



TOWN OF PORTOLA VALLEY

8:00 PM – Regular Town Council Meeting

Wednesday, August 25, 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 8 year anniversary of Recreational Facilities Coordinator, Brad Peyton

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.

- (2) **Approval of Minutes** – of Regular Town Council Meeting of August 11, 2004
- (3) **Approval of Warrant List** – August 25, 2004
- (4) **Recommendation by Town Attorney** – Adopt Ordinance Amending the Conflicts of Interest Code
- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Approving Amending Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. __)
- (5) **Recommendation by Director of Administrative Services** – 2004/2005 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2004-05 Tax Roll and To Collect the Tax at the Same Time as General County Taxes (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2004-05 Tax Roll and to Collect the Tax at the Same Time as the General County Taxes (Resolution No. __)

REGULAR AGENDA

- (6) **Recommendation by Planning Manager** – Ordinance Amending Building Code regarding Roofing Standards for Fire Resistance
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council Of the Town of Portola Valley Amending Chapter 15.04 [Building Code] of the Portola Valley Municipal Code with Regard to Minimum Roofing Standards for Fire Resistance (Ordinance No. __)

(7) **Recommendation by Town Administrator** – Approval of Job Descriptions and Salary Ranges

- (a) Building and Planning Assistant
- (b) Administrative Assistant – Permanent – Part Time

(8) **Recommendation by Town Administrator** – Approval of Job Description and Salary Range

- (a) Assistant Town Administrator

(9) **Oral Report from Town Administrator** – Status of Town Center Project

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(10) **Recommendation by Traffic Committee** – Traffic Concerns at Cervantes and Shawnee Pass

(11) **Report from Gary Nielsen** – Proposed Steering Committee and Strategies for Town Center Fundraising

(12) **Discussion** – Mayor Comstock’s proposed revisions to Affordable Housing Questionnaire

(13) **Recommendation by Director of Administrative Services** – Addendum to Advisory Committee Handbook Regarding Fundraising Including Anonymous Donors

(14) **Reports from Commission and Committee Liaisons**

WRITTEN COMMUNICATIONS

(15) **Town Council Weekly Digest** – August 13, 2004

(16) **Town Council Weekly Digest** – August 20, 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)