



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
Wednesday, September 9, 2009
Historic Schoolhouse
765 Portola Road. Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

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** – Regular Town Council Meeting of August 12, 2009
- (2) **Ratification of Warrant List** – August 26, 2009
- (3) **Approval of Warrant List** – September 9, 2009
- (4) **Report from Administrative Services Officer – Annual Report of Fiscal Year Ending June 30, 2009 Budget and Interfund Transfers**
- (5) **Recommendation by Town Attorney – Adoption of Ordinance Amending Chapter 2.28 [City Holidays] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code**
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 2.28 [City Holidays] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. __)
- (6) **Recommendation by Public Works Director - Federal Aid Project Requirements concerning the 2009 Resurfacing Project**
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Town Manager to Execute the “Master Agreement Administering Agency-State Agreement for Federal Projects” and Further Authorizing Execution of Additional Administrative Documents Relating to Reimbursement on the “2009 Resurfacing Project” – Federal Project # ESPL-5390(004) (Resolution No. __)

REGULAR AGENDA

(Time Estimate – 40 Minutes)

- (7) **Recommendation by Town Manager – Approval of Agreement with Shelterbelt Builders Inc. for Native Landscape Maintenance at Town Center**
 - (a) Entry into a Consulting Service Agreement Between the Town of Portola Valley and Shelterbelt Builders Inc. for Native Landscaping Maintenance
- (8) **Recommendation by Town Attorney – Response to June 4, 2009 Grand Jury Report**

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 40 Minutes)

- (9) **Discussion and Council Action – Council Correspondence: Review and Revise Email Policy**
- (10) **Recommendation by the Conservation Committee** – Proposed change to Committee Charter
- (11) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 10 Minutes)

- (12) **Town Council Weekly Digest** – August 14, 2009
- (13) **Town Council Weekly Digest** – August 21, 2009
- (14) **Town Council Weekly Digest** – August 28, 2009
- (15) **Town Council Weekly Digest** – September 4, 2009

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 located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

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)