



TOWN OF PORTOLA VALLEY

8:00 PM – Regular Town Council Meeting

Wednesday, March 12, 2008

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

8:00 PM – CALL TO ORDER AND ROLL CALL

Mayor Derwin, Councilmember Driscoll, Councilmember Merk, Councilmember Toben, Vice 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 February 27, 2008
- (2) **Approval of Warrant List** – March 12, 2008

REGULAR AGENDA

(Time Estimate – 75 Minutes)

PUBLIC HEARING

- (3) **PUBLIC HEARING** – Establishing Policy and Filing Fee for Temporary Occupancies
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Policy for Temporary Occupancy Permits (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Setting the Planning and Building Temporary Occupancy Permit Application Fee (Resolution No. __)
- (4) **Recommendation by Public Works Director** – Town Center Project Phase 2B / Sausal Creek Daylighting Phase 1 – Bid Packages 19-22, 26-29, and 30-35. Project No. 2006-PW03D
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Town Center Project Phase 2B / Sausal Creek Day Lighting Phase 1 - Bid Packages 19, 22, 26-29, and 35 No.2006-PW03D (Resolution No. __)
- (5) **Discussion and Council Action** – Additional Security Service for the Town Center Project Site
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Creative Security Company (Resolution No. __)
- (6) **Recommendation by Town Attorney** – Town of Portola Valley Health Officer Appointment by Resolution
 - (a) Adoption of a Resolution of the Town of Portola Valley Consenting to San Mateo County Health Officer Enforcement in the Town of Health Officer Orders Promulgated Pursuant to Statute and Regulation (Resolution No. __)
- (7) **Recommendation by Town Administrator** – Approval of Job Descriptions and Salary Range
- (8) **Recommendation by Town Administrator** – Review of Hasso Plattner 2007 Year End Audit

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 45 Minutes)

- (9) **Discussion** – Portola Valley Community Fund Request for Approval of 1st & 2nd Quarter Budget for 2008

- (10) **Discussion** – Friends of Sausal Creek Request for Approval of Proposed 2nd & 3rd Quarter Budget for 2008
- (11) **Request from Town Planner** – Increase in 2007/2008 Planning Budget
- (12) **Appointment by Mayor** – Conservation Committee
- (13) **Oral Report from Town Administrator** - Status of Town Center Project
There are no written materials for this item.
- (14) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 10 Minutes)

- (15) **Town Council Weekly Digest** – February 29, 2008
- (16) **Town Council Weekly Digest** – March 7, 2008

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. Any writing or documents provided to a majority of the Town Council regarding any item on this agenda will be made available for public inspection at Town Hall located at 765 Portola Road, Portola Valley, CA. during normal business hours.

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)