



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, February 8, 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 comments from members of the public in person during the meeting, or by using the Raise Hand button for those who attend the meeting virtually. Phone callers may provide comments by pressing *9 on your phone to "raise your hand" and *6 to mute/unmute yourself.

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. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PUBLIC PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/81028483650?pwd=TmRYMHRZME56bHFDVEdEaTN2Z0ljQT09>

Webinar ID: 810 2848 3650

Passcode: 526204

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. PRESENTATION/ANNOUNCEMENTS

- a. Receive Proclamation Recognizing February 2023 as Black History Month

5. 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 Special Meetings of January 31, 2023
- 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. **Appointment** of Members to the Following Committees:
 - Ivy Margolis (Cultural Arts)
 - Linda Millard (Nature and Science)
 - Maryann Berkowitz (Parks and Recreation)
 - Randy True (Emergency Preparedness)
 - Robert T. Wrucke (Geologic Safety)
- e. **Authorize** the Town Manager to Amend the Budget for Fiscal Year 2022-23 to Allocate Additional Funds for Legal Services Associated with the Housing Element Update

6. REGULAR AGENDA

- a. **Discuss** Colleagues Memo from Councilmembers Hasko and Taylor Entitled “Proposed Process for Implementation of Sunrise Provision of Housing Element”
- b. **Approval** of the Whites’ Request for Waiver of Planning Fees in the Amount of \$186,890.37 to Support the Willow Commons Supportive Housing Project

7. STUDY SESSION

- a. **Discuss** and Hold the Council Priority Study Session (FY 2022-23 Council Priority Update and FY 2023-24 Council Priorities Development)

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Oral and written reports arising out of liaison appointments to both in-town and regional committees and initiatives. *The Town Council does not take action under this agenda item.*

9. TOWN MANAGER REPORT

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

10. ADJOURNMENT

The next Regular Town Council meeting will be held on February 22, 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.

PROCLAMATION

The Town of Portola Valley Recognizes February 2023 as

Black History Month

WHEREAS, Dr. Carter G. Woodson, a noted United States Historian, announced the second week of February as “Negro History Week” in 1926 in order to increase public awareness and appreciation of the important role that African-Americans have played in shaping America’s history; and

WHEREAS, the United States government officially recognized Negro History Week in 1976 as part of the U.S. Bicentennial, expanding it to “Black History Month”; and

WHEREAS, Black History Month fosters cultural awareness and understanding, while encouraging education about contributions made by African-Americans; and

WHEREAS, the omission of much of the history and contributions of African-Americans from textbooks and other literature has impeded awareness and appreciation; and

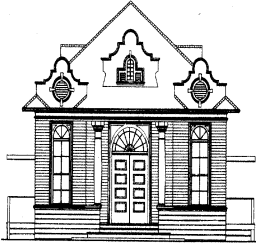
WHEREAS, the celebration of Black History Month is a positive way of recognizing the culture and history of African-Americans as vital to the core beliefs and values of this society; and

NOW, THEREFORE, the Town Council of the Town of Portola Valley, California hereby recognizes February 2023 as

Black History Month

Be It Further Resolved, The Town of Portola Valley urges all residents to join in recognizing the culture, accomplishments, and contributions of African-Americans, together.

Jeff Aalfs, Mayor
February 8, 2023



TOWN OF PORTOLA VALLEY
Special Meeting of the Town Council
Tuesday, January 31, 2023
1:00 P.M.

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

MINUTES

1. CALL TO ORDER – Due to technical difficulties, the meeting started at 1:23 p.m. All Councilmembers were present.

2. ORAL COMMUNICATIONS

The following members of the public spoke during Oral Communications:

- Rita Comes
- Nan Shostak
- Kristi Corley

3. SPECIAL MEETING

a. **Conduct** Interview Sessions and Appoint Commission Members for the Following:

- 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

The Town Council interviewed the following applicants for two vacant positions on the Architectural Site Control Commission (ASCC):

- Danna Breen
- Rebecca Flynn

Due to technical difficulties the remaining interviews were continued to a future meeting, date uncertain.

No appointments were made during the meeting due to technical difficulties.

4. ADJOURNMENT – The meeting adjourned at 2:02 p.m.

The next Regular Town Council meeting will be held on February 8, 2023 at 7:00 p.m.

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
2829	19	ALLEN BEASLEY	10,000.00	02/08/23		
2830	20	ALLIANT INSURANCE SERVICES	510.00	02/08/23		
2831	21	ALMANAC	1,580.00	02/08/23		
2832	41	AT&T	324.79	02/08/23		
2833	44	BANK OF AMERICA	6,790.32	02/08/23		
2834	48	BARTLETT TREE EXPERTS	13,590.00	02/08/23		
2835	61	BRAGATO PAVING	2,322.48	02/08/23		
2836	124	COMCAST	186.46	02/08/23		
2837	174	ENVIRONMENTAL SYSTEMS RESEARCH	2,186.30	02/08/23		
2838	176	EXCEL LD	33.91	02/08/23		
2839	198	GR8WORK BUILDERS	1,000.00	02/08/23		
2840	213	HILLYARD INC	923.16	02/08/23		
2841	234	J. W. ENTERPRISES	1,085.76	02/08/23		
2842	267	KARI CHINN	566.10	02/08/23		
2843	275	KRUPKA CONSULTING	900.00	02/08/23		
2844	290	LOS GATOS ROOFING	1,000.00	02/08/23		
2845	293	LYNGSO GARDEN MATERIALS INC	2,324.88	02/08/23		
2846	332	N.C.E.	2,502.08	02/08/23		
2847	337	O. NELSON & SON INC.	4,947.00	02/08/23		
2848	367	PG&E	16,797.28	02/08/23		
2849	368	PG&E	358.00	02/08/23		
2850	372	PINNACLE BUILDING & DESIGN	2,000.00	02/08/23		
2851	375	PLATINUM FACILITY SERVICES	6,766.68	02/08/23		
2852	403	RON RAMIES AUTOMOTIVE INC.	1,405.43	02/08/23		
2853	406	RR DONNELLEY	107.06	02/08/23		
2854	421	SCOTT WEBER	131.97	02/08/23		
2855	428	SHARP BUSINESS SYSTEMS	140.28	02/08/23		
2856	431	SIERRA PACIFIC TURF SUPPLY INC	765.98	02/08/23		
2857	437	SMALL BUSINESS BENEFIT PLAN TR	2,667.60	02/08/23		
2858	445	STANDARD INSURANCE CO.	572.52	02/08/23		
2859	448	STATE COMP INSURANCE FUND	5,315.25	02/08/23		
2860	459	SWRCB - STATE WATER RESOURCES	7,067.00	02/08/23		
2861	471	TOBIAS FRECCIA	1,176.74	02/08/23		
2862	518	GOT GOPHERS?	1,050.00	02/08/23		
2863	536	S. H. ROOFING & CONSTRUCTION	1,000.00	02/08/23		
2864	632	ROMERO CONSTRUCTION	403.75	02/08/23		
2865	673	MUNICIPAL RESOURCE GROUP, LLC	6,100.00	02/08/23		
2866	690	CRUZ STRATEGIES	625.00	02/08/23		
2867	703	LEGACY ROOFING & WATERPROOFING	1,000.00	02/08/23		
2868	713	COSMOS ROOFING	1,000.00	02/08/23		
2869	758	ADAM'S POOL SOLUTIONS	698.65	02/08/23		
2870	896	MELISSA THURMAN	1,170.16	02/08/23		
2871	900	DARAH ROOFING	1,000.00	02/08/23		
2872	933	HEIRLOOM CATERING CO	7,098.72	02/08/23		
2873	934	JONATHAN CARVER	4,135.00	02/08/23		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
2874	935	LADRIS TECHNOLOGIES, INC	6,000.00	02/08/23		
2875	936	MARCO ROOFING	806.67	02/08/23		
2876	937	FFF ROOFING SPECIALIST	1,000.00	02/08/23		
2877	938	NEDA PAKDAMAN	647.50	02/08/23		
2878	939	SRC ROOFING	1,000.00	02/08/23		
Check totals:			132,780.48			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			132,780.48			
Check totals:			132,780.48			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			132,780.48			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 02/08/23	19 2829	ALLEN BEASLEY Deposit Refund, 157 Ramoso Deposit Refund, 157 Ramoso	10,000.00	5,000.00 5,000.00	BLDR0062-2019 BLDM0008-2019
Vendor: 2830	20	ALLIANT INSURANCE SERVICES Qtrly Event Insurance 10/01/2022 - 12/30/2022	510.00	510.00	2022-Q4
Vendor: 2831	21	ALMANAC December Publishing	1,580.00	1,580.00	77738
Vendor: 2832	41	AT&T December Statement December Statement December Statement	324.79	221.51 51.63 51.65	000019314874 000019314875 000019314873
Vendor: 2833	44	BANK OF AMERICA October Statement	6,790.32	6,790.32	1388-OCT22
Vendor: 2834	48	BARTLETT TREE EXPERTS Fire Mitigation/ROW Tree Removal Fire Mitigation Tree Removal ROW Tree Removal	13,590.00	9,000.00 2,160.00 2,430.00	40697203-0 40701821-0 40698449-0
Vendor: 2835	61	BRAGATO PAVING Deposit Refund, 4 Navajo Deposit Refund, 225 Alanos	2,322.48	1,161.24 1,161.24	PW0056-2022 PW0055-2022
Vendor: 2836	124	COMCAST WIFI 01.21.2023 - 02.20.2023	186.46	186.46	1945-FEB23
Vendor: 2837	174	ENVIRONMENTAL SYSTEMS RESEARCH GIS Renewal 03/31/2023 - 03/30/2024	2,186.30	2,186.30	94406402
Vendor: 2838	176	EXCEL LD January Telephone LD Service	33.91	33.91	1195647254
Vendor: 2839	198	GR8WORK BUILDERS Deposit Refund, 30 Cheyenne	1,000.00	1,000.00	BLDR0221-2019
Vendor: 2840	213	HILLYARD INC Janitorial Supplies	923.16	923.16	604978092
Vendor: 2841	234	J. W. ENTERPRISES Portable Lavs 11/17/22 - 12/14/22	1,085.76	313.44	246810

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
02/08/23	2841	Portable Lavs 11/17/22 - 12/14/22 Portable Lavs 12/15/22 - 01/11/23 Portable Lavs 12/15/22 - 01/11/23	1,085.76	229.44 229.44 313.44	246811 247413 247412
Vendor:	267	KARI CHINN			
	2842	Reimbursement - Stamps for Volunteer Party Reimbursement - Table Cloths/Decor for Volunteer Party	566.10	264.00 302.10	FRRS-23-1 FRRS-23-3
Vendor:	275	KRUPKA CONSULTING			
	2843	On-Call Traffic & Transportation - December 2022	900.00	900.00	1345
Vendor:	290	LOS GATOS ROOFING			
	2844	Deposit Refund, 100 Wyndham	1,000.00	1,000.00	BLDR0148-2022
Vendor:	293	LYNGSO GARDEN MATERIALS INC			
	2845	Amended Compost - Fields	2,324.88	2,324.88	18049
Vendor:	332	N.C.E.			
	2846	2022/2023 Street Resurfacing Through 11/11/2022	2,502.08	2,502.08	424275509
Vendor:	337	O. NELSON & SON INC.			
	2847	Culvert Debris Removal/Ditch Drain Box	4,947.00	4,947.00	240
Vendor:	367	PG&E			
	2848	December Statements	16,797.28	16,797.28	DEC-2022
Vendor:	368	PG&E			
	2849	Deposit Refund, 322 Wyndham	358.00	358.00	FW0063-2020
Vendor:	372	PINNACLE BUILDING & DESIGN			
	2850	Deposit Refund, 501 Portola #6A Deposit Refund, 501 Portola #26B	2,000.00	1,000.00 1,000.00	BLDR0092-2022 BLDR0111-2022
Vendor:	375	PLATINUM FACILITY SERVICES			
	2851	Shampoo Library Carpets, Clean Windows/Restrooms January Friday Disinfection Svcs- COVID19 January Janitorial Svcs	6,766.68	1,830.00 448.01 4,488.67	45624 45754 45753
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	2852	November Fuel Statement December Fuel Statement	1,405.43	782.54 622.89	G20221130-4 G20221231-4
Vendor:	406	RR DONNELLEY			
	2853	Business Cards - T. Geisler	107.06	107.06	528534619

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	421	SCOTT WEBER			
	2854	Reimbursement - Work Boots	131.97	131.97	FRRS-23-2
Vendor:	428	SHARP BUSINESS SYSTEMS			
	2855	December Copies	140.28	140.28	9004139979
Vendor:	431	SIERRA PACIFIC TURF SUPPLY INC			
	2856		765.98	765.98	0632989-IN
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	2857	February Dental/Vision	2,667.60	2,667.60	FEB-2023
Vendor:	445	STANDARD INSURANCE CO.			
	2858	LTD/Life Premium	572.52	572.52	2023-JAN
Vendor:	448	STATE COMP INSURANCE FUND			
	2859	WC Premium, 01/19/2023 - 02/19/2023	5,315.25	5,315.25	1000669678
Vendor:	459	SWRCB - STATE WATER RESOURCES			
	2860	Annual Permit Fees FY22 - 23	7,067.00	7,067.00	SW-0241890
Vendor:	471	TOBIAS FRECCIA			
	2861	Deposit Refund, 380 Escobar	1,176.74	1,176.74	BLDR0045-2018
Vendor:	518	GOT GOPHERS?			
	2862	Town Fields Gopher Trapping - December	1,050.00	1,050.00	39084
Vendor:	536	S. H. ROOFING & CONSTRUCTION			
	2863	Deposit Refund, 4 Valley Oak	1,000.00	1,000.00	BLDR0093-2022
Vendor:	632	ROMERO CONSTRUCTION			
	2864	Deposit Refund, 319 Corte Madera	403.75	403.75	BLDR0084-2020-2
Vendor:	673	MUNICIPAL RESOURCE GROUP, LLC			
	2865	Evaluation of Town Manager/Comp Study for Town Attorney	6,100.00	6,100.00	26-4149793
Vendor:	690	CRUZ STRATEGIES			
	2866	Government Relations Consulting - January	625.00	625.00	2556
Vendor:	703	LEGACY ROOFING & WATERPROOFING			
	2867	Deposit Refund, 1 Sierra	1,000.00	1,000.00	BLDR0149-2022
Vendor:	713	COSMOS ROOFING			
	2868	Deposit Refund, 8 Ohlone	1,000.00	1,000.00	BLDR0147-2022

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	758	ADAM'S POOL SOLUTIONS			
	2869	Deposit Refund, 280 Golden Hills	698.65	698.65	EPLR0020-2018
Vendor:	896	MELISSA THURMAN			
	2870	Reimbursement - Drinks for Volunteer Dinner 2/10	1,170.16	1,170.16	FRRS-23-6
Vendor:	900	DARAH ROOFING			
	2871	Deposit Refund, 5 Applewood	1,000.00	1,000.00	BLDR0154-2022
Vendor:	933	HEIRLOOM CATERING CO			
	2872	Catering 2nd Deposit- Volunteer Appreciation Dinner	7,098.72	7,098.72	02102023-2
Vendor:	934	JONATHAN CARVER			
	2873	Deposit Refund, 133 Corte Madera	4,135.00	4,135.00	BLDR0223-2019
Vendor:	935	LADRIS TECHNOLOGIES, INC			
	2874	Evacuation Simulator/Operator Data Studio	6,000.00	6,000.00	1263
Vendor:	936	MARCO ROOFING			
	2875	Deposit Refund, 737 Westridge	806.67	806.67	BLDR0078-2022
Vendor:	937	FFF ROOFING SPECIALIST			
	2876	Deposit Refund, 245 Grove	1,000.00	1,000.00	BLDR0096-2022
Vendor:	938	NEDA PAKDAMAN			
	2877	Deposit Refund, 150A Portola	647.50	647.50	PLN_ZONP0001-20
Vendor:	939	SRC ROOFING			
	2878	Deposit Refund, 177 Bolivar	1,000.00	1,000.00	BLDR0138-2022
Check Date Totals			132,780.48		
Grand Total			132,780.48		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 8, 2023

Claims totaling \$132,780.48 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

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: February 8, 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 8th day of February 2023.

By: _____
Jeff Aalfs, Mayor

ATTEST:

Melissa Thurman, MMC
Town Clerk

Melissa Thurman

From: webmaster@portolavalley.net
Sent: Sunday, December 4, 2022 12:28 PM
To: Town Center
Subject: Committee Application

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 12/04/2022 12:28 PM
Response #: 174
Submitter ID: 6823
IP address: 148.64.18.10
Time to complete: 7 min. , 37 sec.

Survey Details

Page 1

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

(o) Cultural Arts

Applicant Information

Full Name	Ivy Margolis
Email Address	[REDACTED]
Street Address	[REDACTED]
City/Zip	Portola Valley
Number of years in Portola Valley	5 years
Cell Phone	[REDACTED]
Home Phone	[REDACTED]
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

(o) Cell

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

As a mother to a preschooler, I would like to volunteer my time to bring more family-friendly cultural and art events to Portola Valley. My husband and I are both former musicians prior to our legal careers. We are passionate about music and music appreciation education for young children. I look forward to organize musical and other cultural events that are fun for the whole family.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

No.

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

New Text Information

Thank you,
Portola Valley, CA

This is an automated message generated by Granicus. Please do not reply directly to this email.

Melissa Thurman

From: webmaster@portolavalley.net
Sent: Thursday, December 29, 2022 8:37 PM
To: Town Center
Subject: Committee Application

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 12/29/2022 8:37 PM
Response #: 178
Submitter ID: 6837
IP address: 98.42.0.60
Time to complete: 7 min. , 32 sec.

Survey Details

Page 1

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

(o) Nature & Science

Applicant Information

Full Name	Linda Millard
Email Address	[REDACTED]
Street Address	[REDACTED]
City/Zip	94028
Number of years in Portola Valley	27
Cell Phone	[REDACTED]
Home Phone	[REDACTED]
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

(o) Cell

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

Wildlife conservation in Africa and underwriting graduate students in STEM in northern CA's top universities have been my primary business and personal interests for over 40 years. I have connections in both areas and believe I can be of help on this committee- unless it is already resource rich. iCultural arts would be another area of interest as I've organized years of talks and lectures in this area. True also of both wildlife and science areas.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

No

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

New Text Information

Thank you,
Portola Valley, CA

This is an automated message generated by Granicus. Please do not reply directly to this email.

Melissa Thurman

From: webmaster@portolavalley.net
Sent: Sunday, October 23, 2022 2:23 PM
To: Town Center
Subject: Committee Application

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 10/23/2022 2:23 PM
Response #: 169
Submitter ID: 6802
IP address: 98.51.52.69
Time to complete: 10 min. , 16 sec.

Survey Details

Page 1

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

Parks & Recreation

Applicant Information

Full Name	Maryann Berkowitz
Email Address	[REDACTED]
Street Address	[REDACTED]
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	20
Cell Phone	[REDACTED]
Home Phone	[REDACTED]
Other Phone	Not answered
Emergency Preparedness	[REDACTED]

Preferred Phone Contact Number

Cell

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

I'm interested as I've recently retired from working 15 years at Apple, and am interesting in helping the local community. I am a dog lover and currently own a 1 year old bernadoodle. I would like to help the town find the right location, gain approvals -- and assist with the planning and execution of dog park. I'm also open to helping in other P&R areas as needed. I've raised two kids here in ladera and have had the benefit of using the Parks available in the area for years. I've also been a avid hiker and jogging through the trails and windy hill.

I've been a board member for Racing Hearts and have volunteered for years at Second Harvest food bank. I am a marketing

communication professional from my high tech career in the valley and am happy to apply my communications, content creation and organizational skills to work.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

no

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

New Text Information

Thank you,
Portola Valley, CA

This is an automated message generated by Granicus. Please do not reply directly to this email.

Melissa Thurman

From: webmaster@portolavalley.net
Sent: Wednesday, November 23, 2022 12:13 PM
To: Town Center
Subject: Committee Application

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 11/23/2022 12:12 PM
Response #: 173
Submitter ID: 6819
IP address: 2603:3024:1849:8800:cc7c:99b8:52b0:1130
Time to complete: 0 min. , 50 sec.

Survey Details

Page 1

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

(o) Emergency Preparedness

Applicant Information

Full Name	Randy True
Email Address	[REDACTED]
Street Address	[REDACTED]
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	5
Cell Phone	[REDACTED]
Home Phone	[REDACTED]
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

(o) Cell

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

I'm interested in serving on the EPC both to personally understand what I should be doing to be better prepared, and to help neighbors and the town in whatever ways I can. I believe emergency preparedness and response is a critical function for both local and higher levels of government. Given the risk here in Portola Valley of both severe fire and earthquake, it seems like there is a great deal the town council and committees can do to help citizens be more prepared and to coordinate response. I've been giving this area a lot of thought throughout the pandemic. My wife Theresa commented at one point "you have a prepper streak!". The 2019 CA wildfires were a wake up call for us. I prepped go bags, and we even did a mock evacuation. Considering the road bottleneck concerns being voiced on the PV forum, I loaded our scooter into our SUV and

drove down Alpine. But in the years since, we sold the SUV, the scooter died, and we've let those preparations lapse. Moreover we're woefully unprepared for a big earthquake. I'd like to learn more about the best emergency prep practices, for our context here in PV, and then consider how to effectively communicate that to the community.

My background is in technology development and education. I have physics and engineering degrees from Stanford, founded and ran a successful startup in the biotech space, then founded a STEM education nonprofit when Theresa and I moved from San Francisco to PV in 2017. I love the outdoors and prior to kids, spent a lot of time traveling, camping, backpacking, climbing, fishing, and cycling.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

I have 2 potential conflicts of interest. I think they are both likely minimal but I should disclose them. I am currently CEO and majority shareholder of a Public Benefit Company, FloodLAMP Biotechnologies, focused on pandemic preparedness and response, specifically technology and programs for disease screening (currently COVID). We're actually located here in PV across from the fire station and have run one local preschool COVID testing program (donated).

The second interest is as Executive Director of Focus on Foundations, a 501(c)3 STEM education nonprofit. The nonprofit's work is on hold due to the pandemic, and it seems unlikely there would be a conflict of interest with town work, but I might as well mention it.

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

New Text Information

Thank you,
Portola Valley, CA

This is an automated message generated by Granicus. Please do not reply directly to this email.

Memo

To: Town Council of Portola Valley
Attention: Mary Hufty

From: Chester T. Wrucke, Chair
Geologic Safety Committee

Subject: Recommendation for new member
of the Geologic Safety Committee

Date: January 24, 2023

As Chair and member of the Geologic Safety Committee since the 1960s, I see that our Town now needs the services of the committee more than at any time in recent years. Problems raised by the Draft Safety and Housing Elements emphasize that need. Unfortunately, I now find that decreasing eyesight and hearing are decreasing my capacity to function to the level the committee currently needs. Therefore, I take this opportunity to suggest a new member for the committee for your consideration. I recommend Robert T. Wrucke, who knows the geology of the Town better than most members of the Geologic Safety Committee and has a deep love of Portola Valley. Bob, as my son, functions as my secretary and has an outstanding knowledge of geologic problems facing the Town and the committee. He has studied geology at Humboldt State University in northern California and is junior author (and significant contributor) of a paper on the San Andreas fault in Portola Valley. The paper was published by the Seismological Society of America, a major geologic journal.

I know of no one better qualified for this position than Bob. He is well liked by current members of the committee. Despite recommending him, I would like to remain on the Geologic Safety Committee for the historic information I have on the workings of the committee, but Bob would add new and important insights for the committee and our Town.


Sincerely, Chester T. Wrucke



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney 

DATE: February 8, 2023

RE: Authorize the Town Manager to Amend the Budget for Fiscal Year 2022-23 to allocate additional funds for legal services associated with the Housing Element Update

RECOMMENDATION

Staff recommends that the Town Council authorize the following budget amendment for fiscal year 2022-23:

1. Add \$25,000 to the Jarvis Fay LLP Legal Services Agreement for legal advice on the California Environmental Quality Act (CEQA) issues related to the Housing Element Updated and related documents.

BACKGROUND

The Housing Element is part of Portola Valley's General Plan and identifies policies and programs to meet the housing needs of the Town's current and future residents. State law (Government Code Sections 65580-65589.8) requires that every city/town and county in California adopt a Housing Element approximately every eight years. Portola Valley's current Housing Element covers the planning period from 2014-2022 and was adopted in 2015. The new Housing Element will cover 2023-2031 and is called the 6th Cycle. In addition, the State Department of Housing and Community Development (HCD) reviews and certifies that each jurisdiction's Housing Element meets all the requirements of the law.

On March 23, 2022, Town Council received a staff report on the status of the Housing Element Update process, consequences of non-certification, the work plan, and timing. At that time, the Town Council directed staff to complete the Housing Element, zoning code amendments, environmental analysis, conforming General Plan amendments and associated work prior to January 31, 2023. There was acknowledgement that it would be very challenging to meet that timeline but that every effort should be made. In response to that direction, the staff/consultant team have been developing technical work and bringing it through a public review process with the Planning Commission.

One of the foundational documents for this review is the Initial Study / Mitigated Negative Declaration (IS/MND) which was prepared under CEQA. Public comments were received from October 28 to November 29, 2022. The Planning Commission held a public meeting on November 16 to receive public comments. The Town received approximately 47 comment letters (with some people submitting multiple letters) and additional verbal comments at an approximate 4-hour Planning Commission meeting. A Response to Comments document was prepared and a Planning Commission meeting was conducted on January 24, 2023 to discuss these comments. We expect that additional specialized CEQA services will be required in the next couple of months.

DISCUSSION

Given the large number of public comments, the short timeframe for responding to those comments and the possibility of litigation/builder's remedy claims in the event the Town did not comply with the State-mandated deadlines, the Town Attorney retained the services of an attorney Rick Jarvis of Jarvis Fay LLP specializing in CEQA law. The Town Manager previously approved a contract with Jarvis Fay in the amount of \$25,000 under his signature authority. The Town Attorney and Town Manager are now recommending additional funding for Jarvis Fay to continue their work on CEQA issues relating to the Housing Element and post-approval environmental process and other related initiatives.

FISCAL IMPACT

This funding will come from the legal contingency fund.

ATTACHMENT

1. Legal Services Agreement

Cc: Jeremy Dennis, Town Manager

JARVIS FAY LLP

LOCAL GOVERNMENT LAW

Via Email: (ces@jsmf.com)

December 6, 2022

Cara E. Silver
Jorgenson, Siegel, McClure & Flegel, LLP
1100 Alma Street, Suite 210
Menlo Park, CA 94025

Re: Legal Services Agreement

Dear Cara:

Thank you for selecting Jarvis Fay LLP to provide legal services to the Town of Portola Valley (the “Town”). This letter sets forth our agreement concerning the legal services we will provide and our fee arrangements for our services. The effective date of this agreement shall be December 1, 2022. This agreement expires on December 31, 2024, unless a later writing confirms an agreement of the parties to extend the term of this agreement.

1. Scope of Engagement. We will provide legal services to the Town regarding advice on CEQA issues relating to its anticipated adoption of its updated Housing Element, as well as to defend it in litigation expected to be filed challenging it. The scope of this engagement may be extended to other matters if confirmed in writing. A writing confirming an agreement to provide legal services to you on other specified matters shall bring such services within the scope of the terms set forth in this letter.

2. Fees and Personnel. We shall bill the Town \$380 per hour for time billed by our senior partners and senior of counsel, \$340 per hour for time billed by partners and of counsel attorneys, \$305 per hour for time billed by senior associates, \$265 per hour for time billed by associates, and \$135 per hour for time billed by our paralegals/law clerks. These rates represent the maximum we will charge for our work, but we may charge lesser rates or “no charge” some time, as a matter of billing judgment. We bill for our time in 6 minute increments, with no minimum billable time. Our stated rates will be in effect until the end of FY 2023 (June 30). All of our hourly rates are subject to reasonable annual adjustments. We will provide you with notice of any such adjustments.

3. Disbursements and Expenses. In addition to hourly fees, we may incur out-of-pocket expenses from outside vendors related to your representation, which we will pass on to the Town. We will advance payment for routine expenses for individual items that cost less than \$1,000, but will refer items that cost more directly to the Town for payment. We do not bill for in-house copy or fax costs or other overhead.

555 12TH STREET, SUITE 1630, OAKLAND, CA 94607

MAIN: 510.238.1400 / WWW.JARVISFAY.COM / FAX: 510.238.1404

4. Billing and Payment Responsibilities. We will send monthly statements that are due within 30 days of receipt. If you have any questions about an invoice, please feel free to call me at (510) 238-1401 or to email me at rick@jarvisfay.com.

5. Termination of Services. The Town may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to the Town's new counsel.

We may terminate our services at any time with the Town's consent or for good cause. Good cause exists if (a) any statement is not paid within 60 days of its due date; (b) the Town fails to meet any other obligation under this agreement and continues in that failure for 15 days after we send written notice to the Town; (c) the Town has misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstance occurs or exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, the Town agrees to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination. Termination of our services, whether by the Town or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

6. Original Documents and Property. Upon the Town's request, after our representation has concluded or been terminated we will return to the Town any original documents and other property the Town provided to us in connection with our representation. Unless the Town requests any such items, or has made written arrangements with us to retain such items, we reserve the right to destroy or otherwise dispose of these items, without further notice to the Town at any time after ten years following the date of the final invoice sent to the Town with respect to this matter.

7. Insurance. During the term of this engagement, this law firm shall maintain general liability and property damage insurance in the amount of \$2,000,000; professional errors and omissions insurance, in an amount of \$1,000,000 per occurrence; and \$3,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice be given to the Town.

8. Form 700. This agreement does not require or permit this law firm or any of its personnel to make a governmental decision for the Town, as specified in 2 Cal. Code of Regs. § 18700.3(a). Accordingly, no member of this law firm will be required to file a Form 700 in connection with the legal services provided under this agreement.

9. No Guarantee of Outcome. Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.

Cara E. Silver
December 6, 2022
Page 3

10. Entire Agreement; Full Understanding; Modifications in Writing. This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.

To accept this letter of engagement, please sign it below and return a PDF copy of this page to our office via email. If you would also like a paper copy of this letter for your files we will be happy to mail that to you. We appreciate the opportunity to serve as lawyers for the Town.

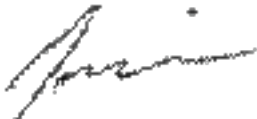
Very truly yours,

JARVIS FAY LLP



Rick W. Jarvis

These terms are accepted and agreed to:



Jeremy Dennis
Town Manager
Town of Portola Valley



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Councilmembers Hasko and Taylor

DATE: February 8, 2023

RE: Proposed Process for Implementation of Sunrise Provision of Housing Element

RECOMMENDATION

Since the overwhelming sentiment from Town residents favors not developing Dorothy Ford Field, our draft Housing Element contains a “Sunrise” provision allowing Dorothy Ford Field to be developed only after a two (2) year period, if no alternative sites are identified enabling the Town to meet its Regional Housing Needs Assessment (“RHNA”) requirements through other means. Furthermore, we understand that the public has many questions on the draft Housing Element and related site evaluations undertaken by the Ad Hoc Housing Element Committee (“AHHEC”), some of which have been previously asked and answered in the course of the extensive meetings held by the AHHEC, Planning Commission and Town Council, but which are not easily accessible.

We recommend that the Town Council discuss and approve specific actions to be taken (1) to expedite evaluation of alternative sites for inclusion in the Housing Element after adoption of the updated Housing Element in 2023 and (2) to develop a repository of information relating to the Housing Element analysis and updates that is easily accessible by our community.

This effort would serve several purposes:

Jump starting the evaluation of alternatives during the “Sunrise” period of the draft Housing Element, and avoid any unnecessary delays in identifying alternative sites to consider using in the Housing Element for housing, thus maximizing the chance that the Town can avoid developing Dorothy Ford Field for housing as set out in the draft Housing Element.

Enabling the Town to identify any new sources of housing sites that may help serve the Town’s need for housing in the future.

Informing the community in relation to the Housing Element revision processes and results of significant AHHEC and Town Staff efforts related to those processes.

BACKGROUND

This memo is a follow-up of a previous memo titled “Proposed Council Commitments to a post-adoption Housing Element process”. We have taken the approach of dividing the previous memo into two parts: a forthcoming memo focused on safety and the safety element, and this memo focused on the Housing Element.

The Housing Element revision required enormous efforts made by the AHHEC and the Town Staff to understand the RHNA requirement imposed by the State and in turn allocated to the Town by the Association of Bay Area Governments (“ABAG”), and to develop a draft Housing Element in response to this State requirement. The Town is working rapidly to finalize the draft Housing Element to submit it for review by the State Department of Housing and Community Development (“HCD”).

During the Housing Element revision process, our community expressed particular concern about developing certain sites included in our draft Housing Element, such as Dorothy Ford Field and Glen Oaks Equestrian Center. As part of the process we committed to undertake efforts to identify alternative sources of housing sites that may either have been overlooked in the Housing Element revision process, or become available after submission of the Housing Element to HCD but within the timeframe to provide a means by which the Town can meet its RHNA requirements in a manner reflecting the values and vision of our community.

Members of the public also expressed a need to understand better the Housing Element components and the bases for the Town’s approach to the Housing Element revision. One way of achieving this would be to organize the information already obtained by the AHHEC and Town Staff into a searchable system, such as a “Frequently Asked Questions” page on our Town website.

DISCUSSION

Follow-up efforts to refine the Housing Element during the Sunrise period, these are the specific items we propose that the Town Council commit, to the extent possible, to undertake in the following time periods:

- As soon as possible, form an ad hoc committee to determine details of the following actions:
 - Develop a Housing Element Information Repository – timeframe Q1 ‘23
 - Focus on: making the vast body of existing Housing Element-derived information readily available
 - Collate the questions that were raised most frequently and our answers
 - Document and make searchable Housing Element questions (in the form of Frequently Asked Questions or otherwise)
 - Continue outreach with the public to discuss changes to the Housing Element that will comply with legal requirements
 - Document, maintain and update the full inventory of site options in the Town on a quarterly basis
 - Including a brief description of each existing site or newly identified available sites, and any legal or other impediments to

including such sites in the Housing Element, and note why such existing sites were selected or omitted from the Housing Element


- Goal: Periodically consider and if appropriate adopt modifications to the Housing Element during the Sunrise time period to adjust the Housing Element
- Develop a strategy, related policies and procedures to guide inclusionary housing expenditures and other incentives for affordable housing.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

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

DATE: February 2, 2023

RE: Approval of the Whites' request for waiver of planning fees in the amount of \$186,890.37 to support the Willow Commons Supportive Housing project

RECOMMENDATION

Staff recommends that the Town Council approve the Whites' request for reimbursement of planning fees in the total amount of \$186,890.37 to support the Willow Commons Supportive Housing Project. This request is made pursuant to Portola Valley Municipal Code (PVMC) Section 18.34.070 (c).

BACKGROUND

General Plan Policies

The Housing Element of the General Plan encourages the Town to provide opportunities for a diverse population to live in the town. This includes people of all income levels, people with special housing needs, elderly residents and people who work in Portola Valley. The Housing Element envisions that one way to encourage these housing opportunities is through financial support, including fee waivers. The Housing Element policies relating to fee waivers include:

- Policy 2C: Allow in-lieu funds to be used to reduce town fees for affordable or mixed income housing developments, as well as for the purchase of land and the construction of below market rate units. (Section 2476, Policy 2C.)
- As possible, waive some fees, or portions of fees, for housing developments with a majority of below market rate units. (Section 2476, Policy 2D.)

- It will be difficult for the town to waive fees and deposits entirely for affordable housing projects because of the routine use of outside consultants and the reliance on the fees to cover the cost of town services provided. However, the town is prepared to use money collected as in-lieu fees for below market rate units to mitigate the constraints of fees. Also, the town has amended the town's fee ordinances to allow all or part of the fees to be waived, at the discretion of the Town Council, for projects with at least 50% of units for households with moderate incomes or below. (Section 2460d.)

Zoning Code Policy

Pursuant to the General Plan policies, the Town adopted a fee waiver policy in its Zoning Code:

Any residential development project with ten or more units in which at least fifty percent of the dwelling units will be price-restricted to be affordable to households with incomes at moderate incomes or below, as defined by the California Department of Housing and Community Development. A development agreement shall be used to grant any fee waiver under this subsection. The development agreement shall set forth the total number of units in the development project, the number of affordable units to be included, and the level of affordability of the units, as well as the amount of fees to be waived. The development agreement shall be prepared to the satisfaction of the town attorney. The council's determination as to whether and what portion of fees to waive shall be based on the following criteria:

- 1.The mix of units by income level;
- 2.The extent to which the units are anticipated to serve populations in town with a particular need for affordable housing in the town, such as senior citizens and people who work in town;
- 3.The expected financial impact on the town of waiving fees; and
- 4.The financial feasibility of the project if some or all of the fees are not waived.

(Portola Valley Municipal Code (PVMC) Section 18.34.070 (c).)

On January 12, 2022 and December 14, 2022, the Council discussed the Whites' request for a fee waiver for the supportive housing project known as Willow Commons. The Council in general supported the request but voiced concerns about the process for determining fee waivers. The focus of the discussion was whether the inclusionary housing fund should be used to pay for the fee waiver and whether it made sense to use the fund without first formulating fund guidelines. The staff report did not include the reference to the General Plan and Zoning Code policies which directly encourage and authorize fee waivers for affordable housing projects. Accordingly, staff is once again bringing this request forward to ensure that the Council is aware of this additional local authority for granting a fee waiver, separate and apart from the process anticipated to be

included in the housing fund guidelines. As discussed below, because the Willow Commons project falls squarely under the already codified General Plan and Zoning Code policies, as discussed below, staff recommends a fee waiver.

DISCUSSION

On October 4, 2021, Jim and Patty White submitted an application to construct an affordable permanent supportive housing project for adults with intellectual or developmental delays (“IDD”) to be located at 4388 Alpine Road, referred to as Willow Commons Apartments. The project consists of 11 one-bedroom apartments deed-restricted for low income qualifying residents and 2 ADUs for program managing staff to live on site. On December 13, 2021, the Architectural & Site Control Commission (ASCC) conducted a hearing and approved the project. Additional information about the project is available on the Town's website. The project was submitted under the supportive housing law (AB 2162) and density bonus law. Under the density bonus law, in addition to the requested zoning and land use concessions and waivers, the project requested financial assistance from the Town.

The Whites’ request for a fee waiver in the amount of \$186,890.37 easily qualifies under the Zoning Code provision discussed above. While the Zoning Code requires a 50% moderate income affordability restriction, the Willow Commons project provides 100% of the supportive housing units as deed restricted for lower income households. In addition, two of the units are set aside for on-site employees who are expected to qualify as moderate income households. The units will be used by a hard-to-serve vulnerable population and will forward the Town’s goals of an inclusive and welcoming community. The workforce units will go to local town employees.

Staff believes this funding request can be appropriated from either the Housing Fund or the General Fund reserves. If Council is more comfortable appropriating from the General Fund reserves until the Housing Fund guidelines are adopted, the General Fund may be reimbursed at a later time.

It is well recognized that affordable housing projects are difficult to fund, especially in Portola Valley where land and construction prices are even higher. Supportive housing projects are especially financially challenging as approximately 1/3 of the square footage must be devoted to support services which do not bring in revenue. While the Whites are personally contributing to this project, the Town’s participation will allow them to further leverage other funding sources and provide for the long term support services associated with the project. This project will also bring the first ever deed restricted housing project for persons with intellectual or development delays to Portola Valley.

Finally, the Zoning Code provision contemplates a development agreement to codify the deed restrictions. This requirement is not necessary as the applicant has already agreed to a recorded deed restriction requiring the 11 units to be lower income as a condition of receiving the supportive housing and density bonus by right approvals.

ENVIRONMENTAL REVIEW

The adoption of guidelines is not considered a project under the California Environmental Quality Act (CEQA).

ATTACHMENTS

1. Whites' Fee Waiver Request

ATTACHMENT 1

From: Jim White [REDACTED]
Sent: Thursday, September 29, 2022 10:35 AM
To: Cara E. Silver <ces@jsmf.com>
Subject: Fwd: Willow Commons Portola Valley Project Fees

Cara - The Willow Commons Project at 4399 Alpine Rd would like to request a reimbursement for the fees expended to date to enable the financial viability of the Willow Commons Permanent Supported Housing for adults with disabilities. Below are a listing of the fees paid to date and if needed we can provide the supporting documentation. Please let me know if you need any additional information. I'm happy to talk live if you want to call my mobile, feel free to call me. Jim

----- Forwarded message -----

From: Jason Raser [REDACTED]
Date: Wed, Sep 28, 2022 at 10:54 AM
Subject: Re: Willow Commons Portola Valley Project Fees
To: Jim White [REDACTED]
Cc: Carter Warr [REDACTED], Kevin Schwarckopf [REDACTED]

Hi Jim

As we discussed yesterday, I have updated the google doc that contains the listing of all expenses paid to Town of Portola Valley to date. I have underlying invoices/support and can add more details on the specifics of each expense if that's helpful. The google sheet is called "Willow Commons cost impacts". I have included the many checks written to the Woodside Fire Protection District since I believe those were mandated by the Town of PV.

Snapshot of the sheet below:

Fees and other costs (Asked Jason and Carter/Kevin):

8,230.00	8/10/2021	Town of PV	
100.00	8/18/2021	Woodside Fire Protection District	
17,724.00	9/22/2021	Town of PV	
100.00	9/22/2021	Woodside Fire Protection District	
5,355.00	3/9/2022	Town of PV	
225.00	4/18/2022	Woodside Fire Protection District	
225.00	4/18/2022	Woodside Fire Protection District	
225.00	4/18/2022	Woodside Fire Protection District	
225.00	4/18/2022	Woodside Fire Protection District	
225.00	4/18/2022	Woodside Fire Protection District	
225.00	4/18/2022	Woodside Fire Protection District	
143,248.97	4/18/2022	Town of PV	
12,332.40	9/7/2022	Town of PV	
188,440.37			

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TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Corie Stocker, Interim Assistant Town Manager 

DATE: February 8, 2023

RE: Council Priority Study Session (FY 2022-23 Council Priority Update and FY 2023-24 Council Priorities Development Discussion)

RECOMMENDATION

Staff recommends that the Town Council hold their first of two study sessions on the FY 2023-24 Council Priorities, and review progress on the FY 2022-23 Council Priorities by accepting the 2nd Quarter report.

BACKGROUND

Since Fiscal Year 2015-16, the Town Council has undertaken a priority-setting process that consists of the Council identifying high-level Town priorities with specific efforts that support those priorities over the fiscal year. This selection of top priorities has been an effective way of directing resources, aligning staff efforts, and communicating clearly about the Town's areas of focus. Council priorities guide the Town's budget development and Town Council's appropriation of budget resources.

Council priorities, as informed by committee and commission input, form the basis for the development of the annual budget. Council priorities are typically distinct from the actions, projects and/or programs that support the implementation of Council priorities. Actions, projects, and/or programs may change over the course of the fiscal year as new ways are found to support the council priority; any significant additions or deletions from that list must be agreed to by the Town Council.

Fiscal Year 2023-24 Budget Process

As with previous years, the formal kickoff of the annual budget process begins with a workshop between the Town Council and committees/commissions. This year's workshop was held on January 25, 2023. This February 8, 2023, Council Priority Study Session is the second step in the Town's annual budget process.

The planned Fiscal Year 2023-24 budget process includes the following public meetings:

- January 25, 2023, Annual Council/Committee and Commission Workshop
- February 8, 2023, Fiscal Year 2023-24 Council Priority Study Session One
- March 8, 2023, Fiscal Year 2023-24 Council Priority Study Session Two
- May 10, 2023, Not for Profit Agency Funding Requests
- June 14, 2023, Proposed Fiscal Year 2023-24 Budget Hearing
- June 28, 2023, Fiscal Year 2023-24 Budget Adoption

DISCUSSION

1. Fiscal Year 2022-23 Council Priorities Update – Quarter Two

In March 2022, the Town Council adopted five Fiscal Year 2022-23 Council Priorities:

- Wildfire/Emergency Preparedness: 12 Actions/Projects/Programs
- Diversity, Equity, and Inclusion: 1 Action/Project/Program
- Land Use Projects and Programs: 5 Actions/Projects/Programs
- Sustainability: 5 Actions/Projects/Programs
- Operational and Service Delivery Enhancements: 11 Actions/Projects/Programs

A quarter one (July 1, 2022 through September 30, 2022) update on the Council Priorities, including the status of implementation, significant accomplishments, and upcoming milestones was provided to the Town Council November 9, 2022.

This report covers the quarter two (July 1, 2022 through December 31, 2022) update on the Council Priorities (Attachment 1). As shown in Table 1 below, of the 34 Council Priority Projects, 1 projects has been completed, 29 are in progress, and 4 have not begun. This is a very early point in the implementation of FY 2022-23 Council Priorities, so this level of progress is expected.

Table 1: Summary of Project Status	Count
Projects Completed	3
Projects in Progress	28
Projects Not Started	3
Total Projects	34

Significant Accomplishments & Upcoming Milestones

Council Priority: Wildfire/Emergency Preparedness

Significant Accomplishments

- Complete and implement the State mandated Safety Element: Public draft safety element released October 10, 2022. Received comments from 3 committees.
- Home Hardening/Defensible Space Code Updates: Adopted.
- Evacuation study implementation: Council accepted the Evacuation Study July 13, 2022.
- Launch Veoci virtual EOC tool and support WPV-Ready: tool has been launched and training is ongoing.

Upcoming Milestones

- Complete and implement the State mandated Safety Element: Planning Commission review of Safety Element.
- Adopt the updated Fire Codes: Fire code updates expected.

Council Priority: Land Use Projects and Programs

Significant Accomplishments

- Update the Town's Housing Element: Draft Housing Element submitted to HCD
- Support Town Council public engagement enhancement efforts: new newsletter format

Upcoming Milestones

- Update the Town's Housing Element: Review of HCD comments

Council Priority: Operational and Service Delivery Enhancements

Significant Accomplishments

- Recruit, hire and onboard staff: Development Review Technician hired.
- Implement technology and software improvements: Piloting use of project management software. Veoci virtual EOC software is in use.
- Determine the appropriate service model and transition IT services: Led competitive bid process and selected STEPFORD, Inc. as IT managed services provider.

Upcoming Milestones

- Recruit, hire and onboard staff: Hiring a Maintenance Worker and Finance technician or contract employees to fill these positions.
- Better serve and utilize Town Committees: Council to work with staff to scope this project.
- Implement technology and software improvements: Completion of EnerGov transition
- Complete the Annual Financial Audit for FY 2021-22 and any outstanding years: FY 2019-20 audit to be reviewed by Council in November 2022. FY 2020-21 audit to be reviewed by Council in February 2023.

Council Priority: Sustainability

Significant Accomplishments

- Adopt the Green Building Ordinance: Green building ordinance adopted.

Upcoming Milestones

- Adoption of Sustainability Committee Recommendations: Monthly Sustainability Public Service Announcements, building electrification ordinance recommendations, drought preparation activities.

In April, staff will present the 3rd Quarter Council Priority Update report. If the Town Council wishes to alter the current years' priorities, refocus staff/committees on different projects or actions that support the current council priorities, or make any other changes, this study session is an appropriate time to have that discussion

2. Council Discussion of Potential Fiscal Year 2023-24 Priorities

Staff recommends a robust Council discussion on potential priorities for the coming fiscal year. With the election of three new councilmembers, staff recommends that the Council hold

their discussion without additional staff-generated ideas at this time. Should the Council wish to hear from staff on other potential priorities and projects, staff can bring them to the March 8 council meeting.

Annual Council and Committee/Commission Workshop

At the January 25, 2023 Town Council meeting, committee/commission representatives shared their ideas for FY 2023-24 activities and budget needs. Of the Town's nineteen committees/commissions, nine participated in the meeting, collectively making \$56,250 in budget requests. Committee/Commission proposed activities and budget requests are summarized in Table 1, below.

BPTS, Conservation and Emergency Preparedness Committees will share additional ideas before the final Council Priority study session on March 8. Staff will also reach out the Cultural Arts Committee

Table 1: Committee/Commission Proposed Activities and Budget Requests

Committee/Commission	Proposed Activities	Budget Request
Emergency Preparedness Committee	Will finalize discussion of committee priorities on February 2; Evacuation study support (in conjunction with WFPD, Sheriff's Office and County Department of Emergency Management; communication infrastructure to support CERT integration; Safety Element support; mailings to all residents with emergency/Zonehaven information	No specific request, anticipated between \$10-\$15,000
Geologic Safety Committee	Continue review of Safety Element; will finalize discussion of committee priorities in early February; mapping historical fault structures; utility resiliency;	Under \$5,000 suggested
Historic Resources	Scanning and uploading archive materials	No specific request
Nature and Science Committee	Host four events: 1) Star Party, 2) Soil Health/Compost Day (and considering other events)	\$2,500
Open Space Acquisition Advisory Committee	Community engagement on open space and defining current protections; outreach and communications (signage for current open space); determining maintenance of open space with available funds	No specific request
Parks and Recreation Committee	Pickleball support (new nets and storage); reviewing court usage; new scheduling system for All Sports Court; long-term dog park location; game/teen night at Town Center	No specific request
Sustainability Committee	Continued review of the Safety Element; Increased education and outreach; working on smart water meter implementation; loaner devices for checking out of library; Climate	Approximately \$10,000

	Action Plan; water efficiency landscape ordinance update	
Trails and Paths Committee	New Trail map and reviewing easements to support general trail use and Safe Routes for Schools; working with Public Works on annual trails improvements (including Safe Routes for Schools)	No specific request
Wildfire Preparedness Committee	Wildfire Preparedness Fair support; Firewise Community support; grant writer support; 10 year fire mitigation planning	See Attachment 2

Next Steps

Town staff will evaluate the workload impacts and resource needs of proposed priority efforts and recommend Fiscal Year 2023-24 Council Priorities and priority efforts at the March 23, 2023 Council Priority Study Session Two based on this study session.

FISCAL IMPACT

There is no fiscal impact associated with acceptance of this report and holding a study session on this topic. Staff will submit budget appropriation requests to the Town Council for approved priority efforts at the June 8, 2023 Town Council meeting when the proposed Fiscal Year 2023-24 budget hearing will be held.

ATTACHMENTS

1. FY 2022-23 2nd Quarter Council Priorities Update
2. Wildfire Preparedness Committee funding sheet

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1a: Implement the new/expanded Wildfire Preparedness Committee recommendations, including exploration of permanent funding source for wildfire adaptation/mitigation measures including public and private vegetation management.

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	7/1/2022 to 6/30/2022	In Progress	The WPC continues to meet and develop potential recommendations for this and next fiscal year.	To be determined.

Council Priority: Wildfire/Emergency Preparedness

Priority Effort: 1b Complete and implement the State mandated Safety Element

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
L. Russell - Plan/Build	9/1/2021 - 4/26/2023	In Progress	EPC, WPC, and Sustainability Committees have reviewed the draft safety element and submitted comments. The Geologic Safety Committee is expected to complete its review by mid-February. The Planning Commission schedule is to be determined.	To be determined.

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1c: Implement the expanded home hardening and defensible space code updates in conjunction with Woodside Fire Protection District efforts (including the review and adoption of Fire Code updates at the end of the calendar year)

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

L. Russell - Plan/Build; J. Dennis	8/1/2022 - 10/26/2022	Complete	New Building Code Amendments were approved and are currently in effect. The Code was reorganized for clarity and ease of use.	
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Council Priority: Wildfire/Emergency Preparedness

Priority Effort: 1d Support implementation of the Community Partners Assistance for Wildfire (CPAW) resource grant, including the potential for a Woodside Fire Protection District-wide Community Wildfire Protection Plan

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	7/1/2022 - 6/30/2022	In Progress	WFPD continues to work with CPAW on supporting a future Community Wildfire Protection Plan. No new dates have been shared from WFPD.	To be determined.

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1e: Support additional planning efforts, including detailed wildfire behavior modeling (either at the Town or Fire District level)

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	7/1/2022 - 1/2/2023	In Progress	Flame Mapper's work is expected to be released in the winter of 2023, and will be incorporated in to the Town's going Safety Element update, as well as for other mitigation and resiliency projects.	The final study will be incorporated into the Town's ongoing Safety Element and be part of the data used to update land use codes as needed to mitigate wildfire risk.

Council Priority: Wildfire/Emergency Preparedness

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

Priority Effort: 1f Implement the evacuation study and any follow up actions.

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	7/13/2022 - 6/30/2022	In Progress	The Emergency Preparedness Committee has prioritized the efforts outlined in the evacuation study. Staff met with the subcommittee in November and December to assign work.	In late winter/early spring 2023, staff will update the Town Council and the EPC on progress

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1g: Launch the Veoci virtual emergency operations center tool, and provide infrastructure support for WPV-Ready, as guided by the Emergency Preparedness Committee

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
C. Stocker - Admin	7/1/2022 - 6/30/2023	In Progress	The VEOCI virtual emergency operations center tool has been launched and staff is continuing training. WPV-Ready: Staff supported WPV-Ready's request for a location at Town Center for a Response Trailer and continues to work with WPV-Ready to explore integrated use of VEOCI.	Staff will continue with all staff training on VEOCI and is building out non-EOC uses for VEOCI to increase dexterity with the tool.

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1h: Implement expanded vegetation management for wildfire mitigation, including targeted trees and the Town's open space

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

H. Young - Public Works		In Progress	<p>From November to January, crews continued fire mitigation work on streets Golden Oaks Drive and Los Trancos Road. In early January, the crew shifted to assist the Town with storm recovery and preparedness. We anticipate completing Golden Oaks Drive and Los Trancos at the end of 2023.</p> <p>The Town and WFPD continue to develop a mitigation plan for Town properties. This is expected to be finalized by July 2023.</p>	Identify a funding source and maintain an adequate number of team members on the fire mitigation crew.
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Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1i: Adopt the updated Fire Codes

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	7/1/2022 - 12/30/2022	In Progress	As of early December, WFPD indicated that they would not complete Fire Code updates until later in the winter of 2023.	Once adopted by the WFPD Board, the Town Council will review for potential ratification and local amendments.

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1j: Further explore undergrounding of Town utilities

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	4/1/2023 - 6/30/2024	Not Started	Staff discussions have not begun with focus on Priority Project 4B (Town Center Microgrid); underground study meetings to take place in Quarter 3.	

Council Priority: Wildfire/Emergency Preparedness

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

Priority Effort 1k: Develop a draft wildfire mitigation matching program in response to the November 10, 2021 Colleagues Memo

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	07/1/2022 - 06/30/2023	In Progress	Town staff continues to track grant opportunities to identify any that would support a matching program. Further definition of the program may be provided from the WPC.	

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1l: Review Woodside Fire Protection District Updated Fire Maps

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin	12/1/2022 - 06/30/2023	Not Started	Flame Mapper's work is expected to be released in the winter of 2023, and will be incorporated in to the Town's going Safety Element update, as well as for other mitigation and resiliency projects.	

Council Priority: Land Use Projects and Programs

Priority Effort 2a: Coordinate Town processes for Stanford Wedge Project

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
L. Russell - Plan/Build	9/13/2019 - TBD	In Progress	The development of the Final EIR is still ongoing. That will be followed by Committee review.	Release of the Final EIR and review by the Conservation, Trails, and BPTS Committees.

Council Priority: Land Use Projects and Programs

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

Priority Effort 2b: Update the Town's Housing Element

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
L. Russell - Plan/Build	5/1/2021 - 3/30/2023	In Progress	The Planning Commission is tentatively scheduled to review the Housing Element and associated work in February 2023 for a formal recommendation to the Town Council.	

Council Priority: Land Use Projects and Programs

Priority Effort 2c: Modify Town Design Guidelines to support the updated Home Hardening Ordinance

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
L. Russell - Plan/Build	4/1/2023 - 12/30/2023	In Progress/Delayed	Staff had preliminary discussions with representatives from Sustainability Committee and Conservation Committee, as well as ASCC, about conducting a larger update to the Design Guidelines that would include fire safety, water conservation, and associated topics that multiple committees have an interest in.	Staff will discuss this topic with the Chair of the Wildfire Preparedness Committee with the intent of starting a Committee led effort in 2023.

Council Priority: Land Use Projects and Programs

Priority Effort 2d: Support the Sustainability Committee and Trails Committee to develop ADU checklists

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

L. Russell - Plan/Build; H. Young - Public Works; B. DeGarmeaux	9/26/2022 - 1/25/2023	In Progress	The Conservation Committee has submitted a revised checklist.	
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Council Priority: Land Use Projects and Programs

Priority Effort 2e: Conduct preliminary steps to support zoning code modernization efforts for FY 2023-24

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
L. Russell - Plan	9/14/2022 - 6/30/2023	In Progress	Zoning Code amendments to implement the Housing Element are underway. The Planning Commission has considered them at four public meetings	More intensive work will begin in approximately May 2023.

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3a: Recruit, hire and onboard staff in Planning/Building and Public Works Departments

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
L. Russell - Plan/Build; H. Young - Public Works; M. Gaines	8/1/2022 - 2/28/2023	In Progress	The Planning and Building Department recruited and hired a Development Review Technician who began employment on October 10, 2022. Public Works Department and Finance Department recruitments remain open. Due to the lack of qualified applicants, both departments are exploring options such as municipal temp agencies to fill the roles.	Complete recruitment for Public Works position. Complete recruitment for Finance position.

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3b: Support Town Council public engagement enhancement efforts

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin; M. Thurman - Admin	7/1/2022 - 6/30/2023	In Progress	With the new Council, staff anticipates interest in pursuing new engagement opportunities, including council-led community meetings. Staff will work with Council on implementing new ideas. The Council created the ADU Ambassador program, and their survey was released to the public on January 3.	

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3c: Adjust service delivery and implementation of COVID-19 responsive operations as necessary

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
M. Gaines - Admin	3/17/2020 - 6/30/2023	In Progress	The Town continues to evaluate service delivery options and make adjustments as more information about COVID-19 becomes available. Using the San Mateo County Health guidance, the Town modifies Town operations as appropriate. The latest operations modification was switching back to the front lobby as the primary reception point.	

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3d: Contract with and manage necessary consultants to assist with major projects and reduce staff administrative responsibilities in order to focus on core service delivery options

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

J. Dennis - Admin	7/1/2022 - 5/1/2023	In Progress	Ongoing efforts include review of the current Planning and Building Department operational workload to ensure appropriate staffing, as well in engineering. New staff including the Permit Tech, and the return of the Senior Planner allow for additional flexibility to staff Town needs.	Continue to augment staffing as necessary/appropriate.
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Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3e: Explore options to better serve and utilize Town committees and their operations

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
M. Gaines - Admin	1/1/2023 - 6/30/2023	In Progress	In January 2023, the Council formed a subcommittee to provide further direction on this item.	Staff will work with Town Council to scope this project.

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3f: Implement technology and software improvements to increase staff productivity and provide enhanced communications and greater transparency.

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

M. Gaines - Admin, B. De Garreaux - Admin, M. Thurman - Admin, K. Chinn - Admin	7/1/2022 - 6/30/2023	In Progress	Staff continues to use a project management software that enables teams to plan, communicate, and track progress in a shared electronic environment. The Town's transition to a permitting software that has additional public facing abilities is scheduled to be completed in March 2023.	
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Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3g: Determine the appropriate service model and transition IT services from City of Redwood City

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
M. Gaines - Admin	Complete	Complete	Stepford has been onboarded. This project is completed.	

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3h: Develop a comprehensive multi-year facility maintenance program

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

H. Young - Public Works	7/1/2022 - 2/28/2024	Complete	The Town hired a consultant to develop a facility condition assessment and maintenance plan for buildings and limited site items. This assessment is currently being used as a guideline for maintenance.	
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Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3i: Develop an in-lieu fund policy

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin; C. Rodas - Finance; L. Russell - Plan/Build	3/1/2023 - 5/31/2023	Not started.	Work on this item is not expected to begin until March 2023 due to prioritization of other Planning and Building work, such as the housing element, safety element, major land use projects and zoning code updates.	

Council Priority: Operational and Service Delivery Enhancements

Priority Effort 3j: Explore and implement strategies to increase revenue to support increased resource needs

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

<p>J. Dennis - Admin; C. Rodas - Finance; M. Gaines - Admin</p>	<p>7/1/2022 - 5/1/2023</p>	<p>In Progress</p>	<p>Town staff continues to review potential options for revenue sources. The topic will be further discussed with the Finance Committee. Proposals will be included in the FY 2023-24 budget. Options include:</p> <p>1, Technology Fee - this fee would support the Town's suite of software and hardware. Such fees are typically included in municipal building permits as a flat percentage. The Town is working with a consultant to develop this fee.</p> <p>2. General Plan Maintenance Fee - this fee would support updates to the General Plan and its various elements. Such fees are included in building fee inspections. The Town is working with a consultant to develop this fee.</p> <p>3. Construction Mitigation Fee - this fee would be used to reduce the impacts of construction projects, including supporting increased code enforcement and localized road impacts. Work on this fee is not expected to begin until Q3.</p> <p>Other revenue sources may be recommended to the Council as they are explored, including at the mid-year budget update in January 2023.</p>	
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Operational and Service Delivery Enhancements

Priority Effort 3k Complete the Annual Financial Audit for FY 2021-22 and any outstanding years

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

J. Dennis - Admin; C. Rodas - Finance	9/26/2022 - 2/1/2023	In Progress	The FY 19-20 audit has been substantially completed, but two final reports have not been finalized by the auditor. Staff anticipates their review by the Town in late January. The FY 20-21 audit work is underway, but it is not expected to be reviewed by the Town until late Q3/early Q4. FY 2021-22 will be completed by the end of Q4	
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Council Priority: Sustainability

Priority Effort 4a Update the Climate Action Plan

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
B. De Garmeaux - Admin	07/1/2022 - 6/30/2023	In Progress	Staff developed a comprehensive Project Plan including comprehensive Community Engagement. Staff is working with San Mateo County consultants to develop potential measures to reduce emissions utilizing updated tools. Staff is planning to launch the development of the 2030 Climate Action Plan at a Council Study Session in February/March of 2023.	Hold Study Session with Town Council to launch the development of the 2030 Climate Action Plan.

Council Priority: Sustainability

Priority Effort 4b1 Explore Town Center Microgrid

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

J. Dennis - Admin; Howard - Public Works	9/12/2022 - 5/1/2023	In Progress	Staff has met with a consultant on the project, and staff is working with Peninsula Clean Energy programs that support such local initiatives ; with the change in the Council, a new member of the subcommittee working on this project will be assigned and staff will review next steps with them.	
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Council Priority: Sustainability

Priority Effort 4b2 Explore Town Center Solar & Solar Panel Upgrade

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin; Howard - Public Works	9/12/2022 - 5/1/2023	In Progress	See update 4b1.	

Council Priority: Sustainability

Priority Effort 4c Adopt the Green Building Ordinance

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
B. De Garmeaux - Admin	9/1/2022 - 10/26/2022	Complete	The Town Council adopted the green building amendments to the CalGreen portion of the Building Code at their October 26th meeting.	

Council Priority: Sustainability

Priority Effort 4d Adopt Sustainability Committee Recommendations including preparing for drought

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps

FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

B. De Garmeaux - Admin	7/1/2022 - 06/30/2023	In Progress	<p>Staff continues to work with Sustainability Committee to support the committees 2022-23 Fiscal Year priorities as outlined below.</p> <p>--Community education: committee-members continue to draft and send monthly PSAs to encourage GHG and water reduction and submit them as appropriate for publication in the Town newsletter.</p> <p>--Smart water meter usage with Cal Water education and outreach; Ongoing – staff worked with CalWater to address committee concerns including frequency of data transmission. Staff is now working with CalWater and the committee to develop outreach materials to educate the community on the program and how to make best use of the smart water meters as they are installed.</p> <p>--Climate Action Plan (CAP - an independent Council Priority project); per Town Manager direction, staff will engage the subcommittee and then the wider committee after the launch of the CAP to the Council (the timing is included in the CAP Project and Community Engagement Plan).</p> <p>--Existing Building stock electrification ordinances; Ongoing - the Committee continues to gather info on electrification and will report back to Council on recommendations; the committee also apprises staff at their monthly meeting on questions related to the green building code amendments.</p> <p>--Demonstrations – Induction stove top, backup power, smart meter gadgets; Ongoing - the Committee worked with staff and the Library to add an induction stove top demo to the libraries catalog, which include cookware and plates to use with regular cookware. The committee is also considering a smart meter gadget giveaway at events in 2023.</p> <p>--Preparing for Drought; in addition to the PSAs and work on Smart Water Meters, the Committee continues its work reviewing the Town's Outdoor Water Conservation in Landscaping Ordinance (aka MWEL0); as a reminder, the Committee will be working independently until mid-2023 to gather information and best practices, with a few check-ins with the Planning Department, and then together they will develop a plan for an update.</p>
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Priority Effort 5a Implement PV Donates

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
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FY 2022-23 Town of Portola Valley Council Priorities - Q1 Update

<p>M. Gaines - Admin; C. Rodas - Finance;</p>	<p>7/1/2022 - 6/30/2023</p>	<p>In Progress</p>	<p>Staff developed a PV Donates webpage and the infrastructure to accept donations and send donation confirmation letters online. Committees will identify any potential PV Donates projects during the FY 2023-24 Budget Process. Once projects are identified, the webpage and donation portal will be activated.</p>	<p>Once projects are identified, the webpage and donation portal will be activated.</p>
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PORTOLA VALLEY WILDFIRE PREPAREDNESS COMMITTEE

PROJECTS AND EXPENDITURES SUGGESTIONS FY 2023-24

The Wildfire Preparedness Committee appreciates the opportunity to share its thoughts on possible funded projects and expenditures for FY 2023-24.

TARGETED PROGRAMS

Funding for part-time grant writer

Grant writer to procure Federal and State funds for projects within Portola Valley.

Portola Valley could greatly benefit from either **hiring a part-time grant writer or collaborating with other sister cities to jointly hire a grant writer**. While our town staff has done a marvelous job identifying and applying for grants, they do not have the time to research the many grant opportunities that are currently being offered by State and Federal agencies. We recently had evidence of how important a professional grant writer could be to our town. Last year, CPAW grant writers were able to identify and apply for the California Wildfire Defense Grant, which has the potential of bringing in over \$900,000 in Federal funding to Portola Valley.

Funding for wildfire shelter in place

Provide residents in VHFZ a shelter in place location if evacuation routes are cut off.

Portola Valley might benefit from establishing **“wildfire shelter in place” locations in targeted, high fire risk areas**. We suggest that the Town Council **request that the WFPD assess whether this strategy would be appropriate for Portola Valley**. The WPC is aware of the critically important message that homeowners must evacuate immediately when receiving a wildfire evacuation alert. We recognize that early evacuation is the key to saving lives. However, we are also aware that in some areas of Portola Valley, under the worst of circumstances, evacuation may not be possible.

SEED MONEY FOR PILOT FIRE MITIGATION PROGRAM

Background: It is widely recognized that many residents in Portola Valley have not taken basic steps to create defensible space around their homes or taken measure to harden their homes from wildfire. This puts all residents at an increased risk. However, several new actions will focus homeowners on wildfire mitigation in 2023. In mid-April, per State requirements, insurance companies will begin to revise their fire insurance rates and renewals based on what measures residents have taken to create defensible space and their how much they have hardened their home against wildfire. In addition, the WFPD has recently updated fire codes which will increase enforcement measures and could result in fines and abatement of property that are out of compliance. While these measures will make Portola Valley safer from wildfire, they offer a financial and logistical challenge to our residents.

There are a myriad of different types of fire mitigation programs offered by towns throughout the United States. Is there a fire mitigation program, which targets private property, that would make Portola Valley safer? In addition,

would these programs be an effective use of tax dollars or have the potential of garnering Federal or State grants?

In October 2022, the Town Council requested the WPC Finance and Insurance Sub Committee to research this question. After six months of research, the WPC Finance and Insurance Sub Committee, consisting of Jennifer Hammer and Wanda Ginner, presented a 10 Year Fire mitigation proposal entitled *Fighting the Ember Storm Together*. The 10 year goals of the program were:

- Defensible space created on all private property in 10-YR
- Ember resistant vents and roofs are installed on all homes in 10-YR
- Residents are informed of how to defend against an ember storm in 10-YR
- Every parcel in town part of a Firewise community in 10-YR

The plan combined focused communication, wildfire preparedness tools and a funded program entitled *Empowering Our Firewise Communities*. The program discussion was put on hold **until the results of the California Wildfire Defense Grant is known and it can be determined if the proposed grant program will be implemented.** If the grant is approved, the town would receive:

- \$900,000 Federal funds to Portola Valley over 3 years
- The funds Create a fire mitigation grant program
 - Residents receive matching funds for defensible space work
 - 50% match with \$3,000 maximum
- Portola Valley required to provide \$225,000 toward program over 3 years

Whether or not the town receives the three-year funding from the California Wildfire Defense Grant, the **long range concern remains of which program to fund.** The matching fund created by the CWDG grant would be difficult to continue once State funding has stopped. This type of program has an extremely high annual price tag. Woodside funds a similar wildfire mitigation grant program and the cost has increased each year with the 2023 budget estimated to be well over \$400,000.² There is also some concern if the money spent on this type of program is the best use of tax dollars. There are many other types of fire mitigation programs for Portola Valley to choose from.

In Fall, the WPC Finance and Insurance Sub Committee will present a report to the Town Council encompassing their six month research effort which will include options for wildfire mitigation programs, funding potential, and implementation feasibility. At this time, the **Council may choose to implement a pilot program in Fall 2023.** The following cost-effective fire mitigation programs will be some of the many options detailed in the WPC Finance and Insurance Sub Committee report:

Grant for low-income households for fire mitigation

Wildfire mitigation can be costly and an undue burden to those struggling to make ends meet. A fund can be created, that can be used at the discretion of the town manager, to assist low-income households with certain wildfire mitigation work, such as creating defensible space, tree removal or installing ember resistant vents.

²"Town of Woodside 2021-2023 Budget Worksheet." *Town of Woodside*, https://www.woodsidetown.org/sites/default/files/fileattachments/finance/page/32798/adopted_budget_2021-23.pdf.

Funding to encourage and support PV Firewise Communities

Firewise USA is a program created by the National Fire Protection Association to provide a collaborative framework to help neighbors get organized and take action to increase the ignition resistance of their homes and community. A Firewise community can be as few as 8 homes or as many as 2,500 homes. Each community has a Firewise Committee which organizes events and neighborhood fire mitigation activities, performs yearly inspections and reapplies for Firewise status on a yearly basis. **Firewise Committees can provide a vital communication conduit to the residents within their community** and can be used to disseminate information about wildfire prevention, wildfire evacuation safety, defensible space guidelines and home hardening information. These Firewise Committees can also be used to initiate multi-home projects within their community to create defensible space or to install home hardening measures, such as ember resistant vents.

Currently, Portola Valley has only one Firewise community. Portola Valley Ranch has a Firewise community which is managed by its HOA. Over two hundred homes in the Westridge neighborhood are currently forming a Firewise community. Firewise communities ensure residents pay less for insurance, make their neighbors safer from wildfire, and provide valuable communication conduits within their communities. We propose **two different funded programs** that would encourage and **support Firewise communities** within Portola Valley.

1. Grant program to empower Firewise communities

Provide a one-time, \$1,500 grant to residents in Firewise Communities.

This grant can be designed to be a low-overhead, cost effective program, incentivizing residents to join a Firewise community and participate in Firewise Communities. The grant would be submitted through the Fire Committee, which would bundle the grant on a bi-annual basis. The Wildfire Preparedness Committee could also review these grant bundles to offer another layer of oversight. By using the WPC and the Firewise Committee to assist with grant oversight, we can reduce the over-head cost of implementing the grant.

Cost: One-time grant of \$1,500 per parcel over a 10-year timeframe.

2. Stipend for Firewise committees

Offer Firewise Committees an annual reimbursement of up to \$10 per home.

Each Firewise community has a Firewise Committee which communicates vital wildfire preparedness information, organizes yearly wildfire preparedness inspections of the neighborhood, submits annual renewal application to Firewise, and organizes neighborhood events which focus on wildfire preparedness. These yearly events can be as simple as a coffee at a neighbor’s house or a neighbor pot-luck dinner. There is always an educational component to these events and they are required by Firewise for renewal. Reimbursable cost might include:

- Costs for sending written information to residents.
- Event costs: light food and beverage.
- Give-away costs: Events and surveys are more successful if there is a small give away like a smoke detector. This small prize motivates people to attend meetings or fill out a home evaluation form.

Cost: A Firewise community with 200 homes could submit receipts totally \$2,000.[\$10 x 200] Given that PV has 1745 homes, the maximum cost, once the town has 100% Firewise participation, would be \$17,450 a year.



TOWN OF PORTOLA VALLEY COUNCIL LIAISON REPORTS

FROM: Jeff Aalfs, Mayor

DATE: February 8, 2023

TITLE: Council Liaison and Regional Agency Report

C/CAG:

1. The Board Received a report from the San Francisco Estuary Institute Regional Monitoring Program on the Pulse of the Bay “50 Years After the Clean Water Act”
2. The Board appointed Adam Rak of San Carlos to the Central Region position on the OneShoreline Board of Directors (flood and sea level rise JPA for San Mateo County)
3. The Board approved an amendment to C/CAG’s agreement with PG&E for the San Mateo County Energy Watch Program, adding \$1.8MM for a new not-to-exceed of \$2.785MM



TOWN OF PORTOLA VALLEY COUNCIL LIAISON REPORTS

FROM: Judith Hasko, Councilmember

DATE: February 8, 2023

TITLE: Council Liaison and Regional Agency Report

SFO Airport Community Roundtable:

Allocation of subcommittee memberships was discussed; Hasko joined Technical Working Group.

SFO and FAA provided updates as follows:

Trends in the last year include increase in use of airport by larger planes, flights from and to China increasing, schedule changes to various destinations and addition of new airline using SFO. Generally traffic is headed toward pre-pandemic levels after a drop in use.

SFO will be doing construction on Runway 1 left for 8 weeks starting March 27th. Runway 1 right will be shut down during this time as well, may be used as flight waiting area for planes. There will be some noise impacts on local jurisdictions as a result.

SFO provided an economic update, including on noise insulation grants for home insulation, flow of funds to counties and SF, noise issues experienced, and an updated noise reporting application.

The committee received a report on NIITE and HUSSH initiatives to reduce air traffic noise, and efforts to consider ways of further optimizing noise reduction methods by adjusting routes particularly during the evening. They will be testing some of these methods after plans are finalized.

See presentations at <https://sforoundtable.org/wp-content/uploads/2023/01/Meeting-342.pdf>.



TOWN OF PORTOLA VALLEY COUNCIL LIAISON REPORTS

FROM: Mary Hufty, Councilmember

DATE: February 8, 2023

TITLE: Council Liaison and Regional Agency Report

Bicycle, Pedestrian and Traffic Safety Committee:

BPT safety meeting Wednesday January 31, 2023

Sheriff's report- few accidents, report accidents by citizens is encouraged. Pat Taylor sheriff is available for direct reports.

Drainage discussion. Swales, maintenance in November suggested.

Circulation and Safety Elements what is their relationship? When will they be updated?

The committee wants to be updated on how they should be involved. Offering to work on the General plan update sooner rather than later saving staff time...

Budget- bike to work day and other events.

Thursday May 18th market day and bike to work day.

April 27th Earth Day! I was tasked to Talk to Jeremy about an activity for Earth Day... conservation. Bike to school Day May 3th. Picnic September 23rd Zotts to Totts.

Next meeting First Wednesday in March.