



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, January 28, 2026
7:00 PM

MAYOR: Craig Taylor

VICE MAYOR: Mary Hufty

COUNCILMEMBERS: Rebecca Flynn, Judith Hasko, Helen Wolter

A G E N D A

Amended to update Attachment 1
of #7e

**Councilmember Judith Hasko will be participating remotely from Room #545, Langham Hotel,
250 Franklin St, Boston, MA 02110**

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 public comments by using the [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 the Portola Valley Town Council for consideration during the meeting and included in the public record. Members of the public may also provide comments in person at the meeting. The agenda and staff report will be posted on the Town's website by approximately 5:00 PM the Friday prior to the meeting. Additionally, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. The Mayor 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.

In-Person Public Comments: Please fill out and submit a Public Comment card to the Town Clerk or Mayor prior to speaking. The Mayor will call your name at the appropriate time. Each speaker's time is limited to three (3) minutes. The Mayor reserves the right to limit speaker's time, depending upon the number of speakers or other circumstances.

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/85661031107?pwd=XBbPrv9WKnl1xOByNvR6a5i74XjuR.1>

Webinar ID: 856 6103 1107

Passcode: 048294

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. SB 707 CONSIDERATIONS: Announcements/Consideration of remote attendance by Councilmembers, pursuant to SB 707, Government Code 54953.8.3 (just cause circumstances).

3. REPORT OUT FROM CLOSED SESSION

4. PRESENTATIONS / PROCLAMATIONS

- a. HIP Housing – Annual Calendar Recognition and Overview of Home Sharing Program
- b. Presentation on the Town AM Radio Project

5. TOWN MANAGER REPORT

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

6. ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any not on the agenda or related to Presentations/Proclamations or the Town Manager Report subject may do so now. Please submit a speaker's slip located at the front of the room to the Town Clerk or Mayor, prior to speaking. Please note 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.

7. CONSENT AGENDA

- a. Approve Special Meeting Minutes of January 14, 2026
- b. Approve Regular Meeting Minutes of January 14, 2026
- c. Approve Warrant List for January 28, 2026
- d. Accept the 2026 Town Council Advisory Committee Rosters and Authorize Specific Current Committee Chairs to Stand for Re-election by the Committees
- e. Accept Report of the 2026 Town Manager Committee Rosters **Updated Attachment 1**
- f. Consider Approval of an Amendment to the Town of Portola Valley Wildfire Preparedness Committee Charter
- g. Consider Appointment of Patty Dewes to Wildfire Preparedness Committee

8. REGULAR AGENDA

- a. Receive Information and Provide Direction on the Town of Portola Valley Commission and Advisory Committee Policies and Procedures Handbook
- b. Presentation by Bicycle, Pedestrian, and Traffic Safety Committee

9. 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.

- a. 01/21/2026 Trails and Paths Committee Meeting

10. ADJOURNMENT

The next Regular Town Council meeting will be held on

Land Acknowledgement:

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



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: January 28, 2026
RE: **Approve Special Meeting Minutes of January 14, 2026**

RECOMMENDATION

Staff recommends Town Council review and approve and approve the January 14, 2026 special meeting minutes.

ATTACHMENTS

1. [01-14-2026 Council Special Meeting Minutes CS](#)

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – JANUARY 14, 2026

1. CALL TO ORDER / ROLL CALL

Mayor Taylor called the meeting to order at 6:01 p.m. Roll call was taken by the Clerk.

Present: Councilmembers Helen Wolter, Judith Hasko, Rebecca Flynn, Vice Mayor Mary Hufty, Mayor Craig Taylor

Absent: None

Others: Town Manager Darcy Smith, Town Attorney Catherine Engberg, Town Clerk Veronica Dao

2. SB 707 CONSIDERATIONS: Announcements/Consideration of remote attendance by Councilmembers, pursuant to SB 707, Government Code 54953.8.3 (just cause circumstances). – None.

3. ORAL COMMUNICATIONS

Mayor Taylor invited public comments on the agenda item. None were received.

4. CLOSED SESSION

The Council went into Closed Session at 6:02 p.m. to discuss the following:

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (government Code Section 54956.8)
Property: San Mateo County APN 079-123-120 – parking lot located at 3919 Alpine Road, Portola Valley, CA 94028
Town Negotiator: Darcy Smith, Town Manager
Negotiation Parties: Greg St. Claire, Avenir Restaurant Group
Under negotiation: Price and terms of payment regarding lease for parking lot

5. ADJOURNMENT

The Council reconvened from Closed Session and adjourned the meeting at approximately 7:00 p.m.

Craig Taylor, Mayor

Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its January 28, 2026 regular meeting.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: January 28, 2026
RE: **Approve Regular Meeting Minutes of January 14, 2026**

RECOMMENDATION

Staff recommends Town Council review and approve and approve the January 14, 2026 regular meeting minutes.

ATTACHMENTS

1. [01-14-2026 Council Regular Meeting Minutes](#)

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – JANUARY 14, 2026

1. CALL TO ORDER / ROLL CALL

Mayor Taylor called the meeting to order at 7:02 p.m. Roll call was taken by the Clerk.

Present: Councilmembers Helen Wolter, Judith Hasko, Rebecca Flynn, Vice Mayor Mary Hufty, Mayor Craig Taylor

Absent: None

Others: Town Manager Darcy Smith, Assistant Town Manager Corie Stocker-Pedalino, Town Attorney Catherine Engberg, Finance Director Anthony McFarlane, Special Planning and Building Projects Manager Steve McHarris, Planning & Building Director Sarah Cawrse, Town Clerk Veronica Dao

- 2. SB 707 CONSIDERATIONS:** Announcements/Consideration of remote attendance by Councilmembers, pursuant to SB 707, Government Code 54953.8.3 (just cause circumstances) – None.

3. REPORT OUT FROM CLOSED SESSION

Mayor Taylor reported no reportable action.

4. PRESENTATIONS / PROCLAMATIONS

- a. Proclamation for Wildlife Awareness Month

Bonnie Crater of the Nature & Science Committee accepted the proclamation and gave remarks.

- b. Proclamation Honoring Martin Luther King Jr. Day

Mayor Taylor gave remarks and presented the proclamation to Rita Comes, who accepted on behalf of the community.

- c. Presentation of Annual Report by the San Mateo County Library Joint Powers Authority

Carmen Letona-Adams, Library Manager, gave a presentation on the annual report.

5. TOWN MANAGER REPORT

Town Manager Smith updated the Council on the following:

- Storms in town during the holidays; thank community volunteers, Woodside Fire, CERT team, and mayor for responding to help
- Windmill School flooding
- Reminder to maintain storm drains and utilities
- RFP for design of Ford Field bathroom and snack stand is posted
- Finance committee meeting scheduled for January 27 to review FY22-23 financial audits and mid-year budget

6. ORAL COMMUNICATIONS

Mayor Taylor invited public comment.

Public Comment

- Kristi C.

7. CONSENT AGENDA

Mayor Taylor invited public comment.

Public Comment

- Karen Askey
- Rita Comes

Consent Agenda item 7f was pulled for separate discussion and action.

Motion and second (Hasko, Hufty) to approve Consent Agenda items 7a – 7e. The motion carried unanimously by voice vote.

Motion and second (Hasko, Flyn) to approve Consent Agenda 7f with the following changes:

- Councilmember Hufty as liaison for Airport Roundtable
- Addition of Commute.Org with Councilmember Wolter as liaison and Councilmember Hasko as alternate

The motion carried unanimously by voice vote.

- a. Approve Special Meeting Minutes of December 4, 2025
- b. Approve Regular Meeting Minutes of December 10, 2025
- c. Approve Warrant List for January 14, 2026
- d. Approve Appointment of Christopher Morace to the Conservation Committee

- e. Consider Waiving Further Reading and Adopting an Ordinance of the Town of Portola Valley Repealing and Replacing Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code Adopting by Reference the 2025 California Building Standards Code with Local Amendments and Determining that the Project is Exempt under the California Environmental Quality Act (CEQA)
- f. Receive Report and Confirm Appointment of Town Councilmembers to Serve as Liaisons, Representatives, and Alternatives to Town Commissions, Town Committees, Local Organizations, and Regional Agencies and Bodies for 2026 as Recommended by the Mayor

8. REGULAR AGENDA

- a. Receive Update and Provide Direction to Staff on the Draft Housing Element Amendment and Consider Authorizing Staff to Submit the Draft Housing Element Amendment to the State Department of Housing and Community Development

Special Planning and Building Projects Manager McHarris introduced and presented the item.

Mayor Taylor invited public comment.

Public Comment

- Emily R.
- Betsy Morgenthaler
- Nona Chiariello
- Michael Ford
- Karen Askey
- Danna Breen

Council asked questions and discussed the item.

Motion and second (Hufty, Hasko) to submit Draft Housing Element Amendment to the State Department of Housing and Community Development. The motion carried unanimously by roll call vote.

- b. Town Manager Mid-Year Status Update of Current Fiscal Year 2025-26 Town Council Priorities Implementation Strategies

Town Manager Smith presented the item and gave an update.

Council asked questions and discussed the item.

Mayor Taylor invited public comment. None were received.

No action was taken.

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

Councilmembers reported on several local and regional meetings they attended recently.

Mayor Taylor invited public comment. None were received.

10. ADJOURNMENT

The meeting adjourned at 9:02 p.m.

Craig Taylor, Mayor

Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its January 28, 2026 regular meeting.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: January 28, 2026

RE: **Approve Warrant List for January 28, 2026**

RECOMMENDATION:

Review and accept the Warrant List for January 28, 2026:

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	1/28/2026	5724	5759	36	1,260,535.04	1/29/2026	1/14/2026	5723

The following table lists payments by fund.

Payments by Fund		
Fund	Date	Amount
General	1/28/2026	1,048,260.29
Public Safety Sales Tax	1/28/2026	8,250.00
Public Safety/COPS	1/28/2026	77,500.00
Gas Tax	1/28/2026	4,500.00
Measure M MVF	1/28/2026	1,195.00
Inclusionary in-lieu	1/28/2026	7,551.00
ARPA	1/28/2026	50,000.00
Capital Projects	1/28/2026	2,738.60
WHRMD	1/28/2026	175.00
Customer Deposits	1/28/2026	60,365.15
Total		\$ 1,260,535.04

Warrant List

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

Warrants issued as ACH/EFT						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount
1/28/2026	5725	Bank of America	101	Various	Dec CC Purchases	\$ 4,717.68
1/28/2026	5726	CalPERS	101	Various	Dec Contributions/Jan UAL	36,503.39
1/28/2026	5727	SCA of CA, LLC	206/212	510	Dec Street Sweeping/Litter	2,095.00
1/28/2026	5732	Granicus	101	610	Agenda Management Software	4,152.46
1/28/2026	5734	Missionsquare Retirement	101	Various	Jan 15 Deferred Comp	4,686.64
1/28/2026	5738	Navia Benefit Solutions	101	Various	Jan 15 Employee Deductions	562.50
1/28/2026	5740	San Mateo County Sheriff	101/202/203/225	210	Jul - Dec Services	959,313.00
1/28/2026	5744	State Comp Insurance Fund	101	Various	Jan Premium/Surcharges	4,488.39
1/28/2026	5750	Amazon Capital Services	101	610	Dec-Jan Office Supplies	267.54
Total						\$ 1,016,786.60

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

Warrants Voided and Reissued						
Date	Warrant #	Issued to	Fund	Dept	Reason	Amount
9/11/2024	4541	Friendly Pony Parties	101	115	Lost Check	\$ 2,500.00
1/28/2026	5730	Friendly Pony Parties	101	115	Reissued	\$ 2,500.00
11/12/2025	5588	The Lew Edwards Group	101	120	Lost Check	\$ 11,500.00
1/28/2026	5756	The Lew Edwards Group	101	120	Reissued	\$ 28,750.00

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

DISCLOSURE

Disclosure						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount

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

ATTACHMENTS

1. 01/28/2026 Warrant List Certification

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 28, 2026

Claims totaling \$1,260,535.04 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 _____

Anthony McFarlane, Finance Director

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

Signed and sealed this (Date) _____

Darcy Smith, Town Manager

Craig Taylor, Mayor

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
5724	41	AT&T	309.99	01/28/26		
5725	44	BANK OF AMERICA	4,717.68	01/28/26		EFTPS
5726	80	CALPERS	36,503.39	01/28/26		EFTPS
5727	121	SCA OF CA, LLC	2,095.00	01/28/26		ACH
5728	124	COMCAST	801.43	01/28/26		
5729	129	COTTON SHIRES & ASSOC. INC.	25,156.65	01/28/26		
5730	184	FRIENDLY PONY PARTIES	2,500.00	01/28/26		
5731	195	GOOD CITY COMPANY	52,352.25	01/28/26		
5732	200	GRANICUS	4,152.46	01/28/26		ACH
5733	203	GREEN HALO SYSTEMS	114.00	01/28/26		
5734	218	MISSIONSQUARE RETIREMENT	4,686.64	01/28/26		EFTPS
5735	234	J. W. ENTERPRISES	546.88	01/28/26		
5736	283	LEAGUE OF CALIFORNIA CITIES	3,803.00	01/28/26		
5737	295	LYNX TECHNOLOGIES INC	600.00	01/28/26		
5738	330	NAVIA BENEFIT SOLUTIONS	562.50	01/28/26		EFTPS
5739	343	OPENGOV INC.	22,847.72	01/28/26		
5740	412	SAN MATEO SHERIFF	959,313.00	01/28/26		EFTPS
5741	429	SHELLY SWEENEY	1,880.00	01/28/26		
5742	437	SMALL BUSINESS BENEFIT PLAN TR	2,210.70	01/28/26		
5743	445	STANDARD INSURANCE CO.	1,086.26	01/28/26		
5744	448	STATE COMP INSURANCE FUND	4,488.39	01/28/26		EFTPS
5745	505	WOODSIDE FIRE PROTECTION DISTR	23,447.48	01/28/26		
5746	518	GOT GOPHERS?	525.00	01/28/26		
5747	731	TERESA GODFREY	175.00	01/28/26		
5748	979	MMANC	2,095.00	01/28/26		
5749	1016	SHUTE, MIHALY & WEINBERGER LLP	39,061.32	01/28/26		
5750	1152	AMAZON CAPITAL SERVICES, INC	267.54	01/28/26		EFTPS
5751	1177	CORA	1,675.00	01/28/26		
5752	1182	KELLY FEDORUK	100.00	01/28/26		
5753	1186	AT&T CORP DBA ACC BUSINESS	735.08	01/28/26		
5754	1204	SHUMS CODA ASSOCIATES	22,650.00	01/28/26		
5755	1216	WIZIX TECHNOLOGY GROUP, INC.	134.93	01/28/26		
5756	1286	THE LEW EDWARDS GROUP	28,750.00	01/28/26		
5757	1314	EC TREE SERVICE, INC.	3,600.00	01/28/26		
5758	1315	MINNIE SARWAL	300.00	01/28/26		
5759	1316	COLANTUONO HIGHSMITH & WHATLEY	6,290.75	01/28/26		
Check totals:			243,748.44			
ACH totals:			6,247.46			
EFTPS totals:			1,010,539.14			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			1,260,535.04			

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept	Balance Sheet				
CALPERS	101-21032-000-000000	December Retirement- CLASSIC	10,324.89	5726	01/28/26
CALPERS	101-21032-000-000000	December Retirement- PEPRA	12,198.58	5726	01/28/26
KELLY FEDORUK	101-21052-000-000000	Field Deposit Refund - Picnic Spaces	100.00	5752	01/28/26
MISSIONSQUARE RETIREMENT	101-21036-000-000000	Deferred Comp - Jan 15, 2026	4,686.64	5734	01/28/26
NAVIA BENEFIT SOLUTIONS	101-21033-000-000000	Navia Benefit 01/15/2026	562.50	5738	01/28/26
	Fund 101 Dept	Total	----- 27,872.61		
Fund 101 Dept 115	Town Committees				
COTTON SHIRES & ASSOC. INC.	101-63214-115-000000	Oct 25 Applicant Charges & PV Town Map	980.00	5729	01/28/26
FRIENDLY PONY PARTIES	101-63208-115-000000	Town Picnic, Petting Zoo/Ponies 9/21/24 Re-issued Chk# 4541	2,500.00	5730	01/28/26
	Fund 101 Dept 115	Total	----- 3,480.00		
Fund 101 Dept 120	Town Manager				
BANK OF AMERICA	101-65014-120-000000	December Credit Card Statement	845.80	5725	01/28/26
MMANC	101-65012-120-000000	Membership Renewal - 2025 UpNext - Discounted Rate	2,095.00	5748	01/28/26
SMALL BUSINESS BENEFIT PLAN TR	101-55024-120-000000	Dental/Vision	2,210.70	5742	01/28/26
STANDARD INSURANCE CO.	101-55031-120-000000	LTD/Life Premium	543.13	5743	01/28/26
STANDARD INSURANCE CO.	101-55031-120-000000	LTD/Life Premium	543.13	5743	01/28/26
STATE COMP INSURANCE FUND	101-55033-120-000000	Premium Surcharges 1/06/2026-02/06/2026	1,560.08	5744	01/28/26
STATE COMP INSURANCE FUND	101-55033-120-000000	Mandatory Surcharges Premium 1/16/2026	2,928.31	5744	01/28/26
THE LEW EDWARDS GROUP	101-62099-120-26ELCT	Jul Consulting Services	5,750.00	5756	01/28/26
THE LEW EDWARDS GROUP	101-62099-120-26ELCT	Sept Consulting Services	5,750.00	5756	01/28/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
THE LEW EDWARDS GROUP	101-62099-120-26ELCT	Oct Consulting Services	5,750.00	5756	01/28/26
THE LEW EDWARDS GROUP	101-62099-120-26ELCT	Nov Consulting Services	5,750.00	5756	01/28/26
THE LEW EDWARDS GROUP	101-62099-120-26ELCT	Dec Consulting Services	5,750.00	5756	01/28/26
Fund 101 Dept 120 Total			-----		
			39,476.15		
Fund 101 Dept 125 Town Attorney					
COLANTUONO HIGHSMITH & WHATLEY	101-62052-125-000000	VLF Litigation Coalition	6,290.75	5759	01/28/26
SHUTE, MIHALY & WEINBERGER LLP	101-62032-125-000000	Nov Legal Service	29,241.72	5749	01/28/26
Fund 101 Dept 125 Total			-----		
			35,532.47		
Fund 101 Dept 210 Police Services					
SAN MATEO SHERIFF	101-62204-210-000000	FY25-26 (07/01/2025 - 12/31/2025) Law Enforcement Services	823,563.00	5740	01/28/26
Fund 101 Dept 210 Total			-----		
			823,563.00		
Fund 101 Dept 220 Fire Services					
WOODSIDE FIRE PROTECTION DISTR	101-62047-220-000000	12/01/25-12/31/25 Fire Mitigation Crew Support	23,447.48	5745	01/28/26
Fund 101 Dept 220 Total			-----		
			23,447.48		
Fund 101 Dept 310 Planning Division					
BANK OF AMERICA	101-65012-310-000000	December Credit Card Statement	254.30	5725	01/28/26
GOOD CITY COMPANY	101-62039-310-000000	Planning Consultant Services - Dec 2025	9,164.50	5731	01/28/26
LYNX TECHNOLOGIES INC	101-62039-310-000000	GIS Professional Services in Dec 2026	3,264.62	5731	01/28/26
	101-62305-310-000000		600.00	5737	01/28/26
SHUMS CODA ASSOCIATES	101-62099-310-000000	Sr Permit Tech Services provided by SCA for Nov	5,250.00	5754	01/28/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
SHUMS CODA ASSOCIATES	101-62099-310-000000	Sr Permit Tech Services provided by SCA for Dec	6,075.00	5754	01/28/26
Fund 101 Dept 310 Total			24,608.42		
Fund 101 Dept 320 Building Division					
BANK OF AMERICA	101-65012-320-000000	December Credit Card Statement	254.31	5725	01/28/26
GOOD CITY COMPANY	101-62042-320-000000	Planning Consultant Services - Dec 2025	3,264.63	5731	01/28/26
GREEN HALO SYSTEMS	101-62305-320-000000	Jan Hosting & Acces	114.00	5733	01/28/26
SHUMS CODA ASSOCIATES	101-62099-320-000000	Sr Permit Tech Services provided by SCA for Nov	5,250.00	5754	01/28/26
SHUMS CODA ASSOCIATES	101-62099-320-000000	Sr Permit Tech Services provided by SCA for Dec	6,075.00	5754	01/28/26
Fund 101 Dept 320 Total			14,957.94		
Fund 101 Dept 410 Community Hall					
MINNIE SARWAL	101-63013-410-000000	CPASS Refund Receipt # 043809928	300.00	5758	01/28/26
SHELLY SWEENEY	101-63013-410-000000	WINTER 2026 Classes	1,880.00	5741	01/28/26
Fund 101 Dept 410 Total			2,180.00		
Fund 101 Dept 420 Field Rentals					
GOT GOPHERS?	101-61055-420-000000	Town Fields Gopher Trapping- Dec & Jan 2026	525.00	5746	01/28/26
J. W. ENTERPRISES	101-61056-420-000000	Handicap Unit Rental & Services	315.44	5735	01/28/26
J. W. ENTERPRISES	101-61056-420-000000	Handicap Unit Rental & Services	231.44	5735	01/28/26
Fund 101 Dept 420 Total			1,071.88		
Fund 101 Dept 610 Non-Departmental					
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	3-Month Wall	248.85	5750	01/28/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Calendar 2026 15 QTY Office Premium	4.91	5750	01/28/26
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Standard Staples UBICON Check	13.78	5750	01/28/26
AT&T	101-62021-610-000000	Scanner Cleaning Card			
AT&T	101-62021-610-000000	December Statement	62.21	5724	01/28/26
AT&T	101-62021-610-000000	December Statement	185.57	5724	01/28/26
AT&T	101-62021-610-000000	December Statement	62.21	5724	01/28/26
AT&T CORP DBA ACC BUSINESS	101-62021-610-000000	ACC Division of AT&T	735.08	5753	01/28/26
BANK OF AMERICA	101-62305-610-000000	Ethernet/Internet Access Jan Stmt			
		December Credit Card Statement	2,213.09	5725	01/28/26
	101-62301-610-000000		593.84	5725	01/28/26
	101-62399-610-000000		556.34	5725	01/28/26
CALPERS	101-55011-610-000000	January UAL CLASSIC	13,579.75	5726	01/28/26
CALPERS	101-55011-610-000000	January UAL PEPR	400.17	5726	01/28/26
COMCAST	101-62021-610-000000	WIFI-1.21.2026-02.2	255.40	5728	01/28/26
COMCAST	101-62021-610-000000	WIFI-1.16.2026-02.1	546.03	5728	01/28/26
CORA	101-62327-610-000000	Emergency Response Program Contribution	1,675.00	5751	01/28/26
GRANICUS	101-62305-610-000000	Peak Agenda Management	4,152.46	5732	01/28/26
LEAGUE OF CALIFORNIA CITIES	101-65014-610-000000	6/10/2025 - 6/09/2026			
OPENGOV INC.	101-62305-610-000000	2026 Annual Member Dues	3,803.00	5736	01/28/26
OPENGOV INC.	101-62305-610-000000	OpenGov Permitting and Licensing	5,948.80	5739	01/28/26
OPENGOV INC.	101-62305-610-000000	1/15/2026-1/14/2027 Mgmt Reporting	16,898.92	5739	01/28/26
WIZIX TECHNOLOGY GROUP, INC.	101-62301-610-000000	1/15/2026-1/14/2027 Printer	134.93	5755	01/28/26
	Fund 101 Dept 610 Total		52,070.34		
	Fund 101 Total		1,048,260.29		
Fund 202 Dept 210	Police Services				
SAN MATEO SHERIFF	202-62205-210	FY25-26 (07/01/2025 - 12/31/2025) Law	8,250.00	5740	01/28/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
		Enforcement Services			
	Fund 202 Dept 210 Total		8,250.00		
	Fund 202 Total		8,250.00		
Fund 203 Dept 210	Police Services				
SAN MATEO SHERIFF	203-62205-210	FY25-26 (07/01/2025 - 12/31/2025) Law Enforcement Services	77,500.00	5740	01/28/26
	Fund 203 Dept 210 Total		77,500.00		
	Fund 203 Total		77,500.00		
Fund 206 Dept 510	Public Works				
EC TREE SERVICE, INC.	206-61016-510-000000	Tree Removal Westridge Dr	3,600.00	5757	01/28/26
SCA OF CA, LLC	206-61012-510-000000	December Litter/Street Clean	900.00	5727	01/28/26
	Fund 206 Dept 510 Total		4,500.00		
	Fund 206 Total		4,500.00		
Fund 212 Dept 510	Public Works				
SCA OF CA, LLC	212-61017-510-000000	December Litter/Street Clean	1,195.00	5727	01/28/26
	Fund 212 Dept 510 Total		1,195.00		
	Fund 212 Total		1,195.00		
Fund 222 Dept 125	Town Attorney				

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
SHUTE, MIHALY & WEINBERGER LLP	222-62032-125	Nov Legal Service	6,847.00	5749	01/28/26
	Fund 222 Dept 125 Total		----- 6,847.00		
Fund 222 Dept 310	Planning Division				
GOOD CITY COMPANY	222-62039-310	Planning Consultant Services - Dec 2025	704.00	5731	01/28/26
	Fund 222 Dept 310 Total		----- 704.00		
	Fund 222 Total		----- 7,551.00		
Fund 225 Dept 210	Police Services				
SAN MATEO SHERIFF	225-62204-210	FY25-26 (07/01/2025 - 12/31/2025) Law Enforcement Services	50,000.00	5740	01/28/26
	Fund 225 Dept 210 Total		----- 50,000.00		
	Fund 225 Total		----- 50,000.00		
Fund 401 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	401-62032-125-VOTRBR	Nov Legal Service	2,738.60	5749	01/28/26
	Fund 401 Dept 125 Total		----- 2,738.60		
	Fund 401 Total		----- 2,738.60		
Fund 505 Dept 620	Road Maintenance Districts				
TERESA GODFREY	505-62311-620	Reimb. WHRMD Replace Stop Sign at Russell & Santa Maria	175.00	5747	01/28/26
	Fund 505 Dept 620 Total		----- 175.00		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
	Fund 505 Total		----- 175.00		
Fund 701 Dept 340	Customer Deposits				
COTTON SHIRES & ASSOC. INC.	701-62036-340	Oct 25 Applicant Charges & PV Town Map	10,542.15	5729	01/28/26
COTTON SHIRES & ASSOC. INC.	701-62036-340	Dec 2025 - Jan 2026 Applicant Charges	13,634.50	5729	01/28/26
GOOD CITY COMPANY	701-62041-340	Planning Consultant Services - Dec 2025	23,817.00	5731	01/28/26
	701-62041-340		11,718.00	5731	01/28/26
	701-62041-340		419.50	5731	01/28/26
SHUTE, MIHALY & WEINBERGER LLP	701-62033-340	Nov Legal Service	234.00	5749	01/28/26
	Fund 701 Dept 340 Total		----- 60,365.15		
	Fund 701 Total		----- 60,365.15		
	**** Grand Total	-----	1,260,535.04		

* * * End of Report * * *

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 01/28/26	41 5724	AT&T December Statement December Statement December Statement	309.99	62.21 185.57 62.21	000024618674 000024618675 000024618676
Vendor: 5725	44	BANK OF AMERICA December Credit Card Statement	4,717.68	4,717.68	1388-DEC25
Vendor: 5726	80	CALPERS January UAL CLASSIC January UAL PEPPA December Retirement- CLASSIC December Retirement- PEPPA	36,503.39	13,579.75 400.17 10,324.89 12,198.58	100000018165252 100000018165264 100000018118600 100000018118622
Vendor: 5727	121	SCA OF CA, LLC December Litter/Street Clean	2,095.00	2,095.00	CA25004843
Vendor: 5728	124	COMCAST WIFI-1.16.2026-02.15.2026 WIFI-1.21.2026-02.20.2026	801.43	546.03 255.40	7290-JAN26 1945-FEB26
Vendor: 5729	129	COTTON SHIRES & ASSOC. INC. Oct 25 Applicant Charges & PV Town Map Dec 2025 - Jan 2026 Applicant Charges	25,156.65	11,522.15 13,634.50	2025-OCT 25-26-DEC-JAN
Vendor: 5730	184	FRIENDLY PONY PARTIES Town Picnic, Petting Zoo/Ponies 9/21/24 Re-issued Chk# 4541	2,500.00	2,500.00	09212024.2
Vendor: 5731	195	GOOD CITY COMPANY Planning Consultant Services - Dec 2025	52,352.25	52,352.25	4559
Vendor: 5732	200	GRANICUS Peak Agenda Management 6/10/2025 - 6/09/2026	4,152.46	4,152.46	211720
Vendor: 5733	203	GREEN HALO SYSTEMS Jan Hosting & Access	114.00	114.00	6255
Vendor: 5734	218	MISSIONSQUARE RETIREMENT Deferred Comp - Jan 15, 2026	4,686.64	4,686.64	JAN-202615
Vendor: 5735	234	J. W. ENTERPRISES Handicap Unit Rental & Services Handicap Unit Rental & Services	546.88	315.44 231.44	271473 271474

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	283	LEAGUE OF CALIFORNIA CITIES			
	5736	2026 Annual Member Dues	3,803.00	3,803.00	INV-45457-L6W7R
Vendor:	295	LYNX TECHNOLOGIES INC			
	5737	GIS Professional Services in Dec 2026	600.00	600.00	10559
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
	5738	Navia Benefit 01/15/2026	562.50	562.50	01152026
Vendor:	343	OPENGOV INC.			
	5739	OpenGov Permitting and Licensing 1/15/2026-1/14/2027	22,847.72	5,948.80	INV24829
		Mgmt Reporting 1/15/2026-1/14/2027		16,898.92	INV24832
Vendor:	412	SAN MATEO SHERIFF			
	5740	FY25-26 (07/01/2025 - 12/31/2025) Law Enforcement Services	959,313.00	959,313.00	PS-INV305494
Vendor:	429	SHELLY SWEENEY			
	5741	WINTER 2026 Classes	1,880.00	1,880.00	WINTER-2026
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	5742	Dental/Vision	2,210.70	2,210.70	FEB-2026
Vendor:	445	STANDARD INSURANCE CO.			
	5743	LTD/Life Premium	1,086.26	543.13	2026-JAN
		LTD/Life Premium		543.13	2026-FEB
Vendor:	448	STATE COMP INSURANCE FUND			
	5744	Premium Surcharges 1/06/2026-02/06/2026	4,488.39	1,560.08	1003223361
		Mandatory Surcharges Premium 1/16/2026		2,928.31	1003401162
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	5745	12/01/25-12/31/25 Fire Mitigation Crew Support	23,447.48	23,447.48	WFPDCREW-202512
Vendor:	518	GOT GOPHERS?			
	5746	Town Fields Gopher Trapping- Dec & Jan 2026	525.00	525.00	96251
Vendor:	731	TERESA GODFREY			
	5747	Reimb. WHRMD Replace Stop Sign at Russell & Santa Maria	175.00	175.00	REIMB_WHRMD-9
Vendor:	979	MMANC			
	5748	Membership Renewal - 2025 UpNext - Discounted Rate	2,095.00	2,095.00	11339
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	5749	Nov Legal Service	39,061.32	39,061.32	NOV-25-SW

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1152	AMAZON CAPITAL SERVICES, INC			
	5750	3-Month Wall Calendar 2026 15 QTY	267.54	248.85	1KDR-QR6T-CNR1
		Office Premium Standard Staples		04.91	1QWP-17YK-CKVK
		UBICON Check Scanner Cleaning Card		13.78	1YW4-GPGP-P7LP
Vendor:	1177	CORA			
	5751	Emergency Response Program Contribution	1,675.00	1,675.00	PORTCY2026
Vendor:	1182	KELLY FEDORUK			
	5752	Field Deposit Refund - Picnic Spaces	100.00	100.00	PROF-25-70
Vendor:	1186	AT&T CORP DBA ACC BUSINESS			
	5753	ACC Division of AT&T Ethernet/Internet Access Jan Strnt	735.08	735.08	9515012112
Vendor:	1204	SHUMS CODA ASSOCIATES			
	5754	Sr Permit Tech Services provided by SCA for Nov	22,650.00	10,500.00	11863
		Sr Permit Tech Services provided by SCA for Dec		12,150.00	11864
Vendor:	1216	WIZIX TECHNOLOGY GROUP, INC.			
	5755	Printer	134.93	134.93	562156
Vendor:	1286	THE LEN EDWARDS GROUP			
	5756	Jul Consulting Services	28,750.00	5,750.00	001.
		Sept Consulting Services		5,750.00	003.
		Oct Consulting Services		5,750.00	004
		Nov Consulting Services		5,750.00	005
		Dec Consulting Services		5,750.00	006
Vendor:	1314	EC TREE SERVICE, INC.			
	5757	Tree Removal Westridge Dr	3,600.00	3,600.00	11192
Vendor:	1315	MINNIE SARWAL			
	5758	CPASS Refund Receipt # 043809928	300.00	300.00	043809928
Vendor:	1316	COLANTUONO HIGHSMITH & WHATLEY			
	5759	VLF Litigation Coalition	6,290.75	6,290.75	68548
Check Date Totals			1,260,535.04		
Grand Total			1,260,535.04		



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Veronica Dao, Town Clerk and Corie Stocker-Pedalino, Assistant Town Manager

DATE: January 28, 2026

RE: **Accept the 2026 Town Council Advisory Committee Rosters and Authorize Specific Current Committee Chairs to Stand for Re-election by the Committees**

RECOMMENDATION

Staff recommends that the Town Council accept the 2026 Town Council Advisory Committee Rosters and authorize specific current committee chairs to stand for re-election by the committees.

BACKGROUND

The Town of Portola Valley Commission and Advisory Committee Policy and Procedures Handbook (Handbook) outlines the guidelines and requirements for Town Commissions and Committees. Currently, there are 16 total Town committees, of which are nine (9) Town Council Advisory Committees.

Committee Roster Approval and Chair Terms

Town Council Advisory Committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year.

Each committee should select a chair from among its members in January. The Handbook stipulates that committee chairs are normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The following Town Council Advisory Committee chairs have exceeded two consecutive one-year terms as chair and another candidate has not yet been recruited to serve as chair. Therefore, the Mayor, with concurrence of the Town Council, may allow the current chair to stand for re-election by the committee. This authorization is being considered at this time for the following committee chairs:

- Bicycle, Pedestrian and Traffic Safety - Edward Holland (3 years)
- Finance Committee - George Savage (3 years)
- Cable and Utilities – Chris Buja (8 years)

FISCAL IMPACT

There is no fiscal impact with this item.

ATTACHMENTS

1. [Brown Act Committee Roster](#)

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Brown Act Committees

Bicycle, Pedestrian and Traffic Safety - Maximum 11 Members <i>Meets 1st Friday at 8:15 a.m.</i>
COMMITTEE MEMBERS
Edward Holland, <i>Chair</i>
Angela Hey
Patricia Baenen, <i>Vice Chair</i>
Kevin Welch
COUNCIL LIAISON(S): Helen Wolter – Primary; Mary Hufty – Alternate
Cable and Utilities Undergrounding Committee - 7 Members <i>Meets as announced</i>
COMMITTEE MEMBERS
Christopher Buja, <i>Chair</i>
Neil Weintraut, <i>Vice Chair</i>
Kenneth Lavine
Merijane Lee
COUNCIL LIAISON(S): Helen Wolter – Primary; Judith Hasko– Alternate
Conservation Committee - 9 Members <i>Meets 1st Tuesday at 5:30 p.m.</i>
COMMITTEE MEMBERS
Marianne Plunder, <i>Chair</i>
Judith Murphy, <i>Vice Chair</i>
Teresa Coleman
Nona Chiariello
Megan Richards
Dieter Walz
Joerg Zimmerman
COUNCIL LIAISON(S): Rebecca Flynn – Primary; Helen Wolter - Alternate

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Emergency Preparedness Committee - 5 - 11 Members
Meets 1st Thursday at 8:00 a.m.

COMMITTEE MEMBERS

Craig Heberer, *Chair*

Kimberley Cashin, *Vice Chair*

Chris Rannes

Lynn Eisberg

Marianne Plunder

Dale Pfau

Ray Rothrock

Jerry Shefren

Vic Schachter

Bud Trapp

Randy True

COUNCIL LIAISON(S): Craig Taylor – Primary; Rebecca Flynn - Alternate

Finance Committee - 7 Members

4-6 Meetings per year as required for annual budget, audit review and budget/financial reports

COMMITTEE MEMBERS

George Savage, *Chair*

Stephen Cassani

Kenneth Lavine

Chris Rittler

Mark Waissar

Michele Takei

William Urban

COUNCIL LIAISON(S): Judith Hasko – Primary; Rebecca Flynn– Alternate (Currently no vacancies as of 1/8/24)

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Geologic Safety Committee - 7 Members <i>Meets 2nd Monday of each month at 10:00 a.m.</i>
COMMITTEE MEMBERS
Nan Shostak, <i>Chair</i>
Bob Wrucke, <i>Vice Chair</i>
Patricia McCrory, <i>Secretary</i>
Gary Ernst
Steve Ingebritsen
Simon Klemperer
Vacant
COUNCIL LIAISON(S): Mary Hufty – Primary; Craig Taylor – Secondary
Open Space Advisory Committee - 7 Members <i>Meets every two months (1st Thursday at 7:00 p.m.)</i>
COMMITTEE MEMBERS
Betsy Morgenthaler, <i>Chair</i>
Nona Chiariello, <i>Vice Chair</i>
Carter Warr
Delle Maxwell
Terry Lee
Gary Nielsen
Jackie Magno
COUNCIL LIAISON(S): Judith Hasko – Primary; Mary Hufty - Alternate

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Trails and Paths Committee - 9 Members <i>Meets 3rd Wednesday Monthly at 9:00 a.m.</i>
COMMITTEE MEMBERS
Gary Hanning, <i>Chair</i>
Patricia Murray, <i>Vice Chair</i>
Joe Coleman, <i>Secretary</i>
Brenda Munks
Jeff Lokey
Barb Eckstein
Ellie Ferrari
Susan Gold
Fred Leach
COUNCIL LIAISON(S): Mary Hufty – Primary; Judith Hasko – Alternate

Wildfire Preparedness Committee - 5 Members <i>Meets 3rd Wednesday Monthly at 4:00 p.m.</i>
COMMITTEE MEMBERS
MJ Lee, <i>Chair</i>
Marianne Plunder <i>Conservation Committee Liaison</i>
Wanda Ginner
Kimberley Cashin
Vacant
COUNCIL LIAISON(S): Rebecca Flynn – Primary; Craig Taylor – Alternate



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk and Darcy Smith, Town Manager
DATE: January 28, 2026
RE: **Accept Report of the 2026 Town Manager Committee Rosters**

RECOMMENDATION

Staff recommends that the Town Council accept a report regarding the 2026 Town Manager Committee Rosters.

BACKGROUND

The Town of Portola Valley Commission and Advisory Committee Policy and Procedures Handbook (Handbook) outlines the guidelines and requirements for Town Commissions and Committees. Currently, there are 16 total Town committees, of which 7 (seven) are Town Manager Committees.

Each committee should select a chair from among its members in January. The Handbook stipulates that committee chairs are normally limited to two consecutive one-year terms as chair, unless a successor cannot be found. The following Town Manager Committee chairs have exceeded two consecutive one-year terms as chair and another candidate has not yet been recruited to serve as chair. The Town Manager has reviewed this list, and authorized the current chairs to stand for re-election by the committee at this time.

- Historic Resources – Nancy Lund
- Parks and Recreation – Patty Dewes
- Public Works – Alex Doherty
- Race and Equity – Lucy Neely
- Woodside Highlands Road Maintenance – Teresa Godfrey

FISCAL IMPACT

There is no fiscal impact with this item.

ATTACHMENTS

1. [Town Manager Committee Roster](#)

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Town Manager Committees

Cultural Arts Committee - Maximum 12 Members Meets 2nd Tuesday at 5:00 p.m.
COMMITTEE MEMBERS
Ivy Margolis, <i>Chair</i>
Phil Barth
Mimi Breiner
Sue Chaput
Jerrie Welch
Lael Bajet
Historic Resources Committee - 5 Members Meets as announced
COMMITTEE MEMBERS
Nancy Lund, <i>Chair</i>
Virginia Bacon
Patty Dewes
Terry Hicks
Jim Lipman
Nature and Science – 5-9 Members Meets every other month at 2nd Thursday at 5:00 p.m.
COMMITTEE MEMBERS
CJ Achterkirchen, <i>Chair</i>
Brooke Coffee
Andrew Browne
Emily Coffee
Bonnie Crater
Yvonne Tryce, <i>Member Emeritus</i>
Reid Kawaja

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Parks & Recreation Committee – Maximum 13 Members <i>Meets 3rd Tuesday at 7:00 p.m.</i>
COMMITTEE MEMBERS
Patty Dewes, <i>Chair</i>
Karen Askey
David Bailey
Lindsay Bowen
Jon Myers
Cindy Rowe
Steve Erikson

Public Works Committee – Minimum 5 Members <i>Meets as announced</i>
COMMITTEE MEMBERS
Alex Doherty, <i>Chair</i>
Lindsay Bowen
Bob Boyle
Joe Coleman
Mark Paris
Wilcox Patterson
Kevin Welch

**TOWN OF PORTOLA VALLEY
COMMITTEE ROSTERS**



Race and Equity Committee - 9 Members <i>Meets 2nd Tuesday of each month at 7:00 p.m.</i>
COMMITTEE MEMBERS
Lucy Neely, <i>Chair</i>
Vacant, <i>Vice Chair</i>
Adnan Iftekhhar
Cole Kawaja
John Silver
Andrew Browne
Judith Murphy
Johnathan Clark
Andrew Pierce
Woodside Highlands Road Maintenance - 7 Members <i>Meets as announced, no less than semi-annually</i>
COMMITTEE MEMBERS
Teresa Godfrey, <i>Chair</i>
Matthew King, <i>Vice Chair</i>
Frank Crow
Jean Isaacson
Tim McDonald
Georg Schuele
Vacant



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk and Darcy Smith, Town Manager
DATE: January 28, 2026
RE: **Consider Approval of an Amendment to the Town of Portola Valley Wildfire Preparedness Committee Charter**

RECOMMENDATION

Staff recommend that the Town Council, by motion, approve an Amendment to the Town of Portola Valley Wildfire Preparedness Committee Charter to update the duties, increase the membership, and update the regular meeting day and time.

BACKGROUND

At its January 15, 2026 meeting, the Committee discussed the proposal of updating the charter with the following changes:

- Duties: Add the encouragement of Firewise communities in Town
- Membership: Increase from 5 to 7 members
- Meeting day and time: Change to third Thursday of each month at 10:00 a.m.

The Committee voted unanimously to amend the charter (Attachment 1).

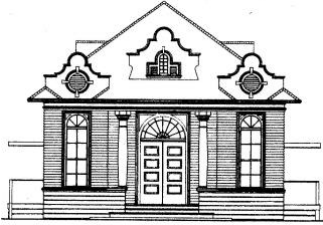
The Proposed Redlined Conservation Charter is provided for Council review and approval (Attachment 2).

FISCAL IMPACT

There is no fiscal impact associated with the proposed charter amendment.

ATTACHMENTS

1. [01-15-2026 Wildfire Preparedness Committee Draft Meeting Minutes](#)
2. [Proposed Redlined WPC Charter](#)



TOWN OF PORTOLA VALLEY
Wildfire Preparedness Committee
Thursday January 15, 2026 – 10:00 AM
Hybrid on Zoom
765 Portola Road, Portola Valley, CA 94028

ACTION MINUTES – Special Meeting

A recording of the meeting is [here](#)
The meeting Agenda Packet is [here](#)

Call to Order at 10:00 AM: Chair MJ Lee

1. Roll Call

Present: Wanda Ginner, Marianne Plunder, Kimberley Cashin, MJ Lee, Council Liaison Rebecca Flynn

Absent: None

Guests: Patty Dewes, Cyrena Simons, Fire Marshal Kim Giuliacci (on zoom)

2. Oral Communications for items not on the agenda

- Welcome to Rebecca Flynn as the new Town Liaison for the WPC
- Welcome to guest Patty Dewes, who answered the call to help achieve 100% Firewise coverage of PV. Her appointment to the WPC will be approved by the Council on Jan-28-2026.

There was no public comment.

3. Approve Minutes of previous meeting

The minutes of Nov-19-2025 were approved unanimously. M/S Ginner / Plunder

The minutes of Dec-17-2025 were approved unanimously. M/S Plunder / Cashin

NEW BUSINESS

4. Fire Marshal Update – FM Kim Giuliacci

The WFPD monthly newsletter, “Ready Resident”, will now be included in the Town’s Portola Valley Update. Send Ready Resident content to FM Giuliacci.

The following member of the public spoke regarding the item: Patty Dewes

FM Giuliacci demonstrated new GIS mapping capability. On the WFPD homepage, click on “[Request an Inspection](#)” to schedule an inspection as required for real estate transactions, or to schedule a Home Assessment. The maps will eventually show additional info for a parcel, such as Firewise community.

Chair Lee asked about the status of the 10-year Right of Way (ROW) plan, which is funded by the Town. FM Giuliacci shared a spreadsheet that tracks all WFPD mitigation work on the PV ROW. She will add this along with before and after photos to their fuel mitigation webpage. ROW work consists mainly of brush removal and limbing up of trees; no healthy trees are removed, and power lines are avoided. They have not yet completed initial mitigations on all streets. The recent PV budget reduction had minor impact on the ROW plan, but it did reduce work on the town-owned land.

Marianne Plunder asked about real estate inspections. FM Giuliacci explained that normally the realtor schedules the inspection and the report goes to the seller. Some sellers do the recommended mitigations before listing the property, but if not, it goes into the buyer/seller contract as to who will do the work with 1 year of close of escrow.

5. Discuss and approve changes to WPC Charter – Chair MJ Lee

Chair Lee proposed changes to the charter:

- Duties: Add the encouragement of Firewise communities in Town
- Membership: Increase from 5 to 7 members
- Meeting Day: Change to the third Thursday of each month at 10:00 AM

Motion to accept the charter changes was approved unanimously. M/S Plunder / Cashin

6. Insurance Tracking Report – Wanda Ginner, Finance & Insurance Subcommittee

Wanda Ginner summarized the results of the Insurance Tracking survey. 117 homes responded, with 54 cancellations and 37 with no insurance problems. There was no correlation between guest houses and ADUs (i.e. higher density housing) and premium increases or cancellations. However, at 10% of homes, the results are not statistically significant. The results support the WPC's goal of getting 100% Firewise participation, as many of the cancelled homeowners ended up on the FAIR plan.

Motion to accept the report was approved unanimously. M/S Ginner / Plunder

SUBCOMMITTEE AND STAFF/LIAISON UPDATES

7. Conservation Committee Update – Marianne Plunder

Nothing to report.

8. EPC Update – Kimberley Cashin

AM Radio is live 24x7. EPC is working on their goals and priorities.

NEXT REGULAR MEETING

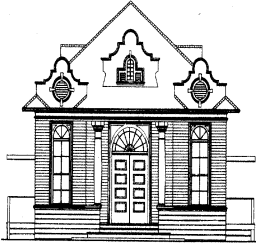
9. Because Chair Lee is unable to attend on Feb-15-2026, and because she will give

a WPC update to the Council on Feb-28-2026, the committee agreed to hold a special meeting on Thursday Feb-5-2026 @ 10:00 AM with the only agenda item to review the presentation to the Council.

10. The regular meeting on Mar-19-2026 will discuss Firewise plans to be proposed by Wanda Ginner and Patty Dewes

11. Meeting adjourned at 10:55 AM. Next meeting Thursday Feb-5-2026 at 10:00 AM.

/s/ MJ Lee



TOWN OF PORTOLA VALLEY

Wildfire Preparedness Committee Charter

MISSION

Given the inherent risk of wildfire in the Town of Portola Valley and evolving character of wildfire related events due to climate change, the Wildfire Preparedness Committee (WPC) shall advise the Town Council on ways to mitigate risks associated with wildfires.

DUTIES AND FUNCTIONS

To provide the Town Council with recommendations regarding the following:

1. *Advise on most effective and appropriate vegetation management practices to reduce wildfire danger;*
2. *Suggest opportunities to harden structures from wildfires, and regulations for future construction;*
3. *Determine potential sources of funding to implement any risk mitigation programs adopted by the Town Council;*
4. *~~Coordinate with the Emergency Preparedness Committee (EPC) to ensure that residents understand what steps to take in the event of a wildfire emergency, which includes assisting the EPC with communications before, during and after such emergencies; Encourage the formation and maintenance of Firewise communities in Town;~~*
5. *Advise on new or more effective ways to coordinate efforts between partner agencies, volunteer groups, and town committees; and*
6. *Analyze additional options for improving wildfire preparedness as requested by the Town Council or resulting from research.*

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Town Manager and other assigned staff as needed

MEMBERSHIP

The membership of this Committee shall consist of ~~five-seven~~ (57) members appointed by the Mayor in concurrence with the Town Council as follows: ~~Four-Six~~ (46) members shall be from the public at large, and One (1) member shall be from the Conservation Committee.

As deemed necessary by the WPC, a technical advisory committee made up of experts from Town partners, agencies, and issue-area specialists may be created to advance WPC goals and priorities.

SUBCOMMITTEE STRUCTURE

At its discretion, the WPC may establish any number of subcommittees as deemed necessary to execute its mission. Subcommittees may only be established or dissolved through a majority vote of WPC members who are in good standing.

MEETINGS

The third ~~Wednesday~~ Thursday of each month at ~~4:00 p.m.~~ 10:00 a.m..

REPORTS

The Committee will collaborate with their Council liaison and staff liaison to determine how frequently it will make reports to the Town Council



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: January 28, 2026
RE: **Consider Appointment of Patty Dewes to Wildfire Preparedness Committee**

RECOMMENDATION

Staff recommends that the Town Council, based on the recommendation of the Mayor, consider and appoint Patty Dewes to Wildfire Preparedness Committee.

DISCUSSION

The Wildfire Preparedness Committee currently has one vacancy. The committee received one application which was shared with the Chair. Patty also serves on the Parks and Recreation Committee. The [Handbook](#) states:

“Members may participate in multiple committees to the extent they are able to fulfill their duties to all committees and such service is not incompatible. If members are appointed to multiple committees, they shall only serve a leadership role (e.g. Chair or Vice Chair) in one committee.”

After discussion with the Mayor, the Chair recommends appointing Patty Dewes.

FISCAL IMPACT

There is no fiscal impact associated.

ATTACHMENTS

1. [Committee Application](#)

Submitter DB ID 7787
 IP Address [REDACTED]
 Submission Recorded On 01/09/2026 5:20 PM
 Time to Take the Survey 17 minutes, 49 secs.

Page 1

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

Wildfire Preparedness Committee (1 vacancy)

Applicant Information

Full Name Patty Dewes

Email Address [REDACTED]

Street Address [REDACTED]

City/Zip Portola Valley, CA 94028

Number of years in Portola Valley 25

Cell Phone [REDACTED]

Home Phone [REDACTED]

Other Phone Not answered

Emergency Preparedness Not answered

Preferred Phone Contact Number

Cell

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

I am applying to join the Wildfire Preparedness Committee because fire prevention and preparedness is critically important to me. As a current Westridge Firewise leader, I have a stong interest in protecting our community through education and proactive fire mitigation efforts.

I want to expand my impact beyond Westridge and work collaboratively with the committee to strengthen Portola Valley's wildfire readiness. My experience with Firewise as well as a being a neighborhood watch leader, PV WPV-Ready liaison and CERT certified has given me practical knowledge in community outreach, risk reduction, and emergency preparedness that I am eager to contribute.

Protecting this community is a priority, and I believe my commitment and experience make me a strong candidate.

Thank you.

Patty

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

No

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



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Corie Stocker-Pedalino, Assistant Town Manager, Catherine Engberg, Town Attorney, Darcy Smith, Town Manager

DATE: January 28, 2026

RE: **Receive Information and Provide Direction on the Town of Portola Valley Commission and Advisory Committee Policies and Procedures Handbook**

RECOMMENDATION

Staff recommend that the Town Council receive information and provide direction on the Town of Portola Valley Commission and Advisory Committee Policies and Procedures Handbook.

DISCUSSION

The Town of Portola Valley was founded in 1964 by civic-minded residents committed to local governance and the preservation of the Town’s unique character. Volunteer service and community involvement have long been central to the Portola Valley experience. The Commission and Advisory Committee Policies and Procedures Handbook (“Handbook”) was established to provide a consistent framework for the structure, roles, and operations of the Town’s volunteer commissions and advisory committees, supporting effective governance and public engagement.

The Handbook and Town Committee operations were last updated in May 2022 through a Town Council Subcommittee process. Those updates included the addition of the Wildfire Preparedness Committee, clarification regarding participation on multiple committees, updates to removal provisions, and the addition of a Code of Ethics section.

In 2023, the Town Council established a subcommittee of the Council that formed the Committee of Committees, which aimed to represent each committee in Town, to convene discussions on cross-committee topics. As part of that effort, the Handbook was flagged as an item for review, and a working group was created to examine the document for potential updates and reorganization.

Through this process, the working group conducted an initial review of the Handbook and identified opportunities for clarification, reorganization, and updates to reflect current practices. The working group developed substantial preliminary modifications to the Handbook, and will be presenting key questions for Town Council direction at the Council meeting.

Town Staff and Attorney Recommended Revisions

Staff has completed a thorough review of the Handbook and is recommending revisions for Town Council consideration. These recommendations are intended to ensure compliance with current State law, clarify administrative processes, and reflect existing operational practices. Staff is seeking Town Council direction on the proposed revisions and guidance regarding the scope and priorities for any further revisions to the Handbook. Revisions are presented in ~~strikeout~~ or ~~deleted~~ text or notated within Attachment 1.

1. **Teleconferencing Flexibility (SB 707):** California Senate Bill 707 (SB 707) is a major overhaul of

the state's Brown Act (Government Code sections 54950-54963), modernizing public meeting rules intended to diversify and increase public engagement in local government. Under SB 707, the Council *may* authorize subsidiary bodies (e.g., Commissions and Committees) to utilize expanded teleconferencing options, as long as the subsidiary bodies comply with certain requirements. This is an optional provision that requires specific local adoption. Additional information on this subject will be presented to the Council at a future meeting with a dedicated agenda item on this subject.

2. **Just Cause Participation (SB 707):** to new State law, language is recommended to be added to clarify the 'just cause' provisions for remote attendance. Committee members must notify the body at the earliest opportunity of their need to participate remotely for 'just cause,' and such participation must be formally noted in the meeting minutes.
3. **Committee Vacancies. Clarification of the process for filling vacancies and noticing of vacancies** for commissions and advisory committees to reflect feasible and best practices.
4. **Updated the list of Committees and definitions. The updates reflect previous Town Council action to create separate Town Council (Brown Act) Committees and Town Manager Committees. The Handbook is currently only applicable to Town Council (Brown Act) Committees.**
5. **Update Town Committee Calendar to reflect accurate dates and to align items with the Town Budget process. The Council may consider additional revisions, such as aligning the committee annual priorities with the annual budget which is based on the fiscal year.**
6. **Addition of language regarding AB 1234 and harassment prevention training** listing requirements for applicable members. Staff will continue to monitor training requirements in State law and apply these requirements as needed.
7. **Clarification of harassment policies and the roles and responsibilities** of committee members, commission members, Councilmembers, and staff.
8. **Quorum Definition.** Clarification on definition of quorum that is based on the members that are listed on the Town Clerk published agenda rather than the committee roster, which is sometimes out of date.

Additional Topics for Council Consideration

There are some additional topics that Council may want to consider directing staff to modify. These include;

1. **Addition of language to the Application and Selection Process.** The Town currently accepts rolling applications. Alternatively, the Town Council may elect to identify a specific recruitment period (for example, one month) with open and closure dates.
2. **Appeals Process for Removed Members.** The Mayor, after consulting with the council liaison, has the authority to revoke the appointment of a commission/committee member. The Council may want to add additional clarification for the appeal process, as the current document allows for any removed members to appeal this action to the full Town Council.
3. **Residency Requirements.** The Handbook specifies that any interested residents who "live" within the geographic limits of the Town of Portola Valley can submit an application for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District. Volunteers for the Planning Commission and the Architectural Site Control Commission are required to live in the Town of Portola Valley, and no applications from residents of lands in the sphere of influence shall be considered. The Council may want to define these residency requirements in more detail. One approach is to utilize the definition in the State Elections Code Section 349 (a): "Residence" for voting purposes means a person's domicile. (b) The domicile of a person is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one domicile.
4. **Code of Conduct.** The Council may wish to update the Code of Conduct language in the Handbook to refer to the Code of Ethics and Values adopted by the Town Council on February 28, 2024.

FISCAL IMPACT

There is no fiscal impact with the action of reviewing and directing staff to make minor revisions to the Committee and Commission Handbook. However, the current operating budget does not include a specific budget for this project. If the Council directs substantial revisions or an overhaul of the Handbook, staff may request with a specific budget request to complete this work.

ATTACHMENTS

1. [Draft Commission and Advisory Committee Policies and Procedures Handbook \(proposed revisions presented in track changes\)](#)



Town of Portola Valley

Commission and Advisory Committee Policies & Procedures Handbook

Amended by the Portola Valley Town Council
May 25, 2022

**TOWN OF PORTOLA VALLEY
COMMISSION & ADVISORY COMMITTEE**

Policies & Procedures Handbook

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THE NEEDS AND REWARDS OF VOLUNTEERING

~ by *Bill Lane, Former Mayor*

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

Town Council

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

Mayor

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council. The Mayor also works with the Town Manager and Vice Mayor to set the Town Council meeting agenda.

Vice Mayor

The Vice-Mayor serves in the Mayor's absence.

Council Meetings

Council meetings are open to the public and are held on the 2nd and 4th Wednesday of each month at 7:00 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

Posting of Meeting Agendas and Ordinances

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

Commissions and Advisory Committees

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

Official Town Commissions & Committees

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has [two types of committees, Advisory Brown Act Committees and Town Manager Committees.](#)

[Advisory Brown Act Committees](#) serve in an advisory role to the Town Council and are subject to all requirements related to the Brown Act. These committees work under Town Council's direction and discretion. These committees work with staff and the Town Manager to accomplish the Town Council's workplan.

[The Advisory Brown Act Committees are:](#)

- [Bicycle, Pedestrian & Traffic Safety](#)
- [Cable and Utilities Undergrounding](#)
- [Conservation](#)
- [Emergency Preparedness](#)
- [Finance](#)
- [Geologic Safety](#)
- [Open Space Acquisition](#)
- [Trails and Paths](#)
- [Wildfire Preparedness](#)

[Town Manager Committees](#) work directly with the Town Manager. These committees are not bound by the Brown Act rules, but have guidelines set by the Town Manager for agenda management and participation.

~~16~~ permanent [Advisory Town Manager](#) Committees:

- ~~▪ [Bicycle, Pedestrian & Traffic Safety](#)~~
- ~~▪ [Cable and Utilities Undergrounding](#)~~
- ~~▪ [Community Engagement](#)~~
- ~~▪ [Conservation](#)~~
- [Cultural Arts](#)
- ~~▪ [Emergency Preparedness](#)~~
- ~~▪ [Finance](#)~~
- ~~▪ [Geologic Safety](#)~~
- [Historic Resources \(group\)](#)
- [Nature and Science](#)
- ~~▪ [Open Space Acquisition](#)~~
- [Parks & Recreation](#)
- [Public Works](#)
- [Race and Equity](#)

- [Sustainability](#)
- [Woodside Highlands Road Maintenance District](#)
- [Trails & Paths](#)
- [Wildfire Preparedness](#)

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas on the Town's website.

Town Manager

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members and is responsible for managing the delivery of programs and services authorized in the Town Council adopted budget.

Portola Valley Sphere of Influence

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic,

geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

Town Governance Documents

The Town, incorporated on July 7, 1964, is a community of approximately 4, ~~600~~ 300 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

**LIST OF COMMISSIONS AND TOWN COUNCIL
ADVISORY COMMITTEES**

COMMISSIONS

Architectural & Site Control

Five (5) Members

Meets 2nd & 4th Mondays, 7:00 p.m.

Planning

Five (5) Members

Meets 1st & 3rd Wednesdays, 7:00 p.m.

ADVISORY COMMITTEES

~~Each committee shall have a minimum of five (5) members and a maximum of nine (9) members¹. Exceptions to these minimum/maximum requirements Advisory Committees can remember minimum and maximums are granted approved by the Town Council.~~

- *Bicycle, Pedestrian and Traffic Safety*
- *Cable and Utilities Undergrounding*
- *Conservation*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Open Space Acquisition*
- *Trails and Paths*
- *Wildfire Preparedness*

Committees	
Bicycle, Pedestrian & Traffic Safety	Historic Resources
Cable & Utilities Undergrounding	Nature & Science
Community Engagement	Open Space Acquisition
Conservation	Parks & Recreation
Cultural Arts	Public Works
Emergency Preparedness	Sustainability
Finance	Trails & Paths
Geologic Safety	Wildfire Preparedness

~~⁺Exceptions to the size of a committee may be granted in consultation with the Mayor.~~

ORGANIZATION CHART

COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Volunteers for the Planning Commission and the Architectural Site Control Commission shall live in the Town of Portola Valley, and no applications from residents of lands in the sphere of influence shall be considered.

Notice of Vacancies

Notice of vacancies and requests for applications are posted on the Town website (www.portolavalley.net), and Town Newsletter. ~~at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac* or posted to the PV Forum.~~

Application and Selection Process

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed. Vacancies are filled as necessary.

Residents interested in serving on a Town Council Advisor C**committee** must complete an application and submit it to the Town Clerk. The Town Clerk will then forward the application to the Mayor and committee chair. The Mayor, in consultation with the committee chair, will review the application. Once approved, the committee chair will contact the applicant and notify them that their appointment will be agendized at the next regular meeting of the Town Council. Committee appointments are made by the Mayor with the concurrence of the entire Town Council. Vacancies are filled as necessary.

Applications may be obtained from the Town Clerk or through the Town's website.

Terms of OfficePosition

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31st.

Conflict of Interest

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

Meeting Attendance & Recusals

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals and providing that information to the Town Clerk on a regular basis.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

Participating in Multiple Committees

Members may participate in multiple committees to the extent they are able to fulfill their duties to all committees and such service is not incompatible. For example, it would be incompatible for a member to serve on both the Planning Commission and ASCC because the Planning Commission reviews ASCC decisions.

If members are appointed to multiple committees, they shall only serve a leadership role (eg Chair or Vice Chair) in one committee. Limited exceptions may be granted by the Town Council.

Resignation

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

Removal

Members serve at the pleasure of the Council. The Council, acting through the Mayor, reserves the right to remove one or more members of a commission/committee at any time, for any reason, including but not limited to, legal or ethical violations, failure to abide by Commission/Committee handbook rules, repeated absences, misconduct towards staff, colleagues, or the public or actions that undermine the public trust in the commission/committee. A member who has been removed by the Mayor shall have the ability to appeal to the full Council.

If the Mayor, after consulting with the council liaison, decides that a member should be removed, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor. If there is no council liaison assigned, then the Vice Mayor would act in place of the council liaison.

Compensation

Service on commissions and committees is voluntary; there is no monetary compensation.

Insurance

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

The Town Council establishes the Town’s Advisory Committees, and their duties are set forth in each committee’s Charter. Before placing an item on the committee’s agenda, committee members should consider whether or not the matter falls within its jurisdiction. Council liaisons are available to provide guidance on agenda setting, should the need arise.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee’s charter.

Annual Committee Calendar

<u>TIMEFRAME</u>	<u>ACTIVITY</u>
<i>January</i>	Committee reappointments Committee elects new Chair Representative from each committee attends a priorities planning workshop with the Town Council
<u><i>February to March</i></u>	<u>Town Council Priority Setting Workshop</u> A r <u>Representative from each committee will attend the s-a priority setting workshop with the Town Council</u>
<i>March to April</i>	Committee develops budget request for upcoming fiscal year – Due April 30 th to Town Manager
<i>March-January</i> <u><i>to AprilMarch</i></u>	Committees <u>present their</u> -annual reports to the Town Council
<i>May</i>	Annual meeting of Chairs to foster inter-committee discussion and collaboration
<i>May to June</i>	Staff assembles town-wide budget; submits to Finance Committee & Town Council for review and approval
<i>July</i>	Distribution of Town Council adopted budget

<i><u>July to August</u></i>	<u>Town Council Budget available on Town website</u>
<i>November</i>	Annual meeting of Chairs with Mayor & <u>and</u> Vice Mayor <u>Committee Chair Nominations for Chair and Vice Chair</u>
<i>December</i>	Committee chair notifies the Town Clerk of its committee reappointments for the coming year

Town Council Priorities Workshop

In January of each calendar year, committees shall attend a priorities-setting workshop with the Town Council. Committees and the Town Council will discuss their anticipated priorities for the coming fiscal year. This workshop will assist in harmonizing the Town Council priority setting process and the Committee's goals, and help Committees with their budget requests for later in the year.

Committee Annual Report

In April of each calendar year, committees will be asked to make an annual report presentation to the Town Council that outlines the following:

1. Accomplishments and project updates, fiscal year to-date
2. Recommended work plan for the upcoming fiscal year, including budget requests
3. Requests for Town Council direction or for staff and consultant resources
4. Updates to the Committee charter or membership

Committee work plans identify measurable goals and objectives that each committee will work toward achieving during the fiscal year. These objectives should generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue. Committees should use feedback received as part of the annual report discussion with the Town Council to help guide their budget development.

Scope of Authority

Advisory bodies are not involved in administration or operation of Town departments. Unless a committee is authorized in advance to do so by the Town Council, committees or committee members may not:

- direct staff to initiate programs
- conduct major studies
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for or accept grant funds
- fundraise on behalf of the Town or for a program that benefits the Town or otherwise bind the Town in any way.

Council liaisons can assist Committees should scope of authority issues arise.

Ad Hoc Committees

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

Code of Conduct

Volunteer work and citizen participation is at the core of Portola Valley's government. Our community depends on the willingness and ability of our residents to spend their time working together in all of our interests. This Code of Conduct aims to foster an environment where such volunteerism is welcomed and encouraged, and where positive communal engagement thrives.

It is important that members treat each other and the public with respect, even through disagreement. Volunteers, and elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve the public in order to preserve and protect the present and the future of the Town. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

The Town encourages positive and respectful dialogue and strives to value and support all volunteers and members of the public. Therefore, members shall at all times refrain from abusive or aggressive conduct, personal charges, hostile body language, disrespectful language or attacks upon the character or motives of others, including fellow committee/commission members, members of other committees and commissions, town staff, members of the town council, and members of the public. It is both encouraged and expected that the chair of each commission/committee intercedes when the conduct of another member is rude or violates this code of conduct. It is up to each and every commission and committee member to foster an atmosphere of collegiality and respect towards all who give of their time to participate.

Role of the Chair

In ~~January-November~~ of each year, each committee should select a chair and vice chair from among its members to serve in the position for the following calendar year.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Assisting new members or an incoming chair with orientation
- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m. the Wednesday of the week prior to the committee meeting
- Communicating important committee activity, questions, or concerns to the Council Liaison
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members
- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Maintain meeting decorum and ensure a positive and collaborative environment where all attendees feel comfortable participating
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Ensuring its activities are coordinated with those of Town staff with consultation with the Town Manager.
- Solicitation of committee members
- Serve as liaison to the Town's Communications and Community Engagement Analyst
- Review and approval of Town website postings relating to the committee
- Monitoring the committee's budget
- Ensuring that committee events are scheduled using the required event registration process

Role of the Secretary

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

Should the committee desire their minutes be posted to the Town's website, it is required that the secretary prepare the meeting minutes by using a minute template. Committees are strongly encouraged to post their meeting minutes to the Town's website.

Once the minutes have been agendized and approved by the committee, the secretary will provide the final set of minutes to the Town Clerk, who will then post them to the Town's website.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

Role of the Council Liaison

A member of the Town Council is assigned to each committee to serve as its liaison and provide the committee chair with guidance as necessary. The Liaison should not participate in committee debate or discussion on an issue. The Liaison should remain impartial and avoid "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance to the Chair and not speak on behalf of the Town or Town Council. The role of the Liaison is to:

- Provide the Town Council with information regarding noteworthy committee events, projects and achievements
- Provide the Chair with:
 - Input received from the Town Council under "Council Liaison Reports"
 - Guidance on Town policies and procedures, including initial feedback on the committee's Annual Report and budget in advance of submittal to the entire Town Council.
 - Advice on inter-committee topic areas
 - Provide guidance on scope of authority or agenda setting issues as needed

Liaisons are not expected to attend all committee meetings, but may attend at their discretion and should upon the specific request of the committee chair. If a Liaison does not attend the committee's meeting, the Liaison shall contact the committee chair following each committee meeting to learn of any specific requests the chair may have of the Council.

The Council liaison appointments are made annually by the Mayor in January.

Role of the Staff Liaison

The Town Manager shall designate staff members to work collaboratively with the committee chairs to fulfill the Town Council adopted work plan for each committee.

Committee members are responsible for agendas, material supporting agenda item discussions, meeting minutes, and compliance with applicable rules and regulations, etc. The staff liaison is not expected to attend committee meetings except on the rare occasion that his/her presence is necessary for the committee to reach a consensus on an item in the adopted work plan.

The staff liaison will also assist the committee with organizing its *support* role, in areas where the committee assists and augments Town staff in the performance of the functions of Town government. For example, when the Conservation Committee organizes volunteers for removal of invasive plants on Town land or the Public Works Committee inspects and reports to the Town's Public Works

Director on the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The Communications and Community Engagement Analyst is available to assist all committees, through the Chair, on external communications issues, event promotion and production of marketing materials, and other similar support.

ADVISORY COMMITTEE POLICIES & PROCEDURES

I. Meetings

Ralph M. Brown Act

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

[Remote Participation by Brown Act Commission/Advisory Committee Members](#)

[Pursuant to Senate Bill 707 \(SB 707\) and the Ralph M. Brown Act, the Town Council permits members of Brown Act Commissions and Advisory Committees to participate in meetings remotely when *just cause* exists, as permitted under state law.](#)

[Just Cause](#)

[For purposes of remote participation, *just cause* means one or more of the following circumstances affecting an individual committee member:](#)

- A family caregiving or childcare need;
- A contagious illness that prevents in-person attendance;
- A physical or mental disability, or medical condition requiring accommodation;
or
- Travel while on official business of the Town or another public agency.

Remote participation under this provision is subject to all applicable requirements and limitations of the Ralph M. Brown Act, as amended.

NOTE: The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

Temporary Change of Meeting Time/Day (“Special Meeting”)

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

NOTE: The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall **no later than 8:30 a.m. on Wednesday of the week prior to the committee’s scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Wednesday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

Regular: Advisory committee meetings that are scheduled to meet at designated times.

Special: Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

Quorum

Definition of a quorum:

A quorum is a majority in attendance of all committee members that are listed on the Town Clerk published agenda as members. as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.

ANY time a majority of committee members meets to conduct business, even if it’s for a “working” or “task” group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum. S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes should be prepared using the minute template and include:

- Date, start and adjournment time, and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

Once meeting minutes have been agendized and approved by the committee, the secretary will provide the final set of meeting minutes to the Town Clerk who will then post them to the Town's website.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Wednesday of the week prior to your scheduled meeting.**

Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
 - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
 - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
 - c. After the motion is seconded, the chair asks for discussion on the motion.
 - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the

chair should announce the results of the vote (i.e. “the motion passes” or “the motion fails”).

- e. Members can vote “yes” or “aye” or raise their hand in the affirmative, or “no” or “nay” or raise their hand negating the motion. Members may also “abstain”.
- f. In order to be approved, a majority of the members present must vote “yes” or “aye” or raise their hands in the affirmative. A tie vote results in the motion failing. No proxy or absentee voting is allowed.
- g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.

2. Amending a Motion

- a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
- b. A “substitute motion” is a form of amendment that completely restates the main motion.
- c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.

3. Motion for Adjournment

- a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

Subcommittees

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.

II. Finances

Annual Budget Process

Following the committee's annual report to the Town Council, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager. All budget submittals for the fiscal year beginning July 1st are due to the Town Manager by the end of the preceding April. Late budget submittals will be excluded from the budget document and the committee will be given a nominal amount of \$500. Late budget submittals will be considered in July/August, but will only be funded if a surplus is anticipated in the adopted budget.

The Town Manager will work with the Mayor and Vice Mayor to determine which committee budget requests are recommended for Town Council approval upon complete review of the Town's projected finances and the town-wide work program. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

Annual Budget Appropriation

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

Expending Committee Budgetary Funds

In order to expend budgeted funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500 or agendize the item for Council approval if it is over \$25,000.

Requests for check payments should be provided to staff no less than three weeks prior to the payment due date to allow for processing in accordance with the Town's adopted internal controls.

Reimbursement for Small Items (\$100 or less)

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

NOTE: Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

Monies Received by Committee (Fundraising, Donations, Fees, Sales, Etc.)

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

Sponsorship of events is prohibited.

It is a violation of Town policy for committees to maintain their own bank accounts.

III. Charter Changes

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Clerk who will then forward it to the Mayor and Town Manager for consideration.
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and the Chair shall forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager, Mayor and Vice Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

Referral of Items to Other Committees

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

V. Miscellaneous Policies

Harassment

The Town prohibits commissioners and committee members from engaging in any harassment or discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, military and veteran status, or any other basis protected by law ("Protected Status"). This policy prohibits harassment against Town Councilmembers, commissioners, committee members, employees, applicants, unpaid interns, volunteers, independent contractors, and anyone else doing business with the Town or its commissions and committees. Violations of this policy may result in disciplinary action as described below.

Such harassment includes physical, verbal, and visual conduct when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Harassment on the basis of Protected Status is also prohibited.

The Town Council may discipline commissioners and committee members who are found to have violated this policy.

Should a member of any town commission or committee allege harassment, as defined, the following reporting and grievance policy should be followed:

1. Between Committee Members – the member alleging harassment should schedule a meeting between the Chair of the Committee, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the committee member may be removed.
2. Between a committee member and the Chair - the member alleging harassment should schedule a meeting between, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the chair may be removed from chairmanship or the committee itself.
3. Between a committee member and staff - the member alleging harassment should schedule a meeting between the Chair of the Committee, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the staff member may be reassigned to another committee or terminated.
4. Between a committee member and the Town Manager – the member alleging harassment should schedule a meeting between the Chair of the Committee, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the Town Manager may be terminated.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexually harassing conduct need not be motivated by sexual desire. Examples of sexual harassment may include, but are not limited to:

1. Physical conduct including unwelcome touching, intentionally blocking normal movement, pinching, patting, or coerced sexual conduct;
2. Verbal conduct including making derogatory comments, sexually explicit jokes, slurs, sexual innuendo and insults, or comments about an individual's body or dress;
3. Visual conduct including leering, or displaying sexually oriented posters, photography, cartoons, drawings, emails, or gestures;
4. Offering employment benefits in exchange for sexual favors; and
5. Making or threatening reprisals after a negative response to sexual advances.

Should there be an allegation of sexual harassment, the reporting and grievance mechanism described above to remedy harassment will be utilized.

Ethics Training

Assembly Bill 1234 (AB 1234) requires specified local government officials to complete ethics training covering laws related to conflicts of interest, transparency, and governmental accountability. The law applies to elected officials, members of boards and commissions, and other designated local officials and mandates training within one year of assuming office and at least once every two years thereafter. Training must be provided by an approved source, including the Fair Political Practices Commission (FPPC), and local agencies are responsible for maintaining records of compliance.

Under Government Code § 53235(a)(1), AB 1234 applies to all "local agency officials" if the local agency:

- Provides any compensation, salary, or stipend to any member of the legislative body OR
- Provides reimbursement for actual and necessary expenses to any member of the legislative body

Committee Communications

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for

inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

Letters expressing a position on a policy, issue, or event must be pre-approved by the Town Council. Town letterhead may only be used if the letter is signed by the Mayor, an authorized Town staff member, or a committee chair if the letter is pre-approved by the Town Council.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content

that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

Using the Town's Bulk Mail Permit

The committee must obtain a letter and certificate of bulk mailing from the Administrative Technician authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

Committee Events

Committees must reserve Town facilities and resources prior to scheduling or hosting a committee event (whether at the Town Center or at another location) using the following procedures:

1. Once the Committee has agreed to a date for the event, the committee chair completes a reservation form and submits it to the Town Manager **as soon as the Committee has selected potential dates, but no less than two months prior** to the event. Reservation forms are available via the Town's website or from Town staff. Completed forms can be submitted to the Town Manager by email to towncenter@portolavalley.net.
2. Upon receipt of the reservation form, staff will review the information provided to ensure there are no conflicts with other events and that the event is in accordance with committee and Town goals.
3. Within three business days following receipt of the reservation request, staff will email the requesting committee chair a confirmation of the reservation (i.e., returned application with "approved" stamp), or a notice if the date is unavailable.

Please note: Committees should not advertise their event or purchase banners or signs until the reservation confirmation is received from staff. As noted above under "Committee Communications," flyers and communications regarding events must also be pre-approved by the Town Manager.

Food/Beverage Service & Insurance

If *any* food or beverages (including alcoholic beverages) will be served to the public at a Committee event, the committee chair must work with Town staff to ensure that all of the required permits are obtained from the County Environmental Health Department and/or the California Department of Alcoholic Beverage Control within the required time, in advance of the event. In addition, the Committee must work with Town staff to provide any information and or documentation if it is determined that additional insurance is needed for the event.

Staff Support for Committee Events

Due to limited staff resources, volunteers are responsible for all aspects of the event coordination, including setup and cleanup of chairs and

equipment.

VI. Fundraising

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

Overview

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millennium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

Authorization to Undertake Fundraising

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

Initiating a One-time Fundraising Event

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

Fundraising Group/Committee Responsibilities

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to

the “Town of Portola Valley” (in order to be tax deductible) and that they are received by the Town within three days.

Anonymous Donors

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor’s behalf. The Town has no ability to protect the donor’s anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

Gifts of Securities

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

Thank You Letters

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town’s account, the Town Manager will produce and sign a thank you letter for each donation received.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Vice Mayor Mary Hufty
DATE: January 28, 2026
RE: **01/21/2026 Trails and Paths Committee Meeting**

BACKGROUND

Anza Trail designation and MOU with National Park Service: will be agendaized for the February trails meeting. 2001 MOU between National Park Service and the Town of Portola Valley will be reviewed to assess interest in a town designated liaison.

Trails maintenance: reviewed trouble spot- the corner of Cervantes Dr and Minoca Dr is deeply eroded due to road run off. A possible request for capital investment for drainage improvement was discussed.

Easements: Reviewed ROW along Alpine between Zotts and Alpine Hills Club on the northwest side of Alpine Rd as a possible trail alternative to the more developed south east side of the road.

Closures: Rain is anticipated within the week so trails will remain closed to horses where indicated.

Community outreach: Eagle Trail restoration is needed resources reviewed.

Officers for 2026 Elected:

Gary Hanning- Chairman

Patty Murray- Vice Chair

Joe Coleman- Secretary