



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, June 26, 2024
REGULAR MEETING 7:00 PM

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

REGULAR SESSION HYBRID MEETING

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

Sarah Wernikoff will be attending the meeting remotely at the following public location:

Hyatt Regency Boston Harbor
 101 Harborside Dr, Boston, MA 02128

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/82827058565?pwd=fPaFyLeJVbSe4mGYSL8OYu1xCG2ig0.1>

Webinar ID: 828 2705 8565

Passcode: 194937

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 – REGULAR SESSION

2. PRESENTATIONS/PROCLAMATIONS

- a. Proclamation to Honor Howard Young for Exemplary Service

3. TOWN MANAGER REPORT

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

4. ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note, However, 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.*

5. CONSENT AGENDA

- a. **Approval** of Warrant List 6/26/2024
- b. **Approval** of Declaration of Election Resolution
- c. **Approval** of Reauthorizing the Town Treasurer as the Authority for Management of the Town's Investment Programs
- d. **Approval** of Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Proposed Project List
- e. **Approval** of San Mateo County Sheriff's Office/ Portola Valley Commissioner and Assistant Commissioner

6. REGULAR AGENDA

- a. **Discuss and Review** Timelines for Post-Adoption Plan Activities

7. 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.

8. ADJOURNMENT

The next Regular Town Council meeting will be held on July 24, 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.

PROCLAMATION

The Town of Portola Valley Honors Howard Young for Exemplary Service to the Town of Portola Valley

WHEREAS Howard Young has served the Town of Portola Valley with unwavering dedication and exceptional service for 22 years, and;

WHEREAS Howard Young has been instrumental in leading the development and construction of the Town Center, showcasing his vision and commitment to the community, and;

WHEREAS, as the Director of the Public Works Department, Howard Young has been a guiding force in transforming an 11-acre old school site into a vibrant community hub. This site now serves as a place for residents to gather, celebrate, access resources and information, and provides a sustainable workplace for staff, and;

WHEREAS, Howard Young is strongly admired by residents and committee members alike for his dedication, leadership, and ability to forge strong connections within the community, and;

WHEREAS, Howard Young has exemplified the ethos of the Town of Portola Valley through his tireless work, embodying the principles of service, sustainability, and community engagement, and;

NOW, THEREFORE, the Town of Portola Valley hereby recognizes and honors Howard Young for his exemplary service, and contributions to our town. His efforts have not only improved the physical infrastructure of our community but have also created long lasting relationships with all those who share their pride in our town.

BE IT FURTHER RESOLVED, that the Town of Portola Valley extends its deepest gratitude to Howard Young for his outstanding service and wishes him continued success in all his future endeavors.

Proclaimed this day, June 26, 2024, by the Town of Portola Valley.

Sarah Wernikoff, Mayor
June 26, 2024

Item 3

There are no written materials for this Item.

Item 4

There are no written materials for this Item.

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
June 26, 2024

Claims totaling \$1,743,006.74 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 | | | | | | |
| 4289 | 41 | AT&T | 113.38 | 06/26/24 | | |
| 4290 | 44 | BANK OF AMERICA | 9,596.37 | 06/26/24 | | EFTPS |
| 4291 | 48 | BARTLETT TREE EXPERTS | 1,930.00 | 06/26/24 | | |
| 4292 | 49 | BAY AREA GEOTECH GROUP | 11,065.00 | 06/26/24 | | |
| 4293 | 78 | CALIFORNIA WATER SERVICE CO | 17,049.02 | 06/26/24 | | |
| 4294 | 80 | CALPERS | 7,814.08 | 06/26/24 | | EFTPS |
| 4295 | 124 | COMCAST | 708.87 | 06/26/24 | | |
| 4296 | 125 | CONNIE STACK | 1,036.80 | 06/26/24 | | |
| 4297 | 129 | COTTON SHIRES & ASSOC. INC. | 18,101.50 | 06/26/24 | | |
| 4298 | 195 | GOOD CITY COMPANY | 55,547.50 | 06/26/24 | | |
| 4299 | 203 | GREEN HALO SYSTEMS | 228.00 | 06/26/24 | | |
| 4300 | 218 | MISSIONSQUARE RETIREMENT | 5,454.63 | 06/26/24 | | EFTPS |
| 4301 | 234 | J. W. ENTERPRISES | 546.88 | 06/26/24 | | |
| 4302 | 245 | JEANNIE GOLDMAN | 5,952.00 | 06/26/24 | | |
| 4303 | 265 | JUSTIN BIXBY | 229.69 | 06/26/24 | | |
| 4304 | 267 | KARI CHINN | 103.82 | 06/26/24 | | |
| 4305 | 269 | KATHY WADDELL | 3,360.00 | 06/26/24 | | |
| 4306 | 276 | KUTZMANN & ASSOCIATES | 29,884.18 | 06/26/24 | | |
| 4307 | 278 | LAMPHIER GREGORY | 5,745.00 | 06/26/24 | | |
| 4308 | 295 | LYNX TECHNOLOGIES INC | 750.00 | 06/26/24 | | |
| 4309 | 324 | MIRANDAS LANDSCAPE | 3,693.63 | 06/26/24 | | |
| 4310 | 330 | NAVIA BENEFIT SOLUTIONS | 200.00 | 06/26/24 | | |
| 4311 | 334 | NOLTE ASSOCIATES INC | 23,796.75 | 06/26/24 | | |
| 4312 | 339 | OCCUSCREEN LLC | 181.00 | 06/26/24 | | |
| 4313 | 340 | OGRADY PAVING INC. | 258,971.14 | 06/26/24 | | |
| 4314 | 364 | PERS HEALTH | 10,582.42 | 06/26/24 | | EFTPS |
| 4315 | 376 | PORTOLA VALLEY HARDWARE | 255.31 | 06/26/24 | | |
| 4316 | 380 | PURCHASE POWER | 42.63 | 06/26/24 | | |
| 4317 | 412 | SAN MATEO SHERIFF | 1,173,292.00 | 06/26/24 | | EFTPS |
| 4318 | 413 | SANGINI MAJMUDAR BEDNER | 1,310.40 | 06/26/24 | | |
| 4319 | 429 | SHELLY SWEENEY | 1,264.00 | 06/26/24 | | |
| 4320 | 437 | SMALL BUSINESS BENEFIT PLAN TR | 3,011.60 | 06/26/24 | | |
| 4321 | 448 | STATE COMP INSURANCE FUND | 6,005.67 | 06/26/24 | | EFTPS |
| 4322 | 485 | US POSTMASTER | 320.00 | 06/26/24 | | |
| 4323 | 486 | VANCE BROWN INC. | 25,312.05 | 06/26/24 | | |
| 4324 | 545 | W H DEMPSEY ENGINEERING LLC | 1,550.00 | 06/26/24 | | |
| 4325 | 553 | COUNTY OF SAN MATEO-PSC | 18,240.75 | 06/26/24 | | |
| 4326 | 697 | CYNTHIA ROWE | 500.00 | 06/26/24 | | |
| 4327 | 860 | STEPFORD | 825.00 | 06/26/24 | | |
| 4328 | 864 | DAILY POST | 693.75 | 06/26/24 | | |
| 4329 | 901 | ABOVE ALL ROOFING | 1,000.00 | 06/26/24 | | |
| 4330 | 992 | PRECISION GRAPHICS | 1,100.58 | 06/26/24 | | |
| 4331 | 1066 | SHARIF ETMAN | 650.00 | 06/26/24 | | |
| 4332 | 1067 | KRISCH & COMPANY | 23,512.50 | 06/26/24 | | |
| 4333 | 1118 | STERICYCLE, LNC. DBA SHRED-LT | 112.95 | 06/26/24 | | |

Check Register

| Check Number | Vendor Number | Vendor Name | Check Amount | Check Date | BW | Check Type |
|-------------------------|---------------|--------------------------------|--------------|------------|----|------------|
| 4334 | 1139 | BELKORP AG, LLC | 2,395.89 | 06/26/24 | | |
| 4335 | 1157 | FRANZISKA WILSBERG | 100.00 | 06/26/24 | | |
| 4336 | 1160 | GENNADY GALANTER | 20.00 | 06/26/24 | | |
| 4337 | 1161 | JAVIER TAPIA ROOFING | 1,000.00 | 06/26/24 | | |
| 4338 | 1162 | MARY BIRKEL | 100.00 | 06/26/24 | | |
| 4339 | 1163 | CHRISTINE MCLEAVEY | 100.00 | 06/26/24 | | |
| 4340 | 1164 | KYLE GRAHAM | 100.00 | 06/26/24 | | |
| 4341 | 1165 | JULIA NOWINSKA | 100.00 | 06/26/24 | | |
| 4342 | 1166 | MIKE CHANG | 100.00 | 06/26/24 | | |
| 4343 | 1167 | ALL BAY SOLAR | 1,000.00 | 06/26/24 | | |
| 4344 | 1168 | RESOURCES RECYCLING & RECOVERY | 5,000.00 | 06/26/24 | | |
| 4345 | 1169 | DALE KANE | 1,350.00 | 06/26/24 | | |
| Check totals: | | | 530,261.57 | | | |
| ACH totals: | | | | | | |
| EFTPS totals: | | | 1,212,745.17 | | | |
| Wire transfer totals: | | | | | | |
| Payment Manager totals: | | | | | | |
| GRAND TOTALS | | | 1,743,006.74 | | | |
| Check totals: | | | 530,261.57 | | | |
| ACH totals: | | | | | | |
| EFTPS totals: | | | 1,212,745.17 | | | |
| Wire transfer totals: | | | | | | |
| Payment Manager totals: | | | | | | |
| GRAND TOTALS | | | 1,743,006.74 | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------------|--------------|---|------------------|---------------------|------------------------------|
| Vendor: 06/26/24 | 41 4289 | AT&T May Statement May Statement | 113.38 | 56.69 56.69 | 000021814596 000021814598 |
| Vendor: | 44 4290 | BANK OF AMERICA May Statement | 9,596.37 | 9,596.37 | 1388-MAY24 |
| Vendor: | 48 4291 | BARTLETT TREE EXPERTS Coast Live Oak - Remove fallen debris | 1,930.00 | 1,930.00 | 41891227-0 |
| Vendor: | 49 4292 | BAY AREA GEOTECH GROUP 2023-2024 Street Resurfacing - Testing Westridge Street | 11,065.00 | 11,065.00 | 58065 |
| Vendor: | 78 4293 | CALIFORNIA WATER SERVICE CO Water Service 5/11/24 - 6/11/24 | 17,049.02 | 17,049.02 | MAY-2024 |
| Vendor: | 80 4294 | CALPERS June Unfunded Liability | 7,814.08 | 7,814.08 | 100000017557712 |
| Vendor: | 124 4295 | COMCAST WIFI-06.16.2024-07.15.2024 WIFI-06.21.2024-7.20.2024 | 708.87 | 496.75 212.12 | 7290-JUN24 1945-JUN24 |
| Vendor: | 125 4296 | CONNIE STACK Winter 2023-24 Classes | 1,036.80 | 1,036.80 | WINTER 2023-24 |
| Vendor: | 129 4297 | COTTON SHIRES & ASSOC. INC. May 24 Applicant Charges | 18,101.50 | 18,101.50 | 2024-MAY |
| Vendor: | 195 4298 | GOOD CITY COMPANY Planning Consultant Services - May 2024 | 55,547.50 | 55,547.50 | 3617 |
| Vendor: | 203 4299 | GREEN HALO SYSTEMS May Hosting & Access June Hosting & Access | 228.00 | 114.00 114.00 | 4945 4992 |
| Vendor: | 218 4300 | MISSIONSQUARE RETIREMENT Deferred Comp - June 15, 2024 | 5,454.63 | 5,454.63 | JUNE-202415 |
| Vendor: | 234 4301 | J. W. ENTERPRISES Handicap Unit Rental & Services Handicap Unit Rental & Services | 546.88 | 315.44 231.44 | 258943 258944 |
| Vendor: | 245 | JEANNIE GOLDMAN | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------|--------------|---|------------------|---------------------|-----------------|
| 06/26/24 | 4302 | Spring 2024 Classes | 5,952.00 | 5,952.00 | SPRING-2024 |
| Vendor: | 265 | JUSTIN BIXBY | | | |
| | 4303 | Expense Reimbursement - Boots | 229.69 | 229.69 | FRRS-24-8 |
| Vendor: | 267 | KARI CHINN | | | |
| | 4304 | Coffee with Mayor Event Staff Wellness Cards | 103.82 | 103.82 | FRRS-24-9 |
| Vendor: | 269 | KATHY WADDELL | | | |
| | 4305 | Spring 2024 Classes | 3,360.00 | 3,360.00 | SPRING-2024 |
| Vendor: | 276 | KUTZMANN & ASSOCIATES | | | |
| | 4306 | August Plan Checks | 29,884.18 | 15,958.76 | 119122 |
| | | May Plan Checks | | 13,925.42 | 408913 |
| Vendor: | 278 | LAMPHIER GREGORY | | | |
| | 4307 | Planning Consultant 4/24/24 -5/24/24 Stanford Wedge | 5,745.00 | 5,745.00 | 2024-1540 |
| Vendor: | 295 | LYNX TECHNOLOGIES INC | | | |
| | 4308 | GIS Professional Services in Apr-May 2024 | 750.00 | 750.00 | 10179 |
| Vendor: | 324 | MIRANDAS LANDSCAPE | | | |
| | 4309 | May Landscape Maintenance Services | 3,693.63 | 3,328.00 | 588 |
| | | May Landscape Maintenance Services | | 365.63 | 589 |
| Vendor: | 330 | NAVIA BENEFIT SOLUTIONS | | | |
| | 4310 | Apr 2024 Monthly Fee | 200.00 | 200.00 | 10849286 |
| Vendor: | 334 | NOLTE ASSOCIATES INC | | | |
| | 4311 | April Applicant Charges & PW Support | 23,796.75 | 23,796.75 | APR-2024 |
| Vendor: | 339 | OCCUSCREEN LLC | | | |
| | 4312 | Recruitment | 181.00 | 181.00 | 232169 |
| Vendor: | 340 | OGRADY PAVING INC. | | | |
| | 4313 | 24027- Westridge Drive Rehab | 258,971.14 | 258,971.14 | 7667 |
| Vendor: | 364 | PERS HEALTH | | | |
| | 4314 | May Health | 10,582.42 | 10,582.42 | 10000017517783. |
| Vendor: | 376 | PORTOLA VALLEY HARDWARE | | | |
| | 4315 | May Statement | 255.31 | 255.31 | 193-MAY24 |
| Vendor: | 380 | PURCHASE POWER | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------|--------------|--|------------------|---------------------|-----------------|
| 06/26/24 | 4316 | Postage Meter | 42.63 | 42.63 | 7931-JUN24 |
| Vendor: | 412 | SAN MATEO SHERIFF | | | |
| | 4317 | FY23-24 (01/01/2024 - 06/30/2024) Law Enforcement Services | 1,173,292.00 | 1,173,292.00 | PS-INV304880 |
| Vendor: | 413 | SANGINI MAJUMDAR BEDNER | | | |
| | 4318 | Spring 2024 Classes | 1,310.40 | 1,310.40 | SPRING-2024 |
| Vendor: | 429 | SHELLY SWEENEY | | | |
| | 4319 | Spring 2024 Classes | 1,264.00 | 1,264.00 | SPRING-2024 |
| Vendor: | 437 | SMALL BUSINESS BENEFIT PLAN TR | | | |
| | 4320 | July Dental/Vision | 3,011.60 | 3,011.60 | JULY-2024 |
| Vendor: | 448 | STATE COMP INSURANCE FUND | | | |
| | 4321 | WC Premium, 06/06/2024-07/06/2024 | 6,005.67 | 6,005.67 | 1001844524 |
| Vendor: | 485 | US POSTMASTER | | | |
| | 4322 | Annual Bulk Mail Permit Renewal 2024 | 320.00 | 320.00 | PERMIT#581_2024 |
| Vendor: | 486 | VANCE BROWN INC. | | | |
| | 4323 | Construction Services | 25,312.05 | 25,312.05 | 6.17.24 |
| Vendor: | 545 | W H DEMPSEY ENGINEERING LLC | | | |
| | 4324 | Open Space Mowing Springdown | 1,550.00 | 1,550.00 | 1916 |
| Vendor: | 553 | COUNTY OF SAN MATEO-PSC | | | |
| | 4325 | Public Safety Dispatch Svcs, Apr-Jun 2024 | 18,240.75 | 18,240.75 | PVPD 24-04 |
| Vendor: | 697 | CYNTHIA ROME | | | |
| | 4326 | Court Deposit Refund | 500.00 | 500.00 | PROF-24-5-2 |
| Vendor: | 860 | STEPFORD | | | |
| | 4327 | Remote Onsite Service Jun 24 | 825.00 | 825.00 | 2406328 |
| Vendor: | 864 | DAILY POST | | | |
| | 4328 | Notice 4.17 Meeting Advertisement - April | 693.75 | 225.00 | 88137 |
| | | 5.22 TC HE Notice Advertisement - May | | 281.25 | 88558 |
| | | CPI Notice 5.22 Advertisement - May | | 187.50 | 88559 |
| Vendor: | 901 | ABOVE ALL ROOFING | | | |
| | 4329 | Deposit Refund, 40 Santa Maria | 1,000.00 | 1,000.00 | BLDR0076-2024 |
| Vendor: | 992 | PRECISION GRAPHICS | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------|--------------|--|------------------|---------------------|----------------|
| 06/26/24 | 4330 | PV Cultural Arts Viny Banner & Posters | 1,100.58 | 1,100.58 | 19746 |
| Vendor: | 1066 | SHARIF ETMAN | | | |
| | 4331 | 2024 League of Cities Conference Reimbursement | 650.00 | 650.00 | FRRS-24-10 |
| Vendor: | 1067 | KRISCH & COMPANY | | | |
| | 4332 | Professional Services - May 2024 | 23,512.50 | 23,512.50 | 53844 |
| Vendor: | 1118 | STERICYCLE, LNC. DBA SHRED-LT | | | |
| | 4333 | Paper Shredding Services | 112.95 | 112.95 | 8007306573 |
| Vendor: | 1139 | BELKORP AG, LLC | | | |
| | 4334 | Tractor Repair | 2,395.89 | 2,395.89 | 983712 |
| Vendor: | 1157 | FRANZISKA WILSBURG | | | |
| | 4335 | Picnic Deposit Refund | 100.00 | 100.00 | PROF-23-61-2 |
| Vendor: | 1160 | GENNADY GALANTER | | | |
| | 4336 | Refund Deposit - REC-017247 | 20.00 | 20.00 | REC-017247 |
| Vendor: | 1161 | JAVIER TAPIA ROOFING | | | |
| | 4337 | Deposit Refund - 55 Iroquois Trail | 1,000.00 | 1,000.00 | BLDR0043-2024 |
| Vendor: | 1162 | MARY BIRKEL | | | |
| | 4338 | Picnic Table Deposit Refund | 100.00 | 100.00 | PROF-23-48 |
| Vendor: | 1163 | CHRISTINE MCLEAVEY | | | |
| | 4339 | Picnic Table Deposit Refund | 100.00 | 100.00 | PROF-23-53 |
| Vendor: | 1164 | KYLE GRAHAM | | | |
| | 4340 | Library Lawn Deposit Refund | 100.00 | 100.00 | PROF-23-57 |
| Vendor: | 1165 | JULIA NOWINSKA | | | |
| | 4341 | Picnic Table Deposit Refund | 100.00 | 100.00 | PROF-24-21 |
| Vendor: | 1166 | MIKE CHANG | | | |
| | 4342 | Picnic Table Deposit Refund | 100.00 | 100.00 | PROF-24-23 |
| Vendor: | 1167 | ALL BAY SOLAR | | | |
| | 4343 | Deposit Refund - 14 Coalmine View | 1,000.00 | 1,000.00 | BLDR0078-2024 |
| Vendor: | 1168 | RESOURCES RECYCLING & RECOVERY | | | |
| | 4344 | Repayment unspent funds FY21-22 | 5,000.00 | 5,000.00 | 1577352 |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|-------------------|--------------|------------------------------|------------------|---------------------|----------------|
| Vendor: | 1169 | DALE KANE | | | |
| | 4345 | Deposit Refund - 3 Hillbrook | 1,350.00 | 1,350.00 | BLDM0006-2023 |
| Check Date Totals | | | 1,743,006.74 | | |
| | | Grand Total | 1,743,006.74 | | |

RESOLUTION NO. _____ - 2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL
ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE
PURPOSE OF ELECTING TWO MEMBERS OF THE TOWN COUNCIL,**

WHEREAS The Town Council of the Town of Portola Valley does RESOLVE as follows:

1. Date of Election – Offices to be Filled. A general municipal election is hereby called and ordered to be held in the Town of Portola Valley, State of California, on Tuesday, November 5, 2024, for the purpose of electing eligible persons to hold certain elective offices, the terms of the incumbents of which are about to expire. They are as follows:

A member of the Town Council to fill the office now held by SARAH WERNIKOFF for a term of four years.

A member of the Town Council to fill the office now held by JEFF AALFS for a term of four years.

2. Registration to Close October 21, 2024. Registration for said election shall close on October 21, 2024. No person registered after that date will be entitled to vote at the election.

3. Procuring and Filing Nomination Papers. Nomination papers may be procured from the Town Clerk no earlier than July 15, 2024, and shall be filed with the Town Clerk no later than 5:00 p.m. on August 9, 2024 by Appointment only. However, if nomination papers of any incumbent elective officer of the Town are not filed by 5:00 p.m. on August 9th (the 88th day before the election) the voters shall have until 5:00 p.m. on August 14th (the 83rd day before the election) to nominate candidates other than the incumbent for the elective office.

4. Town Clerk's Duties. The Town Clerk shall procure or cause to be procured all supplies and perform all duties as may be necessary to properly and lawfully aid in the conduct of the election.

5. Consolidation – Request and Consent. Request is hereby made, consent is hereby given, and it is ordered that the general election shall be consolidated with any election or elections to be held on the same day, in the same territory, or in territory that is in part the same, pursuant to the applicable provisions of the Elections Code.

6. Precincts – Polling Places – Canvass. The election precincts, polling places, and officers of election shall be established, designated, and appointed by the appropriate officials of the County of San Mateo, and the Board of Supervisors of the County of San Mateo is hereby authorized, pursuant to Section 10411 of the Elections Code, to canvass the returns of the election in accordance with provisions of Division 10 of the Code.

7. Services of County Clerk. The Board of Supervisors of the County of San Mateo is hereby requested to permit the County Clerk of the County to render services relating to the conduct of the election and this Council shall, and does hereby, accept the terms and conditions of the performance of the election services by the County Clerk and further agrees to make the payments therefore as may be set forth in a billing to the Town from the County Clerk prescribing the amount due for costs incurred from the rendering of the services.

8. Posting and Publication of Notice of Election. The Town Clerk shall cause copies of Notice of General Election to be posted in three (3) public places in the Town of Portola Valley and shall cause a copy of the Notice to be published once in The Almanac, a newspaper of general circulation in the Town, under the following heading:

“NOTICE OF GENERAL MUNICIPAL ELECTION”

Notice of Election shall be given as required by applicable provisions of the Elections Code of the State of California.

PASSED AND ADOPTED this 26th day of June, 2024.

By: _____
Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Tony McFarlane, Finance Director

DATE: June 26, 2024

RE: **Reauthorizing the Town Treasurer as the Authority for Management of the Town’s Investment Programs.**

RECOMMENDATION

Staff recommends that the Town Council reauthorize the Town Treasurer as the Authority for Management of the Town’s Investment Programs.

BACKGROUND

Per California Government Code Section 53607 (Attachment 1), a legislative body of a municipality may delegate, for a one-year period, the authority to manage investment programs to that body’s treasurer.

The Town’s Municipal Code Title 2 Chapter 2.08.020 enables the Town Manager to serve as the Town Treasurer (Attachment 2).

DISCUSSION

The California Government Code only authorizes such delegation for a one-year period. Staff recommends reappointing, pursuant to the Town of Portola Valley Municipal Code, the Town Manager to continue to manage investment programs for the next fiscal year. Per the Town’s Investment Policy (Attachment 3), day-to-day operations shall be delegated to the Finance Director; the Town Manager will continue to consult with the Finance Committee on present and future investments.

FISCAL IMPACT

None

ATTACHMENT

1. California Government Code Section 53607
2. Town of Portola Valley Municipal Code Title 2 Chapter 2.08.020
3. Town of Portola Valley Investment Policy

AM Anthony McFarlane, Finance Director _____ Sharif Etman, Town Manager

State of California

GOVERNMENT

CODE

Section 53607

53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

(Amended by Stats. 1996, Ch. 749, Sec. 6. Effective January 1, 1997.)

ATTACHMENT #2

2.08.020 – Town Treasurer

The Town manager shall serve as the town treasurer. The town treasurer shall maintain the account of the town in accordance with the approved final budget and accepted municipal accounting procedures and shall perform such other duties as set forth in the general laws of the state.

(Ord. 2015-406 §§ 3, 4, 2015)



Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: November 8, 2017

Revised: November 28, 2018

Revised: August 14, 2019

1.0 MISSION STATEMENT

It is the policy of the Town of Portola Valley to invest public funds in a manner which will provide the maximum security with best investment returns, while meeting the daily cash flow demands of the entity. The Town's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

2.0 SCOPE

This investment policy applies to all financial assets of the Town of Portola Valley. These funds are audited annually and accounted for in the Financial Statements. This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue
- Restricted Funds
- Trust Funds

Any other Town Funds or funds held for the exclusive benefit of the Town of Portola Valley and under the direction of Town of Portola Valley officials.

2.1 Pooling of Funds Except for cash in certain restricted funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.0 OBJECTIVES

In order of priority, the primary objectives of the investment activities shall be:

3.1 Safety Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

3.2 Liquidity The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.

3.3 Return or Yield The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and

Attachment 3

the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

4.0 STANDARDS OF CARE

- 4.1 Prudence** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used shall be the “prudent investor” standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

- 4.2 Delegation of Authority** Authority to manage the investment program is derived from California Government Code (CGC) 53600/1, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer. Daily management responsibility of the program may be delegated to the Finance Director, who shall establish procedures and operate the investment program consistent with this investment policy.

Procedures may include, but not be limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

- 4.3 Ethics and Conflict of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions

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with the same individual with whom business is conducted on behalf of the Town.

- 4.4 **Internal Control** Separation of functions between the Treasurer, Finance Director, and Finance Committee is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the Treasurer and executed by the Finance Director. All wire transfers initiated by the Finance Director must be reconfirmed by the appropriate financial institution to the Accounting Technician and approved by the Treasurer. Timely bank reconciliation is conducted to ensure proper handling of all transactions

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Finance Director and Accounting Technician on a monthly basis. Internal controls will be documented by staff.

5.0 **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer may select any financial institution/broker/dealer selected by credit worthiness that is authorized to provide investment services in the State of California. For broker/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission and the FINRA Financial Industry Regulatory Authority.

6.0 **AUTHORIZED INVESTMENTS**

- 6.1 **Investment Types** The Town of Portola Valley is empowered by CGC 53601 et seq. to invest in the following:
- Local Agency Investment Fund (LAIF), a special fund of the State Treasury in which local agencies are allowed to pool their funds for investment purposes up to a maximum -allowed by the State. LAIF will have its own investment policy that will differ from the Town.
 - United States Government Agency Bonds.
 - United States Treasury Bills, Notes and Bonds.
 - Mutual funds or exchange traded funds investing over 80% of assets in either:
 - 1) short to medium term corporate bonds holding an average credit rating of "A" or better not to exceed 30% of surplus funds, or
 - 2) short to medium term Federal Agency or U.S. Government sponsored enterprise obligations.
 - Pools and other investment structures incorporating investments permitted in CGC 53601 and 53635, such as Local Government Investment Pools sponsored by Counties and Joint Powers Authorities.

Attachment 3

These entities may have their own investment policy that will differ from that of the Town.

- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. No more than 30% of surplus funds can be invested in certificates of deposit.

Investment in derivatives of the above instruments shall require authorization by the Town Council. Any concentrated equity or bond holding (including any private note held by the Town), however obtained, must be sold and converted into approved investments as quickly as practicable, considering market liquidity and trading restrictions on such securities.

- 6.2 Collateralization** All certificates of deposit must be collateralized by U.S. Treasury obligations held by a third party with whom the Town has a current written custodial agreement. The Treasurer may waive this requirement up to the amount already insured by federal or state deposit insurance (FDIC).

7.0 APPROVAL AND REVISION

The Investment Policy shall be adopted by resolution of the Town of Portola Valley. The Policy will be reviewed as part of the annual budget process with any amendments to be approved by the Council.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: June 26, 2024

RE: **Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Proposed Project list**

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution approving a project list to comply with SB-1 funding requirements as required annually.

BACKGROUND

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), Road Repair and Accountability Act of 2017, to address transportation funding shortfalls statewide. SB 1 established a Road Maintenance and Rehabilitation Account (RMRA) in the State Transportation Fund. Beginning in January 2018, the State Controller deposited funds generated from increased fuel taxes and vehicle registration fees into the RMRA. A portion of the RMRA funds are distributed on a monthly basis to cities for basic road maintenance, rehabilitation and critical safety projects on local streets and road systems.

In Fiscal Year 2023-2024, the estimated amount the Town was to receive from the RMRA was \$107,667. The Town has received distribution payments totaling approximately \$84,217 to date for 2023-2024 and anticipates continuing to receive payments towards the estimate. A project list for 2023-2024 was approved by the Town Council on June 14, 2023.

In Fiscal Year 2023-2024, the Town is estimated to receive \$114,968 from the RMRA. Estimates were provided by *CaliforniaCityFinance.com*.

DISCUSSION

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. In order to be eligible for RMRA funding, cities must annually adopt a resolution with a list of projects they intent to fund with

SB1 funding in the upcoming fiscal year. The program this year allows submittal of the proposed project list until July 1, 2024.

Staff recommends that the funding be applied towards the Town's Annual Street Resurfacing Project, which will be included in the Proposed Budget for Fiscal Year 2024-2025. The funds can be used on a previous or future submitted project.

The project list includes project description, locations, completion schedule, anticipated useful life and other information required by the program. The project locations and dates are considered flexible, which allows for changes, substitutions, additions, or removal of roadways. This is helpful as staff will be in the process of developing the scope of the 2024-2025 street resurfacing project. The current project list (Attachment 1) is derived from the Town's Pavement Management System, based on a program that was developed by the Metropolitan Transportation Commission. This draft list was compiled in order to receive SB 1 funding, and does not represent the complete list or final list of street projects for the upcoming fiscal year.

FISCAL IMPACT

Funding from multiple sources, including SB1/RMRA funds of \$114,968, for the construction of the Annual Street Resurfacing project will be considered in the Proposed Budget for Fiscal Year 2024-2025 under Capital Improvements. The funds are provided to the Town on a monthly basis.

ATTACHMENT

1. Project list
2. Resolution

AM Anthony McFarlane, Finance Director

_____ Sharif Etman, Town Manager

Attachment 1

PROPOSED SB-1 TRANSPORTATION FUNDING PROJECT LIST
Fiscal Year 2024/2025

Project Name: Street Resurfacing Project in the Town of Portola Valley

1. Project Description: As part of the Towns annual street resurfacing program, this proposed project consists of street resurfacing and rehabilitation work consisting of base repairs, crack sealing, and asphalt overlay or slurry/surface seals. The primary factor for choosing the roadway segments included is the Pavement Condition Index (PCI) of each roadway. PCI is a measurement of a street's condition derived through field inspections that utilize scoring criteria developed by the Metropolitan Transportation Commission's (MTC) pavement management program.
2. Location of the Project:
 - a. Minoca Road (Cervantes Road to Golden Oak Drive)
 - b. Possum Lane (Town limits to Westridge Drive)
 - c. Westridge Drive (Solana Road to Mapache Drive)
3. Schedule of Completion: Construction of the project is estimated to be complete by December 2026.
4. Estimated Useful Life:

Resurfacing and rehabilitation work will extend life expectancy of these streets as shown below:

- Slurry/Surface seals 4 – 6 years
- Asphalt Overlay 10-15 years

Resolution no. _____-2024

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
ADOPTING A PROJECT LIST FOR FISCAL YEAR 2024-25 FUNDED BY SB 1: THE
ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the Town must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the Town, will receive an estimated \$114,968.00 in RMRA funding in Fiscal Year 2024-25 from SB 1; and

WHEREAS, this is the eighth year in which the Town is receiving SB 1 funding and will enable the Town to continue essential road maintenance and rehabilitation projects; and

WHEREAS, the Town used a Pavement Management System and onsite staff evaluation to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the Town maintain and rehabilitate the listed roads, and many similar projects into the future.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Town Council of the Town of Portola Valley, State of California, as follows:

1. The foregoing recitals are true and correct.

2. The fiscal year 2024-25 list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues include: **See Attachment 1 for project list.**

PASSED AND ADOPTED by the Town Council of the Town of Portola Valley, State of California this _____ day of _____, 2024.

Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Mary Hufty and Craig Taylor

DATE: 6/19/2024

RE: Approval for San Mateo County Sheriff's Office / Portola Valley Commissioner and Assistant Commissioner

RECOMMENDATION:

Approve the job description for the San Mateo County Sheriff's Office (SMCSO) / Portola Valley Commissioner and the appointment of Ed Holland as Assistant Commissioner.

BACKGROUND:

Portola Valley has had a functional "Police Commissioner" since the '80's. In the past, to the best of the community's knowledge, the following people have filled this position: Bob Anderson, Ed Davis, Gary Nielsen and Kevin Welch (current). They have served to facilitate the relationship between residents and the San Mateo County Sheriff's Office (SMCSO). In recent discussions with Captain Matthew Fox, he has confirmed the appropriateness of this role to improve communication between residents and SMCSO, noting it as a "win/win". On May 29, 2024, the Council approved the Commissioner appointment and requested the job description be reviewed with SMCSO. The following is the job description for SMCSO Portola Valley Commissioner and Assistant Commissioner.

General Description:

The Commissioner serves as liaison for the Town of Portola Valley to the San Mateo County Sheriff's Office (SMCSO) for the safety of town residents, specifically for bicycle, pedestrian and traffic safety. The Commissioner may recommend and request approval from the Town Council for an Assistant Commissioner to support them in the performance of their duties.

Specific Duties:

1. They regularly attend Bicycle, Pedestrian and Traffic Safety (BPTS) committee meetings:
 - a. Provide instructions for location and timing of the speed trailer deployment to sheriff's deputies
 - b. Provide observational and speed trailer data for traffic and parking situations, as requested by the BPTS committee.
 - c. Assist the SMCSO in maintaining the log of speed trailer data, as needed.
 - d. Prepare speed trailer messaging for public information, closed trails and roads, and public interest, town events, as needed.
2. They regularly attend Emergency Preparedness Committee meetings.
3. They support and advocate public safety needs. They coordinate requests from residents for SMCSO assistance regarding safety concerns and are available to facilitate communication with the Sheriff's Office.
4. They monitor and provide input for all community events, such as Zotts to Tots, bike races, PV Palooza, Portola Valley Horse Fair, and Safety Fair. They act as the liaison between organizers and SMCSO, as needed.
5. They provide feedback to the Town Council and staff with regard to SMCSO contract discussions.

In Summary

The Commissioner and their assistant facilitate the relationship between the San Mateo County Sheriff's Office and the Town of Portola Valley, its residents, Council and Committees, and staff, for specific public safety matters outlined above.

The current Commissioner, Kevin Welch, has provided the following resume:

Police Commissioner

Kevin F. Welch

**10 Paso Del Arroyo, Portola Valley, CA 94028-7900
650-851-8516 Landline
650-678-8082 Cell**

Education:

| | |
|-----------------|--------------|
| AA Criminology | CCSF |
| BA Sociology | SF St. Univ. |
| MAT | Notre Dame |
| MPA | Notre Dame |
| Ph.D Safety Ed. | Columbia |

Experience:

Special Agent - United Parcel Service

Director of Safety Education - San Mateo Union High School District

San Mateo County Consultant: DUI Program

Owned and Operated STOP, A Traffic School and Traffic Consulting Business

Served the Town of Hillsborough, CA: Police Reserve

San Mateo Union High School District:

Teacher
Counselor
Administrator

Redwood City School District:

Administrator

Portola Valley

Assistant to Gary Nielsen, Police Commissioner: 2012 - Present

Portola Valley Resident since 1993

Committee Member Service:

Bicycle, Pedestrian, Traffic Safety Committee: 13 years (Currently Serving)

Public Works Committee: 6 years (Currently Serving)

Emergency Preparedness Committee: 4 years

Ed Holland has provided the following volunteer information and resume:

- Portola Valley BPTS Service – 2012 to present, Chairperson 10 years
- Zotts-to-Tots Volunteer Safety Coordinator – 15 years
- Town Traffic Coordination:
 - Picnic (since 2012),
 - PV Palooza (2024),
 - Bike Rodeo (2012)
- Resident since 2006

Dr. Edward Robert Holland

INTRODUCTION:

Expert in research and development with emphasis on metrology, optics, production systems specification and commissioning, process control.

Project management; Vendor management.

Commercial and academic level contributions to; flexible electronics, flexible displays; optical and imprint lithography; nanomaterials, solar energy; optical bioassay; development of inkjet and functional print processing; security marking.

Additional technical experience: Roll to roll processing for electronics; Spectroscopic analysis, physical metrology; Photovoltaic cell manufacture; Electronic and optical Materials characterisation; microscopy; Raman, UV-Vis and luminescent material spectroscopy Failure analysis and root cause determination; Experimental design; Process engineering. Optical inspection. Laser systems and precision laser marking.

CONTACT DETAILS

Tel. (650) 851 2509

Cell. (323) 528 7323

Email: edward.holland1@btinternet.com

EDUCATION:

1. Bachelor's Degree in Physics, 1st Class Honours in Physics from Durham University, UK.
2. Ph.D. in Physics, Durham University

CURRENT EMPLOYMENT

Senior Roll to Roll Process Engineer, ThinFilm Electronics, Inc

May 2017-Present

Roll To Roll Manufacturing, Lithography, R&D

Devised and implemented new methodologies for high volume optical patterning.

Commissioning of production equipment, working with vendors to develop a functional and reliable toolset.

Successful in bringing major fab equipment to production status for novel roll to roll semiconductor processing methods. Coordinating team operations in pilot and early stage production. Process development and analysis, system characterisation and performance metrology from the ~200 meter roll level to micrometer feature precision. Achieved high precision frame to frame control and fine pattern control in support of downstream process.

PREVIOUS EMPLOYMENT

Materials Deposition Scientist, FujiFilm Dimatix Inc.

May 2016 - May 2017

Inkjet material Deposition, New business development

Inkjet product development, Inkjet applications R&D, Material and system characterisation

Principal Engineer, GT Advanced Technologies

Jan 2014 - May 2017

Principal Engineer

Advanced solar cell & module development.

Principal responsibilities in identification, conception and evaluation of process techniques for solar cell production. Design, build and test of pilot tool equipment. Transfer of process & equipment methods to third party manufacturing, and detailed development & verification at the manufacturer facility in Japan. Ownership, commissioning and qualification of production equipment resulting from manufacturer collaboration.

Conceptualisation and early stage development of new cell interconnect designs for GT Solar module technology. Involves basic understanding of materials properties, and practical design and testing to realise new goals for solar module reliability and performance.

Visiting Scholar, HP Labs, Palo Alto

July 2009 - May 2013

Imprint Lithography, Flexible electronics and displays

Key involvement in multilevel imprint lithography methods for Roll to Roll processing of flexible microelectronics. Pilot line R&D, process development, material characterization and experimental activities. Design & conception of diagnostic methods for electronic materials on flexible substrates. Wet processing, Reactive ion (Plasma) processing, Roll to Roll methods, including imprinting and imprint tooling. Defect characterisation and root cause analysis.

Senior Scientist: Oxonica USA

April 2006 - June 2008

Raman Spectroscopy, ISO 9001 compliance, R&D

Practical implementation technical and instrumentation for biodiagnostics programme, following the acquisition of Nanoplex Technologies by Oxonica (UK). Development of Raman spectrometer instrumentation. Construction of prototype optical instrumentation for lateral flow immunoassay technology. Instrumentation for manufacturing process monitoring and quality assurance. Experience with ISO 9001 quality management procedures and work instructions; generation and maintenance of documentation regarding design, bill of materials, maintenance, upgrades and calibration etc. Principle Coordinator in an SBIR funded joint venture with an external collaborator to develop instrumentation for lateral flow immunoassay.

Senior Scientist Oxonica PLC UK

May 2000 - April 2006

Nanomaterials, material characterisation and applications

R&D team manager - bioassay development. Optical characterisation of biotags (Raman Spectroscopy).

Joint venture management of UK government "SMART" award funded project - Transparent conductive materials. Oxonica team lead.

Nanomaterial characterisation - Luminescent materials for displays, UV absorbing materials.

Oxford University, Materials Dept.

March 1997- April 2000

Nanostructures, display technology, vacuum microelectronics

Development of high density field emission nanostructures for flat panel displays. Innovated precision electrical testing of device arrays, structural analysis and material characterisation. Improved device yields, and process methods.



TOWN OF PORTOLA VALLEY

SUBCOMMITTEE REPORT

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

FROM: Judith Hasko and Craig Taylor

DATE: [OBJ] June 26, 2024

RE: Timelines for Post-Adoption Plan Activities

RECOMMENDATION

The Town Council should discuss and consider adopting the timelines for Post-Adoption Plan activities set out in the chart attached as Appendix A.

BACKGROUND

In connection with the Town Council's actions in September 2023 to approve in part the Post-Adoption Plan, and in April 2024 to approve the remainder of the Post-Adoption Plan activities and related budget, the Town Council had requested a proposed updated time line for conducting the approved Post-Adoption Plan activities. Our subcommittee encloses, as Appendix A, a chart summarizing the time lines for conducting these activities. For reference purposes only, we attach as Appendix B some background materials that have previously been presented to the Town Council with respect to the Post-Adoption Plan.

DISCUSSION

We recommend that the Town Council review the attached appendices and adopt time lines for Post-Adoption Plan activities to enable staff, and Town committees, working groups and Commissions, to commence work under the Post-Adoption Plan at the appropriate times.

FISCAL IMPACT

The budget for these activities has been approved in April 2024, so no additional impact is anticipated.

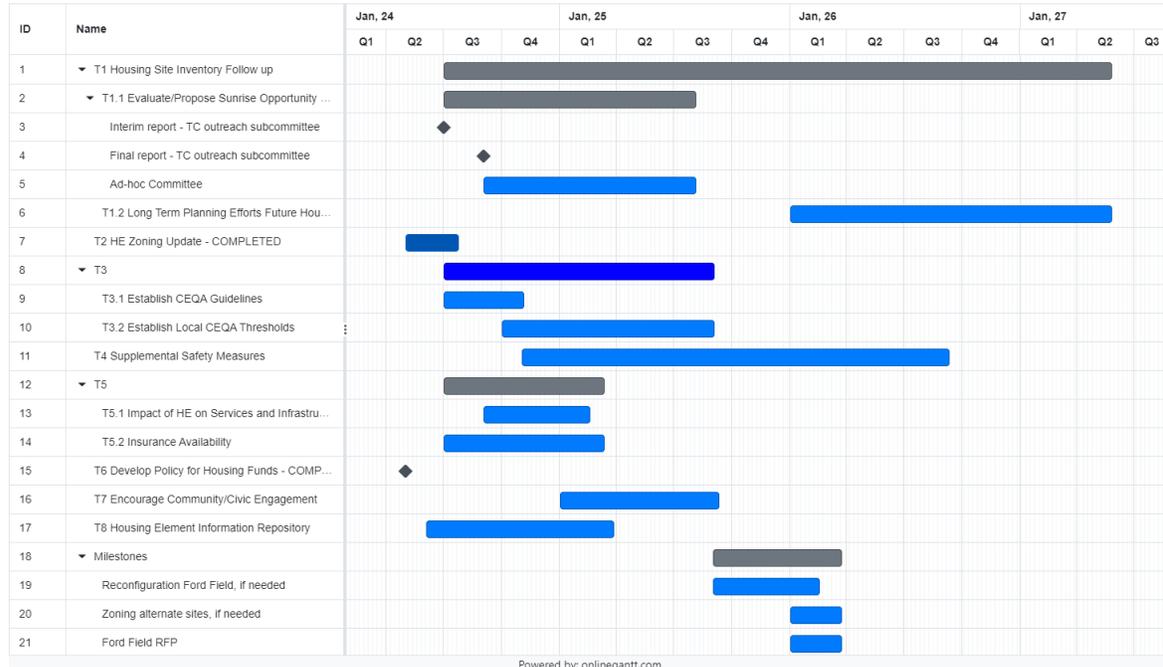
APPENDICES

A. Timeline Chart

B. Prior Post-Adoption Plan Materials

Appendix A

Draft Post HE Timeline



T1.1 Outreach committee will deliver an interim report end of June and final report end of August.

T5.2 Insurance: This project is in progress under WPC. Survey should be available within the next month and data collection will be ongoing. The committee has been monitoring state level developments.

Milestones: Need input from the Planning Director.

Note these timelines will supersede those in the previously approved Post-Adoption Plan including any timelines set out in Appendix B.

Appendix B

See Town Council agenda for April 10, 2024 for additional information:

<https://www.portolavalley.net/home/showpublisheddocument/18283/638485133561170000>

Below we include a part of those materials for reference.

Post-Adoption Plan Discussion Status Summary

Note: Where items are recommended for approval to commence, the item would start in the time frame indicated in the “Topic” column as applicable.

| | Topic |
|----------|---|
| 1 | <p data-bbox="256 464 716 499">Housing Site Inventory Follow up</p> <p data-bbox="256 533 1386 800">Comment: The intent of this effort is to maximize success of Sunrise provision to identify alternatives to development of Dorothy Ford Park and Open Space, to retain the aesthetic, recreational and natural attributes of these sites while complying with our HE commitments, to the maximum extent possible. Generally, the goal is to conduct continual evaluation of housing needs and potential housing sites in Town to avoid time-constrained, rushed analyses in future HE cycles and to address community housing needs.</p> <p data-bbox="256 840 537 875">Timing and Process:</p> <p data-bbox="256 911 1393 1060">Initiate subpart 1 actions in September 2023 and continue through 2-year Sunrise period. Initiate subpart 2 actions by June 2024 and continue indefinitely. Information described in Topic 8 will be useful for, and should be coordinated with, efforts under this Topic 1.</p> <p data-bbox="256 1098 1380 1247">By May 2024, appoint and develop timelines for work product of a new ad hoc committee suitable to implement intent of the Sunrise provision; initial list of viable housing site alternatives should be completed no later than August 2024, and updated as needed thereafter.</p> <p data-bbox="256 1285 1369 1398">If necessary, between August and October 2024, evaluate options for reconfiguring Dorothy Ford Park and Open Space and related costs, with final report submitted to the TC no later than the date that is 3 months prior to expiration of the Sunrise period.</p> <p data-bbox="350 1436 1049 1472">1. Evaluate and propose Sunrise opportunity sites.</p> <p data-bbox="256 1507 1386 1850">On subpart 1, form TC subcommittee to oversee preliminary work, with planning consultant/staff support, to identify potential alternative sites and/or other programs that may address our RHNA requirements currently addressed with Dorothy Ford Park and Open Space. Such subcommittee would (i) develop a comprehensive list of all sites in Town leveraging work done by the Ad Hoc Housing Element Committee, (ii) conduct initial outreach to the community generally (through public meetings) to inform the public of the need for alternative sites and gain public input on potential alternative sites, and directly to owners of properties that could feasibly serve as alternative sites, (iii) maintain a list of activities conducted and feedback received per site, and (iv)</p> |

| | |
|-----------------|---|
| | <p>continuously monitor potential sites as new information becomes available.</p> <p>Once site listings are prepared, only minimal staff time expected to be needed to support the subcommittee.</p> <p>The TC would establish an ad hoc committee consisting of Town committee, commission and council members along with Town residents, which would work with staff and consultants to discuss, evaluate and prioritize all alternative Sunrise site opportunities, considering financial, property rights and other relevant information in light of the Town ethos and the GP.</p> <p>This ad hoc committee would work with input from the TC subcommittee acting under subpart 1 to (i) develop a process for recording the status of sites in Town for potential housing (e.g., whether it was assessed in the past housing efforts, what impediments or issues were identified), and monitoring any changes in status of these sites, (ii) conduct outreach to have a comprehensive effort to facilitate identification of alternative sites, (iii) establish a framework for understanding costs of developing various sites and (iv) consider developing a rank ordering system for any suitable sites.</p> <p>This ad hoc committee would also evaluate opportunities to reconfigure Dorothy Ford Park and Open Space, if alternative sites are not identified prior to August 2024 and develop an understanding of the potential costs of doing so.</p> <p>Meetings would be monthly or otherwise as needed to identify sites early enough in the Sunrise period to provide workable alternatives, starting no later than January 2024. Moderate to significant staff and consultant support would be needed as the process develops.</p> <p style="text-align: center;">2. Initiate longer term planning efforts for future housing cycles.</p> <p>Propose this effort to be further elucidated in 2025 onward, with the goal of being more proactive in planning for local housing needs on a continual basis.</p> |
| <p>2</p> | <p>Zoning Design Review Actions and Related GP Updates</p> <p>Comments: In the course of implementing the new HE, the Town will need to adopt zoning changes and objective design review guidelines. Objective design standards would be developed as soon as practical given that they are a critical means of requiring new project development to be consistent with the Town’s GP and ethos. The goal of actions under this topic is to provide further local control of development to the extent allowed under law.</p> <p>Process and timing:</p> <p>Review, discuss and adopt zoning changes needed to ensure consistency between</p> |

the HE, zoning code, and the remaining elements of the GP, and develop objective design criteria that builds on Town design guidelines for use in complying with state requirements for certain future development projects in a manner consistent with the GP. In the unlikely event that GP updates are needed in light of these changes, they could be adopted as part of longer-term effort to update GP, unless required to be adopted earlier under law.

Adopt by January 2024 as required by state law.

The Town has retained consultants with relevant expertise relating to necessary zoning changes and objective design criteria. A draft of proposed code amendments is expected to be released in August 2023 with PC consideration beginning in September.

A public awareness and education meeting should be conducted after the initial PC study session, with support by the staff and consultants to allow full participation by residents.

Efforts under this topic require moderate to significant staff and consultant support.

3 CEQA Guidelines/Local Guidelines and Thresholds

Comments: The intent of subpart 1 under this topic is to comply with state requirements in adopting local CEQA guidelines, and the intent of subpart 2 under this topic is to clarify and standardize analysis and decision making in the environmental review process for future development projects in Town, with the intent to enhance the measures included in the IS/MND as appropriate to reflect our Town’s ethos, and increase consistency and efficiency.

Guidelines and thresholds are intended to be derived from existing examples taken from other jurisdictions as adjusted to reflect the Town’s situation and would serve to frame the analyses of future project-level environmental impacts and mitigation measures for projects that are not exempt from CEQA and be informed by public input.

Any required GP amendments that may be identified in the initial process as being required to effect these actions could be implemented in the next update of the GP unless legally required to be adopted earlier.

Process and timing:

1. Establish local CEQA guidelines per 14 CCR Section 15022.

Prior to January 2024.

Planning Staff and Town Attorney to address subpart 1 under this topic and submit for PC and then TC approval.

| | |
|---|--|
| | <p>2. Establish local thresholds, per 14 CCR Section 15064.7(b), concerning key topics that may include certain aspects such as aesthetics, parks and recreation, public services, traffic and wildfire safety to guide future development, with reference, where available, to approaches taken by jurisdictions that have adopted similar measures.</p> <p>Between March and May 2024</p> <p>Planning consultants with Town Attorney to develop framework for subpart 2 under this topic based on references to other jurisdictions adopting similar local parameters, then submit for discussion and input by the PC to review to refine to tailor to community values and the Town’s GP and eventual submission for adoption by the TC. Subpart 2 is not intended to be a comprehensive analysis, but a limited set of parameters for use in guiding new developments in a manner consistent with the Town’s ethos and values. This would involve conducting a public awareness, education and comment meeting after the initial PC study session.</p> |
| 4 | <p>Supplemental Safety Measures for Housing Element</p> <p>Comment: The goal of this effort is to optimize consistency, beyond what is required by state law, across the SE, HE, and remainder of the GP with respect to safety in light of the increase in the Town’s population under the new HE, complementing ongoing efforts already in process.</p> <p>Timing and Process:</p> <p>Coordinate and ensure that the Town’s ongoing SE-related activities also consider the cumulative projected increase in Town population and housing units arising out of HE adoption and adopt mechanisms to coordinate with neighboring jurisdictions with respect to safety measures such as the evacuation plan.</p> <p>Initiate in January 2024 to the extent feasible. Yearly and ad hoc follow-up activities.</p> <p>Staff and consultants would reach out to committees involved in the SE update process to confirm that such committees assessed and made recommendations to the PC and TC with respect to adjustments to evacuation routes and planning, building codes, and other safety measures (to address fire, geologic, flooding and other risks), specifically arising from the cumulative increase in population and housing units in the HE, adopted fire maps, other elements of the GP, and best practices.</p> <p>These efforts would be made in conjunction with the ongoing SE update and discussion of evacuation plan.</p> <p>TC would establish process and timing for regular periodic and ad hoc assessments of any appropriate updates to the SE and evacuation plan as best practices evolve, and as HE plan actions are carried out, to enable methodical and proactive approach.</p> |

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| 5 | <p>Impact of Housing Element on Services and Infrastructure</p> <p>Comment: Increased demand for services and infrastructure merits special monitoring and planning for increased demand, while maintaining the level of services and resources. This effort would complement the efforts staff otherwise may make with respect to services and infrastructure to focus on longer term implications of HE adoption.</p> <p>Timing and Process: 2 Subparts.</p> <p>1. Understand projected growth in demand on services and infrastructure resulting from increased population and housing units in Town under the HE, and potential impact on Town budget, and develop strategy for maintaining or improving current service levels.</p> <p>Subpart 1 activities would start November 2023 through TC subcommittee and staff; other subparts would start in March 2024.</p> <p>For subpart 1, consultants/staff working with one or more Town Council members would conduct supplemental outreach to confirm public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) will continue to be available at an appropriate level for the Town under the updated HE in terms of an current and desired future service level, quality, capacity and location, including an assessment of costs to the Town.</p> <p>Additionally for subpart 1, the TC later would form a new working group including members of the planning commission to assess more detailed and longer term qualitative and quantitative implications of increasing the Town population and housing units as a result of HE adoption on services and infrastructure.</p> <p>The group’s goal would be to advise the PC and TC on mechanisms recommended to make sure that public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) continue to be available appropriate for Town population in terms of an appropriate service level, quality, capacity and location, including an assessment of costs to the Town.</p> <p>Community outreach sessions would be conducted from April through June 2024 to allow the public to understand and comment on the group’s efforts.</p> <p>2. Understand and gather information on housing insurance challenges in Town, focusing on how additional housing units to be built in the course of implementing our HE will impact existing insurance programs residents use, and the availability and costs of insuring new housing units.</p> <p>Start in March 2024 through a working group and staff.</p> |

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| | <p>For subpart 2, the TC recognizes evolving challenges in insurance in WUI areas. While the initial focus on insurance in the Post HE Plan was to be insurability of new housing units, we propose that we consult with our Town lobbyist, neighboring jurisdictions and San Mateo County on current challenges in local housing insurance on a broader level. This could occur through a TC subcommittee working with staff to gain a broader understanding of the political issues and pragmatic approaches that should be considered for all Town residents, including those new units resulting from the updated HE. The group would also seek to understand and monitor issues and developments that may impact the availability of insurance for new and existing housing units in Town.</p> |
| <p>6</p> | <p>Housing Funds Policy for Use of Inclusionary Funds</p> <p>Comment: This effort will complement the Town’s general efforts to identify incentives and support for expanding housing options as part of the HE. As the Town assesses its financial resources to accommodate the HE, this effort could also extend to the use of other funds that may become available for housing-related purposes.</p> <p>Timing and Process:</p> <p>Define an Inclusionary Funds Use Policy to guide the Town’s use of funds arising from this HE program.</p> <p>Policy development and adoption by October 2023.</p> <p>The Town Council subcommittee, already appointed, will work with Town committees to gather input on priorities and considerations that will inform an Inclusionary Funds Use Policy. The subcommittee, with staff support, will develop a proposal for consideration by the TC for adoption.</p> |
| <p>7</p> | <p>Encourage Community and Civic Engagement</p> <p>Comment: The intent of this activity is to engage organizations that have special insight into the housing needs of vulnerable populations in Town, and to engage them in defining Town strategies to meet these needs on an ongoing basis.</p> <p>Timing and Process:</p> <p>Engage community organizations in discussion of community housing needs and potential resources.</p> <p>Form working group in April 2024; report on work in July 2024.</p> <p>Form working group including Town committee and commission members to conduct</p> |

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| | <p>outreach to civic organizations located or operating in Town (e.g., HOAs, medical support services, religious organizations) who are positioned to understand the needs of the most vulnerable in the local community, and assist in understanding existing impediments to development of new housing, identifying and creating opportunities for housing and developing policies to support housing needs for these populations.</p> <p>This would not entail formal meetings unless the Town Council later found it necessary to conduct them. However, the working group would report its findings to the Town Council in July 2024.</p> |
| <p>8</p> | <p>Develop Housing Element Information Repository</p> <p>Comment: Recognizing the extensive efforts of the Town to consider public comment and gather information on potential housing sites, the Town Council wishes to create an easily accessible repository that would be available for the Sunrise-related activities and other Town housing-related activities and otherwise for public understanding and awareness. This information will be useful for, and should be coordinated with, efforts under Topic 1.</p> <p>Timing and Process: Organize a small group of volunteers to organize material and possibly upgrade search technology.</p> |



TOWN OF PORTOLA VALLEY

SMC Library JPA Liaison Memo

TO: Members of the Town Council

FROM: Sarah Wernikoff, Mayor

DATE: Wednesday, June 12th, 2024

RE: April 29th San Mateo County JPA Library Governing Board Strategic Plan Meeting

OVERVIEW:

1. Strategic Plan Update and Discussion

- a. Director Despain welcomed JPA members and presented the strategic plan report, followed by Deputy Director Risley introducing Mona Abboud and Sharon Kang, consultants from InterEthnica.
- b. Mona and Sharon provided an update on the strategic plan and early insights based on preliminary stakeholder and community engagement efforts.
- c. Members discussed and provided input on next steps in community engagement.

2. Tour of the Millbrae Makerspace



TOWN OF PORTOLA VALLEY

SMC Library JPA Liaison Memo

TO: Members of the Town Council

FROM: Sarah Wernikoff, Mayor

DATE: Wednesday, June 12th, 2024

RE: May 20thth San Mateo County JPA Library Governing Board Meeting

OVERVIEW:

1. 2025 is the 25th Anniversary of the Library JPA which represents 13 cities in SMC: Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside and the unincorporated areas of the county, a population of 271K of which 236K (87%) have library cards.
2. Introduction to 24-25 Budget: Overview of strategic goals, accomplishments in 23-24, performance (annual YOY 2018 through 23-24 actuals) and recommended budget of \$42M. Key priorities:
 - a. Complete and begin implementation of new Strategic Plan
 - b. Support the well-being and growth of our library champions and amplify their talents
 - c. Reach more community members through intentional outreach and marketing efforts.
 - d. Elevate adult and youth literacy efforts and develop responsive programs to empower and cultivate a community of learners
 - e. Increase access to technology and hands-on learning in our innovative makerspaces and maker mobile to advance digital equity.
 - f. Create and update libraries to include vibrant, welcoming spaces that inspire creativity, collaboration, and exploration.
 - g. Prioritize resiliency and sustainability in our facilities and operations to bolster our ability to provide essential services during emergencies



TOWN OF PORTOLA VALLEY

Liaison Memo

TO: Members of the Town Council

FROM: Sarah Wernikoff, Mayor

DATE: Wednesday, June 12, 2024

RE: May 29, 2024 Trails & Paths Committee Meeting

OVERVIEW:

- **Horse Fair:** May 18th was the 9th annual Horse Fair was a great success. The update included a recap of fair activities, and a report on minor issues with security communications related to parking and the dog policy. Total budget was approximately \$10K.
- **Capital Improvements:** Discussion and agreement on the top 3 priorities on the list.
- **Trail Maintenance:** Discussion of mowing the Town's 36 miles of trails and the delicacy of mowing around wildflowers.
- **Committee Vacancies:** Discussion regarding the overall number of committee members and process to solicit new members.
- **New Business for next meeting:** Town hike.



TOWN OF PORTOLA VALLEY

Subcommittee Report

Sunrise Provision Outreach

TO: Mayor and Members of the Town Council

FROM: Judith Hasko and Mary Hufty

DATE: June 19, 2024

RE: Sunrise Provision Outreach Subcommittee Report

SUMMARY

This interim report summarizes the status of our recent outreach efforts made in connection with the Sunrise Provision in our Housing Element. The result of our outreach effort to date includes a summary of possible sites that were either brought to our attention, or were or will be explored by our subcommittee, as well as a list of possible funding and support resources that we incidentally came across during our outreach efforts (note the latter list is not, and is not intended to be, comprehensive; we provide this list only to assist future efforts under the Post-Adoption Plan that will be more focused on funding and support resources).

We plan to issue a final subcommittee report by the end of the summer and for further alternative site evaluation efforts to be conducted pursuant to the Post-Adoption Plan.

SUBCOMMITTEE REPORT

Mary Hufty and Judith Hasko were appointed by the Town Council to conduct public outreach to identify potential sites as affordable housing locations within Portola Valley that may serve as alternative sites to Dorothy Ford Park and Open Space, pursuant to the Sunrise Provisions of the Town's Housing Element.

The Process. Since then, we have identified or been contacted in connection with a number of good opportunities that we believe merit further engagement. The subcommittee has built upon the hard work already done by so many Town residents and consultants, as well as Town staff and Town Council, Commission and Committee members. We have conducted our outreach with an open mind,

recognizing that development may occur in a variety of ways, as infill or as multifamily building projects and be supported by a variety of federal, state and local funding sources.

Our primary goal during this phase was to make ourselves available to discuss any and all housing opportunities. We received and reviewed over one hundred site suggestions, and interacted with various non-profit and for-profit housing organizations that might be helpful for funding resources. We further interacted with interested residents and potential partners.

We have further work to do before we can finalize our report and hand future outreach efforts to an ad hoc committee that the Town Council will appoint pursuant to the Post-Adoption Plan. Currently we have several viable opportunities we continue to explore which may have much less negative impact on the Los Trancos Creek Riparian Zone and the Alpine Scenic Corridor than development in Dorothy Ford Park and Open Space. We have also taken into consideration constraints deriving from the geologic conditions, and earthquake and fire hazards in our community. We have prioritized gaining the trust and respect of those with whom we have interacted through honest communication of risks, timelines, and the range of opportunities, and our need to preserve the values reflected in our General Plan. We look forward to moving this process towards fulfilling the needs of the Sunrise Provision as we achieve our House Element certification and begin its implementation.

Building a list of potential sites. We reviewed information on certain parcels that could be, or might become, available to support our updated Housing Element, including our RHNA commitments. See Appendix A for a general list of the types of sites we have focused on or for which we have outreach efforts planned. Our efforts are not complete as to these sites and we are open to suggestions for additional sites. We would welcome additional outreach by any members of our community that have relevant information and appreciate the engagement by a broad range of community members in this respect.

We viewed our task as creating a shortlist of possible sites for potential affordable housing that will be evaluated further by an ad hoc committee, and then staff, the Planning Commission and Town Council, as applicable, pursuant to the Town Council's approved Post-Adoption Plan. By its nature, our effort entailed making contact with parcel owners who may or may not be interested in supporting our Housing Element through some arrangement regarding their parcel. We believe that our initial outreach critically depends on people feeling free to discuss their views without committing to a particular outcome at an early stage. As such, optimizing the potential success of our efforts requires us to have preliminary discussions in confidence. Therefore, our list of parcels (Appendix) does not include identifying characteristics of each site that we did, or hope to, evaluate in more detail.

As specific discussions evolve, we expect that parcel owners remaining interested in potentially participating in or supporting our Housing Element will agree to engage in more public discussions as the Town refines its analyses. We expect that moving forward with any such opportunities with respect to specific parcels will require the exchange of much more information before the Town can take any action. We will leave that to the staff, committees and Commissions for further evaluation once we issue a final report of our efforts, which we expect to do near the end of the summer.

Evaluation on Funding Sources Throughout the course of our work, we met with and discussed Portola Valley's housing needs with potential sources of financial or other support for affordable housing (both profit and non-profit). See Appendix B for a list of these entities, which is only provided for convenience for inclusion in future Post-Adoption Plan efforts.

The Need for a Site Evaluation Framework As one of the next steps under the Post-Adoption Plan, we recognize that the Town will need to develop a site evaluation framework that will help to focus on the highest value, and most available, types of parcels from our list, and from other opportunities that are identified going forward, understanding that no one site will be a perfect alternative. We also attach as Appendix C the list of Town-owned sites that were evaluated in the course of prior efforts by the Town for affordable housing. Our subcommittee has not done any additional work on these sites but we wanted to offer this list only to consolidate information that may be useful for the Town under the Post-Adoption Plan.

Next Steps The Town Council should now consider the processes outlined by the Sunrise Provision Subcommittee (Craig Taylor and Judith Hasko) to confirm time lines for further evaluation of Sunrise Provision sites through the appropriate committees and Commissions. We note it is important to provide to owners of parcels that may be suitable as alternative sites practical and timely opportunities to understand our Post-Adoption Plan processes and to obtain timely support from the Town as they consider their options.

Appendix A: Interim Site Inventory

Note: For the below chart, 1= High priority, 5=low priority, based on a variety of factors, including owner interest, known challenges to feasibility on legal, geologic or other bases. Priority is not intended to convey any intent to pursue any particular parcel at this time, but is intended to address which opportunities are going to be more or less feasible in general based on what the subcommittee has learned. The final report will break these opportunities out more specifically to the extent the subcommittee is reasonably able to do so.

| Area, Size (Acres) | Number of Parcels | Priority Range |
|----------------------------------|--------------------------|-----------------------|
| Alpine Corridor, 5 or less | 5 | 1-4 |
| Alpine Corridor, >5 | 2 | 4 or 5 |
| Portola Corridor, 5 or less | 9 | 1-5 |
| Portola Corridor, >5 | 5 | 1-4 |
| Lost Trancos Corridor, 5 or less | 2 | 4 or 5 |
| Los Trancos Corridor, >5 | 1 | 3 |
| Westridge Corridor, 5 or less | 1 | 3 |

Appendix B: Funding and Support Sources

| <u>Source</u> |
|------------------------|
| Jamboree |
| Serra Capital |
| Palo Alto Housing Corp |
| ALTA |
| In lieu Housing Fund |

Appendix C: Previously Generated Town-Owned Property Summary

1/26/2017

| Town-Owned Property Assessment Report | | | | | | | | | | |
|---------------------------------------|----------------------------|-----------|--|-------------------|----------------------------|---|----------------------------|-------------------|---|--|
| ID# | APN # | Size (ac) | Description | Zoning District | Land Use Category | History | Sewer/Septic | Geo Category | Other Notes | Legal Issues |
| 1 | 076-270-080 076-270-050 | 11.19 | Town Center | R-E/3.5A/SD-2/D-R | Community Park | PV School District sold land to Town in 1976 for \$120,000. | Sewer line on Portola Road | Pf/Sun | <ul style="list-style-type: none"> Portola Road scenic corridor Fault line over portions of parcel | |
| 2 | 079-123-120 | 4.580 | Rossotti Field and Parking | OA/R-E/1A/SD-1 | Community Park | In January 1981, the Town purchased the property from Beltramo and Rossotti for \$312,000. Condition is for land to be used only for parking, recreational or open space purposes. The agreement notes that "open space purposes" shall not be construed to include residential uses. | Sewer line on Alpine Road | Sun | <ul style="list-style-type: none"> Only regulation-sized soccer field in Town; well-used Annual parking lot lease with Alpine Beer Garden In Los Trancos Creek setback area (55 ft from top of bank) 2 equestrian easements Alpine Road scenic corridor Sale Agreement prohibit residential use | |
| 3 | 077-272-010 | 7.67 | Ford Field and Open Space Preserve | OA/R-E/2A/SD-2 | Community Park | Grant Deed dated 2/24/71 to acquire land from Hare Brewer and Kelley for \$90,000. (Reso. 34-1965) | Sewer line on Alpine Road | Sun | <ul style="list-style-type: none"> Baseball diamond and parking lot In Los Trancos Creek setback area Public Park, scenic corridor, well-used Alpine Trail Ingress/egress driveway easement (Kelly property) | |
| 4 | 076-280-140 | 3.03 | Springdown Open Space (parcel 1) | R-E/3.5A/SD-2/D-R | Community Park/Preserve | Agreement of Sale with the Goodsteins dated April 7, 2000, purchased land for \$1,625,000 | Sewer line on Portola Road | Str/Pf | Open space preserve, half of the open space. See parcel ID #31. | Deeded for Open Space purposes. Grant Deed June 29, 1982 |
| 9 | 077-272-020 | 0.250 | Land: 0 Alpine | OA/R-E/2A/SD-2 | Community Park | ~20' x 150 long narrow strip of easement next to Ford Field, 18-RSM-PC048 | Sewer line on Alpine Road | Sun | | |
| 10 | 076-192-260 | 0.700 | Land: 0 South Court | R-E/1A/SD-1a | Conservation Residential | Motmans gave the land to the Town for open space purposes 2/26/1976. | Septic | Md/Pfd | Landside Parcel at top of wayside road | |
| 11 | 080-250-430 | 0.160 | Land: 0 Alpine | PC/2A/SD-1 | Open Residential | Irregular remainder parcel surrounded by blue oaks open space | Septic | Ps | Remainder parcel, PV Ranch. Encumbered by an open space easement limiting the use of the property to open space and computable uses (e.g. agricultural use, grazing). It does provide that the open space easement could be abandoned pursuant to Section 51061. | |
| 12 | 080-250-160 | 16.04 | Land: 0 Alpine (Bowet Pk, Parcel C) | PC/2A/SD-1 | Scenic Corridor & Greenway | Grant Deed 3/12/68 dedicated to Town for road easement | | Sun/Pfd/P s/Md | Long narrow strip of land along Alpine road ROW. Max width ~100' with alpine road running through the land. | Deeded for Parks and Recreation purposes. Grant Deed September 5, 1975 |
| 13 | 080-250-440 | 0.700 | Land: 0 Alpine (Portion Parcel 2 of PM) | PC/2A/SD-1 | Open Residential | Irregular remainder parcel surrounded by blue oaks open space | Septic | Str/PS | Remainder parcel, PV Ranch. Encumbered by an open space easement limiting the use of the property to open space and computable uses (e.g. agricultural use, grazing). It does provide that the open space easement could be abandoned pursuant to Section 51061. | |
| 14 | 076-192-090 | 1.150 | Land: 0 Wayside | R-E/1A/SD-1a | Conservation Residential | Burroughs property dedicated to the Town as neighborhood preserve, December 31, 1974 | Septic | Md | Landside parcel | |
| 15 | 080-511-050 | 0.980 | Land: 0 Valley Oak (Lot 1, 1' strip PVR) | PC/2A/SD-1 | Conservation Residential | Lot 1 of PV Ranch, ROW along Valley Oak St. | Septic | Sun | 1' strip of land that runs along valley oak | |
| 16 | 076-184-030 | 0.980 | Land: 0 Wayside | R-E/1A/SD-1a | Conservation Residential | Town acquired as Open space preserve October 4, 1974 | Septic | Md | Woodside Highlands landside parcels given to town | |
| 17 | 076-181-150 | 2.040 | Land: 0 Buena Vista | R-E/1A/SD-1a | Conservation Residential | Town acquired as Open space preserve October 4, 1974 | Septic | Md | Woodside Highlands landside parcels given to town | |
| 18 | 076-181-160 | 2.060 | Land: 0 Wayside | R-E/1A/SD-1a | Conservation Residential | Town acquired as Open space preserve October 4, 1974 | Septic/TBD County | Md | Woodside Highlands landside parcels given to town | |
| 19 | 076-330-050 | 0.30 | Land: 0 Skyline | M-R/7.5A/SD-3/DR | Scenic Corridor & Greenway | Landside property | Septic | Pmw | <ul style="list-style-type: none"> Intersection of old la honda road and skyline, corner of intersection. Used to be centerline of Old Ridge Road ROW. Remainder parcel. Skyline is a scenic highway, no tree or vegetation removal within 100' Pmw geo designation: steep to very steep slopes, fractured bedrock | |



TOWN OF PORTOLA VALLEY

Liaison Report

TO: Mayor and Members of the Town Council

FROM: Craig Taylor

DATE: 6/20/2024

RE: Fire Liaison Update

Fire Safe SMC

IMPORTANT COMMUNITY INFO ON TRAFFIC DELAYS DURING SANDHILL RD. EUCALYPTUS REMOVAL JUNE 24- JULY 3

On June 24 - July 3, a multi-agency hazardous fuels reduction project, headed up by Fire Safe SMC and Woodside Fire Protection District, will be taking place along Sandhill Rd. between Portola Rd. and Whiskey Hill. This project is grant funded and intended to increase the safety of evacuation routes and reduce potential ignitions in high wildfire risk areas. The work along Sandhill Rd. includes the removal of multiple large Eucalyptus on the north side of the roadway, along the 3800 block of unincorporated Woodside. The trees are in close proximity to the PG&E lines and encroaching precariously towards the roadway. There have been several Eucalyptus failures in this area the last couple of years that endangered public safety along this high traffic roadway. There are various Oak trees behind the Eucalyptus and these Oaks will remain in place and should improve in health with some of the Eucalyptus removed.

Please expect traffic delays, (one lane only will be open), between 8:30am and 3:00pm and avoid the area if possible.

Wildfire Preparedness Committee:

The WPC approved a home insurance policy tracking project. This survey is for residents to help inform all of us on the status fire insurance costs and cancellations.