household's gross monthly income. For rental housing, the residents can pay up to 30 percent of gross income on rent plus tenant-paid utilities. For homeownership, residents can pay up to 30 percent on the combination of mortgage payments, taxes, insurance, and Homeowners' dues.

Area Median Income (AMI). The income figure representing the middle point of all Sonoma County household incomes. Fifty percent of households earn more than or equal to this figure and 50 percent earn less than or equal to this figure. The AMI varies according to the size of the household. As of May, 2015, the AMI for a four-person household in Sonoma County is \$75,900.

Affordable Housing Agreement. A contract with the Commission executed by the developer of a residential project, and recorded against the subject property, that limits the sales price and/or monthly rent of specified dwelling units within the project, limits the income level of the household occupying the specified units, establishes a time period during which the specified units shall continue to be sold and/or rented at affordable prices, and which may contain administrative, enforcement, or other provisions to ensure that the specified units are sold and/or rented to targeted households at affordable sales prices and/or monthly rent over the entire term of the agreement.

CFH-assisted unit. A residential unit that is subject to rent or purchase price and occupancy restrictions as a result of the financial assistance provided by the CFH, as specified in the Affordable Housing Agreement.

Covenant. An agreement or promise to do or not to do a particular act or to use or not use property in a certain way (see Affordable Housing Agreement).

Executive Director. The executive director of the Sonoma County Community Development Commission, and/or the designee of the director.

Extremely low-income household. A household whose gross annual income does not exceed thirty percent (30%) of the median income for Sonoma County as established by the U.S. Department of Housing and Urban Development, adjusted for household size.

Funding Agreement. An unrecorded document setting forth the terms and conditions imposed upon the borrower in order to receive CFH financing.

Housing Opportunity Site. A parcel or parcels of land designated by the County for affordable housing in compliance with the General Plan housing element and Section 26.89.050(F) of the Sonoma County Zoning Regulations.

Low-income household. A household whose gross annual income does not exceed eighty percent (80%) of the median income for Sonoma County as established by the U.S. Department of Housing and Urban Development, adjusted for household size.

Market-rate unit. A dwelling unit in a residential project that is not restricted by an affordable housing agreement, and which is not expected to be provided as affordable to an extremely low-, very low-, or low-income household.

Option Agreement. An agreement granting the Commission a first right either to purchase an affordable ownership unit for a price established through a formula under the Agreement, or to assign the Commission's first right to an eligible buyer to purchase the affordable ownership unit at that price.

Permanent supportive housing. Rental housing with no limit on length of stay, occupied by a special needs population, which is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, where possible, work in the community.

Regional Housing Needs Allocation. The state-mandated process to identify the total number of housing units (by affordability level) that a jurisdiction must accommodate in its Housing Element.

Residual Receipts. The amount by which a project's gross revenue exceeds its annual operating expenses in a particular calendar year.

Special needs populations. Special needs populations can include the elderly, persons with physical, mental, or behavioral disabilities, persons with HIV/AIDS, and/or persons with alcohol or drug addictions.

Sonoma County Community Development Commission. The Sonoma County Community Development Commission is established as a separate public and corporate entity pursuant to Section 34110 of the California Health and Safety Code, whose Board of Commissioners is comprised of the same members of the Sonoma County Board of Supervisors.

Sonoma County Board of Commissioners. The governing Board of the Sonoma County Community Development Commission, comprised of the same members of the Sonoma County Board of Supervisors.

Sonoma County Board of Supervisors. The governing board of Sonoma County and of various special jurisdictions. The Board of Supervisors is comprised of five supervisors elected from supervisorial districts for four-year terms.

Transitional housing. Supportive housing for persons or families in transition from homelessness to permanent housing.

Very low-income household. A household whose gross annual income does not exceed fifty percent (50%) of the median income for Sonoma County as established by the U.S. Department of Housing and Urban Development, adjusted for household size.

Very Low-Income Households (VLI). Households earning between 31 and 50 percent of the Sonoma County AMI.

Contact Information

Sonoma County Community Development Commission

[Visit our Website](#)

[Accessibility Assistance](#)

[Contact Us](#)

[Email](#)

Business Hours

Monday – Friday

8:00 AM – 5:00 PM

Availability may vary due to COVID-19 Shelter-In-Place Office Closure

Contact us by Phone

Monday – Friday

8:00 AM – 5:00 PM

Phone: [\(707\) 565-7501](tel:(707)565-7501)

Location

Sonoma County Community

Development Commission

1440 Guerneville Road
Santa Rosa, CA 95403

Page Links

1. Living Wage, in Chapter 2 of the Sonoma County Code - <http://sonomacounty.ca.gov/CAO/Living-Wage/Summary/>
2. published annually by the Commission - https://sonomacounty.ca.gov/_templates_portal/Page.aspx?id=2147571275/_templates_portal/Page.aspx?id=2147552904
3. Visit our Website - <http://sonomacounty.ca.gov/Community-Development-Commission/>
4. Accessibility Assistance - https://sonomacounty.ca.gov/_templates_portal/Page.aspx?id=2147571275/CDC/Accessibility-Assistance/
5. Contact Us - https://sonomacounty.ca.gov/_templates_portal/Page.aspx?id=2147571275/CDC/Contact-Us/

There are no written materials for Planning & Building Department Workload Update.

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 – September 9, 2021

1. Agenda – Architectural & Site Control Commission – Monday, September 13, 2021
2. Agenda – Equity Committee – Tuesday, September 14, 2021
3. Agenda – Planning Commission – Wednesday, September 15, 2021
4. Agenda – Sustainability Committee – Thursday, September 16, 2021
5. Colleagues Memo from Vice Mayor Hughes - Visualizing money flows in the budget for 2021/2022
6. Email from resident Ruth Ann Wrucke in response to PV Donates Update
7. COVID-19 Relief Funds received by San Mateo County - City/Town Distribution Data

Attached Separates (Council Only)

(Placed in your Town Hall mailbox)

1. LABOR Newsletter – September 2021
2. Voice Data Video Magazine – Q3/2021



TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting
Monday, September 13, 2021

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

SPECIAL MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council and other public board, commission and committee meetings are being conducted electronically. The meeting are not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

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

Join Zoom Meeting Online:

Please select this link to join the meeting:

<https://us06web.zoom.us/j/89620198964?pwd=T3h6RUo2d2oyd0krN3BKZTZNR1FUZz09>

Or: Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

Meeting ID: 896 2019 8964 **Passcode:** 964198

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID and Passcode

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to dparker@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners prior to the meeting. All comments received are included in the public record.

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 using the "raise your hand" feature when the Chair calls for them.

4:00 PM - CALL TO ORDER

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Architectural Review of an application for landscape revisions and site improvements, File # PLN_ARCH09-2021, 228 Westridge Drive, Dolin Residence (D. Parker)
2. Architectural and Site Development Review of a 680 square foot addition, remodel of an existing residence and landscape improvements, File # PLN_ARCH12-2021, 150 Stonegate Road, Wilson Residence (S. Avila)
3. Architectural and Site Development Review of a new residence, landscape improvements, and removal of significant trees, File # PLN_ARCH01-2021, 214 Grove Drive, Holmes Residence (J. Garcia)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

4. Commission Reports
5. Staff Report

APPROVAL OF MINUTES

6. ASCC Meeting of August 9, 2021

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

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 Planning Department 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.

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 Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



**Town of Portola Valley
Equity Committee
Tuesday, September 14, 2021 – 7:00 PM**

Special Videoconference Meeting via Zoom

VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance.

Members of the public may attend the meeting by video or phone linked in this agenda.

Join Zoom Video Meeting:

<https://us06web.zoom.us/j/83310636297?pwd=ZzUvUi96SVIMSUpXalZjMkVxK2tQUT09>

Phone into Zoom Meeting:

1-669-900-6833

1-877-853-5247 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

Meeting ID: 833 1063 6297

Password: 449093

1. Call to Order
2. Roll Call:

Committee members: Ali Aalaei, Kim Marinucci (Acker), Patt Baenen, Johnathan Clark, Judith Murphy, Lucy Neely, Andrew Pierce, Gwendolyn Stritter, and Karen Vahtra

Council Liaisons: Maryann Derwin
3. Oral Communications for Items not on the agenda
4. Approve Meeting Minutes for August 10, 2021
5. Old Business:

Revised Charter
Proposed name of Committee: Race and Equity
PV Picnic, staffing for Equity Committee table
6. New Business

Housing Committee liaison replacement
Johnny Clark's availability: Weekends only
Budget
Draft annual plan (Develop in Subcommittees)
Neighborhood Watch signs at Town entrances
Manzanita Works proposal
Town Seal
7. Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission
Wednesday, September 15, 2021

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

SPECIAL MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council and other public board, commission and committee meetings are being conducted electronically. The meeting are not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

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<https://us06web.zoom.us/j/87637433061?pwd=VC9SODVwclBIRIJGNjdoWHUzYkpTdZ09>

Or: Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

Meeting ID: 876 3743 3061 **Passcode:** 707427

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to dparker@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners prior to the meeting. All comments received are included in the public record.

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 using the "raise your hand" feature when the Chair calls for them.

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Goulden, Hasko, Targ, Vice-Chair Kopf-Sill, Chair Taylor

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Architectural, Site Development, and Lot Line Adjustment Review for a new residence and lot merger; FILE #PLN_ARCH15-2020 & PLN_LLA03-2020; 531 Wayside Road (APNs 06-380-110, 076-192-190, 076-192-130); Magill/Sholtz Residence (Staff – D. Parker)
2. Review of an application for lot line adjustment, File # PLN_LLA01-2020, 241 and 281 Georgia Lane, Lovazanno/Chase (D. Parker)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

1. Commission Reports
2. Staff Reports

APPROVAL OF MINUTES

3. Planning Commission Meeting of August 18, 2021

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 Planning Department 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

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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 Planning Commission at, or prior to, the Public Hearing(s).



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Thursday, September 16, 2021 7:00 PM
Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

Join Zoom Meeting:

Join Zoom Meeting

<https://us06web.zoom.us/j/85397438280?pwd=UkVNTCtOTkl2dGikOFY0dUYzMzdWUT09>

Meeting ID: 853 9743 8280

Password: 570882

To access the meeting by phone, dial:

1-699-900-6833

1-877-853-5247 (toll-free)

*Mute/Unmute - press *6*

*Raise Hand - press *9*

1. Call To Order
2. Oral Communications
3. Approval of August 21, 2021 Minutes
4. Old Business:
 - a. Updates from Maryann
 - b. Updates from Brandi
 - c. Updates by Subcommittees
 1. Climate Change Reading and Discussion Group
 2. Blackout Protection (draft flyer by Stefan)
 3. Smart Water Meter Implementation
 4. Recruit New Members
 - a. Review of Application & Selection Process – see p.1 of [Committee Handbook](#)
 - d. Next steps on blackout protection
 1. Finalization of flyer
 2. Purchase of solar and battery-operated generator
 3. Discussion on how to use generator
 - e. Planning for October Town Picnic
 1. Drought
 2. GHG's
 3. Blackout Protection

5. New Business:
 - a. Discuss potential re-organization of subcommittees and/or adding new subcommittees
 - b. Discuss how items get on the Agenda (guidance on p. 4 of Committee Handbook)
6. Next meeting and Proposed Agenda Topics: October 21, 2021, 7 pm: September 16, 2021, 7:00 pm
7. Adjournment



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Vice-Mayor Hughes

DATE: September 8, 2021

RE: Visualizing money flows in the budget for 2021/2022

Colleagues,

In reviewing the budget update for tonight's meeting, I wanted to get a clearer picture in my head of what the overall flow of money through our Town financials operates. What relatively are our big sources of money? Where are the big items that we spend money on? Relatively, how big are those?

I have played around with a number of visualizations, but the one I have found the most helpful to understand the big picture is the one attached. This Sankey diagram I have put together by taking numbers from the budget book prepared by staff. I may have minor typos here and there, but I've checked as well as I could and I believe that at the big-picture level it is correct. If there are any discrepancies between the numbers in this chart and the budget book, take the budget book as correct.

WHAT IS THIS SHOWING?

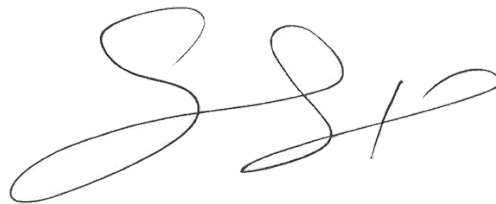
The diagram does not show every dollar in every minor category on either the revenue nor expense sides, but just the bigger items. Large categories are broken down into smaller ones where it adds clarity. Revenues are on the left, expenses on the right. The smaller/more broken-down revenue items are further to the left, and the smaller/more-broken-down expense items are to the right. Where higher-level groupings are larger than the flows coming into/out of them, that's because there are a lot of other miscellaneous items that make up the total which I left off the diagram to keep it uncluttered. The details on those can be found in the budget book. Because of this, the expenses side gives the illusion of being considerably smaller than the revenue side, but it's not – there are just more subcategories which are not shown on the expense side.

I have chosen to pull out fire safety-related items from across multiple higher-level categories to illustrate how elements of the budget which are not aligned according to our financial account system can sometimes be spread around and add up to more than it first seems. There is no “fire safety” category in the budget per se – I have inserted it to show where various fire-related items can be found. The individual expenditures which are in the budget are to the right of the group, and where those fall in the budget’s actual groupings is to the left.

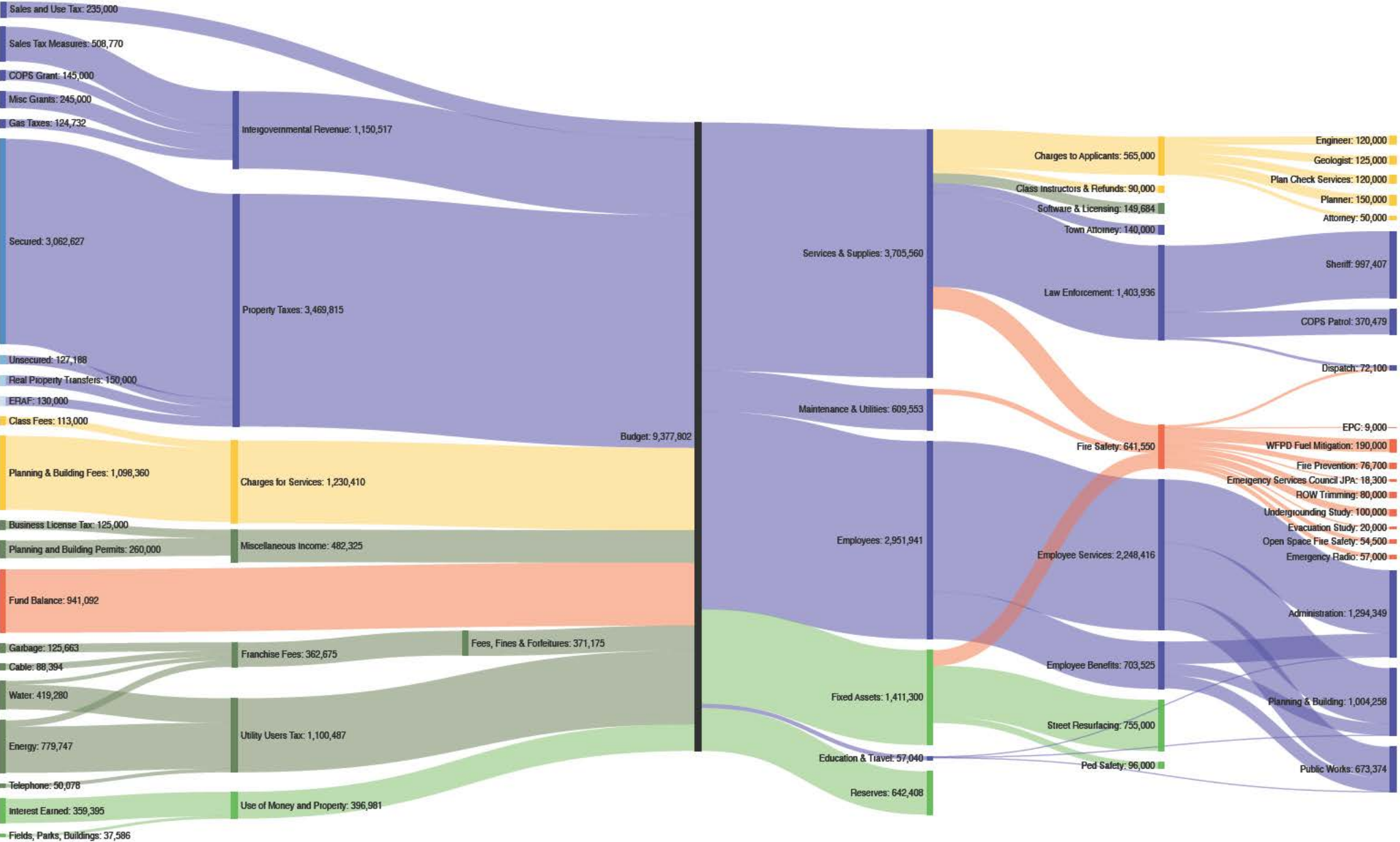
I am including two version of the chart. One shows the already-approved 2021/22 budget numbers that we acted on in June. The other shows the updated budget that staff is presenting tonight. I haven’t attempted to show differences between the two, but if you flip back and forth between the two, you can kinds see some of the changes. Seeing the changes over time isn’t so much the point of this visualization though. I’m still working on something which would better show such changes from one budget to another.

In a PDF, you should be able to zoom in and see small numbers and categories, but for print form, I’ve also reproduced zoomed version of the revenue and expense sides separately of the amended budget for tonight.

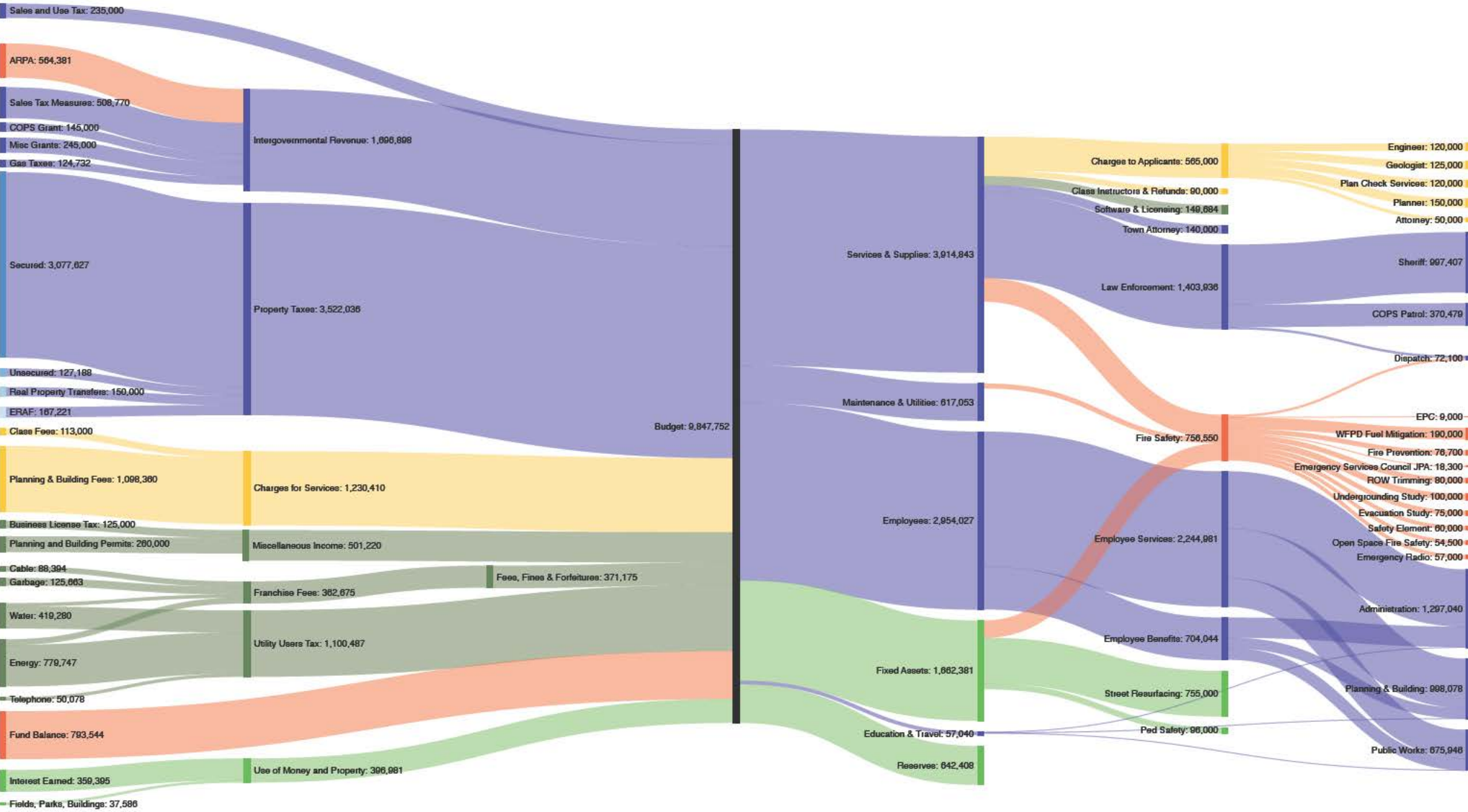
I hope you find this helpful as I have in seeing the bigger picture.

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

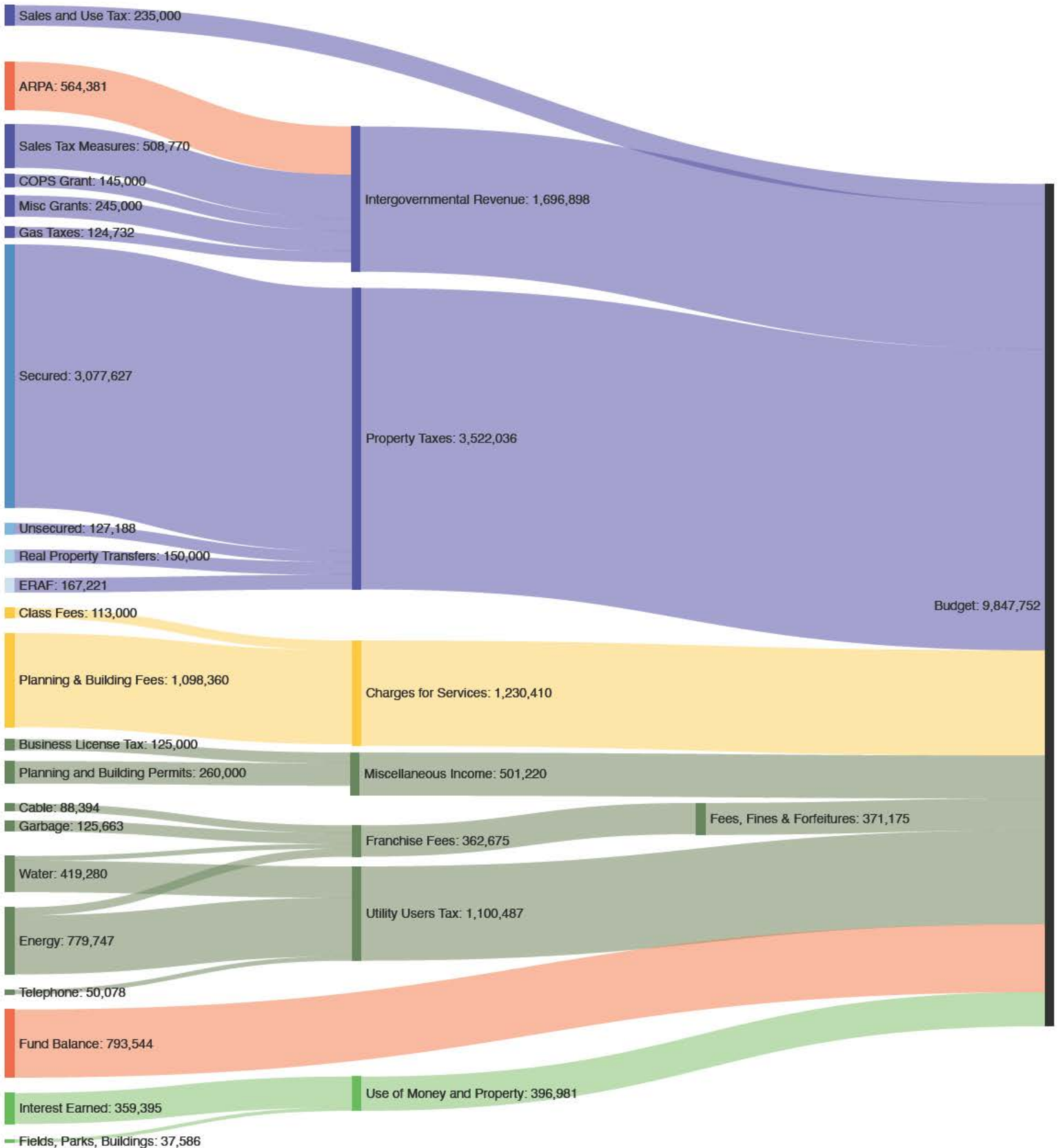
ORIGINAL 2021/22 BUDGET FROM JUNE 2021



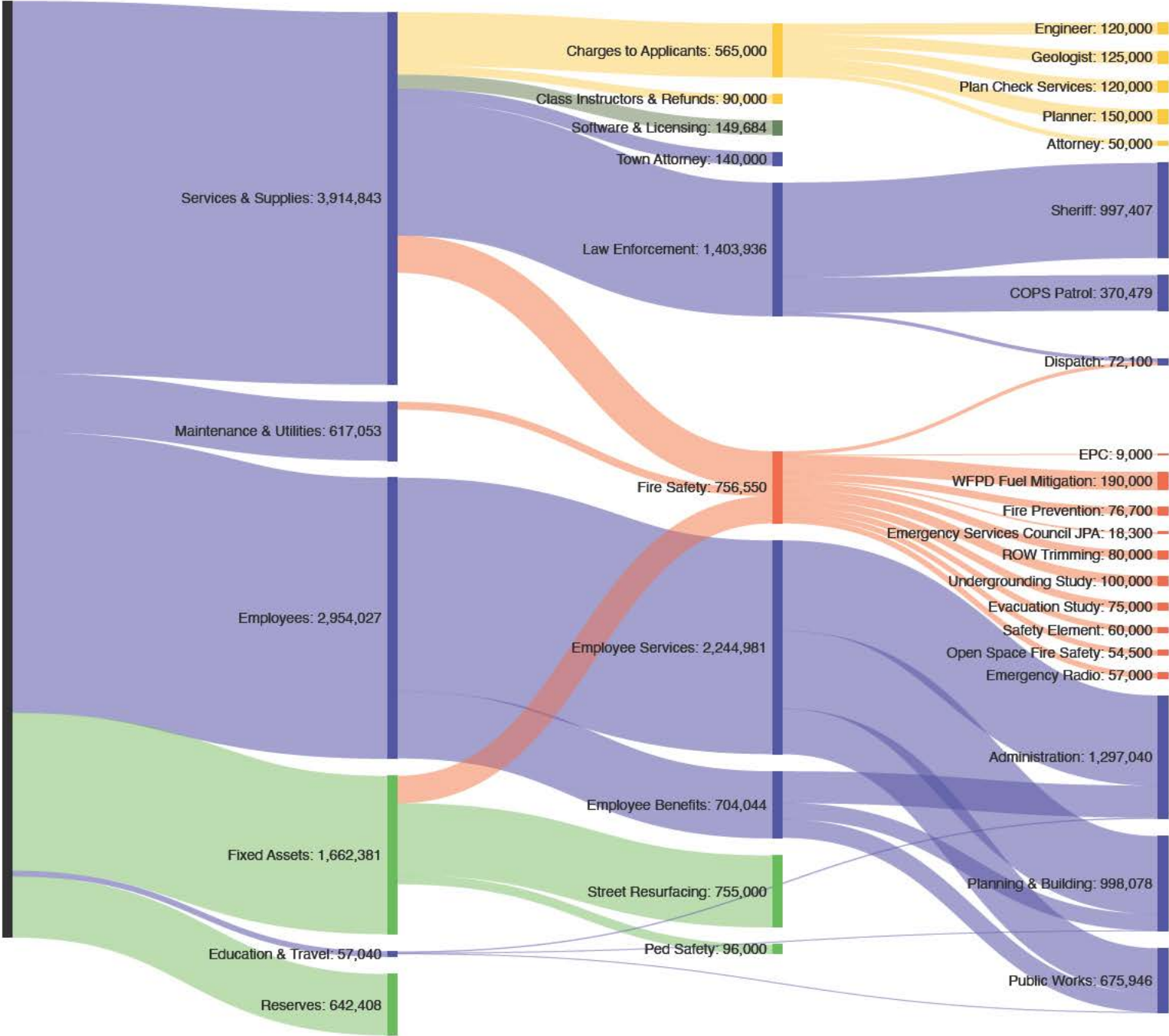
AMENDED 2021/22 BUDGET FROM TONIGHT'S PRESENTATION



AMENDED 2021/22 BUDGET REVENUES ZOOM



AMENDED 2021/22 BUDGET EXPENDITURES ZOOM



Sharon Hanlon

From: cwrucke

Sent: Thursday, September 9, 2021 10:45 AM

To: Sharon Hanlon <shanlon@portolavalley.net>

Subject: RE: PV Donates Update - Please agendaize at an upcoming meeting

It is great to see that the town is looking outward to those worthy and need of support. I thought I might remind the town council of some of the outreach programs in Portola Valley that have been happening since covid struck. Christ Church (and myself) have been making monthly dinners for 160 people plus lunches for 40 at the Maple St. (Redwood City) Homeless shelter for 16 months. Also we have conducted linen drives for Homeless people who have moved into permanent housing also sponsored by Life Moves.

Life Moves is also currently developing places for RV dwellers to have safe parking accommodations. Welcome to the world of outreaching to those in need!! Best wishes and good luck, Ruth Ann Wrucke

Sharon Hanlon

Attachments: COVID-19 Relief Funds 8-17-2021 infographic.pdf; Copy of COVID Relief Programs 8-17-2021.pdf; All Cities 7-31-21.pdf; Copy of COVID Relief Grants 7-31 All Cities Updated_pivots-Final.xlsx

Importance: High

From: Connie Juarez-Diroll **Sent:** Friday, September 3, 2021 8:56 AM
To: Connie Juarez-Dir
Subject: NO ENCRYPT INFORMATION: County COVID-19 Response Funds Information
Importance: High

Dear Honorable Elected Officials and Colleagues,

Since the pandemic started, San Mateo County has received almost \$200 Million in COVID response funds to distribute throughout the community. The attached infographic summarizes the distribution of those funds by program. Additional summary data is provided on the "Copy of COVID Relief Programs" spreadsheet PDF. The majority of the \$200 million has been federal and state money for the Great Plates and Emergency Rent Assistance programs. But funds were also contributed by the County (\$40 Million), your cities and town, foundations, businesses and private donors. Almost all the undistributed funds are for the State Rent Assistance Program.

Attached for your information is a summary chart of total grant funds received by city/town along with charts for each city listing dollars distributed and number of residents/businesses/households assisted for each grant program. The share of grant funds generally tracks with the percent of total County population for each city/town. Since eligibility for most programs has been income based, some cities received higher proportions of grants funds. The number of Great Plates participants, who received three meals a day for over a year, caused the significantly higher share of grant funds distributed in Daly City. The Great Plates program accounts for \$64 Million of \$200 Million total funds.

We hope you find this information of interest. If so, please let us know and we can update the charts quarterly. If you have any questions about the data, please contact Donna Vaillancourt or Peggy Jensen.

Regards,
Mike Callagy
County Manager

COUNTY OF SAN MATEO

INVESTMENT IN COVID-19 RELIEF PROGRAMS

08-17-2021

TOTAL COVID-19 RELIEF FUNDS:

\$190,705,232

Page 111

MEASURE K/OTHER: **\$6.7M** CARES/ARPA **\$43M** LEVERAGED FUNDS: **\$140.1M**

RENTAL ASSISTANCE & HOUSING SUPPORT



6,377 APPLICATIONS APPROVED

\$65.5M TOTAL FUNDS



FOOD SUPPORT



2,929,911 MEALS DISTRIBUTED

\$6.5M SECOND HARVEST FOOD BANK/2ND CHANCES

\$71M TOTAL FUNDS

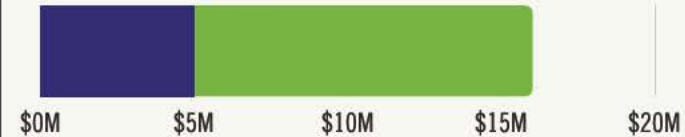


INDIVIDUALS & FAMILIES IMMIGRANT ASSISTANCE



16,017 GRANTS APPROVED

\$16M TOTAL FUNDS



EMERGENCY RELIEF FOR SMALL BUSINESS



1,020 GRANTS APPROVED

5,400 PERMIT RELIEF

\$20.5M TOTAL FUNDS



CHILDCARE AND LEARNING HUB GRANTS



309 GRANTS APPROVED

\$7.3M TOTAL FUNDS



ACCESS TO TECHNOLOGY



PUBLIC WIFI

\$6.4M TOTAL FUNDS



NONPROFIT RELIEF GRANTS

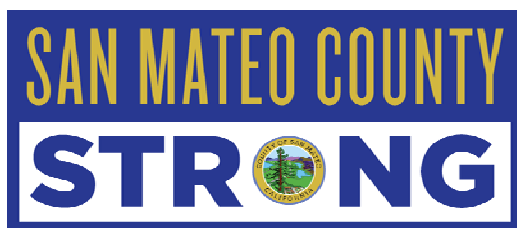


190 GRANTS APPROVED

\$3.9M TOTAL FUNDS



7/31/2021

**PORTOLA VALLEY**

Jurisdiction	Portola Valley	Portola Valley
Values		
Sum of Small Business 1&2	\$ 20,000	2 Grants
Sum of Small Business 3&4	\$ -	- Grants
Sum of Restaurant Brewery & Winery	\$ 20,000	2 Grants
Sum of Non Profit	\$ 12,650	2 Grants
Sum of Childcare	\$ -	- Grants
Sum of Learning Hub	\$ -	- Grants
Sum of Small Property Owner	\$ -	- Properties
Sum of State Rent Relief	\$ -	- Households
Sum of Emergency Assistance	\$ -	- Families
Sum of Immigrant Relief	\$ -	- Individuals/Fa
Sum of Environmental Health Permit Relief	\$ 18,972	20 Facilities
Sum of Great Plates	\$ 74,316	3,378 Great Plates M
Sum of Total	\$ 145,938	11 Great Plates F
Sum of % of Relief Funding	0%	
Sum of % Population	1%	

San Mateo County COVID-19 Relief Programs

8/17/2021

Program	County Measure K/ Other	County CARES/ARPA	Leveraged Funds	Total Funds	Other Information	Amount Distributed/ Spent
Direct Assistance - Individuals and Families						
Immigrant Assistance Mission Asset Fund	\$5,000,000		\$11,017,000	\$16,017,000	Applications approved: 16,017	\$16,017,000
Subtotal	\$5,000,000	\$0	\$11,017,000	\$16,017,000		\$16,017,000
Non-Profit Relief Grants						
SMCSTRONG - Non-Profit Grants - SVCF / SMCU CF		\$1,998,000	\$1,479,730	\$3,477,730	213 Applications received 148 non-profits received grants	\$3,083,000
Non-Profit Arts Grants - Arts Commission / SMCU CF	\$231,000	\$159,703		\$390,703	42 non-profits received grants	\$390,650
Subtotal	\$231,000	\$2,157,703	\$1,479,730	\$3,868,433		\$3,473,650
Emergency Relief for Small Businesses						
SMCSTRONG - Small Business Grants - SMCU CF/SVCF		\$4,000,000	\$2,641,098	\$6,641,098	Round 1/2 -1,232 Apps received/451 Grants Round 6 - Opened 8/16/21	\$6,641,098
Restaurant, Winery, Brewery Grants		\$1,080,000	\$2,430,684	\$3,510,684	338 Approved; 338 disbursed	\$3,380,000
Micro Food Business Grants		\$500,000		\$500,000	Opens 9/2021	\$500,000
MEHKO Grants		\$238,000		\$238,000	Opens 10/2021	\$238,000
Small Business Grants - Renaissance Center		\$3,430,000	\$195,000	\$3,625,000	500+ applicants; 207 grants disbursed	\$3,625,000
Digital Tools and Training - Small Businesses - Renaissance		\$250,000		\$250,000	32 applicants - 21 grants disbursed	\$52,500
Health Fee Relief Program		\$5,800,000		\$5,800,000	# permit holders receiving relief - 5,400 (est)	\$5,800,000
Subtotal		\$15,298,000	\$5,266,782	\$20,564,782		\$20,236,598
Childcare & Learning Hub Relief Grants						
Childcare Relief Grants - SMCU CF		\$4,478,000	\$834,966	\$5,312,966	287 Applications approved, 8,183 spots	\$5,025,883
Learning Hub Grants	\$1,500,000		\$480,000	\$1,980,000	21 Grants, 59 hubs, 730 new students served	\$1,980,000
Subtotal	\$1,500,000	\$4,478,000	\$1,314,966	\$7,292,966		\$7,005,883
Access to Technology						
Public Wi-Fi		\$6,400,000		\$6,400,000	households served TBD	TBD
Rental Assistance & Housing Support						
Small Residential Rental Property Owner Grants - SMCU CF		\$223,684		\$223,684	Complete Applications Submitted: 39, Units Approved 53	\$223,684
Additional Programs/Grants for Tenants and Property Owners		\$1,000,000		\$1,000,000	# of clients served - (services to be provided 2021)	TBD
SMCSTRONG & CARES - Rental Assistance - Individuals and Families - SVCF		\$4,000,000	\$13,847,578	\$17,847,578	Applications received : 8,423 Applications approved: 5,366	\$13,423,013
Assisted Living - Institute on Aging		\$500,000		\$500,000	TBD	\$500,000
CSBG - CARES		\$633,962		\$633,962	TBD - Distributions planned for 10/02/2021	\$0
Federal Coronavirus Emergency Rental Assistance Program			\$45,348,785	\$45,348,785	Funds Obligated: \$30,362,780; Active Cases: 4,636, Households Assisted 1,011	\$15,036,200
Subtotal	\$0	\$6,357,646	\$59,196,363	\$65,554,009		\$29,182,897
Food Support						
Second Harvest Food Bank/Second Chance Program		\$6,550,000		\$6,550,000	# Meals Distributed - TBD	\$6,550,000
Great Plates Meal Delivery		\$1,804,333	\$62,653,709	\$64,458,042	Meals Distributed - 2,929,911	\$64,458,042
Subtotal		\$8,354,333	\$62,653,709	\$71,008,042		\$71,008,042
Totals	\$6,731,000	\$43,045,682	\$140,928,550	\$190,705,232		\$146,924,070

TOWN COUNCIL WEEKLY DIGEST

Thursday – September 16, 2021

1. Agenda – Ad-Hoc Housing Element Committee – Monday, September 20, 2021
2. Agenda – Trails & Paths Committee – Tuesday, September 21, 2021
3. Agenda (Special) – Nature & Science Committee – Thursday, September 23, 2021

Attached Separates (Council Only)

(Placed in your Town Hall mailbox)

1. None



TOWN OF PORTOLA VALLEY

4:30 PM – Ad Hoc Housing Element Committee Meeting
Monday, September 20, 2021

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

MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council and other public board, commission and committee meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

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

Join Zoom Meeting Online:

Please select this link to join the meeting:

<https://us06web.zoom.us/j/83325748107?pwd=S0U3U013R3VyeDlEd1R1UXhuRENpQT09>

Or: Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

Meeting ID: 833 2574 8107 **Passcode:** 644998

Or Telephone:

1. 669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID and Passcode

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to housing@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Committee Members prior to the meeting. All comments received are included in the public record.

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 provide comments using the "raise your hand" feature when the Chair calls for them.

Approximate timeframes are provided for agenda items as a guide for the Chair, Committee Members, and the public. Actual times may vary.

Committee Members:

Jeff Aalfs - Town Council Subcommittee
Aimee Armsby
Sue Crane
Sarah Dorahy
Erik Doyle
William Kelly
Anne Kopf-Sill - Planning Commission Representative
Al Sill - ASCC Representative

Nicholas Targ - Planning Commission Representative
Bob Turcott
Janey Ward
Sarah Wernikoff - Town Council Subcommittee
Jocelyn Swisher
Helen Wolter

Staff Contacts:

Laura Russell - Planning & Building Director
Adrienne Smith - Senior Planner

4:30 PM - CALL TO ORDER AND ROLL CALL

ORAL COMMUNICATIONS

Persons wishing to address the Ad Hoc Housing Element Committee on any subject not on the agenda may do so now. Please note however, that the Ad Hoc Housing Element Committee is not able to undertake extended discussion or action tonight on items not on the agenda. Comments will be limited to two minutes per person.

COMMITTEE DISCUSSION

1. Values, Decorum and Public Comment
2. Organization and Evaluation of Existing Housing Element
3. Portola Valley Demographic and Housing Trends

----- BREAK -----

4. Housing Affordability Income Categories – Deeper Dive

STAFF AND COMMITTEE REPORTS

5. Staff Updates/Announcements

APPROVAL OF MINUTES

6. Ad Hoc Housing Element Committee Meeting of 8/16/21

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the items to be considered by the Committee, please email housing@portolavalley.net. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

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 Planning Department 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.

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 Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



TOWN OF PORTOLA VALLEY
Trails and Paths Committee Meeting
Tuesday, September 21, 2021 8:15 AM

Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

Join Zoom Meeting:

<https://us06web.zoom.us/j/86746107864?pwd=VENNNU5KOWdqTjh5NTRVWHVURHQzZz09>

Meeting ID: 867 4610 7864

Password: 361360

To access the meeting by phone, dial:

1-699-900-6833

1-877-853-5247 (toll-free)

*Mute/Unmute - press *6*

*Raise Hand - press *9*

1. Call to Order
2. Oral/Community Communications
3. Approval of Minutes from August 17, 2021, meeting
4. Old Business
 - a. Trail Conditions, Work, and Budget for August 2021: Howard Update/Discussion
 - b. Trails and Paths ADU checklist items: Group - Update
5. New Business
 - a. Proposed sign on Shady Trail by Historic Resources Committee: Group - Recommendation
 - b. PV Donates: Group - Discussion
6. Other Business
7. Adjournment



Town of Portola Valley
Nature and Science Committee Special Meeting
Thursday, September 23, 2021 – 5:00 PM

Special Videoconference Meeting via Zoom

VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance.

Members of the public may attend the meeting by video or phone linked in this agenda.

Join Zoom Video Meeting:

Phone into Zoom Meeting:

1-669-900-6833
1-877-853-5247 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

Meeting ID: 831 1550 9553

Password: 760595

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee or anyone wanting to speak on an item not on the agenda)
3. Approve Minutes of August 12, 2021, regular meeting
4. Report on August Wildflower talk
5. Planning and discussion:
 - 1) Paul Heiple's talk on Galls on September 20
 - 2) Big Event in January
 - 3) Nature Center plans at Hawthorns
 - 4) Recruiting new members
 - 5) Committee Project leveraging the new fundraiser vehicle
6. Budget Discussion
7. Action Items:
 - 1) Decide big event topic and date
 - 2) Bills to be presented
 - 3) Allocate funds for future events
8. Adjournment:

Next meetings: October 14, 2021, at 5:00 pm on Zoom