

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

February 26, 2008

Independence Hall, 2955 Woodside Road, Woodside

7:30 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMUNICATIONS

Persons wishing to address the Council on any matter not on the posted agenda are invited to do so. Please note, however, that the Council is not able to undertake extended discussion or to act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. This communication period is limited to five persons, three minutes each. Any additional persons wishing to be heard will be scheduled at the end of Regular Business.

CONSENT CALENDAR

All items on the Consent Calendar are considered to be routine and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.

1. Resolution Approving an Amendment to an Agreement to Extend the Completion Date of Public Improvements and Authorizing the Town Manager to Execute the Amendment on Behalf of the Town. Resolution No. 2008 - _____
2. Approval of Minutes: Regular Town Council Meetings of November 27, 2007, and February 12, 2008.
3. Monthly Investment Report for January of 2008.
4. Resolution Approving Minor Modifications to the "Handbook for Members of the Planning Commission, Architectural and Site Review Board, and Citizen Advisory Committees" and the "Handbook for Members of the Town Council." Resolution No. 2008 - _____
5. Resolution Increasing the Mileage Reimbursement Rate Paid When Private Vehicles are Utilized for Town Business. Resolution No. 2008 - _____
6. Monthly Financial Report for January, 2008.
7. Resolution Approving the Claim of Joe Webb and Authorizing the Town Manager to Make Payment to ABAGPLAN in an Amount Not to Exceed \$5,700. Resolution No. 2008 - _____
8. Provision of Authority to the Town Manager to Submit a Letter to the California Regional Water Quality Control Board About a Tentative Order Regarding the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit And Waste Discharge.

NEW BUSINESS

9. Resolution Approving a Memorandum of Understanding Between the Town of Woodside and the Woodside Fire Protection District and Authorizing the Town Manager to Execute the Memorandum on Behalf of the Town. Resolution No. 2008 - _____
10. Review and Interpretation of the Intent of Section 153.056 of the Woodside Municipal Code: Measurement of Paved Area Coverage.
11. 2007-08 Mid-year Budget and Work Plan Review.

12. **(Added): Status Report on Cañada College's Proposed Faculty/Staff Housing Project and Consideration of Proposed Appointment of a Town Council Subcommittee to Pursue Design Issues with the College and Redwood City. (Note that there is no staff report for this item.)**

REPORTS

13. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE TOWN CLERK AT (650) 851-6790. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

PLEASE NOTE THAT PURSUANT TO THE STATE OF CALIFORNIA'S OPEN MEETING RULES, THIS MEETING IS BEING AUDIO TAPED.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 1

From: Paul T. Nagengast, Town Engineer

February 26, 2008

Approved: Susan George, Town Manager

SUBJECT: RESOLUTION APPROVING AN AMENDMENT TO AN AGREEMENT TO EXTEND THE COMPLETION DATE OF PUBLIC IMPROVEMENTS AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AMENDMENT ON BEHALF OF THE TOWN

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution approving an amendment to an agreement between the Town of Woodside (Town) and Wallace Baldwin and Jon Kazanjian, (Developers) to extend the completion date of public improvements within the Town rights-of-way. The Town Manager will be authorized to execute the amendment on behalf of the Town.

BACKGROUND

On September 11, 2007, the Town Council approved an agreement between the Town and the Developers granting the Town's permission for the Developers to enter upon West Maple Way from Eastview Way to the eastern property line of 445 West Maple Way in order to upgrade the water line and make certain street improvements.

The work included the installation of a new 8" water main with improved services to existing Woodside residents and a new fire hydrant for fire protection and roadway work consisting of edge widening and overlay of the street to repair trench damage. The work was required to be completed by December 31, 2007.

DISCUSSION

The developers have advised the Town that, due to the timing of the delivery of materials and the weather, the work was not been completed by December 31, 2007, and the completion date needs to be extended. Staff has verified that the developers have completed the water line and road widening work. An asphaltic concrete overlay remains to be completed. Staff believes an extension to April 30, 2008, is sufficient time to complete the work.

Paragraph 6 of the agreement states that Town Council may extend the completion date in the event good cause has been shown to support the extension request. Staff believes there has been good cause to grant the extension requested by the Developers.

CONCLUSION

It is appropriate for the Council to approve the attached resolution to provide adequate time for the completion of the involved public improvements the developers.

ATTACHMENT

RESOLUTION No. 2008 - _____

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE AMENDING
AN AGREEMENT BETWEEN THE TOWN OF WOODSIDE AND WALLACE BALDWIN
AND JON KAZANJIAN TO EXTEND THE COMPLETION DATE OF PUBLIC IMPROVEMENTS
AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE
AMENDMENT ON BEHALF OF THE TOWN**

WHEREAS, the Town of Woodside (Town) and Wallace Baldwin and Jon Kazanjian (Developers) entered into an agreement on September 11, 2007, granting permission to enter upon Town property and complete public improvements; and

WHEREAS, the agreement required all work within Town rights-of-way to be completed by December 31, 2007; and

WHEREAS, Developers have requested an extension of the completion date to April 30, 2008; and

WHEREAS, Paragraph 6 of the agreement states that Town Council may extend the time for completion of the improvements if the Developers have shown good cause to extend the completion date; and

WHEREAS, Town staff believes the Developers have shown good cause to extend the completion date.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council of the Town of Woodside approves the Amendment to the Agreement by extending the completion date for the work within Town rights-of-way to April 30, 2008 and authorizes the Town Manager to execute the Amendment.

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting held on the 26th day of February, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
westmaplewayamendment

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 2

From: Janet Koelsch, Town Clerk

February 26, 2008

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Regular Town Council Meetings of November 27, 2007, and February 26, 2008, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

November 27, 2007

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

Mayor Boynton called the Meeting to order at 7:30 P.M.

ROLL CALL

Present: Councilmember Goeld, Gordon, Hodges, Romines, Sinclair, Tanner,
Mayor Boynton

Absent: None

Staff Present:

Susan George, Town Manager

Jean Savaree, Town Attorney

Hope Sullivan, Director of Community Design and Development/Assistant Town Manager

Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Sydney Goeld and Tony Sinclair led the Pledge of Allegiance.

COMMUNICATIONS

Ms. George stated that the newly hired Town Engineer, Paul Nagengast, would start on December 3rd. She added that the Senior Civil Engineer, Richard Chiu, had accepted the position of Town Engineer and Director of Public Works at the Town of Los Altos Hills and would leave Woodside at the end of the year. Additionally, Ms. George presented an update on the status of Town Engineer, Kent Dewell, who is recovering from an injury.

NEW BUSINESS - A

- 1. Resolution Declaring Results of Consolidated Municipal Election, November 6, 2007. Resolution 2007 - 6658

Ms. George stated that the results of the November 6, 2007, Consolidated Municipal Election for Districts 1, 3, 5, and 7 has been certified by the San Mateo County Clerk.

Steve Patrick, West Glen Way, thanked the newly elected Councilmembers for running for election and thanked Councilmembers Goeld and Sinclair for their service to the Town.

Councilmember Sinclair moved adoption of a Resolution Declaring Results of Consolidated Municipal Election, November 6, 2007.

Motion seconded by Councilmember Goeld and carried by roll call vote:

AYES: Councilmember Goeld, Gordon, Hodges, Romines, Sinclair, Tanner,
Mayor Boynton

NOES: None

ABSENT: None

ADMINISTRATION OF OATHS OF OFFICE

The Town Clerk administered the Woodside Oath of Office to Susan Boynton, David Burow, Peter Mason, and Ron Romines.

ACKNOWLEDGEMENTS

Mayor Boynton presented a Commendation to Paul Goeld in Recognition of His Service as a Member of the Woodside Town Council.

Ms. George presented Paul Goeld with a gift of appreciation.

Mayor Boynton presented a Commendation to Pete Sinclair in Recognition of His Service as a Member of the Woodside Town Council.

Ms. George presented Pete Sinclair with a gift of appreciation.

CONSENT CALENDAR

- 2. **Approval of Minutes: Regular Meetings of October 10, 2006, and October 23, 2007, and Special Meetings of October 18, and October 29, 2007.**
- 3. **Monthly Financial Report for October, 2007**
- 4. **Monthly Investment Report for the Month of November, 2007**
- 5. **Acceptance of 2006-07 Audited Basic Financial Statements, Proposition 111 Appropriations Limit Review, Memorandum on Internal Control Structure, and Town Manager’s Report on the Town’s 2006-07 Financial Self Assessment.**
- 6. **Approval of Conservation and Environmental Health Committee’s Request to Submit an Application with the State Department of Forestry for Tree City USA Designation/Recognition on Behalf of the Town**
- 7. **Resolution Approving Vacation of a Ten-foot Wide Public Utility Easement at 376 Mountain Home Court. Resolution No. 2007 - 6659**
- 8. **Resolution Modifying the Town’s Salary Schedule and Classification Plan. Resolution No. 2007 - 6660**
- 9. **Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934**

Councilmember Gordon moved approval of the Consent Calendar as presented.

Motion seconded by Councilmember Romines and carried by roll call vote:

AYES: Councilmember Burow (abstained from Item 2), Gordon, Hodges, Mason (abstained from Item 2), Romines, Tanner, Mayor Boynton
 NOES: None
 ABSENT: None

NEW BUSINESS - B

- 10. **Report from the Woodside Fire Protection District on Ordinance 8 of the District’s Board of Directors Concerning Adoption of the 2006 International Fire Code and 2007 California Amendments and Direction to Staff Regarding the Future Agendizing of this Ordinance before the Town Council.**

Armando Muela, Chief, Woodside Fire Protection District, reported that the District’s Board of Directors had recently adopted the 2006 International Fire Code and the 2007 California Amendments. He expressed commitment for the District and the Town to work together to achieve consensus.

Denise Enea, Fire Marshal, Woodside Fire Protection District, noted that the Fire District had changed from the Uniform Fire Code to the International Fire

Code and summarized the local amendments to the Code. She discussed the draft State of California Fire Hazard Zones Map and its relationship to Chapter 7A of the 2007 California Building Standards Code.

The Council discussed changes in the code, including the requirement for alterations, additions or repairs exceeding 50 percent of the value of an existing structure to conform to the fire code and requirements for perimeter property line clearance. Additionally, the Council discussed the fire flow requirement for single family dwellings, the NFPA 1142 Standard for rural water systems, and problems associated with elimination of swimming pools for fire suppression.

Chief Muela advised the Council that the Fire Protection District has negotiated retention of its ambulance service through 2009.

Steve Lubin, Palm Circle, expressed concern with the fact that the Emerald Hills area had been mapped as high risk on the Wildland Urban Interface draft map and questioned whether there was a possibility for the Town to provide input to the state on the mapping of areas.

Ms. Enea noted that there is an updated draft which includes additional areas such as Woodside Glens, Emerald Hills, the area west of Miramontes Road, Old La Honda Road, and Wunderlich and Huddart Park. She concluded that the final map should be available in March.

The Council thanked the Fire Protection District representatives for their presentation.

- 11. Introduction of an Ordinance Amending Chapter 150 of the Woodside Municipal Code, and Adopting by Reference the California Code of Regulations Title 24, 2007 Edition of the California Building Standards Code including the Following Parts: Part 1 California Administrative Code, Part 2 California Building Code including Selected Appendices, including Modifications Regarding Fire Retardant Roofing Materials and Automatic Fire Sprinklers, Part 3 California Electrical Code including Selected Appendices, Part 4 California Mechanical Code including Selected Appendices, Part 5 California Plumbing Code including Selected Appendices, Part 6 California Energy Code, Part 7 California Elevator Safety Construction Code; Part 8 California Historical Building Code, Part 10 2007 California Existing Building Code Appendix Chapter A1, Part 12 California Referenced Standards, Uniform Code for the Abatement of Dangerous Buildings (1997 Edition), Portions of the Uniform Housing Code (1997 Edition), and Portions of the 2001 California Building Code.**

Ms. Sullivan introduced Albert Salvador, CSG Consultants, plan review and building inspection consultant.

Ms. Sullivan explained to the Council that every municipality in California must comply with the proposed code by January 1, 2008. She confirmed that the Town must adopt the code to retain local amendments to Chapter 150 of the Town's Municipal Code and detailed the proposed local amendments. Ms. Sullivan advised that the biggest impact would be from Chapter 7A, which would be effective July 1, 2008, and she detailed the regulations of Chapter 7A.

Ms. George discussed the ability of the Town to hold a public hearing on the proposed map and discussed the process for the Town to create its own more restrictive map.

In response to an inquiry, Mr. Salvador opined that, as currently written, barns would not be exempt from the fire sprinkler ordinance.

Thalia Lubin, Palm Circle, suggested that the requirement for sprinkler systems in barns could be assessed on the basis of square footage because a small structure would not be as hazardous as a larger one.

Ms. Sullivan confirmed that structures under 1000 square feet are exempt from the requirement to install sprinklers.

Steve Lubin, Palm Circle, questioned which structures would be applicable to Chapter 7A and commented on the 75 percent formula and the associated landscape requirements.

Ms. Sullivan noted that currently the Code applies only to new structures, except for ancillary or accessory structures that are exempt from the requirement for a building permit. She noted public outreach that the Town would provide to educate professionals and the Town boards.

The Council discussed the requirement for sprinklers in barns, the ability for a Town official to disconnect utility service in the case of emergency and the importance of public information sessions for the general citizenry to inform residents and the public about these changes especially those associated with Chapter 7A.

Councilmember Gordon moved introduction of an Ordinance Amending Chapter 150 of the Woodside Municipal Code, and Adopting by Reference the California Code of Regulations Title 24, 2007 Edition of the California Building Standards Code including the Following Parts: Part 1 California Administrative Code, Part 2 California Building Code including Selected Appendices, including Modifications Regarding Fire Retardant Roofing Materials and Automatic Fire Sprinklers, Part 3 California Electrical Code including Selected Appendices, Part 4 California Mechanical Code including Selected Appendices, Part 5 California Plumbing Code including Selected Appendices, Part 6 California Energy Code, Part 7 California Elevator Safety Construction Code; Part 8 California Historical Building Code, Part 10 2007 California Existing Building Code Appendix Chapter A1, Part 12 California Referenced Standards, Uniform Code for the Abatement of Dangerous Buildings (1997 Edition), Portions of the Uniform Housing Code (1997 Edition), and Portions of the 2001 California Building Code, as amended:

Section 150.01.B.

Right to Disconnect Utility Service. The Building Official or his authorized representative shall have the authority to disconnect or order discontinuance of any utility service or energy supply to buildings, structures, or equipment therein regulated by this Code and the construction codes in cases of emergency or where necessary for safety to life ~~and~~ or property. Such utility service shall be discontinued until the ~~equipment, appliances, devices piping, or wiring found to be defective or defectively installed are removed or restored to a safe condition~~ emergency is abated or it is safe to restore service.

Section 150.01.E (2) The following structures are exempt from the requirements of this Section:

(a) Agricultural buildings as defined in Section 202 of the 2007 California Building Code (including but not limited to greenhouses) which are located at least 60 feet from any residential structure and barns unless otherwise specified in this code.

Motion seconded by Councilmember Romines and carried by roll call vote:

AYES: Councilmember Burow, Gordon, Hodges, Mason, Romines, Tanner, Mayor Boynton
NOES: None
ABSENT: None

12. Report on the Status of Negotiations with the City of Redwood City Concerning the Affordable Housing Allocation of the Cañada College Housing Project and Possible Request for Town Council Direction.

Councilmember Gordon explained that a survey of the area proposed at Cañada College for de-annexation revealed that the whole area is located in Woodside rather than partially in Redwood City as originally stated. She noted that 60 units are proposed, and explained the breakdown of the Regional Housing Needs Allocation (RHNA) formula which would provide Redwood City and Woodside with a 60-40 split.

Ms. George stated that information in the report from the Local Agency Formation Commission (LAFCO) assumes that Redwood City would assume police and fire services.

Ms. Sullivan explained how the RHNA formulas for affordable housing units are determined and how Woodside would be given credit for 24 of the 60 units.

Steve Patrick, West Glen Way, suggested locating the bulky housing in a less visible area such as the tennis court area.

Ms. Sullivan clarified that the parking area was the preferred location because the tennis court area would only accommodate 40 units.

The Council discussed the benefit of the proposed development to both the Town and Redwood City.

The Council agreed that Councilmember Gordon's and Ms. Sullivan's efforts were moving in the right direction.

REPORTS

13. Mayor and Councilmember Communications.

Ms. George announced that the Town was hosting a Volunteer Reception on December 4th to honor committee members.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 10:05 P.M.

CALL TO ORDER

Mayor Romines called the Meeting to order at 7:33 P.M.

ROLL CALL

Present: Councilmembers Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines

Absent: None

Staff Present:

Susan George, Town Manager

Jean Savaree, Town Attorney

Hope Sullivan, Director of Community Design and Development/Assistant Town Manager

Paul Nagengast, Town Engineer

Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Fentress Hall, Mountain Home Road, led the Pledge of Allegiance.

COMMUNICATIONS

Mr. George introduced Kevin Bryant, newly appointed Assistant to the Town Manager.

CONSENT CALENDAR

1. **Approval of Minutes: Town Council Regular Meeting of January 22, 2008, and Special Meeting of January 16, 2008.**

Councilmember Gordon moved approval of the Consent Calendar as presented.

Motion seconded by Councilmember Hodges and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines

NOES: None

ABSENT: None

PUBLIC HEARING

2. **Appeal of the Planning Commission's December 5, 2007, Approval of Lot Line Adjustment LLA 2007-002 to Move 3.77 Acres of Land from One Lot that is Owned by the San Mateo County Community College District to Another Lot that is Owned by the San Mateo County Community College District so as to Yield One 99.4 Acre Parcel and One 24.8 Acre Parcel.**

Ms. Sullivan acquainted the Council with the Planning Commission's approval of the lot line adjustment and the concerns commissioners expressed with placement and massing of the proposed buildings. She clarified staff's position with regard to points proposed by the attorney for the Woodhill Estates Homeowners Association regarding findings for the lot line adjustment, CEQA review and Planning Commission conditions of approval.

Ms. Savaree confirmed that conditions regarding height limitations, et cetera, could not be placed on the lot line adjustment approval.

In response to an inquiry, Ms. Sullivan suggested that the Town could withhold approval of Item 3, Resolution Authorizing a Property Tax Exchange between Woodside and Redwood City, to guarantee participation in the design review process.

Mayor Romines opened the Public Hearing.

Robia Chang, Miller, Starr, Regalia, attorney representing the Woodhill Estates Homeowners Association, acquainted Council with the Association's objections to the project. She maintained that the process was being taken out of order and urged the Town to retain jurisdiction over the project to allow time for additional information and environmental review.

Maurice LeBlanc, President of the Woodhill Estates Homeowners Association, explained that the Association opposed the towering and imposing design of the project. He suggested changing the design or location the buildings.

Barbara Christensen, Director of Community and Governmental Relations for the Community College District, introduced Karen Schwartz of the Board of Trustees, and Tom Mohr, President of Cañada College. She reviewed the background of the Council's conceptual support for the project and clarified that the Planning Commission had not seen plans for the project at the time of the lot line adjustment approval. Ms. Christensen detailed the process since the May hearing in Woodside and noted endorsements received for the project. She addressed the topography and the distance from Woodhill Estates and opined that the impacts were exaggerated.

Councilmember Boynton suggested considering safe access for pedestrians and bicyclists to Farm Hill Boulevard, Cañada Road and Barkley Fields.

Ms. Christenson noted that pedestrian access to Farm Hill Boulevard and the tennis courts is being incorporated into the College's capital improvement program which is undertaking a redesign of all roadways and the new entrance to Cañada College.

Ms. Christensen stated that, in response to the concerns of the Woodhill Estates Homeowners Association, the buildings have been moved back from the edge of the property, the corners of some buildings have been lowered, an artificial berm has been created in the open space area overlooking Farm Hill Boulevard and redwood trees have been added on Farm Hill Boulevard to obscure the view of the project. She noted that creating a two story building would not be financially feasible. Ms. Christensen concluded that after receiving conceptual approval from Woodside, the College approached Redwood City with the design.

Tom Casey, attorney representing the College District, addressed the difficulties involved with the development issues. He pointed out proposed mitigation measures for the project and confirmed that design comments should be provided to Redwood City.

Ms. Christensen illustrated the project site, existing infrastructure locations, the entrance roadway, the design of the project, the unprogrammed area and existing and proposed landscaping. She provided photo simulations of the project, confirming that photo simulations from I-280 had been done for the Initial Study.

Councilmember Burow noted that this would be the most massive structure visible from 280 between Cupertino and San Bruno.

Cynthia DeBenedetti, Southdale Way, questioned how traffic would be routed around the campus.

Ms. Christensen stated that there were no plans to change the campus roads and pointed out that the Initial Study determined traffic impacts would be minimal.

Lloyd Cleary, Woodhill Drive, Redwood City, disputed the traffic impact findings of the Initial Study and reviewed the visual impacts of the project. He stated that the units will serve a small percentage of the faculty.

Gail Hilstrom, Woodhill Drive, noted that the proposal was not in proximity to any amenities or public transportation. She pointed out that the project would

not be visible if located in the proposed site of the maintenance building.

Mary Malloy, Woodhill Drive, discussed a compromise to eliminate two to four units and push the buildings back from the edge of the property.

Ms. Christensen stated that the College District had explored many alternatives but could not meet the Homeowners Association's bottom line to move the project to a different location or further back on the site and to reduce the project to two stories. Ms. Christensen reviewed the school's competitive advantage in attracting faculty and staff by providing affordable housing and noted that 57 percent of the units would be allocated for faculty and 43 percent for staff.

Robia Chang reiterated that the Town should provide input on the design of the project while it has a stake in the property. She urged the Town Council to deny the lot line adjustment to give an opportunity for all impacts of the project on the surrounding community to be addressed.

Maurice LeBlanc discussed the frustration with the lack of give and take on the project with the College District.

Ms. Sullivan pointed out that the Town had no project application for design review and that the Woodside Planning Commission's comments on the project were in reaction to viewing the story poles. She pointed out the mitigation measures contained in the Mitigated Negative Declaration which were proposed to mitigate the visual impacts.

The Public Hearing was closed.

The Council discussed its support of the project concept, the visual impacts of the size and bulk of the project, the inability of Woodside to influence the project design after the property transferred to Redwood City, the need to provide housing for the local work force, the value of programs for Woodside residents provided by Cañada College, the impact of the proposed project on the I-280 scenic corridor, the possibility of keeping the proposed project in Woodside, and the provision of a formal position to Redwood City on the design impacts.

Ms. Savaree reiterated that the next item to be heard, Resolution Authorizing a Property Tax Exchange between Woodside and Redwood City, was the critical item to defer annexation of the property. She noted that the design issues expressed were not relevant to approval of the lot line adjustment.

Councilmember Tanner moved approval of Lot Line Adjustment LLA07-002, making the required findings of consistency with the General Plan and the Zoning Ordinance, subject to the following condition:

1. The lot line may not be recorded until the annexation of the land into Redwood City by LAFCO has been approved.

Motion seconded by Councilmember Boynton and carried by roll call vote:

AYES: Councilmember Boynton, Gordon, Mason, Tanner, Mayor Romines
NOES: Councilmember Burrow, Hodges
ABSENT: None

NEW BUSINESS

3. **Resolution Authorizing a Property Tax Exchange Between the Town of Woodside and the City of Redwood City for the Proposed Detachment of 3.8 Acres of Canada College from the Town's Incorporated Boundaries and Annexation into the City of Redwood City's Incorporated Boundaries.**

Councilmember Gordon moved that Item 3 be deferred to a date uncertain and that staff be directed to work with the College District and Redwood City to reduce the massing of the project or alternatively come back to the Council

with an approach where Woodside could address design review on the project, including development by the Town of a formal recommendation to present to Redwood City.

Motion seconded by Councilmember Tanner and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

Barbara Christensen, Director of Community and Governmental Relations for the Community College District, recounted the funding expended on the project based on the Town's action in May 2007 and noted the consequences of delaying the project. She stated that no input had been received from Woodside regarding the story poles.

Mayor Romines assured Ms. Christensen that the Council was still conceptually supportive of the project but pointed out that concerns regarding the massing of the structures are clearer now.

The Meeting was adjourned at 10:05 P.M. and reconvened at 10:15 P.M.

4. Resolution Modifying the Conditions of Approval for Site Development Application SDPC #07-004 (Midpeninsula Regional Open Space District - Thornewood Open Space Preserve). Resolution No. 2008-6668

Ms. George explained the proposal to modify the Planning Commission's conditions of approval. She noted that additional information has been developed by staff and that the Town Engineer has indicated that an exception can be granted to the standards of the Site Development ordinance to allow grading to occur within 10 feet of the property line. Ms. George continued that the Midpeninsula Regional Open Space District has been responsive to concerns regarding the future of the trails in the event any properties are conveyed and has agreed to a condition that would call for the dedication of the bridle path as shown on the map should conveyance of properties happen.

Meredith Manning, planner, representing the Midpeninsula Regional Open Space District, acquainted the Council with the project and the District's proposed amended condition of approval.

Mary Zvirblis, Martinez Road, Acting President of the Old La Honda Road Associations, expressed the Association's support for the project, noting that the project design shows great sensitivity to the concerns of the neighborhood.

Fentress Hall, Mountain Home Road, Chair of the Trails Committee, spoke in support of the project and thanked the Town Manager for working out the differences with the District.

Julie White, Old La Honda Road, described the historical benefits of the preserve.

Larry Hassett, Director, Midpeninsula Regional Open Space District, acquainted the Council with the background of the project and detailed various organizations supportive of the project. He expressed appreciation for the Town's support.

Diane Toby, Meadow Road, opined that the project would mitigate the safety issues in the area.

Judy Nusbaum, Old La Honda Road, spoke in support of the project.

Virginia Dare, Old La Honda Road, Chair of the Open Space Committee, stated that the project would be an enormous asset to both Woodside and the Old La

Honda Road community.

Councilmember Hodges moved adoption of a Resolution Modifying the Conditions of Approval for Site Development Application SDPC #07-004 (Midpeninsula Regional Open Space District - Thornewood Open Space Preserve) with the seventh "Whereas" amended as follows:

WHEREAS, in order to provide added assurance that the improvements that are the subject of SDPC #07-004 will remain in public use should the District ever convey any ~~of the parcels that comprise the Thornewood Open Space Preserve, Affected Parcel, as described in Condition #2 below, the District has agreed to a new Condition of Approval calling for the dedication of the ~~bridle paths~~ Bridle Trail, as constructed within the Preserve, to the Town prior to any such convenience as public open space, and shall convey an easement to the Town over the Bridle Trail for public recreational use.~~

Motion seconded by Councilmember Boynton and carried by roll call vote:

- AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
- NOES: None
- ABSENT: None

Craig Britton, General Manager, Midpeninsula Regional Open Space District, expressed his appreciation to the Council for adopting the resolution.

5. 2007-08 Mid-year Budget and Work Plan Review.

Ms. George recommended that the 2007-08 Mid-year Budget and Work Plan Review be continued to the Meeting scheduled for February 26th due to the late hour.

APPOINTMENTS

- 6. Report and Recommendation from the Town Council Committees Appointments Subcommittee:
 - a. Bicycle Committee
 - b. Conservation and Environmental Health Committee
 - c. Livestock and Animal Control Committee
 - d. Public Safety Committee
 - e. Open Space Committee
 - f. Recreation Committee
 - g. Trails Committee
 - h. Woodside History Committee

Councilmember Boynton presented the following recommendations from the Town Council Committees Appointments Subcommittee:

- a. Bicycle Committee - Reappoint Susan Doherty, Bob Page, Bruce Matheson and Millo Fenzi to two-year terms expiring in February 2010.
- b. Conservation and Environmental Health Committee - Reappoint Cliff Kalinowski and Debbie Mendelson to two-year terms expiring in February 2010. Appoint Jim Spar to a two-year term expiring in February 2010.
- c. Livestock and Animal Control Committee - Reappoint Jim Bibbler and Barbara Vos to two-year terms expiring in February 2010.
- d. Open Space Committee - Reappoint Virginia Dare to a two-year term expiring in February 2010. Appoint Sue Sweeney Burow and Teresa Dentino to two-year terms expiring in February 2010.
- e. Public Safety Committee - Reappoint Lon Mattmann and Daniel Yost to two-year terms expiring in February 2010.

- f. Recreation and Open Space Committee - Reappoint Richard Mainz, Ellen Mernick, Jim Milton and Frank York to three-year terms expiring in February 2011.
- g. Trails Committee - Reappoint Donna Poy, Rick DeBenedetti, Don Pugh, Jamie MacDonald and Mike Raynor to two-year terms expiring in February 2010. Appoint Eldona Hamel to a two-year term expiring in February 2010.

Councilmember Boynton added that the Town Council Committees Appointments Subcommittee recommended that staff be directed to readvertise open committee positions.

Councilmember Hodges moved approval of the Town Council Committees Appointments Subcommittee recommendations as presented.

Motion seconded by Councilmember Gordon and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
 NOES: None
 ABSENT: None

7. Mayor's Councilmember Committee Appointments.

Mayor Romines made the following Council Committee Appointments for 2008:

Outside Agencies

Association of Bay Area Governments (ABAG)	Councilmember Tanner
City/County Association of Governments (C/CAG)	Councilmember Gordon
Council of Cities (Monthly Dinner Meeting)	Mayor Romines
Council of Cities (City Selection Committee)	Mayor Romines
Council of Cities (Legislative Committee)	Mayor Romines
League of California Cities Peninsula Division and Woodside Liaison	Mayor Romines
Airport/Community Roundtable	Councilmember Burow
San Mateo County Operational Area Emergency Services	Councilmember Burow
County Library Joint Powers Governing Board	Councilmember Hodges
Woodside Fire Protection District	Councilmember Boynton

Town Committee Liaison

Bicycle Conservation and Environmental Health	Mayor Romines
Livestock and Animal Control	Councilmember Gordon
Open Space	Councilmember Hodges
Public Safety	Councilmember Hodges
Recreation	Councilmember Burow
Trails	Councilmember Mason
Woodside History	Councilmember Boynton

Other

Town Manager's Performance Review Liaison	Mayor Romines and Councilmember Boynton
Town Attorney's Performance Review Liaison	Appointment deferred to a later date.

REPORTS

8. Mayor and Councilmember Communications.

Councilmember Boynton pointed out an emergency preparedness class sponsored by CERPP which is being offered at Woodside Fire Station 19 starting February 20th.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 10:55 P.M.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 3
February 26, 2008

SUBJECT: MONTHLY INVESTMENT REPORT FOR THE MONTH OF JANUARY, 2008

RECOMMENDATION

It is recommended that the Town Council review and accept this report.

DISCUSSION

The Town Treasurer (whose duties have been delegated to the Town Manager) is required by State law to report to the Town Council on the investment activities of the Town. This report has been prepared in accordance with that requirement.

The Town only receives investment income from the Local Agency Investment Fund (LAIF), which is managed and administered by the State of California's Treasurer. This investment income is received on a quarterly basis, for the quarters ending March 31st, June 30th, September 30th, and December 31st. The Town receives an investment income statement and the cash from the State in the month following the end of the involved quarter. Thus, such revenue is actually received in July, October, January, and April. The July receipt is recognized on an accrual basis as June revenue for the previous fiscal year. Thus, to date in 2007-08, two quarters' interest has been received.

	Month	Interest Rate	QTD	FYTD
July	-			
August	-			
September	-			
Quarter Total			-	-
October	112,818.15	5.24%		
November	-			
December	-			
Quarter Total			112,818.15	112,818.15
January	94,107.12	4.96%		
February	-			
March	-			
Quarter Total			94,107.12	206,925.27
April				
May	-			
June	-			
Quarter Total			-	206,925.27
Total	\$ 206,925.27		\$ 206,925.27	\$ 206,925.27

CONCLUSION

This report is provided to the Town Council each month to meet State reporting requirements.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 4
February 26, 2008

SUBJECT: RESOLUTION APPROVING MINOR MODIFICATIONS TO THE "HANDBOOK FOR MEMBERS OF THE PLANNING COMMISSION, ARCHITECTURAL AND SITE REVIEW BOARD, AND THE CITIZEN ADVISORY COMMITTEES" AND THE "HANDBOOK FOR MEMBERS OF THE TOWN COUNCIL"

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution approving minor modifications to both the "Handbook for Members of the Planning Commission, Architectural and Site Review Board, and the Citizen Advisory Committees" and the "Handbook for Members of the Town Council."

DISCUSSION

Both handbooks have been updated by staff in recent years and presented to the Town Council for approval. In preparing the currently approved versions of the handbooks for reprinting, staff has observed a few points in each handbook that would benefit from modification:

- ✓ Descriptions of Committees: References to committee size and regular meeting dates and times are included in one or both of the handbooks. These are aspects of the committees that change from time-to-time. Rather than include this detail, staff proposes to include a sentence that refers the reader to the most current Town directory, which is kept up-to-date regarding committee meeting dates/times and committee size.
- ✓ History of Woodside: During the Town Council's January 8, 2008 review of the "Handbook for Members of the Town Council" the Chair of the History Committee informed the Council that the history of the Town is being revised as a part of the development of the draft Historical Preservation Element. Staff would like blanket authorization to modify this section on both handbooks, both now and in the future should the History Committee continue to make relevant changes.
- ✓ Agenda Packets for the Planning Commission and ASRB: Since the last update of the handbook for the volunteer bodies, the Town Council has adopted a formal policy governing the delivery timing of agenda packets for the Commission and the ASRB. Staff would like to insert the new policy.
- ✓ Reference to Town's Formal Reimbursement Policy for Town Councilmembers: Section 5.10 of the handbook for the Town Council briefly discusses the reimbursement of expenses incurred in the performance of Town duties. Resolution No. 2006 - 6545 (attached) was adopted by the Town Council on January 24, 2006. It adopts a formal reimbursement policy for members of the Town Council. Staff would like to reference this resolution and include it as an attachment to the handbook.

The Town Manager and Town Attorney are in the process of providing orientation sessions for all of the advisory committees. Copies of the "Handbook for Members of the Planning Commission, Architectural and Site Review Board, and the Citizen Advisory Committees" will be distributed to each volunteer. Staff would like to update the handbook prior to its

distribution.

The Town Council has not yet received a final version of the updated handbook approved on January 8, 2008. Prior to printing the Council handbook, staff would like to incorporate the aforementioned changes.

CONCLUSION

Adoption of the attached resolution will provide staff the authority it needs to make minor modifications to both handbooks prior to their distribution.

ATTACHMENTS

RESOLUTION NO. 2008 -

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
APPROVING MINOR MODIFICATIONS TO THE "HANDBOOK FOR
MEMBERS OF THE PLANNING COMMISSION, ARCHITECTURAL AND SITE REVIEW
BOARD, AND THE CITIZEN ADVISORY COMMITTEES" AND THE "HANDBOOK FOR
MEMBERS OF THE TOWN COUNCIL"**

WHEREAS, the Town Council greatly values the benefits derived from the efficient and orderly conduct of its business; and

WHEREAS, the Town Council believes that those individuals who volunteer to provide public service by serving on the Town Council should find the experience rewarding and positive; and

WHEREAS, the Town Council supports the clear delineation of expectations, requirements, and rules of comportment; and

WHEREAS, the Town Council has most recently adopted "A Handbook for Members of the Town Council" through Resolution No. 2008 - 6664 on January 8, 2008; and

WHEREAS, the Town Council has most recently adopted "A Handbook for Members of the Planning Commission, Architectural and Site Review Board, and the Citizen Advisory Committees" through Resolution No. 2004 - 6434 on February 10, 2004; and

WHEREAS, Town staff has identified minor modifications to both handbooks that will render them more useful reference tools.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Woodside approves the modification of "A Handbook for Members of the Town Council" and "A Handbook for Members of the Planning Commission, Architectural and Site Review Board, and the Citizen Advisory Committees" as outlined in Exhibit "A", attached herein.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 26th of February, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Boynton, Burow, Hodges, Mason, Tanner, Mayor Romines
NOES, Councilmembers: None
ABSENT, Councilmembers: Gordon
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
Tchandbook2008

RESOLUTION NO. 2008 -

The following modifications to the "Handbook for Members of the Planning Commission, Architectural and Site Review Board, and the Citizen Advisory Committees" are approved:

1. References to Committee meeting dates/times and to Committee size will be deleted.
2. A new section entitled "Current Committee Information" will be added following the section on "Ad Hoc Committees." It will include the following:

"An updated list of members of the various volunteer bodies is included in the Town Directory, available at the front desk in Town Hall. It also includes the most current information on the regular meeting dates and times for the committees and the approved committee size."

3. "The History of Woodside" will be updated, as appropriate, whenever the Woodside History Committee provides a revised section on this topic to the Town staff.
4. The second paragraph of the section entitled "Agenda Packets" will be deleted and a new paragraph will be added, as follows"

"Pursuant to Resolution No. 2006 - 6577, agenda packets prepared in support of the meetings of the Planning Commission and the Architectural and Site Review Board shall be available for dissemination no later than 5:00 p.m. on the day that is seven calendar days prior to the subject meeting date."

The following modifications to the "Handbook for Members of the Town Council" are approved:

1. References to Committee size will be deleted.
2. The last paragraph of Section 4.2 will be modified to add approved Committee size as information that is available in the Town Directory.
3. "The History of Woodside" will be updated, as appropriate, whenever the Woodside History Committee provides a revised section on this topic to the Town staff.
4. A sentence will be added to the end of Section 5.10 ("Travel Expenses"), as follows:

"The Town Council has adopted a formal reimbursement policy for Town Councilmembers through Resolution No. 2006 - 6545, a copy of which is included as an Appendix to this handbook for easy reference."

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 5
February 26, 2008

SUBJECT: RESOLUTION INCREASING THE MILEAGE REIMBURSEMENT RATE PAID WHEN PRIVATE VEHICLES ARE UTILIZED FOR OFFICIAL TOWN BUSINESS

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution increasing the mileage reimbursement rate paid when private vehicles are utilized for official Town business.

DISCUSSION

The Town reimburses Town staff and officials for using their private vehicles in the course of official Town business. The Town has traditionally set its reimbursement rate to be in compliance with the approved Internal Revenue Service (IRS) rate for business uses. The 2008 rate for the IRS is 50.5 cents a mile. The Town's rate of 48.5 cents per mile has been in effect since October of 2005.

CONCLUSION

Adoption of the attached resolution will bring the Town's business mileage reimbursement rate in line with the current IRS-set rate. It will not be retroactively applied, but will go into effect on February 27, 2008, if approved by the Town Council.

ATTACHMENT

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
INCREASING THE MILEAGE REIMBURSEMENT RATE PAID WHEN PRIVATE VEHICLES
ARE UTILIZED FOR OFFICIAL TOWN BUSINESS

WHEREAS, the Town Council has a longstanding practice of reimbursing Town staff and officials for the cost of the use of private vehicles in the undertaking of official Town business; and

WHEREAS, the Town utilizes the approved Internal Revenue Service mileage rate for business to set its reimbursement rate;

WHEREAS, the current rate has not been adjusted since October of 2005; and

WHEREAS, the 2008 Internal Revenue Service mileage rate for business is 50.5 cents per mile.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Woodside:

1. Approves an increase in the mileage reimbursement rate paid when private vehicles are utilized for official Town business, to 50.5 cents per mile.
2. This increase will become effective on February 27, 2008.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 26th of February, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Boynton, Burow, Hodges, Mason, Tanner, Mayor Romines
NOES, Councilmembers: None
ABSENT, Councilmembers: Gordon
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
Mileagerate2008

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

Prepared By: Kevin Bryant, Assistant to the Town Manager
2008

February 26,

Approved By: Susan George, Town Manager

SUBJECT: MONTHLY FINANCIAL REPORT FOR JANUARY OF 2008

RECOMMENDATION

It is recommended that the Town Council review and accept the Monthly Financial Report for January of 2008.

BACKGROUND

The Monthly Financial Report for January, 2008, has been prepared pursuant to the Town Council's Financial Management Policies. It has been prepared by utilizing the fund balance reports and the detailed fund reports, as of January 31, 2008.

DISCUSSION

The Town's financial performance is within expected ranges as of the end of seven months of the fiscal year. The key highlights include:

- The Town's cash position for all funds as of January 31, 2008, was \$8,190,241. The cash balances for the year have been:

AS OF	CASH BALANCE
07/31/07	\$9,247,733
08/31/07	\$8,655,479
09/30/07	\$8,129,141
10/31/07	\$7,752,211
11/30/07	\$7,296,979
12/31/07	\$8,089,183
1/31/08	\$8,190,241

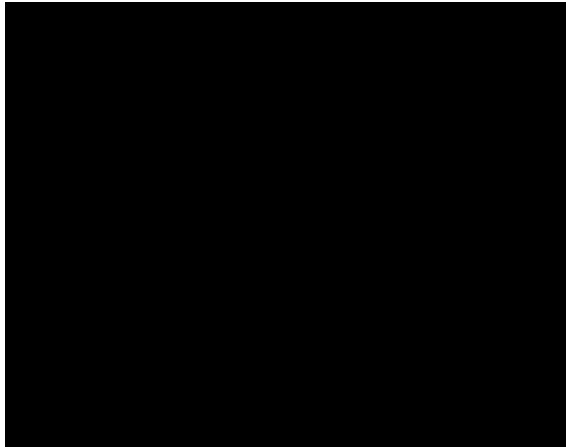
Cash balances at January 31, 2007, were \$8,266,500. The Town's cash balances are very healthy, negating the need for any cash flow borrowing.

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$5,372,636, or 56.8% of the total annual budget. By month, and compared to fiscal year 2006-07, the following expenditures have occurred:



The current year's expenditure level is well within expected and acceptable ranges.

- Total revenues, including interfund transfers, for the first seven months were \$3,902,483 or 52.7% of annual anticipated revenues. This rate is within the range of normal revenue receipt patterns. By month, and compared to fiscal year 2006-07 patterns, the following revenues have been received:



Attachment A to this report presents summaries by fund of revenues and expenditures through January 31, 2008, compared to budget.

The General Fund as of January 31, 2008

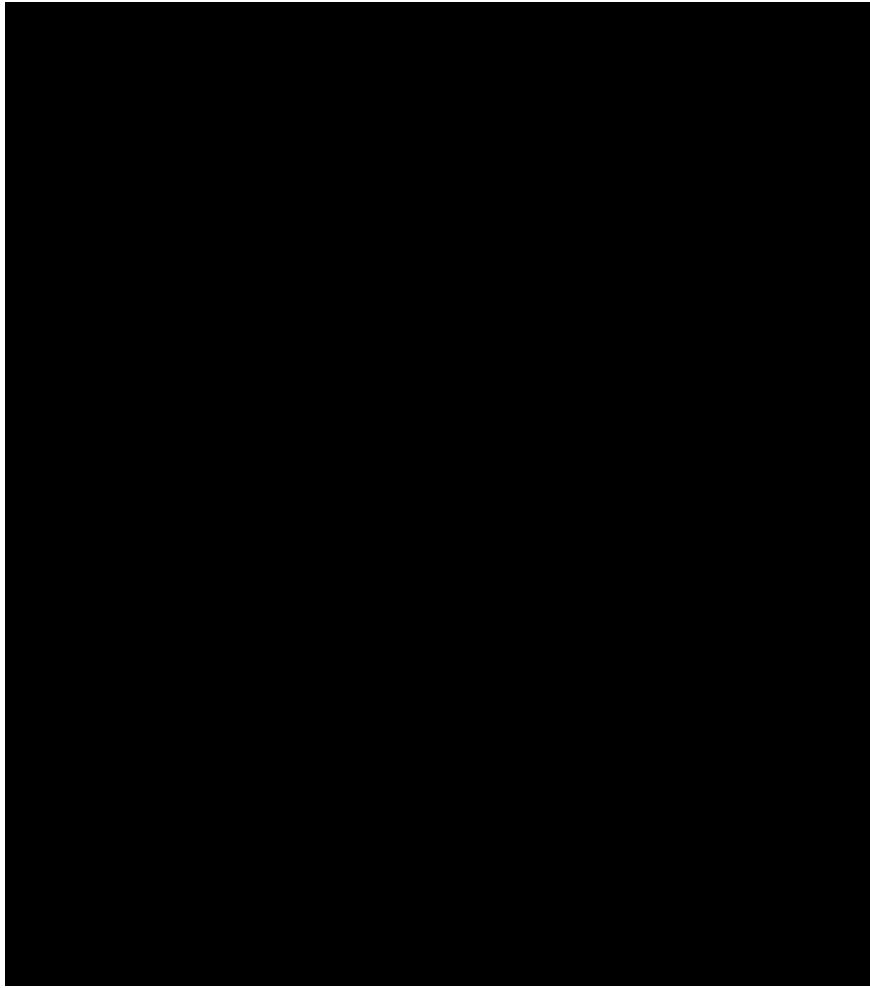
- The 2007-08 General Fund expenditure and revenue pattern thus far has been:



As of the end of seven months, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund is no longer in its usual cash flow dry period and has received the first payments of secured and unsecured property taxes. The General Fund had cash on hand at January 31, 2008 of just under \$3.7 million, well above the level required by the Town Council's Financial Management Policies.

The current year's performance reflects normal patterns for this period in the fiscal year and is tracking within anticipated budgeted ranges. For comparison purposes, as of January 31, 2007, the General Fund had experienced revenues of \$3,849,445 and expenditures of \$4,223,772, which was 83.2% and 59.1% of budget, respectively.

- By category of revenue and expenditure, the General Fund has experienced the following financial activity through seven months of the fiscal year:



Attachment B to this report includes summaries of General Fund expenditure performance by department as of January 31, 2008. It highlights significant trends or variances, for the Town Council's review.

Appropriation Adjustments

No appropriation adjustments are proposed at this time. Attachment C provides a summary of approved 2007-08 adjustments to date.

CONCLUSION

No new trends have surfaced since the Town Council's Mid-Year Budget Review. The next comprehensive budget review will be undertaken in April with the 2007-08 Third Quarter Budget Review.

Attachments

TOWN OF WOODSIDE
 2007-08 AS OF 1/31/2008
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,037,367	2,546,173	50.5%	5,117,154	2,534,235	49.5%
105 - TRAILS	75,500	48,325	64.0%	75,500	27,363	36.2%
120 - OPEN SPACE	0	(8)	--	0	0	--
135 - RECREATION	91,900	68,266	74.3%	95,248	64,635	67.9%
150 - BARKLEY O&M	80,000	407	0.5%	80,000	75,090	93.9%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	903	2.6%	0	0	--
204 - TRAFFIC SAFETY	32,200	8,320	25.8%	27,700	29,822	107.7%
206 - GAS TAX CONSTRUCTION	29,100	14,197	48.8%	28,970	18,118	62.5%
207 - GAS TAX MAINTENANCE	82,600	43,861	53.1%	95,706	51,319	53.6%
210 - MEASURE A	747,300	144,969	19.4%	987,824	464,447	47.0%
242 - ROAD IMPACT FEE	382,500	246,088	64.3%	557,554	438,064	78.6%
243 - PUBLIC SAFETY GRANT	100,500	99,963	99.5%	100,500	68,459	68.1%
244 - CLEEP	0	0	--	43,000	37,600	--
250 - LIBRARY OPERATIONS	60,000	26,228	43.7%	129,567	43,972	33.9%
365 - BARKLEY PARK CONSTRUCTION	0	360,232	--	1,350,000	1,057,516	--
428 - TC PUMP RESERVE	750	466	62.1%	0	0	--
429 - TC PUMP DEBT	148,547	69,183	46.6%	148,547	145,656	98.1%
441 - WR/WHR PAD DEBT RSRV.99	2,000	2,402	0.0%	0	0	--
450 - WR/WHR PAD DEBT	132,576	(1,226)	-0.9%	132,576	99,117	74.8%
525 - CANADA SEWER	9,618	5,240	54.5%	26,664	4,309	16.2%
528 - SEWER UTILITY	162,000	91,340	56.4%	165,302	100,309	60.7%
529 - TC PUMP SEWER	5,000	12,111	242.2%	86,933	6,030	6.9%
537 - SEWER CAPITAL	21,440	12,517	58.4%	29,851	18,205	61.0%
TOTAL OPERATING	7,235,898	3,799,957	52.5%	9,278,596	5,284,266	57.0%
900 - DEPOSITS	174,000	102,526	58.9%	174,000	88,370	50.8%
TOTAL	7,409,898	3,902,483	52.7%	9,452,596	5,372,636	56.8%

GENERAL FUND BY DEPARTMENT AS OF 1/31/2008

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	30,350.00	23,286.27	76.7%
TOTAL	30,350.00	23,286.27	76.7%
ADMINISTRATION			
SALARIES/BENEFITS	724,476.00	366,820.09	50.6%
SERVICES/SUPPLIES	306,036.00	212,972.99	69.6%
TOTAL	1,030,512.00	579,793.08	56.3%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,319,400.00	707,244.21	53.6%
SERVICES/SUPPLIES	213,400.00	177,042.90	83.0%
TOTAL	1,532,800.00	884,287.11	57.7%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	17,428.00	10,888.09	62.5%
SERVICES/SUPPLIES	121,000.00	57,254.43	47.3%
EQUIP/CAPITAL	150,000.00	0.00	0.0%
TOTAL	288,428.00	68,142.52	23.6%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	54,000.00	15,125.26	28.0%
SERVICES/SUPPLIES	275,310.00	269,280.54	97.8%
EQUIPMENT	30,000.00	584.06	1.9%
TOTAL	359,310.00	284,989.86	79.3%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,034,621.00	531,555.50	51.4%
TOTAL	1,034,621.00	531,555.50	51.4%
TRAILS			
TRANSFERS OUT	37,500.00	18,750.00	50.0%
TOTAL	37,500.00	18,750.00	50.0%
PUBLIC WORKS			
SALARIES/BENEFITS	166,183.00	137,658.77	82.8%
SERVICES/SUPPLIES	22,450.00	5,771.82	25.7%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	688,633.00	143,430.59	20.8%
BARKLEY O&M			
TRANSFERS OUT	115,000.00	0.00	0.0%
TOTAL	115,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,281,487.00	1,237,736.42	54.3%
SERVICES/SUPPLIES	2,003,167.00	1,277,164.45	63.8%
EQUIP/CAPITAL	180,000.00	584.06	0.3%
TRANSFERS OUT	652,500.00	18,750.00	2.9%
TOTAL	5,117,154.00	2,534,234.93	49.5%

**GENERAL FUND BY DEPARTMENT
AS OF 01/31/08**

GENERAL COMMENTS:

1. As of January 31, 2008, 58.3% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 56.9% of budget. As of January 31, 2008, 14.8 of 26 pay periods had been completed.
3. Equipment purchases are not made on any set schedule, so the expenditure performance varies.
4. Transfers between funds are generally done on a quarterly basis or as cash flow needs arise and are completed by the end of June of each year.

DEPARTMENTAL COMMENTS:

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget is generally within expected expenditure levels.

Buildings and Grounds: This departmental budget is within expected expenditure levels.

Town-Wide Overhead: This budget includes expenditures such as the insurance premium with ABAG PLAN, which was paid in July. This budget is within expected levels.

Safety Services: Most of this budget goes to support the contract for police services with the Sheriff's Office. As of January 31, 2008, two quarters had been billed by the County.

Trails: See Note 4.

Public Works: This departmental budget is within expected expenditure levels.

Barkley Fields and Park: See Note 4.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 7
February 26, 2008

SUBJECT: RESOLUTION APPROVING THE CLAIM OF JOE WEBB AND AUTHORIZING THE TOWN MANAGER TO MAKE PAYMENT TO ABAGPLAN IN AN AMOUNT NOT TO EXCEED \$5,700

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution approving the claim of Joe Webb and authorizing the Town manager to make payment to ABAGPLAN in an amount not to exceed \$5,700.

DISCUSSION

On August 6, 2007, Mr. Joe Webb filed a claim against the Town for bodily injuries and damage to his motorcycle. His claim contends that he was riding his motorcycle on the night of August 4, 2007, and that near the intersection of Woodside and Albion Roads he lost control of the vehicle because of sand on the surface of Albion Road. He sustained bodily injuries and the motorcycle was damaged as a result of the fall.

The claim was tendered to ABAGPLAN, the Town's insurer. ABAGPLAN determined that the sand on the road was placed by the Town crew during the course of cracksealing Albion Road during the first few days of August. The standard procedure is to apply hot tar into the cracks in the road and then to place sand over the application area to prevent the gooey tar formation from sticking to the tires of vehicles that subsequently pass over it.

ABAGPLAN recommends that the Town settle the claim in an amount not to exceed \$5,700. Mr. Web has executed a "Release of All Claims" on the strength of that recommendation. The settlement provides about \$2,400 for the damage to the motorcycle and the balance for medical expenses.

CONCLUSION

ABAGPLAN pays all approved claims and then bills the Town. The attached resolution, if adopted, will provide the Town Manager the authority needed to make the payment.

ATTACHMENTS

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
APPROVING THE CLAIM OF JOE WEBB AND AUTHORIZING THE TOWN MANAGER TO
MAKE PAYMENT TO ABAGPLAN IN AN AMOUNT NOT TO EXCEED \$5,700

WHEREAS, Joe Webb filed a claim against the Town on August 6, 2007, for bodily injuries and damage to personal property that allegedly occurred on a Town roadway; and

WHEREAS, the Town's insurer, ABAGPLAN, has reviewed the claim and has determined that it would be in the Town's best interest to settle the claim; and

WHEREAS, ABAGPLAN has recommended a settlement in an amount not to exceed \$5,700; and

WHEREAS, Mr. Joe Webb has executed a "Release of All Claims" on the strength of this recommendation.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Woodside it approves the claim of Joe Webb and authorizes the Town Manager to make payment to ABAGPLAN in an amount not to exceed \$5,700.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 26th of February, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Boynton, Burow, Hodges, Mason, Tanner, Mayor Romines
NOES, Councilmembers: None
ABSENT, Councilmembers: Gordon
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
JoeWebbClaim

TOWN OF WOODSIDE
REPORT TO THE TOWN COUNCIL

Meeting Date: February 26, 2008 Agenda Item: 8
Prepared by: Hope V. Sullivan, Director of Community Design and Development
Approved by: Susan George, Town Manager

SUBJECT: PROVISION OF AUTHORITY TO THE TOWN MANAGER TO SUBMIT A LETTER TO THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD ABOUT A TENTATIVE ORDER REGARDING THE MUNICIPAL REGIONAL STORMWATER NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND WASTE DISCHARGE

RECOMMENDATION

Staff recommends that the Town Council authorize the Town Manager to submit a letter to the California Regional Water Quality Control Board expressing support of programs that will improve water quality, while encouraging the prioritization and phasing in of such programs so as to provide municipalities with adequate time and resources for successful implementation.

BACKGROUND

The California Regional Water Quality Control Board will be conducting public hearings on a proposal to consolidate six municipal Stormwater National Pollutant Discharge Elimination System (NPDES) permits into one regional permit. Since 1993, the Town has participated in the San Mateo County stormwater program. The proposed Bay Area permit will involve 77 permittees.

The proposed permit, in addition to having a new geographic focus, will also identify specific actions, including frequency of action and reporting requirements that are not part of the existing County-wide program. The permit will include requirements for the following components:

- Municipal Operations
- New Development and Redevelopment
- Industrial and Commercial Site Controls
- Illicit Discharge and Elimination
- Construction Site Controls
- Public Information and Outreach
- Water Quality Monitoring
- Pesticides Toxicity Controls
- Trash Reduction
- Mercury Controls
- PCBs Controls
- Copper Controls
- Polybrominated Diphenyl Ethers (PBDE), Legacy Pesticides, and Selenium
- Exempt and Conditionally Exempt Discharges

The staff recognizes the importance of the programming to ensure clean water. But, to ensure successful implementation, the staff would recommend that the State consider prioritizing and

phasing in the programming so as to allow municipalities with adequate time to allocate resources. By way of illustration, the permit requires the following programs for street and road sweeping and cleaning.

Street and Road Sweeping and Cleaning: By November 30, 2008, the Town will be required to prepare a map that designates roadways and public parking lots for street sweeping and submit the map to the State. High frequency roads will require sweeping at least twice per month, medium frequency roads will average sweeping once a month, and low frequency road will be at least twice before the onset of the rainy season. Where street sweeping is technically infeasible, the Town will be required to implement trash/litter control procedures to minimize pollutant discharges to storm drains. As part of this requirement, the Town will be required to submit an annual report regarding the types of sweepers used, swept curb miles, volume or weight of materials removed, and public outreach efforts or the use of additional resources in sweeping excess leaves or other material.

Implementation of this requirement will be a challenge, as the Town currently utilizes street sweepers for the bike lanes and not for Town-wide streets and parking lots. Additionally, given the residential nature of the community, much of the roadside trash and leaf removal is handled by individual property owners as part of their individual property maintenance. Given these private efforts, Town staff does know the exact volume or weight of materials removed.

The staff will need to produce the required maps and identify those streets that will require sweeping. Staff will then need to renegotiate the existing contract for street sweeping to recognize the increased area. Additionally, the staff will need to determine how to quantify the trash/litter that is being removed through private resources and ensure that public resources are not being applied where private resources are achieving the desired end.

CONCLUSION

Again, staff is supportive of creating a Regional Permit for the Bay Area and implementing programs necessary for water quality. Staff would advocate prioritizing and phasing the programming so that the municipalities develop and implement a few programs at a time, as opposed to attempting to implement multiple programs at once.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 9
February 26, 2008

SUBJECT: RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WOODSIDE AND THE WOODSIDE FIRE PROTECTION DISTRICT AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE MEMORANDUM ON BEHALF OF THE TOWN

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which approves a Memorandum of Understanding between the Town and the Woodside Fire Protection District and authorizes the Town Manager to execute the Memorandum on behalf of the Town.

DISCUSSION

The Town has had a longstanding practice of including the Woodside Fire Protection District in its plans and permit review/issuance process. The practice has never been documented or formalized. In recent months, the staffs of the District and the Towns of Woodside and Portola Valley have discussed the desirability of committing the practice to a Memorandum of Understanding in order to clarify the relationship and to formalize the process.

The District has prepared a draft Memorandum of Understanding. It includes a list of the items that will be routed to and reviewed by the District. It outlines the District's responsibilities and includes a timeline within which the District will complete its reviews and forward comments and conditions of approval back to the Town. Town staff has reviewed the draft and suggested some changes to the District, which have been incorporated.

One major change made by staff involves the District's definition of a substantial remodel. The District's original language defined a substantial remodel as alterations, additions, or repairs that exceed 50% of the value of an existing building or structure. These substantial remodels were to be subjected in their entirety to conform to the Fire Code requirements for new buildings or structures.

The Town's building code (Chapter 150 of the Municipal Code) includes regulations relating to automatic fire sprinklers. That chapter uses a trigger point of 75% of the value of the existing structure as the criterion for the application of the automatic fire sprinkler rules. This trigger point has worked well for the Town and staff believes that it provides a fair marker for determining what must comply with the regulations. Staff has revised the District's draft by changing the definition of a substantial remodel to include alterations, additions, or repairs that exceed 75% of the value of an existing building or structure. The District will thus apply the current Fire Code to projects that meet this less stringent definition.

CONCLUSION

The Memorandum of Understanding formalizes the working relationship between the Town and the Woodside Fire Protection District in terms of the process by which permits are reviewed and approved. Adoption of the attached resolution will allow the Town Manager to execute the Memorandum on behalf of the Town.

ATTACHMENTS

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WOODSIDE
AND THE WOODSIDE FIRE PROTECTION DISTRICT AND AUTHORIZING THE TOWN
MANAGER TO EXECUTE THE MEMORANDUM ON BEHALF OF THE TOWN

WHEREAS, the Town Council of the Town of Woodside has read and considered that certain Memorandum of Understanding between the Town and the Woodside Fire Protection District; and

WHEREAS, the Town staff has recommended that the Town formalize its working relationship with the Woodside Fire Protection District; and

WHEREAS, public interest and convenience require the Town to enter into the Memorandum of Understanding described above.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Woodside approves a Memorandum of Understanding between the Town of Woodside and the Woodside Fire Protection District, attached hereto as Exhibit A, and authorizes the Town Manager to execute the Memorandum on behalf of the Town.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 26th of February, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Boynton, Burow, Hodges, Mason, Tanner, Mayor Romines
NOES, Councilmembers: None
ABSENT, Councilmembers: Gordon
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
FireDistrictMemorandum

EXHIBIT A

WOODSIDE FIRE PROTECTION DISTRICT AND TOWN OF WOODSIDE MEMORANDUM OF UNDERSTANDING FOR FIRE CODE COMPLIANCE PLAN REVIEW AND INSPECTION PROCEDURES

The Woodside Fire Protection District, hereafter referred to as "Fire District", is a Special District in the County of San Mateo, whose jurisdiction includes the Town of Woodside, hereafter referred to as "Town".

The Fire District serves the Town of Woodside for its Fire Protection needs. The Fire District has traditionally conducted plan reviews and inspections for Fire Code compliance with regards to proposed construction projects submitted to the Town's Planning and Building Department for approval.

The Fire District and the Town have agreed that the following items will be reviewed by the Fire District:

- A. All buildings that require a building permit, including but not limited to new residences, second structures, agricultural buildings, garages, and permanent storage buildings
- B. All remodels in the Very High Fire Severity Zone
- C. Remodels & additions exceeding 75% valuation
- D. Remodel projects that require fire sprinklers as determined by Woodside Municipal Code Section 150.01 (E)
- E. Remodel projects that have existing fire sprinkler systems.
- F. Remodel projects where fire apparatus access is more than 150 feet away.
- G. All fire sprinkler systems
- H. New fire hydrants
- I. All driveways
- J. Electric gates
- K. Vehicle bridges
- L. Propane Tanks and/or Generators

- M. Temporary membrane structures or tents
- N. New commercial structures, commercial remodels including tenant improvements, as well as Hood & Duct systems and Fire Alarm systems.
- O. Solar PV systems
- P. Subdivisions

Information regarding projects that are deemed by the Town to require review by the Fire District will be forwarded to the Fire District for a Fire Code review. The Fire District will forward its written comments and conditions back to the Town within four (4) weeks. The Fire District will also perform any inspections related to its plan review and stated conditions. The Fire District will assume responsibility for processing, and collecting fire plan checks and inspection fees from the owner/contractor or agent of the project.

For a project that is new construction or a substantial remodel, the applicant will be required to submit plans for Fire District review which show property lines, nearest hydrant location, type of siding material, type of roofing material, attic vent detail, driveway profile including slope, generator location, address of project and name of property owner.

When alterations, additions, or repairs exceed 75% of the value of an existing building or structure, as determined by the Building Official, such building or structure shall be made in its entirety to conform to the fire code requirements for new buildings or structures.

The Fire District will adopt and enforce the applicable Fire Code. The Fire Code will be collaboratively written and reviewed by the Fire District and the Town before being adopted by the Fire District and ratified by the Town.

If the Fire District at any point in the future is unable to continue Fire Code plan check review, is forced to disband its Fire Prevention Bureau and/or does not have an appointed Fire Marshal, the Fire District will give the Town sixty (60) days written notice that it will no longer be able to conduct Fire Code plan reviews or inspections. The Town may then be able to contract out the Fire Code plan reviews and inspections and collect

associated fees until such time that the Fire District is able to resume the responsibilities. The District will give the Town sixty (60) days written notice in advance of the date that it expects to be able to resume the responsibility.

The Fire District has adopted by resolution a schedule of fees for Fire District plan checks and inspections. This schedule of fees will be resubmitted to the Town when any revision is proposed.

This memorandum may be amended in the future if deemed necessary by the Fire District or the Town upon mutual agreement of the parties and signatures by the Fire Chief and Town Manager.

Armando Muela , Fire Chief

Susan George, Town Manager

Date _____

Date _____

**TOWN OF WOODSIDE
REPORT TO THE TOWN COUNCIL**

Meeting Date: February 26, 2008 Agenda Item: 10
Prepared by: Hope V. Sullivan, Director of Community Design and Development
Approved by: Susan George, Town Manager

SUBJECT: INTERPRETATION AND INTENT OF SECTION 153.056 OF THE WOODSIDE MUNICIPAL CODE: MEASUREMENT OF PAVED AREA COVERAGE

RECOMMENDATION

It is recommended that the Town Council read Section 153.056 of the Woodside Municipal Code, and advise staff as to its interpretation of the provisions and, based on the intent, whether credit should be provided for partially pervious pavement.

RELEVANT CODE SECTION

Section 153.056 of the Woodside Municipal Code: MEASUREMENT OF PAVED AREA COVERAGE states:

“For the purposes of this chapter, PAVED AREA COVERAGE shall include, but not be limited to tennis courts, swimming pools, patios, walkways, decks three feet or less in height, parking areas and driveways. PAVED AREA COVERAGE shall not include the principal access driveway to the main building located in excess of 50 feet from the exterior walls of the main building, except in the OS District. The paved area coverage for the CC District, and for any site designated for institutional use in the Town’s General Plan and used for such use, may be regulated under the terms of a conditional use permit or by the Architectural and Site Review Board. In no event shall the paved area coverage allowed under this chapter for any site designated for institutional use in the Town’s General Plan exceed 25 percent of the total lot area.”

Section 153.047 of the Woodside Municipal Code identifies the following maximum paved area coverage by zoning district.

R-1	1.2 x Maximum Residence Size permitted without an exception
SR	15,000 square feet
RR	15,000 square feet
SCP	9,000 square feet
OS	2.75%
CC	n/a

Section 153.047.G of the Woodside Municipal Code authorizes the Planning Director to grant an exception to the paved area coverage in the SCP-5 Zoning District if the following four criteria can be met:

1. Where the average slope of the entire parcel is less than 10%; and
2. If a recreation court is proposed, the average slope of the area beneath the proposed

recreational court before grading must be less than 5%; and

3. If a septic system is the method of waste disposal, a proven area for a 100% expansion of a septic leachfield must exist; and
4. The maximum paved area if an exception is granted may not exceed:
 - (a) 15,000 square feet on lots three acres or larger;
 - (b) 12,000 square feet on lots two to 2.999 acres."

GENERAL PLAN

Policy P1 of the Land Use, Community Design and Aesthetics Element of the General Plan states "Property shall be developed with minimum disturbance to the natural terrain. The natural environment should be retained or restored as much as possible."

The General Plan addresses the watershed and ground water in the Conservation Element of the General Plan. Goal G1 of the Conservation Element states "To preserve and protect the natural features and resources of the Town and Planning Area, which is essential to maintaining both the rural quality of life within the Town and the regional resource ecosystems of the region."

Policy P3 of the Conservation Element states "Particular attention shall be given to protection of the natural water regimen in the planning, environmental review, and completion of all subdivisions, land development or land alteration projects."

Policy P4 of the Conservation Element states "Conservation of the natural landscape shall be an overriding consideration in the design of any subdivision or land development project, paying particular attention to its protection and the preservation of existing native vegetation."

BACKGROUND

On May 8 1995, the then Planning Director prepared a memo which assigned a credit system to the paved areas based on "permeability" (**Attachment 2**). In this system, gravel received a 100 percent credit and thus did not count as paved area. The memo stated that credits "are subject to lesser credits if determined by the Town Engineer or Planning Director that the percent of area actually left open would be minimal or if the use of the material (such as lots of vehicular traffic) would result in compaction and lesser permeability." Despite this statement, if the surface material of an improvement was gravel, be it a driveway or a walkway, in practice, it received a credit of 100 percent.

On July 16, 2002, the Planning Director prepared a pavement policy that superseded the policy contained in the May 8, 1995 memo. In this revised policy, the Director limited all credits to 50 percent with the amount of permeability being a derivative of an in situ field test of the proposed pavement/surfacing material and the natural ground. The reason for the maximum credit of 50 percent is a perceived dual function of the provisions of Section 153.056 of the Woodside Municipal Code. More specifically, the Director considered that paved areas impact both the rural, natural appearance of a site as well as the permeability of the site. Therefore, a credit could be offered for the permeability function, but not for the appearance function.

DISCUSSION

Staff has identified three potential intents of Section 153.056 of the Woodside Municipal Code:

1. *Section 153.056 of the Woodside Municipal Code is intended to limit development of land and to protect the natural features of the land.*
If this is the intent, staff should not authorize any credits based on permeability.

2. *Section 153.056 of the Woodside Municipal Code is intended to protect the watershed and ground water by minimizing storm water runoff and increasing the opportunity for storm water to percolate through the ground.*
If this is the intent, staff could authorize credits of up to 100 percent for the use of porous materials.
3. *Section 153.056 of the Woodside Municipal Code serves a joint function of limiting development of land and minimizing storm water runoff.*
If this is the intent, staff could authorize credits of up to 50 percent for the use of porous materials.

Admittedly, staff has granted credits against the paved area quantities. Between 1995 and 2002, the credit was consistent with the Planning Director's memo of May 8, 1995. Since 2002, the credit has been consistent with the Planning Director's memo of July 16, 2002. Staff is now questioning whether it is acting outside of its authority, and is seeking clarification from the Town Council. Upon receiving direction from the Town Council, staff will interpret and enforce the provision of Section 153.056 accordingly.

In order to protect the watersheds, many communities regulate impervious surfaces. In such cases, impervious surfaces include buildings as well as paved areas. In such communities, as the intent of the regulation is clearly to protect the watershed, credits can be provided for the use of porous materials.

The Town of Woodside does not regulate impervious surfaces. Rather, the Town limits the amount of buildings on a site by regulating the total floor area. In addition to regulating the amount of buildings on a site, the Town also limits the amount of paved area on a site.

With respect to storm water runoff, the Town's policy is that post-development runoff may not exceed pre-development runoff. This performance standard, coupled with the amenities that residents desire on their property, has resulted in creative design techniques that utilize partially porous paving materials. Consequently, there are more and more requests for credits against the amount of paved area. However, in granting "credits," the de facto amount of land allocated to those improvements identified in Section 153.056 of the Woodside Municipal Code as paved areas exceeds the limitation identified in Section 153.047 of the Woodside Municipal Code.

Staff would note that in considering the cited policies of the General Plan, it appears that intent #1 most directly implements the policies. Additionally, the exceptions, including the exclusion of the primary driveway in excess of 50 feet from the house and the Planning Director's exception, seem to be derived from site conditions as opposed to paving materials. This too would be consistent with intent #1.

If the Town Council finds that the intent of the provisions of Section 153.056 of the Woodside Municipal Code does not justify providing credits for the use of partially porous materials, staff will still continue to encourage the use of such materials so as to address storm water runoff.

OPTIONS:

1. Find that Section 153.056 of the Woodside Municipal Code is intended to limit development of land and to protect the natural features of the land and that staff should not authorize any credits based on permeability.

2. Find that Section 153.056 of the Woodside Municipal Code is intended to protect the watershed and ground water by minimizing storm water runoff and increasing the opportunity for storm water to percolate through the ground and that staff may authorize credits of up to 100 percent for the use of porous materials.
3. Find that Section 153.056 of the Woodside Municipal Code serves a joint function of limiting development of land and minimizing storm water runoff and that staff may authorize credits of up to 50 percent for the use of porous materials.
4. Find that Section 153.056 of the Woodside Municipal Code has an intent different than any already identified.

ATTACHMENTS

1. Section 153.056 of the Woodside Municipal Code.
2. Memo of May 8, 1995 from the Planning Director regarding Paved Area: Impervious Credits.
3. Memo of July 16, 2002 from the Planning Director regarding Pavement Policy.
4. July 3, 2002 Report to the Planning Commission regarding the Town's Paved Surface Policy.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 11

From: Susan George, Town Manager

February 26, 2008

SUBJECT: 2007-08 MID-YEAR BUDGET AND WORK PLAN REVIEW

RECOMMENDATION

It is recommended that the Town Council review and accept the 2007-08 Mid-year Budget Review Report and, after discussing the 2007-08 Work Plan, provide the staff direction regarding its contents and the relative priorities of the included projects.

BACKGROUND

The Town Council's Financial Management Policies require the Town Council to "conduct a comprehensive review of the fiscal status of the Town on a quarterly basis." This report has been prepared to facilitate that review. It has been prepared by utilizing the fund balance reports and the detailed fund reports, as of December 31, 2007.

DISCUSSION

The Town's finances are on solid footing after six months experience in 2007-08, as the following points illustrate:

- It is currently estimated that the General Fund will end the fiscal year with reserve balances of almost \$3.3 million or over 65% of current revenues. This remains well above the Town Council's own reserve policy requirement of 15% of current revenues.
- Total cash balances as of December 31, 2007, were \$8,089,183 and are projected to remain steady during the balance of the fiscal year, precluding the need for cash flow borrowing.
- The Five-year Forecast for the General Fund (Attachment D) demonstrates that, given currently known future financial impacts, the Town will remain well-positioned to maintain existing service levels and to take on new responsibilities, while still maintaining adequate reserves.

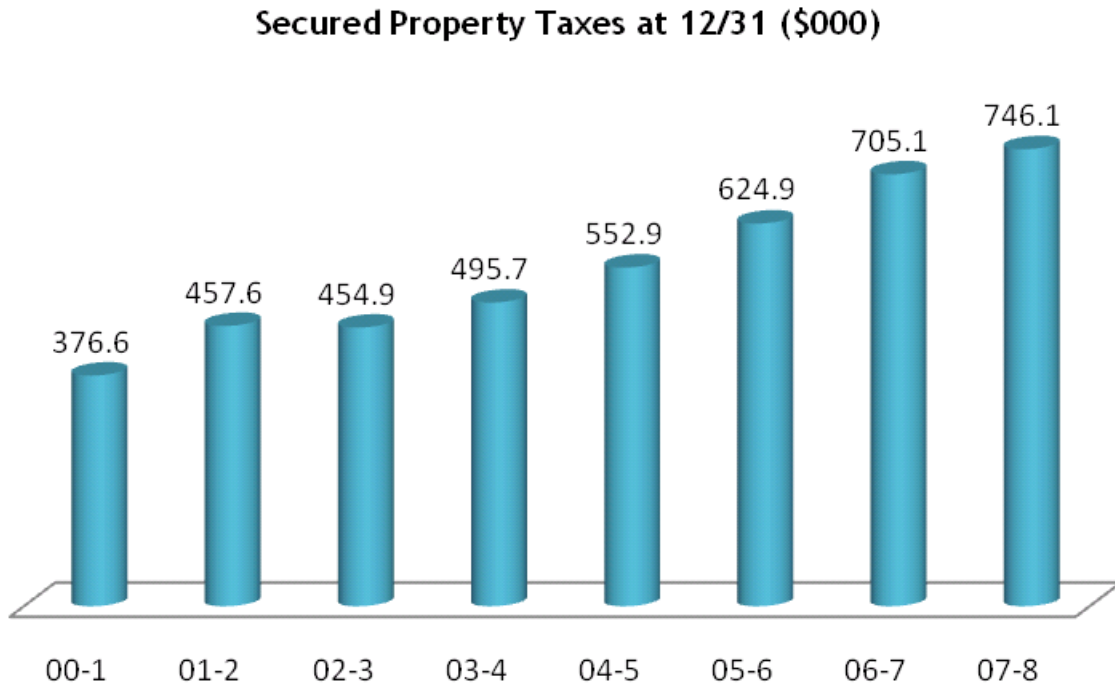
Revenue Performance Through December 31, 2007

The first six months of the fiscal year produced favorable financial results. A review of the primary General Fund revenue sources demonstrates this point.

- ✓ **Secured property taxes** continue to perform as expected. As of December 31, 2007, secured property tax revenues of just over \$746,000 had been received, almost 5% more than was received by the same date in the last fiscal year. This is within the projected level included in the adopted budget. This is a revenue source that bears watching, given the current state of the housing market. Although no impact has yet been felt, there is precedent for local jurisdictions to see their property taxes actually decline. This was the case in 2002-03, when the Town's annual secured property tax receipts dropped from \$923,981 to \$902,802, a 2.3% reduction. This resulted primarily from successful petitions to the County Assessor by Woodside property owners seeking reductions in their assessed values on the basis of the weakened housing market. Staff is closely monitoring the

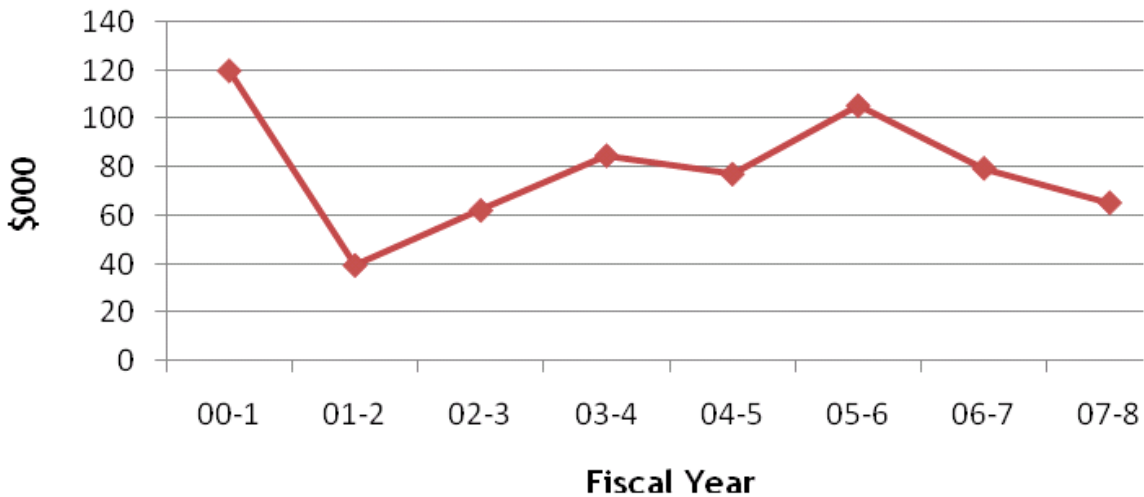
current year's status for any signs of similar weakening.

The following chart provides a comparison of secured property tax receipts as of December 31st for the current and last seven years. The aforementioned downturn in revenues from this source in 2002-03 is clearly depicted in the chart.



- ✓ Property transfer taxes can vary significantly from year-to-year, both in terms of total receipts and the timing of those receipts. They can also be a snapshot of the state of the local economy. As the following chart shows, revenue from this source took a sharp downturn in 2001-02 when the economy dipped and real estate sales fell off.

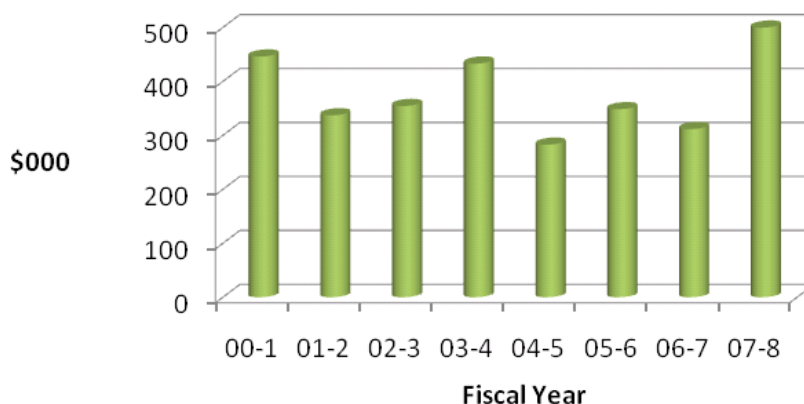
Property Transfer Tax Receipts at 12/31



Revenues from this source vary not only from year-to-year, but from month-to-month. The current adopted budget assumes that the Town will receive \$130,000 from this source in 2007-08. As of December 31, 2007, the Town had received about \$64,000 from this source. This is not an easy revenue source to project, given that it is dependent upon how many real estate transactions occur and how high the related sales prices track. At this point, no change in the budget estimate is proposed, as receipts to date are within acceptable levels. The future growth of the Town's secured property tax rolls is linked to patterns of revenue receipts from property transfer taxes and to the next revenue category - Development Activity Fees.

- ✓ **Development Activity Fees** are another source of revenue that can be a predictor of both current and future economic health. As the following chart demonstrates, receipts from this source are very strong in the current year, with just under \$500,000 realized. This is the highest level since the Town began formally tracking and comparing revenues from year-to-year in 1996. The following chart shows revenues received as of December 31st for the current and last seven fiscal years.

Development Activities Revenues at 12/31



The adopted budget anticipates \$720,000 from this source in 2007-08. Given the strong performance to date, it is very likely that the Town will experience a surplus of these revenues by June 30th. It is interesting to note that for the last seven years, the Town had received between 44.5% and 56.9% of annual development activity fees as of December 31st. If this range holds, then the Town can expect to receive between \$878,000 and \$1.1 million in 2007-08. No adjustment to the budgeted totals is recommended, however, as the current year's performance could have been impacted by one or two very large development projects, skewing the prior years' trends. Staff will be watching the ongoing receipt pattern and will update the Town Council in future months' financial reports and during the Third Quarterly Budget Review.

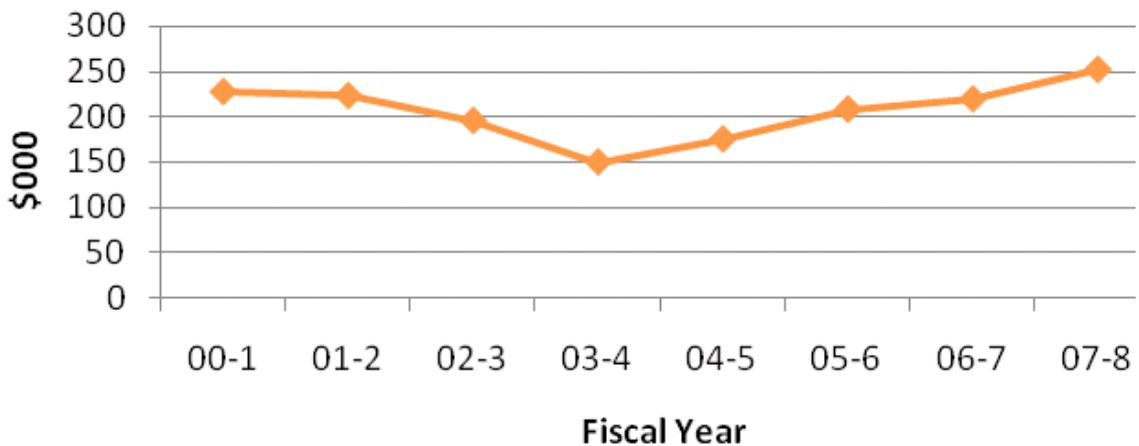
- ✓ **Sales tax revenues** remain complicated to project because of the State's "Triple Flip" of local, school, and State revenues to support the State's \$15 billion deficit reduction bond, approved by the voters in 2004. Under the Triple Flip, the State is diverting ¼¢ of local sales tax (which equals twenty-five percent of local sales taxes) to pay for the debt service on the bonds. The State is diverting an equal amount from school district property taxes to local governments to make them whole. Next, an equal amount of State general fund monies is being redirected to the schools to likewise make them whole. The following table provides the history of the impact on the Town of the "Triple Flip" since its inception. The rows labeled as "Town" report the sales tax revenue actually received by the Town, net of the State shift, which is labeled as "State".

		Quarter Ended 9/30	Quarter Ended 12/31	Quarter Ended 3/31	Quarter Ended 6/30	Total
2004-05:	Town	66,609	81,491	67,636	106,394	322,130
	State	-	26,821	23,029	32,925	82,775
	Total	66,609	108,312	90,665	139,319	404,905
2005-06:	Town	72,206	81,704	88,330	76,554	318,794
	State	25,708	28,415	26,811	23,454	104,388
	Total	97,914	110,119	115,141	100,008	423,182
2006-07:	Town	71,104	90,024	102,376	103,464	366,968
	State	27,782	30,258	35,797	29,713	123,550
	Total	98,886	120,282	138,173	133,177	490,518
2007-08:	Town	85,191	102,035	-	-	187,226
	State	31,923	32,718			64,641
	Total	117,114	134,753	-	-	251,867

The Town's "normalized" sales tax receipts for 2004-05, 2005-06, and 2006-07 were thus \$404,905, \$423,182, and \$490,518 respectively. Sales tax receipts increased by 15.9% in 2006-07. At the end of one half of the current fiscal year, the growth rate of sales taxes is about 14.9%, well above the projected levels included in the adopted budget. The current year's budget anticipates \$350,000 in local sales taxes. Staff currently projects that the actual level will be closer to \$400,000. Updated projections will be brought to the Town Council with the Third Quarterly Budget Review in April of 2008.

The following chart illustrates the "normalized" performance of the Town's sales tax base for the last seven years, as of December 31st.

Sales Taxes at 12/31



In general, the Town's revenue base continues to perform strongly.

Total Town Budget Status as of December 31, 2007

Given all of the foregoing trends and the assumptions upon which the Town's adopted budget was based, the Town's financial performance is within expected ranges as of the end of six months of the fiscal year. The key specific highlights include:

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$4,868,969, or 51.5% of the total annual budget. By month, and compared to fiscal year 2006-07, the following expenditures have occurred:

MONTH	2007-08	2006-07
July	\$ 354,527	\$ 2,262,738
August	955,974	570,918
September	1,014,416	1,247,188
October	806,794	638,342
November	1,123,410	1,334,046
December	613,848	382,318
Total to Date	\$ 4,868,969	\$ 6,435,550
Total Budget	\$ 9,452,596	\$ 12,985,768
% of Budget	51.5%	49.6%

Expenditures for 2006-07 were significantly ahead of the current year's level because of the Town's repayment of its outstanding \$1.9 million General Fund debt in July of 2006. The current year's expenditure rate and level are well within expected and acceptable ranges.

- Total revenues, including interfund transfers, for the first half of the year were \$3,302,991, or 44.6% of annual anticipated revenues. By month, and compared to fiscal year 2006-07 patterns, the following revenues have been received:

MONTH	2007-08	2006-07
July	\$ 103,971	\$ 119,507
August	185,765	289,883
September	492,290	871,598
October	410,043	336,149
November	661,407	1,492,204
December	1,449,515	1,322,999
Total	\$ 3,302,991	\$ 4,432,340
Total Budget	\$ 7,409,898	\$ 9,886,024
% of Budget	44.6%	44.8%

The major difference between the actual receipts experienced in the two years is the extraordinary revenue of over \$1.1 million received in November of 2006, pursuant to the terms of a settlement with the County of San Mateo regarding prior years' payments of property taxes under the Tax Equity Allocation (TEA) provisions of the State's Revenue and Taxation Code, which had been overlooked by the County for over a decade.

Attachment A to this report presents summaries by fund of revenues and expenditures

through December 31, 2007, compared to budget.

- The Town's cash position for all funds as of December 31, 2007, was \$8,089,183. The cash balances for the year have been:

AS OF	CASH BALANCE
07/31/07	\$9,247,733
08/31/07	\$8,655,479
09/30/07	\$8,129,141
10/31/07	\$7,752,211
11/30/07	\$7,296,979
12/31/07	\$8,089,183

Cash balances at December 31, 2006, were \$7,788,776. The Town's cash balances are very healthy, negating the need for any cash flow borrowing.

The General Fund as of December 31, 2007

- By category of revenue and expenditure, the General Fund has experienced the following financial activity through the first six months of the fiscal year:

Category	2007-08		% of Total
	Adopted Budget (\$000)	12/31/2007 Actual (\$000)	
Revenues			
Property Taxes	2,339.2	834.8	
Sales Taxes	368.7	194.6	
Transfer Taxes	130.0	55.9	
Franchise Fees	305.1	55.4	
Business Licenses	136.0	47.6	
Fees & Permits	720.0	499.6	
Interest Income	150.0	64.0	
Other Agencies	547.5	280.0	
Charges for Service	115.0	74.9	
Interfund Transfers	202.9	50.7	
Other Revenue	23.0	15.3	
Total	5,037.4	2,172.8	43.1%
Expenses			
Salaries & Benefits	2,281.5	1,046.4	
Services & Supplies	2,003.2	1,165.4	
Equipment/Capital	180.0	0.6	
Road Fund Contribution	500.0	-	
Other Contributions	152.5	9.4	
Total	5,117.2	2,221.8	43.4%
Net Position	(79.8)	(49.0)	

As of the end of the first half of the fiscal year, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund is no longer in its traditional cash flow "dry period" and has received the first payments of secured and unsecured property taxes. The General Fund had cash on hand at December 31, 2007 of just under \$3.6 million, well above the level required by the Town Council's Financial Management Policies.

- The 2007-08 General Fund expenditure and revenue pattern thus far has been:

MONTH	REVENUES	EXPENDITURES	NET POSITION
July	\$ 83,939	\$ 259,659	\$ (175,720)
August	230,012	241,121	(11,109)
September	212,669	543,436	(330,767)
October	166,315	299,720	(133,405)
November	266,323	372,541	(106,218)
December	1,213,538	502,297	711,241
Total to Date	\$ 2,172,796	\$ 2,218,774	\$ (45,978)
Total Budget	\$ 5,037,367	\$ 5,117,154	\$ (79,787)
% of Budget	43.1%	43.4%	

The current year's performance is within acceptable ranges and is generally tracking with the adopted budget plan. For comparison purposes, as of December 31, 2006, the General Fund had experienced revenues of \$3,046,747 and expenditures of \$3,917,571, which was 65.9% and 54.8% of budget, respectively.

Attachment B to this report includes summaries of General Fund expenditure performance by department as of December 31, 2007. It highlights significant trends or variances, for the Town Council's review.

Appropriation Adjustments

No appropriation adjustments are proposed at this time. **Attachment C** provides a summary of approved 2006-07 adjustments to date.

General Fund Five-year Financial Forecast

Attachment D to this report is an update of the General Fund Five-year Financial Forecast. It reflects current projections for both revenues and expenditures. It reflects assumptions about the current year's performance based upon six months' experience. It demonstrates the continuing expectation that the Town's General Fund will remain in solid health over the course of the next five years.

Work Plan Review

The current year's Work Plan is included as **Attachment E**. Staff will walk the Town Council through this plan during the discussion of the results of operation at mid-year. The objectives of the discussion will be to: (1) provide a full overview of the many items on the Work Plan; (2) reach consensus on the priority of each project relative to the balance of the plan; and (3) add to and/or delete projects from the Work Plan, based upon the Town Council's deliberations and public input.

CONCLUSION

The Town's financial health remains extremely stable. Reserve levels remain at more than adequate levels. The Town Council will undertake its next major fiscal review with the Third Quarterly Budget Review in April.

Attachments

TOWN OF WOODSIDE
 2007-08 AS OF 12/31/2007
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,037,367	2,172,796	43.1%	5,117,154	2,220,244	43.4%
105 - TRAILS	75,500	36,874	48.8%	75,500	18,121	24.0%
120 - OPEN SPACE	0	(4)	--	0	0	--
135 - RECREATION	91,900	52,575	57.2%	95,248	45,767	48.1%
150 - BARKLEY O&M	80,000	402	0.5%	80,000	56,050	70.1%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	463	1.3%	0	0	--
204 - TRAFFIC SAFETY	32,200	8,324	25.9%	27,700	27,499	99.3%
206 - GAS TAX CONSTRUCTION	29,100	11,898	40.9%	28,970	15,657	54.0%
207 - GAS TAX MAINTENANCE	82,600	36,580	44.3%	95,706	44,213	46.2%
210 - MEASURE A	747,300	114,792	15.4%	987,824	433,486	43.9%
242 - ROAD IMPACT FEE	382,500	219,377	57.4%	557,554	379,755	68.1%
243 - PUBLIC SAFETY GRANT	100,500	(183)	-0.2%	100,500	68,459	68.1%
244 -CLEEP	0	0	--	43,000	36,350	--
250 - LIBRARY OPERATIONS	60,000	13,574	22.6%	129,567	33,492	25.8%
365 - BARKLEY PARK CONSTRUCTION	0	360,232	--	1,350,000	1,055,977	--
428 - TC PUMP RESERVE	750	239	31.9%	0	0	--
429 - TC PUMP DEBT	148,547	68,318	46.0%	148,547	143,013	96.3%
441 - WR/WHR PAD DEBT RSRV.99	2,000	1,232	0.0%	0	0	--
450 - WR/WHR PAD DEBT	132,576	(422)	-0.3%	132,576	99,117	74.8%
525 - CANADA SEWER	9,618	4,974	51.7%	26,664	2,583	9.7%
528 - SEWER UTILITY	162,000	86,841	53.6%	165,302	60,962	36.9%
529 - TC PUMP SEWER	5,000	6,221	124.4%	86,933	3,015	3.5%
537 - SEWER CAPITAL	21,440	9,085	42.4%	29,851	12,876	43.1%
TOTAL OPERATING	7,235,898	3,204,188	44.3%	9,278,596	4,756,636	51.3%
900 - DEPOSITS	174,000	98,803	56.8%	174,000	112,333	64.6%
TOTAL	7,409,898	3,302,991	44.6%	9,452,596	4,868,969	51.5%

GENERAL FUND BY DEPARTMENT AS OF 12/31/2007

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	30,350.00	21,100.24	69.5%
TOTAL	30,350.00	21,100.24	69.5%
ADMINISTRATION			
SALARIES/BENEFITS	724,476.00	320,576.24	44.2%
SERVICES/SUPPLIES	306,036.00	182,703.41	59.7%
TOTAL	1,030,512.00	503,279.65	48.8%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,319,400.00	606,057.57	45.9%
SERVICES/SUPPLIES	213,400.00	141,676.64	66.4%
TOTAL	1,532,800.00	747,734.21	48.8%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	17,428.00	9,396.45	53.9%
SERVICES/SUPPLIES	121,000.00	50,109.26	41.4%
EQUIP/CAPITAL	150,000.00	0.00	0.0%
TOTAL	288,428.00	59,505.71	20.6%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	54,000.00	11,130.45	20.6%
SERVICES/SUPPLIES	275,310.00	231,844.76	84.2%
EQUIPMENT	30,000.00	584.06	1.9%
TOTAL	359,310.00	243,559.27	67.8%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,034,621.00	531,555.50	51.4%
TOTAL	1,034,621.00	531,555.50	51.4%
TRAILS			
TRANSFERS OUT	37,500.00	9,375.00	25.0%
TOTAL	37,500.00	9,375.00	25.0%
PUBLIC WORKS			
SALARIES/BENEFITS	166,183.00	99,209.79	59.7%
SERVICES/SUPPLIES	22,450.00	4,924.29	21.9%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	688,633.00	104,134.08	15.1%
BARKLEY O&M			
TRANSFERS OUT	115,000.00	0.00	0.0%
TOTAL	115,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,281,487.00	1,046,370.50	45.9%
SERVICES/SUPPLIES	2,003,167.00	1,163,914.10	58.1%
EQUIP/CAPITAL	180,000.00	584.06	0.3%
TRANSFERS OUT	652,500.00	9,375.00	1.4%
TOTAL	5,117,154.00	2,220,243.66	43.4%

**GENERAL FUND BY DEPARTMENT
AS OF 12/31/07**

GENERAL COMMENTS:

1. As of December 31, 2007, 50.0% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 49.2% of budget. As of December 31, 2007, 12.8 of 26 pay periods had been completed.
3. Equipment purchases are not made on any set schedule, so the expenditure performance varies.
4. Transfers between funds are generally done on a quarterly basis or as cash flow needs arise and are completed by the end of June of each year.

DEPARTMENTAL COMMENTS:

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget is generally within expected expenditure levels.

Buildings and Grounds: This departmental budget is within expected expenditure levels.

Town-Wide Overhead: This budget includes expenditures such as the insurance premium with ABAG PLAN, which was paid in July. This budget is within expected levels.

Safety Services: Most of this budget goes to support the contract for police services with the Sheriff's Office. As of December 31, 2007, two quarter had been billed by the County.

Trails: See Note 4.

Public Works: This departmental budget is within expected expenditure levels.

Barkley Fields and Park: See Note 4.

**TOWN OF WOODSIDE
FIVE-YEAR FORECAST**

2007-09 ADOPTED BUDGET
MID-YEAR BUDGET REVIEW

ATTACHMENT D

GENERAL FUND	2006-07 ACTUAL	2007-08 ADOPTED	2007-08 PROJECTED	2008-09 APPROVED	2009-10 FORECAST	2010-11 FORECAST	2011-12 FORECAST
REVENUES							
PROP.TAXES-SEC.	1,410,410	1,508,225	1,508,225	1,628,883	1,759,194	1,899,929	2,051,923
PROP.TAXES-UNSEC.	83,858	85,000	87,000	87,000	87,000	87,000	87,000
PROP.TAXES-OTHER	218,463	60,000	194,000	60,000	60,000	60,000	60,000
SALES TAX	384,254	368,678	418,678	400,000	408,000	416,160	424,483
PROP.TRANSFER TAX	151,056	130,000	130,000	130,000	130,000	130,000	130,000
FRANCHISES	308,910	305,100	305,100	305,100	305,100	305,100	305,100
BUSINESS LICENSES	134,740	136,000	136,000	136,000	136,000	136,000	136,000
FEES & PERMITS	730,477	720,000	750,000	720,000	720,000	720,000	720,000
FINES & FORFEITURES	1,802	2,000	2,000	2,000	2,000	2,000	2,000
INTEREST	243,154	150,000	195,000	130,000	130,000	130,000	130,000
OTHER AGENCIES	535,769	547,537	559,000	547,537	547,537	547,537	547,537
CURRENT SERVICES	171,192	114,984	115,000	114,984	117,284	117,284	119,629
TEA FUNDS	1,781,757	685,934	615,501	664,741	697,978	732,877	769,521
OPERATING TRANSFERS	234,851	202,909	202,909	208,996	225,000	225,000	225,000
OTHER REVENUE	22,523	21,000	21,000	21,000	21,000	21,000	21,000
TOTAL	6,413,216	5,037,367	5,239,413	5,156,241	5,346,092	5,529,887	5,729,194
EXPENDITURES							
SALARIES & BENEFITS	1,986,561	2,281,487	2,236,487	2,343,263	2,413,561	2,485,968	2,560,547
SERVICES & SUPPLIES	2,007,609	2,003,167	2,103,167	1,844,019	1,880,899	1,918,517	1,956,888
EQUIPMENT/CAPITAL OUTLAY	56,281	180,000	455,000	30,000	30,000	30,000	30,000
DEBT SERVICE	1,915,332	0	0	0	0	0	0
ROAD/TRAILS/SAFETY TRANSFERS	1,612,000	652,500	777,500	652,500	652,500	652,500	652,500
TOTAL	7,577,783	5,117,154	5,572,154	4,869,782	4,976,960	5,086,985	5,199,934
NET POSITION	(1,164,567)	(79,787)	(332,741)	286,459	369,132	442,902	529,259
BEGINNING BALANCE	4,792,675	3,628,108	3,628,108	3,548,321	3,834,780	4,203,912	4,646,814
ENDING BALANCE	3,628,108	3,548,321	3,295,367	3,834,780	4,203,912	4,646,814	5,176,073
BAL. AS % OF REVS.	72.8%	73.4%	65.4%	77.5%	82.1%	87.6%	94.0%

Town of Woodside

2007-08 Work Plan Review

The current year's Work Plan (attached) includes over thirty projects that have been added to the list in recent years without regard to their relative priorities and the staff resources available to undertake and complete them. The Town Council has asked the Town Manager to update the current Work Plan and to provide a recommended priority for the projects on the list.

Three groupings have been developed in order to provide a framework for prioritizing the various projects and facilitating the Town Council's discussion. **Group A** includes those **major** projects which, in staff's estimation, represent the most critical undertakings that require a significant portion of the Town's resources to complete. **Group B** includes projects that have evolved from the completion of some other aspect of the Work Plan or which, although not necessarily critical to the overall goals and objectives of the Town Council, may be driven by an external timeline or other external factor. **Group C** includes projects which are of a lower relative priority or which may no longer belong on the Work Plan for various reasons. This includes projects which have already been completed this fiscal year or which may have been withdrawn by the initiator of the project. Staff's comments for each project include some detail about the components of each project and, where appropriate, staff's rationale for the project's grouping.

Following the Town Council's review of these groupings, staff will develop a detailed Work Plan for the Town Council's information on a monthly basis.

GROUP A

1. Barkley Fields and Park

Although the park is officially open, there are a number of critical items remaining to be completed. These include:

- ✓ Overseeing outstanding contractor punch list and disputed items and formally accepting the project(s).
- ✓ Completing Conditions of Approval related to the Woodhill Estates Homeowners Association (WEHOA), such as landscaping the park's portion of the entrance to the neighborhood, deed restricting the Town's surplus parcel that is adjacent to the park, and negotiating an encroachment agreement with WEHOA for the maintenance of landscaping outside the park's fencing.
- ✓ Completing a security plan and improvements for the park.
- ✓ Completing conditions of the gift of the land included in the agreement with the donors, including formation of an Oversight Committee and creation of annual reporting process.
- ✓ Completing operational procedures, including formal scheduling process, park rules and their signage, and creating a page on the Town's website to cover park issues.

2. Town Hall Space Expansion

This project is one of a subset of projects under the "Process Improvement" category on the current Work Plan. It is critical project, much needed to provide more efficient and sufficient

working and auxiliary space at Town Hall for staff and customers alike. The Town Council provided funds in the current budget to support hiring an architect to provide the needed expertise. An architect has been retained and has made an initial assessment of the building. The senior staff has provided him with a list of the perceived objectives and needs as regards the expansion of the building. This includes the incorporation of "green" concepts such as a photovoltaic system and the windows and lights in the existing building(s). A design concept will be brought to Town Council for public review and discussion, including the fiscal impact of the project, which is likely to span more than one fiscal year.

3. Permit Tracking/Management System Implementation

This project was also in the "Process Improvement" subset. The Town Council has provided approval for the project and an agreement has been negotiated with the selected vendor, but the project was put on hold late last year because of key staff vacancies and workload issues. It needs to be jump-started and completed this calendar year in order to radically improve the Town's ability to manage the components of the development process and provide timely information to the customers.

4. Fire Management Issues

Included within this project are several subprojects:

- ✓ Consideration/adoption of the Woodside Fire Protection District's recently approved 2006 International Fire Code and 2007 California Amendments, including review of water storage tank and fire flow standards.
- ✓ Consideration of a Memorandum of Understanding with the Woodside Fire Protection District to memorialize permit processing practices and related issues.
- ✓ Development of a Glens Fuel Management Plan.
- ✓ Implementation of Chapter 7A of the recently adopted building code, including review of the State's fire map, orientation/training for the Planning Commission, Architectural and Site Review Board, and other standing committees, and public education.
- ✓ Improvement and formalization of joint annual "chipping program" with Portola Valley and Woodside Fire Protection District.

One prior subproject - "Municipal Code/General Plan Review and Update - has been moved to a new project on the Work Plan. It is now a part of the project entitled "General Plan Assessment" appearing later in this report.

5. General Plan Assessment

During the Town Council's most recent discussion with the Town Manager concerning desired and critical undertakings, which was in October of 2007, the need for the Town to subject its almost twenty-year-old General Plan to a public review was highlighted. The need to undertake this project exists in tandem with two separate but linked tasks already on the Town's radar: State law mandates that the Town update the Housing Element by 2009 and the Town's Fire Management Plan recommends that the policies and programs included in the General Plan be studied and revised, as necessary, to avoid conflicts with current firewise practices. The recent actions of one of the Town's committees with respect to the content of its charter has also spotlighted the Town's need to refamiliarize our knowledge and understanding of the goals and policies within the General Plan, to provide a forum for their community discussion, and to refresh the Town's commitment to the document as being representative of the community's shared vision for the future of the Town. While wholesale

change to the underlying philosophies embedded in the General Plan is not necessarily anticipated from this assessment, the process will provide a clear means of identifying those areas that are outdated and that weaken the total integrity of the document.

6. Emergency Preparedness

New requirements for the content of the Town's Emergency Plan have been promulgated, making the update of this plan both timely and necessary. Additionally, with staff turnover rates in the last two years, training and "exercising" are needed, including training for the members of the Town Council. The Town's relationship with the Citizens Emergency Response and Preparedness Program (CERPP) should be revitalized and redefined to ensure useful and productive coordination in emergency response planning.

7. Green Building

The Town has made a commitment to take a lead role in this area and has funded a water recycling feasibility study for Town Hall, the development of Green Building Guidelines, the sponsorship of Green Building Workshops, and an assessment of the library building's suitability for a photovoltaic system.

8. Personnel Rules

While not very exciting from a policy standpoint, the Town's Personnel Rules represent one of the several building blocks of effective day-to-day management of the Town's affairs and help the Town avoid possible legal problems. The current rules were developed by a subcommittee of the Council in 1991-92. Sections have been revised on an ad hoc basis over the years to eliminate outdated rules and add new federal and state requirements. The time has come to undertake a full revision and reorganization of the rules, with the Town Attorney's assistance, to ensure the Town's compliance with all aspects of public employment and to provide one cohesive document that will provide consistent guidance to all members of the Town staff as regards Town employment.

9. Records Management

Like the update of the Personnel Rules, this is not a very interesting project on its surface. It is more complex and important than it may seem, however. This project includes:

- ✓ Updating the Town's 1996 Records Retention and Destruction Schedule to reflect current law and local policy.
- ✓ Develop a policy for the Laserfiche of documents.
- ✓ Developing an e-mail and other electronic documents policy.
- ✓ Training staff on implementation.

10. Update On-site Wastewater Disposal Regulations

The Town's on-site wastewater disposal regulations were developed in 1995 and have not been modified since that time. The Town staff is experiencing an increase in the number of residents who are seeking alternative, non-traditional systems when their aging existing systems start to fail. Most of these systems are not permitted under existing regulations and must go to the Town Council for approval. The current regulations could not have envisioned the technologies now available. The current regulations are also silent on several aspects of the staff's approval of on-site systems or of the expansion of existing residences as regards the sufficiency of the on-site septic system capacity. Staff feels that it is critical to update

the regulations to reflect new and proven technologies and to provide formal rules for situations that are not now included.

GROUP B

The following projects: (1) have evolved from the completion of items on the Work Plan; (2) are less critical than Group A projects; or (3) are driven by external sources:

- ✓ Town Center Sewer Agreement Amendment: This project stems from the 490 Moore Road property owners' request for a Sewer Service Allocation (which should be ready for the Town Council within the next few weeks). The addition of this property requires the three-party agreement between the Town, the County of San Mateo, and Redwood City to be amended. The amendment must be in place before the Moore Road property can connect to the public sewer, assuming the Council grants an allocation.
- ✓ Update Fee Schedule: This was started in 2006-07 and put on hold pending the completion of the Town's reorganization and recruitment efforts. The fee schedule has not been updated since 1995.
- ✓ Update Geologic Regulations and Map: The Town Geologist has undertaken this project to bring the Town's regulations into alignment with State requirements and current information about the geologic constraints that face the Town.
- ✓ Five-year Sewer Service Rate Program: Significant increases in the user fees charged to those properties that are on the Town Center or Cañada Corridor Sewer Systems will be required in the near future to support major capital projects to be undertaken at the treatment plant and by Redwood City and the Fair Oaks Maintenance District. The Town needs a multi-year plan for implementing these fees and for educating the public about their genesis and basis.
- ✓ Historical Preservation Element: the Woodside History Committee and staff will schedule a review of the draft Element for the Town Council in late February or early March. The draft will then be set for public hearing before the Planning Commission, which will receive a summary of the Town Council's comments. The Town Council will hold a public hearing to consider the Planning Commission's recommendations, take public comment, and adopt a final Element.
- ✓ Town-wide Internet Access: Given the demise of the Town's relationship with Comcast, staff would like to explore other possible options for securing access to high speed Internet connections for those areas in Town that cannot receive this service. No details are available at this point.
- ✓ Code Enforcement Program: A study session and monthly report are being developed as workload permits.
- ✓ Tree Protection Regulations: The main portion of this project is completed. Staff was directed to review the regulations as regards the removal of trees from the Town's jurisdiction and will also assess whether the new ordinance is working effectively.
- ✓ Stable Regulations Revision: Completed; the Town Manager is working with the Livestock Committee on three or four aspects of the ordinance that still trouble the Committee, including special events, training, and parking requirements for private stables.
- ✓ Special Events Ordinance: Draft has been reviewed by the Bicycle Committee; to Council for consideration when calendar allows.
- ✓ Route 84 School Safety Route Project: pending engineering review and CalTrans approval.

- ✓ Mathisen Barn: The remains of the barn need to be removed/stored after being evaluated for their historical integrity. Options concerning the possible reconstruction of the barn will be developed for the Town Council's future consideration.

GROUP C

This group includes projects which are of a lower relative priority or which may no longer belong on the Work Plan for various reasons. This includes projects which have already been completed this fiscal year or which may have been withdrawn by the initiator of the project.

- ✓ Recruitments: completed
- ✓ Woodside Water Mutual Company Assessment District: inactive at request of initiator
- ✓ CATV Franchise Negotiations: no longer relevant. A separate staff report will be brought to the Town Council on this topic. Comcast has received a state franchise and no longer requires a franchise agreement with the Town. A project has been added to Group B to address the unavailability of high speed Internet connections to many Town residents.
- ✓ Watershed Council Fish Passage Project: Withdrawn by Watershed Council
- ✓ Library Issues: Taken off Work Plan; Energy audit/solar issues are included in "Green Building" project and balance of issues can be handled as part of routine workload.
- ✓ Woodside Landscape Committee: Taken off Work Plan - can be handled as part of routine workload.
- ✓ Webcasting Town Meetings: Staff recommends that this be removed from the Work Plan.
- ✓ Tree City USA Application: Staff submitted the application in late December and the Town will hear whether Tree City USA status will be designated by mid-February. Project completed.
- ✓ Sand Hill Estates EIR and Pending Applications: completed.
- ✓ Update Town Council Handbook: completed
- ✓ Noise Ordinance: Staff recommends that this be removed from the Work Plan.
- ✓ Huddart-Wunderlich Parks Master Plan FEIR: The FEIR will go to the Board of Supervisors on April 8th. Staff will agendaize this for the Council's second March meeting and recommends its removal from the Work Plan.
- ✓ Specific Plan Projects: Staff recommends that these be removed from the Work Plan at this time.
- ✓ Sudden Oak Death Syndrome Public Education: This project is completed for this fiscal year and will be incorporated into the daily work schedule in future years.
- ✓ Barkley Fields Pedestrian Pathway Project: Staff recommends that this project be removed from the Work Plan at this time.
- ✓ 3000 Portola Road EIR: completed.

2007-08 Work Plan

Project	Staff	Tasks
1. Barkley Fields and Park	Dewell	a. Construction contract management
	George	b. Woodhill Homeowners' Issues
	George	c. Grant applications
	George, Koelsch	d. Opening Day Celebration Planning & Implementation
	George, Dewell	e. Operating issues: security, maintenance, scheduling
	George	f. Donor Agreement Compliance
2. Recruitments	George	a. Town Engineer
	George	b. Assistant Town Manager
3. Process Improvements	George, Staff	a. Permit tracking/management system implementation
	George	b. Space planning/expansion
	George	c. Fee schedule update & revision
	Wright	d. Geology regulations & geologic map update
	Sullivan	e. Handouts & checklists
4. Woodside Mutual Water Company Assessment District	Sullivan	a. Environmental review coordination
	George, Dewell	b. Assessment engineering oversight
	George	c. Legal proceedings
5. Historical Preservation Element	Sullivan	a. History Committee comments to consultant
	Sullivan	b. Planning Commission hearing(s)
	Sullivan	c. Town Council hearing (s)
6. Code Enforcement Program	Sullivan	a. Town Council Study Session
	Sullivan	b. Institute Monthly Reports to Council
7. CATV Franchise Negotiations	George	a. Comcast density calculation review
	George	b. Town Council hearing(s)
	George	c. New franchise agreement language
8. Fire Management Plan	Dewell	a. Town-wide annual fuel clearance
	George	b. Glens Fuel Management Plan
	George, Sullivan	c. Municipal Code/General Plan Review and Update
	George	d. Coordinate with Woodside Fire on pending update of Uniform Fire Code

9. Tree Protection Regulations	--	a. Handouts
	George	b. Website information
10. Emergency Preparedness	George	a. Update Emergency Plan
	George	b. Staff training
	George	c. Fire District coordination
	George	d. Present Plan to Council
11. Stable Regulations Revision	Sullivan	a. Develop and present recommended ordinance to Council
12. Trails Committee Issues	George	a. Committee financial/project planning
	George	b. Signage Program to Council
	George, Sullivan	c. Easement mapping project
13. Watershed Council Fish Passage Project	George, Dewell	a. Coordinate with Watershed Council staff/engineer on design issues
	Sullivan	b. Oversee environmental review process
	Dewell	c. Bid/construct project
14. Library Issues	TBD	a. Rear garden improvements
	TBD	b. Lighting/timer problems
	TBD	c. Energy Audit
15. Woodside Landscape Committee	George	a. Ongoing maintenance coordination
	George	b. Community Museum trail/fencing plan review/approval
16. Special Events Ordinance	Savaree	a. Ordinance rewrite
	George	b. Road safety engineering
	George, Savaree	c. Report to Council
17. Town Center Sewer Agreement Amendment	George	a. Prepare draft amendment language for review by Redwood City and Fair Oaks
	George	b. Present final draft to Council
18. Revise and Update Town's on-site wastewater disposal regulations	TBD	a. Engage needed consulting services to draft revisions
	TBD	b. Present recommendations to Council
19. "Webcasting" Town Meetings	George	a. Identify available technologies and associated resource requirements
	George	b. Prepare recommendation to Council
20. Tree City USA Application	George	a. Assist CEHC with application materials
	George	b. Respond to Tree City agency's questions and comments

21. Sand Hill Estates Focused EIR and Pending Applications	Sullivan	a. Planning Commission hearing(s)
	Sullivan	b. Town Council Appeal Hearing
22. 3000 Portola Road EIR	Sullivan	a. Oversee planning consultant's preparation
	Sullivan	b. Process pursuant to CEQA requirements
23. Update Town Council Handbook	George	a. Complete required rewrites
	George	b. Present to Council for study session/adoption
24. Update Personnel Rules	George	a. Complete required rewrites
	George	b. Present to Council for adoption
25. Route 84 School Safety Route Project	George, Staff	a. Complete needed traffic engineering analyses
	George, Staff	b. Obtain needed approvals from Caltrans
	TBD	c. Implement project action steps
26. Noise Ordinance	George	a. Incorporate CEHC's recommendations and prior Council direction into draft ordinance
	George	b. Schedule for public meeting/review
	George	c. Present to Council for additional modification/adoption
27. Green Building Projects	TBD	a. PV System for Town Hall Complex
	TBD	b. Analyze feasibility of wastewater recycling project at Town Hall
	George	c. Develop Green Building Guidelines
	George, Staff	d. Organize Green Building Workshops
28 Other:		
✓ Huddart-Wunderlich Master Plan EIR	George	
✓ Mathisen Barn Plan	George	
✓ Sudden Oak Death Syndrome Public Education	George	
✓ Barkley Fields Pedestrian Pathway Project	George	