



TOWN OF PORTOLA VALLEY

8:00 PM – Regular Town Council Meeting

Wednesday, September 22, 2004

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

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

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

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject, not on the agenda, 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.

- (1) **PRESENTATION** – Recognition of 5 year anniversary of Administrative Services Officer, Stacie Nerdahl
- (2) **PRESENTATION** - Recognition of 20 year anniversary of Maintenance Coordinator, John “Skip” Struthers

CONSENT AGENDA

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.

- (3) **Approval of Minutes** – of Special Town Council Meeting of September 8, 2004
- (4) **Approval of Warrant List** – September 22, 2004
- (5) **Recommendation by Director of Administrative Services** – First Amendment with Townsend Management, Inc.
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of First Amendment to Agreement Between the Town of Portola Valley and Townsend Management, Inc. (Resolution No. __)

REGULAR AGENDA

- (6) **Recommendation from Traffic Committee** – Install Stop Signs on Cervantes Road
- (7) **Recommendation from Planning Commission** – Proposed Fence Regulations and Guidelines
- (8) **Recommendation by Town Administrator** – Second Amendment to Architectural Services Agreement
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Second Amendment to the Agreement for Professional Services Between the Town of Portola Valley and Siegel & Strain Architects (Resolution No. __)
- (9) **Recommendation by Town Administrator** – Approval of Job Description and Salary Range
 - (a) Assistant Town Administrator

- (10) **Report from Director of Administrative Services** – Further Consideration of Town Informational Mailer
- (11) **Oral Report from Town Administrator** – Status of Town Center Project

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (12) **Recommendation by Cable Committee** –
 - a) Consideration of change in Committee Charter
 - b) Program for Undergrounding Utilities
- (13) **Reports from Commission and Committee Liaisons**

WRITTEN COMMUNICATIONS

- (14) **Town Council Weekly Digest** – September 10, 2004
- (15) **Town Council Weekly Digest** – September 17, 2004

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.

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 those 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)