



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the Town Council**  
**Wednesday, January 11, 2023**  
**7:00 P.M.**

**Jeff Aalfs**, Mayor  
**Sarah Wernikoff**, Vice Mayor  
**Judith Hasko**, Councilmember  
**Mary Hufty**, Councilmember  
**Craig Taylor**, Councilmember

**HYBRID MEETING**

**HISTORIC SCHOOLHOUSE - 765 Portola Road, Portola Valley, CA 94028**

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your comments using this [online form](#) by 1:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions will be forwarded to Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. Phone callers may provide comments by pressing \*9 on your phone to "raise your hand" and \*6 to mute/unmute yourself. The meeting Chair will call on people to speak by the phone number calling in.

**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 or by email at [mthurman@portolavalley.net](mailto:mthurman@portolavalley.net). Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**VIRTUAL PARTICIPATION VIA ZOOM**

**To access the meeting by computer:**

<https://us06web.zoom.us/j/89403989171?pwd=eUdncGlvcHNvbW1wRGdQR1EzWnROZz09>

**Webinar ID:** 894 0398 9171

**Passcode:** 476131

**To access the meeting by phone:**

1-669-900-6833 or

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

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

*Residents have asked if they are able to see a list of participants in Zoom webinar-meetings. Craig Hughes has put together a simple website integrated with Zoom data to provide this for Town webinars. You can visit the site at <https://pv-zooms.rungie.com/> which will show a list of meetings. Clicking on a meeting will then display all participants in the meeting, as well as those who had been in the meeting but have left. The site will only show meetings once they have started and the first participant has joined.*

**1. CALL TO ORDER**

**2. REPORT OUT OF CLOSED SESSION**

**3. 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.*

**4. 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.

- a. **Approval** of Action Minutes for the Regular Meeting of December 14, 2022
- b. **Approval** of Warrant List
- c. **Adoption** of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the

Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361

- d. **Authorize** Town Manager to Execute Any and All Contract Amendments with Department of Housing and Community Development
- e. **Adoption** of Resolution Ratifying the Proclamation of Existence of Local Emergency Issued by Director of Emergency Services and Further Proclaiming the Continued Existence of the Emergency
- f. **Adopt** a Resolution in Support of the Mack E. Mickelson Arthritis and Rehabilitation Center Therapy Pool Located at the Mills Health Center in San Mateo California
- g. **Authorize** Lucy Neely to Serve as Chair of the Finance Committee and the Race and Equity Committee

## 5. REGULAR AGENDA

- a. **Appoint** Commission Members for the Following:
  - Two Short-Term Vacancies on the Planning Commission, with One Seat’s Term Expiring in December 2023, and One Seat’s Term Expiring in December 2024; and
  - Two Short-Term Vacancies on the Architectural Site Control Commission, with One Seat’s Term Expiring in December 2023 and One Seat’s Term Expiring in December 2024
- b. **Approve** Council Appointments to Regional and Local Bodies for 2023

## 6. COUNCIL COLLEAGUE MEMOS

- a. **Discuss** Colleagues Memo from Mayor Aalfs Entitled “Suggested Change to Committee and Outside Meeting Liaison Reports”
- b. **Discuss** Colleagues Memo from Vice Mayor Wernikoff Entitled “Council Meeting Start Time – Discussion of Earlier Meeting Time”
- c. **Discuss** Colleagues Memo from Vice Mayor Wernikoff Entitled “Lifetime Achievement Award”
- d. **Discuss** Colleagues Memo from Councilmember Hufty Entitled “General Plan Resident Working Group”
- e. **Discuss** Colleagues Memo from Mayor Aalfs and Councilmember Taylor Entitled “Proposed Council Commitments to a Post-Adoption Housing Element Process”
- f. **Discussion** Item from Councilmember Hufty – Code of Ethics for Town Council

## 7. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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.*

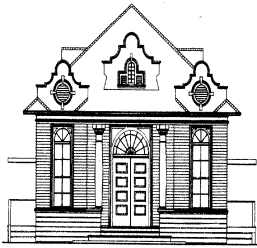
## 8. TOWN MANAGER REPORT

*There are no written materials and the Town Council does not take action under this agenda item.*

## 9. ADJOURNMENT

The next Regular Town Council meeting will be held on January 25, 2023 at 7:00 p.m.

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the Town Council**  
**Wednesday, December 14, 2022**  
**7:00 P.M.**

**Craig Hughes**, Mayor  
**Sarah Wernikoff**, Vice Mayor  
**Jeff Aalfs**, Councilmember  
**Maryann Derwin**, Councilmember  
**John Richards**, Councilmember

**MINUTES**

1. **CALL TO ORDER** – All Councilmembers were present, including incoming Councilmembers Hasko, Hufty and Taylor.
2. **REPORT OUT OF CLOSED SESSION** – None.
3. **ORAL COMMUNICATIONS**

The following members of the public spoke during Oral Communications:

- Tom Vlasic
- Rita Comes
- Sandy Sloane
- MJ Lee
- Nina Phillips
- Anne Wengert
- Onnolee Trapp
- Sen Becker Aide

4. **CONSENT AGENDA**

The following members of the public spoke about items on the Consent Agenda:

- Liz Babb (Item 4.e.)
- Majda Jones (Item 4.e.)
- Rita Comes (Item 4.e.)
- Ronnie (Item 4.e.)
- Jon Silver (Item 4.e.)
- Nan Shostak (Item 4.e.)
- Gregg Frankwood (Item 4.e.)
- David Cardinal (Item 4.e.)
- Judith Murphy (Item 4.e.)
- Lucy Neely (Item 4.e.)

**Sarah Wernikoff, Vice Mayor**, recused herself from discussing and voting on Item 4.e. due to a potential conflict of interest.

**Craig Hughes, Mayor**, pulled Item 4.g. for clarification on the total votes cast. **Melissa Thurman, Town Clerk**, provided the clarification verbally.

M/S Richards/Aalfs to approve the Consent Agenda, excluding Item 4.e. and 4.g. **Motion carried unanimously by roll call vote.**

M/S Richards/Wernikoff to approve Item 4.g. **Motion carried unanimously by roll call vote.**

M/S Derwin/Aalfs to table Item 4.e. to a future meeting, date uncertain, until a policy on fee waivers be discussed and/or approved by Council. **Motion carried 4-0-1 by roll call vote with Vice Mayor Wernikoff recused.**

- a. **Approval** of Action Minutes for the Special and Regular Meetings of October 26, November 9 and November 30, 2022
- b. **Approval** of Warrant List
- c. **Adoption** of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361
- d. **Approve** the Re-Appointment of Raymond Williams to Serve a Four-Year Term as the Portola Valley Representative to the San Mateo County Mosquito and Vector Control District
- e. **Approve** the Willow Commons Apartments’ Request for Waiver of Town Fees for Affordable Supportive Housing Project

- f. **Approve** the Portola Valley ADU/JADU Survey
- g. **Adopt** a Resolution Declaring the Results of the General Municipal Election for the Town of Portola Valley held on November 8, 2022 as Provided by Law

**5. TOWN COUNCIL REORGANIZATION**

- a. **Swearing-In** of Newly Elected Town Councilmembers Judith A. Hasko, Craig S. Taylor and Mary Hufty

The following members of the public spoke during this item:

- Jon Silver
- Alex Von Feldt
- Carlos Romero

The Town Council took a recess at 8:47 p.m.

The Town Council reconvened at 8:56 p.m.

**Melissa Thurman, Town Clerk**, performed the Oath of Office to Incoming Councilmembers Judith A. Hasko, Mary Hufty and Craig S. Taylor.

- b. **Town Council** Selection of Mayor and Vice Mayor

**Sarah Wernikoff, Councilmember**, nominated **Jeff Aalfs** to the position of Mayor.

**Mary Hufty, Councilmember**, nominated **Judith Hasko** to the position of Mayor. **Judith Hasko, Councilmember** declined the nomination.

M/S Wernikoff/Hasko to nominate Jeff Aalfs for Mayor of Portola Valley through 2023. **Motion carried unanimously by roll call vote.**

**Jeff Aalfs** has been chosen as Mayor of Portola Valley through 2023.

**Jeff Aalfs, Mayor**, nominated **Sarah Wernikoff** to the position of Vice Mayor. **Craig Taylor, Councilmember**, seconded the motion.

**Mary Hufty, Councilmember**, nominated **Judith Hasko** to the position of Vice Mayor. **Judith Hasko, Councilmember**, seconded the motion.

M/S Aalfs/Taylor to nominate Sarah Wernikoff for Vice Mayor of Portola Valley through 2023. **Motion carried 3-2 by roll call vote, with Councilmembers Hasko and Hufty opposed.**

As Sarah Wernikoff's nomination received a motion and second first, a roll call vote was conducted. As the nomination carried, the motion and second for the nomination of Judith Hasko failed.

**Sarah Wernikoff** has been chosen as Vice Mayor of Portola Valley through 2023.

The following members of the public spoke regarding this item:

- Gregg Frankwood
- Rita Comes
- Anonymous
- Anonymous
- Bill Russell

After the 11:32 p.m. recess, Mayor Aalfs was advised by Town Attorney Cara Silver to re-take the votes for the positions of Mayor and Vice Mayor, using the original nominations, due to the fact that public comment had been taken after the votes had been taken earlier in the meeting.

For the position of Mayor:

M/S Wernikoff/Hasko to nominate Jeff Aalfs for Mayor of Portola Valley through 2023. **Motion carried unanimously by roll call vote.**

**Jeff Aalfs** has been chosen to the position of Mayor.

M/S Hufty/Hasko to nominate Judith Hasko for Vice Mayor of Portola Valley through 2023. **Motion failed 3-2 by roll call vote, with Councilmembers Aalfs, Taylor and Wernikoff opposed.**

M/S Aalfs/Taylor to nominate Sarah Wernikoff for Vice Mayor of Portola Valley through 2023. **Motion carried 3-2 by roll call vote, with Councilmembers Hasko and Hufty opposed.**

**Sarah Wernikoff** has been chosen as Vice Mayor of Portola Valley through 2023.

## 6. REGULAR AGENDA

### a. Housing Element Update and Discussion

**Judith Hasko, Councilmember**, recused herself from discussing and voting on Item 6.a. due to a potential conflict of interest.

**Laura Russell, Community Development Director**, provided the update.

The following members of the public spoke regarding this item:

- Bill Russell
- Anonymous
- Bob Adams
- Kristi Corley
- Ron Eastman
- Rita Comes
- Peter Draeger
- Gregg Frankwood
- Bob

The Council provided the following direction to staff:

- Receive input from the Planning Commission after their January 4, 2023 meeting
- Created a subcommittee of Mayor Aalfs and Councilmember Taylor to prepare a Colleague's Memo for the meeting of January 11, 2023

## 7. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

The following Councilmembers reported local and regional meetings they attended:

- **Sarah Wernikoff** – Portola Valley School District; ADU Ambassador Program
- **Judith Hasko** - ASCC
- **Jeff Aalfs** – Nature & Science

The Town Council took a recess at 11:32 p.m.

The Town Council reconvened at 11:39 p.m.

The following members of the public spoke regarding the item:

- Rita Comes
- Bob

## 8. TOWN MANAGER REPORT

**Jeremy Dennis, Town Manager**, provided the report verbally.

## 9. ADJOURNMENT – The meeting adjourned at 12:08 a.m.

The next Regular Town Council meeting will be held on January 11, 2023 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, Town Clerk, for approval at the regular meeting of January 11, 2023.

Check Register

| Check Number                           | Vendor Number | Vendor Name                    | Check Amount | Check Date | BW | Check Type |
|--|---------------|--------------------------------|--------------|------------|----|------------|
| Checks for Cash Account: 910-11011-000 |               |                                |              |            |    |            |
| 2764                                   | 73            | CA LANDSCAPE CONTRACTORS ASSOC | 120.00       | 12/28/22   |    |            |
| 2765                                   | 78            | CALIFORNIA WATER SERVICE CO    | 2,265.86     | 12/28/22   |    |            |
| 2766                                   | 80            | CALPERS                        | 34,123.63    | 12/28/22   |    |            |
| 2767                                   | 121           | SCA OF CA, LLC                 | 1,782.06     | 12/28/22   |    |            |
| 2768                                   | 124           | COMCAST                        | 276.29       | 12/28/22   |    |            |
| 2769                                   | 176           | EXCEL LD                       | 67.00        | 12/28/22   |    |            |
| 2770                                   | 195           | GOOD CITY COMPANY              | 61,551.25    | 12/28/22   |    |            |
| 2771                                   | 203           | GREEN HALO SYSTEMS             | 342.00       | 12/28/22   |    |            |
| 2772                                   | 262           | JORGENSEN SIEGEL MCCLURE & FLE | 78,231.25    | 12/28/22   |    |            |
| 2773                                   | 275           | KRUPKA CONSULTING              | 3,150.00     | 12/28/22   |    |            |
| 2774                                   | 278           | LAMPHIER GREGORY               | 32,582.13    | 12/28/22   |    |            |
| 2775                                   | 293           | LYNGSO GARDEN MATERIALS INC    | 1,081.96     | 12/28/22   |    |            |
| 2776                                   | 332           | N.C.E.                         | 4,716.25     | 12/28/22   |    |            |
| 2777                                   | 334           | NOLTE ASSOCIATES INC           | 8,332.75     | 12/28/22   |    |            |
| 2778                                   | 340           | OGRADY PAVING INC.             | 27,398.95    | 12/28/22   |    |            |
| 2779                                   | 341           | OLBERDING ENVIRONMENTAL INC    | 2,325.00     | 12/28/22   |    |            |
| 2780                                   | 367           | PG&E                           | 2,604.18     | 12/28/22   |    |            |
| 2781                                   | 372           | PINNACLE BUILDING & DESIGN     | 1,000.00     | 12/28/22   |    |            |
| 2782                                   | 376           | PORTOLA VALLEY HARDWARE        | 107.11       | 12/28/22   |    |            |
| 2783                                   | 403           | RON RAMIES AUTOMOTIVE INC.     | 256.56       | 12/28/22   |    |            |
| 2784                                   | 428           | SHARP BUSINESS SYSTEMS         | 125.48       | 12/28/22   |    |            |
| 2785                                   | 447           | STAPLES CREDIT PLAN            | 230.66       | 12/28/22   |    |            |
| 2786                                   | 452           | STUART RENTAL COMPANY          | 4,018.38     | 12/28/22   |    |            |
| 2787                                   | 513           | CAROL BORCK                    | 5.85         | 12/28/22   |    |            |
| 2788                                   | 518           | GOT GOPHERS?                   | 2,100.00     | 12/28/22   |    |            |
| 2789                                   | 553           | COUNTY OF SAN MATEO-PSC        | 35,078.00    | 12/28/22   |    |            |
| 2790                                   | 642           | CYBERTARY.COM                  | 1,912.75     | 12/28/22   |    |            |
| 2791                                   | 704           | ROBERT NORDGREN                | 1,000.00     | 12/28/22   |    |            |
| 2792                                   | 729           | TOWNSEND MANAGEMENT INC        | 4,256.00     | 12/28/22   |    |            |
| 2793                                   | 730           | URBAN PLANNING PARTNERS INC    | 56,776.61    | 12/28/22   |    |            |
| 2794                                   | 884           | NADAV EIRON                    | 2,578.81     | 12/28/22   |    |            |
| 2795                                   | 914           | UNITED MECHANICAL INC          | 832.00       | 12/28/22   |    |            |
| 2796                                   | 927           | RAVELLA CONSTRUCTION           | 1,000.00     | 12/28/22   |    |            |
| 2797                                   | 928           | STEPHEN WOLF                   | 1,000.00     | 12/28/22   |    |            |
| Check totals:                          |               |                                | 373,228.77   |            |    |            |
| ACH totals:                            |               |                                |              |            |    |            |
| EFTPS totals:                          |               |                                |              |            |    |            |
| Wire transfer totals:                  |               |                                |              |            |    |            |
| Payment Manager totals:                |               |                                |              |            |    |            |
| GRAND TOTALS                           |               |                                | 373,228.77   |            |    |            |



| Check Date       | Check Number | Special Information  | Net Check Amount | Total Invoices Paid               | Invoice Number  |
|------------------|--------------|--|------------------|-----------------------------------|---|
| Vendor: 12/28/22 | 73<br>2764   | CA LANDSCAPE CONTRACTORS ASSOC<br>FY2022-2023 CLCA Dues, J. Bixby  | 120.00           | 120.00                            | FY22-23_DUES  |
| Vendor:          | 78<br>2765   | CALIFORNIA WATER SERVICE CO<br>Water Service 11/09/22 - 12/09/22   | 2,265.86         | 2,265.86                          | NOV-2022  |
| Vendor:          | 80<br>2766   | CALPERS<br>December Unfunded Liability<br>October Retirement- PEPPA<br>October Retirement- CLASSIC                                     | 34,123.63        | 8,931.67<br>6,883.90<br>18,308.06 | 100000017011365<br>100000016934140<br>100000016934119 |
| Vendor:          | 121<br>2767  | SCA OF CA, LLC<br>November Litter/Street Clean   | 1,782.06         | 1,782.06                          | 104703CS  |
| Vendor:          | 124<br>2768  | COMCAST<br>WIFI 12.16.22 - 01.15.23  | 276.29           | 276.29                            | 7290-DEC22  |
| Vendor:          | 176<br>2769  | EXCEL LD<br>October Telephone LD Service<br>November Telephone LD Service  | 67.00            | 33.50<br>33.50                    | 1194508751<br>1194865409                              |
| Vendor:          | 195<br>2770  | GOOD CITY COMPANY<br>Planning Consultant Svcs - October<br>Planning Consultant Svcs - November   | 61,551.25        | 32,038.75<br>29,512.50            | 2878<br>2926  |
| Vendor:          | 203<br>2771  | GREEN HALO SYSTEMS<br>October Hosting/Access<br>November Hosting/Access<br>December Hosting/Access                                     | 342.00           | 114.00<br>114.00<br>114.00        | 3885<br>3938<br>3991                                  |
| Vendor:          | 262<br>2772  | JORGENSON SIEGEL MCCLURE & FLE<br>November Statement<br>October Statement  | 78,231.25        | 33,383.75<br>44,847.50            | NOV-2022<br>OCT-2022                                  |
| Vendor:          | 275<br>2773  | KRUPKA CONSULTING<br>On-Call Traffic & Transportation - October/November 2022  | 3,150.00         | 3,150.00                          | 1342  |
| Vendor:          | 278<br>2774  | LAMPHIER GREGORY<br>Planning Consultant 10/29/22 - 12/09/22, Stanford Wedge<br>Planning Consultant 06/11/22 - 10/28/22, Stanford Wedge | 32,582.13        | 4,110.00<br>28,472.13             | 2022-1331<br>2022-1254                                |
| Vendor:          | 293<br>2775  | LYNGSO GARDEN MATERIALS INC<br>Emergency Sand Bags   | 1,081.96         | 1,081.96                          | 16917   |



| Check Date | Check Number | Special Information                             | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------|--------------|---|------------------|---------------------|----------------|
| Vendor:    | 332          | N.C.E.  |                  |                     |                |
|            | 2776         | 2022/2023 Street Resurfacing Through 10/14/2022 | 4,716.25         | 4,716.25            | 424275508      |
| Vendor:    | 334          | NOLTE ASSOCIATES INC                            |                  |                     |                |
|            | 2777         | September Applicant Charges & PW Support        | 8,332.75         | 8,332.75            | SEPT_2022      |
| Vendor:    | 340          | OGRADY PAVING INC.                              |                  |                     |                |
|            | 2778         | 2022-2023 Street Resurfacing Progress Payment   | 27,398.95        | 27,398.95           | 6565           |
| Vendor:    | 341          | OLBERDING ENVIRONMENTAL INC                     |                  |                     |                |
|            | 2779         | C-1 Trail Monitoring 06/01/22 - 09/30/22        | 2,325.00         | 2,325.00            | 2022391        |
| Vendor:    | 367          | PG&E  |                  |                     |                |
|            | 2780         | November Statements                             | 2,604.18         | 2,604.18            | NOV-2022       |
| Vendor:    | 372          | PINNACLE BUILDING & DESIGN                      |                  |                     |                |
|            | 2781         | Deposit Refund, 501 Portola #5M                 | 1,000.00         | 1,000.00            | BLDR0088-2022  |
| Vendor:    | 376          | PORTOLA VALLEY HARDWARE                         |                  |                     |                |
|            | 2782         | November Statement                              | 107.11           | 107.11              | 193-NOV22      |
| Vendor:    | 403          | RON RAMIES AUTOMOTIVE INC.                      |                  |                     |                |
|            | 2783         | Lawn Mower Repair                               | 256.56           | 256.56              | 72846          |
| Vendor:    | 428          | SHARP BUSINESS SYSTEMS                          |                  |                     |                |
|            | 2784         | October Copies                                  | 125.48           | 125.48              | 9004049892     |
| Vendor:    | 447          | STAPLES CREDIT PLAN                             |                  |                     |                |
|            | 2785         | November Statement                              | 230.66           | 230.66              | 2814-NOV22     |
| Vendor:    | 452          | STUART RENTAL COMPANY                           |                  |                     |                |
|            | 2786         | Final Payment - Town Picnic 9/17/22, P.O. 6757  | 4,018.38         | 4,018.38            | 208137         |
| Vendor:    | 513          | CAROL BORCK                                     |                  |                     |                |
|            | 2787         | Mileage Reimbursement - 17 Redberry             | 05.85            | 05.85               | FRMR-22-4      |
| Vendor:    | 518          | GOT GOPHERS?                                    |                  |                     |                |
|            | 2788         | Town Fields Gopher Trapping - October           | 2,100.00         | 1,050.00            | 36414          |
|            |              | Town Fields Gopher Trapping - November          |                  | 1,050.00            | 37768          |
| Vendor:    | 553          | COUNTY OF SAN MATEO-PSC                         |                  |                     |                |
|            | 2789         | PD Dispatching Services 07/2022 - 09/2022       | 35,078.00        | 17,539.00           | PVPD-23-01     |
|            |              | PD Dispatching Services 10/2022 - 12/2022       |                  | 17,539.00           | PVPD-23-02     |

| Check Date        | Check Number | Special Information                              | Net Check Amount | Total Invoices Paid | Invoice Number |
|-------------------|--------------|--|------------------|---------------------|----------------|
| Vendor:           | 642          | CYBERTARY.COM                                    |                  |                     |                |
|                   | 2790         | December Transcription Svcs                      | 1,912.75         | 1,912.75            | 4644           |
| Vendor:           | 704          | ROBERT NORDGREN                                  |                  |                     |                |
|                   | 2791         | Deposit Refund, 4 Portola Green                  | 1,000.00         | 1,000.00            | BLDR0108-2020  |
| Vendor:           | 729          | TOWNSEND MANAGEMENT INC                          |                  |                     |                |
|                   | 2792         | 2022-2023 Street Resurfacing Inspection Services | 4,256.00         | 4,256.00            | 200221-10-22   |
| Vendor:           | 730          | URBAN PLANNING PARTNERS INC                      |                  |                     |                |
|                   | 2793         | PV Housing/Safety Element Updates - August       | 56,776.61        | 6,383.00            | 22008-220831   |
|                   |              | PV Safety Element Update - September             |                  | 5,903.75            | 21031-220930   |
|                   |              | PV Housing/Safety Element Updates - June         |                  | 16,593.61           | 22008-220630   |
|                   |              | PV Housing Element Update - June                 |                  | 25,061.25           | 21029-220630   |
|                   |              | PV Housing Element Update - September            |                  | 2,835.00            | 21029-220930   |
| Vendor:           | 884          | NADAV EIRON                                      |                  |                     |                |
|                   | 2794         | Deposit Refund, 250 Cervantes                    | 2,578.81         | 2,578.81            | BPLR0014-2020  |
| Vendor:           | 914          | UNITED MECHANICAL INC                            |                  |                     |                |
|                   | 2795         | Community Hall HVAC T&M Repair                   | 832.00           | 832.00              | 72452          |
| Vendor:           | 927          | RAVELLA CONSTRUCTION                             |                  |                     |                |
|                   | 2796         | Deposit Refund, 4 Navajo PPlace                  | 1,000.00         | 1,000.00            | BLDM0010-2021  |
| Vendor:           | 928          | STEPHEN WOLF                                     |                  |                     |                |
|                   | 2797         | Deposit Refund, 15 Saddleback                    | 1,000.00         | 1,000.00            | BLDR0106-2022  |
| Check Date Totals |              |  | 373,228.77       |                     |                |
| Grand Total       |              |  | 373,228.77       |                     |                |

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**December 28, 2022**

Claims totaling \$373,228.77 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) \_\_\_\_\_

\_\_\_\_\_  
Melissa Thurman, Town Clerk

\_\_\_\_\_  
Mayor

Check Register

| Check Number                                  | Vendor Number | Vendor Name                    | Check Amount     | Check Date | BW | Check Type |
|---|---------------|--------------------------------|------------------|------------|----|------------|
| <b>Checks for Cash Account: 910-11011-000</b> |               |                                |                  |            |    |            |
| 2798  | 41            | AT&T                           | 321.03           | 01/11/23   |    |            |
| 2799  | 124           | COMCAST                        | 178.17           | 01/11/23   |    |            |
| 2800  | 176           | EXCEL LD                       | 23.51            | 01/11/23   |    |            |
| 2801  | 290           | LOS GATOS ROOFING              | 1,000.00         | 01/11/23   |    |            |
| 2802  | 428           | SHARP BUSINESS SYSTEMS         | 121.08           | 01/11/23   |    |            |
| 2803  | 437           | SMALL BUSINESS BENEFIT PLAN TR | 2,852.20         | 01/11/23   |    |            |
| 2804  | 445           | STANDARD INSURANCE CO.         | 572.52           | 01/11/23   |    |            |
| 2805  | 448           | STATE COMP INSURANCE FUND      | 5,315.25         | 01/11/23   |    |            |
| 2806  | 489           | VERIZON WIRELESS               | 883.52           | 01/11/23   |    |            |
| 2807  | 690           | CRUZ STRATEGIES                | 1,250.00         | 01/11/23   |    |            |
| 2808  | 929           | EUROPEAN CABINETS              | 1,000.00         | 01/11/23   |    |            |
| 2809  | 930           | J.I. ROOFING                   | 1,000.00         | 01/11/23   |    |            |
| 2810  | 931           | PRESTIGE ROOFING               | 1,000.00         | 01/11/23   |    |            |
| <b>Check totals:</b>                          |               |                                | <b>15,517.28</b> |            |    |            |
| ACH totals:                                   |               |                                |                  |            |    |            |
| EFTPS totals:                                 |               |                                |                  |            |    |            |
| Wire transfer totals:                         |               |                                |                  |            |    |            |
| Payment Manager totals:                       |               |                                |                  |            |    |            |
| <b>GRAND TOTALS</b>                           |               |                                | <b>15,517.28</b> |            |    |            |
| <b>Check totals:</b>                          |               |                                | <b>15,517.28</b> |            |    |            |
| ACH totals:                                   |               |                                |                  |            |    |            |
| EFTPS totals:                                 |               |                                |                  |            |    |            |
| Wire transfer totals:                         |               |                                |                  |            |    |            |
| Payment Manager totals:                       |               |                                |                  |            |    |            |
| <b>GRAND TOTALS</b>                           |               |                                | <b>15,517.28</b> |            |    |            |

| Check Date        | Check Number | Special Information   | Net Check Amount | Total Invoices Paid      | Invoice Number                               |
|-------------------|--------------|---|------------------|--------------------------|--|
| 01/11/23          | 41<br>2798   | Vendor: AT&T<br>November Statement<br>November Statement<br>November Statement                                      | 321.03           | 50.71<br>219.61<br>50.71 | 000019178743<br>000019178744<br>000019178745 |
|                   | 124<br>2799  | Vendor: COMCAST<br>WIFI 12.21.22 - 01.20.23   | 178.17           | 178.17                   | 1945-JAN23                                   |
|                   | 176<br>2800  | Vendor: EXCEL LD<br>December Telephone LD Service   | 23.51            | 23.51                    | 1195238621                                   |
|                   | 290<br>2801  | Vendor: LOS GATOS ROOFING<br>Deposit Refund, 4 Meadowcreek  | 1,000.00         | 1,000.00                 | BLDR0119-2022                                |
|                   | 428<br>2802  | Vendor: SHARP BUSINESS SYSTEMS<br>November Copies   | 121.08           | 121.08                   | 9004097372                                   |
|                   | 437<br>2803  | Vendor: SMALL BUSINESS BENEFIT PLAN TR<br>January Dental/Vision   | 2,852.20         | 2,852.20                 | JAN-2023                                     |
|                   | 445<br>2804  | Vendor: STANDARD INSURANCE CO.<br>LTD/Life Premium  | 572.52           | 572.52                   | 2022-DEC                                     |
|                   | 448<br>2805  | Vendor: STATE COMP INSURANCE FUND<br>WC Premium, 12/19/22 - 01/19/23  | 5,315.25         | 5,315.25                 | 1000669677                                   |
|                   | 489<br>2806  | Vendor: VERIZON WIRELESS<br>November Cellular<br>December Cellular  | 883.52           | 441.92<br>441.60         | 9921436363<br>9923820717                     |
|                   | 690<br>2807  | Vendor: CRUZ STRATEGIES<br>Government Relations Consulting - November<br>Government Relations Consulting - December | 1,250.00         | 625.00<br>625.00         | 2485<br>2521                                 |
|                   | 929<br>2808  | Vendor: EUROPEAN CABINETS<br>Deposit Refund, 55 Prado   | 1,000.00         | 1,000.00                 | BLDR0080-2022                                |
|                   | 930<br>2809  | Vendor: J.I. ROOFING<br>Deposit Refund, 311 Portola   | 1,000.00         | 1,000.00                 | BLDR0145-2022                                |
|                   | 931<br>2810  | Vendor: PRESTIGE ROOFING<br>Deposit Refund, 35 Granada  | 1,000.00         | 1,000.00                 | BLDR0094-2022                                |
| Check Date Totals |              |   | 15,517.28        |                          |  |



**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**January 11, 2023**

Claims totaling \$15,517.28 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) \_\_\_\_\_

\_\_\_\_\_  
Melissa Thurman, Town Clerk

\_\_\_\_\_  
Mayor



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Cara Silver, Town Attorney

**DATE:** January 11, 2023

**RE:** Adoption of Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely

### **RECOMMENDATION**

Staff recommends that the Town Council adopt the attached Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely.

### **BACKGROUND**

On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021 and expires on January 1, 2024 (portions of the bill applying to the State legislature and school districts expire earlier). The bill extends the teleconference procedures authorized in Executive Order N-29-20 (set to expire September 30, 2021) during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Effective October 1, 2021, cities must comply with AB 361 if they want to conduct remote meetings.

AB 361 applies to meetings during a proclaimed state of emergency and the legislative body has made a finding that meeting in person would "present an imminent risk to the health or safety of attendees". "State of emergency" is defined as a state of emergency declared by the Governor under Government Code Section 8625.

AB 361 requires several procedural safeguards, such as giving the public ability to address the legislative body directly, providing information on how to address the body, providing either a call-in or internet-based service option, requirement to stop meeting if call-in or internet-based option fails due to measures under the control of the Town, comments may not be required to be submitted in advance, and pre-registrations (except as required by call-in or internet platform) are prohibited.



Public members must be given a reasonable time to register to provide public comment and agencies that provide a timed public comment period shall not close the public comment period until that timed period has expired.

If the legislative body desires to continue using the teleconference exception, it must confirm the circumstances of the state of emergency 30 days after the first teleconference meeting and every 30 days thereafter.

### **DISCUSSION**

Town staff has installed a new system in the Schoolhouse to accommodate hybrid remote meetings. This system has also been installed in the Community Hall. On April 27, 2022, the Council conducted its first hybrid meeting and plans to continue meeting this way. However, some members of the Council, its commissions/committees, staff and the public may want to continue attending remotely. Given the continued presence of COVID-19 in the community, in person meetings would present an imminent risk to the health or safety of certain attendees.

AB 361 requires the Council to make a regular finding confirming the state of emergency and the need for continued remote meetings. Staff will therefore be agendaizing this finding on every Council meeting agenda until a decision to transition to completely in person meetings has been made. Council will also be requested to make these findings on behalf of its commissions and committees as well, so there is a uniform policy on public meetings.

### **FISCAL IMPACT**

There is no fiscal impact associated with continued remote meetings.

### **ATTACHMENT**

1. Resolution

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY CONFIRMING EXISTING STATE EMERGENCY AND AUTHORIZING CONTINUED REMOTE PUBLIC MEETINGS UNDER AB 361**

The Town Council of the Town of Portola Valley does RESOLVE as follows:

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic and the State of Emergency remains in effect;

**WHEREAS**, beginning in March 2020, the Governor’s Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting;

**WHEREAS**, Executive Order N-08-21 extended the previous order until September 30, 2021;

**WHEREAS**, the Town Council and the Town’s boards, commissions, and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020;

**WHEREAS**, on September 16, 2021, Governor Newsom signed into law Assembly Bill 361 (“AB 361”), which provides that a local agency legislative body may continue to meet remotely without complying with otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body continues to make such findings at least every 30 days during the term of the declared state of emergency;

**WHEREAS**, Cal/OSHA COVID-19 Emergency Temporary Standards (“ETS”) require certain employers to implement social distancing requirements in the work place during the current COVID-19 pandemic; and effective February 14, 2022, the Town Manager issued updated work place guidelines imposing safety protocols on persons attending Town Hall facilities;

**WHEREAS**, in the last few months, while hospitalizations and severe illnesses have gone down, new COVID-19 variants have emerged and continued to impact the County’s hospital capacity;

**WHEREAS**, these variants are believed by medical experts to be even more contagious as previous variants, and data has shown the variant has increased transmissibility even among some vaccinated people;

**WHEREAS**, due to uncertainty and concerns about the continuing presence of COVID-19 variants, many workplaces that had announced a return to regular in-person operations have pushed back the full return date until later in the year or next year;

**WHEREAS**, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

**WHEREAS**, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees.

**WHEREAS**, the Council has again reconsidered the circumstances of the state of emergency and finds that the state of emergency continues to impact the ability of members of the Town Council, commissions and committees and public to meet in person because there is a continuing threat of COVID19 to the community, and because Town meetings have characteristics that give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings);

**WHEREAS**, persons experiencing any potential symptoms of COVID-19, or who test positive but are asymptomatic, or who are exposed to someone with COVID19, should follow medical advice regarding self-isolation or self-quarantine, avoiding public gatherings such as in-person meetings of public agencies, and should be able to do so without sacrificing their right to participate in public business during periods of self-isolation or self-quarantine;

**WHEREAS**, the onset of symptoms of COVID-19 or a positive test may occur too close to the start of a meeting for alternative arrangements for attendance to be made consistently with the Brown Act, such that a remote attendance option for public meetings should be maintained for as long as COVID transmission remains a potential risk of in-person meetings;

**WHEREAS**, the Town Council has an important interest in protecting the health and safety of those who participate in public Town meetings; and

**WHEREAS**, the Town Council finds that this state of emergency continues to directly impact the ability of members of the Town Council and its commissions and committees to meet safely in person and that meeting in person would present imminent risks to the health or safety of attendees, and the Council will therefore continue to invoke the provisions of AB 361 related to teleconferencing for meetings of the Town Council and its commissions and committees in order to provide its members as well as staff and members of the public with

the option of participating in its meetings remotely whenever necessary or advisable for them to do so.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Portola Valley that:

1. The Town Council adopts the recitals set forth above as findings of fact.
2. The Town Council hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.
3. In accordance with AB 361, based on the findings and determinations herein, meetings of the Town Council and Town commissions and committees will be held virtually or in a hybrid format allowing officials and the public to attend virtually or in person, with Brown Act teleconferencing rules suspended. Public meetings conducted outside may be conducted in person.
4. This resolution shall be effective upon adoption and remain in effect so long as the Council confirms the continuing state of emergency and need for remote meetings as required under AB 361.

**PASSED AND ADOPTED** this 11th day of January 2023.

By: \_\_\_\_\_  
Jeff Aalfs, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Thurman, MMC  
Town Clerk




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Laura Russell  
Planning and Building Director 

**DATE:** January 11, 2023

**RE:** Authorize Town Manager to Execute Any and All Contract Amendments with Department of Housing and Community Development

### RECOMMENDATION

Staff recommends that the Town Council authorize the Town Manager to execute any and all amendments with the California Department of Housing and Community Development for Agreement 19-PGP-13804 which provides grant funding and reimbursement to support the Town's implementation of its Housing Strategic Plan and Housing Element Update.

### BACKGROUND

On November 13, 2019, the Town Council adopted a resolution supporting the Town's application for Senate Bill 2-Planning Grant Program (PGP) funds and authorized the Town Manager to apply for grant funds and execute an agreement and all other documents required to secure the grant. At the time the resolution was adopted, Town staff were working with the State Department of Housing and Community Development (HCD) to work out the details of the grant including a specific grant funding amount and so no grant amount was identified in the Town's adopted resolution.

The HCD subsequently executed an agreement with the Town. The agreement was set to expire December 31, 2022, but Town staff and HCD worked to extend the agreement through June 30, 2024. HCD requires the Town to adopt a resolution identifying the specific grant amount and also authorize the Town Manager to execute any future documents.

### DISCUSSION

PGP funds are intended to assist municipalities with:

- Increasing housing production
- Streamlining the approval of housing development affordable to owner and renter households at all income levels

- Facilitate housing affordability, particularly for lower- and moderate-income households
- Promote development consistent with the State Planning Priorities
- Ensure geographic equity in the distribution and expenditures of funds

The Town sought PGP funds to assist with implementing the Town's Housing Strategic Plan, which included the preparation and adoption of any updates to the Town's accessory dwelling unit (ADU) ordinance, Housing Element update, application streamlining, general plan updates, and updates to zoning ordinances. The majority of these funds are being spend on the Housing Element update and associated actions.

HCD approved up to \$160,000 in reimbursable grant funds to support the Town's activities. HCD requires the Town to adopt a resolution identifying the specific grant amount, which was not originally specified, and authorize the Town Manager to execute any future documents.

### **FISCAL IMPACT**

The adoption of the resolution will enable the Town to seek reimbursement of up to \$160,000 of Town expenses to support the above-listed activities.

### **ATTACHMENTS**

1. Resolution Identifying the PGP Grant Amount and Authorizing the Town Manager to execute any related documents
2. PGP Grant Agreement and Amendment 1

RESOLUTION NO. \_\_\_\_\_-2023

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
AUTHORIZING THE TOWN MANAGER TO EXECUTE DOCUMENTS  
ASSOCIATED WITH THE PLANNING GRANT PROGRAM AGREEMENT 19-PGP-  
13804**

**WHEREAS**, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PSG): and

**WHEREAS**, the Town of Portola Valley (Town) submitted a project application for the PGP program to accelerate the production of housing and submitted a 2-019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program, and;

**WHEREAS**, the Department was authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund to Cities related to the PGP Program.

**WHEREAS**, the Department approved the Town's grant application and awarded the Town up to \$160,000 in grant funding.

**WHEREAS**, the Department and the Town executed an agreement (19-PGP-13804) to reimburse the Town up to \$160,000 towards efforts to increase housing, streamline approval of housing, facilitate housing affordability, ensure geographic equity and promote consistency with State Planning Priorities.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Town of Portola Valley, California, that the Town of Portola Valley authorizes the Town Manager to enter into, execute, and deliver a State of California Agreement (Standard Agreement for the amount of \$160,000), and any and all other documents, and any amendments thereto, on behalf of the Town required or deemed necessary or appropriate to evidence and secure the PGP grant, the Town's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

The Town shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timeline represented in the application will be enforceable through the executed Standard Agreements. The Town hereby agrees to use the funds for eligible uses in the manner approved in agreement 19-PGP-13804 executed with the Department and in accordance to the Planning Grants NOFA, the Planning Grants Program Guidelines, and the 2019 Planning Grants Program Applications.

The Town Manager is authorized to execute the Town of Portola Valley's Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the Town and required by the Department for receipt of the PGP grant.

Passed and adopted by the Town Council of the Town of Portola Valley, California, at meeting thereof held on the 11<sup>th</sup> Day of January 2023, by the following vote of the members thereof:

**REGULARLY PASSED AND ADOPTED** this 11<sup>th</sup> Day of January, 2023

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Jeff Aalfs  
Mayor

ATTEST:

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Melissa Thurman, MMC  
Town Clerk



STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES SCO ID:  
**STANDARD AGREEMENT - AMENDMENT**

STD 213A (Rev 04/2020)

AGREEMENT NUMBER AMENDMENT NUMBER Purchasing Authority  
Number

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 5 PAGES 19-PGP-13804 1

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY NAME  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

CONTRACTOR NAME  
**Town of Portola Valley**

2. The term of this Agreement is:

START DATE  
03/02/2021

THROUGH END DATE  
06/30/2024

3. The maximum amount of this Agreement after this Amendment is:  
\$160,000.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

This amendment is to extend the term of this agreement by 18 months from 3/2/2021 through 12/31/2022 to 3/2/2021 through 6/30/2024.

Exhibit B, Budget Detail and Payment Provisions, is hereby deleted in its entirety and replaced with Exhibit B, Budget Detail and Payment Provisions Am. 1 (Rev. December 8, 2022) attached hereto and made a part hereof.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)  
**Town of Portola Valley**

CONTRACTOR BUSINESS ADDRESS  
**765 Portola Road**

|                |       |       |
|----------------|-------|-------|
| CITY           | STATE | ZIP   |
| Portola Valley | CA    | 94028 |

PRINTED NAME OF PERSON SIGNING  
Jeremy Dennis

TITLE  
Town Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED  
12-13-22

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME  
**Department of Housing and Community Development**

CONTRACTING AGENCY ADDRESS  
**2020 W. El Camino Ave., Suite 130**

|            |       |       |
|------------|-------|-------|
| CITY       | STATE | ZIP   |
| Sacramento | CA    | 95833 |

PRINTED NAME OF PERSON SIGNING  
Rebecca Taylor

TITLE  
Contracts Office Manager, Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE

*Rebecca Taylor*

DATE SIGNED  
12/21/2022

CALIFORNIA DEPARTMENT OF GENERAL SERVICE APPROVAL

EXEMPTION (If Applicable)  
Exempt per: SCM Vol. 1 4.04. A.3 (DGS memo date 06/12/1981)

**Exhibit B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Application for Funds**

- A. The Department is entering into this Agreement on the basis of, and in reliance on facts, information, assertions and representations contained in the Application and any subsequent modifications or additions thereto approved by the Department. The Application and any approved modifications and additions thereto are hereby incorporated into this Agreement.
- B. The Grantee warrants that all information, facts, assertions and representations contained in the Application and approved modifications and additions thereto are true, correct, and complete to the best of the Grantee's knowledge. In the event that any part of the Application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect the Department's approval, disbursement, or monitoring of the funding and the grant or activities governed by this Agreement, the Department may declare a breach hereof and take such action or pursue such remedies as are provided for breach hereof.

**2. Grant and Reimbursement Limit**

The maximum total amount granted and reimbursable to the Grantee pursuant to this Agreement shall not exceed \$160,000.00.

**3. Grant Timelines**

- A. This Agreement is effective upon approval by all parties and the Department, which is evidenced by the date signed by the Department on page one, Standard Agreement, STD 213 (the "Effective Date").
- B. All Grant funds must be expended by December 31, 2023.
- C. The Grantee shall deliver to the Department all final invoices for reimbursement on or before September 30, 2023, to ensure meeting the December 31, 2023 deadline.
- D. It is the responsibility of the Grantee to monitor the project and timeliness of draws within the specified dates.

**4. Allowable Uses of Grant Funds**

- A. The Department shall not award or disburse funds unless it determines that the grant funds shall be expended in compliance with the terms and provisions of the Guidelines, the NOFA, and this Agreement.

- B. Grant funds shall only be used by the Grantee for project activities approved by the State that involve the preparation and adoption of project activities as stated in the scope of work, project description, project timeline and other parts of the application, and eligible activities and uses pursuant to Article III of the Guidelines.
- C. Grant funds may not be used for administrative costs of persons employed by the Grantee for activities not directly related to the preparation and adoption of the proposed activity.
- D. The Grantee shall use no more than 5 percent of the total grant amount for costs related to administration of the project.
- E. A Grantee that receives funds under this Program may use a subcontractor. The subcontract shall provide for compliance with all the requirements of the Program. The subcontract shall not relieve the Grantee of its responsibilities under the Program.
- F. After the contract has been executed by the Department and all parties, approved and eligible costs for eligible activities may be reimbursed for the project(s) upon completion of deliverables in accordance with Schedule F: Project Timeline and Budget and the Statement of Work and subject to the terms and conditions of this Agreement.
- G. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of execution and acceptance of the Standard Agreement and completed during the grant term will be reimbursable.
- H. Approved and eligible costs incurred prior to the NOFA date are ineligible.

**5. Performance**

The Grantee shall take such actions, pay such expenses, and do all things necessary to complete the scope of work specified in Exhibit A and as incorporated by the SB 2 Program application in accordance with the schedule for completion set forth therein and within the terms and conditions of this Agreement.

**6. Fiscal Administration**

- A. The Grantee is responsible for maintaining records which fully disclose the activities funded by the PGP grant. Adequate documentation for each reimbursable transaction shall be maintained to permit the determination, through an audit if requested by the State, of the accuracy of the records and the allowability of expenditures charged to PGP grant funds. If the allowability of expenditure cannot be determined because records or documentation are inadequate, the expenditure may be disallowed, and the State shall determine the reimbursement method for the amount disallowed. The State's

determination of the allowability of any expense shall be final, absent fraud, mistake or arbitrariness.

- B. Work must be completed prior to requesting reimbursement. The Department may make exceptions to this provision on a case by case basis. In unusual circumstances, the Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work.
- C. Prior to receiving reimbursement, the Grantee shall submit the following documentation:
  - 1) Government Agency Taxpayer ID Form (GovTIN; Fi\$cal form);
  - 2) A Request for Funds on a form provided by the Department; and
  - 3) Any and all documentation requested by the Department in the form and manner as outlined in the following subsection D.
- D. Grantee shall submit all required reimbursement documentation to the following address:

Department of Housing and Community Development  
Housing Policy Development  
Land Use Planning Unit  
Attention: PGP Program Manager  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
P. O. Box 952050  
Sacramento, CA 94252-2050

- E. The Grantee shall submit invoices for reimbursement to the Department according to the following schedule:
  - 1) At maximum, once per quarter; or
  - 2) Upon completion of a deliverable, subject to the Department's approval; and
  - 3) At minimum, one invoice for reimbursement annually.

The Department will use the 2019 calendar year beginning with January, with first requests for reimbursement accepted on or after September 30, 2019.

- F. The request for reimbursement must be for a minimum of 15 percent of the maximum grant amount awarded. The Department may consider exceptions to the minimum amount requested on a case-by-case basis. All invoices shall reference the contract

number and shall be signed and submitted to the Department's Program Manager at the address provided above in Section 6, item D of Exhibit B. Invoices shall include at a minimum the following information:

- 1) Names of the Grantee's personnel performing work;
  - 2) Dates and times of project work;
  - 3) Itemized costs in accordance with the Schedule F: Project Timeline and Budget and Statement of Work, including identification of each employee, contractor, subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each of the Grantee's employees, contractor(s), sub-recipient(s) or subcontractor's staff member(s), authorized expenses with receipts, and contractor, sub-recipient and subcontractor invoices; and
  - 4) Any other documents, certifications, or evidence deemed necessary by the Department prior to disbursement of grant funds.
- G. The Department will reimburse the Grantee directly for all allowable project costs as promptly as the Department's fiscal procedures permit upon receipt of an itemized signed invoice.
- H. The Department recognizes that budgeted deliverable amounts are based upon estimates. Grantees may request, in writing, a budget adjustment across deliverables subject to written approval by the Department, as long as the total budget does not exceed the maximum amount awarded to the Grantee.
- I. Grant funds cannot be disbursed until this Standard Agreement has been fully executed.
- J. Grant fund payments will be made on a reimbursement basis; advance payments are not allowed. The Grantee, its subcontractors and all partners, must have adequate cash flow to pay all grant-related expenses prior to requesting reimbursement from the Department. The Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work pursuant to Section 601(f) of the Guidelines.
- K. The Grantee will be responsible for compiling and submitting all invoices, supporting documentation and reporting documents. Invoices must be accompanied by reporting materials where appropriate. Invoices without the appropriate reporting materials will not be paid.
- 1) Supporting documentation may include, but is not limited to; purchase orders, receipts, progress payments, subcontractor invoices, timecards, or any other

documentation as deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.

- L. The Grantee will submit for reimbursements to the Department based on actual costs incurred, and must bill the State based on clear and completed objectives and deliverables as outlined in the application, in Schedule F: Project Timeline and Budget, the Statement of Work, and/or any and all documentation incorporated into this Standard Agreement and made a part thereof.
- M. The Department may withhold 10 percent of the grant until grant terms have been fulfilled to the satisfaction of the Department.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager and Director of Emergency Services  
Cara Silver, Town Attorney

**DATE:** January 11, 2023

**RE:** Adoption of Resolution Ratifying the Proclamation of Existence of Local Emergency Issued by Director of Emergency Services and Further Proclaiming the Continued Existence of the Emergency

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is placed over the "FROM" field.

### RECOMMENDATION

Staff recommends that the Town Council ratify the proclamation of existence of local emergency issued by the Director of Emergency Services and adopt a resolution declaring a local emergency due to flooding.

### BACKGROUND

On January 4, 2023, in response to the atmospheric river occurring on New Year's weekend and subsequent storms in early January, 2023, the Town Manager serving as the Director of Emergency Services issued a Proclamation declaring the existence of a local emergency on January 4, 2023. (Attachment 1).

The atmospheric river throughout New Year's Eve weekend brought unprecedented rainfall levels, including approximately 5.8 inches in the 24-hour period beginning early on New Year's Eve Day. Local impacts so far include:

- Local flooding on Portola Road and Mapache
- Minor Mudslides on Portola, Alpine, Hayfields, Westridge
- Silted up drainage ditches on Portola and Alpine
- Fallen trees on Portola, Alpine, Los Trancos

Additional rain could bring power outages, additional flooding of right of way and buildings and road blockages.

Under the Town's Code, the Town Council must ratify the Town Manager's proclamation within 7 days of adoption. The Emergency Services Officer also recommends that the Town

Council adopt the attached resolution confirming the continuing existence of a local emergency and ordering:

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

State law requires the Council to rescind the order as soon as the emergency is over. If the order is not extended or rescinded, it automatically expires in 60 days.

#### **DISCUSSION**

Extension of the emergency declaration will allow for continuity of service and allow staff to respond quickly to new needs. The local declaration makes the town eligible for reimbursement for costs incurred in its emergency response to the current storms. Adoption of the declaration also provides the Town with immunity for certain actions taken to address the emergency.

#### **ATTACHMENT**

1. January 4, 2023 Proclamation
2. Town Council Resolution Declaring Local Emergency

**Approved by:** Jeremy Dennis, Town Manager



**PROCLAMATION OF LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES OF THE TOWN OF PORTOLA VALLEY BASED ON ATMOSPHERIC RIVER STORMS**

WHEREAS, Section 2.24.090 of the Municipal Code of the Town of Portola Valley empowers the Director of Emergency Services ("Director") of the Town of Portola Valley ("Town") to proclaim the existence or threatened existence of a local emergency when the Town is threatened by conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of the Town that are likely to be beyond the control of the services, personnel, equipment, and facilities of the Town and require the combined forces of other political subdivisions to combat; subject to ratification by the Town Council within seven (7) days; and

WHEREAS, Section 2.24.080 of the Municipal Code of the Town of Portola Valley designates the Town Manager as the Director;

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

The County of San Mateo has declared a local state of emergency and has activated its Emergency Operations Center in response to a series of atmospheric river storms that began on December 31, 2022 and are expected to continue through at least January 6, 2023;

The County of San Mateo's Board of Supervisors ratified a local State of Emergency Declaration in the aftermath of a statewide declaration;

The atmospheric river storms have already created strong winds and heavy rains that have displaced residents and caused significant flooding and damage to roads and infrastructure throughout the Bay Area;

The National Weather Service reports that the County has already received 5.8 inches of rain from the current storm and predicts the County will receive another 3.4 inches of rain beginning midday on January 4, 2023, with storms expected to continue through the weekend;

Local impacts of this storm event have included: local flooding on Portola Road and Mapache; minor mudslides on Portola, Alpine, Hayfields and Westridge; silted up drainage ditches on Portola and Alpine; and fallen trees on Portola, Alpine, and Los Trancos.

Additional storms may bring power outages, further right of way and structure flooding, mudslides, downed trees and road closures.

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

**NOW, THEREFORE,** the Director of Emergency Services does hereby proclaim:

1. The existence of a local emergency within the Town of Portola Valley on the fourth day of January, 2023 and;
2. That during the existence of said Local Emergency, the powers, functions, and duties of the Director of Emergency Services shall be those prescribed by state law and the ordinances, resolutions, and approved plan of the Town in order to mitigate the effects of said Local Emergency, and
3. That the Local Emergency shall be deemed to continue to exist for the next seven (7) days, and thereafter by ratification of the Town Council, until its termination is proclaimed by the Town Council of the Town of Portola Valley.

Dated: January 4, 2023

  
\_\_\_\_\_  
Director of Emergency Services

**RESOLUTION NO. \_\_\_\_-2023**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
RATIFYING THE PROCLAMATION OF EXISTENCE OF LOCAL EMERGENCY ISSUED  
BY THE DIRECTOR OF EMERGENCY SERVICES AND FURTHER PROCLAIMING  
THE CONTINUED EXISTENCE OF THE EMERGENCY**

WHEREAS, Section 2.24.090 of the Municipal Code of the Town of Portola Valley authorizes the Director of Emergency Services ("Director") of the Town of Portola Valley ("Town") to proclaim a local emergency when the Town is threatened by conditions of a disaster or extreme peril to the safety of persons and property with the Town that are likely to be beyond the control of the services, personnel, equipment, and facilities of the Town and require the combined forces of other political subdivisions to combat; and subject to ratification by the Town Council within seven (7) days; and

WHEREAS, Section 2.24.080 of the Municipal Code of the Town of Portola Valley designates the Town Manager as the Director; and

WHEREAS, on January 4, 2023, the Director proclaimed a local emergency based on conditions of extreme peril to the safety of persons and property within the Town resulting from a series of atmospheric river storms that began on December 31, 2022 and based on the following:

- The County of San Mateo has declared a local state of emergency and has activated its Emergency Operations Center in response to a series of atmospheric river storms that began on December 31, 2022 and are expected to continue through at least January 6, 2023;
- The County of San Mateo's Board of Supervisors ratified a local State of Emergency Declaration in the aftermath of a statewide declaration;
- The atmospheric river storms have already created strong winds and heavy rains that have displaced residents and caused significant flooding and damage to roads and infrastructure throughout the Bay Area;
- The National Weather Service reports that the County has already received 5.8 inches of rain from the current storm and predicts the County will receive another 3.4 inches of rain beginning midday on January 4, 2023, with storms expected to continue through the weekend;
- Local impacts of this storm event have included: local flooding on Portola Road and Mapache; minor mudslides on Portola, Alpine, Hayfields and Westridge; silted up drainage ditches on Portola and Alpine; and fallen trees on Portola, Alpine, and Los Trancos;
- Additional storms may bring power outages, further right of way and structure flooding, mudslides, downed trees and road closures.

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

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

1. Ratify and confirm the proclamation of the existence of a Local Emergency, as issued by the Director of Emergency Services for the Town of Portola Valley, as attached in Exhibit A, and a Local Emergency now exists throughout the Town of Portola Valley, California;
2. During the existence of this Local Emergency, the Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and wellbeing of the public and mitigate the effects of the Local Emergency;
3. During the existence of the Local Emergency, the Town Council authorizes the Mayor to appoint a subcommittee of two council members to approve the warrant list on behalf of the Town Council in the event regular Town Council meetings are cancelled or prompt payment is needed while the Council is not in session.
4. During the existence of this Local Emergency, the powers, functions, and duties of the Director of Emergency Services and the Town Council shall be those prescribed by state law, by the existing ordinances and resolutions of the Town Council as well as this resolution and any subsequent emergency orders or regulations adopted by the Town Council or Director of Emergency Services.

State law requires the Council to rescind the order as soon as the emergency is over. If the order is not extended or rescinded, it automatically expires in 60 days.

I, Melissa Thurman, Town Clerk of Portola Valley, do hereby certify that the above and foregoing Town Council Resolution was duly and regularly passed and adopted at a meeting by said Town Council on the 11th day of January, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said Town on this 11th day of January, 2023.

---

Melissa Thurman, MMC  
Town of Portola Valley

**RESOLUTION NO. \_\_\_\_\_-2023**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
IN SUPPORT OF REOPENING THE MACK E. MICKELSON ARTHRITIS AND  
REHABILITATION CENTER THERAPY POOL LOCATED AT THE MILLS HEALTH  
CENTER IN SAN MATEO CALIFORNIA**

**WHEREAS**, the Mack E. Mickelson Therapy Pool ("Mickelson") is an ADA-accessible warm water therapy pool located in San Mateo, California at Mills Health Center, which is operated by Sutter Health.

**WHEREAS**, Mickelson was constructed over 25 years ago using charitable contributions from residents of San Mateo County.

**WHEREAS**, for over 25 years, thousands of residents of San Mateo County who suffered, and many who continue to suffer, from health issues including permanent disabilities, debilitating injuries, autoimmune disorders, surgery, and mobility impairments, as well as pregnant women, used Mickelson to exercise, rehabilitate health issues and mitigate physical decline.

**WHEREAS**, both intervention and prevention are equally critical components of an equitable and effective healthcare system.

**WHEREAS**, Mickelson's ability to provide both preventative and interventionist therapies to residents of San Mateo community suffering from health issues makes it an asset to the community at large and even more so to elderly residents and residents with mobility impairments.

**WHEREAS**, notwithstanding the COVID-19 pandemic, Sutter Health, its subsidiaries, and its employees receive significant financial benefits for providing healthcare services in San Mateo County from both public and private contracts.

**WHEREAS**, in January 2020, Sutter Health substantially decreased the hours during which Mickelson was accessible to community members who relied upon its availability to maintain their health.

**WHEREAS**, in March 2020, as a result of the COVID-19 pandemic, Sutter Health ceased operating the Mickelson therapy pool.

**WHEREAS**, in June 2021, Sutter Health publicly announced its intent to permanently close Mickelson.

**WHEREAS**, as a direct result of Sutter Health's decision to close Mickelson, residents of San Mateo County who previously relied upon Mickelson to treat and prevent significant health issues are now suffering from acute and chronic physical pain and mental anguish which, in turn, decreases the independence of those residents and impacts their ability to live with dignity.

**WHEREAS**, over 4,800 patients, caregivers, and community members have signed a petition to reopen Mickelson to increase the health, independence, and dignity of those residents who rely upon it.

**WHEREAS**, there is also an apparent and growing need for the Mickelson therapy pool and the services it provides due to San Mateo County's rapidly increasing number of elderly residents who are highly likely to suffer from the health issues noted above, among others.

**WHEREAS**, there are no comparable warm water therapy pools that can adequately accommodate the residents of San Mateo County who previously relied upon Mickelson.

**WHEREAS**, estimates provided by Sutter Health suggest that reopening Mickelson with any required repairs or upgrades would cost approximately \$250,000.00.

**WHEREAS**, warm water therapy pools in the region can and do operate profitably and safely under relevant COVID-19 regulations.

**WHEREAS**, Peninsula Health Care District, Sequoia Healthcare District, and the County of San Mateo have expressed willingness to assist with the cost of restoring and operating the Mickelson Pool for the benefit of their residents;

**WHEREAS**, Sutter Health received \$853 million in federal funding under the CARES Act, one purpose of which was for "retrofitting facilities" [<https://calhospital.org/faqs-federal-funding-general/>] such as the Mickelson Therapy Pool, as well as staffing, but claimed that financial considerations and COVID in general justified the facility closure; and

**WHEREAS**, it has been affirmed by the San Mateo County Environmental Health Department that "Therapeutic pools were exempt from any closures... [and] have been allowed to provide access during COVID and the present";

**NOW, BE IT RESOLVED**, that in light of the foregoing, promptly reopening the Mack E. Mickelson Arthritis and Rehabilitation Center therapy pool for community use with the same open access hours that it had prior to January 2020, is the most prudent option to preserve and improve the health of residents in insert city name who

now rely upon, or who will rely upon, warm water therapy to maintain their health, independence, and dignity. We urge Sutter Health to take advantage of the offer from the Peninsula Health Care District, Sequoia Healthcare District, and the County of San Mateo to engage in meaningful dialogue regarding funding for repairs and operations so that the pool may be reopened at the earliest possible date.

Passed and adopted by the Town Council of the Town of Portola Valley, California, at a meeting thereof held on the 11<sup>th</sup> meeting of January, 2024, by the following vote of the members thereof:

**REGULARLY PASSED AND ADOPTED** this 11<sup>th</sup> meeting in January, 2023.

---

Jeff Aalfs  
Mayor

ATTEST:

---

Melissa Thurman, MMC  
Town Clerk



# TOWN OF PORTOLA VALLEY STAFF REPORT

---

**TO:** Mayor and Members of the Town Council

**FROM:** Melissa Thurman, Town Clerk

**DATE:** January 11, 2023

**RE:** Authorize Lucy Neely to Serve as Chair of the Finance Committee and the Race and Equity Committee

## **DISCUSSION**

Portola Valley resident Lucy Neely currently serves as Chair of the Finance Committee and was recently appointed by members of the Race & Equity Committee to serve as Chair on that body.

The Town of Portola Valley Commission and Advisory Committee Handbook states:

*"If members are appointed to multiple committees, they shall only serve a leadership role (eg Chair or Vice Chair) in one committee. Limited exceptions may be granted by the Town Council."* – page 3

Based on the language in the handbook, a request has been made to authorize Lucy Neely to serve as Chair on the Finance Committee and the Race & Equity Committee.

## **ATTACHMENT**

1. Town of Portola Valley Commission and Advisory Committee Handbook





**Town of Portola Valley**

# **Commission and Advisory Committee Policies & Procedures Handbook**

Amended by the Portola Valley Town Council  
May 25, 2022

**TOWN OF PORTOLA VALLEY  
COMMISSION & ADVISORY COMMITTEE**

**Policies & Procedures Handbook**

***Table of Contents***

|   |           |
|---|-----------|
| THE NEEDS AND REWARDS OF VOLUNTEERING.....                    | i         |
| TOWN OF PORTOLA VALLEY GOVERNANCE .....                       | ii        |
| LIST OF COMMISSIONS & ADVISORY COMMITTEES .....               | vi        |
| ORGANIZATION CHART.....                                       | vii       |
| COMMISSION & ADVISORY COMMITTEE MEMBERSHIP .....              | 1         |
| Membership Qualifications .....                               | 1         |
| Notice of Vacancies.....                                      | 1         |
| Application and Selection Process .....                       | 1         |
| Terms of Office .....   | 2         |
| Conflict of Interest.....                                     | 2         |
| Meeting Attendance & Recusals.....                            | 2         |
| Resignation.....  | 2         |
| Removal .....   | 4         |
| Compensation .....  | 4         |
| Insurance.....  | 4         |
| ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES .....  | 5         |
| Jurisdiction.....   | 5         |
| Annual Committee Calendar.....                                | 5         |
| Committee Annual Report .....                                 | 6         |
| Scope of Authority .....                                      | 6         |
| Ad Hoc Committees.....  | 7         |
| Role of the Chair.....  | 7         |
| Role of the Secretary .....                                   | 8         |
| Role of the Council Liaison .....                             | 9         |
| Role of the Staff Liaison.....                                | 9         |
| ADVISORY COMMITTEE POLICIES & PROCEDURES .....                | 10        |
| I. Meetings .....   | 10        |
| Ralph M. Brown Act .....                                      | <b>10</b> |
| Temporary Change of Meeting Time/Day (“Special Meeting”)..... | <b>10</b> |
| Agendas.....  | <b>11</b> |
| Meeting Notification (“Noticing”).....                        | <b>12</b> |
| Quorum .....  | <b>12</b> |
| Meeting Cancellation.....                                     | <b>12</b> |
| Minutes .....   | <b>13</b> |
| Motions .....   | <b>13</b> |
| Subcommittees .....   | <b>14</b> |
| II. Finances .....  | 15        |
| Annual Budget Process.....                                    | <b>15</b> |
| Annual Budget Appropriation .....                             | <b>15</b> |
| Expending Committee Budgetary Funds.....                      | <b>15</b> |

|  |           |
|--|-----------|
| Reimbursement for Small Items (\$100 or less) .....                | <b>16</b> |
| Monies Received by Committee (Fundraising, Fees, Sales, Etc.)..... | <b>16</b> |
| III. Charter Changes .....   | <b>16</b> |
| IV. Process for Committee Requests for Action.....                 | <b>17</b> |
| Requesting Placement of Item(s) on Town Council Agenda .....       | <b>17</b> |
| Referral of Items to Other Committees.....                         | <b>17</b> |
| V. Miscellaneous Policies .....                                    | <b>17</b> |
| Harrassment .....  | <b>16</b> |
| Sexual Harrassment.....  | <b>18</b> |
| Committee Communications .....                                     | <b>17</b> |
| Using the Town’s Bulk Mail Permit.....                             | <b>20</b> |
| Committee Events.....  | <b>20</b> |
| VI. Fundraising .....  | <b>21</b> |
| Overview .....   | <b>21</b> |
| Authorization to Undertake Fundraising .....                       | <b>21</b> |
| Initiating a One-time Fundraising Event .....                      | <b>21</b> |
| Fundraising Group/Committee Responsibilities .....                 | <b>18</b> |
| Anonymous Donors.....  | <b>18</b> |
| Gifts of Securities .....  | <b>18</b> |
| Thank You Letters.....   | <b>18</b> |

## THE NEEDS AND REWARDS OF VOLUNTEERING

*~ by Bill Lane, Former Mayor*

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

## TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

### ***Town Council***

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

### ***Mayor***

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council. The Mayor also works with the Town Manager and Vice Mayor to set the Town Council meeting agenda.

## ***Vice Mayor***

The Vice-Mayor serves in the Mayor's absence.

## ***Council Meetings***

Council meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:00 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

## ***Posting of Meeting Agendas and Ordinances***

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

## ***Commissions and Advisory Committees***

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

### ***Official Town Commissions & Committees***

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has 16 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- *Community Engagement*
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- *Trails & Paths*
- *Wildfire Preparedness*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas on the Town's website.

### ***Town Manager***

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members and is responsible for managing the delivery of programs and services authorized in the Town Council adopted budget.

### ***Portola Valley Sphere of Influence***

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic,

geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

## **Town Governance Documents**

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.



## LIST OF COMMISSIONS & ADVISORY COMMITTEES

### COMMISSIONS

#### ***Architectural & Site Control***

5 Members

Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays, 7:00 p.m.

#### ***Planning***

5 Members

Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays, 7:00 p.m.

### ADVISORY COMMITTEES

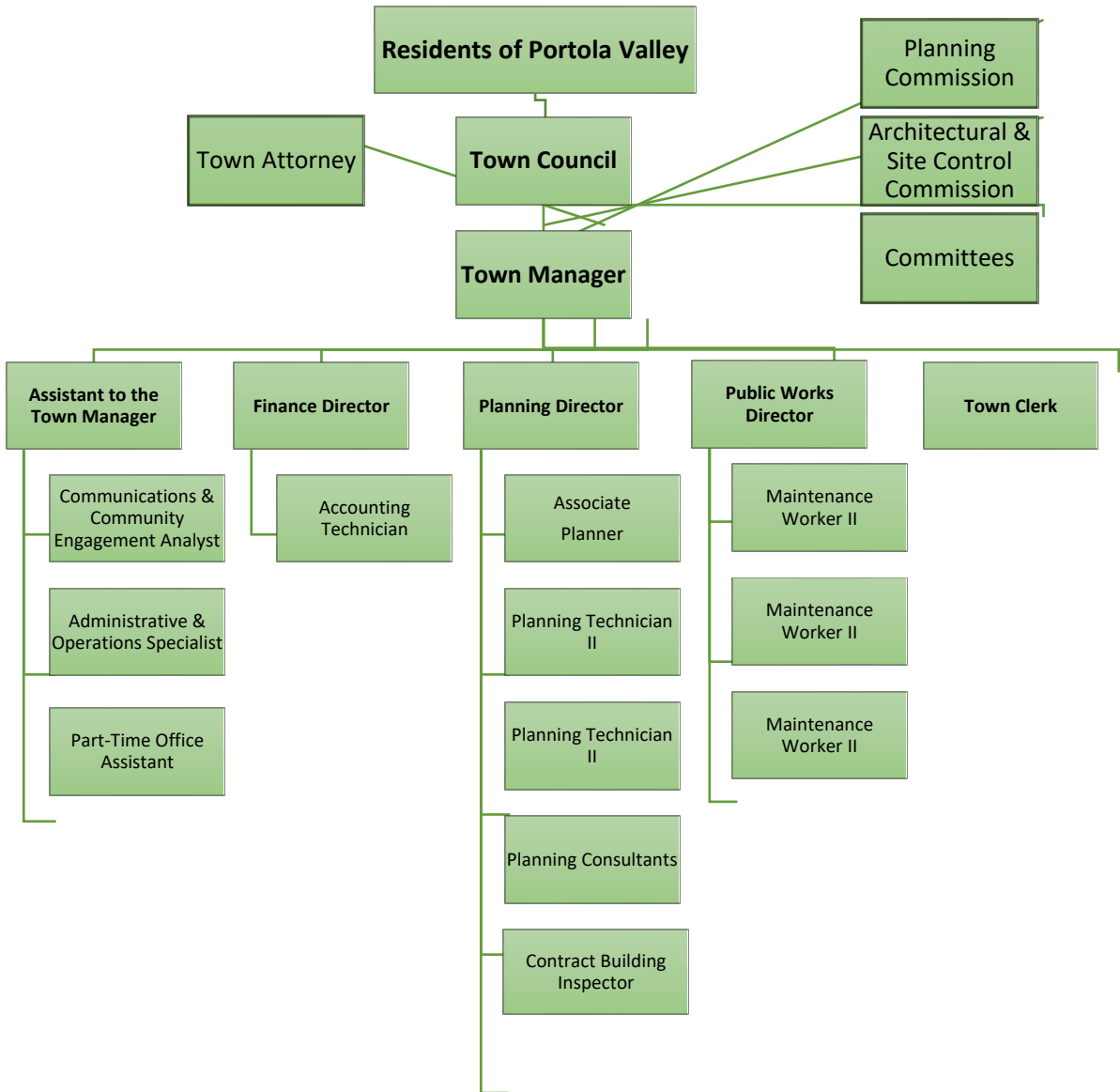
Each committee shall have a minimum of five (5) members and a maximum of nine (9) members<sup>1</sup>. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

| <b>Committees</b>                    |                        |
|--------------------------------------|------------------------|
| Bicycle, Pedestrian & Traffic Safety | Historic Resources     |
| Cable & Utilities Undergrounding     | Nature & Science       |
| Community Engagement                 | Open Space Acquisition |
| Conservation                         | Parks & Recreation     |
| Cultural Arts                        | Public Works           |
| Emergency Preparedness               | Sustainability         |
| Finance                              | Trails & Paths         |
| Geologic Safety                      | Wildfire Preparedness  |

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<sup>1</sup> Exceptions to the size of a committee may be granted in consultation with the Mayor.

# ORGANIZATION CHART



## COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

### ***Membership Qualifications***

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Volunteers for the Planning Commission and the Architectural Site Control Commission shall live in the Town of Portola Valley, and no applications from residents of lands in the sphere of influence shall be considered.

### ***Notice of Vacancies***

Notice of vacancies and requests for applications are posted on the Town website ([www.portolavalley.net](http://www.portolavalley.net)), at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac* or posted to the PV Forum.

### ***Application and Selection Process***

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed. Vacancies are filled as necessary.

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk. The Town Clerk will then forward the application to the Mayor and committee chair. The Mayor, in consultation with the committee chair, will review the application. Once approved, the committee chair will contact the applicant and notify them that their appointment will be agendized at the next regular meeting of the Town Council. Committee appointments are made by the Mayor with the concurrence of the entire Town Council. Vacancies are filled as necessary.

Applications may be obtained from the Town Clerk or through the Town's website.

### ***Terms of Office***

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31<sup>st</sup>.

### ***Conflict of Interest***

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

### ***Meeting Attendance & Recusals***

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals and providing that information to the Town Clerk on a regular basis.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

### ***Participating in Multiple Committees***

Members may participate in multiple committees to the extent they are able to fulfill their duties to all committees and such service is not incompatible. For example, it would be incompatible for a member to serve on both the Planning Commission and ASCC because the Planning Commission reviews ASCC decisions.

If members are appointed to multiple committees, they shall only serve a leadership role (eg Chair or Vice Chair) in one committee. Limited exceptions may be granted by the Town Council.

***Resignation***

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

## ***Removal***

Members serve at the pleasure of the Council. The Council, acting through the Mayor, reserves the right to remove one or more members of a commission/committee at any time, for any reason, including but not limited to, legal or ethical violations, failure to abide by Commission/Committee handbook rules, repeated absences, misconduct towards staff, colleagues, or the public or actions that undermine the public trust in the commission/committee. A member who has been removed by the Mayor shall have the ability to appeal to the full Council.

If the Mayor, after consulting with the council liaison, decides that a member should be removed, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor. If there is no council liaison assigned, then the Vice Mayor would act in place of the council liaison.

## ***Compensation***

Service on commissions and committees is voluntary; there is no monetary compensation.

## ***Insurance***

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

## ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

### ***Jurisdiction***

The Town Council establishes the Town’s Advisory Committees, and their duties are set forth in each committee’s Charter. Before placing an item on the committee’s agenda, committee members should consider whether or not the matter falls within its jurisdiction. Council liaisons are available to provide guidance on agenda setting, should the need arise.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee’s charter.

### ***Annual Committee Calendar***

| <b><u>TIMEFRAME</u></b> | <b><u>ACTIVITY</u></b>  |
|-------------------------|---|
| <i>January</i>          | Committee reappointments<br><br>Committee elects new Chair<br><br>Representative from each committee attends a priorities planning workshop with the Town Council |
| <i>March to April</i>   | Committee develops budget request for upcoming fiscal year – Due April 30 <sup>th</sup> to Town Manager   |
| <i>March to April</i>   | Committee annual reports to the Town Council  |
| <i>May</i>              | Annual meeting of Chairs to foster inter-committee discussion and collaboration   |
| <i>May to June</i>      | Staff assembles town-wide budget; submits to Finance Committee & Town Council for review and approval   |
| <i>July</i>             | Distribution of Town Council adopted budget   |
| <i>November</i>         | Annual meeting of Chairs with Mayor & Vice Mayor  |
| <i>December</i>         | Committee chair notifies the Town Clerk of its committee reappointments for the coming year   |

### ***Town Council Priorities Workshop***

In January of each calendar year, committees shall attend a priorities-setting workshop with the Town Council. Committees and the Town Council will discuss their anticipated priorities for the coming fiscal year. This workshop will assist in harmonizing the Town Council priority setting process and the Committee's goals, and help Committees with their budget requests for later in the year.

### ***Committee Annual Report***

In April of each calendar year, committees will be asked to make an annual report presentation to the Town Council that outlines the following:

1. Accomplishments and project updates, fiscal year to-date
2. Recommended work plan for the upcoming fiscal year, including budget requests
3. Requests for Town Council direction or for staff and consultant resources
4. Updates to the Committee charter or membership

Committee work plans identify measurable goals and objectives that each committee will work toward achieving during the fiscal year. These objectives should generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue. Committees should use feedback received as part of the annual report discussion with the Town Council to help guide their budget development.

### ***Scope of Authority***

Advisory bodies are not involved in administration or operation of Town departments. Unless a committee is authorized in advance to do so by the Town Council, committees or committee members may not:

- direct staff to initiate programs
- conduct major studies
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for or accept grant funds
- fundraise on behalf of the Town or for a program that benefits the Town or otherwise bind the Town in any way.

Council liaisons can assist Committees should scope of authority issues arise.



### ***Ad Hoc Committees***

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

### ***Code of Conduct***

Volunteer work and citizen participation is at the core of Portola Valley's government. Our community depends on the willingness and ability of our residents to spend their time working together in all of our interests. This Code of Conduct aims to foster an environment where such volunteerism is welcomed and encouraged, and where positive communal engagement thrives.

It is important that members treat each other and the public with respect, even through disagreement. Volunteers, and elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve the public in order to preserve and protect the present and the future of the Town. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

The Town encourages positive and respectful dialogue and strives to value and support all volunteers and members of the public. Therefore, members shall at all times refrain from abusive or aggressive conduct, personal charges, hostile body language, disrespectful language or attacks upon the character or motives of others, including fellow committee/commission members, members of other committees and commissions, town staff, members of the town council, and members of the public. It is both encouraged and expected that the chair of each commission/committee intercedes when the conduct of another member is rude or violates this code of conduct. It is up to each and every commission and committee member to foster an atmosphere of collegiality and respect towards all who give of their time to participate.

### ***Role of the Chair***

In January of each year, each committee should select a chair from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Assisting new members or an incoming chair with orientation
- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m. the Wednesday of the week prior to the committee meeting
- Communicating important committee activity, questions, or concerns to the Council Liaison
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members
- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Maintain meeting decorum and ensure a positive and collaborative environment where all attendees feel comfortable participating
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Ensuring its activities are coordinated with those of Town staff with consultation with the Town Manager.
- Solicitation of committee members
- Serve as liaison to the Town's Communications and Community Engagement Analyst
- Review and approval of Town website postings relating to the committee
- Monitoring the committee's budget
- Ensuring that committee events are scheduled using the required event registration process

### ***Role of the Secretary***

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

Should the committee desire their minutes be posted to the Town's website, it is required that the secretary prepare the meeting minutes by using a minute template. Committees are strongly encouraged to post their meeting minutes to the Town's website.

Once the minutes have been agendized and approved by the committee, the secretary will provide the final set of minutes to the Town Clerk, who will then post them to the Town's website.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

### ***Role of the Council Liaison***

A member of the Town Council is assigned to each committee to serve as its liaison and provide the committee chair with guidance as necessary. The Liaison should not participate in committee debate or discussion on an issue. The Liaison should remain impartial and avoid "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance to the Chair and not speak on behalf of the Town or Town Council. The role of the Liaison is to:

- Provide the Town Council with information regarding noteworthy committee events, projects and achievements
- Provide the Chair with:
  - Input received from the Town Council under "Council Liaison Reports"
  - Guidance on Town policies and procedures, including initial feedback on the committee's Annual Report and budget in advance of submittal to the entire Town Council.
  - Advice on inter-committee topic areas
  - Provide guidance on scope of authority or agenda setting issues as needed

Liaisons are not expected to attend all committee meetings, but may attend at their discretion and should upon the specific request of the committee chair. If a Liaison does not attend the committee's meeting, the Liaison shall contact the committee chair following each committee meeting to learn of any specific requests the chair may have of the Council.

The Council liaison appointments are made annually by the Mayor in January.

### ***Role of the Staff Liaison***

The Town Manager shall designate staff members to work collaboratively with the committee chairs to fulfill the Town Council adopted work plan for each committee.

Committee members are responsible for agendas, material supporting agenda item discussions, meeting minutes, and compliance with applicable rules and regulations, etc. The staff liaison is not expected to attend committee meetings except on the rare occasion that his/her presence is necessary for the committee to reach a consensus on an item in the adopted work plan.

The staff liaison will also assist the committee with organizing its *support* role, in areas where the committee assists and augments Town staff in the performance of the functions of Town government. For example, when the Conservation Committee organizes volunteers for removal of invasive plants on Town land or the Public Works Committee inspects and reports to the Town's Public Works

Director on the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The Communications and Community Engagement Analyst is available to assist all committees, through the Chair, on external communications issues, event promotion and production of marketing materials, and other similar support.

## **ADVISORY COMMITTEE POLICIES & PROCEDURES**

### ***I. Meetings***

#### ***Ralph M. Brown Act***

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

**NOTE:** The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

#### ***Temporary Change of Meeting Time/Day (“Special Meeting”)***

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

### **Agendas**

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

**NOTE:** The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall **no later than 8:30 a.m. on Wednesday of the week prior to the committee’s scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Wednesday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

### ***Meeting Notification (“Noticing”)***

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

*Regular:* Advisory committee meetings that are scheduled to meet at designated times.

*Special:* Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

### ***Quorum***

Definition of a quorum:

**A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.**

**ANY** time a majority of committee members meets to conduct business, even if it’s for a “working” or “task” group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

### ***Meeting Cancellation***

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

**If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum.** S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

### ***Minutes***

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes should be prepared using the minute template and include:

- Date, start and adjournment time, and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

Once meeting minutes have been agendized and approved by the committee, the secretary will provide the final set of meeting minutes to the Town Clerk who will then post them to the Town's website.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Wednesday of the week prior to your scheduled meeting.**

### ***Motions***

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
  - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
  - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
  - c. After the motion is seconded, the chair asks for discussion on the motion.
  - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the

chair should announce the results of the vote (i.e. “the motion passes” or “the motion fails”).

- e. Members can vote “yes” or “aye” or raise their hand in the affirmative, or “no” or “nay” or raise their hand negating the motion. Members may also “abstain”.
  - f. In order to be approved, a majority of the members present must vote “yes” or “aye” or raise their hands in the affirmative. A tie vote results in the motion failing. No proxy or absentee voting is allowed.
  - g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.
2. Amending a Motion
    - a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
    - b. A “substitute motion” is a form of amendment that completely restates the main motion.
    - c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.
3. Motion for Adjournment
    - a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

### ***Subcommittees***

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.



## **II. Finances**

### ***Annual Budget Process***

Following the committee's annual report to the Town Council, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager. All budget submittals for the fiscal year beginning July 1<sup>st</sup> are due to the Town Manager by the end of the preceding April. Late budget submittals will be excluded from the budget document and the committee will be given a nominal amount of \$500. Late budget submittals will be considered in July/August, but will only be funded if a surplus is anticipated in the adopted budget.

The Town Manager will work with the Mayor and Vice Mayor to determine which committee budget requests are recommended for Town Council approval upon complete review of the Town's projected finances and the town-wide work program. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

### ***Annual Budget Appropriation***

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

### ***Expending Committee Budgetary Funds***

In order to expend budgeted funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500 or agendize the item for Council approval if it is over \$25,000.

Requests for check payments should be provided to staff no less than three weeks prior to the payment due date to allow for processing in accordance with the Town's adopted internal controls.

### ***Reimbursement for Small Items (\$100 or less)***

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

**NOTE:** Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

### ***Monies Received by Committee (Fundraising, Donations, Fees, Sales, Etc.)***

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

Sponsorship of events is prohibited.

*It is a violation of Town policy for committees to maintain their own bank accounts.*

## ***III. Charter Changes***

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Clerk who will then forward it to the Mayor and Town Manager for consideration.
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting

## ***IV. Process for Committee Requests for Action***

### ***Requesting Placement of Item(s) on Town Council Agenda***

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and the Chair shall forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager, Mayor and Vice Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

### ***Referral of Items to Other Committees***

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

## ***V. Miscellaneous Policies***

### ***Harassment***

The Town prohibits commissioners and committee members from engaging in any harassment or discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, military and veteran status, or any other basis protected by law ("Protected Status"). This policy prohibits harassment against Town Councilmembers, commissioners, committee members, employees, applicants, unpaid interns, volunteers, independent contractors, and anyone else doing business with the Town or its commissions and committees. Violations of this policy may result in disciplinary action as described below.

Such harassment includes physical, verbal, and visual conduct when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Harassment on the basis of Protected Status is also prohibited.

The Town Council may discipline commissioners and committee members who are found to have violated this policy.

Should a member of any town commission or committee allege harassment, as defined, the following reporting and grievance policy should be followed:

1. Between Committee Members – the member alleging harassment should schedule a meeting between the Chair of the Committee, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the committee member may be removed.
2. Between a committee member and the Chair - the member alleging harassment should schedule a meeting between, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the chair may be removed from chairmanship or the committee itself.
3. Between a committee member and staff - the member alleging harassment should schedule a meeting between the Chair of the Committee, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the staff member may be reassigned to another committee or terminated.
4. Between a committee member and the Town Manager – the member alleging harassment should schedule a meeting between the Chair of the Committee, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the Town Manager may be terminated.

### ***Sexual Harassment***

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexually harassing conduct need not be motivated by sexual desire. Examples of sexual harassment may include, but are not limited to:

1. Physical conduct including unwelcome touching, intentionally blocking normal movement, pinching, patting, or coerced sexual conduct;
2. Verbal conduct including making derogatory comments, sexually explicit jokes, slurs, sexual innuendo and insults, or comments about an individual's body or dress;
3. Visual conduct including leering, or displaying sexually oriented posters, photography, cartoons, drawings, emails, or gestures;
4. Offering employment benefits in exchange for sexual favors; and
5. Making or threatening reprisals after a negative response to sexual advances.

Should there be an allegation of sexual harassment, the reporting and grievance mechanism described above to remedy harassment will be utilized.

### ***Committee Communications***

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

Letters expressing a position on a policy, issue, or event must be pre-approved by the Town Council. Town letterhead may only be used if the letter is signed by the Mayor, an authorized Town staff member, or a committee chair if the letter is pre-approved by the Town Council.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content

that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

### ***Using the Town's Bulk Mail Permit***

The committee must obtain a letter and certificate of bulk mailing from the Administrative Technician authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

### ***Committee Events***

Committees must reserve Town facilities and resources prior to scheduling or hosting a committee event (whether at the Town Center or at another location) using the following procedures:

1. Once the Committee has agreed to a date for the event, the committee chair completes a reservation form and submits it to the Town Manager **as soon as the Committee has selected potential dates, but no less than two months prior** to the event. Reservation forms are available via the Town's website or from Town staff. Completed forms can be submitted to the Town Manager by email to [towncenter@portolavalley.net](mailto:towncenter@portolavalley.net).
2. Upon receipt of the reservation form, staff will review the information provided to ensure there are no conflicts with other events and that the event is in accordance with committee and Town goals.
3. Within three business days following receipt of the reservation request, staff will email the requesting committee chair a confirmation of the reservation (i.e., returned application with "approved" stamp), or a notice if the date is unavailable.

*Please note:* Committees should not advertise their event or purchase banners or signs until the reservation confirmation is received from staff. As noted above under "Committee Communications," flyers and communications regarding events must also be pre-approved by the Town Manager.

### ***Food/Beverage Service & Insurance***

If *any* food or beverages (including alcoholic beverages) will be served to the public at a Committee event, the committee chair must work with Town staff to ensure that all of the required permits are obtained from the County Environmental Health Department and/or the California Department of Alcoholic Beverage Control within the required time, in advance of the event. In addition, the Committee must work with Town staff to provide any information and or documentation if it is determined that additional insurance is needed for the event.

### ***Staff Support for Committee Events***

***Due to limited staff resources, volunteers are responsible for all aspects of the event coordination, including setup and cleanup of chairs and***

**equipment.**

## **VI. Fundraising**

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

### **Overview**

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millennium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

### **Authorization to Undertake Fundraising**

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

### **Initiating a One-time Fundraising Event**

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

### **Fundraising Group/Committee Responsibilities**

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to

the “Town of Portola Valley” (in order to be tax deductible) and that they are received by the Town within three days.

### ***Anonymous Donors***

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor’s behalf. The Town has no ability to protect the donor’s anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

### ***Gifts of Securities***

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

### ***Thank You Letters***

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town’s account, the Town Manager will produce and sign a thank you letter for each donation received.



Lucy E Neely  
[REDACTED]  
Portola Valley, CA 94028  
[REDACTED]  
[REDACTED]

Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

December 22, 2022

Dear Town Council of Portola Valley,

I'm writing to express my interest in applying for the position of a Commissioner on the Architectural and Site Control Commission.

I grew up in Portola Valley and have lived here for going-on eight years as an adult. I think I'm from the most beautiful place on earth. I feel the place as an extension of my own body and count my blessings everyday to be home here. I appreciate the harmony of landscape and built environment and the ability to connect with the stars at night.

I've always been and grow increasingly interested in architecture, space, landscaping, and the interplay between the natural and built environment. I appreciate Portola Valley's particular attention to these relationships and the strong ethos of denizen-driven processes that work to maintain these relationships in harmony.

I've served on the town Finance Committee for four years now, including three as chair. For the past year I've also been a member of the newly formed Race and Equity Committee. I'm interested in serving this place I love and helping it develop in the best way possible during these fascinating times of accelerating change.

Furthermore, I like the remaining members of the ASCC and would enjoy serving with them.

I look forward to conversing with you further. There's so much good work to be done.

Sincerely yours,  
Lucy Neely

## Melissa Thurman

---

**From:** Carter Warr [REDACTED]  
**Sent:** Thursday, December 1, 2022 5:01 PM  
**To:** Town Center  
**Cc:** Eden Licup; Jeremy Dennis  
**Subject:** ASCC - Application

Town Council;

I am submitting my letter of interest in again serving on the Architecture and Site Control Commission or the Planning Commission for the Town of Portola Valley.

Tami and I moved to Portola Valley in 1988, 34 years ago. We bought a very small home on likely the smallest lot in Town. We made Portola Valley our permanent home. Tami was a middle school science teacher for 9 years at Corte Madera School. Our daughter Emily has spent her entire life here attending preschool at Carillon, PVTC for theater, Ormondale for grade school, Corte Madera for middle school, and the Woodside Priory for high school before heading off to attend college at TCU. Emily and I have our horses on our property. We actively ride the trails and keep our horses fit with cutting horse practice in our small pen. I moved my practice of Architecture to Portola Valley in 1990 after a year of commuting to and from San Mateo. I have practiced here ever since. The majority of my work is with 20 minutes of my office. Many weeks a year I never leave Town.

I love this valley and what it represents as a home for those who appreciate a rural lifestyle in close proximity to the busy world of the Bay Area. Portola Valley is a treasure founded on great principles set down in the early 1960's by those with courage to protect open space, a rural lifestyle, and the aesthetics/land practices associated. That courage and determination has been inspiring. I had the great privilege to know personally and count as friends several of the Town's founding members and their families. John James, as a sitting Council Member, came to my office in the fall of 1990 at the urging of the planning manager to solicit my participation on the ASCC. I was initially reticent since I was a relatively new member of the community. John spent a long time with me telling me the story of the Town's founding and how important it was to carry on the memories and the principles that carved Portola Valley out of the County's jurisdiction. 'It is our volunteers that make this Town special' he said. "We need talented caring volunteers on the ASCC to be the first line of defense" he repeated. From that day it has been important to carry on these intimate memories and stories to the next generations of Portola Valley volunteers.

John convinced me to serve. I served from 1991 to 2012. My first meeting was with another longtime volunteer and first time ASCC member Bub Eisberg at a site meeting to walk the lands that were eventually approved as the Blue Oaks subdivision. I served through a tough period during the Design Standards Re-Review where nearly all of the original standards were modified to guide and protect future Portola Valley from becoming like some of the other adjacent communities. Many of those years the preparation and meetings were intense trying to be vigilant to protect a way of living. During my 21 years I was keenly aware that my experience as a practicing Architect was valued by the town staff, applicants, and the public. To this day I am stopped at public events and at local stores by previous design review participants to express their gratitude for my measured guidance and carefully balanced attention to all sides of the design review process. I continue to feel the Town benefited because I was a volunteer.

Before and since 2012 I have volunteering at the Councils' behest on various other official and unofficial committee assignments.

I feel the Town would benefit by having, again, a practicing design professional on either the ASCC or the Planning Commission. I look forward to an interview with the Council and an opportunity to contribute again as a volunteer.

Carter J. Warr, AIA, CSI, NCARB lic. No. C-19397

CJW Architecture

130 Portola Road (business)

 (residence)

[www.cjwarchitecture.com](http://www.cjwarchitecture.com)

Lynda L. Brothers  
[REDACTED]  
Portola Valley, CA 94028  
[REDACTED]

Via Electronic Mail  
TownCenter@Portolavalley.net

December 19, 2022

Melissa Thurman  
Town Clerk  
Portola Valley, CA 94028

**RE: EXPRESSION OF INTEREST, PLANNING COMMISSION**

Dear Ms. Thurman;

This letter constitutes my expression of interest in the one-year vacancy on the Town Planning Commission. I am interested in the position because I believe I have important skills to offer, I believe in public service and I would be honored to work with the citizens and staff of our Town. My skills developed over a lengthy career with appointed positions in federal and state government including a long career exercising skills of problem-solving, obtaining win-win outcomes and collegiality on many boards and on behalf of clients at federal, state and local agencies and various legislative bodies.

Here's a summary of my career with the intention of providing you with insight into the relevant background and skills I'd bring to service on the Commission. I was a biochemical geneticist working on the techniques

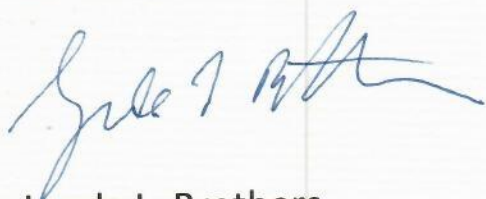
that eventually led to the human genome project, and the founding of Genentech. I chose to go to law school with the explicit goal of addressing scientific matters in the public policy arena and had a career that accomplished that. I held management positions at federal, state agencies followed by the private practice of law. I worked as Subcommittee Counsel, US House of Representatives; appointed Principle Deputy, US Department of Energy (DOE); Executive Vice President for Raytheon Hanford Corporation; Assistant Director, Washington State Ecology Department followed by the practice law. I am a retired partner from Sonnenschein Nath & Rosenthal which is now part Dentons - of one of the largest law firms in the world. The primary focus of my practice was new facility siting, permitting and development for large (usually Fortune 25) corporations. I was intimately involved in developing low level nuclear waste disposal facilities nationwide, including advising the DOE on licensing of the Trans-Uranic waste "disposal" facility in New Mexico, and very low activity radwaste facility in Utah, and drafting legislation establishing the national compact system for low level radioactive waste disposal. In addition, I was part of multidisciplinary teams that obtained permits, sited and developed spring water bottling facilities, native American gaming facilities, a sports-water bottling facility and completed many complex environmental hazardous cleanup actions. Many projects involved both the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). I believe these representative matters provide insight into the range of my experiences that may be of value to the Town. I understand governmental agencies and their relationships, have dealt with many of the relevant state laws and have many areas of technical understanding as well as the important range of interpersonal skills including listening to public comment and other inputs, and obtaining creative, problem-solving outcomes.

I am fully retired and do not have any apparent conflicts that would affect service to the Town of Portola Valley. I moved here about year ago. I feel like an old timer in that I grew up in Palo Alto, primarily off Arastradero Road, and have spent many years roaming these hills. I would embrace the opportunity to work with the Town staff, elected and appointed officials to address the planning challenges the next year will bring.

I look forward to the opportunity to discuss this vacancy further.

Please confirm receipt.

Best Regards,

A handwritten signature in blue ink, appearing to read "Lynda L. Brothers". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lynda L. Brothers

██████████  
Portola Valley, CA 94028  
Dec. 21, 2022

Re: Planning Commission

To: Towncenter@portolavalley.net

After much deliberation and consulting with other residents about the ASCC and the Planning Commissions, I've decided to volunteer to serve on the Town's Planning Commission (PC).

Portola Valley is facing important planning decisions over the next year and beyond that will shape how the Town can develop in a manner that will respect our commitment to the preservation of open space and the conservation of our natural environment. All decisions of the Planning Commission must be made balancing our General Plan with the laws and regulations of the state of California.

Portola Valley exists in a stunningly beautiful landscape of mountains, hills, and steep ridges straddling the geologically active San Andreas Fault, covered with oak forests and riparian zones along creeks and riverbeds. It's critical that all land use plans respect and preserve that uniqueness while also making it possible for a wider variety of families and individuals to join Portola Valley.

There are several activities in my background that would be relevant for the Planning Commission.

I have a very strong analytical background with master's degrees from the University of Pennsylvania and INSEAD in France. This background enables me to easily grasp complex concepts, understand detailed government regulations, and make logical decisions.

I have closely followed the massive efforts of the Ad-Hoc Housing Element Committee, Stanford Wedge Redevelopment project, and the Safety Element and have frequently contributed multiple ideas for meeting our housing goals. The efforts to refine the Housing Element as well as find solutions for increasing affordable housing in our Town in a manner that respects and preserves our natural environment will continue to be active efforts for several years to come as the Town grapples with finding locations for affordable housing.

I've been on the Sustainability Committee for many years (and the Water Conservation Committee, prior to that). Given the extreme and critical situation of climate change, it is vitally important that the Town continue to encourage the adoption of green and sustainable building practices and be at the forefront of those efforts. I routinely attend lectures, workshops, and green home tours on green building, air sealing, energy efficiency, water conservation, and passive house building and have a strong understanding of sustainable building practices.

In addition, I've recently been serving on the ADU Ambassadors Team where I've become very familiar with the new regulations for ADUs and JADUs. As the Town seeks to find lower impact housing, ADUs and JADUs represent a significant portion of our new Housing Element that can meet those requirements with less of a visual impact on the Town as a whole.

Finally, I'm very knowledgeable about building plans, zoning regulations, permitting, and architectural drawings as I have been involved in the past in designing my own remodel and general contracting a major project at my own property.

Regards,

s/Rebecca Flynn  
██

## Melissa Thurman

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**From:** Ronny Krashinsky [REDACTED]  
**Sent:** Wednesday, December 21, 2022 4:12 PM  
**To:** Town Center  
**Subject:** Planning Commissioner letter of interest

[REDACTED]  
Ronny Krashinsky

Portola Valley, CA 94028

December 22, 2022

Portola Valley Town Council  
Portola Valley, CA 94028  
*via email*

Dear Town Council members,

I am writing to express my interest in serving on the Planning Commission.

As odd as it may seem, I have a fond memory of reviewing the real estate disclosure packet for what would become our home in Portola Valley. My wife and I had long shared a dream of returning from San Francisco to our roots on the Peninsula to raise our children in a more rural environment. Expecting the usual legalese about leaks and lead paint, I was instead struck by the beauty of the Design Guidelines and Conservation Guide. As I read these documents late into the night, I realized that the Town character was not simply a byproduct of its scenic natural surroundings. The ethos which drew my family here derived from principled land-use planning, from the elegant drawings of structures integrated with the landscape, to the nearly poetic respect for flora, fauna, night skies, and view corridors.

After moving to Portola Valley, I learned that the Town was under great strain. The regional need for more housing was colliding with a desire to preserve the Town's rural character and the need for geologic and fire safety. I found myself unexpectedly enthralled by these challenges. Over the past year, I have closely followed the Ad Hoc Housing Element Committee and related Planning Commission and Town Council meetings. Through this, I learned about the spirit of volunteerism in Portola Valley. I joined the Sustainability Committee earlier this year and, as a member of the Town's ADU Ambassador team, helped craft an ADU survey and educational materials.

My background is in Computer Engineering. I completed my undergraduate studies at UC Berkeley and earned a doctorate at MIT. I spent a couple of years at a startup, and then joined NVIDIA where I've worked for over a decade. I expect that my analytical skills will be helpful in the Planning Commission role. I have a rigorous attention to detail, yet am mindful of big picture goals and impacts. I would approach the Planning Commissioner position with humility, curiosity, and thoughtfulness.

Thank you for your time and consideration.

Sincerely,





Ronny Krashinsky

Karen Vahtra



December 20, 2022

Dear Members of the Portola Valley Town Council,

I have lived in town for 20 years and believe my extensive experience volunteering within the town and in neighboring communities will be useful in helping guide decisions in front of the Planning Commission.

I co-founded a technology company that went public in November 2001. I am Electrical Engineer by trade and also have extensive business and marketing experience.

I chose Portola Valley over the neighboring communities because I love nature, open space, and a quiet environment. I am very familiar with the design and construction process as I participated extensively with the architect and contractor when I built a house here that was completed in 2006.

After extensively traveling the world, I have found the most satisfaction in giving back to the community. I have volunteered for ten years in a tax program run through the IRS and the United Way for low-income people as a Tax Preparer, Site Coordinator, and Tool Developer. I also volunteered at Stanford Hospital for several years.

In Portola Valley, I volunteered as the co-editor of the Portola Valley Post, created a small ad-hoc Technology Committee after a resident was robbed, served on the Wildfire Committee, and spearheaded an effort with many residents in town during the pandemic to sew and repair about 1,000 masks for the community at large. In the beginning of the pandemic, I walked every street and trail noting each address with a wood shake roof - so I am familiar with every street and neighborhood in town. During the pandemic, I also attended countless Housing Element, Town Council, and Planning Commission meetings and am well versed on how the town government operates.

I enjoy challenging volunteer activities. Both my professional and volunteer backgrounds will enable me to serve the town well as a commissioner.

I look forward to discussing the Planning Commission openings with you.

Sincerely

Karen Vahtra

## 2023 Council Liaison Appointments

| <i>Type</i>               | <i>Organization</i>                                   | <i>Role</i> | <i>When Meets</i>  |
|---------------------------|---|-------------|--|
| <b>Jeff Aalfs (Mayor)</b> |   |             |  |
| Town                      | <u>Nature and Science Committee</u>                   | Liaison     | alternate/even months, 2 <sup>nd</sup> Thursday at 5:00 pm |
| Town                      | <u>Public Works Committee</u>                         | Liaison     | as announced   |
| Town                      | <u>Cultural Arts Committee</u>                        | Liaison     | 2 <sup>nd</sup> Thursday of each month                     |
| Town                      | <u>Sustainability Committee</u>                       | Liaison     | alternate months, 3 <sup>rd</sup> Monday at 10:30 am       |
| Town                      | <u>Historic Resources Committee</u>                   | Alt         | as announced   |
| Town                      | <u>Cable &amp; Utilities Undergrounding Committee</u> | Alt         | as announced   |
| Town                      | <u>Parks &amp; Recreation Committee</u>               | Alt         | 1 <sup>st</sup> Monday at 7:30 pm                          |
| County                    | <u>Los Trancos/Vista Verde</u>                        | Rep         | as announced   |
| County                    | <u>Peninsula Clean Energy (PCE)</u>                   | Rep         | once a month   |
| County                    | <u>San Mateo County Council of Cities</u>             | Rep         | 4 <sup>th</sup> Friday, 6 pm                               |
| County                    | <u>SCS/RHNA Policy Advisory Committee</u>             | Liaison     | as announced   |
| County                    | <u>C/CAG City County Assoc. of Governments</u>        | Rep         | 2 <sup>nd</sup> Thursday, 6:30 pm                          |
| Regional                  | <u>Woodside Fire Protection District</u>              | Liaison     | as announced   |
| Regional                  | <u>League of CA Cities</u>                            | Rep         | quarterly, or as announced                                 |
| Regional                  | <u>Airport Roundtable</u>                             | Alt         | 1 <sup>st</sup> Wed., 7 pm                                 |
| Special                   | <u>West Bay Sanitary District</u>                     | Alt         | as announced   |

### Sarah Wernikoff (Vice Mayor)

|          |   |         |  |
|----------|---|---------|--|
| Town     | <u>ASCC (Jan, Feb, March)</u>                   | Liaison | 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm     |
| Town     | <u>Planning Commission (Oct, Nov &amp; Dec)</u> | Liaison | 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm  |
| Town     | <u>Parks &amp; Recreation Committee</u>         | Liaison | 1 <sup>st</sup> Monday at 7:30 pm                          |
| Town     | <u>PV School District</u>                       | Liaison | as announced   |
| Town     | <u>Cultural Arts Committee</u>                  | Alt     | 2 <sup>nd</sup> Thursday of each month                     |
| Town     | <u>Nature and Science Committee</u>             | Alt     | alternate/even months, 2 <sup>nd</sup> Thursday at 5:00 pm |
| Town     | <u>Finance Committee</u>                        | Alt     | as announced   |
| Town     | <u>PV School District</u>                       | Alt     | as announced   |
| County   | <u>San Mateo County Council of Cities</u>       | Alt     | 4 <sup>th</sup> Friday, 6:00 pm                            |
| County   | <u>San Mateo County Libraries JPA Gov Board</u> | Rep     | 1 <sup>st</sup> Monday, 5:00 pm                            |
| County   | <u>MROSD</u>                                    | Liaison | as announced   |
| County   | <u>C/CAG City County Assoc. of Governments</u>  | Alt     | 2 <sup>nd</sup> Thursday, 6:30 pm                          |
| Regional | <u>ABAG</u>                                     | Rep     | 1 annual meeting plus as announced                         |

### Judith Hasko

|        |   |         |   |
|--------|---|---------|---|
| Town   | <u>ASCC (April, May, June)</u>                            | Liaison | 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm    |
| Town   | <u>Planning Commission (July, August, Sept)</u>           | Liaison | 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm |
| Town   | <u>Trails and Paths Committee</u>                         | Liaison | 3 <sup>rd</sup> Tuesday at 8:15 am, or as announced       |
| Town   | <u>Finance Committee</u>                                  | Liaison | as announced  |
| Town   | <u>Open Space Acquisition Advisory Committee</u>          | Alt     | as announced  |
| Town   | <u>Emergency Preparedness Committee</u>                   | Alt     | 1 <sup>st</sup> Thursday at 8:00 am in the EOC            |
| Town   | <u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u> | Alt     | 1 <sup>st</sup> Wednesday at 8:15 am                      |
| Town   | <u>Conservation Committee</u>                             | Alt     |   |
| Town   | <u>Geologic Safety Committee</u>                          | Alt     | as announced  |
| Town   | <u>The Sequoias</u>                                       | Alt     | as announced  |
| County | <u>FireWise Committee</u>                                 | Rep     | 3 <sup>rd</sup> Thursday at 4:00 pm                       |
| County | <u>Peninsula Clean Energy</u>                             | Alt     | once a month  |
| County | <u>MROSD</u>  | Alt     | as announced  |
| Other  | <u>Stanford University</u>                                | Liaison | as announced  |

## Craig Taylor

|          |   |         |   |
|----------|---|---------|---|
| Town     | <u>ASCC (Jul, Aug, Sept)</u>                          | Liaison | 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm    |
| Town     | <u>Planning Commission (Jan, Feb, March)</u>          | Liaison | 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm |
| Town     | <u>Emergency Preparedness Committee</u>               | Liaison | 1 <sup>st</sup> Thursday at 8:00 am in the EOC            |
| Town     | <u>Open Space Acquisition Advisory Committee</u>      | Liaison | as announced  |
| Town     | <u>Cable &amp; Utilities Undergrounding Committee</u> | Liaison | as announced  |
| Town     | <u>Woodside Highlands Road Maintenance</u>            | Liaison |   |
| Town     | <u>Ad-Hoc Wildfire Preparedness Committee</u>         | Alt     | as announced  |
| Town     | <u>Public Works Committee</u>                         | Alt     | as announced  |
| County   | <u>Emergency Services Council</u>                     | Liaison | quarterly   |
| Special  | <u>West Bay Sanitary District</u>                     | Rep     | as announced  |
| Regional | <u>Airport Roundtable</u>                             | Rep     | 1 <sup>st</sup> Wed., 7 pm                                |
| County   | <u>FireWise Committee</u>                             | Alt     | as announced  |

## Mary Hufty

|          |   |         |   |
|----------|---|---------|---|
| Town     | <u>ASCC (Oct, Nov, Dec)</u>                               | Liaison | 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm    |
| Town     | <u>Planning Commission (Apr, May, June)</u>               | Liaison | 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm |
| Town     | <u>Geologic Safety Committee</u>                          | Liaison | as announced  |
| Town     | <u>Friends of the Library</u>                             | Liaison | alternate/odd months, last Thursday at 7:15 pm            |
| Town     | <u>Conservation Committee</u>                             | Liaison | 4 <sup>th</sup> Tuesday, 7:00pm                           |
| Town     | <u>The Sequoias</u>                                       | Liaison | as announced  |
| Town     | <u>Friends of the Library</u>                             | Liaison | alt/odd months, last Thursday at 7:15pm                   |
| Town     | <u>Historic Resources Committee</u>                       | Liaison | as announced  |
| Town     | <u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u> | Alt     | 1 <sup>st</sup> Wednesday at 8:15 am                      |
| Town     | <u>Trails and Paths Committee</u>                         | Alt     | 3 <sup>rd</sup> Tuesday at 8:15 am, or as announced       |
| Other    | <u>Stanford University</u>                                | Alt     | as announced  |
| Regional | <u>ABAG</u>   | Alt     | 1 annual meeting plus as announced                        |



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

---

**TO:** Mayor and Members of the Town Council

**FROM:** Mayor Aalfs

**DATE:** January 11, 2023

**RE:** Suggested Change to Committee and Outside Meeting Liaison Reports

### **RECOMMENDATION**

I recommend that the Town Council review and comment on this colleagues memo regarding suggesting changes to committee and outside meeting liaison reports.

### **BACKGROUND/ DISCUSSION**

As we begin our work together, I wanted to make a suggestion that might help to limit meeting times. As you know, at every meeting, each Council Member reports on the meetings they have attended as Town Liaison, either meetings of our own Committees, or meetings of County or Regional Boards on which Portola Valley sits.

These reports can take time and, especially at the end of longer meetings, the information can be ignored or missed, especially if members of the public leave the meeting due to the late hour.

I would like to suggest the following modification to these reports:

1. Each Council Member would file a brief summary of each meeting s/he attended. This report could simply be the agenda of the meeting, annotated with notes of interest to the rest of the Council. The minutes of Town Committee meetings will of course continue to be published online.
2. At the "Liaison Reports" section of each meeting, Council Members would have the opportunity to either speak on meetings they attended, which they think might be of interest; or to ask questions on meeting reported by their colleagues. Council Members would no longer be expected or required to summarize every meeting verbally.
3. Public Comments would be taken on the full set of reported meetings.

This change in format accomplishes a few things: first, it creates a 'hard copy' of the meetings attended for both the Council and the Public, and encourages discussion of meetings that are of interest. It also has the potential to save time during meetings, as discussion would be limited to items that the Council or Public feel the need to highlight or



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Vice Mayor Sarah Wernikoff

**DATE:** January 11, 2023

**RE:** Council Meeting Start Time – Discussion of Earlier Meeting Time

### **RECOMMENDATION**

I recommend that the Town Council update the Council meeting schedule to start Town Council meetings an hour earlier, at 6:00pm.

### **BACKGROUND**

Currently Town Council meetings begin at 7:00pm. This start time was determined pre-Covid to accommodate after work commute times, etc. I propose we move the start time up one hour to 6:00pm with a goal of ending meetings earlier.

The length of meetings has increased with many Council meetings lasting 4+ hours. Moving the meetings up an hour will help assure most meetings are done by 10pm which is better for community participation, staff and Councilmembers alike. In addition, the post-Covid shift to hybrid work enables flexibility with fewer people commuting daily, lessening the original rationale for the 7:00pm start time.



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Councilmember Sarah Wernikoff

**DATE:** January 11, 2023

**RE:** Lifetime Achievement Award

### **RECOMMENDATION**

I recommend that the Town establish a lifetime achievement award that would recognize the cumulative civic engagement and leadership of longstanding volunteers in the Town of Portola Valley to be awarded based on a nominating process and clear criteria for recipients.

### **Proposed Criteria:**

- Twenty years or more of distinguished service to the Town including on a committee, a commission and/or on the Town Council, and within other local Portola Valley organizations (i.e. Portola Valley School District, MidPeninsula Regional Open Space, Friends of the Library, The Sequoias, etc.).
- Represent the character of the quintessential Portola Valley volunteer in terms of dedication and commitment to town values, vision, and civility.
- Continued and significant contributions that have benefitted the Town of Portola Valley and its community in both formal and informal ways.

### **Proposed Nominating and Award Selection Process:**

- Nomination can occur at any time on an ad hoc basis (vs. annually).
- Nomination must include a nomination letter, the resume of the nominee (or list of contributions), and up to 5 supporting letters of recommendation.
- Nominees to be evaluated and recommended by a subgroup of the Council.



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

---

**TO:** Mayor and Members of the Town Council

**MD**

**FROM:** Mary Hufty

**DATE:** January 11, 2023

**RE:** General Plan Resident Working Group

**RECOMMENDATION:**

The Council support a volunteer General Plan Working Group to begin work immediately on informing itself on the General Plan and its consistencies with Municipal Code and State Ordinances.

**BACKGROUND:**

The culture of our Town requires regular participation and input from the Town residents on the General Plan and its implementation through Town ordinances and Town functions. A General Plan Working Group of volunteer residents of Portola Valley and its sphere of influence shall be established to update the General Plan. As the current General Plan has 12 elements, the membership goal for the Working Group is 13 to 15 volunteers, of whom at least 11 shall be residents of the Town.

The General Plan Working Group shall:

- Review all proposed changes to the General Plan for consistency with the Municipal Code and State Ordinances.
- Review a matrix, to be presented by the Planning Department, of the effective dates of proposed changes to the General Plan as well as upcoming changes that will create inconsistencies or conflicts with the General Plan (Note: Currently the General Plan in its entirety is not dated with evidence of a vote from the Council or residents; individual elements show the most recent date of amendment and/or adoption.)
- Perform as a writing group to draft the changes required for consistency between the General Plan, the Municipal Code, and State Ordinances.
- Present changes in draft to Staff for comment
- Present final, revised changes and entire General Plan document for adoption by Town Council



- Function as a standing Working Group for future changes to the General Plan

Potential Benefits: Request from staff an announcement of need for volunteers on weekly town bulletin, only. Request from staff would be limited to as needed attendance at no more than a monthly one hour meeting. If effective response to requests for documents would be greatly decreased from current and costs current and future could be greatly decreased. Great information among residents and more engagement and reflection of resident's concerns about values, safety, transparency, and integrity.



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

---

**TO:** Mayor and Members of the Town Council

**FROM:** Mayor Aalfs and Councilmember Taylor

**DATE:** January 11, 2023

**RE:** Proposed Council Commitments to a post-adoption Housing Element process

### **RECOMMENDATION**

We recommend that the Town Council review this memo on the post-adoption Housing Element process and provide feedback to staff on next steps

### **BACKGROUND**

In recognition of the potential penalties for not complying with the state mandate, we propose moving forward with the House Element as developed. The creation of the housing element involved many hours of effort on the part of resident volunteers, Town planning staff, and outside consultants.

The Housing Element revision a mandate imposed on us by the State. Because some of its requirements are not popular, and the bureaucratic and other standards required so much background information, the process has not been something any of us would have chosen to pursue. Because the AHHEC covered so much detailed information over such a long period of time, many residents are frustrated by the difficulty of finding specific information; it's hard to track down specific questions and answers among 18 different, multi-hour meetings.

### **DISCUSSION**

As a complement to the Housing Element approval process, we suggest that the Council commit to a set of actions to continue public engagement, and to address the concerns that have been raised over the course of the Revision process. These concerns fall broadly into two categories: safety and follow-up. The Safety Element revision is in progress. While it broadly defines the safety concerns as part of the General Plan, we recommend committing to specific safety actions. To further bolster the Housing Element, we are recommending the following actions. To be clear, many of these actions are already underway, and the time requirements for individual action items range from relatively short (1-3 months) to very long term (several years). Our goal here is to introduce these items for discussion, so that the Council can prioritize the actions and provide direction to Staff. Many items listed here are also part of the Council Priorities

discussion; as such, they will likely be revisited in February when we initiate our conversation on updating those priorities.

These are the specific items we wanted to consider as follow-ups to the Housing Element approval:

- Safety
  - Continue implementing the recommended actions indicated by the Evacuation Capacity Study – timeframe near term
    - Currently in progress: EPC, WFPD and SMCSO engaged
  - Incorporate new fire maps – as soon as they're available
  - Grant or group buy programs (fuel reduction and home hardening) – timeframe next fiscal year
    - Especially where private incentives are not working
  - Build a coalition with similarly situated communities in WUI – timeframe near term
    - Consider lobbying County and State officials
    - Review existing efforts in other communities
    - Clarify and understand AB2045's impact on RHNA with regards to fire safety
  - Define "health and safety" considerations – timeframe next fiscal year
    - How can we implement 'Health and Safety' provisions to our building and planning process?
    - Implement the new Fire Code from WFPD
    - Determine what changes might be needed to the municipal code
  
- Follow-up on the Housing Element (HE)
  - Housing Element Information Repository – timeframe near term
    - Focus on: making the vast body of housing element information readily available
      - Collate the questions that were raised most frequently and our answers
      - Document and make searchable HE questions (FAQs)
    - Continue outreach with the public to discuss changes to the housing element within the approved framework
      - What can and what can we not change?
      - How do we substitute sites as new options become available?
        - If we want to remove a site, we need to find an alternative from the inventory or elsewhere.

- Document and maintain the full inventory of site options in the Town
  - Brief description, pros/cons of each site
    - Include all sites including noteworthy, rejected options
  - Add to the inventory as new options become available.  
Commit to investigate new options where warranted.
- Goal: Continue to incorporate changes to the Housing Element to maintain Portola valley values within the state mandated framework
- General Plan (comprehensive review) – Start in FY 2023-24 (late CY 2023)
  - Focus on: maintaining the rural character of the town; safety; sustainability; infrastructure and services
  - Create a Committee of Residents to oversee the process
  - Commit to an EIR process for the General Plan
  - Goal: Create an up-to-date General Plan that incorporates Portola Valley's values