




TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

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

DATE: February 8, 2023

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

RECOMMENDATION

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

BACKGROUND

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

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

Fiscal Year 2023-24 Budget Process

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

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

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

DISCUSSION

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

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

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

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

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

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

Significant Accomplishments & Upcoming Milestones

Council Priority: Wildfire/Emergency Preparedness

Significant Accomplishments

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

Upcoming Milestones

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

Council Priority: Land Use Projects and Programs

Significant Accomplishments

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

Upcoming Milestones

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

Council Priority: Operational and Service Delivery Enhancements

Significant Accomplishments

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

Upcoming Milestones

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

Council Priority: Sustainability

Significant Accomplishments

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

Upcoming Milestones

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

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

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

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

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

Annual Council and Committee/Commission Workshop

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

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

Table 1: Committee/Commission Proposed Activities and Budget Requests

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

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

Next Steps

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

FISCAL IMPACT

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

ATTACHMENTS

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

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

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

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

Priority Effort 1i: Adopt the updated Fire Codes

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

Council Priority: Wildfire/Emergency Preparedness

Priority Effort 1j: Further explore undergrounding of Town utilities

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

Council Priority: Wildfire/Emergency Preparedness

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

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

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

Council Priority: Wildfire/Emergency Preparedness

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

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

Council Priority: Land Use Projects and Programs

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

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

Council Priority: Land Use Projects and Programs

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

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

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

Council Priority: Land Use Projects and Programs

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

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

Council Priority: Land Use Projects and Programs

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

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

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

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

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

Council Priority: Operational and Service Delivery Enhancements

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

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

Council Priority: Operational and Service Delivery Enhancements

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

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

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

Council Priority: Operational and Service Delivery Enhancements

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

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

Council Priority: Operational and Service Delivery Enhancements

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

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

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

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

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

Council Priority: Operational and Service Delivery Enhancements

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

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

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

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

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

Council Priority: Operational and Service Delivery Enhancements

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

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps

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

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

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

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

Council Priority: Operational and Service Delivery Enhancements

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

Lead Staff - Department	Anticipated Timeline	Status	Update	Next Steps

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

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

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

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

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

Priority Effort 4a Update the Climate Action Plan

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

Council Priority: Sustainability

Priority Effort 4b1 Explore Town Center Microgrid

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

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

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

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

Council Priority: Sustainability

Priority Effort 4c Adopt the Green Building Ordinance

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

Council Priority: Sustainability

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

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

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

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

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

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

TARGETED PROGRAMS**Funding for part-time grant writer**

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

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

Funding for wildfire shelter in place

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

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

SEED MONEY FOR PILOT FIRE MITIGATION PROGRAM

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

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

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

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

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

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

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

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

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

Grant for low-income households for fire mitigation

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

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

Funding to encourage and support PV Firewise Communities

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

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

1. Grant program to empower Firewise communities

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

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

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

2. Stipend for Firewise committees

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

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

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

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