

TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, April 10, 2024
REGULAR SESSION 7:00 PM

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

REGUAR SESSION 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.

Sarah Wernikoff will be attending the meeting remotely at the following public location:

Hotel June, Room 225
8639 Lincoln Blvd
Los Angeles, CA 90045

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/88015359629?pwd=mZhmvcLGBwpGqRmECvYf0bXbJCZvPw.1>

Webinar ID: 880 1535 9629

Passcode: 386827

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**
- 2. PRESENTATIONS/PROCLAMATIONS**
- 3. TOWN MANAGER REPORT**
There are no written materials, and the Town Council does not take action under this agenda item.
- 4. 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.*

5. CONSENT AGENDA

- a. **Approval** of Minutes for the Regular Meeting of March 27, 2024
- b. **Approval** of Warrant List for April 10, 2024
- c. **Approval** of Town Manager Claims Authority
- d. **Approval** of Pinpoint Contract
- e. **Approval** of Purchasing and Inventory Control Policy Modifications
- f. **Approval** of Consumer Price / Cost of Living for Town Staff

6. REGULAR AGENDA

- a. **Approve** Annual Housing Element Progress Report for 2023
- b. **Discuss and Approve** Subcommittee Report; Remaining Post-Adoption Plan Activities

7. COUNCIL SUBCOMMITTEE, LIAISON COMMITTEE, AND REGIONAL AGENCIES REPORTS

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

8. ADJOURNMENT

The next Regular Town Council meeting will be held on April 24, 2024, at 7:00 PM

Land Acknowledgement:

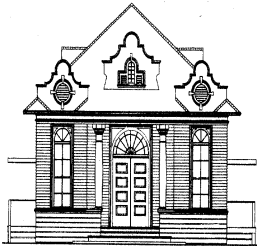
The Town of Portola Valley acknowledges the colonial history of this land we dwell upon the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship 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.

Item 2

There are no written materials for this Item.

Item 3

There are no written materials for this Item.



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

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

COUNCIL MINUTES- REGULAR MEETING
WEDNESDAY- March 27, 2024

1. CALL TO ORDER- REGULAR SESSION

The Wednesday, March 27, 2024, Regular Meeting of the Mayor and Council of the Town of Portola Valley convened at approximately 7:00 PM.

Regular Session Roll Call

Present: Vice Mayor Hasko, and Councilmembers Aalfs, Hufty, and Taylor
Mayor Sarah Wernikoff was Absent.

2. PRESENTATIONS

- Farmers Market Good Roots
 - All Town Councilmembers commented and asked questions after presentation.
- Sequioa Health Care District 10
 - All Town Councilmembers commented and asked questions after presentation.

3. TOWN MANAGER REPORT

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

Public Comment: None

4. ORAL COMMUNICATIONS

The following spoke during oral communications:

- Rita Comes
- Kristi C

5. CONSENT AGENDA

Item 5a was pulled by Councilmember Hufty

Item 5b was pulled by Town Manager Etman from the agenda for missing attachments.

The following spoke during public comment for items on the consent agenda:

- Rita Comes

Vice Mayor Hasko asked for a motion to approve Items 5 c., and 5 d.

Councilmember Taylor made a motion, seconded by Hufty. Motion passed by the following.

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

Nays: None.

Councilmember Hufty pulled Item 5 a. Warrant list for discussion.

Vice Mayor Hasko asked for a motion to approve Items 5 a.

Councilmember Taylor made a motion, seconded by Aalfs. Motion passed by the following vote

Ayes: Councilmember Aalfs, Hufty, Taylor, and Vice Mayor Hasko
Nays: None.

6. REGULAR AGENDA

- Maze & associates agreements for FY 2021-22 & 2022-23
Town Manager, Sharif Etman introduced the item. Councilmember Hufty asked questions about audits.

The following spoke in public comments:

- Rita Comes

Vice Mayor Hasko asked for a motion to approve Items 6 a.

Councilmember Hufty made a motion, seconded by Councilmember Taylor, to approve Item 6 a. on the regular agenda. The motion passed by the following vote:

Ayes: Aalfs, Hufty, Taylor, Hasko
Nays: None

7. 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:

- Kristi C

8. ADJOURNMENT

At 8:29 PM, the Vice Mayor adjourned the March 27, 2024 meeting. The next Regular Town Council meeting will be held on January 24, 2024, at 7:00 PM

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
April 10, 2024

Claims totaling \$123,064.73 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

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) _____

Corie Stocker, Assistant Town Manager

Mayor

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
4061	39	ASCAP	436.33	04/10/24		
4062	75	CALIFORNIA BLDG STANDARDS COMM	459.90	04/10/24		
4063	156	DEPARTMENT OF CONSERVATION	1,593.81	04/10/24		
4064	168	EK HEALTH	1,049.92	04/10/24		
4065	208	HARRELL REMODELING	1,000.00	04/10/24		
4066	213	HILLYARD INC	444.23	04/10/24		
4067	218	MISSIONSQUARE RETIREMENT	5,588.84	04/10/24		EFTPS
4068	227	INTERSTATE TRAFFIC CNTRL	254.28	04/10/24		
4069	251	JETMULCH INC	4,005.56	04/10/24		
4070	276	KUTZMANN & ASSOCIATES	10,371.10	04/10/24		
4071	278	LAMPHIER GREGORY	2,040.00	04/10/24		
4072	307	MAZE & ASSOCIATES	28,885.00	04/10/24		
4073	375	PLATINUM FACILITY SERVICES	4,488.67	04/10/24		
4074	380	PURCHASE POWER	439.26	04/10/24		
4075	445	STANDARD INSURANCE CO.	529.68	04/10/24		
4076	518	GOT GOPHERS?	1,050.00	04/10/24		
4077	532	SAN MATEO COUNTY MANAGERS OFF	19,638.00	04/10/24		
4078	730	URBAN PLANNING PARTNERS INC	3,607.50	04/10/24		
4079	789	CESAR DONOFRIO	1,000.00	04/10/24		
4080	795	SEQUOIA LIVING	760.16	04/10/24		
4081	847	LISA WISE CONSULTING	5,772.50	04/10/24		
4082	860	STEPFORD	4,513.50	04/10/24		
4083	914	UNITED MECHANICAL INC	3,442.50	04/10/24		
4084	949	PORTER CAPITAL CORPORATION	3,960.00	04/10/24		
4085	980	ADRIENNE SMITH	50.00	04/10/24		
4086	1001	SM RESOURCE CONSERVATION DIST	812.74	04/10/24		
4087	1036	BAKER TILLY US, LLP	7,450.00	04/10/24		
4088	1123	SOD BUILDERS INC	1,000.00	04/10/24		
4089	1126	NELSON T. LEWIS CONSTRUCTION	1,000.00	04/10/24		
4090	1127	MINTON DOOR COMPANY	492.00	04/10/24		
4091	1128	ALBERT BOWER	4,929.25	04/10/24		
4092	1129	SUE TEN	1,000.00	04/10/24		
4093	1130	COAST LIVE MUSIC INC	1,000.00	04/10/24		
Check totals:			117,475.89			
ACH totals:						
EFTPS totals:			5,588.84			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			123,064.73			

Check totals:
ACH totals:
EFTPS totals:
Wire transfer totals:
Payment Manager totals:
GRAND TOTALS

117,475.89

5,588.84

123,064.73

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 04/10/24	39 4061	ASCAP Music License 2024	436.33	436.33	2024_LICENSE FE
Vendor:	75 4062	CALIFORNIA BLDG STANDARDS COMM Building Standards Administration Fee Report	459.90	459.90	Q1_2024
Vendor:	156 4063	DEPARTMENT OF CONSERVATION Strong Motion Instrumentation and Seismic Hazard Mapping Fee	1,593.81	1,593.81	Q1_2024
Vendor:	168 4064	EK HEALTH Ergonomic Evaluation Ergonomic Evaluation Ergonomic Evaluation Ergonomic Evaluation Ergonomic Evaluation	1,049.92	290.50 116.25 116.25 116.25 213.00 197.67	CM28711 CM29256 CM29257 CM29258 CM29259 CM30191
Vendor:	208 4065	HARRELL REMODELING Deposit Refund, 30 Coyote Hill	1,000.00	1,000.00	BLDR0204-2023
Vendor:	213 4066	HILLYARD INC Janitorial Supplies	444.23	444.23	605430839
Vendor:	218 4067	MISSIONSQUARE RETIREMENT Deferred Comp - March 29, 2024	5,588.84	5,588.84	MARCH-202429
Vendor:	227 4068	INTERSTATE TRAFFIC CNTRL Various Road and Traffic Signs	254.28	254.28	262298
Vendor:	251 4069	JETMULCH INC	4,005.56	4,005.56	23706-0L
Vendor:	276 4070	KUTZMANN & ASSOCIATES February Plan Checks	10,371.10	10,371.10	274985
Vendor:	278 4071	LAMPHIER GREGORY Planning Consultant 12/9/23 - 3/1/24 Stanford Wedge	2,040.00	2,040.00	2024-1493
Vendor:	307 4072	MAZE & ASSOCIATES Audit Svcs - March YRE 6/30/21	28,885.00	28,885.00	53120
Vendor:	375 4073	PLATINUM FACILITY SERVICES Janitorial Services - March 2024	4,488.67	4,488.67	48357

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	380	PURCHASE POWER			
	4074	Postage Meter	439.26	439.26	7931-MAR24
Vendor:	445	STANDARD INSURANCE CO.			
	4075	LTD/Life Premium	529.68	529.68	2024-MAR
Vendor:	518	GOT GOPHERS?			
	4076	Town Fields Gopher Trapping- March 2024	1,050.00	1,050.00	61160
Vendor:	532	SAN MATEO COUNTY MANAGERS OFF			
	4077	FY 2023-24 Animal Control Costs	19,638.00	19,638.00	AC2324-PORTOLA
Vendor:	730	URBAN PLANNING PARTNERS INC			
	4078	PV Housing Element Update- Feb	3,607.50	3,607.50	21029-240229
Vendor:	789	CESAR DONOFRIO			
	4079	Deposit Refund - 20 Sioux	1,000.00	1,000.00	BLDR0109-2022
Vendor:	795	SEQUOIA LIVING			
	4080	Lunch	760.16	760.16	MAR.18.24
Vendor:	847	LISA WISE CONSULTING			
	4081	Professional Services: February 2024	5,772.50	5,772.50	4779
Vendor:	860	STEPFORD			
	4082	Monthly Service Charges 04/01/2024 THRU 04/30/2024	4,513.50	3,920.00	2401196
		Veeam Backup & Disaster Recovery & License April 24		593.50	2401197
Vendor:	914	UNITED MECHANICAL INC			
	4083	Town Hall Boiler	3,442.50	1,385.25	88208
		Community Hall HVAC Maintenance		2,057.25	88209
Vendor:	949	PORTER CAPITAL CORPORATION			
	4084	Temp Service, Michelle Magahiz 03/18/24-03/24/24	3,960.00	1,980.00	7802
		Temp Service, Michelle Magahiz 03/25/24-03/31/24		1,980.00	7823
Vendor:	980	ADRIENNE SMITH			
	4085	Reimbursement - NOD Filing with San Mateo County	50.00	50.00	FRRS-24-2
Vendor:	1001	SM RESOURCE CONSERVATION DIST			
	4086	San Mateo Resource Conservation District	812.74	812.74	6-CB-GEN
Vendor:	1036	BAKER TILLY US, LLP			
	4087	Council Goal Setting Facilitation of Town Council Workshop	7,450.00	7,450.00	BT2715063

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 1123		SOD BUILDERS INC			
4088		Deposit Refund - 20 Sioux	1,000.00	1,000.00	BLDR0093-2020
Vendor: 1126		NELSON T. LEWIS CONSTRUCTION			
4089		Deposit Refund - 501 Portola	1,000.00	1,000.00	BLDC0006-2023
Vendor: 1127		MINTON DOOR COMPANY			
4090		Town Hall Maintenance	492.00	492.00	9917.1
Vendor: 1128		ALBERT BOWER			
4091		Deposit Refund - 166 Corte Madera	4,929.25	418.75	PLNPAR0025-2022
		Deposit Refund - 166 Corte Madera		982.50	PLNARCH00012023
		Deposit Refund - 166 Corte Madera		3,528.00	BLDR0194-2023
Vendor: 1129		SUE TEN			
4092		Deposit Refund - 3 Horsehoe Bend	1,000.00	1,000.00	BLDR0179-2023
Vendor: 1130		COAST LIVE MUSIC INC			
4093		Deposit - Refund Community Hall Main Room	1,000.00	1,000.00	PRCH-23-18
Check Date Totals			123,064.73		
Grand Total			123,064.73		



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Catherine Engberg, Town Attorney
Sharif Etman, Town Manager

DATE: April 10, 2024

RE: Resolution Establishing a Policy Which Delegates Basic Claim Handling of Minor Claims to the Town Manager

RECOMMENDATION

Adopt a resolution delegating basic claim handling claims up to \$25,000 to the Town Manager as authorized by Government Code Section 935.4.

BACKGROUND

The Portola Valley Municipal Code Chapter 3.40 establishes claims procedures for claims for money or damages against the Town. State law allows public entities the ability to authorize staff to handle claims up to \$50,000 (Government Code section 935.4).

The Town of Portola Valley obtains liability insurance coverage from the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA). The PLAN JPA was established to manage the existing and future risk management and coverage needs of the members of the JPA. The JPA recommends member agencies establish limits of liability for rejection and approval of claims within the Memorandum of Understanding. The PLAN's MOU further provides that each participant's settlement authority may not exceed 100% of the participant's retained limit. The Town of Portola Valley's retention limit is currently \$25,000.

PLAN JPA's insurance adjuster investigates all claims submitted to the Town. The insurance adjuster provides a recommendation to either reject or approve the claim. It is currently unclear whether the recommendation must be taken to Council.

RECOMMENDATION

In the interest of efficiency, staff recommends that the Town Manager be authorized to approve and reject claims up to \$25,000. This clarification should improve the Town's ability to review and resolve claims at a lower level; thereby reducing administrative costs and

streamlining the process. In adopting the attached resolution, the Town Council would authorize the Town Manager to approve claims up to \$25,000, and to reject claims valued up to \$25,000. Claims that exceed \$25,000 would be brought before the Council as provided in Chapter 3.40 of the Town's Municipal Code, with the recommendation from the insurance adjuster, for consideration and action.

FISCAL IMPACT

There is no direct fiscal impact with this action.

ATTACHMENTS

1. Resolution delegating to the Town Manager Authority to Administer and Manage Claims

1763793.1

_____ Cindy Rodas, Admin. Svcs. Manager

_____ Sharif Etman, Town Manager

RESOLUTION NO. XX-2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
DELEGATING TO THE TOWN MANAGER AUTHORITY TO ADMINISTER AND
MANAGE CLAIMS**

WHEREAS, the Town of Portola Valley is a member of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA), which was established to manage existing and future risk management and coverage needs of the members of the JPA;

WHEREAS, PLAN JPA recommends member agencies establish limits of liability for rejection and approval of claims as authorized by Government Code Section 935.4; and

WHEREAS, staff recommends the Town Manager be granted authority to settle claims against the City up to \$25,000, which is the amount of the Town's retained limit (self-insured retention).

NOW THEREFORE, the Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

- I. The Town Manager will have authority to settle claims against the Town up to \$25,000.
- II. The Town Manager will have authority to reject claims against the Town up to \$25,000; and
- III. Claims that exceed \$25,000 would be brought before the Town Council as provided in Chapter 3.40 of the Town's Municipal Code, with the recommendation from the insurance adjuster, for consideration and action.

PASSED AND ADOPTED this 10th day of April, 2024.

By: _____
Sarah Wernikoff, Mayor

ATTEST:

Diego Ramirez, Interim Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Cindy Rodas, Administrative Services Manager

DATE: April 10, 2024

RE: Approval and Extension of the Professional Services Agreement with Porter Capital Corporation dba Pinpoint Talent, LLC

RECOMMENDATION

Staff recommends the Town Council approve and extend of the Professional Services Agreement with Porter Capital Corporation dba Pinpoint Talent, LLC

BACKGROUND

Over recent years recruiting and retaining of staff has proven to be a challenge within the public sector and specifically in Finance. Due to this challenge staff sought out the support of specialized accounting consultants with Pinpoint Talent to assist with the overdue backlog of the Town's finances as well as increasing demands within the Finance Department. At the June 27, 2023 meeting the Town Council approved the Professional Services Agreement with Pinpoint Talent.

The original services agreement was intended to retain the services of a Senior Accountant level position to fill the vacancy of the permanent Finance Analyst since the end of April 2023. In July and October 2023, the Town successfully filled two Senior Account positions (one permanent and one three-year term position). Additionally, at the June 27, 2023 meeting, staff indicated for the need to permanently fill the Finance Technician position in fiscal year 2023-24.

DISCUSSION

Staff re-engaged with Pinpoint Talent to fill the necessary role of a Finance Technician to complete general administrative and finance related work such as; accounts payable, accounts receivable, entry-level accounting work, etc. The recruitment team at Pinpoint gathered qualified candidates for interviews and through this process a candidate was selected and has filled the technician role since October 2023. Staff is currently bringing forth the agreement to the Town Council to ratify since the cost of the services have exceeded the Town Managers signing authority of \$25,000.

To date the total expenditures incurred to fill the Finance Technician position through Pinpoint is just under \$42,000. Staff intends to permanently fill the Finance Technician position before the end of the 2023-24 fiscal year.

FISCAL IMPACT

There is no additional fiscal impact for the Town associated with the approval of the professional services agreement as the expenditure will be allocated to salary savings from multiple staff vacancies for budgeted positions as adopted by the annual budget.

ATTACHMENT

1. Short-form agreement for Porter Capital Corporation dba Pinpoint Talent, LLC.
2. Exhibit A - Professional Services Agreement

AGREEMENT

THIS AGREEMENT is made and entered into on the ____ day of _____, 2024, by and between the TOWN OF PORTOLA VALLEY ("Town") and **Porter Capital Corporation dba Pinpoint Talent, LLC** ("Contractor"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. SCOPE. Contractor shall provide or furnish the following specified services and/or materials: Recruiting Firm will recruit and refer qualified candidate(s) as available and as needed for temporary or contract work by Town as outlined in **Exhibit A**

2. EXHIBITS. The following attached exhibits hereby are made part of this Agreement: **Exhibit A – Proposal dated 09/20/2023**

3. TERMS. The services and/or materials furnished under this Agreement shall be completed before **June 30, 2024**.

4. COMPENSATION. After full performance of this Agreement:

- Town shall pay Contractor: **not to exceed \$60,000**
 Contractor shall pay Town:

5. GENERAL TERMS AND CONDITIONS.

5.1 DEPARTMENT OF INDUSTRIAL RELATIONS. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

5.2 HOLD HARMLESS. Contractor agrees to indemnify, defend and hold harmless the Town, its officers, agents and employees from any and all demands, claims or liability of any nature, caused by or arising out of the performance of Contractor under this Agreement.

5.3 INSURANCE. Contractor shall file with the Town a certificate of insurance before commencing any services under this Agreement meeting minimum coverage requirements established by the Town Manager.

5.4 NON-DISCRIMINATION. No discrimination shall be made in the employment of persons under this Agreement because of the race, color, national origin, age, ancestry, religion or sex of such person.

5.5 INDEPENDENT CONTRACTOR. At all times Contractor shall be a wholly independent contractor and not an agent or employee of the Town. Contractor is not authorized to bind the Town to any contracts or other obligations. In executing this Agreement, Contractor certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of Town.

5.6 CHANGES. This Agreement shall not be assigned or transferred without the written consent of the Town. No changes or variations of any kind are authorized without the written consent of the Town Manager.

5.7 TERMINATION. This Agreement may be terminated immediately, with or without cause, by Town upon written notice to Contractor. Monies then owing based upon work satisfactorily accomplished shall be paid to Contractor.

5.8 INVOICING. All invoices shall be sent to the Town Manager at the address below.

This Agreement shall become effective upon its approval and execution by Town. In witness whereof, the parties have executed this Agreement the day and year first written above.

TOWN MANAGER:

Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
(650)851-1700

CONTRACTOR:

By _____

Title: _____

Address: _____

City, State, Zip: _____

Contact number: _____

Social Security or I.R.S. Number
TOWN OF PORTOLA VALLEY
By:

Town Manager

PROFESSIONAL SERVICES AGREEMENT

Thank you for the opportunity to partner with you to provide recruiting and staffing solutions.

This Professional Services Agreement (the “Agreement”) is made and entered into as of 9/20/2023 (the “Effective Date”), by and between Town of Portola Valley (“Client”), with a principal place of business at 765 Portola Road, Portola Valley, CA 94028, and Pinpoint Talent, LLC, a California limited liability company (“Recruiting Firm”), with a principal place of business at 2570 North 1st Street, Suite 200, San Jose, CA 95131.

RECRUITING FEE AGREEMENT**1. Recruiting Firm’s Duties and Responsibilities. Recruiting Firm shall:**

- 1.1. Recruit, screen, interview, and assign Assigned Employees (as later defined) to perform services/duties as requested in writing by Client and under Client’s supervision at the locations specified by Client;
- 1.2. Pay Assigned Employees’ wages and provide them with the benefits that Recruiting Firm offers to them;
- 1.3. Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers’ compensation benefits; and handle unemployment and workers’ compensation claims involving Assigned Employees with respect to compensation that Recruiting Firm has agreed to pay;
- 1.4. Ensure compliance with legally required pre-employment obligations for all Assigned Employees, prior to assigning Assigned Employees to Client;
- 1.5. Ensure Assigned Employees are informed that they are not in any way entitled to participate in any Client employee benefit plans, including holidays, vacations, vacation pay, sick time, sick pay, disability, insurance, profit sharing, deferred compensation, welfare, bonus, severance pay, pensions or retirement plans, or any other similar benefits, plans, programs, or agreements; and
- 1.6. Perform all hiring, counseling, disciplining, and discharging of Assigned Employees.

2. Client’s Duties and Responsibilities. Client shall:

- 2.1. Properly supervise Assigned Employees performing Client work and be responsible for Client’s business operations, products, services, and intellectual property;
- 2.2. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to operate any vehicle or mobile equipment, or handle or transport and/or convey cash, checks, keys, credit cards, merchandise, negotiable instruments, or other valuables without (i) Recruiting Firm’s express written approval or as strictly required by the job description provided to Recruiting Firm in writing and (ii) Client’s direct supervision;
- 2.3. Not change Assigned Employees’ job duties without Recruiting Firm’s express written approval;
- 2.4. Exclude Assigned Employees from Client’s benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees’ compensation or benefits;
- 2.5. Immediately notify Recruiting Firm of any injury or claim for workers’ compensation benefits involving Assigned Employees working for Client;

Initials: /

- 2.6. Fully cooperate with Recruiting Firm regarding any investigation related to complaints of harassment, discrimination, or retaliation, unemployment claims, workers' compensation claims, or other situations which may require full cooperation from Client's employees that worked with or supervised Assigned Employees or witnessed certain events that may be related to the complaint or claim; and
 - 2.7. Pay invoices and other payments in accordance with this Agreement.
3. Temporary Placement Terms. Recruiting Firm will recruit and refer qualified candidate(s) as available and as needed for temporary or contract work by Client ("Assigned Employees") under the following terms and conditions:
- 3.1. Conversion Term. In the event Client, or any employee, agent, or affiliated entity of Client, directly or indirectly hires an Assigned Employee during the Assigned Employee's assignment or within one year from the end date of Assigned Employee's assignment on a full-time, part-time, or temporary basis (including assignments through another consulting firm), Client agrees to pay Recruiting Firm a fee (the "Conversion Fee") based on a percentage of the first year's annual compensation of the Assigned Employee based on the following scale:

Contractor Conversion (Hours worked by Contractor):
0 - 320 Hours = 25% of annual compensation
321 - 640 Hours = 20% of annual compensation
641 - 800 Hours = 15% of annual compensation
801 - 960 Hours = 10% of annual compensation
961+ Hours = 05% of annual compensation
 - 3.2. Bill Rates. Hourly bill rates will be determined at the time of placement for an Assigned Employee. Bill rates will be listed on the Client Confirmation, incorporated by reference hereto as an Addendum. Hourly bill rates may vary between Assigned Employees.
 - 3.3. Overtime. Depending on the position, overtime will be billed according to state and federal law where the Assigned Employee will be working. For example, for Assigned Employees working in California, overtime will be billed at 1.5 times bill rate for work over eight hours per day, or 40 hours per week, or for the first eight hours of work on the seventh consecutive day in the same workweek, or two times bill rate for work over 12 hours per day, or for over eight hours on the seventh consecutive day in the same workweek.
 - 3.4. Expenses. In accordance with California law, all Assigned Employees placed by Recruiting Firm in California are entitled to reimbursement for all reasonable and necessary business expenses incurred in connection with the performance of the candidates' job duties, including but not limited to, cell phone, Internet service, and office supplies. Reimbursement of expenses for Assigned Employees working in other states will be determined by state and local law. Recruiting Firm will charge the actual cost of the Assigned Employees' expenses to Client.
 - 3.5. Time Approval. Assigned Employees will submit their online time records weekly to SpringAhead, the online time record system, for weekly approval by the Monday following the week worked. The Timecard Approver that Client assigns will receive an email from SpringAhead for approval of the Assigned Employee's time record; the Timecard Approver must approve the Assigned Employee's time record no later than Wednesday at noon, Pacific Time, the week after the hours are worked. If approval is not received in time, the timecard will be approved on behalf of the Timecard Approver by Pinpoint Talent to ensure timely payroll processing for the Assigned Employees. Should Client dispute the recorded hours or expenses, Client must submit written notification to Recruiting Firm within 30 calendar days of the end of the pay period setting forth the grounds for the dispute and any evidence to support that Client should not have to pay for the

hours recorded. Failure to timely dispute or approve the online time record will be deemed approval of the hours and expenses recorded on the online time record.

- 3.6. Invoices. Recruiting Firm invoices Client for all hours worked and reimbursable expenses and/or Conversion Fees. All payments of invoiced charges, fees, and expense reimbursements are due from Client and payable to Recruiting Firm within 10 calendar days after Client's receipt of Recruiting Firm's invoice.
4. Direct Placement Terms. Recruiting Firm will recruit and refer qualified candidate(s) as available and as needed for direct hire by Client under the following terms and conditions:
- 4.1. The Placement Fee. A search may entail weeks or even months of work. Therefore, Client agrees that if a candidate submitted to Client by Recruiting Firm is hired, either directly or indirectly, as an employee, consultant, or independent contractor, by Client, or an affiliated or any other entity, within 365 calendar days from the last discussion concerning such candidate, it would be a result of Recruiting Firm's efforts on behalf of Client and Client agrees to pay to Recruiting Firm a Placement Fee (as defined below).
- 4.2. References. Recruiting Firm will confirm candidate references upon Client request to the extent such references are willing to discuss with Recruiting Firm, and will transmit such information to Client, where appropriate and where permitted by law. Recruiting Firm does not conduct any criminal background check, nor does Recruiting Firm conduct any sort of drug use screening or medical examination of any kind.
- 4.3. Placement Fee and Terms. As consideration for the service provided, Client owes Recruiting Firm a placement fee in the amount equal to 25% of the candidate's base salary. The fee is calculated based on the placed candidate's first year's base salary, excluding sign-on bonus, for each placement (the "Placement Fee"). Client will be invoiced upon the employee's first day of employment. Invoiced amounts are due and payable to Recruiting Firm within 15 calendar days of the employee's first day of employment.
- 4.4. Guarantee. In the event that the candidate resigns or is terminated within the first 90 calendar days from date of hire, for only lack or non-performance and/or disciplinary reasoning, which Client has properly documented, Recruiting Firm will refund the Placement Fee pro-rated on a daily calendar basis. For example, if the candidate leaves on the 60th calendar day from the start date, Client will be refunded for the last 30 calendar days, or 1/3, of the Placement Fee.
5. Other Terms.
- 5.1. Term and Termination. This Agreement shall remain in effect until five years from the Effective Date, unless terminated sooner by either party for any reason. However, any actual, non-mitigatable sums due and owing to Recruiting Firm by Client at the time of such termination shall not be affected by such termination. This Agreement or any Client Confirmation hereunder may be terminated with or without cause by Client at any time during the term of this Agreement on 30 days prior written notice to Recruiting Firm. Either party may terminate this Agreement for a material breach by the other party that is not cured within 30 days of that party's receipt of written notice of the breach. If this Agreement is terminated, Recruiting Firm shall, upon Client's request and as directed, either (i) cease all services or (ii) complete some or all services already commenced. Upon the expiration or termination of this Agreement, or as directed by Client, Recruiting Firm and Assigned Employees shall deliver to Client or destroy promptly upon the request and at the sole discretion of Client, all Client proprietary or confidential information and any Client materials including whole or partial copies, embodiments or derivatives thereof obtained at any time, including all data generated or created by Recruiting Firm or Assigned Employees under this Agreement, in compliance with applicable law and regulatory requirements.



- 5.2. Notices. All notices and other communications given in connection with this Agreement shall be in writing and shall be deemed to be properly given only when sent via email, the United States Postal Service, or a nationally recognized courier, addressed as shown on the first page of this Agreement.
- 5.3. Compliance. The parties affirm and agree that they are equal employment opportunity employers and are in full compliance with any and all applicable anti-discrimination laws, rules, and regulations. The parties agree not to harass, discriminate against, or retaliate against any employee of the other because of race, color, national origin, ancestry, age, sex (including pregnancy, childbirth, chestfeeding, and related medical conditions), sexual orientation, gender (including gender expression and gender identity), creed, religion (all aspects of religious beliefs, observances, or practices, including religious dress or grooming practices), physical or mental disability, genetic information, medical condition (including cancer or a record or history of cancer and genetic characteristics), marital status, registered domestic partnership status, military or veteran status, or other category protected by federal, state, or local laws or ordinances; nor shall any party cause or request the other party to engage in such discrimination, harassment, or retaliation; nor shall either party tolerate or permit any of their respective personnel, independent contractors, vendors, suppliers, partners, customers, or clients to engage in such discrimination, harassment, or retaliation by any Assigned Employee. In the event of any complaint of unlawful discrimination, harassment, or retaliation, the parties agree to cooperate in the prompt investigation and resolution of such complaint and shall indemnify each other with respect to any violation. In addition, the parties agree that for the purpose of statutory and regulatory requirements for employee leaves of absence, including the Family and Medical Leave Act and any similar state or local law, the parties shall cooperate in compliance with any such requirements.
- 5.4. OSHA Compliance. Because Client controls the facility/work site in which Assigned Employees work, it is agreed that Client is primarily responsible for compliance with the Occupational Safety and Health Act and comparable state laws and regulations thereunder, to the extent those laws apply to Assigned Employees assigned to Client facility/work site, except as may be otherwise agreed in writing signed by parties hereto. Any such agreement shall be included as an addendum to this Agreement.
- 5.5. No Partnership. Neither this Agreement nor the services to be provided hereunder shall be construed to create any relationship of employment, agency, partnership, or joint venture between the parties. No employer-employee relationship exists between Recruiting Firm and Client. Each entity shall operate as distinct, separate entities.
- 5.6. Confidential Information. Both parties may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients. Confidential Information may include information that the disclosing party is under an obligation to a third party to maintain as confidential. Any and all such information obtained by Recruiting Firm and its Assigned Employees, on the one hand, or Client, on the other hand, shall be deemed confidential and proprietary information. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law.
- 5.6.1. Both during the term of this Agreement and thereafter, the parties shall use reasonable care to prevent the unauthorized use or dissemination of confidential or proprietary information. Reasonable care means at least the same degree of care Recruiting Firm and/or Client uses to protect its own confidential or proprietary information from unauthorized disclosure. Recruiting Firm also agrees to direct Assigned Employees to keep such information confidential, and to require Assigned Employees to enter into Confidentiality Agreements, upon request by Client.
- 5.6.2. As used herein, Recruiting Firm proprietary or confidential information means: all information regarding Recruiting Firm's Assigned Employees or other employees, including but not limited to their



names, home addresses, telephone numbers, skills, qualifications, evaluations, availability, record of assignments, and related information.

5.6.3. Client confidential or proprietary information is limited to information clearly marked as confidential or proprietary, or disclosed orally and summarized and identified as confidential in a writing delivered to Recruiting Firm or an Assigned Employee within 15 days of disclosure. Notwithstanding the foregoing, any Client confidential information not so marked or identified which a reasonable recipient under like circumstances would understand to be proprietary shall be deemed Client confidential information.

5.6.4. Proprietary or confidential information does not include the following: information that Recruiting Firm or Client knew before disclosure by the other party as evidenced by written records; information that is or becomes public knowledge through no fault of Recruiting Firm or Client; or information obtained from sources other than Recruiting Firm or Client who owe no duty of confidentiality to Client or Recruiting Firm.

5.6.5. The confidentiality obligations set forth herein shall survive the termination of this Agreement.

5.7. Indemnity. To the extent permitted by law, Client agrees to defend, indemnify, and hold Recruiting Firm, and its parent, subsidiaries, directors, officers, managers, agents, representatives, and employees, harmless for any and all claims, losses, and liabilities (including reasonable attorneys' fees), to the extent caused by Client's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in this Agreement; the negligence, gross negligence, or willful misconduct of Client or Client's officers, employees, or authorized agents in the discharge of those duties and responsibilities; its violation of any statute or common law protecting employees from harassment, discrimination, retaliation and repetitive stress injury; or other claims which arise out of the assignment by Recruiting Firm to Client or the Assigned Employee's work environment. Client agrees to immediately inform Recruiting Firm of any claims, complaints, or incidents involving or relating to claims including but not limited to claims of sexual harassment, repetitive stress injury, or other claims which arise out of the assignment of Recruiting Firm's Assigned Employees to Client.

5.8. Severability. Should it be determined that any term of this Agreement is unenforceable, that term shall be deemed deleted. The validity of the remaining terms shall not be affected by the deletion of the unenforceable term.

5.9. No Warranty. Recruiting Firm assumes no liability whatsoever for any acts or omissions of any candidate. Recruiting Firm assumes no liability for any failure of or default by any candidate. Client's decision to hire any candidate is made in Client's sole and absolute discretion, and Recruiting Firm offers no warranty or guarantee as to a candidate's qualifications, or lack thereof.

5.10. Late Payment. Placement Fees, Conversion Fees, or Refund Amounts not paid when due will bear interest at 1.5% per month or the maximum amount allowed by applicable law, whichever is less, calculated from the date originally due to the date fully paid. In addition, Client (in the case of late Placement or Conversion Fees) or Recruiting Firm (in the case of late Refund Amounts) will pay all fees and costs, including but not limited to collection agency fees and reasonable attorneys' and professionals' fees, associated with any legal or collection actions instituted to recover unpaid amounts due under this Agreement.

5.11. Attorneys' Fees. In any litigation, or other proceeding by which one party either seeks to enforce its rights under this Agreement or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys' fees, together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

Initial AT / AE

- 5.12. Modifications. This Agreement may not be amended, except by writing or an additional Addendum executed between the parties.
- 5.13. Assignment. This Agreement may not be transferred by operation of law or otherwise or assigned without the written consent of the other party; provided, however, without such consent, either party may assign this Agreement to an affiliate or a successor in interest by reason of merger, acquisition, or sale of substantially all of the business to which this Agreement relates.
- 5.14. Entire Agreement. This Agreement, and accompanying Addenda, sets forth the entire agreement of the parties and supersedes all other prior negotiations, proposals, discussions, agreements, whether oral or written, between the parties.
- 5.15. Governing Law. This Agreement and services rendered with regard to the Agreement shall be deemed to have been entered into and performed at Recruiting Firm's company headquarters in the State of California, and all questions concerning the validity, interpretation, or performance of any of its terms or provisions, or any rights, or obligations of the parties hereto, shall be governed by and resolved in accordance with the laws of the State of California, without reference to any conflicts of law principles thereof.

If this agreement is agreeable to you, please sign, date, and return to my attention at your earliest convenience.

Thank you for your business.

Sincerely,

Pinpoint Talent, LLC

Sign:  _____

Print Name: Jonathan Jair

Title: Managing Partner

Date: 09 / 20 / 2023

Agreed and Accepted,

Town of Portola Valley

Sign:  _____







Print Name: Sharif Etman

Title: Town Manager

Date: 09 / 21 / 2023

Title	Pinpoint Talent and Town of Portola Valley Service Agreement
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 SIGNED	09 / 21 / 2023 20:14:33 UTC	Signed by Sharif Etman (setman@portolavalley.net) IP: 174.194.196.65
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TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Corie Stocker-Pedalino, Assistant Town Manager
Sharif Etman, Town Manager

DATE: April 10, 2024

RE: Purchasing and Inventory Control Policy Modification

RECOMMENDATION

Staff recommends the Town Council adopt a resolution approving modifications to the Town of Portola Valley Purchasing and Inventory Control Policy

BACKGROUND

The purchasing procedures of the Town are regulated by the Town's Purchasing and Inventory Control Policy. California Government Codes Sections 54201 et seq., requires that local agencies adopt policies and procedures related to purchases, bidding, and equipment.

To continue compliance, in 2021 the Town Council approved a modification to the Purchasing and Inventory Control Policy as it relates to inventory control but did not evaluate the Town Manager purchasing authority portion of the policy. The Town Manager purchasing authority was most recently updated in 2010, placing the authority at \$25,000, and Department Heads at \$2,500 at the discretion of the Town Manager.

DISCUSSION

All jurisdictions in California have a policy regarding purchasing as it relates to their respective municipal code. The Town/City Managers consistently have authority to approve contracts, purchases, and expenditures within a certain threshold as goods and services rise in price, while being mindful of the budget. An additional benefit is to prevent cumbersome processes for annual routine costs, contracts, and actions. The increases in spending discretion will improve the efficiency and timeliness in managing and overseeing departmental purchases.

The recommendation is to increase the Town Manager’s authority to \$45,000, and his ability to designate up to \$20,000 if necessary for staff. All purchases are still to be finalized by a Town Manager review process, with internal control by the Finance Department reviewing the cost to ensure it fits within budgetary parameters.

City/Town	City/Town Manager Authority
San Carlos	\$75,000
Los Altos Hills	\$60,000
Belmont	\$50,000
Millbrae	\$50,000
Woodside	\$35,000
Portola Valley	\$25,000

Increasing the purchasing authority limits to align with other San Mateo County agencies will reduce administrative overhead and enhance service delivery. Additionally, in the Town Manager’s absence it allows projects to begin or move along as necessary if spending is required.

This update can streamline processes but will still retain appropriate controls and accountability. Increasing the threshold does not limit the Town Manager or staff from placing an item on a Town Council agenda that is below the approved authority. Depending on the nature of an item, even if it is under the purchasing authority, staff can still present it to the Town Council or place it on a Consent Agenda.

Staff recommend a routine review of these limits approximately every few years given the increased cost of services and supplies. It is important for grants and purchases made under emergencies that the policy is up to date to receive timely and accurate reimbursements from the State or Federal Government entities.

FISCAL IMPACT:

There is no fiscal impact with modifying the Purchasing and Inventory Control Policy.

ATTACHMENT

1. Resolution Approving Modifications to the to the Town of Portola Valley Purchasing and Inventory Control Policy.

RESOLUTION NO. ___-2024

RESOLUTION APPROVING MODIFICATIONS TO THE TOWN OF PORTOLA VALLEY PURCHASING AND INVENTORY CONTROL POLICY

WHEREAS, the current purchasing authorization limit for the Town Manager is \$25,000 and designation is \$2,500, which was most recently updated in 2010; and

WHEREAS, Town business can be more efficiently conducted by reducing administrative time spent in preparing staff reports for the purchase of routine goods and services and to closer match the thresholds of other local municipalities;

WHEREAS, the Town Council of the Town of Portola Valley reviewed modifications to the Town Purchasing and Inventory Control Policy as it relates to Town Manager purchasing and designation; and

NOW THEREFORE, the Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

- I. A purchasing authorization limit of \$45,000 for the Town Manager and designation of up to \$20,000

PASSED AND ADOPTED this 10th day of April, 2024.

By: _____
Sarah Wernikoff, Mayor

ATTEST:

Diego Ramirez, Interim Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Sharif Etman, Town Manager
Corie Stocker-Pedalino, Assistant Town Manager

DATE: April 10, 2024

RE: Consumer Price Index / Cost of Living Adjustment

RECOMMENDATION

Staff recommends the Town Council adopt a resolution approving the Consumer Price Index / Cost of Living Adjustment for Town staff.

BACKGROUND

It has been the policy of the Town to maintain competitive salary rates for positions to retain current employees and encourage future interest from potential employees.

Each year the Town staff receive a Cost-of-Living Adjustment (COLA) based on the February-to-February annual Consumer Price Index (CPI) for the Bay Area market, with an eye on the COLAs of similar sized jurisdictions. This is in lieu of a typical practice that other municipalities have of union negotiations with groups of employees that are represented. The Town does not have any unions, so a practice was created of utilizing the annual February Bay Area CPI. Every municipality offers an annual Cost of Living Adjustment to staff.

DISCUSSION

The Bay Area market CPI posted February of 2024 is 2.4%. That CPI is lower than the average of the previous 4 years which would be 3.75%.

Year	Consumer Price Index (%)
2024	2.4
2023	5.3
2022	5.2
2021	1.6
2020	2.9

This year, the Bay Area CPI is almost 1% lower than the national CPI. The national CPI posted in February is 3.2%.

The recommendation is to grant staff a CPI increase of 3.0%. It is .6% higher than the Bay Area CPI, but lower by .4% than the national CPI. Given the increasing rate of goods and services and a review of what similar local cities are providing, it is a midpoint to offer staff. This increase would go into effect for the pay period ending April 30th, 2024. It is the intent of the Town Manager's Office to introduce a cap and a floor (i.e. 3% and 5%) in the future when recommending the cost-of-living adjustments. The Town Staff do not intend to return with an additional CPI / COLA increase in June 2024 with the new budget, this will be the increase included.

FISCAL IMPACT

The estimated impact for this fiscal year is \$10,000. The ongoing costs for salaries and benefits will be updated and included in the upcoming FY 2024-25 budget.

ATTACHMENT

1. Resolution Approving the Consumer Price Index / Cost of Living Adjustment for Town Staff.

RESOLUTION NO. ____-2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
APPROVING THE CONSUMER PRICE INDEX / COST OF LIVING FOR TOWN
STAFF**

WHEREAS, the Town Manager has recommended the annual adjustment for salaries; and

WHEREAS, at the April 10th meeting the Town Council of the Town of Portola Valley considered the recommendation to provide staff with their annual Consumer Price Index / Cost of Living Adjustment, based on past practice and consistent with practices in other municipalities; and

WHEREAS, the Town Council considered the amendment to be included on the salary ranges a 3% CPI / COLA effective the pay period ending April 30th to be prepared in the budget additionally for FY 24/25; and

NOW THEREFORE, the Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows that public interest and convenience require the update to the salaries and schedule.

PASSED AND ADOPTED this 10th day of April, 2024.

By: _____
Sarah Wernikoff, Mayor

ATTEST:

Diego Ramirez, Interim Town Clerk



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Adrienne Smith, Senior Planner
DATE: April 10, 2024
RE: Annual Housing Element Progress Report for 2023

RECOMMENDATION

Staff recommends receiving the report and providing any comments to staff for inclusion in the submittal to the State Department of Housing and Community Development (HCD).

BACKGROUND

On January 24, 2024, the Town of Portola Valley's City Council adopted the 2023-2031 Portola Valley Housing Element Update. The Housing Element examines the success of past housing efforts, evaluates the need for and status of housing in the town, considers constraints to expanding the housing supply, and identifies sites available for housing. The Housing Element also responds to requirements set forward in the California Government Code.

State law requires that the Town submit a Housing Element Annual Progress Report (APR) to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR). State law also requires that the governing body consider the APR at a public meeting where members of the public are invited to comment. This report must be provided annually on forms developed by HCD and completed by Town staff. The information collected for the report covers activity during one calendar year. The Town's progress towards meeting its goals is tracked primarily through issued building permits during the reporting year. The Town's APR for Calendar Year 2023 is the first reporting year for the 2023-2031 Housing Element, also called the 6th Cycle.

DISCUSSION

The Town of Portola Valley's Regional Housing Needs Allocation (RHNA) for the 6th Cycle increased the amount required during the 5th Cycle (2015-2022 Housing Element) from 64

net new units to 253 units. Since the Town began the 6th Cycle in 2023, the number of net new units permitted by the Town starts from zero.

The Association of Bay Area Governments (ABAG) is responsible for allocating the RHNA goals for each jurisdiction in the San Francisco Bay Area by income level. The following table identifies the Town’s RHNA Goals and the progress the Town has made in meeting these goals over the past year and in total for the 6th Cycle. In most cases, the Town uses affordability assumptions for ADUs. This methodology was developed by ABAG and agreed upon by HCD. The allocation is 30% very low income, 30% low income, 30% moderate income and 10% above moderate income.

Total net new units are distributed across income categories as shown in the table below and are from HCD’s Annual Progress Reporting Form (see Attachment 1 - Table B). The total number of net new units during this RHNA cycle is 24.

Town’s Progress in Meeting RHNA Goals

Income Category	RHNA Allocation	Projection Period	Total Units 2023	Total Units to Date	Remaining RHNA
Very Low	73	4	3	7	66
Low	42	0	12	12	30
Moderate	39	1	1	2	37
Above Moderate	99	0	1	1	98
Total	253	5	17	22	231

Income Category	RHNA Allocation	Projection Period*	Total Units 2023	Total Units to Date	Remaining RHNA
Extremely-Low	37		2	2	35

In addition to reporting on the Town’s progress towards meeting RHNA Goals, the Housing Element Annual Progress Report (APR) also requires an update on the Town’s Housing Element programs. Below is a table identifying programs that were completed in 2022 or 2023, are planned to be ongoing throughout the 6th Cycle, are in progress in 2024, or will begin later in 2024. There are additional programs that begin in 2025 or later which are included in the APR and are further detailed in Attachment 1 to this staff report.

Name of Program	Timeframe in Housing Element	Status of Program Implementation
1-6: Rezone sites as identified within Section 6, Adequate Sites to accommodate 272 residential units, representing the Town's RHNA of 253 units and an 8 percent buffer to allow for compliance with No Net Loss Provisions of SB 166.	March 2024	In progress - draft zoning map amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May 2024.
2-2: Develop a program to manage new affordable housing units in the town.	September 2024	Implement inclusionary housing requirements.
2-3: Establish a more proactive and continual evaluation of housing needs beyond what is required for Housing Element certification.	December 2024 May 2026	Develop repository in 2024. Create working group in 2026.
3-1: Initiate a site planning process for the sites in the new "Gateway" land use classification to make the most efficient use of the property and preserve open space.	June 2024 May 2025 January 2026	Hold discussions with Ladera Church, site plan, and issue RFP. Site planning/outreach to affordable housing developers. Issue RFP.
3-2: Provide technical assistance to nonprofits/religious institutions to develop their sites with affordable housing.	September 2024	Initiate meetings.
4-1: Create new parking requirements for multi-family housing based on best practices, local conditions, and number of bedrooms per unit	March 2024	Amend Zoning Code. In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May 2024.

Name of Program	Timeframe in Housing Element	Status of Program Implementation
6-1: As part of the regular three-year cycle to update the building code, evaluate the code and include latest best practices for fire resiliency in collaboration with Woodside Fire Protection District.	Tri-annually	Evaluate code and incorporate best practices.
6-2: Evaluate the Town’s landscaping regulations and guidelines and update with science-based best practices	December 2024	Evaluate and adopt
6-3 Develop wildfire resilience and programs in collaboration with the Woodside Fire Protection District.	June 2023 Annually	Established regular meetings between Woodside Fire and Town staff. Fire Marshall to prepare a report on vegetation management efforts for the Town Council on an annual basis.
6-4: Adopt fire hazard maps developed by the Woodside Fire Protection District and/or CalFire once they are available.	2024	Adopt Safety Element policies.
6-5: Evaluate ADU and Senate Bill 9 ordinances	2024	Perform analysis once new fire hazard maps are available and adopt amendments 3 months thereafter.
6-6: Work with local fire officials to educate homeowners and landlords through community meetings, mailers, and participation in community events.	2024	Initiate program.
6-7: Continue polices and regulations that encourage energy conservation.	Ongoing	Continue polices and regulations that encourage energy conservation.

Name of Program	Timeframe in Housing Element	Status of Program Implementation
7-1: Improve public information on the ADU application and permit process so it is clear and comprehensive.	October 2024 Ongoing	Make information packets available. Track ADU/JADU production.
7-2: Create an amnesty program for existing, unpermitted ADUs to obtain permits to legalize the ADUs during the 2023-2031 planning period.	May 2025	Establish the program.
7-3: Provide direct assistance from the Building Division for property owners interested in making minor changes to accommodate a JADU.	June 2024	Initiate office hours.
7-4: Establish staff and consultant ADU office hours so that applicants can ask questions of subject matter experts.	September 2024	Initiate office hours.
7-6: Develop an affordable ADU rental program.	September 2024	Develop the program, and then assess the program on an annual basis 2026-2028 and 2030
7-7: Prepare pre-approved preliminary plans for ADUs and JADUs that are made available to property owners.	October 2024	Develop the program, and then assess the program on an annual basis.
8-1: Review approval findings for objectivity and make any necessary revisions with other zoning code amendments and rezonings in March 2024	March 2024 Tri-annually	Review and revise approval findings. Evaluate regulations on a regular basis.
8-2: Amend municipal code to be compliant with State law.	2022	Complete. Completed in December 2022, in advance of Housing Element adoption.
8-3: Amend municipal code to be consistent with AB 2339.	March 2024	In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May 2024.

Name of Program	Timeframe in Housing Element	Status of Program Implementation
8-5: Rezone properties in Town to allow multi-family housing with a range of affordability levels and deed restrictions to ensure affordability over time.	2024	In progress - draft zoning code and zoning map amendments currently being reviewed by the Planning Commission. The Town Council anticipated to adopt in May 2024. Once projects are under construction, affirmatively market to under-represented households.
8-6: Through collaboration with local service providers, convene a discussion of populations that are experiencing comparatively high rates of cost burden to discuss solutions for relief.	March 2024 December 2024	Convene discussion. Consider program.
8-7: Collaborate with other cities/towns and Project Sentinel, or another similar organization, to perform fair housing training for property owners, real estate agents, and tenants across the region.	May 2024 December 2026 May 2030	Establish list of trainees. Hold training workshop. Hold training workshop.
8-8: Create a webpage specific to fair housing including resources for residents who feel they have experienced discrimination, information about filing fair housing complaints with HCD or HUD, and information about protected classes under the Fair Housing Act.	May 2024	Create webpage.
8-10: Update the Municipal Code to comply with State law and the HCD Group Home Technical Advisory (December 2022)	March 2024	Amend code. In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May 2024.

Name of Program	Timeframe in Housing Element	Status of Program Implementation
9-1: Work with owners of 4394 Alpine or supportive housing nonprofits to support the development of housing that serves developmentally disabled persons.	June 2023 June 2024	Initiate. Adopt policy.

ATTACHMENT

1. EXCERPT: Annual Housing Element Progress Report for Calendar Year 2023

Jurisdiction	Portola Valley	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**Table A
Housing Development Applications Submitted**

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes			
1				2	3	4	5							6	7	8	9	10		11	12	13		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+ADU,MH)	Tenure R= renter O= owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below							0	3	0	3	0	4	3	13	5	0								
N/A	079-030-170	3 Grove		BLDR0051-2023	ADU	R	4/28/2023		1						1	1		NONE	No	No	Approved	Discretionary		
N/A	079-151-490	151 Brookside		PLN_ARCH001 0-2022	SFD	O	5/2/2022							1	1	1		NONE	No	No	Approved	Discretionary		
N/A	079-151-490	151 Brookside		BLDR0138-2023	ADU	R	8/3/2023		1						1			NONE	No	No	Pending	Ministerial		
N/A	079-020-030	315 Grove		BLDR0104-2023	ADU	R	7/7/2023		1						1	1		NONE	No	No	Approved	Ministerial		
N/A	076-182-020	501 Wayside		PLN_ARCH002 1-2022	SFD	O	10/27/2022							1	1	1		NONE	No	No	Approved	Discretionary		
N/A	079-011-180	41 Stonegate		PLN_ARCH000 3-2022	SFD	O	2/23/2022							1	1	1		NONE	No	No	Approved	Discretionary		
N/A	077-012-030	127 Ramoso		PLN_ARCH001 5-2022	SFD	O	7/18/2022							1	1	1		NONE	No	No	Approved	Discretionary		
N/A	077-012-030	127 Ramoso		BLDR0064-2023	ADU	R	5/10/2023				1				1			NONE	No	No	Pending	Ministerial		
N/A	077-012-030	127 Ramoso		BLDR0066-2023	ADU	R	5/10/2023				1				1			SB 9 (2021) - Duplex in SF Zone	No	No	Pending	Ministerial		
N/A	079-073-210	3 Hillbrook		PLN_ARCH002 2-2022	SFD	O	11/16/2022							1	1	1		NONE	No	No	Approved	Discretionary		
N/A	079-073-210	3 Hillbrook		BLDR0090-2023	ADU	R	6/20/2023				1				1			NONE	No	No	Pending	Ministerial		
N/A	080-480-010	10 Sandstone		BLDR0025-2023	ADU	R	3/10/2023						1		1	1		NONE	No	No	Approved	Ministerial		
N/A	079-054-020	241 Georgia		BLDR0028-2023	ADU	R	3/20/2023						1		1	1		NONE	No	No	Approved	Ministerial		
N/A	079-221-020	305 Cervantes		BLDR0078-2023	ADU	R	5/30/2023						1		1			NONE	No	No	Pending	Ministerial		
N/A	079-130-150	4678 Alpine		BLDR0146-2023	ADU	R	8/8/2023						1		1	1		NONE	No	No	Approved	Ministerial		
N/A	079-021-020	350 Grove		PLN_ARCH001 9-2022	SFD	O	10/17/2022							1	1	1		NONE	No	No	Approved	Discretionary		
N/A	079-101-240	390 Golden Oak		BLDR0201-2023	ADU	R	11/7/2023							1	1			NONE	No	No	Pending	Ministerial		
N/A	077-070-240	880 Westridge		PLN_ARCH000 4-2023	SFD	O	4/17/2023							1	1			NONE	No	No	Pending	Discretionary		
N/A	077-090-220	857 Westridge		PLN_ARCH000 7-2023	SFD	O	11/3/2023							1	1			NONE	No	No	Pending	Discretionary		

Jurisdiction	Portola Valley	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
Income Level		1 RHNA Allocation by Income Level	Projection Period - 06/30/2022- 01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
Very Low	Deed Restricted	73	1	-	-	-	-	-	-	-	-	-	7	66
	Non-Deed Restricted		3	3	-	-	-	-	-	-	-	-		
Low	Deed Restricted	42	-	9	-	-	-	-	-	-	-	-	12	30
	Non-Deed Restricted		-	3	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	39	-	-	-	-	-	-	-	-	-	-	2	37
	Non-Deed Restricted		1	1	-	-	-	-	-	-	-	-		
Above Moderate		99	-	1	-	-	-	-	-	-	-	-	1	98
Total RHNA		253												
Total Units			5	17	-	-	-	-	-	-	-	-	22	231
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5 Extremely low-income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		37		2	-	-	-	-	-	-	-	-	2	35

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Portola Valley	
Reporting Year		2023	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1-1a: Create a new "Gateway" land use classification in the General Plan that allows affordable housing, recreation and open space.	This program helps to address fair housing contributing factors relating to a lack of affordable housing.	2023	Complete. Amended Land Use Element.
1-1b: Create two new zoning districts that allow for multi-family housing at 2 to 4 du/acre and 20 to 23 du/acre to provide for development of housing at lower-income levels.	Create multi-family development standards in the new zoning district to allow for greater intensity, including floor area, height limits, minimum lot or unit sizes, and allowable dwelling units per acre.	Mar-24	Rezone and amend Zoning Code. In progress - draft zoning code and zoning map amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
1-2b: Create Objective Design Standards for the new mixed-use zoning district to regulate building form and architectural details to create greater certainty in the design review process.	Addresses fair housing contributing factors relating to a lack of moderate- and high-density development.	Mar-24	Adopt design standards. In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
1-3: Create a new Opt-In Housing Diversification Program that allows property owners with sites 1 acre or greater to develop up to six dwelling units per lot	The Town will establish objective development and design standards that will encourage and facilitate the development of up to 6 units per lot and ensure that these standards do not preclude an eligible project from achieving the allowed number of units.	Jun-25 Once adopted, annual program	Adopt design and development standards. Annually evaluate program effectiveness.
1-4: The Municipal Code will be updated to further incentivize use of this program to provide affordable workforce housing and to establish the parameters and process for the Affiliated Housing Program, including objective development standards, objective findings for approval, and affordability requirements.	Facilitate development under the Affiliated Housing Program	Mar-24 2027	Amend Zoning Code to codify program. In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024. Conduct mid-cycle review.
1-5: Participate in HIP Housing's "Home Sharing Program" as a way to improve housing opportunities for lower-income seniors and low-income Portola Valley residents.	Implementing this program will support the Town's housing mobility efforts to increase access to high-resource neighborhoods in Portola Valley for low-income households in Portola Valley and from other areas of San Mateo County that otherwise could not afford to live in Portola Valley, for example seniors on fixed incomes or persons with physical or developmental disabilities.	Dec-24 June-25	Connect with HIP Housing. Develop outreach program.
1-6: Rezone sites as identified within Section 6, Adequate Sites to accommodate 272 residential units, representing the Town's RHNA of 253 units and an 8 percent buffer to allow for compliance with No Net Loss Provisions of SB 166.	The rezonings will support housing development	Mar-24	In progress - draft zoning map amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
2-1: Amend the Municipal Code to establish inclusionary housing requirements for new multi-family housing developments to complement existing inclusionary requirements for projects with subdivisions.	Addresses fair housing contributing factors relating to a lack of affordable housing.	Sep-26	Adopt amendments.
2-2: Develop a program to manage new affordable housing units in the town.	Addresses fair housing contributing factors relating to a lack of affordable housing.	Sep-24	Implement inclusionary housing requirements.
2-3: Establish a more proactive and continual evaluation of housing needs beyond what is required for Housing Element certification.	To the extent additional housing opportunity sites are identified through this program, the development of such sites should be prioritized above the use of the Dorothy Ford Park and Open Space site.	Dec-24 May-26	Develop repository in 2024. Ceate working group in 2026.
2-4: The Town understands the need to encourage and facilitate housing development for households earning 30% or less of the median family income.	Encourage development of housing for extremely low-income households	Jun-26	Outreach to affordable housing developers.

2-5: The Town will seek funding sources every 2 years and provide information regarding the availability of rehabilitation programs	Share information on the Town's Home Sharing Program	2025 and biannually thereafter	Assess funding sources.
3-1: Initiate a site planning process for the sites in the new "Gateway" land use classification to make the most efficient use of the property and preserve open space.	Pursue an affordable housing project on the Dorothy Ford Park and Open Space site in partnership with an affordable housing developer.	Jun-24 May-25 Jan-26	Hold discussions with Ladera Church, site plan, and issue RFP. Site planning/outreach to affordable housing developers. Issue RFP.
3-2: Provide technical assistance to nonprofits/religious institutions to develop their sites with affordable housing.	Support development of housing on non-profit owned parcels.	Sep-24	Initiate meetings.
4-1: Create new parking requirements for multi-family housing based on best practices, local conditions, and number of bedrooms per unit	The Town will ensure new parking requirements will not act as a potential constraint to new development.	Mar-24	Amend Zoning Code. In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
4.-2: Provide additional flexibility on development standards for affordable housing through State Density Bonus Law or the Affiliated Housing Program.	Provide a process for applicants to request flexibility on development standards without requiring a variance.	Jan-24 Jun-25	Adopt zoning code changes as necessary to support density bonus law. Review complete. No amendments required. Include Affiliated Housing Program in zoning code as overlay zone. In progress - draft zoning map amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
4-3: Ensure the permitting process for modular and manufactured homes is clear and does not include any disincentives to using these building methods.	Develop informational materials to assist applicants with zoning and building requirements.	Jan-27 Sep-27	Begin evaluation. Process and adopt amendments if necessary.
4-4: Establish and implement an Affordable Housing Fund Policy.	Moneys in the Fund may be used to: 1) Increase and improve the supply of affordable housing, or 2) Cover reasonable administrative expenses not reimbursed through processing or other fees.	Dec-23	Complete. Policy established by Town Council.
4-5: The Town will ensure ongoing compliance with transparency laws by listing all fees	Promote transparency	Aug-24	Update website.
5-1: Review Municipal Code standards and procedure documents and update as necessary	Make applicable Municipal Code sections more understandable	Dec-24 and then tri-annually	Evaluate applications and site development permits.
5-2: Review use of consultants, staffing pattern, and fee schedules for ways to improve efficiency.	Improve development review process	Annually	Annual review linked to budget process.
5-3: Facilitate and support pipeline projects during the planning period by working with applicants.	Ensure reviews are done in a timely manner and technical assistance is provided as needed and public meetings limitations are followed	Ongoing	Develop 50 units by January, 2031. In progress - Willow Commons project (11 units) currently under construction.
5-4: The Town shall initiate a standard operating procedure wherein the Planning & Building Director determines if a project is exempt from CEQA within 30 days after deeming a development application complete.	Streamline projects where possible	Ongoing	Ongoing. Planning Departments determines if a project is CEQA-exempt within 30 days of submission. If so, project is subject to permit streamlining per SB330.
6-1: As part of the regular three-year cycle to update the building code, evaluate the code and include latest best practices for fire resiliency in collaboration with Woodside Fire Protection District.	Refine fire resistant building standards	Tri-annually	Evaluate code and incorporate best practices.
6-2: Evaluate the Town's landscaping regulations and guidelines and update with science-based best practices	Incorporate fire safety into landscaping regulations and meld with landscaping practices	Dec-24	Evaluate and adopt
6-3 Develop wildfire resilience and programs in collaboration with the Woodside Fire Protection District.	Prioritize vegetation management	Jun-23 Annually	Established regular meetings between Woodside Fire and Town staff. Fire Marshall to prepare a report on vegetation management efforts for the Town Council on an annual basis.
6-4: Adopt fire hazard maps developed by the Woodside Fire Protection District and/or CalFire once they are available.	Determine if any new/replacement sites are needed or if additional fire prevention measures are needed.	2024	Adopt Safety Element policies.
6-5: Evaluate ADU and Senate Bill 9 ordinances	Determine if any new fire prevention measures are needed.	2024	Perform analysis once new fire hazard maps are available and adopt amendments 3 months thereafter.
6-6: Work with local fire officials to educate homeowners and landlords through community meetings, mailers, and participation in community events.	Education community on how to reduce fire risk to structures and landscaping as wildfire risk continues to increase due to climate change.	2024	Initiate program.
6-7: Continue polices and regulations that encourage energy conservation.	Support energy practices and energy conservation that is less reliant on an electrical grid.	Ongoing	Continue polices and regulations that encourage energy conservation.

7-1: Improve public information on the ADU application and permit process so it is clear and comprehensive.	Create informational materials.	Oct-24 Ongoing	Make information packets available. Track ADU/JADU production.
7-2: Create an amnesty program for existing, unpermitted ADUs to obtain permits to legalize the ADUs during the 2023-2031 planning period.	The amnesty program would provide property owners the opportunity to formally legalize existing unpermitted ADUs and thereafter draw building permits for improvements to legalized ADUs.	May-25	Establish the program.
7-3: Provide direct assistance from the Building Division for property owners interested in making minor changes to accommodate a JADU.	Addresses fair housing contributing factors relating to a lack of affordable housing.	Jun-24	Initiate office hours.
7-4: Establish staff and consultant ADU office hours so that applicants can ask questions of subject matter experts.	Addresses fair housing contributing factors relating to a lack of affordable housing.	Sep-24	Initiate office hours.
7-5: Develop and run a survey of ADU owners in Portola Valley	Determine how ADUs are being used in the community and how much they are contributing to the housing stock and affordable housing.	2026 2030	Initiate survey. Re-run survey.
7-6: Develop an affordable ADU rental program.	Matches low-income tenants who have experienced displacement from areas outside of Portola Valley due to increasing rents with Portola Valley ADU owners willing to rent ADUs at below market rates	Sep-24	Develop the program, and then assess the program on an annual basis 2026-2028 and 2030
7-7: Prepare pre-approved preliminary plans for ADUs and JADUs that are made available to property owners.	Decrease the level of effort required of property owners in designing and permitting a JADU or ADU	Oct-24	Develop the program, and then assess the program on an annual basis.
7-8: Update Town's ADU ordinance regularly to comply with State law.	Promote ADU/JADU construction and affordability and encourage programs that would increase the diversity of ADU occupants	2027	First update 6 months after receiving HCD's ADU findings; review annually thereafter and update within 6 months of review
8-1: Review approval findings for objectivity and make any necessary revisions with other zoning code amendments and rezonings in March 2024	Revise the zoning code to remove approval finding #5 and #6, related to impacts on surrounding uses, neighbors and the Town; revise the zoning code to remove approval finding #5 and #6, related to impacts on surrounding uses, neighbors and the Town	Mar-24 Tri-annually	Review and revise approval findings. Evaluate regulations on a regular basis.
8-2: Amend municipal code to be compliant with State law.	Update sections of code related to transitional and supportive housing.	2022	Complete. Completed in December 2022, in advance of Housing Element adoption.
8-3: Amend municipal code to be consistent with AB 2339.	Revise definition of emergency shelters to include navigation centers, bridge housing, and respite and recuperative care.	Mar-24	In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
8-4: Incentivize developers through development standards concessions or fee waivers/reductions to increase the number of accessible units	Increase the number of accessible units beyond the federal requirement of 5% for subsidized developments.	May-26	Develop incentives.
8-5: Rezone properties in Town to allow multi-family housing with a range of affordability levels and deed restrictions to ensure affordability over time.	Address fair housing contributing factors relating to a lack of affordable housing, and a lack of moderate- and high-density development.	2024	In progress - draft zoning code and zoning map amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024. Once projects are under construction, affirmatively market to under-represented households.
8-6: Through collaboration with local service providers, convene a discussion of populations that are experiencing comparatively high rates of cost burden to discuss solutions for relief.	Addresses fair housing contributing factors relating to a lack of affordable housing.	Jun-24 Dec-24	Convene discussion. Consider program.
8-7: Collaborate with other cities/towns and Project Sentinel, or another similar organization, to perform fair housing training for property owners, real estate agents, and tenants across the region.	Addresses fair housing contributing factors related to existing patterns of higher loan denial rates for people of color, and a lack of knowledge of fair housing laws and rights in tenants and owners.	May-24 Dec-26 May-30	Establish list of trainees. Hold training workshop. Hold training workshop.
8-8: Create a webpage specific to fair housing including resources for residents who feel they have experienced discrimination, information about filing fair housing complaints with HCD or HUD, and information about protected classes under the Fair Housing Act.	Addresses fair housing contributing factors related to a lack of knowledge of fair housing laws and rights in tenants and owners.	24-May	Create webpage.
8-9: Conduct a comprehensive analysis of the Municipal Code to ensure there are no regulatory constraints (actual or perceived) to reasonable accommodation and providing housing for persons with disabilities.	Addresses fair housing contributing factors related to a lack of knowledge of fair housing laws and rights in tenants and owners.	Jan-27 Dec-27	Conduct analysis. Amend code as necessary.

8-10: Update the Municipal Code to comply with State law and the HCD Group Home Technical Advisory (December 2022)	Remove constraints on housing for persons with disabilities, affirmatively support it, and prevent discrimination against it.	Mar-24	Amend code. In progress - draft zoning code amendments currently being reviewed by the Planning Commission. Town Council anticipated to adopt in May, 2024.
9-1: Work with owners of 4394 Alpine or supportive housing nonprofits to support the development of housing that serves developmentally disabled persons.	Support the development of housing that serves developmentally disabled persons	Jun-23 Jun-24	Initiate. Adopt policy.

Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		2
Total Units		5



TOWN OF PORTOLA VALLEY

SUBCOMMITTEE REPORT

TO: Mayor and Members of the Town Council

FROM: Judith Hasko and Craig Taylor

DATE: April 10, 2024

RE: Remaining Post-Adoption Plan Activities

RECOMMENDATION

The Town Council should review the enclosed materials, discuss the proposed budgets for those items in the Post-Adoption Plan adopted in 2023 that were held for further discussion in September 2023 due to lack of budget information at such time, and consider approving such remaining items and the related budget.

BACKGROUND

In March 2023, the Town Council reviewed and approved, in conjunction with its adoption of the March 2023 proposed Housing Element, a Post-Adoption Plan attached as Attachment 1 (the “**Initial Post-Adoption Plan**”). At such time, Craig Taylor and Judith Hasko agreed to serve as a subcommittee for the Post-Adoption Plan implementation. In particular, this subcommittee agreed to further refine and add further timing and implementation details to the Initial Post-Adoption Plan for discussion and approval by the Town Council. The subcommittee brought forward a more detailed Post-Adoption Plan in September 2023, attached as Attachment 2 (the “**Detailed Post-Adoption Plan**”).

The Town Council recognized that certain of the activities included in the Detailed Post-Adoption Plan required Town funding, and at such time no estimates of the required funding were available. Accordingly in September 2023, the Town Council adopted Topics T1 (in part), T2, T3.1, T6, and T8 of the Detailed Post-Adoption Plan because they were either completed, already under way or did not require additional Town funding. The Town Council postponed adoption of Topics 1 (in part), T3.2, T4, T5 and T7 until it could consider estimated budgets for these activities. See Attachment 3 for the summary of items that were approved in September 2023 and those items that are now proposed to be

discussed by the Town Council and considered for approval (the “**Post Adoption Housing Element Actions Summary**”).

DISCUSSION

The Initial Post-Adoption Plan adopted in March 2023 was drafted at a high level and, given the timing constraints faced by the Town at such time, necessarily omitted details important to assure effective implementation of the Housing Element while reflecting our General Plan, community values, history and environment. Since March 2023, the Town has made significant efforts to comply with State requirements to implement our 2023-2031 Housing Element, including by adopting certain items in the Detailed Post-Adoption Plan in September 2023. Moving forward to adopt the remaining items in the Detailed Post-Adoption Plan in a timely manner will further facilitate these efforts.

FISCAL IMPACT

See Attachment 3 for budgets for items proposed for approval by the Town Council, as set forth in the Post Adoption Housing Element Actions Summary. To summarize, over the course of fiscal years 2024, 2025, and 2026 the estimated cost to implement and execute the proposed Post Adoption Housing Element Plan is projected to be \$233K. In June 2023, the Town Council approved through the annual budget process an initial budget of \$130K to be funded by the General Fund.

ATTACHMENTS

- 1. Initial Post-Adoption Plan**
- 2. Detailed Post-Adoption Plan**
- 3. Post Adoption Housing Element Actions Summary**

**Portola Valley Town Council Subcommittee
Post-Adoption Implementation Plan
for 8th Cycle Housing Element
March 29, 2023**

Definitions

GP = General Plan

HE = Housing Element

MMRP = Mitigation monitoring and reporting program, part of the IS/MND

PC = Planning Commission

PCCM = Planning Commission Colleagues Memo dated February 8, 2023

Post HE Plan = Post-Adoption Housing Element Plan

TC = Town Council

TC HE Subcommittee = Town Council Post HE Plan Subcommittee

Overview: We summarize steps proposed to be taken concurrently with or after adoption of the Town's updated HE.

Goal: Support and enhance the Town's ability to accommodate additional housing in accordance with our General Plan.

Sources: Discussions during meetings of various committees and commissions and the Town Council in connection with the HE, as well as initiatives that the TC HE Subcommittee suggests be included in the Post HE Plan.

NOTE: *This is not intended to be the Post HE Plan;* it merely summarizes topics that the Post HE Plan and other documents (HE, MMRP, Safety Element) will address.

Next steps on Post HE Plan: We envision the full Post HE Plan as being defined concurrently with, or immediately after (within 30 days) the HE adoption by the Town.

Goal:

Discuss and align on which of the actions proposed by the PCCM and the TC HE Subcommittee to take, in which document, and by which means.

Topics:

1. Housing Site Inventory Follow up
2. Zoning, Design Review Actions and Related General Plan Updates
3. CEQA Guidelines/Local Guidelines and Thresholds
4. Supplemental Safety Measures for HE
5. Impact of HE on Services and Infrastructure
6. Housing Funds Develop Policy for Use of Inclusionary Funds
7. Encourage Community and Civic Engagement
8. Develop Housing Element Information Repository

Topic 1: Housing Site Inventory Follow up

Action	<ol style="list-style-type: none">1. Evaluate and propose Sunrise opportunity sites.2. Initiate longer term planning efforts for future housing cycles.
Placement	HE for Sunrise duration and intent to identify substitute sites for Dorothy Ford Park and Open Space (before an RFP process commences), and Post HE Plan for details on further timing for specific Sunrise efforts, committee composition and processes, and ADU/JADU efforts described below.
Process	<p>On item 1 under this topic, within 3 months after the HE adoption, a TC subcommittee would be formed to oversee preliminary work, with planning staff support, to identify potential alternative sites and/or other programs that may address our RHNA requirements currently addressed with Dorothy Ford Park and Open Space. Such subcommittee would conduct initial outreach to the community (through public meetings) and to owners of properties that may serve as alternative sites.</p> <p>No later than 9 months after adoption of HE, establish an ad hoc committee consisting of Town committee, commission and council members along with Town residents, which would work with staff and consultants, to discuss, evaluate and prioritize all opportunities, and gather financial, property rights and other relevant information to guide discussions of alternative sites in light of the Town ethos and the General Plan. This ad hoc committee would also evaluate opportunities to reconfigure Dorothy Ford Park and Open Space, if alternative sites are not identified, and understand the potential costs of doing so. The Post HE Plan would outline these activities in more detail.</p>

Topic 1: Housing Site Inventory Follow up (cont'd)

Process	<p>On item 2 under this topic, within 2-3 years after adoption of HE, form a working group or ad hoc committee to focus on conducting community discussions of longer term Town housing needs outside of current HE efforts and RHNA requirements, to focus proactively and with deliberation on longer term Town housing needs. These efforts would be integrated with efforts by the ADU Working Group to engage in further phases of understanding community interest in ADUs and JADUs, including amnesty programs. This effort would also develop policies and approaches to consider to support ADU, JADU and amnesty programs, including fee waivers or reductions, incentives to rent at affordable rates, and tracking information useful to demonstrate that some portion of Town ADU and JADU units are eligible to be designated as very low and low income category units (e.g., through short term deed restrictions, voluntary tracking and reporting, etc.).</p> <p>Further efforts would include tracking, on a quarterly basis, each existing site or newly identified available sites as the Sunrise effort evolves, noting any legal or other impediments to including such sites in the Housing Element, and the rationale for why such sites were selected or omitted from the Housing Element.</p>
Comments	<p>The intent of this effort is to maximize success of Sunrise provision to identify alternatives to development of Dorothy Ford Park and Open Space, to retain as much as possible the aesthetic, recreational and natural attributes of these sites while complying with our HE commitments, to the maximum extent possible. This effort would also entail understanding the costs of such efforts. Furthermore, the Post HE Plan would include an approach for a more continual evaluation of housing needs in Town to avoid time-constrained, rushed analyses in future HE cycles.</p>

Topic 2: Zoning, Design Review Actions and Related General Plan Updates

Action	Within 6 months after adoption of HE, review, discuss and adopt zoning changes needed to ensure further consistency and fidelity of HE with GP, and develop objective design criteria consistent with Town design guidelines for use in complying with state requirements for certain future development projects in a manner consistent with the GP.
Placement	HE (already recited in Program 1-1c for objective criteria) and Post HE Plan
Process	Planning Staff and consultants with relevant expertise relating to necessary zoning changes and objective design criteria would develop proposal. The proposal would be submitted to PC and TC for recommendation and adoption. One or two public awareness, education and comment meetings should be considered after the initial PC study session, conducted with support by the staff and consultants.
Comments	In the course of implementing the new HE, the Town will need to adopt zoning changes and objective design review guidelines. The timelines and sequence of activities will be set out in the Post HE Plan. In the unlikely event that General Plan updates are needed in light of these changes, they could be adopted as part of longer term effort to update General Plan, unless required to be adopted earlier under law. Objective design standards would be developed as soon as practical given that they are a critical means of requiring new project development to be consistent with the Town's General Plan and ethos.

Topic 3: CEQA Guidelines/Local Guidelines and Thresholds

<p>Action</p>	<ol style="list-style-type: none"> 1. Within 6 months after HE adoption, establish CEQA guidelines per 14 CCR Section 15022. 2. Within 8-12 months after HE adoption, establish local thresholds where reasonably feasible, per 14] Section 15064.7(b), concerning topics such as aesthetics, parks and recreation, public services, traffic and wildfire safety to guide future development, with reference, where available, to approaches taken by jurisdictions that have adopted similar measures (such as Gilroy, Los Angeles, San Diego, Oakland and Laguna Niguel).
<p>Placement</p>	<p>MMRP</p>
<p>Process</p>	<p>Planning Staff and CEQA expert to address item 1 under this topic, and submit for TC approval. Planning Staff with CEQA and other consultants to develop framework for item 2 under this topic based on references to other jurisdictions adopting similar local parameters, then submit for discussion and input by the Planning Commission to review to refine to tailor to community values and the Town’s General Plan and eventual submission for adoption by the Town Council. One or more public awareness, education and comment meetings would be conducted after the initial PC study session.</p>

Topic 3: CEQA Guidelines/Local Guidelines and Thresholds (cont'd)

Comments	<p>The intent of item 1 under this topic is to comply with state requirements in adopting local CEQA guidelines, and the intent of item 2 under this topic is to clarify and standardize analysis and decision making in the environmental review process for future development projects in Town, with the intent to enhance the measures included in the IS/MND as appropriate to reflect our Town's ethos, and increase consistency and efficiency.</p> <p>Guidelines and thresholds could be derived from existing examples taken from other jurisdictions and would serve to frame the analyses of future project-level environmental impacts and mitigation measures for projects that are not exempt from CEQA, and be informed by public input.</p> <p>Any required General Plan amendments that may be identified in the initial process as being required to effect these actions could be implemented in the next update of the General Plan unless legally required to be adopted earlier.</p>
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Topic 4: Supplemental Safety Measures for HE

Action	Coordinate and ensure that the Town’s ongoing safety-related activities also consider the cumulative projected increase, in Town population and housing units arising out of HE adoption, and adopt mechanisms to coordinate with neighboring jurisdictions with respect to safety measures such as the evacuation plan.
Placement	Safety Element/HE (see policy 6)/MMRP
Process	<p>Staff and consultants would reach out to committees involved in the Safety Element process to confirm that such committees assessed and make recommendations to the Planning Commission and Town Council with respect to adjustments to evacuation routes and planning, building codes, and other safety measures (to address fire, geologic, flooding and other risks), specifically arising from the cumulative increase in population and housing units in the HE, adopted fire maps, other elements of the GP, and best practices.</p> <p>These efforts would be made in conjunction with the ongoing Safety Element update and adoption of evacuation plan, which will be completed to the extent feasible within 6-9 months after the HE adoption.</p> <p>The Post HE Plan will outline details of conducting assessments of safety measures periodically in light of actual and projected housing growth to enable methodical and proactive approach.</p>
Comments	The goal of this effort is to optimize consistency, beyond what is required by CEQA, across the Safety Element, HE, and GP with respect to safety in light of the increase in the Town’s population under the new HE, complementing ongoing efforts already in process.

Topic 5: Impact of HE on Services and Infrastructure

Action	Understand projected growth in demand on services and infrastructure resulting from increased population and housing units in Town under the HE, and potential impact on Town budget, and develop strategy for maintaining or improving current service levels. Understand and gather information on housing insurance challenges in Town, focusing in particular on how additional housing units to be built in the course of implementing our HE will impact existing insurance programs residents use, and the availability and costs of insuring new housing units.
Placement	HE/Post HE Plan
Process	Within 4-6 months after HE adoption, staff working with one or more Town Council members would conduct supplemental outreach to confirm public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) continue to be available appropriate for Town population in terms of an appropriate service level, quality, capacity and location, including an assessment of costs to the Town, and if necessary identify any adjustments that are identified in such process.

Topic 5: Impact of HE on Services and Infrastructure (cont'd)

Process	<p>Within 18 months after HE adoption, form a committee of committees including members of the planning commission to assess more detailed and longer term qualitative and quantitative implications of increasing the Town population and housing units as a result of HE adoption on services and infrastructure, and understand and monitor issues and developments that may impact the availability of insurance for new and existing housing units in Town.</p> <p>The group or committee's goal would be to advise the PC and TC on mechanisms recommended to make sure that public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) continue to be available appropriate for Town population in terms of an appropriate service level, quality, capacity and location, including an assessment of costs to the Town.</p> <p>Community outreach sessions would be conducted to allow the public to understand and comment on the committee's efforts.</p>
Comments	<p>Increased demand on services and infrastructure merits special monitoring and planning for increased demand, while maintaining level of services and resources. This effort would complement the efforts staff routinely makes with respect to services and infrastructure to focus on longer term implications of HE adoption.</p>

Topic 6: Housing Funds Develop Policy for Use of Inclusionary Funds

Action	Within 6 months after adoption of the HE, define an Inclusionary Funds Use Policy to guide the Town's use of funds arising from this HE program.
Placement	Post HE Plan
Process	Town Council subcommittee already appointed will work with Town committees to gather input on priorities and considerations that will inform an Inclusionary Funds Use Policy. Such subcommittee, with staff support, will develop a proposal for consideration by the Town Council for adoption.
Comments	This effort will complement the Town's general efforts to identify incentives and support for expanding housing options as part of the HE. As the Town assesses its financial resources to accommodate the HE, this effort could also extend to use of other funds that may become available for housing-related purposes.

Topic 7: Encourage Community and Civic Engagement

Action	Engage community organizations in discussion of community housing needs and potential resources.
Placement	Post HE Plan
Process	Form working group including Town committee and commission members to conduct outreach to civic organizations located or operating in Town (e.g., HOAs, medical support services, religious organizations) who are positioned to understand the needs of the most vulnerable in the local community, and assist in understanding existing impediments to development of new housing, identifying and creating opportunities for housing and developing policies to support housing needs for these populations. This would not entail formal meetings unless the Town Council later found it necessary to conduct them. However, the working group would report its findings to the Town Council.
Comments	The intent of this activity is to engage organizations that have special insight into the housing needs of vulnerable populations in Town, and to engage them in defining Town strategies to meet these needs on an ongoing basis.

Topic 8: Develop Housing Element Information Repository

Action	Create accessible repository of HE-related information, including information about RHNA requirements (general and Town-specific), analyses of available sites, processes and discussions of the Ad Hoc Housing Element Committee, and other items.
Placement	Post HE Plan
Process	To be determined after Housing Element adoption. This would not entail material staff time unless the Town Council approves such work.
Comments	Recognizing the extensive efforts of the Town to consider public comment and gather information on potential housing sites, the Town Council wishes to create an easily accessible repository that would be available for the Sunrise-related activities and other Town housing-related activities and otherwise for public understanding and awareness.

Proposed Portola Valley Town Council Post-Adoption Implementation Plan for 6th Cycle Housing Element September 13, 2023

Goal of Post Housing Element Plan: Support and enhance the Town's ability to accommodate additional housing in accordance with our General Plan, with specific actions to be taken within defined time frames.

Topics:

1. Housing Site Inventory Follow up
2. Zoning, Design Review Actions and Related GP Updates
3. CEQA Guidelines/Local Guidelines and Thresholds
4. Supplemental Safety Measures for HE*
5. Impact of HE on Services and Infrastructure
6. Housing Funds Develop Policy for Use of Inclusionary Funds
7. Encourage Community and Civic Engagement
8. Develop Housing Element Information Repository

*Note: Coordination with Woodside Fire Protection District on Key Approaches is subject to separate discussion

Definitions:

GP = GENERAL PLAN

HE = HOUSING ELEMENT

IS/MND = INITIAL STUDY/MITIGATED NEGATIVE DECLARATION

MMRP = MITIGATION MONITORING AND REPORTING PROGRAM, PART OF THE IS/MND

PC = PLANNING COMMISSION

PCCM = PLANNING COMMISSION COLLEAGUES MEMO DATED FEBRUARY 8, 2023

POST HE PLAN = POST-ADOPTION HOUSING ELEMENT PLAN

SE = SAFETY ELEMENT

TC = TOWN COUNCIL

ADOPTION DATE = DATE THE HE DRAFT WAS SUBMITTED TO HCD, MAY 25, 2023

Topic 1

Housing Site Inventory Follow up

Actions

1. Evaluate and propose Sunrise opportunity sites.
2. Initiate longer term planning efforts for future housing cycles.

Generally, the goal is to conduct continual evaluation of housing needs and potential housing sites in Town to avoid time-constrained, rushed analyses in future HE cycles and to address community housing needs.

Timing

Initiate item 1 actions in September 2023 and continue through 2-year Sunrise period. Initiate item 2 actions by June 2024 and continue indefinitely. Information described in Topic 8 will be useful for, and should be coordinated with, efforts under this Topic 1.

By May 2024, appoint and develop timelines for work product of a new ad hoc committee suitable to implement intent of the Sunrise provision; initial list of viable housing site alternatives should be completed no later than August 2024, and updated as needed thereafter.

If necessary, between August and October 2024, evaluate options for reconfiguring Dorothy Ford Park and Open Space and related costs, with final report submitted to the TC no later than the date that is 3 months prior to expiration of the Sunrise period.

Process

On item 1, form TC subcommittee to oversee preliminary work, with planning consultant/staff support, to identify potential alternative

sites and/or other programs that may address our RHNA requirements currently addressed with Dorothy Ford Park and Open Space. Such subcommittee would (i) develop a comprehensive list of all sites in Town leveraging work done by the Ad Hoc Housing Element Committee, (ii) conduct initial outreach to the community generally (through public meetings) to inform the public of the need for alternative sites and gain public input on potential alternative sites, and directly to owners of properties that could feasibly serve as alternative sites, (iii) maintain a list of activities conducted and feedback received per site, and (iv) continuously monitor potential sites as new information becomes available.

Once site listings are prepared, only minimal staff time expected to be needed to support the subcommittee.

The TC would establish an ad hoc committee consisting of Town committee, commission and council members along with Town residents, which would work with staff and consultants to discuss, evaluate and prioritize all alternative Sunrise site opportunities, considering financial, property rights and other relevant information in light of the Town ethos and the GP.

This ad hoc committee would work with input from the TC subcommittee acting under item 1 to (i) develop a process for recording the status of sites in Town for potential housing (e.g., whether it was assessed in the past housing efforts, what impediments or issues were identified), and monitoring any changes in status of these sites, (ii) conduct outreach to have a comprehensive effort to facilitate identification of alternative sites, (iii) establish a framework for understanding costs of developing various sites and (iv) consider developing a rank ordering system for any suitable sites.

This ad hoc committee would also evaluate opportunities to

reconfigure Dorothy Ford Park and Open Space, if alternative sites are not identified prior to August 2024 and develop an understanding of the potential costs of doing so.

Meetings would be monthly or otherwise as needed to identify sites early enough in the Sunrise period to provide workable alternatives, starting no later than January 2024. Moderate to significant staff and consultant support would be needed as the process develops.

Comments

The intent of this effort is to maximize success of Sunrise provision to identify alternatives to development of Dorothy Ford Park and Open Space, to retain the aesthetic, recreational and natural attributes of these sites while complying with our HE commitments, to the maximum extent possible

Topic 2

Zoning, Design Review Actions and Related GP Updates

Action

Review, discuss and adopt zoning changes needed to ensure consistency between the HE, zoning code, and the remaining elements of the GP, and develop objective design criteria that builds on Town design guidelines for use in complying with state requirements for certain future development projects in a manner consistent with the GP. In the unlikely event that GP updates are needed in light of these changes, they could be adopted as part of longer-term effort to update GP, unless required to be adopted earlier under law.

Timing

Currently underway. Adopt by January 2024 as required by state law.

Process

The Town has retained consultants with relevant expertise relating to necessary zoning changes and objective design criteria. A draft of proposed code amendments is expected to be released in August 2023 with PC consideration beginning in September.

A public awareness and education meeting should be conducted after the initial PC study session, with support by the staff and consultants to allow full participation by residents.

Efforts under this topic require moderate to significant staff and consultant support.

Comments

In the course of implementing the new HE, the Town will need to adopt zoning changes and objective design review guidelines.

Objective design standards would be developed as soon as practical given that they are a critical means of requiring new project development to be consistent with the Town's GP and ethos. The goal of actions under this topic is to provide further local control of development to the extent allowed under law.

Topic 3

CEQA Guidelines/Local Guidelines and Thresholds

[From MMRP]

Actions

1. Establish local CEQA guidelines per 14 CCR Section 15022.
2. Establish local thresholds, per 14 CCR Section 15064.7(b), concerning key topics that may include certain aspects such as aesthetics, parks and recreation, public services, traffic and wildfire safety to guide future development, with reference, where available, to approaches taken by jurisdictions that have adopted similar measures.

Timing

For item 1, prior to January 2024

For item 2, between March and May 2024

Process

Planning Staff and Town Attorney to address item 1 under this topic and submit for PC and then TC approval.

Planning consultants with Town Attorney to develop framework for item 2 under this topic based on references to other jurisdictions adopting similar local parameters, then submit for discussion and input by the PC to review to refine to tailor to community values and the Town's GP and eventual submission for adoption by the TC. Item 2 is not intended to be a comprehensive analysis, but a limited set of parameters for use in guiding new developments in a manner consistent with the Town's ethos and values.

Conduct a public awareness, education and comment meeting after the initial PC study session.

Comments

The intent of item 1 under this topic is to comply with state requirements in adopting local CEQA guidelines, and the intent of item 2 under this topic is to clarify and standardize analysis and decision making in the environmental review process for future development projects in Town, with the intent to enhance the measures included in the IS/MND as appropriate to reflect our Town's ethos, and increase consistency and efficiency.

Guidelines and thresholds are intended to be derived from existing examples taken from other jurisdictions as adjusted to reflect the Town's situation and would serve to frame the analyses of future project-level environmental impacts and mitigation measures for projects that are not exempt from CEQA and be informed by public input.

Any required GP amendments that may be identified in the initial process as being required to effect these actions could be implemented in the next update of the GP unless legally required to be adopted earlier.

Topic 4

Supplemental Safety Measures for HE

[From MMRP]

Action

Coordinate and ensure that the Town's ongoing SE-related activities also consider the cumulative projected increase in Town population and housing units arising out of HE adoption and adopt mechanisms to coordinate with neighboring jurisdictions with respect to safety measures such as the evacuation plan.

Timing

Initiate in January 2024 to the extent feasible. Yearly and ad hoc follow-up activities.

Process

Staff and consultants would reach out to committees involved in the SE update process to confirm that such committees assessed and made recommendations to the PC and TC with respect to adjustments to evacuation routes and planning, building codes, and other safety measures (to address fire, geologic, flooding and other risks), specifically arising from the cumulative increase in population and housing units in the HE, adopted fire maps, other elements of the GP, and best practices.

These efforts would be made in conjunction with the ongoing SE update and discussion of evacuation plan.

TC would establish process and timing for regular periodic and ad hoc assessments of any appropriate updates to the SE and evacuation plan as best practices evolve, and as HE plan actions are carried out, to

enable methodical and proactive approach.

Comments

The goal of this effort is to optimize consistency, beyond what is required by state law, across the SE, HE, and remainder of the GP with respect to safety in light of the increase in the Town's population under the new HE, complementing ongoing efforts already in process.

Topic 5

Impact of HE on Services and Infrastructure; Insurance Availability

Actions

1. Understand projected growth in demand on services and infrastructure resulting from increased population and housing units in Town under the HE, and potential impact on Town budget, and develop strategy for maintaining or improving current service levels.
2. Understand and gather information on housing insurance challenges in Town, focusing on how additional housing units to be built in the course of implementing our HE will impact existing insurance programs residents use, and the availability and costs of insuring new housing units.

Timing

Item 1 activities would start November 2023 through TC subcommittee and staff.

For items 1 and 2 activities, start in March 2024 through a working group and staff.

Process

For item 1, consultants/staff working with one or more Town Council members would conduct supplemental outreach to confirm public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) will continue to be available at an appropriate level for the Town under the updated HE in terms of an current and

desired future service level, quality, capacity and location, including an assessment of costs to the Town.

Additionally for item 1, the TC later would form a new working group including members of the planning commission to assess more detailed and longer term qualitative and quantitative implications of increasing the Town population and housing units as a result of HE adoption on services and infrastructure.

The group's goal would be to advise the PC and TC on mechanisms recommended to make sure that public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) continue to be available appropriate for Town population in terms of an appropriate service level, quality, capacity and location, including an assessment of costs to the Town.

Community outreach sessions would be conducted from April through June 2024 to allow the public to understand and comment on the group's efforts.

For item 2, the TC recognizes evolving challenges in insurance in WUI areas. While the initial focus on insurance in the Post HE Plan was to be insurability of new housing units, we propose that we consult with our Town lobbyist, neighboring jurisdictions and San Mateo County on current challenges in local housing insurance on a broader level. This could occur through a TC subcommittee working with staff to gain a broader understanding of the political issues and pragmatic approaches that should be considered for all Town residents, including those new units resulting from the updated HE. The group would also seek to understand and monitor issues and developments that may impact the availability of insurance for new and existing housing units in Town.

Comments

Increased demand for services and infrastructure merits special monitoring and planning for increased demand, while maintaining the level of services and resources. This effort would complement the efforts staff otherwise may make with respect to services and infrastructure to focus on longer term implications of HE adoption.

Topic 6

Housing Funds Develop Policy for Use of Inclusionary Funds

Action

Define an Inclusionary Funds Use Policy to guide the Town's use of funds arising from this HE program.

Timing

Policy development and adoption by October 2023.

Process

The Town Council subcommittee, already appointed, will work with Town committees to gather input on priorities and considerations that will inform an Inclusionary Funds Use Policy. The subcommittee, with staff support, will develop a proposal for consideration by the TC for adoption.

Comments

This effort will complement the Town's general efforts to identify incentives and support for expanding housing options as part of the HE. As the Town assesses its financial resources to accommodate the HE, this effort could also extend to the use of other funds that may become available for housing-related purposes.

Topic 7

Encourage Community and Civic Engagement

Action

Engage community organizations in discussion of community housing needs and potential resources.

Timing

Form working group in April 2024; report on work in July 2024.

Process

Form working group including Town committee and commission members to conduct outreach to civic organizations located or operating in Town (e.g., HOAs, medical support services, religious organizations) who are positioned to understand the needs of the most vulnerable in the local community, and assist in understanding existing impediments to development of new housing, identifying and creating opportunities for housing and developing policies to support housing needs for these populations.

This would not entail formal meetings unless the Town Council later found it necessary to conduct them. However, the working group would report its findings to the Town Council in July 2024.

Comments

The intent of this activity is to engage organizations that have special insight into the housing needs of vulnerable populations in Town, and to engage them in defining Town strategies to meet these needs on an ongoing basis.

Topic 8

Develop Housing Element Information Repository

Action

Create an accessible repository of HE-related information, including information about RHNA requirements (general and Town-specific), analyses of available sites, processes and discussions of the Ad Hoc Housing Element Committee, and other items.

Timing

Initiate September 2023

Process

Organize a small group of volunteers to organize material and possibly upgrade search technology.

Comments

Recognizing the extensive efforts of the Town to consider public comment and gather information on potential housing sites, the Town Council wishes to create an easily accessible repository that would be available for the Sunrise-related activities and other Town housing-related activities and otherwise for public understanding and awareness. This information will be useful for, and should be coordinated with, efforts under Topic 1.

Appendix 3

Post Adoption Housing Element Actions Summary Timing and Cost Estimates

Adoption Date: Jan 2024

Establish an RFP process and solicit developers by January 2026

* = months after Adoption Date

** = scope of task is based on the Detailed Post Adoption Plan

Green = items previously approved

Ref	Timing*	Staff Needs	FY 24	FY 25	FY 26+	Scope of task**
T1						Housing Site Inventory Follow up
T1.1			\$5,000	\$5,000	\$1,000	Evaluate and propose Sunrise opportunity sites (This should largely be done by early 2026)
	0					Form TC subcommittee
		Yes				(i) develop a comprehensive list of sites in Town leveraging previous work
		Yes				(ii) conduct initial outreach to the community (through public meetings)
		Maybe				(iii) maintain a list of activities conducted and feedback received per site
						(iv) continuously monitor potential sites as new information becomes available
	12					develop timelines for work product of a new ad hoc committee
	15					Initial list of viable housing site alternatives
	15	Mod/Sig				Establish an ad hoc committee, meet monthly or otherwise as needed
						Evaluate and prioritize all alternative Sunrise site opportunities
						(i) develop a process for recording the status of sites
						(ii) conduct outreach to have a comprehensive effort
						(iii) establish a framework for understanding costs of developing various sites
						(iv) consider developing a rank ordering system
	15-18					If necessary, evaluate options for reconfiguring Dorothy Ford Park and Open Space
	18-21					Final report submitted to the TC
T1.2				\$15,000	\$10,000	Initiate longer term planning efforts for future housing cycles
	36-72	Yes				Ongoing
T2						Zoning, Design Review Actions and Related GP Updates
	--		\$0	\$0	\$0	This effort is currently underway, \$192,243 has already been allocated

T3					CEQA Guidelines/Local Guidelines and Thresholds	
T3.1	6		\$25,000	\$10,000	\$0	Establish local CEQA guidelines
T3.2	8-15		\$25,000	\$45,000	\$10,000	Establish local thresholds (see footnotes 1, 2, and 3)
T4			\$10,000	\$10,000	\$5,000	Supplemental Safety Measures for HE
	9-12	Yes				Staff and consultants would reach out to committees involved in the SE update TC would establish process and timing for regular periodic and ad hoc assessments
T5		Yes				Impact of HE on Services and Infrastructure; Insurance Availability
T5.1			\$10,000	\$5,000	\$5,000	Impact of HE on Services and Infrastructure
	6	Yes				Create TC subcommittee Understand projected growth in demand on services and infrastructure
	12	Yes				Create working group Understand projected growth in demand on services and infrastructure
T5.2			\$5,000	\$5,000	\$1,000	Impact on Insurance Availability
	12					Understand and gather information on housing insurance challenges in Town
T6						Housing Funds Develop Policy for Use of Inclusionary Funds
	--		\$0	\$0	\$0	Approved
T7			\$5,000	\$5,000	\$3,000	Encourage Community and Civic Engagement
	12					Create working group
	18					Working group reports its findings to the Town Council
T8			\$5,000	\$5,000	\$3,000	Develop Housing Element Information Repository
	3					Organize a small group of volunteers to organize material
	9					Create an accessible repository of HE-related information
			<hr/>			
			\$90,000	\$105,000	\$38,000	
			FY's Total	\$233,000		

Footnotes:

1. FY 24 - Staff cost for collecting thresholds used in the environment review of past projects
2. FY 25 - Evaluating collected thresholds and developing new or updated thresholds as appropriate
3. FY 26 - Adoption and finalizing thresholds document



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: March 20.2024
RE: Resource Management and Climate Protection Committee (RMCP)

1. Roll Call- I have attended this meeting regularly for 1 year.
2. Public Comments on items not on the agenda. Environmental water issues are regularly commented on.
4. Information only: BAWSCA Water Supply report. Water supply and reservoirs are full. The Hetch Hetchy tunnels have been refurbished. (Provided by BAWSCA, Tom Francis)
question of infrastructure and delivery of water in Portola Valley is under the jurisdiction of our local agency. Bear Gulch and Hetchy Hetchy water are available to cover our needs.
5. Presentation on a CalNEXT study completed for investor-owned utilities on all-electric commercial kitchen electrical requirements. All electric kitchens provide a healthier environment for works and for customers. However, restaurants have a very narrow profit margins if any and cannot absorb the initial input and the increased operating costs. This group is struggling to find solutions. Outreach and studies are being performed.
6. Presentation on development of commercial kitchen electrification pilot for San Mateo County. (Laura Wong, County OOS) Information/Discussion
7. Presentation on Bay Area Regional Area Network single family energy program and redesign. This is a small program reaching out to about 200 families in need directly if possible. (Alero Moju, County OOS) Information/Discussion

Next Scheduled Meeting Date: April 17, 2024 I will bring up the topic of wetland restoration for CP per discussion with Conservation Committee.



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: April 2,2024
RE: Bicycle, Pedestrian and Traffic Safety Committee

The Sheriff Patrick gave his report and questions were answered about Alpine Inn. No citations there this week. The Sheriff's office is able to cite autos without front license plates.

Rebecca Flynn requested and received feedback from the committee on the bicycle, pedestrian and traffic implications. The committee had a consensus on the reluctance to make secure bike parking a mandate because of the likely hood that active bike users secure their bikes inside their homes and these become unsightly storage units which entail management expenses. Conversation included need for recognition of safe evacuation, fire and geologic safety. Thank you Rebecca.

Hawthorne MROSD is considering decreasing the parking spaces to 20 which this committee would support. Public Access Advisory Committee have been involved. The public input process has been extremely thorough with careful listening from Board and staff. They also support the west exit near Robert's if the Los Trancos entrance can not be considered.

Angela Hey attends the San Mateo County CCAG bicycle committee. We have a plan but it does not usually not give us access to grants because of the nature of the town. The 2019 study has been updated and we could do a plan including that data. We are not a metropolitan area so it is difficult for our town to check all the boxes. We are a recreational area. She suggests a written plan with our

updated data. This can be done by this committee quickly. Howard does not have the resources to be actively involved. A local plan will give us the flexibility to incorporate new housing etc. A subcommittee to write that plan has already been formed.

Since 2011 this committee have been committed to bicycle safety in the context of our recreational area defining aspects.

Vision Zero was again discussed. Street lights at night are not part of our ethos-Infrastructure improvements for urban areas do not always fit ie we support street shoulders not bike lanes, unlighted streets, wildlife and animals are at risk. We provide a “destination” bike ride.

Recruitment of people for service on this committee would support town staff.

High visibility flags are needed. Student street crossings flags need to be updated Money could be raised by donation. Is the town ready to handle donations to this cause? Volunteers to buy new flags were recognized.