



# TOWN of PORTOLA VALLEY

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## Town Council Meeting Summary – August 14, 2019

- The Town Council adopted an amended fee schedule. The Town’s fee schedule is the document that contains all of the charges for various services, permits, and rentals.

The changes adopted by the Council include:

- Increasing the hourly rate the Planning Department charges for their time processing applications and projects. Previously, there were different rates depending on the staff working on the application (\$150 for the Director, \$81 for the Associate Planner). The new fee is a blended rate that takes into account overhead and indirect costs. Prior to 2013, the hourly rate was higher, when the fees for the consultant planning staff were \$225 and \$165 for equivalent positions. The new fee is \$165/hour. It is comparable to the Town of Woodside’s average fee of \$165/hour and the City of Half Moon Bay’s blended rate of \$232/hour.
- Increasing the majority of fees in the schedule by the Consumer Price Index (CPI) of 3.5%, and incorporating previous CPIs that were not included from 2015-2018.
- Passing on third party transaction fees (typically a few dollars) for credit card use
- Other minor changes incorporating previous Council actions.

Fees for the rental of Town facilities and fees for sports fields use were not changed.

- The Council accepted the [Pedestrian Safety Study report](#), and authorized staff to perform further analysis and preliminary design to refine the concepts. This planning will be in coordination with the Town’s [Bicycle Pedestrian Traffic Safety Committee](#) (BPTS). Resident input for the locations recommended for either enhanced signage, or the locations identified for two rapid flashing beacon systems, will be a part of the process. The BPTS Committee holds public meetings monthly at Town Center.

Please click [here](#) should you wish to review materials in the agenda.