

TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, December 13, 2023
7:00 PM

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

HYBRID MEETING

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

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your comments using this [online form](#) by 1:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions will be forwarded to Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, technology permitting, 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 their phone to "raise your hand" and *6 to mute/unmute themselves. The meeting Chair will call on people to speak by the phone number calling in. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation.

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

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

https://us06web.zoom.us/j/81054515491?pwd=7pElduOoGT6dDZX_d2OzHQiBplen5A.bKtd3wjKycy4TPJ6

Webinar ID: 810 5451 5491

Passcode: 413392

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*

1. CALL TO ORDER- REGULAR SESSION

2. 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. *Each speaker's time is limited to three minutes.*

3. TOWN MANAGER REPORT

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

4. CONSENT AGENDA

a. Approval of Minutes - Meeting Minutes of November 8, 2023

b. Approval of Warrant List- 11/22/23 and 12/13/23

- c. **Approval** of Woodside Highlands Road Maintenance District (WHRMD) Budget
- d. **Authorize** the Town Manager to Amend the Budget for Fiscal Year 2023-24 to allocate additional funds for legal services associated with the Housing Element Update
- e. **Appointments** to Conservation and Nature and Science Committee' to fill unscheduled vacancies

5. REGULAR AGENDA-PUBLIC HEARING

- a. Town Council selection of Mayor and Vice Mayor
- b. **Adoption** of Affordable Housing Fund Policy
- c. Review and discuss the (Draft) Joint Work Plan with the Woodside Fire Protection District and Consider Providing Direction to Staff

6. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

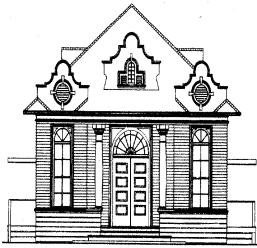
Oral and written reports arising out of liaison appointments to both in-town and regional committees and initiatives. The Town Council does not take action under this agenda item.

7. ADJOURNMENT

The next Regular Town Council meeting will be held on January 10, 2024, at 7:00 PM

Land Acknowledgement:

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



TOWN OF PORTOLA VALLEY
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

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

COUNCIL MINUTES- CLOSED SESSION AND REGULAR MEETING
WEDNESDAY- NOVEMBER 8, 2023

1. CALL TO ORDER- CLOSED SESSION 5:30 PM

Closed Session Roll Call

Present: Mayor Aalfs, Vice Mayor Wernikoff, and Councilmembers Hufty, Hasko, and Taylor

2. ORAL COMMUNICATIONS

- None

3. CLOSED SESSION

At 5:30 PM, the Mayor and Council adjourned for closed session for the following:

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of California Government Code section 54956.9: [PublicSafety4PVNow, Inc., a Delaware corporation](#)

Govt. Code § 54956.9(d)(2): “[a] point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957)

Interim Town Attorney Catherine Engberg

Adjourned Closed Session

At approximately 6:53 PM, the Mayor and Council adjourned the closed sessions and moved into regular session

4. CALL TO ORDER- REGULAR SESSION

The Wednesday, November 8, 2023, Regular Meeting of the Mayor and Council of the Town of Portola Valley reconvened at 7:04 PM

Regular Session Roll Call

Present: Mayor Aalfs, Vice Mayor Wernikoff, and Councilmembers Hufty, Hasko, and Taylor

5. ORAL COMMUNICATIONS

The following spoke during oral communications:

- Rita Comes

6. REPORT OUT OF CLOSED SESSION

Interim Town Attorney, Catherine Engberg, announced there was nothing to report out reported out from closed session meeting

7. TOWN MANAGER REPORT

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

- No public comment for Item 7- Town Manager Report

8. CONSENT AGENDA

The following spoke in public comments:

- Caroline Vertongen

Mayor Aalfs pulled item 8 c. and Councilmember Hasko pulled item 8 a.

a. Approval of Minutes- Regular Meeting Minutes of October 25, 2023

Mayor Aalfs asked for a motion to approve item 8 a. as written

Councilmember Hasko made a motion, seconded by Councilmember Taylor, to approve item 8 a. of the consent agenda. The motion passed by the following vote:

Ayes: Mayor Aalfs, Vice Mayor Wernikoff, Councilmembers Hufty, Hasko, and Taylor

Nays: None

b. Approval of Warrant List- 11/08/2023

Mayor Aalfs asked for a motion to approve item 8 b.

Councilmember Taylor made a motion, seconded by Vice Mayor Wernikoff, to approve item 8 b. of the consent agenda. The motion passed by the following vote:

Ayes: Mayor Aalfs, Vice Mayor Wernikoff, Councilmembers Hufty, Hasko, and Taylor

Nays: None

c. Appointments to Geologic Safety and Trails and Paths Committee' to fill unscheduled vacancies

Mayor Aalfs pointed out that although the Trails and Paths committee was selected on the application by Nancy Freier, it was mentioned in the background field that she was interested in the Conservation Committee. Mayor Aalfs decided to pull the application to get clarification from applicant and bring it back to the December council meeting for approval.

Mayor Aalfs asked for a motion to approve the Geologic Safety application for Troy Douthit.

Councilmember Taylor made a motion, seconded by Councilmember Hufty to approve item 8 c. of the consent agenda. The motion passed by the following vote:

Ayes: Mayor Aalfs, Vice Mayor Wernikoff, Councilmembers Hufty, Hasko, and Taylor

Nays: None

9. REGULAR AGENDA-PUBLIC HEARING

a. Town Manager Update and State of the Town

Presentation by Town Manager, Sharif Etman

- Council requested for PowerPoint used during presentation to be posted on website for public access and review

The following spoke in public comments:

- David Cardinal
- Betsy Morgenthaler
- Kristi Corley
- Rusty Day
- Alyson Wood-Illich
- Caroline Vertongen
- Rita Comes

Mayor Aalfs asked for a motion to approve item 9 a.- approval of \$135,000 for Krisch & Co. to assist the finance department with audits

Councilmember Taylor made a motion, seconded by Councilmember Hufty to approve item 9 a. of the regular agenda. The motion passed by the following vote:

Ayes: Mayor Aalfs, Vice Mayor Wernikoff, Councilmembers Hufty, Hasko, and Taylor

Nays: None

- b.** Review and discuss the (Draft) Affordable Housing Fund Policy Colleagues Memo

The following spoke in public comments:

- David Cardinal
- Alyson Wood-Illich
- Judith (no last name provided)
- Rita Comes

10. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

The following spoke in public comments:

- Caroline Vertongen
- Kristi Corley

11. ADJOURNMENT

At 8:32 PM, the Mayor adjourned the November 8, 2023 meeting. The next Regular Town Council meeting will be held on December 13, 2023, at 7:00 p.m.

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
3666	11	ADOBE INC.	182.32	11/22/23		
3667	44	BANK OF AMERICA	5,392.51	11/22/23		EFTPS
3668	71	BW CONSTRUCTION	7,818.00	11/22/23		
3669	78	CALIFORNIA WATER SERVICE CO	5,870.54	11/22/23		
3670	120	CLEAN ROOFING	1,000.00	11/22/23		
3671	121	SCA OF CA, LLC	1,782.06	11/22/23		
3672	162	DLT SOLUTIONS LLC	1,728.85	11/22/23		
3673	195	GOOD CITY COMPANY	46,066.25	11/22/23		
3674	203	GREEN HALO SYSTEMS	114.00	11/22/23		
3675	208	HARRELL REMODELING	2,000.00	11/22/23		
3676	213	HILLYARD INC	1,647.36	11/22/23		
3677	267	KARI CHINN	211.66	11/22/23		
3678	295	LYNX TECHNOLOGIES INC	675.00	11/22/23		
3679	324	MIRANDAS LANDSCAPE	6,867.00	11/22/23		
3680	334	NOLTE ASSOCIATES INC	26,230.83	11/22/23		
3681	367	PG&E	686.20	11/22/23		EFTPS
3682	373	PITNEY BOWES INC.	512.66	11/22/23		
3683	375	PLATINUM FACILITY SERVICES	4,936.68	11/22/23		
3684	376	PORTOLA VALLEY HARDWARE	372.75	11/22/23		
3685	403	RON RAMIES AUTOMOTIVE INC.	636.86	11/22/23		
3686	407	SABER ROOFING INC	1,000.00	11/22/23		
3687	431	SIERRA PACIFIC TURF SUPPLY INC	7,034.88	11/22/23		
3688	437	SMALL BUSINESS BENEFIT PLAN TR	2,758.90	11/22/23		
3689	482	TURF & INDUSTRIAL EQUIPMENT CO	586.84	11/22/23		
3690	489	VERIZON WIRELESS	490.73	11/22/23		EFTPS
3691	505	WOODSIDE FIRE PROTECTION DISTR	1,803.01	11/22/23		
3692	553	COUNTY OF SAN MATEO-PSC	18,240.75	11/22/23		
3693	591	MICHAEL O'DONNELL	633.75	11/22/23		
3694	690	CRUZ STRATEGIES	625.00	11/22/23		
3695	703	LEGACY ROOFING & WATERPROOFING	1,000.00	11/22/23		
3696	713	COSMOS ROOFING	1,000.00	11/22/23		
3697	860	STEPFORD	9,439.50	11/22/23		
3698	932	MARY HUFTY	909.39	11/22/23		
3699	946	JARVIS FAY LLP	2,394.00	11/22/23		
3700	949	PORTER CAPITAL CORPORATION	5,940.00	11/22/23		
3701	1056	ZENITH ROOFERS	1,000.00	11/22/23		
3702	1067	KRISCH & COMPANY	6,160.94	11/22/23		
3703	1068	WESTBAY ROOFING	1,000.00	11/22/23		
3704	1069	LAN PHAM	1,000.00	11/22/23		
3705	1070	ALISON GRAHAM	2,500.00	11/22/23		
3706	1071	BAY WEST ENTERPRISES BUILDERS	2,000.00	11/22/23		
3707	1072	CHARLES ATKINS	1,000.00	11/22/23		
3708	1073	CHRISTOPHER POULIOT	5,000.00	11/22/23		
3709	1074	SEREDA DEVELOPMENT GROUP	1,000.00	11/22/23		

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 11/22/23	11 3666	ADOBE INC. Acrobat Pro Subscription 11/1/2023 - 06/30/2024	182.32	182.32	2600904891
Vendor:	44 3667	BANK OF AMERICA October Statement	5,392.51	5,392.51	1388-OCT23
Vendor:	71 3668	BW CONSTRUCTION Reimbursement - Debris Boxes, Fall Cleanup Reimbursement - Concrete Repair Reimbursement - Repair Drainage Swale	7,818.00	1,324.00 951.00 5,543.00	1102 1103 1104
Vendor:	78 3669	CALIFORNIA WATER SERVICE CO Water Service 10/12/23 - 11/08/23	5,870.54	5,870.54	OCT-2023
Vendor:	120 3670	CLEAN ROOFING Deposit Refund, 105 Ramoso	1,000.00	1,000.00	BLDR0128-2023
Vendor:	121 3671	SCA OF CA, LLC October Litter/Street Clean	1,782.06	1,782.06	107402CS
Vendor:	162 3672	DLT SOLUTIONS LLC AUTOCAD Annual Renewal Subscription 09/28/2023 to 09/27/2024	1,728.85	1,728.85	SI630315
Vendor:	195 3673	GOOD CITY COMPANY Planning Consultant Services - October 2023	46,066.25	46,066.25	3353
Vendor:	203 3674	GREEN HALO SYSTEMS November Hosting & Access	114.00	114.00	4594
Vendor:	208 3675	HARRELL REMODELING Deposit Refund, 171 Degas Deposit Refund, 40 Buckeye	2,000.00	1,000.00 1,000.00	BLDR0060-2023 BLDR0032-2022
Vendor:	213 3676	HILLYARD INC Janitorial Supplies Janitorial Supplies Janitorial Supplies	1,647.36	577.18 578.78 491.40	605289093 605288050 605304003
Vendor:	267 3677	KARI CHINN CheyAnne going away event, Coffee with Town Manager	211.66	211.66	FRRS-23-26
Vendor:	295 3678	LYNX TECHNOLOGIES INC GIS Professional Services in October	675.00	675.00	10023

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	324	MIRANDAS LANDSCAPE			
	3679	July Landscape Maintenance Services	6,867.00	2,763.00	3325
		October Landscape Maintenance Services		4,104.00	3499
Vendor:	334	NOLTE ASSOCIATES INC			
	3680	September Applicant Charges & PW Support	26,230.83	26,230.83	SEPT-2023
Vendor:	367	PG&E			
	3681	October & November Statements	686.20	686.20	NOV-2023
Vendor:	373	PITNEY BOWES INC.			
	3682	Postage Meter Rental, Equipment & Svc 11/29/22 - 11/28/2023	512.66	512.66	1024207378
Vendor:	375	PLATINUM FACILITY SERVICES			
	3683	Janitorial Services - October 2023	4,936.68	4,488.67	47477
		Janitorial Services - Oct 2023. Fridays disinfection svcs		448.01	47478
Vendor:	376	PORTOLA VALLEY HARDWARE			
	3684	September Statement	372.75	227.34	193-SEPT23
		October Statement		145.41	193-OCT23
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	3685	October Fuel Statement	636.86	636.86	G20231031-2
Vendor:	407	SABER ROOFING INC			
	3686	Deposit Refund, 140 Solana	1,000.00	1,000.00	BLDR0175-2023
Vendor:	431	SIERRA PACIFIC TURF SUPPLY INC			
	3687	Fields Fertilizer	7,034.88	7,034.88	0654274_IN
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	3688	December Dental/Vision	2,758.90	2,758.90	DEC-2023
Vendor:	482	TURF & INDUSTRIAL EQUIPMENT CO			
	3689	Vehicles Repair/Maintenance	586.84	586.84	R031586A
Vendor:	489	VERIZON WIRELESS			
	3690	October Cellular	490.73	490.73	9947736840
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	3691	10/01/23-10/31/23 Fire Mitigation Crew Support	1,803.01	1,803.01	WFPD CREW-1022
Vendor:	553	COUNTY OF SAN MATEO-PSC			
	3692	Public Safety Dispatch Svcs, Oct-Dec 2023	18,240.75	18,240.75	PMPD 24-02

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	591	MICHAEL O'DONNELL			
	3693	Refund Deposit, 70 Stonegate	633.75	633.75	PLN_EX0001-2019
Vendor:	690	CRUZ STRATEGIES			
	3694	Government Relations Work - November 2023	625.00	625.00	2948
Vendor:	703	LEGACY ROOFING & WATERPROOFING			
	3695	Deposit Refund, 180 Willowbrook	1,000.00	1,000.00	BLDR0174-2023
Vendor:	713	COSMOS ROOFING			
	3696	Deposit Refund, 617 Westridge	1,000.00	1,000.00	BLDR0181-2023
Vendor:	860	STEPFORD			
	3697	Onsite & Remote Field Services - October	9,439.50	637.50	2306598
		Monthly Service Charges 11/01/2023 THRU 11/30/2023		3,920.00	2301607
		Veeam Backup & Replication Disaster Recovery - Nov 23		481.00	2301609
		Monthly Service Charges 10/01/2023 THRU 10/30/2023		3,920.00	2301688
		Veeam Backup & Replication Disaster Recovery - Oct 23		481.00	2301689
Vendor:	932	MARY HUFTY			
	3698	2023 Annual Conference & Expo - M.Huftty	909.39	909.39	04326-GOR8S5
Vendor:	946	JARVIS FAY LLP			
	3699	Legal Services - Housing Element October	2,394.00	2,394.00	18183
Vendor:	949	PORTER CAPITAL CORPORATION			
	3700	Temp Service, Michelle Magahiz 11/13/23-11/19/23	5,940.00	1,980.00	7441
		Temp Service, Michelle Magahiz 10/30/23-11/05/23		1,980.00	7401
		Temp Service, Michelle Magahiz 11/06/23-11/12/23		1,980.00	7416
Vendor:	1056	ZENITH ROOFERS			
	3701	Deposit Refund, 1 Creek Park	1,000.00	1,000.00	BLDR0166-2023
Vendor:	1067	KRISCH & COMPANY			
	3702	October Advisory Services	6,160.94	5,007.93	51592
		Professional Services		1,153.01	51593
Vendor:	1068	WESTBAY ROOFING			
	3703	Deposit Refund, 25 Bow	1,000.00	1,000.00	BLDR0173-2023
Vendor:	1069	LAN PHAM			
	3704	Deposit Refund - 24 Hillbrook	1,000.00	1,000.00	BLDR0176-2023
Vendor:	1070	ALISON GRAHAM			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
11/22/23	3705	Deposit Refund, 700 Westridge	2,500.00	2,500.00	PLN0TH0001-2023
Vendor:	1071	BAY WEST ENTERPRISES BUILDERS			
	3706	Deposit Refund, 96 Hillbrook	2,000.00	1,000.00	BLDR0001-2022
		Deposit Refund, 96 Hillbrook		1,000.00	BLDR0002-2022
Vendor:	1072	CHARLES ATKINS			
	3707	Deposit Refund, 2 Wyndham	1,000.00	1,000.00	BLDM0006-2022
Vendor:	1073	CHRISTOPHER POULIOT			
	3708	Deposit Refund, 96 Hillbrook	5,000.00	5,000.00	BLDR0070-2020
Vendor:	1074	SEREDA DEVELOPMENT GROUP			
	3709	Deposit Refund, 846 Portola	1,000.00	1,000.00	BLDR0030-2021
Check Date Totals			189,249.22		
Grand Total			189,249.22		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
November 22, 2023

Claims totaling \$189,249.22 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 _____

Sharif Etman, Town Manager

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Jennifer Torres, Town Clerk

Mayor

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
3710	31	ANNA DOBRENSKI	1,085.58	12/13/23		
3711	55	BILL HAMILTON ROOFING	2,000.00	12/13/23		
3712	80	CALPERS	7,814.08	12/13/23		EFTPS
3713	124	COMCAST	679.91	12/13/23		
3714	125	CONNIE STACK	1,484.80	12/13/23		
3715	129	COTTON SHIRES & ASSOC. INC.	9,392.75	12/13/23		
3716	135	CSG CONSULTANTS INC	52,982.00	12/13/23		
3717	176	EXCEL LD	10.36	12/13/23		
3718	218	MISSIONSQUARE RETIREMENT	7,066.50	12/13/23		EFTPS
3719	233	IZMIRIAN ROOFING	1,000.00	12/13/23		
3720	234	J. W. ENTERPRISES	546.88	12/13/23		
3721	245	JEANNIE GOLDMAN	8,320.00	12/13/23		
3722	269	KATHY WADDELL	3,920.00	12/13/23		
3723	295	LYNX TECHNOLOGIES INC	525.00	12/13/23		
3724	324	MIRANDAS LANDSCAPE	1,368.00	12/13/23		
3725	334	NOLTE ASSOCIATES INC	25,150.41	12/13/23		
3726	337	O. NELSON & SON INC.	4,739.93	12/13/23		
3727	364	PERS HEALTH	19,643.03	12/13/23		EFTPS
3728	367	PG&E	2,502.75	12/13/23		EFTPS
3729	375	PLATINUM FACILITY SERVICES	4,936.68	12/13/23		
3730	380	PURCHASE POWER	965.01	12/13/23		
3731	413	SANGINI MAJMUDAR BEDNER	2,792.00	12/13/23		
3732	421	SCOTT WEBER	127.23	12/13/23		
3733	428	SHARP BUSINESS SYSTEMS	155.86	12/13/23		
3734	429	SHELLY SWEENEY	1,420.00	12/13/23		
3735	431	SIERRA PACIFIC TURF SUPPLY INC	262.50	12/13/23		
3736	445	STANDARD INSURANCE CO.	1,209.30	12/13/23		
3737	448	STATE COMP INSURANCE FUND	6,685.84	12/13/23		EFTPS
3738	459	SWRCB - STATE WATER RESOURCES	7,067.00	12/13/23		
3739	489	VERIZON WIRELESS	490.73	12/13/23		EFTPS
3740	518	GOT GOPHERS?	2,100.00	12/13/23		
3741	673	MUNICIPAL RESOURCE GROUP, LLC	800.00	12/13/23		
3742	697	CYNTHIA ROWE	1,920.00	12/13/23		
3743	740	ALESSANDRO MORUZZI	600.00	12/13/23		
3744	847	LISA WISE CONSULTING	18,640.00	12/13/23		
3745	860	STEPFORD	11,601.00	12/13/23		
3746	949	PORTER CAPITAL CORPORATION	3,069.00	12/13/23		
3747	991	LAND ECON GROUP	12,100.00	12/13/23		
3748	992	PRECISION GRAPHICS	313.88	12/13/23		
3749	1003	PATTI MICHELSEN	1,440.00	12/13/23		
3750	1016	SHUTE, MIHALY & WEINBERGER LLP	66,958.31	12/13/23		
3751	1075	CAMERON JOHN	1,000.00	12/13/23		
3752	1076	KRISTY MODING	100.00	12/13/23		
3753	1077	PAUL HEALD	37.00	12/13/23		
3754	1078	JOAN WOLLENBERGER	1,000.00	12/13/23		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
3755	1079	MCLAIN'S ROOFING	912.27	12/13/23		
3756	1080	637 WESTRIDGE LLC	600.00	12/13/23		
3757	1081	KNIGHT ROOFING	1,000.00	12/13/23		
Check totals:			256,332.66			
ACH totals:						
EFTPS totals:			44,202.93			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			300,535.59			
Check totals:			256,332.66			
ACH totals:						
EFTPS totals:			44,202.93			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			300,535.59			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 12/13/23	31	ANNA DOBRENSKI Deposit Refund, 175 Fawn	1,085.58	1,085.58	BLDR0026-2020
Vendor: 3711	55	BILL HAMILTON ROOFING Deposit Refund, 7 Bayberry Deposit Refund, 1125 Westridge	2,000.00	1,000.00 1,000.00	BLDR0192-2023 BLDR0190-2023
Vendor: 3712	80	CALPERS November Unfunded Liability	7,814.08	7,814.08	100000017334815
Vendor: 3713	124	COMCAST WIFI-11.21.2023-12.20.2023 WIFI-11.16.2023-12.15.2023	679.91	186.47 493.44	1945-NOV23 7290-NOV
Vendor: 3714	125	CONNIE STACK Fall 2023 Classes	1,484.80	1,484.80	FALL-2023
Vendor: 3715	129	COTTON SHIRES & ASSOC. INC. August 2023 Applicant Charges	9,392.75	9,392.75	2023-AUGUST
Vendor: 3716	135	CSG CONSULTANTS INC July Stormwater C4 Inspection, Program Mgmt. August Senior Bldg Inspector, Inhouse plan review Sept Code Enforcement, Bldg Svcs, Stormwater C4 Inspection Oct Code Enforcement, Bldg Svcs, In house plan review	52,982.00	4,365.00 13,468.00 18,631.00 16,518.00	52625 53161 SEPT-2023 OCT-2023
Vendor: 3717	176	EXCEL LD November Telephone LD Services	10.36	10.36	1197360211
Vendor: 3718	218	MISSIONSQUARE RETIREMENT Deferred Comp - November 15, 2023 Deferred Comp - November 30, 2023	7,066.50	3,533.25 3,533.25	NOVEMBER-202315 NOVEMBER-202330
Vendor: 3719	233	IZMIRIAN ROOFING Deposit Refund, 1 Indian Crossing	1,000.00	1,000.00	BLDC0007-2023
Vendor: 3720	234	J. W. ENTERPRISES Handicap Unit Rental & Services Handicap Unit Rental & Services	546.88	315.44 231.44	254821 254822
Vendor: 3721	245	JEANNIE GOLDMAN Fall 2023 Classes	8,320.00	8,320.00	FALL-2023
Vendor: 269		KATHY WADDELL			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
12/13/23	3722	FALL 2023 Classes	3,920.00	3,920.00	FALL-2023
Vendor:	295	LYNX TECHNOLOGIES INC			
	3723	GIS Professional Services in November	525.00	525.00	10044
Vendor:	324	MIRANDAS LANDSCAPE			
	3724	November Landscape Maintenance Services	1,368.00	1,368.00	3542
Vendor:	334	NOLTE ASSOCIATES INC			
	3725	October Applicant Charges & PW Support	25,150.41	25,150.41	OCT-2023
Vendor:	337	O. NELSON & SON INC.			
	3726	Sand Delivered	4,739.93	993.25	261
		Off-haul of Logs/Green Waste at Town center 11/17/23		1,006.68	263
		Street Repairs Westridge Dr at Mapache		2,740.00	262
Vendor:	364	PERS HEALTH			
	3727	December Health	19,643.03	19,643.03	100000017354493
Vendor:	367	PG&E			
	3728	November- December Statements	2,502.75	2,502.75	DEC-2023
Vendor:	375	PLATINUM FACILITY SERVICES			
	3729	Janitorial Services - November 2023	4,936.68	4,488.67	47655
		Janitorial Services - Nov 2023. Fridays disinfection svcs		448.01	47656
Vendor:	380	PURCHASE POWER			
	3730	Postage Meter	965.01	965.01	7931-OCT23
Vendor:	413	SANGINI MAJUMDAR BEDNER			
	3731	FALL 2023 Classes	2,792.00	2,792.00	FALL-2023
Vendor:	421	SCOTT WEBER			
	3732	Reimbursement - Work Boots	127.23	127.23	FRRS-23-27
Vendor:	428	SHARP BUSINESS SYSTEMS			
	3733	July Copies	155.86	155.86	9004442218
Vendor:	429	SHELLY SWEENEY			
	3734	FALL 2023 Classes	1,420.00	1,420.00	FALL-2023
Vendor:	431	SIERRA PACIFIC TURF SUPPLY INC			
	3735	Fields Fertilizer	262.50	262.50	0655505-IN

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	445	STANDARD INSURANCE CO.			
	3736	LTD/Life Premium	1,209.30	1,209.30	2023-NOV
Vendor:	448	STATE COMP INSURANCE FUND			
	3737	WC Premium, 10/06/2023-10/06/2024	6,685.84	6,685.84	1001907261
Vendor:	459	SWRCB - STATE WATER RESOURCES			
	3738	Annual Permit Fees FY23 - 24	7,067.00	7,067.00	SW-0268407
Vendor:	489	VERIZON WIRELESS			
	3739	November Cellular	490.73	490.73	9950175269
Vendor:	518	GOT GOPHERS?			
	3740	Town Fields Gopher Trapping- October 2023	2,100.00	1,050.00	53930
		Town Fields Gopher Trapping- November 2023		1,050.00	55514
Vendor:	673	MUNICIPAL RESOURCE GROUP, LLC			
	3741	Personnel Policy Manual Updated	800.00	800.00	03-23-1069
Vendor:	697	CYNTHIA ROME			
	3742	Fall 2023 Classes	1,920.00	1,920.00	FALL-2023
Vendor:	740	ALESSANDRO MORUZZI			
	3743	Fall 2023 Classes	600.00	600.00	FALL-2023
Vendor:	847	LISA WISE CONSULTING			
	3744	Professional Services: August 2023	18,640.00	14,958.75	4638
		Professional Services: October 2023		3,681.25	4704
Vendor:	860	STEPFORD			
	3745	Onsite Installation 2 Technical Staff- November	11,601.00	7,200.00	2301715
		Monthly Service Charges 12/01/2023 THRU 12/31/2023		3,920.00	2301749
		Veeam Backup & Replication Disaster Recovery - Dec 23		481.00	2301750
Vendor:	949	PORTER CAPITAL CORPORATION			
	3746	Temp Service, Michelle Magahiz 11/20/23-11/26/23	3,069.00	1,089.00	7456
		Temp Service, Michelle Magahiz 11/27/23-12/03/23		1,980.00	7485
Vendor:	991	LAND ECON GROUP			
	3747	Final Fiscal Report for Stanford Wedge/Portola Terrace	12,100.00	12,100.00	2
Vendor:	992	PRECISION GRAPHICS			
	3748	PV Cultural Arts Print	313.88	313.88	18948

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1003	PATTI MICHELSEN			
	3749	FALL 2023 Classes	1,440.00	1,440.00	FALL-2023
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	3750	October Legal Service	66,958.31	66,958.31	OCT-23-SMW
Vendor:	1075	CAMERON JOHN			
	3751	Deposit Refund, 24 Hillbrook	1,000.00	1,000.00	BLDR0176-2023
Vendor:	1076	KRISTY MODING			
	3752	Picnic Table Deposit Refund	100.00	100.00	PROF-23-37
Vendor:	1077	PAUL HEALD			
	3753	Deposit Refund, 160 Sausal	37.00	37.00	BLDR0021-2023
Vendor:	1078	JOAN WOLLENBERGER			
	3754	Deposit Refund, 20 Bear Paw	1,000.00	1,000.00	BLDR0196-2023
Vendor:	1079	MCLAIN'S ROOFING			
	3755	Deposit Refund, 450 Golden Oak	912.27	912.27	BLDR0152-2023
Vendor:	1080	637 WESTRIDGE LLC			
	3756	Deposit Refund, 637 Westridge	600.00	600.00	PLNPAR0017-2021
Vendor:	1081	KNIGHT ROOFING			
	3757	Deposit Refund, 3338 Apline	1,000.00	1,000.00	BLDR0197-2023
Check Date Totals			300,535.59		
Grand Total			300,535.59		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 13, 2023

Claims totaling \$300,535.59 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 _____

Sharif Etman, Town Manager

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Jennifer Torres, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Woodside Highlands Road Maintenance District Residents' Advisory Committee

DATE: December 13, 2023

RE: FY 2023-24 Budget

RECOMMENDATION

The Residents' Advisory Committee of the Woodside Highlands Road Maintenance District recommends that the Town Council adopt the FY 2023-24 Budget.

BACKGROUND

The Woodside Highlands Road Maintenance District (WHRMD) has existed since the early 1970's. The District was created to support road maintenance for the residents who live along Santa Maria Avenue and its connected roads. The County collects, and the Town holds, taxes from two sources (routine real estate taxes and a Special Assessment) on behalf of the District and reimburses road maintenance costs based on the approved annual budget for the district.

In 2021 the Town Council (in its role as the Woodside Highlands Road Maintenance District Board) reconstituted the Citizen's Advisory Board of the Woodside Highlands Road Maintenance District (WHRMD) as the Residents' Advisory Committee (RAC). The Council adopted its mission statement, and included the RAC into the Town's formal committee process.

The WHRMD RAC held a meeting on July 31, 2023 and approved the district budget for FY 2023-24.

DISCUSSION

Attachment 1 shows the FY 2023-24 budget for the WHRMD. All work funded in this budget is derived from the District itself, with no fiscal support from the Town. The work is conducted and managed by the RAC. The primary expenditure for this year of \$137,500 is intended to support continued work (PCI Phase III) of a significant repaving project that began in FY 2021-22 for the majority of the District's roads. The RAC recommends that the Town Council, as the WHRMD Board, adopt the FY 2023-24 budget.

FISCAL IMPACT

There is no fiscal impact for the Town associated with adopting the WHRMD budget.

ATTACHMENT

1. FY 2023-24 Budget

**WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT
RESIDENTS' ADVISORY COMMITTEE**

BUDGET 2023-2024 (FY24) *

BEGINNING BALANCE **	339,205
ESTIMATED REVENUE	65,000
PROPOSED EXPENSES	(149,500)
PCI Phase III work (estimate)	(125,000)
Phase I contingency (10%)	(12,500)
Dumpsters – road cleanup	(3,000)
Miscellaneous road repair	(5,500)
Miscellaneous purchases (tools, etc.)	(1,000)
Administrator discretionary fund	(2,500)
ENDING BALANCE	254,705

Notes

- * Approved by the WHRMD-RAC in the July 31, 2023 meeting
- ** Estimated. Balance reconciliation with the Town accounting team is ongoing.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Catherine Engberg, Interim Town Attorney

DATE: December 13, 2023

RE: Authorize the Town Manager to Amend the Budget for Fiscal Year 2023-24 to allocate additional funds for legal services associated with the Housing Element Update

RECOMMENDATION

Staff recommends that the Town Council authorize the following budget amendment for fiscal year 2023-24:

1. Add \$50,000 to the Jarvis Fay LLP Legal Services Agreement for legal advice on the California Environmental Quality Act (CEQA) issues related to the Housing Element Update and related documents.

BACKGROUND

The Housing Element is part of Portola Valley's General Plan and identifies policies and programs to meet the housing needs of the Town's current and future residents. State law requires that every city/town and county in California adopt a Housing Element approximately every eight years.

At its March 29, 2023 meeting, the Town Council adopted the Housing and Safety Elements Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP). On May 10, 2023 Town Council adopted the draft Housing Element and conforming General Plan amendments. Town staff submitted the Adopted Housing Element for HCD Review on May 25, 2023. On July 25, 2023, the Town received HCD's comments on the May 25 draft and has been subsequently working with HCD staff to address the comments. Staff has released an updated draft Housing Element for public review on December 1, 2023, and anticipates certification by HCD in early 2024.

Given the large number of public comments on the Housing Element and IS/MND and challenges related to timing, the prior Town Attorney retained the services of an attorney

Rick Jarvis of Jarvis Fay LLP specializing in CEQA law. To date, the Town has approved \$50,000 in funding with Jarvis Fay for work on CEQA issues relating to the Housing Element and post-approval environmental process and other related initiatives. The Jarvis firm has also advised the Town on matters that overlap with the draft Safety Element.

DISCUSSION

On May 4, 2023, the Town received a threat of litigation related to the Town's CEQA compliance for the Housing Element update. The Jarvis Fay firm has been representing the Town in discussions that would potentially resolve the matter without litigation. Those discussions are ongoing, but the budget has been expended.

The Town Attorney and Town Manager are now recommending \$50,000 in additional funding for Jarvis Fay to continue their current efforts related to the Housing Element and the Safety Element.

FISCAL IMPACT

This general fund expenditure will be allocated in the FY 2023-24 Budget Revision.

ATTACHMENT

1. [Legal Services Agreement](#)



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jennifer Torres, Town Clerk

DATE: December 13, 2023

RE: Appointment to Conservation Committee

RECOMMENDATION:

Town Council appointment of a new member to the Conservation Committee to fill an unscheduled vacancy.

BACKGROUND:

Only one member application was received and is included as Attachment 1, along with Statement of Interest as Attachment 2.

The appointee will complete the term of appointment, concluding at the end of 2024.

FISCAL IMPACT:

None

ATTACHMENT:

Member Application

ATTACHMENT 1

From: webmaster@portolavalley.net
To: [Town Center](#)
Subject: Committee Application
Date: Saturday, October 28, 2023 7:50:20 PM

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

Form Name: Committee Application
Date & Time: 10/28/2023 7:50 PM
Response #: 193
Submitter ID: 7112
IP address: [REDACTED]
Time to complete: 5 min. , 17 sec.

Survey Details

Page 1

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

(o) Trails & Paths

Applicant Information

Full Name Nancy Freire
Email Address [REDACTED]
Street Address [REDACTED]
City/Zip Pv
Number of years in Portola Valley 11
Cell Phone [REDACTED]
Home Phone [REDACTED]
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

(o) Cell

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

I have an interest in the **conservation committee.**
Please lmk what else I need to do to apply.

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

Not answered

ATTACHMENT 1

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

New Text Information

Thank you,
Portola Valley, CA

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

ATTACHMENT 2

From: [Nancy Freire](#)
To: [Jennifer Torres](#)
Cc: [Catherine Magill](#)
Subject: Re: Committee Application for Conservation Committee
Date: Wednesday, November 15, 2023 9:45:15 AM
Attachments: [image003.png](#)
[image002.png](#)

Ok here is my statement of interest in the conservation committee.

I've been a long time admirer of Portola Valley's peaceful beauty and open spaces. I love the oak studded hills and the traditional horse stables and farming that makes up our rich history. I've had the opportunity to tour some of Stanford University's neighboring properties (Jasper Ridge, Webb Ranch, the dish and SLAC) and understand the interdependence and tension between Portola Valley and Stanford University.

I wholly support and wish to preserve nature, the native plants and the wildlife habitat of our community for everyone to enjoy. Walking on the trails is very important to me.

I have lived on the peninsula since 1979 (except for 4 years in college) and reside in Portola Valley since 2012. As a dedicated home gardener and professional wine grower I feel my skills and knowledge would benefit the conservation committee as well. Before 2002 I spent more than 20 years working as an electrical engineer and understand some of the high tech personalities that make up a large share of the residents.

I believe that residents interested in maintaining our high quality of life should be involved in serving their community through volunteerism in the various committees. Working together to educate and guide we ensure our shared habitat is protected for future generations to come. I look forward to donating my time to this important committee.

On Wed, Nov 8, 2023 at 9:48 PM Jennifer Torres <jtorres@portolavalley.net> wrote:

I will let Kari know about the option not being available on the website. It should be...

As for the statement- it is for the committee chair and council.

3

Thank you,



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Jennifer Torres, Town Clerk
DATE: December 13, 2023
RE: Appointments to Nature and Science Committee

RECOMMENDATION:

Town Council appointment of two new members to the Nature and Science Committee to fill unscheduled vacancies.

BACKGROUND:

Committee member applications are included as Attachment 1 and Attachment 2.

The appointees will complete the term of appointment, concluding at the end of 2024.

FISCAL IMPACT:

None

ATTACHMENT:

Member Application

ATTACHMENT 1

From: webmaster@portolavalley.net
To: [Town Center](#)
Subject: Committee Application
Date: Friday, September 29, 2023 10:51:03 PM

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

Form Name: Committee Application
Date & Time: 09/29/2023 10:50 PM
Response #: 191
Submitter ID: 7100
IP address: [REDACTED]
Time to complete: 17 min. , 45 sec.

Survey Details

Page 1

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

(o) Nature & Science

Applicant Information

Full Name Grace E Coffee
Email Address [REDACTED]
Street Address [REDACTED]
City/Zip Portola Valley
Number of years in Portola Valley 14
Cell Phone [REDACTED]
Home Phone [REDACTED]
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

(o) Cell

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

I am interested in this committee because I want to be more involved in the town where I've lived for so many years, and I want to be able to share my knowledge of nature in our beautiful town with more people. I am knowledgeable about the plants and animals that live in this area, as I have spent lots of time outdoors learning about the native plants and animals. I am also able to offer a unique perspective to the committee. As a high schooler who grew up in Portola Valley, I am able to see how to get the younger population interested in the Committee's activities, as I actually remember what it was like being a little kid

ATTACHMENT 1

here.

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

Not answered

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

New Text Information

Thank you,
Portola Valley, CA

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

ATTACHMENT 2

From: webmaster@portolavalley.net
To: [Town Center](#)
Subject: Committee Application
Date: Sunday, December 3, 2023 11:03:21 AM

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

Form Name: Committee Application
Date & Time: 12/03/2023 11:03 AM
Response #: 195
Submitter ID: 7124
IP address: [REDACTED]
Time to complete: 27 min. , 55 sec.

Survey Details

Page 1

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

(o) Nature & Science

Applicant Information

Full Name CJ Achterkirchen
Email Address [REDACTED]
Street Address [REDACTED]
City/Zip Portola Valley / 94028
Number of years in Portola Valley 13
Cell Phone [REDACTED]
Home Phone [REDACTED]
Other Phone Not answered
Emergency Preparedness [REDACTED]

Preferred Phone Contact Number

(o) Cell

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

I have always loved exploring the natural world since I was a young child, and am especially interested in marine biology. From 2015 through 2022, I attended summer camp at the Marine Science Institute (MSI), where I learned about the San Francisco Bay and its marine inhabitants. In addition, I became a summer camp counselor at MSI in 2022 and 2023, where I assisted with the camp's educational programming for young campers.

ATTACHMENT 2

Whenever I have a chance, I enjoy thinking about what science fair projects I could do for my school annual science fair. At Corte Madera School, my project "How Heat Affects the Metamorphosis of Painted Lady Butterflies" won third place for my 7th grade class and was selected to go to the San Mateo county fair in February 2023. The year before, I took water samples from local bodies of water to create a project "What Is the Difference of PH Levels in the Water in San Mateo County?" As a third grader at Ormondale Elementary, I studied the life cycle of wood frogs found in the creek at the Portola Valley town center.

A little-known fact about me is that I have a natural history museum in my room. In elementary school, I read a biography of former President Teddy Roosevelt, who was an avid environmentalist. I learned that he always enjoyed having a variety of pets and even kept a snapping turtle in his bathroom. My mom eventually bought a "natural history museum" shelf for me to store my Natural Geographic magazines, abalone shells, rock collection, bird feathers, and other items. Several years ago, I found a deer skull in my backyard, which I hid from my mom outside, but this skull comes out as a Halloween decoration every year and has a place in my outdoor natural history museum.

As a result of reading Roosevelt's biography, I am interested in nature conservation and animals, just like Mr. Roosevelt. According to "FDR's Conservation Legacy," Teddy Roosevelt established 150 National Forests, 51 bird reserves, 4 National Game Preserves, 5 National Parks, and 18 National Monuments. During the summer of 2020, my mom drove us from Portola Valley to Yellowstone Park in Wyoming. We stopped and camped at five different national parks along the way. I enjoyed learning about geology, especially the rock formations at City of Rocks National Park and Craters of the Moon National Park in Idaho. At home, I enjoy raising tortoises, chickens, eels, snakes, hermit crabs, lobsters, shrimp, and many plants. I think that caring for a living being and its future is the beginning of caring more deeply for the natural world and our place in it.

My interests relate to the Nature and Science Committee's mission. First, I could lead a series of nature hikes on various different trails around Portola Valley, such as at Indian Ranch or Windy Hill. Second, I would enjoy being a liaison between the town's committee and the local school district for educational programs. I have attended Portola Valley schools since kindergarten. I am currently the Director of Student Activities on the student council at CMS, which is fun because I enjoy organizing people and programs. Third, I am tech savvy and am good at working with new technologies such as zoom.

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

No

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

New Text Information

Thank you,
Portola Valley, CA

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

There are no written materials for Item 5a



TOWN OF PORTOLA VALLEY

TO: Honorable Mayor and Members of the Town Council
FROM: Jon Biggs, Interim Planning and Building Director
DATE: December 13, 2023
RE: Affordable Housing Fund Policy Draft

RECOMMENDATION:

Adopt the attached resolution establishing an affordable housing fund and policies that guide the use of monies in the fund.

BACKGROUND

Over the past several months, the Town Council Subcommittee consisting of Council Members Mary Hufty and Judith Hasko have been working on a draft policy to guide the use of the Town’s “in-lieu” funds that were collected from a developer as part of the Blue Oaks subdivision in 2013. The development of this policy is in line with Action T6 of the Post-Adoption Housing Element Plan. In developing a draft of the policy, the subcommittee engaged the Finance Committee, Open Space Committee and Race and Equity Committees to discuss components of policy. Their combined work was very useful in the drafting of the policy.

At its meeting on November 11, 2023, the subcommittee presented to the Town Council a draft of the policy and sought feedback so that a final form of the policy could be crafted and presented for adoption. Key comments on the draft policy from the Town Council at its November 8, 2023, meeting include:

- No cap on use of funds – may be applied to one or multiple projects.
- Funding should be for projects providing low and very low-income units.
- Support for rental housing at the low and very-low income levels.

- ADU's of JADU's receiving funding need to be for low or very low-income households and deed restricted for 55 years.
- Consolidate the Eligible fund expenses section and the Use of affordable housing fund money sections.
- Include authority to waive town's application fees or pay from general funds.

DISCUSSION

The draft policy being presented for Town Council for adoption reflects the input provided at the November 8 Town Council meeting, the work of the Finance Committee, Open Space Committee and Race and Equity Committee and the evaluation of policies from other agencies. Although it is ultimately a Town Council decision, the suggestion to include in this policy a section that authorizes the waiver of the town's application fees or pay for them from the general fund was not included because it was felt this went beyond the scope of a policy intended to guide the distribution of affordable housing funds.

The draft policy is attached with this agenda report as is a draft resolution, which if approved, adopts the policy. The policy itself has seven (7) sections, which include:

The affordable housing fund and on-going funding

This establishes a fund into which all monies intended to further affordable housing in Portola Valley can be accounted for. Currently, there is an in-lieu housing fund, which now holds approximately \$4,599,000; however, there may be other funding sources such as grant monies, money from agreements, or program income (principal and interest on loan payments) that can be tracked or accounted for under the umbrella designation. This section also provides that money deposited into the fund needs to earn returns at the same rate as other pooled investments managed by the Town.

Fund use location.

This is intended to clarify that these funds are to be used for affordable housing within the town limits of Portola Valley. Areas within the town's sphere of influence (County Lands) would not be eligible to receive money from this fund.

Administration.

The administration section provides that the Town Manager shall administer the fund unless the Town Council selects an outside entity or nonprofit agency to administer the Fund – in line with this policy. This is consistent with how other agencies manage their affordable housing fund.

Eligible fund expenses.

This is a list of the affordable housing projects that the Fund can be used for. Note however, this is not a priority listing of project types. It is also worth noting that the list does

provide for “other” affordable housing opportunities as they may arise. This provides the Town Council with the discretion to evaluate a project that may not cleanly fall into one of the listed projects.

This section also provides that reasonable administrative expenses may be covered by the fund and that these funds cannot be loaned to another fund in the Town.

Funding priorities.

The priority listing is to assist the Town Council in its consideration of funding requests. First in the list of priorities are those projects that directly result in the production of affordable housing units. This priority also provides the Town Council with the support to identify sites that are an alternative to the opportunity sites listed in the Housing Element that is currently under review.

Expenditure from fund.

This section clarifies that expenditures need to be in line with the Town’s budgetary policies. It also provides that the recipient of monies from this fund enter into a written agreement with the Town, which will specify the terms for use of any funds allocated. This is a key element and one that will provide the Town with a check point in the future where it can verify that all appropriate conditions tied to the allocation of monies are adequately covered.

Accounting of fund.

This section is intended to make it clear that expenditures and revenues of the fund are appropriately accounted for in the Town’s annual audit.

ANALYSIS

The draft policy provides guidance to the Town Council on funding opportunities that further affordable housing projects as they come forward. It is not a prescriptive set of standards and has been drafted in a manner which, although it gives guidance, still allows the Council the ability to exercise its discretion and efficiently act on affordable housing opportunities.

Affordable housing opportunities can take many forms, including opportunities to purchase suitable sites, partnering with an affordable housing provider to build affordable units, or grant opportunity windows that can allow the Town to leverage its affordable housing funds into additional funding. The variety of opportunities are numerous and it would be difficult to lay out a plan of action that could guide the steps to be taken in each; however, staff believes that the flexibility afforded to the Town Council by this policy will allow it to act swiftly and pursue affordable housing opportunities as they make themselves available.

For these reasons, staff recommends approval of the attached resolution, which adopts this draft policy and makes it available to guide the Town Council as affordable housing opportunities are identified.

FISCAL IMPACT

Other than the assistance staff provided for this effort, no other significant fiscal impact is anticipated by the Town Council's adoption of this policy.

ATTACHMENTS

1. Draft Affordable Housing Fund Policy
2. Draft Town Council Resolution Adopting Affordable Housing Fund Policy
3. Affordable Housing Policy with Changes Tracked

AFFORDABLE HOUSING FUND POLICY

The affordable housing fund and on-going funding.

1. There is hereby established by the town council an affordable housing fund (Fund). All fees collected pursuant to inclusionary housing in-lieu fee regulations and other monies controlled by the town for affordable housing shall be deposited in the Fund.
2. Principal and interest from loan repayments, proceeds from grant repayments, forfeitures, reimbursements, and all other income from Fund activities shall be deposited into the Fund. All monies in the account shall earn interest at least at the same rate as pooled investments managed by the Town. All interest earnings from the Fund shall be reinvested and dedicated to the Fund. Transferred monies shall accrue interest from the time of transfer.

Fund use location.

The Fund shall serve to increase the supply of affordable housing within the limits of the Town of Portola Valley.

Administration.

The Fund shall be administered by the town manager or an outside entity/nonprofit agency selected by the Town Council, subject to an executed agreement between any such outside entity, and the Town and in each case, such administration shall be consistent with this policy.

Eligible fund expenses.

Moneys in the Fund may be used to:

1. Increase and improve the supply of affordable housing through the following means:
 - a. Provide funding for pre-development and construction expenses necessary to create new affordable housing.
 - b. Purchase land directly (land banking) or provide funding to affordable housing developers or community land trusts to purchase suitable sites to build affordable housing.
 - c. Engage experts, consultants, or advisors with demonstrated experience in the development of affordable housing projects to evaluate the feasibility of potential affordable housing sites, projects, or funding programs and/or develop site and building designs that reflect an appropriate affordable housing project on such sites.
 - d. Provide funding for purchase and/or rehabilitation of existing multi-family housing for conversion to deed restricted affordable housing.
 - e. Support the development and construction of accessory dwelling units and junior accessory dwelling units for low or very low-income households with a recorded deed restriction of 55 years.

ATTACHMENT 1

- f. Fund efforts to streamline affordable housing processes in Portola Valley.
 - g. Provide funding assistance to other agencies or housing development corporations, through loans including, equity participation loans, grants, pre-home ownership co-investment, participation leases, or other public/private partnership arrangements.
 - h. Other affordable housing opportunities as they may arise that the Town Council deems appropriate.
2. Cover reasonable administrative expenses not reimbursed through processing or other fees, including:
 - a. Reasonable consultant and legal expenses related to the establishment and/or administration of the Fund,
 - b. Reasonable expenses for administering the process of calculating, collecting, and accounting for in-lieu and housing impact fees, and
 - c. Town administrative costs for the development, permitting, and the on-going monitoring of affordable housing projects constructed with monies from the Fund.
 3. No portion of the Fund may be diverted for other purposes by way of an intra-agency loan or otherwise.

Funding priorities.

Funding requests shall be considered, giving priority to the following:

1. Identifying, funding the acquisition of, and funding the construction of affordable units on Housing Element Opportunity Sites, or alternative sites that contribute to meeting the RHNA obligations of the Housing Element on an equivalent basis, with input from the Planning Commission and the Architectural and Site Control Commission or other boards or commissions the Town Council deems appropriate.
2. Projects that would enable developers to support or increase the percentage of units in a project that are for very low- and low-income households.
3. Other projects for which the Town Council determines will have the greatest impact in addressing the Town's affordable housing needs, consistent with the Town's General Plan.

Expenditure from fund.

1. Expenditures from the Fund shall be controlled, authorized, and paid in accordance with the town's general budgetary policies. For all funding opportunities, an application shall be submitted to the Town, reviewed by town staff, and a report prepared with input from the Planning Commission and the Architectural and Site Control Commission or other boards or commissions the Town Council deems appropriate, for approval by the Town Council. The report should contain a summary of the current Fund status, assessment of project consistency with this policy, and a review of project

ATTACHMENT 1

documentation, pro forma, and other reports demonstrating project and applicant readiness and capability.

2. Every recipient shall enter into a written agreement with the town which sets forth the terms and conditions of the grant or loan. At a minimum, the agreement shall describe the allowable uses of the grant or loan funds, the dollar amount and disbursement method, compliance with the applicable town standards and policies for affordable housing and periodic reporting to assist the town in the monitoring of compliance with the agreement.

Accounting of fund.

The Fund shall be accounted for in the town's annual financial audit.

ATTACHMENT 2

RESOLUTION NO. _____-2023

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ESTABLISHING AN AFFORDABLE HOUSING FUND AND ADOPTING POLICIES THAT GUIDE THE USE OF AFFORDABLE HOUSING FUNDS

WHEREAS, Goal 1 of the Housing Element adopted in May of 2023 by the Town Council and under review by the State of California Department of Housing and Community Development states – “Expand the types of housing allowed in the community. Facilitate the development of a range of housing types to meet the Town’s fair share of regional housing needs and accommodate current and new Portola Valley residents of diverse ages, races, and socioeconomic backgrounds”; and

WHEREAS, Pursuant to its inclusionary housing requirements (PV Muni Code 17.20.215) the Town has collected and has on account “in lieu” housing funds designated for affordable housing purposes; and

WHEREAS, Action T6 of the Post-Adoption Housing Element Plan states that a policy be developed for use of inclusionary funds, which are funds available for affordable housing in Town; and

WHEREAS, A subcommittee of the Town Council was established and was charged with developing a policy consistent with Action T6 of the Post-Adoption Housing Element Plan; and

WHEREAS, The subcommittee, in collaboration with the Finance Committee, Open Space Committee and Race and Equity Committees, has completed its draft of this policy and recommends its adoption to the Town Council, and

WHEREAS, The recommended Affordable Housing Fund Policy formally establishes the fund and includes policies that guide the use of the affordable housing funds; and

WHEREAS, This project has been found consistent with California Environmental Quality Act (CEQA) Guidelines § 15061(b)(3), the “General Rule” exemption which means that CEQA only applies to projects which have the potential for causing a significant impact and if there is no possibility that the activity in question may have a significant impact, the activity is not covered by CEQA; and

WHEREAS, The adoption and implementation of this policy does not, in and of

itself, have the possibility of causing a significant impact as it is policy document that provides guidance on the use of funds for affordable housing purposes.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Portola Valley hereby adopts the Affordable Housing Fund Policy included as Attachment 'A' to this resolution.

REGULARLY PASSED AND ADOPTED this _____ day of December, 2023.

Jeff Aalfs, Mayor

ATTEST

Jennifer Torres, Town Clerk

DRAFT

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AFFORDABLE HOUSING FUND POLICY

Establishment of the affordable housing fund and on-going funding.

~~1.~~ There is hereby established by the town council an affordable housing fund (Fund). ~~Such fund shall receive a~~ All fees collected pursuant to inclusionary housing in-lieu fee regulations and, ~~any other appropriations as determined from time to time by the Town, and all other moneys received by the affordable housing fund either from special funds or general fund appropriations, or from other sources.~~ ~~other monies controlled by the town for affordable housing shall be deposited in the Fund.~~ ~~Separate accounts within the affordable housing fund may be created from time to time to avoid commingling if required by law or as deemed appropriate to further the purposes of the fund.~~

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~~1-~~ ~~2.~~ Principal and interest from loan repayments, proceeds from grant repayments, forfeitures, reimbursements, and all other income from ~~affordable housing fund~~ Fund activities, ~~plus all income from the activities of the fund's separate accounts,~~ shall be deposited into the ~~affordable housing f~~ Fund. All ~~monies~~ funds in the account shall earn interest at least at the same rate as pooled investments managed by the Town. All interest earnings from the ~~Fund account shall be~~ shall be reinvested and dedicated to the ~~account~~ Fund. ~~The transfer of interest earnings shall be made quarterly or upon direction of the town manager.~~ Transferred ~~monies~~ funds shall accrue interest from the time of transfer.

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Fund use location.

~~The Fund~~ Affordable housing funds shall serve to increase the supply of affordable housing ~~that is located~~ within the ~~limits of the~~ Town of Portola Valley.

Administration.

The ~~affordable housing f~~ Fund and ~~all accounts within the affordable housing fund~~ shall be administered by the town manager ~~or an outside entity/nonprofit agency selected by the Town Council, subject to an executed agreement between any such outside the entity, and the Town and in each case, such administration shall be consistent with this policy.~~ ~~who shall have the authority to govern the fund consistent with this policy, the appropriate ordinances, and applicable town policies.~~ In instances where direction for the administration of the fund is needed but lacking, the town manager shall develop appropriate procedures, subject to approval by the town council. The town has the option to select and contract with an outside entity/nonprofit agency to administer a portion or all the affordable housing fund. The responsibilities, tasks, and performance standards to be assumed by the entity shall be described in an executed agreement between the entity and the town.

Eligible fund expenses.

ATTACHMENT 3

Moneys ~~deposited in the affordable housing fund in of the Fund along with any interest earnings on such moneys shall may~~ be used to:

1. Increase and improve the supply of ~~affordable~~ housing ~~affordable to workforce, moderate, low, and very low income households~~ through the following means:

~~1.~~

a. ~~experts, or advisors~~ Provide funding for pre-development and construction expenses necessary to create new affordable housing.

b. Purchase land directly (land banking) or provide funding to affordable housing developers or community land trusts to purchase suitable sites to build affordable housing.

~~b.c.~~ Engage experts, consultants or advisors with demonstrated experience in the development of affordable housing projects to evaluate the feasibility of potential affordable housing sites, projects, or funding programs and/or develop site and building designs that reflect an appropriate affordable housing project on such sites.

d. Provide funding for purchase and/or rehabilitation of existing multi-family housing for conversion to deed restricted affordable housing.

e. ~~Supporting the development and construction of accessory dwelling units and junior accessory dwelling units for low or very low-income households with a recorded deed restriction of 55 years.~~

f. Fund efforts to streamline affordable housing processes in Portola Valley.

~~e.g.~~ Provide funding assistance to other agencies or housing development corporations, through loans including, equity participation loans, grants, pre-home ownership co-investment, participation leases, or other public/private partnership arrangements.

~~d.h.~~ Other affordable housing opportunities as they may arise that are fully consistent with this policy the Town Council deems appropriate.

2. Cover reasonable administrative expenses not reimbursed through processing or other fees, including:

a. Reasonable consultant and legal expenses related to the establishment and/or administration of the ~~Fund~~affordable housing fund,

b. Reasonable expenses for administering the process of calculating, collecting, and accounting for in-lieu and housing impact fees, and

c. Town administrative costs for the development, permitting, and the on-going monitoring of affordable housing projects constructed with ~~monies from the Fund~~affordable housing fund moneys.

3. No portion of the ~~affordable housing fund-Fund~~ may be diverted ~~forte~~ other purposes by way of an intra-agency loan or otherwise.

Funding priorities.

Funding requests shall be considered, giving priority to the following:

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ATTACHMENT 3

1. Identifying, funding the acquisition of, and funding the construction of affordable units on Housing Element Opportunity Sites, or alternative sites that contribute to meeting the RHNA obligations of the Housing Element on an equivalent basis, with input from the Planning Commission and the Architectural and Site Control Commission or other boards or commissions the Town Council deems appropriate.
2. Projects that would enable developers to support or increase the percentage of units in a project that are for very low-, and low-income households.
- ~~3. Supporting the development and construction of accessory dwelling units and junior accessory dwelling units.~~
- ~~4. Streamlining affordable housing processes in Portola Valley, monitoring compliance with deed restrictions or other requirements based on which funds are provided, and monitoring results of the Town's affordable housing efforts and programs.~~
- ~~5.3. Other Supporting~~ projects for which the Town Council determines such funds will have the greatest impact in addressing the Town's affordable housing needs, consistent with the Town's General Plan.

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Use of the affordable housing fund money.

Moneys in the affordable housing fund, subject to the discretion of the Town Council, may be used for any or all the following:

- ~~1. Construct, rehabilitate, preserve, or subsidize very low, low, moderate income and workforce housing.~~
- ~~2. Assist other governmental entities, private organizations or individuals in the construction, rehabilitation or subsidy of very low, low, moderate income and workforce housing.~~
- ~~3. Hire or engage consultants with demonstrated experience in the development of affordable housing projects to evaluate the feasibility of potential affordable housing sites or projects and/or develop site and building designs that reflect an appropriate affordable housing project on such sites.~~
- ~~4. Purchase or contribute to the purchase of land in Portola Valley for use in constructing affordable housing.~~

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ATTACHMENT 3

~~5.1. If affordable housing funds are approved to fund construction, they shall only be used to construct affordable housing units identified by the Town Council.~~

~~6. Assist housing development corporations, through loans including, equity participation loans, grants, pre-home ownership co-investment, participation leases, or other public/private partnership arrangements.~~

~~7. Affordable housing funds may be disbursed, hypothecated, collateralized, or otherwise employed for these purposes from time to time as the Town Council deems appropriate to accomplish the purposes of the affordable housing fund.~~

Expenditure from fund.

Expenditures from the ~~affordable housing fund~~**Fund** shall be controlled, authorized, and paid in accordance with the town's general budgetary policies. For all funding opportunities, an application shall be submitted to the Town, reviewed by town staff, and a report prepared ~~fe~~ with input from the Planning Commission and the Architectural and Site Control Commission or other boards or commissions the Town Council deems appropriate, for ~~r~~approval by the Town Council ~~consideration~~. The report should contain a summary of the current Fund affordable housing fund status, assessment of project consistency with this policy, an analysis of project eligibility, and a review of project documentation, pro forma, and other reports demonstrating project and applicant readiness and capability.

Every recipient shall enter into a written agreement with the town which sets forth the terms and conditions of the grant or loan. At a minimum, the agreement shall describe the allowable uses of the grant or loan funds, the dollar amount and disbursement method, compliance with the applicable town standards and policies for affordable housing and periodic reporting to assist the town in the monitoring of compliance with the agreement.

Accounting of fund.

The Funds shall be accounted for in the town's annual financial audit.

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TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Catherine Engberg, Interim Town Attorney

DATE: December 13, 2023

RE: Draft Joint Work Plan with the Woodside Fire Protection District

RECOMMENDATION

Receive a Report on the Draft “7+13” Joint Work Plan with the Woodside Fire Protection District and Consider Providing Direction to Staff

DISCUSSION

A draft work plan has been jointly prepared by staff of the Town of Portola Valley and the Woodside Fire Protection District, a copy of which is attached to this staff report. The Town and the District have collaborated to release this work plan in light of their mutual interest in fire protection and emergency preparedness. The draft work plan indicates the responsible party, the implementation strategy, and the timing for each proposed policy or action.

The work plan is intended to implement the seven mitigation requests from the Woodside Fire Protection District attached as Exhibit A to Town Resolution 2922-2023, as well as the 13 “Key Approaches” to fire safety, which were previously presented to the Portola Valley Planning Commission. Implementation of specific work plan items will require formal action by the Town Council or Woodside Fire Protection District Board of Directors.

At the November 28, 2023 WFPD Board meeting, Fire District staff presented the Draft Work Plan to the Board and the community.¹ Board members provided feedback in support of the Work Plan and overall collaboration between the two agencies.

Town staff will provide an overview of the draft Work Plan at the Council meeting. Fire District staff will be in attendance and available for technical questions.

¹ A copy of the presentation is available on the District’s website at:
<https://www.woodsidefire.org/board/meeting-agendas/file/Board%20Reports%202023/BOD%20Report%20November%2028%202023.pdf>.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENT

1. Draft "7+13" Joint Work Plan

ATTACHMENT 1
Town of Portola Valley and Woodside Fire Protection District Work Plan
13 Key Approaches to Fire Safety + 7 Requested Mitigations

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
1	MR #1	Establish a map designating the Wildland Urban Interface (WUI) including designation of Fire Hazard Severity Zones	WFPD with Town Collaboration	WFPD will participate in Cal Fire public review and amendment process. WFPD Board will consider adoption at completion of that process.	Draft Cal Fire map for public review expected in 2024. WFPD is waiting for Cal Fire to release the Local Responsibility Area (LRA) Fire and Resource Assessment Program (FRAP) maps.
2	KA #11	Adopt WUI map indicating the High and Very High Fire Hazard Severity Zones	WFPD with Town Collaboration	Adoption by WFPD when CalFire map is available. State law requires adoption of CalFire Map or local map that exceeds the same standards. See Housing Element Program 6-4.	
3	KA #12 and MR #5	Revisit the Accessory Dwelling Unit (ADU) and SB9 Fire Safety Checklist and consider adoption of appropriate ordinances(s)	Town with WFPD collaboration	Fire Safety Checklist currently in effect. See Housing Element Program 6-5. Revisit checklist and Code and evaluate need for changes when new fire hazard/WUI map is available. Update, as necessary, to comply with State ADU law.	Begin when new fire hazard map/WUI map is adopted.
4	KA #4, MR #3 and MR #4	Meet Cal Fire Minimum Fire Safe Regulations	WFPD with Town collaboration	Implement regulations in Very High Fire Hazard Severity Zones and potentially in the High Fire Hazard Severity Zones dependent on the CalFire Maps and the District's intent to adopt a WUI Fire Area that includes the High Fire Hazard Severity Zones.	Cal Fire amendments to Minimum Fire Safe Regulations operative on April 1, 2023. The CalFire Minimum Fire Safe regulations currently apply in the Very High Fire Hazard Severity Zones (VHFHSZ) identified on the 2007 CalFire Maps. WFPD cannot determine where in the district, the Cal Fire Min. Fire Safe Regs.

KA = Key Approaches to Fire Safety presented to Planning Commission
MR = Mitigation Request- received March 29, 2023 and letter received July 6, 2023

ATTACHMENT 1
Town of Portola Valley and Woodside Fire Protection District Work Plan
13 Key Approaches to Fire Safety + 7 Requested Mitigations

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
					may apply beyond the 2007 CalFire Maps until the new maps show us where the VHFHSZ's are located within the LRA.
5	July 6 th Letter Text	Continue to Implement the Current (2010) Safety Element, including use of Moritz Map, to interpret and implement policies.	Town	2010 Safety Element will be in effect until adoption of revised Safety Element.	In effect
6	KA #1 and MR #2	Keep and expand progressive fire prevention policies included in the 2010 Safety Element. Coordinate this with the WFPD establishment of the WUI. Establish enforceable fire prevention policies regarding development in Very High and High Fire Hazard Severity Zones.	Town	Incorporate into Safety Element	In progress. Fire Marshal to review next draft prior to public review.

KA = Key Approaches to Fire Safety presented to Planning Commission
MR = Mitigation Request- received March 29, 2023 and letter received July 6, 2023

ATTACHMENT 1
Town of Portola Valley and Woodside Fire Protection District Work Plan
13 Key Approaches to Fire Safety + 7 Requested Mitigations

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
7	MR #7	As the Town updates the Safety Element, consider specific topic areas of particular concern to WFPD. Those include: environmental impact of planned development on wildfire risk and public safety once WFPD hazard and risk assessment is completed; enhancing zoning, subdivision, and building codes to mitigate risk of fire spread between combustible structures and vehicles; and enhance safety and reliability of power and communications utilities.	Town with specific comments from WFPD	Implement as part of Safety Element Update. Use resources from CalFire as well as National Institute of Standards and Technology (NIST) and Insurance Institute for Business and Home Safety (IBHS).	Underway, Fire Marshal to review next draft prior to public review.
8	MR #6	Implement the Town-Wide Emergency Evacuation Plan prepared through the Emergency Preparedness Committee in collaboration with multiple agencies.	Multiple agencies and jurisdictions	Town Council review and consider implementation of areas within Town's authority. As requested in Mitigation Request #6 the District would like to see the Town adopt and implement the Emergency Evacuation Plan as other municipalities throughout California have done.	Underway
9	KA #2 and MR #7	Consider expanding and improving existing evacuation routes. Pursue widening roads.	Town	Incorporate into Safety Element	In progress. For evacuation routes, road widening strategies will be specified in Safety Element.

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ATTACHMENT 1
Town of Portola Valley and Woodside Fire Protection District Work Plan
13 Key Approaches to Fire Safety + 7 Requested Mitigations

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
			WFPD	Implement Minimum Fire Safe Regulations	Private street widening regulations to occur in Very High Fire Hazard Zones with implementation of Minimum Fire Safe Regulations in new developments and subdivisions consistent with the Minimum Fire Safe Regulations
10	KA #3	Establish multiple access and egress routes	WFPD	WFPD has access keys/agreements with private land owners	Ongoing
				WFPD will enforce Minimum Fire Safe Regulations	With implementation of Minimum Fire Safe Regulations
			Town	Continue to speak to adjacent landowners to add additional access. Include as Safety Element Program	With transition of staff, ensure communications continue with land owners. Include with next draft of Safety Element.
11	KA #5 and KA #8	Conduct site specific individuated Wildfire Hazard Assessment Plans	WFPD and Town	WFPD and Town to work together to develop process	Preliminary conversations. Expect to start implementation work after fire hazard map is adopted and Minimum Fire Safe Regulations in place.
		Limit exposure to flammable materials	WFPD	WFPD will implement and/or make recommendations for Town to consider	This would be part of the individuated assessments discussed below in number 16.

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MR = Mitigation Request- received March 29, 2023 and letter received July 6, 2023

ATTACHMENT 1
Town of Portola Valley and Woodside Fire Protection District Work Plan
13 Key Approaches to Fire Safety + 7 Requested Mitigations

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
12	KA #6	Build to Chapter 7A of the California Building Code (and 337 Residential Code) with local amendments	Town	See Housing Element Program 6-1. Adopt local amendments to Building Code. Housing Element Program to review codes every three years for opportunities to improve	Chapter 7A applies to whole Town. Most recent update completed in 2022. Ongoing every three years. Town leads amendments in consultation with WFPD.
13	KA #7	Enhance construction methods and materials to be noncombustible	Town and WFPD	Building Code already requires noncombustible exterior materials. Also see Housing Element Program 6-1. Consider creating authority to require noncombustible building assemblies if buildings are constructed close together.	Building Code update completed in 2022. WFPD will make recommendations to the Town to consider.
14	KA #13	Educate the public on key fire safety issues	WFPD/ Town Wildfire Preparedness Committee	See Housing Element Program 6-6. Range of community outreach tools.	Ongoing
15	MR #5	Establish procedures and standards for evaluation of development projects under certain State laws: <ul style="list-style-type: none"> • Housing Accountability Act (Government Code Section 65589.5) • Density Bonus Law (Government Code Sections 65915-65918) 	Town	Town staff/attorney review applicable case law and best practices for review and determination of impact of proposed development projects on public health and safety. Receive feedback from WFPD. Present options for Town Council consideration.	WFPD acknowledges that the Town must prioritize other requests over this one. Proposed timing is after adoption of fire maps.

KA = Key Approaches to Fire Safety presented to Planning Commission
MR = Mitigation Request- received March 29, 2023 and letter received July 6, 2023

ATTACHMENT 1
Town of Portola Valley and Woodside Fire Protection District Work Plan
13 Key Approaches to Fire Safety + 7 Requested Mitigations

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
16	MR #7 last bullet	Consider implementation of individuated wildfire risk assessment and abatement procedures as described in National Fire Protection Association (NFPA) 1140 or similar approach.	Town with specific recommendations from WFPD	WFPD provide specific recommendations for Town consideration. May be part of Safety Element update process or stand alone initiative.	Again, timing for this item would be somewhat consistent with getting the new CALFIRE FRAP maps and seeing what the designated Fire Severity Areas are within the district. However, the district will start working on a policy and procedure that the district feels will fit the purpose of individuated assessments and share the content with the Town as we move forward into 2024.
17	KA #9	Increase defensible space standards around structures	WFPD	WFPD Ordinance	Adopt standards consistent with State model defensible space program. WFPD is currently working on a Fuel Mitigation and Exterior Hazard Abatement Ordinance.
18	KA #10	Adopt new requirements for fuel breaks in parcels in the State Responsibility Area (SRA) and Local Responsibility Area (LRA) areas within the District	WFPD	WFPD Ordinance	WFPD will assess later.

KA = Key Approaches to Fire Safety presented to Planning Commission
MR = Mitigation Request- received March 29, 2023 and letter received July 6, 2023



TOWN OF PORTOLA VALLEY

Liaison Memo

TO: Mayor and Members of the Town Council

FROM: Sarah Wernikoff

DATE: Wednesday, December 13th 2023

RE: PVSD Monthly Meeting 11.9.23

OVERVIEW:

- 1) Overview of successful campus ribbon cutting event
- 2) Review of new on campus dog policy: Due to safety concerns following recent incidents, PVSD has decided to implement a revised policy to ensure the well-being and security of all individuals utilizing our school facilities. Beginning December 1, 2023, dogs will be permitted on each school campus only on the weekends (Saturdays and Sundays).
 - a) Dogs will ONLY be allowed during these specific days and times.
 - b) Dogs are NOT allowed on school district/ campus grounds, playgrounds or sports fields at any other time throughout the calendar year.
 - c) We are implementing these changes to protect the health and safety of our students and staff members.
 - d) We kindly request your cooperation with the following guidelines:
 - i) Leash Requirement: Dogs must be on a leash at all times, except when on the field and in close proximity to their owner.
 - ii) Field Use: When dogs are on the field, they must be under the close supervision of their owner to prevent any potential incidents.
 - iii) Clean-Up Policy: It is imperative that all dog owners pick up after their pets. Please carry waste disposal bags and carry the waste off campus (do not deposit in our trash bins).
- 3) Update on campus arborist report: 5 cherished heritage oak trees need to be removed for student and staff safety
- 4) Discussion regarding community use of PVSD campuses: currently campuses are open to the community after 4:00pm, PVSD undergoing a campus security analysis and this may impact access in the future



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: 11/1/2023

RE: Planning Commission

Minutes approved from the last meeting 9/6/2023

Enthusiasm for the restoration of the collegiality of gathering to serve the town was celebrated.

An exception to undergrounding the line for an upgrade of the electric line to 480 Amp at 450 Golden Oak was granted. The expense of the undergrounding was more than half of the overall project. As undergrounding wires for remodels is very costly and disturbs costly and significant trees and landscaping, the undergrounding of power wires is not making the timely adjustments needed ,in some neighborhoods, that are the aim of this policy.

THE TOWN'S UNDERGROUNDING REQUIREMENTS FOR UTILITIES as a policy has caused many exceptions and resolutions.

Staff time would be needed to review and correct the policy for efficiency of obtaining the goal of undergrounding electric upgrades. It is possible that there is another mechanism for supporting neighborhoods towards undergrounding projects that would be more cost effective. As this is a policy discussion and decision it was deferred.

There was consideration of placing this question on a future agenda for discussion.

The staff report from John Biggs was given, He will be through his work here 1/2024, for now he has been a wonderful asset and he is planning to reach out to each Commissioner.



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: 11/13/2023
RE: Geological Safety Committee

CALL TO ORDER & WELCOME TO NEW MEMBER- TROY DOUTHIT

Public comments: Nan Shostak reported on Sharif's meeting with Emergency Preparedness, geologic Safety, Bicycle Ped traffic safety, They very much appreciate his interest and attention to their work.

Pat reported on a simulation done by USGS on the order of response and effect of an earthquake event of a 6.5 earthquake followed by a 7.5 event in 5 minutes. USGS reviewed the responses that occur and the effects of quakes- specifically, broken lines and pipes producing fire and flood, disruption of traffic with buckling of bridges, liquefaction in riparian zones, and disruption of culverts.

ROLL CALL: ALL 7 MEMBERS PRESENT

OLD BUSINESS: Review of the **evacuation subcommittee report for earthquake-triggered cascade effects**. A terrific map and document is now in draft form. It is reviewed today as part of the packet. Suggestions to incorporate in the document and ways of making the maps more readable and focused on the areas of concern. We discussed that this product might be shown to the Evacuation Subcommittee of Emergency Preparedness, the Planning Director, the Manager, and the Fire Department for feedback. Then will be brought back to the entire committee for their finalized vote of approval.

ADJOURNMENT: The next meeting will be held on December 11, 2023 at 10:00 AM. I cannot attend this meeting. I will ask for a sub. I have been remiss in several instances

where I was not in attendance and would appreciate a minute at the end of the council meetings to assure that we are aware of upcoming meetings and responsibilities and a moment to be sure that we are backing each other up, particularly at quarterly changes. My apologies.



TOWN OF PORTOLA VALLEY

SMC Library JPA Liaison Memo

TO: Mayor and Members of the Town Council

FROM: Sarah Wernikoff

DATE: Wednesday, Dec 13th

RE: Nov 13th San Mateo County JPA Library Governing Board Meeting

OVERVIEW:

1. Review and Approval of Policies:
 - a. Conflict of Interest
 - b. Guidelines for Addressing the Library JPA, including decorum rules
2. Approval of 2024 Meeting Schedule
3. Director's Report:
 - a. Suicide prevention workshops
 - b. Flu vaccine administration
 - c. Launch of "Maker Mobile"
 - d. Diaper distribution events
 - e. Web-based access – expansion of "eBooks Stops" to include eAudiobooks, more Spanish titles and The Financial Times
 - f. Opioid overdoses prevention project update
 - g. Power Up afterschool program offered 2 hours/weekday now includes access to supplies and academic support in addition to laptops
 - h. Strategic Plan RFP; plan will replace 2021 plan
 - i. East PA Library: update on short-term renovations, and RFP and capital campaign for the new library
 - j. Library Infrastructure Grants: EPA and Pacifica grant applications were denied
 - k. Employee Service Awards and recognition of 14 Mentor Program graduates



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: November 14, 2023

RE: Race and Equity

1. Discussed possibility of developing a Town program to record historic genocide and bigotry in our town, begin a document and working with the historic resource committee– Pomponio Dr in the Ranch, Chilean woodcutters house 16 previous similar structure were scattered throughout the town. We are not sure how long has it been in this current spot, The structure tells a story of the genocide and resilience, They are discussing a sort of people’s history of Portola Valley.
2. Discussed possibility of cosponsor events with the Library, Cultural Arts Committee, and local organizations, schools, and churches. Christ Church peace work.
3. Discussed possibility of co-sponsoring vital preservation and commemoration efforts with our Town’s Historical Archives Committee Restoring the Chilean woodcutters house could tell
4. Discussed December’s meeting they will meet, I cannot attend on 12/14/2023. There was time discrepancy for the beginning of the meeting.
5. No Update on Oscar Martinez letter to editor



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: 11/28/2023

RE: Conservation Committee

Attendance: 6 members present, 5 from the public including Serena Simons chair Sequoias landscape committee

1. Oversight of Town-owned properties - Updates (Committee)
 - a. Town Center
 - b. Springdown
 - c. Frog Pond
2. Corte Madera School oak trees
3. Update on advice to ASCC on adding Dittrichia removal to conditions of approval
4. Wildfire Preparedness Committee (Chiariello)
5. Open Space Committee (Chiariello) Update on joint sub-committee regarding OS Maintenance budget (Chiariello) Appendix A. Trails and Paths (Coleman) Update on private trail building guidance
6. Website sub-committee (Magill) will be reinvigorated; a new member of the subcommittee was recruited.
7. Fence ordinance review (Plunder). *The recommendation is that all fence applications go to ASCC for review. Each new fence can disrupt an animal Corridor, forcing animals on roads and creating accidents. Respect our fence ordinances. Conservation plans to create a subcommittee to look at the current ordinance and review the most glaring violations possibly with the goal of explaining the purpose of the fence ordinance to the town residents.*
8. Previously they have wanted ASCC and the Building Department to be aware that building projects clear the lot of Stinkwort so it does not spread and become established.
9. They are working on a Bilingual flyers on invasives (Plunder)
10. 2023 SOD Blitz summary (Magill) *No new SOD in JR or PV per Nona*
11. CC Routine Town Communications
 - i. Kudos (Plunder)
 - ii. Backyard Habitat (Plunder)
 - iii. Tip of the Month (Magill) Toyon tassel plant, plant wildflower
 - iv. *Wildflower fund to bring back wildflowers to our Town, the Kabcenell Demonstration Garden needs a refresh – Conservation could work on a small fund to support a small (PV Cares type) fund*

12. Next meeting 1/20/2024 Ms McGill will continue as chair