

TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, April 24, 2024
SPECIAL STUDY SESSION 5:30PM
REGULAR SESSION 7:00 PM

Sarah Wernikoff, Mayor
 Judith Hasko, Vice Mayor
 Jeff Aalfs, Councilmember
 Mary Hufty, Councilmember
 Craig Taylor, Councilmember

SPECIAL STUDY SESSION AND REGUAR SESSION HYBRID MEETING

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 comments using this [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 Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. Phone callers may provide comments by pressing *9 on their phone to "raise your hand" and *6 to mute/unmute themselves. The meeting Chair 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.

Assistance for People with Disabilities: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/88517013902?pwd=sFQZgwiCbTWWNTdaRQgTaApO2ZdfP7.1>

Webinar ID: 885 1701 3902

Passcode: 9 1 5 8 5 1

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 – STUDY SESSION**
- 2. STUDY SESSION**
 - a. State of the Town and the Financial Outlook
- 3. CALL TO ORDER – REGULAR SESSION**
- 4. PRESENTATIONS/PROCLAMATIONS**
- 5. TOWN MANAGER REPORT**
 There are no written materials, and the Town Council does not take action under this agenda item.
- 6. ORAL COMMUNICATIONS**
 Persons wishing to address the Town Council on any subject may do so now. Please note,

however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda. *Each speaker's time is limited to three minutes.*

7. CONSENT AGENDA

- a. **Approval** of Minutes for the Regular Meeting of April 10,2024
- b. **Approval** of Warrant List for April 10, 2024

8. REGULAR AGENDA

- a. **Accept** Town Council Priorities
- b. **Adopt** a Resolution Clarifying the Policy regarding the Procedures for Councilmembers to Request Future Council Agenda Items

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

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

10. ADJOURNMENT

11. The next Regular Town Council meeting will be held on May 8, 2024, at 7:00 PM

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.

Item 2

There are no written materials for this Item.

Item 4

There are no written materials for this Item.

Item 5

There are no written materials for this Item.

Portola Valley Town Council,

April 16th, 2024

Ladera Community Church, whose half-acre property plays a key role in Portola Valley's Housing Element, has been following the burst of Town of Portola Valley energy since your Housing Element was declared non-compliant in March. Church members have also attended and spoken at the multiple Planning Commission and Architectural and Site Control Commission (ASCC) meetings in March and April. Our church is considering an affordable housing project, but no final decisions have been made.

In addition, we note Jim White's letter to Town Council on April 10, 2024, about his frustrations in dealing with the "Portola Valley Process" and the lack of responsiveness from Town staff and consultants to issues that may stand in the way of completing his project, Portola Valley's only affordable housing project to date. With 11 affordable units, Willow Commons represents a significant step for the Town to meet its promise of 100-plus affordable units by 2031. As we read the "Annual Housing Element Progress Report for 2023," Portola Valley has produced one affordable unit out of more than 100 promised by 2031.

Ladera Community Church's interest in affordable housing is twofold. First, it fulfills our Christian mission and humanitarian values to help others in need. Our Ladera Church "vision statement" specifically calls for us to "share our resources with others." Second, as property owners in Portola Valley, we want to be responsible landowners and help the Town meet its publicly promised housing commitments under California law.

With that background, the church wishes to ask for the Town of Portola Valley's timely assistance with several issues impeding our proposed project of up to six units on our half-acre parcel, which incidentally is the only parcel in town given the MF-23 zoning for multi-family housing.

We are working around church members' desires not to touch three beautiful heritage oak trees on the parcel or the preschool play yard, thus reducing buildable space on our half-acre parcel by about a third. With other requirements in the draft zoning code, we believe our maximum unit potential will be six.

Our issues:

1. **The MF-23 zoning**, which requires a minimum of 20 units/acre and up to 23 units/acre, **is inappropriate for our plans**. We told the Town years ago that we would consider up to 10 units, and this latest designation imposes 10 units as a minimum, not a maximum. After years of discussion within the Church, our current proposal is for a maximum of 6, and we may not reach that number.
2. **We don't have legal clarity on our ability to build housing**. In October 2023, the Westridge Architectural Supervisory Committee (WASC), a homeowner's association in the adjacent Westridge neighborhood, sent Ladera Church a letter, noting that a Westridge deed restriction on our half-acre would prohibit us from building multi-family housing. WASC may, in fact, be correct about its original 1946 deed restrictions, which also prohibited non-Caucasians from living in Westridge. However, the WASC letter doesn't address recent California legislation to encourage affordable housing, especially on church-owned sites. We believe the Town does have the resources and motivation to resolve this land use question. We seek your leadership on this issue.
3. Lastly, church members have **objected to the complicated elements in the draft zoning code** that was unveiled in late March. We fear the zoning code will add unnecessary costs and complexity to our potential project and thereby discourage affordable housing projects at a time when the Town of Portola Valley has pledged to encourage affordable housing. These "one-size-fits-all" regulations are applied to low-, medium- and so-called "high-density" projects. They appear to be written for multi-building apartment complexes of perhaps 40-50 units, not for a few homes in rural Portola Valley such as the church contemplates. Fortunately, the Town's Architectural & Site Control Commission (ASSC) has signaled its interest to address these concerns on simple projects on small parcels in Portola Valley such as ours, but the job is not finished.

Ladera Church is asking for the following assistance from Town of Portola Valley:

1. Amend zoning designation MF-23 as applied to our property or create a way for Ladera Church to build for 2-10 units. Simplify the rules for low- and moderate-density projects. Under the draft zoning ordinance, our only option is to build two or 10 units, nothing in between.
2. Help us communicate, and perhaps negotiate, with WASC for a solution that would benefit Portola Valley's commitments to housing, Ladera Church and hopefully the residents of Westridge.
3. Provide clarified criteria for applying for Portola Valley's "inclusionary" funds to support affordable housing. As Jim White notes in his April 10, 2024, letter to Town Council, the Willow Commons project seemingly checks all the boxes, yet the application has been denied multiple times. We find the lack of clear approval criteria discouraging to our efforts to assist Portola Valley in meeting its affordable housing promises.

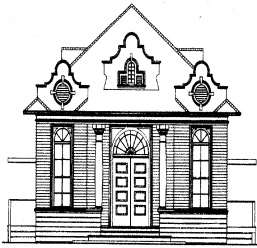
In summary, we consider these to be reasonable steps in Portola Valley's promised efforts to build affordable housing. To keep our parcel in the Town's Housing Element inventory, we ask that you provide us a written response by June 15th, 2024 on your intentions for addressing our concerns and for resolution of these three issues.

Best Regards,



Ladera Community Church Council

Mike Smith , Moderator



TOWN OF PORTOLA VALLEY
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

Sarah Wernikoff, Mayor
Judith Hasko, Vice Mayor
Mary Hufty, Councilmember
Craig Taylor, Councilmember
Jeff Aalfs, Councilmember

COUNCIL MINUTES- REGULAR MEETING
WEDNESDAY- March 27, 2024

1. CALL TO ORDER- REGULAR SESSION

The Wednesday, April 10th, 2024, Regular Meeting of the Mayor and Council of the Town of Portola Valley convened at approximately 7:01pm.

Regular Session Roll Call

Present: Vice Mayor Hasko, and Councilmembers Aalfs, Hufty, and Taylor
Mayor Sarah Wernikoff was remote.

2. PRESENTATIONS

None

3. TOWN MANAGER REPORT

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

4. ORAL COMMUNICATIONS

The following spoke during oral communications:

- Dale Pfau
- Caroline Vertongen

5. CONSENT AGENDA

Item 5f was pulled by Councilmember Taylor, Item 5b was pulled by Councilmember Hufty, and Item 5c was pulled by Vice Mayor Hasko.

The following spoke during public comment for items on the consent agenda:

- Rita Comes

Mayor Wernikoff asked for a motion to approve Items 5a, 5d, and 5e.

Councilmember Aalfs made a motion, seconded by Taylor. Motion passed by the following vote.

Ayes: Councilmembers. Aalfs, Hufty, Taylor, Vice Mayor Hasko and Mayor Wernikoff

Nays: None.

Mayor Wernikoff asked for a motion to approve Items 5b.

Vice Mayor Hasko made a motion, seconded by Taylor. Motion passed by the following vote.

Ayes: Councilmembers. Aalfs, Hufty, Taylor, Vice Mayor Hasko and Mayor Wernikoff

Nays: None.

Mayor Wernikoff asked for a motion to approve Items 5c.

Councilmember Aalfs made a motion, seconded by Hufty. Motion passed by the following vote.

Ayes: Councilmember Aalfs, Hufty, Taylor, Vice Mayor Hasko, Mayor Wernikoff

Nays: None.

Mayor Wernikoff asked for a motion to approve Items 5f.

Councilmember Aalfs made a motion, seconded by Hufty. Motion passed by the following vote.

Ayes: Councilmembers. Aalfs, Hufty, Taylor, Vice Mayor Hasko and Mayor Wernikoff

Nays: None.

6. REGULAR AGENDA

- Item 6a Annual Housing Element Progress Report for 2023

The following spoke in public comments:

- David Cardinal
- Rita Comes
- Carolina Vertongen
- Jim White

Mayor Wernikoff asked for a motion to approve to receive report Items 6 a.

Councilmember Hufty made a motion, seconded by Councilmember Hasko, to approve to receive Item 6 a. on the regular agenda. The motion passed by the following vote:

Ayes: Councilmember Aalfs, Hufty, Taylor, Vice Mayor Hasko, Mayor Wernikoff

Nays: None

Back in Session after 10-minute break at 8:54 PM

- Item 6b Subcommittee Report, Remaining Post-Adoption Plan Activities

The following spoke in public comments:

- Rita Comes

Mayor Wernikoff asked for a motion to approve Items 6 b.

Councilmember Aalfs made a motion, seconded by Councilmember Hufty, to approve Item 6 a. on the regular agenda. The motion passed by the following vote:

Ayes: Councilmember Aalfs, Hufty, Taylor, Vice Mayor Hasko, Mayor Wernikoff

Nays: None

7. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

The following spoke in public comments:

- Caroline Vertongen

8. ADJOURNMENT

At 9:47 PM, the Vice Mayor adjourned the April 10, 2024 meeting. The next Regular Town Council meeting will be held on April 24, 2024, at 5:30 PM

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
April 24, 2024

Claims totaling \$317,363.82 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 _____

Sharif Etman, Town Manager

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

Signed and sealed this (Date) _____

Corie Stocker, Assistant Town Manager

Mayor

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
4094	3	A-A LOCK & ALARM INC	1,247.65	04/24/24		
4095	41	AT&T	457.11	04/24/24		
4096	44	BANK OF AMERICA	5,853.31	04/24/24		EFTPS
4097	55	BILL HAMILTON ROOFING	1,000.00	04/24/24		
4098	78	CALIFORNIA WATER SERVICE CO	3,510.41	04/24/24		
4099	80	CALPERS	7,814.08	04/24/24		EFTPS
4100	121	SCA OF CA, LLC	1,990.56	04/24/24		
4101	124	COMCAST	496.75	04/24/24		
4102	129	COTTON SHIRES & ASSOC. INC.	17,569.90	04/24/24		
4103	167	ECS IMAGING	4,850.00	04/24/24		
4104	168	EK HEALTH	429.50	04/24/24		
4105	176	EXCEL LD	18.60	04/24/24		
4106	195	GOOD CITY COMPANY	107,970.00	04/24/24		
4107	203	GREEN HALO SYSTEMS	228.00	04/24/24		
4108	206	HAMID MOGHADAM	9,789.50	04/24/24		
4109	213	HILLYARD INC	21.80	04/24/24		
4110	214	HINDERLITER DE LLAMAS & ASSOC	750.00	04/24/24		
4111	215	HORIZON	431.54	04/24/24		
4112	218	MISSIONSQUARE RETIREMENT	5,588.84	04/24/24		EFTPS
4113	234	J. W. ENTERPRISES	546.88	04/24/24		
4114	245	JEANNIE GOLDMAN	5,440.00	04/24/24		
4115	269	KATHY WADDELL	2,800.00	04/24/24		
4116	278	LAMPHIER GREGORY	2,505.00	04/24/24		
4117	330	NAVIA BENEFIT SOLUTIONS	200.00	04/24/24		
4118	334	NOLTE ASSOCIATES INC	17,701.50	04/24/24		
4119	339	OCCUSCREEN LLC	53.00	04/24/24		
4120	364	PERS HEALTH	12,944.74	04/24/24		EFTPS
4121	367	PG&E	2,781.28	04/24/24		EFTPS
4122	374	PLAN JPA	1,912.50	04/24/24		
4123	375	PLATINUM FACILITY SERVICES	448.01	04/24/24		
4124	376	PORTOLA VALLEY HARDWARE	299.17	04/24/24		
4125	403	RON RAMIES AUTOMOTIVE INC.	610.72	04/24/24		
4126	413	SANGINI MAJMUDAR BEDNER	2,454.40	04/24/24		
4127	428	SHARP BUSINESS SYSTEMS	116.66	04/24/24		
4128	429	SHELLY SWEENEY	1,104.00	04/24/24		
4129	430	SHELTON ROOFING	1,000.00	04/24/24		
4130	437	SMALL BUSINESS BENEFIT PLAN TR	2,746.80	04/24/24		
4131	448	STATE COMP INSURANCE FUND	6,005.67	04/24/24		EFTPS
4132	489	VERIZON WIRELESS	566.90	04/24/24		EFTPS
4133	505	WOODSIDE FIRE PROTECTION DISTR	33,245.41	04/24/24		
4134	531	BAIRD + DRISKELL	1,950.00	04/24/24		
4135	536	S. H. ROOFING & CONSTRUCTION	1,000.00	04/24/24		
4136	740	ALESSANDRO MORUZZI	440.00	04/24/24		
4137	914	UNITED MECHANICAL INC	2,140.00	04/24/24		
4138	949	PORTER CAPITAL CORPORATION	3,168.00	04/24/24		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
4139	1012	NETFILE, INC.	1,200.00	04/24/24		
4140	1016	SHUTE, MIHALY & WEINBERGER LLP	33,137.80	04/24/24		
4141	1112	NIKOLÁUS LEIST	1,000.00	04/24/24		
4142	1116	EMBARCADERO MEDIA FOUNDATION	1,890.00	04/24/24		
4143	1118	STERICYCLE, LNC. DBA SHRED-LT	255.33	04/24/24		
4144	1131	STAPRANS DESIGN	2,280.00	04/24/24		
4145	1132	SMP CONSTRUCTION	528.00	04/24/24		
4146	1133	IRENE RUIZ	1,022.50	04/24/24		
4147	1134	WILLIAM DARLING	1,000.00	04/24/24		
4148	1135	GOVERNMENTJOBS.COM DBA NEOGOV	852.00	04/24/24		
Check totals:			275,809.00			
ACH totals:						
EFTPS totals:			41,554.82			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			317,363.82			
Check totals:			275,809.00			
ACH totals:						
EFTPS totals:			41,554.82			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			317,363.82			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 04/24/24	3 4094	A-A LOCK & ALARM INC Operating Key Replacement Locksmith Service	1,247.65	664.06 583.59	311918 311923
Vendor: 4095	41	AT&T December Statement December Statement January Statement January Statement February Statement February Statement March Statement March Statement	457.11	57.13 56.96 57.21 57.21 57.15 57.15 57.15 57.15	000021072518 000021072520 000021219763 000021219765 000021372282 000021372284 000021519649 000021519651
Vendor: 4096	44	BANK OF AMERICA March Statement	5,853.31	5,853.31	1388-MAR24
Vendor: 4097	55	BILL HAMILTON ROOFING Deposit Refund, 1 Bayberry	1,000.00	1,000.00	BLDR0007-2024
Vendor: 4098	78	CALIFORNIA WATER SERVICE CO Water Service 3/14/24 - 4/11/24	3,510.41	3,510.41	MAR-2024
Vendor: 4099	80	CALPERS April Unfunded Liability	7,814.08	7,814.08	100000017497767
Vendor: 4100	121	SCA OF CA, LLC March Litter/Street Clean	1,990.56	1,990.56	108530CS
Vendor: 4101	124	COMCAST WIFI-04.16.2024-05.15.2024	496.75	496.75	7290-APR24
Vendor: 4102	129	COTTON SHIRES & ASSOC. INC. Feb 24- Mar 24 Applicant Charges Public Works Town Hall Sheriff's Office Evaluations Feb 24	17,569.90	15,089.00 2,480.90	2024-MAR 424020
Vendor: 4103	167	ECS IMAGING Cloud Site License - Annual Renewal	4,850.00	4,850.00	18634
Vendor: 4104	168	EK HEALTH Ergonomic Evaluation Ergonomic Evaluation Ergonomic Evaluation	429.50	116.25 197.00 116.25	CM30949 CM32312 CM32313

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	176	EXCEL LD			
4105	March Telephone LD Services		18.60	18.60	1197894591
Vendor:	195	GOOD CITY COMPANY			
4106	Planning Consultant Services - March 2024		107,970.00	59,307.50	3547
	Planning Consultant Services - February 2024			48,662.50	3511
Vendor:	203	GREEN HALO SYSTEMS			
4107	August Hosting & Access		228.00	114.00	4431
	April Hosting & Access			114.00	4885
Vendor:	206	HAMID MOGHADAM			
4108	Deposit Refund - 1 Grove Ct		9,789.50	5,896.25	BLDR0123-2023
	Deposit Refund - 1 Grove Ct			3,893.25	PLNSITE00032023
Vendor:	213	HILLYARD INC			
4109	Janitorial Supplies		21.80	21.80	605445756
Vendor:	214	HINDERLITER DE LLAMAS & ASSOC			
4110	Contract Services Sales Tax Jan-Mar 2024		750.00	750.00	SIN036493
Vendor:	215	HORIZON			
4111	Quick Coupler Lock Cover and maintenance		431.54	431.54	1N583254
Vendor:	218	MISSIONSQUARE RETIREMENT			
4112	Deferred Comp - April 15, 2024		5,588.84	5,588.84	APRIL-202415
Vendor:	234	J. W. ENTERPRISES			
4113	Handicap Unit Rental & Services		546.88	315.44	257685
	Handicap Unit Rental & Services			231.44	257686
Vendor:	245	JEANNIE GOLDMAN			
4114	Winter 2023-24 Classes		5,440.00	5,440.00	WINTER 2023-24
Vendor:	269	KATHY WADDELL			
4115	Winter 2023-24 Classes		2,800.00	2,800.00	WINTER 2023-24
Vendor:	278	LAMPHIER GREGORY			
4116	Planning Consultant 3/2/24 -3/29/24 Stanford Wedge		2,505.00	2,505.00	2024-1511
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
4117	Mar 2024 Monthly Fee		200.00	200.00	10833890
Vendor:	334	NOLTE ASSOCIATES INC			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
04/24/24	4118	February Applicant Charges & PW Support	17,701.50	17,701.50	FEB-2024
Vendor:	339	OCCUSCREEN LLC			
	4119	Recruitment	53.00	53.00	228536
Vendor:	364	PERS HEALTH			
	4120	April Health	12,944.74	12,944.74	100000017487041
Vendor:	367	PG&E			
	4121	April Statement	2,781.28	2,781.28	APR-2024
Vendor:	374	PLAN JPA			
	4122	General Liability Claims- March 2024	1,912.50	1,912.50	PLAN-2024-0206
Vendor:	375	PLATINUM FACILITY SERVICES			
	4123	Janitorial Services - Mar 2024. Fridays disinfection svcs	448.01	448.01	48358
Vendor:	376	PORTOLA VALLEY HARDWARE			
	4124	March Statement	299.17	299.17	193-MAR24
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	4125	March Fuel Statement	610.72	610.72	G20240331-2
Vendor:	413	SANGINI MAJUMDAR BEDNER			
	4126	Winter 2023-24 Classes	2,454.40	2,454.40	WINTER 2023-24
Vendor:	428	SHARP BUSINESS SYSTEMS			
	4127	Mar Copies	116.66	116.66	9004802684
Vendor:	429	SHELLY SWEENEY			
	4128	Winter 2023-24 Classes	1,104.00	1,104.00	WINTER 2023-24
Vendor:	430	SHELTON ROOFING			
	4129	Deposit Refund, 25 Saddleback	1,000.00	1,000.00	BLDR0208-2023
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	4130	May Dental/Vision	2,746.80	2,746.80	MAY-2024
Vendor:	448	STATE COMP INSURANCE FUND			
	4131	WC Premium, 04/06/2024-05/06/2024	6,005.67	6,005.67	1001844522
Vendor:	489	VERIZON WIRELESS			
	4132	March Cellular	566.90	566.90	9960061895

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	4133	CERRP Coordinator Apr, May, Jun 2024 03/01/24-3/31/24 Fire Mitigation Crew Support	33,245.41	10,748.08 22,497.33	2024 Q2_PV WFPDCREW2024-03
Vendor:	531	BAIRD + DRISKELL			
	4134	Town portion of 21 Elements FY 2023/24	1,950.00	1,950.00	2023-33
Vendor:	536	S. H. ROOFING & CONSTRUCTION			
	4135	Deposit Refund, 25 Buckeye	1,000.00	1,000.00	BLDR0030-2024
Vendor:	740	ALESSANDRO MORUZZI			
	4136	Winter 2023-24 Classes	440.00	440.00	WINTER-2023-24
Vendor:	914	UNITED MECHANICAL INC			
	4137	Town Hall HVAC Maintenance	2,140.00	2,140.00	88818
Vendor:	949	PORTER CAPITAL CORPORATION			
	4138	Temp Service, Michelle Magahiz 04/01/24-04/07/24 Temp Service, Michelle Magahiz 04/08/24-04/14/24	3,168.00	1,188.00 1,980.00	7853 7866
Vendor:	1012	NETFILE, INC.			
	4139	Annual Subscription for Agency Services 2/15/24-2/14/25	1,200.00	1,200.00	9252
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	4140	February Legal Service	33,137.80	33,137.80	FEB-24-SMW
Vendor:	1112	NIKOLAUS LEIST			
	4141	Deposit Refund - 286 Willow	1,000.00	1,000.00	BLDR0047-2021
Vendor:	1116	EMBARCADERO MEDIA FOUNDATION			
	4142	Legal Advertising	1,890.00	1,890.00	MAR-2024
Vendor:	1118	STERICYCLE, LNC. DBA SHRED-LT			
	4143	Paper Shredding Services	255.33	255.33	8006681428
Vendor:	1131	STAPRANS DESIGN			
	4144	Deposit Refund - 120 Paloma	2,280.00	2,280.00	BLDR0052-2022
Vendor:	1132	SMP CONSTRUCTION			
	4145	Deposit Refund - 180 Bear Gulch	528.00	528.00	BLDR0202-2023
Vendor:	1133	IRENE RUJIZ			
	4146	Deposit Refund - 115 Meadowood Deposit Refund - 115 Meadowood	1,022.50	1,000.00 22.50	BLDR0159-2022 BLDR0159-2022 2

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1134	WILLIAM DARLING			
	4147	Deposit Refund - 937 Westridge	1,000.00	1,000.00	BLDR0172-2022
Vendor:	1135	GOVERNMENTJOBS.COM DBA NEOGOV			
	4148	Subscription Fee	852.00	852.00	INV-39550
Check Date Totals			317,363.82		
Grand Total			317,363.82		



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Corie Stocker-Pedalino, Assistant Town Manager
Sharif Etman, Town Manager

DATE: April 24, 2024

RE: Town Council Priorities

RECOMMENDATION

Staff recommends the Town Council accept the Priorities that will carry through FY 24/25, with a work plan to come at a future meeting.

BACKGROUND

On an annual basis the Town Council endeavors to create and adopt priorities which are utilized to guide the development of the annual budget and drive Town projects. Priorities set the foundation for the Council's major initiatives in the upcoming fiscal year(s), are the basis for major projects to support the initiatives and are a tool that residents can use to understand the Council's focus and track progress on meeting those goals.

Given the transition of staff and new Town Manager, it was recommended to host a workshop to develop potential priority topics and strengthen teamwork. The Town has engaged a professional facilitator to assist with the process, develop the framework for successful discussions and facilitate the priority setting.

On March 18th, at the Sequoias, the Town Council and staff held a Priority Setting Workshop, which was facilitated by professionals from Baker Tilly.

DISCUSSION

The Town Council created five (5) Goal Areas, also known as Priorities. These Goal Areas are in no order as the order does not imply higher or lower importance.

- ❖ Fiscal Responsibility and Long-Term Viability
- ❖ Safety

- ❖ Responsible Land Use
- ❖ Organizational Efficiency and Effectiveness
- ❖ Environmental Sustainability

Staff will come back to the Council with a workplan for the Goal Areas at a future meeting.

FISCAL IMPACT

There is no fiscal impact resulting from the Town Council accepting the priorities created on March 18th, 2024.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: [OBJ] Mayor and Members of the Town Council

FROM: Catherine Engberg, Town Attorney

DATE: [OBJ] April 24, 2024

RE: Resolution Adopting a Policy Regarding the Procedures for Councilmembers to Request Future Council Agenda Items

RECOMMENDATION

Adopt a resolution clarifying the policy by which Councilmembers may request that items be placed on a future Town Council agenda.

DISCUSSION

Most Town Council agenda items are based on established Town Council priorities and follow up workplan. However, certain Town business items cannot be anticipated during the Town Council's annual priority setting meeting and require timely Council action.

At the March 18, 2024 Town Council priority and goal setting workshop, the Council discussed the current procedures by which Councilmembers may request future Council agenda items. It was noted that the Council has a practice whereby Councilmember have two options for requesting future agenda items: (1) request to the Town Manager; or (2) via a Colleagues memo. The Council discussed that it may be helpful to clarify the existing practice by bringing back proposed policy at a future meeting.

The attached policy reflects current practice, as best understood by current Town staff. Nothing in this policy affects the ability of the Town Manager and Town Attorney to place agenda items on Town Council agendas.

FISCAL IMPACT

There is no fiscal impact with this action.

ATTACHMENTS

1. Resolution Adopting a Policy Regarding the Procedures for Councilmembers to Request Future Council Agenda Items

1772081.1

_____ Cindy Rodas, Admin. Svcs. Manager

_____ Sharif Etman, Town Manager

RESOLUTION NO. XX-2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
ADOPTING A POLICY REGARDING THE PROCEDURE FOR COUNCILMEMBERS
TO REQUEST FUTURE COUNCIL AGENDA ITEMS**

WHEREAS, the Town Council seeks to clarify the process by which Councilmembers may request that agenda items be added to future Town Council meetings; and

WHEREAS, most Town Council agenda items are based on established Town Council priorities and follow up workplan; and

WHEREAS, certain Town business items cannot be anticipated during the Town Council's annual priority setting meeting and require timely Council action.

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

Councilmembers may request future agenda items as follows:

1. A Councilmember may make the request verbally or in writing to the Town Manager;
2. A Councilmember may submit a "colleagues memo" for placement on the next available Council agenda. The Council does not take action on colleagues memos; rather, if follow up action is requested, and if a majority of Councilmembers vote in favor, the Town Manager will prepare a staff report and place the item on a future Council agenda for consideration and action.

Nothing in this policy affects the ability of the Town Manager and Town Attorney to place agenda items on Town Council agendas.

PASSED AND ADOPTED this 23rd day of April, 2024.

By: _____
Mayor

ATTEST:

Town Clerk