TOWN OF PORTOLA VALLEY

7:30 PM - Special Town Council Meeting
Wednesday, March 24, 2004
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

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SPECIAL MEETING AGENDA

7:30 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 Planning Technician, Carol Borck

ASCC COMMISSIONER APPLICANT INTERVIEWS

(2a)   – Marianne Plunder (Unavailable for scheduled interview)
(2b) 7:45 PM – Samuel Kirk Gelpi
(2c) 8:05 PM – Nathaniel McKitterick
(2d) 8:25 PM – Andrew Sterngold

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 February 11, 2004

(4) **Approval of Minutes** – of Regular Town Council Meeting of February 25, 2004

(5) **Ratification of Warrant List** – March 10, 2004

(6) **Approval of Warrant List** – March 24, 2004

REGULAR AGENDA

(7) **Report from Town Administrator** – Request from C/CAG for letter of support for AB 1546 and ACA 10

(8) **Report from Town Planner** - Review of Revised Draft Housing Element prior to forwarding to State Department of Housing and Community Development

(9) **Recommendation by Vice Mayor Davis** – Actions to improve the safety of persons using Town buildings before occupancy of the new Town Center buildings

   (a) Limit the use of Town facilities
   (b) Use temporary modular and temporary classroom buildings

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

(a) Maintenance Worker II
(b) Planning Technician II
(c) Administrative Finance Assistant

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(11) **Appointment by Mayor** – Conservation Committee

(12) **Recommendation by Town Administrator** – Process for evaluation of Request For Qualification (RFQ) submittals

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

WRITTEN COMMUNICATIONS

(14) **Town Council Weekly Digest** – February 27, 2004

(15) **Town Council Weekly Digest** – March 5, 2004

(16) **Town Council Weekly Digest** – March 12, 2004

(17) **Town Council Weekly Digest** – March 19, 2004

CLOSED SESSION

(18) **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Government Code Section 54956.9(b)
Significant Exposure to Litigation: one case

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 located adjacent to Town Hall.

SUBMITTAL OF AGENDA ITEMS
The deadline for submittal 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)