



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, March 25, 2026
7:00 PM

MAYOR: Craig Taylor

VICE MAYOR: Mary Hufty

COUNCILMEMBERS: Rebecca Flynn, Judith Hasko, Helen Wolter

A G E N D A

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

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your 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. Annual Committee Presentation
 - Wildfire Preparedness Committee

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 March 11, 2026
- b. Approve Special Meeting Minutes of March 16, 2026
- c. Approve Warrant List for March 25, 2026
- d. Adopt a Resolution Authorizing the Designation of Applicant's Agent Resolution for Non-State Agencies (California Office of Emergency Services Form 130)
- e. Accept Refinement of Town Council Priority Categories for Fiscal Year 2026-27

7. REGULAR AGENDA

- a. Receive the Annual Report on the Farmers' Market from Good Roots and Provide Direction to Staff on a Potential License Agreement Amendment
- b. Receive Information and Provide Direction to Staff Regarding Fiscal Year 2026-27 Town Budget Overview and Potential Locally Controlled Funding Options

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.

9. ADJOURNMENT

The next Regular Town Council meeting will be held on April 8, 2026.

Land Acknowledgement:

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



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Veronica Dao, Town Clerk

DATE: March 25, 2026

RE: **Annual Committee Presentation**

- **Wildfire Preparedness Committee**

BACKGROUND

Wildfire Preparedness Committee has provided a copy of their insurance tracking report for context to their committee presentation.

ATTACHMENTS

1. [Insurance Tracking Report](#)

Wildfire Preparedness Committee
Portola Valley, California 94028

To: Portola Valley Town Council

From: MJ Lee

Re: Final Report on the Portola Valley Insurance Tracking Form

Date: 3/18/26

Please accept this final report on the 2025 Insurance tracking form survey conducted in 2025 by past Chair Jennifer Hammer of the Wildfire Preparedness Committee.

Regards,
MJ Lee, Chair
Portola Valley Wildfire Preparedness Committee

Final Report on the Portola Valley Insurance Tracking Form

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Executive summary

The Portola Valley insurance tracking form was created by the Portola Valley Wildfire Preparedness Committee [WPC] with the goal of understanding and gathering information on housing challenges in town, focusing in particular on how additional housing units to be built in the course of implementing our Housing Element [HE] will impact existing insurance programs residents use, and the availability and costs of insuring new housing units. Based on these responses, there is no correlation between high density housing such as guest houses, ADUs, or multi-family dwelling and home and fire insurance cancellations or premium increases.

The form tracks four types of changes in home insurance within Portola Valley in the last 4 years: 1) Home insurance cancellation 2) Home insurance premium changes 3) Lack of home fire insurance 4) Residents who have had no change in home insurance.

The tracking form was active for one year. Residents could report changes that had occurred from 2020 to 2025. By September 2025, 117 responses were received.

While this level of response is not statistically significant, it may represent the experience of Portola Valley residents regarding home and fire insurance.

There were 54 insurance cancellations reported between 2022 and 2025. 64% of these cancellations were attributed to a high wildfire risk or home design that suggested high wildfire risk. The responses suggest that residents are finding it difficult to find new home and fire insurance policies and many are resorting to the California Fair Plan. Replacement policies bring premiums increases from 10% to 300%.

Based on these responses, no correlation was found between high density housing such as guest houses, ADUs, or multi-family dwelling and home and fire insurance cancellations or premium increases.

Background

The Portola Valley insurance tracking form was created and managed by Jennifer Hammer, Chair of the Portola Valley Wildfire Preparedness Committee [WPC], with the goal of understanding and gathering information on housing challenges in town, focusing in particular on how additional housing units to be built in the course of implementing our HE will impact existing insurance programs residents use, and the availability and costs of insuring new housing units. The questions asked were created by the WPC Insurance and Finance subcommittee with input from the greater committee and the public. No personal information was gathered by the tracking form. No names, street addresses, or contact information was captured. The tracking form used Google forms to create the form to save on costs.

The tracking form was approved by the Town Manager in May 2024. The tracking form was active for one year. Residents could report changes that had occurred from 2020 to 2025. By September 2025, 117 responses were received.¹ Due to the rescinding of the WPC's 2024 and 2025 budget, the original plan to send post cards to residents to solicit input was canceled. This resulted in a substantially lower participation rate than the target 20% goal. Once the initial responses were received and the first report was made public, concerns

¹ Figure 1 How many times have you filled out this form?

were expressed by WPC committee members about releasing data that included street names and specific comments residents made while filling out the form. WPC Chair Jennifer Hammer consulted with the town staff, and it was decided that a subset of the data would be released, redacting any reference to street names or locations of insurance cancellations and resident's comments. Only Chair Hammer had access to the data set.

The following summarizes the responses residents gave when filling out the Portola Valley insurance tracking form. The form tracks four types of changes in home insurance within Portola Valley in the last 4 years: 1) Home insurance cancellation 2) Home insurance premium changes 3) Lack of home fire insurance 4) Residents who have had no change in home insurance.

A PV resident may take this survey multiple times during any given year. For example, if they had a home insurance premium increase, they would fill out this form. If they decided to change insurance companies later that month, they could fill out the form again. If their policy was not renewed or cancelled later that year, they could fill out the form a third time.

Findings

Survey participation

117 responses from 103 Portola Valley households submitted insurance changes, which represents about 6% of Portola Valley.^{2 3} Residents on 55 different streets experienced insurance change.⁴

- 44% or 53 respondents reported non-renewals or cancellations
- 31% or 37 respondents reported they had home and fire insurance
- 13% or 16 respondents reported premium increases
- 4.3% or 4 respondents reported they had no home or fire insurance
- 2.6% or 3 respondents reported they had home insurance but no fire insurance
- 3.4% or 4 respondents reported they had new home insurance

Insurance cancellations

There were 54 insurance cancellations reported between 2022 and 2025. Residents reported that 17 different insurance companies canceled their policies over the past 3 years.⁵

Reason for cancellation

53% of insurance cited the wildfire risk score or the high risk of wildfire as the reason for the cancellation. 11% of insurance companies specified some aspect of the individual home that increased wildfire risk including wood siding, the slope of the home, or the inability of fire trucks to reach the home in case of fire. 36% of respondents gave no reason for the insurance cancellation.⁶ Over 96% of cancellations occurred without any site inspection.⁷

² Assuming 1730 households in PV. <https://censusreporter.org/profiles/16000US0658380-portola-valley-ca/>

³ Figure 2 General data: What type of insurance change are you reporting?

⁴ Figure 3 General Data: Number of insurance changes by street

⁵ Figure 8 Cancellations: Which company canceled your policy?

⁶ Figure 7 Cancellation: Reason for

⁷ Figure 15 Cancellation: Site inspection performed

Dates of cancellation

The dates of cancellation were scattered over 4 years. Given the small sample size, the data is not statistically significant.^{8 9} Respondents reported home insurance cancellations after being with an insurance company for over 41 years. It made no difference how long you had a policy with a particular insurance company.¹⁰

Mitigation work

Of the 54 respondents who reported cancellation, only 5 respondents were informed by the insurance company that they could avoid cancellation or non-renewal if they performed some type of mitigation.¹¹ 4 out of 5 respondents performed the suggested mitigation.

- Respondent 1 removed trees and shrubs from around the house as suggested. Their insurance policy was still canceled.
- Respondent 2 obtained a “Wildfire Prepared Certificate.” Their insurance policy was still canceled.
- Respondents 3 and 4 repaired the wood shingles on their homes and avoided cancellation.

Comment by Chair MJ Lee: I and a neighbor were non-renewed in 2024, and we both retained our insurance by obtaining the IBHS Wildfire Prepared Home certificate that year.

New policies

Only 50% of the respondents who reported insurance non-renewals or cancellations had obtained insurance at the time they filled out the tracking form.¹² Over 30% of new policies were issued by the California Fair Plan. There were no new policies issued by State Farm after April 2022.¹³

Most respondents who obtained a new policy did not indicate whether their policy coverage had changed or did not know if their coverage had changed. 27% indicated that their coverage had changed, most indicating that they either reduced their coverage or could not obtain the same coverage. 11% indicated that their coverage remained the same. 83% of respondents reported their premium increased while 17% stated the premium stayed the same.

Only one respondent indicated their policy premium stayed the same after obtaining a new policy and 2 respondents indicated that their policy premium decreased, possibly because their coverage had decreased. 33% of respondents indicated that their policy premium increased after obtaining a new policy. 48% of respondent’s new policy premiums increased by 10 to 20%. 10% of respondent’s new policy premiums increased by 50 to 75%. 11% of respondent’s new policy premiums increased by 200%. 26% of respondent’s new policy premiums increased between 300 to 370%. One respondent reported a policy premium increase of 700%.¹⁴

Insurance premium change

⁸ Figure 4 Cancellations: Number per month chart **Error! Reference source not found.**

⁹ Figure 5 Cancellations: Number per month data

¹⁰ Figure 6 Cancellation: How long did you have you house insurance?

¹¹ Figure 12 Cancellation: Did homeowner receive option to mitigate to avoid cancellation?

¹² Figure 9 Cancellations: Have you found a new policy?

¹³ Figure 10 Cancellations: Companies issuing new policies

¹⁴ Figure 16 Cancellations: Premium increase **Figure 11 Insurance premium changes**

15 respondents reported a change in their existing insurance policy premium. This means that their premium either increased or decreased. The respondents who reported these changes lived on a variety of streets and there was no significant pattern of policy change by street. All but one respondent reported a premium increase of anywhere from 10% to 67%. There were no site inspections performed on any of these properties before the premium increase. The insurance companies who raised the premiums included 6 policies by State Farm, 1 policy by Farmers, 1 policy by Chubb, and policies from a variety of other insurance companies.

New home insurance policy

4 respondents reported a new policy

- 2 respondents bought a new home, one in 2023 and 1 in 2024, and obtained a policy with the California Fair plan
- 1 respondent obtained a policy with State Farm in 2023 after their home insurance policy was cancelled.
- 1 respondent obtained a policy with Aon in 2025 after their home insurance policy was cancelled. They reported that their premium tripled.

Respondents that have an existing home and fire insurance policy

37 respondents, from 24 different streets, reported between 7/24/2024 and 7/25/2025 that they had home and fire insurance. 60% had insurance with State Farm, 16% with USAA, 6% with Amica, and 6% with Farmers.

Respondents that have home insurance with no fire insurance

3 respondents reported they had home insurance but no fire insurance. However, their answers were confusing as to why they had no fire insurance. One respondent had AAA home insurance and 1 had the California Fair plan. The third respondent did not give their current insurer.

Respondents that have no home insurance or fire insurance

5 respondents reported that they had neither home insurance nor fire insurance. Only one gave an explanation. They said that when they bought their home in 2023, there were no insurance providers that included fire insurance. They felt that the coverage offered by the California Fair plan was not worth the price.

ADU questions and responses

The respondents who experienced insurance change were asked, “Do you or your adjacent neighbor have an ADU, a guest house, or a duplex, or do you live near some type of high-density housing unit?” This question attempts to determine if having one of these structures on your property, or nearby, might affect your insurance premium or insurance stability. The respondents answered as follows:

Respondents who had their insurance cancelled:¹⁵

- 28% of respondents who reported insurance cancellation replied yes, they did have or lived by an ADU, a guest house, or a duplex, or lived near some type of high-density housing unit.
- 7% did not know the answer to the question

¹⁵ Figure 18 Cancellations: data on high density housing

- 64% of respondents replied no to this question.

Respondents who reported that their insurance premium changed¹⁶

- 62.50% of respondents who had a premium change answered no to this question.
- 31.3% answered yes, they did have or lived by an ADU, a guest house, or a duplex, or lived near some type of high-density housing unit.

Respondents who reported that they had existing insurance¹⁷

- 64.9% responded no to the question.
- 29.7% reported that yes, they did have or lived by an ADU, a guest house, or a duplex, or lived near some type of high-density housing unit.

Based on these responses, no correlation was found between high density housing such as guest houses, ADUs, or multi-family dwelling and home and fire insurance cancellations or premium increases.

¹⁶ Figure 19 Premium changes: High density housing impact on home insurance

¹⁷ Figure 20 Existing policies: High density housing impacts on home insurance

General data and charts

How many times have you or anyone from your household filled out this form? [This information will help us track how many households have participated.]

117 responses

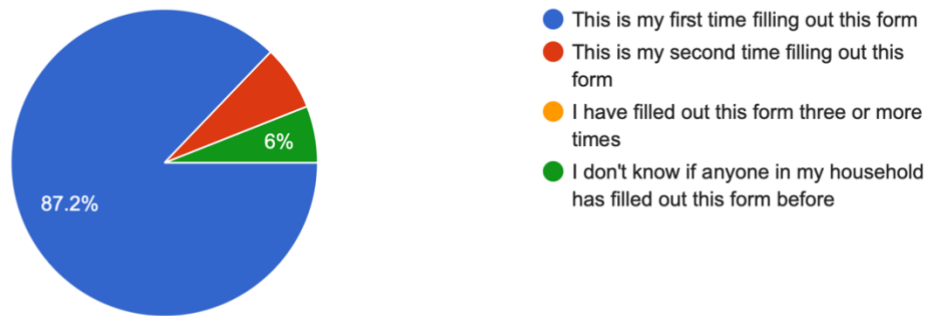


Figure 1 How many times have you filled out this form?

Which type of home insurance change or status are you reporting? [This form DOES NOT cover earthquake insurance.]

117 responses

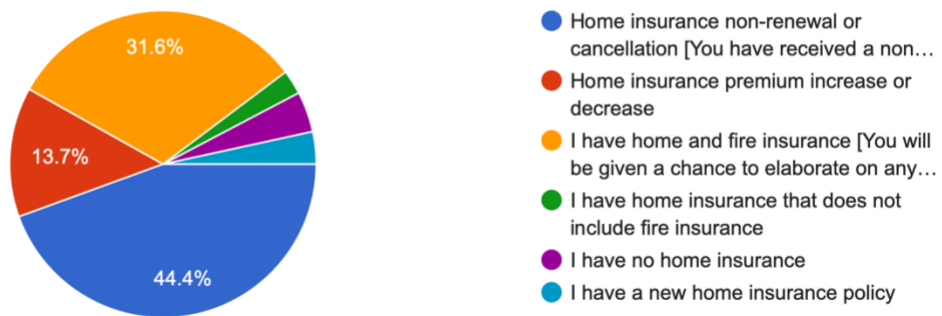


Figure 2 General data: What type of insurance change are you reporting?

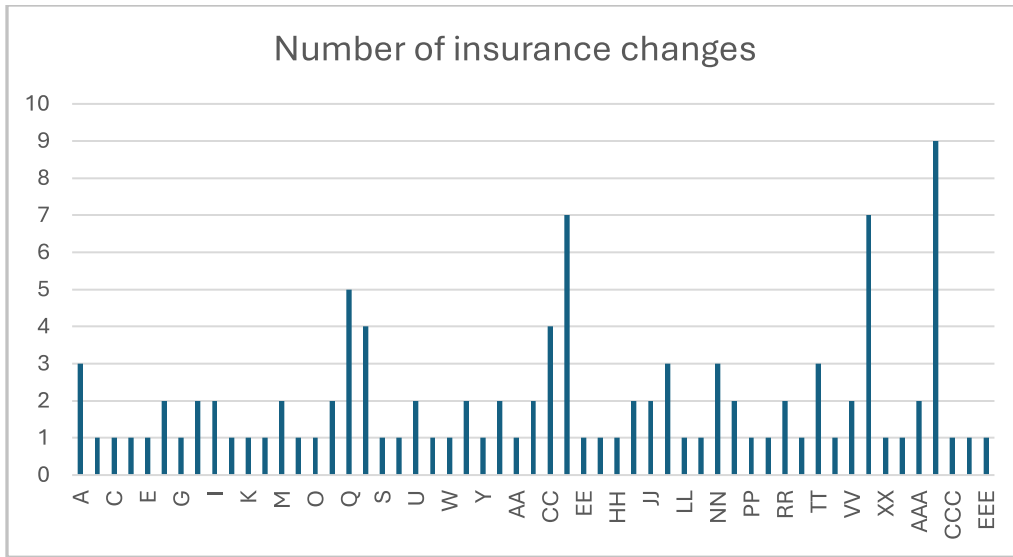


Figure 3 General Data: Number of insurance changes by street

The actual names of the streets have been redacted per the Town Manager’s instructions.

Insurance cancellation data and charts

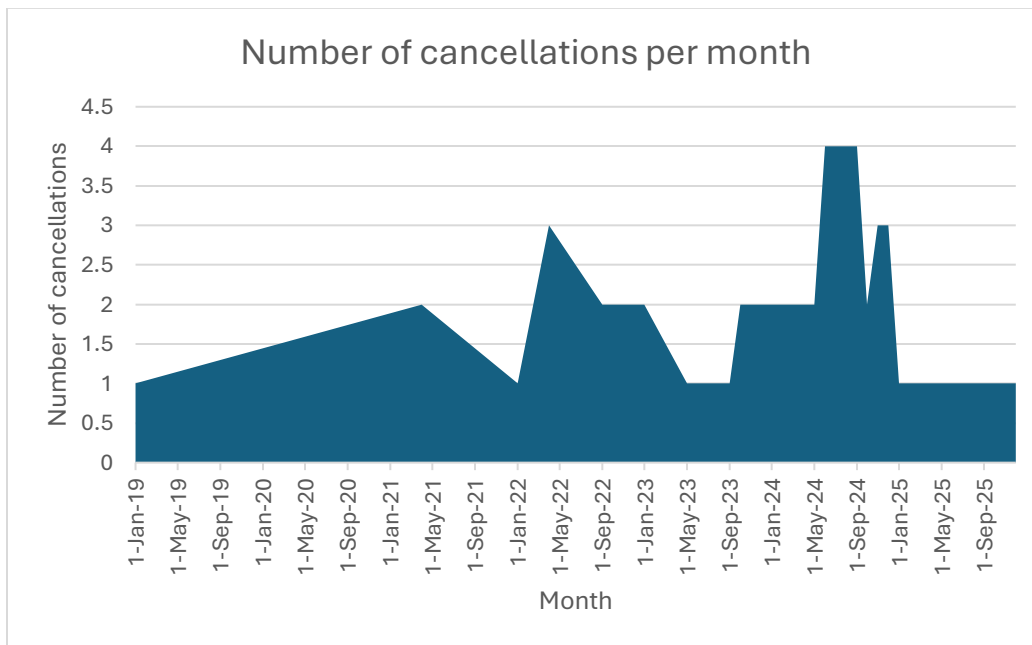


Figure 4 Cancellations: Number per month chart

Date that insurance cancelation took effect						
2019	2020	2021	2022	2023	2024	2024
1-Jan-2019		12-Apr-2021	1-Jan-2022	1-Jan-2023	4-Feb-2024	15-Jan-2025
		30-Apr-2021	1-Apr-2022	4-Jan-2023	12-Feb-2024	10-May-2025
			30-Apr-2022	1-May-2023	1-Apr-2024	23-Jun-2025
			30-Apr-2022	1-Jun-2023	22-Apr-2024	1-Sep-2025
			1-Sep-2022	3-Sep-2023	10-May-2024	27-Oct-2025
			30-Sep-2022	1-Oct-2023	30-May-2024	25-Nov-2025
				31-Oct-2023	1-Jun-2024	31-Dec-2025
					1-Jun-2024	
					1-Jun-2024	
					20-Jun-2024	
					1-Jul-2024	
					29-Jul-2024	
					30-Jul-2024	
					31-Jul-2024	
					10-Aug-2024	
					20-Aug-2024	
					20-Aug-2024	
					20-Aug-2024	
					1-Sep-2024	
					15-Sep-2024	
					15-Sep-2024	
					22-Sep-2024	
					5-Oct-2024	
					29-Oct-2024	
					1-Nov-2024	
					9-Nov-2024	
					30-Nov-2024	
					1-Dec-2024	
					14-Dec-2024	
					29-Dec-2024	

Figure 5 Cancellations: Number per month data

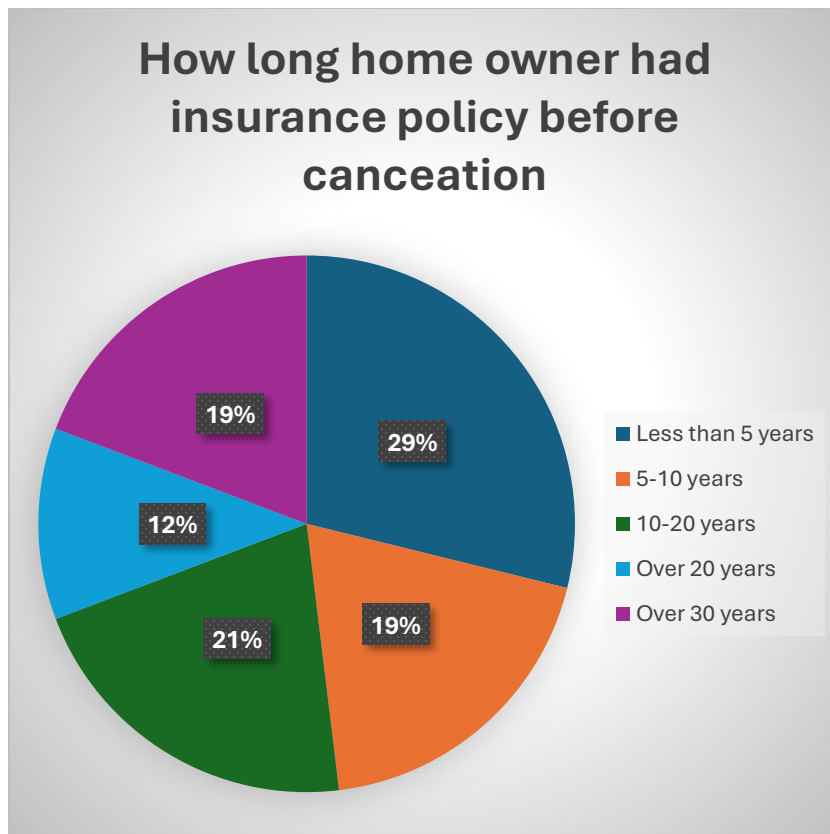


Figure 6 Cancellation: How long did you have your house insurance?

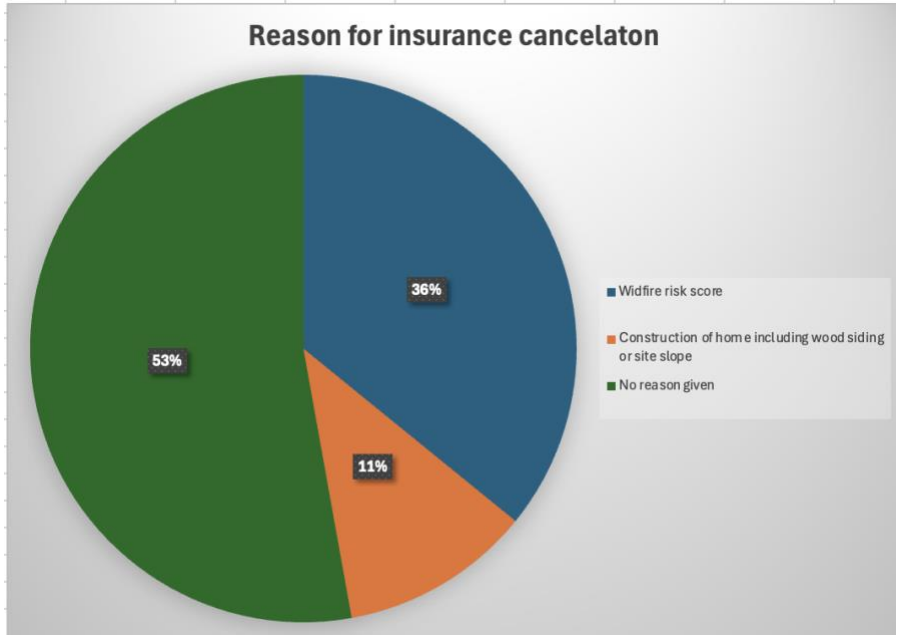


Figure 7 Cancellation: Reason for cancellation

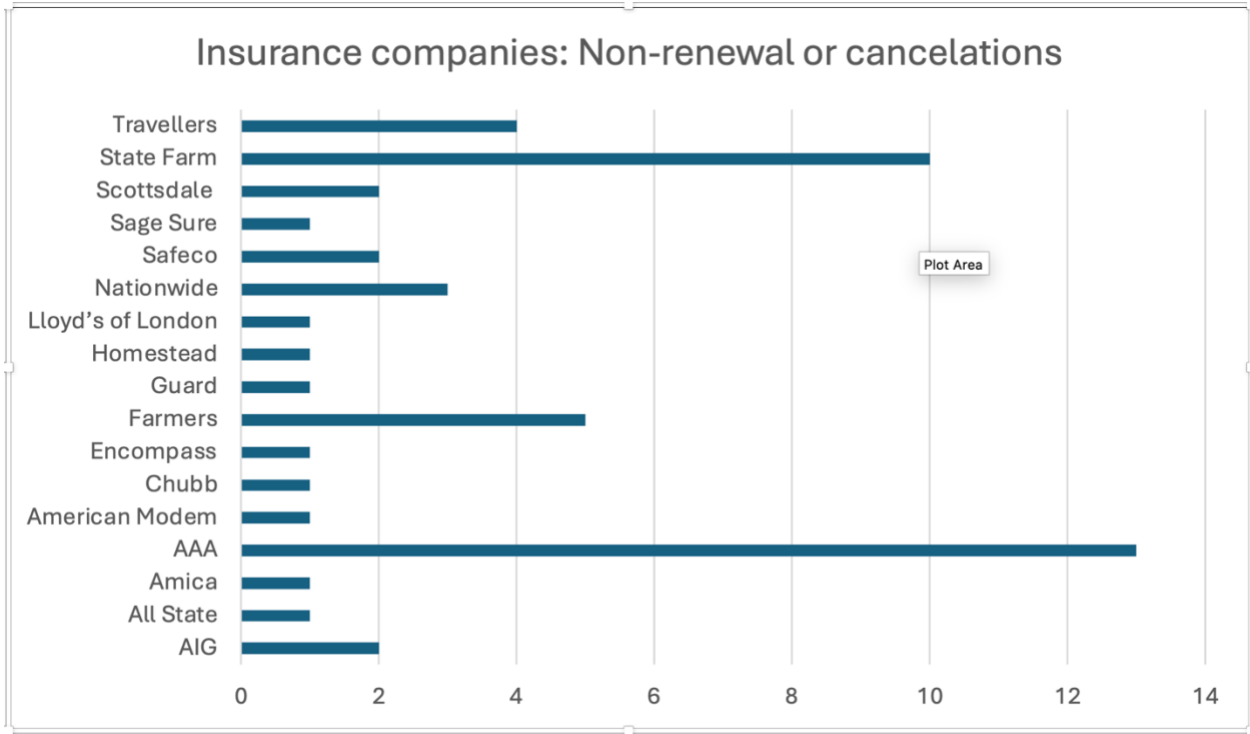


Figure 8 Cancellations: Which company canceled your policy?

Have you found a new home insurance policy?
50 responses

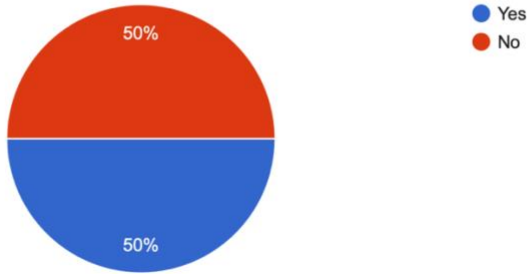


Figure 9 Cancellations: Have you found a new policy?

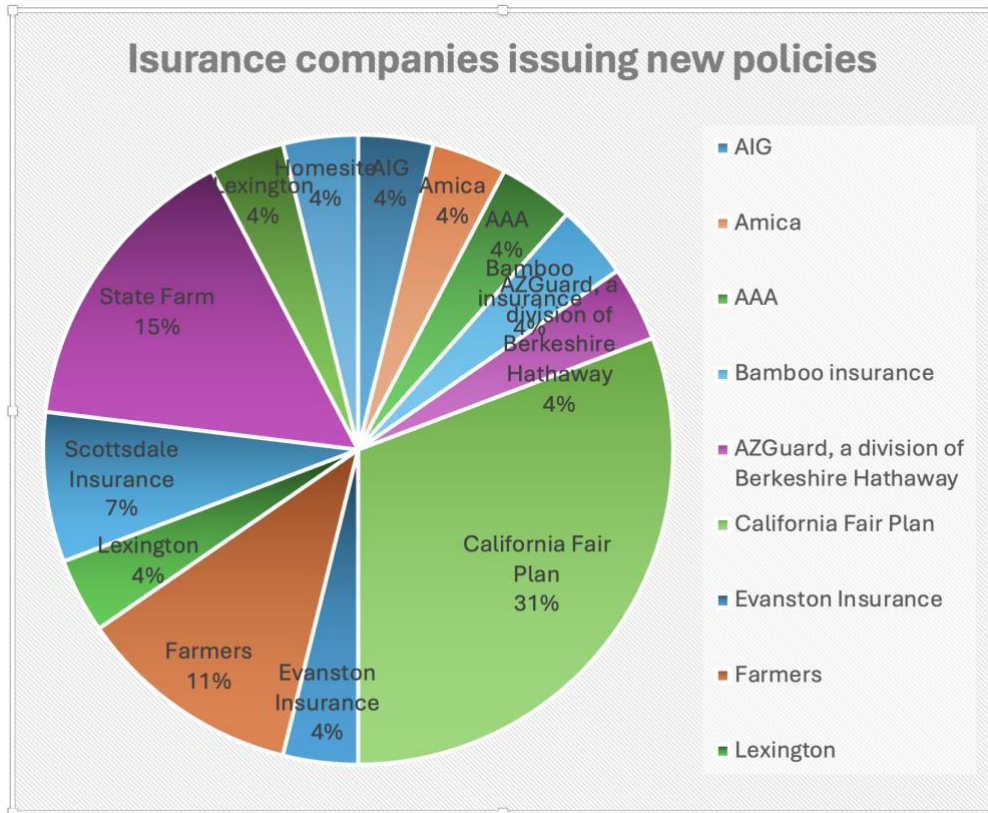


Figure 10 Cancellations: Companies issuing new policies

Did your existing home insurance policy premium increase or decrease

16 responses

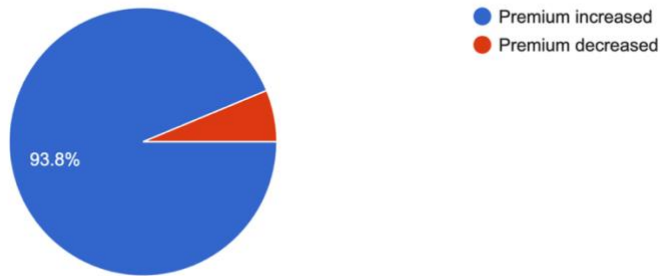


Figure 11 Insurance premium changes

Did the insurance company or agent tell you to make specific improvements in order to avoid non-renewal or cancellation?

52 responses

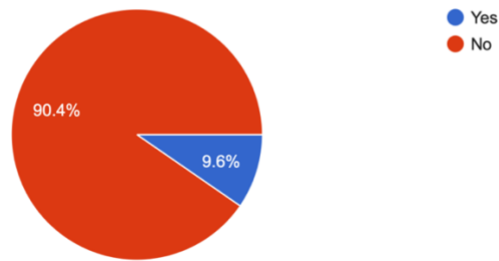


Figure 12 Cancellation: Did homeowner receive option to mitigate to avoid cancellation?

Did you make the improvements the insurance company or agent suggested?

5 responses

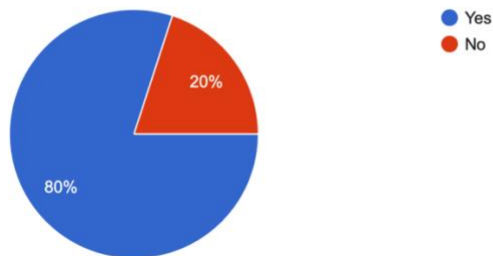


Figure 13 Cancellation: Did homeowner perform recommended mitigation?

Did you avoid non-renewal or cancellation by performing the work you detailed in the previous answer?

4 responses

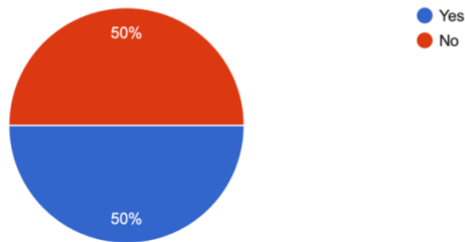


Figure 14 Cancellation: Did performing mitigation work avoid cancellation

Was an on-site inspection performed before the cancellation notice?

52 responses

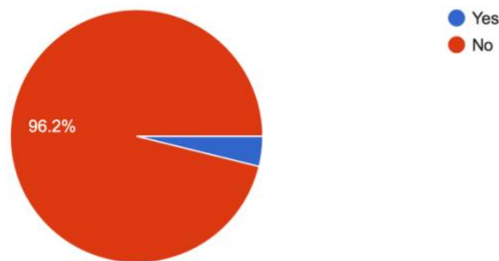


Figure 15 Cancellation: Site inspection performed

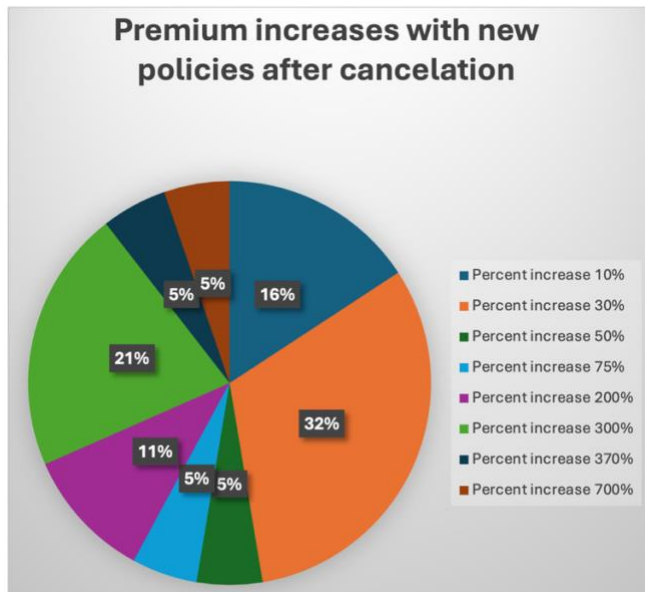


Figure 16 Cancellations: Premium increase

Data on residents with existing home and fire insurance policies

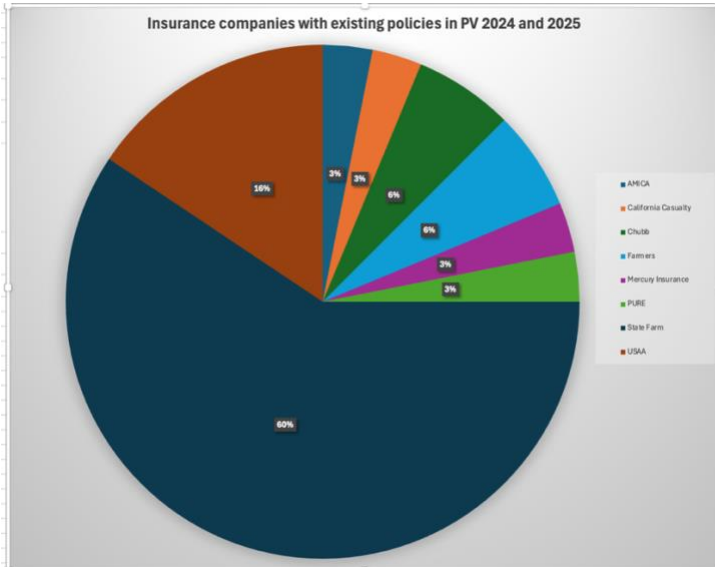


Figure 17 Insurance companies with existing policies in PV in 2024 and 2025

Data on high density housing impact on home insurance

Do you or your adjacent neighbor have an ADU, a guest house, or a duplex, or do you live near some type of high-density housing unit?

52 responses

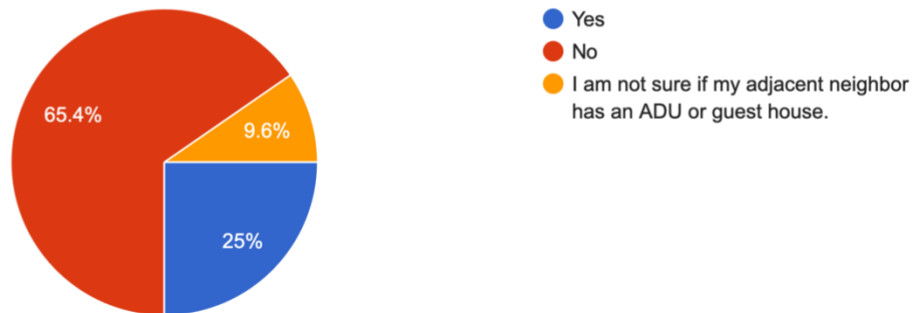


Figure 18 Cancellations: data on high density housing

Do you or your adjacent neighbor have an ADU, a guest house, or a duplex, or do you live near some type of high-density housing unit?

16 responses

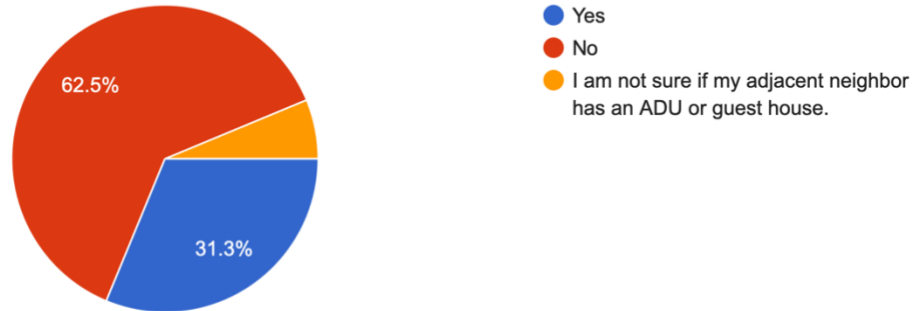


Figure 19 Premium changes: High density housing impact on home insurance

Do you or your adjacent neighbor have an ADU, a guest house, or a duplex, or do you live near some type of high-density housing unit?

37 responses

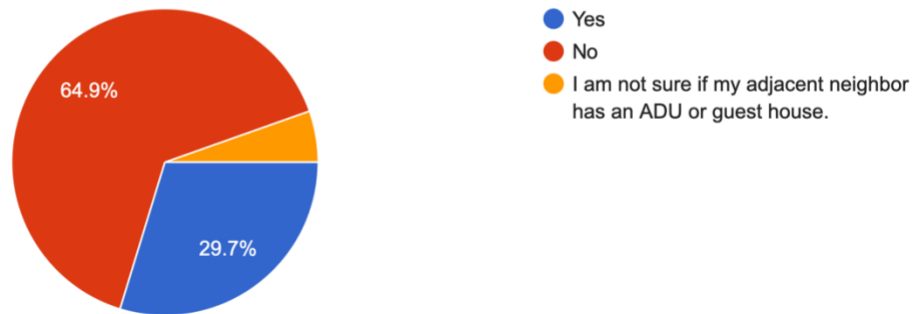


Figure 20 Existing policies: High density housing impacts on home insurance



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: March 25, 2026
RE: **Approve Regular Meeting Minutes of March 11, 2026**

RECOMMENDATION

Staff recommends Town Council review and approve the March 11, 2026 regular meeting minutes.

ATTACHMENTS

1. [03-11-2026 Council Regular Meeting Minutes](#)

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – MARCH 11, 2026

1. CALL TO ORDER / ROLL CALL

Mayor Taylor called the meeting to order at 7:03 p.m. Roll call was taken by the Clerk.

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

Absent: None

Others: Town Manager Darcy Smith, Town Attorney Catherine Engberg, Planning & Building Director Sarah Cawrse, Town Clerk Veronica Dao

2. SB 707 CONSIDERATIONS: None.

3. PRESENTATIONS / PROCLAMATIONS

- a. Annual Committee Presentations
- Conservation
 - Finance

George Savage, Chair, of the Finance Committee, gave a presentation on committee work and priorities.

Marianne Plunder, Chair of the Conservation Committee, gave a presentation on committee work and priorities.

4. TOWN MANAGER REPORT

Town Manager Smith updated the Council on the following:

- Broom Pull on March 15
- Council Annual Strategic Priority meeting on March 16
- Additional telecommunications outages throughout the Town

5. ORAL COMMUNICATIONS

Mayor Taylor invited public comment.

Public Comment

- David Cardinal

- Rita Comes
- Annelise Connell

6. CONSENT AGENDA

Mayor Taylor invited public comment. None were received.

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

- a. Approve Regular Meeting Minutes of February 25, 2026
- b. Accept Warrant List for March 11, 2026

7. REGULAR AGENDA

- a. Receive the Annual Report on the Farmers' Market from Good Roots and Provide Direction to Staff on a Potential License Agreement Amendment

This item was continued to the next meeting, March 25, 2026.

- b. Receive Update and Provide Direction to Staff on the Draft Housing Element Annual Progress Report for 2025 and Consider Authorizing Staff to Submit the Draft Housing Element Annual Progress Report for 2025 to the State Department of Housing and Community Development and Office of Land Use and Climate Innovation

Planning & Building Director Cawrse and Contract Planner Brandon DeLucas presented the item.

Mayor Taylor invited public comment.

Public Comment

- David Cardinal
- Karen Askey

Council asked questions and discussed the item.

The power went out at approximately 8:53 p.m. Council resumed their discussion to finish out the item.

Motion and second (Flynn, Wolter) to forward the Draft Housing Element Progress Report for 2025. The motion carried unanimously by voice vote.

Council recessed to a short break at 9:02 p.m. to resolve outage issues before resuming the meeting.

The Council resumed the meeting at 9:15 p.m. to continue the rest of the agenda.

- c. Receive Information about Current and New State Brown Act and Local Agency Official Training Requirements

Town Clerk Dao presented the item.

Council asked questions.

Mayor Taylor invited public comment.

Public Comment

- Kristi C.

No formal action was taken.

8. 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.

9. ADJOURNMENT

The meeting adjourned at 9:55 p.m.

Craig Taylor, Mayor

Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its March 25, 2026 regular meeting.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: March 25, 2026
RE: **Approve Special Meeting Minutes of March 16, 2026**

RECOMMENDATION

Staff recommends Town Council review and approve the March 16, 2026 special meeting minutes.

ATTACHMENTS

1. [03-16-2026 Council Special Meeting Minutes](#)

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – MARCH 16, 2026

1. CALL TO ORDER / ROLL CALL

Mayor Taylor called the meeting to order at 1:31 p.m. Roll call was taken by the Clerk.

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

Absent: None

Others: Town Manager Darcy Smith, Town Attorney Catherine Engberg, Planning & Building Director Sarah Cawrse, Finance Director Tony McFarlane, Town Clerk Veronica Dao

2. SB 707 CONSIDERATIONS: None.

3. ANNUAL TOWN COUNCIL PRIORITY SETTING STUDY SESSION

a. Current Priorities and Fiscal Year Achievements

b. Department Presentations

Finance Director McFarlane, Planning & Building Director Cawrse, and Town Manager Smith each provided their department workplan for the Finance, Planning and Building, and Administration departments

Council asked questions.

Mayor Taylor invited public comment.

Public Comment

- Betsy Morgenthaler
- Cindy P.
- Kristi C.
- Rita Comes

Council discussed their top priority categories.

The Council recessed for a short break at approximately 3:33 p.m. and reconvened at 3:46 p.m.

c. Future Priorities

Mayor Taylor invited public comment.

Public Comment

- Kristi C.

Council further discussed the priority categories.

Mayor Taylor invited public comment.

Public Comment

- Rita Comes
- Kristi C.
- David Cardinal

d. Next Steps

Council refined the priorities into six top categories. No formal action was taken.

4. ADJOURNMENT

The meeting adjourned at 5:36 p.m.

Craig Taylor, Mayor

Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its March 25, 2026 regular meeting.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: March 25, 2026

RE: **Warrant List for March 25, 2026.**

RECOMMENDATION:

Review and accept the Warrant List for March 25, 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	3/25/2026	5848	5884	37	388,061.57	3/26/2026	3/11/2026	5847

The following table lists payments by fund.

Payments by Fund		
Fund	Date	Amount
101 - General Fund	3/25/2026	331,382.89
206 - Gas Tax Fund	3/25/2026	900.00
212 - Measure M MVF Fund	3/25/2026	1,195.00
222 - Inclusion In-lieu Fund	3/25/2026	4,773.20
401 - Capital Projects Fund	3/25/2026	372.80
701 - Customer Deposits Fund	3/25/2026	49,437.68
Total		\$ 388,061.57

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
3/25/2026	5849	Bank of America	101	Various	Feb CC Transactions	\$ 5,269.42
3/25/2026	5850	California Water Service	101	610	Jan/Feb Water Service	1,924.85
3/25/2026	5851	CalPERS	101	610	Feb Contributions/Mar UAL	43,460.69
3/25/2026	5852	SCA of CA, LLC	101	510	Feb Street Sweeping	2,095.00
3/25/2026	5854	CSG Consultants, Inc	101	310/320	Feb Planning/Building Services	60,425.43
3/25/2026	5856	Good City Company	101	310/320	Feb Planning/Building Services	41,689.75
3/25/2026	5859	Missionsquare Retirement	101	Various	Mar 15 - Deferred Comp	4,158.87
3/25/2026	5864	Navia Benefit Solutions	101	Various	Mar 15 - Employee Deductions	562.50
3/25/2026	5867	PG&E	101	610	Mar Utilities	1,384.69
3/25/2026	5877	Amazon Capital Services	101	610	Mar Office Supplies	647.78
3/25/2026	5880	Elizabeth Martelli	101	610	Reimbursement	92.05
3/25/2026	5881	Matrix Consulting	101	610	Fee Study	8,100.00
3/25/2026	5883	ApplicantPro	101	610	Recruitment - Asst Town Mgr	995.00
Total						\$ 170,806.03

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

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

Warrants Issued Outside of a Scheduled Warrant List						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount

DISCLOSURE

Disclosure						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount

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

ATTACHMENTS

1. 03/25/2026 Warrant List Certification

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 25, 2026

Claims totaling \$388,061.57 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						
5848	41	AT&T	310.25	03/25/26		
5849	44	BANK OF AMERICA	5,269.42	03/25/26		EFTPS
5850	78	CALIFORNIA WATER SERVICE CO	1,924.85	03/25/26		EFTPS
5851	80	CALPERS	43,460.69	03/25/26		EFTPS
5852	121	SCA OF CA, LLC	2,095.00	03/25/26		ACH
5853	124	COMCAST	804.53	03/25/26		
5854	135	CSG CONSULTANTS INC	60,425.43	03/25/26		ACH
5855	142	DAILY JOURNAL CORPORATION	276.17	03/25/26		
5856	195	GOOD CITY COMPANY	41,689.75	03/25/26		ACH
5857	203	GREEN HALO SYSTEMS	114.00	03/25/26		
5858	213	HILLYARD INC	1,659.74	03/25/26		
5859	218	MISSIONSQUARE RETIREMENT	4,158.87	03/25/26		EFTPS
5860	234	J. W. ENTERPRISES	546.88	03/25/26		
5861	265	JUSTIN BIXBY	262.50	03/25/26		
5862	295	LYNX TECHNOLOGIES INC	975.00	03/25/26		
5863	324	MIRANDAS LANDSCAPE	1,566.00	03/25/26		
5864	330	NAVIA BENEFIT SOLUTIONS	562.50	03/25/26		EFTPS
5865	339	OCCUSCREEN LLC	55.00	03/25/26		
5866	343	OPENGOV INC.	95,978.20	03/25/26		
5867	367	PG&E	1,384.69	03/25/26		EFTPS
5868	376	PORTOLA VALLEY HARDWARE	390.27	03/25/26		
5869	403	RON RAMIES AUTOMOTIVE INC.	441.48	03/25/26		
5870	431	SIERRA PACIFIC TURF SUPPLY INC	1,275.95	03/25/26		
5871	437	SMALL BUSINESS BENEFIT PLAN TR	2,210.70	03/25/26		
5872	505	WOODSIDE FIRE PROTECTION DISTR	39,426.32	03/25/26		
5873	518	GOT GOPHERS?	525.00	03/25/26		
5874	1012	NETFILE, INC.	1,200.00	03/25/26		
5875	1016	SHUTE, MIHALY & WEINBERGER LLP	25,484.79	03/25/26		
5876	1118	STERICYCLE, LNC. DBA SHRED-LT	127.57	03/25/26		
5877	1152	AMAZON CAPITAL SERVICES, INC	647.78	03/25/26		EFTPS
5878	1204	SHUMS CODA ASSOCIATES	21,300.00	03/25/26		
5879	1216	WIZIX TECHNOLOGY GROUP, INC.	87.85	03/25/26		
5880	1223	ELIZABETH MARTELLI	92.05	03/25/26		ACH
5881	1224	MATRIX CONSULTING GROUP, LTD	8,100.00	03/25/26		ACH
5882	1242	SAN MATEO COUNTY HEALTH SYSTEM	22,234.00	03/25/26		
5883	1251	APPLICANTPRO HOLDING LLLC	995.00	03/25/26		ACH
5884	1316	COLANTUONO HIGHSMITH & WHATLEY	3.34	03/25/26		
Check totals:			217,255.54			
ACH totals:			113,397.23			
EFTPS totals:			57,408.80			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			388,061.57			

Check totals:	217,255.54
ACH totals:	113,397.23
EFTPS totals:	57,408.80
Wire transfer totals:	
Payment Manager totals:	
GRAND TOTALS	388,061.57

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept	Balance Sheet				
CALPERS	101-21032-000-000000	February Retirement- CLASSIC	10,324.89	5851	03/25/26
CALPERS	101-21032-000-000000	February Retirement- PEPRA	19,155.88	5851	03/25/26
MISSIONSQUARE RETIREMENT	101-21036-000-000000	Deferred Comp - Mar 15, 2026	4,158.87	5859	03/25/26
NAVIA BENEFIT SOLUTIONS	101-21033-000-000000	Navia Benefit 03/15/2026	562.50	5864	03/25/26
	Fund 101 Dept	Total	----- 34,202.14		
Fund 101 Dept 120	Town Manager				
BANK OF AMERICA	101-65012-120-000000	February Credit Card Statement	1,006.69	5849	03/25/26
	101-65014-120-000000		395.00	5849	03/25/26
SMALL BUSINESS BENEFIT PLAN TR	101-55024-120-000000	Dental/Vision	2,210.70	5871	03/25/26
	Fund 101 Dept 120	Total	----- 3,612.39		
Fund 101 Dept 125	Town Attorney				
COLANTUONO HIGHSMITH & WHATLEY	101-62052-125-000000	VLF Litigation Coalition	3.34	5884	03/25/26
SHUTE, MIHALY & WEINBERGER LLP	101-62032-125-000000	Jan Legal Service	19,351.79	5875	03/25/26
	101-62032-125-26ELCT		67.60	5875	03/25/26
	101-62032-125-000000		1,284.40	5875	03/25/26
	Fund 101 Dept 125	Total	----- 20,707.13		
Fund 101 Dept 130	Town Clerk				
NETFILE, INC.	101-62305-130-000000	Annual Subscription for Agency Services 2/15/26-2/14/27	1,200.00	5874	03/25/26
	Fund 101 Dept 130	Total	----- 1,200.00		
Fund 101 Dept 140	Finance				
BANK OF AMERICA	101-65012-140-000000	February Credit Card Statement	225.00	5849	03/25/26
OPENGOV INC.	101-62305-140-000000	OG Core Financials	29,744.00	5866	03/25/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
OPENGOV INC.	101-62099-140-000000	1/15/2026-1/14/2027 OpenGov Billable Support	76.37	5866	03/25/26
Fund 101 Dept 140 Total			----- 30,045.37		
Fund 101 Dept 220		Fire Services			
WOODSIDE FIRE PROTECTION DISTR	101-62047-220-000000	01/01/26-01/31/26 Fire Mitigation Crew Support	16,072.12	5872	03/25/26
WOODSIDE FIRE PROTECTION DISTR	101-62047-220-000000	02/01/26-02/28/26 Fire Mitigation Crew Support	23,354.20	5872	03/25/26
Fund 101 Dept 220 Total			----- 39,426.32		
Fund 101 Dept 310		Planning Division			
CSG CONSULTANTS INC	101-62099-310-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	8,600.00	5854	03/25/26
GOOD CITY COMPANY	101-62039-310-000000	Planning Consultant Services - Feb 2026	6,080.00	5856	03/25/26
LYNX TECHNOLOGIES INC	101-62039-310-000000	GIS Professional Services in Feb 2026	3,377.50	5856	03/25/26
	101-62305-310-000000		975.00	5862	03/25/26
OPENGOV INC.	101-62099-310-OPNGV	OpenGov Deployment, Permitting & License, Document Mgmt	26,924.40	5866	03/25/26
SHUMS CODA ASSOCIATES	101-62305-310-OPNGV	Sr Permit Tech Services provided by SCA for Jan	6,986.94	5866	03/25/26
	101-62099-310-000000		5,325.00	5878	03/25/26
SHUMS CODA ASSOCIATES	101-62099-310-000000	Sr Permit Tech Services provided by SCA for Feb	5,325.00	5878	03/25/26
Fund 101 Dept 310 Total			----- 63,593.84		
Fund 101 Dept 320		Building Division			
CSG CONSULTANTS INC	101-62099-320-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	10,800.00	5854	03/25/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
CSG CONSULTANTS INC	101-62099-320-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	2,210.00	5854	03/25/26
	101-62099-320-000000		8,600.00	5854	03/25/26
	101-62099-320-000000		4,227.50	5854	03/25/26
GOOD CITY COMPANY	101-62042-320-000000	Planning Consultant Services - Feb 2026	3,377.50	5856	03/25/26
GREEN HALO SYSTEMS	101-62305-320-000000	Mar Hosting & Acces	114.00	5857	03/25/26
OPENGOV INC.	101-62099-320-OPNGV	OpenGov Deployment, Permitting & License, Document Mgmt	15,705.90	5866	03/25/26
	101-62305-320-OPNGV		4,075.72	5866	03/25/26
SHUMS CODA ASSOCIATES	101-62099-320-000000	Sr Permit Tech Services provided by SCA for Jan	5,325.00	5878	03/25/26
SHUMS CODA ASSOCIATES	101-62099-320-000000	Sr Permit Tech Services provided by SCA for Feb	5,325.00	5878	03/25/26
	Fund 101 Dept 320 Total		59,760.62		
Fund 101 Dept 330	Code Compliance				
CSG CONSULTANTS INC	101-62099-330-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	2,160.00	5854	03/25/26
OPENGOV INC.	101-62099-330-OPNGV	OpenGov Deployment, Permitting & License, Document Mgmt	2,243.70	5866	03/25/26
	101-62305-330-OPNGV		582.25	5866	03/25/26
	Fund 101 Dept 330 Total		4,985.95		
Fund 101 Dept 410	Community Hall				
BANK OF AMERICA	101-61051-410-000000	February Credit Card Statement	149.88	5849	03/25/26
	Fund 101 Dept 410 Total		149.88		
Fund 101 Dept 420	Field Rentals				
GOT GOPHERS?	101-61055-420-000000	Town Fields Gopher Trapping- Feb 2026	525.00	5873	03/25/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
J. W. ENTERPRISES	101-61056-420-000000	Handicap Unit	315.44	5860	03/25/26
J. W. ENTERPRISES	101-61056-420-000000	Rental & Services			
MIRANDAS LANDSCAPE	101-61055-420-000000	Handicap Unit	231.44	5860	03/25/26
SIERRA PACIFIC TURF SUPPLY INC	101-61055-420-000000	Rental & Services			
		March Landscape Services	1,566.00	5863	03/25/26
		Fields Fertilizer	1,275.95	5870	03/25/26
	Fund 101 Dept 420 Total		----- 3,913.83		
Fund 101 Dept 510	Public Works				
CSG CONSULTANTS INC	101-62037-510-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	2,880.00	5854	03/25/26
HILLYARD INC	101-62011-510-000000	Janitorial Supplies	942.02	5858	03/25/26
HILLYARD INC	101-62011-510-000000	Janitorial Supplies	717.72	5858	03/25/26
JUSTIN BIXBY	101-62014-510-000000	Expense	262.50	5861	03/25/26
OPENGOV INC.	101-62099-510-OPNGV	Reimbursement - Work Boots			
		OpenGov Deployment, Permitting & License, Document Mgmt	4,986.00	5866	03/25/26
PORTOLA VALLEY HARDWARE	101-62305-510-OPNGV		4,652.92	5866	03/25/26
	101-62014-510-000000	February Statement	390.27	5868	03/25/26
RON RAMIES AUTOMOTIVE INC.	101-61081-510-000000	Tools			
		Feb Fuel Statement	441.48	5869	03/25/26
	Fund 101 Dept 510 Total		----- 15,272.91		
Fund 101 Dept 610	Non-Departmental				
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Post-It Sticky Notes, Jumbo	207.09	5877	03/25/26
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Permanent Markers			
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Legal Pads 12 PK	16.40	5877	03/25/26
		Sunee Steno Pads 60 Sheets	10.92	5877	03/25/26
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	XL Blk Aluminum	267.93	5877	03/25/26
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	flip Chart Easel & Presentation Stand			
		25 Ft Tape Measure	145.44	5877	03/25/26
APPLICANTPRO HOLDING LLLC	101-62309-610-000000	2PK			
		Recruitment - Asst Town Manager	995.00	5883	03/25/26
AT&T	101-62021-610-000000	February Statement	62.26	5848	03/25/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
AT&T	101-62021-610-000000	February Statement	185.73	5848	03/25/26
AT&T	101-62021-610-000000	February Statement	62.26	5848	03/25/26
BANK OF AMERICA	101-62305-610-000000	February Credit Card Statement	2,247.23	5849	03/25/26
	101-62301-610-000000		122.55	5849	03/25/26
	101-62399-610-000000		673.07	5849	03/25/26
	101-62309-610-000000		450.00	5849	03/25/26
CALIFORNIA WATER SERVICE CO	101-62022-610-000000	Water Service 2/11/26 - 3/11/26	614.20	5850	03/25/26
	101-62022-610-000000		669.39	5850	03/25/26
	101-62022-610-000000		495.88	5850	03/25/26
	101-62022-610-000000		145.38	5850	03/25/26
CALPERS	101-55011-610-000000	March UAL CLASSIC	13,579.75	5851	03/25/26
CALPERS	101-55011-610-000000	March UAL PEPRA	400.17	5851	03/25/26
COMCAST	101-62021-610-000000	WIFI-3.21.2026-04.2 .2026	255.02	5853	03/25/26
COMCAST	101-62021-610-000000	WIFI-3.16.2026-04.1 .2026	549.51	5853	03/25/26
DAILY JOURNAL CORPORATION	101-62309-610-000000	2nd Reading & Adoption Ordinance Publication	276.17	5855	03/25/26
ELIZABETH MARTELLI	101-62399-610-000000	Mileage	27.79	5880	03/25/26
		Reimbursement-Pickup Farewell Cupcakes			
ELIZABETH MARTELLI	101-62399-610-000000	Reimbursement-Beverages for Town Priority Council Session	64.26	5880	03/25/26
MATRIX CONSULTING GROUP, LTD	101-62099-610-000000	Comprehensive Fee Study & Development Impact Fee Nexus Study	8,100.00	5881	03/25/26
OCCUSCREEN LLC	101-62399-610-000000	Background Check - Senior Planner	55.00	5865	03/25/26
PG&E	101-62022-610-000000	PG&E Mar Usage	1,355.45	5867	03/25/26
	101-62022-610-000000		14.62	5867	03/25/26
	101-62022-610-000000		14.62	5867	03/25/26
SAN MATEO COUNTY HEALTH SYSTEM	101-62202-610-000000	Animal Control Costs FY25-26	22,234.00	5882	03/25/26
STERICYCLE, LNC. DBA SHRED-LT	101-62301-610-000000	Paper Shredding Services	127.57	5876	03/25/26
WIZIX TECHNOLOGY GROUP, INC.	101-62301-610-000000	Printer	87.85	5879	03/25/26
	Fund 101 Dept 610 Total		54,512.51		
	Fund 101 Total		331,382.89		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 206 Dept 510	Public Works				
SCA OF CA, LLC	206-61012-510-000000	February Litter/Street Clean	900.00	5852	03/25/26
	Fund 206 Dept 510 Total		----- 900.00		
	Fund 206 Total		----- 900.00		
Fund 212 Dept 510	Public Works				
SCA OF CA, LLC	212-61017-510-000000	February Litter/Street Clean	1,195.00	5852	03/25/26
	Fund 212 Dept 510 Total		----- 1,195.00		
	Fund 212 Total		----- 1,195.00		
Fund 222 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	222-62032-125	Jan Legal Service	1,448.20	5875	03/25/26
	Fund 222 Dept 125 Total		----- 1,448.20		
Fund 222 Dept 310	Planning Division				
GOOD CITY COMPANY	222-62039-310	Planning Consultant Services - Feb 2026	3,325.00	5856	03/25/26
	Fund 222 Dept 310 Total		----- 3,325.00		
	Fund 222 Total		----- 4,773.20		
Fund 401 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	401-62032-125-VOTRBR	Jan Legal Service	372.80	5875	03/25/26
	Fund 401 Dept 125 Total		----- 372.80		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
	Fund 401 Total		----- 372.80		
Fund 701 Dept 340	Customer Deposits				
CSG CONSULTANTS INC	701-62041-340	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	2,812.50	5854	03/25/26
	701-62041-340		11,220.43	5854	03/25/26
	701-62038-340		5,580.00	5854	03/25/26
	701-62041-340		860.00	5854	03/25/26
	701-62038-340		475.00	5854	03/25/26
GOOD CITY COMPANY	701-62041-340	Planning Consultant Services - Feb 2026	17,469.75	5856	03/25/26
	701-62041-340		8,060.00	5856	03/25/26
SHUTE, MIHALY & WEINBERGER LLP	701-62033-340	Jan Legal Service	2,960.00	5875	03/25/26
	Fund 701 Dept 340 Total		----- 49,437.68		
	Fund 701 Total		----- 49,437.68		
	**** Grand Total		----- 388,061.57		

* * * End of Report * * *

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 03/25/26	41 5848	AT&T February Statement February Statement February Statement	310.25	62.26 185.73 62.26	000024907831 000024907832 000024907833
Vendor: 5849	44	BANK OF AMERICA February Credit Card Statement	5,269.42	5,269.42	1388-FEB26
Vendor: 5850	78	CALIFORNIA WATER SERVICE CO Water Service 2/11/26 - 3/11/26	1,924.85	1,924.85	FEB-2026
Vendor: 5851	80	CALPERS March UAL CLASSIC March UAL PEPRA February Retirement- CLASSIC February Retirement- PEPRA	43,460.69	13,579.75 400.17 10,324.89 19,155.88	100000018225016 100000018225030 100000018177824 100000018177844
Vendor: 5852	121	SCA OF CA, LLC February Litter/Street Clean	2,095.00	2,095.00	CA25006393
Vendor: 5853	124	COMCAST WIFI-3.16.2026-04.15.2026 WIFI-3.21.2026-04.20.2026	804.53	549.51 255.02	7290-MAR26 1945-APR26
Vendor: 5854	135	CSG CONSULTANTS INC Code Enforcement, Inspections, Plan & Bldg, Permit Tech	60,425.43	60,425.43	JAN-2026
Vendor: 5855	142	DAILY JOURNAL CORPORATION 2nd Reading & Adoption Ordinance Publication	276.17	276.17	B3997721
Vendor: 5856	195	GOOD CITY COMPANY Planning Consultant Services - Feb 2026	41,689.75	41,689.75	4654
Vendor: 5857	203	GREEN HALO SYSTEMS Mar Hosting & Access	114.00	114.00	6391
Vendor: 5858	213	HILLYARD INC Janitorial Supplies Janitorial Supplies	1,659.74	942.02 717.72	90007307 90048117
Vendor: 5859	218	MISSIONSQUARE RETIREMENT Deferred Comp - Mar 15, 2026	4,158.87	4,158.87	MAR-202615
Vendor: 234		J. W. ENTERPRISES			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
03/25/26	5860	Handicap Unit Rental & Services Handicap Unit Rental & Services	546.88	315.44 231.44	272535 272536
Vendor:	265	JUSTIN BIXBY			
	5861	Expense Reimbursement - Work Boots	262.50	262.50	FRRS-26-1
Vendor:	295	LYNX TECHNOLOGIES INC			
	5862	GIS Professional Services in Feb 2026	975.00	975.00	10595
Vendor:	324	MIRANDAS LANDSCAPE			
	5863	March Landscape Services	1,566.00	1,566.00	2942
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
	5864	Navia Benefit 03/15/2026	562.50	562.50	03152026
Vendor:	339	OCCUSCREEN LLC			
	5865	Background Check - Senior Planner	55.00	55.00	268912
Vendor:	343	OPENGOV INC.			
	5866	OG Core Financials 1/15/2026-1/14/2027 OpenGov Deployment, Permitting & License, Document Mgmt OpenGov Billable Support	95,978.20	29,744.00 66,157.83 76.37	INV25408 INV25516 INV25543
Vendor:	367	PG&E			
	5867	PG&E Mar Usage	1,384.69	1,384.69	MAR-2026
Vendor:	376	PORTOLA VALLEY HARDWARE			
	5868	February Statement Tools	390.27	390.27	193-FEB26
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	5869	Feb Fuel Statement	441.48	441.48	G20260228-3
Vendor:	431	SIERRA PACIFIC TURF SUPPLY INC			
	5870	Fields Fertilizer	1,275.95	1,275.95	01053222
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	5871	Dental/Vision	2,210.70	2,210.70	APR-2026
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	5872	01/01/26-01/31/26 Fire Mitigation Crew Support 02/01/26-02/28/26 Fire Mitigation Crew Support	39,426.32	16,072.12 23,354.20	WFPDCREW-202601 WFPDCREW-202602
Vendor:	518	GOT GOPHERS?			
	5873	Town Fields Gopher Trapping- Feb 2026	525.00	525.00	99596

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1012	NETFILE, INC.			
	5874	Annual Subscription for Agency Services 2/15/26-2/14/27	1,200.00	1,200.00	10777
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	5875	Jan Legal Service	25,484.79	25,484.79	JAN-26-SMW
Vendor:	1118	STERICYCLE, LNC. DBA SHRED-LT			
	5876	Paper Shredding Services	127.57	127.57	8013585424
Vendor:	1152	AMAZON CAPITAL SERVICES, INC			
	5877	Legal Pads 12 PK	647.78	16.40	1CG6-NJY9-G76T
		Sunee Steno Pads 60 Sheets		10.92	1HKH-HIY9-HIHJ
		XL Blk Aluminum Flip Chart Easel & Presentation Stand		267.93	1T1L-QDYP-GF19
		25 Ft Tape Measure 2PK		145.44	1XLL-7DRJ-LMVF
		Post-It Sticky Notes, Jumbo Permanent Markers		207.09	17PH-RT4R-GLJM
Vendor:	1204	SHUMS CODA ASSOCIATES			
	5878	Sr Permit Tech Services provided by SCA for Jan	21,300.00	10,650.00	12005
		Sr Permit Tech Services provided by SCA for Feb		10,650.00	12122
Vendor:	1216	WIZIX TECHNOLOGY GROUP, INC.			
	5879	Printer	87.85	87.85	582784
Vendor:	1223	ELIZABETH MARTELLI			
	5880	Mileage Reimbursement- Pickup Farewell Cupcakes	92.05	27.79	FRMR-26-4
		Reimbursement- Beverages for Town Priority Council Session		64.26	FRRS-26-2
Vendor:	1224	MATRIX CONSULTING GROUP, LTD			
	5881	Comprehensive Fee Study & Development Impact Fee Nexus Study	8,100.00	8,100.00	2
Vendor:	1242	SAN MATEO COUNTY HEALTH SYSTEM			
	5882	Animal Control Costs FY25-26	22,234.00	22,234.00	AC25-26-PORTOLA
Vendor:	1251	APPLICANTPRO HOLDING LLLC			
	5883	Recruitment - Asst Town Manager	995.00	995.00	132368-2
Vendor:	1316	COLANTUONO HIGHSMITH & WHATLEY			
	5884	VLF Litigation Coalition	03.34	03.34	69658
Check Date Totals			388,061.57		
Grand Total			388,061.57		



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Robert Burt, Town Engineer
DATE: March 25, 2026
RE: **Adopt a Resolution Authorizing the Designation of Applicant's Agent Resolution for Non-State Agencies (California Office of Emergency Services Form 130)**

RECOMMENDATION

Staff recommends that the Town Council adopt a Resolution Authorizing the Designation of Applicant's Agent Resolution for Non-State Agencies (California Office of Emergency Services Form 130).

BACKGROUND

Under Federal Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and State law under the California Disaster Assistance Act, the Town Council must adopt a Resolution every three years authorizing the designation of the Town's agents to engage with the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) regarding grants applied for through the FEMA Public Assistance Program. The required form is CalOES Form 130.

DISCUSSION

An updated California Office of Emergency Services Form 130 is required. This form, as provided in Attachment 1, authorizes the Town Manager, Assistant Town Manager, and Finance Director to serve as Authorized Agents on behalf of the Town for any all open and future disasters declared within three years of the approval date. This is needed for closeout work on the Town's four claims related to the FEMA Disaster DR-4683: 2022-2023 Early Winter Storms.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

ATTACHMENTS

1. [Resolution with Exhibit A](#)

RESOLUTION NO. 2990-2026

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
AUTHORIZING THE DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-
STATE AGENCIES (CALOES FORM 130)**

WHEREAS, under Federal Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and State law under the California Disaster Assistance Act, the Town Council must adopt a Resolution every three years authorizing the designation of the Town's agents to engage with the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) regarding grants applied for through the FEMA Public Assistance Program; and

WHEREAS, an updated Resolution Authorizing the Designation of Applicant's Agent Resolution for Non-State Agencies(Cal OES Form 130) is required to be submitted to Cal OES; and

WHEREAS, the Cal OES Form 130 authorizes the Town Manager, Assistant Town Manager, and Finance Director to serve as Authorized Agents on behalf of the Town for any all open and future disasters declared within three years of the Resolution approval date.

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

The Town Council does hereby approve a Resolution authorizing the signing of the Applicant's Agent Resolution for Non-State Agencies (California Office of Emergency Services Form 130).

PASSED AND ADOPTED this 25th day of March, 2026.

AYES:
NOES:
ABSENT:
ABSTAIN:

By: _____

Craig Taylor, Mayor

ATTEST:

Veronica Dao, Town Clerk

EXHIBIT A: Applicant's Agent Resolution for Non-State Agencies (California Office of Emergency Services Form 130).



STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
NON-STATE AGENCIES
OES-FPD-130 (Rev. 10-2022)

Cal OES ID No: 715290**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Town Council OF THE Town of Portola Valley
(Governing Body) (Name of Applicant)

THAT the Town Manager, OR
(Title of Authorized Agent)

the Assistant Town Manager, OR
(Title of Authorized Agent)

the Finance Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Town of Portola Valley,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Town of Portola Valley, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 25 day of March, 2026

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, Veronica Dao, duly appointed and Town Clerk of
 (Name) (Title)

Town of Portola Valley, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the Town Council
 (Governing Body)

of the Town of Portola Valley on the 25 day of March, 2026.
 (Name of Applicant)

 (Signature)

Town Clerk
 (Title)



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Darcy Smith, Town Manager
DATE: March 25, 2026
RE: **Accept Refinement of Town Council Priority Categories for Fiscal Year 2026-27**

RECOMMENDATION

Staff recommends that the Town Council accept the refinement of the Town Council Priority Categories for Fiscal Year 2026-27.

DISCUSSION

The Town Council met for the Special Meeting on Monday, March 16, 2026. The one agenda item was the Annual Town Council Priority Setting Study Session. The Town Council received a staff presentation, considered public comment, and then discussed the future priorities.

The Council provided direction to add a new Priority Category of "Community." The six priority categories help establish the top projects and guide the Town based on a shared vision for each fiscal year.

The refined Priority Categories are:

- Financial Responsibility and Long-term Viability
- Safety
- Operational Efficiency and Effectiveness
- Responsible Land Use
- Community
- Environmental Sustainability

The attached graphic depicts these six priority categories.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

ATTACHMENTS

1. [Priority Categories Draft](#)

Town of Portola Valley Town Council Priority Categories



The six priority categories help establish the top projects and guide the Town based on a shared vision for each fiscal year.



Financial Responsibility and Long-term Viability



Safety



Operational Efficiency and Effectiveness



Responsible Land Use



Community



Environmental Sustainability



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Darcy Smith, Town Manager

DATE: March 25, 2026

RE: **Receive the Annual Report on the Farmers' Market from Good Roots and Provide Direction to Staff on a Potential License Agreement Amendment**

RECOMMENDATION

Staff recommends that the Council receive the Annual Report on the Farmers' Market from Good Roots and provide direction to staff on a potential license agreement amendment.

BACKGROUND

Since September 2018, Nile Estep of Good Roots has managed the Portola Valley Farmers' Market. Mr. Estep has successfully managed the market, bringing in diverse produce and products to serve the community on a weekly basis.

On September 27, 2023, the Town Council adopted Resolution No. 2935-2023 authorizing the Mayor to execute the Farmers' Market License Agreement for the Town Center Weekly Farmers' Market with Good Roots. The staff report, resolution, and executed Agreement is provided in Attachment 1.

DISCUSSION

The current Agreement stipulates that every year Good Roots is required to provide the Town Council with an annual report at a meeting in March or April. The report is required to include Good Roots' opinions on what is working well and what can be improved and may include a request for changes to the farmers' market program. At that time, the Council may consider continuing the farmers' market, applying additional conditions or provisions, or terminating the farmers' market. Staff is seeking this direction at the March 25, 2026 meeting, and based on direction will return to the next Town Council meeting with an Amendment if directed to prepare this to allow the Farmers' Market to continue. Additionally, staff is seeking direction on the term of the agreement. A two-year term is recommended which would extend the current Agreement to May 31, 2028, but the Council may provide direction on an alternative. The Council may also provide direction on other components of the Agreement.

FISCAL IMPACT

The Agreement requires Good Roots to pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month. This results in \$52 in annual revenue to the Town.

ATTACHMENTS

1. [Executed Agreement](#)



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Kari Chinn, Communications and Community Engagement Analyst
Corie Stocker, Assistant Town Manager

DATE: September 27, 2023

RE: Adoption of Resolution Approving and Authorizing Execution of Farmers' Market License Agreement

RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) authorizing the Mayor to execute the attached Farmers' Market License Agreement (Attachment 2) between the Town and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots") for a two-year contract .

BACKGROUND/DISCUSSION

Since September 2018, Nile Estep of Good Roots has managed the Portola Valley Farmers Market. Mr. Estep has successfully managed the market bringing in diverse produce and product on a weekly basis. During the longer summer markets Mr. Estep has added value to the market by bringing in musicians and activities for children.

The Market is highly valued by residents and is a meeting point for parents and students for after school bus service. The market has provided food trucks on a weekly basis and works to add more food options during the Summer Concert Series.

Staff recommends that the Town Council approve the Resolution authorizing the Mayor to execute Agreement for Mr. Estep to manage the farmers' market for a two-year contract.

Staff has updated the Farmers' Market License Agreement (Agreement), with the assistance of the Town Attorney, to have a two-year term with Mr. Estep. Every year Mr. Estep will provide the Town Council with an annual report. Staff will work with Mr. Estep to bring a report to the Council to evaluate the farmers' market. At that time, the Council may consider continuing the farmers' market, applying additional conditions or provisions, or terminating the farmers' market at the end of the contract.

The Agreement has also been updated to include the following provisions:

- Adds a provision to provide crossing guard services at the Crosswalk across Portola Road adjacent to the Town Center Parking lot, during the one afternoon school bus stop.

FISCAL IMPACT

The Town includes a nominal amount in the annual budget to support Farmers' Market activities and engagement. The proposal for the 2023-24 Fiscal Year is \$7,000.

ATTACHMENTS

1. Resolution Farmers' Market License Agreement
2. Farmers' Market License Agreement
3. Site and Traffic Plan

Approved by: Sharif Etman, Town Manager

Attachment # 1 RESOLUTION

NO. 2935-2023

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE TOWN OF PORTOLA VALLEY AND NILE ESTEP, dba GOOD ROOTS

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Farmers’ Market License Agreement for operation of the Farmers’ Market at the Town Center (“Agreement”) between the Town and Nile Estep, dba Good Roots, a Sole Proprietorship (“Good Roots”) for a period of two years; and

WHEREAS, Good Roots has operated the Farmers’ Market at the Town Center since October of 2018; and

WHEREAS, Good Roots has been running successful Farmers’ Markets in the area and has been able to adapt the market to meet Town and County recommendations and orders

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

- 1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement as described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Good Roots.

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on September 27, 2023.

DocuSigned by: Jeff Acuña
58054E89D2604D0...
By: Mayor

DocuSigned by: Jennifer Torres
4592938409B8412...
ATTEST: Town Clerk

Attachment # 2

**FARMERS' MARKET
LICENSE AGREEMENT**

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated as of the last date signed below ("Effective Date"), is by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots") and is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Good Roots desires to operate a farmers' market at the Town Center, subject to all the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Good Roots a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Good Roots and its authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Good Roots ("Participating Merchants"). The agreement(s) between Good Roots and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Good Roots shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area").

3. **Condition of License Area.** Use of the License Area is being granted to Good Roots in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Good Roots acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Good Roots to conduct such inspections of the License Area as it deems necessary to confirm that the License Area can be used for the farmers' market.

4. **Term.** The term of this Agreement shall be from the Effective Date until May

31, 2025. Good Roots will provide an oral report to the Town Council annually at the Council's March or April meeting, which shall include Good Roots' opinions on what is working well and what can be improved and may include a request for changes to the farmer's market program.

5. Permitted Use; Conditions. The License Area shall be used and occupied by Good Roots and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

- a. Day and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of four hours of operation with an additional two hours before operation for set-up and one hour after operation for clean-up, generally from 2 p.m. to 5 or 6 p.m., depending on the time of year. In any case, the farmers' market shall always close by sunset, and clean-up must be completed within one hour after sunset.
- b. Town Cancellations and Rescheduling.
 - i. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Good Roots with at least one-week advance written notice.
 - ii. If the regularly scheduled farmers' market occurs on a holiday (e.g., Thanksgiving or Christmas), the Town Manager may give Good Roots permission for the farmers' market to occur on an alternate date during the week of the holiday.
- c. Site Plan and Traffic Control. The farmers' market setup and booth lay out shall conform to the Site Plan contained in Exhibit A, which is incorporated by reference. Good Roots and Town may make minor changes to the Site Plan from time to time. Any changes to the Site Plan that are not minor changes must be approved by amendment to this Agreement, which amendment must be signed by both parties to be effective. Good Roots shall comply with the City-approved site-specific traffic control plan, which is attached to this Agreement as Exhibit A.
- d. Participating Merchants; Booths.
 - i. The maximum number of Participating Merchants shall be 30 and shall not be increased without prior written approval of the Town Council. To the greatest extent feasible, subject to Good Roots' reasonable discretion, Good Roots will seek to engage vendors that

are based in close proximity to the Town and that provide goods and products desired by Town residents.

- ii. Good Roots may allow an additional “Community Corner” booth space at the farmers’ market for individuals and groups to engage in expressive activity, such as political advocacy, educational outreach or entertainment. Good Roots must provide a way for Community Corner booth space to be reserved in advance. No sales activity or fundraising will be allowed in the Community Corner.
 - iii. Good Roots shall require all Participants to comply with Market Rules adopted by Good Roots.
 - iv. Good Roots shall provide the Town with a space on the Historic School House steps for use by Town committees, Town staff, government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and Town service providers (e.g., GreenWaste Recovery) for outreach purposes.
 - v. Musicians may be invited to enhance the atmosphere of the farmers’ market. Amplified sound shall be allowed at Good Roots’ reasonable discretion, provided it does not disturb adjoining property owners.
- e. Sustainability. Good Roots will ensure the farmers’ market is “zero waste.” Good Roots shall require Participating Merchants to comply with the Reusable Bag Ordinance and shall require that Participating Merchants provide compostable serve-ware and produce bags.
- f. Clean Up. Upon the conclusion of each farmers’ market, Good Roots and Participating Merchants shall thoroughly clean the License Area; turn off hot water and access to outside spigots; place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town’s corporation yard and placing it in the proper receptacle); and restore the License Area to substantially the same condition as existed before the conduct of the farmers’ market, including the repair of any damage to Town property resulting from the farmers’ market activities.
- g. Food Demo Booth. Within the maximum number of Participating Merchants identified in subsection (d)(i) above, the Town shall permit a food demo booth. The Town shall pay the annual San Mateo

County Health Department fee associated with the food demo booth. Good Roots shall obtain a permit for the food demo booth as “Portola Valley Farmer’s Market Healthy Food Demo Booth” and shall be the responsible party with the food manager’s certification. Good Roots will be responsible for scheduling local chefs to provide the demonstrations at the booth, and the Town will provide access to the kitchen sink in the Community Hall for the individual(s) authorized by Good Roots each week to conduct the demonstration. Good Roots shall ensure that the operation of the booth, including but not limited to the individuals making the demonstrations and the demonstrations, comply with all applicable laws, ordinances and regulations.

- h. Food trucks, food tents and special events. Good Roots can submit for approval to the Town Manager plans for additional special events and food trucks and meal tents during farmers markets, which may require more space. Plans must include information about required permits from County Agencies and comply with all applicable laws, ordinances and regulations, before being approved by the Town Manager. Good Roots shall require and confirm that any food trucks attending the farmers’ market have the required San Mateo County Health permits.

- i. Market adaptations under emergency orders and other special circumstances. In the event that unforeseen circumstances affecting the operation of the farmers market arise, such as emergencies orders, Good Roots may propose to the City adaptations to the farmers market to comply with such orders and to adapt to such circumstances. Such adaptations may include rearranging booths or barricades within the license area to meet any health and safety guideline recommended by the Town, County, or State. Market adaptations must be approved by Town Manager prior to implementing those adaptations.

6. **Crosswalk.** Good Roots hereby agrees provide crossing guard services at the Crosswalk across Portola Road adjacent to the Town Center Parking lot, during the one afternoon school bus stop. This responsibility entails ensuring the safety and smooth passage of pedestrians and students. Good Roots agrees to ensure the following, at a minimum:

- a. Provide at least one crossing guard who has completed the trainings set forth in subsection 6(b), below, who will be present from at least 3:10 p.m. until SamTrans bus 85 drops off students and has departed.
- b. Require assigned crossing guards to complete the necessary certifications and training to provide crossing guard services, as directed by the City.
- c. Implement safety measures and protocols to prevent any potential accidents or hazards. These measures must include, at a minimum, requiring all crossing guards to wear a reflective safety vest or similar outerwear and to carry a handheld red “STOP” paddle.

7. **Termination.**

- a. For Convenience. Good Roots or the Town may terminate this Agreement at any time by giving at least one month advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the parties' written agreement.
- b. For Cause. Town reserves the right to terminate this Agreement and/or suspend or revoke the License conferred hereby at any time if the City determines, in its sole discretion, that Good Roots' use of the License Area is contrary to the public health, safety, or welfare, or is in violation of any federal, state, or local laws, regulations, or permits, or is contrary to the terms and conditions set forth in this Agreement. City shall give thirty (30) days prior written notice of termination unless the City determines that there is an immediate threat to public health, safety, or welfare that requires a shorter notice period.

8. **Rent.** Good Roots shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month.

9. **Compliance with Legal Requirements.** Good Roots and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Good Roots shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area. Good Roots will maintain a current Portola Valley Business License.

10. **Indemnity.** Good Roots agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, agents, and volunteers harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorneys' fees, arising from its use or the Participating Merchants' use of the License Area or the operation of a farmers' market thereon, or arising from its performance under or any breach of this Agreement by Good Roots. The indemnity obligations of Good Roots set forth herein shall survive and continue beyond the term of this Agreement.

11. **Liability Insurance.**

- a. During the term of this Agreement, Good Roots, at its own expense,

shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than Two Million Dollars (\$2,000,000.00); One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Good Roots and the Town for bodily injury and property damage arising out of or in connection with Good Root's use and occupancy of the License Area.

- b. The general liability insurance policy shall name the Town of Portola Valley, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

12. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed, personally delivered, or delivered via email to the other party at the following address:

Town of Portola Valley
Attn: Town Manager
765 Portola Road
Portola Valley, CA 94028
Email: setman@portolavalley.net

Nile Estep, Good Roots
PO Box 1527
San Carlos, CA 94070
Email: nileestep@gmail.com

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon. Personally delivered or emailed notices shall be deemed received immediately.

13. **Miscellaneous Provisions.**

- a. Costs of Suit. In the event legal action between the Town and Good Roots becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorneys' fees.
- b. No Assignment. This Agreement is personal to Good Roots and may not be assigned or transferred to any other party without the prior written consent of the Town.
- c. Successors and Assigns. Subject to the restrictions against assignment by


Good Roots, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.


- d. Severability. If any term or provision of this Agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons whose circumstances other than those as to which it is held invalid or unenforceable, shall not be affected.
- e. Writing. No waivers, amendments, alterations, or modifications of this Agreement, or any agreements in connection with this Agreement, shall be valid unless in writing and duly executed by both Town and Good Roots or their respective successors-in-interest.
- f. Authority to Sign. The parties executing this Agreement on behalf of Town and Good Roots represent that they have authority and power to sign this License on behalf of Town and Good Roots, respectively.
- g. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained nor shall any custom or practice that may arise between the Parties in the administration of the terms hereof be deemed a waiver of, or in any way affect, the right of Town or Good Roots to insist upon the performance by Good Roots or Town in accordance with said terms.
- h. Prior Agreements. This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this License, and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose.
- i. Governing Law and Venue. This Agreement shall be construed under the laws of the State of California. And lawsuit regarding this Agreement shall be brought in the Superior Court of the State of California for the County of San Mateo.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the dates below.

TOWN OF PORTOLA VALLEY

NILE ESTEP, GOOD ROOTS

DocuSigned by:

 By: _____
 Jeff Aalfs, Mayor
 Date: 10/23/2023

DocuSigned by:

 By: _____
 Nile Estep, Good Roots
 Date: 10/23/2023

TOWN OF PORTOLA VALLEY

NILE ESTEP, GOOD ROOTS

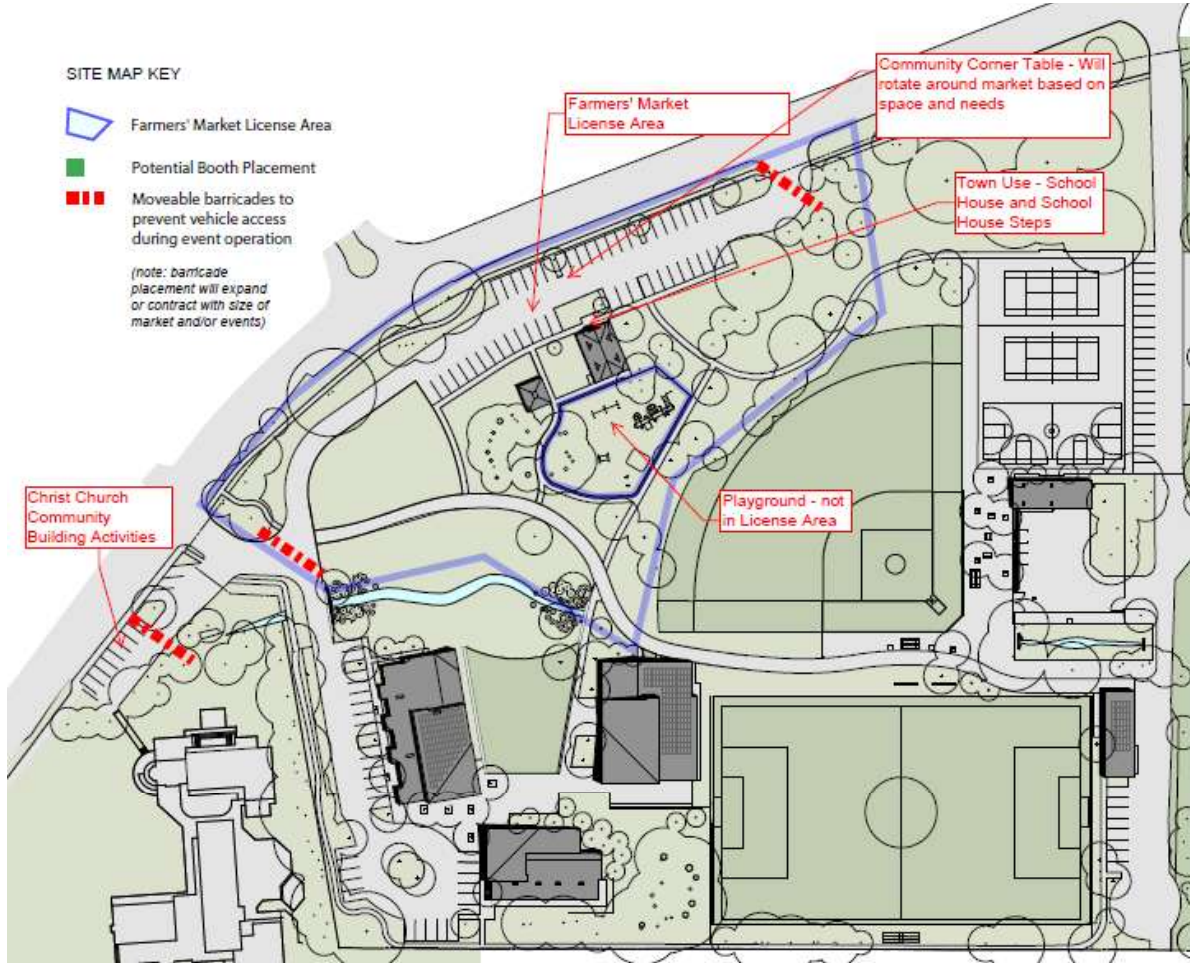
DocuSigned by:
Jeff Aalfs
By: Jeff Aalfs, Mayor
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Date: 10/23/2023

By: *Nile Estep*
Nile Estep, Good Roots
Date: 9/19/23

APPROVED AS TO FORM:
DocuSigned by:
Catherine Engberg
Catherine Engberg, Town Attorney
6B8CF68868D9491...
Date: 10/20/2023

Attachment # 3

EXHIBIT A Farmers' Market License Area & Site Plan



1678746.3



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: March 25, 2026

RE: **Receive Information and Provide Direction to Staff Regarding Fiscal Year 2026-27 Town Budget Overview and Potential Locally Controlled Funding Options**

RECOMMENDATION:

Receive Information and Provide Direction to Staff Regarding Fiscal Year 2026-27 Operating and Capital Budget Revenues and Potential Locally Controlled Funding Options and Town Charter.

REPORT SUMMARY

Prior to 1978, local agencies had greater fiscal authority to determine service levels and levy local taxes and charges to fund those services, however, the State attempted to provide more simplicity in tax application striking a balance between meeting the needs of the modern economy for uniform practices and procedures while continuing the commitment to meaningful local control of local government finances. Although these attempts may have addressed the issues for taxpayer ease, simplicity, and uniformity, they also led to centralizing fiscal authority with the Governor and the Legislature while constraining local fiscal authority.

The passage of Proposition 13 in 1978 not only brought property tax relief but far-reaching consequences as well. Property tax revenues were reduced by nearly 60 percent, and any local control of property tax was eliminated. Although local governments have discretion on the spending of these revenues, the allocation is controlled by the Legislature. Some of the provisions of Proposition 13 impacting local government include,

1. Property tax capped at 1% of assessed value instead of market value.
2. Property values were rolled back to 1975-76 levels, and annual growth capped at 2%.
3. Reassessment at market value only upon change of ownership instead of reassessment at full cash value annually.
4. Property Tax allocation transferred to the Legislature instead of local jurisdictions.
5. Special purpose taxes required a two-thirds voter approval.
6. Taxes imposed by the Legislature required a two-thirds vote of the Legislature.

In the immediate aftermath of the passage of Proposition 13, elderly and low-income homeowners had a lower tax burden, similarly situated properties received disparate treatment, long-term local planning was cumbersome due to the disconnect between service costs and revenues, tax rates and shares were out of alignment with service demands, funding for schools shifted to the State General Fund, and local agencies placed a greater reliance on fees and other local taxes.

Since the passage of Proposition 13, some of the trends in municipal finance include the following,

1. Predictable discretionary funding for key services is on the decline.
2. Sales tax revenue is decreasing as the economy shifts to a more service-based model.
3. Revenues are not keeping pace with population growth increasing demand on services.
4. Public safety costs are increasing.
5. Infrastructure is deteriorating under neglect and not keeping pace with new technologies.
6. Costly mitigation efforts related to climate change.
7. Overlapping agencies fragmenting allocation of limited revenues.

With the substantial decrease in property tax revenues coupled with reductions in both State and Federal aid, local governments looked to increasing fees to recover costs, raising existing taxes on business licenses and hotel taxes (TUT), and adopting, or increasing existing utility user's tax (UUT) rates. Other action taken by the Legislature, the Courts, or local governments also led to numerous ballot measures since the passage of Proposition 13. In most instances, these ballot measures and court cases have eroded local government control over revenues.

In 1986, Proposition 62 restated the super majority requirement for a special tax measure and majority requirement for general tax measures and prohibited the imposition of taxes on real estate transfers. The provisions of this proposition were superseded by the passage of Proposition 218 in 1996.

In 1991, the California State Supreme Court gave the State the authority to define a "matter of statewide concern". The State exercised this expanded authority in 1992 to balance the budget by using local property taxes to meet Proposition 98 educational funding requirements. The reason for this exercise in authority was due to the property tax apportionment formulas remaining unchanged since 1978 despite significant changes in local priorities and needs. The State instructed County auditors to deposit specified amounts of city, county, and other local agency property taxes into newly created educational revenue augmentation funds (ERAF). Local agencies receive their allocated apportionment of any remaining ERAF balance after all educational funding requirements have been met.

In 1996, Proposition 218 expanded restrictions on local government revenue by allowing voters to repeal or reduce taxes, assessments, fees, and charges through the initiative process, restated the voter approval thresholds for special and general tax measures and placed significant limitations on benefit assessments imposed on real property and other property related fees.

In 2004, Proposition 1A was passed in response to the State continuing to shift local property tax revenues to balance the budget, the deterioration of local control over fiscal matters, and the cumbersome provisions of Proposition 218. In 2010, Proposition 22 was passed to protect local government finances. Together these measures,

1. Prohibit the State from reducing the local sales tax rate or the allocation method of local sales tax revenues unless the change is required to comply with federal law or interstate compact.
2. Prohibit the State from restricting the authority of a local government from imposing transaction and use taxes in accordance with the Revenue and Taxation Code.
3. Prohibit the State from extending the temporary reductions in the local sales tax rates used to pay for economic recovery bonds authorized by Proposition 57 in 2004 beyond the period needed to repay these bonds. The Sales Tax Triple Flip.
4. Require the State to provide replacement revenue to local governments if it reduces the VLF rate below 0.65 percent.
5. Prohibit the State from reducing the share of property tax revenues going to local governments and agencies and shifting those shares to schools or other nonlocal government functions.

Also in 2010, Proposition 26 was passed to include the definition of “tax” in the California Constitution. This measure was designed to prevent local governments from imposing taxes by classifying them as fees, thereby circumventing the requirements for tax increases. The measure provides that any imposed charge, levy, or exaction of any kind is a tax unless it falls into one of seven exemptions identified in the measure. Any fee imposed by the Town needs to meet the requirements identified in Propositions 26 and 218.

The Road Ahead for Portola Valley

The Town of Portola Valley is not immune from the fiscal challenges faced by cities throughout the State. The budget is facing significant pressure from the increased costs for public safety, employee salaries and benefits including pension liabilities and medical, wildfire mitigation, deferred infrastructure improvements and maintenance. These costs are increasing at a higher rate than revenues. The General Fund’s reserve level policy is set at a 20% minimum, and the Town has limited options to increase revenues. The current reserve level is 35%. The Town has limited control over some of the cost increases. Pension contributions, healthcare, property/liability premiums, and the Sheriff’s contract, among others, are the cost of doing business.

Public Safety. Police services are provided by the San Mateo County Sheriff’s Office, fire services are provided by Woodside Fire Protection District and dispatch services are provided by San Mateo County via contract. Combined, these three services represent 20% of the Town’s entire budget and 26% of the General Fund budget. The cost of the sheriff’s contract alone is 54% of the property tax levy. The total cost for FY 2026-27 basic law enforcement services is \$2,536,757. This represents a \$408,131 increase in annual costs, or 19.2%. This increase is abnormally large due to the loss of the adjustment provided by the County which was \$211,000 in FY 2025-26. Safety is one of the Council’s highest priorities.

Salaries and Benefits. Since 2016, CPI has increased on average 3.2% annually. Merit increases, which are annual salary increases for Town staff who are currently not at the top range of the salary schedule, have not been included in the approved budget in the last two fiscal years. Combined, the increase to salaries could be \$100 thousand at current staffing

levels, if funded. With the decrease in staffing levels over the past few years, pension and OPEB liabilities have remained manageable. Prior to COVID, the Town contributed an additional \$1 million towards pensions and in 2021 established a trust to fund future OPEB liabilities. The Unfunded Actuarial Liability (UAL) will increase \$28 thousand, and medical premiums are anticipated to increase 6%, or \$30 thousand, for FY2026-27.

Infrastructure. Capital project funding from the General Fund has been deferred for FY 2024-25 and FY2025-26. The only consistent funding that the Town receives is for transportation projects such as resurfacing. Wildfire mitigation will continue to be an ongoing concern. Without consistent funding from the General Fund, annual maintenance projects will be deferred. The Town needs to develop a 5-year Capital Improvement Plan and complete a storm water master plan.

Revenues

The Town receives revenue from the following sources.

1. Taxes
 - a. Property
 - b. Sales and Use
 - c. Business License
 - d. Utility User
 - e. Real Property Transfer
 - f. Local Vehicle Registration
2. User Fees
3. Other Locally Raised Revenue
 - a. Franchise Fees
 - b. Licenses and Permits
 - c. Fines, Forfeitures and Penalties
 - d. Rents
 - e. Investments
 - f. Gifts
4. State Subventions
 - a. Local Streets and Roads (Gas Tax/RMRA)
 - b. Citizens Option for Public Safety (COPS)
 - c. Proposition 172 Public Safety Sales Tax
 - d. Homeowner's Property Tax Relief Reimbursement (HOPTR)
5. Grants

Taxes – 78% of General Fund Revenue

Property Tax revenue has increased 5% on average since FY 2022-23. The growth in assessed value is driven primarily by single family home sales. As the town was a low-tax agency when Proposition 13 was passed, the tax rate was locked in at 4.3% but the Town now receives approximately 7% of the tax levy through the Tax Equity Allocation formula.

Sales Tax revenue represents 4% of total General Fund revenue. The sales tax rate is 9.375%, of which 2.125% is considered a District Add-on rate. The Town does not receive any sales tax revenue related to the District Add-on rates.

Business License revenue contributes 2% of total General Fund revenue. Over 500 business licenses are issued annually.

Utility User's tax is approximately 15% of total General Fund revenue. There are two UUT rates imposed on Gas & Electric, Telephone, and Water. The overall UUT rate is 7.5% with 5.5% to the General Fund and 2% to the Open Space Fund.

Real Property Transfer Tax (RPTT) is a tax imposed on the transfer of ownership in real estate. The rate is imposed at \$1.10 per \$1,000 of the property's value. The tax is split between the Town and the County. A Charter City has the authority to increase the rate to create additional locally controlled funds.

User Fees – 11% of General Fund Revenue

Charges for Services. Fees paid for services provided. Services include planning and building services and class registration. A User Fee study is currently underway to ensure that our fees are recovering costs and are consistent with the provisions of Propositions 26 and 218.

Other Locally Raised Revenue – 22% of General Fund Revenue

Franchise Fee. Except for Garbage Services, the franchise fee related to Energy, Cable, and Water services is payment for the use of streets and rights-of-way within the Town. The franchise fee for Garbage Services is negotiated as part of the franchise.

Licenses and Permits. Issued to regulate activities or allow the use of public property. Fees in this category include building permits, inspections, site development or conditional use permits.

Fines, Forfeitures and Penalties. Revenues received upon conviction of a misdemeanor or municipal infraction. Included in this category are vehicle code infractions and code enforcement violations.

Rents. Revenues received from rental or use of Town property. Activity includes use of the fields and parking lots, Community Hall rentals and parking lot leases.

Investments. Revenue earned from the investment of idle public funds. Funds are invested in accordance with the Town's investment policy. The prudent investor standard of safety, liquidity and yield abides.

State Subventions

Financial assistance received from the State due to state-imposed taxes or other resources. The level of this assistance has fallen drastically since the passage of Proposition 13. These subventions are usually cut first, or rates and allocations are altered to address budget shortfalls.

- Local Streets and Roads. Allocations of state transportation tax revenue from Highway User Taxes and vehicle registration. These funds are constitutionally protected from being used by the Legislature for purposes other than transportation funding.
- Citizens Option for Public Safety. Revenue received from the State General Fund for front line law enforcement services.
- Proposition 172 Public Safety Sales Tax. A voter approved half-cent sales tax restricted for public safety use.
- Homeowner's Property Tax Relief Reimbursement. Revenue to offset loss of property tax for state-imposed \$7,000 per dwelling homeowner exemption.

Impact on General Fund Reserves

As reported earlier, the General Fund reserve was 35% of operating expenses as of July 1, 2025. With the adoption of a mid-year revised budget, the FY 2025-26 deficit increased to approximately -\$263 thousand. Current revenue trends are increasing by 3% per year while expenditure trends are increasing by 4% per year. If this trend continues, then the General Fund reserve will fall below the 20% minimum by the end of FY 2028-29. Without new revenue, the General Fund reserve will reach a negative balance by the end of FY 2030-31. Significant reductions will be required to maintain the 20% reserve minimum that will have a significant impact on services. These reductions could go into effect for Fiscal Year 2026-27. To maintain a 20% reserve level, invest in infrastructure, maintain police services and wildfire prevention, restore staffing levels to enhance town services; new revenue of approximately \$1.5 to \$2 million at a minimum per fiscal year is needed.

Need For New Locally Controlled Revenue

With the Town's structural deficit clearly defined, one of the Town Council's priorities is financial responsibility and long-term viability. Strategies to demonstrate financial responsibility have included efforts by the Finance Director to educate the community on Town finances, complete the backlog of financial audits, implement the recommendations from the Krisch & Co Report, conduct a user fee study, and develop and implement the necessary infrastructure to improve operational efficiency and effectiveness.

To address long-term viability, the Finance Committee was tasked in May 2024 to research several topics that could address the Town's structural deficit. The Committee broke up into 7 working groups of 1-3 people. Topics included the following,

1. Charter Town
2. UUT changes
3. Parcel Tax
4. Selling Surplus Lands
5. Annexation
6. Expense Reduction
7. Reserve Policy

The Finance Committee made several presentations of their findings over the summer of 2024 and made the following recommendations for the Town Council to consider addressing the Town's structural deficit.

1. Amend Fund Balance Reserve Policy reducing reserve level to 20%
2. Charter Town and increase Real Property Transfer Tax
3. Impose a Parcel Tax
4. Temporarily Divert the 2% UUT from the Open Space Fund to the General Fund.

In May 2025, the Town Council initiated a work program that included a community survey. In August 2025, the Town Council received additional information regarding the Town's current financial situation and provided direction to the Town Council Subcommittee and Staff regarding Locally Controlled Revenue Options. Those options included:

1. Real Property Transfer Tax
2. Parcel Tax

3. Annexation
4. UUT Modification.

The Town entered into contracts with Lew Edward Group and Godbe Research for community education and to conduct a community survey. The purpose of the survey was to assess the following:

1. Gauge the public's satisfaction with the quality of life, as well as perceptions of the Town's provision of services.
2. Assess viability of one local funding measure option to maintain local control and preserve essential town services.
3. Identify respondent priorities.
4. Test the influence of information on potential measures.
5. Identify demographic and/or voter behavioral characteristics to validate the representativeness of the sample.

Results of the survey identified a strong interest in these priorities:

1. Maintain wildfire prevention services, including vegetation and brush management and clearance programs to reduce the chance of a wildfire.
2. Maintain 911 emergency response times and police patrols.
3. Prevent a county takeover of local zoning and planning services.
4. Repair deteriorating storm drains to prevent system failure, flooding, water pollution, and sinkholes.
5. Prevent further reductions in Town services.

Council Direction

Direction is needed to determine whether to pursue a locally controlled revenue measure and, if so, which one of the following,

1. Adopt a new UUT and temporarily divert the 2% UUT from Open Space to the General Fund.
2. Adopt a Parcel Tax
3. Adopt a Town Charter and increase the Real Property Transfer Tax

Potential rates will be discussed at future meetings.

Next Steps

Once Council direction is given to staff to work on a measure then follow-up items will be presented using the following timeline

April 22 – Receive Information and Provide Direction to Staff on Town Charter

May 13 – 1st Public Hearing on Town Charter (if RETT is proposed)

June 24 – 2nd Public Hearing on Town Charter (if RETT is proposed)

July 8 – Review Draft Ordinance, Discuss and Set Tax Rate

July 22 – Consider Adopting a Resolution to Place a Revenue Measure on the November 2026

Ballot