TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, November 9, 2022
7:00 P.M.

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

HYBRID MEETING

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

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

Assistance for People with Disabilities: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at mthurman@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

Public Hearings: Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:
https://us06web.zoom.us/j/83420423230?pwd=dVpTQ040L1RJclhQTjhYWE1jaVNaZz09

Webinar ID: 834 2042 3230

Passcode: 251319

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. **ANNOUNCEMENTS/PRESENTATIONS**

   a. Receive Annual Presentation from San Mateo County Libraries

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 Regular Meeting of October 12, 2022

   b. **Approval** of Warrant List

   c. **Adoption** of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361

6. **STUDY SESSION**

   a. **Receive** Update from Town Lobbyist – Year Review and 2023 Discussion

7. **REGULAR AGENDA**

   a. **Receive** and Discuss the Quarterly Council Priorities Report

   b. **Receive** Presentation on Administration Department Overview

8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**
   Oral reports arising out of liaison appointments to both in-town and regional committees and initiatives.
   There are no written materials and the Town Council does not take action under this agenda item.

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 December 14, 2022 at 7:00 p.m.
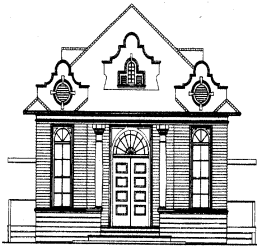
TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, October 12, 2022
7:00 P.M.

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

MINUTES

1. **CALL TO ORDER –** All Councilmembers were present.

2. **REPORT OUT OF CLOSED SESSION**

3. **ORAL COMMUNICATIONS**

   There were no speakers during Oral Communications.

4. **ANNOUNCEMENTS/PRESENTATIONS**

   a. Receive Presentation Regarding a Peninsula Clean Energy Update in Portola Valley

   Jan Pepper, Peninsula Clean Energy CEO, presented the update.

   b. Receive Presentation from Race & Equity Committee Regarding Land Acknowledgment

   Kim Marinucci, Race & Equity Chair, presented the item.

   This item will be returned to the Town Council on October 26, 2022 for action.

5. **CONSENT AGENDA**

   Melissa Thurman, Town Clerk, provided an update on Item 5.e. and explained that Section R.3 contained in the report would be amended prior to submittal to the Grand Jury to reflect the following:
   "The recommendation is in process of being implemented and the goal is to have a live link on the town website via the "I Want To…" tab with another link entitled "Access Public Records".

   M/S Derwin/Wernikoff to approve the Consent Calendar and the amendment to Item 5.e. **Motion carried unanimously by roll call vote.**

   a. **Approval** of Action Minutes for the Regular Meeting of September 14, 2022

   b. **Approval** of Warrant List

   c. **Adoption** of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361

   d. **Approve** the Final Map and adopt a resolution authorizing the Mayor to execute a Subdivision Improvement Agreement with YLCL Investments, LLC.

   e. **Approve** the Town of Portola Valley Response to the Grand Jury Report dated August 9, 2022 entitled "A Delicate Balance between Knowledge and Power: Government Transparency and the Public's Right to Know"

6. **PUBLIC HEARING**

   a. **Waive** First Reading and Introduce an Ordinance Adopting the 2022 California Building Standards Code with Local Amendments to Those Codes and Direct the Sustainability Committee to Review, Analyze and Provide Recommendations on Updates to the Graywater "Ready" Infrastructure and Reduction of Potable Water Use on Turf Requirements with their Review of MWELO and Other Water Conservation Measures

Brandi de Garmeaux, Assistant to the Town Manager and Ron LaFrance, Consultant Building Official, presented the report.

Craig Hughes, Mayor, opened the public hearing.

The following members of the public spoke during the public hearing:
- John McKenna
- Dashiell Leeds
- David Cardinal
- Diane Bailey
- Robert Whitehair
- Jose Garcia
- Bruce Naegel
- Suzanne Emerson

Craig Hughes, Mayor, closed the public hearing.

M/S Richards/Derwin to waive first reading and introduce an ordinance adopting the 2022 California Building Standards Code with local amendments to those codes. **Motion carried 4-1 by roll call vote with Vice Mayor Wernikoff opposed.**

M/S Derwin/Richards to direct the Sustainability Committee to review, analyze and provide recommendations on updates to the graywater "ready" infrastructure and reduction of potable water use on turf requirements with their review of MWELO and other water conservation measures and consider exceptions, where appropriate, to electrification requirements, as well as upgrading water heaters and other gas appliances as a replacement. **Motion carried unanimously by roll call vote.**

b. **Waive** First Reading and Introduce an Ordinance Amending Chapter 18.04 [Definitions] and Sections 18.12.020 [R-E DISTRICT – Principal Uses Permitted], 18.14.020 [R-1 DISTRICT – Principal Uses Permitted], AND 18.16.020 [M-R DISTRICT – Principal Uses Permitted] of Title 18 [Zoning] of the Portola Valley Municipal Code to Comply with State Law regarding Supportive and Transitional Housing

Jacob Garcia, Planning & Building Consultant, presented the report.

Craig Hughes, Mayor, opened the public hearing.

There were no speakers during the public hearing.

Craig Hughes, Mayor, closed the public hearing.

M/S Aalfs/Wernikoff to waive first reading and introduce an ordinance amending Chapter 18.04 [Definitions] and Sections 18.12.020 [R-E DISTRICT – Principal Uses Permitted], 18.14.020 [R-1 DISTRICT –Principal Uses Permitted], AND 18.16.020 [M-R DISTRICT – Principal Uses Permitted] of Title 18 [Zoning] of the Portola Valley Municipal Code to comply with state law regarding supportive and transitional housing **Motion carried unanimously by roll call vote.**

7. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

The Town Council reported out on attending the following committee and regional meetings:

- **Maryann Derwin:** Race & Equity Committee Meeting
- **John Richards:** ASCC, Race & Equity Committee Meeting
- **Jeff Aalfs:** Airport Roundtable; Peninsula Clean Energy
- **Sarah Wernikoff:** Portola Valley School District; ADU Ambassador Subcommittee Meeting
- **Craig Hughes:** Wildfire Preparedness Committee; BPTS

8. TOWN MANAGER REPORT

Jeremy Dennis, Town Manager, presented the report verbally.

The following member of the public spoke regarding the update:
- David Cardinal
- Kristi Corley

9. ADJOURNMENT – The meeting adjourned at 9:40 p.m.

The next Regular Town Council meeting will be held on October 26, 2022 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, Town Clerk, for approval at the regular meeting of November 9, 2022.

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
2635	3	A-A LOCK & ALARM INC	1,040.00	11/09/22		
2636	21	ALMANAC	1,714.00	11/09/22		
2637	26	AMERICAN PLANNING ASSOCIATION	470.00	11/09/22		
2638	44	BANK OF AMERICA	9,389.63	11/09/22		
2639	61	BRAGATO PAVING	1,472.50	11/09/22		
2640	71	BW CONSTRUCTION	1,300.00	11/09/22		
2641	121	SCA OF CA, LLC	7,017.09	11/09/22		
2642	124	COMCAST	188.17	11/09/22		
2643	135	CSG CONSULTANTS INC	25,524.50	11/09/22		
2644	143	DANIEL RISKIN	5,768.00	11/09/22		
2645	162	DLT SOLUTIONS LLC	1,658.31	11/09/22		
2646	179	FEDEX	115.00	11/09/22		
2647	213	HILLYARD INC	1,541.53	11/09/22		
2648	234	J. W. ENTERPRISES	542.88	11/09/22		
2649	261	JON MYERS	6,175.02	11/09/22		
2650	275	KRUPKA CONSULTING	4,075.00	11/09/22		
2651	307	MAZE & ASSOCIATES	4,706.00	11/09/22		
2652	324	MIRANDAS LANDSCAPE	13,356.24	11/09/22		
2653	337	O. NELSON & SON INC.	649.00	11/09/22		
2654	340	OGRADY PAVING INC.	274,697.25	11/09/22		
2655	362	PERFECT PITCH PLUMBING	368.00	11/09/22		
2656	364	PERS HEALTH	14,319.09	11/09/22		
2657	375	PLATINUM FACILITY SERVICES	5,216.68	11/09/22		
2658	376	PORTOLA VALLEY HARDWARE	250.80	11/09/22		
2659	403	RON RAMIES AUTOMOTIVE INC.	463.54	11/09/22		
2660	412	SAN MATEO SHERIFF	17,342.00	11/09/22		
2661	445	STANDARD INSURANCE CO.	572.52	11/09/22		
2662	448	STATE COMP INSURANCE FUND	5,315.25	11/09/22		
2663	490	VIGILANT SOLUTIONS	2,625.00	11/09/22		
2664	493	VINTAGE CONTRACTORS INC	3,780.00	11/09/22		
2665	511	COUNTY OF SAN MATEO - HR DEPT	105.00	11/09/22		
2666	518	GOT GOPHERS?	1,050.00	11/09/22		
2667	601	FAST SIGNS	713.29	11/09/22		
2668	642	CYBERTARY.COM	419.95	11/09/22		
2669	690	CRUZ STRATEGIES	625.00	11/09/22		
2670	712	BAYSIDE EQUIPMENT COMPANY	500.00	11/09/22		
2671	729	TOWNSEND MANAGEMENT INC	19,119.00	11/09/22		
2672	730	URBAN PLANNING PARTNERS INC	15,604.11	11/09/22		
2673	744	PATTY DEWES	3,444.43	11/09/22		
2674	752	FEHR & PEERS	8,150.63	11/09/22		
2675	803	CODA TECHNOLOGY GROUP	395.00	11/09/22		
2676	847	LISA WISE CONSULTING	4,362.50	11/09/22		
2677	860	STEPFORD	150.00	11/09/22		
2678	911	CIVICPLUS LLC	3,100.63	11/09/22		
2679	913	BROOK COFFEE	506.38	11/09/22		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
2680	914	UNITED MECHANICAL INC	864.82	11/09/22		
2681	915	CHRIS VARMA	361.00	11/09/22		
2682	916	MODUS LL	163.99	11/09/22		

Check totals: 471,288.73
ACH totals:
EFTPS totals:
Wire transfer totals:
Payment Manager totals:
GRAND TOTALS   471,288.73

Check totals: 471,288.73
ACH totals:
EFTPS totals:
Wire transfer totals:
Payment Manager totals:
GRAND TOTALS   471,288.73

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17:29 11/02/22

Town of Portola Valley
Paid Invoices by Date
From: 11/09/2022 to 11/09/2022

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Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
		Vendor: 3 A-A LOCK & ALARM INC			
11/09/22	2635	Front Door Repair - Town Hall	1,040.00	1,040.00	304899
		Vendor: 21 ALMANAC			
	2636	September Publishing	1,714.00	1,714.00	76925
		Vendor: 26 AMERICAN PLANNING ASSOCIATION			
	2637	FY2022-2023 Member Dues, J.D. Parker	470.00	470.00	271019-22102
		Vendor: 44 BANK OF AMERICA			
	2638	August Statement	9,389.63	3,816.95	1388-AUG22
		September Statement		5,572.68	1388-SEPT22
		Vendor: 61 BRAGATO PAVING			
	2639	Deposit Refund, 110 Corte Madera	1,472.50	363.00	PW0055-2020
		Deposit Refund, 330 Cervantes		1,109.50	PW0027-2022
		Vendor: 71 BW CONSTRUCTION			
	2640	Debris Boxes - Road Clean Up 10/15-10/16	1,300.00	1,300.00	10152022
		Vendor: 121 SCA OF CA, LLC			
	2641	September Qtrly Litter/Street Clean	7,017.09	5,235.03	104188CS
		August Litter/Street Clean		1,782.06	103941CS
		Vendor: 124 COMCAST			
	2642	WIFI 10.21.2022 - 11.20.2022	188.17	188.17	1945-NOV22
		Vendor: 135 CSG CONSULTANTS INC			
	2643	September Applicant Charges	25,524.50	25,524.50	SEPT-2022
		Vendor: 143 DANIEL RISKIN			
	2644	Deposit Refund, 658 Westridge	5,768.00	5,768.00	BLDR0134-2021
		Vendor: 162 DLT SOLUTIONS LLC			
	2645		1,658.31	1,658.31	SI583543
		Vendor: 179 FEDEX			
	2646	Title Reports, DMV EPN Program	115.00	115.00	7-857-20843
		Vendor: 213 HILLYARD INC			
	2647	Janitorial Supplies	1,541.53	622.10	604923011
		Janitorial Supplies		386.83	604881324
		Janitorial Supplies		532.60	604895813

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	**234**	**J. W. ENTERPRISES**			
	2648	Portable Lavs 09/22/22 - 10/19/22	542.88	229.44	245285
		Portable Lavs 09/22/22 - 10/19/22		313.44	245284
Vendor:	**261**	**JON MYERS**			
	2649	Reimb. Zotts to Tots Expenses	6,175.02	6,175.02	ZOTTS_REIM-2022
Vendor:	**275**	**KRUPKA CONSULTING**			
	2650	On-Call Traffic & Transportation - September 2022	4,075.00	4,075.00	1336
Vendor:	**307**	**MAZE & ASSOCIATES**			
	2651	Audit Svcs - Annual FTR Town Reports, FYE 06/30/2020	4,706.00	4,706.00	46673
Vendor:	**324**	**MIRANDAS LANDSCAPE**			
	2652	Mowing Fields	13,356.24	9,147.00	2753
		Town Center Landscaping, Valve Replace/Repair		4,209.24	2758
Vendor:	**337**	**O. NELSON & SON INC.**			
	2653	Pick-up - Illegal Dumping of Bricks at Los Trancos	649.00	649.00	239
Vendor:	**340**	**OGRADY PAVING INC.**			
	2654	2022-2023 Street Resurfacing Progress Payment	274,697.25	274,697.25	6440
Vendor:	**362**	**PERFECT PITCH PLUMBING**			
	2655	Toilet Repair - Women's Bathroom	368.00	368.00	1204
Vendor:	**364**	**PERS HEALTH**			
	2656	November Health	14,319.09	14,319.09	100000016971952
Vendor:	**375**	**PLATINUM FACILITY SERVICES**			
	2657	Shampoo Library Carpets	5,216.68	280.00	45144
		October Janitorial Svcs		4,488.67	45038
		October Friday Disinfection Svcs- COVID19		448.01	45039
Vendor:	**376**	**PORTOLA VALLEY HARDWARE**			
	2658	September Statement	250.80	250.80	193-SEPT22
Vendor:	**403**	**RON RAMIES AUTOMOTIVE INC.**			
	2659	September Fuel Statement	463.54	463.54	G220930-5
Vendor:	**412**	**SAN MATEO SHERIFF**			
	2660	FY 2022-2023 OES JPA County Emergency Svcs	17,342.00	17,342.00	FY22-23JPA014
Vendor:	**445**	**STANDARD INSURANCE CO.**			

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Town of Portola Valley
Paid Invoices by Date
From: 11/09/2022 to 11/09/2022

Page   3

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
11/09/22	2661	LTD/Life Premium	572.52	572.52	2022-OCT
Vendor:	448	STATE COMP INSURANCE FUND			
	2662	WC Premium, 10/19/22 - 11/19/22	5,315.25	5,315.25	1000669675
Vendor:	490	VIGILANT SOLUTIONS			
	2663	Annual Subscription Renewal 12/2022 - 11/2023	2,625.00	2,625.00	49174 RI
Vendor:	493	VINTAGE CONTRACTORS INC			
	2664	Pickleball Striping - Tennis Courts	3,780.00	3,780.00	7475
Vendor:	511	COUNTY OF SAN MATEO - HR DEPT			
	2665	Staff Training - J.Bixby	105.00	105.00	CI22-007
Vendor:	518	GOT GOPHERS?			
	2666	Town Fields Gopher Trapping - September	1,050.00	1,050.00	34919
Vendor:	601	FAST SIGNS			
	2667	Trail Signs	713.29	89.65	395-46138
		Trail Signs		623.64	395-45414
Vendor:	642	CYBERTARY.COM			
	2668	September Transcription Svcs	419.95	419.95	4619
Vendor:	690	CRUZ STRATEGIES			
	2669	Government Relations Consulting - October	625.00	625.00	2451
Vendor:	712	BAYSIDE EQUIPMENT COMPANY			
	2670	Annual Service Maintenance on Back-up Generator	500.00	500.00	81026
Vendor:	729	TOWNSEND MANAGEMENT INC			
	2671	2022-2023 Street Resurfacing Inspection Services	19,119.00	19,119.00	200221-09-22
Vendor:	730	URBAN PLANNING PARTNERS INC			
	2672	PV Safety Element Update - August	15,604.11	1,740.00	21031-220831
		PV Housing Element Update - August		8,120.36	21029-220831
		PV Housing/Safety Elements IS/MND Update - July		5,743.75	22008-220731
Vendor:	744	PATTY DEWES			
	2673	Town Picnic Reimbursement - Party 360 Rental	3,444.43	2,338.90	FRRC-22-5
		Town Picnic Expense Reimbursement		1,105.53	FRRC-22-6
Vendor:	752	FEHR & PEERS			
	2674	PV Evacuation Study 08/26/2022 - 09/30/2022	8,150.63	4,614.75	158860

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17:29 11/02/22

Town of Portola Valley
Paid Invoices by Date
From: 11/09/2022 to 11/09/2022

Page   4

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
11/09/22	2674	PV Evacuation Study 07/30/2022 – 08/26/2022	8,150.63	3,535.88	158455
Vendor:	803	CODA TECHNOLOGY GROUP			
	2675	School House Camera Repair Service	395.00	395.00	6984
Vendor:	847	LISA WISE CONSULTING			
	2676	Phase 2 Conceptual Site Plan – September	4,362.50	4,362.50	4358
Vendor:	860	STEPFORD			
	2677	Serviced School House Camera	150.00	150.00	2205421
Vendor:	911	CIVICPLUS LLC			
	2678	Full-Service Supplementation Subscription	3,100.63	1,670.88	237846
		Premium Bundle & OrdLink Subscription		84.75	240720
		Premium Bundle & OrdLink Subscription		1,345.00	240721
Vendor:	913	BROOK COFFEE			
	2679	Reimbursement – Nature and Science Event	506.38	506.38	09302022
Vendor:	914	UNITED MECHANICAL INC			
	2680	Library Boiler Service/Materials	864.82	864.82	71063
Vendor:	915	CHRIS VARMA			
	2681	Deposit Refund, 1390 Westridge	361.00	361.00	PW0010-2022
Vendor:	916	MODUS LL			
	2682	Deposit Refund, 945 Portola	163.99	163.99	PW0014-2021
Check Date Totals			471,288.73		
Grand Total			471,288.73		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
November 09, 2022

Claims totaling $471,288.73 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: November 9, 2022

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 <u>and</u> 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.

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 9th day of November 2022.

By: _____
     Craig Hughes, Mayor

ATTEST:

_____
Melissa Thurman, MMC
Town Clerk

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 agendizing 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

There are no backup materials for Item 6.a.:

Receive Update from Town Lobbyist – Year Review and
2023 Discussion

TOWN OF PORTOLA VALLEY
STAFF REPORT

_____

TO: Mayor and Members of the Town Council

FROM: Melvin E. Gaines, Assistant Town Manager

DATE: November 9, 2022

RE: FY 2022-23 Town Council Priorities Quarter One Update

RECOMMENDATION
Staff recommends that the Town Council receive this update report, accept public comment, and provide input to staff on the FY 2022-23 Town Council Priorities.

BACKGROUND
Since Fiscal Year 2015-16, the Town Council has undertaken a priority-setting process that consists of the Council identifying high-level strategic priorities with specific efforts that support those priorities over the fiscal year. On March 23, 2022, the Town Council adopted the FY 2022-23 Council Priorities (Attachment 1).

The adopted priorities include five strategic priorities that each have corresponding actions or projects. The Council Priorities, as adopted March 23, 2022, included 29 projects. During the approval of the Council Priorities update process on June 13, 2022, the Town Council added five projects. As amended, the five FY 2022-23 Council Priorities include 34 Council Priority Efforts (Actions/Projects/Programs).

- **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

DISCUSSION

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 is included in this report (Attachment 2.) 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. Staff does not propose any changes to the Council Priority Projects.

Table 1: Summary of Project Status	Count
Projects Completed	1
Projects in Progress	29
Projects Not Started	4
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.
- Home Hardening/Defensible Space Code Updates: First reading of code updates was October 12, 2022
- 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: Joint Committee (10/26) & Planning Commission (1/2023) review of draft.
- Evacuation study implementation: EPC to make recommendations to the Town Council on October 26, 2022.
- Adopt the updated Fire Codes: Fire code updates expected in December 2022.

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. Active recruitments for Maintenance Worker and Finance Technician.
- 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.
- 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: First reading of ordinance was October 12, 2022.

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

Next Steps

As approved by the Council on June 12, 2022, staff will provide the following future updates on the FY 2022-23 Council Priorities:

- January 2023: Quarter Two/Mid-Year Report (July 2022-December 2022) via report and presentation at a Council meeting

- April 2023: Quarter Three Report (July 2022-March 2023) via report and presentation at a Council meeting to discuss FY 2023-2024 Council Priorities.

- July 2023: Quarter Four/FY 2022-23 Council Priorities Close Out Report via Council

FISCAL IMPACT
There is no fiscal impact associated with this item.

ATTACHMENTS
1. Town of Portola Valley Council Priorities for FY 2022-23
2. FY 2022-23 Town of Portola Valley Council Priorities – Q1 Update

Town of Portola Valley Council Priorities
FY 2022-2023

The Town of Portola Valley's Council Priorities were created through careful deliberation of the Town Council with input from the Community, Town Committees, and staff. The five strategic priorities help establish the top projects and guide the Town based on a shared vision for the Fiscal Year 2022-23.

Wildfire/Emergency Preparedness

Diversity, Equity, and Inclusion

Land Use Projects and Programs

Sustainability

Operational and Service Delivery Enhancements

Wildfire/Emergency Preparedness

The Town's location in a wildfire-prone region, and the broadening impacts of climate change result in the potential of a devastating wildfire in Portola Valley. The Town's continued prioritization of wildfire adaptation and mitigation efforts will continue into FY 2022-23 and beyond.

- Implementation of new/expanded Wildfire Preparedness Committee recommendations, including exploration of a permanent funding source for wildfire adaptation/mitigation measures including public and private vegetation management
- Completion and implementation of the State mandated Safety Element
- Implementation of expanded home hardening and defensible space code updates, in conjunction with Woodside Fire Protection District efforts
- Review Woodside Fire Protection District's updated fire maps.
- Support of the resource grant from Community Partners Assistance for Wildfire (CPAW), including the potential for a Woodside Fire Protection District-wide Community Wildfire Protection Plan
- Additional planning efforts, including detailed wildfire behavior modeling (either at the Town or Fire District level)
- Implementation of and potential follow up work for the evacuation study
- Launching the Veoci virtual emergency operations center tool, and providing infrastructure support for WPV-Ready, as guided by the Emergency Preparedness Committee
- Expanded vegetation management for wildfire mitigation, including targeted trees and the Town's open space properties
- Adoption of Fire Code Updates
- Further exploration of undergrounding Town utilities
- Develop a draft wildfire mitigation matching program in response to the November 10, 2021 Colleagues Memo

Land Use Projects and Programs

A significant amount of the Town's resources are utilized to support day-to-day planning, building and engineering efforts. These resources support all manner of development, from small changes to a single-family property to larger multifamily proposals. Recognition of these efforts, including large land-use proposals, updates to the Town's Housing Element, and other important work, though this priority demonstrates an important focus to quality and timely service delivery.
- Stanford Wedge and other major projects
- Housing Element Update
- Design Guideline changes to support home hardening ordinance
- Provide support to Sustainability and Trails Committees to develop ADU checklists
- Preparation work to support zoning code modernization efforts for FY 2023-24

Diversity, Equity, and Inclusion

- Following the creation of a new committee to address race and equity issues, the Town Council continues its commitment to consider diversity, equity, and inclusion (DEI) when developing ordinances, policies, programs and projects
- Implement PV Cares

Sustainability

The Town is a leader in sustainability efforts. Additional efforts are under consideration to continue the Town's leadership role to ensure that sustainability is always central to the Town's ethos and high-level project efforts.

- Climate action plan
- Microgrid for Town Center Campus
- Solar Panel upgrade for Town Center
- Adoption of Green Building Ordinance
- Adoption of Sustainability Committee recommendations including preparing for drought

Operational and Service Delivery Enhancements

The Town Council has committed significant resources over the last few years to expand on the high-quality public service expected by applicants. This priority focuses on a variety of improvements across the organization to build on successful communications efforts, increased project management, and focus on appropriate staffing to support these services.

- Recruiting, hiring, and onboarding staff in Planning and Building and Public Works departments
- Supporting Town Council public engagement enhancement efforts
- Refine operational processes between Town committees, staff, and the Council. Review, update and revise the Commission and Committee Policy and Procedures Handbook as needed.
- Adjusting service delivery and implementing COVID responsive operations as necessary
- Contracting with and managing necessary consultants to assist with major projects and reduce staff administrative responsibilities in order to focus on core service deliveries
- Use of virtual assistant tools (in beta test at the time of this staff report's publication) to focus limited staff resources on core responsibilities
- Examine Town project management approaches, identify and implement actions to better communicate project updates to Town council and the public
- Develop an in-lieu fund policy
- Explore and implement strategies to increase revenue to support increased resource needs
- Annual Financial Audit
- Implementing technological and software improvements to increase staff productivity and provide enhanced communications and greater transparency. This includes:
  - Implementation of the new cloud-based Energov permit tracking software.
  - Adoption of project management tools
  - Launching Veoci virtual emergency operations center tool
  - Website review and reorganization
  - Determining the appropriate service model and transitioning IT services from City of Redwood City.
  - Facility Maintenance – Develop a comprehensive multi-year facility maintenance program.

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 Wildfire Preparedness Committee is exploring a 10-year program to expand the FireSafe community designation to all Portola Valley neighborhoods. Any new recommendations from the WPC will be reviewed by the Town Council. Potential funding sources for wildfire mitigation measures include the Fire Districts engagement of the Trust for Public Land to explore a ballot measure for a wildfire mitigation/resiliency parcel tax in 2023; and a pending Town/Fire District Community Wildfire Defense Grant to support a three-year defensible space match to residents.	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	Public Review Draft Safety Element was released on October 10th.	A joint Committee meeting is scheduled for October 26th. Committees will have the option of reviewing and commenting on the draft through mid-January. Then Planning Commission will receive all Committee recommendations and conduct their review. The Town Council has final approval.

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
L. Russell - Plan/Build; J. Dennis	8/1/2022 - 10/26/2022	In Progress	Staff has coordinated with Woodside Fire Protection District and drafted Building Code amendments that address the the regular building code update cycle, wildfire resilience, and green building. The proposed amendments were presented to Council on October 12.	If approved, the amendments would go into effect January 1, 2023. Staff will prepare bullet points for staff to distribute to applicants to notify them of the changes and update handouts as needed.

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	Current Fire District efforts, including a hazard and fuels assessment study, supports the development of a CWPP.	The WPC will engage with WFPD to assist with CWPP ideas.

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	The Woodside Fire Protection District has sole sourced a contract with Flame Mapper https://flamemapper.com/ to conduct a fuels/hazards study for the entire district, with an emphasis on mitigation. They are expected to release their findings no later than the end of the calendar year.	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

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 Evacuation Study was accepted by the Town Council on July 13. The Emergency Preparedness Committee prioritized the study's mitigation recommendations at its October 6 meeting, and the Committee will make its recommendations to the Town Council on October 26.	Once the Council reviews and adopts the recommendations, staff will begin implementation.

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
M. Gaines - Admin	7/1/2022 - 6/30/2023	In Progress	The VEOCI virtual emergency operations center tool has been launched and staff has had initial trainings on its use. WPV-Ready: Staff organized a demo for WPV-Ready staff with VEOCI to view their "CERT Solution" and met with other jurisdiction who use this solution to better understand how it can provide infrastructure support (as well as integration with the Town's Virtual EOC). In addition, Staff used WPV-Ready's Windshield Survey to build out an online form that can be used by CERT volunteers during an emergency to report back.	Staff is developing a comprehensive VEOCI training plan over the next year, beginning with a mini-exercise as part of the Great Shakeout earthquake preparedness exercise. Staff is also exploring using VEOCI for non-EOC uses to build dexterity with the tool, including employee onboarding/offboarding.

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
H. Young - Public Works		In Progress	The Town and Fire District are currently implementing a pilot vegetation management plan while developing a long-term vegetation management program. This includes site visits, conducting analyses, establishing priorities, developing scopes of work, and identifying funding and other resources. Mitigation work that has been completed includes Phase 1 of major evacuation routes, which consists of 23 curb miles. A progress map of this work is posted on the Town website. Limited mitigation work has begun at 6 out of 34 Town owned properties and open space sites. The Town is still assessing the tree removal portion of the mitigation program, however, has removed three trees. Challenges: 1. Instable employment on work crews. Need crews of 4 to 7 employees year-round. At times, crews have too few employees to carry out scheduled work, which affects progress. Completion of basic work first involving evacuation routes before moving to remainder of streets, Town owned land, and targeted trees. 2. Long term permanent staffing including management, resources, time, and funding of this pilot program. Making this a permanent program by resolving these issues and formalizing program. 3. Material and equipment storage.	Ongoing development of program, including site visits, verification of ownership, scopes of work, analysis, priorities, resources, and funding in cooperation with Fire Prevention Department. Finding time from basic program to do items on preliminary expanded scope list. Mitigation work remains for 43 curb miles (the remainder of the public road network). Depending on funding availability, this could take another 6 years. Mitigation of the remaining 28 of 34 Town owned properties and open space sites This work is estimated to take another 5 years to complete.

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	The Woodside Fire Protection District develops and adopts Fire Codes on a three year cycle. The latest code update is anticipated in December.	Once adopted, the District will request that the Town ratify the codes. The District plans to present to the Town Council in December.

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. Focus has been on on Priority Project 4B (Town Center Microgrid).	Staff anticipates beginning underground study meetings in April 2023.

Council Priority: Wildfire/Emergency Preparedness

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		In Progress	The Town, through the Woodside Fire Protection District, recently applied for a Community Wildfire Defense Grant to support a 3 year defensible space matching program for up to $3,000 to support private property wildfire mitigation work.	

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 - 12/30/2022	Not Started	The Woodside Fire Protection District has sole sourced a contract with Flame Mapper https://flamemapper.com/ to conduct a fuels/hazards study for the entire district, with an emphasis on mitigation. They are expected to release their findings no later than the end of the calendar year.	Once produced, the Town will review the maps.

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	Staff and consultant team are preparing the Response to Draft EIR Comments.	Release of the Final EIR and review by the Conservation, Trails, and BPTS Committees.

Council Priority: Land Use Projects and Programs

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 - 1/30/2023	In Progress	The Draft Housing Element is being review by HCD with preliminary comments expected in October and formal written comments expected in November.	The Ad Hoc Housing Element Committee will likely meet on November 1st to discuss the preliminary comments and may hold additional meetings as necessary. Planning Commission began their review of proposed zoning code amendments to implement the Housing Element on October 19th. The Planning Commission will continue their review through mid-December.

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 the Sustainability Committee, Conservation Committee, as well as the 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
L. Russell - Plan/Build; H. Young - Public Works; B. DeGarmeaux	9/26/2022 - 1/25/2023	In Progress	Staff met with representatives of the Conservation Committee to discuss the details of the proposed checklist. Trails Committee previously submitted proposed language.	Staff will work with both Committees in the next few months to align and finalize the checklist.

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	Staff considered options for the zoning code amendments that are being developed to implement the Housing Element and are planning for future options to modernize the zoning code.	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. The Public Works Department and Finance Department each have ongoing recruitments.	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

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin; M. Thurman - Admin	7/1/2022 - 6/30/2023	In Progress	This is an ongoing effort across multiple departments. Public engagement is a multi-faceted discipline that includes one way communications, surveys, meeting on particular topics, and updating existing systems that have public facing interfaces. Staff recently upgraded the Weekly Newsletter to include photos and an easier navigation. The newsletter is the Town's principle general news engagement tool. Staff regularly informs the public of e-notifications through subscriptions. The Town anticipates an increase in the use of surveys on a variety of topics over the next year for appropriate topics. Surveys are not typically as useful for more controversial topics, but are very useful to such topics as ADUs, Town Center uses, public gifts and similar. Through the Housing Element, the Town held three community wide meetings (in addition to the nearly 20 ad hoc committee meetings). Such meetings are particularly useful in bringing residents together in small groups to engage on important topics.	

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. Currently, the Town is focused on hybrid work and meeting options enabling staff, committees, and the Town Council to perform their functions and meet remotely, in-person, or a combination of both.	Assess service delivery options and make appropriate adjustments following winter holiday season.

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
J. Dennis - Admin	7/1/2022 - 5/1/2023	In Progress	Staff is constantly seeking ways to reduce adminstrative impacts on the Town's small staff. Some tasks are well suited for committees, such as the current practice of various trail and road oversight tasks, or the Conservation Committee's review of landscaping plans. Other tasks require either specialized consulting services that support state laws or mandates (Housing and Safety Element updates are a good example), or are administrative in nature. The Planning and Building Department and Public Works Department have transferred some administrative functions (such as basic engineering support for land use projects) to our existing consultants. Both departments have also engaged services such as Zirtual to offload administrative functions, with limited success. Staff also utilizes software to assist in administrative-heavy functions. For instance, the Town will utilize a new software to track SB 1383 (organic recycling) needs, and the upcoming Energov update will provide new opportunities for residents to track land use projects, which will reduce email and phone inquiries.	Continue to augment staffing as necessary/appropriate.

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	Not Started		Staff will work with Town Council to scope this project in January 2023

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
M. Gaines - Admin, B. De Garmeaux - Admin, M. Thurman - Admin, K. Chinn - Admin	7/1/2022 - 6/30/2023	In Progress	Staff is piloting the use of a project management software that enables teams to plan, communicate, and track progress in a shared electronic environment. Additionally, the Town continues to transition to the cloud based EnerGov permitting software that has additional public facing abilities which should improve the Town's ability to communicate permit progress to applicants. The Veoci emergency management software is operational.	Complete EnerGov transition. If effective, continue to use electronic project management tool. Identify additional programs that could improve Town processes and service provision.

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	The Town released a request for proposals and received bids from 4 vendors. STEPFORD, Inc. was selected as the most qualified vendor. STEPFORD began providing managed IT services to the Town on July 1, 2022	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
H. Young - Public Works	7/1/2022 - 2/28/2024	In Progress	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.	Continue to assess other facilities (not buildings) at Town Center and off site at Ford Field, Rossotti Field, Triangle Park for irrigation, dugouts, backstops, benches, and all other associated items. Budget items as needed in the Towns Capital Improvement Budget and Plan.

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
J. Dennis - Admin; C. Rodas - Finance; M. Gaines - Admin	7/1/2022 - 5/1/2023	In Progress	Town staff is exploring a variety of potential revenue sources for inclusion in the FY 2023-24 budget. 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. 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. 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. Other revenue sources may be recommended to the Council as they are explored, including at the mid-year budget update in January 2023.	

Council Priority: 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
J. Dennis - Admin; C. Rodas - Finance	9/26/2022 - 2/1/2023	In Progress	The FY 19-20 Audit will be reviewed by the Finance Committee and subsequently reviewed by the Town Council in November 2022.	The Finance Department has begun its work for the FY 20-21 audit. The Town's auditors, Maze and Associates, are not expected to be able to review fiscal information provided by the Town until the end of this calendar year. Staff anticipates completing the audit for review by the Finance Committee and Town Council by February 1, 2023.

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 worked San Mateo County consultants to gather needed data to develop a 2030 Climate Action Plan. This data included the community-wide emissions inventory and inputting it into a forecasting tool to understand emissions scenarios.	Next steps include reviewing potential measures to reduce emissions and finalizing an Outreach plan, which will include engaging a sub-committee of the Sustainability Committee in the development of the measures and then broader outreach to the Council and Community.

Council Priority: Sustainability

Priority Effort 4b1 Explore Town Center Microgrid

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
J. Dennis - Admin; Howard - Public Works	9/12/2022 - 5/1/2023	In Progress	Staff is working with a consultant team to analyze the current conditions of Town Center in anticipation of potential upgrades to the solar system and the installation of a microgrid. This work is expected to be completed by the end of Q2, which would allow staff, working in conjunction with Council members and the Sustainability Committee, to develop a plan for such system upgrades. This plan is expected to be included in the FY 2023-24 budget for implementation that fiscal year.	Engagement with a consultant after project defined.

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	In Progress	Staff held a Study Session with the Council on August 10th to discuss updates to the Green Building Ordinance based on Council's guidance at their May 22nd meeting. Based on the Council guidance, staff met with reach code experts to understand the current CEC process and then worked with the Town Attorney to incorporate the updates as Building Code amendments. The amendments were reviewed for adoption by the Council at a Public Hearing on October 12th.	Next steps are a second reading at the October 26th Council meeting.

Council Priority: Diversity, Equity, and Inclusion

Priority Effort 5a Implement PV Donates

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps
M. Gaines - Admin; C. Rodas - Finance;	7/1/2022 - 6/30/2023	In Progress	During the FY 2022-23 Budget process, staff requested that Committees determine projects to be funded by PV Donates. No committees identified any projects, so no there are no PV Donates projects to implement.	Staff will develop formal processes for committees to propose PV Donates projects and for the public to view potential projects and make donations.

Council Priority: Sustainability

Priority Effort 4d Adopt Sustainability Committee Recommendations

Lead Staff - Department	Anticipated Timeline	Status	Update	Update Continued
B. De Garmeaux - Admin	7/1/2022 - 6/30/2023	In Progress	Staff is working with Sustainability Committee to support the committees 2022-23 Fiscal Year priorities as outlined below. --Community education: PSAs to encourage GHG and water reduction; Ongoing - Committee has assigned each member a specific month to put out a PSA and has been doing so for two months. As a next step, the Committee will work with the Communications & Community Engagement Analyst to develop a template for submitting the PSA to the Town's weekly newsletter (on a monthly basis). --Smart water meter usage with Cal Water education and outreach; Ongoing - CalWater gave a presentation to the Committee to understand the status of the project; staff and the committee are working with CalWater to address concerns and gather information to educate the community on the program and how to make best use of the smart water meters as they are installed. --Climate Action Plan (an independent Council Priority project); Ongoing - Committee developed a subcommitee to work with staff on developing the 2030 Climate Action Plan. Staff will be working with the sub-committee in October/November on measure development. --Existing Building stock electrification ordinances; Ongoing - the Committee is gathering info from other jurisdictions efforts on electrification and will report back to Council on recommendations; in addition, the Committee weighed in on the update to the Green Building Ordinance that went to the Council on October 12th.	Demonstrations – Induction stove top, backup power, smart meter gadgets; Ongoing - the Commitee worked with staff and the Library to develop a backup power kit (solar panel and battery) that is now available for checkout out from the PV Library; the Commitee has purchased an induction stove top and complimentary cookware that will be available for checkout from the Library as soon as the equipment can be entered into the Library's catalog. --Preparing for Drought; in addition to the PSAs and work on Smart Water Meters, the Committee has also engaged Planning staff to explore a potential update to the Town's Outdoor Water Conservation in Landscaping Ordinance (aka MWELO); 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. Staff is also planning to enlist the Committee's help in updating the Water Conservation section of the Town's website.

TOWN OF PORTOLA VALLEY
STAFF REPORT

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TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: November 9, 2022

RE: Study Session - Administration Department Overview

RECOMMENDATION
Staff recommends that the Town Council hold a study session on the Administration Department and provide feedback.

BACKGROUND/ DISCUSSION
The Administration Department of the Town's governance consists of six staff[1]:

- Town Manager
- Assistant Town Manager
- Assistant to the Town Manager
- Town Clerk
- Communications and Community Engagement Analyst
- Administration and Operations Specialist

The Administration Department (outside of fiscal/budgetary duties) is responsible for management of:

General Town Administration
- Implementation of Town Council direction, including the Council Priorities
- Municipal service delivery and Town operations
- Support to Town Committees
- Constituent affairs
- Risk management

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[1] While the Finance team is officially part of the Administration Department, for the purposes of this report they are excluded. The Town Council held a study session on the Finance Division on February 23, 2022.

- Staff leadership
- Analyzing public policy and legislative affairs
- Municipal/Regional Engagement

Town Clerk Functions
- Elections
- Town records
- Council agenda preparation
- Recording council actions
- Public records act requests

Communications
- Publish relevant information on the Town's activities, and provide opportunities for resident/public engagement
- Website management
- Town newsletter and publications
- Field general questions from the community

Parks & Recreation
- Community classes
- Facility and field reservations

Information Technology
- Procurement of IT managed services
- Management of IT projects
- Technology procurement and implementation

Sustainability
- Solid waste management including recycling and organic waste
- Greenhouse gas emissions reduction
- Resource conservation (energy/water)

Emergency Preparedness
- Emergency Operations Center (EOC), including integration of virtual EOC
- Liaising with Sheriff's Office, Woodside Fire Protection District, Community Emergency Response Team, and Emergency Preparedness Committee
- Sheriff's contract for policing services

Human Resources[2]
- Employment practices and policies
- Employee benefits and wellness
- Employee recruitment and retention

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[2] Co-managed by the Assistant Town Manager and Finance Director

The Administration Department is generalist in nature, and is typically required to provide flexible support across the myriad policies and procedures implemented by the Town Council. The Administration team is involved in all facets of Town governance, acting as a "glue" that facilitates the operations of other Town departments while supporting their needs. The team also works on issues that require more than one department/discipline while also functioning as a "catch all" for issues that do not neatly fit in other departments.

Some of Town's policy work begins as an Administration Department work product, as typically staff takes the lead on state-mandated or legal/practical requirements of new policies. This can include interpretation of new state laws, Town Council initiatives or community interests.

No day is the same as a member of the Administration team, and often there is a need to respond to inquiries requiring an immediate answer, communicate information on a controversial topic quickly, or other unforeseen circumstance.