



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

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

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.

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

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	<p>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.</p> <p>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.</p>	To be determined.

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

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 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.

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

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.

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

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.

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

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>Challenges:</p> <ol style="list-style-type: none"> 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. 	<p>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.</p> <p>Mitigation work remains for 43 curb miles (the remainder of the public road network). Depending on funding availability, this could take another 6 years.</p> <p>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.</p>

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

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.	

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

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1I: 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.

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

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 reviewed 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.

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

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.

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

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	<p>This is an ongoing effort across multiple departments.</p> <p>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.</p> <p>Staff recently upgraded the Weekly Newsletter to include photos and an easier navigation. The newsletter is the Town's principle general news engagement tool.</p> <p>Staff regularly informs the public of e-notifications through subscriptions.</p> <p>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.</p> <p>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.</p>	

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

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.

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

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	<p>Staff is constantly seeking ways to reduce administrative 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.</p> <p>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.</p> <p>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.</p>	Continue to augment staffing as necessary/appropriate.

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

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.

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

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.	

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

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	<p>Town staff is exploring a variety of potential revenue sources for inclusion in the FY 2023-24 budget.</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>	

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

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.

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

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.	

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

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.

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

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	<p>Staff is working with Sustainability Committee to support the committees 2022-23 Fiscal Year priorities as outlined below.</p> <p>--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).</p> <p>--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.</p> <p>--Climate Action Plan (an independent Council Priority project); Ongoing - Committee developed a subcommittee 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.</p> <p>--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.</p>	<p>Demonstrations – Induction stove top, backup power, smart meter gadgets; Ongoing - the Committee 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 Committee 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.</p> <p>--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.</p>