



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, February 11, 2026
7:00 PM

MAYOR: Craig Taylor

VICE MAYOR: Mary Hufty

COUNCILMEMBERS: Rebecca Flynn, Judith Hasko, Helen Wolter

AGENDA

Councilmember Rebecca Flynn will be participating remotely from Hotel Mercure Paris 17 Batignolles, 118 Rue de Tocqueville, 75017 Paris France

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=XBbPrv9WKnql1xOByNvR6a5i74XjuR.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. PRESENTATIONS / PROCLAMATIONS

- a. Proclamation for recognition of the Santa Clara Valley Science and Engineering Fair Association (SCVSEFA) Science Fair winner Camelia Burnham from Portola Valley
- b. Proclamation Recognizing February 2026 as Black History Month
- c. Annual Committee Presentations by the Emergency Preparedness and Open Space Committees

4. TOWN MANAGER REPORT

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

5. 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.

6. CONSENT AGENDA

- a. Approve Regular Meeting Minutes of January 28, 2026
- b. Warrant List for February 11, 2026
- c. Appointment of Frederick Myers to Emergency Preparedness Committee
- d. Authorize the Mayor the Mayor to Execute an Amendment to the Current Services Agreement for Fiscal Sustainability Services with Lew Edwards Group

7. REGULAR AGENDA

- a. Consider Adoption of a Resolution Approving the Fiscal Year 2025-26 Mid-Year Budget Appropriation Changes

8. 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. 02/02/2026 SMC Library JPA Governing Board Meeting Liaison Memo
- b. 02/03/2026 Conservation Committee Meeting Liaison Memo
- c. 02/04/26 SFO Community Roundtable Liaison Memo

9. ADJOURNMENT

The next Regular Town Council meeting will be held on February 25, 2026 at 7:00 p.m.

Land Acknowledgement:

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

PROCLAMATION

Recognition of Camelia Burnham for Placing in the 2025 Synopsys Science & Technology Championship

WHEREAS, Camelia Burnham demonstrated exceptional curiosity, dedication, and innovation in the field of science; and

WHEREAS, participating in the science fair is one of the best learning experiences a student can undertake; it allows participants to explore the world around them through research and the scientific method; it also helps them develop skills in written and oral communication, data analysis, problem solving, and critical thinking that can be used throughout their lifetimes; and

WHEREAS, Camelia Burnham has developed a remarkable project entitled “Selective Non-Nucleoside Inhibition of Foot-and-Mouth Disease Virus: Synthesizing T-1105 Analogs for Better Specificity” for the 2025 Santa Clara Valley Science & Engineering Fair Association’s Synopsys Science & Technology Championship; and

WHEREAS, this project has been recognized by a panel of judges for its academic rigor, creativity, and potential to contribute to scientific understanding; and

WHEREAS, Camelia Burnham represents the best of our community’s commitment to education, critical thinking, and STEM excellence; and

NOW, THEREFORE, BE IT PROCLAIMED, that I, **CRAIG TAYLOR**, Mayor, Town of Portola Valley, do hereby recognize and congratulate Camelia Burnham as an Honorable Mention winner of the 2025 Synopsys Science & Technology Championship and applaud their achievement.

Dated this 11th day of February 2026.



Craig Taylor, Mayor

PROCLAMATION

Recognizing February 2026 as BLACK HISTORY MONTH

WHEREAS, Black History Month was formally adopted in 1976 to honor and affirm the importance of Black History throughout our American experience; and

WHEREAS, the history of people of African heritage goes back tens of thousands of years and includes some of the greatest and most advanced and innovative societies in the history of human experience; and

WHEREAS, African-Americans have played a significant role in the history of the United States from the early days of the pioneers to our present-day leaders in such industries as aerospace, finance, government, and international trade; and

WHEREAS, during Black History Month all Americans are encouraged to reflect on the rich history and teachings of African-Americans and bear witness to the progress, beauty, and achievements they have made throughout society.

NOW, THEREFORE, BE IT PROCLAIMED that I, **CRAIG TAYLOR, MAYOR**, hereby designate February 2026 as Black History Month in the Town of Portola Valley. We encourage the celebration of the collective ingenuity, creativity, cultures and traditions of African-Americans and encourage participation in educational events honoring the contributions of Black Americans.

Dated this 11th day of February, 2026.



Craig Taylor, Mayor



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: February 11, 2026
RE: **Approve Regular Meeting Minutes of January 28, 2026**

RECOMMENDATION

Staff recommends Town Council review and approve and approve the January 28, 2026 regular meeting minutes.

ATTACHMENTS

1. [01-28-2026 Council Regular Meeting Minutes](#)

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – JANUARY 28, 2026

1. CALL TO ORDER / ROLL CALL

Mayor Taylor called the meeting to order at 7:00 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, 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)

Town Attorney Engberg confirmed remote attendance for Councilmember Judith Hasko participating from the Langham Hotel, Room 545, 250 Franklin St., Boston, MA 02110.

3. REPORT OUT FROM CLOSED SESSION

Closed Session was canceled, so there was nothing to report out.

4. PRESENTATIONS / PROCLAMATIONS

- a. HIP Housing – Annual Calendar Recognition and Overview of Home Sharing Program

Laura Fanucchi presented on HIP Housing’s Home Sharing Program.

- b. Presentation on the Town AM Radio Project

Craig Heberer and Ray Rothrock from the Emergency Preparedness Committee gave a presentation on the Town AM Radio.

5. TOWN MANAGER REPORT

Town Manager Smith updated the Council on the following:

- Wildlife Awareness Day recap
- Summary of Finance Committee meeting on January 27

6. ORAL COMMUNICATIONS

Mayor Taylor invited public comment.

Public Comment

- Valerie Baldwin
- Councilmember Helen Wolter
- David Cardinal

7. CONSENT AGENDA

Mayor Taylor invited public comment.

Public Comment

- MJ Lee

Consent Agenda items 7e and 7f were pulled for separate discussion and action.

Motion and second (Flynn, Wolter) to approve Consent Agenda items 7a – 7d & 7g with a correction of a typo in 7b. The motion carried unanimously by roll call vote.

Motion and second (Flynn, Hasko) to approve Consent Agenda item 7e with minor corrections. The motion carried unanimously by roll call vote.

Motion and second (Hufty, Flynn) to approve Consent Agenda item 7f. The motion carried unanimously by roll call vote.

- Approve Special Meeting Minutes of January 14, 2026
- Approve Regular Meeting Minutes of January 14, 2026
- Accept the 2026 Town Council Advisory Committee Rosters and Authorize Specific Current Committee Chairs to Stand for Re-election by the Committees
- Accept Report of the 2026 Town Manager Committee Rosters
- Consider Approval of an Amendment to the Town of Portola Valley Wildlife Preparedness Committee Charter
- Consider Appointment of Patty Dewes to Wildlife Preparedness Committee

8. REGULAR AGENDA

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

Assistant Town Manager Stocker-Pedalino presented the item and provided staff edits. Patty Dewes of the Committee of Committees provided information on committee edits.

Mayor Taylor invited public comment.

Public Comment

- Karen Vahtra
- MJ Lee
- Kristi C.

Council asked questions and provided feedback.

No action was taken

b. Presentation by Bicycle, Pedestrian, and Traffic Safety Committee

Ed Holland, Chair of Bicycle, Pedestrian, and Traffic Safety Committee gave a presentation on committee business.

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 10:15 p.m.

Craig Taylor, Mayor

Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its February 11, 2026 regular meeting.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: February 11, 2026

RE: **Warrant List for February 11, 2026.**

RECOMMENDATION:

Review and accept the Warrant List for February 11, 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	2/11/2026	5760	5791	32	98,408.50	2/12/2026	1/28/2026	5759

The following table lists payments by fund.

Payments by Fund		
Fund	Date	Amount
General	2/11/2026	72,012.73
Library Fund	2/11/2026	1,110.27
Gas Tax	2/11/2026	9,458.00
Inclusion In-lieu	2/11/2026	15,827.50
Total		\$ 98,408.50

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
2/11/2026	5765	Missionsquare Retirement	101	Various	Jan 31 Deferred Comp	\$ 4,686.64
2/11/2026	5766	Navia Benefit Solutions	101	Various	Jan 31 Contributions	562.50
2/11/2026	5769	CalPERS Health	101	Various	Feb Medical Premiums	22,218.00
2/11/2026	5770	Pacific Gas & Electric (PG&E)	101	610	Jan Utilities	3,374.20
2/11/2026	5774	Verizon Wireless	101	610	Jan Service	855.67
2/11/2026	5783	Amazon Capital Services	101	610	Jan Office Supplies	24.88
Total						\$ 31,721.89

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
1/14/2026	5719	Town of Colma	101	110	Incorrect Payee	\$ (60.00)
2/11/2026	5763	Colma Fireman's Social Club	101	110	Reissued	\$ 60.00
1/28/2026	5759	Colantuono, Highsmith & Whatley	101	125	Incorrect Amount	\$ (6,290.75)
2/11/2026	5786	Colantuono, Highsmith & Whatley	101	125	Reissued	\$ 16.04

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

- 02/11/2026 Warrant List Certification

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 11, 2026

Claims totaling \$98,408.50 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						
5760	20	ALLIANT INSURANCE SERVICES	559.00	02/11/26		
5761	78	CALIFORNIA WATER SERVICE CO	2,928.10	02/11/26		
5762	105	CINTAS	142.65	02/11/26		
5763	123	COLMA FIREMENS SOCIAL CLUB	60.00	02/11/26		
5764	142	DAILY JOURNAL CORPORATION	175.52	02/11/26		
5765	218	MISSIONSQUARE RETIREMENT	4,686.64	02/11/26		EFTPS
5766	330	NAVIA BENEFIT SOLUTIONS	562.50	02/11/26		EFTPS
5767	330	NAVIA BENEFIT SOLUTIONS	200.00	02/11/26		
5768	337	O. NELSON & SON INC.	9,458.00	02/11/26		
5769	364	PERS HEALTH	22,218.00	02/11/26		EFTPS
5770	367	PG&E	3,374.20	02/11/26		EFTPS
5771	375	PLATINUM FACILITY SERVICES	4,936.68	02/11/26		
5772	376	PORTOLA VALLEY HARDWARE	140.67	02/11/26		
5773	403	RON RAMIES AUTOMOTIVE INC.	1,463.25	02/11/26		
5774	489	VERIZON WIRELESS	855.67	02/11/26		EFTPS
5775	499	WALLI FINCH TREASURER WASC	120.00	02/11/26		
5776	728	REBECCA FLYNN	1,258.32	02/11/26		
5777	730	URBAN PLANNING PARTNERS INC	16,827.50	02/11/26		
5778	860	STEPFORD	4,541.50	02/11/26		
5779	914	UNITED MECHANICAL INC	1,542.13	02/11/26		
5780	1064	HDL COREN & CONE	1,504.34	02/11/26		
5781	1115	AARONS PUMPING INC.	1,200.00	02/11/26		
5782	1118	STERICYCLE, LNC. DBA SHRED-LT	129.52	02/11/26		
5783	1152	AMAZON CAPITAL SERVICES, INC	24.88	02/11/26		EFTPS
5784	1195	COUNTY OF SAN MATEO - HR DEPT	511.22	02/11/26		
5785	1299	THREE PILLARS FOUNDATION	1,000.00	02/11/26		
5786	1316	COLANTUONO HIGHSMITH & WHATLEY	16.04	02/11/26		
5787	1317	ANDY BROWNE	72.17	02/11/26		
5788	1318	CLAIRE SPAHN	400.00	02/11/26		
5789	1319	PENINSULA DIVISION	500.00	02/11/26		
5790	1320	PARK CONSULTING GROUP, INC.	16,500.00	02/11/26		
5791	1321	DAVID MOSELEY	500.00	02/11/26		
Check totals:			66,686.61			
ACH totals:						
EFTPS totals:			31,721.89			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			98,408.50			

Check totals:	66,686.61
ACH totals:	
EFTPS totals:	31,721.89
Wire transfer totals:	
Payment Manager totals:	
GRAND TOTALS	98,408.50

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept	Balance Sheet				
DAVID MOSELEY	101-21052-000-000000	Deposit Refund - Community Hall	500.00	5791	02/11/26
MISSIONSQUARE RETIREMENT	101-21036-000-000000	Deferred Comp - Jan 31, 2026	4,686.64	5765	02/11/26
NAVIA BENEFIT SOLUTIONS	101-21033-000-000000	Navia Benefit 01/31/2026	562.50	5766	02/11/26
THREE PILLARS FOUNDATION	101-21051-000-000000	Deposit Refund - Community Hall	1,000.00	5785	02/11/26
	Fund 101 Dept	Total	6,749.14		
Fund 101 Dept 110	Town Council				
COLMA FIREMENS SOCIAL CLUB	101-65013-110-000000	Council of Cities Dinner Mary Hufty	60.00	5763	02/11/26
REBECCA FLYNN	101-65013-110-000000	Cal Cities Sacramento Conference Jan 2026	41.33	5776	02/11/26
	101-65013-110-000000	Reimbursement	675.00	5776	02/11/26
	101-65013-110-000000		534.24	5776	02/11/26
	101-65013-110-000000		7.75	5776	02/11/26
	Fund 101 Dept 110	Total	1,318.32		
Fund 101 Dept 115	Town Committees				
ANDY BROWNE	101-62324-115-000000	Reimbursement -Orph Mt Lion Books Nature & Science Committee	72.17	5787	02/11/26
	Fund 101 Dept 115	Total	72.17		
Fund 101 Dept 120	Town Manager				
PERS HEALTH	101-55021-120-000000	February Health	9,271.16	5769	02/11/26
	Fund 101 Dept 120	Total	9,271.16		
Fund 101 Dept 125	Town Attorney				
COLANTUONO HIGHSMITH & WHATLEY	101-62052-125-000000	VLF Litigation	16.04	5786	02/11/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
		Coalition			
	Fund 101 Dept 125 Total		-----		
			16.04		
Fund 101 Dept 130	Town Clerk				
PERS HEALTH	101-55021-130-000000	February Health	1,302.99	5769	02/11/26
	Fund 101 Dept 130 Total		-----		
			1,302.99		
Fund 101 Dept 140	Finance				
HDL COREN & CONE	101-62099-140-000000	Contract Svcs Prop Tax - Jan-Mar 26	1,504.34	5780	02/11/26
PARK CONSULTING GROUP, INC.	101-62099-140-000000	EnerGov & Civic Access Portal	8,250.00	5790	02/11/26
PERS HEALTH	101-55021-140-000000	Consultant Services February Health	6,467.64	5769	02/11/26
	Fund 101 Dept 140 Total		-----		
			16,221.98		
Fund 101 Dept 310	Planning Division				
PARK CONSULTING GROUP, INC.	101-62099-310-000000	EnerGov & Civic Access Portal	4,950.00	5790	02/11/26
PERS HEALTH	101-55021-310-000000	Consultant Services February Health	1,693.89	5769	02/11/26
URBAN PLANNING PARTNERS INC	101-62099-310-000000	PV Safety Element Update- Dec 2025	1,000.00	5777	02/11/26
	Fund 101 Dept 310 Total		-----		
			7,643.89		
Fund 101 Dept 320	Building Division				
PARK CONSULTING GROUP, INC.	101-62099-320-000000	EnerGov & Civic Access Portal	2,475.00	5790	02/11/26
PERS HEALTH	101-55021-320-000000	Consultant Services February Health	781.78	5769	02/11/26
	Fund 101 Dept 320 Total		-----		
			3,256.78		
Fund 101 Dept 330	Code Compliance				
PERS HEALTH	101-55021-330-000000	February Health	130.30	5769	02/11/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept 330 Total			----- 130.30		
Fund 101 Dept 410	Community Hall				
ALLIANT INSURANCE SERVICES	101-63104-410-000000	Wildlife Awareness Day - Event	559.00	5760	02/11/26
CINTAS	101-61051-410-000000	Insurance Replenish First-Aid Cabinets	71.35	5762	02/11/26
CLAIRE SPAHN	101-63013-410-000000	CPASS Refund Receipt # 043838592	400.00	5788	02/11/26
PERS HEALTH	101-55021-410-000000	February Health	304.15	5769	02/11/26
PLATINUM FACILITY SERVICES	101-61051-410-000000	Janitorial Services - Jan 2026	1,081.49	5771	02/11/26
Fund 101 Dept 410 Total			----- 2,415.99		
Fund 101 Dept 510	Public Works				
AARONS PUMPING INC.	101-62011-510-000000	Septic Pumping - Schoolhouse Bathrooms	1,200.00	5781	02/11/26
PARK CONSULTING GROUP, INC.	101-62099-510-000000	EnerGov & Civic Access Portal Consultant Services	825.00	5790	02/11/26
PERS HEALTH	101-55021-510-000000	February Health	1,291.10	5769	02/11/26
PLATINUM FACILITY SERVICES	101-61054-510-000000	Janitorial Services - Jan 2026	2,296.91	5771	02/11/26
PLATINUM FACILITY SERVICES	101-62011-510-COVD19	Janitorial Services - Jan 2026. Fridays disinfection svcs	448.01	5771	02/11/26
PORTOLA VALLEY HARDWARE	101-62014-510-000000	January Statement Tools	140.67	5772	02/11/26
RON RAMIES AUTOMOTIVE INC.	101-61081-510-000000	2001 Chevrolet-Silverado 1500	962.01	5773	02/11/26
RON RAMIES AUTOMOTIVE INC.	101-61081-510-000000	Jan Fuel Statement	501.24	5773	02/11/26
UNITED MECHANICAL INC	101-62011-510-000000	Leaking Toilet Repair	1,366.41	5779	02/11/26
UNITED MECHANICAL INC	101-62011-510-000000	Leaking Toilet Repair	175.72	5779	02/11/26
Fund 101 Dept 510 Total			----- 9,207.07		
Fund 101 Dept 610	Non-Departmental				

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Lysol Disinfectant Wipes	24.88	5783	02/11/26
CALIFORNIA WATER SERVICE CO	101-62022-610-000000	Water Service 12/11/25 - 1/12/26	555.76	5761	02/11/26
	101-62022-610-000000		542.41	5761	02/11/26
	101-62022-610-000000		381.46	5761	02/11/26
	101-62022-610-000000		127.75	5761	02/11/26
	101-62022-610-000000		1,217.00	5761	02/11/26
	101-62022-610-000000		62.23	5761	02/11/26
	101-62022-610-000000		41.49	5761	02/11/26
CINTAS	101-62301-610-000000	Replenish First-Aid Cabinets	71.30	5762	02/11/26
COUNTY OF SAN MATEO - HR DEPT	101-62307-610-000000	Toshiba Printer	511.22	5784	02/11/26
DAILY JOURNAL CORPORATION	101-62309-610-000000	Copy Lease			
		Notice of Adoption Ordinance Publication	175.52	5764	02/11/26
NAVIA BENEFIT SOLUTIONS	101-55025-610-000000	Jan 2026 Monthly Fe	200.00	5767	02/11/26
PENINSULA DIVISION	101-65014-610-000000	Membership Dues for Peninsula Division 2026	500.00	5789	02/11/26
PERS HEALTH PG&E	101-55021-610-000000	February Health	974.99	5769	02/11/26
	101-62022-610-000000	PG&E Jan Usage	1,895.97	5770	02/11/26
	101-62022-610-000000		14.78	5770	02/11/26
	101-62022-610-000000		1,376.51	5770	02/11/26
	101-62022-610-000000		86.94	5770	02/11/26
	101-62022-610-000000			5770	02/11/26
	101-62022-610-000000			5770	02/11/26
STEPFORD	101-62046-610-000000	Monthly Service Charges 02/01/2026 THRU 02/28/2026	3,920.00	5778	02/11/26
STEPFORD	101-62305-610-000000	Veeam Backup and Replication for Disaster Recovery - Feb 26	621.50	5778	02/11/26
STERICYCLE, LNC. DBA SHRED-LT	101-62301-610-000000	Paper Shredding Services	129.52	5782	02/11/26
VERIZON WIRELESS	101-62021-610-000000	January Cellular	855.67	5774	02/11/26
WALLI FINCH TREASURER WASC	101-62399-610-000000	2024 Annual Assessment	120.00	5775	02/11/26
	Fund 101 Dept 610 Total		-----		
			14,406.90		
	Fund 101 Total		-----		
			72,012.73		
Fund 205 Dept 510	Public Works				

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
PLATINUM FACILITY SERVICES	205-61054-510-000000	Janitorial Services - Jan 2026	1,110.27	5771	02/11/26
	Fund 205 Dept 510 Total		----- 1,110.27		
	Fund 205 Total		----- 1,110.27		
Fund 206 Dept 510	Public Works				
O. NELSON & SON INC.	206-61011-510-000000	Dirt Removal Shawnee, Portola, Alpine, Hillbrook, Westridge	9,458.00	5768	02/11/26
	Fund 206 Dept 510 Total		----- 9,458.00		
	Fund 206 Total		----- 9,458.00		
Fund 222 Dept 310	Planning Division				
URBAN PLANNING PARTNERS INC	222-62099-310	PVHE2 Housing Element Amendments Dec 25	15,827.50	5777	02/11/26
	Fund 222 Dept 310 Total		----- 15,827.50		
	Fund 222 Total		----- 15,827.50		
	**** Grand Total		----- 98,408.50		
	*** End of Report ***				

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 02/11/26	20 5760	ALLIANT INSURANCE SERVICES Wildlife Awareness Day - Event Insurance	559.00	559.00	3401299
Vendor:	78 5761	CALIFORNIA WATER SERVICE CO Water Service 12/11/25 - 1/12/26	2,928.10	2,928.10	DEC-2025
Vendor:	105 5762	CINTAS Replenish First-Aid Cabinets	142.65	142.65	5313874911
Vendor:	123 5763	COLMA FIREMENS SOCIAL CLUB Council of Cities Dinner Mary Hufty	60.00	60.00	12192025
Vendor:	142 5764	DAILY JOURNAL CORPORATION Notice of Adoption Ordinance Publication	175.52	175.52	B4001860
Vendor:	218 5765	MISSIONSQUARE RETIREMENT Deferred Comp - Jan 31, 2026	4,686.64	4,686.64	JAN-202631
Vendor:	330 5766	NAVIA BENEFIT SOLUTIONS Navia Benefit 01/31/2026	562.50	562.50	01312026
Vendor:	330 5767	NAVIA BENEFIT SOLUTIONS Jan 2026 Monthly Fee	200.00	200.00	11056168
Vendor:	337 5768	O. NELSON & SON INC. Dirt Removal Shawnee, Portola, Alpine, Hillbrook, Westridge	9,458.00	9,458.00	273
Vendor:	364 5769	PERS HEALTH February Health	22,218.00	22,218.00	100000018183332
Vendor:	367 5770	PG&E PG&E Jan Usage	3,374.20	3,374.20	JAN-2026
Vendor:	375 5771	PLATINUM FACILITY SERVICES Janitorial Services - Jan 2026 Janitorial Services - Jan 2026. Fridays disinfection svcs	4,936.68	4,488.67 448.01	52214 52215
Vendor:	376 5772	PORTOLA VALLEY HARDWARE January Statement Tools	140.67	140.67	193-JAN26
Vendor:	403 5773	RON RAMIES AUTOMOTIVE INC. Jan Fuel Statement 2001 Chevrolet- Silverado 1500	1,463.25	501.24 962.01	G20260131-2 82493

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	489	VERIZON WIRELESS			
	5774	January Cellular	855.67	855.67	6134433040
Vendor:	499	WALLI FINCH TREASURER WASC			
	5775	2024 Annual Assessment	120.00	120.00	WASC-2024.
Vendor:	728	REBECCA FLYNN			
	5776	Cal Cities Sacramento Conference Jan 2026 Reimbursement	1,258.32	1,258.32	FRRM-26-2
Vendor:	730	URBAN PLANNING PARTNERS INC			
	5777	PV Safety Element Update- Dec 2025	16,827.50	1,000.00	25029-251231
		PVHEZ Housing Element Amendments Dec 25		15,827.50	25030-251231
Vendor:	860	STEPFORD			
	5778	Monthly Service Charges 02/01/2026 THRU 02/28/2026	4,541.50	3,920.00	2601051
		Veeam Backup and Replication for Disaster Recovery - Feb 26		621.50	2601052
Vendor:	914	UNITED MECHANICAL INC			
	5779	Leaking Toilet Repair	1,542.13	1,366.41	112124
		Leaking Toilet Repair		175.72	112124.02
Vendor:	1064	HDL COREN & CONE			
	5780	Contract Svcs Prop Tax - Jan-Mar 26	1,504.34	1,504.34	SIN058935
Vendor:	1115	AARONS PUMPING INC.			
	5781	Septic Pumping - Schoolhouse Bathrooms	1,200.00	1,200.00	3295
Vendor:	1118	STERICYCLE, LNC. DBA SHRED-LT			
	5782	Paper Shredding Services	129.52	129.52	8013298070
Vendor:	1152	AMAZON CAPITAL SERVICES, INC			
	5783	Lysol Disinfectant Wipes	24.88	24.88	1PJN-GR3D-K7LM
Vendor:	1195	COUNTY OF SAN MATEO - HR DEPT			
	5784	Toshiba Printer Copy Lease	511.22	511.22	19686742
Vendor:	1299	THREE PILLARS FOUNDATION			
	5785	Deposit Refund - Community Hall	1,000.00	1,000.00	PRCH-25-61
Vendor:	1316	COLANTUONO HIGHSMITH & WHATLEY			
	5786	VLF Litigation Coalition	16.04	16.04	68548.
Vendor:	1317	ANDY BROWNE			
	5787	Reimbursement -Orph Mt Lion Books Nature & Science Committee	72.17	72.17	FRRC-26-1

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1318	CLAIRE SPAHN			
	5788	CPASS Refund Receipt # 043838592	400.00	400.00	043838592
Vendor:	1319	PENINSULA DIVISION			
	5789	Membership Dues for Peninsula Division 2026	500.00	500.00	1833
Vendor:	1320	PARK CONSULTING GROUP, INC.			
	5790	EnerGov & Civic Access Portal Consultant Services	16,500.00	16,500.00	1228
Vendor:	1321	DAVID MOSELEY			
	5791	Deposit Refund - Community Hall	500.00	500.00	PRCH-25-64
Check Date Totals			98,408.50		
Grand Total			98,408.50		



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: February 11, 2026
RE: **Appointment of Frederick Myers to Emergency Preparedness Committee**

RECOMMENDATION

Staff recommends that the Town Council consider and appoint Frederick Myers to Emergency Preparedness Committee.

DISCUSSION

The Emergency Preparedness Committee currently has one vacancy. The committee received one application which was shared with the Chair and Mayor.

After discussion with the Mayor, the Chair recommends appointing Frederick Myers.

FISCAL IMPACT

There is no fiscal impact associated.

ATTACHMENTS

1. [Committee Application](#)

Submitter DB ID 7809
 IP Address [REDACTED]
 Submission Recorded On 01/29/2026 9:00 AM
 Time to Take the Survey 3 minutes, 54 secs.

Page 1

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

Emergency Preparedness Committee (1 vacancy)

Applicant Information

Full Name Frederick Myers
 Email Address [REDACTED]
 Street Address [REDACTED]
 City/Zip Portola Valley, CA 94028
 Number of years in Portola Valley 1
 Cell Phone [REDACTED]
 Home Phone [REDACTED]
 Other Phone Not answered
 Emergency Preparedness [REDACTED]

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.

We are new to the neighborhood, though I have been hiking and cycling in this beautiful area for about 10 years now. My wife and I moved to Portola Valley about a year ago and one of the first things on our mind was emergency preparedness and wildfire safety. The challenge of insuring our new hom and seeing the wildfire devastation in Los Angeles around the time we moved here put this concern front and center for us. Within a couple of weeks, a neighbor sent me information to sign up for CERT training and join the Grove Firewise committee to help get us over the finish line to be certified. I have since taken over leadership for the Firewise community responsibilities. I was (and still am) looking for ways to be helpful in emergency preparedness with my background as a former US Navy Submarine officer. One of my CERT classmates mentioned this committee has an opening and another way to get involved locally. I look forward to helping out the community in any way I can.

Thank you for considering,
 Fred Myers

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.

I do not.

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: Darcy Smith, Town Manager

DATE: February 11, 2026

RE: **Authorize the Mayor the Mayor to Execute an Amendment to the Current Services Agreement for Fiscal Sustainability Services with Lew Edwards Group**

RECOMMENDATION

Staff recommends that the Council, authorize the Mayor to execute an amendment to the current Services Agreement to increase the compensation value from \$44,000 to \$94,875 for Fiscal Sustainability Services with Lew Edwards Group.

BACKGROUND

One of the Town Council's priorities is to consider options for financial stability and quality service. At the Town Council meeting on May 28, 2025, the Town Council received a presentation regarding engagement with two public outreach and education firms for possible revenue ballot measure in November 2026. Council provided direction at that meeting to authorize the Interim Town Manager to enter into a Services Agreement in an amount not to exceed \$44,000 for Fiscal Sustainability Services with Lew Edwards Group (LEG). LEG provided the Town with a rate that was discounted. Their standard flat rate is \$6750/month, and they reduced it to \$5750/month. The agreement's written term began on July 1, 2025. The Agreement provides for services through November 15th, 2026, but the contract amount is only sufficient to provide services through February 2026. The Agreement is provided in Attachment 1. The scope and level of services is included as Exhibit A.

DISCUSSION

This Town Council agenda item would authorize the Mayor to execute an amendment to the current Agreement to increase the compensation value from \$44,000 to \$94,875 for Fiscal Sustainability Services with Lew Edwards Group. This will allow LEG to continue work on the fiscal sustainability services through the full term of the agreement. The amendment is provided in Attachment 2 for Council consideration.

FISCAL IMPACT

The increased compensation for this agreement in the amount of \$50,875 can be funded from available General Fund balance in the current Fiscal Year 2025-26 operating budget.

ATTACHMENTS

1. [Agreement](#)
2. [Amendment](#)

**SERVICES AGREEMENT FOR
Fiscal Sustainability Services**

THIS AGREEMENT is made and entered into this 1st day of July, 2025 by and between the Town of Portola Valley, a municipal corporation, ("Town") and The Lew Edwards Group ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide fiscal sustainability services to the Town, as described in more detail in Exhibit A. Consultant will work with the Town to provide project coordination related to a possible November 2026 revenue ballot measure.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis in accordance with Exhibit A.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall be completed by November 15, 2026, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The Town agrees to compensate Consultant for satisfactory performance of its services at an amount that will be based on actual costs, but that will be capped so as not to exceed Forty-Four Thousand Dollars (\$44,000), based on the scope of services in Exhibit A and according to the fee schedule set forth in Exhibit B. The maximum compensation includes all expenses and reimbursements and will remain in place even if Consultant's actual costs exceed the capped amount.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed as set forth in Exhibit B. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. REPRESENTATIVE. Catherine Lew is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Catherine Lew were a substantial inducement for Town to enter into this Agreement. Therefore, Catherine Lew shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information

developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1 To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees, agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of

Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit C entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect, and for the final month in which Consultant properly performed services, Consultant's monthly professional fee, set forth in Exhibit B, shall be pro rated for the fractional portion of month that elapsed prior to the last working day the Agreement is in effect. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt, by reputable overnight delivery service, or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Fax: (650) 851-4677

To Consultant:

Catherine Lew
The Lew Edwards Group
5454 Broadway, 2nd Floor
Oakland, CA 94618

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

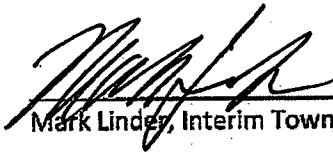
24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

[Signatures on Next Page]

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

By: 
Mark Linder, Interim Town Manager

CONSULTANT:

By: 

Name: Catherine Lew

Title: Principal

EIN 94-3332201

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A
SCOPE OF SERVICES

- Update the Town on Best Practices
- Conduct audit of Town issues /media coverage in the public arena
- Facilitate and continuously update a coordinated strategy and timeline for Project
- Facilitate design of tailored study/s by Town's designated public opinion research professional
- Independently analyze survey results
- Provide Strategic Recommendations for community engagement
- Draft Public Messaging/Engagement Platform
- Draft text copy for selected communications collaterals such as FAQs, web content, mailings, utility inserts, digital/online vehicles, and other materials (paid digital costs are not included within this Agreement; Town to design, print, and mail using its own vendors and budget outside of this Agreement)
- Conduct message training
- Work with Town staff on methods to engage constituents, expand community awareness of policy, fiscal/service needs and solicit additional community input on Town's proposal/vision
- Recommend to staff methods of engaging/informing constituents about Project in Town communications vehicles, including newsletters, guest columns, website, digital/online
- Provide recommendations for proposed Town budget reports, presentations, or documents
- Participate in selected Town briefing and planning sessions related to budget adoption to maximize messaging
- Assist with rapid response needs from media or the community as necessary to correct misinformation or clarify confusing information (LEG does not function as a Town spokesperson)
- Advise Town of viability and feasibility of any potential ballot measure and confer with Town Attorney on measure components
- Work with Town staff on related staff report and measure development

The parties expressly acknowledge and agree that legal services or advice are not within Consultant's scope of services. Consultant's services will be provided exclusively via teleconference or videoconference—no on-site visit or travel will be required by the Town.

Exhibit B
Compensation Schedule

Consultant's discounted professional rate is Five Thousand, Seven Hundred and Fifty Dollars (\$5,750) per month due and payable on the last business day of each month for the term of this Agreement.

Professional fees do not include other project costs such as opinion research, graphic design, printing, bulk postage, mail house processing fees, or digital media buys, which will be budgeted separately by the Town throughout the project. Consultant will advise the Town on the level of investment necessary following initial survey findings.

EXHIBIT C

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office Form No. CG 0001 covering General Liability and Commercial General Liability on an "occurrence" basis.

1.2 Insurance Services Office Form No. CA 0001 covering Automobile Liability, Code 1 (any auto), Code 8 (hired autos) or Code 9 (non-owned autos), if Consultant has no owned autos.

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. MINIMUM LIMITS OF INSURANCE. Consultant shall maintain limits no less than:

2.1 Comprehensive General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) combined single limit per claim and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employers Liability. Workers' compensation limits as required by the Labor Code of the State of California. One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

2.4 Errors and Omissions Liability. Two Million Dollars (\$2,000,000) per occurrence.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees, agents and contractors.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provision set forth in subsection 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates, amendatory endorsements, and actual policies of insurance effecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

Town of Portola Valley
Attn: Town Clerk
765 Portola Road
Portola Valley, CA 94028

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.

**AMENDMENT NO. 1 TO AGREEMENT FOR FISCAL
SUSTAINABILITY SERVICES BETWEEN
TOWN OF PORTOLA VALLEY AND LEW EDWARDS GROUP**

This Amendment Number 1 (“Amendment”) is made and entered into this 11th day of February, 2026, with respect to the Agreement by and between the Town of Portola Valley (“Town”) and Lew Edwards Group (“Consultant”).

RECITALS

A. The Town and Consultant entered into the Agreement to provide professional fiscal sustainability services on July 1, 2025.

B. The Town and Consultant desire to further modify the Agreement.

NOW THEREFORE, in consideration of the mutual covenants, the Town and Consultant do hereby agree as follows:

1. Compensation. The compensation for services identified in Exhibit A is increased by \$50,875 to an amended not to exceed amount of \$94,875 for the entire Agreement.

2. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY:

LEW EDWARDS GROUP:

Craig Taylor, Mayor Date

Catherine Lew Date

ATTEST:

Veronica Dao, Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and the Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: February 11, 2026

RE: **Consider Adoption of a Resolution Approving the Fiscal Year 2025-26 Mid-Year Budget Appropriation Changes**

RECOMMENDATION

Receive the FY 2025-26 Mid-Year Budget Review including updated General Fund beginning fund balance reserve, adopt a resolution approving the FY 2025-26 mid-year budget appropriation changes, and provide preliminary guidance on the development of the FY 2026-27 budget.

BACKGROUND

FY 2025-26 Beginning General Fund Balance Reserve

At adoption, the beginning General Fund reserve was estimated to be \$2.2 million. With the completion of the FY 20-21 and FY 21-22 audits, the current FY 22-23 audit underway, and corrections that the Finance staff has made between FY 21-22 through FY 23-24, the result of these adjustments has increased the estimated reserve from \$2.2 million to \$2.9 million. A correction of \$.7 million to the positive.

Between FY 21-22 and FY 23-24, the reserve is estimated to decrease \$2.56 million from \$5.5 million. In FY 24-25, corrective action was taken to balance the budget resulting in a small surplus of approximately \$80 thousand in FY 24-25.

General Fund Reserve Calculation	
Beginning Fund Balance - FY 2020-21	\$ 5,465,067
Audited Results - FY 2020-21	(391,627)
Estimated Results - FY 2022-23	(1,265,936)
Estimated Results - FY 2023-24	(975,125)
Estimated Results - FY 2024-25	79,535
Cumulative Change in Estimated Fund Balance	(2,553,153)
Revised Estimated Beginning Fund Balance FY 2025-26	\$ 2,911,914
Estimated Beginning Fund Balance at Adoption	\$ 2,207,099
Change	\$ 704,815

FY 2024-25 General Fund Preliminary Results

The General Fund is the Town’s primary operating fund sourced primarily through tax revenues and user fees funding basic public services. Revenues for the year ending June 30, 2025, were 6.4% above budget. The highest results were seen in utility users’ tax, charges for services, and investment earnings.

Category	Budget	Actuals	\$	%
Property Taxes	4,231,055	4,313,015	81,960	101.94%
Sales & Use Tax	350,000	344,247	(5,753)	98.36%
Utility Users Tax	945,000	1,244,927	299,927	131.74%
Business License Tax	125,000	133,188	8,188	106.55%
Franchise Fees	405,000	414,711	9,711	102.40%
Fines & Forfeitures	2,000	3,478	1,478	173.89%
Licenses & Permits	292,900	210,363	(82,537)	71.82%
Intergovernmental	5,500	13,779	8,279	250.53%
Charges for Services	835,200	895,378	60,178	107.21%
Use of Money & Property	284,530	348,264	63,734	122.40%
Miscellaneous	3,600	38,962	35,362	1082.28%
Transfers In	-	-	-	0.00%
Total	7,479,785	7,960,312	480,527	106.42%

Expenses for the year ending June 30, 2025, were 5.36% above budget. Services, including utilities, insurance, software and licensing exceeded budget by 31%. Use of consultants exceeded budget by 38% due to staff vacancies and freezing of positions to balance the budget. Maintenance exceeded budget by 16.5% due to aging infrastructure and equipment.

Category	Budget	Actuals	\$	%
Salaries	2,208,513	2,272,139	63,626	102.88%
Benefits	801,193	790,120	(11,073)	98.62%
Services	710,373	904,606	194,233	127.34%
Maintenance	250,600	291,801	41,201	116.44%
Contract	2,474,650	2,422,018	(52,632)	97.87%
Consultants	845,718	1,167,055	321,337	138.00%
Development	55,047	33,037	(22,010)	60.02%
Transfers Out	133,691	-	(133,691)	0.00%
Total	7,479,785	7,880,777	400,992	105.36%
Surplus / (Deficit)	-	79,536		

The result from operations was a surplus of approximately \$80K.

FY 2025-26 General Fund Budget to Actual Results

Category	Budget	Actuals	\$	%
Property Taxes	4,355,875	2,096,776	(2,259,099)	48.14%
Sales & Use Tax	325,000	124,116	(200,884)	38.19%
Utility Users Tax	1,173,000	499,952	(673,048)	42.62%
Business License Tax	115,000	49,648	(65,352)	43.17%
Franchise Fees	424,000	81,165	(342,835)	19.14%
Fines & Forfeitures	2,500	9,026	6,526	361.05%
Licenses & Permits	322,500	155,904	(166,596)	48.34%
Intergovernmental	7,500	-	(7,500)	0.00%
Charges for Services	885,200	379,506	(505,694)	42.87%
Use of Money & Property	337,000	170,993	(166,007)	50.74%
Miscellaneous	5,200	3,050	(2,150)	58.66%
Transfers In	-	-	-	0.00%
Total	7,952,775	3,570,136	(4,382,639)	44.89%

Revenues are currently running at 45% of the annual budget. Major revenue sources, such as property tax and utility users' tax are on track to meet budget expectations. There are no anticipated changes to the General Fund revenue budget.

Category	Budget	Actuals	\$	%
Salaries	2,316,850	1,167,619	(1,149,231)	50.40%
Benefits	981,978	406,983	(574,995)	41.45%
Services	824,777	489,161	(335,616)	59.31%
Maintenance	228,500	75,233	(153,267)	32.92%
Contract	2,740,054	1,174,476	(1,565,578)	42.86%
Consultants	872,000	297,182	(574,818)	34.08%
Development	63,700	29,387	(34,313)	46.13%
Transfers Out	140,000	-	(140,000)	0.00%
Total	8,167,859	3,640,042	(4,527,817)	44.57%

Expenses are currently at 45% of the annual budget. All but one category is at or below 50%. Services are slightly over budget with the annual insurance premium coming in 8% higher than projected. There will be appropriation adjustments for the mid-year budget.

Surplus / (Deficit)	(215,084)	(69,906)
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The adopted General Fund budget included a deficit of \$215K. The first six months of the fiscal year ended with a \$70K deficit.

FY 2024-25 – FY 2025-26 General Fund Comparative Analysis

Category	FY 25	FY 26	\$	%
Property Taxes	2,167,327	2,096,776	(70,551)	-3.26%
Sales & Use Tax	100,868	124,116	23,249	23.05%
Utility Users Tax	492,298	499,952	7,654	1.55%
Business License Tax	41,206	49,648	8,442	20.49%
Franchise Fees	66,925	81,165	14,240	21.28%
Fines & Forfeitures	790	9,026	8,236	1042.29%
Licenses & Permits	80,644	155,904	75,260	93.32%
Intergovernmental	-	-	-	0.00%
Charges for Services	409,744	379,506	(30,238)	-7.38%
Use of Money & Property	143,214	170,993	27,778	19.40%
Miscellaneous	4,962	3,051	(1,911)	-38.52%
Transfers In	-	-	-	0.00%
Total	3,507,978	3,570,136	62,158	1.77%

General Fund revenues are up 1.8% from the prior year. Fines and forfeitures are a one-time correction due to the reissuance of an outstanding check from the County for collections received in prior years. The 93% increase in Licenses and Permits is due to the backlog of permit issuance and revenue collection in building and planning in the first half of the prior year because of staffing vacancies.

Category	FY 25	FY 26	\$	%
Salaries	1,298,598	1,167,619	(130,978)	-10.09%
Benefits	391,605	406,983	15,378	3.93%
Services	483,633	517,911	34,278	7.09%
Maintenance	97,376	75,233	(22,142)	-22.74%
Contract	1,163,440	1,174,476	11,036	0.95%
Consultants	417,955	268,432	(149,523)	-35.77%
Development	22,897	29,387	6,490	28.35%
Transfers Out	-	-	-	0.00%
Total	3,875,503	3,640,042	(235,461)	-6.08%

General Fund expenses are down 6% from the prior year. Salaries, maintenance, and the use of consultants are down double digits. Employee development costs are up over 28%.

Other Funds**Open Space**

Category	Budget	Actuals	\$	%
Utility Users Tax	489,000	223,871	(265,129)	45.78%
Use of Money & Property	330,000	204,084	(125,916)	61.84%
Total	819,000	427,955	(391,045)	52.25%

Category	Budget	Actuals	\$	%
Services	15,000	5,050	(9,950)	33.67%
Total	15,000	5,050	(9,950)	33.67%

Revenues are over 52% of budget and expenses are almost 34% of budget. Additional expense appropriations will be requested for appraisal services and legal review of potential acquisition sites.

Inclusionary In-lieu (Affordable Housing)

Category	Budget	Actuals	\$	%
Charges for Services	-	-	-	0.00%
Use of Money & Property	135,000	105,301	(29,699)	0.00%
Total	135,000	105,301	(29,699)	0.00%

Category	Budget	Actuals	\$	%
Services	75,000	70,027	(4,973)	93.37%
Consultants	40,000	20,803	(19,198)	52.01%
Total	115,000	90,829	(24,171)	78.98%

Revenues are almost 32% of budget while expenses are at 79% of the budget. Additional appropriations will be requested for consultants to implement affordable housing programs related to the Housing Element and for legal review.

Customer Deposits

Category	Budget	Actuals	\$	%
Applicant Deposits	475,000	485,872	10,872	102.29%
Total	475,000	485,872	10,872	102.29%

Category	Budget	Actuals	\$	%
Consultants	475,000	275,953	(199,047)	58.10%
Total	475,000	275,953	(199,047)	58.10%

Appropriations for revenue will be increased to match existing activity.

Capital Improvement Plan (CIP)

Project	Budget	Actuals	\$	%
Street Resurfacing	900,000	3,311	(896,689)	0.37%
Storm Drain Assessment	50,000	-	(50,000)	0.00%
Storm Drain Repairs	20,000	-	(20,000)	0.00%
Town Courts Resurfacing	30,000	-	(30,000)	0.00%
Valley Oak Trail Bridges	70,973	-	(70,973)	0.00%
Trail Rehabilitation	25,463	-	(25,463)	0.00%
TH Energy Upgrades	64,000	-	(64,000)	0.00%
IT Upgrades-TH	50,000	36,025	(13,975)	72.05%
IT Upgrades-SH	100,000	-	(100,000)	0.00%
Total	1,310,436	39,336	(1,271,100)	3.00%

The Storm Drain Assessment project will be deferred to the next fiscal year due to quotes exceeding the budgeted amount and a higher priority project requiring the use of these funds.

The Valley Oak Trail Bridges project has been put on hold pending additional review. PLAN JPA is requiring that the Town perform a survey to determine the location of the bridges straddling town property and Portola Valley Ranch property. The funds allocated for the Storm Drain Assessment project will be used to fund the survey and any legal costs associated with this project.

The Town Courts Resurfacing project was budgeted using an allocation of Park In-lieu funds, however, quotes received have exceeded the amount budgeted requiring an increase in appropriation of \$5,000.

Since the budget was adopted, additional information has been received on the Ford Field Bathroom project. The concern is over the availability of grant funds and the possible reversion back to the State if not spent in time. What is not known is the total cost of completing this project. A feasibility study is needed to calculate the total cost of the project and determining the ways and means of completing the project, if feasible. Quotes from landscape architects are approximately \$40,000 for the study.

Council direction is needed to determine the funding of the Town Court Resurfacing and Ford Field Bathroom Feasibility Study.

Mid-Year Budget Discussion

The Mid-Year Budget review gives the Town the opportunity to review current operations and identify unforeseen needs that may require additional funding or adjustment. The following is a list of some items that were identified post-adoption of the current year budget.

1. Sheriff contract reduced by (\$171,735)
2. VLF Shortfall funded at 67% in State budget, County is suing the State.
3. Estimated Beginning General Fund Balance increased to \$2.9 million.

Additional Appropriations – General Fund

Category	Prelim	Proposed	\$	%
Property Taxes	4,355,875	4,355,875	-	0.00%
Sales & Use Tax	325,000	325,000	-	0.00%
Utility Users Tax	1,173,000	1,173,000	-	0.00%
Business License Tax	115,000	115,000	-	0.00%
Franchise Fees	424,000	424,000	-	0.00%
Fines & Forfeitures	2,500	2,500	-	0.00%
Licenses & Permits	322,500	322,500	-	0.00%
Intergovernmental	7,500	7,500	-	0.00%
Charges for Services	885,200	885,200	-	0.00%
Use of Money & Property	337,000	337,000	-	0.00%
Miscellaneous	5,200	5,200	-	0.00%
Transfers In	-	-	-	0.00%
Total	7,952,775	7,952,775	-	0.00%

There is no change to revenue appropriations for the General Fund except for an increase in the use of reserves from \$215K to \$263K to balance the budget.

Category	Prelim	Proposed	\$	%
Salaries	2,316,850	2,322,020	5,170	0.22%
Benefits	981,978	972,906	(9,072)	-0.92%
Services	854,777	1,047,837	193,060	22.59%
Maintenance	228,500	228,500	-	0.00%
Contract	2,740,054	2,560,832	(179,222)	-6.54%
Consultants	842,000	940,000	98,000	11.64%
Development	63,700	73,700	10,000	15.70%
Transfers Out	140,000	70,000	(70,000)	-50.00%
Total	8,167,859	8,215,795	47,936	0.59%

Salaries and Benefits decrease (\$3,900) due to salary adjustments, changes in benefit elections by employees, and a true-up of actual medical premiums to budget.

Services increased \$192K due to Self-Insurance Retention of \$50,000 for two liability claims and \$142K needed to implement OpenGov permitting software.

Contracts decrease (\$179K) primarily due to the one-time decrease of \$172K in the Sheriff’s contract.

Consultants increase \$98K due to revenue enhancement consultant work of \$33K and a reallocation of costs of \$60K between consultant and contract categories within the finance department due to a budget entry error.

Transfers decrease (\$70K) due to reduced activity related to CIP and Gas Tax activity in the first half of the fiscal year.

Additional Appropriations – Other Funds

Grants

Category	Prelim	Proposed	\$	%
Capital Grants	234,973	164,000	(70,973)	-30.20%
Total	234,973	164,000	(70,973)	-30.20%

Category	Prelim	Proposed	\$	%
Valley Oak Trail Bridges	70,973	-	(70,973)	-100.00%
Energy Efficiency Upgrades - TH	64,000	64,000	-	0.00%
IT Upgrades - SH	100,000	100,000	-	0.00%
Town Courts Resurfacing	-	-	-	0.00%
Ford Field Bathroom Study	-	-	-	0.00%
Total	234,973	164,000	(70,973)	-30.20%

Appropriations are being reduced by \$71K due to a survey needed to determine the location of the Valley Oak Trail Bridges. The survey will be funded through the General Fund CIP fund and not through an insurance reimbursement as previously adopted.

Open Space

Category	Prelim	Proposed	\$	%
Utility Users Tax	489,000	489,000	-	0.00%
Use of Money & Property	330,000	330,000	-	0.00%
Total	819,000	819,000	-	0.00%

Category	Prelim	Proposed	\$	%
Services	15,000	25,000	10,000	66.67%
Total	15,000	25,000	10,000	66.67%

Expense appropriations are being increased by \$10k for assessments on two potential acquisition sites and legal review.

Park In-Lieu

Category	Prelim	Proposed	\$	%
Appropriated Fund Balance	30,000	35,000	5,000	16.67%
Total	30,000	35,000	5,000	16.67%

Category	Prelim	Proposed	\$	%
Town Courts Resurfacing	30,000	-	(30,000)	-100.00%
Ford Field Bathroom Study	-	-	-	0.00%
Total	30,000	-	(30,000)	-100.00%

Appropriations are being increased \$5K for either the Town Courts Resurfacing project or the Ford Field Bathroom feasibility study. Quotes received for the court resurfacing project exceeded the amount budgeted. Council direction is needed on whether to fund both projects, which project will use the Park In-lieu funds, General Fund CIP, or donations.

Inclusion In-lieu

Category	Prelim	Proposed	\$	%
Use of Money & Property	135,000	230,000	95,000	70.37%
Appropriated Fund Balance	-	15,900	15,900	0.00%
Total	135,000	245,900	110,900	82.15%

Category	Prelim	Proposed	\$	%
Services	115,000	245,900	130,900	53.23%
Total	115,000	245,900	130,900	113.83%

Appropriations are being increased \$131K to fund consultant work and legal review for the affordable housing portion of the Housing Element update. Consultant work will include two non-profit organizations who will be implementing affordable housing programs, current consultants drafting the update and planning work for the Town, and legal review.

Capital Projects – General Fund

Category	Prelim	Proposed	\$	%
Appropriated Fund Balance	252,366	252,366	-	0.00%
Total	252,366	252,366	-	0.00%

Category	Prelim	Proposed	\$	%
Street Resurfacing	156,903	156,903	-	0.00%
Storm Drain Assessment	50,000	-	(50,000)	-100.00%
Storm Drain Repairs	20,000	20,000	-	0.00%
Valley Oak Trail Bridges	-	50,000	50,000	0.00%
Trail Rehabilitation	25,463	25,463	-	0.00%
Town Courts Resurfacing	-	-	-	0.00%
Ford Field Bathroom Study	-	-	-	0.00%
Total	252,366	252,366	-	0.00%

There is no change to total appropriations. The Storm Drain Assessment project will be deferred to FY 2026-27. The appropriation for that project will be reallocated to the Valley Oak Trail Bridges project for survey work and legal review.

Customer Deposits

Category	Prelim	Proposed	\$	%
Applicant Deposits	475,000	900,000	425,000	89.47%
Total	475,000	900,000	425,000	89.47%

Category	Prelim	Proposed	\$	%
Services	475,000	900,000	425,000	89.47%
Total	475,000	900,000	425,000	89.47%

Historically, \$475K has been used as a placeholder amount for this fund. Appropriations are being increased to match actual activity. The purpose of this fund is to account for deposits received from applicants and pay for consultants and staff time related to residential or commercial projects in the Town.

Changes in Appropriation – All Funds

Schedule of Changes in Appropriation for Mid-Year			
	Revenues	Expenses	Variance
Adopted Budget	11,020,781	10,750,694	270,087
Changes in Appropriation			
101 - General Fund	-	47,934	(47,934)
201 - Grants	(70,973)	(70,973)	-
204 - Open Space	-	10,000	(10,000)
206 - Gas Tax	(70,000)	-	(70,000)
221 - Park In-lieu	-	5,000	(5,000)
222 - inclusion In-lieu	230,000	130,900	99,100
501-505 - RMD	30,656	123,203	(92,547)
701 - Customer Deposits	425,000	425,000	-
Total Changes in Appropriation	544,683	671,064	(126,381)
Mid-Year Budget	11,565,464	11,421,758	143,706

Revenue appropriations increase \$545K and expense appropriations increase \$671K for all funds.

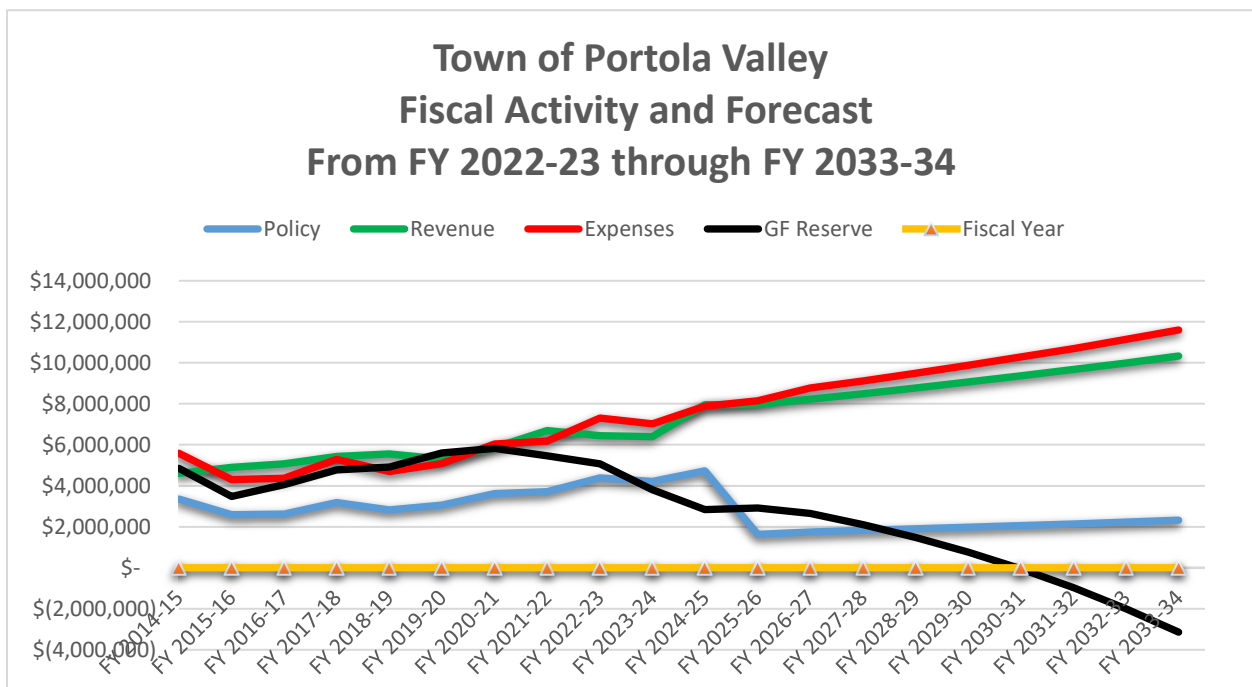
Changes in Appropriation – General Fund

Schedule of Changes in Appropriation - General Fund			
	Revenue	Expense	Variance
Adopted Budget	7,952,775	8,167,861	(215,086)
Changes in Appropriation			
115 - Town Committees	-	1,300	(1,300)
120 - Town Manager	-	53,887	(53,887)
125 - Town Attorney	-	50,000	(50,000)
130 - Town Clerk	-	(22,639)	22,639
140 - Finance	-	8,988	(8,988)
210 - Police Services	-	(171,735)	171,735
310 - Planning Division	-	32,366	(32,366)
320 - Building Division	-	75,998	(75,998)
330 - Code Enforcement	-	3,939	(3,939)
410 - Community Hall	-	1,041	(1,041)
420 - Field Rentals	-	700	(700)
510 - Public Works	-	12,518	(12,518)
610 - Non-Departmental	-	71,573	(71,573)
610 - Transfers	-	(70,000)	70,000
Total Changes in Appropriation	-	47,936	(47,936)
Mid-Year Budget	7,952,775	8,215,797	(263,022)

No change in revenue appropriations with expenses increasing \$48K. Deficit spending increases to \$263K.

Fiscal Forecast

Updating the fiscal forecast with the increase to beginning fund balance and increased appropriations. Although the increase in fund balance and ending the prior year in a surplus are positive results, it does not change the outcome that the Town’s General Fund reserve is sliding towards a fiscal cliff. The General Fund reserve will be below the 20% minimum policy level by the end of FY 2027-28 and will be in the red entering FY 2030-31. Without new revenue, maintaining the reserve at the 20% level will require significant cost reductions.



Attachments

1. FY 2025-26 GF Appropriation Changes - Detail
2. Resolution

**Town of Portola Valley
General Fund Revenue
FY 2025-26 Changes in Appropriation - Mid Year**

	Adopted	Revised	Difference
Property Taxes			
(41111) Property Taxes - Secured	3,305,297	3,305,297	-
(41112) Property Taxes - Unsecured	142,512	142,512	-
(41121) ERAF	300,000	300,000	-
(41122) VLF	425,000	425,000	-
(41141) Real Property Transfer Tax	175,000	175,000	-
(42821) Homeowners Property Tax Relief	8,066	8,066	-
PROPERTY TAXES TOTAL	4,355,875	4,355,875	-
Sales & Use Tax			
(41311) Sales & Use Tax	325,000	325,000	-
SALES & USE TAX TOTAL	325,000	325,000	-
Utility Users Tax			
(43111) UUT-Energy	725,000	725,000	-
(43112) UUT - Telephone	48,000	48,000	-
(43113) UUT- Water	400,000	400,000	-
UTILITY USERS TAX TOTAL	1,173,000	1,173,000	-
Business License Tax			
(41411) Business License Tax	115,000	115,000	-
BUSINESS LICENSE TAX TOTAL	115,000	115,000	-
Franchise Fees			
(41601) Energy Services	133,000	133,000	-
(41602) Water Services	61,000	61,000	-
(41603) Garbage Services	140,000	140,000	-
(41604) Cable Services	90,000	90,000	-
FRANCHISE FEES TOTAL	424,000	424,000	-
Fines & Forfeitures			
(41811) Fines & Forfeitures	2,500	2,500	-
FINES & FORFEITURES TOTAL	2,500	2,500	-
Licenses & Permits			
(41911) Building Permits	205,000	205,000	-
(41912) Site Development Permits	43,000	43,000	-
(41913) Conditional Use Permits	-	-	-
(41914) Temporary occupancy Fee	-	-	-
(41915) Horsekeeping Permits	2,500	2,500	-
(41916) Construction & Demolition Fee	40,000	40,000	-
(41917) Zoning & Planning Permits	2,000	2,000	-
(41919) Variances	-	-	-
(41951) Encroachment Permits	30,000	30,000	-
LICENSES & PERMITS TOTAL	322,500	322,500	-
Intergovernmental Revenue			
(42811) Motor Vehicle	7,500	7,500	-
INTERGOVERNMENTAL REVENUE TOTAL	7,500	7,500	-

**Town of Portola Valley
General Fund Revenue
FY 2025-26 Changes in Appropriation - Mid Year**

Charges for Services			
(43252) Town Library Maintenance	10,000	10,000	-
(43253) Town Engineer Fees	3,000	3,000	-
(43254) Applicant Development Fee	5,000	5,000	-
(43011) Plan Check Fee	260,000	260,000	-
(43012) Inspection Fee	390,000	390,000	-
(43017) Subdivision Fee	6,000	6,000	-
(43018) Residential Data Reports	5,000	5,000	-
(43019) Pre-Application Meeting Fee	18,000	18,000	-
(43021) Architectural Review Fees	18,000	18,000	-
(43024) Geology Fees	13,000	13,000	-
(43033) Town Planning Fees	20,000	20,000	-
(43042) Appeals	-	-	-
(43043) BSA Fee	2,400	2,400	-
(43044) SMIP Fee	7,500	7,500	-
(43045) DSA Fee	1,300	1,300	-
(43049) Miscellaneous Plan Charges	1,000	1,000	-
(43121) Class Fee	125,000	125,000	-
(43252) Town Library Maintenance	-	-	-
(43253) Town Engineer Fees	-	-	-
CHARGES FOR SERVICES TOTAL	885,200	885,200	-
Use of Money & Property			
(44011) Interest	170,000	170,000	-
(44051) Community Hall & Activity Room Rents	2,000	2,000	-
(44052) Community Hall Private Party Fees	16,000	16,000	-
(44054) Parking Lot & Field Rentals	125,000	125,000	-
(44055) Lease Income - Parks	15,000	15,000	-
(44056) Zots to Tots	9,000	9,000	-
USE OF MONEY & PROPERTY TOTAL	337,000	337,000	-
Miscellaneous Revenue			
(46000) Miscellaneous Revenue	600	600	-
(46079) Miscellaneous Receipts	4,600	4,600	-
MISCELLANEOUS REVENUE TOTAL	5,200	5,200	-
Operating Transfers In			
(49011) Operating Transfer In	-	-	-
OPERATING TRANSFER IN TOTAL	-	-	-
TOTAL REVENUE	7,952,775	7,952,775	-

**Town of Portola Valley
General Fund Expenses
FY 2025-26 Changes in Appropriation - Mid Year**

	Adopted	Revised	Balance
Town Council - 110			
(65013) Education/Training	5,000	5,000	-
(65014) Dues	1,700	1,700	-
TOTAL TOWN COUNCIL	6,700	6,700	-
Town Committees - 115			
(62323) Volunteer Appreciation	-	-	-
(62324) Science & Nature	-	1,300	1,300
(63203) Conservation	2,410	2,410	-
(63204) Cultural Arts Committee	3,000	3,000	-
(63205) Emergency Preparedness	1,800	1,800	-
(63206) Historic Resources	200	200	-
(63208) Parks & Recreation	25,000	25,000	-
(63209) Sustainability	-	-	-
(63211) Trails & Paths	10,000	10,000	-
(63212) Wildfire Preparedness	-	-	-
(63213) Open Space Acquisition	-	-	-
(63214) Geologic Safety	1,950	1,950	-
TOTAL TOWN COMMITTEES	44,360	45,660	1,300
Town Manager - 120			
(51011) Salaries - Permanent	797,068	797,068	-
(51021) Vacation Buyout	5,000	5,000	-
(51031) Automobile Allowance	6,000	6,000	-
(55011) Retirement - PERS	81,570	89,804	8,234
(55012) Retirement - Soc Sec	41,906	41,906	-
(55013) Medicare	11,930	11,731	(199)
(55021) Health Insurance Medical	15,302	27,008	11,706
(55022) Health Opt Out	-	-	-
(55024) Health Ins Dental & Vision	7,693	9,757	2,064
(55025) Cafeteria Plan Mgmt	77,958	80,876	2,918
(55031) Long Term Disability Insurance	2,804	2,804	-
(55033) Workers Compensation	5,019	4,935	(84)
(55051) Deferred Compensation	25,704	11,952	(13,752)
(62099) Miscellaneous Consultants	70,000	103,000	33,000
(62329) Sustainability	-	-	-
(65012) Education & Training	-	5,000	5,000
(65014) Dues	-	5,000	5,000
TOTAL TOWN MANAGER	1,147,954	1,201,841	53,887
Town Attorney - 125			
(62032) Town Attorney	245,000	245,000	-
(62052) Legal Services	25,000	75,000	50,000
TOTAL TOWN ATTORNEY	270,000	320,000	50,000

**Town of Portola Valley
General Fund Expenses
FY 2025-26 Changes in Appropriation - Mid Year**

	Adopted	Revised	Balance
Town Clerk - 130			
(51011) Salaries - Permanent	120,000	120,000	-
(55011) Retirement - PERS	9,552	9,552	-
(55012) Retirement - Soc Sec	7,440	7,440	-
(55013) Medicare	1,740	1,740	-
(55021) Health Insurance Medical	-	(342)	(342)
(55022) Health Opt Out	2,297	-	(2,297)
(55024) Health Ins Dental & Vision	1,108	1,108	-
(55025) Cafeteria Plan Mgmt	16,693	16,693	-
(55031) Long Term Disability Insurance	504	504	-
(55033) Workers Compensation	732	732	-
(62099) Miscellaneous Consultants	30,000	10,000	(20,000)
(62251) Elections	-	-	-
(62305) Software & Licensing	3,677	3,677	-
(65012) Education & Training	5,000	5,000	-
TOTAL TOWN CLERK	198,743	176,104	(22,639)
Finance - 140			
(51011) Salaries - Permanent	486,286	486,286	-
(51031) Automobile Allowance	3,000	3,000	-
(55011) Retirement - PERS	38,708	38,708	-
(55012) Retirement - Soc Sec	26,892	26,892	-
(55013) Medicare	7,051	7,051	-
(55021) Health Insurance Medical	8,810	17,680	8,870
(55024) Health Ins Dental & Vision	7,887	8,005	118
(55025) Cafeteria Plan Mgmt	63,435	63,435	-
(55031) Long Term Disability Insurance	1,973	1,973	-
(55033) Workers Compensation	2,966	2,966	-
(62031) Accounting & Auditing	111,200	51,200	(60,000)
(62099) Miscellaneous Consultants	20,000	80,000	60,000
(62305) Software & Licensing	47,750	47,750	-
(65012) Education & Training	10,000	10,000	-
(65014) Dues	1,000	1,000	-
TOTAL FINANCE	836,958	845,946	8,988
Police Services - 210			
(62204) San Mateo County Sheriffs Ofc	2,028,862	1,857,127	(171,735)
TOTAL POLICE SERVICES	2,028,862	1,857,127	(171,735)
Fire Services - 220			
(62047) WFPD-Fuel Mitigation Engineer	104,639	104,639	-
(62208) Fire Prevention	106,647	106,647	-
TOTAL FIRE SERVICES	211,286	211,286	-

Town of Portola Valley
General Fund Expenses
FY 2025-26 Changes in Appropriation - Mid Year

	Adopted	Revised	Balance
Dispatch Services - 230			
(62203) Dispatch Services	77,406	77,406	-
TOTAL DISPATCH SERVICES	77,406	77,406	-
Planning Division - 310			
(51011) Salaries - Permanent	328,349	318,850	(9,499)
(51031) Automobile Allowance	1,950	1,138	(812)
(55011) Retirement - PERS	23,798	17,789	(6,009)
(55012) Retirement - Soc Sec	20,358	19,769	(589)
(55013) Medicare	4,761	4,623	(138)
(55021) Health Insurance Medical	4,938	4,806	(132)
(55022) Health Opt Out	-	-	-
(55024) Health Ins Dental & Vision	2,381	1,666	(715)
(55025) Cafeteria Plan Mgmt	35,891	25,110	(10,781)
(55031) Long Term Disability Insurance	606	608	2
(55033) Workers Compensation	1,824	1,363	(461)
(55041) Tuition Reimbursement	500	-	(500)
(62034) Transcription Services	8,000	8,000	-
(62035) Town Geologist	-	5,000	5,000
(62039) Planner	110,000	140,000	30,000
(62099) Miscellaneous Consultants	125,000	95,000	(30,000)
(62303) Scanning	7,500	7,500	-
(62305) Software & Licensing	15,600	72,600	57,000
(65012) Education & Training	5,000	5,000	-
TOTAL PLANNING DIVISION	696,456	728,822	32,366
Building Division - 320			
(51011) Salaries - Permanent	128,877	139,596	10,719
(51031) Automobile Allowance	900	525	(375)
(55011) Retirement - PERS	7,920	5,908	(2,012)
(55012) Retirement - Soc Sec	7,990	8,655	665
(55013) Medicare	1,869	2,024	155
(55021) Health Insurance Medical	1,837	2,268	431
(55024) Health Ins Dental & Vision	886	609	(277)
(55025) Cafeteria Plan Mgmt	13,355	9,181	(4,174)
(55031) Long Term Disability Insurance	204	224	20
(55033) Workers Compensation	607	453	(154)
(61031) BSA/SMIP/DSA Fees	1,000	1,000	-
(62042) Plan Check Services	125,000	25,000	(100,000)
(62099) Miscellaneous Consultants	115,000	215,000	100,000
(62305) Software & Licensing	13,000	84,000	71,000
(65012) Education & Training	-	-	-
TOTAL BUILDING DIVISION	418,445	494,443	75,998

**Town of Portola Valley
General Fund Expenses
FY 2025-26 Changes in Appropriation - Mid Year**

	Adopted	Revised	Balance
Code Compliance - 330			
(51011) Salaries - Permanent	8,000	11,950	3,950
(51031) Automobile Allowance	150	88	(62)
(55011) Retirement - PERS	637	474	(163)
(55012) Retirement - Soc Sec	496	741	245
(55013) Medicare	116	173	57
(55021) Health Insurance Medical	115	399	284
(55024) Health Ins Dental & Vision	55	32	(23)
(55025) Cafeteria Plan Mgmt	835	487	(348)
(55031) Long Term Disability Insurance	-	12	12
(55033) Workers Compensation	49	36	(13)
(62099) Miscellaneous Consultants	30,000	30,000	-
TOTAL CODE COMPLIANCE	40,453	44,392	3,939
Community Hall - 410			
(51011) Salaries - Permanent	34,569	34,569	-
(55011) Retirement - PERS	6,547	6,547	-
(55012) Retirement - Soc Sec	2,143	2,143	-
(55013) Medicare	501	501	-
(55021) Health Insurance Medical	294	1,335	1,041
(55022) Health Opt Out	1,080	1,080	-
(55024) Health Ins Dental & Vision	628	628	-
(55025) Cafeteria Plan Mgmt	2,170	2,170	-
(55031) Long Term Disability Insurance	99	99	-
(55033) Workers Compensation	1,314	1,314	-
(61051) Community Hall Maintenance	25,000	25,000	-
(62305) Software & Licensing	4,500	4,500	-
(62332) Merchant Svcs Credit Card	2,000	2,000	-
(63013) Instructors & Class Refunds	88,000	88,000	-
(63104) Insurance	1,030	1,030	-
TOTAL COMMUNITY HALL	169,875	170,916	1,041
Parks & Fields Maintenance - 420			
(51011) Salaries - Permanent	18,300	18,300	-
(55011) Retirement - PERS	3,466	3,466	-
(55012) Retirement - Soc Sec	1,135	1,135	-
(55013) Medicare	265	265	-
(55021) Health Insurance Medical	-	-	-
(55022) Health Opt Out	1,080	1,080	-
(55024) Health Ins Dental & Vision	311	311	-
(55025) Cafeteria Plan Mgmt	-	-	-
(55031) Long Term Disability Insurance	56	56	-
(55033) Workers Compensation	1,215	1,215	-
(61055) Parks & Fields Maintenance	90,000	90,000	-

**Town of Portola Valley
General Fund Expenses
FY 2025-26 Changes in Appropriation - Mid Year**

	Adopted	Revised	Balance
(61056) Portable Lavatories	7,000	7,000	-
(62305) Software & Licensing	-	700	700
TOTAL PARKS & FIELDS MAINTENANCE	122,828	123,528	700
Roads, Facilities Operations, & Development Services - 510			
(51011) Salaries - Permanent	395,401	395,401	-
(51031) Automobile Allowance	3,000	3,000	-
(55011) Retirement - PERS	52,929	52,929	-
(55012) Retirement - Soc Sec	23,033	23,033	-
(55013) Medicare	5,733	5,733	-
(55021) Health Insurance Medical	2,297	815	(1,482)
(55022) Health Opt Out	14,640	14,640	-
(55024) Health Ins Dental & Vision	5,728	5,728	-
(55025) Cafeteria Plan Mgmt	16,693	16,693	-
(55031) Long Term Disability	1,405	1,405	-
(55033) Workers Compensation	26,255	26,255	-
(55051) Deferred Compensation	-	-	-
(61018) Repairs/Vandalism	5,000	5,000	-
(61021) NPDES Stormwater Program	7,500	7,500	-
(61052) Mechanical Sys Maint & Repair	10,000	10,000	-
(61054) Janitorial Services	26,000	26,000	-
(61081) Vehicle Maintenance	20,000	20,000	-
(62011) Building Maint Equip & Supp	20,000	20,000	-
(62012) Landscape Supplies & Services	15,000	15,000	-
(62014) Tools & Equipment	10,000	10,000	-
(62037) Engineer Services	135,000	135,000	-
(62044) GIS Mapping	4,100	4,100	-
(62099) Miscellaneous Consultants	15,000	15,000	-
(62305) Software & Licensing	36,400	50,400	14,000
(65014) Dues	5,000	5,000	-
TOTAL ROADS, FACILITIES & DEVELOPMENT	856,114	868,632	12,518
Non-Departmental - 610			
(55011) Retirement - PERS	167,759	167,759	-
(55014) Retirement - PERS Interest/Fee	-	-	-
(55021) Health Insurance Medical	11,500	11,500	-
(55025) Cafeteria Plan Mgmt	-	-	-
(55052) Wellness Program	12,000	12,000	-
(62021) Telephones	30,600	30,600	-
(62022) Utilities	125,000	125,000	-
(62046) IT & Website Consultants	67,000	67,000	-
(62099) Miscellaneous Consultants	30,000	30,000	-
(62201) HEART JPA	3,000	3,000	-
(62202) Animal Control	23,000	23,000	-

**Town of Portola Valley
General Fund Expenses
FY 2025-26 Changes in Appropriation - Mid Year**

	Adopted	Revised	Balance
(62206) Emergency Services Contract	18,300	20,813	2,513
(62301) Office Supplies	15,000	15,000	-
(62304) Town Publications	3,000	3,000	-
(62305) Software & Licensing	71,800	71,800	-
(62306) Office Equipment	8,000	8,000	-
(62307) Equipment Services Contracts	5,000	5,000	-
(62308) Postage	5,000	5,000	-
(62309) Advertising	15,000	15,000	-
(62327) Community Services	16,960	16,960	-
(62331) Bank Fees	10,000	18,000	8,000
(62399) Miscellaneous	7,500	7,500	-
(63101) Property Insurance	60,000	64,945	4,945
(63102) Liability Insurance/Bonds	165,000	171,115	6,115
(63105) Insurance - SIR	-	50,000	50,000
(65014) Dues	30,000	30,000	-
(65015) Mileage Reimbursement	1,000	1,000	-
(75111) Transfer Out - Operating	140,000	70,000	(70,000)
(75112) Transfer Out - Capital	-	-	-
TOTAL NON-DEPARTMENTAL	1,041,419	1,042,992	1,573
TOTAL EXPENSES	8,167,859	8,215,795	47,936

RESOLUTION NO. 2989-2026
RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY AMENDING THE OPERATING
AND CAPITAL BUDGET FOR FISCAL YEAR 2025-26

WHEREAS, the Town Manager has reviewed and analyzed the Town of Portola Valley's finances and has projected revenues and expenditures for Fiscal Year 2025-26; and

WHEREAS, the Finance Director presented the proposed budget to the Town's Finance Committee on June 16, 2025, and to the Town Council on June 11, 2025, for review and consideration; and

WHEREAS, the Town Council adopted the proposed operating and capital budget on June 25, 2025.,

WHEREAS, the Finance Director presented the Mid-Year Budget update to the Town Council and proposed additional appropriations on February 11, 2026

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **RESOLVE** the following:

1. To amend the Town's Fiscal Year 2025-26 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$12,347,416**
 - b. Projected expenditures & transfers: **\$11,451,758**
2. The amended budget shall be effective March 1, 2026.
3. The amount of the 2025-2026 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2025-2026 Fiscal Year.

PASSED AND ADOPTED this 11th day of February, 2026.

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____

Craig Taylor, Mayor

ATTEST:

Veronica Dao, Town Clerk



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Councilmember Rebecca Flynn
DATE: February 11, 2026
RE: **02/02/2026 SMC Library JPA Governing Board Meeting Liaison Memo**

BACKGROUND

Notes

Financial Audit Report for FY 2024-25 approved

FY 2025-26 Mid-Year Report accepted.

Strong financial condition. Library expects 106% of revenue due to increase of secured property taxes. Savings in expenses due to vacancies.

Trends:

Secured property taxes expected to increase 4% in 26-27

Revenues – measure K \$1.2 million are now under review by SMC Board.

Expenditures – 165 permanent positions. SEIU through Oct 2027 with COL with 4-5%, final 1% dependent on VLF repayment.

Reserves used for one time projects. New proposals will be in alignment with fiscal plan.

Budget 50% of ERAF for operations and 50% for reserves. Already received both payments (~\$8 million) from State.

Director's report

Author talks, cultural heritage

Emphasizing literacy, tutoring, senior programs

New projects

- Atherton library children's garden – opening this spring
- North Fair Oaks library – adding a bathroom
- San Carlos Makers Space progressing – selecting a contractor
- Foster City Makers space – finishing final designs

Recent article about book clubs: Silicon Valley is home to a plethora of book clubs for all kinds of readers, Mountain View Voice, January 15, 2026

<https://www.mv-voice.com/profile/2026/01/15/read-all-about-it-silicon-valley-is-home-to-a-plethora-of-book-clubs-for-all-kinds-of-readers> ora-of-book-clubs-for-all-kinds-of-readers%20

Maker Spaces approximate costs:

\$400K Millbrae

\$730K San Carlos

Maker Mobile truck travels around the county for libraries that don't have dedicated maker spaces.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Councilmember Rebecca Flynn
DATE: February 11, 2026
RE: **02/03/2026 Conservation Committee Meeting Liaison Memo**

BACKGROUND

Action Items

1. Coordinate with Town for the Newsletter and website for submission dates for articles.
2. Explore use of Constant Contact or other software so committees can track open rates from residents to their emails.
3. Conservation committee wishes to have a study session with the ASCC to discuss their recommended changes to the Town's fencing regulations to require wildlife-friendly fencing to create more wildlife corridors and preserve habitat.

Notes

1. Date for Conservation Committee presentation to Town Council is March 11.
2. Town signed contract with GoNative for maintenance of Spring Down.
3. Evaluate matrix on traps for gophers: will be addressed by the subcommittee.
4. Discussed need to match the Tip of the Month and what's Blooming Now with the Town Newsletter publishing dates.
5. Subcommittee worked on the Town's existing Fencing regulations to make them wildlife friendly for all new fencing permits, large remodels, and new developments. The intent is to make the required side, front, and rear yards (setbacks) wildlife friendly which the committee is defining as 4' high within the required yard space and along the property line with 16" open above ground to allow small creatures to access the side, front, and rear yards to allow wildlife movement and better access to habitat. This would be a change from 6' fencing currently allowed in the side and rear yards that are not located along road rights of way. Committee approved sending the edited version to the ASCC for a study session.
6. Broom Pull – may not be enough sites in Town. Will cancel event in 2 weeks if not enough Broom found.
7. Tip of the Month – either soil movement into creeks or pruning trees and bird nesting dates.
8. What's blooming – Manzanita
9. Trails liaison – discussed the mowing schedule to accommodate protection of wildflowers.
10. Viewing of Ladera church property – no significant trees would have to be removed.
11. Email from Councilmember Mary Hufty about April California Native Plant Month. Committee wants to explore ideas to promote native plants - Subcommittee created to explore ideas. Cnps.org is planning events and information.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Vice Mayor Mary Hufty
DATE: February 11, 2026
RE: **02/04/26 SFO Community Roundtable Liaison Memo**

BACKGROUND

OVERVIEW: No Quorum

Public comment- Millbrae is an environmentally compacted community. 9 years of round table input has produced any mitigation of their burden. Loss of businesses, pollution noise and atmospheric.

SFO Airport director Michael Nakorkhet reported– travel is now at pre-covid levels with 54.5 million passengers in 2025. There will be 28 additional flights for Super Bowl and they are also preparing for FEFA. Waymo is beginning airport service very slowly.

Major runway repaving which is thicker than a regular road happens every 12-15 year. They are planning the rehab of the 2 shorter (departing aircrafts) runways 1 left and 1 right, and they will be out of service for the 6 months from Mid-March to Fleet week first week in October work schedules are day and night Monday-Saturday with 2 accesses open for construction including one off Millbrae Hwy.

30% of flights go to Southern California, Night Hush will be pursued although increased flight delays will increase the late-night traffic.

They anticipate the air traffic will be increased, due to angling back over PV and Woodside from Pacifica, although they will be higher over South San Mateo County, from March 30 until after Fleet week when all runways will be finished.

Noise impact boundary DNL 65 dB at day night average. State and federal standards are very similar with zero noise variance- the area of unmitigated incompatible use. Federal standards are used because that is the source of funding for on-going airport improvements although San Francisco is part of this Roundtable and provides a significant financial support.

The Technical Working Group reported progress on the Fly Quiet Program.

FAA has furloughed 10,000 employees and did not respond to Roundtable request for report.

The local noise hot line was discontinued but can be reported through [AMCIR](#) more centrally through the FAA. These ideally are decibel reports.

One Shoreline Question – Are we planning for sea level rise?... no plan to extend runways. Sea walls will be built around the runways.

Cons of participation- \$1500 per year fee to participate, flat charge same cost as Daly City, San Bruno, or Millbrae. Not an existential issue for Portola Valley. Volunteer time spent in commuting to a minimum

of 6 meetings per year. Lack of time or motivation of Council? Are we well positioned to contribute significantly to our region's wellbeing through this organization?

Pros of participation- Would require county approval to leave the Roundtable, oldest County Roundtable in the Country, one of many ways to meet other local electeds. At these meetings we may learn about air traffic control. We may be more informed for resident concerns about possible noise changes.

In Summary- We are unlikely to be able to make an impact or contribute to the well-being of the local or greater community here.