

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

Independence Hall, 2955 Woodside Road, Woodside

January 27, 2009

7:30 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMUNICATIONS

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

CONSENT CALENDAR

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.*

1. Resolution Adopting the San Mateo County Energy Strategy 2012. Resolution No. 2009 - \_\_\_\_\_
2. 1) Resolution Declaring Saturday, May 2, 2009, as May Day and Requesting Approval from the State Department of Transportation for the Woodside Elementary School PTA to Hold a Parade and the Woodside Recreation Committee to hold a "Fun Run" on a State Highway. Resolution No. 2009 - \_\_\_\_\_
3. Approval of Minutes: Town Council Meeting of January 13, 2009
4. Town Manager's Report to the Town Council.

NEW BUSINESS

5. Study Session: Alternative Proposals for Strengthening Fire Safety Code Regulations throughout the Town of Woodside.
6. Discussion of Proposed Definition of "New Building" for Purposes of Implementing Building and Related Codes and Provision of Direction to Staff for Drafting Ordinance for Future Consideration.
7. 2008-09 Mid-year Budget and Work Plan Review and Resolution Modifying the 2008-09 Adopted Budget. Resolution No. 2009 - \_\_\_\_\_

APPOINTMENTS

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

REPORTS

10. 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.

ANY WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE TOWN COUNCIL REGARDING ANY ITEM ON THIS AGENDA WILL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE ADMINISTRATION COUNTER AT TOWN HALL LOCATED AT 2955 WOODSIDE ROAD DURING NORMAL BUSINESS HOURS.

## TOWN OF WOODSIDE

Report to Town Council  
From: Susan George, Town Manager

Agenda Item 1  
January 27, 2009

**SUBJECT: RESOLUTION ADOPTING THE SAN MATEO COUNTY ENERGY STRATEGY 2012**

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which adopts the San Mateo County Energy Strategy 2012.

### BACKGROUND

The concept of a county-wide strategy for addressing the County's current and future energy needs was first raised in late 2005. It led to the creation of an ad hoc energy working group in February of 2006, authorized by the City/County Association of Governments (C/CAG). The group was chartered to consider the county's future energy and infrastructure needs and to recommend how to address these needs in an economically, socially and environmentally responsible manner. This working group became the Utility and Sustainability Task Force (USTF), an ad hoc committee of the Congestion Management and Environmental Quality (CMEQ) Committee of C/CAG. Comprised of six elected officials and six stakeholder representatives, the USTF first met in June of 2006 and began work on the energy strategy with a project consultant and County staff.

The draft County Energy Strategy was completed in July of 2008. The Executive Summary was presented to the C/CAG Technical Advisory Committee (TAC), the CMEQ Committee, and the C/CAG Board of Directors in July and August of 2008. The complete draft Energy Strategy was reviewed and approved by the County Board of Supervisors in September of 2008. Both C/CAG and the Board of Supervisors authorized the distribution of the Energy Strategy to the cities in the county for comment.

A complete draft copy of the Energy Strategy was sent to all City Managers and Mayors via mail and e-mail on September 18, 2008. Cities were invited to submit comments to the County for consideration until October 15, 2008. The County received comments from several cities and was able to incorporate many of the comments. Overall, the feedback was positive, with cities indicating that the Energy Strategy would support their own climate action goals and efforts.

The current County Energy Strategy was reviewed and approved by the C/CAG Board of Directors, Board of Supervisors, USTF, C/CAG Technical Advisory Committee (TAC), the C/CAG Congestion Management and Environmental Quality (CMEQ) Committee in November and December of 2008 and is ready for adoption by the all the cities in the County. The Energy Strategy is a working document and will be updated periodically. The Executive Summary from the Strategy is included as **Attachment A**. A hard copy of the full report is in the Town Council mailbox. It can be accessed online at:  
<http://www.ccag.ca.gov/pdf/USTF/reports/Draft%20County%20Energy%20Strategy.pdf>.

The San Mateo County Energy Strategy is one piece of a concerted effort countywide called *CO2 San Mateo County*, which is aimed at reducing greenhouse gas emissions and taking action on climate change. Other efforts include:

- ✓ a new County staff person, partially grant-funded, to provide support to the Cities

- ✓ volunteer staff support for Cities
- ✓ financial support for greenhouse gas emission inventories that has already been offered by C/CAG
- ✓ a new partnership with PG&E to fund energy efficiency projects for the cities in the county (“San Mateo County Energy Watch”)
- ✓ other resources available to Cities from several nonprofit organizations.

## DISCUSSION

The main objective of the San Mateo County Energy Strategy is to bring together the cities in the county to work collaboratively on energy and water-related issues. This includes defining goals, proposing strategies and actions, and providing needed resources. The Strategy includes five main goals with associated strategies, actions, and best practices to support them. These goals address renewable energy and energy efficiency, water conservation and new sources of water, collaboration between cities and the utilities, economic development opportunities, and the promotion of leadership on these issues in the county.

The Strategy’s goals for energy and water usage are consistent with the current institutional thinking in the region and the State. The energy goal is related to current State legislation (AB32), and the water goal is based on current projections by the Bay Area Water Supply and Conservation Agency and contracts with the San Francisco Public Utilities Commission. The Energy Strategy does not specifically include transportation or solid waste, even though they are important topics, because these topics were not included in the scope of work of the USTF committee. The San Mateo County Energy Strategy is intended to be a working document and will be updated over time with resources and current data and could include these other important topics in a future update.

Collaborating with other cities facing similar challenges in the County will save the Town time and resources and reduce the risk of implementation pitfalls. The cities will learn about and share best practices and will be able to take advantage of staff support, training and bulk purchasing opportunities for items by having a greater connection with other cities in San Mateo and Santa Clara Counties.

The Town will assign one staff person and one elected official to be the main contacts for the Town’s climate action program for the County and C/CAG. C/CAG and the County need these contacts for purposes of routing information about the Energy Strategy, not for purposes of establishing a new C/CAG committee. If the Town does not assign these contacts, the Town’s existing C/CAG Boardmember and TAC member will become the contacts for this program.

By adopting the Energy Strategy, the Town is not required to adopt and implement every action suggested in the Energy Strategy. The intention of the energy strategy is to support Town efforts, to provide resources, and to promote collaboration.

## CONCLUSION

By adopting the attached resolution, the Town will be adopting the goals of the San Mateo County Energy Strategy 2012 and committing to pursuing the next steps recommended by the Strategy:

- Commit to working collaboratively with other cities and the County
- Release energy and water utility data to the County and C/CAG for the purposes of tracking countywide energy-use and emission-reduction goals.

Attachments

RESOLUTION NO. 2009 - \_\_\_\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE  
ADOPTING THE SAN MATEO COUNTY ENERGY STRATEGY 2012**

**WHEREAS**, the Town of Woodside is committed to reducing greenhouse gas emissions and taking action on climate change; and

**WHEREAS**, the San Mateo County Energy Strategy 2012 identifies five main goals with associated actions related to renewable energy and energy efficiency, water conservation and new sources of water, collaboration between cities and with utilities, economic development opportunities, and promoting leadership; and

**WHEREAS**, the San Mateo County Energy Strategy complements and supports the Town's current climate action program; and

**WHEREAS**, the Utility and Sustainability Task Force, an ad hoc committee of the Congestion Management and Environmental Quality Committee of the City/County Association of Governments (C/CAG), was chartered in 2006 to develop a Countywide energy strategy that would consider the County's future energy and infrastructure needs and recommend how to address these needs in an economically, socially, and environmentally responsible manner; and

**WHEREAS**, the San Mateo County Energy Strategy is a working document that will be updated periodically; and

**WHEREAS**, the County Energy Strategy is one piece of a concerted effort countywide called "CO2 San Mateo County" aimed at reducing greenhouse gas emissions and taking action on climate change.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Woodside hereby adopts the San Mateo County Energy Strategy 2012 and commits to pursuing the next steps recommended by the Strategy.

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 27<sup>th</sup> day of January 2009 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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 2

From: Janet Koelsch, Town Clerk

January 27, 2009

**SUBJECT: Resolution Declaring Saturday, May 2, 2009, as May Day and Requesting Approval from the State Department of Transportation for the Woodside Elementary School PTA to Hold a Parade and the Woodside Recreation Committee to hold a "Fun Run" on a State Highway.**

**RECOMMENDATION**

It is recommended that the Town Council adopt the attached resolution which declares Saturday, May 2, 2009, as May Day and requests the State Department of Transportation's permission to hold a parade and run on a State Highway.

**DISCUSSION**

The Woodside Elementary School will once again be sponsoring the annual May Day parade and has forwarded the application and information necessary to obtain approvals from the State Department of Transportation and the Town for the May Day Parade. Additionally, the Woodside Recreation Committee sponsors a "Fun Run" on May Day in tandem with the school's activities. This year the events will take place on May 2<sup>nd</sup>.

In order to receive formal permission from the State for these events to take place, the Town Council must first provide its own approvals and subsequently a request will be forwarded to the State for its consideration.

**CONCLUSION**

It would be appropriate for the Town Council to adopt the attached resolution, granting its approval for the events and requesting approval from the State. Following adoption of the resolution, the Sheriff's Department and CalTrans will be contacted for their approvals.

Attachment

**RESOLUTION NO. 2009 -**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE  
DECLARING SATURDAY, MAY 2, 2009, AS MAY DAY  
AND REQUESTING STATE DEPARTMENT OF TRANSPORTATION'S PERMISSION TO HOLD A  
PARADE AND A FUN RUN ON A STATE HIGHWAY**

**WHEREAS**, the Parent/Teachers Association of the Woodside Elementary School has requested the Council to designate Saturday, May 2, 2009, as **May Day** and procure necessary approval to allow a parade to be held and conducted on May 2, 2009, by said P.T.A. upon a portion of Woodside Road (State Highway Route 84); and

**WHEREAS**, the Woodside Recreation Committee has requested approval of a Fun Run to be held prior to the parade along a portion of Woodside Road; and

**WHEREAS**, the Council must secure permission from the Department of Transportation of the State of California before such a parade and run may be held; and

**WHEREAS**, the Council desires to be of assistance in this matter.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED AS FOLLOWS:**

1. Saturday, May 2, 2009, is hereby declared to be **May Day** in the Town of Woodside.
2. The Council does hereby grant permission to the P.T.A. of Woodside Elementary School to hold and conduct a parade and permission to the Woodside Recreation Committee to hold and conduct a Fun Run, on **May Day**, May 2, 2009, in and upon a portion of Woodside Road (State Route 84) provided that permission therefor is also given by the Department of Transportation of the State of California.
3. The Council does hereby request the Department of Transportation of the State of California to grant permission to the P.T.A. of said school to hold and conduct a parade between the hours of 10:00 a.m. and 11:00 a.m., and to the Woodside Recreation Committee to hold and conduct a Fun Run between the hours of 8:30 a.m. and 9:30 a.m., in and upon that portion of Woodside Road (State Route 84) between its intersections with Miramontes Road and Cañada Road, all within the territorial limits of the Town of Woodside.
4. The Council does hereby order that the local police will control or detour public traffic as may be necessary for the safe and expeditious movement of public traffic and for the safety of the participants in the parade.
5. Certified copies of this resolution, together with other necessary transmittal documents, are directed to be forwarded to the appropriate State and County offices and officials.

\* \* \* \* \*

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 27<sup>th</sup> day of January 2009, 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

From: Janet Koelsch, Town Clerk

January 27, 2009

**SUBJECT: MINUTES FOR APPROVAL**

The minutes of the Town Council Meeting of January 13, 2009, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

January 13, 2009

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

Mayor Mason called the Meeting to order at 7:05 P.M.

ROLL CALL

Present: Councilmember Boynton (arrived 7:07 P.M.), Burow, Hodges Romines,  
Tanner, Mayor Mason

Absent: Councilmember Gordon

Staff Present:

Susan George, Town Manager

Jean Savaree, Town Attorney

CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation [Government Code  
Section 54956.9(b)]: One Potential Case

The Closed Session was adjourned at 7:35 P.M.

REGULAR SESSION

The Meeting was reconvened at 7:40 P.M.

Staff Present:

Susan George, Town Manager

Kevin Bryant, Assistant Town Manager

Jean Savaree, Town Attorney

Jackie Young, Director of Planning and Building

Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Thalia Lubin, Palm Circle, led the Pledge of Allegiance.

REPORT FROM CLOSED SESSION

Mayor Mason stated that there was nothing to report from Closed Session.

COMMUNICATIONS

There were no Communications.

ACKNOWLEDGEMENTS

Mayor Mason presented a proclamation to Irwin Kaplan Extending the Town's  
Appreciation for His Service As Interim Director of Planning and Building.

Ms. George presented Mr. Kaplan with a cartograph of the Town's trail system in  
appreciation of his service.

Mr. Kaplan thanked the Council and staff and remarked on his enjoyment of the  
assignment.

CONSENT CALENDAR

1. Acceptance of 2007-08 Memorandum on Internal Control and Required Communications.
2. Resolution Authorizing the Town Manager to Proceed with the Disposal of

**Two Vehicles and One Wood Chipper. Resolution No. 2009 - 6727**

3. **Resolution Approving and Authorizing the Town Manager to Execute the Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes in Accordance with the 2004 Measure A, Effective January 1, 2009. Resolution No. 2009 - 6728**
4. **Resolution Adopting a Risk Management Policy for the Town of Woodside. Resolution No. 2009 - 6729**
5. **Approval of Minutes: Special Meeting Minutes of November 24, and December 8, 2008.**

Councilmember Romines moved approval of the Consent Calendar as presented.

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

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

**NEW BUSINESS**

6. **Review and Discussion of Draft Historic Preservation Element and Referral of Draft to the Planning Commission for Public Hearing.**

Ms. George stated that, subsequent to the Closed Session and prior to the beginning of the Regular Session, staff advised the Council: that it was free to give staff, the Committee or the Planning Commission policy direction on the Draft Historic Preservation Element; that, going back to early 2000, the idea behind the Historic Preservation Element was that the Town seeks voluntary designation of historic properties; that the Council is free to make changes if it wishes; and that opportunities will be available to make changes at the end of the scheduled General Plan review.

Mr. Bryant provided an overview of the history of the Historic Preservation Element and explained the evolution of the proposed draft. He reviewed the components of the proposed draft including the Historical Overview, Purpose, Historic Resources, Programs and Policies. He stated that the focus of the Policies component is to implement a voluntary program, including the possibility of establishing a voluntary Historic Landmarks program, and consideration of the development and adoption of a Mills Act program.

Gretchen Tenenbaum, Chair of the Woodside History Committee, thanked the Council for consideration of the Historic Preservation Element and also the 2004 Council for allocation of funds for the study that led to the ground work for the document. She thanked Mr. Bryant and Ms. George for their help with the draft.

Thalia Lubin, representing the Woodside History Committee, presented a history of the Committee's development and its subsequent actions leading to the proposed Preservation Element. She urged the Council's support going through the process regardless of opposition. Ms. Lubin opined that this was an opportunity for the Town to be in the forefront and show the way on how preservation can be part of sustainable development.

Bob Mullen, representing the Woodside History Committee, challenged the Council with the opportunity to pass this first Historic Preservation Element to preserve Woodside as much as possible as it is today and as close as possible to the way it was 53 years ago when he moved to Woodside.

Richard Tagg, representing the Woodside History Committee, stated that many irreplaceable items have been lost due to the lack of an Historic Preservation Element.

Anne Kasten, Eleanor Drive, stated that as a member of the Architectural and



TOWN OF WOODSIDE

Report to Town Council  
From: Susan George, Town Manager

Agenda Item 4  
January 27, 2009

**SUBJECT: TOWN MANAGER'S REPORT TO THE TOWN COUNCIL**

Here's what's up:

**The Boat**

*The Almanac* recently ran an article about a boat that was moved from a residence in Woodside to the marina in Redwood City. The boat had been constructed on a property on Dry Creek Lane. The Town Engineer and his staff were involved with the details of the move, as it encroached on Town roads and had the capacity for damaging Town property. The Town was approached on January 6<sup>th</sup> about what would be required for a large transport through the Town on January 7<sup>th</sup> (later changed to the 8<sup>th</sup>). Because of favorable and unusual tidal conditions, there was extreme pressure from the applicant to approve a permit very quickly. The Town Engineer and his staff reviewed the boat's proposed path of travel for potential problem areas (sign knock downs, damaged roads, bridges, etc.) to determine a bond amount to cover potential problems before permit issuance. The applicant provided \$20,000 and an additional deposit to cover staff costs for the transport permit. Staff also made certain the applicant had received permits from the County of San Mateo the California Highway Patrol, Caltrans, and Redwood City prior to the issuance of the Town's permit. The move was scheduled to occur in one night, but took two nights (Thursday night and Friday night into Saturday morning). Engineering provided personnel during the transport in Woodside on Thursday and Friday nights (the applicant paid for those costs) to ensure any issues would be addressed. There was no major damage to Woodside streets or bridges. The applicant has restored rights-of-way that were disturbed during the transport. It was quite a sight.

**GASB 45 Actuarial**

The Council may recall that in July of 2008, we discussed the implementation of GASB 45, which requires that certain "other post-employment benefits" (OPEB) be reported by local governments in their financial statements. The Town's reporting deadline under this pronouncement is the 2009-10 fiscal year. We have now engaged the services of an actuarial firm, after soliciting proposals from several firms. Nicolay Consulting, of San Francisco, has been selected to do the study. It will be completed in time to ensure that the Town meets the reporting deadline.

**Records Management Program**

The staff has completed a new Records Retention Schedule. It, and an outline of the entire Records Management Program, will be before the Town Council on February 10<sup>th</sup>. The retention schedule provides a badly needed update to the schedule approved by the Town Council in 1996. It provides the requirements for maintaining public records, based upon the type of documents (some must be kept permanently, others for as little as two years). The retention schedule is accompanied by a procedure for eliminating documents, in compliance with the schedule. Once the Town Council has approved the updated retention schedule, the staff will begin to review the Town's vast array of records and arrange for the scanning and off-site storage of many of them and the authorized destruction of others. This will be an opportunity to reduce the number of records actually stored on site, freeing up space utilized for filing cabinets. We are delaying the space remodeling/expansion project until the Records

Management Program is fully operational, as is reported in the 2008-09 Work Plan, elsewhere on this evening' agenda.

### New Intern

Jennifer Gau, a graduate student in Public Administration at San José State University, will be joining the staff as an Intern on January 26<sup>th</sup>. Jennifer, who already has a Bachelor of Science in City and Regional Planning from Cal Poly San Luis Obispo, will be working with the staff on the Record Management Program, among other things. She has had previous internships with the Cities of Santa Maria and Campbell. We are looking forward to having her on board.

### City Managers' Department Annual Meeting - League of California Cities

I am going to join my colleagues from across the State in Monterey at the annual City Managers' Department Meeting, sponsored by the League of California Cities. It will be held February 4<sup>th</sup> through 6<sup>th</sup>. I am looking forward to the meeting, which will feature a General Session with Dan Walters, whose column appears in many California newspapers, including the *Sacramento Bee*. He will be providing his own version of the State of the State. Other points of interest during the meeting are sessions on ethics and on current challenges facing local government in California.

### Tree City USA Application

I submitted the Town's application for the renewal of our designation as a "Tree City USA" in December. This has to be done every year. We will hear whether we still qualify within the next couple of months, prior to Arbor Day. I can't imagine that the renewal will be denied - it felt like a fairly pro forma application process.

### Upcoming Council Items

The Town Council's kick-off of the General Plan Review and Update is set for February 10<sup>th</sup>, as is the consideration of the Records Retention Schedule. Depending upon what direction the Town Council provides on January 27<sup>th</sup> concerning fire safety regulations and "new building" definitions, we will be bringing Municipal Code amendments in for the Council's and public's review in late February-early March. The Road Program is set for the March 10<sup>th</sup> meeting. The Open Space Committee's report and recommendations on conservation easement sis tentatively scheduled for February 10<sup>th</sup>.

The Town Council will be reviewing the Work Plan as a part of the mid-year budget review. The report for that item contains more information on current efforts by the staff.

As always, please call or e-mail me if you have questions or would like more information on any of these items during the upcoming meeting.

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Susan George, Town Manager

## TOWN OF WOODSIDE

Report to Town Council

Agenda Item 5

Prepared by: Kevin Bryant, Assistant Town Manager

January 27, 2009

Reviewed by: Susan George, Town Manager

**SUBJECT: STUDY SESSION: ALTERNATIVE PROPOSALS FOR STRENGTHENING FIRE SAFETY CODE REGULATIONS THROUGHOUT THE TOWN OF WOODSIDE**

### RECOMMENDATION

It is recommended that the Town Council review this report, accept public comment and provide direction to Staff on how to proceed with amendments to the Municipal Code to address fire hazards within the Town of Woodside.

### BACKGROUND

Fire safety issues have been a concern of the Town for many years. Following the Oakland hills fire in October 1991, the Town formed an ad hoc volunteer group to examine fire safety issues within the Town. The committee prepared a report in May 1992.

Following the Albion fire in the summer of 2002, the Town hired Neville Associates to review the Town's existing conditions regarding fire safety and regulations. The resulting findings and recommendations, *Moving towards a Firewise Community*, included a number of recommendations for municipal code amendments.

Statewide, there has also been considerable focus on improving fire safety as fires have become more severe, particularly in wildland and urban - wildland interface areas. The 2007 Building Code includes more stringent regulations requiring fire resistant construction in areas designated as "Very High Fire Hazard Severity Zones". These regulations, which went into effect on July 1, 2008, have become known as "Chapter 7A" regulations, named for the section of the Building Code where the regulations are found. The Town Council adopted the 2007 California Building Standards Code on December 11, 2007.

On June 24, 2008, the Town Council adopted Ordinance 2008-542, which designated certain areas within the Town of Woodside as Very High Fire Hazard Severity Zones (VHFHSZ). The areas designated were based on a map developed by the California Department of Forestry and Fire Protection in conjunction with the Woodside Fire Protection District.

To further enhance fire prevention within the community, the Town Council considered an ordinance in September which would have added an additional five areas to those that are designated Very High Fire Hazard Severity Zones, and would have subjected those areas to Chapter 7A of the Building Code.

Following testimony from people who lived in the proposed VHFHSZs, the Council decided to look for options to designating additional areas as Very High Fire Hazard Severity Zones and directed staff to investigate alternatives before proceeding with further legislative action.

### DISCUSSION

The Town has two options for strengthening the fire prevention provisions of the Municipal Code: amending the Building Regulations to apply the provisions of Chapter 7A to the entire Town or adopting less stringent regulations that apply Town-wide.

At the hearing on September 23, 2008, the Council heard from many property owners who took issue with the addition of only certain areas of Town into the Very High Fire Hazard Severity Zones. One of the main criticisms is that the additional areas proposed were not based on clear criteria that justified the inclusion of some properties and the exclusion of other properties. To address this issue, the Council could apply the provisions of Chapter 7A, which apply to new buildings, to the entire Town.

Specific requirements and regulations included in Chapter 7A of the *2007 California Building Standards Code* include:

- ☑ Roofing: Class A roofing will be required in the designated wildland urban interface zones. Additionally, the space between a roof covering and roof decking must be designed to prevent the intrusion of flames and embers. Chapter 7A calls out specifications for flashing, and requires that roof gutters are “provided with a means to prevent the accumulation of leaves and debris in the gutter.” This will result in the construction plans calling out construction details, including flashing details and gutter details, and inspectors inspecting the same.
- ☑ Attic ventilation: Attic vents shall resist the intrusion of flame and embers into the attic area of the structure, or shall be protected by corrosion-resistant, noncombustible wire mesh with ¼ inch openings. Also, eaves and soffits shall be protected by ignition-resistant materials or noncombustible construction on the exposed underside.
- ☑ Exterior walls: Exterior walls are required to be noncombustible or ignition-resistant material, heavy timber, or log wall construction, and must provide protection from the intrusion of flames and embers. This regulation essentially precludes the use of wood siding on buildings. Exterior wall vents must resist the intrusion of flame and embers into the structure or vents shall be screened with a corrosion-resistant, noncombustible wire mesh with ¼ inch openings. Exterior windows, window walls, glazed doors, and glazed opening within exterior doors shall be insulating-glass units with a minimum of one tempered pane, or glass block units, or have a fire-resistance rating of not less than 20 minutes. This is a more substantial window than may typically be installed. Exterior doors are also required to utilize a noncombustible construction, or solid core wood with other design parameters. The exterior door requirements are fairly consistent with the doors typically utilized throughout Town.
- ☑ Decking: Decking within ten feet of the primary structure must be constructed of an ignition-resistant material, or of heavy timber, exterior fire-retardant treated wood, or approved noncombustible materials. This regulation severely limits the allowable building materials when considering deck construction.
- ☑ Underfloors: The underside of cantilevered and overhanging portions of the building must maintain the ignition-resistant integrity of the exterior walls. Buildings shall also have all underfloor areas enclosed to grade with exterior walls. Again, these provisions will limit the materials that can be utilized for construction.
- ☑ Landscape Maintenance Plans: Section 701.A.3.2.4 states “Prior to building permit final approval, the property shall be in compliance with the vegetation clearance requirements prescribed in Public Resources Code 4291 Government Code 51182.” The referenced code

section provides information regarding fuel reduction treatments around buildings, including creating horizontal and vertical spacing between vegetation, removing surface fuels greater than 4 inches in height, and pruning branches to at least 6 feet. Essentially, the Town and/or Fire District will be responsible for reviewing, approving, and inspecting vegetation maintenance plans. Presumably, inspections will be on-going well after final inspection of the structures. The staff has not yet prepared a plan for administration of this particular provision, and will work with the Fire District in determining enforcement responsibilities.

- ☑ Inspection and Certification: The building official will be required to certify that, at the time of final inspection, a site is compliant with the provisions of Chapter 7A. Given the requirements for preparation and maintenance of defensible space, this will need to be carefully coordinated with the Fire Marshal, as Town staff is not specifically trained in landscaping for fuel reduction.

As an alternative to applying the provisions of Chapter 7A Town-wide, the Town could pursue other code amendments that address fire prevention and would apply to the entire Town. The provisions of Chapter 7A and the findings and recommendations from the 2003 Neville Associates report provide a wide range of possible code amendments that would strengthen the fire safety component of the Town's codes. Staff has consulted with the Fire Chief and Fire Marshal to identify code amendments for the Council to consider.

### **Building Regulations**

The Fire Chief and Fire Marshal have indicated that stronger regulations with respect to roofing, roof venting, exterior walls, and windows would yield the greatest benefits for fire mitigation. Among these four, making the requirement stronger for roofing would be the single most important action to take, and would make Woodside consistent with the communities of Portola Valley, Los Altos Hills, and Hillsborough. Descriptions of some of the options for code amendments for roofing, roof venting, exterior walls, and windows are provided below. When considering the possible code amendments, the Council should consider whether these should be in effect for new construction only or should apply to remodels, alterations or repair as well.

Roofing: One or more of the following:

- Require all new and replacement roof coverings or roof assemblies to be rated Class A, excluding detached structures with less than 120 square feet of roof area
- Require all new and replacement roof coverings or roof assemblies to be rated Class A on all structures (including detached structures with less than 120 square feet of roof area)
- Prohibit wood roofs regardless of their rating
- Require a spark arrester on chimneys as part of all new and replacement roof coverings or roof assemblies

Roof Venting, Eaves, and Cornices: One or more of the following:

- Require that all roof, attic, eave, and cornice vents resist the intrusion of flame and embers into the attic area of the structure
- Require that eaves and soffits be noncombustible on the exposed underside or protected by ignition-resistant materials

Exterior Walls: One or more of the following:

- Require that exterior walls be constructed of non-combustible or ignition resistant material, heavy timber, or log wall construction, or provide protection from the intrusion of flames and embers.
- Require that any openings in exterior walls resist the intrusion of flame and embers into the structure
- Require noncombustible construction for exterior door assemblies

Windows:

- Require all exterior glazing be tempered to resist the heat and wind associated with a fire and embers

In addition to amendments for roofing, roof venting, exterior walls, and windows, below are some other options for code amendments to the Building Regulations. As with the possible amendments listed above, the Council should consider when these regulations would in effect.

Roof Gutters: One or more of the following:

- Require that roof gutters be provided with the means to prevent the accumulation of leaves and debris
- Require that rain gutters and downspouts be made of non-combustible materials

Decking:

- Require that where any portion of decking, landings, porches, balconies, etc. is within 10 feet of the primary structure, it be constructed of ignition resistant materials

Under-Floor Areas:

- Require under-floor areas to be enclosed to prevent burning brands and embers from entering the area under the building.

Automatic Sprinkler Systems: One or more of the following:

- Require automatic fire sprinklers in agricultural buildings over 1,000 square feet
- Remove the exception of manufactured housing from the requirements for automatic sprinklers

Site Development

In addition to amendments to the Building Regulations, below are some amendments to the Town's Site Development Ordinance to consider.

- Require that driveway and bridge construction will support the load of fire fighting apparatus
- Require that a fuel management plan be submitted as part of a permit application. The plan would describe how the landscape plan will reduce the potential for a fire to spread to any structures on the property or to the adjacent properties. The plan would also include a list of fire resistive plants, fuel reduction measures, creation of fire break areas and tree locations.

The Neville Associates report also included a recommendation to change the maximum permitted grade of a driveway from 20% to 10% to facilitate fire truck access. The Fire Marshal has indicated that this is not necessary, as current codes ensure that driveways over 15% are wide enough and are made of a surface which allows access.

### Zoning Ordinance

The Neville Associates report also recommended that the following amendments to the Zoning Ordinance be considered:

- "Amend 153.021 [Classification of Zoning Districts] to identify steep slopes as being more than 30% rather than the current >35% in terms of applying constraints. Slopes more than 30% represent serious exposure issues from wildland fires and are difficult to contend with from a fire suppression operational standpoint."
- "Amend 153.139 Development Standards to permit the removal of native vegetation on slopes >35% and to replace that native vegetation with fire resistive plants as part of a fuel management plan."

### Putting It All Together

As outlined above, there is no shortage of possible amendments to the Town's Municipal Code to improve fire safety within the entire community. In assessing the preferred course of action, many factors should be considered, including:

- Ease of implementation for property owners,
- Cost to property owners versus the owner and community benefit,
- Potential impact on the Town's rural aesthetic, and
- Ease of administration by the Town and Fire District.

By virtue of being designated within the Very High Fire Hazard Severity Zone, there are currently 640 properties within the Town that are subject to the Chapter 7A regulations. These provisions are applicable for new buildings only. Among the possible code amendments identified above are the provisions of Chapter 7A, which could be applied Town-wide for new buildings as well as for remodels or additions.

When considering which code amendments to pursue, it should be noted that the State Department of Insurance has indicated that any additional Town regulation is unlikely to

reduce fire premiums or make properties more insurable. The Department indicated that as a heavily wooded community, it will remain a challenging insurance environment.

## **CONCLUSION**

The Town has many options for making the Municipal Code stronger with respect to fire safety and fire prevention. The Town Council should take testimony from the public and provide direction on how to best proceed with making Woodside more fire safe.

**TOWN OF WOODSIDE**

Report to Town Council

Agenda Item 6

From: Paul T. Nagengast, Town Engineer

January 27, 2009

Approved by: Susan George, Town Manager

**SUBJECT: DISCUSSION OF PROPOSED DEFINITION OF "NEW BUILDING" FOR PURPOSES OF IMPLEMENTING BUILDING AND RELATED CODES AND PROVISION OF DIRECTION TO STAFF FOR DRAFTING ORDINANCE FOR FUTURE CONSIDERATION**

**RECOMMENDATION**

It is recommended that the Town Council review and discuss this report, accept public input, and provide direction to staff for purposes of drafting an ordinance to define "New Building" for purposes of implementing the building and related codes.

**BACKGROUND**

The Town administers and implements various regulations that govern the building process within the Town. In certain cases, these regulations do not apply to every project that requires a permit, but rather require compliance only when something about the project "triggers" compliance. For example, Chapter 150 of the Town's Municipal Code, which addresses Building Regulations, requires the installation of automatic sprinkler systems when an "addition, alterations, or repairs to the existing building or structure within any 12-month period exceed 75% of the estimated value of such building or structure, as calculated by the Town Building Official...". Similarly, the provisions of the Wildland Urban Interface Building Standards (Chapter 7A), dealing with construction in wildfire prone areas, are triggered when "new buildings" that are located in Very High Fire Hazard Severity Zones are involved.

Other "triggers" that the Town is or will be dealing with are associated with the Woodside Fire Protection District's adopted version of the 2006 International Fire Code, with the 2007 California Amendments, and the pending Memorandum of Understanding for Fire Code Plan Review between the Town and the fire district. Those documents describe the applicability of the fire code as follows: "When alterations, additions or repairs exceed 50% of the value of an existing building or structure, as determined by the Building Official, such building or structure shall be made in its entirety to conform with the fire code requirements for new buildings or structures."

Additionally, the County of San Mateo Health Department requires any "new building" permitted by the Town of Woodside to have its septic system upgraded to meet current regulations. Although the requirements for septic system upgrades will be addressed as part of a separate Municipal Code update project to be presented to Town Council

later this year, it does provide another example of a "trigger" point through its use of the term "new building."

Staff has been grappling with what constitutes a "new building" since no definition currently exists. Further, the use of a valuation system (e.g. 50% or 75% of value) to determine when alterations and repairs to a building require a new building designation for a permit can be difficult to administer and may lead to process inconsistencies and inequities.

#### **PURPOSE**

An amendment to Chapter 150 to add the definition of "new building" is proposed, in order to simplify the application of the regulations and to ensure greater fairness and equity of compliance. The proposed amendment to the Municipal Code seeks to introduce a definition of "Alteration" and "New Building—CBC Chapter 7A compliance" to establish parameters to define when an automatic fire extinguishing system would be required for alterations or additions to an existing residential building, as well as to establish parameters and methodology to define when alterations or additions to an existing building, where located within a mapped "Very-High Hazard Fire Severity Zone", would be considered a new building for purposes of compliance with Chapter 7A.

#### **ANALYSIS**

As currently written, Municipal Code Chapter 150.01.E(4) requires the installation of an automatic fire extinguishing system in an existing residential building where construction costs exceed a threshold of "75% of the estimated value of the existing building valuation". In practice, however, this present code methodology offers three regulatory challenges:

1. The foremost problem is that a modestly-scaled alteration of an existing building with a small footprint generates a disproportionately greater likelihood of requiring an automatic fire extinguisher system installation, based on the current fixed-cost replacement value formula approach, than would be the case with similarly-scaled alterations undertaken on a large footprint building.
2. Secondly, Town residents and building architects have continually questioned and complained that the fixed-cost replacement value formula based approach is not representative of actual scope of material changes being made to an existing building, and furthermore, does not appear to represent the actual fair market value of the existing buildings.
3. Lastly, the Town staff has examined regional municipal alternatives using a fixed-cost replacement value formula. The County of San Mateo, for example, has presently assigned a fixed replacement value formula of \$300 per square foot for existing buildings. In each case evaluated by staff, however, an alternative formula using a fixed-dollar-cost per square foot replacement value was determined

to be undesirable, given the broad spectrum of architectural building style, difference in material type, variation in workmanship, range in building size and floor area footprint, and age of construction that occur within the Town.

The changes that are proposed to amend Chapter 150 seek to resolve the problems that are inherent in the regulation of the current fixed-cost replacement value formula used in Municipal Code Section 150.01.E(4) for automatic fire extinguisher systems by the introduction of the following changes:

1. Substitute the current 75% valuation cost-replacement value formula with a new "50% altered or added floor area" limitation threshold for determining when an automatic fire extinguishing system is required for an alteration or additions to an existing residential building that are made within a two-year time period. This new methodology is similar to codes presently adopted by the City of Los Altos.
2. Provide a new definition section to Chapter 150, which would define "*Alterations*" of an existing building for the purpose of automatic fire sprinkler extinguisher installation compliance. This definition includes several contingencies, which are expressly provided in order to broadly define the intent and circumstances under which an alteration or addition to an existing building will be considered to be altered floor area or added square footage. This new definition is similar to codes presently adopted by the City of Hillsborough.

The current proposal also seeks to change the current Chapter 150 to introduce a new definition term "*New Building-CBC Chapter 7A compliance*", which is specifically intended to be used to define limitations to alterations or added floor area modifications of an existing residential building that would trigger the altered or expanded structure being considered or classified as a "*New Building*" for purpose of compliance with the California Building Code Chapter 7A, where the property is located in a mapped "*Very High Fire Hazard Severity Zone*".

Lastly, the proposal seeks to offer significant improvements in inter-agency coordination and consistency with the local interpretation and regulation of the California Fire Code by the Woodside Fire Protection District, regarding alterations or additions to existing residential buildings in the Town.

#### **SPECIFIC PROPOSED LANGUAGE**

It is proposed that the Woodside Municipal Code be amended by modifying Section 150.01.E(4), adding Section 150.01-Definitions, to include "*Alterations*" and "*New Building-Chapter 7A compliance*", and re-numbering section 150.01 thru section 150.12 to accommodate the insertion of new definition section 150.01:

1. Modify Chapter 150.01.E(4) to establish that automatic fire sprinkler compliance is required for all existing residential buildings (R-3) or all existing buildings accessory to the primary residential occupancy (R-3 or U-1) when the following occurs:

a. **"MODIFICATIONS ARE MADE THAT INCLUDE ALTERATIONS AND/OR ADDITIONS OF FIFTY (50) PERCENT OR GREATER TO THE EXISTING FLOOR AREA, EXCLUDING EXISTING BASEMENTS.** *The size of additions and/or alterations used in calculating the size of alterations and/or additions shall not be cumulative with regard to individual additions or alterations in a building unless either of the following two circumstances apply:*

i. *Where one or more addition(s) and/or alteration(s) that require building permits are completed and finalized within a two year period prior to the date of application for a building permit, and said additions and/or alterations are made to the premises of the same property owner, the sum of the size of these additions and/or alterations during this two year period shall be aggregated for the purpose of calculating the size of the planned additions and/or alteration; or*

ii. *Where one or more addition(s) and/or alteration(s) for which building permits have been issued and have not yet received final Building Department approval, prior to the date of application for a building permit, the sum of the sizes of permits issued, but not yet finalized building additions and/or alterations shall be aggregated for the purpose of calculation of the size of the planned additions and/or alterations."*

2. Add the following section to Chapter 150—Building Regulations:

a. Chapter 150.01—Definitions

i. For the purposes of this chapter and section, certain words and phrases used herein are defined as follows:

1. **"ALTERATION"** means to replace or make a change which will prolong the life of the supporting members of a structure, such as roof rafters, bearing walls, floor joists, columns, beams, girders, or foundations. The reference standard for determining the size of the addition and/or alteration for determining the threshold for automatic fire extinguishing systems installation is Chapter 150.01.E(4), as modified by the following:

a. The square footage of every room being added or altered shall be included in the

calculation of total square footage of addition and/or alteration.

- b. The entire square footage of an individual room shall be considered added and/or altered when at least fifty percent or greater of the linear length of interior wall sheathing or ceiling of any one wall within the room is new, removed, over-laid, or replaced.
- c. The entire square footage of the building shall be considered added and/or altered when at least fifty percent or greater of the aggregate linear length of exterior wall cladding finish or existing exterior wall sheathing or existing exterior wall framing is new, removed, re-framed, removed, over-laid, or replaced.
- d. The entire square footage of an individual room shall be considered added and/or altered when at least fifty percent or greater of the linear length of concrete, brick, or masonry walls of any one wall within the room is new, removed, over-laid, or replaced.
- e. The entire square footage of a new basement or a new floor level shall be considered added and/or altered when proposed.
- f. The entire square footage of an individual room shall be considered added and/or altered when at least fifty percent or greater of the linear length of supporting foundation of any one wall within the room is new, removed, under-pinned, or replaced.
- g. The entire square footage of the structure shall be considered added and/or altered when at least fifty percent or greater of the aggregate linear length of supporting perimeter exterior foundation is new, removed, under-pinned, or replaced.
- h. The entire square footage of the structure shall be considered added and/or altered when at least fifty percent or greater of the aggregate linear length of supporting interior foundation is new, removed, under-pinned, or replaced.
- i. The entire square footage of the structure shall be considered added and/or altered when at least fifty percent or greater of the

aggregate area of roof framing is new, removed, re-framed, over-framed, over-laid by new California-style roof framing, or replaced.

- j. The square footage of the structure that will be considered added and/or altered shall be exclusive of building roof repair/replacement, building heating and/or cooling unit repair/replacement, and any other mandatory federal, state, and local building code upgrade requirements including, but not limited to, the voluntary seismic retrofit requirements, asbestos, and other hazardous material abatement.
- k. Not excluded: Seismic and wind force resisting system upgrades that are required based on elective owner-initiated alterations and/or additions to the structure are specifically made not a part of these excluded elements.

2. **"NEW BUILDING—CBC CHAPTER 7A COMPLIANCE "**

establishes a method to be used for determining compliance with the California Building Code Chapter 7A provisions, when either of the following circumstances apply:

- a. To build or construct a entirely new building that requires a building permit, regardless of building floor area, which is required to fully comply with the California Building Code Chapter 7A provisions for new structures located within a mapped *"Very High-Hazard Fire Severity Zone"*, where an application for a building permit is submitted after July 1, 2008; or
- b. To replace or make an alteration and/or addition to an existing building that requires a building permit, regardless of floor area, which exceeds the limits prescribed in the standard formula herein included in this chapter, where the property is located within a mapped *"Very High-Hazard Fire Severity Zone"*, and an application for a building permit is submitted after July 1, 2008; and
- c. By which action will prolong the life of the supporting members of a structure, such as roof rafters, bearing walls, floor joists, columns, beams, girders, or foundations. The standard formula included in this chapter

herein shall be used for determining the size threshold of the addition and/or alteration for an altered existing building to be considered as a new building, subject to full compliance with the California Building Code Chapter 7A provisions for a new building. The following determinations shall be used:

- i. The square footage of every room being added or altered shall be included in the calculation of total square footage of addition and/or alteration.
- ii. The entire square footage of an individual room shall be considered added and/or altered when at least fifty percent or greater of the linear length of interior wall sheathing or ceiling of any one wall within the room is new, removed, over-laid, or replaced.
- iii. The entire square footage of the building shall be considered added and/or altered when at least fifty percent or greater of the aggregate linear length of exterior wall cladding finish or existing exterior wall sheathing or existing exterior wall framing is new, removed, re-framed, removed, over-laid, or replaced.
- iv. The entire square footage of an individual room shall be considered added and/or altered when at least fifty percent or greater of the linear length of concrete, brick, or masonry walls of any one wall within the room is new, removed, over-laid, or replaced.
- v. The entire square footage of a new basement or a new floor level shall be considered added and/or altered when proposed.
- vi. The entire square footage of an individual room shall be considered added and/or altered when at least fifty percent or greater of the linear length of supporting foundation of any one wall within the room is new, removed, under-pinned, or replaced.
- vii. The entire square footage of the structure shall be considered added

and/or altered when at least fifty percent or greater of the aggregate linear length of supporting perimeter exterior foundation is new, removed, under-pinned, or replaced.

- viii. The entire square footage of the structure shall be considered added and/or altered when at least fifty percent or greater of the aggregate linear length of supporting interior foundation is new, removed, under-pinned, or replaced.
  - ix. The entire square footage of the structure shall be considered added and/or altered when at least fifty percent or greater of the aggregate area of roof framing is new, removed, re-framed, over-framed, over-laid by new California-style roof framing, or replaced.
  - x. The square footage of the structure that will be considered added and/or altered shall be exclusive of building roof repair/replacement, building heating and/or cooling unit repair/replacement, and any other mandatory federal, state, and local building code upgrade requirements including, but not limited to, the voluntary seismic retrofit requirements, asbestos, and other hazardous material abatement.
  - xi. Not excluded: Seismic and wind force resisting system upgrades that are required based on elective owner-initiated alterations and/or additions to the structure are specifically made not a part of these excluded elements.
- d. The following standard formula shall be used for determining the size of the addition and/or alteration threshold required for full compliance with the California Building Code Chapter 7A provisions for altered existing buildings to be considered as a new structure:
- i. **"MODIFICATIONS ARE MADE THAT INCLUDE ALTERATIONS AND/OR ADDITIONS OF FIFTY (50) PERCENT OR GREATER TO THE FLOOR AREA, EXCLUDING EXISTING BASEMENTS, SHALL BE CONSIDERED A NEW BUILDING"**

The size of additions and/or alterations used in calculating the size of alterations and/or additions shall not be cumulative with regard to individual additions or alterations in a building unless either of the following two circumstances apply:

1. Where one or more addition(s) and/or alteration(s) that require building permits are completed and finalized within a two year period prior to the date of application for a building permit, and said additions and/or alterations are made to the premises of the same property owner, the sum of the size of these additions and/or alterations during this two year period shall be aggregated for the purpose of calculating the size of the planned additions and/or alteration; or
2. Where one or more addition(s) and/or alteration(s) for which building permits have been issued and have not yet received final Building Department approval, prior to the date of application for a building permit, the sum of the sizes of permits issued, but not yet finalized building additions and/or alterations shall be aggregated for the purpose of calculation of the size of the planned additions and/or alterations."

## **CONCLUSION**

The provision of specific definitions to be used to determine when certain projects must comply with regulations in the Town's Municipal Code would simplify staff's application of the regulations and provide a more uniform and equitable approach to their implementation. Town Council direction regarding the foregoing proposals, following the acceptance of public input, would be appropriate. Staff will draft needed ordinance language for subsequent public hearing(s), based upon Council direction.

## TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

Prepared by: Kevin Bryant, Assistant Town Manager

January 27, 2009

Approved by: Susan George, Town Manager

**SUBJECT: 2008-09 MID-YEAR BUDGET AND WORK PLAN REVIEW AND RESOLUTION  
MODIFYING THE 2008-09 ADOPTED BUDGET**

### RECOMMENDATION

It is recommended that the Town Council review and accept the 2008-09 Mid-year Budget and Work Plan Review Report and adopt the attached resolution, which modifies the 2008-09 Adopted Budget.

### BACKGROUND

The Town Council's Financial Management Policies require the Town Council to "conduct a comprehensive review of the fiscal status of the Town on a quarterly basis." This report has been prepared to facilitate that review. It has been prepared by utilizing the fund balance reports and the detailed fund reports, as of December 31, 2008.

### DISCUSSION

Despite the economic downturn being experienced across the state and country, the Town's finances remain on solid footing after six months of the fiscal year has elapsed, as the following points illustrate:

- It is currently estimated that the General Fund will end the fiscal year with reserve balances of almost \$3.1 million or over 60% of current revenues. This remains well above the Town Council's own reserve policy requirement of 15% of current revenues.
- Total cash balances as of December 31, 2008, were \$7,369,594 and are projected to remain steady during the balance of the fiscal year, precluding the need for cash flow borrowing.
- The Five-year Forecast for the General Fund (Attachment D) demonstrates that, given currently known future financial impacts, the Town will remain well-positioned to maintain existing service levels and to take on new responsibilities, while still maintaining adequate reserves.

### Revenue Performance through December 31, 2008

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

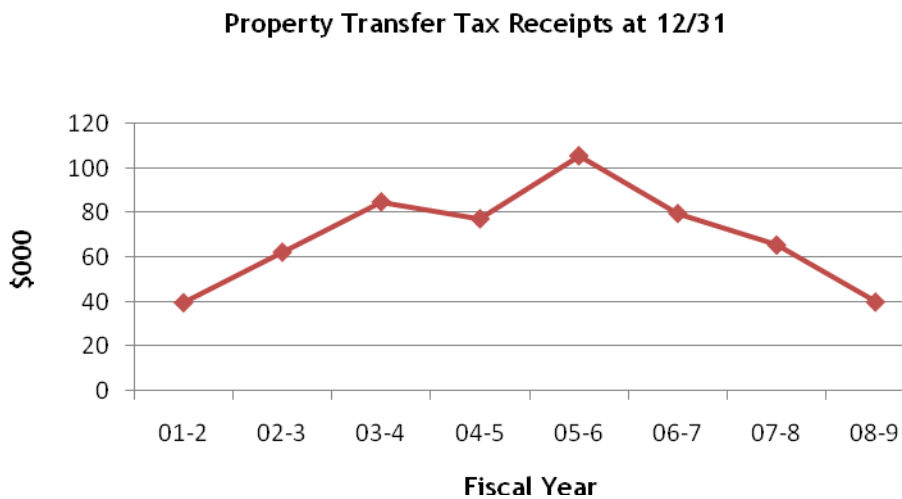
- ✓ **Secured property taxes** continue to perform as expected. As of December 31, 2007, secured property tax revenues of just over \$765,000 had been received, about 2.6% more than was received by the same date in the last fiscal year. This is consistent with the projected level included in the adopted budget. This is a revenue source that bears watching, given the current state of the housing market. Although no unanticipated impact has yet been felt, there is precedent for local jurisdictions to see their property

taxes actually decline. This was the case in 2002-03, when the Town's annual secured property tax receipts dropped from \$923,981 to \$902,802, a 2.3% reduction. This resulted primarily from successful petitions to the County Assessor by Woodside property owners seeking reductions in their assessed values on the basis of the weakened housing market. Staff is closely monitoring the current year's status for any signs of similar weakening.

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



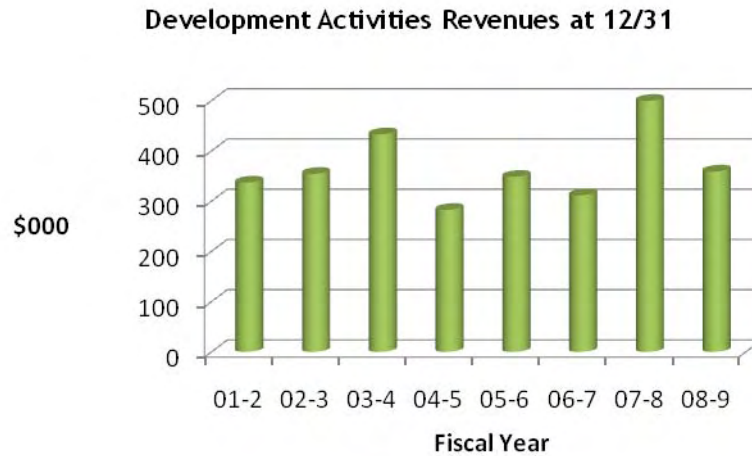
- ✓ **Property transfer taxes** can vary significantly from year-to-year, both in terms of total receipts and the timing of those receipts. They can also be a snapshot of the state of the local economy. As the following chart shows, revenue from this source took a sharp downturn in 2001-02 when the economy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



Revenues from this source vary not only from year-to-year, but from month-to-month. The current adopted budget assumes that the Town will receive \$130,000 from this source in 2008-09. As of December 31, 2008, the Town had received about \$40,000 from this source.

This is not an easy revenue source to project, given that it is dependent upon how many real estate transactions occur and how high the related sales prices track. Over the course of the last seven years, receipts at December 31<sup>st</sup> as a percentage of total receipts for the fiscal year ranged from 33.5% to 60%, with total receipts ranging from a low of \$95, 159 to \$206,093. The condition of the real estate market bears continuing review in order to assess the current year's performance. As of mid-January of 2009, there were twenty-eight properties on the market in Woodside, with a total listing price of \$86.1 million. Should these properties sell at or near their listing prices, the Town would see about \$56,000 in property transfer tax revenue. At this point, no change in the budget estimate is proposed, as receipts to date are within acceptable levels. Staff will continue to monitor the market and real estate activity in the upcoming months. The future growth of the Town's secured property tax rolls is linked to patterns of revenue receipts from property transfer taxes and to the next revenue category - Development Activity Fees.

- ✓ **Development Activity Fees** are another source of revenue that can be a predictor of both current and future economic health. As the following chart demonstrates, receipts from this source are meeting expectations, with total receipts at December 31<sup>st</sup> surpassing the levels experienced in all but two of the last seven fiscal years. About \$359,000 had been received by the mid-year point. Although the chart below appears to report that revenues from this source were performing at a much stronger level at the same point in 2007-08, the reality is that last year's receipts during December included over \$71,000 from one very large project, which skews the comparison between the two years. The following chart shows revenues received as of December 31<sup>st</sup> for the current and last seven fiscal years.



The adopted budget anticipates \$750,000 from this source in 2008-09. Given performance to date, it is likely that this target will be reached by June 30<sup>th</sup>. Staff will continue to watch the ongoing receipt pattern and will update the Town Council in future months' financial reports and during the Third Quarterly Budget Review.

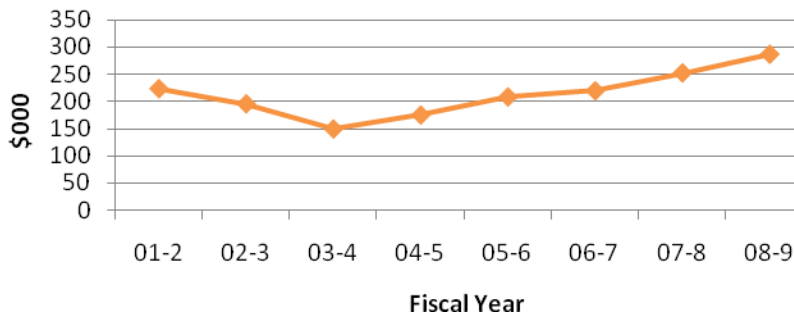
- ✓ **Sales tax revenues** remain somewhat complicated to analyze and project because of the State's "Triple Flip" of local, school, and State revenues to support the State's \$15 billion deficit reduction bond, approved by the voters in 2004. Under the Triple Flip, the State is diverting ¼¢ of local sales tax (which equals twenty-five percent of local sales taxes) to pay for the debt service on the bonds. The State is diverting an equal amount from school district property taxes to local governments to make them whole. Next, an equal amount of State general fund monies is being redirected to the schools to likewise make them

whole. The following table provides the history of the impact on the Town of the “Triple Flip” since its inception, which was the second quarter of the 2004-05 fiscal year. The rows labeled as “Town” report the sales tax revenue actually received by the Town, net of the State shift, which is labeled as “State”. It is notable that the Town always remains in a slight deficit position because of the Triple Flip mechanism, even though local agencies were supposed to be kept whole. As of December 31, 2009, the Town had received \$508,638 in Triple Flip revenues back from the State, but had lost \$519,417 in withheld sales taxes, a \$10,779 loss.

		Quarter Ended 9/30	Quarter Ended 12/31	Quarter Ended 3/31	Quarter Ended 6/30	Total
2004-05	Town	66,609	81,491	67,636	106,394	322,130
	State	-	26,821	23,029	32,925	82,775
	<b>Total</b>	<b>66,609</b>	<b>108,312</b>	<b>90,665</b>	<b>139,319</b>	<b>404,905</b>
2005-06	Town	72,206	81,704	88,330	76,554	318,794
	State	25,708	28,415	26,811	23,454	104,388
	<b>Total</b>	<b>97,914</b>	<b>110,119</b>	<b>115,141</b>	<b>100,008</b>	<b>423,182</b>
2006-07	Town	71,104	90,024	102,376	103,464	366,968
	State	27,782	30,258	35,797	29,713	123,550
	<b>Total</b>	<b>98,886</b>	<b>120,282</b>	<b>138,173</b>	<b>133,177</b>	<b>490,518</b>
2007-08:	Town	85,191	102,035	86,498	116,346	390,070
	State	31,923	32,718	31,408	33,945	129,994
	<b>Total</b>	<b>117,114</b>	<b>134,753</b>	<b>117,906</b>	<b>150,291</b>	<b>520,064</b>
2008-09:	Town	101,827	108,692	-	-	210,519
	State	38,472	37,238	-	-	75,710
	<b>Total</b>	<b>140,299</b>	<b>145,930</b>	<b>-</b>	<b>-</b>	<b>286,229</b>

The Town’s total “normalized” sales tax receipts for 2004-05, 2005-06, 2006-07, and 2007-08 were thus \$404,905, \$423,182, \$490,518, and \$520,064, respectively. At the end of one half of the current fiscal year, the growth rate of sales taxes is about 13.6%, which is well above the projected levels included in the adopted budget. The current year’s budget anticipates \$390,000 in local sales taxes. Staff currently projects that the total will be exceeded during the fiscal year. The following chart illustrates the “normalized” performance of the Town’s sales tax base for the last seven years, as of December 31<sup>st</sup>.

**Sales Taxes at 12/31**



In general, the Town’s revenue base continues to perform within anticipated budgetary levels.

**Total Town Budget Status as of December 31, 2008**

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

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$5,109,087, or 53.7% of the total annual budget. By month, and compared to fiscal year 2007-08, the following expenditures have occurred:

<b>MONTH</b>	<b>2008-09</b>	<b>2007-08</b>
July	\$ 430,490	\$ 354,527
August	945,378	955,974
September	884,440	1,014,416
October	877,936	806,794
November	979,284	1,123,410
December	991,559	613,848
<b>Total to Date</b>	<b>\$ 5,109,087</b>	<b>\$ 4,868,969</b>
<b>Total Budget</b>	<b>\$ 9,519,339</b>	<b>\$ 9,452,596</b>
<b>% of Budget</b>	<b>53.7%</b>	<b>51.5%</b>

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

- Total revenues, including interfund transfers, for the first half of the year were \$3,314,159, or 43.4% of annual anticipated revenues. By month, and compared to fiscal year 2007-08 patterns, the following revenues have been received:

<b>MONTH</b>	<b>2008-09</b>	<b>2007-08</b>
July	\$ 746,450	\$ 103,971
August	247,909	185,765
September	356,593	492,290
October	224,942	410,043
November	413,364	661,407
December	1,324,901	1,449,515
<b>Total</b>	<b>\$ 3,314,159</b>	<b>\$ 3,302,991</b>
<b>Total Budget</b>	<b>\$ 7,635,409</b>	<b>\$ 7,409,898</b>
<b>% of Budget</b>	<b>43.4%</b>	<b>44.6%</b>

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

- The Town's cash position for all funds as of December 31, 2008, was \$7,369,594. The cash balances for the year have been:

AS OF	CASH BALANCE
07/31/08	\$9,254,461
08/31/08	\$8,514,877
09/30/08	\$8,003,450
10/31/08	\$7,339,629
11/30/08	\$7,076,884
12/31/08	\$7,369,594

Cash balances at December 31, 2007, were \$8,089,183. The Town's cash balances remain healthy, negating the need for any cash flow borrowing.

**The General Fund as of December 31, 2008**

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

Category	2007-08		% of Total
	Adopted	12/31/2008	
	Budget (\$000)	Actual (\$000)	
<b>Revenues</b>			
Property Taxes	2,395.0	852.3	
Sales Taxes	407.2	217.6	
Transfer Taxes	130.0	39.8	
Franchise Fees	305.1	66.9	
Business Licenses	136.0	49.8	
Fees & Permits	750.0	359.0	
Interest Income	175.0	29.4	
Other Agencies	580.0	288.9	
Charges for Service	115.0	39.5	
Interfund Transfers	209.0	104.5	
Other Revenue	23.0	12.8	
<b>Total</b>	<b>5,225.3</b>	<b>2,060.5</b>	<b>39.4%</b>
<b>Expenses</b>			
Salaries & Benefits	2,369.6	1,081.4	
Services & Supplies	2,077.2	1,436.4	
Equipment/Capital	403.5	119.5	
Road Fund Contribution	500.0	-	
Other Contributions	249.5	18.7	
<b>Total</b>	<b>5,599.8</b>	<b>2,656.0</b>	<b>47.4%</b>
<b>Net Position</b>	<b>(374.5)</b>	<b>(595.5)</b>	

As of the end of the first half of the fiscal year, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund is no longer in its traditional cash flow "dry period" and has received the first payments of secured and unsecured property taxes. The General Fund had cash on hand at December 31, 2008 of just under \$2.6 million, above the level required by the Town Council's Financial Management Policies.

- The 2008-09 General Fund expenditure and revenue pattern thus far has been:

<b>MONTH</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>NET POSITION</b>
July	\$ 173,086	\$ 346,747	\$ (173,661)
August	171,182	571,188	(400,006)
September	213,770	283,985	(70,215)
October	92,685	365,352	(272,667)
November	294,453	423,040	(128,587)
December	1,115,283	665,696	449,587
Total to Date	\$ 2,060,459	\$ 2,656,008	\$ (595,549)
Total Budget	\$ 5,225,346	\$ 5,599,782	\$ (374,436)
% of Budget	39.4%	47.4%	

The current year's performance is within acceptable ranges and is generally tracking with the adopted budget plan. For comparison purposes, as of December 31, 2007, the General Fund had experienced revenues of \$2,172,796 and expenditures of \$2,218,774, which was 43.1% and 43.4% of budget, respectively.

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

### Appropriation Adjustments

An appropriation of \$120,000 is recommended for the General Fund to support the reroofing of Town Hall and the installation of solar panels on the roof, a project approved by the Town Council in December of 2008. **Attachment C** provides the appropriate adjustments that have been previously approved by the Council during the fiscal year.

### General Fund Five-year Financial Forecast

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

### Work Plan Review

The current year's Work Plan is included as **Attachment E**. Staff will walk the Town Council through this plan during the discussion of the results of operation at mid-year.

### **CONCLUSION**

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

Attachments

TOWN OF WOODSIDE  
 2008-09 AS OF 12/31/2008  
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,225,346	2,060,459	39.4%	5,599,782	2,656,008	47.4%
105 - TRAILS	75,500	47,100	62.4%	75,500	23,848	31.6%
135 - RECREATION	79,900	44,324	55.5%	83,449	47,150	56.5%
150 - BARKLEY O&M	152,000	425	0.3%	152,000	111,021	73.0%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	506	1.4%	0	0	--
204 - TRAFFIC SAFETY	32,200	12,659	39.3%	27,700	21,938	79.2%
206 - GAS TAX CONSTRUCTION	29,100	18,174	62.5%	30,433	16,147	53.1%
207 - GAS TAX MAINTENANCE	82,600	65,213	79.0%	95,531	45,328	47.4%
210 - MEASURE A	757,300	509,781	67.3%	1,638,565	1,204,405	73.5%
242 - ROAD IMPACT FEE	407,500	281,963	69.2%	402,831	161,892	40.2%
243 - PUBLIC SAFETY GRANT	90,500	0	0.0%	90,500	0	0.0%
244 - CLEEP	0	0	--	10,715	500	4.7%
250 - LIBRARY OPERATIONS	60,000	9,283	15.5%	136,952	58,362	42.6%
365 - BARKLEY PARK CONSTRUCTION	25,000	0	--	413,600	413,588	100.0%
428 - TC PUMP RESERVE	750	134	17.9%	0	0	--
429 - TC PUMP DEBT	94,827	55,314	58.3%	94,827	85,827	90.5%
441 - WR/WHR PAD DEBT RSRV.99	2,000	693	34.7%	0	0	--
450 - WR/WHR PAD DEBT	133,828	(259)	-0.2%	133,828	102,363	76.5%
525 - CANADA SEWER	9,618	4,857	50.5%	26,706	4,160	15.6%
528 - SEWER UTILITY	162,000	81,094	50.1%	235,916	97,473	41.3%
529 - TC PUMP SEWER	5,000	54,528	1090.6%	87,295	6,211	7.1%
537 - SEWER CAPITAL	21,440	12,079	56.3%	9,209	4,201	45.6%
TOTAL OPERATING	7,481,409	3,258,327	43.6%	9,345,339	5,060,422	54.1%
900 - DEPOSITS	154,000	55,832	36.3%	174,000	48,665	28.0%
TOTAL	7,635,409	3,314,159	43.4%	9,519,339	5,109,087	53.7%

## GENERAL FUND BY DEPARTMENT AS OF 12/31/2008

## ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	24,000.00	14,163.70	59.0%
TOTAL	24,000.00	14,163.70	59.0%
ADMINISTRATION			
SALARIES/BENEFITS	843,090.00	405,272.56	48.1%
SERVICES/SUPPLIES	293,000.00	201,830.62	68.9%
TOTAL	1,136,090.00	607,103.18	53.4%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,146,250.00	559,065.29	48.8%
SERVICES/SUPPLIES	269,825.00	296,433.85	109.9%
TOTAL	1,416,075.00	855,499.14	60.4%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	20,655.00	10,770.09	52.1%
SERVICES/SUPPLIES	98,000.00	42,029.21	42.9%
EQUIP/CAPITAL	65,000.00	7,627.76	11.7%
TOTAL	183,655.00	60,427.06	32.9%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	7,500.00	12,251.22	163.3%
SERVICES/SUPPLIES	280,310.00	206,548.70	73.7%
EQUIPMENT	338,500.00	111,891.59	33.1%
TOTAL	626,310.00	330,691.51	52.8%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,106,626.00	622,839.00	56.3%
TOTAL	1,106,626.00	622,839.00	56.3%
TRAILS			
TRANSFERS OUT	37,500.00	18,750.00	50.0%
TOTAL	37,500.00	18,750.00	50.0%
PUBLIC WORKS			
SALARIES/BENEFITS	352,126.00	94,005.95	26.7%
SERVICES/SUPPLIES	5,400.00	52,528.56	972.8%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	857,526.00	146,534.51	17.1%
BARKLEY O&M			
TRANSFERS OUT	212,000.00	0.00	0.0%
TOTAL	212,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,369,621.00	1,081,365.11	45.6%
SERVICES/SUPPLIES	2,077,161.00	1,436,373.64	69.2%
EQUIP/CAPITAL	403,500.00	119,519.35	29.6%
TRANSFERS OUT	749,500.00	18,750.00	2.5%
TOTAL	5,599,782.00	2,656,008.10	47.4%

**GENERAL FUND BY DEPARTMENT  
AS OF 12/31/08**

**GENERAL COMMENTS:**

1. As of December 31, 2008, 50% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 48.8% of budget. As of December 31, 2008, 12.7 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.

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget reflects the accrual and separation payout for the Planning & Building Director, which was paid in July; as well as the cost of contract planning, building inspection, and plan check services.

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

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

Safety Services: Most of this budget goes to support the contract for police services with the Sheriff's Office. As of December 31, 2008, the Town had been billed for the first two quarters of the fiscal year.

Trails: See Note 4.

Public Works: This departmental budget is generally within expected expenditure levels. A contract engineer currently serves the Town three days a week, in lieu of the Senior Civil Engineer position that is authorized.

Barkley Fields and Park: See Note 4.



**TOWN OF WOODSIDE**  
**FIVE-YEAR FORECAST**  
2008-09 ADOPTED BUDGET  
MID-YEAR BUDGET REVIEW

ATTACHMENT D

GENERAL FUND	2007-08 ADOPTED	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 PROJECTED	2009-10 FORECAST	2010-11 FORECAST	2011-12 FORECAST	2012-13 FORECAST
<b>REVENUES</b>								
PROP.TAXES-SEC.	1,508,225	1,477,316	1,528,050	1,528,050	1,642,654	1,765,853	1,898,292	2,040,664
PROP.TAXES-UNSEC.	85,000	90,426	90,000	90,000	90,000	90,000	90,000	90,000
PROP.TAXES-OTHER	60,000	225,061	126,000	126,000	60,000	60,000	60,000	60,000
SALES TAX	368,678	407,021	407,200	422,200	430,644	439,257	448,042	457,003
PROP.TRANSFER TAX	130,000	153,762	130,000	130,000	130,000	130,000	130,000	130,000
FRANCHISES	305,100	318,000	305,100	317,100	305,100	305,100	305,100	305,100
BUSINESS LICENSES	136,000	123,652	136,000	136,000	136,000	136,000	136,000	136,000
FEES & PERMITS	720,000	863,318	750,000	750,000	750,000	750,000	750,000	750,000
FINES & FORFEITURES	2,000	756	2,000	2,000	2,000	2,000	2,000	2,000
INTEREST	150,000	212,782	175,000	150,000	150,000	150,000	150,000	150,000
OTHER AGENCIES	547,537	585,741	580,000	615,000	580,000	580,000	580,000	580,000
CURRENT SERVICES	114,984	121,991	115,000	115,000	117,284	117,284	119,629	119,629
TEA FUNDS	685,934	630,651	651,000	651,000	683,550	717,728	753,614	791,295
OPERATING TRANSFERS	202,909	202,909	208,996	208,996	208,996	208,996	208,996	208,996
OTHER REVENUE	21,000	20,137	21,000	21,000	21,000	21,000	21,000	21,000
<b>TOTAL</b>	<b>5,037,367</b>	<b>5,433,523</b>	<b>5,225,346</b>	<b>5,262,346</b>	<b>5,307,227</b>	<b>5,473,217</b>	<b>5,652,673</b>	<b>5,841,686</b>
<b>EXPENDITURES</b>								
SALARIES & BENEFITS	2,330,987	2,212,987	2,369,621	2,183,188	2,440,710	2,513,931	2,589,349	2,667,029
SERVICES & SUPPLIES	2,296,167	2,257,467	2,077,161	2,331,161	2,118,704	2,161,078	2,204,300	2,248,386
EQUIPMENT/CAPITAL OUTLAY	180,000	26,000	403,500	373,500	30,000	30,000	30,000	30,000
ROAD/TRAILS/SAFETY TRANSFERS	652,500	1,132,500	749,500	749,500	652,500	652,500	652,500	652,500
<b>TOTAL</b>	<b>5,459,654</b>	<b>5,628,954</b>	<b>5,599,782</b>	<b>5,637,349</b>	<b>5,241,914</b>	<b>5,357,509</b>	<b>5,476,149</b>	<b>5,597,915</b>
<b>NET POSITION</b>	<b>(422,287)</b>	<b>(195,431)</b>	<b>(374,436)</b>	<b>(375,003)</b>	<b>65,314</b>	<b>115,708</b>	<b>176,524</b>	<b>243,771</b>
<b>BEGINNING BALANCE</b>	<b>3,628,108</b>	<b>3,628,108</b>	<b>3,432,677</b>	<b>3,432,677</b>	<b>3,057,674</b>	<b>3,122,987</b>	<b>3,238,695</b>	<b>3,415,219</b>
<b>ENDING BALANCE</b>	<b>3,205,821</b>	<b>3,432,677</b>	<b>3,058,241</b>	<b>3,057,674</b>	<b>3,122,987</b>	<b>3,238,695</b>	<b>3,415,219</b>	<b>3,658,991</b>
<b>BAL. AS % OF REVS.</b>	<b>66.3%</b>	<b>65.6%</b>	<b>61.0%</b>	<b>60.5%</b>	<b>61.3%</b>	<b>61.5%</b>	<b>62.7%</b>	<b>65.0%</b>

## 2008-09 Work Plan

Project	Tasks	Begin/End Dates	Comments
General Plan Update	Develop & Approve Review & Update Process	Completed	Town Council reviewed and approved a proposed process for undertaking the review on 12/09/08
	Undertake & Complete Review a. Recruit and select Review Task Force members.	01/09 - 03/09	Staff working with Town's standing committees to select members; Invitation to general public to be mailed week of 1/26/09; Town Council to make appointments at 1 <sup>st</sup> March Council meeting. Town Council to undertake "report card" review of current General Plan and discuss timelines for entire review process and needed resources at 2/10/09 Council meeting. Specific timeline for completion of review to be developed after Town Council kick-off.
	b. Town Council Kick-off Review	02/09 - 02/09	
	c. Task Force Meetings, language development, CEQA review, special studies, Planning Commission hearing(s), and Town Council hearings.	03/09 - TBD	
	Housing Element	Current -- 04/09	State-mandated timeline
	Historical Preservation Element	Current -- 04/09	Town Council reviewed and referred draft element to Planning Commission on 1/13/09; End date dependent upon Commission/Council scheduling workloads.
Process Improvements	Permit tracking/management system implementation	Current -- 05/09	Project is meeting major milestones on time; Specific project schedule included as Attachment 1. Vendor currently configuring the system (step 8).
	Space planning/expansion	Current - Summer, 2009	Town staff reviewing Space Planner's concepts and providing input through Town Engineer; Funding proposal to be presented in the 2009-10 Proposed Budget in June for summer implementation; Project slowed in order to incorporate Records Management Plan into design.
	Design Guidelines & Companion Guidelines	Current -- TBD	Detailed update & timeline to Council during 1 <sup>st</sup> quarter of 2009.
	Geology regulations & geologic map update	Current -- TBD	Staff currently reviewing proposal for project; May need to calibrate with General Plan Update/Review project.
	Handouts & checklists	Current -- 07/09	Linked to other projects' completion.
	On-site Wastewater Disposal Regulations	02/09 -- 07/09	
	Municipal Code Review, Clarification, and Modification	TBD	Proposed changes to be developed in tandem with progress of companion projects.
	Fee schedule update & revision	Current -- 06/09	Tied to implementation of permit tracking and management system.
Fire Management Plan	Chapter 7A Map Expansion	Dropped	
	Town-wide Building Code Regulations for Fire Safety	01/09 - TBD	Council to review options and provide direction during 1/27/09 Council meeting; Ordinance

			draft(s) and public hearing schedules to follow Council direction.
	Fire District Memorandum of Understanding	Current -- 02/09	Linked to Municipal Code amendment for definition of new building, to be discussed by Council at 1/27/09 Council meeting.
	2006 IFC/2007 California Fire Code Amendments	Current -- 02/09	Linked to Municipal Code amendment for definition of new building, to be discussed by Council at 1/27/09 Council meeting.
<b>Green Building Projects</b>	PV System for Town Hall Complex/Library	Current - Summer 2009	Town Council approved project on December 9, 2008; Project to be bid and awarded to allow for late Spring, early Summer 2009 implementation.
	Implement Wastewater Recycling Project at Town Hall	Current -- 07/09	Consultant working on specification for bidding project; currently construction drawings 60% complete; Construction work to begin in late Spring months
	Develop Green Building Guidelines	TBD	Linked to Design Guidelines project
	Organize Green Building Workshops	TBD	
	Lighting/Other Energy Improvements at Town Hall/Library	TBD	To be incorporated into Space planning/expansion project.
	Carbon Footprint Project Implementation	Current -- TBD	In process; Staff completing data collection; multiple agency effort drives timeline.
	Public Education/Awareness/Awards	TBD	Some public education efforts have already been undertaken.
<b>Emergency Preparedness</b>	Update Emergency Plan	TBD	Staff determining extent of needed effort
	Staff and Council Training	TBD	Staff trying to identify available training resources and appropriate training scope
	Integration of CERPP into Town Plan	TBD	

**TRAKIT System**  
**PROJECT MILESTONE AND PAYMENT SCHEDULE**

<b>Task Item</b>	<b>CLIENT Responsibilities</b>	<b>CRW Responsibilities</b>	<b>Projected Target Date</b>
<b>1. Contract Execution and Notice to Proceed.</b>	CLIENT signs contract; CLIENT provides Notice to Proceed.	CRW signs final contract.	October 15, 2008
<b>2. Review Project Milestone Dates and Kick-Off Workbook delivered.</b>	CLIENT reviews and sets Project Milestone dates with CRW	CRW reviews and sets Project Milestone dates with CLIENT; CRW delivers electronic copies of Project Workbook	October 2008
<b>3. Confirm hardware and required systems in place.</b>	CLIENT provides confirmation that all required hardware, servers, database systems, and related components are ready.	CRW reviews hardware specifications with CLIENT; CRW installs and confirms GoToMyPC remote access.	October 2008
<b>4. Project Commencement / Kick-Off Meeting.</b>	CLIENT attends and participates in Kick-Off Meeting; CLIENT prepares first extract of data to be converted.	CRW attends and conducts Kick-Off meeting; CRW installs TRAKIT software on CLIENT server and delivers MobileTRAK and eTRAKIT software.	November 2008
<b>5. First Payment Due: 20% of Contract</b>	CLIENT provides 1 <sup>st</sup> payment.		November 2008
<b>6. Business Process Review Meeting.</b>	CLIENT provides information and participates in preliminary business process discussion.	CRW assists the CLIENT in completion of the Project Workbook and identifies process adaptation.	November 2008
<b>7. Workbook / Data Collection Meeting.</b>	CLIENT provides completed Workbooks and copies of needed forms/reports; CLIENT attends department meetings to offer insight into CLIENT workflow; CLIENT provides complete set of source data for conversion.	CRW will collect CLIENT responses to Workbooks; CRW conducts Department meetings to ensure understanding of responses and discuss procedural needs; CRW reviews data to convert with CLIENT.	December 2008
<b>8. CRW System Configuration.</b>	CLIENT participates and provides additional information as needed by CRW.	CRW configures system according to workbook responses and meeting discussion; CRW converts historical data provided during Kick-Off Meeting; CRW creates/customizes custom reports and/or forms (e.g. Permit Form).	December 2008 – January 2009
<b>9. Initial Delivery.</b>	CLIENT will attend the demonstration of the Initial Delivery.	CRW installs and demonstrates configured system.	January 2009
<b>10. Second Payment Due: 20% of Contract</b>	CLIENT provides 2 <sup>nd</sup> payment.		January 2009
<b>11. System Acceptance Users are trained.</b> Includes three (3) days.	CLIENT will provide meeting space and provide up to eight (8) staff for training.	CRW provides training materials and laptops with initial system configuration.	January 2009
<b>12. System Acceptance Testing Begins.</b>	CLIENT "System Acceptance" Users verify accuracy and placement of converted data, forms & reports; CLIENT tests software configuration;	CRW receives change requests from CLIENT and makes necessary revisions.	January 2009

	CLIENT tests program interfaces; CLIENT tests software customizations; CLIENT notifies CRW of desired changes.		
<b>13. Initial Delivery Revisions.</b>	CLIENT delivers revision list to CRW.	CRW receives review comments from CLIENT and begins adjusting configured system.	February 2009
<b>14. Revised Delivery.</b>	CLIENT continues review of system.	CRW delivers revisions to CLIENT.	February 2009
<b>15. Third Payment Due:</b> 20% of Contract	CLIENT provides 3 <sup>rd</sup> payment.		February 2009
<b>16. Final Revisions List.</b>	CLIENT delivers final revision list to CRW.	CRW receives review comments from CLIENT and makes final adjustments.	February 2009
<b>17. Final Delivery.</b>		CRW installs modified system.	March 2009
<b>18. System Acceptance Testing Ends.</b>	CLIENT approves final system before User Training commences.		March 2009
<b>19. Fourth Payment Due:</b> 20% of Contract	CLIENT provides 4 <sup>th</sup> payment.		March 2009
<b>20. End User Training (Week 1).</b> Includes four (4) days.	CLIENT provides meeting space for up to eight (8) staff.	CRW provides training materials for up to 15 users and laptops with configured system.	2 weeks after System Acceptance
<b>21. End User Training (Week 2).</b> Includes four (4) days.	CLIENT provides meeting space for up to eight (8) staff.	CRW provides training materials and laptops with configured system.	April 2009
<b>22. Transition to Live.</b>	CLIENT provides final extract of historical data for CRW to convert.	CRW converts data and loads on CLIENT server; CRW provides two (2) days of Go-Live support on site.	April 2009
<b>23. Final Payment Due:</b> 20% of Contract	CLIENT provides final payment.		30 days after the completion of Go-Live Support.
<b>** System Administrator Training.</b>	CLIENT provides up to two (2) System Administrators for training at a remote location.	CRW trains up to two (2) CLIENT staff at any of the following locations & dates.	Date and location to be determined based on availability.

Target dates on this schedule are intended to reflect projected completion dates for the respective milestone.

RESOLUTION NO. 2009 -

A RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF WOODSIDE MODIFYING THE 2008-09 ADOPTED BUDGET  
PURSUANT TO THE RESULTS OF THE MID-YEAR BUDGET REVIEW

WHEREAS, the 2008-09 Adopted Budget was approved on June 24, 2008; and

WHEREAS, the results of each month's and each quarter's financial performance are reviewed by the Town Council; and

WHEREAS, the Mid-year Budget Review for 2008-09 has been completed and reveals that one of the Town's funds requires an adjustment to appropriations in order to maintain balanced expenditure control.

NOW, THEREFORE, IT IS HEREBY ORDERED by the Town Council of the Town of Woodside that General Fund (101) appropriations are increased by \$120,000 to provide funds for the Solar Installation/Roof Replacement Project at Town Hall.

\* \* \* \* \*

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 27<sup>th</sup> day of January 2009, 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  
08-09Midyear.rsl

**TOWN COUNCIL COMMITTEE APPOINTMENTS SUBCOMMITTEE**  
**SUMMARY OF AVAILABLE SEATS AND APPLICATIONS**  
**January 22, 2009**

**BICYCLE COMMITTEE (6 Members)**  
**Open Seats: 1 Two-year Term**

Applicants:

Richard Gonzales                      Reappointment Request

**CONSERVATION AND ENVIRONMENTAL HEALTH (10 Members)**  
**Open Seats: 5 Two-year Terms**  
**1 One-year Term**

Applicants:

George Offen                              Reappointment Request  
Oliver Bock                                Reappointment Request  
Robert Flint                                Reappointment Request  
Jason Mendelson                        Reappointment Request  
Jack Sculley                                Reappointment Request

**LIVESTOCK AND ANIMAL CONTROL COMMITTEE (7 Members)**  
**Open Seats: 5 Two-year Terms**  
**1 One-year Term**

Applicants:

Nancy Atkinson                        Reappointment Request  
Alexis Bartlo                            Reappointment Request  
Deborah Rieman                        Reappointment Request  
Darleen Barnes                        Reappointment Request  
Bud Barnes  
Jim Bibbler                                Resignation

**OPEN SPACE COMMITTEE (9 Members)**  
**Open Seats: 4 Two-year Terms**

Applicants:

Roy Crawford	Reappointment Request
Robert Flint	Reappointment Request
Nancy Reyering	Reappointment Request
Susan Lang	Reappointment Request

**PUBLIC SAFETY COMMITTEE (3 Members)**  
**Open Seats: 1 Two-year Term**  
**1 One-year Term**

Applicants:

Patsy Kahl	Reappointment Request
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**RECREATION COMMITTEE (14 Members)**  
**Open Seats: 5 Three-year Terms**

Applicants:

Loel McPhee	Reappointment Request
Lynda Anderson	Reappointment Request

**TRAILS COMMITTEE (11 Members)**  
**Open Seats: 5 Two-year Terms**

Applicants:

Nancy Passal	Reappointment Request
Fentress Hall	Reappointment Request
Adeline Forrest	Reappointment Request
Ed Begun	Reappointment Request
Catherine Brisbin	Reappointment Request
“Kelly” Carolyn Buehner	New Applicant
Holly Nash	New Applicant
Maggie Mah	New Applicant
Chris Anderson	New Applicant

**WOODSIDE HISTORY COMMITTEE**  
**Open Seats: 5 Two-year Terms**

Applicants:

Delia Erlich	Reappointment Request
Patty Nance	Reappointment Request
Barbara Wood	Reappointment Request
Lisha Mainz	Reappointment Request
Irenne Zwierlein	Reappointment Request
Cutty Smith	New Applicant

## 2009 STATE, COUNTY AND LOCAL REPRESENTATIVES

<u>Name of Agency</u>	<u>Representative</u>
Association of Bay Area Governments – General Assembly Member	Councilmember Tanner
City/County Association of Governments (C/CAG)	Councilmember Gordon
Council of Cities (Monthly Dinner Meeting)	Mayor Mason
Council of Cities (City Selection Committee)	Mayor Mason
Council of Cities (Legislative Committee)	Mayor Mason
League of California Cities Peninsula Division and Woodside Liaison	Mayor Mason
San Mateo County Operational Area Emergency Services	Councilmember Burow
Airport Community Roundtable	Councilmember Burow
Mosquito Abatement District	Richard Tagg
County Library Joint Powers Governing Board	Councilmember Hodges
Woodside Fire Protection District	Councilmember Boynton
Town Manager's Performance Review	Mayor Mason and Councilmembers Romines & Burow
Town Attorney's Performance Review Liaison	Mayor Mason and Councilmembers Romines & Tanner
Town Council Appointments Subcommittee	Councilmembers Boynton & Romines

## 2009 TOWN COUNCL COMMITTEE LIASONS

### COMMITTEE

### Representative

Bicycle

Councilmember  
Gordon and Mayor  
Mason

Conservation and Environmental Health

Councilmember  
Romines

Livestock and Animal Control

Councilmember  
Hodges

Open Space

Councilmember  
Hodges

Public Safety

Councilmember  
Burow

Recreation

Mayor Mason

Trails

Councilmember  
Boyton

History

Councilmember  
Boyton