

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

March 11, 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.

ACKNOWLEDGEMENTS

Proclamation Recognizing Susan George on the Occasion of Her 15th Anniversary as Town Manager

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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. Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934 (**Allows Ordinances to be introduced or adopted by the Town Council without the full ordinance language being read into the record.**)
2. Resolution Decreasing the Size of the Town's Bicycle Committee from Seven to Six and Establishing Quorum Requirements. Resolution No. 2008 - _____
3. Resolution Decreasing the Size of the Town's Livestock Committee from Ten to Seven and Establishing Quorum Requirements. Resolution No. 2008 - _____
4. Approval of Minutes: Regular Town Council Meetings of January 8, and February 26, 2008.
5. Monthly Investment Report for February of 2008.
6. Resolution Approving Modifications to the "Handbook for Members of the Planning Commission, Architectural and Site Review Board, and Citizen Advisory Committees." Resolution No. 2008 - _____
7. Monthly Financial Report for February, 2008.
8. Resolution Denying the Claim of Deborah Weil. Resolution No. 2008 - _____
9. Consideration of a Request for Approval of a Deviation from the Town's Private Wastewater Disposal Regulations, Pursuant to Woodside Municipal Code Section 51.032, for the Property at 1700 Fernside Street (Lovazzano -APN 069-044-170).
10. Resolution Consenting to San Mateo County Health Officer Enforcement Within the Town of Health Officer Orders Promulgated Pursuant to Statute Regulation. Resolution No. 2008 - _____

NEW BUSINESS

11. Review of Final Environmental Impact Report (FEIR) for the Huddart-Wunderlich Parks Master Plan and Approval of a Town Position on the FEIR

AMENDED

and Master Plan for Transmission to the San Mateo County Board of Supervisors.

12. Introduction of an Ordinance Adding Chapter 98: Regulations Governing the Use of Barkley Field and Park to Title IX of the Woodside Municipal Code.
13. 2008-10 Annual Roads Program and Project Funding.
14. Status Report from Ad Hoc Town Council Subcommittee on Cañada College's Proposed Faculty/Staff Housing Project (note that there is no staff report for this item).

REPORTS

15. 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 2

Prepared by: Kevin Bryant, Assistant to the Town Manager

March 11, 2008

Reviewed by: Susan George, Town Manager

SUBJECT: RESOLUTION DECREASING THE MEMBERSHIP OF THE WOODSIDE BICYCLE COMMITTEE AND ESTABLISHING QUORUM REQUIREMENTS

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, decreasing the membership of the Woodside Bicycle Committee from seven to six members and setting three as the number of members required to constitute a quorum.

DISCUSSION

The Bicycle Committee was designated by the Town Council as a seven member committee in March of 2007. Since that time, the Committee has continued to have a difficult time recruiting and maintaining sufficient members and, as a result, has had difficulty in meeting quorum requirements under the Brown Act. The Committee members feel that a reduction to six members, with three members constituting a quorum, would greatly facilitate the convening of regular meetings. Accordingly, a resolution has been prepared which will formally enact the proposed change.

CONCLUSION

In the interests of increasing the effectiveness of one of the Town's volunteer committees and to facilitate its regular meetings, the adoption of the attached resolution would be appropriate.

Attachment

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
DECREASING THE MEMBERSHIP OF THE TOWN'S BICYCLE COMMITTEE FROM SEVEN TO
SIX MEMBERS AND ESTABLISHING QUORUM REQUIREMENTS

WHEREAS, the Bicycle Committee provides an open forum for bicycle issues and advises and recommends on the Town's policies for planning, developing, maintaining and usage of the Town's bikeways system, including reviewing and recommending on applications for special bicycle event use permits; and

WHEREAS, the membership size of all of the Town's advisory committees is adjusted from time to time, based upon individual circumstances; and

WHEREAS, the Bicycle Committee's membership was last adjusted on March 27, 2007, when the Town Council decreased the membership of the Bicycle Committee from nine to seven members; and

WHEREAS, the Committee has experienced difficulties with recruitment and retention of its membership in recent months and has had difficulties achieving a quorum from time to time; and

WHEREAS, decreasing the membership and the quorum requirement should facilitate the Committee in meeting the quorum requirement, thereby ensuring that Committee meetings can be convened.

NOW, THEREFORE BE IT RESOLVED THAT, the Town Council of the Town of Woodside does hereby decrease the membership of the Town's Bicycle Committee from seven to six members and establish that three members of the Bicycle Committee constitute a quorum for purposes of undertaking Committee business.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th of March 2008 by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

Prepared by: Kevin Bryant, Assistant to the Town Manager

March 11, 2008

Reviewed by: Susan George, Town Manager

SUBJECT: RESOLUTION DECREASING THE MEMBERSHIP OF THE WOODSIDE LIVESTOCK AND ANIMAL CONTROL COMMITTEE AND ESTABLISHING QUORUM REQUIREMENTS

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, decreasing the membership of the Woodside Livestock and Animal Control Committee from ten to seven members and setting four as the number of members required to constitute a quorum.

DISCUSSION

The Livestock and Animal Control Committee has had a difficult time recruiting and maintaining sufficient members and, as a result, has had difficulty in meeting quorum requirements under the Brown Act. The Committee members feel that a reduction to seven members, with four members constituting a quorum, would greatly facilitate the convening of regular meetings. Accordingly, a resolution has been prepared which will formally enact the proposed change.

CONCLUSION

In the interests of increasing the effectiveness of one of the Town's volunteer committees and to facilitate its regular meetings, the adoption of the attached resolution would be appropriate.

Attachment

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
DECREASING THE MEMBERSHIP OF THE TOWN'S LIVESTOCK AND ANIMAL CONTROL
COMMITTEE FROM TEN TO SEVEN MEMBERS AND ESTABLISHING QUORUM REQUIREMENTS

WHEREAS, the membership size of all of the Town's advisory committees is adjusted from time to time, based upon individual circumstances; and

WHEREAS, the Livestock and Animal Control Committee has experienced difficulties with recruitment and retention of its membership in recent months and has had difficulties achieving a quorum from time to time; and

WHEREAS, decreasing the membership and the quorum requirement should facilitate the Committee in meeting the quorum requirement, thereby ensuring that Committee meetings can be convened.

NOW, THEREFORE BE IT RESOLVED THAT, the Town Council of the Town of Woodside does hereby decrease the membership of the Town's Livestock and Animal Control Committee from ten to seven members and establish that four members of the Livestock and Animal Control Committee constitute a quorum for purposes of undertaking Committee business.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th of March 2008 by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 4

From: Janet Koelsch, Town Clerk

March 11, 2008

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Regular Town Council Meetings of January 8, and February 26, 2008, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

January 8, 2008

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

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

ROLL CALL

Present: Councilmember Boynton, Burow, Hodges, Mason, Tanner, and Mayor Romines
Absent: Councilmember Gordon

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

Rob Flint, Bear Gulch Road, led the Pledge of Allegiance.

COMMUNICATIONS

Lawrence Lam, Manzanita Way, advised the Council of significant erosion and damage caused to his property by illegal grading at 520 Manzanita Way.

Ms. Sullivan confirmed that staff was investigating the allegation of illegal grading.

Thalia Lubin, Chair of the History Committee, provided a History Moment about life in Woodside in the mid-1900's with information provided from Woodside resident, Marlin Spike, in a letter dated May 31, 1859, which was published in the San Mateo County Gazette.

ACKNOWLEDGEMENTS

Mayor Romines presented a Proclamation to Almanac reporter, Andrea Gemmet, in Recognition of her Journalistic Accomplishments.

NEW BUSINESS

1. **Review of "A Handbook for Members of the Town Council."**

Ms. George acquainted the Council with the background of the handbook, adding that newly adopted rules and regulations required the update. She highlighted sections dealing with the duties of the Council, including the Mayor, the Town Manager, the appointment of volunteer committees, and the duties of the Town Council committee liaisons. Ms. George provided the background for establishing the Code of Ethics, and enumerated possible violations and the procedure followed in the instance of allegation of a violation. Ms. Savaree reviewed Conflicts of Interest. Ms. George addressed relations with the Town staff, meeting attendance, travel expenses, and rules regulating the use of e-mail. Ms. Savaree discussed the Brown Act.

Alexis Bartlo, Woodside Way, Chair of the Livestock and Animal Control Committee, addressed the issue of requirements for appointment of committee members.

DRAFT

Millo Fenzi, Cañada Road, Chair of the Bicycle Committee, commented on the value of the Town Council liaisons in suggesting procedures to carry the work of the committees forward.

Thalia Lubin, Palm Circle, Chair of the Woodside History Committee, requested that a newly revised version of the "History of Woodside" be included in the handbook.

Rob Flint, Bear Gulch Road, representing both the Conservation and Environmental Health Committee and the Open Space Committee, noted the common interest of the committees and confirmed that there has not been conflict between them.

George Offen, Raymundo Drive, Chair of the Conservation Committee, addressed liability insurance coverage for committee members.

Millo Fenzi discussed the Bicycle Committee's policies regarding the use of e-mail and suggested providing Town e-mail accounts to committee members.

George Offen reminded the Council of the utility of e-mail for setting up meetings, et cetera.

Ms. Savaree explained the Brown Act's distinctions regarding the use of e-mail for logistical matters or use by a subcommittee of less than a majority of the committee.

Thalia Lubin pointed out the benefit of use of e-mail for subcommittee work.

Ms. George noted that formation of a subcommittee must be agendaized and approved by the committee including a clear charge to the subcommittee.

Karen Rongey-Conner, Prospect Street, Vice-Chair of the Architectural and Site Review Board, addressed the issue of regulations regarding e-mail communications with regard to the Public Records Act.

Ms. George explained resolutions and the procedure for introduction and adoption of ordinances, quorum requirements and voting procedures.

The Council discussed implementing a comprehensive e-mail use policy for Town committee members and the necessity to clarify the requirements and limitations of the Brown Act and define the type of records retained by the Town with regard to Public Records Requests.

2. Resolution Adopting a Handbook for Members of the Town Council. Resolution No. 2008 - 6664

Councilmember Hodges moved adoption of a Resolution Adopting a Handbook for Members of the Town Council as amended:

4.8 The Conservation and Environmental Health Committee, line 5 - ...water, ~~noise~~, tree preservation...

Identify the State law requirement for Councilmembers to provide a brief report on their paid Town travel at the next available Town Council Meeting following their return.

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

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

Ms. George confirmed that Section 2.2, The History of Woodside, would be updated when a revised version was provided by the Woodside History Committee.

3. Consideration of an Application for an Encroachment Permit to Conduct a Public Event (Amgen Breakaway from Cancer 25-mile Charity Bike Ride).

Ms. George explained that staff was not supportive of the original application because the organizers wanted to locate a turn around and an aid station on Runnymede Road. She noted that a representative of the San Mateo County Sheriff's Department has determined that the location of a turn around on Runnymede Road was dangerous. She discussed the alternative route which proposed that the turn around and aid station be located outside the Town limits.

Millo Fenzi, Cañada Road, opined that the alternative location on Cañada Road proposed for the turn around and aid station was riskier than the location on Runnymede Road. He pointed out that the ride would have minimal impact on the roadway because the riders would be dispersed by the time they reach Woodside.

The Council discussed alternate locations for the turn around and aid station, e.g., Cañada College or Woodside Elementary School, requiring a monitor at the intersection of Woodside and Cañada Roads, and requiring that riders stop at the aid station rather than making a quick U turn.

Councilmember Hodges moved approval of the application for an Encroachment Permit to Conduct a Public Event for the Amgen Breakaway from Cancer 25-mile Charity Bike Ride subject to the condition that no aid station be located within the Town right-of-way and subject to the recommendations of the Bicycle Committee with regard to the route and location of the aid station.

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

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

The Council thanked Mr. Fenzi for helping the organizers create a safe event.

REPORTS

4. Mayor and Councilmember Communications.

Ms. George reminded the Council of the Special Town Council Meeting to be held on January 16th at 3:00 P.M.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 10:15 P.M.

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

February 26, 2008

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

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

ROLL CALL

Present: Councilmember Boynton, Burow, Gordon, Mason, Tanner, Mayor Romines
Absent: Councilmember Hodges

Staff Present:
Susan George, Town Manager
Jean Savaree, Town Attorney
Paul Nagengast, Town Engineer
Kevin Bryant, Assistant to the Town Manager
Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Councilmember Tanner led the Pledge of Allegiance.

COMMUNICATIONS

There were no Communications.

CONSENT CALENDAR

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 - 6669
3. Monthly Investment Report for January of 2008.
5. Resolution Increasing the Mileage Reimbursement Rate Paid When Private Vehicles are Utilized for Town Business. Resolution No. 2008 - 6670
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 - 6671
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.

Mayor Romines requested that Item 2 be removed from the Consent Calendar. Ms. George requested that Item 4 be removed from the Consent Calendar.

Councilmember Gordon requested approval of Items 1, 3, 5, 6, 7 and 8 of the Consent Calendar.

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

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

2. Approval of Minutes: Regular Town Council Meetings of November 27, 2007, and February 12, 2008.

Mayor Romines requested that the minutes of February 12, 2008, be amended as follows:

Item 3, paragraph 3, Mayor Romines assured Ms. Christensen that the Council was still conceptually supportive of the project but pointed out that concerns regarding the massing and height of the structures are clearer now given presentation of the actual design of the project.

Councilmember Burow moved approval of the minutes of February 12, 2008, as amended, and the minutes of November 27, 2007, as presented.

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

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

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 - 6672

Ms. George advised that she has two additional modifications proposed for incorporation into the committee handbook that she would submit for Council approval in March after review by the committee chairs. She explained her concern with the number of meetings cancelled due to lack of a quorum and proposed a policy to cancel meetings 24 hours in advance if no quorum was ascertained by that time. Additionally, Ms. George proposed setting a two-hour limit on committee meetings noting that business could be discussed in a more focused manner and that, if required, discussion on key items could be extended by a vote of the committee membership.

Councilmember Boynton moved adoption of a 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."

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

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

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.

Ms. George recommended that, in the absence of representative from the Woodside Fire Protection District, Item 9 be continued to March 11th.

10. Review and Interpretation of the Intent of Section 153.056 of the Woodside Municipal Code: Measurement of Paved Area Coverage.

Ms. George acquainted the Council with the background of the staff policies regarding measurement of paved area coverage. She recommended that, rather than take action on any of the alternatives provided in the staff report, a study session on the issue be undertaken by staff, the Planning Commission and the Council to formalize the regulations and amend the Municipal Code.

Ken Morrison, Rockford Group, reviewed the paved area limitations of a current project and questioned staff's policy regarding a permeability credit for a clay tennis court. He recommended performing a certified test on materials as a straightforward way to determine permeability. Mr. Morrison pointed out that

paved area restrictions penalize larger parcels and urged the Council to provide a larger allotment for these parcels.

The Council directed staff to schedule a joint Council/Planning Commission study session to review the broader issues of limiting run off and keeping water on site. The Council requested that staff consider characteristics and specifications of materials, e.g., artificial turf, preservation of natural surfaces by assigning a reasonable paved area value to the property. The Council directed staff to deal with determinations of permeability on current projects.

Item 12 was heard out of order.

12. 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.

Mr. George directed the Council to a letter received from the City of Redwood City Planning Department advising of the action taken on the proposed Cañada Vista project by the Redwood City Planning Commission at their hearing on February 19th. She advised that an appeal of the Planning Commission decision had been filed by the Woodhill Estates Homeowners Association.

Councilmember Mason added that the Redwood City Planning Commission had approved 60 units for the project instead of the modified 58 unit proposal which served as a mitigation measure to lower the impact of the structure.

Mayor Romines noted that the College District had indicated its willingness to talk with Woodside representatives regarding the project design.

Gail Hilstrom, Woodhill Drive, noted that the College District has not bent at all in lowering the building or moving the location of the project. She disputed the fact that traffic would be reduced since the housing was open to employees working throughout the entire District.

Maurice LeBlanc, Woodhill Drive, opined that, with 27 acres of surplus land, the project could be located elsewhere on the property. He expressed dissatisfaction with Ms. Christensen's responses.

After Council discussion, Mayor Romines appointed Councilmembers Mason and Tanner, along with himself, to an ad hoc subcommittee to meet with representatives of the San Mateo Community College District and, as appropriate, the City of Redwood City to discuss height and massing of the proposed staff housing project.

11. 2007-08 Mid-year Budget and Work Plan Review.

Ms. George reported that the Town was financially solid and she added that no appropriations were requested at this time.

In response to an inquiry regarding the cost of the proposed National Pollutant Discharge Elimination System (NPDES) regulations, Ms. George explained concerns about the implementation and discussed the importance of ascertaining implementation timelines before budget hearings in June.

Mr. Nagengast noted liability issues involved with the process required to screen storm drains.

Regarding "green" procedures, Ms. George noted that C/CAG had contacted her about identifying the Town's carbon footprint. The Council discussed the work that C/CAG has undertaken in this area.

Barkley Fields and Park - Ms. George discussed items requiring finalization prior to the acceptance of Barkley Fields and Park. She reviewed other items requiring resolution, including regulations for use of the fields, appointment of an oversight committee, additional landscaping agreed to with the Woodhill Estates

DRAFT

Homeowners Association and continuing compliance agreed to as conditions of the donation.

Town Hall Space Expansion - Ms. George acquainted the Council with the background of the recommendation from the Management Partners study to provide efficient and sufficient space. She added that the architect involved with the original Town Hall design has made an initial assessment including the incorporation of "green" concepts.

Permit Tracking/Management System - Ms. George explained that the system approved last year was put on hold due to staff vacancies and would be fully implemented in four to six months.

The Council suggested implementing programs which track the average turn-around time for building permits so that homeowners would have an idea of the process.

Fire Management Issues - Ms. George reviewed the necessity to update the Hazards Element of the General Plan and the Town's Design Guidelines to assure conformance with fire safe procedures, to adopt the Fire Code, and to develop a Glens Fuel Management Plan. Ms. George acquainted the Council with the background of the chipper program and noted that this year Woodside and Portola Valley would contribute additional funds for a crew to haul off the chipped material. In response to the Council's concerns regarding the adequacy of the program, Ms. George stated that she would inquire with Chief Muela about providing a second round of the program in Woodside.

Ms. George discussed the weed abatement program contained in Woodside's Firewise Community Plan and implementation of a landscape management plan in association with approval of the State's newly revised fire map. She confirmed that the Director of Community Design and Development would organize training sessions for the Planning Commission and Architectural and Site Review Board (ASRB) regarding the impact of Chapter 7A of the building code.

General Plan Assessment - Ms. George pointed out that it is timely to identify areas of the General Plan which need updating. She stated that study sessions for the Council and Planning Commission would be organized.

The Council discussed creating a multi-family zoning district to respond to future needs.

Emergency Preparedness - Ms. George discussed the criticality of re-connecting with the Citizens Emergency Response and Preparedness Program (CERPP) or, at a minimum, developing a relationship with the CERPP divisions operating in Woodside.

The Council discussed formalizing a liaison with CERPP.

Green Building - Ms. George confirmed that no new building guidelines were proposed but that a process to provide incentives for use of "green" building techniques would be valuable.

The Council discussed creating an award for projects that exemplified "green" principles. Additionally the Council supported incorporating "green" practices for the Town's infrastructure, facilitating "green" building practices Town wide and providing education to promote public awareness.

Personnel Rules - Ms. George explained that the rules would be updated and that changes approved over the years would be incorporated.

Records Management - Ms. George discussed the necessity to update the retention schedule.

Update On-site Wastewater Disposal Regulations - Ms. George pointed out the need to recognize new industry techniques and to be in sync with County and State regulations. She also discussed providing residents with basic guidance on treatment of septic systems.

DRAFT

The Council discussed creating a future plan to provide additional sewer capacity to respond to future septic system failures and initiating septic system inspection methods.

Ms. George discussed Group B items, stating that the Town Center Sewer Agreement Amendment would be heard by the Council next month; that amendments to the Geologic Regulations and Map to bring them into compliance with State law would be agendized for review by the Planning Commission and Town Council; the Five-year Sewer Service Rate Program to phase in the County's increase in user fees to fund capital improvement projects would be implemented; the proposed Historical Preservation Element would be reviewed by the Council prior to submittal to the Planning Commission. Ms. George reported that, in the wake of Comcast receiving a State franchise, staff would explore options to provide Town-wide Internet Access to defined areas of the Town; a report on Code Enforcement will be provided by the new tracking program; the Tree Protection Regulations will be reviewed to assess the need to provide a section regarding removing trees from Woodside; a couple of aspects of the Stable Regulations that trouble the Livestock Committee will be reviewed; lack of enthusiasm regarding introduction of the Special Events Ordinance; the Route 84 School Safety Route Project is under review by a traffic safety engineer; and the demise of the Mathisen Barn.

The Council discussed creating a data base of geologic and topography information within the new permit tracking system.

Councilmember Mason requested that the Work Plan include research on regulations for lot mergers. He pointed out examples of mergers and lot line adjustments in the Old La Honda Road area which have resulted in higher density than designated by the zoning district.

Ms. George confirmed that the current parcel merger regulations are silent on whether a conforming parcel size must be created as designated in the zoning district.

Ms. George reviewed Group C items, reporting on completion of the following: Recruitments, the Tree City USA Application, the Sand Hill Estates EIR and Applications, the Town Council Handbook update, the Sudden Oak Death Syndrome Public Education, and the 3000 Portola Road EIR.

The Council discussed data collection regarding the effects of Sudden Oak Death (SOD) Syndrome and requested that SOD be continually reviewed by the Conservation and Environmental Health Committee.

Ms. George recommended removal from the Work Plan of Library Issues because the energy audit/solar issues are included in the "green" building project, Woodside Landscape Committee issues, Webcasting Town Meetings, the Noise Ordinance, Specific Plan Projects, and the Barkley Fields Pedestrian Pathway Project because the of the incredible expense of the project and the difficulty of the terrain to be utilized by the project.

Ms. George reported that the Woodside Water Mutual Company Assessment District was inactive due to increased costs and internal issues; and that a recommendation on the Town's position on the Huddart/Wunderlich Parks Master Plan would be agendized for the next Council Meeting.

Ms. George summarized the top priority items for Group A as follows: the Permit Tracking/Management System Implementation, Fire Management Issues, General Plan Assessment, Emergency Preparedness and Green Building.

Ms. George listed priorities for Group B as follows: Update Fee Schedule, the Fire-year Sewer Service Rate Program and Town-wide Internet Access. She suggested forming an ad hoc committee to provide input for the internet access issue.

The Council discussed contacting local business schools to obtain assistance on the internet access committee.

Ms. George stated that the revised Work Plan would be presented with the Third

Quarterly Budget Review.

REPORTS

13. Mayor and Councilmember Communications.

Councilmember Gordon requested that a permanent voting authorization be provided for the City Selection Committee elections which are held at the Council of Cities Meetings.

Mayor Romines reported that the 2008 Environment Fest sponsored by the Conservation and Environmental Health Committee would be held on April 20th at the Woodside Elementary School. He noted that the fest would focus on "green" issues.

COMMUNICATIONS

ADJOURNMENT

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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 5

Prepared by: Kevin Bryant, Assistant to the Town Manager

March 11, 2008

Approved by: Susan George, Town Manager

SUBJECT: MONTHLY INVESTMENT REPORT FOR THE MONTH OF FEBRUARY, 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 6
March 11, 2008

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

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which approves modifications to the "Handbook for Members of the Planning Commission, Architectural and Site Review Board, and the Citizen Advisory Committees" that are outlined in this report.

DISCUSSION

In recent weeks, staff has had interactions with several of the Town's citizen advisory committees and has developed new proposed operating requirements that, in staff's view, would improve the operating efficiency of the committees and improve the experience of the many volunteers who give their time to the Town's committee structure. These new rules would not apply to the Planning Commission or the Architectural and Site Review Board,

Three new rules are proposed:

1. Length of Committee Meetings: A two-hour limit on Committee meetings is proposed, which can be extended by a majority vote of the committee should an item of business require additional time for completion. Staff will work with the Chairs to ensure that agendas are not overly ambitious and that the business before the Committee can be addressed within the two hour limit. The staff has experienced committee meetings in recent months that have taken three to four hours. It is difficult to maintain order when there is no end in sight, the quality of the discussion decreases, and members cannot plan for or effectively manage their time when meetings are not limited as to duration. Two hours should be sufficient for most committees to complete the business before them. There will be the occasional meeting where an item before a committee may be of such community import and/or interest or sufficiently complex to require additional time. In those cases, a majority of the committee may vote to extend the time beyond the two-hour limit in order to complete the business at hand.
2. Timely Confirmation of Attendance: Since the start of the new calendar year, staff has waited after business hours on two occasions to attend different committee meetings, only to find that the subject meetings had to be canceled for lack of a quorum. This is not an infrequent occurrence and it does a disservice to the members of the committee(s) who do arrive expecting their meeting to go forward. Staff is appreciative of the volunteer efforts of the Town's committee members and feels that with the addition of a new operating rule, the frustration that derives from having a meeting canceled at the last minute for lack of a quorum can be greatly minimized.

If the Town Council agrees with this proposal, staff will send a reminder e-mail to the members of every committee seventy-two hours before each meeting and ask the members to verify their planned attendance via e-mail or phone call no later than 24 hours before the scheduled meeting. If a quorum of members confirms attendance within this time period, the meeting will move forward. If not, the meeting will be

canceled and members notified that they do not need to show up. If a member does not reply as to his or her intention within the defined time period, staff will assume the member does not plan to attend.

3. Attendance Record: The Town has a formal attendance policy for its volunteer committees. Members who do not attend at least sixty percent of all regular meetings held within a calendar year or who miss four consecutive meetings are deemed to have resigned from office unless excused by the Town Council for good cause. Currently, when a meeting is canceled for lack of a quorum, no attendance record is kept, as no meeting has been held. It is proposed that attendance be kept even if the meeting is canceled. In such cases, the responses to the e-mail query described in the foregoing section would be used to determine attendance. Those members who either responded that they would not attend or who did not respond at all would be considered absent. Under the current arrangement, members may have chronic attendance problems that lead to the cancelation of meetings, but the problem goes unnoted formally. Staff will track attendance and work with the Chairs should an attendance problem occur.

CONCLUSION

Adoption of the attached resolution will provide approval for the three modifications proposed by staff.

ATTACHMENT

RESOLUTION NO. 2008 -

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

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

WHEREAS, the Town Council supports the clear delineation of expectations, requirements, and rules of compartment; 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. 2008 - 6672 on February 26, 2008; and

WHEREAS, Town staff has identified additional modifications to the handbook that should improve committee operation.

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 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 11th of March, 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
CommitteeHandbook031108

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. A new section will be added, as follows:

Limit on Committee Meeting Length

The length of Committee meetings will be limited to two hours. This limit may be extended only by a successful motion of the majority of the members present when additional time is needed because of the complexity of or community interest in an item being considered. Town staff will work with the Committee Chairs to ensure that agendas are not overly ambitious and that the business before the Committee can be addressed within the two hour limit.

2. A new section will be added as follows:

Committee Attendance Confirmation/Quorum Determination

Town staff will send an e-mail to the members of every committee at least seventy-two hours prior to each Committee meeting, seeking confirmation of the members' attendance. Committee members should respond to this e-mail no later than twenty-four hours prior to the scheduled meeting time. If a quorum of members confirms attendance within this time period, the meeting will move forward. If not, the meeting will be canceled and members will be so notified. If a member does not reply as to his or her intention within the defined time period, staff will assume the member does not plan to attend.

3. The existing section entitled "Meeting Attendance" will be modified by adding a new paragraph, as follows:

Town staff will track the attendance of members of the volunteer advisory committees. When a regular meeting is canceled for lack of a quorum, an absence will be counted for those members who:
(1) did not respond to the Town's meeting confirmation e-mail;
(2) responded that they would not attend; or (3) do not show up for a meeting for which the existence of a quorum was assumed.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

Prepared By: Kevin Bryant, Assistant to the Town Manager

March 11, 2008

Approved By: Susan George, Town Manager

SUBJECT: MONTHLY FINANCIAL REPORT FOR FEBRUARY OF 2008

RECOMMENDATION

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

BACKGROUND

The Monthly Financial Report for February, 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 February 29, 2008.

DISCUSSION

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

- The Town's cash position for all funds as of February 29, 2008, was \$8,108,576. The cash balances for the year have been:

AS OF	CASH BALANCE	AS OF	CASH BALANCE
07/31/07	\$9,247,733	1/31/08	\$8,190,241
08/31/07	\$8,655,479	2/29/08	\$8,108,576
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 February 28, 2007, were \$7,953,357. 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 \$6,195,373, or 65.5% 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
January	551,593	940,248
February	774,811	754,271
Total to Date	\$ 6,195,373	\$ 8,130,069
Total Budget	\$ 9,452,596	\$ 12,985,768
% of Budget	65.5%	62.6%

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

- Total revenues, including interfund transfers, for the first eight months were \$4,577,921 or 61.8% 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:

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
January	599,492	1,059,507
February	675,438	354,914
Total	\$ 4,577,921	\$ 5,846,761
Total Budget	\$ 7,409,898	\$ 9,886,024
% of Budget	61.8%	59.1%

Attachment A to this report presents summaries by fund of revenues and expenditures through February 29, 2008, compared to budget.

The General Fund as of February 29, 2008

- 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	300,370	(134,055)
November	266,323	373,361	(107,038)
December	1,213,538	502,297	711,241
January	373,377	313,991	59,386
February	592,848	510,943	81,905
Total to Date	\$ 3,139,021	\$ 3,045,178	\$ 93,843
Total Budget	\$ 5,037,367	\$ 5,117,154	\$ (79,787)
% of Budget	62.3%	59.5%	

As of the end of eight months, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund had cash on hand at February 29, 2008 of just under \$3.8 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 February 28, 2007, the General Fund had experienced revenues of \$4,048,513 and expenditures of \$4,623,671, which was 87.5% and 64.7% of budget, respectively.

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

	2007-08		
	Adopted	2/29/2008	
Category	Budget	Actual	% of
	(\$000)	(\$000)	Total
Revenues			
Property Taxes	2,339.2	1,388.1	
Sales Taxes	368.7	266.1	
Transfer Taxes	130.0	86.6	
Franchise Fees	305.1	122.7	
Business Licenses	136.0	74.9	
Fees & Permits	720.0	583.8	
Interest Income	150.0	120.3	
Other Agencies	547.5	289.3	
Charges for Service	115.0	93.8	
Interfund Transfers	202.9	101.5	
Other Revenue	23.0	11.9	
Total	5,037.4	3,139.0	62.3%
Expenses			
Salaries & Benefits	2,281.5	1,399.9	
Services & Supplies	2,003.2	1,626.5	
Equipment/Capital	180.0	-	
Road Fund Contribution	500.0	-	
Other Contributions	152.5	18.8	
Total	5,117.2	3,045.2	59.5%
Net Position	(79.8)	93.8	

Attachment B to this report includes summaries of General Fund expenditure performance by department as of February 29, 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 2/29/2008
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,037,367	3,139,021	62.3%	5,117,154	3,045,178	59.5%
105 - TRAILS	75,500	48,475	64.2%	75,500	30,599	40.5%
120 - OPEN SPACE	0	(8)	--	0	0	--
135 - RECREATION	91,900	73,181	79.6%	95,248	68,479	71.9%
150 - BARKLEY O&M	80,000	407	0.5%	80,000	97,030	121.3%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	903	2.6%	0	0	--
204 - TRAFFIC SAFETY	32,200	18,943	58.8%	27,700	32,110	115.9%
206 - GAS TAX CONSTRUCTION	29,100	16,840	57.9%	28,970	20,911	72.2%
207 - GAS TAX MAINTENANCE	82,600	50,395	61.0%	95,706	58,424	61.0%
210 - MEASURE A	747,300	163,496	21.9%	987,824	482,882	48.9%
242 - ROAD IMPACT FEE	382,500	246,088	64.3%	557,554	456,278	81.8%
243 - PUBLIC SAFETY GRANT	100,500	99,963	99.5%	100,500	100,500	100.0%
244 - CLEEP	0	0	--	43,000	37,600	--
250 - LIBRARY OPERATIONS	60,000	26,228	43.7%	129,567	50,894	39.3%
365 - BARKLEY PARK CONSTRUCTION	0	360,232	--	1,350,000	1,095,291	--
428 - TC PUMP RESERVE	750	466	62.1%	0	0	--
429 - TC PUMP DEBT	148,547	75,153	50.6%	148,547	145,656	98.1%
441 - WR/WHR PAD DEBT RSRV.99	2,000	2,402	120.1%	0	0	--
450 - WR/WHR PAD DEBT	132,576	14,103	10.6%	132,576	129,761	97.9%
525 - CANADA SEWER	9,618	6,856	71.3%	26,664	4,309	16.2%
528 - SEWER UTILITY	162,000	106,873	66.0%	165,302	124,174	75.1%
529 - TC PUMP SEWER	5,000	12,111	242.2%	86,933	6,030	6.9%
537 - SEWER CAPITAL	21,440	13,732	64.0%	29,851	22,138	74.2%
TOTAL OPERATING	7,235,898	4,475,860	61.9%	9,278,596	6,008,244	64.8%
900 - DEPOSITS	174,000	102,061	58.7%	174,000	187,129	107.5%
TOTAL	7,409,898	4,577,921	61.8%	9,452,596	6,195,373	65.5%

GENERAL FUND BY DEPARTMENT AS OF 2/29/2008

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	30,350.00	37,664.51	124.1%
TOTAL	30,350.00	37,664.51	124.1%
ADMINISTRATION			
SALARIES/BENEFITS	724,476.00	421,046.13	58.1%
SERVICES/SUPPLIES	306,036.00	229,997.81	75.2%
TOTAL	1,030,512.00	651,043.94	63.2%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,319,400.00	804,729.50	61.0%
SERVICES/SUPPLIES	213,400.00	195,895.32	91.8%
TOTAL	1,532,800.00	1,000,624.82	65.3%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	17,428.00	12,559.33	72.1%
SERVICES/SUPPLIES	121,000.00	67,684.67	55.9%
EQUIP/CAPITAL	150,000.00	0.00	0.0%
TOTAL	288,428.00	80,244.00	27.8%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	54,000.00	15,500.10	28.7%
SERVICES/SUPPLIES	275,310.00	330,935.47	120.2%
EQUIPMENT	30,000.00	0.00	0.0%
TOTAL	359,310.00	346,435.57	96.4%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,034,621.00	761,069.50	73.6%
TOTAL	1,034,621.00	761,069.50	73.6%
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	146,114.42	87.9%
SERVICES/SUPPLIES	22,450.00	3,231.31	14.4%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	688,633.00	149,345.73	21.7%
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	1,399,949.48	61.4%
SERVICES/SUPPLIES	2,003,167.00	1,626,478.59	81.2%
EQUIP/CAPITAL	180,000.00	0.00	0.0%
TRANSFERS OUT	652,500.00	18,750.00	2.9%
TOTAL	5,117,154.00	3,045,178.07	59.5%

**GENERAL FUND BY DEPARTMENT
AS OF 02/29/08**

GENERAL COMMENTS:

1. As of February 29, 2008, 66.7% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 64.6% of budget. As of February 29, 2008, 16.8 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:

Town Council: This departmental budget is generally within expected expenditure levels. The November 6, 2007 election exceeded the projected cost because there were no countywide or statewide items on the ballot to absorb some of the cost.

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 February 29, 2008, three quarters had been billed by the County.

Trails: See Note 4.

Public Works: This departmental budget is generally 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 8
March 11, 2008

SUBJECT: RESOLUTION DENYING CLAIM OF DEBRA JEAN WEIL

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which rejects the claim of Debra Jean Weil.

DISCUSSION

On November 26, 2007, Debra Jean Weil filed a claim against the Town stating that on May 28, 2007, Ms. Weil was riding her bicycle southbound on Sand Hill Road toward its intersection with Portola Road when she was struck by a vehicle traveling northbound on Portola Road attempting a left hand turn at the "T" intersection to continue west on Portola Road.

The claim alleges that the Town of Woodside, their agents, employees, contractors, subcontractors, joint ventures and related entities and each of them failed to properly design, construct, repair, control and maintain Portola Road and its intersection with Sand Hill Road, including a well-traveled bicycle route on these roadways at and near their intersection in the Town of Woodside, San Mateo County. Additionally, the claim alleges that at all times relevant here, the Town of Woodside, San Mateo County, and CalTrans failed to properly supervise, administer, and control this roadway evaluation, monitoring, and maintenance work, and that these public entities were also responsible for the control, design, and construction of the subject Portola Road and Sand Hill Road intersection and failed to coordinate their efforts in making the roadway safe.

On February 12, 2008, the Town issued a "Notice of No Jurisdiction" stating that the claim incident location, at the intersection of Sand Hill Road and Portola Road, in the County of San Mateo, is not under the control or jurisdiction of the Town of Woodside, nor is the Town of Woodside responsible for its design, protection, construction, or maintenance, and concluding that the roadway is the under the jurisdiction of the County of San Mateo.

The attached resolution formally rejects the claim. The Town's insurance carrier, ABAGPLAN, recommended both actions.

Attachments

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
DENYING THE CLAIM OF DEBRA JEAN WEIL

WHEREAS, the claim of Debra Jean Weil for damages "to be determined by evidence" was received by the Town on November 26, 2007, a copy of said claim attached hereto marked Exhibit "A" and incorporated herein by reference; and

WHEREAS, the Town issued a "Notice of No Jurisdiction" to the claimant on February 12, 2008; and

WHEREAS, the Town Council has duly reviewed and considered said claim in its entirety;

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Claim of Debra Jean Weil for damages, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, is hereby denied.
2. The Clerk of the Town of Woodside is hereby directed to immediately notify the claimant in writing of this action by Town Council.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of March 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

ClaimRejectionWeil.rsl

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 9

From: Paul Nagengast, Town Engineer

March 11, 2008

Approved by: Susan George, Town Manager

SUBJECT: CONSIDERATION OF A REQUEST FOR APPROVAL OF A DEVIATION FROM THE TOWN'S PRIVATE WASTEWATER DISPOSAL REGULATIONS, PURSUANT TO WOODSIDE MUNICIPAL CODE SECTION 51.032, FOR THE PROPERTY AT 1700 FERNSIDE STREET

RECOMMENDATION

It is recommended that the Town Council approve a proposed deviation from the Town's Private Wastewater Disposal regulations, pursuant to Municipal Code Section 51.032 (E) for the property at 1700 Fernside Street.

DISCUSSION

The existing septic system serving the residence at 1700 Fernside Street has failed. Currently, the effluent is being collected in the septic tank, pumped, and hauled away on a regular basis. A site evaluation report was prepared by BioSphere Consulting on February 13, 2008. The evaluation concluded that a conventional on-site sewage disposal system would not be feasible at this site. The evaluation noted that the site has three major constraints, which considered individually or collectively prevent the feasibility of a conventional on-site sewage disposal system:

1. High groundwater table - Maintaining appropriate separation between standard leach trenches or standard infiltrator trenches is not possible due to the shallow groundwater at the site.
2. Impermeable soil conditions - The site is underlain by clay soils with very low percolation capability.
3. Inadequate area - the area available for a conventional system is insufficient.

The San Mateo County Health Department has reviewed site conditions and concurs with the conclusions made by BioSphere Consulting that the existing system has failed and that a conventional on-site sewage disposal system would not be feasible. Gregory Smith of San Mateo County Health submitted a letter dated February 14, 2008, attached, confirming the County's concurrence.

Based upon the site constraints outlined in the report, BioSphere Consulting has proposed an alternative onsite solution that includes:

- 1) Advanced filter treatment system with holding tank and a re-circulating filter pod tank.
- 2) Pressurized distribution.
- 3) Drip dispersion system with emitters six to ten inches below ground.

The San Mateo County Health Department has reviewed the proposal and issued a permit for the proposed alternative system on February 14, 2008. This proposed system represents a deviation from the Town's Private Wastewater Disposal regulations, as set forth starting at Section 51.030 of the Woodside Municipal Code. Section 51.032 (E) provides for deviations from the regulations only with the approval of the Town Council and the County Health Officer.

The Town Engineer has reviewed the proposed system and recommends approval of the deviation from Town standards, per Section 51.032 (E) of the Woodside Municipal Code. The owner shall be required to record with the County Recorder a notice describing the approved installation and stating that a system requiring special maintenance will be in use on that property. The project will also require annual inspections and reports, to be submitted to the Town of Woodside and the County of San Mateo Health Department to confirm proper operation.

ATTACHMENTS

- A. Report from BioSphere Consulting, dated February 13, 2008.
- B. San Mateo County Health Department letter from Gregory J. Smith, dated February 14, 2008.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 10

From: Susan George, Town Manager

March 11, 2008

**SUBJECT: RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
CONSENTING TO SAN MATEO COUNTY HEALTH OFFICER ENFORCEMENT WITHIN
THE TOWN OF HEALTH OFFICER ORDERS PROMULGATED PURSUANT TO
STATUTE AND REGULATION**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which consents to the San Mateo County Health Officer enforcing health and safety regulations and orders within the Town.

DISCUSSION

The California State Health and Safety Code (Section 101460), requires every city to appoint a health officer. Section 101375 of the same code provides that a city may consent by resolution to the County's Health Officer enforcing orders and state statutes and regulations relating to the public health. Since its incorporation, the Town of Woodside has utilized this provision of the Health and Safety Code to so consent and the County's Health office has served as the Town's Health Officer. The last time that the Town Council addressed this issue was on February 14, 1967, through the adoption of Resolution No. 1967-560 (**Attachment A**).

The County Counsel recently asked all cities within San Mateo County to update their resolutions. Staff has prepared the attached resolution in accordance with this request. The adoption of the resolution does not engender any changes to the longstanding relationship between the County and the Town.

CONCLUSION

Adoption of the attached resolution will refresh the Town's longstanding consent to the County's Health Officer acting on matters of the public health on behalf of the Town.

Attachments

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
CONSENTING TO SAN MATEO COUNTY HEALTH OFFICER ENFORCEMENT WITHIN THE
TOWN OF HEALTH OFFICER ORDERS PROMULGATED PURSUANT
TO STATUTE AND REGULATION

WHEREAS, pursuant to Section 101460 of the California Health and Safety Code, every governing body of a city shall appoint a health officer, except when the city has made other arrangements for the county to exercise the same powers and duties within the city, as are conferred upon health officers by law; and

WHEREAS, pursuant to Section 101375 of the California Health and Safety Code, the governing body of a city in San Mateo County may consent by resolution to the San Mateo County Health Officer enforcing in that city, orders and quarantine regulations prescribed by the California Department of Health Services, other regulations issued under the Health and Safety Code, and all other statutes relating to the public health; and

WHEREAS, the Town of Woodside has consented to the San Mateo County Health Officer performing these tasks for more than fifty years and desires to have the San Mateo County Health Officer to continue to do so; and

WHEREAS, the Town of Woodside desires to reaffirm its consent in the form of a resolution that is uniform with those adopted by all the cities within the County of San Mateo.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED by the Town Council of the Town of Woodside that:

1. It hereby consents to the San Mateo County Health Officer enforcing and observing within the Town orders and quarantine regulations prescribed by the California Department of Health Services and the San Mateo County Health Department, other regulations issued under the California Health and Safety Code, and all other statutes and regulations relating to the public health.
2. This resolution supersedes all prior resolutions that might be in conflict.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of March 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
County Health Officer

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 11
March 11, 2008

SUBJECT: REVIEW OF FINAL ENVIRONMENTAL IMPACT REPORT (FEIR) FOR THE HUDDART-WUNDERLICH PARKS MASTER PLAN AND APPROVAL OF A TOWN POSITION ON THE FEIR AND MASTER PLAN FOR TRANSMISSION TO THE SAN MATEO COUNTY BOARD OF SUPERVISORS

RECOMMENDATION

It is recommended that the Town Council consider this report, accept public input, and approve the Town's response and comments concerning the Final Environmental Impact Report (FEIR) on the Huddart and Wunderlich Parks Master Plan.

BACKGROUND

Over the course of the last two and a half years, the Town Council has convened several meetings to discuss and promulgate a position on the Huddart-Wunderlich Parks Master Plan and, more recently, the Draft Environmental Impact Report (DEIR) for the Master Plan. The following is a summary of the key elements of the public review process for the Master Plan and DEIR:

- ✓ The Council first adopted a formal position on June 14, 2005, which: (1) emphasized the need to keep all existing trails and trail entrances open; (2) opposed the prohibition of in-stream horse crossings; (3) endorsed the continuation of the County's policy of prohibiting bicyclists from hiking/equestrian trails; (4) conceptually supported a Valley-to-Skyline Bicycle Connection; (5) emphasized the need for trail user education; and noted that the Town would be closely following the County's environmental review of the Master Plan.
- ✓ The County Parks and Recreation Commission held a public hearing on the draft Master Plan in August of 2005.
- ✓ Following the hearing, County staff made changes to certain parts of the Master Plan, particularly the section dealing with a Valley-to-Skyline Bicycle Connection, based upon Commission comments. The revised Master Plan was made available in early March of 2006.
- ✓ The Town Council considered the revised Master Plan on March 14, 2006. The changes made by the County staff included one favored bicycle trail proposal that would originate at the lower end of Huddart Park on Greer Road. The Town Council heard from many Town residents during the March 14th meeting and ultimately took the formal position that the Town was adamantly opposed to any bicycle trails that involved the use of Greer Road or that negatively impacted Town roads and neighborhoods.
- ✓ On March 22, 2006 and again on April 6, 2006, the County Parks and Recreation Commission met to consider the Master Plan. Just prior to the March meeting, County staff issued a proposed modification to the Master Plan as pertains to the Valley-to-Skyline Bicycle Connection and other related trails issues. The County staff proposed

the establishment of a "Blue Ribbon Panel" to prepare an update to the 2001 County Trails Plan. The Blue Ribbon Panel is to "study trail use by all users from a regional perspective, and provide a prescriptive action plan for future implementation." The revised Master Plan indicates that the Blue Ribbon Committee "would have the participation of all concerned stakeholder groups, including the Town of Woodside, MROSD, County Department of Public Works, CalTrans, BART Council, bicyclist stakeholder groups, equestrians, other trail users and stakeholder groups." This proposal was endorsed by the Commission and the Master Plan was forwarded to the Board of Supervisors so that needed environmental review could be initiated.

- ✓ The Draft Environmental Impact Report (DEIR) for the Master Plan was made available in July of 2007.
- ✓ The Town Council considered the DEIR during a meeting on September 11, 2007 and authorized the Town Manager to submit a comment to the County Parks Department.
- ✓ The County has responded to the Town's comments, as well as other comments received, through the preparation of a Final Environmental Impact Report (FEIR) pursuant to the California Environmental Quality Act (CEQA). Consideration of the FEIR for the Master Plan is tentatively scheduled for the County Board of Supervisors meeting of April 8, 2008.

DISCUSSION

The Town's comment letter is included in the Final Environmental Impact Report as "Comment Letter C" and has been divided into sixteen separate comments by the County. **Attachment A** to this report is a "cut and paste" version of the Town's comments, followed by the County's response and a Town staff assessment of the adequacy of each response. In general, staff feels that the following represent the continuing concerns of the Town with regard to the FEIR and the Master Plan:

- ✓ The broad-brush assumptions included in the environmental document about the potential environmental impact of the recommendations that are included in the Master Plan remain a concern. There are over one hundred individual projects proposed in the Master Plan. Additional environmental review will be required for many, if not all, of these projects. As the County moves forward with the implementation of the Master Plan over the course of the next five to twenty years, the burden of monitoring the County's environmental assessment will fall to the Town and to the many individuals within the Town who share the Town's concerns about the Master Plan. With the individual environmental review of each project, the ability to assess the total, cumulative impact of the projects as a whole may be compromised.
- ✓ The FEIR includes a number of deferred mitigations in the form of additional studies or assessments that are required. Despite identifying the need for these deferred studies, the FEIR concludes that there is either no mitigation required or that the impact will be reduced to "Less than Significant" after mitigation. If the DEIR identifies a potential negative impact that requires further environmental review, then that review should be included before any conclusion about the Master Plan's environmental impact can be asserted.
- ✓ The "Blue Ribbon Panel" has been appointed. It does not include a Town representative. It is comprised of representatives of a cross section of trails users and has been renamed

as the San Mateo County Trails Master Plan Working Committee. **Attachment B** outlines the goals of the committee and includes a roster of members. To date, nothing has been provided to the Town other than the attached. The concern remains that timely notification of pending meetings or of the availability of the committee's work product may not occur and the Town will not have adequate opportunity to review and respond to the product. This is an important issue for the Town and being "in the loop" is critical.

- ✓ Internal inconsistencies remain in the FEIR. There are references throughout the document that say that projects to be implemented under the Master Plan could increase the use of and/or visitation to the parks. The FEIR concludes, however, that "improvements recommended under the Master Plan are not expected to significantly increase usage of either Huddart Park or Wunderlich Park." At no point in the EIR is there a discussion about what the expected level of visitation will be in the parks above the baseline figures provided for 2004. There is no objective basis provided for the conclusion that the increase in use would be insignificant.
- ✓ The Town continues to be concerned about Huddart Park's impact upon Greer Road and other neighboring Town roads. The FEIR is dismissive of these concerns, indicating that Greer Road is an "existing condition outside of the park." The same response is provided in the FEIR concerning the issue of park users parking outside the park on Town roads. The County's concern about these issues is inadequate. The Town will need to directly address this with the County Parks Department.
- ✓ The Town remains concerned with the Master Plan's proposed prohibition of in-stream equestrian crossings. The Town continues to reject this prohibition in light of the lack of data supporting the conclusion that such crossings cause sedimentation and erosion problems. Further, the Town has not officially indicated its willingness to participate in the cost of constructing any bridges into the park, either on private or public lands, including the Flood property.

CONCLUSION

The Town has a continuing interest in the Master Plan for Huddart and Wunderlich Parks. The Town Council should accept public input on the Final Environmental Impact Report for the Master Plan, incorporating those comments that should appropriately be a part of the Town's official response to the FEIR, and direct staff to forward all comments and concerns to the Board of Supervisors.

**HUDDART-WUNDERLICH PARKS MASTER PLAN
TOWN REVIEW OF FINAL ENVIRONMENTAL IMPACT REPORT (FEIR)**

The Town of Woodside submitted a letter to the County of San Mateo's Parks Department on September 12, 2007, transmitting its comments about the Draft Environmental Impact Report prepared for the Huddart-Wunderlich Parks Master Plan. The County divided the Town's letter into sixteen sections and provided responses for each section, incorporating both into the Final Environmental Impact Report. The following outlines each of the Town's comments, the County's response, and the Town's assessment of the adequacy of the response.

- ✓ **Town Comment:** While the Town understands that the County has proceeded within the context of the CEQA Guidelines, we are nonetheless very concerned with the broad-brush assumptions included in the DEIR about the potential environmental impact of well over one hundred individual project recommendations that are included in the Master Plan. As the County moves forward with the implementation of the Master Plan recommendations over the course of the next five to twenty years, the burden of monitoring the County's determination of the adequacy of the Program EIR's assessment of each project's environmental impact will fall to the Town and to the many individuals within the Town who share the Town's concerns about the Master Plan.
 - **County Response:** As this EIR is a programmatic assessment and designed to be a broad assessment of environmental impacts, it is assumed that further environmental documentation will be required when project level details are developed for individual projects. The individual projects proposed in this Master Plan have not been developed in sufficient detail to allow for complete environmental review; however this EIR is intended to lay the groundwork for this subsequent review.
 - **Adequacy of Response:** The Town's concerns remain unanswered. Continued vigilance on the behalf of the Town will be required as the Master Plan is implemented.

- ✓ **Town Comment:** The second broad aspect of the DEIR is closely aligned with the first and has to do with the number of "deferred studies" and additional environmental assessments already clearly identified in the DEIR. Examples include:
 - ☑ Page 2-14 "The Master Plan proposes to prepare a preliminary feasibility study to explore alternatives for building an interpretative center for Huddart Park."
 - ☑ Page 2-22 Regarding the Wunderlich Park public parking lot: "It is also possible to gain additional efficiency by paving the auto parking spaces with asphalt and striping the stalls, and this should be considered at a later design stage. In addition, the capacity of the lot could be further increased by expanding the parking lot toward Woodside Road. This would require additional grading and tree removal."
 - ☑ Page 2-23 "the Master Plan recommends that a study be conducted to determine the feasibility of increasing flows into the existing (septic) system located below the Carriage House, before undertaking any new site related improvements."
 - ☑ Page 2-23 Regarding access to Wunderlich Park from Woodside Road: "In the event that signage does not prove effective, construct a 15-foot wide deceleration lane with a length of 200 feet and a standard 90-foot transition taper in the southbound direction, to facilitate maneuvers of vehicles towing horse trailers."

- ☑ Page 3.2-12 Regarding Mitigation Measure 3.2-1: "Subsequent environmental documentation is required for implementation of the Master Plan recommendations."
- ☑ Page 3.3-9 Although Impact 3.3-3 is reduced to "Less than Significant" after mitigation, the DEIR states "Night lighting would be shielded from adjacent neighbors and directed only onto the arena floor. This recommendation requires further evaluation."

These are just a few of the more obvious examples where the DEIR indicates that further study and/or environmental documentation is required, but where the DEIR blithely concludes that there is either no mitigation required or that the impact will be reduced to "Less than Significant" after mitigation. If the DEIR identifies a potential negative impact that requires further environmental review, then that review should be included before any conclusion about the Master Plan's environmental impact can be asserted.

- **County Response:** The purpose of a Master Plan is to provide a long-term vision for the park system and identify potential concerns or impacts, again at the broad level. The identification of future studies is appropriate where project details are not yet fully developed. However, the EIR did identify mitigation measures when future studies would not have satisfied CEQA concerns. For example, in the case of safe access to Wunderlich Park (as described in Chapter 2, page 2-23 of the Draft EIR), the Master Plan stated that "in the event that signage does not prove effective, construct a 15-foot wide deceleration lane with a length of 200 feet and a standard 90-foot transition taper in the southbound direction." In Chapter 3.8 Transportation, Circulation, and Parking, the impact analysis identified that the construction of a deceleration lane in the southbound direction on the driveway entrance approach was a required mitigation measure (Mitigation Measure 3.8- 5a) in addition to signage and adequate turning radii.
 - **Adequacy of Response:** The deferred studies continue to be of concern to the Town. The impact of a particular aspect of the Master Plan cannot be judged to be "Less than Significant" if additional environmental documentation is required.
- ✓ **Town Comment:** There is one specific recommendation included in the Master Plan that is the subject of deferred action and that is the formation of a Blue Ribbon Panel to update the 2001 County Trails Plan. The Town is supportive of this approach to the issue of a valley floor to Skyline bicycle trail or path, but we emphatically demand that: (1) the Town be represented on the Blue Ribbon Panel so that the concerns of Town residents are clearly articulated and (2) whenever the work of the panel is completed and recommendations come forward for public discussion, adequate environmental review is made of those recommendations to ensure that they will not negatively impact Town roads and neighborhoods, or otherwise significantly impact the environment. The concerns of neighborhoods, such as those on Tripp and Greer Roads, must be heard and addressed throughout all aspects of the public process. The Town Council's position on this is clear.
- **County Response:** The formation of a Blue Ribbon Panel to update the 2001 County Trails Plan will be a regional trail user working group, which will not involve individual jurisdiction. Draft plans developed by the Blue Ribbon Panel will be circulated to all public agencies for comment. The Town of Woodside will be invited to provide input at that time. The Trail Plan Update will be developed at a conceptual level. Detailed design plans and related CEQA review will be conducted by relevant agencies implementing trails on a project by project basis. The Town of Woodside will also have the opportunity to comment at that time.

- **Adequacy of Response:** This response is adequate. However, the Town will need to stay informed of the progress of the Blue Ribbon Panel.
- ✓ **Town Comment:** We are concerned about seeming inconsistencies within the DEIR that color its integrity. For example, throughout the document, but notably within Impacts 3.8-2 and 3.8-3, it is asserted that “Improvements recommended under the Master Plan are not expected to significantly increase usage of either Huddart Park or Wunderlich Park.” However, within Impact 3.12-6, the DEIR states that “Projects to be implemented under the Master Plan could increase the use of the Parks...” and within Impact 3.12-7, the DEIR likewise states that “Implementation of the Master Plan could increase visitation to the Parks...” Impact 3.8-6 indicates that “Implementation of the Master Plan would enhance access to the parks for both bicycles and pedestrians through additional trailheads, driveway improvements, and increased signage.” This seems to indicate an anticipated increase in usage and we are particularly concerned about the impact of increased roadway and parking usage on the Town’s roads.
- **County Response:** To clarify, there are several impact statements which identify that the implementation of the Master Plan could result in increased use of the parks. However, all impact analyses determine that while there may be increased use, the increase in use is considered less than significant. For example, under Impact 3.8-2, *improvements recommended under the Master Plan are not expected to significantly increase usage of either Huddart Park or Wunderlich Park. The enhancements at the parks are not designed to increase use of the park, but to improve the facilities for existing users of the parks. Although a slight increase in available parking is proposed, an increase in traffic due to implementation of the Master Plan is expected to be minimal, if any.* Similar discussions follow for Impacts 3.2-1, 3.8-3, 3.8-4, 3.8-7, 3.12-5, 3.12-6 and 3.12-7.
- **Adequacy of Response:** At no point in the EIR is there a discussion about what the expected level of visitation will be in the parks above the baseline figures provided for 2004. There is no objective basis provided for the conclusion that the increase in use would be insignificant.
- ✓ **Town Comment:** The DEIR includes erroneous information about access to Huddart Park and the Town would like this erroneous information corrected. Page 3.8-2 notes that “the main vehicular entrance to Huddart Park is approximately 3.5 miles west of SR 84 on Kings Mountain Road.” It also indicates that “a secondary entrance to the park is located on Greer Road.” Page 3.11-10 states that “Hydrants are available within 300 feet of each structure in the parks and are located at the entrance to Wunderlich Park and on Greer Road at the upper entrance.” Page 3.12-2 states that “Hydrants are available within 300 feet of each structure in the parks and located at the entrance to Wunderlich Park and on Greer Road at the lower Huddart Park entrance.” The inconsistencies between the last two references notwithstanding, it should be noted that the Greer Road entrance is officially designated as an entrance for service vehicles only, as the sign at that location notes. It is not available for public vehicular entrance and this should be clarified. It is not the “lower Huddart Park entrance.” Greer Road is a narrow, residential road and the County’s use of this road for park access has become a growing problem for Greer Road residents.
- **County Response:** Remove the words “*at the upper entrance*” after Greer Road is mentioned on page 3.11-10 and “*at the lower Huddart Park entrance*” on page 3.12-2.

Change the sentence referring to Greer Road to refer to it as a Park maintenance vehicle and pedestrian entrance only.

Page 3.8-1 and 3.8-2 will no longer refer to the Greer Road Park entrance as a secondary entrance. Replace the sentence, "*A secondary entrance is located on Greer Road*" to "An entrance for park users (arriving by foot, bicycle or horse) and park maintenance vehicles is located on Greer Road."

- **Adequacy of Response:** The FEIR would include text changes to clarify that the Greer Road entrance accommodates park users on foot, bicycle, or horse; and service vehicles.
- ✓ **Town Comment:** There is anecdotal data that the number of service vehicles utilizing [the Greer Road] entrance has dramatically increased in recent years, further impacting Greer Road. The Town notes that the DEIR does not include any "baseline" information concerning the existing negative impacts of the County's use and misuse of the Greer Road access point. The DEIR should be clarified to correctly characterize the allowed use of the road and the existing threats to the safety of Greer Road residents, hikers, and equestrians. The DEIR also does not include any acknowledgment Greer Road is in private ownership to the center of the road for approximately 500 feet before the service gate. This concern is noted in the attached letter from Mr. and Mrs. Pearson, the involved property owners.
 - **County Response:** There is no proposed change in use of Greer Road, which has been a designated service road for the past 40 years and will continue to be used as a service entrance by County Park staff for maintenance purposes only. Deliveries will be scheduled around peak use periods to avoid conflicts with residents. The state of Greer Road is an existing condition outside of the park and is not addressed in the Master Plan and thus the EIR does not have a nexus to address this change in any way. Park rangers monitor use of this road and do not see a safety hazard as present.
 - **Adequacy of Response:** The FEIR dismisses the concern of increased use of Greer Road. These concerns should be directed to the Parks Department directly.
- ✓ **Town Comment:** The DEIR, following the Master Plan, also mischaracterizes the Flood Property trail as "the Town of Woodside's Flood Property trail" at Page 2-16. The Flood Property is private property over which the owner has allowed on a permissive basis the existence of a gated and locked equestrian trail. This trail is not within the jurisdiction of the Town of Woodside and the Town does not maintain or otherwise oversee this trail. The specific concerns of the property owner are most eloquently voiced in an attached letter from Robert Susk.
 - **County Response:** The Flood property is located in the town of Woodside. The statement was not intended to reflect that the Town of Woodside owned, maintained or oversaw the trail located on the Flood property.
 - **Adequacy of Response:** The response is adequate.
- ✓ **Town Comment:** The Town is also concerned with Impact 3.4-5, which states: "The project could be located within areas that include soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater." The DEIR finds that there is no

mitigation required because the proposed project is not anticipated to generate substantial new sources of wastewater. Yet Pages 2-14 and 2-17 identify potential new sources of wastewater, specifically from the repair or replacement of the shower building at the Toyon campground and the proposed restroom facility in the vicinity of the Redwood Shelter. This appears to be an internal inconsistency.

➤ **County Response:** Neither wastewater project mentioned can be characterized as a substantial new source. However, consideration of shower facility repair and replacement at Toyon Campground has been removed from the Master Plan and EIR. Further environmental review and permitting would be required before the Redwood Shelter restroom facility project moves forward.

- **Adequacy of Response:** There is no quantitative basis for concluding that the wastewater projects are not a “substantial new source.” It is also unclear what would be considered a “substantial” new source.

✓ **Town Comment:** The following three Impacts are indicated as being “Less than Significant” and therefore have no mitigation measures required:

Impact 3.8-2: Implementation of the Master Plan would increase traffic on roadways in the Park vicinity.

Impact 3.8-3: Implementation of the Master Plan would increase the demand for parking in the vicinity of the Parks.

Impact 3.8-4: Implementation of the Master Plan would increase the demand for parking in the Parks.

➤ **County Response:** The following impacts do not require mitigation measures because Park use is not significantly changing and thus increases in demand are less than significant: Impact 3.8-2 Implementation of the Master Plan would increase traffic on roadways in the vicinity of the park; Impact 3.8-3: Implementation of the Master Plan would increase the demand for parking in the vicinity of the Parks; Impact 3.8-4: Implementation of the Master Plan would increase the demand for parking in the Parks.

- **Adequacy of Response:** The response to this comment should not have been separated from the subsequent comment. Taken by itself, the comment simply states the conclusion of the DEIR. The substantive point is in the following comment.

✓ **Town Comment:** However, there is no analysis of the increased user capacity that will result from the removal of the outdoor group picnic facilities at Zwierlein, and replacing it with 2,500 to 3,500 square feet of indoor/outdoor rental facilities. There should be an analysis of the number of users given current conditions and the number of users given the indoor facilities. The user data should be then utilized to determine trip generation data in order to determine whether there is or is not a “Less than Significant” impact.

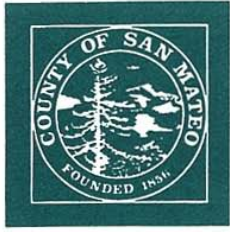
➤ **County Response:** The proposed new rental facility at Zwierlein will likely reduce the current capacity from 500 people to 200-300 people at a time maximum, but could be used during wet months. While the Zwierlein indoor/outdoor facility would be a new use, the implementation of this project would take away an existing use—outdoor group picnic facilities that are used for company picnics,

family reunions, etc. Therefore, it is considered a replacement use in terms of number of users, not an expansion in the park.

- **Adequacy of Response:** The Town's comment questioned the conclusion that the impacts identified in the previous comment are less than significant despite the lack of analysis of the change of use proposed at Zwierlein. The response in the FEIR is that the new facility will "likely reduce the current capacity from 500 people to 200-300 people". In the project description section of the DEIR on page 2-5, however, the Zwierlein picnic area is currently described as being able to "accommodate up to 250 people seated at tables." Unless the proposal for an indoor/outdoor facility covers a greater area, this continues to be an inconsistency within the document. Because Zwierlein is a reservable picnic area, the Parks Department should have data about its actual use, not just its capacity. It would be reasonable to expect the Parks Department also has some projection for the demand a new indoor/outdoor facility and be able to make a quantifiable conclusion about the impact on traffic on roadways in the vicinity of the Park, parking in the vicinity of the Park, and parking in the Park.
- ✓ **Town Comment:** The analysis of Visual Resources does not recognize that Woodside Road and Kings Mountain Road are each designated as Town scenic roads in the Circulation Element of the Town's General Plan. Improvements to the Wunderlich Park entrance, including signage, a new driveway, a 200-foot long deceleration lane, and expansion of the parking lot toward Woodside Road should be analyzed to determine consistency with the Town's scenic corridor guidelines.
 - **County Response:** Text on page 3.3-2 has been amended as follows: *Skyline Boulevard (SR 35), Woodside Road (SR 84) and Kings Mountain Road are also designated as Town scenic roads in the Town of Woodside's General Plan. Mitigation Measure 3.3-2 has been amended as follows: Where appropriate, the County will confer with the Town of Woodside's Architectural and Site Review Board to ensure protection of the Town's designated Scenic Corridors.*
 - **Adequacy of Response:** This response is adequate.
- ✓ **Town Comment:** Mitigation Measure 3.3-3 addresses impacts of light and glare. To "minimize light visible from other properties and reduce night sky impact," only "dark sky" compatible lighting should be utilized in the parks. As the Town of Woodside's lighting standards are "dark sky" compatible, these standards could be applied.
 - **County Response:** Comment noted.
 - **Adequacy of Response:** This response is adequate.
- ✓ **Town Comment:** On page 3.3.-6, it is stated that "All elements would fit into the existing footprint" when describing the proposed rental facility at Zwierlein. What provision is made for sanitary facilities, such as septic system leachfields and can they be accommodated within the existing footprint?
 - **County Response:** This has not yet been determined, but will be analyzed in further environmental review when project details are available.

- **Adequacy of Response:** If it has not yet been determined that sanitary facilities can be accommodated within the existing footprint, it cannot be stated that “all elements would fit into the existing footprint.”
- ✓ **Town Comment:** Page 3.8-3 includes policy 12.13 concerning circulation east of Highway 101. Why is this relevant to the Master Plan?
- **County Response:** Policy 12.13 concerning circulation east of Highway 101 was erroneously included; text has been deleted.
- **Adequacy of Response:** This response is adequate.
- ✓ **Town Comment:** Neither the Biological Resources nor the Fire Hazards chapters of the DEIR address baseline conditions within the Parks in regard to a threat to the health and survival of many of the trees within the Parks. Since the Master Plan was first drafted, Sudden Oak Death (SOD) has been identified in San Mateo County and specifically in the environs of the two parks. The DEIR should incorporate data about the incidence of this disease within the Parks and its threat to the lives of certain oaks and other tree species. SOD can be transmitted by hikers and other park users who may unknowingly carry it out of the parks to other locations. Moreover, if a tree dies from SOD, it becomes a part of the fire fuel within the parks. The DEIR should include discussion of this critical existing baseline condition.
- **County Response:** Due to the threat of Sudden Oak Death Syndrome, Oak woodlands are described in the DEIR as a sensitive native community. By acknowledging that oak woodlands are sensitive communities, they are receiving special attention. See *Mitigation Measure 3.6-2* - which avoids removal of sensitive native vegetation. Page 3.6-5 also describes the presence of Sudden Oak Death Syndrome as an increasing threat to oak woodlands throughout coastal California, but not currently present in these parks. Trees have been tested several times in the parks recently and to date, this disease has not been detected. In addition, the County Parks Department follows Sudden Oak Death best management practices established by the County Agricultural Commissioner who works with the statewide Sudden Oak Death Syndrome Task Force.
- **Adequacy of Response:** The personal communication used in the DEIR is dated January 11, 2006. The FEIR should include new information on the critical issue of SOD. Additionally, an additional mitigation measure that specifically incorporates the best management practices referred to in the response would be appropriate.
- ✓ **Town Comment:** The Town has other continuing concerns with the Master Plan. It continues to call for the prohibition of in-stream equestrian crossings. The Town continues to reject this prohibition in light of the lack of data supporting the conclusion that such crossings cause sedimentation and erosion problems. Further, the Town has not officially indicated its willingness to participate in the cost of constructing any bridges into the park, either on private or public lands, including the Flood property.
- **County Response:** The text addressing the proposed bridge crossing into the Flood property from the draft Master Plan has been removed. However, if the existing bridge must be removed for safety reasons in the future, then no crossing will be replaced unless funding is available, or is required by CDFG and RWQCB.

- **Adequacy of Response:** The response does not address the prohibition of in-stream equestrian crossings. However, this is a policy matter to be addressed in the Master Plan.
- ✓ **Town Comment:** We also note that, despite prior attempts to have the Master Plan corrected in certain places, there are still errors in the Master Plan itself. For example, Chapter 4 still includes Old La Honda Road as a possible route for a valley floor to Skyline bicycle route. It has been acknowledged by the County that this should read Alpine Road. We would appreciate this correction being made to set the record straight.
- **County Response:** Comment noted, on page 65 of the Master Plan, Old La Honda Road should be replaced with Alpine Road.
- **Adequacy of Response:** This response is adequate.



San Mateo County Trails Master Plan Working Committee October 2007

Goals of the Working Committee

- Provide advice to the San Mateo County Parks Department staff to update the San Mateo County Trails Master Plan.
- Refine the goals for the Master Plan.
- Generate guidance on policies, design, use and management guidelines that enhance the existing Master Plan.
- Build support for the County Trails Master Plan

Goals of 2007 Trails Plan Update

- To review opportunities to add mountain bike trail(s) to County Trail System.
- To review opportunities for linkages to other City, Special District, State and other trails/trail systems.
- To review trails routes to be added, deleted or modified from previous Trails Plan.
- To review 2001 Trails Plan Policies, Design, Use and Management Guidelines.
- To ensure that current ADA standards are met on our designated accessible trails.
- To review and understand new trends in trail use such as Water Trails.
- To achieve consensus from Working Committee.

Working Committee Roster

Patrycja Bossak	ABAG/San Francisco Bay Trail Project
Patty Ciesla	Responsible Organized Mountain Pedalers (ROMP)
Tom Davids	“The Weekly Walker” columnist and San Carlos Mayor
Gladwyn d’Sousa	Peninsula Bicycle & Pedestrian Coalition/Sierra Club
John Hernandez	Previous Trails Committee/Midcoast Community Representative
Rob Krensky	Volunteer Horse Patrol
Marshall Lim	San Mateo County Volunteer Trail Patrol
Ernst Meissner	ETRAC
Cathy Moyer	Volunteers for Outdoor California
Greg Rubens	San Carlos Trails Committee
Jim Sullivan	Responsible Organized Mountain Pedalers (ROMP)
Dave Taylor	The Trail Center

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 12

Prepared By: Kevin Bryant, Assistant to the Town Manager

March 11, 2008

Approved By: Susan George, Town Manager

SUBJECT: INTRODUCTION OF AN ORDINANCE ADDING CHAPTER 98 (BARKLEY FIELDS AND PARK) OF TITLE IX OF THE WOODSIDE MUNICIPAL CODE

RECOMMENDATION

It is recommended that the Town Council introduce the attached draft ordinance after taking public input on its contents.

BACKGROUND

Barkley Fields and Park opened to the public on October 14, 2007. The operation and maintenance of Barkley Fields and Park are controlled by two actions - an approval of a Conditional Use Permit (CUP) by the Planning Commission on June 2, 2004, and the execution of an Agreement Governing the Donation of Property to the Town of Woodside for Barkley Fields & Park (Agreement) in May of 2005. Staff believes that the most effective tool for communicating and enforcing the conditions of both the CUP and the Agreement is to codify the appropriate components into the Municipal Code.

DISCUSSION

Following is a review of the key sections of the draft ordinance:

98.03 Use of Park - Reservations.

- ✓ The requirement for managing the scheduling of the use of the field through a formal application process is included in the CUP Conditions of Approval for the Park.

98.04 Fees.

- ✓ Fees are intended to help cover the cost of maintenance of the Park.

98.05 Security deposit.

- ✓ The security deposit will provide a source of funds to repair damage to the Park that might occur directly as a result of the use of the field.

98.06 Liability insurance.

- ✓ The requirement for users of the Park to maintain liability insurance is one protection to the Town in the event that there are property damages or injuries that are sustained as a result of the activities on the field.

98.08 Use of Park - No tournament play.

- ✓ The prohibition of tournament play is one of the CUP Conditions of Approval for the Park.

98.09 Animals.

- ✓ Animal conduct is controlled by Chapter 91 of the Municipal Code, which requires that all animals be under physical control (i.e., on a leash). Animals in the Park must comply with this section of the Municipal Code.

98.10 No amplified sound.

- ✓ The prohibition of amplified sound is a CUP Condition of Approval.

98.11 Prohibited activities in the Park.

- ✓ Many of the prohibitions included in this section are CUP Conditions of Approval. Additional prohibitions against smoking and carrying weapons will protect users of the Park, while prohibiting the tampering of the field irrigation system and the removal of any turf, soil, grass, tree, or shrub will protect the Park itself.

98.12 Park closed at night.

- ✓ Closing the Park one-half hour after sunset is a CUP Condition of Approval. It is also necessary as there is no night lighting of the Park, except for security purposes.

CONCLUSION

The draft ordinance for Barkley Fields and Park will codify both Conditions of Approval of the Conditional Use Permit and the terms of the Agreement Governing the Donation of Property to the Town of Woodside for Barkley Fields & Park, making them enforceable as part of the Town's Municipal Code. It is recommended that the Town Council accept public testimony on the draft, introduce the ordinance by title, and pass it to second reading and adoption on April 8, 2008.

Attachment

ORDINANCE 2008 –

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE ADDING CHAPTER 98 (BARKLEY FIELDS AND PARK) OF TITLE IX OF THE WOODSIDE MUNICIPAL CODE

IT IS ORDAINED by the Woodside Town Council to amend the Woodside Municipal Code as follows:

Section 1: Chapter 98 of Title IX of the Woodside Municipal Code is hereby added as follows:

Chapter 98: BARKLEY FIELDS AND PARK

98.01 Definitions

(a) "Park" means Barkley Fields and Park, including the adjacent parking lot.

98.02 Purpose of chapter.

The purpose of this chapter is to regulate the use of Barkley Fields and Park for the use and enjoyment of residents of Woodside; to establish standards to prevent the misuse and destruction of the facilities; and to establish regulations to ensure the safety and comfort of users of the facilities as well as persons residing or owning property in the vicinity of the Park.

98.03 Use of Park - Reservations.

The Town shall only accept and approve field usage applications from official, organized youth leagues that serve the residents of the Town of Woodside. No other reservations shall be permitted. Reservations and scheduling shall be administered by the Town Manager or his or her designee. Reservations for seasonal field usage by qualified youth leagues may be made up to sixty (60) days in advance of the beginning of league play. The Town shall post the approved reservation schedule, including the approved user(s) and their activities and their approved time of use on the grounds of the Park. Only the approved user(s) identified on the schedule may use the field during the approved time indicated on the schedule.

98.04 Fees.

A schedule of fees for use of the fields shall be adopted and periodically amended by Town Council Resolution.

98.05 Security deposit.

A security deposit shall be required in an amount adopted and periodically amended by Town Council Resolution.

98.06 Liability insurance.

The Town may require an applicant for the use of the Park to file a certificate of insurance showing the maintenance of insurance in an amount appropriate to cover the liability of the applicant for property damages and injuries to persons in connection with the activities conducted by the applicant. The amount of insurance shall be based upon the scope of the activity, the risks foreseeably involved, and

the cost and availability of such insurance and shall not exceed \$1,000,000. The certificate of insurance shall name the Town, its officers, agents, employees and volunteers, as additional insureds.

98.07 Use of Park – No reservations.

Teams other than those specified in Section 98.03 may use the field on a first come, first served basis during those times when the field has not been reserved and when weather and field conditions permit.

98.08 Use of Park – No tournament play.

The Park shall not be used for tournament play, except that single tournament games may be scheduled in which an official youth league that serves the residents of the Town of Woodside is a participant and that meets all Town operating policies, regulations, and laws.

98.09 Animals.

Licensing and control of animals in the Park shall conform to Section 91.08(A) of the Municipal Code. Dogs shall be allowed only on designated paths in the Park. Dog training shall be prohibited in the Park.

98.10 No amplified sound.

No amplified sound shall be permitted in the Park, except as specified in Section 98.13.

98.11 Prohibited activities in the Park.

The following activities are prohibited in the Park:

- (a) Private or commercial activities, other than youth sports, including, but not limited to, weddings, concerts, reunions, private sports lessons, dog training, and private club activities;
- (b) Lighting or maintaining fires of any kind, including the use of barbeque grills;
- (c) Possessing or consuming alcoholic beverages;
- (d) Possessing or consuming recreational drugs of any kind;
- (e) Smoking, as defined in Section 97.02 of the Municipal Code;
- (f) Possessing or discharging weapons, except those carried by duly sworn law enforcement personnel;
- (g) Placing litter or debris anywhere other than in designated containers;
- (h) Removal of turf, soil, grass, tree, shrub, or portion thereof; except work that may be done by authorized Town employees or agents;
- (i) Tampering with any component of the field irrigation system;
- (j) Causing, creating, encouraging, or threatening to cause any disturbance which may reasonably result in injury or property damage, or disturb the peace, comfort and security of Park patrons.

98.12 Park closed at night.

The Park shall be closed for use one-half hour after sunset until sunrise. No person shall enter, use, cross, or remain in the Park or the parking lot adjacent to the Park during the hours the Park is closed. Law enforcement personnel, employees or agents of the Town may, in the course of their duties, be in the Park during the hours the Park is closed.

98.13 Annual anniversary celebration.

The Town may utilize the Park for a Town-sponsored annual anniversary of the Park's opening. The Town may use amplified sound for an official program not exceeding sixty (60) minutes. However, no amplified music shall be allowed.

Section 2: If any provision, section, paragraph, sentence or word of this Ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and to that end the provisions of this ordinance are severable.

Section 3: Pursuant to Section 36937 of the Government Code of the State of California, this Ordinance shall take effect and be in full force and effect thirty (30) days after its final passage.

Section 4: The Town Clerk shall cause this Ordinance to be published and posted in accordance with the requirements of Section 36933 of the Government Code of the State of California.

* * * * *

Introduced this _____ day of _____, 2008.

PASSED AND ADOPTED as an Ordinance of the Town of Woodside on the ____ day of _____, 2008, by the following vote.

AYES, COUNCIL MEMBERS: _____

NOES, COUNCIL MEMBERS: _____

ABSENT, COUNCIL MEMBERS: _____

ABSTAIN, COUNCIL MEMBERS: _____

Mayor of the Town of Woodside

ATTEST:

Town Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 13
March 11, 2008

SUBJECT: 2008-10 ANNUAL ROADS PROGRAM AND PROJECT FUNDING PROPOSALS

RECOMMENDATION

It is recommended that the Town Council consider this report, receive public input on its contents, and preliminarily adopt the included recommendations for project funding for the Road Program project years 2008-09 and 2009-10.

BACKGROUND

The Town's Municipal Code includes requirements for annual reporting of the financial and project status of the Town's Road Program. The Code specifies that two annual reports on the Road Program must be transmitted to the Town Council. The first of these is to be prepared and presented in December of each fiscal year. It is to provide a status report on the progress of that year's road projects. The second report is to be available by early February and presented for consideration at a hearing to be held in March of each fiscal year. The second report should provide three elements:

- ⇒ An eighteen-month financial status report.
- ⇒ An updated five-year financial forecast.
- ⇒ A two-year project funding recommendation.

This is the second required report for 2007-08. It was prepared in accordance with the requirements of the Municipal Code and includes the necessary financial updates and project funding recommendations.

DISCUSSION

The Town is responsible for the maintenance of over forty-five miles of public roads and the provision of adequate funding to support this maintenance task has been a top priority for the Town Council since 1998. Over \$4.5 million in General Fund monies has been contributed to the Road Program during the last ten fiscal years. The General Fund contribution now represents over thirty-nine percent of available road fund revenues. The chart on the next page provides a five-year overview of the Town's Road Program, covering the period from July 1, 2003 to June 30, 2008. Several points about this five-year period can be gleaned from the chart:

- ⇒ About \$6.7 million will have been spent on the Town's roads by June 30, 2008, during this five-year period.
- ⇒ Of this total, about 54%, or \$3.6 million has been dedicated for major road rehabilitation projects.
- ⇒ The General Fund contribution amounted to \$2.5 million and is clearly the most stable source of funding for the Road Program, as all other sources fluctuate depending upon the economy and/or development activity. The chart clearly depicts the fluctuating receipts patterns of those other sources, most notably Measure A funds and Road Impact Fees.

**FIVE-YEAR ROAD PROGRAM HISTORY
2003-04 to 2007-08**

	2003-04	2004-05	2005-06	2006-07	2007-08	TOTAL
	Actual	Actual	Actual	Actual	Adopted	
Beginning Balance	\$ 1,059,392	\$ 1,186,592	\$ 1,674,013	\$ 1,259,271	\$ 1,294,531	\$ 1,059,392
Revenues by Source:						
Traffic Safety	\$ 32,071	\$ 29,538	\$ 20,871	\$ 32,218	\$ 30,000	\$ 144,698
Gas Taxes	111,493	110,804	109,591	109,266	109,266	550,420
Measure A	188,780	205,575	242,098	249,892	240,000	1,126,345
Road Impact Fees	494,340	298,099	247,624	405,990	375,000	1,821,053
General Fund	500,000	500,000	500,000	500,000	500,000	2,500,000
Grants/Other	37,907	31,736	129,495	122,400	15,000	336,538
Total Revenues	\$ 1,364,591	\$ 1,175,752	\$ 1,249,679	\$ 1,419,766	\$ 1,269,266	\$ 6,479,054
Expenditures by Category:						
In-House Services	\$ 548,192	\$ 438,100	\$ 759,802	\$ 621,278	\$ 697,754	\$ 3,065,126
Road Projects	689,199	250,231	904,619	763,228	1,000,000	3,607,277
Total Expenditures	\$ 1,237,391	\$ 688,331	\$ 1,664,421	\$ 1,384,506	\$ 1,697,754	\$ 6,672,403
Ending Balance	\$ 1,186,592	\$ 1,674,013	\$ 1,259,271	\$ 1,294,531	\$ 866,043	\$ 866,043

The Municipal Code requires that the financial status of the Road Program be reported for an eighteen-month period that encompasses the prior fiscal year and the first six months of the fiscal year in progress at the time of the Annual Report. The following chart summarizes this required information for the period July 1, 2006 to December 31, 2007.

**EIGHTEEN-MONTH FINANCIAL SUMMARY
JULY 1, 2006 TO DECEMBER 31, 2007**

	Traffic Safety (204)	Gas Tax (206 and 207)	Measure A (210)	Road Impact Fee (242)	Total
Balance at 7/1/06	\$ 7,468	\$ 41,676	\$ 798,667	\$ 411,461	\$ 1,259,272
Total Revenues	40,695	208,641	910,554	650,846	1,810,736
Available Resources	\$ 48,163	\$ 250,317	\$ 1,709,221	\$ 1,062,307	\$ 3,070,008
Expenditures					
In-House Services	\$ 50,911	\$ 179,758	\$ 340,051	\$ 381,866	\$ 952,586
Road Projects	-	-	1,023,239	301,556	1,324,795
Total Expenditures	\$ 50,911	\$ 179,758	\$ 1,363,290	\$ 683,422	\$ 2,277,381
Balance at 12/31/07	\$ (2,748)	\$ 70,559	\$ 345,931	\$ 378,885	\$ 792,627

This eighteen-month summary is not a very useful depiction of the Road Program's fiscal performance, as it offers no insight into projected activity for the balance of the current

fiscal year. It is required by the Municipal Code to demonstrate that Road Program funds were not being idly held, but were actually spent as planned in the annual budget.

Project Funding Proposals for 2008-09 and 2009-10

A two-year Road Program project proposal has been developed for the Town Council's consideration, in compliance with the Municipal Code. It is based upon several factors:

- The Town Council's Financial Management Policies;
- Historic and current financial data;
- A proposed ongoing annual General Fund contribution of \$500,000;
- The updated Five-year Road Program Forecast (**Attachment A**);
- Available grant funding; and
- The Town Engineer's assessment of current road conditions and priorities.

A total of just under \$3.3 million in expenditure on the Roads Program is proposed for the upcoming two-year period. The following table allocates these funds by project category for each year.

2008-10 Road Program

Program Category	2008-09	2009- 10	Total
Rehabilitation	\$ 296,000	\$ 290,000	\$ 586,000
Dig-outs	149,000	160,000	309,000
Drainage & Bridges	70,000	35,000	105,000
Other Projects:	-	-	
Portola Road Bicycle Lane Project	175,000	-	175,000
Bridge Rehab. & Analysis	50,000	40,000	90,000
Town-wide Crack Seal	70,000	50,000	120,000
Town-wide Striping Project	25,000	20,000	45,000
Proposition 1B Projects	400,000		400,000
In-house Maintenance	718,687	740,247	1,458,934
Total Program	\$ 1,953,687	\$ 1,335,247	\$ 3,288,934

Rehabilitation projects involve more intensive repair and maintenance work, including reconstruction of failed pavement with the installation of new pavement, varying from five to eight inches in depth. It can also include fabric overlays, where failed pavement is replaced by installing geotextile fabric and an inch and a half overlay to provide for a new structural surface. Chip sealing is also included in this category, calling for replacement of failed pavement by installing a coat of hot asphalt covered by a layer of chips approximately ¼ inch in size. Slurry sealing also falls into this category, with the installation of a layer of asphalt mixed with sand to provide a surface, which protects the pavement and base.

“**Dig-outs**” describes a category of project that includes the isolation of segments of roadways which may be subject to other treatments, but which may require more immediate or separate repair. Sections of road are removed and replaced independently of the final treatment of the balance of the road.

Crack sealing is a general maintenance category, calling for the sealing of cracks in asphalt pavement to stop further deterioration. The Town has been sealing its roads for ten years as a preventative measure, with a high degree of success. The areas to be crack sealed in the next two years will be developed by the Town Engineer in late spring of each of the two years under consideration in time for the projects to be undertaken during the summer months.

In addition to these projects, the Town annually undertakes drainage and bridge improvements, a pavement striping and marking project, and other projects that are identified by the Town Engineer. During the upcoming two-year period, funding is earmarked in 2008-09 for the development of a bicycle lane on Portola Road from Sand Hill Road to Mountain Home Road. This project was requested when the Town Council considered the preliminary 2007-09 Road Program in December of 2006.

Included for 2008-09 is \$400,000 in Proposition 1B project funds. Proposition 1B, which was approved by the voters in November of 2006, provides for the issuance of \$19.925 billion in bonds, to be used to support a variety of transportation priorities. Cities and counties are designated to receive \$2 billion of this amount from the "Local Streets and Roads Improvement, Congestion Relief, and Traffic Safety Account" for local transportation projects, including road maintenance. The Town has been notified by the State that it will be receiving \$400,000 from this source following the submission of the required application(s). Staff is in the process of preparing the needed details for submission to the State.

The following charts summarize the Road Program recommendations for 2008-09 and 2009-10, with the Rehabilitation, Dig-out, and Drainage projects organized by Road Impact Fee area.

2008-09 Preliminary Proposed Projects

Area	Rehabilitation	Dig-outs	Drainage & Bridges	Total
Kings Mountain Rd.	\$ 36,000	\$ 10,000	\$ 60,000	\$ 106,000
Woodside Rd.	30,000	10,000	-	40,000
Cañada Rd.	30,000	25,000	-	55,000
Woodside Drive	25,000	5,000	-	30,000
The Glens	35,000	15,000	-	50,000
Manzanita Rd.	10,000	5,000	-	15,000
Jefferson Ave.	30,000	25,000	-	55,000
Mountain Home Rd.	60,000	15,000	-	75,000
Portola Rd.	-	-	-	-
Skyline Area	-	5,000	-	5,000
Woodside Heights	-	10,000	-	10,000
Old La Honda Rd.	40,000	20,000	10,000	70,000
Whiskey Hill Rd.	-	4,000	-	4,000
Subtotal	\$ 296,000	\$ 149,000	\$ 70,000	\$ 515,000
Other Projects:				
Portola Rd. Bike Lane				175,000
Bridge Rehabilitation				50,000
Town-wide Crack Seal				70,000
Town-wide Striping				25,000
Proposition 1B Projects				400,000
In-House Maintenance				718,687
Total Program				\$ 1,953,687

The total funding included for 2008-09 varies from what was submitted to the Town Council in the December, 2007 Roads Program Report in three aspects: (1) the aforementioned Proposition 1B funding has been added; (2) \$60,000 has been added for the Kings Mountain Road Slide Repair Project, for repair of a retaining wall damaged during the 2005 storms; and (3) In-house costs have been adjusted to reflect the increased costs of materials and services.

The following chart outlines the Road Program as proposed for 2009-10.

2009-10 Preliminary Proposed Projects

Area	Rehabilitation	Dig-outs	Drainage & Bridges	Total
Kings Mountain Rd.	\$ 50,000	\$ 10,000	\$ -	\$ 60,000
Woodside Rd.	30,000	10,000	-	40,000
Cañada Rd.	30,000	30,000	-	60,000
Woodside Drive	20,000	15,000	-	35,000
The Glens	30,000	10,000	-	40,000
Manzanita Rd.	20,000	5,000	-	25,000
Jefferson Ave.	35,000	20,000	-	55,000
Mountain Home Rd.	35,000	20,000	-	55,000
Portola Rd.	-	-	-	-
Skyline Area	-	15,000	-	15,000
Woodside Heights	-	-	25,000	25,000
Old La Honda Rd.	40,000	20,000	10,000	70,000
Whiskey Hill Rd.	-	5,000	-	5,000
Subtotal	\$ 290,000	\$ 160,000	\$ 35,000	\$ 485,000
Other Projects:				
Bridge Rehabilitation				40,000
Town-wide Crack Seal				50,000
Town-wide Striping				20,000
In-House Maintenance				740,247
Total Program				\$ 1,335,247

Staff continues to seek State and federal grants for road improvements. There are, however, a limited number of roads in the Town that are eligible for such grants. Staff has made no assumptions about grant availability in the 2008-10 Road Program, other than to include the Proposition 1B funds. If and when other funds become available, the projects they support and any required Town matching funds will be added to the proposed project list.

Five-year Forecast

As required by the Municipal Code, an updated five-year financial forecast for the Roads Program is included as **Attachment A**. It provides an overview of the resources available for allocation during the period from July 1, 2008 to June 30, 2013. It also provides a broad allocation of these funds between projects and in-house maintenance needs. The annual \$500,000 contribution from the Town's General Fund has been factored into all five years of the forecast, consistent with the current financial forecast for that fund. The forecast projects that a total of about \$7.3 million will be spent on the Road Program during the five years under examination.

CONCLUSION

The Town Council continues to make the Town's road system a top priority, devoting much of its discretionary funding to road projects and day-to-day maintenance. A proposal for the next two-year period is now before the Town Council for public review and input and for preliminary approval. The proposals provide for the expenditure of about \$3.3 million on the roads, with over \$1.8 million allocated to major road improvement projects and the balance targeted for day-to-day maintenance needs. During the next two months, further refinement will be made to the program, as necessary, with final Town Council review and approval to be scheduled with the adoption of the 2008-09 budget in June of this year.

Attachment

**TOWN OF WOODSIDE
FIVE-YEAR ROAD PROGRAM
2008-09 to 2012-13**

ATTACHMENT A

	ACTUAL 2006-07	ADOPTED 2007-08	APPROVED 2008-09	PROJECTED 2009-10	PROJECTED 2010-11	PROJECTED 2011-12	PROJECTED 2012-13	FIVE-YEAR TOTAL
BEGINNING BALANCES								
GENERAL	847,809	763,001	509,567	344,427	322,230	282,614	230,206	509,567
ROAD IMPACT FEE (RIF)	411,462	531,530	356,476	297,195	228,411	174,839	111,184	356,476
TOTAL	1,259,271	1,294,531	866,043	641,622	550,641	457,453	341,390	866,043
REVENUES								
204-TRAFFIC SAFETY	32,218	30,000	30,000	30,000	30,000	30,000	30,000	150,000
206-GAS TAX CONSTRT	29,169	29,169	29,169	29,169	29,169	29,169	29,169	145,845
207-GAS TAX MAINT.	80,097	80,097	80,097	80,097	80,097	80,097	80,097	400,485
210-MEASURE A	249,892	240,000	240,000	240,000	240,000	240,000	240,000	1,200,000
242-ROAD IMPACT FEE	405,990	375,000	375,000	350,000	350,000	350,000	350,000	1,775,000
GENERAL FUND CONTRIBUTION	500,000	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
INTEREST INCOME GENERAL	22,527	7,500	7,500	7,500	7,500	7,500	7,500	37,500
INTEREST INCOME (RIF)	25,478	7,500	7,500	7,500	7,500	7,500	7,500	37,500
GRANT FUNDS/OTHER	74,395	0	460,000	0	0	0	0	460,000
TOTAL	1,419,766	1,269,266	1,729,266	1,244,266	1,244,266	1,244,266	1,244,266	6,706,330
EXPENDITURES								
IN-HOUSE MAINTENANCE - GENERAL	378,139	390,200	401,906	413,963	426,382	439,174	452,349	2,133,774
IN-HOUSE MAINTENANCE RIF	243,139	307,554	316,781	326,284	336,073	346,155	356,539	1,681,831
GENERAL ROAD PROJECTS	694,967	750,000	935,000	495,000	500,000	500,000	500,000	2,930,000
ROAD IMPACT FEE PROJECTS	68,261	250,000	125,000	100,000	75,000	75,000	75,000	450,000
PORTOLA ROAD BICYCLE LANE PROJECT	0	0	175,000	0	0	0	0	175,000
TOTAL	1,384,506	1,697,754	1,953,687	1,335,247	1,337,455	1,360,328	1,383,888	7,370,605
ENDING BALANCES								
AVAILABLE:								
GENERAL	763,001	509,567	344,427	322,230	282,614	230,206	164,623	164,623
ROAD IMPACT FEE (RIF)	531,530	356,476	297,195	228,411	174,839	111,184	37,145	37,145
TOTAL	1,294,531	866,043	641,622	550,641	457,453	341,390	201,768	201,768