

TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, December 11, 2024
7:00 PM

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

HYBRID MEETING

A G E N D A

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

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your comments using this [online form](#) by 1:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions will be forwarded to Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. Phone callers may provide comments by pressing *9 on their phone to "raise your hand" and *6 to mute/unmute themselves. The meeting Chair will call on people to speak by the phone number calling in. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation.

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

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/83276532588?pwd=f6CvPyrRQUfgvbEXTfk8smhOvW6JSg.1>

Webinar ID: 832 7653 2588

Passcode: 293828

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 / ROLL CALL

2. PRESENTATIONS / PROCLAMATIONS

None

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, the Council is not able to undertake extended discussion or action on items not on the agenda. Each speaker's time is limited to three (3) minutes.

5. CONSENT AGENDA

- a. Approve Special Meeting Minutes of December 5, 2024
- b. Approve Special Meeting Minutes of November 13, 2024
- c. Approve Regular Meeting Minutes of November 13, 2024
- d. Approve Regular Meeting Minutes of January 25, 2023
- e. Review and Accept Warrant List of December 11, 2024
- f. Adopt Resolution No. 2957-2024, Authorizing Disposal of Surplus Town Property (Two commercial lawnmowers)
- g. Adopt Resolution No 2958-2024, Reciting the Facts of the General Municipal Election held on November 5, 2024, Declaring the Results and Such Other Matters as provided by law

6. TOWN COUNCIL REORGANIZATION

- a. Recognition of outgoing Mayor Sarah Wernikoff and Councilmember Jeff Aalfs
- b. Remarks by outgoing Mayor Sarah Wernikoff and Councilmember Jeff Aalfs
- c. Administration of Oath of Office to newly-elected Councilmembers Rebecca Flynn and Helen Wolter
- d. Selection of Mayor and Vice Mayor for 2025
- e. Remarks by incoming Mayor
- f. Recess to reception

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 January 8, 2025, at 7:00 p.m.

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.

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – DECEMBER 5, 2024

1. CALL TO ORDER / ROLL CALL

Mayor Wernikoff called the Special Meeting to order at 6:00 p.m. Town Attorney confirmed remote attendance of Councilmember Mary Hufty, from Archbold Station, 123 Main Drive, Venus, FL 33960. Roll call was taken.

Present: Councilmembers Jeff Aalfs, Mary Hufty, Craig Taylor, Vice Mayor Judith Hasko and Mayor Sarah Wernikoff

Absent: None

Others: Interim Town Manager Corie Stocker-Pedalino, Town Attorney Catherine Engberg, Interim Planning and Building Director Terrence Grindall, Planning and Building dept. Jon Biggs, and Clerk Consultant Christine Boland

2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

The following member of the public addressed the Town Council:

- Rita Comes

3. SPECIAL MEETING AGENDA

- a. Certification of an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA) and consideration of a request for a Conditional Use Permit for establishment of a Planned Unit Development (PUD), a Vesting Tentative Map to subdivide the parcel, Architectural Review for construction of thirty (30) new residential lots and thirty-nine (39) new residential units, a Site Development Permit for tree removal and grading, and State Density Bonus Law/Below Market Rate (BMR) Housing Plan and Agreement associated with the proposed Portola Terrace (Stanford Wedge) Residential Development Project - 3530 Alpine Road, APN 077-281-020, File # PLN_ARCH0021-2019 in accordance with Sections 14.04.010, 17.20.170, 18.72.100, 18.44.040, 15.12.100, 18.17 and 18.64.03 of the Portola Valley Municipal Code.

Interim Planning and Development Director, Terrence Grindall, reviewed the proposed residential development project at 3530 Alpine Road, proposed by Stanford University for faculty housing, noting that Stanford University has owned the land for over 100 years.

He reviewed the project, consisting of 30 new residential lots and 39 new residential units and explained that certain actions were required for each aspect of the project, including certification and approvals of the Environmental Impact Report, Conditional Use Permit for the Planned Unit Development, a Vesting Tentative Map, Architectural Review for construction, a Site Development Permit for tree removal and grading, and State Density Bonus Law/Below Market Rate (BMR) Housing Plan and Agreement.

Rebecca Auld, Vice President, Lamphier-Gregory Consultants, reviewed detailed information contained in the Environmental Impact Report (EIR) and other environmental factors under the California Environmental Quality Act. She reviewed the alternatives assessment and addressed the traffic data in the draft EIR, including turning lanes.

Stanford University representatives Sweta Bhatnager, Senior Director, Government Affairs, and John Donahoe, Senior Director, Planning and Entitlements, provided a comprehensive presentation on detailed aspects of the project.

Discussion continued, with Mr. Donahoe, Ms. Auld and Mr. Grindall answering extensive questions of Council.

The following members of the public addressed the Town Council:

- Fred Leach
- Chet Ruckey
- Ed Holland
- Judith Murphy
- David Cardinal
- Rebecca Flynn
- Caroline Vertongen
- Tom Buckholtz
- Rita Comes
- Nan Shostak
- Dale Pfau
- Karen Askey
- Kristi Corley

Interim Planning and Building Director Grindall presented for review the Planning Commission and Architectural Site Control Commission recommendations, which were not included as part of the staff recommendation.

The Council deliberated on each of the issues and concluded that five additional conditions be included in the project, as follows: Inclusion of an overflow parking plan, inclusion of an operation traffic analysis, (with a pledge from Stanford of \$100,000 for the analysis), and three separate trail requests involving a realignment of the Alpine Trail, installation of a "wilderness" trail and to study whether a connection could be made from a Town trail to the proposed fire access road. Final details of the trail connections would be determined by staff, a councilmember and a trails committee member. Mr. Donahoe advised that the wilderness trail should be built prior to residential occupancy.

After extensive discussion, Councilmember Aalfs made a motion to adopt Resolution No. 2955-2024, Certifying the Environmental Impact Report, and Adopt the CEQA Findings and Mitigation Monitoring and Reporting Program for the Portola Terrace Residential Development Project, seconded by Councilmember Taylor. The motion passed unanimously by roll call vote.

Further, Councilmember Taylor made a motion to adopt Resolution No. 2956-2024, Approving a Conditional Use Permit for Establishment of Planned Unit Development, Vesting Tentative Map, Architectural Review, Site Development Permit, State Density Bonus, Affordable Housing Plan and Affordable Housing Agreement for the Portola Terrace Residential Development Project, seconded by Councilmember Hufty, with the understanding the Resolution was adopted "substantially by form", in order for Town Attorney Engberg to make the addition of the five conditions, as discussed above. The motion passed unanimously by roll call vote.

4. ADJOURNMENT

The meeting adjourned at 10:45 p.m.

Sarah Wernikoff, Mayor

Christine Boland, Clerk Consultant

Submitted to the Town Council for approval at its meeting of December 11, 2024

DRAFT

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – NOVEMBER 13, 2024

Mayor Wernikoff called the meeting to order at 6:01 p.m. Town Attorney Engberg announced that Councilmember Hufty would be participating remotely from 177 Hobcaw Road, Georgetown, South Carolina, 29440 and asked several questions to establish proper procedures for participating remotely.

1. CALL TO ORDER / ROLL CALL

Interim Town Manager Stocker-Pedalino called the roll call.

Present: Councilmembers Jeff Aalfs, Mary Hufty, Craig Taylor, Vice Mayor Judith Hasko and Mayor Sarah Wernikoff

Absent: None

Others: Interim Town Manager Corie Stocker-Pedalino, Town Attorney Catherine Engberg

2. ORAL COMMUNICATIONS

None.

3. CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957) Title: Town Attorney Catherine Engberg

At 6:03 p.m., the Council convened a Closed Session to conduct an annual evaluation of Town Attorney Catherine Engberg. The Special Meeting reconvened into open session at 6:54 p.m. No action was taken in Closed Session.

4. ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

Sarah Wernikoff, Mayor

Christine Boland, Clerk Consultant

Submitted to the Town Council for approval at its December 11, 2024 meeting.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING – NOVEMBER 13, 2024

1. CALL TO ORDER / ROLL CALL

Mayor Wernikoff called the meeting to order at 7:04 p.m. Town Attorney Engberg announced that Councilmember Hufty would be participating remotely and established her remote participation under the law. Roll call was taken:

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

Absent: None

Others: Interim Town Manager Stocker-Pedalino, Town Attorney Catherine Engberg, Finance Director Anthony McFarlane, Interim Planning and Building Director Terrance Grindall, Planning and Building extra help Jon Biggs, Interim Town Engineer Brian Frus, and Clerk Consultant Christine Boland

2. PRESENTATIONS / PROCLAMATIONS

- a. Presentation of Proclamation to Scott Weber, Maintenance Worker II, upon his 25th Anniversary with the Town of Portola Valley

Mayor Wernikoff read a Proclamation in its entirety and presented it to Scott Weber, Maintenance Worker II, upon his 25th anniversary with the Town. Interim Town Manager Stocker-Pedalino provided heartfelt comments to Mr. Weber and expressed her utmost appreciation for his years of service.

Mr. Weber thanked the Town Council for the recognition and stated it has been a pleasure working for the town for the past 25 years. He thanked the Council, present and former staff most notably, the late Skip Struthers who assisted him in the beginning of his career.

- b. Presentation by Peninsula Clean Energy

Shawn Marshall, Chief Executive Officer of Peninsula Clean Energy (PCE), presented a brief presentation on what PCE does and the services they provide. Ms. Marshall answered questions of Council.

3. TOWN MANAGER REPORT

Interim Town Manager Stocker-Pedalino provided several updates: She acknowledged Mr. Weber again, that the Stanford Portola Terrace project would be heard by the Planning Commission on November 18 and Town Council on December 5, 2024, the results of the off-leash dog survey was posted to the Town's website, and acknowledged Mayor Sarah Wernikoff and Councilmember Jeff Aalfs on their last regular meeting on the Town Council and for their years of dedication to the Town.

4. ORAL COMMUNICATIONS

The following members of the public provided comment:

- Rita Comes

5. CONSENT AGENDA

Vice Mayor Hasko requested to discuss Consent Agenda items 5b and 5g separately. Councilmember Aalfs moved to approve Consent Agenda items 5a, c – f, and h – r, seconded by Councilmember Taylor. The motion carried unanimously by roll call vote.

- Approve Special Meeting Minutes of October 30, 2024
- Approve Regular Meeting Minutes of October 23, 2024

Vice Mayor Hasko pointed out a typographical error on Page 11. Vice Mayor Hasko moved approval of Consent Agenda item 5.b., seconded by Councilmember Taylor. The motion carried unanimously by roll call vote.

- Approve Special Meeting Minutes of February 5, 2024
- Approve Special Meeting Minutes of October 30, 2023
- Approve Special Meeting Minutes of August 3, 2023
- Approve Special Meeting Minutes of August 2, 2023
- Approve Special Meeting Minutes of July 18, 2023

Vice Mayor Hasko pointed out a typographical error on Page 16. Vice Mayor Hasko moved approval of Consent Agenda item 5.g., seconded by Councilmember Taylor. The motion carried unanimously by roll call vote.

- Approve Special Meeting Minutes of May 9, 2023
- Approve Special Meeting Minutes of March 22, 2023
- Approve Special Meeting Minutes of March 15, 2023
- Approve Special Meeting Minutes of March 1, 2023
- Approve Special Meeting Minutes of February 24, 2023
- Approve Special Meeting Minutes of January 31, 2023
- Review and Accept Warrant List of November 13, 2024
- Adopt Resolution No. 2952-2024, Designating Positions and Disclosure Obligations for the Town's Conflict of Interest Code
- Adopt Resolution No. 2953-2024, Authorizing Award of the Rectangular Rapid Flashing Beacon Project (Project No. 2024-PW02)
- Receive and File the FY 2020-21 Annual Comprehensive Financial Report

- r. Approve Memorandum of Understanding with County of San Mateo/County Manager

6. PUBLIC HEARING

- a. Revise Fiscal Year 2024-25 Budget

Finance Director, Tony McFarlane, presented a revised budget based on discussions and direction from the Council at the last Council meeting. He described the adjustments in order to achieve a balanced budget.

Mayor Wernikoff opened the public hearing and invited public comment.

The following members of the public addressed the Council:

- Nona Chirarello
- David Cardinal
- Carolyn Vertongen
- Kristi Corley

Finance Director McFarlane answered questions of Council on several topics. The public hearing was closed.

Following Council discussion, Councilmember Taylor moved to adopt Resolution No. 2954-2024, Adopting the Revised Fiscal Year 2024-25 Budget beginning July 1, 2024. with an amendment of adding back \$20,000 for staff development. The motion was seconded by Councilmember Aalfs and carried by unanimously by roll call vote.

7. REGULAR AGENDA

- a. Review of Portola Valley's Wildfire Hardening Rules

John Biggs, Planning and Building department, provided a presentation regarding the "50/50" rule under the Town's Wildfire Hardening section of the Municipal Code and explained what triggers the requirements. Woodside Fire Marshall Kimberly Giuliacci, addressed the Council and provided further explanation. relative to the fire hardening ordinance.

Mayor Wernikoff invited public comment. The following members of the public addressed the Council:

- Carter Warr
- Rebecca Flynn

Three options were presented by staff and after extensive Council discussion, staff was directed to evaluate the Town's wildfire hardening code – 50% Rule and develop recommendations that result in fewer projects being subject to the Wildfire Hardening rules. Council asked staff to return with an ordinance for consideration.

- b. Receive Update on California Department of Housing and Community Development (HCD) October 16 Letter of Technical Assistance

Interim Planning and Building Director Grindall reviewed components of the October 16, 2024 technical letter from the California Department of Housing and Community Development's Assistance regarding how to remedy two issues and enable certification of the Town's Housing Element.

Mayor Wernikoff invited public comment. The following members of the public address the Council:

- Rebecca Flynn
- Caroline Vertongen
- Kristi Corley

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

Councilmember Aalfs reported on an Emergency Preparedness meeting held recently. Vice Mayor Hasko reported on several items: Conservation meeting, the Geologic committee did not have a quorum, San Mateo County Board of Supervisor Ray Mueller held a successful in community hall, regarding the insurance, interim manager recruitment.

9. COLLEAGUE'S MEMO

Mayor Wernikoff discussed the Colleague's memorandum regarding including the addition of a Finance Committee member to the Ad Hoc affordable Housing Site Evaluation Committee.

10. ADJOURNMENT

The meeting adjourned at 10:06 p.m.

Sarah Wernikoff, Mayor

Christine Boland, Clerk Consultant

Submitted for approval to the Town Council at its December 11, 2024 meeting.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – JANUARY 25, 2023

1. CALL TO ORDER

Present: Councilmembers Judith Hasko, Mary Hufty, Craig Taylor, Vice Mayor Sarah Wernikoff and Mayor Jeff Aalfs

Absent: None

2. REPORT OUT OF CLOSED SESSION

None

3. ORAL COMMUNICATIONS

The following members of the public spoke during Oral Communications:

- Craig Drayman
- Dale Pfau
- Rita Comes
- Kristi Corley
- Gary Hanning
- Leslie Kriese

4. CONSENT AGENDA

The following members of the public addressed the Council on the Consent Agenda:

- Gene Chaput
- Rita Comes
- Kristi Corley
- John Donahoe
- Rusty Day

M/S Taylor/Hufty to approve Items 4 b, c, d and e. Motion carried unanimously by roll call vote.

- a. Approval of Action Minutes for the Special Meeting of January 9, 2023 and Regular Meeting of January 11, 2023

Councilmember Hasko proposed an amendment to Page 1 of the January 11, 2023 Minutes, to read: "M/S Hasko/Taylor to approve Item 4.d., Adopting Resolution 2915-2023, Authorizing Town Manager to Executive Documents Associated with the Planning Grant Program (PGP) Agreement 19-PGP-13804, and creating a Subcommittee of Hasko/Hufty to review documents or amendments related to the project."

Additionally, Councilmember Hasko noted a change in the January 11, 2023 Minutes, Page 3, Agenda item, 5b. Approve Council Appointments to Regional and Local Bodies for 2023 attachment; Substitute Councilmember Taylor as representative on Peninsula Clean Energy and Councilmember Hasko as representative on the Airport Roundtable.

M/S Wernikoff/Taylor to approve Item 4.a., as amended. Motion carried unanimously by roll call vote.

b. Approval of Warrant List

c. Adoption of Resolution No. 2918-2023, Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361

d. Appointment of Members to the Historic Resources Committee and Open Space Acquisition Advisory Committee:

- Terry Hicks (Historic Resources)
- Betsy Morgenthaler (Open Space Acquisition Advisory)

e. Approval of the Wildfire Preparedness Committee Charter Amendment

f. Approval of the Open Space Acquisition Advisory Committee Charter Amendment

Item 4.f. was tabled to a future meeting date.

g. Approval of Agreement with LandEcon Group for the Preparation of a Fiscal Impact Analysis and Report for the "Stanford Wedge" Housing Project and to Approve a Budget for the Analysis in the Amount of \$33,750

M/S Wernikoff/Taylor to approve Item 4.g. Motion carried unanimously by roll call vote.

5. REGULAR AGENDA

Jeff Aalfs, Mayor, announced he would re-arrange the agenda, to better align similar items together.

a. Hold Annual Workshop and Discuss Potential Priorities and Council/Committee Communications

Jeremy Dennis, Town Manager, presented the item.

The following Committee Chairs were present and held budget discussions with the Town Council:

- Dale Pfau, Emergency Preparedness Committee
- Jennifer Hammer, Wildfire Preparedness Committee
- Terry Lee, Open Space Committee
- Patty Dewes, Parks & Recreation Committee
- Brook Coffee, Nature & Science Committee
- Nancy Lund, Historic Resources Committee
- Scott Elrod, Sustainability Committee
- Gary Hanning, Trails & Paths Committee
- Nan Shostak, Geological Safety Committee

The following members of the public spoke regarding the item:

- Rita Comes
- Caroline Vertongen
- Kristi Corley
- Nan Shostak

- b. Receive Report and Provide Direction on the Housing Element Update and Schedule of Associated Zoning Code Amendments and Other Related Documents

Laura Russell, Planning & Building Director presented the report.

The following members of the public spoke regarding the item:

- Rita Comes
- David Cardinal
- Caroline Vertongen
- Bob Adams
- Rusty Day
- Jon Silver
- Greg
- Kristi Corley

- c. Acceptance of the FY 2019-20 Audit

Cindy Rodas, Finance Director, presented the item.

The following members of the public spoke regarding the item:

- Rita Comes
- Rusty Day

M/S Taylor/Wernikoff to accept the FY 2019-20 Audit. Motion carried unanimously by roll call vote.

6. COUNCIL COLLEAGUE MEMOS

- a. Discuss Colleagues Memo from Councilmembers Hasko and Taylor Entitled "Proposed Process for Implementation of Sunrise Provision of Housing Element"

Councilmembers Hasko and Taylor presented the memo. Continued.

- b. Discuss Colleagues Memo from Vice Mayor Wernikoff entitled "FY 2022-23 Council Priority 3e."

Vice Mayor Wernikoff presented the memo.

- c. Discuss Colleagues Memo from Vice Mayor Wernikoff Entitled "Lifetime Achievement Award"

Vice Mayor Wernikoff presented the memo.

- d. Discuss Colleagues Memo from Councilmember Hufty Entitled “Code of Ethics for Town Council”

Councilmember Hufty presented the memo.

- e. Discuss Colleagues Memo from Councilmembers Hasko and Hufty Entitled “General Plan Research and Working Group”

Councilmembers Hasko and Hufty presented the memo.

7. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

All Councilmembers reported attending regional and committee meetings.

8. TOWN MANAGER REPORT

No report.

9. ADJOURNMENT

The meeting adjourned at approximately 12:40 a.m.

10. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation; Pursuant to Government Code Section 54956.9(d), (e)(5)

This item was continued to a future date.

Jeff Aalfs, Mayor

Melisaa Thurman, Town Clerk

Submitted to the Town Council for approval at its meeting of December 11, 2024



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: December 11, 2024

RE: Review and Accept Warrant List

RECOMMENDATION:

- Review and accept the following Warrant List for the month of December:

12/11/2024 Warrant List

REPORT SUMMARY

The following table lists warrant activity by date, tracks starting and ending warrant numbers, and total amount of warrants issued.

Attached are Warrant Lists for:								
Type of Warrant	Date	Starting Warrant #	Ending Warrant #	Total Warrants	Amount	Warrants Released	Prior Warrant List	
							Date	Ending Warrant #
Warrant	11/21/2024	4695	4696	2	3,734.96	11/14/2024	11/13/2024	4694
Warrant	12/5/2024	4766	4766	1	193.84	12/12/2024	12/11/2024	4765
Warrant	12/11/2024	4697	4765	69	1,528,967.69	12/12/2024	11/21/2024	4696

The following table lists the warrants issued as EFT payments. EFT payments are recurring payments for contributions related to retirement and deferred compensation, workers' compensation premiums, and utilities, etc.

Warrants issued as EFT						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount
12/11/2024	4699	Bank of America	General	Various	Credit Card Purchases	\$ 8,945.10
12/11/2024	4703	CalPERS	General	Various	Retirement/UAL Contributions	60,948.78
12/11/2024	4711	Missionsquare Retirement	General	Various	Deferred Compensation	4,949.15
12/11/2024	4720	CalPERS Health	General	Various	Medical Premium	14,321.40
12/11/2024	4721	PG&E	General	610	November energy	2,475.28
12/11/2024	4728	San Mateo County Sheriff	GF, PS, COPS	210	Jul - Dec Services	979,908.50
12/11/2024	4732	State Compensation Ins Fund	General	120	January Workers Comp	1,738.00
12/11/2024	4734	Verizon Wireless	General	610	November service	691.94
12/11/2024	4745	Krisch & Company	General	140	October services	1,237.50
12/11/2024	4761	San Mateo Daily Journal	General	610	Advertising - Public Hearings	1,428.00

The following table lists the warrants that were voided and the reason for the voided transaction.

Warrants Voided						
Date	Warrant #	Issued to	Fund	Dept	Reason	Amount

The following table lists the warrants issued outside of the scheduled warrant list cycle for various reasons, such as processing error, reissuing a voided check, or employee separation.

Warrants Issued Outside of a Scheduled Warrant List						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount
11/21/2024	4695	Diego Ramirez	General	130	Final Pay	\$ 1,295.78
11/21/2024	4696	Brian Frus	General	510	Final Pay	2,439.18
12/5/2024	4766	Corie Stocker	General	120	Reimbursement	193.84

DISCLOSURE

The following table lists the line detail for Warrant #4703 issued as an EFT to CalPERS. Due to staff turnover, training of staff, and other competing priorities there was a delay in reporting the correct payroll numbers to CalPERS. All reporting to CalPERS and balances due are now current through December 31.

Disclosure						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount
12/11/2024	4703	CalPERS	General	Various	CLASSIC - October Retirement	6,508.16
12/11/2024	4703	CalPERS	General	Various	PEPRA - October Retirement	13,096.96
12/11/2024	4703	CalPERS	General	Various	CLASSIC - November Retirement	7,795.15
12/11/2024	4703	CalPERS	General	Various	PEPRA - November Retirement	11,809.50
12/11/2024	4703	CalPERS	General	Various	CLASSIC - November UAL	10,777.17
12/11/2024	4703	CalPERS	General	Various	PEPRA - December UAL	184.67
12/11/2024	4703	CalPERS	General	Various	CLASSIC - December UAL	10,777.17

For additional information on any item disclosed in this report, please contact the Finance department directly at amcfarlane@portolavalley.net.

ATTACHMENTS

1. 12/11/2024 Warrant List

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 11, 2024

Claims totaling \$1,532,896.49 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 _____
Corie Stocker, Assistant Town Manager

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

Signed and sealed this (Date) _____
Anthony McFarlane, Finance Director

Mayor

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 910-11011-000					
4695	11/21/24	DIEGO RAMIREZ SANCHEZ	1,295.78	0	Regular
4696	11/21/24	BRIAN FRUS	2,439.18	0	Regular
4697	12/11/24	A-A LOCK & ALARM INC	440.00	0	Regular
4698	12/11/24	AT&T	299.30	0	Regular
4699	12/11/24	BANK OF AMERICA	8,945.10	R	EFTPS
4700	12/11/24	BILL HAMILTON ROOFING	1,000.00	0	Regular
4701	12/11/24	CALIFORNIA WATER SERVICE CO	6,630.89	0	Regular
4702	12/11/24	CALIFORNIA WATER SERVICE CO	1,817.72	0	Regular
4703	12/11/24	CALPERS	60,948.78	R	EFTPS
4704	12/11/24	SCA OF CA, LLC	2,095.00	0	Regular
4705	12/11/24	COMCAST	709.43	0	Regular
4706	12/11/24	CSG CONSULTANTS INC	16,086.00	0	Regular
4707	12/11/24	EXCEL LD	23.70	0	Regular
4708	12/11/24	FEDEX	2.64	0	Regular
4709	12/11/24	GOOD CITY COMPANY	155,515.11	0	Regular
4710	12/11/24	GREEN HALO SYSTEMS	114.00	0	Regular
4711	12/11/24	MISSIONSQUARE RETIREMENT	4,949.15	R	EFTPS
4712	12/11/24	J. W. ENTERPRISES	546.88	0	Regular
4713	12/11/24	JON MYERS	500.00	0	Regular
4714	12/11/24	KRUPKA CONSULTING	4,401.80	0	Regular
4715	12/11/24	KUTZMANN & ASSOCIATES	25,061.53	0	Regular
4716	12/11/24	LYNGSO GARDEN MATERIALS INC	1,575.00	0	Regular
4717	12/11/24	LYNX TECHNOLOGIES INC	1,875.00	0	Regular
4718	12/11/24	MIRANDAS LANDSCAPE	5,680.39	0	Regular
4719	12/11/24	NAVIA BENEFIT SOLUTIONS	200.00	0	Regular
4720	12/11/24	PERS HEALTH	14,321.40	R	EFTPS
4721	12/11/24	PG&E	2,475.28	R	EFTPS
4722	12/11/24	PINNACLE BUILDING & DESIGN	10,764.35	0	Regular
4723	12/11/24	PLAN JPA	1,083.71	0	Regular
4724	12/11/24	PLATINUM FACILITY SERVICES	4,936.68	0	Regular
4725	12/11/24	PORTOLA VALLEY HARDWARE	542.09	0	Regular
4726	12/11/24	RON RAMIES AUTOMOTIVE INC.	735.92	0	Regular
4727	12/11/24	SABER ROOFING INC	1,000.00	0	Regular
4728	12/11/24	SAN MATEO SHERIFF	979,908.50	R	EFTPS
4729	12/11/24	SIERRA PACIFIC TURF SUPPLY INC	2,401.26	0	Regular
4730	12/11/24	SITEIMPROVE	3,767.28	0	Regular
4731	12/11/24	SMALL BUSINESS BENEFIT PLAN TR	2,221.50	0	Regular
4732	12/11/24	STATE COMP INSURANCE FUND	1,738.00	R	EFTPS
4733	12/11/24	SWRCB - STATE WATER RESOURCES	7,279.00	0	Regular
4734	12/11/24	VERIZON WIRELESS	691.94	R	EFTPS
4735	12/11/24	WOODSIDE FIRE PROTECTION DISTR	12,854.87	0	Regular
4736	12/11/24	GOT GOPHERS?	1,050.00	0	Regular
4737	12/11/24	ALPINE W. MENLO LITTLE LEAGUE	500.00	0	Regular
4738	12/11/24	COUNTY OF SAN MATEO-PSC	18,787.75	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
4739	12/11/24	CYBERTARY.COM	870.73	0	Regular
4740	12/11/24	TERESA GODFREY	1,900.00	0	Regular
4741	12/11/24	STEPFORD	4,541.50	0	Regular
4742	12/11/24	DAILY POST	651.75	0	Regular
4743	12/11/24	MID PENINSULA ROOFING	1,000.00	0	Regular
4744	12/11/24	SHUTE, MIHALY & WEINBERGER LLP	40,503.59	0	Regular
4745	12/11/24	KRISCH & COMPANY	1,237.50	R	ACH
4746	12/11/24	LONG'S CUSTOM DISCING, INC	2,060.00	0	Regular
4747	12/11/24	STERICYCLE, LNC. DBA SHRED-LT	222.51	0	Regular
4748	12/11/24	AARON KATZ	500.00	0	Regular
4749	12/11/24	PVSC	500.00	0	Regular
4750	12/11/24	FRANZISKA WILSBERG	100.00	0	Regular
4751	12/11/24	AMAR PATEL	500.00	0	Regular
4752	12/11/24	AT&T CORP DBA ACC BUSINESS	2,206.20	0	Regular
4753	12/11/24	LEAF CAPITAL FUNDING, LLC	1,921.50	0	Regular
4754	12/11/24	CHRISTINE D. BOLAND	45,651.45	0	Regular
4755	12/11/24	ANDREA TRESE	6,060.40	0	Regular
4756	12/11/24	SHUMS CODA ASSOCIATES	35,070.00	0	Regular
4757	12/11/24	SIGNATURE ROOFING INC	1,000.00	0	Regular
4758	12/11/24	GINA DIXON	395.00	0	Regular
4759	12/11/24	AMERICAN YOUTH SOCCER ORG	500.00	0	Regular
4760	12/11/24	COUNTY OF SAN MATEO ENV HEALTH	221.60	0	Regular
4761	12/11/24	SAN MATEO DAILY JOURNAL	1,428.00	R	ACH
4762	12/11/24	SPARK APPLIANCE REPAIR	65.00	0	Regular
4763	12/11/24	WIZIX TECHNOLOGY GROUP, INC.	310.53	0	Regular
4764	12/11/24	WBCP, INC.	12,073.48	0	Regular
4765	12/11/24	MONTEJANO ROOFING	1,000.00	0	Regular
4766	12/05/24	CORIE STOCKER	193.84	0	Regular

62	Checks total:	456,252.84
2	ACH total:	2,665.50
8	EFTPS total:	1,073,978.15
0	Wire transfer total:	
0	Payment Manager total:	
72	GRAND TOTALS	1,532,896.49

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1211				
11/21/24	4695	Final Pay	1,295.78	1,295.78	11212024
Vendor:	1212				
	4696	Final Pay	2,439.18	2,439.18	11212024
Check Date Totals			3,734.96		
Vendor:	1151				
12/05/24	4766	Employee Appreciation	193.84	193.84	FRRS-24-18
Check Date Totals			193.84		
Vendor:	3				
12/11/24	4697	Locksmith Service	440.00	440.00	12191
Vendor:	41				
	4698	October Statement	299.30	60.07	000022553222
		October Statement		179.16	000022553223
		October Statement		60.07	000022553224
Vendor:	44				
	4699	October Credit Card Statement	8,945.10	8,945.10	1388-OCT24
Vendor:	55				
	4700	Deposit Refund, 55 Granada	1,000.00	1,000.00	BLDR0098-2024
Vendor:	78				
	4701	Water Service 10/11/24 - 11/08/24	6,630.89	6,630.89	OCT-2024
Vendor:	79				
	4702	Deposit Refund - 1 Indian Xing Portola Valley	1,817.72	639.16	BLDC0004-2024
		Deposit Refund - 1 Indian Xing Portola Valley		639.16	BLDC0005-2024
		Deposit Refund - 1 Indian Xing Portola Valley		539.40	BLDC0006-2024
Vendor:	80				
	4703	November UAL CLASSIC	60,948.78	10,777.17	100000017723454
		October Retirement- CLASSIC		6,508.16	100000017676288
		October Retirement- PEPR		13,096.96	100000017676313
		December UAL CLASSIC		10,777.17	100000017752376
		December UAL PEPR		184.67	100000017752280
		November Retirement- CLASSIC		7,795.15	100000017707419
		November Retirement- PEPR		11,809.50	100000017707439

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	121	SCA OF CA, LLC			
4704	November Litter/Street Clean		2,095.00	2,095.00	2024-011200
Vendor:	124	COMCAST			
4705	WiFi-11.16.2024-12.15.2024		709.43	497.30	7290-NOV24
	WiFi-11.21.2024-12.20.2024			212.13	1945-DEC24
Vendor:	135	CSG CONSULTANTS INC			
4706	Oct Code Enforcement, Bldg Svcs, In House		16,086.00	16,086.00	OCT-2024
Vendor:	176	EXCEL LD			
4707	November Telephone LD Services		23.70	23.70	1198937032
Vendor:	179	FEDEX			
4708	Shipping		02.64	02.64	9-684-99341
Vendor:	195	GOOD CITY COMPANY			
4709	Planning Consultant Services - October 2024		155,515.11	81,192.47	3839
	Planning Consultant Services - November 2024			74,322.64	3853
Vendor:	203	GREEN HALL SYSTEMS			
4710	Nov Hosting & Access		114.00	114.00	5322
Vendor:	218	MISSIONSQUARE RETIREMENT			
4711	Deferred Comp - November 15, 2024		4,949.15	2,625.00	NOV-202415
	Deferred Comp - November 30, 2024			2,324.15	NOV-202430
Vendor:	234	J. W. ENTERPRISES			
4712	Handicap Unit Rental & Services		546.88	315.44	262779
	Handicap Unit Rental & Services			231.44	262780
Vendor:	261	JON MYERS			
4713	Field Rental Deposit Refund		500.00	500.00	PRDF-24-43
Vendor:	275	KRUPKA CONSULTING			
4714	Traffic Planning		4,401.80	4,401.80	1426
Vendor:	276	KUTZMANN & ASSOCIATES			
4715	October Plan Checks		25,061.53	25,061.53	862798
Vendor:	293	LYNGSO GARDEN MATERIALS INC			
4716	Garden Compost- Town Center		1,575.00	787.50	44489
	Garden Compost- Town Center			787.50	44490

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	295	LYNX TECHNOLOGIES INC			
	4717	GIS Professional Services in Oct 2024	1,875.00	900.00	10273
		GIS Professional Services in Nov 2024		975.00	10299
Vendor:	324	MIRANDAS LANDSCAPE			
	4718	October Landscape Maintenance Services	5,680.39	3,159.00	1142
		November Landscape Maintenance Services		351.00	1195
		Various Event Cleanup Landscape Services		1,728.00	1259
		Irrigation Break Landscape Services		442.39	1263
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
	4719	November 2024 Monthly Fee	200.00	200.00	10902259
Vendor:	364	PERS HEALTH			
	4720	December Health	14,321.40	14,321.40	100000017742190
Vendor:	367	PG&E			
	4721	November Statement	2,475.28	2,475.28	NOV-2024
Vendor:	372	PIDNACLE BUILDING & DESIGN			
	4722	Deposit Refund - 501 Portola Rd #3B	10,764.35	2,906.46	BLDR0095-2024
		Deposit Refund - 501 Portola Rd #4B		2,857.89	BLDR0089-2024
		Deposit Refund - 501 Portola Rd Unit 14C		1,000.00	BLDR0024-2024
		Deposit Refund - 501 Portola Rd Unit 14J		1,000.00	BLDR0037-2024
		Deposit Refund - 501 Portola Rd Unit 14H		1,000.00	BLDR0052-2024
		Deposit Refund - 501 E Portola Rd Unit 10H		1,000.00	BLDR0054-2024
		Deposit Refund - 501 Portola Rd Unit 1H		1,000.00	BLDR0058-2024
Vendor:	374	PLAN JPA			
	4723	General Liability Claims- October 2024	1,083.71	1,083.71	PLAN-0191
Vendor:	375	PLATINUM FACILITY SERVICES			
	4724	Janitorial Services - November 2024	4,936.08	4,488.67	49747
		Janitorial Services - Nov 2024, Fridays disinfection svcs		448.01	49748
Vendor:	376	PORTOLA VALLEY HARDWARE			
	4725	October Statement	542.09	445.97	193-OCT24
		November Statement		96.12	193-NOV24
Vendor:	403	RON RAMBOS AUTOMOTIVE INC.			
	4726	Oct Fuel Statement	735.92	735.92	G20241031-2
Vendor:	407	SABER ROOFING INC			
	4727	Deposit Refund- 20 Sandstone	1,000.00	1,000.00	BLDR0077-2024

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	412	SAN MATEO SHERIFF			
	4728	FY24-25 (07/01/2024 - 12/31/2024) Law Enforcement Services	979,908.50	979,908.50	PS-DW305081
Vendor:	431	SIBERRA PACIFIC TURF SUPPLY INC			
	4729	Fields Fertilizer Fields Fertilizer	2,401.26	2,182.51 218.75	01020391 01022144
Vendor:	434	SITEIMPROVE			
	4730	Subscription Service Fee, 01/15/2025 - 01/14/2026	3,767.28	3,767.28	USI-00006131
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	4731	Dental/Vision	2,221.50	2,221.50	DEC-2024
Vendor:	448	STATE COMP INSURANCE FUND			
	4732	Premium 11/06/2024-12/06/2024	1,738.00	1,738.00	1002558365
Vendor:	459	SNRCB - STATE WATER RESOURCES			
	4733	Annual Permit Fees FY24 - 25	7,279.00	7,279.00	SW-0296238
Vendor:	489	VERIZON WIRELESS			
	4734	November Cellular	691.94	691.94	9979618854
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	4735	10/01/24-10/31/24 Fire Mitigation Crew Support	12,854.87	12,854.87	WFPDCREW2024-10
Vendor:	518	GOT GOPHERS?			
	4736	Town Fields Gopher Trapping- November 2024	1,050.00	1,050.00	74342
Vendor:	547	ALPINE W. MENLO LITTLE LEAGUE			
	4737	Field Deposit Refund	500.00	500.00	PROF-24-34
Vendor:	553	COUNTY OF SAN MATEO-PSC			
	4738	Public Safety Dispatch Svcs, Oct-Dec 2024	18,787.75	18,787.75	PMPD 25-02
Vendor:	642	CYBERTARY.COM			
	4739	October Transcription Services	870.73	870.73	4875
Vendor:	731	TERESA GODFREY			
	4740	Reimb. WHRMD Rd Cleanup Labor 2024	1,900.00	1,900.00	REIMB_WHRMD-3
Vendor:	860	STEPFORD			
	4741	Monthly Service Charges 12/01/2024 THRU 12/31/2024 Veeam Backup and Replication for Disaster Recovery - Dec 24	4,541.50	3,920.00 621.50	2401665 2401666

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	864	DAILY POST			
4742	Advertisement- Nov		651.75	371.25	90671
	Advertisement- Nov			280.50	90672
Vendor:	865	MID PENINSULA ROOFING			
4743	Deposit Refund, 25 Cherokee		1,000.00	1,000.00	BLDR0013-2024
Vendor:	1016	SHUTE, MIDHALY & WEINBERGER LLP			
4744	October Legal Service		40,503.59	40,503.59	OCT-24-SHW
Vendor:	1067	KRISCH & COMPANY			
4745	Professional Services - October 2024		1,237.50	1,237.50	54896
Vendor:	1107	LONG'S CUSTOM DISCING, INC			
4746	Equipment Rental		2,060.00	2,060.00	11832
Vendor:	1118	STERICYCLE, LNC. DBA SHRED-LT			
4747	Paper Shredding Services		222.51	110.83	8008831524
	Paper Shredding Services			111.68	8008525978
Vendor:	1122	AARON KATZ			
4748	Refund Field Deposit		500.00	500.00	PROF-24-44
Vendor:	1150	PVSC			
4749	Field Rental Deposit Refund		500.00	500.00	PROF-24-40
Vendor:	1157	FRANZISKA WILSBURG			
4750	Picnic Deposit Refund		100.00	100.00	PROF-24-52
Vendor:	1170	AMAR PATEL			
4751	Field Rental Deposit Refund		500.00	500.00	PROF-24-39
Vendor:	1186	AT&T CORP DBA ACC BUSINESS			
4752	ACC Division of AT&T Ethernet Installation		2,206.20	2,206.20	242623369
Vendor:	1195	LEAF CAPITAL FUNDING, LLC			
4753	Toshiba Printer Copy Lease		1,921.50	1,033.64	17342459
	Toshiba Printer Copy Lease			887.86	17498572
Vendor:	1197	CHRISTINE D. BOLAND			
4754	City Clerk Oct 2024		45,651.45	25,287.50	10302024
	City Clerk Nov 2024			19,950.00	11302024
	City Clerk Name Plate Reimbursement 2024			413.95	12042024

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1198	ANDREA TRESE			
	4755	Preparation of Town's Annual Stormwater Report	6,060.40	6,060.40	0001
Vendor:	1204	SHUMS CODA ASSOCIATES			
	4756	Sr Permit Tech Services provided by SCA for August	35,070.00	5,250.00	10215
		Sr Permit Tech Services provided by SCA for September		17,535.00	10302
		Sr Permit Tech Services provided by SCA for October		12,285.00	10400
Vendor:	1207	SIGNATURE ROOFING INC			
	4757	Deposit Refund - 20 Pineridge	1,000.00	1,000.00	BLDR0092-2024
Vendor:	1208	GINA DIXON			
	4758	Deposit Refund - 156 Brookside Dr	395.00	395.00	PLNARCH00012024
Vendor:	1210	AMERICAN YOUTH SOCCER ORG			
	4759	Deposit Refund - Field Rental	500.00	500.00	PROF-24-33
Vendor:	1213	COUNTY OF SAN MATEO ENV HEALTH			
	4760	Waste Disposal Lights Batteries	221.60	221.60	00121330
Vendor:	1214	SAN MATEO DAILY JOURNAL			
	4701	Advertisement Oct	1,428.00	420.00	14294
		Advertisement Nov		1,008.00	14430
Vendor:	1215	SPARK APPLIANCE REPAIR			
	4762	Diagnostic and Service Fee Dishwasher	65.00	65.00	INV-010616
Vendor:	1216	WIZIX TECHNOLOGY GROUP, INC.			
	4763	Printer	310.53	27.77	433532
		Printer		282.76	439666
Vendor:	1217	WBCP, INC.			
	4764		12,073.48	12,073.48	7149
Vendor:	1218	MONTEJANO ROOFING			
	4765	Deposit Refund - 345 PortoLa Rd	1,000.00	1,000.00	BLDR0033-2024
Check Date Totals			1,528,967.69		
Grand Total			1,532,896.49		



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Corie Stocker, Interim Town Manager

DATE: December 11, 2024

RE: Adoption of Resolution Approving and Authorizing Disposition of Surplus Town-Owned Property

RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) approving and authorizing the disposition of surplus property as described in Exhibit A (Attachment 2).

BACKGROUND/DISCUSSION

Periodically, Town staff reviews Town-owned property to assess whether any items have reached the end of their useful life, not operable or no longer in service. The Town's Purchasing and Inventory Control Policy states when a capitalized inventory item (value of more than \$500) is no longer in use, obsolete and/or damaged beyond repair and the Town wishes to donate or dispose of the item, it must be declared surplus property by the Town Council prior to donation or disposal.

The items listed in Exhibit A have been evaluated by staff and have been determined to be surplus property. These items will be donated, sold, recycled or disposed of as deemed appropriate by the Town Manager.

FISCAL IMPACT

None.

ATTACHMENT

1. Resolution
2. Exhibit A – List of Surplus Inventory

RESOLUTION NO. 2957- 2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
APPROVING AND AUTHORIZING THE DISPOSITION OF SURPLUS TOWN-OWNED
PROPERTY**

WHEREAS, the Town Council of the Town of Portola Valley, owner of certain property contained in Exhibit A, has determined that such property is now deemed surplus.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Portola Valley deems that such property be disposed of by the Town Manager or designee, as appropriate, in the Town’s best interests.

PASSED AND ADOPTED this 11th day of December 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sarah Wernikoff, Mayor

ATTEST:

Town Clerk

**EXHIBIT A
SURPLUS INVENTORY**

ITEM	INVENTORY TAG #	REASON FOR SURPLUS
Kubota commercial mower	F2560	Broken/Unusable
YardMan sit-down mower	n/a	Broken/Unusable



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Christine Boland, Clerk Consultant

DATE: December 11, 2024

RE: Adopt a Resolution Reciting the Facts of the General Municipal Election Held on November 5, 2024, Declaring the Results and Such Other Matters as Provided by Law

RECOMMENDATION

Staff recommends that the Town Council adopt Resolution No. 2958 - 2024, Reciting the Facts of the General Municipal Election Held on November 5, 2024, Declaring the Results and Such Other Matters as Provided by Law.

DISCUSSION

The Town of Portola Valley held a General Municipal Election, in consolidation with the County of San Mateo Elections Division on Tuesday November 5, 2024, wherein two Town Council seats were proposed to all registered voters in Portola Valley. There are currently 3,656 registered voters in Portola Valley. The final results for the Town of Portola Valley indicate the following votes for the four candidates running for the two open seats:

Rebecca Flynn	1,780 votes or 32.86%
Helen Wolter	1,573 votes or 29.04%
Carter Warr	1,193 votes or 22.02%
Ellen Vernazza	871 votes or 16.08%

Based on these results, the newly elected Town Councilmembers are Rebecca Flynn and Helen Wolter.

On December 5, 2024, the San Mateo County Chief Elections Officer, Mark Church, certified the November 5, 2024 election by producing the [Statement of the Vote](#).

The Town Council is required to adopt a Resolution (Attachment 1) in accordance with California Elections Code Section 10263, reciting the facts of the election.

FISCAL IMPACT

There is no fiscal impact in adopting a Resolution declaring the results of the General Municipal Election. However, the San Mateo County Elections Office will invoice the Town for its share of total services rendered after the Town's portion has been calculated by the County Elections.

ATTACHMENT

1. Resolution

RESOLUTION NO. 2958 - 2024

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

The Town Council of the Town of Portola Valley does RESOLVE as follows:

WHEREAS, a General Municipal Election was held and conducted in the Town of Portola Valley on Tuesday, November 5, 2024; and

WHEREAS, notice of the election was given in time, form and manner as provided by law; that the Town voting center was properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, pursuant to Resolution No. 2943-2024, adopted on June 26, 2024, the County of San Mateo Elections Division canvassed the returns of the election and has certified the results to the Town Council, the results are received, attached and made as part hereof as "Exhibit A";

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the number of registered voters in Portola Valley is 3,656.

SECTION 2. That the whole number of votes cast by registered voters in The Town of Portola Valley was 3,145.

SECTION 3. That the names of persons voted for at the election for the position of Town Councilmember were Rebecca Flynn, Ellen Vernazza, Carter Warr, and Helen Wolter, and

SECTION 4. That the Town Council does declare and determine that Rebecca Flynn and Helen Wolter were elected as Town Councilmembers for a term of four (4) years.

SECTION 5. That the Town Clerk shall enter on the records of the Town Council of the Town, a statement of the result of the election, showing: (1) The whole number of votes cast in the Town; (2) The names of the persons voted for; (3) For what office each person was voted for; (4) The number of votes given at each precinct to each person; (5) The total number of votes given to each person.

SECTION 6. That the Town Clerk shall make and deliver to each of the persons elected, a Certificate of Election, signed by the County of San Mateo Elections Clerk and authenticated; that the Town Clerk, or designee, shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the Town Clerk. Each and all persons so elected shall then be inducted into the respective office to which they have been elected.

I hereby certify that the foregoing Resolution No. 2958-2024 was adopted by the Portola Valley Town Council at a regular meeting of December 11, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Sarah Wernikoff, Mayor

ATTEST:

Town Clerk



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

December 5, 2024

Ms. Christine Boland
Consultant, Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Subject: Certificate from the Chief Elections Officer for the Presidential General
Election held on Tuesday, November 5, 2024

Dear Ms. Christine Boland:

This is to advise you that we have completed the Official Canvass of the vote and I have certified the election results.

Attached hereto is the official Chief Elections Officer's Certification of the November 5, 2024 Presidential General Election.

It has been a pleasure to work with you in conducting this election, and I look forward to serving you again in future elections.

Sincerely,

Mark Church

Enclosures

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

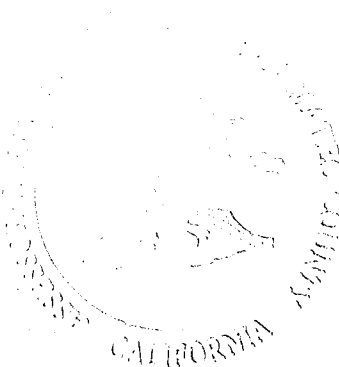
In the matter of the CANVASS OF VOTES CAST)
at the PRESIDENTIAL GENERAL ELECTION)
held on November 5, 2024)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo, State of California hereby certify;

THAT an election was held within the boundaries of the TOWN OF PORTOLA VALLEY on Tuesday, November 5, 2024 for the purpose of electing two (2) Town Council Members for four (4) year terms; and I caused to have processed and recorded the votes from the canvass of all ballots cast at said election within the boundaries of the TOWN OF PORTOLA VALLEY.

I **HEREBY FURTHER CERTIFY** that the record of votes cast at said election is set forth in Exhibit "A" attached hereto and incorporated herein by reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 5th day of December, 2024, and file this date with the Town Clerk of the TOWN OF PORTOLA VALLEY.



A handwritten signature in black ink that reads "Mark Church".

MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

EXHIBIT A

SECTION A

Cast by Precinct

1 Town of Portola Valley Members, Town Council								
					1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)	REBECCA FLYNN	EILEEN VERNAZZA	CARTER J. WARR	HELEN WOLTER
39001	Total	618	545	88.19 %	363	93	140	343
39002	Total	1120	987	88.13 %	595	242	345	520
39005	Total	1918	1613	84.10 %	822	536	708	710
Total - Vote Centers		3656	270	7.39 %	146	75	122	107
Total - Vote by Mail		3656	2875	78.64 %	1634	796	1071	1466
Contest Total		3656	3145	86.02 %	1780	871	1193	1573

*** Indicates vote data was suppressed due to voter privacy settings.

SECTION B

Cast by District

1 Town of Portola Valley Members, Town Council								
					1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)	REBECCA FLYNN	ELLEN VERMAZZA	CARTER J. WAAR	HELEN WOLTER
Electionwide	Total	3656	3145	86.02 %	1780	871	1193	1573
Board of Equalization - District 2	Total	3656	3145	86.02 %	1780	871	1193	1573
16th Congressional District	Total	3656	3145	86.02 %	1780	871	1193	1573
13th Senatorial District	Total	3656	3145	86.02 %	1780	871	1193	1573
23rd Assembly District	Total	3656	3145	86.02 %	1780	871	1193	1573
County of San Mateo	Total	3656	3145	86.02 %	1780	871	1193	1573
3rd Supervisorial District	Total	3656	3145	86.02 %	1780	871	1193	1573
Town of Portola Valley	Total	3656	3145	86.02 %	1780	871	1193	1573



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: November 6, 2024
RE: BPTS Committee

6a. BPTS is looking for a response from Council to the letter the committee drafted in regard to upgrade of 35 Skyline Blvd shoulder with private funds. Letter was reviewed by Council and they appointed a Town council subcommittee, Craig Taylor and I, were appointed to pursue this possibility for improving the safety of our community.

6b. Hawthorne Parking- Could we open the park without the parking plan with the option to close it if there are problems?

6c. BPTS has not seen the written plan for CCAG, which was sent and declined by our previous engineer. The County had a special committee to assure that each town has a bike plan and a chapter in the plan, but we are the only one that does not have a plan. Ours was made by the County but was not approved by staff. This is a tactical plan to get grants and BPTS would like to ask the executive director of CCAG to send us the link. The County representative did attend and hear the special concerns of our town which are similar to Woodside's and they understood. BPTS believes that those changes were incorporated in the county's final plan. So BPTS committee would like to review the plan so the county could complete its plan. We need to work with the county. We need an approved plan. Draft plan to be out in February as a goal, public hearing and then present it for approval to Town Council, if possible, in April 2025.

6d. Safe routes to school progress depends on getting those grants and that County Bike Routes Plan.

6e. Discussed a signed fire exit for the Alpine Inn parking lot and metered at the Alpine Inn and the soccer field. Parks and Rec could control the times of need for rec parking. Is there a real conflict here. Ed will reach out to Patty for a joint meeting.

Next meeting 12/4/2024, planning public meeting on bike traffic plan in February 2025