



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, April 8, 2026
7:00 PM

MAYOR: Craig Taylor

VICE MAYOR: Mary Hufty

COUNCILMEMBERS: Rebecca Flynn, Judith Hasko, Helen Wolter

Councilmember Judith Hasko will be participating remotely from Beekman Hotel Room 720 123 Nassau St, New York, NY 10038

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. REPORT OUT FROM RECENT CLOSED SESSION

4. PRESENTATIONS / PROCLAMATIONS

- a. Proclamation of California Native Plant Month

5. TOWN MANAGER REPORT

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

6. ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any not on the agenda or related to Presentations/Proclamations or the Town Manager Report subject may do so now. Please submit a speaker's slip located at the front of the room to the Town Clerk or Mayor, prior to speaking. Please note the Council is not able to undertake extended discussion or action on items not on the agenda. Each speaker's time is limited to three (3) minutes.

7. CONSENT AGENDA

- a. Approve Regular Meeting Minutes of March 25, 2026
- b. Approve Warrant List for April 8, 2026
- c. Authorize the Mayor to Execute an Amendment to the current Farmers' Market License Agreement for the Town Center Weekly Farmers' Market with Good Roots

8. REGULAR AGENDA

- a. Receive Information and Provide Direction to Staff Regarding the Fiscal Year 2026-27 Town Operating Budget with a Focus on Expenditures

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

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

10. ADJOURNMENT

The next Regular Town Council meeting will be held on April 22, 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.

PROCLAMATION

CALIFORNIA NATIVE PLANT MONTH

APRIL 2026

WHEREAS, Portola Valley lies in an area of extraordinary natural beauty that supports a rich variety of wildlife, and was incorporated as a Town with the stated aim of protecting this natural beauty; and

WHEREAS, plants native to our area are the foundation of support for Portola Valley's valuable wildlife – the living foundation of our local food webs and essential habitat for native insects, birds and other wildlife that depend on native plants for their survival; and

WHEREAS, the Town of Portola Valley General Plan affirms the Town's enduring commitment stewardship and protection of our natural environment; and

WHEREAS, gardens and landscapes comprised of California native plants well adapted to Portola Valley's climate and soil require significantly less water, fertilizers, soil amendments, and pesticides than conventional landscapes; and

WHEREAS, Portola Valley's native habitats are increasingly displaced by nonnative plants, some of which compete with native plant species, degrade soil health, increase erosion, contribute to wildfire risk, are invasive, and alter the resilience of our natural landscapes; and

WHEREAS, restoring and cultivating native plants within our community strengthens ecological connections to surrounding wildlands, enhances biodiversity, and fosters a deeper appreciation for the beauty and ecological significance of Portola Valley's distinctive landscapes.

NOW, THEREFORE, BE IT PROCLAIMED, that I, **CRAIG TAYLOR**, Mayor, Town of Portola Valley, do hereby designate the month of April as California Native Plant Month, dedicated to increasing appreciation for the irreplaceable role of our native plants in preserving biodiversity and ecological resilience.

Dated this 8th day of April 2026.



Craig Taylor, Mayor



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Veronica Dao, Town Clerk
DATE: April 8, 2026
RE: **Approve Regular Meeting Minutes of March 25, 2026**

RECOMMENDATION

Staff recommends Town Council review and approve the March 25, 2026 regular meeting minutes.

ATTACHMENTS

1. [03-25-2026 Council Regular Meeting Minutes](#)

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – MARCH 25, 2026

1. CALL TO ORDER / ROLL CALL

Mayor Taylor called the meeting to order at 7:00 p.m. Roll call was taken by the Clerk.

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

Absent: None

Others: Town Manager Darcy Smith, Town Attorney Catherine Engberg, Finance Director Tony McFarlane, Town Clerk Veronica Dao

2. SB 707 CONSIDERATIONS: None.

3. PRESENTATIONS / PROCLAMATIONS

- a. Annual Committee Presentations
- Wildfire Preparedness Committee

MJ Lee, Chair of the Wildfire Preparedness Committee, gave a presentation on committee work and priorities.

4. TOWN MANAGER REPORT

Town Manager Smith updated the Council on the following:

- Recruitments for open positions on various Town committees, San Mateo County Mosquito and Vector Control District, and Architectural & Site Control Commission (ASCC)
- Financial audits to be presented at upcoming Finance Committee meeting

5. ORAL COMMUNICATIONS

Mayor Taylor invited public comment.

Public Comment

- Craig D.
- Bob Adams
- Chantal
- Rita Comes

- David Cardinal
- Leslie Kriese

6. CONSENT AGENDA

Mayor Taylor invited public comment. None were received.

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

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

7. REGULAR AGENDA

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

Nile Estep of Good Roots provided an update on the farmers' market.

Mayor Taylor invited public comment. None were received.

Council discussed the item and provided feedback on license agreement. No formal action was taken.

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

Finance Director McFarlane presented the item.

Mayor Taylor invited public comment.

Public Comment

- Bob Adams
- Rita Comes

Council discussed the item and provided feedback. 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 10:03 p.m.

Craig Taylor, Mayor

Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its April 8, 2026 regular meeting.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Anthony McFarlane, Finance Director

DATE: April 8, 2026

RE: **Warrant List for April 8, 2026.**

RECOMMENDATION:

Review and accept the Warrant List for April 8, 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	4/8/2026	5885	5912	28	159,926.13	4/9/2026	3/25/2026	5884

The following table lists payments by fund.

Payments by Fund		
Fund	Date	Amount
101 - General Fund	4/8/2026	93,603.80
206 - Gas Tax Fund	4/8/2026	1,500.00
401 - Capital Projects Fund	4/8/2026	13,060.00
701 - Customer Deposits Fund	4/8/2026	51,762.33
Total		\$ 159,926.13

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
4/8/2026	5886	CalPERS	101	610	Retired Annuitant Admin Fee	\$ 11,000.00
4/8/2026	5888	CSG Consultants, Inc	101/701	310/320	Feb Planning/Building Services	84,121.08
4/8/2026	5891	Missionsquare Retirement	101	Various	Mar 31 - Deferred Compensation	4,158.87
4/8/2026	5893	Navia Benefit Solutions	101	Various	Mar 31 - Employee Deductions	562.50
4/8/2026	5895	PERS Health	101	Various	April Medical Premium	20,915.01
4/8/2026	5897	State Comp Ins Fund	101	Various	March W/C Premium	1,560.08
4/8/2026	5898	Verizon Wireless	101	610	March Service	855.67
4/8/2026	5902	Amazon Capital Services, Inc	101	610	March Office Supplies	22.96
4/8/2026	5904	Matrix Consulting Group, Ltd	101	140	Oct 2025 - Fee Study	2,400.00
Total						\$ 125,596.17

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
12/10/2025	5649	Matrix Consulting Group, LTD	101	140	Lost Check	\$ 2,400.00
4/8/2026	5904	Matrix Consulting Group, LTD	101	140	Reissue	\$ 2,400.00

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

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

DISCLOSURE

Disclosure						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount

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

ATTACHMENTS

- 04/8/2026 Warrant List Certification

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
April 08, 2026

Claims totaling \$159,926.13 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						
5885	39	ASCAP	460.17	04/08/26		
5886	80	CALPERS	11,000.00	04/08/26		EFTPS
5887	105	CINTAS	86.91	04/08/26		
5888	135	CSG CONSULTANTS INC	84,121.08	04/08/26		ACH
5889	213	HILLYARD INC	456.88	04/08/26		
5890	214	HINDERLITER DE LLAMAS & ASSOC	751.54	04/08/26		
5891	218	MISSIONSQUARE RETIREMENT	4,158.87	04/08/26		EFTPS
5892	307	MAZE & ASSOCIATES	8,074.00	04/08/26		
5893	330	NAVIA BENEFIT SOLUTIONS	562.50	04/08/26		EFTPS
5894	330	NAVIA BENEFIT SOLUTIONS	200.00	04/08/26		
5895	364	PERS HEALTH	20,915.01	04/08/26		EFTPS
5896	441	SPARTAN ENGINEERING	275.38	04/08/26		
5897	448	STATE COMP INSURANCE FUND	1,560.08	04/08/26		EFTPS
5898	489	VERIZON WIRELESS	855.67	04/08/26		EFTPS
5899	545	W H DEMPSEY ENGINEERING LLC	1,500.00	04/08/26		
5900	1102	DAVID PEJCHA	1,000.00	04/08/26		
5901	1130	COAST LIVE MUSIC INC	1,250.00	04/08/26		
5902	1152	AMAZON CAPITAL SERVICES, INC	22.96	04/08/26		EFTPS
5903	1186	AT&T CORP DBA ACC BUSINESS	735.08	04/08/26		
5904	1224	MATRIX CONSULTING GROUP, LTD	2,400.00	04/08/26		ACH
5905	1249	LAUREN SPECTOR	100.00	04/08/26		
5906	1250	INTERWEST CONSULTING GROUP INC	11,440.00	04/08/26		
5907	1286	THE LEW EDWARDS GROUP	5,750.00	04/08/26		
5908	1313	TOM KIPPOLA	500.00	04/08/26		
5909	1330	SUSAN WALZ	250.00	04/08/26		
5910	1331	THE VILLAGE CHABAD	1,000.00	04/08/26		
5911	1332	SUSAN COFFMAN	250.00	04/08/26		
5912	1333	NOELLE VILLELA	250.00	04/08/26		
Check totals:			34,329.96			
ACH totals:			86,521.08			
EFTPS totals:			39,075.09			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			159,926.13			
Check totals:			34,329.96			
ACH totals:			86,521.08			
EFTPS totals:			39,075.09			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			159,926.13			

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept	Balance Sheet				
COAST LIVE MUSIC INC	101-21051-000-000000	Deposit - Refund Community Hall	1,250.00	5901	04/08/26
DAVID PEJCHA	101-21051-000-000000	Deposit Refund - Community Hall	1,000.00	5900	04/08/26
LAUREN SPECTOR	101-21052-000-000000	Deposit Refund - Picnic Area	100.00	5905	04/08/26
MISSIONSQUARE RETIREMENT	101-21036-000-000000	Deferred Comp - Mar 31, 2026	4,158.87	5891	04/08/26
NAVIA BENEFIT SOLUTIONS	101-21033-000-000000	Navia Benefit 03/31/2026	562.50	5893	04/08/26
NOELLE VILLELA	101-21051-000-000000	Deposit Refund - Alder Room	250.00	5912	04/08/26
SUSAN COFFMAN	101-21051-000-000000	Deposit Refund - Buckeye Room	250.00	5911	04/08/26
SUSAN WALZ	101-21051-000-000000	Deposit Refund- Buckeye Room	250.00	5909	04/08/26
THE VILLAGE CHABAD	101-21051-000-000000	Deposit Refund - Community Hall	1,000.00	5910	04/08/26
TOM KIPPOLA	101-21052-000-000000	Deposit Refund - Field Rental	500.00	5908	04/08/26
	Fund 101 Dept	Total	9,321.37		
Fund 101 Dept 120	Town Manager				
PERS HEALTH	101-55021-120-000000	April Health	9,271.16	5895	04/08/26
STATE COMP INSURANCE FUND	101-55033-120-000000	Premium Charge Policy Term 3/06/26-4/06/26	1,560.08	5897	04/08/26
THE LEW EDWARDS GROUP	101-62099-120-26ELCT	Feb Consulting Services	5,750.00	5907	04/08/26
	Fund 101 Dept 120	Total	16,581.24		
Fund 101 Dept 130	Town Clerk				
PERS HEALTH	101-55021-130-000000	April Health	1,302.99	5895	04/08/26
	Fund 101 Dept 130	Total	1,302.99		
Fund 101 Dept 140	Finance				
HINDERLITER DE LLAMAS & ASSOC	101-62031-140-000000	Contract Services Sales Tax Jan-Mar	751.54	5890	04/08/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
MAZE & ASSOCIATES	101-62031-140-000000	2026 Audit Svcs - MEAS A,W Town Reports, FYE 06/30/2022	8,074.00	5892	04/08/26
PERS HEALTH	101-55021-140-000000	April Health	6,467.64	5895	04/08/26
	Fund 101 Dept 140 Total		15,293.18		
Fund 101 Dept 310	Planning Division				
CSG CONSULTANTS INC	101-62099-310-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	7,500.00	5888	04/08/26
PERS HEALTH	101-55021-310-000000	April Health	846.95	5895	04/08/26
	Fund 101 Dept 310 Total		8,346.95		
Fund 101 Dept 320	Building Division				
CSG CONSULTANTS INC	101-62099-320-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	10,260.00	5888	04/08/26
	101-62099-320-000000		250.00	5888	04/08/26
	101-62099-320-000000		340.00	5888	04/08/26
	101-62099-320-000000		7,500.00	5888	04/08/26
PERS HEALTH	101-55021-320-000000	April Health	390.89	5895	04/08/26
	Fund 101 Dept 320 Total		18,740.89		
Fund 101 Dept 330	Code Compliance				
CSG CONSULTANTS INC	101-62099-330-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	1,888.75	5888	04/08/26
PERS HEALTH	101-55021-330-000000	April Health	65.15	5895	04/08/26
	Fund 101 Dept 330 Total		1,953.90		
Fund 101 Dept 410	Community Hall				
CINTAS	101-61051-410-000000	Replenish First-Aid Cabinets	30.55	5887	04/08/26
PERS HEALTH	101-55021-410-000000	April Health	304.14	5895	04/08/26
	Fund 101 Dept 410 Total		334.69		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept 510	Public Works				
CSG CONSULTANTS INC	101-62037-510-000000	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	3,000.00	5888	04/08/26
HILLYARD INC	101-62011-510-000000	Janitorial Supplies	456.88	5889	04/08/26
PERS HEALTH	101-55021-510-000000	April Health	1,291.10	5895	04/08/26
SPARTAN ENGINEERING	101-61052-510-000000	Fire Alarm Monitoring 10/13/25	275.38	5896	04/08/26
Fund 101 Dept 510 Total			5,023.36		
Fund 101 Dept 610	Non-Departmental				
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Duracell AA Batteries 28 Ct	22.96	5902	04/08/26
ASCAP	101-62305-610-000000	Music License 2026	460.17	5885	04/08/26
AT&T CORP DBA ACC BUSINESS	101-62021-610-000000	ACC Division of AT&T Ethernet/Internet Access Mar Stmt	735.08	5903	04/08/26
CALPERS	101-55014-610-000000	Admin Fees Retired Annuitant	11,000.00	5886	04/08/26
CINTAS	101-62301-610-000000	Replenish First-Aid Cabinets	56.36	5887	04/08/26
MATRIX CONSULTING GROUP, LTD	101-62099-610-000000	Comprehensive Fee Study & Development Impact Fee Nexus Study	2,400.00	5904	04/08/26
NAVIA BENEFIT SOLUTIONS	101-55025-610-000000	Mar 2026 Monthly Fe	200.00	5894	04/08/26
PERS HEALTH	101-55021-610-000000	April Health	974.99	5895	04/08/26
VERIZON WIRELESS	101-62021-610-000000	March Cellular	855.67	5898	04/08/26
Fund 101 Dept 610 Total			16,705.23		
Fund 101 Total			93,603.80		
Fund 206 Dept 510	Public Works				
W H DEMPSEY ENGINEERING LLC	206-61016-510-000000	Mow Springdown Open Space	1,500.00	5899	04/08/26
Fund 206 Dept 510 Total			1,500.00		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
	Fund 206 Total		----- 1,500.00		
Fund 401 Dept 710	Roads & Right-of-Way				
INTERWEST CONSULTING GROUP INC	401-74011-710-RESURF	Annual St Resurfacing FY25-26 2025-PW01	11,440.00	5906	04/08/26
	Fund 401 Dept 710 Total		----- 11,440.00		
Fund 401 Dept 715	Trails				
CSG CONSULTANTS INC	401-72011-715-VOTRBR	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	1,620.00	5888	04/08/26
	Fund 401 Dept 715 Total		----- 1,620.00		
	Fund 401 Total		----- 13,060.00		
Fund 701 Dept 340	Customer Deposits				
CSG CONSULTANTS INC	701-62041-340	Code Enforcement, Inspections, Plan & Bldg, Permit Tech	2,062.50	5888	04/08/26
	701-62041-340		5,997.33	5888	04/08/26
	701-62038-340		7,620.00	5888	04/08/26
	701-62038-340		11,770.00	5888	04/08/26
	701-62041-340		1,200.00	5888	04/08/26
	701-62041-340		19,550.00	5888	04/08/26
	701-62038-340		570.00	5888	04/08/26
	701-62041-340		2,992.50	5888	04/08/26
	Fund 701 Dept 340 Total		----- 51,762.33		
	Fund 701 Total		----- 51,762.33		

**** Grand Total

159,926.13

*** End of Report ***



Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 04/08/26	39 5885	ASCAP Music License 2026	460.17	460.17	2026 LICENSEFEE
Vendor:	80 5886	CALPERS Admin Fees Retired Annuitant	11,000.00	11,000.00	RA ADMIN FEE
Vendor:	105 5887	CINTAS Replenish First-Aid Cabinets	86.91	86.91	5325205305
Vendor:	135 5888	CSG CONSULTANTS INC Code Enforcement, Inspections, Plan & Bldg, Permit Tech	84,121.08	84,121.08	FEB-2026
Vendor:	213 5889	HILLYARD INC Janitorial Supplies	456.88	456.88	90082370
Vendor:	214 5890	HINDERLITER DE LLAMAS & ASSOC Contract Services Sales Tax Jan-Mar 2026	751.54	751.54	SIN061407
Vendor:	218 5891	MISSIONSQUARE RETIREMENT Deferred Comp - Mar 31, 2026	4,158.87	4,158.87	MAR-202631
Vendor:	307 5892	MAZE & ASSOCIATES Audit Svcs - MEAS A,W Town Reports, FYE 06/30/2022	8,074.00	8,074.00	54785
Vendor:	330 5893	NAVIA BENEFIT SOLUTIONS Navia Benefit 03/31/2026	562.50	562.50	03312026
Vendor:	330 5894	NAVIA BENEFIT SOLUTIONS Mar 2026 Monthly Fee	200.00	200.00	11071507
Vendor:	364 5895	PERS HEALTH April Health	20,915.01	20,915.01	100000018244813
Vendor:	441 5896	SPARTAN ENGINEERING Fire Alarm Monitoring 10/13/25	275.38	275.38	25827
Vendor:	448 5897	STATE COMP INSURANCE FUND Premium Charge Policy Term 3/06/26-4/06/26	1,560.08	1,560.08	1003223363
Vendor:	489 5898	VERIZON WIRELESS March Cellular	855.67	855.67	6139474116
Vendor:	545 5899	W H DEMPSEY ENGINEERING LLC Mow Springdown Open Space	1,500.00	1,500.00	2300

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1102	DAVID PEJCHA			
	5900	Deposit Refund - Community Hall	1,000.00	1,000.00	PRCH-26-5
Vendor:	1130	COAST LIVE MUSIC INC			
	5901	Deposit - Refund Community Hall	1,250.00	1,250.00	PRCH-25-33
Vendor:	1152	AMAZON CAPITAL SERVICES, INC			
	5902	Duracell AA Batteries 28 Ct	22.96	22.96	1VXT-RNFR-HLMF
Vendor:	1186	AT&T CORP DBA ACC BUSINESS			
	5903	ACC Division of AT&T Ethernet/Internet Access Mar Strt	735.08	735.08	4508173111
Vendor:	1224	MATRIX CONSULTING GROUP, LTD			
	5904	Comprehensive Fee Study & Development Impact Fee Nexus Study	2,400.00	2,400.00	1.
Vendor:	1249	LAUREN SPECTOR			
	5905	Deposit Refund - Picnic Area	100.00	100.00	PROF-26-14
Vendor:	1250	INTERWEST CONSULTING GROUP INC			
	5906	Annual St Resurfacing FY25-26 2025-PW01	11,440.00	11,440.00	3402852
Vendor:	1286	THE LEW EDWARDS GROUP			
	5907	Feb Consulting Services	5,750.00	5,750.00	008
Vendor:	1313	TOM KIPPOLA			
	5908	Deposit Refund - Field Rental	500.00	500.00	PROF-25-67
Vendor:	1330	SUSAN WALZ			
	5909	Deposit Refund- Buckeye Room	250.00	250.00	PRCH-25-10
Vendor:	1331	THE VILLAGE CHABAD			
	5910	Deposit Refund - Community Hall	1,000.00	1,000.00	PRCH-26-1
Vendor:	1332	SUSAN COFFMAN			
	5911	Deposit Refund - Buckeye Room	250.00	250.00	PRCH-26-11
Vendor:	1333	NOELLE VILLELA			
	5912	Deposit Refund - Alder Room	250.00	250.00	PRCH-26-12
Check Date Totals			159,926.13		
Grand Total			159,926.13		



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Darcy Smith, Town Manager

DATE: April 8, 2026

RE: **Authorize the Mayor to Execute an Amendment to the current Farmers' Market License Agreement for the Town Center Weekly Farmers' Market with Good Roots**

RECOMMENDATION

Staff recommends that the Council, by motion, authorize the Mayor to execute an Amendment to the current Farmers' Market License Agreement for the Town Center Weekly Farmers' Market with Good Roots.

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 Farmer' 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. The annual report was provided on March 25, 2026.

Based on feedback from the Town Council at the March 25, 2026 meeting, the Amendment includes the following changes:

- Section 4. Term. The term is extended to May 31, 2028.
- Section 5. d. iv. Participating Merchants; Booths. Delete "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" and replace with "Good Roots will not impede access to the Historic Schoolhouse for the conduct of Town activities."
- Section 5. e. Sustainability. Delete "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" and replace with "Good Roots shall require Participating Merchants to comply with all applicable State and local laws regulating the types of

bags provided to customers.”

- Delete Section 6. Crosswalk in its entirety and replace with “Section 6. Marketing. Good Roots shall make a good faith effort to work with the Town staff for marketing and outreach for the Farmers’ Market.”

Staff determined the crosswalk requirement was no longer needed because the bus route ridership is very low and typically does not include elementary age children.

This Town Council agenda item would authorize the Mayor to execute an amendment to the current Agreement. The amendment is provided in Attachment 2 for Council consideration.

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 revenue to the Town.

ATTACHMENTS

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

**AMENDMENT NO. 1 TO THE
FARMERS' MARKET LICENSE AGREEMENT BETWEEN
TOWN OF PORTOLA VALLEY AND GOOD ROOTS**

This Amendment Number 1 ("Amendment") is made and entered into this 8th day of April, 2026, with respect to the Farmers' Market License Agreement by and between the Town of Portola Valley ("Town") and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots")

RECITALS

- A. The Town and Consultant entered into the Farmers Market License Agreement ("Agreement") on October 23, 2023.
- B. The Town and Good Roots desire to extend the term of the Agreement and make other changes by agreement of the Town and Good Roots.

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

- 1. Section 4. Term. The term is extended to May 31, 2028.
- 2. Section 5. d. iv. Participating Merchants; Booths. Delete "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" and replace with "Good Roots will not impede access to the Historic Schoolhouse for the conduct of Town activities."
- 3. Section 5. e. Sustainability. Delete "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" and replace with "Good Roots shall require Participating Merchants to comply with all applicable State and local laws regulating the types of bags provided to customers."
- 4. Delete Section 6. Crosswalk in its entirety and replace with "Section 6. Marketing. Good Roots shall make a good faith effort to work with the Town staff for marketing and outreach for the Farmers' Market."
- 5. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

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

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TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Anthony McFarlane, Finance Director

DATE: April 8, 2026

RE: **Receive Information and Provide Direction to Staff Regarding the Fiscal Year 2026-27 Town Operating Budget with a Focus on Expenditures**

RECOMMENDATION

Receive Information and Provide Direction to Staff Regarding Fiscal Year 2026-27 Operating and Capital Budget Expenses

REPORT SUMMARY

In preparation for the FY 2026-27 Operating and Capital Project Budget, this report will provide an overview of the Town's expenditures focusing on the General Funds major spending categories and programs.

Community Identified Spending Priorities

This year the Town has engaged hundreds of residents specifically around Town service needs and spending priorities and we have launched the Portola Valley Conversation – an interactive community discussion about our Town needs and priorities. To date, residents have identified the following service priorities:

- Maintaining wildfire prevention services such as vegetation and brush management and clearance programs to reduce the risk of wildfire
- Maintaining 911 emergency response times and police patrols
- Preventing a County takeover of local zoning and planning services
- Repairing deteriorating storm drains to prevent system failure, flooding and water pollution and sinkholes

The Town has also prioritized these services as you will see in the report below.

Public Safety

Residents have told us one of their top priorities is public safety. Now more than ever it is critical that Portola Valley is prepared for natural disasters such as wildfires, earthquakes, flooding and landslides. These preparations include prevention measures, evacuation planning, and reliable emergency response communication systems to help keep residents safe.

Public safety services include police services provided by the San Mateo County Sheriff's Office, fire mitigation and education services provided the Woodside Fire Protection District and dispatch services provided by San Mateo County. Combined, these services represent 28% of General Fund expenditure appropriations. The largest expense for Public Safety is the police services contract with the San Mateo County Sheriff's Office. For FY 2026-27, the cost of this contract will increase approximately \$197,000 compared to FY 2025-26. However, the overall impact to the General Fund will be a net increase of approximately \$508,000 due to the \$197,000 cost increase, the expiration of the \$211,000 credit from the County, and the use of one-time funding of \$100,000 in FY 2025-26.

Woodside Fire Protection District provides fire education and mitigation services. Mitigation services include the chipper program and fuel mitigation in the Town's Right-of-Way. For FY 2026-27, the proposed amount for these services is \$240K, which is a slight decrease from the current year.

Dispatch services have increased on average by 3% per year.

Salaries and Benefits

Personnel costs represent approximately 40% of the General Fund budget. There are currently 15.5 FTE positions authorized in the budget with one position currently vacant. In the FY 2025-26 budget, a Cost-of-Living Adjustment (COLA) of 3% was made to baseline salaries; however, there were no merit increases. Merit increases have not been included in the last two fiscal year budgets. Council direction will be needed to include a COLA and merit increases in the budget. A COLA increase of 3% will cost approximately \$63,000 based on current FTE levels and historical COLA adjustments. Merit increases for employees not at the top of the salary range will cost somewhere between \$15,000 to \$76,000.

Pension contribution rates are determined actuarially by CalPERS. The Town has a two-tiered retirement plan for staff. Classic employees are those employees who have maintained continuous service prior to Jan 1, 2013, and PEPRA employees are new employees hired after Jan 1, 2013. For FY 2026-27, the employer contribution rate will decrease by 2 to 3 basis points due to CalPERS FY 2024-25 actual investment returns of 11.6% exceeding the discount rate of 6.8%.

Medical premiums are negotiated by CalPERS with providers. Since FY 2021-22, premiums have increased approximately 11% per year. Medical premiums are anticipated to increase an additional \$27,000 for Fiscal Year 2026-27 based on current staff selections. Unknown changes in enrollment options will have an impact on this number.

The Unfunded Actuarial Liability, or UAL, is the difference between the actuarially determined pension liability and the market value of the Town's assets held by PERS. According to the most recent valuation report from CalPERS, the Town's total unfunded liability is \$1.99 million. The liability is amortized over 18 years. The UAL payment for

FY 2026-27 is anticipated to increase by \$27,000 to \$195,000. The Town can reduce this amount by approximately by \$6,000 by electing the annual prepayment option.

Staff is currently reviewing the organizational structure of each department and may be recommending changes to Council during the budget process. The review focuses on providing the adequate levels of service balanced with a career ladder track for staff development. If the recommended changes result in the increase in FTE, then there will be an impact on the projected increases identified in this report.

Consultants

Planning and Building services are augmented by consultants for project applicant work, element updates, and other town work as identified with project applicant work being reimbursed through application deposits. Staff will continue to review the adequate level of service that will be needed based on volume of activity.

Capital Improvement Plan

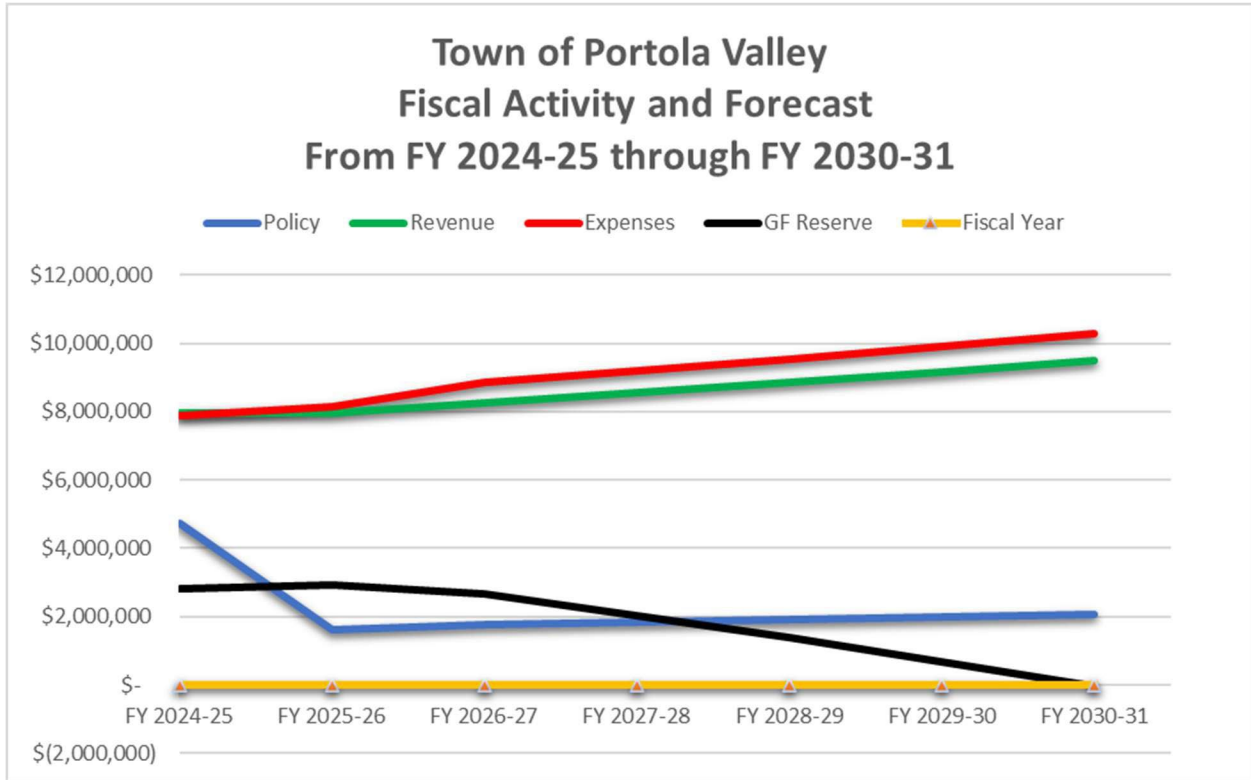
The Capital Budget will remain unchanged for FY 2026-27. There may be one or two projects that will be updated. However, the Town needs to develop a strategic Capital Improvement Plan that will address long-term investments in aging infrastructure, facilities, and equipment. The Plan will serve as an effective budgeting and resource allocation tool that will also align with the Town's strategic goals.

Impact on Services

Without new revenue, expenditure reduction will be required. With the Town's low staffing levels, opportunities to reduce personnel costs will reduce necessary service levels. To maintain an adequate level of service to the community, additional financial resources will be required, otherwise significant cuts will need to be made to staffing levels, sheriff, fire protection, planning and building services, capital improvements, and facility maintenance.

It is also important that Portola Valley protect its Town autonomy and ability to make local zoning decisions as an incorporated community. If the Town were to lose its independent status, zoning and planning decisions would instead be made by the County.

The updated long-range General Fund fiscal forecast indicates an ongoing structural deficit of approximately \$700,000 per year. Without new revenue, the General Fund reserve will fall below the minimum reserve policy level of 20% of annual operating expenditures by the end of FY 2027-28 and will be depleted by the end of FY 2029-30.



The Town’s fiscal solvency will rely heavily on locally controlled revenue enhancement. The Town has already taken steps to close this gap by initiating a comprehensive user fee study that will ensure that the appropriate cost recovery is being achieved in building and planning services, field and facility rentals, and other administrative charges.