

TOWN OF WOODSIDE

TOWN COUNCIL SPECIAL MEETING AGENDA
Independence Hall, 2955 Woodside Road, Woodside

April 29, 2008
7:00 p.m.

CALL TO ORDER

ROLL CALL

7:00 CLOSED SESSION

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

7:30 P.M. REGULAR SESSION

REPORT FROM CLOSED SESSION

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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. Approval of Minutes: Regular Town Council Meeting of March 11, 2008.
2. Resolution Reaffirming the Town's Investment Policy. Resolution No. 2008 - ____
3. Monthly Investment Report for April of 2008.
4. Resolution Endorsing Measure "O" - County of San Mateo Parks for the Future. Resolution No. 2008 - ____
5. Resolution in Support of the Extension of the Dedicated Motor Vehicle Fee for San Mateo County and Approval of Letter of Support for SB 348 (Simitian), Reauthorizing the Fee. Resolution No. 2008 - ____

NEW BUSINESS

6. Resolution Authorizing a Property Tax Exchange Between the Town of Woodside and the City of Redwood City for the Proposed Detachment of 3.8 Acres of Canada College from the Town's Incorporated Boundaries and Annexation into the City of Redwood City's Incorporated Boundaries. Resolution No. 2008 - ____
7. Resolution Approving an Exchange of Regional Housing Allocation Between the Town of Woodside and the City of Redwood City for the Regional Housing Needs Allocation Process (RHNA). Resolution No. 2008 - ____
8. 2007-08 Third Quarterly Budget Review and Resolution Modifying the 2007-08 Adopted Budget. Resolution No. 2008 - ____

REPORTS

9. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

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

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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 1

From: Janet Koelsch, Town Clerk

April 29, 2008

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Regular Town Council Meeting of April 8, 2008, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

April 8, 2008

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

The Meeting was called to order at 7:30 P.M.

ROLL CALL

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

Staff Present:
Susan George, Town Manager
Jean Savaree, Town Attorney
Hope Sullivan, Director of Community Design and Development/Assistant Town Manager
Paul Nagengast, Town Engineer
Kevin Bryant, Assistant to the Town Manager
Janet Koelsch, Town Clerk

In the absence of Mayor Romines, Mayor Pro Tempore Mason chaired the Meeting.

PLEDGE OF ALLEGIANCE

Bob Susk, Greer Road, led the Pledge of Allegiance.

COMMUNICATIONS

Anne Kasten, Eleanor Drive, requested that the Town install three trash cans at the Park and Ride on Woodside Road to capture overflow trash from the undersized containers provided by CalTrans.

Ms. George noted that CalTrans could be requested to add trash cans or step up its practice of emptying the existing cans.

The Council requested that staff agendize a discussion on options for approaching CalTrans.

Bob Susk, Greer Road, opined that it was within the Town's traffic and police powers to support the Greer Road property owners in their request to San Mateo County to close and lock the Greer Road entrance to Huddart Park and maintain it for emergency purposes only.

Ms. George explained that County representatives had advised her that there was no plan to change the pattern of use because anecdotal data from Park Rangers indicated that the gate had not been locked since the 1980s and, additionally, that the Park did not have the personnel to staff the gate for service vehicles. She confirmed that usage of the gate could be addressed as an operational issue and that staff had discussed conducting a traffic study to assess current usage patterns.

Mr. Susk pointed out the limitations of Greer Road, stating that the Park's use of the road was inappropriate and dangerous.

CONSENT CALENDAR

1. **Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934**
2. **Approval of Minutes: Regular Town Council Meeting of March 11, 2008.**
3. **Monthly Investment Report for March of 2008.**

4. **Resolutions: (a) Modifying the Procedure for Payment of Approved Claims by Substituting the Assistant to the Town Manager for the Director of Community Design and Development/Assistant Town Manager as an Authorized Check Signatory and (b) Authorizing Investment of Monies in the Local Agency Investment Fund and Designating Authorized Signatories. Resolutions No. 2008 - 6677 and No. 2008 - 6678**
5. **Resolution Modifying the Town's Salary Schedule and Classification Plan. Resolution No. 2008 - 6679**

Councilmember Gordon moved approval of the Consent Calendar as presented.

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

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

NEW BUSINESS

6. **Resolution Affirming that the Property Located at 490 Moore Road in the Town of Woodside has a Failed or Failing On-site Septic System and Should be Provided Access to a Public Sewer System. Resolution No. 2008 - 6680**

Ms. George acquainted the Council with the background of the failing septic system on the property and noted that the City of Redwood City has offered to service the property using its own sewer capacity. She continued that the agreement with the City of Redwood City and San Mateo County to allow this property and several others to annex to the Fair Oaks Sewer District would be in conformance with the Town's regulations, requiring the Council to make a finding that a failed septic system is involved and precluding the use of the connection for new development.

Nicholas Jellins, attorney representing the property owners, Lisa and Michael Douglass, expressed concurrence with the staff report.

Councilmember Gordon moved adoption of a Resolution Affirming that the Property Located at 490 Moore Road in the Town of Woodside has a Failed or Failing On-site Septic System and Should be Provided Access to a Public Sewer System.

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

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

7. **Resolution Approving Participation in the Cities for Climate Protection Campaign and Authorizing the Town Manager to Enter into an Agreement to Conduct a Greenhouse Gas Emissions Inventory. Resolution No. 2008 - 6681**

Mr. Bryant discussed Joint Ventures: Silicon Valley's attempts to coordinate efforts in the fight against global warming, including the proposed government operations greenhouse gas emissions inventory. He described how ICLEI - Local Governments for Sustainability will consolidate an effort to assess the Town's operations that contribute to greenhouse gas emissions, enabling the Town to create a climate action plan. Mr. Bryant noted that the cost of the project would be covered by a grant from C/CAG.

Bob Page, Woodside Road, expressed support for the proposed actions.

The Council discussed the technical resources available to the Town through membership in Joint Venture: Silicon Valley and ICLEI.

Councilmember Gordon moved adoption of a Resolution Approving Participation in the Cities for Climate Protection Campaign and Authorizing the Town Manager to Enter into an Agreement with Joint Venture: Silicon Valley to Conduct a Greenhouse Gas Emissions Inventory.

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

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

Mayor Pro Tempore Mason moved appointment of Mayor Romines as the Council liaison to ICLEI - Local Governments for Sustainability.

Motion seconded by Councilmember Tanner and carried by voice vote.

8. Resolution Decreasing the Size of the Town's Bicycle Committee from Seven to Six and Establishing Quorum Requirements. Resolution No. 2008 - 6682

Ms. George stated that the item was continued from the March 11th Meeting so that the Liaison to the Bicycle Committee and the Chair of the Bicycle Committee could participate in the discussion. She described the present composition and quorum requirements of the Bicycle Committee, noting that currently all members of the committee must be present to convene the meeting.

Mayor Pro Tempore Mason expressed concern that so few people would be dealing with bicycle issues. He stated that he would like to see the Bicycle Committee take a more proactive stance on issues and would like the committee membership increased.

Councilmember Gordon pointed out that she and members of the Bicycle Committee have, for the last three or four years, spoken to various bicycling groups describing concerns and enlisting help in alleviating problems.

Millo Fenzi, Cañada Road, Chair of the Bicycle Committee, detailed the Committee's activities. He described the safe access to Woodside Elementary School initiative, including establishing "no parking" regulations at "Woody the Fish" during school drop-off and pick-up hours; Barkley Fields and Park safe access to provide a sidewalk from Woodhill Drive to the entrance to the park; the Woodside Safe Cycling Challenge to promote safe, well-behaved bicycling behavior; identifying roadway areas dangerous for bicyclists for inclusion in the Town's road maintenance program; teaching bicycle safety classes at Woodside Elementary School; identifying that the Town's Special Events Ordinance is inconsistent with case law; participating in the Green Fair. Mr. Fenzi added that several members of the Bicycle Committee ride with the fast pack groups to influence the cyclists' behavior and discussed difficulties the Sheriff's Department has enforcing bicycling issues. He noted the Committee's recent request for a charter modification in order to focus on utility transportation to reduce traffic in Woodside. Mr. Fenzi concluded that the request for reduction of the membership is temporary until a broader Committee charter is established which will increase the chances of enlarging membership. He opined that the Town administration and Council are not supportive of the Bicycle Committee's initiatives and noted the community's emotional response against bicyclists.

Bob Page, Woodside Road, pointed out the potential increase of bicyclists in Woodside and noted the need for education of motorists and bicyclists. He spoke in support of expanding the Bicycle Committee charter to include pedestrian issues.

Anne Kasten, Eleanor Drive, spoke against decreasing the size of the committee due to the precedent which would be established in managing Town issues. She opined that the advertising for committee openings is dry and un compelling and suggested that a personal face be put on volunteer recruiting.

The Council discussed the importance of enabling the committee to meet to address upcoming issues.

Councilmember Boynton moved adoption of a Resolution Decreasing the Membership of the Town's Bicycle Committee from Seven to Six Members and Establishing Quorum Requirements.

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

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

9. Adoption of an Ordinance Adding Chapter 98: Regulations Governing the Use of Barkley Field and Park to Title IX of the Woodside Municipal Code. Ordinance No. 2008 - 540

Mr. Bryant stated that the ordinance to install regulations governing Barkley Fields and Park was introduced at the Meeting held on March 11, 2008.

There was no public comment.

Councilmember Gordon moved adoption of an Ordinance Adding Chapter 98 (Barkley Field and Park) of Title IX of the Woodside Municipal Code.

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

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

10. Status Report from Ad Hoc Town Council Subcommittee on Cañada College's Proposed Faculty/Staff Housing Project and Council Endorsement of Revised Project Design

Councilmember Tanner stated that the subcommittee met three times with the representatives of the San Mateo Community College District and detailed the design changes including reducing the tower elements, lowering the roof lines, changing the upper floors to wood siding and the building color to an earthy tone. He added that buildings were rotated which changed the bulk and massing.

Barbara Christensen, Director of Community and Governmental Relations for the Community College District, expressed delight with the subcommittee's suggestions. She pointed out that the building most visible from Farm Hill Boulevard and Interstate 280 is now a two-story element, that the stand-alone garage was eliminated, providing more landscaping area, that the setbacks had been increased and that the retaining wall was lowered. Ms. Christensen added that the Woodhill Estates Homeowners Association is no longer opposed to the project. She reviewed the upcoming application reviews and requested that the Council hold a special meeting on April 29th to enable a hearing by the Local Agency Formation Commission (LAFCO) to go forward in May.

Ms. George confirmed that staff would check with the Council to determine if a quorum for April 29th could be established.

Mary Malloy, Woodhill Drive, Vice President of the Woodhill Estates Homeowners Association, thanked the Council for its help with the project resolution.

Councilmember Gordon complimented Mayor Pro Tempore Mason's suggestions in improving the design and thanked the subcommittee for their suggestions which could be implemented without extra cost to the College District.

The Council recessed for five minutes.

APPOINTMENTS

11. Report and Recommendation from the Town Council Committees Appointments Subcommittee: Open Space and Recreation Committees.

Councilmember Boynton reported that the Committees Appointments Subcommittee recommended appointment of Julie White to the Open Space Committee for a two year term expiring in February 2010 and Chuck Martin to the Recreation Committee for a three year term expiring in 2011.

Councilmember Gordon moved acceptance of the recommendations of the Committees Appointments Subcommittee.

Motion seconded by Councilmember Hodges and carried by voice vote.

REPORTS

12. Mayor and Councilmember Communications.

Councilmember Gordon encouraged Councilmembers to form a team to participate in the Council of Cities Trivia Challenge to be held on April 25th, noting that Woodside had won first place last year.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 9:23 P.M.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 2
April 29, 2008

SUBJECT: RESOLUTION REAFFIRMING THE TOWN'S INVESTMENT POLICY

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which reaffirms the Town's Investment Policy.

DISCUSSION

On June 22, 1999, the Town Council adopted an updated investment policy that provides the backbone of the Town's investment policy for the investment of idle cash. The Town usually has about \$6 million of idle cash to invest. For many years, the Town has only utilized the State of California's Local Agency Investment Fund (LAIF) as its investment vehicle. LAIF is safe, liquid, and invests Town funds in a pooled manner that takes advantage of many types of financial investment instruments. In recent years, the Town's rate of return has averaged 3.5% to 5.0%. Using LAIF is convenient and transfers into and out of LAIF can be accomplished overnight, ensuring availability of needed cash and minimizing idle cash on deposit in the Town's checking account. The Town has not used certificates of deposit or other instruments in over eleven years.

State law requires the legislative bodies of local agencies to consider its investment policy on an annual basis. This was last done in April of 2007. No modifications to the current policy are recommended. Town Council reaffirmation at this time is timely, given the pending arrival of the Town's independent auditors.

CONCLUSION

In order to comply with State law governing local agency investments, adoption of the attached resolution, reaffirming the Town's existing investment policy, is appropriate.

Attachment

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
REAFFIRMING THE TOWN'S INVESTMENT POLICY

WHEREAS, the Town Council of the Town of Woodside has in the past adopted an investment policy for purposes of providing direction on the investment of idle cash; and

WHEREAS, the last comprehensive update of that policy occurred in June of 1999; and

WHEREAS, State of California Government Code Section 53646 requires the Town Council to annually approve the Town's investment policy; and

WHEREAS, the Town Council reaffirmed this policy on March 27, 2001, July 9, 2002, May 13, 2003, June 14, 2004, May 10, 2005, April 11, 2006, and April 24, 2007; and

WHEREAS, the Town Manager has recommended no modifications to the existing policy.

NOW, THEREFORE, IT IS HEREBY ORDERED by the Town Council of the Town of Woodside that the Investment Policy attached hereto as "Exhibit A" is reaffirmed and adopted as the official investment policy for the Town and that the Town Manager is directed to ensure the Town's compliance with such policy.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 29th day of April 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

Investmentpolicy08

**TOWN OF WOODSIDE
INVESTMENT POLICY**

OBJECTIVES

1. Safety: To ensure that no loss of Town funds occurs.
2. Yield: To obtain the maximum investment return possible, within the constraints of investment vehicles limited to total safety of funds.
3. Minimize Idle Funds: To maximize the percent of total funds invested and minimize idle funds held in non-interest bearing checking accounts.
4. Liquidity: To provide adequate cash flow liquidity to meet expenditure needs of Town programs and projects.
5. Checks and Balances: To maintain a constant system for monitoring and reporting compliance with investment objectives.

POLICY LIMITATIONS

1. Investment Vehicles: the only authorized investment vehicles for the Town of Woodside are the State of California Local agency Investment Fund (LAIF) and certificates of deposit in California financial institutions.
2. LAIF: Transfers to and from LAIF are authorized only to and from the Town of Woodside checking account and may be made by the Town Manager, Town Clerk, and Assistant Town Manager/Town Engineer. Any change in these policies requires written authorization to the State Treasurer by the Town Manager.
3. Banks and Savings and Loans: Resolution No. 1980-3305 authorized the Town Treasurer (Town Manager) to waive security of any deposits as is insured. Correspondingly, it is Town policy not to invest more than \$100,000 (the maximum insured amount) with any individual California Savings and Loan.
4. Certificates of Deposit: Certificates of deposit with California banks may exceed \$100,000 individually if collateralized at 110%.

RESPONSIBILITIES

The Town Manager has final and overall responsibility for establishing, maintaining, and reporting investment policy to the Town Council. The Town Manager shall also execute all investment documents on behalf of the Town and ensure that investments are accurately reported to the Town Council on a monthly basis. The Town Manager shall ensure that all investments shall be made in compliance with Town investment objectives and policies and with the California State Government Code.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

Prepared by: Kevin Bryant, Assistant to the Town Manager

April 29, 2008

Approved by: Susan George, Town Manager

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

RECOMMENDATION

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

DISCUSSION

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

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

	Month	Interest Rate	QTD	FYTD
July	-			
August	-			
September	-			
Quarter Total			-	-
October	112,818.15	5.24%		
November	-			
December	-			
Quarter Total			112,818.15	112,818.15
January	94,107.12	4.96%		
February	-			
March	-			
Quarter Total			94,107.12	206,925.27
April	83,795.09	4.18%		
May	-			
June	-			
Quarter Total			83,795.09	290,720.36
Total	\$ 290,720.36		\$ 290,720.36	\$ 290,720.36

CONCLUSION

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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 4

Prepared By: Kevin Bryant, Assistant to the Town Manager

April 29, 2008

Approved By: Susan George, Town Manager

SUBJECT: RESOLUTION ENDORSING MEASURE "O" - COUNTY OF SAN MATEO PARKS FOR THE FUTURE

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which endorses County of San Mateo Measure O - Parks for the Future.

BACKGROUND

A collaborative effort has been underway in San Mateo County since March of 2004 to identify and develop a dedicated source of funding to support the parks and recreation functions and activities provided by various agencies within the county. The earliest efforts revolved around the possible formation of a County-wide special park district and the enabling legislation needed to place the formation of such a district before the voters. The Woodside Town Council adopted Resolution No. 2004 - 6442 on April 14, 2004, supporting the enabling legislation.

That effort was dropped in favor of undertaking additional needs assessments and doing additional public outreach and education, including a voter survey and a series of workshops. What ultimately surfaced as the preferred dedicated source of revenue for parks and recreation purposes was an additional 1/8th of a cent sales tax, to be levied within San Mateo County for a period of twenty-five years. The Town Council adopted Resolution 2006 - 6590 on July 11, 2006, in support of placing the Parks for the Future concept and measure on the ballot. A majority of voters in San Mateo County and the Town of Woodside voted in favor of the sales tax in November 2006, but the measure failed to receive the 2/3 majority necessary for passage.

The Board of Supervisors voted in February to put the Parks for the Future measure back on the ballot as part of the June 3, 2008 primary election. Proponents of the Parks for the Future effort have doubled their efforts to build support within San Mateo County for Measure O.

DISCUSSION

The ballot measure will ask San Mateo County voters whether the County shall enact a one-eighth cent sales tax "to support parks and recreation services provided by cities, special districts, and San Mateo County, including, but not limited to: supporting after-school and summer programs for children and teens; providing overdue maintenance and repairs to parks, trails, and recreation areas; preserving natural open spaces; maintaining and improving park bathrooms and facilities; and repairing and upgrading playgrounds and playing fields."

It has been projected that the 1/8th cent sales tax would generate approximately \$16 million annually (in 2002 dollars). A distribution formula has been negotiated among the various agencies to be benefited in the County and it has been agreed that cities will receive 52%, the County will receive 42%, and special districts will receive 6%. Additional negotiations among

the cities resulted in an agreement that the cities' share would be distributed on a per capita basis, with a minimum share of 1.357% of the net sales tax revenue going to each city. The City/County Association of Governments (C/CAG) would administer the distribution of and accounting for the revenue and would receive approximately 1% of the tax revenue for this purpose. The cost of setting the tax in place, including the cost of the election, would be deducted from the first quarter's proceeds. It is estimated that the first revenues from the tax, assuming voter approval, would be collected in November 2008. The Town would receive the 1.357% minimum share, which is estimated at \$205,000 a year. The measure includes a "maintenance of effort" requirement, which means the level of General Funds allocated for parks and recreation purposes in 2007-08 would have to be sustained, or a reduction in eligible sales tax revenues would occur. The funds could be spent on maintenance, operations, activities and programs, capital improvements or acquisition.

CONCLUSION

There is a documented need for additional funds to support parks and recreation functions across San Mateo County. The *Parks for the Future* concept has been developed by a county-wide collaborative effort and will benefit every local government agency in the County over the twenty-five year life of the measure. Proponents of *Parks for the Future* are asking individual city councils to formally endorse Measure O, which the Council would do by adopting the attached resolution.

Attachments

Parks for the Future Policy FACTS

For more information, please visit www.parksforthefuture.org.

Summary

Parks for the Future is an increase in the sales tax by 1/8th of a cent for 25 years to secure dedicated tax-based revenues to support the parks and recreation related activities of San Mateo County, the cities located within the County, the Ladera and Highlands recreation districts and Midpeninsula Regional Open Space District.

The revenue, projected to raise between approximately \$16 million per year (at 2002 figures), would be allocated to jurisdictions per a formula. The revenue must be used for park and recreation related functions but each jurisdiction will have the authority to spend the funds according to their need. Funds could be spent on maintenance, operations, activities and programs, capital improvements or acquisition, and jurisdictions could vary how the money is spent over the life of the tax. Under the measure, cities and the County will be required to maintain their general fund contributions to the parks and recreation budgets. The City/County Association of Governments (C/CAG) will serve as the administrative board for distribution of funds, auditing and reporting functions.

Frequently Asked Questions

What will this cost per person and how does our tax rate compare?

Estimated Revenue & Annual Cost		
Sales Tax	Annual Revenue	Annual Cost/Person
0.125%	\$16,074,486	\$18.10
Assumes 25% of income is spent of taxable items		
* Based on 2002 median per capita income of \$57,906		
** Average personal spending multiplied by # of county residents		

Current Sales Tax Rate Comparison	
<i>County</i>	<i>Sales Tax</i>
Alameda	8.75%
Contra Costa	8.25%
San Francisco	8.50%
San Mateo	8.25% increased to 8.375%
Santa Clara	8.25%
Santa Cruz	8.00%

When do we vote on this?

In the June 2008 primary – June 3, 2008.

Does this require 2/3 support?

Yes, two-thirds approval by those voting in the election is required for the measure to pass. The measure does not need two-thirds approval of the voters in each city.

Is this a San Mateo County Measure only?

Yes, this is San Mateo County's Measure O.

What is the funding distribution?

Percentage	Recipient	Annual growth of sales tax revenues equal to or less than 4% will be distributed per this formula. Cities and special districts only will benefit from annual growth greater than 4%.
52%	cities	
42%	county	
6%	special districts	

The following *illustrates* the baseline funding, using 2002 population and tax figures.

San Mateo County Park's Distribution \$6,346,207

<u>City Allocations</u>					
Atherton	\$205,000	East Palo Alto	\$315,076	Portola Valley	\$205,000
Belmont	\$268,272	Foster City	\$307,569	Redwood City	\$805,169
Brisbane	\$205,000	Half Moon Bay	\$205,000	San Bruno	\$428,896
Burlingame	\$300,681	Hillsborough	\$205,000	San Carlos	\$295,983
Colma	\$205,000	Menlo Park	\$328,733	San Mateo	\$987,556
Daly City	\$1,106,502	Millbrae	\$221,234	So San Francisco	\$646,596
		Pacifica	\$409,942	Woodside	\$205,000

Special District Allocations

MROSD	\$634,620	Highlands RD	\$181,320	Ladera RD	\$ 90,660
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How were these figures determined? Why wasn't need, acres of parks or budgets used?

The revenues will be distributed per capita with the smaller cities receiving a minimum of 1.357 % of the net revenue. During the process, other criteria such as need, current budgets, past or predicted budget cuts, acres of parks, types of programs and other items were reviewed as methods for determining distribution. There was no common denominator and per capita with a minimum for small cities was the most fair.

Is this new or more money for parks?

Yes. The measure requires the new tax revenue to supplement existing parks and recreation budgets. The County and cities must maintain their existing general fund baseline Parks and Recreation budget, measured in dollars in order to get their tax revenue. These budgets must be adjusted for inflation every 5 years. During a severe budget crisis, cities and the County may reduce their park budgets as long as the percentage reduction is no more than any other non public-safety department budgets.

How can this money be spent?

The revenue must be used for park and recreation related functions but each jurisdiction will have the authority to spend the funds according to their need. Funds could be spent on maintenance, operations, activities and programs, capital improvements or acquisition, and jurisdictions could vary how the money is spent over the life of the tax. The funds can be spent on school sports fields if the city and district have such an agreement.

When would consumers start paying the tax?

Whereas the measure would be effective upon passage, consumers would not start paying the increase until November 2008 at the earliest. The Board of Equalization requires this time for its implementation procedures.

What about implementation -- Distribution of Funds, Reports and Auditing?

Jurisdictions will receive revenue for 8 months of a fiscal year 08-09 but C/CAG has not determined the exact distribution schedule yet.

C/CAG will monitor the program through a self-certification reporting process with random audits. Jurisdictions will submit a report certifying that revenues were spent on parks and recreation related expenses and that the general fund contributions for parks and recreation services was maintained. Random audits would be performed by independent auditors, contracted by C/CAG. Reports will be made to the C/CAG board and be available to the public.

What is the administrative cost?

The State Board of Equalization estimates that it is 5% to administer the tax and for planning purposes 1% is being identified for local administration by C/CAG. Administrative costs will be charged at actual costs and may be less depending on number and frequency of audits. A one time set up charge (could be as high as \$40,000) and any election costs (could be as high as \$350,000 depending on number of county wide measures) will also be deducted from the first quarter revenues.

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
ENDORING SAN MATEO COUNTY MEASURE O, IN SUPPORT OF PARKS FOR THE
FUTURE, ON THE JUNE 3, 2008 BALLOT

WHEREAS, Parks for the Future is an effort to secure dedicated tax-based revenues to support the parks and recreation related activities of San Mateo County, the cities located within the County, the Ladera and Highlands recreation districts, and Midpeninsula Regional Open Space District through a ballot measure to increase sales tax by 1/8th cent; and,

WHEREAS, the Parks for the Future team has worked diligently to achieve consensus among the 20 cities, specials districts, and San Mateo County on a distribution system that is fair and equitable; and,

WHEREAS, the sales tax revenue will provide a stable source of funding to maintain parks within the County of San Mateo in a clean and safe condition, to complete deferred maintenance and capital improvement projects, and to acquire new lands for parks.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Woodside endorses San Mateo County Measure O, in support of Parks for the Future, on the June 3, 2008 ballot.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 29th day of April 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 5

Prepared by: Kevin Bryant, Assistant to the Town Manager

April 29, 2008

Approved by: Susan George, Town Manager

SUBJECT: RESOLUTION IN SUPPORT OF THE EXTENSION OF THE DEDICATED MOTOR VEHICLE FEE FOR SAN MATEO COUNTY AND APPROVAL OF LETTER OF SUPPORT FOR SB 348 (SIMITIAN), REAUTHORIZING THE FEE

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution and approve the attached letter, which conveys the Town's support of the extension of the Dedicated Motor Vehicle Fee for San Mateo County through SB 348 (Simitian).

DISCUSSION

In 2004, the Governor signed AB 1546 (Simitian), which established a five-year pilot project whereby San Mateo County could collect \$4 for every licensed motor vehicle in the County to support the costs of programs that address the issues of storm water pollution and congestion management. The Town of Woodside was supportive of the passage of this legislation. Fifty percent of the funds from the fee are distributed to the 21 jurisdictions in the County, and fifty percent are used for countywide projects. Local funds are used to offset the Town's costs of such activities as street sweeping and road maintenance.

The original legislation included a sunset date of January 1, 2009. The Town supported an effort by C/CAG last year to extend the program through 2019. The Legislature passed that bill (SB 613). However, the Governor vetoed the bill, citing concern about the ten year re-authorization. In his veto message, the Governor indicated a willingness to sign a four-year extension.

C/CAG is asking that each of its member agencies indicate their support for a four-year extension of the fee by formally supporting SB 348, which Senator Simitian is carrying on behalf of C/CAG.

CONCLUSION

Staff feels that the extension of the Dedicated Motor Vehicle Fee is desirable. The fee provides the Town with reimbursement for a portion of the funds it spends annually to meet otherwise unfunded State and federal mandates. Staff recommends adoption of the attached resolution and approval of the attached letter.

Attachments

DRAFT

April 29, 2008

The Honorable Joseph S. Simitian
State Capitol - Room 2080
Sacramento, CA 95814

RE: SUPPORT OF C/CAG SPONSORED SENATE BILL (SB) 348

Dear Senator Simitian:

The Town of Woodside supports the City/Council Association of Governments of San Mateo County (C/CAG) sponsored Bill SB 348 that would continue to authorize C/CAG to assess up to \$4 in motor vehicle fees. The purpose of the fee is to continue a successful program that funds congestion management activities to reduce congestion to the benefit of the driving motorist. It also provides funding for motor vehicle related programs of the state mandated, but unfunded Countywide Stormwater Pollution Prevention Program.

The first objective of SB 348 is to maximize the capacity of the current transportation infrastructure through transportation system measures. These measures include, but are not limited to, ramp metering, employer and local shuttles, Intelligent Transportation Systems, Real Time Information Systems on the freeway, park and ride lots, and advanced accident removal systems with automatic rerouting of traffic. The Town has received funds from this program to address potholes and improve road markings. We have a member on C/CAG's Technical Advisory Committee working on countywide programs associated with the broader impacts of congestion in our county.

The second objective is to address the storm water pollution that flows to San Francisco Bay as a result of the debris from motor vehicles and its infrastructure. The stormwater program is an unfunded State mandate. Some of the programs it will support include, but are not limited to, Countywide public education, grants to local jurisdictions, Countywide monitoring and studies, and training for City and County staffs to meet permit requirements. This will provide an ongoing source of funding for capital and operating expenses for the storm water pollution prevention programs that are mandated under the Clean Water Act but not funded by the State. The Town has received funds from this program to address street sweeping.

SB 348 will be a financial beneficial to all the Cities, Towns and the County. Your carrying this bill is appreciated and we look forward to working with you to gain passage of this piece of legislation. Please feel free to contact our Town Manger, Susan George, at (650) 851-6790 if you have any questions.

Sincerely,

Ron Romines
Mayor

cc: Richard Napier, Executive Director C/CAG

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
IN SUPPORT OF THE EXTENSION OF THE DEDICATED MOTOR VEHICLE FEE
FOR SAN MATEO COUNTY (SB 348 - SIMITIAN)

WHEREAS, the City/County Association of Governments (C/CAG) is the Congestion Management Agency (CMA) for San Mateo County and the National Pollutant Discharge Elimination System (NPDES) Permit Holder for the San Mateo County Stormwater Pollution Prevention Program; and

WHEREAS, California Government Code Section 65089.11 et. seq. authorizes C/CAG to impose an annual fee of up to four dollars (\$4.00) on motor vehicles registered within San Mateo County for a program for the management of traffic congestion and stormwater pollution prevention within that County; and

WHEREAS, the Town of Woodside has found this program to be successful; and

WHEREAS, California Government Code Section 65089.11 et. seq. will sunset on January 1, 2009 unless it is reauthorized.

NOW THEREFORE, IT IS HEREBY RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF WOODSIDE supports the extension of the Dedicated Motor Vehicle Fee for San Mateo County (California Government Code Section 65089.11 et. seq.) to January 1, 2013 under its current program.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, at a regular meeting thereof held on the 29th day of April 2008 by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

From: Hope V. Sullivan, Director of Community Design & Development

April 29, 2008

Approved by: Susan George, Town Manager

SUBJECT: RESOLUTION AUTHORIZING A PROPERTY TAX EXCHANGE BETWEEN THE TOWN OF WOODSIDE AND THE CITY OF REDWOOD CITY FOR THE PROPOSED DETACHMENT OF 3.8 ACRES OF CANADA COLLEGE FROM THE TOWN'S INCORPORATED BOUNDARIES AND ANNEXATION INTO THE CITY OF REDWOOD CITY'S INCORPORATED BOUNDARIES

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution, which authorizes a property tax exchange between the Town of Woodside and the City of Redwood City.

BACKGROUND

In September of 2007, the Board of Trustees of the San Mateo County Community College District petitioned the Local Agency Formation Commission (LAFCO) for detachment of 3.8 acres from the Town of Woodside and annexation of the land into the City of Redwood City. The State law requires that the City of Redwood City and the Town of Woodside agree to a property tax exchange prior to LAFCO's consideration of the proposed annexation. In passing the attached resolution, the Town is stating that there shall be no transfer of property tax because the subject territory is not assessed.

Of note, the Town Council considered this resolution at its meeting of February 12, 2008. At that meeting, the Town Council voted to defer the item and directed the staff "to work with the College District and Redwood City to reduce the massing of the project or alternatively come back to the Council with an approach where Woodside could address design review on the project, including development by the Town of a formal recommendation to present to Redwood City."

In the intervening months, an ad hoc Town Council subcommittee met with the College District's design team to modify both the site plan and the architectural design. The objective of the modifications was to reduce the visual impact of the project from Highway 280. The subcommittee presented the modified design to the rest of the Town Council at its meeting on April 8, 2008.

Redwood City's City Council will consider the Resolution of Property Tax Exchange as well as the modified design at its meeting of April 28, 2008.

ATTACHMENT

1. Draft Resolution

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE AUTHORIZING A PROPERTY TAX EXCHANGE BETWEEN THE TOWN OF WOODSIDE AND THE CITY OF REDWOOD CITY FOR THE PROPOSED DETACHMENT OF 3.8 ACRES OF CANADA COLLEGE FROM THE TOWN'S INCORPORATED BOUNDARIES AND ANNEXATION INTO THE CITY OF REDWOOD CITY'S INCORPORATED BOUNDARIES.

WHEREAS, the Board of Trustees of the San Mateo County Community College District has petitioned to the Local Agency Formation Commission (LAFCO) for detachment of 3.8 acres from the Town of Woodside and annexation of the land into the City of Redwood City; and

WHEREAS, State law requires the City of Redwood City and the Town of Woodside to agree to a property tax exchange prior to LAFCO's consideration of the proposed annexation; and

WHEREAS, the City of Redwood City and the Town of Woodside have agreed there shall be no transfer of property tax because the subject territory is not assessed;

WHEREAS, this property tax exchange is being made pursuant to the provisions of Chapter 282, Section 59, Part 0.05, Implementation of Article XIII A of the California State Constitution, commencing with Section 95, Division 1, of the Revenue and Taxation Code.

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

No property tax shall be transferred from the Town of Woodside to the City of Redwood City. In accordance with Section 3a of Article XIII B of the State Constitution, the appropriation limit shall not be increased based on this agreement.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 29th day of April, 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

From: Hope V. Sullivan, Director of Community Design & Development

April 29, 2008

Approved by: Susan George, Town Manager

SUBJECT: RESOLUTION APPROVING AN EXCHANGE OF REGIONAL HOUSING ALLOCATION BETWEEN THE TOWN OF WOODSIDE AND THE CITY OF REDWOOD CITY FOR THE REGIONAL HOUSING NEEDS ALLOCATION PROCESS (RHNA)

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which will authorize the exchange of regional housing allocation between the Town of Woodside and the City of Redwood City.

BACKGROUND

Pursuant to Government Code Sections 65584-65584.05, the twenty cities of San Mateo County and the County of San Mateo have become members of a countywide "sub-region," an ad hoc joint powers authority formed specifically to locally administer the Association of Bay Area Government's (ABAG) Regional Housing Needs Allocation (RHNA) process. The Sub-region was approved by ABAG in September 2006. The City/County Association of Governments (C/CAG) was selected to represent the Sub-region.

By being part of a "sub-region," the Town has the opportunity to negotiate trades of its required housing allocation with other municipalities in the "sub-region." Note that the housing allocation represents the number of affordable units the Town is required to produce between 2007 and 2014.

The Town has negotiated such a trade with the City of Redwood City with respect to the sixty units that will be produced at Cañada College. Essentially, Woodside will receive credit for 40 percent of the 60 units produced, or 24 units. As all of the units will be constructed within Redwood City's corporate limits, Woodside will receive the credit by reducing its final allocation of housing shares from 65 units for 41 units. Adoption of the attached resolution represents the Town Council's support of reducing the Town's allocation by 24 units.

Attachment

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE APPROVING AN EXCHANGE OF REGIONAL HOUSING ALLOCATION BETWEEN THE CITY OF REDWOOD CITY AND THE TOWN OF WOODSIDE AS MEMBERS OF THE SAN MATEO COUNTYWIDE SUB-REGION FOR THE REGIONAL HOUSING NEEDS ALLOCATION PROCESS (RHNA).

WHEREAS, the Association of Bay Area Governments (ABAG) is required by State law to administer the Regional Housing Needs Allocation program in the Bay Area; and

WHEREAS, changes to the Housing Element law in 2004 allow ABAG to delegate administration of the program to local jurisdictions that create sub-regions for the purposes of distributing housing need allocations among the members of the sub-region; and

WHEREAS all the Cities of San Mateo County and the County of San Mateo adopted resolutions to form a Sub-region that was approved by ABAG in September 2006; and

WHEREAS the San Mateo County Sub-region has completed the process, and adopted a Proposed Final Allocation; and

WHEREAS the Sub-region anticipated the possibility of an adjustment to the Proposed Final Allocation, in the following section of the resolution (Resolution 07-02) by which it adopted the Proposed Final Allocation-

"WHEREAS, the Governing Board of the Sub-region is aware that two member jurisdictions, City of Woodside and Redwood City, are discussing mutually off-setting (i.e., zero-sum) adjustments to facilitate development of affordable housing, which shall not affect the overall Final Allocation for the Sub-region or any other member jurisdictions, and shall comply with the policy objectives set forth in Cal. Gov. Code S 65584(d);

"NOW THEREFORE, IT IS HEREBY RESOLVED that the San Mateo County Sub-region adopts the Final Allocation...; and

"FURTHER, IT IS HEREBY DETERMINED AND ORDERED that any adjustments to the Final Allocation between two member jurisdictions that affect said jurisdictions only and are adopted by resolution of their respective governing boards submitted to the Executive Director of the City/County Association of Governments for San Mateo County on or before April 30, 2008 shall be incorporated into the Final Allocation."

WHEREAS, the Town of Woodside adopted Resolution No. 2007-6654 on October 23, 2007, indicating support for the Proposed Final Housing Allocation and the aforementioned adjustment process; and

WHEREAS, the Town of Woodside wishes to request the anticipated housing allocation adjustment pursuant to annexation of a 3.3-acre vacant parcel located on the Cañada College campus from the Town of

Woodside into Redwood City's jurisdiction for the purpose of building a 60-unit faculty/staff rental housing project; and

WHEREAS ABAG intends to adopt the final housing needs allocation for the entire Bay Area, including the allocation for the San Mateo County Sub-region, at the regular meeting of the ABAG Executive Board in May, 2008.

* * * * *

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Woodside agrees to decrease the housing allocation of the Town of Woodside by 24 units (i.e., from 65 to 41) concomitant with an increase in the housing allocation of the City of Redwood City by 24 units (i.e., from 1,832 to 1,856); and

BE IT FURTHER RESOLVED that the Town Council of the Town of Woodside requests the Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), acting on behalf of the San Mateo County Sub-region, to submit this adjustment to the Proposed Final Allocation to ABAG.

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 29th day of April, 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
RHNA 042908

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 8
April 29, 2008

SUBJECT: 2007-08 THIRD QUARTERLY BUDGET REVIEW AND RESOLUTION ADJUSTING THE 2007-08 ADOPTED BUDGET

RECOMMENDATION

It is recommended that the Town Council review and accept the 2007-08 Third Quarterly Budget Review Report and adopt the attached resolution, which adjusts the 2007-08 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, by utilizing the fund balance reports and the detailed fund and departmental reports, as of March 31, 2008.

DISCUSSION

The Town's financial status at the end of nine months of the current fiscal year remains on solid ground, with revenues continuing to perform strongly, as was reported during the mid-year budget review in January. Most of the Town's revenues are performing as the budget projections anticipated and no significant expenditure requirements have surfaced as the last quarter of the year gets underway. The points of note are:

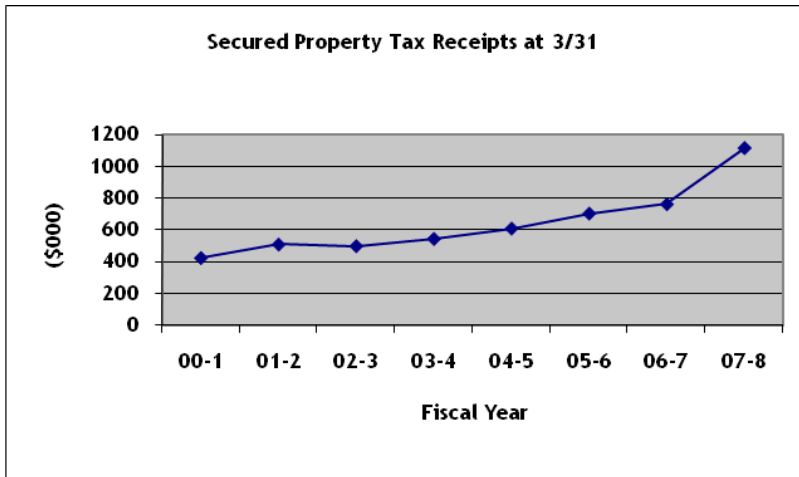
- The General Fund is on a course that will result in an ending year balance of about \$3.4 million, about \$121,000 less than anticipated in the budget. The projected ending year reserve level equates to 66% of operating revenues, well above the Town Council's required level.
- Total cash balances for all funds are just over \$8 million as of March 31, 2008, precluding the need for cash flow borrowing.
- The Five-year Forecast for the General Fund (Attachment D) demonstrates the Town's continuing financial strength, as annual operating surpluses continue to accrue over the five-year period and reserves reach almost \$4.7 million.

Economic Trends and Forecast

The first nine months of the fiscal year produced favorable financial results, for the most part. A review of the primary General Fund revenue sources demonstrates this point.

- ✓ **Secured property taxes** were projected to grow by 7.5% above the 2006-07 level when the current budget was prepared. Based upon actual receipts through the end of the third quarter, a lower growth rate of 5.9% is projected. Additionally, this is the third fiscal year that the Town has received Tax Equity Act (TEA) revenues from the County. The budget includes about \$686,000 in current year TEA revenues, above and beyond the secured property tax estimate. Based upon a recent accounting from the County Controller's Office, the Town will receive just over \$620,000 from this source by fiscal year's end,

about \$66,000 less than projected. The following chart depicts secured property tax receipts at March 31st for the current and last seven fiscal years. Note that the TEA receipts are not included in these totals.

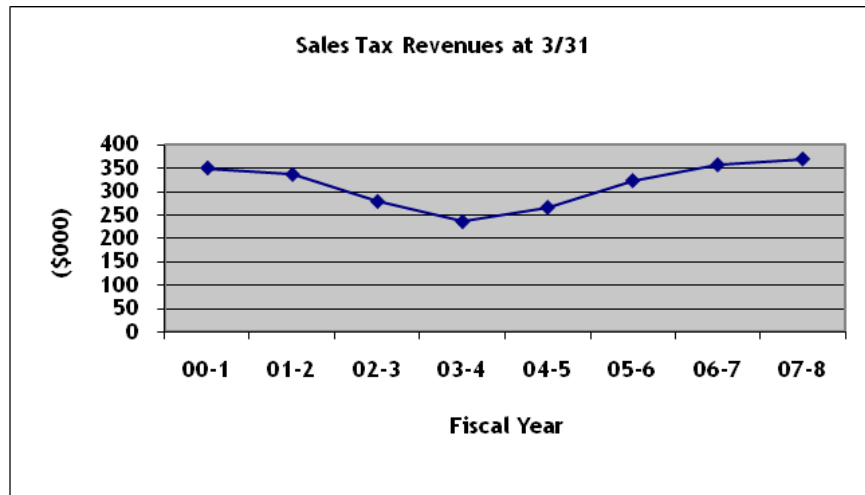


- ✓ Sales tax revenues remain complicated to project because of the State’s “Triple Flip” of local, school, and State revenues to support the State’s \$15 billion deficit reduction bond, approved by the voters in 2004. Under the Triple Flip, the State is diverting ¼¢ of local sales tax (which equals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

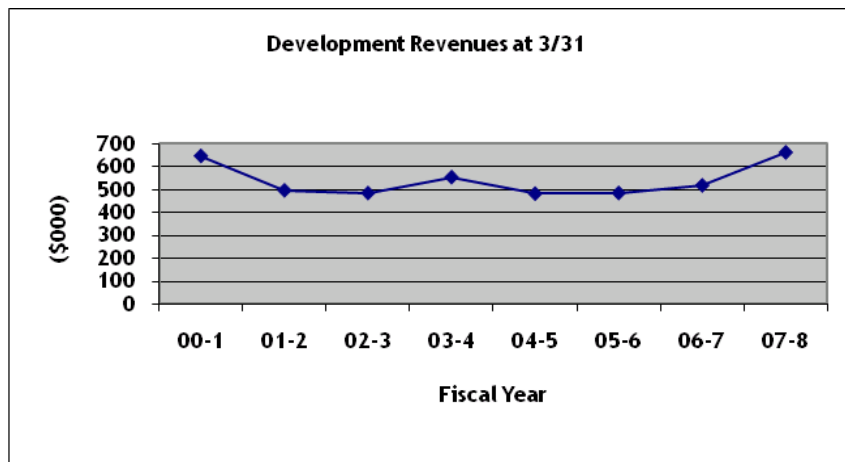
To discuss sales tax revenue performance, “normalizing” the Town’s receipt of these revenues is helpful. The following table provides information about sales tax receipt patterns prior to the Triple Flip and summarizes actual sales tax performance since the inception of the Triple Flip in 2004-05.

Fiscal Year	Retained Local Sales Tax	Shifted to State	Total Sales Tax
2000-01	350.4	0	350.4
2001-02	336.6	0	336.6
2002-03	278.5	0	278.5
2003-04	235.1	0	235.1
2004-05	215.7	49.9	265.6
2005-06	242.2	80.9	323.1
2006-07	263.5	93.8	357.3
2007-08	273.7	96.0	369.7

The following chart shows sales tax receipts as of March 31st for the current and past seven years. These receipts have been “normalized” to eliminate the impact of the Triple Flip upon the receipts levels for the current and immediately past fiscal years. Staff will continue to monitor this source of revenue and the complicating impact of the Triple Flip upon its performance. In short, however, sales taxes are performing above the budgeted levels.



- ✓ Revenues from **development-related fees and permits** are an important base to track. The next chart shows that after record performance in 2000-01, development-related revenues fell significantly. A small upturn was experienced in 2003-04, followed by another dip in performance in 2004-05. Revenues from this source in 2007-08 are running at over 25% above the 2006-07 levels as of March 31st. It is important to note, however, that this growth in revenue is partially attributable to two substantial development projects which skew the current year's pattern of revenue receipt from this source. The following chart provides the history of these revenues after nine months for the current and past seven fiscal years.



Other revenues are performing strongly, including interest income, franchise fees, and revenues from other agencies. It is currently projected that the Town's General Fund will accrue over \$5.3 million by June 30, 2008, almost \$300,000 above the projection included in the adopted budget.

In summary, the Town's revenue base is strong as the fiscal year starts to wind down.

Total Town Budget Status as of March 31, 2008

The Town's financial performance remains within expected ranges as of the end of three-quarters of the fiscal year. The key specific highlights include:

- The Town's cash position for all funds as of March 31, 2008, was \$8,029,978, as compared with \$7,401,467 on March 31, 2007. The cash balances for the year have been:

AS OF	CASH BALANCE	AS OF	CASH BALANCE
07/31/07	\$9,247,733	01/31/08	\$8,190,241
08/31/07	\$8,655,479	02/29/08	\$8,108,576
09/30/07	\$8,129,141	03/31/08	\$8,029,978
10/31/07	\$7,752,211		
11/30/07	\$7,296,979		
12/31/07	\$8,089,183		

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$6,792,425, or 71.9% of the total annual budget. For comparison purposes, expenditure totals at March 31, 2007, were \$8,691,725, or 66.9% of budget. By month, and compared to fiscal year 2006-07, the following expenditures have occurred:

MONTH	2007-08	2006-07
July	\$ 354,527	\$ 2,262,738
August	955,974	570,918
September	1,014,416	1,247,188
October	806,794	638,342
November	1,123,410	1,334,046
December	613,848	382,318
January	551,593	940,248
February	774,811	754,271
March	597,052	561,656
Total to Date	\$ 6,792,425	\$ 8,691,725
Total Budget	\$ 9,452,596	\$ 12,985,768
% of Budget	71.9%	66.9%

- Total revenues, including interfund transfers, at the end of nine months were \$4,784,110, or 64.6% of annual anticipated revenues. This rate is within the range of normal revenue receipt patterns. Total revenues at March 31, 2007, were \$6,307,858, or 63.8%. By month, and compared to fiscal year 2006-07, the following revenues have been received:

MONTH	2007-08	2006-07
July	\$ 103,971	\$ 119,507
August	185,765	289,883
September	492,290	871,598
October	410,043	336,149
November	661,407	1,492,204
December	1,449,515	1,322,999
January	599,492	1,059,507
February	675,438	354,914
March	206,189	461,097
Total	\$ 4,784,110	\$ 6,307,858
Total Budget	\$ 7,409,898	\$ 9,886,024
% of Budget	64.6%	63.8%

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

through March 31, 2008, compared to budget.

The General Fund as of March 31, 2008

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

	2007-08		
	Adopted	3/31/2008	
Category	Budget	Actual	% of
	(\$000)	(\$000)	Total
Revenues			
Property Taxes	2,339.2	1,405.8	
Sales Taxes	368.7	284.2	
Transfer Taxes	130.0	107.5	
Franchise Fees	305.1	130.2	
Business Licenses	136.0	90.5	
Fees & Permits	720.0	660.3	
Interest Income	150.0	120.3	
Other Agencies	547.5	290.6	
Charges for Service	115.0	96.0	
Interfund Transfers	202.9	101.5	
Other Revenue	23.0	12.6	
Total	5,037.4	3,299.5	65.5%
Expenses			
Salaries & Benefits	2,281.5	1,578.6	
Services & Supplies	2,003.2	1,679.8	
Equipment/Capital	180.0	-	
Road Fund Contribution	500.0	-	
Other Contributions	152.5	18.8	
Total	5,117.2	3,277.2	64.0%
Net Position	(79.8)	22.3	

The General Fund's cash balances/reserves remain healthy, with just under \$3.7 million on hand as of March 31, 2008. This position ensures that no cash flow borrowing will be needed. A portion of this amount is earmarked as a General Fund reserve, pursuant to Town Council Financial Policy #2. That policy requires that adequate reserves must be developed and maintained, including a minimum reserve level of fifteen percent of estimated operating revenues for the Town's General Fund. Fifteen percent of estimated operating revenues equates to about \$725,000.

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

MONTH	REVENUES	EXPENDITURES	NET POSITION
July	\$ 83,939	\$ 259,659	\$ (175,720)
August	230,012	241,121	(11,109)
September	212,669	543,436	(330,767)
October	166,315	300,370	(134,055)
November	266,323	373,361	(107,038)
December	1,213,538	502,297	711,241
January	373,377	313,991	59,386
February	592,848	510,943	81,905
March	160,502	232,061	(71,559)
Total to Date	\$ 3,299,523	\$ 3,277,239	\$ 22,284
Total Budget	\$ 5,037,367	\$ 5,117,154	\$ (79,787)
% of Budget	65.5%	64.0%	

For comparison purposes, as of March 31, 2007, the General Fund had experienced revenues of \$4,326,624 and expenditures of \$4,944,314, which was 93.5% and 69.2% of budget, respectively. The significantly higher level of revenue activity in the prior year reflects the receipts of over \$1.1 million in prior year Tax Equity Act property tax receipts from the County of San Mateo pursuant to a settlement agreement between the Town and the County. These funds were not budgeted.

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

All Other Funds at March 31, 2008

No unanticipated trends have developed for any of the Town's remaining funds.

Appropriation Adjustments

Several adjustments to the 2007-08 Adopted Budget are proposed at this time, involving four of the Town's funds. These adjustments are summarized by fund in the following table:

Fund	Adjustment
General Fund (101)	\$ 342,500
Road Impact (242)	42,250
Sewer Utility (528)	11,200
Sewer Capital Improvement (537)	6,600
Total	\$ 402,550

General Fund: The General Fund requires adjustment to provide support for the following activities:

- ✓ November Municipal Election (\$8,400) : The November 6, 2007 election exceeded the budgeted cost because there were no countywide or statewide items on the ballot to absorb some of the cost, which is an unusual occurrence.

- ✓ Recruitment for the Assistant Town Manager and Town Engineer (\$60,000) : These funds were included in the 2006-07 budget. However, most of the process took place during the current fiscal year, necessitating an adjustment in the current year's budget.
- ✓ Legal Services for Environmental Studies (\$21,000): The Town engaged the services of outside counsel expert in land use and California Environmental Quality Act (CEQA) to provide assistance in the review of several Environmental Impact Reports (EIR), including the Huddart-Wunderlich Parks Master Plan EIR and the Sand Hill Estates EIR.
- ✓ Contract Planner (\$90,000): A contract planner has been used to fill a vacancy for an Associate Planner in the Community Design and Development Department for the entire fiscal year while recruitment efforts were underway.
- ✓ Contract Building Inspector (\$36,000): This supports a contract building inspector for the Community Design and Development Department, providing vacation and peak demand relief.
- ✓ Contract Plan Check (\$22,000): This supports outside plan check services for the Community Design and Development Department, providing assistance for more complex plans and vacation/peak demand relief.
- ✓ Laserfiche/Scanning of Records (\$20,000): The Town has been aggressively working to manage its records and has been converting paper records to the Town's Laserfiche system, where they are made available to the public for viewing. The current effort focuses on Planning and Building records.
- ✓ Website Maintenance (\$25,000): The Town has expanded its website and now posts a wide variety of documents and announcements. These funds support the expansion and the continued updating of the Town's website.
- ✓ Employee Services Joint Powers Authority (\$6,500): The budget for the Town's cost of emergency services received from the County of San Mateo was adopted before the final numbers were available and was insufficient by \$6,500.
- ✓ Town Memberships in HEART, ICLEI, and Sustainable Silicon Valley (\$4,100): The Town Council approved the Town's membership in HEART, a coalition of San Mateo County agencies dedicated to affordable housing issues, last fiscal year and recently approved membership in ICLEI and Sustainable Silicon Valley. The dues for the three entities total \$4,100, which is not included in the adopted budget.
- ✓ Employee Termination Payout (\$49,500) Both the former Town Engineer, who has retired from that position, and the former Senior Civil Engineer, who resigned from the position, had accrued leave balances which were paid out during this fiscal year.

Road Impact Fund, Sewer Utility Fund, and Sewer Capital Improvement Fund: In addition to the General Fund, the salary for the Town Engineer and Senior Civil Engineer are assigned to, among others, the Road Impact Fee Fund, the Sewer Utility Fund, and the Sewer Capital Improvement Fund because their work includes projects which fall under the purpose of these funds. The appropriation requested for each of these funds would cover the cost of the accrued leaves for the former Town Engineer and former Senior Civil Engineer.

The staff has begun the preparation of the 2008-09 Proposed Budget. One component of that process is the development of a final accounting for the construction of Barkley Fields and Park. Staff is currently working on finalizing all outstanding contracts related to the construction of the park, as well as the final plan for security at the park. An appropriation adjustment that takes all of these final details into account will be presented in June for the Council's approval.

Attachment C is a summary of appropriation adjustments approved by the Town Council to date this 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 and demonstrates the solidity of the Town's general finances. This forecast will serve as the base for the preparation of the 2008-09 Proposed Budget.

CONCLUSION

The Town's financial health is sound and the outlook for the upcoming fiscal year remains positive. The proposed budget will be delivered to the Town Council in early June and will be the focus of Council and public review during June deliberations.

Attachments

TOWN OF WOODSIDE
 2007-08 AS OF 3/31/2008
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,037,367	3,299,523	65.5%	5,117,154	3,277,239	64.0%
105 - TRAILS	75,500	48,925	64.8%	75,500	33,735	44.7%
120 - OPEN SPACE	0	(8)	--	0	0	--
135 - RECREATION	91,900	74,540	81.1%	95,248	70,551	74.1%
150 - BARKLEY O&M	80,000	407	0.5%	80,000	97,870	122.3%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	903	2.6%	0	0	--
204 - TRAFFIC SAFETY	32,200	26,424	82.1%	27,700	32,783	118.4%
206 - GAS TAX CONSTRUCTION	29,100	19,237	66.1%	28,970	23,373	80.7%
207 - GAS TAX MAINTENANCE	82,600	56,701	68.6%	95,706	65,529	68.5%
210 - MEASURE A	747,300	188,198	25.2%	987,824	499,700	50.6%
242 - ROAD IMPACT FEE	382,500	261,217	68.3%	557,554	471,729	84.6%
243 - PUBLIC SAFETY GRANT	100,500	99,963	99.5%	100,500	100,500	100.0%
244 - CLEEP	0	0	--	43,000	37,600	--
250 - LIBRARY OPERATIONS	60,000	26,228	43.7%	129,567	53,630	41.4%
365 - BARKLEY PARK CONSTRUCTION	0	360,232	--	1,350,000	1,390,849	--
428 - TC PUMP RESERVE	750	466	62.1%	0	0	--
429 - TC PUMP DEBT	148,547	75,153	50.6%	148,547	146,448	98.6%
441 - WR/WHR PAD DEBT RSRV.99	2,000	2,402	120.1%	0	0	--
450 - WR/WHR PAD DEBT	132,576	14,103	10.6%	132,576	129,761	97.9%
525 - CANADA SEWER	9,618	6,856	71.3%	26,664	4,309	16.2%
528 - SEWER UTILITY	162,000	106,965	66.0%	165,302	128,621	77.8%
529 - TC PUMP SEWER	5,000	12,111	242.2%	86,933	6,030	6.9%
537 - SEWER CAPITAL	21,440	14,947	69.7%	29,851	23,517	78.8%
TOTAL OPERATING	7,235,898	4,695,493	64.9%	9,278,596	6,593,774	71.1%
900 - DEPOSITS	174,000	88,617	50.9%	174,000	198,651	114.2%
TOTAL	7,409,898	4,784,110	64.6%	9,452,596	6,792,425	71.9%

GENERAL FUND BY DEPARTMENT AS OF 3/31/2008

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	30,350.00	37,579.51	123.8%
TOTAL	30,350.00	37,579.51	123.8%
ADMINISTRATION			
SALARIES/BENEFITS	724,476.00	487,557.59	67.3%
SERVICES/SUPPLIES	306,036.00	243,181.95	79.5%
TOTAL	1,030,512.00	730,739.54	70.9%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,319,400.00	901,818.16	68.4%
SERVICES/SUPPLIES	213,400.00	209,295.59	98.1%
TOTAL	1,532,800.00	1,111,113.75	72.5%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	17,428.00	14,050.97	80.6%
SERVICES/SUPPLIES	121,000.00	70,489.20	58.3%
EQUIP/CAPITAL	150,000.00	0.00	0.0%
TOTAL	288,428.00	84,540.17	29.3%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	54,000.00	19,560.51	36.2%
SERVICES/SUPPLIES	275,310.00	354,416.13	128.7%
EQUIPMENT	30,000.00	0.00	0.0%
TOTAL	359,310.00	373,976.64	104.1%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,034,621.00	761,069.50	73.6%
TOTAL	1,034,621.00	761,069.50	73.6%
TRAILS			
TRANSFERS OUT	37,500.00	18,750.00	50.0%
TOTAL	37,500.00	18,750.00	50.0%
PUBLIC WORKS			
SALARIES/BENEFITS	166,183.00	155,663.26	93.7%
SERVICES/SUPPLIES	22,450.00	3,806.21	17.0%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	688,633.00	159,469.47	23.2%
BARKLEY O&M			
TRANSFERS OUT	115,000.00	0.00	0.0%
TOTAL	115,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,281,487.00	1,578,650.49	69.2%
SERVICES/SUPPLIES	2,003,167.00	1,679,838.09	83.9%
EQUIP/CAPITAL	180,000.00	0.00	0.0%
TRANSFERS OUT	652,500.00	18,750.00	2.9%
TOTAL	5,117,154.00	3,277,238.58	64.0%

**GENERAL FUND BY DEPARTMENT
AS OF 03/31/08**

GENERAL COMMENTS:

1. As of March 31, 2008, 75% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 72.3% of budget. As of March 31, 2008, 18.8 of 26 pay periods had been completed.
3. Equipment purchases are not made on any set schedule, so the expenditure performance varies.
4. Transfers between funds are generally done on a quarterly basis or as cash flow needs arise and are completed by the end of June of each year.

DEPARTMENTAL COMMENTS:

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

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget is generally within expected expenditure levels. An appropriation adjustment is proposed to support contractual planner, plan check, and building inspection services.

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

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

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

Trails: See Note 4.

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

Barkley Fields and Park: See Note 4.

TOWN OF WOODSIDE
FIVE-YEAR FORECAST
2007-08 ADOPTED BUDGET
THIRD QUARTERLY BUDGET REVIEW

ATTACHMENT D

GENERAL FUND	2006-07 ACTUAL	2007-08 ADOPTED	2007-08 PROJECTED	2008-09 APPROVED	2008-09 IN PROCESS	2009-10 FORECAST	2010-11 FORECAST	2011-12 FORECAST
REVENUES								
PROP.TAXES-SEC.	1,410,410	1,508,225	1,494,000	1,628,883	1,528,050	1,642,654	1,765,853	1,898,292
PROP.TAXES-UNSEC.	83,858	85,000	90,400	85,000	90,000	90,000	90,000	90,000
PROP.TAXES-OTHER	218,463	60,000	216,918	60,000	60,000	60,000	60,000	60,000
SALES TAX	384,254	368,678	398,678	372,788	406,652	414,785	423,080	431,542
PROP.TRANSFER TAX	151,056	130,000	140,000	130,000	130,000	130,000	130,000	130,000
FRANCHISES	308,910	305,100	305,100	305,100	305,100	305,100	305,100	305,100
BUSINESS LICENSES	134,740	136,000	126,000	136,000	136,000	136,000	136,000	136,000
FEES & PERMITS	730,477	720,000	770,000	720,000	750,000	750,000	750,000	750,000
FINES & FORFEITURES	1,802	2,000	2,000	2,000	2,000	2,000	2,000	2,000
INTEREST	243,154	150,000	210,000	100,000	175,000	175,000	175,000	175,000
OTHER AGENCIES	535,769	547,537	593,590	547,537	580,000	580,000	580,000	580,000
CURRENT SERVICES	171,192	114,984	115,000	114,984	115,000	117,284	117,284	119,629
TEA FUNDS	1,781,757	685,934	620,000	720,230	651,000	683,550	717,728	753,614
OPERATING TRANSFERS	234,851	202,909	202,909	208,996	208,996	21,000	210,000	210,000
OTHER REVENUE	22,523	21,000	21,000	21,000	21,000	21,000	21,000	21,000
TOTAL	6,413,216	5,037,367	5,305,595	5,152,518	5,158,798	5,128,372	5,483,044	5,662,177
EXPENDITURES								
SALARIES & BENEFITS	1,986,561	2,281,487	2,224,487	2,343,263	2,343,263	2,413,561	2,485,968	2,560,547
SERVICES & SUPPLIES	2,007,609	2,003,167	2,178,319	1,844,019	1,844,019	1,880,899	1,918,517	1,956,888
EQUIPMENT/CAPITAL OUTLAY	56,281	180,000	30,000	30,000	30,000	30,000	30,000	30,000
DEBT SERVICE	1,915,332	0	0	0	0	0	0	0
ROAD/TRAILS/SAFETY TRANSFERS	1,612,000	652,500	1,132,500	652,500	652,500	652,500	652,500	652,500
TOTAL	7,577,783	5,117,154	5,565,306	4,869,782	4,869,782	4,976,960	5,086,985	5,199,934
NET POSITION	(1,164,567)	(79,787)	(259,711)	282,736	289,016	151,412	396,059	462,242
BEGINNING BALANCE	4,792,675	3,628,108	3,628,108	3,368,397	3,368,397	3,657,413	3,808,824	4,204,883
ENDING BALANCE	3,628,108	3,548,321	3,368,397	3,651,133	3,657,413	3,808,824	4,204,883	4,667,126
BAL. AS % OF REVS.	72.8%	73.4%	66.0%	73.9%	73.9%	74.6%	79.7%	85.6%

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AMENDING THE ADOPTED BUDGET FOR FISCAL 2007-08 PURSUANT
TO THE RESULTS OF THE THIRD QUARTERLY BUDGET REVIEW

WHEREAS, the 2007-08 Adopted Budget was approved on June 26, 2007;
and

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

WHEREAS, the Third Quarterly Budget Review for 2007-08 has been
completed and reveals that several of the Town's funds require
adjustments to appropriations in order to support priority projects and
programs.

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

1. General Fund (101) appropriations are increased by \$342,500 to
provide support for recruitment services, contract planner,
building inspector, and plan check services, increased elections
costs, website and scanning support costs, memberships in outside
agencies, employee separation costs, and outside legal services.
2. Road Impact Fee Fund (242) appropriations are increased by \$42,250
to support employee separation costs.
3. Sewer Utility Fund (528) appropriations are increased by \$11,200 to
support employee separation costs.
4. Sewer Capital Improvement Fund (537) appropriations are increased
by \$6,600 to support employee separation costs.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside,
California, at a meeting thereof held on the 29th day of April 2008, by
the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

07-083QBR.rsl