



**TOWN OF PORTOLA VALLEY**  
**8:00 PM – Regular Town Council Meeting**  
**Wednesday, March 28, 2007**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**REGULAR MEETING AGENDA**

**8:00 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

Councilmember Davis, Vice Mayor Derwin, Mayor Driscoll, Councilmember Merk,  
Councilmember Toben

**ORAL COMMUNICATIONS**

*(Time Estimate – 5 Minutes)*

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.

**CONSENT AGENDA**

*(Time Estimate – 10 Minutes)*

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (1) **Approval of Minutes** – of Regular Town Council Meeting of March 14, 2007
- (2) **Approval of Warrant List** – March 28, 2007
- (3) **Recommendation by Administrative Services Officer** – Second Amendment to Agreement with Maze & Associates for Auditing Services
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Second Amendment to the Agreement Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. \_\_)
- (4) **Recommendation by Assistant Town Administrator** – Threshold for Issuance of Purchase Orders, Purchasing Authorization Limit for Town Administrator and Check-Signing Authority
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Increasing the Purchasing Authorization Limit for the Town Administrator, The Expenditure Threshold Requiring Issuance of Purchase Orders, and Modifying Signature Authority for Checks (Resolution No. \_\_)

**REGULAR AGENDA**

*(Time Estimate – 30 Minutes)*

- (5) **Recommendation by Assistant Town Administrator** – West Nile Virus and Mosquito Vector Control Awareness Week
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring April 23 through April 29, 2007 West Nile Virus and Mosquito and Vector Control Awareness Week (Resolution No. \_\_)
- (6) **Discussion and Council Action** – Review of Town Center Project Phase 2, Group 1 Bid Openings and Direction for Implementation of Construction Program
- (7) **Discussion and Council Action** – Current Status of the Chilean Woodchoppers' House  
*There are no written materials for this item.*

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

*(Time Estimate – 10 Minutes)*

- (8) **Oral Report from Town Administrator** – Status of Town Center Project  
*There are no written materials for this item.*
- (9) **Reports from Commission and Committee Liaisons**

*There are no written materials for this item.*

**WRITTEN COMMUNICATIONS**

*(Time Estimate – 10 Minutes)*

(10) **Town Council Weekly Digest** – March 16, 2007

(11) **Town Council Weekly Digest** – March 23, 2007

**CLOSED SESSION**

(12) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code Section 54957

Title – Town Administrator

**REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT**

**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. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

**PLEASE NOTE**

The time estimates listed on this agenda are offered to guide the flow of the meeting and are not binding.