



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the Town Council**  
**Wednesday, April 22, 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](mailto: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**

2. **ANNOUNCEMENT OF REMOTE ATTENDANCE / ROLL CALL**

3. **PRESENTATIONS / PROCLAMATIONS**

- a. Introduction of New Sheriff's Office Captain Brandon Hensel Overseeing Portola Valley
- b. Presentation on ROPES Project by Wyatt Frenz
- c. Presentation and Update from Peninsula Clean Energy

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 Special Meeting Minutes of April 6, 2026
- b. Approve Regular Meeting Minutes of April 8, 2026
- c. Approve Warrant List for April 22, 2026
- d. Adopt a Resolution Approving an Administrative Amendment to Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement Reflecting the Name Change of Peninsula Clean Energy Authority to WestLight Energy
- e. Approve Appointment of Chris Morace as a Member and the Conservation Liaison to Wildfire Preparedness Committee

7. **REGULAR AGENDA**

- a. Receive Draft Fiscal Year 2026-27 Capital Improvement Plan and Associated Budget Presentation and Provide Direction to Staff
- b. Receive Information and Provide Direction on a Potential Town Charter

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

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

- a. 03/03/2026 Conservation Committee Meeting
- b. 04/07/2026 Conservation Committee Meeting
- c. 04/15/2026 Friends of the PV Library Meeting

9. **ADJOURNMENT**

*The next Regular Town Council meeting will be held on May 13, 2026 at 7:00 p.m.*

**Land Acknowledgement:**

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



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council  
**FROM:** Veronica Dao, Town Clerk  
**DATE:** April 22, 2026  
**RE:** **Approve Special Meeting Minutes of April 6, 2026**

**RECOMMENDATION**

Staff recommends Town Council review and approve the April 6, 2026 special meeting minutes.

**ATTACHMENTS**

1. [04-06-2026 Council Special Meeting Minutes CS](#)

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – APRIL 6, 2026**

**1. CALL TO ORDER / ROLL CALL**

Mayor Taylor called the meeting to order at 5:01 p.m. Roll call was taken.

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, Administrative Analyst Elizabeth Martelli

Town Attorney Engberg confirmed remote attendance for Councilmember Judith Hasko, participating from Beekman Hotel, Room 720, 123 Nassau St, New York, NY 10038

Town Attorney Engber confirmed remote attendance for Councilmember Helen Wolter, participating from 460 South Marion Parkway, #1604 C, Denver, CO 80209

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

**3. ORAL COMMUNICATIONS**

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

**4. CLOSED SESSION**

The Council went into Closed Session at 5:04 p.m. to discuss the following:

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code Section 54957)  
Eight-Month Check In  
Title: Town Manager Darcy Smith

**5. ADJOURNMENT**

The Council reconvened from Closed Session and adjourned the meeting at approximately 8:05 p.m.

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Craig Taylor, Mayor

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Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its April 22, 2026 regular meeting.



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council  
**FROM:** Veronica Dao, Town Clerk  
**DATE:** April 22, 2026  
**RE:** **Approve Regular Meeting Minutes of April 8, 2026**

**RECOMMENDATION**

Staff recommends Town Council review and approve the April 8, 2026 regular meeting minutes.

**ATTACHMENTS**

1. [04-08-2026 Council Regular Meeting Minutes](#)

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – APRIL 8, 2026**

**1. CALL TO ORDER / ROLL CALL**

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

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

Absent: None

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

Town Attorney Engberg confirmed remote attendance for Councilmember Judith Hasko, participating from Beekman Hotel, Room 720, 123 Nassau St, New York, NY 10038

**2. SB 707 CONSIDERATIONS:** None.

**3. REPORT OUT FROM RECENT CLOSED SESSION**

Town Attorney Engberg reported no reportable action.

**4. PRESENTATIONS / PROCLAMATIONS**

a. Proclamation of California Native Plant Month

Mayor Taylor presented the proclamation to Judy Murphy of the Conservation Committee.

**5. TOWN MANAGER REPORT**

Town Manager Smith updated the Council on the following:

- Community coffee event with Assemblymember Marc Berman and Mayor Craig Taylor on April 10
- Community clean-up day on April 25
- Town Committee recruitments for open seats
- Cultural Arts Committee photo event

**6. ORAL COMMUNICATIONS**

Mayor Taylor invited public comment.

Public Comment

- Bob Adams
- Ellen V.
- Rita Comes

**7. CONSENT AGENDA**

Mayor Taylor invited public comment. None were received.

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

Motion and second (Flynn, Wolter) to approve Consent Agenda items 7a and 7b. The motion carried unanimously by roll call vote.

Motion and second (Hasko, Hufty) to approve Consent Agenda item 7c. The motion carried 4-1 by roll call vote, with Councilmember Wolter voting no.

- 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

Finance Direction McFarlane presented the item.

Mayor Taylor invited public comment.

Public Comment

- Bob Adams

Council asked questions and discussed the item.

No formal action was taken.

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

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

Mayor Taylor invited public comment. None were received.

## **10. ADJOURNMENT**

The meeting adjourned at 8:44 p.m.

\_\_\_\_\_  
Craig Taylor, Mayor

\_\_\_\_\_  
Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its April 22, 2026 regular meeting.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

**TO:** Mayor and Members of the Town Council

**FROM:** Anthony McFarlane, Interim Assistant Town Manager

**DATE:** April 22, 2026

**RE:** **Approve Warrant List for April 22, 2026.**

**RECOMMENDATION:**  
Review and accept the Warrant List for April 22, 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 No	Ending Warrant No	Total Warrants	Amount	Warrants Released	Prior Warrant List	
							Date	Ending Warrant No
Warrant	4/22/2026	5913	5954	41	\$157,419.53	4/23/2026	4/8/2026	5912

The following table lists payments by fund.

Payments by Fund		
Date	Fund	Amount
4/22/2026	101-General	\$134,889.76
4/22/2026	205-Library	1,683.62
4/22/2026	206-Gas Tax	900.00
4/22/2026	212-Measure M	1,195.00
4/22/2026	222-Inclusion In-lieu	9,161.10
4/22/2026	701-Customer Deposits	9,590.05
<b>Total</b>		<b>\$157,419.53</b>

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 No	Issued To	Fund	Dept	Purpose	Amount
4/22/2026	5914	Bank of America	101	Various	March CC Charges	\$ 4,660.26
4/22/2026	5915	California Water	101	610	Feb-Mar Water	1,950.18
4/22/2026	5916	CalPERS	101	Various	UAL/Pension	41,038.46
4/22/2026	5918	SCA of CA, LLC	206/212	510	Street Sweeping	2,095.00
4/22/2026	5920	MCCI, LC	101	610	Laserfiche	5,167.75
4/22/2026	5921	Good City Company	222/701	310/340	March Services	7,130.50
4/22/2026	5923	MissionSquare	101	Various	Deferred Comp	4,458.87
4/22/2026	5925	Jeannie Goldman	101	410	Fall/Winter Classes	14,347.00
4/22/2026	5930	Navia Benefit Solutions	101	Various	Employee Contributions	562.50
4/22/2026	5931	PG&E	101	610	Mar Utilities	1,310.38
4/22/2026	5942	Rebecca Flynn	101	110	Reimbursement	429.27
4/22/2026	5947	Shute, Mihaly & Weinberger	Various	125/340	Feb Services	27,257.25
4/22/2026	5950	Amazon Capital Services	101	Various	Mar Office Supplies	194.89
<b>Total</b>						<b>\$110,602.31</b>

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

Warrants Voided and Reissued						
Date	Warrant No	Issued To	Fund	Dept	Purpose	Amount
<b>Total</b>						<b>\$ -</b>

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 No	Issued To	Fund	Dept	Purpose	Amount
<b>Total</b>						<b>\$ -</b>

## DISCLOSURE

Disclosure						
Date	Warrant No	Issued To	Fund	Dept	Purpose	Amount
<b>Total</b>						<b>\$ -</b>

For additional information on any item disclosed in this report, please contact the Finance department directly at [amcfarlane@portolavalley.net](mailto:amcfarlane@portolavalley.net).

## ATTACHMENTS

- 04/22/2026 Warrant List Certification

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**April 22, 2026**

Claims totaling \$157,419.53 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, Interim Assistant Town Manager

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

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
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						
5913	41	AT&T	310.25	04/22/26		
5914	44	BANK OF AMERICA	4,660.26	04/22/26		EFTPS
5915	78	CALIFORNIA WATER SERVICE CO	1,950.18	04/22/26		EFTPS
5916	80	CALPERS	41,038.46	04/22/26		EFTPS
5917	107	CITY OF BELMONT	65.00	04/22/26		
5918	121	SCA OF CA, LLC	2,095.00	04/22/26		ACH
5919	124	COMCAST	534.44	04/22/26		
5920	167	MCCI, LLC	5,167.75	04/22/26		ACH
5921	195	GOOD CITY COMPANY	7,130.50	04/22/26		ACH
5922	203	GREEN HALO SYSTEMS	114.00	04/22/26		
5923	218	MISSIONSQUARE RETIREMENT	4,458.87	04/22/26		EFTPS
5924	234	J. W. ENTERPRISES	546.88	04/22/26		
5925	245	JEANNIE GOLDMAN	14,347.00	04/22/26		ACH
5926	269	KATHY WADDELL	3,192.00	04/22/26		
5927	292	LYNCH ELECTRIC & SONS INC	1,389.06	04/22/26		
5928	295	LYNX TECHNOLOGIES INC	1,350.00	04/22/26		
5929	324	MIRANDAS LANDSCAPE	3,484.50	04/22/26		
5930	330	NAVIA BENEFIT SOLUTIONS	562.50	04/22/26		EFTPS
5931	367	PG&E	1,310.38	04/22/26		EFTPS
5932	373	PITNEY BOWES INC.	148.48	04/22/26		
5933	375	PLATINUM FACILITY SERVICES	4,936.68	04/22/26		
5934	376	PORTOLA VALLEY HARDWARE	192.95	04/22/26		
5935	403	RON RAMIES AUTOMOTIVE INC.	535.28	04/22/26		
5936	413	SANGINI MAJMUDAR BEDNER	2,118.40	04/22/26		
5937	437	SMALL BUSINESS BENEFIT PLAN TR	1,865.70	04/22/26		
5938	505	WOODSIDE FIRE PROTECTION DISTR	1,999.85	04/22/26		
5939	518	GOT GOPHERS?	1,050.00	04/22/26		
5940	697	CYNTHIA ROWE	900.00	04/22/26		
5941	698	MIA DIGIOVANNI	3,300.00	04/22/26		
5942	728	REBECCA FLYNN	429.27	04/22/26		ACH
5943	730	URBAN PLANNING PARTNERS INC	5,107.50	04/22/26		
5944	751	VIA HEART PROJECT	251.28	04/22/26		
5945	860	STEPFORD	9,178.00	04/22/26		
5946	914	UNITED MECHANICAL INC	496.82	04/22/26		
5947	1016	SHUTE, MIHALY & WEINBERGER LLP	27,257.25	04/22/26		ACH
5948	1116	EMBARCADERO MEDIA FOUNDATION	420.00	04/22/26		
5949	1118	STERICYCLE, LNC. DBA SHRED-LT	129.03	04/22/26		
5950	1152	AMAZON CAPITAL SERVICES, INC	194.89	04/22/26		EFTPS
5951	1213	COUNTY OF SAN MATEO ENV HEALTH	306.04	04/22/26		
5952	1216	WIZIX TECHNOLOGY GROUP, INC.	95.08	04/22/26		
5953	1256	GLADWELL GOVERNMENTAL SERVICES	400.00	04/22/26		
5954	1294	ANDREW CHARLES CANAPARY	2,400.00	04/22/26		



Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept	Balance Sheet				
CALPERS	101-21032-000-000000	March Retirement-CLASSIC	10,324.89	5916	04/22/26
CALPERS	101-21032-000-000000	March Retirement-PEPRA	15,933.65	5916	04/22/26
MISSIONSQUARE RETIREMENT	101-21036-000-000000	Deferred Comp - Apr 15, 2026	4,458.87	5923	04/22/26
NAVIA BENEFIT SOLUTIONS	101-21033-000-000000	Navia Benefit 04/15/2026	562.50	5930	04/22/26
	Fund 101 Dept	Total	----- 31,279.91		
Fund 101 Dept 110	Town Council				
CITY OF BELMONT	101-65013-110-000000	Council of Cities Meeting - Rebecca Flynn	65.00	5917	04/22/26
REBECCA FLYNN	101-65013-110-000000	League of CA Cities - Housing Policy Comm Reim Mar 26	429.27	5942	04/22/26
	Fund 101 Dept 110	Total	----- 494.27		
Fund 101 Dept 120	Town Manager				
SMALL BUSINESS BENEFIT PLAN TR	101-55024-120-000000	Dental/Vision	1,865.70	5937	04/22/26
	Fund 101 Dept 120	Total	----- 1,865.70		
Fund 101 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	101-62032-125-000000	Feb Legal Service	19,422.80	5947	04/22/26
	101-62032-125-26ELCT			5947	04/22/26
	101-62032-125-000000		33.80	5947	04/22/26
	Fund 101 Dept 125	Total	----- 19,456.60		
Fund 101 Dept 140	Finance				
BANK OF AMERICA	101-65012-140-000000		550.00	5914	04/22/26
	Fund 101 Dept 140	Total	----- 550.00		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
<b>Fund 101 Dept 220 Fire Services</b>					
WOODSIDE FIRE PROTECTION DISTR	101-62047-220-000000	03/01/26-03/31/26 Fire Mitigation Crew Support	1,999.85	5938	04/22/26
<b>Fund 101 Dept 220 Total</b>			<b>1,999.85</b>		
<b>Fund 101 Dept 310 Planning Division</b>					
LYNX TECHNOLOGIES INC	101-62305-310-000000	GIS Professional Services in Mar 2026	1,350.00	5928	04/22/26
URBAN PLANNING PARTNERS INC	101-62099-310-000000	PV Safety Element Update- Feb 2026	1,287.50	5943	04/22/26
<b>Fund 101 Dept 310 Total</b>			<b>2,637.50</b>		
<b>Fund 101 Dept 320 Building Division</b>					
GREEN HALO SYSTEMS	101-62305-320-000000	Apr Hosting & Acces	114.00	5922	04/22/26
<b>Fund 101 Dept 320 Total</b>			<b>114.00</b>		
<b>Fund 101 Dept 410 Community Hall</b>					
ANDREW CHARLES CANAPARY	101-63013-410-000000	WINTER 2026 Classes	2,400.00	5954	04/22/26
CYNTHIA ROWE	101-63013-410-000000	WINTER 2026 Classes	900.00	5940	04/22/26
JEANNIE GOLDMAN	101-63013-410-000000	WINTER 2026 Classes Final	14,347.00	5925	04/22/26
KATHY WADDELL	101-63013-410-000000	WINTER 2026 Classes	3,192.00	5926	04/22/26
MIA DIGIOVANNI	101-63013-410-000000	WINTER 2026 Classes	2,400.00	5941	04/22/26
MIA DIGIOVANNI	101-63013-410-000000	WINTER 2026 Classes	900.00	5941	04/22/26
PLATINUM FACILITY SERVICES	101-61051-410-000000	Janitorial Services - Mar 2026	1,081.49	5933	04/22/26
SANGINI MAJMUDAR BEDNER	101-63013-410-000000	WINTER 2026 Classes	2,118.40	5936	04/22/26
<b>Fund 101 Dept 410 Total</b>			<b>27,338.89</b>		
<b>Fund 101 Dept 420 Field Rentals</b>					
GOT GOPHERS?	101-61055-420-000000	Town Fields Gopher Trapping- Mar 2026	1,050.00	5939	04/22/26
J. W. ENTERPRISES	101-61056-420-000000	Handicap Unit Rental & Services	315.44	5924	04/22/26
J. W. ENTERPRISES	101-61056-420-000000	Handicap Unit	231.44	5924	04/22/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
MIRANDAS LANDSCAPE	101-61055-420-000000	Rental & Services March Landscape Services	325.50	5929	04/22/26
MIRANDAS LANDSCAPE	101-61055-420-000000	April Landscape Services	3,159.00	5929	04/22/26
Fund 101 Dept 420 Total			5,081.38		
Fund 101 Dept 510 Public Works					
BANK OF AMERICA	101-62011-510-000000		242.79	5914	04/22/26
LYNCH ELECTRIC & SONS INC	101-61052-510-000000	Service Call - Community Hall Exit Light Wiring	815.71	5927	04/22/26
PLATINUM FACILITY SERVICES	101-61054-510-000000	Janitorial Services - Mar 2026	2,296.91	5933	04/22/26
PLATINUM FACILITY SERVICES	101-62011-510-COVD19	Janitorial Services - Mar 2026. Fridays disinfection svcs	448.01	5933	04/22/26
PORTOLA VALLEY HARDWARE	101-62014-510-000000	March Statement Tools	192.95	5934	04/22/26
RON RAMIES AUTOMOTIVE INC.	101-61081-510-000000	Mar Fuel Statement	535.28	5935	04/22/26
UNITED MECHANICAL INC	101-62011-510-000000	HVACR Maintenance Leaking Backflow Mar 26	496.82	5946	04/22/26
VIA HEART PROJECT	101-62011-510-000000	Town Center-LIFEPAK CR2 Battery	251.28	5944	04/22/26
Fund 101 Dept 510 Total			5,279.75		
Fund 101 Dept 610 Non-Departmental					
AMAZON CAPITAL SERVICES, INC	101-62399-610-000000	Business Prime Annual Membership Fee	141.09	5950	04/22/26
AMAZON CAPITAL SERVICES, INC	101-62301-610-000000	Coffee Creamers	53.80	5950	04/22/26
AT&T	101-62021-610-000000	March Statement	62.26	5913	04/22/26
AT&T	101-62021-610-000000	March Statement	185.73	5913	04/22/26
AT&T	101-62021-610-000000	March Statement	62.26	5913	04/22/26
BANK OF AMERICA	101-62305-610-000000		3,434.94	5914	04/22/26
	101-62399-610-000000		432.53	5914	04/22/26
CALIFORNIA WATER SERVICE CO	101-62022-610-000000	Water Service 2/11/26 - 3/11/26 4/1/26-4/30/26	1,742.75	5915	04/22/26
	101-62022-610-000000		124.46	5915	04/22/26
	101-62022-610-000000		82.97	5915	04/22/26
CALPERS	101-55014-610-000000	Admin Fees Retired	800.00	5916	04/22/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
		Annuitant			
CALPERS	101-55011-610-000000	April UAL CLASSIC	13,579.75	5916	04/22/26
CALPERS	101-55011-610-000000	April UAL PEPRA	400.17	5916	04/22/26
COMCAST	101-62021-610-000000	WIFI-4.16.2026-05.1 .2026	534.44	5919	04/22/26
COUNTY OF SAN MATEO ENV HEALTH	101-62327-610-000000	Waste Disposal Lights Batteries	306.04	5951	04/22/26
EMBARCADERO MEDIA FOUNDATION	101-62304-610-000000	Legal Advertising	420.00	5948	04/22/26
GLADWELL GOVERNMENTAL SERVICES	101-62099-610-000000	Records Retention Legal Review Update FY25-26	400.00	5953	04/22/26
MCCI, LLC	101-62305-610-000000	Laserfiche Cloud Renewal FY26-27	5,167.75	5920	04/22/26
PG&E	101-62022-610-000000	PG&E APR Stmt	656.81	5931	04/22/26
	101-62022-610-000000		14.29	5931	04/22/26
	101-62022-610-000000		593.45	5931	04/22/26
	101-62022-610-000000		45.83	5931	04/22/26
PITNEY BOWES INC.	101-62307-610-000000	Postage Meter Rental, Equipment & Svc 1/02/26 - 04/01/26	148.48	5932	04/22/26
STEPFORD	101-62046-610-000000	Monthly Service Charges 03/01/2026 THRU 03/31/2026	3,920.00	5945	04/22/26
STEPFORD	101-62305-610-000000	Veeam Backup and Replication for Disaster Recovery - Mar 26	631.50	5945	04/22/26
STEPFORD	101-62046-610-000000	Monthly Service Charges 04/01/2026 THRU 04/30/2026	3,920.00	5945	04/22/26
STEPFORD	101-62305-610-000000	Veeam Backup and Replication for Disaster Recovery - Apr 26	631.50	5945	04/22/26
STEPFORD	101-62046-610-000000	Onsite - Mar 26	75.00	5945	04/22/26
STERICYCLE, LNC. DBA SHRED-LT	101-62301-610-000000	Paper Shredding Services	129.03	5949	04/22/26
WIZIX TECHNOLOGY GROUP, INC.	101-62301-610-000000	Printer	95.08	5952	04/22/26
	Fund 101 Dept 610 Total		-----		
			38,791.91		
	Fund 101 Total		-----		
			134,889.76		
Fund 205 Dept 510	Public Works				

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
LYNCH ELECTRIC & SONS INC	205-61079-510-000000	Service Call - Ballast Fixtures	573.35	5927	04/22/26
PLATINUM FACILITY SERVICES	205-61054-510-000000	Repair Library Janitorial Services - Mar 2026	1,110.27	5933	04/22/26
Fund 205 Dept 510 Total			1,683.62		
Fund 205 Total			1,683.62		
Fund 206 Dept 510	Public Works				
SCA OF CA, LLC	206-61012-510-000000	March Litter/Street Clean	900.00	5918	04/22/26
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	March Litter/Street Clean	1,195.00	5918	04/22/26
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	Feb Legal Service	1,073.60	5947	04/22/26
Fund 222 Dept 125 Total			1,073.60		
Fund 222 Dept 310	Planning Division				
GOOD CITY COMPANY	222-62039-310	Planning Consultant Services - Mar 2026	4,267.50	5921	04/22/26
URBAN PLANNING PARTNERS INC	222-62099-310	PVHE2 Housing	3,820.00	5943	04/22/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
		Element Amendments Feb 26			
	Fund 222 Dept 310 Total		8,087.50		
	Fund 222 Total		9,161.10		
Fund 401 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	401-62032-125-VOTRBR	Feb Legal Service		5947	04/22/26
	Fund 401 Dept 125 Total		.00		
	Fund 401 Total		.00		
Fund 701 Dept 340	Customer Deposits				
GOOD CITY COMPANY	701-62041-340	Planning Consultant Services - Mar 2026	2,863.00	5921	04/22/26
SHUTE, MIHALY & WEINBERGER LLP	701-62033-340	Feb Legal Service	6,727.05	5947	04/22/26
	Fund 701 Dept 340 Total		9,590.05		
	Fund 701 Total		9,590.05		
	**** Grand Total		157,419.53		
	*** End of Report ***				

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 04/22/26	41 5913	AT&T March Statement March Statement March Statement	310.25	62.26 185.73 62.26	000025062184 000025062185 000025062186
Vendor: 5914	44	BANK OF AMERICA	4,660.26	4,660.26	1388-MAR26
Vendor: 5915	78	CALIFORNIA WATER SERVICE CO Water Service 2/11/26 - 3/11/26 4/1/26-4/30/26	1,950.18	1,950.18	APR-2026
Vendor: 5916	80	CALPERS April UAL CLASSIC April UAL PEPRA March Retirement- CLASSIC March Retirement- PEPRA Admin Fees Retired Annuitant	41,038.46	13,579.75 400.17 10,324.89 15,933.65 800.00	100000018255628 100000018255641 100000018209115 100000018209137 100000017978080
Vendor: 5917	107	CITY OF BELMONT Council of Cities Meeting - Rebecca Flynn	65.00	65.00	04242026
Vendor: 5918	121	SCA OF CA, LLC March Litter/Street Clean	2,095.00	2,095.00	CA25007192
Vendor: 5919	124	COMCAST WIFI-4.16.2026-05.15.2026	534.44	534.44	7290-APR26
Vendor: 5920	167	MCCI, LLC Laserfiche Cloud Renewal FY26-27	5,167.75	5,167.75	RN28190
Vendor: 5921	195	GOOD CITY COMPANY Planning Consultant Services - Mar 2026	7,130.50	7,130.50	4661
Vendor: 5922	203	GREEN HALO SYSTEMS Apr Hosting & Access	114.00	114.00	6459
Vendor: 5923	218	MISSIONSQUARE RETIREMENT Deferred Comp - Apr 15, 2026	4,458.87	4,458.87	APR-202615
Vendor: 5924	234	J. W. ENTERPRISES Handicap Unit Rental & Services Handicap Unit Rental & Services	546.88	315.44 231.44	273054 273055
Vendor: 245		JEANNIE GOLDMAN			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
04/22/26	5925	WINTER 2026 Classes Final	14,347.00	14,347.00	WINTER2026FINAL
Vendor:	269	KATHY WADDELL			
	5926	WINTER 2026 Classes	3,192.00	3,192.00	WINTER-2026
Vendor:	292	LYNCH ELECTRIC & SONS INC			
	5927	Service Call - Ballast Fixtures Repair Library	1,389.06	573.35	2026.160
		Service Call - Community Hall Exit Light Wiring		815.71	2026.161
Vendor:	295	LYNX TECHNOLOGIES INC			
	5928	GIS Professional Services in Mar 2026	1,350.00	1,350.00	10617
Vendor:	324	MIRANDAS LANDSCAPE			
	5929	March Landscape Services	3,484.50	325.50	3044
		April Landscape Services		3,159.00	3053
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
	5930	Navia Benefit 04/15/2026	562.50	562.50	04152026
Vendor:	367	PG&E			
	5931	PG&E APR Stmt	1,310.38	1,310.38	APR-2026
Vendor:	373	PITNEY BOWES INC.			
	5932	Postage Meter Rental, Equipment & Svc 1/02/26 - 04/01/26	148.48	148.48	1029223238
Vendor:	375	PLATINUM FACILITY SERVICES			
	5933	Janitorial Services - Mar 2026	4,936.68	4,488.67	52571
		Janitorial Services - Mar 2026. Fridays disinfection svcs		448.01	52572
Vendor:	376	PORTOLA VALLEY HARDWARE			
	5934	March Statement Tools	192.95	192.95	193-MAR26
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	5935	Mar Fuel Statement	535.28	535.28	G20260331-2
Vendor:	413	SANGINI MAJUMDAR BEDNER			
	5936	WINTER 2026 Classes	2,118.40	2,118.40	WINTER-2026
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	5937	Dental/Vision	1,865.70	1,865.70	MAY-2026
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	5938	03/01/26-03/31/26 Fire Mitigation Crew Support	1,999.85	1,999.85	WFPDCREW-202603

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	518	GOT GOPHERS?			
	5939	Town Fields Gopher Trapping- Mar 2026	1,050.00	1,050.00	101095
Vendor:	697	CYNTHIA ROME			
	5940	WINTER 2026 Classes	900.00	900.00	WINTER-2026
Vendor:	698	MIA DIGIOVANNI			
	5941	WINTER 2026 Classes	3,300.00	2,400.00	WINTER-2026
		WINTER 2026 Classes		900.00	WINTER-2026.2
Vendor:	728	REBECCA FLYNN			
	5942	League of CA Cities - Housing Policy Comm Reim Mar 26	429.27	429.27	FRM-26-3
Vendor:	730	URBAN PLANNING PARTNERS INC			
	5943	PV Safety Element Update- Feb 2026	5,107.50	1,287.50	25029-260132
		PVHE2 Housing Element Amendments Feb 26		3,820.00	25030-260132
Vendor:	751	VIA HEART PROJECT			
	5944	Town Center-LIFEPAK CR2 Battery	251.28	251.28	6075R
Vendor:	860	STEPFORD			
	5945	Monthly Service Charges 03/01/2026 THRU 03/31/2026	9,178.00	3,920.00	2601122
		Veeam Backup and Replication for Disaster Recovery - Mar 26		631.50	2601123
		Monthly Service Charges 04/01/2026 THRU 04/30/2026		3,920.00	2601188
		Veeam Backup and Replication for Disaster Recovery - Apr 26		631.50	2601189
		Onsite - Mar 26		75.00	2606088
Vendor:	914	UNITED MECHANICAL INC			
	5946	HVACR Maintenance Leaking Backflow Mar 26	496.82	496.82	114390
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	5947	Feb Legal Service	27,257.25	27,257.25	FEB-26-SM
Vendor:	1116	EMBARCADERO MEDIA FOUNDATION			
	5948	Legal Advertising	420.00	420.00	85375
Vendor:	1118	STERICYCLE, LNC. DBA SHRED-LT			
	5949	Paper Shredding Services	129.03	129.03	8013867302
Vendor:	1152	AMAZON CAPITAL SERVICES, INC			
	5950	Coffee Creamers	194.89	53.80	1QV7-CLYQ-PQ3L
		Business Prime Annual Membership Fee		141.09	1KWW-YFFY-JFR6
Vendor:	1213	COUNTY OF SAN MATEO ENV HEALTH			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
04/22/26	5951	Waste Disposal Lights Batteries	306.04	306.04	00152138
Vendor:	1216	WIZIX TECHNOLOGY GROUP, INC.			
	5952	Printer	95.08	95.08	573743
Vendor:	1256	GLADWELL GOVERNMENTAL SERVICES			
	5953	Records Retention Legal Review Update FY25-26	400.00	400.00	5982
Vendor:	1294	ANDREW CHARLES CANAPARY			
	5954	WINTER 2026 Classes	2,400.00	2,400.00	WINTER-2026
Check Date Totals			157,419.53		
Grand Total			157,419.53		



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Darcy Smith, Town Manager

**DATE:** April 22, 2026

**RE:** **Adopt a Resolution Approving an Administrative Amendment to Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement Reflecting the Name Change of Peninsula Clean Energy Authority to WestLight Energy**

## **RECOMMENDATION**

Staff recommends that the City Council adopt a Resolution approving an amendment to Paragraph 2.2 of the Peninsula Clean Energy Authority Joint Powers Agreement to reflect the new agency name previously approved by the Peninsula Clean Energy Authority Board of Directors on October 23, 2025.

## **BACKGROUND**

Peninsula Clean Energy (PCE) is a community-controlled, not-for-profit joint powers authority (JPA) that serves as the official electricity provider for San Mateo County. Formed in March 2016 through a unanimous collaborative vote, it is governed by a Board of Directors composed of elected officials representing each of its member jurisdictions. Portola Valley was a founding member in 2016 and officially began receiving electricity service in April 2017; notably, it became the first Town in the county to designate PCE's "ECO100" (100% renewable) plan as the default option for all its residents and businesses. PCE is maintaining a 100% zero-carbon power resource portfolio while working towards delivering 100% renewable energy on an annual basis by 2030.

On October 23, 2025, the Peninsula Clean Energy Authority Board of Directors voted to adopt a new market-facing agency name of WestLight Energy following extensive research and a lengthy stakeholder engagement process. The name was selected in part to address several challenges that limit the effectiveness of the name Peninsula Clean Energy with deeper decarbonization goals across PCE's service territory, including ongoing confusion with PG&E. The acronym "PCE" is often mistaken for PG&E, causing persistent brand confusion. Further, Peninsula Clean Energy reflects a geographic limitation given that the word "Peninsula" no longer reflects PCE's full service territory. The Peninsula Clean Energy Board of Directors' October 23, 2025 action included direction to amend the Joint Powers Agreement (JPA) to formally reflect the new name.

## **DISCUSSION**

PCE requested that the Town Council adopt a Resolution approving an amendment to Paragraph 2.2 of the Peninsula Clean Energy Authority Joint Powers Agreement to reflect the new agency name.

The action before the Council is not a reconsideration of the name itself. The Peninsula Clean Energy

Board of Directors has already approved the name change. Member agencies are now required to approve an administrative amendment to Paragraph 2.2 of the JPA to formally update the agency's legal name in that paragraph and throughout the JPA document.

Approval of the Resolution ensures the Town of Portola Valley remains aligned with the governing documents of the Joint Powers Authority and allows Peninsula Clean Energy the opportunity to implement the name transition in coordination with its 10-year anniversary and broader brand rollout.

**FISCAL IMPACT**

None to the Town. Costs associated with the rebranding effort are borne by the Peninsula Clean Energy Authority and were included in its adopted budget.

**ATTACHMENTS**

1. [Resolution](#)
2. [2. Redlined Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement](#)

RESOLUTION NO. \_\_\_\_\_-2026

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
APPROVING AN ADMINISTRATIVE AMENDMENT TO PARAGRAPH 2.2 OF THE  
PENINSULA CLEAN ENERGY JOINT POWERS AGREEMENT REFLECTING THE NAME  
CHANGE OF PENINSULA CLEAN ENERGY TO WESTLIGHT ENERGY**

**WHEREAS**, the Peninsula Clean Energy Authority (“Peninsula Clean Energy” or “Authority”) was formed as a community choice aggregation agency (“CCA”) on February 29, 2016, under the Joint Exercise of Powers Act, California Government Code sections 6500 et seq., among the County of San Mateo and its cities and towns, and later expanded to include the City of Los Banos in Merced County;

**WHEREAS**, the Authority has grown to serve a diverse customer base across San Mateo County and the City of Los Banos;

**WHEREAS**, on October 23, 2025, the Board of Directors of the Peninsula Clean Energy Authority (PCEA) adopted Resolution No. 2025-36 approving the selection of the new market-facing name of WestLight Energy and authorizing the amendment of its Joint Powers Agreement to reflect the same;

**WHEREAS**, Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement sets forth the name of the Authority;

**WHEREAS**, amendment of Paragraph 2.2 of said Agreement requires approval of each Joint Powers Authority member including the Town of Portola Valley;

**WHEREAS**, the Town Council of the Town of Portola Valley finds that approving the amendment to Paragraph 2.2 of the Joint Powers Agreement reflecting Peninsula Clean Energy Authority’s new market-facing name of WestLight Energy is in the best interest of the City and its residents.

**WHEREAS**, the Town Council of the Town of Portola Valley hereby finds and determines that the amendment to Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement reflecting its new market-facing name of WestLight Energy is appropriate and consistent with the City’s participation in the Authority.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Portola Valley, that:

**Section 1:** The above recitals are true and correct.

**Section 2:** The Town approves the amendment to Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement to reflect the PCE Board of Directors adopted Resolution No. 2025-36 approving the selection of the new market-facing name of WestLight Energy.

**Section 3:** The Town authorizes the Mayor to execute any documents and take any actions necessary to effectuate the amendment of paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement consistent with this Resolution.

**Section 4:** This Resolution is effective upon its adoption.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of April, 2026.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

By: \_\_\_\_\_

Craig Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Veronica Dao, Town Clerk

## Redlined Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement

2.2 Formation. There is formed as of the Effective Date a public agency named ~~the Peninsula Clean Energy Authority~~ WestLight Energy. Pursuant to Sections 6506 and 6507 of the Act, the Authority is a public agency separate from the Parties. Pursuant to Sections 6508.1 of the Act, the debts, liabilities or

Effective 2/29/16 as Amended 03/28/19,  
10/22/20 and 09/26/2024

Page 2 of 15

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obligations of the Authority shall not be debts, liabilities or obligations of the individual Parties unless the governing board of a Party agrees in writing to assume any of the debts, liabilities or obligations of the Authority. A Party who has not agreed to assume an Authority debt, liability or obligation shall not be responsible in any way for such debt, liability or obligation even if a majority of the Parties agree to assume the debt, liability or obligation of the Authority. Notwithstanding Section 7.4 of this Agreement, this Section 2.2 may not be amended unless such amendment is approved by the governing board of each Party.



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Veronica Dao, Town Clerk

**DATE:** April 22, 2026

**RE:** **Approve Appointment of Chris Morace as a Member and the Conservation Liaison to Wildfire Preparedness Committee**

## **RECOMMENDATION**

Staff recommends that the Town Council consider and appoint Chris Morace to the Wildfire Preparedness Committee as a member and the designated Conservation Committee liaison.

## **DISCUSSION**

The Wildfire Preparedness Committee membership consists of one member from the Conservation Committee to act as liaison between the two committees. The current liaison has a scheduling conflict with the new Wildfire Preparedness Committee meeting and can no longer attend meetings.

Staff received a formal resignation and a recommendation for Chris Morace to serve as the new liaison. At its [April 7, 2026 meeting](#), the Conservation Committee formally voted to appoint Chris Morace as the new Conservation liaison to the Wildfire Preparedness Committee .

## **FISCAL IMPACT**

There is no fiscal impact associated.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Anthony McFarlane, Interim Assistant Town Manager

**DATE:** April 22, 2026

**RE:** **Receive Draft Fiscal Year 2026-27 Capital Improvement Plan and Associated Budget Presentation and Provide Direction to Staff**

### **RECOMMENDATION:**

Staff recommends the Town Council provide direction regarding the development of the Fiscal Year 2026-27 Capital Improvement Plan Budget

### **REPORT SUMMARY**

A Capital Improvement Plan (CIP) is a fiscal management tool used to coordinate the location, timing, and funding of capital improvements over a multi-year period, usually 5 years. Capital improvements for the Town refer to major, non-recurring expenditures related to roads and right of way, parks and fields, open space, and buildings and facilities. The CIP includes a description of each project, estimated timeline, funding, and ongoing costs.

Preparation of the CIP is closely linked to the preparation of the Town's annual operating budget. It is usually adopted in conjunction with the annual budget. Projects identified for years outside the current year budget are not authorized until the annual budget for those years is adopted. These outlier projects then serve as a future planning tool where these projects are subject to further review and modification.

The CIP is a powerful tool for implementing Council priorities, strategic plan, or other planning elements. Capital investments such as road improvements, purchase of open space can have a substantial impact on the Town's growth and development.

As stated earlier, capital improvements are major, non-recurring expenditures. Categories include the following,

1. Purchase of major equipment
2. Acquisition of land for a public purpose
3. Construction, expansion, or major renovation of a public building or facility
4. Related planning, engineering, design, appraisal, or feasibility costs.

At the Mid-Year Budget update, the Town Council validated the following CIP Projects totaling approximately \$1.3 million. These projects will be used as the baseline for FY 2026-27 development. All projects are in alignment with at least one of the six Council priorities.

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

Furthermore, these priorities align with residential priorities as well. Through the Portola Valley Conversation and recent community survey results, residents said repairing deteriorating storm drains to prevent system failure, flowing and water pollution and sinkholes is a top priority.

Now more than ever it is important that Portola Valley is prepared for natural disasters such as wildfires, earthquakes, flooding or landslides with prevention measures, evacuation planning and emergency response communication systems. Maintaining our local streets, roads and facilities ensures our ability for quick emergency response as well as maintaining 911 emergency response times.

Category		Funding								
Project	Amount	101	401	201	206	211	212	213	222	
<b>Roads &amp; Right of Way</b>										
2025-001	2025 Street Resurfacing	\$ 900,000	\$ -	156,903	-	114,967	421,130	57,000	150,000	-
2025-003	Storm Drain Repairs	20,000	-	20,000	-	-	-	-	-	-
<b>Total - Roads &amp; Right of Way</b>		<b>\$ 920,000</b>	<b>-</b>	<b>176,903</b>	<b>-</b>	<b>114,967</b>	<b>421,130</b>	<b>57,000</b>	<b>150,000</b>	<b>-</b>

Category		Funding								
Project	Amount	101	401	201	206	211	212	213	222	
<b>Parks &amp; Fields</b>										
2025-004	Ford Field Bathroom - Design	\$ 51,000	\$ 6,000	-	-	-	-	-	-	45,000
2025-005	Town Courts Resurfacing	35,000	-	-	35,000	-	-	-	-	-
<b>Total - Parks &amp; Fields</b>		<b>\$ 86,000</b>	<b>6,000</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>

Category		Funding								
Project	Amount	101	401	201	206	211	212	213	222	
<b>Open Space</b>										
2025-006	Valley Oak Trail Bridges	\$ 50,000	\$ -	50,000	-	-	-	-	-	-
2025-007	Trail Rehabilitation	25,463	-	25,463	-	-	-	-	-	-
<b>Total - Open Space</b>		<b>75,463</b>	<b>-</b>	<b>75,463</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Category		Funding								
Project	Amount	101	401	201	206	211	212	213	222	
<b>Buildings &amp; Facilities</b>										
2025-008	Town Hall Energy Efficiency Upgrade	\$ 64,000	\$ -	-	64,000	-	-	-	-	-
2025-010	Town Hall IT Upgrades	50,000	-	50,000	-	-	-	-	-	-
2025-011	Schoolhouse IT Upgrades	100,000	-	-	100,000	-	-	-	-	-
<b>Total - Buildings &amp; Facilities</b>		<b>214,000</b>	<b>-</b>	<b>50,000</b>	<b>164,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total - CIP Budget</b>		<b>1,295,463</b>	<b>6,000</b>	<b>302,366</b>	<b>199,000</b>	<b>114,967</b>	<b>421,130</b>	<b>57,000</b>	<b>150,000</b>	<b>45,000</b>

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Council will receive further details on each project during the presentation including budget to actual results, estimated carry-over amounts to FY 2026-27, and changes in scope or new information that could require additional review prior to adoption of the budget in June.

Council will also be asked to provide direction on the following,

1. Approve projects for FY 2026-27 CIP development.
2. Prioritize projects for FY 2026-27 and subsequent years.
3. Delegate projects to appropriate committees for further development.
4. Designate approved projects eligible for fundraising.

**ATTACHMENTS**

1. CIP Schedule
2. CIP Project Worksheets

Town of Portola Valley  
Schedule of CIP Projects  
Fiscal Year 2026-27

Category		Funding								
Project	Amount	101	401	201	206	211	212	213	222	
<b>Roads &amp; Right of Way</b>										
2025-001	2025 Street Resurfacing	\$ 905,559	\$ -	156,903	-	120,526	421,130	57,000	150,000	-
2026-002	2025 Street Resurfacing - ADA	-	-	-	-	-	-	-	-	-
2025-003	Storm Drain Repairs	20,000	-	20,000	-	-	-	-	-	-
<b>Total - Roads &amp; Right of Way</b>		<b>\$ 925,559</b>	<b>-</b>	<b>176,903</b>	<b>-</b>	<b>120,526</b>	<b>421,130</b>	<b>57,000</b>	<b>150,000</b>	<b>-</b>
<b>Parks &amp; Fields</b>										
2025-004	Ford Field Bathroom - Design	\$ 51,000	\$ 6,000	-	-	-	-	-	-	45,000
2025-005	Town Courts Resurfacing	35,000	-	-	35,000	-	-	-	-	-
<b>Total - Parks &amp; Fields</b>		<b>\$ 86,000</b>	<b>6,000</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>
<b>Open Space</b>										
2025-006	Valley Oak Trail Bridges	\$ 50,000	\$ -	50,000	-	-	-	-	-	-
2025-007	Trail Rehabilitation	25,463	-	25,463	-	-	-	-	-	-
<b>Total - Open Space</b>		<b>75,463</b>	<b>-</b>	<b>75,463</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Buildings &amp; Facilities</b>										
2025-008	Town Hall Energy Efficiency Upgrades	\$ 64,000	\$ -	-	64,000	-	-	-	-	-
2025-010	Town Hall IT Upgrades	50,000	-	50,000	-	-	-	-	-	-
2025-011	Schoolhouse IT Upgrades	-	-	-	-	-	-	-	-	-
2026-001	EV Charging Stations	381,777	64,777	-	317,000	-	-	-	-	-
<b>Total - Buildings &amp; Facilities</b>		<b>495,777</b>	<b>64,777</b>	<b>50,000</b>	<b>381,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total - CIP Budget</b>		<b>1,582,799</b>	<b>70,777</b>	<b>302,366</b>	<b>416,000</b>	<b>120,526</b>	<b>421,130</b>	<b>57,000</b>	<b>150,000</b>	<b>45,000</b>



APRIL 22, 2026

# CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2026-27

ANTHONY MCFARLANE

TOWN OF PORTOLA VALLEY



# **ROADS & RIGHT OF WAY**

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Roads & ROW  
**Useful Life**  
**Priority** Safety

**Project Name** 2025-26 Street Resurfacing  
**Project No** PW 2025-001

**Description**

The project will increase the Town's Pavement Condition Index (PCI) by focusing on segments with a PCI of less than 70. It will resurface portions of Minoca Road from Cervantes Road to Golden Oak Drive, Possum Lane from Town Limits to Westridge Drive and Westridge Drive from Solana Road to Mapache Drive. This project will include 20,500 sf of dīgouts and 217,028 sf of overlay

**Operational Impact/Other**

Operational costs are estimated to be \$55,000 of staff time

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Design</i>	80,559	17,391	63,168	-	-	-	-	-
<i>Construction</i>	825,000	-	825,000	-	-	-	-	-
<b>Total</b>	905,559	17,391	888,168	-	-	-	-	-

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Capital Projects</i>	156,903	17,391	139,512	-	-	-	-	-
<i>Gas Tax</i>	120,526	-	120,526	-	-	-	-	-
<i>Measure A</i>	421,130	-	421,130	-	-	-	-	-
<i>Measure M</i>	57,000	-	57,000	-	-	-	-	-
<i>Measure W</i>	150,000	-	150,000	-	-	-	-	-
<b>Total</b>	905,559	17,391	888,168	-	-	-	-	-

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Roads & ROW  
**Useful Life**  
**Priority** Safety

**Project Name** Street Resurfacing - ADA Improvements  
**Project No** PW 2026-002

**Description**

The project will make partial, minor ADA curb ramp improvements as part of the Town's ADA transition plan at major intersections to improve accessibility of street walkways, ramps and crosswalks. These upgrades are necessary because ADA improvements to existing infrastructure must be made over time in parallel with annual or biennial road resurfacing efforts.

**Operational Impact/Other**

Expenditures	Budget	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Balance
<i>Design</i>	-	-	-	-	-	-	-	-
<i>Construction</i>	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-

Funding Sources	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Total
<i>Capital Projects</i>	-	-	-	-	-	-	-
<i>Gas Tax</i>	-	-	-	-	-	-	-
<i>Measure A</i>	-	-	-	-	-	-	-
<i>Measure M</i>	-	-	-	-	-	-	-
<i>Measure W</i>	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Roads & ROW  
**Useful Life**  
**Priority** Safety

**Project Name** Emergency Storm Drain Repairs  
**Project No** PW 2025-003

**Description**

This project would make any emergency repairs to the Town's Storm Drain system

**Operational Impact/Other**

Operational costs are estimated to be \$6,000 of staff time

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Construction</i>	20,000	-	20,000	-	-	-	-	-
<b>Total</b>	20,000	-	20,000	-	-	-	-	-

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Capital Projects</i>	20,000	-	20,000	-	-	-	-	-
<b>Total</b>	20,000	-	20,000	-	-	-	-	-

# **PARKS & FIELDS**

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Parks & Fields  
**Useful Life**  
**Priority** Community

**Project Name** Dorothy Ford Field Bathroom  
**Project No** PW 2025-004

**Description**

This project would install a permanent 400 sf bathroom at Dorothy Ford Field per the State of California Parks Department grant application. A grant in the amount of \$180,763 was awarded towards this project with a total cost estimated to be \$390K. Design phase will determine feasibility of project and will update costs from 2021. Completion of this project will eliminate the rental of portable lavatories at Dorothy Ford Field.

**Operational Impact/Other**

Operational costs are estimated to be \$40,000 of staff time. Completion of project will include ongoing utility and maintenance costs that have yet to be determined.

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Design</i>	64,900	-	-	-	-	-	-	64,900
<i>Construction</i>	324,500	-	-	-	-	-	-	324,500
<b>Total</b>	<b>389,400</b>	-	-	-	-	-	-	<b>389,400</b>

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Capital Projects</i>	64,900	-	-	-	-	-	-	64,900
<i>Grants</i>	324,500	-	-	-	-	-	-	324,500
<b>Total</b>	<b>389,400</b>	-	-	-	-	-	-	<b>389,400</b>

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Parks & Fields  
**Useful Life**  
**Priority** Community

**Project Name** Town Center Courts Resurfacing  
**Project No** PW 2025-005

**Description**

This project will resurface and repaint the three courts located at Town Center. The courts are used for basketball, tennis, and pickleball. There are multiple cracks making one court unusable for tennis. This project was approved for funding through PV Fund.

**Operational Impact/Other**

Operational costs are estimated to be \$20,000 of staff time.

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Construction</i>	35,000	-	-	-	-	-	-	35,000
<b>Total</b>	35,000	-	-	-	-	-	-	35,000

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Grants</i>	35,000	-	-	-	-	-	-	35,000
<b>Total</b>	35,000	-	-	-	-	-	-	35,000

# **OPEN SPACE**

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Open Space  
**Useful Life**  
**Priority** Safety

**Project Name** Valley Oak Trail Bridges  
**Project No** PW 2025-006

**Description**

This project will replace tow pedestrian bridges along the Valley Oak Trail that were severely damaged during a significant storm event in Feb 2024. The project was originally estimated to cost \$70,973 and was to be funded through an insurance claim. Since adoption the scope of the project has changed resulting in a review of the original claim and survey of the location of the bridges.

**Operational Impact/Other**

Operational costs are estimated to be \$15,000 of staff time.

Expenditures	Budget	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Balance
<i>Design</i>	50,000	-	-	-	-	-	-	50,000
<b>Total</b>	50,000	-	-	-	-	-	-	50,000

Funding Sources		2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Total
<i>Capital Projects</i>	50,000	-	-	-	-	-	-	50,000
<b>Total</b>	50,000	-	-	-	-	-	-	50,000

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Open Space  
**Useful Life**  
**Priority** Safety

**Project Name** Trail Rehabilitation  
**Project No** PW 2025-007

**Description**

The project will fund emergency repairs to trails. Funding includes remaining balance from the Shady Trail donation received in FY 2024-25. Additional trails have been identified for repair and rehabilitation that will need to be prioritized by the Trails & Paths Committee.

**Operational Impact/Other**

Operational costs are estimated to be \$7,000 of staff time.

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Construction</i>	20,463	-	20,463	-	-	-	-	-
<b>Total</b>	20,463	-	20,463	-	-	-	-	-

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Capital Projects</i>	20,463	-	20,463	-	-	-	-	-
<b>Total</b>	20,463	-	20,463	-	-	-	-	-

# **BUILDINGS & FACILITIES**

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Bldgs & Facs  
**Useful Life**  
**Priority** Efficiency

**Project Name** Town Hall Energy Efficiency Upgrades  
**Project No** PW 2025-009

**Description**

This project will fund energy efficiency upgrades at Town Hall. Efficiency upgrades will include, but are not limited to, boiler replacement, HVAC, or lighting, etc. Project is funded by a grant from WestLight Energy, formerly known as Peninsula Clean Energy (PCE).

**Operational Impact/Other**

Operational costs are estimated to be \$7,000 of staff time. Upgrading to more energy efficient items will reduce ongoing utility and maintenance costs.

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Construction</i>	64,415	-	-	-	-	-	-	64,415
<b>Total</b>	<b>64,415</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64,415</b>

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Grants</i>	64,415	-	-	-	-	-	-	64,415
<b>Total</b>	<b>64,415</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64,415</b>

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Admin  
**Category** Bldgs & Facs  
**Useful Life**  
**Priority** Efficiency

**Project Name** Town Hall IT Upgrades  
**Project No** PW 2025-010

**Description**

The project will fund IT upgrades at Town Hall. Scope of project will include replacing aging equipment to maintain connectivity and data integrity. Completion of this project will increase staff efficiency.

**Operational Impact/Other**

Operational costs are estimated to be \$10,000 of staff time.

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Construction</i>	50,000	38,615	11,385	-	-	-	-	-
<b>Total</b>	50,000	38,615	11,385	-	-	-	-	-

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Capital Projects</i>	50,000	38,615	11,385	-	-	-	-	-
<b>Total</b>	50,000	38,615	11,385	-	-	-	-	-

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Admin  
**Category** Bldgs & Facs  
**Useful Life**  
**Priority** Efficiency

**Project Name** School House IT Upgrades  
**Project No** PW 2025-011

**Description**

The project will fund the complete replacement of all IT equipment at the School House. The project will increase the efficiency and effectiveness of council, committee, and staff communication. An RFP for IT services has been issued and this project is being deferred until the new IT service provider can do an analysis and make a proper recommendation. This project was to be funded by PV Fund.

**Operational Impact/Other**

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Construction</i>	100,000	-	-	-	-	-	-	100,000
<b>Total</b>	100,000	-	-	-	-	-	-	100,000

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>Grants</i>	100,000	-	-	-	-	-	-	100,000
<b>Total</b>	100,000	-	-	-	-	-	-	100,000

**Capital Improvement Program**  
Town of Portola Valley

**2025 - 2031**

**Contact**  
**Department** Public Works  
**Category** Bldgs & Facs  
**Useful Life**  
**Priority** Sustainability

**Project Name** EV Charging Stations  
**Project No** 2026-01

**Description**

This project will fund the installation of an EV Charging station at the corner of Alpine and Portola Roads. The Town was awarded a \$317,000 grant through the Metropolitan Transportation Commission's (MTC) Charging Infrastructure Program. The grant comes with an approximate \$65K matching requirement that will be met through staff time, rebates and incentives.

**Operational Impact/Other**

Operational costs are estimated to be \$58,000 of staff time, with the remaining match consisting of rebates and incentives. Ongoing maintenance and utility costs are anticipated to be funded by the revenue generated by the charging stations.

<b>Expenditures</b>	<b>Budget</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Balance</b>
<i>Design</i>	53,711	-	53,711	-	-	-	-	-
<i>Right of Way</i>	5,371	-	5,371	-	-	-	-	-
<i>Construction</i>	322,695	-	322,695	-	-	-	-	-
<b>Total</b>	<b>381,777</b>	<b>-</b>	<b>381,777</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Funding Sources</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>Total</b>
<i>General Fund</i>	64,777	-	64,777	-	-	-	-	-
<i>Grants</i>	317,000	-	317,000	-	-	-	-	-
<b>Total</b>	<b>381,777</b>	<b>-</b>	<b>381,777</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Darcy Smith, Town Manager  
Catherine Engberg, Town Attorney

**DATE:** April 22, 2026

**RE:** **Receive Information and Provide Direction on a Potential Town Charter**

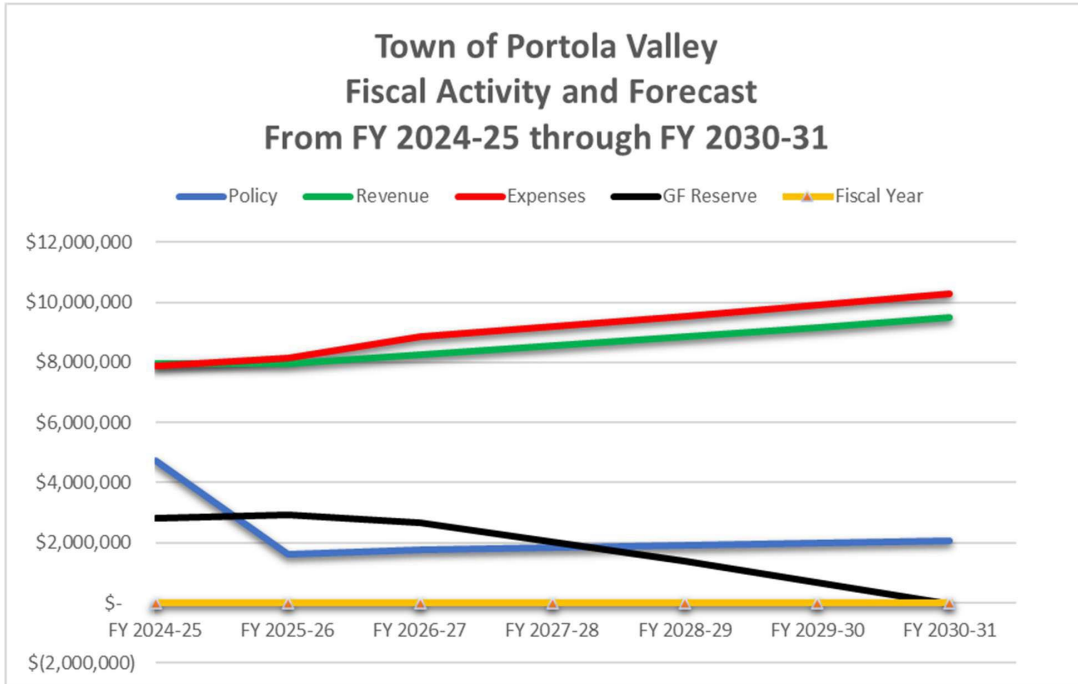
## **RECOMMENDATION**

Staff recommend that the Town Council receive information and provide direction on a potential Town Charter to be included in a ballot measure for the November 3, 2026 election that includes a Town Charter and a proposed Real Property Transfer Tax (RPTT).

## **BACKGROUND**

One of the Town Council's priorities is financial responsibility and long-term viability. In a recent community survey and through The Portola Valley Conversation – a discussion about protecting emergency services and our financial stability – residents said that ensuring the Town's fiscal stability and protecting the Town's autonomy were top priorities. Strategies to demonstrate financial responsibility have included efforts by the Town 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.

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.



Ensuring 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.

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. They made several presentations of their findings over the summer of 2024 and made recommendations for the Town Council to consider that would address the Town’s structural deficit. 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. A community survey of Portola Valley registered voters was completed in September 2025 and the results were presented to the Town Council in November 2025.

The community survey identified the need to be prepared for natural disasters such as wildfires, earthquakes, flooding, or landslides. Community priorities include prevention measures, evacuation planning, and reliable emergency response communication systems to help keep residents safe.

Finally, Portola Valley residents responded that they wish to protect Town autonomy and our ability to make our own zoning decisions as an incorporated community. Survey responses indicated that residents do not want zoning and planning decisions to be made by the County, which would occur if the Town lost its independent status. This input has led the staff to continue engaging the community on the Charter approach, and 60% are highly interested in this approach.

The most viable option and supported by residents that emerged from the Town's research and survey was the potential to adopt a Real Property Transfer Tax (RPTT). RPTTs are solely applied to the sale of real property, and it is ONLY paid by the purchasers or sellers of those types of properties. An agreement between the buyer and seller may determine who pays the cost. If enacted, the RPTT would develop a locally generated and controlled funding source to be used to maintain and/or increase the current level of services and facilities provided by the Town. However, the Town is not currently authorized to adopt the RPTT because it is a General Law Town. As other towns/cities have done, our Town would need to adopt a Charter and become a Charter Town in order to have the authority to adopt the RPTT.

At the March 25, 2026 Town Council meeting, the Council received information and provided direction to staff regarding Fiscal Year 2026-27 Operating and Capital Budget Revenues. The Council also directed staff to prepare a ballot measure for the November 3, 2026 election that includes a Town Charter and a proposed RPTT. Both the Town Charter and the RPTT would become effective only if adopted by a 50 percent plus one vote of the Portola Valley electorate. If voters approve the ballot measure, the Town would be converted from a General Law Town to a Charter Town, and the RPTT would be established effective January 1, 2027.

## **DISCUSSION**

### **Charter Towns**

The California Constitution allows cities and towns to be organized under the general laws of the State or under a charter adopted by the local voters. General Law cities are bound by the state's general law, even with respect to municipal affairs. A General Law City has the authority to act locally, but its actions must be consistent with state law.

By contrast, a Charter City or Town is authorized to exercise local authority over municipal affairs. Article XI of the California Constitution allows cities and towns to adopt a charter, a document that provides the legal framework for the purpose, governance, and operation of a city government. A charter maximizes local control over municipal affairs. Currently in California according to the League of California Cities, there are approximately 362 General Law and 121 – or approximately 26% – Charter Cities/Towns. A list of Charter Cities/Towns, including which ones have adopted a RPTT, is provided in Attachment 1.

The Town of Portola Valley currently operates as a General Law Town. Transitioning to become a Charter Town would require voter approval through the completion of a structured process defined by State law, including preparation of a proposed charter, public review and public hearings, and placement of the measure on a ballot. The process can be initiated either by the Town Council on its own motion, or the voters may elect a charter commission to draft the charter. Adoption of a charter requires a majority vote (50 percent plus one) of the Town's electorate.

## **Municipal Affairs**

The state Constitution sets out a nonexclusive list of four “core” categories that are, by definition, municipal affairs. These categories are:

- 1) Regulation of the “city police force”;
- 2) “Subgovernment in all or part of a city”;
- 3) “Conduct of city elections”; and
- 4) “The manner in which . . . municipal officers [are] elected.”

Outside this list, the courts decide what constitutes a municipal affair on a case-by-case basis, which results in a concept that is fluid and changes over time. Areas that the courts have said constitute municipal affairs include:

- The levy and collection of taxes.
- The form of city government.
- Procedural aspects of resolution and ordinance adoption.
- Local elections, including qualifications for office and public funding of campaigns.
- Some aspects of zoning and land use.
- The process of contracting for public works.

## **Real Property Transfer Tax**

The primary reason for Portola Valley to initiate the charter process is to allow for more options for funding local operations. General Law cities currently split the “Documentary Transfer Tax” with the county (each receives 55¢ for each \$1,000 of the purchase price of real property). Charter Cities and Towns may adopt—with voter approval—a RPTT at any rate. The revenue is not split with the county.

An RPTT is a tax imposed on the transfer of title of real property. Put simply, when the title of a property is transferred to another party, the government levies a tax on that transfer.

Staff recommend that the Portola Valley Town Charter be a simple and brief charter that states that the Town is exercising its authority to levy the RPTT but otherwise is continuing to be subject to general State law. Under this recommendation, the Town would continue to be subject to State general law for topics including, but not limited to, local elections and public contracting. This simpler approach is recommended to ensure that the Town stays on schedule and achieves its primary aim of generating increased revenue with the RPTT. The Town may consider future charter amendments to address other municipal affair topics as desired.

Sample charters that accomplish similarly simple goals are provided in Attachment 2. Staff is seeking feedback on these examples to move forward and prepare a final draft charter for Council review at the next meeting. Note that the El Cerrito and St. Helena samples both take this simplified approach that focuses on the authority to levy a RPTT. However, the two charters have different approaches regarding how to frame power over municipal affairs.

**Proposed Timeline**

There are several Town Council meetings scheduled for 2026 to review and finalize the ballot measure by the August 7<sup>th</sup> deadline:

<b><i>Date</i></b>	<b><i>Action</i></b>
March 25, 2026	<b>Town Council (Regular) Meeting – Direction Provided</b> Town Council provided direction to staff to prepare a ballot measure for the November 3, 2026 election that includes a Town Charter and a proposed Real Property Transfer Tax
April 22, 2026	<b>Town Council (Regular) Meeting – Direction Provided</b> Town Council will provide direction on the type and content for the Town Charter
May 13, 2026	<b>Town Council (Regular) Meeting - Public Hearing No. 1. on Town Charter</b> State law requires the Town to provide 21-days notice before the public hearing may take place on the Town Charter.
June 24, 2026	<b>Town Council (Regular) Meeting - Public Hearing No. 2. on Town Charter</b> State law requires the Town to provide 21-days notice before the public hearing may take place on the Town Charter, and this second public hearing must occur no earlier than 30 days after first hearing.
July 8, 2026	<b>Town Council (Regular) Meeting – Direction Provided</b> Town Council will provide direction on the RPTT and Town Charter Ordinance including the specific tax rate
July 22, 2026	<b>Town Council (Regular) Meeting – Final Action.</b> State law provides that the Town Council cannot conduct a vote on whether to approve the submission to the voters of the proposal to adopt the Town Charter until 21 days after the second public hearing. At this meeting, the Town Council will consider adoption of a Resolution to submit the Charter Town and Real Property Transfer Tax ballot measure to the voters on the November 3, 2026 Statewide General Election Ballot.
By August 7, 2026	Last day to submit ballot measures to the County Registrar of Voters.

In parallel with the Council meeting timeline, the Town is conducting community education and outreach to ensure transparency and equitable public access to the Charter development process. Public outreach activities may include articles in regular Town publications and a community survey.

**FISCAL IMPACT**

It is estimated that the County will charge the Town approximately \$6,000-7,200 to place the ballot measure on the November 3, 2026 Statewide General Election Ballot. In addition, there are legal, community education, and other direct costs associated with this effort. A total cost has not been calculated at the time, but the current Town operating budget includes budget appropriations to cover the current expenditures.

**ATTACHMENTS**

1. Current Charter and General Law Cities with RPTT Rates
2. Example Charters

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>ALAMEDA COUNTY</b>				
ALAMEDA	Chartered	\$ 12.00	\$ 1.10	\$ 13.10
ALBANY	Chartered	\$ 15.00	\$ 1.10	\$ 16.10
BERKELEY	Chartered	up to \$1.6m value: \$15.00	\$ 1.10	\$ 16.10
		\$1.6m & over: \$25.00	\$ 1.10	\$ 26.10
DUBLIN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EMERYVILLE	Chartered	up to \$1m value: \$12.00	\$ 1.10	\$ 13.10
		\$1m-\$1.5m: \$15.00	\$ 1.10	\$ 16.10
		over \$2m: \$25.00	\$ 1.10	\$ 26.10
FREMONT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HAYWARD	Chartered	\$ 8.50	\$ 1.10	\$ 9.60
LIVERMORE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NEWARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OAKLAND	Chartered	up to \$300k value: \$10.00	\$ 1.10	\$ 11.10
		\$300k-\$2m: \$15.00	\$ 1.10	\$ 16.10
		\$2m-\$5m: \$17.50	\$ 1.10	\$ 18.60
		over \$5m: \$25.00	\$ 1.10	\$ 26.10
PIEDMONT	Chartered	\$ 13.00	\$ 1.10	\$ 14.10
PLEASANTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN LEANDRO	Chartered	\$ 11.00	\$ 1.10	\$ 12.10
UNION CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>ALPINE COUNTY</b>				
<b>AMADOR COUNTY</b>				
AMADOR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
IONE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
JACKSON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PLYMOUTH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SUTTER CREEK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>BUTTE COUNTY</b>				
BIGGS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CHICO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
GRIDLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OROVILLE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PARADISE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>CALAVERAS COUNTY</b>				
ANGELS CAMP	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>COLUSA COUNTY</b>				
COLUSA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WILLIAMS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>CONTRA COSTA COUNTY</b>				
ANTIOCH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BRENTWOOD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CLAYTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CONCORD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DANVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EL CERRITO	Chartered	\$ 12.00	\$ 1.10	\$ 13.10
HERCULES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAFAYETTE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MARTINEZ	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MORAGA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OAKLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ORINDA	General Law	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
PINOLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PITTSBURG	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PLEASANT HILL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RICHMOND	Chartered	under \$1m value: \$7.00 \$1m-\$3m: \$12.50 \$3m-\$10m: \$25.00 over \$10m: \$30.00	\$ 1.10 \$ 1.10 \$ 1.10 \$ 1.10	\$ 8.10 \$ 13.50 \$ 26.10 \$ 31.10
SAN PABLO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN RAMON	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
WALNUT CREEK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>DEL NORTE COUNTY</b>			\$ 1.10	\$ 1.10
CRESCENT CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>EL DORADO COUNTY</b>			\$ 1.10	\$ 1.10
PLACERVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SOUTH LAKE TAHOE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>FRESNO COUNTY</b>			\$ 1.10	\$ 1.10
CLOVIS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COALINGA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FIREBAUGH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FOWLER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FRESNO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
HURON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
KERMAN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
KINGSBURG	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
MENDOTA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ORANGE COVE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PARLIER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
REEDLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANGER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN JOAQUIN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SELMA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>GLENN COUNTY</b>			\$ 1.10	\$ 1.10
ORLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WILLOWS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>HUMBOLDT COUNTY</b>			\$ 1.10	\$ 1.10
ARCATA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BLUE LAKE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EUREKA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
FERNDALE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FORTUNA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
RIO DELL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TRINIDAD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>IMPERIAL COUNTY</b>			\$ 1.10	\$ 1.10
BRAWLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CALEXICO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CALIPATRIA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EL CENTRO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
HOLTVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
IMPERIAL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WESTMORLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>INYO COUNTY</b>			\$ 1.10	\$ 1.10
BISHOP	General Law	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>KERN COUNTY</b>			\$ 1.10	\$ 1.10
ARVIN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BAKERSFIELD	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
CALIFORNIA CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DELANO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MARICOPA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MCFARLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RIDGECREST	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SHAFTER	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
TAFT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TEHACHAPI	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WASCO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>KINGS COUNTY</b>			\$ 1.10	\$ 1.10
AVENAL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CORCORAN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HANFORD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LEMOORE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>LAKE COUNTY</b>			\$ 1.10	\$ 1.10
CLEARLAKE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAKEPORT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>LASSEN COUNTY</b>			\$ 1.10	\$ 1.10
SUSANVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>LOS ANGELES COUNTY</b>			\$ 1.10	\$ 1.10
AGOURA HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ALHAMBRA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
ARCADIA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
ARTESIA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
AVALON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
AZUSA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BALDWIN PARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BELL	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
BELLFLOWER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BELL GARDENS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BEVERLY HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BRADBURY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BURBANK	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
CALABASAS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CARSON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CERRITOS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
CLAREMONT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COMMERCE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COMPTON	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
COVINA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CUDAHY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CULVER CITY	Chartered	under \$1.5m value: 0.45%	\$ 1.10	\$ 5.60
		\$1.5M-\$3M: \$6,750+1.5% of value >\$1.5m	\$ 1.10	*
		\$3M-\$10M: \$29,250 + 3% of value >\$3m	\$ 1.10	*
		over \$10M: \$239,250 + 4% of value >\$10m	\$ 1.10	*
DIAMOND BAR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DOWNEY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
DUARTE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EL MONTE	General Law	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
EL SEGUNDO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GARDENA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GLENDALE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
GLENDORA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HAWAIIAN GARDENS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HAWTHORNE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HERMOSA BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HIDDEN HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HUNTINGTON PARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
INDUSTRY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
INGLEWOOD	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
IRWINDALE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
LA CANADA FLINTRIDGE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA HABRA HEIGHTS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAKEWOOD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA MIRADA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LANCASTER	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
LA PUENTE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA VERNE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAWNDALE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOMITA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LONG BEACH	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
LOS ANGELES	Chartered	up to 5.3m value \$4.50 \$5.3m-\$10.6m value: 4.45% over \$10.6m: 5.95%	\$ 1.10 \$ 1.10 \$ 1.10	\$ 5.60 \$ 46.60 \$ 61.60
LYNWOOD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MALIBU	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MANHATTAN BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MAYWOOD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MONROVIA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MONTEBELLO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MONTEREY PARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NORWALK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PALMDALE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PALOS VERDES ESTATES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PARAMOUNT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PASADENA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PICO RIVERA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
POMONA	Chartered	\$ 2.20	\$ 1.10	\$ 3.30
RANCHO PALOS VERDES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
REDONDO BEACH	Chartered	\$ 2.20	\$ 1.10	\$ 3.30
ROLLING HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ROLLING HILLS ESTATES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ROSEMEAD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN DIMAS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN FERNANDO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN GABRIEL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN MARINO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANTA CLARITA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANTA FE SPRINGS	General Law	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
SANTA MONICA	Chartered	up to \$5m value: \$3.00	\$ 1.10	\$ 4.10
		\$5m-\$8m: \$6.00	\$ 1.10	\$ 7.10
		\$8m & over: \$56.00	\$ 1.10	\$ 57.10
SIERRA MADRE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SIGNAL HILL	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SOUTH EL MONTE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SOUTH GATE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SOUTH PASADENA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TEMPLE CITY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
TORRANCE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
VERNON	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
WALNUT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WEST COVINA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WEST HOLLYWOOD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WESTLAKE VILLAGE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WHITTIER	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>MADERA COUNTY</b>			\$ 1.10	\$ 1.10
CHOWCHILLA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MADERA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>MARIN COUNTY</b>			\$ 1.10	\$ 1.10
BELVEDERE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CORTE MADERA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FAIRFAX	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LARKSPUR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MILL VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NOVATO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ROSS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN ANSELMO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN RAFAEL	Chartered	\$ 2.00	\$ 1.10	\$ 3.10
SAUSALITO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TIBURON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>MARIPOSA COUNTY</b>			\$ 1.10	\$ 1.10
<b>MENDOCINO COUNTY</b>			\$ 1.10	\$ 1.10
FORT BRAGG	General Law	\$ 0.55	\$ 0.55	\$ 1.10
POINT ARENA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
UKIAH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WILLITS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>MERCED COUNTY</b>			\$ 1.10	\$ 1.10
ATWATER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DOS PALOS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GUSTINE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LIVINGSTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOS BANOS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MERCED	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>MODOC COUNTY</b>			\$ 1.10	\$ 1.10
ALTURAS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>MONO COUNTY</b>			\$ 1.10	\$ 1.10
MAMMOTH LAKES	General Law	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>MONTEREY COUNTY</b>			\$ 1.10	\$ 1.10
CARMEL-BY-THE-SEA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DEL REY OAKS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GONZALES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GREENFIELD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
KING CITY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
MARINA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
MONTEREY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PACIFIC GROVE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SALINAS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SAND CITY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SEASIDE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SOLEDAD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>NAPA COUNTY</b>			\$ 1.10	\$ 1.10
AMERICAN CANYON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CALISTOGA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NAPA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SAINT HELENA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
YOUNTVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>NEVADA COUNTY</b>			\$ 1.10	\$ 1.10
GRASS VALLEY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
NEVADA CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TRUCKEE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>ORANGE COUNTY</b>			\$ 1.10	\$ 1.10
ALISO VIEJO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ANAHEIM	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
BREA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BUENA PARK	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
COSTA MESA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CYPRESS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
DANA POINT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FOUNTAIN VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FULLERTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GARDEN GROVE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HUNTINGTON BEACH	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
IRVINE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
LAGUNA BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAGUNA HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAGUNA NIGUEL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA HABRA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAKE FOREST	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA PALMA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOS ALAMITOS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
MISSION VIEJO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NEWPORT BEACH	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
ORANGE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PLACENTIA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
RANCHO SANTA MARGARITA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN CLEMENTE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN JUAN CAPISTRANO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANTA ANA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SEAL BEACH	Chartered	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
STANTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TUSTIN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
VILLA PARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WESTMINSTER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
YORBA LINDA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>PLACER COUNTY</b>			\$ 1.10	\$ 1.10
AUBURN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COLFAX	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LINCOLN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOOMIS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ROCKLIN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ROSEVILLE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>PLUMAS COUNTY</b>			\$ 1.10	\$ 1.10
PORTOLA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>RIVERSIDE COUNTY</b>			\$ 1.10	\$ 1.10
BANNING	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BEAUMONT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BLYTHE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CALIMESA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CANYON LAKE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CATHEDRAL CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COACHELLA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CORONA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DESERT HOT SPRINGS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
EASTVALE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HEMET	General Law	\$ 0.55	\$ 0.55	\$ 1.10
INDIAN WELLS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
INDIO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
JURUPA VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAKE ELSINORE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA QUINTA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
MENIFEE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MORENO VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MURRIETA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NORCO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PALM DESERT	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PALM SPRINGS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PERRIS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RANCHO MIRAGE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
RIVERSIDE	Chartered	\$ 1.10	\$ 1.10	\$ 2.20
SAN JACINTO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TEMECULA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WILDOMAR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SACRAMENTO COUNTY</b>			\$ 1.10	\$ 1.10
CITRUS HEIGHTS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ELK GROVE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FOLSOM	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
GALT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ISLETON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RANCHO CORDOVA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SACRAMENTO	Chartered	\$ 2.75	\$ 1.10	\$ 3.85

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>SAN BENITO COUNTY</b>				
HOLLISTER	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN JUAN BAUTISTA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SAN BERNARDINO COUNTY</b>				
ADELANTO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
APPLE VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BARSTOW	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BIG BEAR LAKE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
CHINO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CHINO HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COLTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FONTANA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GRAND TERRACE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HESPERIA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HIGHLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOMA LINDA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
MONTCLAIR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NEEDLES	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
ONTARIO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RANCHO CUCAMONGA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
REDLANDS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RIALTO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN BERNARDINO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
TWENTYNINE PALMS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LAGUNA WOODS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
UPLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10
VICTORVILLE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
YUCAIPA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
YUCCA VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SAN DIEGO COUNTY</b>				
CARLSBAD	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
CHULA VISTA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
CORONADO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DEL MAR	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
EL CAJON	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
ENCINITAS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ESCONDIDO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
IMPERIAL BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LA MESA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LEMON GROVE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
NATIONAL CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OCEANSIDE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
POWAY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN DIEGO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SAN MARCOS	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SANTEE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SOLANA BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
VISTA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>SAN FRANCISCO COUNTY</b>				
SAN FRANCISCO	Chartered	Over \$100,000 AV => 0.5%, Over \$250,000 AV => 0.68% Over \$1 million AV => 0.75%, Over \$5 million AV => 2.25% Over \$10 million AV => 5.50%, over \$25 million => 6.00% Discounts for certain solar & seismic improvements.		

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>SAN JOAQUIN COUNTY</b>			\$ 1.10	\$ 1.10
ESCALON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LATHROP	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LODI	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MANTECA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MOUNTAIN HOUSE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RIPON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
STOCKTON	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
TRACY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SAN LUIS OBISPO COUNTY</b>			\$ 1.10	\$ 1.10
ARROYO GRANDE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ATASCADERO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EL PASO DE ROBLES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GROVER BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MORRO BAY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PISMO BEACH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN LUIS OBISPO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>SAN MATEO COUNTY</b>			\$ 1.10	\$ 1.10
ATHERTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BELMONT	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BRISBANE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
BURLINGAME	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COLMA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DALY CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
EAST PALO ALTO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FOSTER CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HALF MOON BAY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HILLSBOROUGH	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MENLO PARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MILLBRAE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PACIFICA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PORTOLA VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
REDWOOD CITY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SAN BRUNO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN CARLOS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SAN MATEO	Chartered	up to \$10m value: 0.5% \$10M or more: 1.5%	\$ 1.10 \$ 1.10	\$ 6.10 \$ 16.10
SOUTH SAN FRANCISCO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WOODSIDE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SANTA BARBARA COUNTY</b>			\$ 1.10	\$ 1.10
BUELLTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CARPINTERIA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GOLETA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GUADALUPE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOMPOC	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANTA BARBARA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SANTA MARIA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SOLVANG	Chartered	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>SANTA CLARA COUNTY</b>				
CAMPBELL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
CUPERTINO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
GILROY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
LOS ALTOS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOS ALTOS HILLS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LOS GATOS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MILPITAS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MONTE SERENO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MORGAN HILL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MOUNTAIN VIEW	Chartered	up to \$6m value: \$3.30 over \$6m: \$15.00	\$ 1.10 \$ 1.10	\$ 4.40 \$ 16.10
PALO ALTO	Chartered	\$ 3.30	\$ 1.10	\$ 4.40
SAN JOSE	Chartered	\$ 3.30	\$ 1.10	\$ 4.40
		\$2m-\$5m value: \$3.30 plus 0.75%	\$ 1.10	\$ 11.90
		on \$5m-\$10m: \$3.30 plus 1.00%	\$ 1.10	\$ 14.40
		over \$10m: \$3.30 plus 1.50%	\$ 1.10	\$ 19.40
SANTA CLARA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SARATOGA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SUNNYVALE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>SANTA CRUZ COUNTY</b>				
CAPITOLA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANTA CRUZ	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<i>New rates will be effective 7/1/2026 per Measure C 11/2025</i>				
SCOTTS VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WATSONVILLE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>SHASTA COUNTY</b>				
ANDERSON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
REDDING	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SHASTA LAKE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SIERRA COUNTY</b>				
LOYALTON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SISKIYOU COUNTY</b>				
DORRIS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DUNSMUIR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
ETNA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FORT JONES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MONTAGUE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MOUNT SHASTA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TULELAKE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WEED	General Law	\$ 0.55	\$ 0.55	\$ 1.10
YREKA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SOLANO COUNTY</b>				
BENICIA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
DIXON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FAIRFIELD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RIO VISTA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SUISUN CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
VACAVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
VALLEJO	Chartered	\$ 3.30	\$ 1.10	\$ 4.40

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>SONOMA COUNTY</b>				
CLOVERDALE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
COTATI	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HEALDSBURG	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PETALUMA	Chartered	\$ 2.00	\$ 1.10	\$ 3.10
ROHNERT PARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SANTA ROSA	Chartered	\$ 2.00	\$ 1.10	\$ 3.10
SEBASTOPOL	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SONOMA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WINDSOR	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>STANISLAUS COUNTY</b>				
CERES	General Law	\$ 0.55	\$ 0.55	\$ 1.10
HUGHSON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MODESTO	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
NEWMAN	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OAKDALE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PATTERSON	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RIVERBANK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TURLOCK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WATERFORD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>SUTTER COUNTY</b>				
LIVE OAK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
YUBA CITY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>TEHAMA COUNTY</b>				
CORNING	General Law	\$ 0.55	\$ 0.55	\$ 1.10
RED BLUFF	General Law	\$ 0.55	\$ 0.55	\$ 1.10
TEHAMA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>TRINITY COUNTY</b>				
<b>TULARE COUNTY</b>				
DINUBA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
EXETER	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
FARMERSVILLE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
LINDSAY	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
PORTERVILLE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
TULARE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
VISALIA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
WOODLAKE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
<b>TUOLUMNE COUNTY</b>				
SONORA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>VENTURA COUNTY</b>				
CAMARILLO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
FILLMORE	General Law	\$ 0.55	\$ 0.55	\$ 1.10
MOORPARK	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OJAI	General Law	\$ 0.55	\$ 0.55	\$ 1.10
OXNARD	General Law	\$ 0.55	\$ 0.55	\$ 1.10
PORT HUENEME	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SAN BUENAVENTURA	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
SANTA PAULA	General Law	\$ 0.55	\$ 0.55	\$ 1.10
SIMI VALLEY	General Law	\$ 0.55	\$ 0.55	\$ 1.10
THOUSAND OAKS	General Law	\$ 0.55	\$ 0.55	\$ 1.10

# California City Documentary and Property Transfer Tax Rates

effective 01 December 2025\*

	Governance: General Law or Chartered	Per \$1000 Property Value City Rate	Rev&Tax Code Sec 11911-11929 County Rate	Per \$1000 Property Value Total
<b>YOLO COUNTY</b>				
DAVIS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WEST SACRAMENTO	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WINTERS	General Law	\$ 0.55	\$ 0.55	\$ 1.10
WOODLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10
<b>YUBA COUNTY</b>				
MARYSVILLE	Chartered	\$ 0.55	\$ 0.55	\$ 1.10
WHEATLAND	General Law	\$ 0.55	\$ 0.55	\$ 1.10

Source: [CaliforniaCityFinance.com](http://CaliforniaCityFinance.com)

**CHARTER OF THE TOWN OF TRUCKEE  
FINAL**

February 16, 1995

PREAMBLE

The citizens of Truckee do, hereby, exercise the express right granted them by the Constitution of the State of California to enact and adopt this charter for our Town.

CHARTER

**ARTICLE 1: Municipal Affairs Generally**

Section 100. Municipal Affairs. Each of the responsibilities of governance as set forth in this charter, and as established by the constitutional, statutory, and judicially defined law of the State of California is hereby declared to be a municipal affair or concern, the performance of which is unique to the benefit of the citizens of the Town of Truckee.

**ARTICLE 2: Revenue - Savings and Generation**

Section 200. Public Works Contracts. The Town shall have the power to establish standards, procedures, rules or regulations to define and control all aspects of the bidding, award, and performance of any public works contract, including, but not limited to, the compensation to be paid for the performance of such work.

Section 201. Purchasing. The Town shall have the power to establish standards, procedures, rules or regulations related to the purchasing of goods, property, or services.

Section 202. Utility Franchises. The Town shall have the power to adopt any ordinance providing for the granting of a franchise to any privately owned public utility which proposes to use or is using Town streets, highways, or other rights of way.

Section 203. Enterprises. The Town shall have the power to engage in any enterprise which will produce revenues for the Town so as to minimize the taxation of Town citizens. Any Town enterprise shall be undertaken only after review by the Town Council and its determination that entry into such enterprise will be in the best interests of the Town and will promote a public purpose.

**ARTICLE 3: Revenue Retention**

Section 300. Reductions Prohibited. Any revenues raised or collected by the Town shall not be subject to involuntary subtraction, retention, attachment, withdrawal, or any other form of reduction by any other level of government.

Section 301. Mandates Limited. No person, whether elected or appointed, acting on behalf of the Town, shall be required to perform any function which is mandated by any other level of government, unless and until funds sufficient for the performance of such function are provided by the mandating government.

#### **ARTICLE 4: General Laws**

Section 400. General Law Powers. The Town shall be governed by the general laws of the State of California except as set forth in this charter and the Constitution of the State of California. The Town shall have the power and authority to exercise any and all rights and privileges lawfully granted to any general law city of the State of California. In the event of conflict between any provisions of the general law and the provisions of this charter, the charter provisions shall prevail.

#### **ARTICLE 5: Interpretation and Severability**

Section 500. Interpretation. The language contained in this charter is intended to be permissive rather than exclusive or limiting, and shall be liberally and broadly construed to allow the Town to exercise its power to govern with respect to any matter which is a municipal affair as defined under California law.

Section 501. Severability. If any provision of this charter should be held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall remain enforceable to the maximum extent permitted by law.

#### **ARTICLE 6: Amendments**

Section 600. Amendments. This charter may be amended only by a majority vote of the registered voters of the Town at an election duly called for the purpose of proposing to the voters a charter amendment or amendments.

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# **CITY OF ST. HELENA CHARTER**

## **(NOT ADOPTED)**

### **ARTICLE I**

#### **NAME AND BOUNDARIES**

##### **100. Name and Boundaries**

The municipal corporation now existing and known as the City of St. Helena, hereafter referred to as "the City," shall remain and continue to be a municipal body corporate and politic, as at present, in name, in fact, and in law. The boundaries of the City shall be as established at the time this Charter takes effect, or as they may be changed thereafter in the manner authorized by law.

### **ARTICLE II**

#### **POWERS OF CITY**

##### **200. Exercise of Constitutional Power of Local Taxation and Assessment**

The City of St. Helena adopts this Charter to exercise all constitutional powers conferred on charter cities under Article XI sections 3 and 5 of the California Constitution with respect to municipal affairs in relation to local taxes, issuance of bonds and other financings secured by local taxes, and assessment, including a system for the imposition, levy and collection of a such tax or assessment. In the event of a conflict between this Charter and the general law, the provisions of this Charter shall govern.

##### **201. City is Otherwise Subject to General Laws**

Except as provided in this Charter with respect to the power of the City over local taxation and assessment, the powers of the City shall otherwise be constrained by,

subject to, and governed by the general laws of the State as now and hereafter existing relating to cities organized under said general laws.

### **202. Severability**

If any provision of this Charter is found by a court of competent jurisdiction to be invalid, the remaining provisions of the Charter shall remain in full force and effect.

### **203. Intergovernmental Relations.**

The City may exercise any of its powers or perform any of its functions jointly, or in cooperation, by contract or otherwise, with any one or more cities, counties, states, or civil divisions or agencies thereof, or the United States or any agency thereof.

### **204. Effective Date of Charter/Amendment**

This Charter shall take effect upon its approval by St. Helena voters and by the Secretary of State of the State of California. Any amendment to this Charter shall be effective when approved by St. Helena voters and has been accepted and filed by the Secretary of State pursuant to Government Code Section 34460.

## **ARTICLE III**

### **SUCCESSION**

#### **300. Rights and Liabilities**

The City shall remain vested with and continue to have, hold, and enjoy all property, rights of property, and rights of action of every nature and description now pertaining to this municipality, and is hereby declared to be the successor of same. It shall be subject to all the obligations, contracts, liabilities, debts, and duties that now exist against or with the City.

#### **301. Ordinances, Codes, and Other Regulations**

All ordinances, codes, resolutions, regulations, rules, and portions thereof, in force at the time this Charter takes effect, and not in conflict or inconsistent herewith, shall continue in force until repealed, amended, changed, or superseded in the manner provided by this Charter and any other applicable laws.

#### **302. Pending Actions And Proceedings**

No action or proceeding, civil or criminal, pending at the time this Charter takes effect, brought by or against the City or any officer, office, or department thereof, shall be affected or abated by the adoption of this Charter, or by anything herein contained.

## **ARTICLE IV**

### **FORM OF GOVERNMENT**

#### **400.= Form of Government**

The form of government shall be that commonly known as the Council-Manager form of government. The City Council, consisting of four councilmembers elected for four year staggered terms, and a separately elected mayor elected for two year terms in the manner in effect when this Charter was adopted, shall establish the policy of the City and the City Manager shall carry out that policy. Each Councilmember in office at the time this Charter takes effect shall continue in office until the end of the term for which they were elected or appointed.

#### **401.= Officers and Employees**

Subject to the provisions of this Charter, the present officers and employees of the City shall continue to perform the duties of their respective offices and employment without interruption and for the same compensation and under the same conditions until the election, appointment or hiring and qualification of their successors and subject to such removal and control as provided herein or by applicable general law.”

# **CHARTER OF THE CITY OF EL CERRITO**

## **STATEMENT OF PURPOSE**

The City of El Cerrito was incorporated as a general law city in 1917 by residents seeking the right to manage local affairs. Since then, the authority of general law cities over local affairs has diminished. Furthermore, the State has continually added mandates for cities that require local resources to address State concerns, increased its control over local matters, and redirected much needed local revenue for its own purposes. Changes in State law have limited the ability of El Cerrito to decide how to use local dollars for local needs. The power of home rule, granted by the California Constitution, makes available to charter cities a variety of tools to use to construct local policy and address local concerns. The voters of each charter city get to decide which tools to put in their tool box. With this Charter, El Cerrito will reclaim more local autonomy and expand the economic and fiscal independence of our City government to promote the health, safety, and welfare of all its residents. Therefore, we do hereby exercise the express right granted by the Constitution of the State of California to enact and adopt this Charter for the City of El Cerrito.

## **ARTICLE I. ESTABLISHMENT OF HOME RULE, POWER OVER MUNICIPAL AFFAIRS, GENERAL LAW POWERS**

Section 100. Powers of the City. The City of El Cerrito (the "City") shall have full power and authority to adopt, make, exercise, and enforce all legislation, laws, ordinance, resolutions, and regulations with respect to municipal affairs, subject only to the limitations and restrictions imposed on that power by this Charter, the Constitution of the State of California, and the laws of the United States.

Section 101. Municipal Affairs. Municipal affairs encompass all matters of local concern as determined by the City Council consistent with the meaning of "municipal affairs" under the constitutional, statutory, and judicially defined law of the State of California. Each of the matters set forth in this Charter are declared to be municipal affairs, consistent with the laws of the State of California. The municipal affairs set forth in this Charter are not intended to be an exclusive list of municipal affairs over which the City Council may govern. The exercise of home rule over each matter set forth in this Charter uniquely benefits the residents of the City and addresses local concerns within the City.

Section 102. Powers under State Law.

- (a) In addition to the power and authority granted by this Charter and the Constitution of the State of California, the City shall have the power and authority to adopt, make, exercise, and enforce all legislation, laws, ordinances, resolutions, and regulations and to take all actions and to exercise any and all

rights, powers, and privileges heretofore or hereafter established, granted or prescribed by any law of the State of California or by any other lawful authority. In the event of any conflict between this Charter and the general laws of the State of California related to a municipal affair, this Charter shall control.

- (b) Nothing in this Charter is intended to restrict the City in exercising any right, power or authority granted under the general laws of the State of California. However, the provisions of this Charter shall prevail in the event of any conflict with the general laws of the State of California, unless preempted by state law on matters of statewide concern.

## **ARTICLE II. CONTINUATION OF BOUNDARIES, FORM OF GOVERNMENT, AND EXISTING LAW**

Section 200. Incorporation and Succession. The City shall continue to be a municipal corporation known as the City of El Cerrito. The boundaries of the City shall continue as established prior to this Charter taking effect until changed in the manner authorized by law. The City shall remain vested with and shall continue to own, have, possess, control, and enjoy all property rights and rights of action of every nature and description owned, had, possessed, controlled, or enjoyed by it at the time this Charter takes effect. The City shall be subject to all debts, obligations, and liabilities of the City at the time this Charter takes effect.

Section 201. Form of Government. The government of the City shall continue to be the Council-Manager form of government as established by the El Cerrito Municipal Code at the time that this Charter takes effect and by the laws of the State of California. The Council-Manager form of government of the City may be changed in the same ways and using the same procedures as a general law city.

Section 202. City Council, City Manager, and City Attorney.

- (a) The City Council shall establish the policy of the City. The City Manager shall carry out that policy.
- (b) The City Council shall appoint the City Manager.
- (c) The City Manager, as the chief administrative officer of the City, shall appoint all department heads other than the City Attorney. Involvement in administrative matters by the City Council or by any individual Councilmember shall occur only through the City Manager or pursuant to direction by the City Manager to members of the administrative staff.

- (d) The City Council shall appoint the City Attorney. The City Attorney may be an employee of the City or an independent contractor providing legal services pursuant to a contract.

Section 203. Continuation of Existing Local Laws. All ordinances, codes, resolutions, regulations, rules, and portions thereof, in force at the time this Charter takes effect, and not in conflict or inconsistent herewith, shall continue in force until repealed, amended, changed, or superseded in the manner provided by this Charter and any other applicable laws.

Section 204. General State Laws. Except as provided in this Charter and in any ordinance, code, resolution, or other law adopted by the City Council regarding a matter that is a municipal affair, the City shall be governed by the general laws of the State of California.

### **ARTICLE III. MUNICIPAL REVENUE**

Section 300. Revenue Raising Power. The City may exercise all powers of a charter city to generate revenue, including but not limited to taxes, fees, assessments, and other charges.

Section 301. Real Property Transfer Tax. Without limiting the general power of the City, as expressed in Section 300 above, to generate revenue, the City may impose a tax on the conveyance of real property, based upon the price paid for the real property (“real property transfer tax”). Any real property transfer tax imposed by the City shall be in addition to any similar tax authorized by the general laws of the State of California.

### **ARTICLE IV. PREVAILING WAGES FOR PUBLIC WORKS AND PUBLIC CONTRACTING**

Section 400. State Prevailing Wage Law. The City shall comply with the laws of the State of California applicable to general law cities regarding the payment of prevailing wages for public works projects.

Section 401. Contracting for Public Works. The City shall comply with the laws of the State of California applicable to general law cities regarding contracting for public works. The City’s laws, ordinances, codes, resolutions, and policies implementing State laws regarding contracting for public works shall continue to apply when this Charter takes effect and may be amended thereafter.

### **ARTICLE V. LABOR RELATIONS**

Section 500. State Labor Relations Law. The City shall comply with the laws of the State of California applicable to general law cities regarding labor relations. The City’s

laws, ordinances, codes, resolutions, and policies implementing State laws regarding labor relations shall continue to apply when this Charter takes effect and may be amended thereafter.

## **ARTICLE VI. ELECTIONS**

Section 600. State Elections Law. The City shall comply with the laws of the State of California applicable to general law cities regarding elections. The City's laws, ordinances, codes, resolutions, and policies implementing State laws regarding elections shall continue to apply when this Charter takes effect and may be amended thereafter.

Section 601. Initiative, Referendum, and Recall. Without limiting the general applicability of Section 600 of this Charter, the City shall comply with the laws of the State of California applicable to general law cities regarding initiative, referendum, and recall.

## **ARTICLE VII. INTERPRETATION, SEVERABILITY, AND AMENDMENT**

Section 700. Construction and Interpretation. The language of this Charter is intended to be permissive rather than exclusive or limiting and shall be liberally and broadly construed in favor of the exercise by the City of its power to govern with respect to any matter that is a municipal affair. Every reference in this Charter to state or federal law shall mean that law as it exists when this Charter takes effect or as it may thereafter be amended.

Section 701. Severability. If any provision of this Charter should be held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall remain enforceable to the fullest extent permitted by law.

Section 702. Amendment of Charter. As provided by state law, this Charter, and any of its provisions, may be amended by a majority vote of the electors voting on the question. Amendment or repeal may be proposed by initiative or by the City Council.

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# TOWN OF PORTOLA VALLEY LIAISON MEMO

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**TO:** Mayor and Members of the Town Council  
**FROM:** Councilmember Rebecca Flynn  
**DATE:** April 22, 2026  
**RE:** **03/03/2026 Conservation Committee Meeting**

## **BACKGROUND**

### **Action Items**

1. Dates for Annual report vs fiscal year budgets.
2. Provide information on location of YouTube recordings of Conservation Committee meetings on CC section of website and location of official documents (Govt>document archives)

### **Notes**

1. Date for Conservation Committee presentation to Town Council is March 11.
2. Committee worked on their presentation
3. Background attachments: Wildlife friendly fencing changes, fence guidelines, open space maintenance.
4. Committee approved the slides with minor typo/text changes, changes discussed, and budget recommendations
5. April meeting CC will follow up with budget for fy 2026-2027
6. New subcommittee on metrics and outcome driven work, presentation by Chris in April
7. Judy and CC member met with Planning Director – planning for more linear improvements to the municipal code.
8. Tip of the Month – local nesting birds. Megan looking for photos of nests.
9. Blooming now—Nona considering ceanothus, hound's tongue, friend or foe (oxalis – in November), garden vs trail, no water vs watered, bush poppy (Dendromecon), western redbud
10. Corte Madera school field visits – Nona, Marianne, Sarah met with Jeff – maintenance mgr of school district about herbicide and rodenticide usage on fields – herbicides (invasive weeds) rodenticides (rodents chewing wires in engines (Vit D3), gophers). Only use in small areas. Safety of students most important. Cooperation with community: Campus open on weekends – issue of dogs damaging the fields when wet. Outside fence difficult to remove. Want to plant ground cover to avoid weeds. CC to provide ideas. Engineered swale not working and lights coming on at night. Upcoming work: Soccer field will be replaced with a new field with track causing campus to be closed for significant amount of time. School district interested in good relations with the Town and neighborhood.
11. Town Manager: CC very helpful to the Town on evaluating projects and urgent cases. Go Native contract on field maintenance. Sent CC out to evaluate fencing on Spring Down. Ladera Church voted to approve Habitat to Humanity project. CC evaluated school projects.
12. Report of Nature and Science liaison: entire N&S committee reached out personally to all their contacts to encourage families and kids to come to their event which was very successful and well attended. Considering a video project for fall.

13. California Native Plant Month – Judy provided a document of planned ideas. Native Plant walks planned. More Jasper Ridge walks planned in addition to April 1 PVWalks which are fully booked already. Brook Coffee is going to do some lesson planning for schools. Almanac article on Woodside and PV schools and Native Plant month. Library to exhibit books on native plants. PV garden club planning something. Table at PV farmer's markets on native plants. Weekly posts with Eliza. Publicize other wildflower walks - Huddart and Edgewood. Woodside native plant sale, Hidden Villa plant sale, Grassroots ecology.
14. Chris creating a repository of CC documents for the committee. Conservation Committee approved creation of the repository.
15. Broom Pull – Boy scouts coming – have addresses where broom is located. Sunday 9-noon, March 15



# TOWN OF PORTOLA VALLEY LIAISON MEMO

**TO:** Mayor and Members of the Town Council  
**FROM:** Councilmember Rebecca Flynn  
**DATE:** April 22, 2026  
**RE:** **04/07/2026 Conservation Committee Meeting**

## BACKGROUND

### Action Items

1. Need to speak with Animal control and Mosquito and Vector Control about testing dead animals for rodenticides.
2. Need to align the municipal code and committee handbook to reflect current and future committees' goals, priorities, and actions and ensure new staff understand the current committee processes.
3. ASCC Planning Package need to include conservation committee reports. Not all projects get evaluated by the ASCC and the CC.
4. Need to protect the Design Guidelines and the Town via objective design guidelines and appropriate code language.
5. Town needs to appoint Chris Morace as liaison to the Wildfire Preparedness Committee.

### Notes

1. Palo Alto passed an ordinance on bird strike prevention.
2. Dark Sky compliant lighting literature is available.
3. Craig Dremman spoke about the Kite Hill preserve. Video available of the pounds of fire fuel from cutting weeds. Recommends monthly mowing weeds at 8" at to allow native wildflowers to grow up which prevents the growth of the weeds. Serpentine soils require fertilizers and mulch to get rid of weeds. Just 10% of more native ground cover, reduces 2/3rds of the fire fuel weight. [ecoseeds.net/firesafe.pdf](https://ecoseeds.net/firesafe.pdf) and [www.ecoseeds.com/kite-hill-movie.mp4](https://www.ecoseeds.com/kite-hill-movie.mp4) and <https://wpv-ready.org/Learn/Topics/Weeds-to-Wildflowers>
4. Resident on 2 acres contacted CC about preparing property for native plants. Contacted CC through CC's email account.
5. CC concerned about the need to have dead animals tested for rodenticide. Chris and Eliza working on a document with whom to contact if you encounter a dead animal.
6. May CC meeting will discuss the next fiscal year budget. Members will be provided with the spreadsheet and last year's budget items and are requested to put in their budget requests..
7. Community Engagement subcommittee update – CC created a centralized digital CC document repository to store all their historical documents for the Committee's use. Conservation Committee Transformation Subcommittee: [portolavalley.cc/tsc](http://portolavalley.cc/tsc); Workspace can define access and delete capability. Future budget: domain, cloud storage costs. Potential for a future engagement platform so committee members, residents, and staff can find information, find expertise, find actions. Potential for subcommittee folders for working documents that are limited to the relevant

subcommittee members.

8. Draft Guidelines to wildlife-friendly fencing for Town Website Project – Subcommittee met with Planning Department. Town staff can only work on items on the priority list of the Town Council. CC putting together a report on what CC has been doing for wildlife friendly fencing. The Town has lost institutional knowledge. Committee members have the knowledge and need to be included in the process improvements. CC is available to do much of the homework and background work for the Town. Fencing design guidelines will be finalized and provided to the Town for posting on the website.
9. April is Native Plant Month - CC attended the Farmer's market, coordinated with the library for their monthly book feature, created a series of posts for weekly posting, worked with the Ladera Garden Center for native plant display and with Cultural Arts committee to add a native plant category to their photo exhibit and competition. Wildflower focused hikes offered. Check PVForum and Town emails for notices and posts.
10. Broom Pull – very well attended by groups, particularly those that get community service points - Grassroots Ecology and Boy Scouts. Report to Marianne if you see any new French broom blooming so that the CC can prepare for next year.
11. Tip of the month: May--gophers; June – summer weeds (Dittrichia & Thistle); July – planter gardens
12. Blooming Now: Bush anemone, Poison Oak.
13. Trails Liaison: Horse fair on May 16. Portola Terrace submitted permits for tree removals. Stanford needs to consult with a biologist on bird nests before tree cutting. According to the Planning Dept, CC has no further role with the Portola Terrace project. March 25 – a 3-hour site walk was completed with the Mayor and Trails Committee.
14. Open Space Liaison – consider use of OS fund beyond acquisition for trail creation and maintenance. They requested town attorney input on the UUT and revenue source legal requirements and requested fiscal forensic audit of OS fund. Hawthorns subcommittee – Only one board decision away from starting the CEQA status - Parking lot options 9 and 10 off Portola Road – phased parking from 20 to 50 stalls. Both options require significant grading. OS requested coordination with Town on the options. Town engaging independent attorney for Hawthorns work. Committee formed a subcommittee to explore converting Hawthorns to town owned land. Town Manager requesting to have CC work with Mid Pen for tree evaluation and parking options.
15. Wildfire Preparedness Committee Liaison – Chris Morace volunteered to take on the role and was nominated to replace Marianne.
16. Upcoming Town mailing may have room for a short blurb from CC.
17. Fire Department – When a property changes ownership, Fire Department requires a fire inspection. Their report said that Redwood trees invite fire in the crowns. Request Fire Marshall to attend the next meeting to discuss the science.
18. Public Works – Walked Town Center with CC and maintenance. Weeders are starting soon and CC will attend initially to provide information to the workers on what to weed. CC to provide information to Town Manager on future planting plans for Town Center.



# TOWN OF PORTOLA VALLEY

## LIAISON MEMO

**TO:** Mayor and Members of the Town Council  
**FROM:** Councilmember Rebecca Flynn  
**DATE:** April 22, 2026  
**RE:** **04/15/2026 Friends of the PV Library Meeting**

### BACKGROUND

#### Action Items

- FOPVL recruiting more members. Contact Kwok Lau or Donna Mackowski.  
<https://www.fopvl.org/>
- One Book, one Coast – engaging new audiences for the library and working to help combat loneliness in April and May. Increasing awareness of library programs and resources.
  - Can download They Called us Enemy by George Takei on Libby – promote the activities. Flyer from Carmen to distribute and email.
  - Kickoff – Sunday April 26 at the library
  - Informal Book Discussion – Sunday May 17
  - Japanese Dance Forms & Instruments Tuesday May 26 at 3:30
  - Maggie Tokuda-Hall, Love in the Library May 27 at 10:45 am
  - Zoom event with George Takei – Sunday May 31 – 2-4 PM

#### Notes

1. **Call to order 1 pm**
2. **President's Report (Kwok Lau)**
  - a. Cindy Rowe stepping down in June. New secretary needed for July.
  - b. Board changes (Kwok will finish chairmanship in June 2027)
3. **Library Director Carmen Latona-Adams**
  - a. No funds expended since January
  - b. Planning a table at Horse Fair in May on mental health awareness kits
  - c. Visiting Sequoias – training on using Libby for ebooks this month.
  - d. Jazz quartet in late May with Farmer's market - Charged Particles
  - e. Staff training – online training with American Library
  - f. Quarterly staff get together – painting pottery- watching pottery
  - g. Working on FY 26-27 budget for June meeting. (request ~\$20K) – potential ask to help support the new Bookmobile. Woodside-Atherton Garden club – looking for some improvements to make the garden as a model for fire safe landscaping.
  - h. Total spent around \$17,700 this year.
  - i. Many events planned around the largest book club on the west Coast with One Book, one Coast – can download They Called us Enemy by George Takei on Libby Library sponsoring a talk, dance (May 26 at 3:30) drumming, Marquee event will be a livestreaming event talk with the author, George Takei on May 31 from 2-4 pm.

- j. Volunteer coordinator for the library – Eileen – here on Thursdays – coordinating with Grace – proposed Boba tea cart for volunteers Tuesday April 28 from 1-3 pm.
- 4. **Town Council liaison (Rebecca Flynn).**
- 5. **Treasurer’s report (Susan Adams)**
  - a. **Expenses to date 2025-2026**
    - i. Dolly Parton’s Imagination Library (\$4000)
    - ii. Friends events
    - iii. Volunteer/staff appreciation
    - iv. Newsletter
    - v. Yeti replacement charger
  - b. **Sources**
    - i. Donations have kept pace with budget
    - ii. Book sales are close to budget
    - iii. Interest and dividends are close to budget
  - c. **Earmarked \$50K for future library expansion**
- 6. **Board Recruitment and Nominations (Donna Mackowski) –**
  - a. Talking to another person
- 7. **Events (Ateret Haselkorn)**
  - a. One Book, One Coast Project – developed by LA County - George Takei’s book, They Call Us Enemy – graphic novel. – events – George is speaking at San Diego library in May. FOPVL using the event to combat loneliness and introduce resources available at library.
    - i. Kickoff at the Library – Sunday Apr 26, time TBD
    - ii. Informal Book Discussion – May 17, time TBD
    - iii. Author Talk – Maggie Tokuda-Hall – Wed May 27 at 10:45
    - iv. Japanese Dance – Tuesday May 26 at 3:30
    - v. George Takei – zoom event – May 31 – 2-4 PM
  - b. Storywalk idea– currently the Town don’t have capacity for taking on new projects. Potential to offer a temporary Storywalk at Town Picnic. May present idea at Wed April 22 TC meeting for discussion.
- 8. **FOPVL newsletter (Sally Shimada-Lee)**
  - a. Publicizing the One Book, One Coast event on PVForum
- 9. **Book sales (JoAnn Mitchell & Lin Pearlstein) – continuing to do well selling used books.**
- 10. **Next meeting Wed, June 3 2026, 1-2:30 PM.**