

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

June 24, 2008

Independence Hall, 2955 Woodside Road, Woodside

7:30 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMUNICATIONS

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

CONSENT CALENDAR

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.

1. Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934.
2. Approval of August Legislative Recess.
3. Monthly Financial Report for May, 2008 and Resolution Modifying the Adopted Budget for 2007-08 Pursuant to the Results of the Final Budget Performance Review. Resolution No. 2008 - _____
4. Resolution Approving a Program Proposal for the Citizens' Option for Public Safety (COPS) Program for 2008-09. Resolution No. 2008 - _____
5. Approval of Minutes: Regular Meeting of June 10, 2008.
6. Transmittal of 2007-08 Maze & Associates Letter of Engagement.
7. Resolution Approving a Corrected Rate Structure for GreenWaste Recovery, Inc, to be effective July 1, 2008. Resolution 2008 - _____
8. Resolution Authorizing the Town Manager to Execute Agreements for Services Required for the Implementation of the 2007-08 and 2008-09 Budgets. Resolution 2008 - _____

NEW BUSINESS

9. Resolution: (1) Approving the Plans and Specifications for the 2008 Road Rehabilitation Project; (2) Authorizing the Town Manager to Advertise for Bids and to Execute a Contract with the Lowest Responsible Bidder, with a Total Contract Amount not to Exceed \$985,000 Including a 10% Contingency; and (3) Authorizing the Town Manager to Enter into a Service Agreement with an Inspection and Testing Company for Inspection and Testing Services, not to Exceed \$60,000. Resolution No. 2008 - _____

PUBLIC HEARING

The Mayor will declare the public hearing open. Town staff will present a staff report on the aspects of the application or issue, which will be followed by staff recommendations. The applicant or his/her representative may make a presentation. Thereafter, those in support of or in opposition to the proposal may speak. When all interested parties have had an opportunity to be heard, the hearing will be closed. After that time, no further discussion from the floor will be held. The Town Council will consider the evidence and either approve, disapprove, or continue the item to a subsequent meeting date.

10. Resolutions: (1) Adopting the Town Budget for Fiscal Year 2008-09; (2) Determining the Appropriation Limit for Fiscal Year 2008-09; and (3) Approving the Town Salary and Classification Plan for 2008-09; and (4) Requesting that the San Mateo County Tax Collector Collect the 2008-09 Sewer Service Fees for the Town Center Sewer Assessment District. Resolutions No. 2008 - _____, No. 2008 - _____, No. 2008 - _____, and No. 2008 - _____
11. Adoption of an Ordinance Requiring the Designation of Very High Fire Hazard Severity Zones in the Town of Woodside. Ordinance No. 2008 - _____

REPORTS

12. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

Tonight's meeting is adjourned in memory of Larry Wenrick, who served on the Town Manager's Ad Hoc Road Committee in 1997 and was a charter member of the Rotary Club of Woodside/Portola Valley.

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 2
June 24, 2008

SUBJECT: APPROVAL OF AUGUST LEGISLATIVE RECESS

RECOMMENDATION

It is recommended that the Town Council approve a Legislative Recess for the month of August, 2008, and cancel its regular Town Council meetings for that month.

DISCUSSION

In 1996, the Town Council approved a Legislative Recess for the month of August. This was done at the recommendation of staff because past years' experience had shown that little significant business came before the Town Council during August. This seemed to be attributable to two factors: (1) many Town residents are absent during August and typically request that matters be delayed by the Town until the vacation period is over and (2) many Town staff members take their vacations to coincide with their children's school schedules, leaving Town Hall shorthanded and influencing the ability of staff to produce major reports during this period.

The Town Council has approved legislative recesses in each of the subsequent years, with no adverse impact. Staff recommends that a recess be approved for August of 2008.

CONCLUSION

There are no pressing issues that will require Town Council consideration during August. It would be appropriate for the Town Council to approve a Legislative Recess for the month and cancel its two regular meetings.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 3
June 24, 2008

SUBJECT: MONTHLY FINANCIAL REPORT FOR MAY OF 2008 AND RESOLUTION MODIFYING THE ADOPTED BUDGET FOR 2007-08 PURSUANT TO THE RESULTS OF THE FINAL BUDGET PERFORMANCE REVIEW

RECOMMENDATION

It is recommended that the Town Council review and accept the Monthly Financial Report for May of 2008 and adopt the attached resolution, which modifies the 2007-08 Adopted Budget.

BACKGROUND

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

DISCUSSION

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

The General Fund as of May 31, 2008

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

MONTH	REVENUES	EXPENDITURES	NET POSITION
July	\$ 83,939	\$ 259,659	\$ (175,720)
August	230,012	241,121	(11,109)
September	212,669	543,436	(330,767)
October	166,315	300,370	(134,055)
November	266,323	373,361	(107,038)
December	1,213,538	502,297	711,241
January	373,376	313,991	59,385
February	592,848	510,943	81,905
March	160,502	232,061	(71,559)
April	1,290,352	308,496	981,856
May	131,217	361,714	(230,497)
Total to Date	\$ 4,721,091	\$ 3,947,449	\$ 773,642
Total Budget	\$ 5,037,367	\$ 5,459,654	\$ (422,287)
% of Budget	93.7%	72.3%	

As of the end of eleven months, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund had cash on hand at May 31, 2008 of over \$4.4 million, well above the level required by the Town Council's Financial Management Policies.

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

	2007-08		
	Adopted	5/31/2008	
Category	Budget	Actual	% of
	(\$000)	(\$000)	Total
Revenues			
Property Taxes	2,339.2	1,963.4	
Sales Taxes	368.7	342.4	
Transfer Taxes	130.0	126.1	
Franchise Fees	305.1	305.0	
Business Licenses	136.0	108.1	
Fees & Permits	720.0	784.8	
Interest Income	150.0	170.9	
Other Agencies	547.5	573.1	
Charges for Service	115.0	122.1	
Interfund Transfers	202.9	202.9	
Other Revenue	23.0	22.2	
Total	5,037.4	4,721.0	93.7%
Expenses			
Salaries & Benefits	2,281.5	2,023.6	
Services & Supplies	2,003.2	1,862.2	
Equipment/Capital	180.0	24.1	
Road Fund Contribution	500.0	-	
Other Contributions	152.5	37.5	
Total	5,459.7	3,947.4	72.3%
Net Position	(422.3)	773.6	

The current year's performance reflects normal patterns for this period in the fiscal year and is tracking within anticipated budgeted ranges. For comparison purposes, as of May 31, 2007, the General Fund had experienced revenues of \$5,649,001 and expenditures of \$5,659,827, which was 122.1% and 71.8% of budget, respectively.

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

Total Town Budget Status as of May 31, 2008

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$7,819,116, or 79.3% of the total annual budget. By month, and compared to fiscal year 2006-07, the following **expenditures** have occurred:

MONTH	2007-08	2006-07
July	\$ 354,527	\$ 2,262,738
August	955,974	570,918
September	1,014,416	1,247,188
October	806,794	638,342
November	1,123,410	1,334,046
December	613,848	382,318
January	551,593	940,248
February	774,811	754,271
March	597,052	561,656
April	558,247	536,732
May	468,444	721,820
Total to Date	\$ 7,819,116	\$ 9,950,277
Total Budget	\$ 9,855,146	\$ 14,313,264
% of Budget	79.3%	69.5%

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

- Total revenues, including interfund transfers, for the first eleven months were \$6,945,289 or 93.7% of annual anticipated revenues. This rate is within the range of normal revenue receipt patterns. By month, and compared to fiscal year 2006-07 patterns, the following **revenues** have been received:

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
April	1,699,701	1,444,293
May	461,478	798,940
Total	\$ 6,945,289	\$ 8,551,091
Total Budget	\$ 7,409,898	\$ 9,818,839
% of Budget	93.7%	87.1%

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

through May 31, 2008, compared to budget.

- The Town's cash position for all funds as of May 31, 2008, was \$8,847,750. 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	04/30/08	\$8,850,322
11/30/07	\$7,296,979	05/31/08	\$8,847,750
12/31/07	\$8,089,183		

Cash balances at May 31, 2007, were \$8,406,918. The Town's cash balances are very healthy, negating the need for any cash flow borrowing.

Appropriation Adjustments

A final review of the status of all appropriations has been completed and adjustments to five funds are proposed at this time. The following chart provides a summary of the needed adjustments.

Fund	Adjustment
101 – General Fund	\$ 684,000
135 – Recreation Fund	24,000
365 – Barkley Park Construction Fund	575,000
528 – Sewer Utility Fund	175,000
900 – Deposit Fund	60,000
Total	\$ 1,518,000

It is important to note that \$859,000 of the total appropriations are for interfund transfers, meaning that the net impact on the Town's total budget is \$659,000. The details that support these proposed adjustments are:

- **Barkley Fields and Park Construction Project Fund:** Although the park has been in operation since October of last year, neither project that underlies the park has been accepted as complete by the Town. The two projects are the building and everything else at the park. Contractor retention payments of about \$418,000 are still outstanding. A near final accounting of the cost of constructing the park has recently been completed, however, which factors in these outstanding payments. An additional appropriation of \$575,000 is required to support the final charges to the project, including a series of change orders and the cost of providing security for the site. The projects are almost ready for formal acceptance and may be before the Town Council during July. A final report on the cost of the project and on its operational costs will be presented to the Town Council during the 2008-09 First Quarterly Budget Review.
- **General Fund and Sewer Utility Fund:** The \$684,000 and \$175,000 appropriations recommended for the General Fund and the Sewer Utility Fund, respectively, are also related to the Barkley Fields and Park Construction Project and will support the cash flow needs of the construction fund. As of May 31, 2008, the fund was in a cash deficit position of about \$441,000. As was previously noted, there are contractor retention payments of about \$418,000 still outstanding, which will also require cash support, for a total cash requirement of \$859,000. It is proposed that the budgets for the General Fund

and the Sewer Utility Fund be augmented to provide transfers to the Barkley Fields and Park Construction Fund. The sewer fund's contribution will support the cost of constructing the public sewer facilities that support the park. There may be some small additional contribution of funds from private sources to offset the General Fund's total contribution, but these are not likely to be forthcoming in the next few months. A final cash infusion of General Funds is needed to eliminate the cash deficit by the current fiscal year's end.

- **Recreation Fund:** The Recreation Fund requires an appropriation augmentation of \$24,000 to support the costs of several of the Recreation Committee's programs and activities, including the Barn Dance and yoga classes. These costs are fully supported by program revenues.
- **Deposit Fund:** A \$60,000 appropriation is needed to support the cost of several Environmental Impact Reports (EIR's) that were undertaken and/or completed during 2007-08, including the Sand Hill Estates EIR and the 3000 Portola Road EIR. These costs were fully borne by the property owner(s) of each of the two projects.

Attachment C provides a summary of approved 2007-08 adjustments to date.

CONCLUSION

The Town's financial health remains stable. The General Fund continues to enjoy a healthy reserve, well exceeding the minimum fifteen percent reserve called for in the Town's Financial Management Policies.

Attachments

TOWN OF WOODSIDE
 2007-08 AS OF 5/31/2008
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,037,367	4,721,091	93.7%	5,459,654	3,947,449	72.3%
105 - TRAILS	75,500	68,178	90.3%	75,500	43,464	57.6%
120 - OPEN SPACE	0	(11)	--	0	92	--
135 - RECREATION	91,900	98,243	106.9%	95,248	105,164	110.4%
150 - BARKLEY O&M	80,000	(196)	-0.2%	80,000	153,340	191.7%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	1,280	3.7%	0	0	--
204 - TRAFFIC SAFETY	32,200	26,454	82.2%	27,700	38,714	139.8%
206 - GAS TAX CONSTRUCTION	29,100	21,357	73.4%	28,970	29,470	101.7%
207 - GAS TAX MAINTENANCE	82,600	63,348	76.7%	95,706	82,967	86.7%
210 - MEASURE A	747,300	232,095	31.1%	987,824	581,859	58.9%
242 - ROAD IMPACT FEE	382,500	429,193	112.2%	599,804	544,733	90.8%
243 - PUBLIC SAFETY GRANT	100,500	100,072	99.6%	100,500	100,500	100.0%
244 - CLEEP	0	0	--	43,000	37,600	87.4%
250 - LIBRARY OPERATIONS	60,000	36,873	61.5%	129,567	67,226	51.9%
365 - BARKLEY PARK CONSTRUCTION	0	662,305	--	1,350,000	1,392,574	103.2%
428 - TC PUMP RESERVE	750	660	88.0%	0	0	--
429 - TC PUMP DEBT	148,547	34,892	23.5%	148,547	146,448	98.6%
441 - WR/WHR PAD DEBT RSRV.99	2,000	3,406	170.3%	0	0	--
450 - WR/WHR PAD DEBT	132,576	116,489	87.9%	132,576	129,761	97.9%
525 - CANADA SEWER	9,618	9,189	95.5%	26,664	5,533	20.8%
528 - SEWER UTILITY	162,000	159,797	98.6%	176,502	150,267	85.1%
529 - TC PUMP SEWER	5,000	17,128	342.6%	86,933	12,060	13.9%
537 - SEWER CAPITAL	21,440	27,020	126.0%	36,451	31,844	87.4%
TOTAL OPERATING	7,235,898	6,828,863	94.4%	9,681,146	7,601,065	78.5%
900 - DEPOSITS	174,000	116,426	66.9%	174,000	218,051	125.3%
TOTAL	7,409,898	6,945,289	93.7%	9,855,146	7,819,116	79.3%

GENERAL FUND BY DEPARTMENT AS OF 5/31/2008

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	42,850.00	44,249.34	103.3%
TOTAL	42,850.00	44,249.34	103.3%
ADMINISTRATION			
SALARIES/BENEFITS	724,476.00	631,809.18	87.2%
SERVICES/SUPPLIES	387,036.00	294,285.13	76.0%
TOTAL	1,111,512.00	926,094.31	83.3%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,319,400.00	1,140,859.87	86.5%
SERVICES/SUPPLIES	361,400.00	293,749.93	81.3%
TOTAL	1,680,800.00	1,434,609.80	85.4%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	19,428.00	17,746.08	91.3%
SERVICES/SUPPLIES	121,000.00	77,105.37	63.7%
EQUIP/CAPITAL	150,000.00	0.00	0.0%
TOTAL	290,428.00	94,851.45	32.7%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	17,000.00	36,488.07	214.6%
SERVICES/SUPPLIES	320,310.00	372,850.35	116.4%
EQUIPMENT	30,000.00	24,149.49	80.5%
TOTAL	367,310.00	433,487.91	118.0%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,041,121.00	775,022.50	74.4%
TOTAL	1,041,121.00	775,022.50	74.4%
TRAILS			
TRANSFERS OUT	37,500.00	37,500.00	100.0%
TOTAL	37,500.00	37,500.00	100.0%
PUBLIC WORKS			
SALARIES/BENEFITS	250,683.00	196,683.06	78.5%
SERVICES/SUPPLIES	22,450.00	4,950.15	22.0%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	773,133.00	201,633.21	26.1%
BARKLEY O&M			
TRANSFERS OUT	115,000.00	0.00	0.0%
TOTAL	115,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,330,987.00	2,023,586.26	86.8%
SERVICES/SUPPLIES	2,296,167.00	1,862,212.77	81.1%
EQUIP/CAPITAL	180,000.00	24,149.49	13.4%
TRANSFERS OUT	652,500.00	37,500.00	5.7%
TOTAL	5,459,654.00	3,947,448.52	72.3%

**GENERAL FUND BY DEPARTMENT
AS OF 05/31/08**

GENERAL COMMENTS:

1. As of May 31, 2008, 91.7% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 91.5% of budget. As of May 31, 2008, 23.8 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.

Administration: This departmental budget is within expected expenditure levels.

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

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

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

Safety Services: Most of this budget goes to support the contract for police services with the Sheriff's Office. As of May 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.

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
FINAL BUDGET PERFORMANCE REVIEW

RESOLVED, by the Council of the Town of Woodside, that:

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, a final review of operations has been completed and
reveals the need for a final appropriation adjustment in order to
maintain balanced expenditure control.

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

1. General Fund (101) Transfers to Other Funds appropriations are
increased by \$684,000 in support of the cash flow needs of the
Barkley Fields and Park Construction Project.
2. Recreation Fund (135) appropriations are increased by \$24,000 to
support programs and activities.
3. Deposit Fund (900) appropriations are increased by \$60,000 to
support the cost of the preparation of environmental documents for
private development applications.
4. Barkley Fields and Park Construction Fund (365) appropriations are
increased by \$575,000 to support final project costs.
5. Sewer Utility Fund (528) Transfers to Other Funds appropriations
are established at \$175,000 to support the cost of construction of
public sewer facilities at Barkley Fields and Park.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside,
California, at a meeting thereof held on the 24th day of June 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 _____
From: Susan George, Town Manager

Agenda Item 4
June 24, 2008

SUBJECT: RESOLUTION APPROVING A PROGRAM PROPOSAL FOR THE CITIZENS' OPTION FOR PUBLIC SAFETY (COPS) PROGRAM FOR 2008-09

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which approves the Citizens' Option for Public Safety (COPS) program for 2008-09, pursuant to the attached proposal from the San Mateo County Sheriff's Office.

BACKGROUND

AB 3229 was enacted on 1996 as part of the 1996-97 State budget package. It established the COPS program and appropriated \$100 million from the State's general fund to provide funding for local agencies for the purpose of ensuring public safety. Because the program was designed to be a permanent ongoing program, requiring a new State appropriation each year, additional funds have been appropriated by the State in each of the ensuing fiscal years. The funding is allocated to cities and the legislative body of each city must provide for a public review and approval process for purposes of determining the use to which the funds will be allocated.

Beginning in 2000-01, State legislators and the Governor specified that every local agency in the State should receive a minimum of \$100,000 in COPS funds. In January of 2001, the Town Council approved a proposal from the San Mateo County Sheriff's Office, allocating the COPS funds to enhanced police services. This enhanced program has been continued in each ensuing fiscal year, subject to the continuation of the COPS Program by the State.

DISCUSSION

The State is again struggling with a significant budget deficit. Because of this, the Governor has proposed a ten percent across-the-board reduction in all State programs. The proposed reduction will decrease the funds the Town receives for the program by \$10,000, resulting in a State allocation of \$90,000. The Town Council has determined that it will replace the lost funds with Town General Funds, thereby assuring full support of the program and all law enforcement services for 2008-09. The Town will receive a check for \$90,000 from the County of San Mateo following the County's receipt of a Town Council resolution authorizing the COPS Program for 2008-09. The agreement for services with the Sheriff's Office for the three-year period ending June 30, 2009 indicates that the 2008-09 COPS funds will continue to support two deputy sheriff positions and related equipment costs. The positions are shared on an equal basis with the Town of Portola Valley. The Town's 2008-09 cost of this arrangement is \$185,050, which was included in the

proposed budget. The program will be supported by the \$90,500 in State funds and interest earnings and a General Fund augmentation of \$94,550.

CONCLUSION

In order to comply with COPS program requirements, the Town Council needs to adopt a resolution that approves the allocation of 2008-09 COPS funds to a specific program proposal. The attached resolution will meet that requirement and its transmittal to the County of San Mateo will ensure timely receipt of this year's COPS funds.

Attachment

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE APPROVING A PROGRAM PROPOSAL FOR THE CITIZENS' OPTION FOR PUBLIC SAFETY (COPS) PROGRAM FOR 2008009

RESOLVED, by the Council of the Town of Woodside, that:

WHEREAS, the Citizen's Option for Public Safety (COPS) program was created by the State of California through AB 3229 as a part of the 1996-97 budget approval process; and

WHEREAS, the State has provided a thirteenth year's appropriation for the COPS Program for 2008-09; and

WHEREAS, the San Mateo County Sheriff's Office developed a program proposal for use of the COPS funds in 2000-01 that was initially approved by the Town Council on January 9, 2001; and

WHEREAS, the Town Council has approved the continuation of this program for each of the ensuing fiscal years; and

WHEREAS, this program has been specifically included in the "Agreement between the County of San Mateo and the Town of Woodside" for Law Enforcement Services", as outlined in section 5 of "EXHIBIT A", attached hereto; and

WHEREAS, because of the State's dire financial condition, a ten percent reduction in COPS funding has been proposed for 2008-09, providing only \$90,000 in State funds to the Town for the program; and

WHEREAS, the Town Council has determined that it will replace the lost funds with Town General Fund monies, thereby fully supporting the 2008-09 COPS program as outlined in "EXHIBIT A".

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODSIDE that the Citizen's Option for Public Safety (COPS) program proposal, as outlined in Section 5 of "EXHIBIT A", attached hereto, is hereby approved for 2008-09.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th day of June, 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
cops09.rsl

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 5

From: Janet Koelsch, Town Clerk

June 24, 2008

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Regular Town Council Meeting of June 10, 2008, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

June 10, 2008

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

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

ROLL CALL

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

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

PLEDGE OF ALLEGIANCE

Kevin Bryant, Assistant to the Town Manager, led the Pledge of Allegiance.

COMMUNICATIONS

Anne Kasten, Eleanor Drive, urged the Council to explore knowledge of the General Plan during the interview process.

INTERVIEW AND APPOINTMENT OF CANDIDATES FOR PLANNING COMMISSION (DISTRICT 5)

The Council interviewed Mary Brasher for appointment to the Planning Commission.

Councilmember Gordon moved appointment of Mary Brasher to the Planning Commission to represent District 5 for a term expiring in February 2012.

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

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

INTERVIEW AND APPOINTMENT OF CANDIDATE(S) FOR ARCHITECTURAL AND SITE REVIEW BOARD

The Council interviewed Jack Helfand and Leo J. Kusber for appointment to the Architectural and Site Review Board.

Jack Helfand was appointed to the Architectural and Site Review Board for a term expiring in February 2009 by a majority vote of the Council, with Councilmember Tanner abstaining.

Councilmember Hodges invited Mr. Kusber to attend Livestock Committee meetings.

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 May 27, 2008.**

Councilmember Gordon move approval of the Consent Calendar as presented.

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

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

NEW BUSINESS

3. Adoption of an Ordinance Modifying the Woodside Municipal Code, Chapter 115 - Stables. Ordinance No. 2008 - 541

Mr. Bryant provided background on the ordinance which was introduced at the Council Meeting held on May 27th.

There was no public comment.

The Council discussed that the proposed regulations apply only to private stables.

Councilmember Hodges moved adoption of an Ordinance Amending Chapter 115: Stables.

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

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

Councilmember Boynton thanked the members of the Livestock Committee for their work on the ordinance amendment.

4. Presentation of the 2008-09 Proposed Budget.

a. Overview of 2008-09 Proposed Budget

Ms. George stated that the proposed budget is balanced and includes a provision to contribute funds to the General Fund operating reserve. She pointed out a budget increase of \$1 million from the figure presented last year noting that the increase is mostly associated with the road program. Ms. George discussed the impact of the State budget reductions and confirmed that the current level of public safety services would be maintained in spite of the State's 10 percent reduction in funding. Ms. George reviewed reorganization recommendations associated with Planning and Building and Public Works. Ms. George noted that revenue projections are closely aligned with last year's preliminary budget with the exception that the level of property tax revenue has been reduced as a result of the reassessment of a major property and a lower than previously anticipated growth in assessed valuation.

There was no public comment.

b. 2008-10 Proposed Road Program

Ms. George explained that the Road Program has been increased by \$660,000 from last year, including \$200,000 that is available from strong revenue performance, \$400,000 from Proposition 1B funds, and \$60,000 allocated to the Kings Mountain Road slide stabilization.

Mr. Nagengast explained that the Proposition 1B funds would be spread equitably in each district. He noted that the Town had contracted for an updated pavement management program from MTC and explained the benefits of the Town's repair programs.

Ms. George stated that the Town Engineer had worked with the Bicycle Committee to become more familiar with the proposed Portola Road Bike Lane Project.

Ms. Nagengast discussed problems associated with striping a lane or providing

a wider shoulder on Portola Road and described safety improvements proposed for the edge of the roadway. He noted the importance of encouraging bicyclists to use Sand Hill and Whiskey Hill Roads which already contain a shoulder. He recommended that it was not appropriate to do a full blown roadway widening on Portola Road but to provide safety improvements, including leveling the roadway and repairing drainage ditches. Mr. Nagengast estimated that the proposed improvement would cost \$25,000.

Bob Page, Woodside Road, representing the Bicycle Committee, described the problem on the north side of the road where a very sharp walled ditch goes down a foot to two feet, with no space for a bicycle to go if being overtaken by a car. He stated that it was imperative that something be done about the hazardous drainage ditch. Mr. Page pointed out the importance of the Portola Road segment for bicyclists, explaining the extra mileage and climb to Whiskey Hill Road.

Ms. George confirmed that it was not proposed to remove \$175,000 from the budget but to advise the Council that the project concept had changed.

Nancy Reyring, Portola Road, expressed concern with moving the culvert closer to the roots of the old growth oak trees. She added that presently the horse trail is significantly separated from the noise of street and bicycle traffic by the trees and culvert.

Christine Dowd, Portola Road, pointed out that expansion of Portola Road would infringe on the narrow horse trail and opined that encouraging more bicycle traffic on Portola Road could lead to accidents.

William Karavas, Portola Road, requested that the speed limit be lowered and enforced.

Tom Morey, Portola Road, suggested that the Trails Committee and Portola Road residents be consulted with regard to implementation of the project.

Virginia Dare, Old La Honda Road, pointed out how close the horse trail is to the right of way in that section and noted that horses returning to south Woodside are ridden against bicycle and motor traffic. She urged the Council to encourage the Town Engineer to include the Trails Committee in the determination of the project for the sake of the safety of equestrian users of the trail.

Diane Elder, Old La Honda Road, urged the Council to review safety concerns for all users on that area of road.

Martin Walker, Portola Road, questioned how a project with such significant impact on property values and the rural character of the road could be agendized without notification to the area homeowners.

Kerry DeBenedetti, Portola Road, commented on the safety issue raised with increased speed and suggested that, because it is deceptive to motorists, the striped lane be eliminated and the roadway edge be smoothed out.

Judy Morey, Portola Road, requested that the speed limit be reduced and that bicyclists be encouraged to use Whiskey Hill Road because it is the safest route for bicyclists. She stated that a previous widening of the road caused an increase in speed and spoke against any further widening.

Tom Morey provided background information on the design and funding of the roadwork in 1995.

Ms. George clarified that funding for the road work in 1995 was provided by C/CAG.

Bob Page confirmed that the Town had applied for the grant to support the roadwork.

Ms. George concluded that staff will work out an agreement on the next steps, look at the issue of speed and enforcement, and will make sure that the design will be reviewed by the Trails Committee and that area residents will be notified when the design specifications are reviewed by the Council.

c. Departmental Budgets:

1. Town Council

Ms. George recommended not providing funding to Sustainable San Mateo County and reducing funding for the Day of the Horse reception stating that she would work with WHOA on another type of celebration for the honorees.

There was no public comment.

The Council discussed that information contained in *Indicators for a Sustainable San Mateo County* could not be counted on to be accurate or current.

2. Administration

Ms. George stated that there were no areas of note from last year's budget.

There was no public comment.

3. Planning and Building

Ms. George explained the specifics of the proposed reorganization, including moving the Development Services Engineer and the Town Geologist to the Public Works Department.

There was no public comment.

The Council discussed funding for revising the Design Guidelines and the status of the Road Impact Fee study.

4. Buildings and Grounds

Ms. George explained that funding for the proposed water recycling demonstration project was included in the Buildings and Grounds budget.

There was no public comment.

5. Town-Wide Overhead

Ms. George noted that funding for the proposed two new alternative fuel vehicles was included in the Town-Wide Overhead budget.

There was no public comment.

6. Safety Services

Ms. George stated that, in spite of the reductions included in the Governor's budget, the Town's public safety program is fully funded with no reduction in service level.

There was no public comment.

The Council discussed the possibility of providing additional deputies on summer weekends and requested that staff provide a cost estimate for this service.

7. Trails and Stables

Ms. George pointed out that, since the Trail Users Fee was raised last year, payment has only been received for 596 horses compared to 737 horses the prior year. She stated that staff would work with the Trails and Livestock Committees to determine the cause.

There was no public comment.

8. Public Works

Ms. George stated that there was no proposal this year to increase the sewer service and use charge for the Town Center Sewer System to cover the additional costs of the Fair Oaks Sewer Maintenance District's capital improvement program, but advised that next year the Town may be conducting a Proposition 218 election to cover additional costs.

There was no public comment.

The Council discussed examining the geologic review process.

Ms. George confirmed that a review of the geologic regulations is scheduled on the Work Plan.

9. Recreation and Open Space

Ms. George stated that there were no areas of note from last year's budget.

There was no public comment.

10. Woodside Library

Ms. George noted that funds have been rolled over to cover maintenance and the energy and water use audit deferred from last year. She noted that the balance in the Library fund exceeds \$1 million and suggested that in the future a contribution to other members of the JPA that are in financial straits could be considered.

There was no public comment.

11. Barkley Fields and Park

Ms. George stated that there were no recommended changes from last year's budget since the park only opened in October and that any anomalies would be discussed during the First Quarterly Budget Review.

There was no public comment.

d. Wrap-up Discussion and Town Council Direction

Ms. George concluded that, since there were no changes requested by the Council, she would prepare implementing resolutions based on the proposed budget for adoption on June 24th.

The Council thanked Ms. George for her hard work on the budget preparation.

Ms. George thanked the Council for providing Kevin Bryant as Assistant to the Town Manager.

APPOINTMENTS

5. Report and Recommendation from the Town Council Committees Appointments Subcommittee:

- a. Bicycle Committee**
- b. Conservation and Environmental Health Committee**
- c. Open Space Committee**

- d. Recreation Committee**
- e. Trails Committee**

Mayor Romines reported that the Committees Appointments Subcommittee recommended appointment of Andrew Logan to the Conservation and Environmental Health Committee and Christine Cooper to the Trails Committee.

Councilmember Mason moved acceptance of the Committees Appointments Subcommittee recommendation.

Motion seconded by Councilmember Hodges and carried by voice vote.

REPORTS

6. Mayor and Councilmember Communications.

Mayor Romines reported on his attendance at the annual luncheon sponsored by the Human Investment Project (HIP Housing), a non-profit organization which provides housing and other services to get people on their feet.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 10:30 P.M.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 6
June 24, 2008

**SUBJECT: TRANSMITTAL AND ACCEPTANCE OF 2007-08 MAZE & ASSOCIATES
LETTER OF ENGAGEMENT**

RECOMMENDATION

It is recommended that the Town Council review the attached Letter of Engagement from Maze & Associates for the 2007-08 independent audit and accept it for the Public Record

DISCUSSION

On May 27, 2008, the Town Council adopted a resolution authorizing the Town Manager to execute an agreement for independent audit services for the 2007-08 audit with Maze & Associates. The Letter of Engagement from Maze should have been attached to the staff report and resolution that evening, but was inadvertently left off. It is being transmitted now for the Town Council's review and information and for acceptance into the Public Record. The letter includes the proposed fee schedule for the engagement, which denotes the \$40,907 maximum cost, which was included in the resolution adopted on May 27th. The letter was made available with the May 27th agenda packet on the Town's website.

CONCLUSION

Acceptance of the Letter of Engagement will ensure that the Public Record regarding the upcoming audit is complete and rectify the clerical error made during the completion of the May 27, 2008 Town Council agenda packet.

MAZE & ASSOCIATES

May 7, 2008

Susan George, Town Manager
Town of Woodside
2955 Woodside Road
Woodside, CA 94062

ACCOUNTANCY CORPORATION
3478 Buskirk Ave. - Suite 215
Pleasant Hill, California 94523
(925) 930-0902 • FAX (925) 930-0135
maze@mazeassociates.com
www.mazeassociates.com

Dear Susan:

We are pleased to confirm our understanding of the services we are to provide for the Town of Woodside for the year ended June 30, 2008. The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

- 1) Audit of the Basic Financial Statements, and preparation of memorandum on internal controls.
- 2) Testing of compliance with the Agreement for Distribution of Measure A Funds.
- 3) Review appropriation limit report.
- 4) Test Transportation Development Act Program compliance.
- 5) Implementation of Statements on Auditing Standards Nos. 104-111, 113 and 114.

Risk Assessment SAS's – The New SAS's

Beginning with fiscal 2007-2008 audits, a new set of Statements on Auditing Standards (SAS's) No. 104 to No. 111, No. 113 to No. 114 will become effective and will require that most auditors change the way they audit. The primary objective of these Statements is to enhance auditors' application of an audit risk model. The concept is that a set of financial statements should be evaluated for the underlying risks of material misstatement. Then a customized audit should be tailored to test for misstatements and test that controls are designed and in place to prevent and detect misstatements. A general audit approach is not responsive to this concept.

Much of this new guidance is coming out of the aftermath of highly publicized audit failures such as Enron, Global Crossings and the like. The Statements make it clear that a generalized one-size-fits all audit approach will not be permitted. Commencing with fiscal 2007-2008 an audit must be based on a unique audit strategy customized to fit each client and its industry.

We have consistently employed this concept from our firm's beginning in 1986. Our current audit checklists and programs were originated by reference to *Audits of Local Governments* published by the Practioners' Publishing Company (PPC), a third party vendor specializing in producing audits guides for unique industries. PPC has employed the risk model concept since we began using their guide as a resource. But, we have not simply used their guide as our approach. We customized it further for the simple reason that California municipalities have many unique risks not faced by municipalities in other states. As you know, California state law and applicable regulations cover a wide variety of areas such as cash and investment management, redevelopment compliance, transportation development act programs, and child development programs. Indeed, even revenues of California municipalities are complex - Remember Triple Flip?

We came to the conclusion years ago that custom audits were the most effective way to achieve consistently high quality audit assurance. While we do not believe there will be massive impacts from the new Standards to our firm's approach (termed "strategy" under the new standards) we are in the process of updating our programs and audit checklists. Thus far, we expect the following impacts from the new requirements:

- Swap out of some areas traditionally tested with enhanced testing of larger transactions;
- Additional documentation by audit staff of the audit process and evaluations;
- Enhanced planning and brainstorming by audit staff.

As we said, although we do not believe these new requirements will have a substantial impact on you and your staff during the audit, staff will see us obtaining evidence of mitigating controls noted during our internal control review-whereas in the past, inquiry was sufficient.

For the Town of Woodside, we are budgeting 16 hours of additional work because of the new SAS's, which equates to \$2,000 in additional fees for the Basic Financial Statements audit in 2008.

Audit Objective

The objective of our audit is to express opinions on whether your financial statements are fairly presented in all material respects in conformity with generally accepted accounting principles in the United States of America and to report on the fairness of accompanying supplemental information when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with generally accepted auditing standards in the United States of America; and will include tests of accounting records, and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with Town management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation of financial position of the Town's various activities, major funds, and the aggregate remaining fund information and changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

As part of the audit, we will prepare a draft of your financial statements and related notes. The Finance Department will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Management is responsible for making all financial records and related information available to us. We understand that the Town will provide us with the Closing Checklist information required for our audit and that the Town is responsible for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

The Town is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. The Town is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud or illegal acts affecting it received in communications from employees, former employees, grantors, regulators, or others. In addition, the Town is responsible for identifying and ensuring that it complies with applicable laws and regulations.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town.

Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance, fraud or other illegal acts, may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, immaterial illegal acts, or illegal acts that do not have a direct effect on the financial statements. We will advise the Town of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the Town of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit we will also require certain written representations from management about the financial statements and related matters.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

Audit Administration, Fees, and Other

The audit documentation for this engagement is our property and constitutes confidential information. However, pursuant to Town given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing oversight of direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the Town's account becomes thirty days or more overdue and may not be resumed until the Town's account is paid in full.

These fees are based on anticipated cooperation from Town personnel, the completion of schedules and data requested on our Checklists, and the assumption that there will be no unexpected increases in work scope, such as new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with Town management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

Government Auditing Standards require that we provide the Town with a copy of our most recent quality control review report. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Maze & Associates

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the Town.

By: _____

Title: _____

Date: _____

**Town of Woodside Engagement Letter
Fees Attachment for June 30, 2008**

Service	Fees
Basic Financial Statements	\$34,098
Measure A	1,041
Appropriations Limit	777
Transportation Development Act	2,991
Implementation of new Statements of Auditing Standards No. 104-111, 113 and 114.	2,000
Total	\$40,907

2008 Fees - Our recurring fees have been adjusted only for the change in the Bay Area Cost of Living Index for the San Francisco Bay Area (3.7%).

New SAS's (Statement on Auditing Standards) – The following is a suite of SAS's issued effective fiscal year 2007-2008:

SAS No. 104, Amendment to SAS No. 1 – *Codification of Auditing Standards and Procedures*

SAS No. 105, Amendment to SAS No. 95 – *Generally Accepted Auditing Standards*

SAS No. 106 – *Audit Evidence*

SAS No. 107 – *Audit Risk and Materiality in Conducting an Audit*

SAS No. 108 – *Planning and Supervision*

SAS No. 109 – *Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement*

SAS No. 110 – *Performing Audit Procedures in Response to Assessed Risks and Evaluating the Audit Evidence Obtained*

SAS No. 111, Amendment to SAS No. 39 – *Audit Sampling*

These Statements establish standards over:

- Assessment of the risks of material misstatement (whether caused by error or fraud) in a financial statement audit,
- Design and performance of audit procedures whose nature, timing, and extent are responsive to the assessed risks,
- Planning and supervision,
- Nature of audit evidence, and
- Evaluating whether the audit evidence affords a reasonable basis for an opinion.

The main impact on the audit – we are required to obtain evidence of mitigating controls, including testing those controls, during our internal control review (whereas in the past inquiry was sufficient).

SAS No. 113 – *Omnibus 2006*

Main impact will be the date of the auditor's report and representation letter (no longer the last day of fieldwork).

SAS No. 114 – The Auditor's Communication with Those Charged with Governance

Certain communications must now be in writing – identifies specific matters to be communicated.
Adds requirements to communicate:

- An overview of the planned scope and timing of the audit.
- Representations the auditor is requesting from management.
- Provides additional guidance on the forms and timing of communication.
- Requires the auditor to evaluate the adequacy of the two-way communication.
- Establishes a requirement to document required communications.

Additional Services - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the Town require assistance beyond audit services we have included a separate Fees for Accounting Services list of services that we have provided to our clients.

Report Finalization - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of financial statements, this includes all the materials and information required to print the financial statements. As in the past, we will provide final drafts of all our reports before we leave your offices. We will schedule a Final Changes Meeting with you for a date no more than two weeks after we complete our fieldwork. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

Post-Closing Client Adjusting Entries - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

Recurring Audit Adjustments - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

Grant Programs Requiring Separate Audit - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

Changes in Town Personnel - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.

16360 Monterey Rd., Suite 170
Morgan Hill, CA 95037
Tel: (408) 779-3313
Fax: (408) 776-1555

4040 Moorpark Ave., Suite 100
San Jose., Ca 95117
Tel: (408) 557-9890
Fax: (408) 557-9893

July 28, 2005

To the Shareholders
Maze & Associates Accountancy Corporation
Walnut Creek, California

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2005. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included, among others, engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests therefore it would not necessarily detect all weaknesses in the system of quality control or all instances of noncompliance with it. There are inherent limitations in the effectiveness of any system of quality control and therefore noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2005, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

As is customary in a system review, we have issued a letter under this date that sets forth comments that were not considered to be of sufficient significance to affect the opinion expressed in this report.

Nichols, Rick & Co.

Nichols, Rick & Company

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 7
June 24, 2008

**SUBJECT: RESOLUTION APPROVING A CORRECTED RATE STRUCTURE FOR
GREENWASTE RECOVERY, INC., TO BE EFFECTIVE JULY 1, 2008**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which approves a corrected rate structure for GreenWaste Recovery, Inc., effective July 1, 2008.

DISCUSSION

On May 27, 2008, the Town Council approved a new ten-year franchise agreement with GreenWaste Recovery, Inc. for the collection of garbage, recyclables, and compostable materials. The Council also approved a new rate structure, based upon the terms of the new agreement, to be effective July 1, 2008.

Following the Town Council's approval action, GreenWaste Recovery, Inc. discovered that the individual who serves as the solid waste consultant for the Towns of Woodside and Portola Valley had utilized the incorrect base rate schedule when developing the 2008 rate tables. He inadvertently utilized the 2006 rate schedule as the base, rather than the 2007 schedule. This error led to a new one can at the curb charge of \$23.04 a month, rather than the correct \$23.62 a month. The rate schedule has been recalculated and is included as Exhibits to the attached resolutions.

CONCLUSION

Staff recommends adoption of the attached resolution, which adopts a corrected rate schedule that reflects the agreed upon terms and services included in the new franchise agreement with GreenWaste Recovery, Inc. and will be effective July 1, 2008.

Attachment

RESOLUTION 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
APPROVING A CORRECTED RATE STRUCTURE FOR GREENWASTE RECOVERY, INC.,
TO BE EFFECTIVE JULY 1, 2008

WHEREAS, on May 27, 2008, the Town Council of the Town of Woodside authorized by resolution the Residential and Commercial Garbage Collection Service Rates for GreenWaste Recovery, Inc., to be effective July 1, 2008; and

WHEREAS, subsequent to the Town Council's approval action, Green Waste Recovery Inc. discovered that the Town's Solid Waste Consultant had utilized the wrong base rate structure from which to calculate the 2008-09 rate structure; and

WHEREAS, revised calculations have been completed and are reflected in Exhibits A1 and A2 attached hereto; and

WHEREAS, the rates now correctly reflect the terms of the new franchise agreement recently approved by the Town Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODSIDE THAT:

1. It approves the corrected Residential and Commercial Garbage Collection Service Rates, effective July 1, 2008, as outlined in Exhibits A1 and A2, attached hereto.
2. That the Town Clerk is authorized and instructed to attach a copy of this resolution to the franchise agreement as an amendment to said agreement.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting held on the 24th day of June, 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

Exhibit A1. Residential Garbage Collection Service Rates
Service Rates Effective July 1, 2008

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$14.74	\$23.62	\$47.21	\$70.82	\$94.44
10' - 25'	\$16.10	\$25.76	\$51.54	\$77.28	\$103.04
25' - 100'	\$17.45	\$27.92	\$55.85	\$83.76	\$111.66
100' - 200'	\$18.80	\$30.07	\$60.15	\$90.22	\$120.29
200' - 300'	\$20.14	\$32.23	\$64.46	\$96.69	\$128.91
300' - 400'	\$21.75	\$34.40	\$68.75	\$103.13	\$137.53
400' - 500'	\$23.11	\$36.53	\$73.06	\$109.59	\$146.13

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service **\$23.62**

each additional 100' distance **\$6.15**

fee for opening locked gates **\$0.00**

Special Collection Charges (each time requested)

Freon containing items **\$36.93**

TV sets & Computer Monitors **\$18.42**

On Call Clean Up Service **\$25.00** per yard

all other bulky items **\$36.93**

used motor oil and filters **incl.**

Exhibit A2. Commercial Garbage Collection Service Rates
Service Rates Effective July 1, 2008

Bin Charges							
Collection Frequency	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$55.43	\$99.43	\$142.95	\$190.76	\$239.18	\$278.20	\$359.31
Two per week	\$74.71	\$163.48	\$238.57	\$334.18	\$430.39	\$509.49	\$667.70
Three per week	\$93.99	\$230.36	\$334.18	\$477.58	\$621.58	\$744.24	\$976.14
Four per week	\$113.27	\$300.11	\$429.78	\$620.99	\$812.80	\$972.11	\$1,286.98
Five per week	\$132.54	\$372.76	\$525.39	\$764.40	\$1,004.03	\$1,203.42	\$1,592.97
Six per week	\$151.82	\$448.29	\$620.99	\$908.31	\$1,195.26	\$1,434.74	\$1,901.35

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Push Distance Charges (in increments of feet)							
Collection Frequency	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$33.25	\$36.93	\$42.97	\$49.49	\$59.41	\$69.32
Two per week	Included	\$66.47	\$73.88	\$86.64	\$99.03	\$118.83	\$138.62
Three per week	Included	\$99.73	\$110.82	\$129.95	\$148.52	\$178.23	\$207.92
Four per week	Included	\$132.97	\$147.74	\$173.27	\$198.02	\$237.64	\$277.24
Five per week	Included	\$166.22	\$184.67	\$216.60	\$247.54	\$297.05	\$346.54
Six per week	Included	\$199.44	\$221.60	\$259.91	\$297.05	\$356.45	\$415.88

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$30.77
fees for other services **	<u>N/A</u>

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 8

From: Susan George, Town Manager

June 24, 2008

SUBJECT: RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AGREEMENTS FOR SERVICES REQUIRED FOR THE IMPLEMENTATION OF THE 2007-08 AND 2008-09 BUDGETS

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, authorizing the Town Manager to execute agreements for services required for the implementation of the 2007-08 and 2008-09 budgets.

DISCUSSION

During the course of the current fiscal year and of the fiscal year that is about to begin, the Town Council has approved certain activities through the adoption of the annual budget that require the engagement of outside service providers. These outside service providers include executive search firms and related employment screening services, contract planners, contract engineers, and contract plan checkers/ building inspectors. In addition, the Town has had an agreement in place with Redwood City since 1992 for vehicle maintenance services. That agreement needs to be amended from time-to time to include all desired services and to reflect changes in the cost of service provision.

The Town Manager is authorized to enter into many of these types of agreements for service without specific Town Council authority, as long as the maximum amount to be expended under the agreements do not exceed certain limits. To ensure full compliance with the Town's Municipal Code and to ensure that all needed services are obtained, the Town Manager will be provided the needed authority for the engagement of the various service providers that have been and will continue to be integral to the implementation of budgeted programs and activities. Included in this authority is an amendment to the Redwood City vehicle maintenance agreement, adding the fuel purchase provision proposed in the 2008-09 Proposed Budget.

CONCLUSION

The attached resolution, if adopted by the Town Council, will provide the needed authority to the Town Manager to execute agreements for services with contractors and service providers pursuant to the 2007-08 and 2008-09 budgets in order to timely implement the programs and activities they support.

Attachment

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AUTHORIZING THE TOWN MANAGER TO EXECUTE AGREEMENTS FOR SERVICES
REQUIRED FOR THE IMPLEMENTATION OF THE 2007-08 AND 2008-09 BUDGETS

RESOLVED, by the Council of the Town of Woodside, that:

WHEREAS, the 2007-08 Adopted Budget was approved on June 26, 2007, and the 2008-09 Proposed Budget is scheduled for adoption on June 24, 2008; and

WHEREAS, the budgets include programs and activities that require the engagement of outside contractors and service providers for timely and effective implementation of these programs and activities; and

WHEREAS, these outside contractors and service providers include executive search firms and related employment screening services, contract planners, contract engineers, contract plan checkers/building inspectors, and the City of Redwood City; and

WHEREAS, the Town Manager is authorized to engage such services pursuant to the Woodside Municipal Code within limited maximum cost levels.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Woodside that THE Town Manager is authorized to execute agreements with contractors, consultants, and other service providers that are required to implement the programs and activities included by the Town Council in the budgets for 2007-08 and 2008-09.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th day of June 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

agreementauthority

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 9

From: Paul T. Nagengast, Town Engineer

June 24, 2008

Approved by: Susan George, Town Manager

SUBJECT: RESOLUTION: (1) APPROVING PLANS AND SPECIFICATIONS FOR THE 2008 ROAD REHABILITATION PROJECT; (2) AUTHORIZING THE TOWN MANAGER TO ADVERTISE FOR BIDS AND TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER, IN AN AMOUNT NOT TO EXCEED \$985,000 INCLUDING A TEN PERCENT CONTINGENCY; AND (3) AUTHORIZING THE TOWN MANAGER TO ENGAGE IN A SERVICE AGREEMENT WITH AN INSPECTION AND TESTING COMPANY FOR INSPECTION AND TESTING SERVICES, NOT TO EXCEED \$60,000

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which: (1) approves plans and specifications for the 2008 Road Rehabilitation Project; (2) authorizes the Town Manager to advertise for bids and to execute a contract with the lowest responsible bidder, in an amount not to exceed \$985,000, including a ten percent contingency; and (3) authorizes the Town Manager to engage in a service agreement with an inspection and testing company for inspection and testing services, not to exceed \$60,000.

DISCUSSION

Strategic maintenance of the Town's roads provides greater safety for the various users of the roads and lengthens the lives of the road surfaces. Every year the Town contracts out a road maintenance project that incorporates those roads exhibiting greatest wear of pavement condition. Road maintenance contractors grind out existing pavement and use new asphalt to fill in the removal of asphalt, called a dig-out. Moreover, roads of greatest wear also need overlay of new asphalt to ensure prolonged stability for the life of the road.

This project consists of dig-outs, overlays, road edge repairs, grinding on existing asphalt, and striping and marking of various roads throughout the Town. The plans and specifications will be available in the Town Council box for review prior to the Town Council meeting.

This year's roadway rehabilitation project includes \$400,000 from State of California Proposition 1B funds. The use of these funds has been distributed among the seven Town Council districts to complete needed roadway repairs.

CONCLUSION

Staff recommends that the Town Council adopt the attached resolution, which approves the plans and specifications for the 2008 Road Rehabilitation Project and authorizes the Town Manager to advertise for bids and to execute a contract with the lowest responsible bidder, in an amount not to exceed \$985,000, including a ten percent contingency, and to engage an inspection and materials testing service agreement not to exceed \$60,000.

Attachment

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE:

- (1) APPROVING THE PLANS AND SPECIFICATIONS FOR THE 2008 ROAD REHABILITATION PROJECT;
- (2) AUTHORIZING THE TOWN MANAGER TO ADVERTISE FOR BIDS AND TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER, WITH A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$985,000, INCLUDING A 10% CONTINGENCY; AND
- (3) AUTHORIZING THE TOWN MANAGER TO ENGAGE IN A SERVICE AGREEMENT WITH AN INSPECTION AND TESTING COMPANY FOR INSPECTION AND TESTING SERVICES, NOT TO EXCEED \$60,000

WHEREAS, the 2008-09 Adopted Budget provides funds for road rehabilitation work; and

WHEREAS, the Town Engineer has prepared plans and specifications for the Town Council's approval; and

WHEREAS, road maintenance work is necessary to ensure pedestrian and vehicular safety on the Town's roads; and

WHEREAS, Town staff recommends executing a contract with the lowest responsible bidder for road maintenance services.

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

- 1. The plans and specifications for the 2008 Road Rehabilitation Project are approved.
- 2. The Town Manager is authorized to advertise for bids and to execute a contract with the lowest responsible bidder, with a total contract amount not to exceed \$985,000, including a 10% contingency.
- 3. The Town Manager is authorized to engage in a service agreement with an inspection and testing company for inspection and testing services, not to exceed \$60,000.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th of June 2008, by the following vote of 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 10

From: Susan George, Town Manager

June 24, 2008

SUBJECT: RESOLUTIONS: (1) ADOPTING THE 2008-09 TOWN BUDGET; (2) DETERMINING THE APPROPRIATION LIMIT FOR 2008-09; (3) ADOPTING THE SALARY SCHEDULE AND CLASSIFICATION PLAN FOR 2008-09; AND (4) REQUESTING THAT THE SAN MATEO COUNTY TAX COLLECTOR COLLECT THE 2008-09 SEWER SERVICE FEES FOR THE TOWN CENTER SEWER ASSESSMENT DISTRICT

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolutions, which will: (1) adopt a Town budget for 2008-09; (2) set the 2008-09 Appropriation Limit; (3) approve the Town Salary Schedule and Classification Plan; and (4) request the County Tax Collector to collect the 2008-09 sewer service fees for the Town Center Sewer Assessment District.

DISCUSSION

The Town Council received the 2008-09 Proposed Budget on June 5, 2008 and considered it during the June 11th Town Council meeting. At the conclusion of the meeting, the Town Council accepted the recommended funding levels and proposals. The first attached resolution has been prepared to reflect the budget proposals for 2008-09 and will provide for needed expenditure authority, effective July 1, 2008.

The Town Council must also adopt the Appropriation Limit each year, pursuant to a State Constitutional requirement that resulted from a voter-approved initiative in 1980. This year's limit was derived by applying allowable growth factors, based upon changes in population and per capita personal income for the State of California, to last year's limit. The result is a 2008-09 limit of \$3,482,313. The limit represents the level of Town appropriations that can be supported by "proceeds of taxes". It is estimated that the Town will remain below the limit in 2008-09.

The Salary Schedule and Classification Plan reflects the organization and staffing of the Town's departments, as presented in the 2008-09 budget. The Town Council will consider adjustments to salary levels in October, when it receives the annual report on market and compensation comparisons.

The Town has historically utilized the services of the San Mateo County Tax Collector's Office to collect the annual sewer service fees from those property owners within the Town Center Sewer Assessment District who are connected to the sewer system. This includes those properties that lie within the Cañada Corridor Sewer Extension Area. The County requires a resolution of the Town Council every year in order to continue to collect these fees on behalf of the Town. The fourth resolution attached to this report will meet the County's requirement.

CONCLUSION

The adoption of the attached resolutions will provide for the formal adoption of the implementing documents to put the 2008-09 Town budget and its related components in place before the start of the new fiscal year.

Attachments

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
ADOPTING A BUDGET FOR FISCAL 2008-09

WHEREAS, this Council received the 2008-09 Proposed Budget document on June 5, 2008, and discussed the recommendations contained therein during its public meeting on June 10, 2008; and

WHEREAS, the Town Council held a public hearing on June 24, 2008, for purposes of receiving public input on the proposed budget; and

WHEREAS, the Council has determined that the "appropriation limit" for Fiscal Year 2008-09 is \$3,482,313 (Three Million, Four Hundred Eighty-two Thousand, Three Hundred Thirteen Dollars) and further determined that proposed expenditures from proceeds of taxes will not exceed said "appropriation limit"; and

WHEREAS, the proposed budget was prepared in accordance with financial management policies of the Town; and

WHEREAS, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during 2008-09.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. That the Budget for the Town of Woodside, totaling \$8,620,024, including interfund transfers, for the Fiscal Year 2008-09 is adopted as the Budget of the Town for said fiscal year, as included in Exhibit "A".
2. That the Town Clerk of the Town of Woodside is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Mateo County for filing, pursuant to Government Code Section 53901.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th day of June 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
resolut\budget.0809

EXHIBIT "A"

TOWN OF WOODSIDE

2008-09 ADOPTED BUDGET

FUND :	APPROPRIATION :
101 GENERAL FUND	\$ 5,196,782
105 TRAILS FUND	75,500
120 OPEN SPACE FUND	-
135 RECREATION FUND	83,449
150 BARKLEY FIELDS AND PARK OPERATING FUND	80,000
204 TRAFFIC SAFETY FUND	27,700
206 GAS TAX CONSTRUCTION FUND	30,433
207 GAS TAX MAINTENANCE FUND	95,531
210 MEASURE A FUND	1,638,565
242 ROAD IMPACT FEE FUND	402,831
243 LAW ENFORCEMENT COPS FUND	90,500
250 WOODSIDE LIBRARY FUND	136,952
429 TOWN CENTER PUMP DEBT SVC. FUND	94,827
450 WR/WHR PAD DEBT SVC. FUND	133,828
525 CANADA CORRIDOR SEWER OPERATIONS	26,706
528 SEWER UTILITY FUND	235,916
529 TOWN CENTER PUMP STATION FUND	87,295
537 SEWER CAPITAL IMPROVEMENT FUND	9,209
900 DEPOSIT FUND	174,000
TOTAL	\$ 8,620,024

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
DETERMINING THE APPROPRIATION LIMIT FOR FISCAL 2008-09

WHEREAS, the calculation of the Appropriation Limit for Fiscal 2008-09 has been reviewed in a duly noticed Public Hearing; and

WHEREAS, the manner of calculating said Limit is set forth in Exhibit "A" attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Woodside that the Appropriation Limit for Fiscal 2008-09 is determined to be \$3,482,313.

* * * * *

PASSED AND ADOPTED at a meeting of the Town Council of the Town of Woodside held on the 24th day of June 2008, by the following roll call vote:

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

approp09rs1

EXHIBIT "A"

RESOLUTION NO. 2008 -

2008-09 APPROPRIATIONS LIMIT

	\$ 723,470	1978-79 Appropriation Limit (established by Resolution No. 1980-3320)
10.80%		
	801,605	1979-80 Appropriation Limit
13.23%		
	907,657	1980-81 Appropriation Limit (Revised)
8.88%		
	988,257	1981-82 Appropriation Limit (Revised)
6.00%		
	1,047,552	1982-83 Appropriation Limit (Revised)
2.60%		
	1,074,788	1983-84 Appropriation Limit
5.64%		
	1,135,406	1984-85 Appropriation Limit
4.26%		
	1,183,774	1985-86 Appropriation Limit
3.97%		
	1,230,770	1986-87 Appropriation Limit
4.12%		
	1,281,478	1987-88 Appropriation Limit
5.03%		
	1,345,936	1988-89 Appropriation Limit
6.00%		
	1,426,810	1989-90 Appropriation Limit
5.49%		
	1,505,142	1990-91 Appropriation Limit
5.71%		
	1,591,086	1991-92 Appropriation Limit
1.01%		
	1,606,997	1992-93 Appropriation Limit
4.90%		
	1,685,740	1993-94 Appropriation Limit
2.16%		
	1,722,152	1994-95 Appropriation Limit
7.82%		
	1,856,824	1995-96 Appropriation Limit
5.78%		
	1,964,148	1996-97 Appropriation Limit
6.08%		
	2,083,568	1997-98 Appropriation Limit
6.37%		
	2,216,291	1998-99 Appropriation Limit
5.74%		
	2,343,506	1999-00 Appropriation Limit
3.96%		
	2,436,309	2000-01 Appropriation Limit
8.77%		
	2,649,973	2001-02 Appropriation Limit
(1.21%)		
	2,617,908	2002-03 Appropriation Limit
2.18%		
	2,674,978	2003-04 Appropriation Limit
5.39%		
	2,819,159	2004-05 Appropriation Limit
6.02%		
	2,988,872	2005-06 Appropriation Limit
4.58%		
	3,125,762	2006-07 Appropriation Limit
5.21%		
	3,288,614	2007-08 Appropriation Limit
5.89%		
	3,482,313	2008-09 Appropriation Limit

2008-09 Gann Appropriation Limit Calculation

Annual percent change for 2008-09:

Per Capita Personal Income Change: 4.29 percent*
Woodside Population Change: 1.53 percent*

Per Capita converted to a ratio: $\frac{4.29 + 100}{100} = 1.0429$

Population converted to a ratio: $\frac{1.53 + 100}{100} = 1.0153$

Calculation of factor for FY 08-09: $1.0429 \times 1.0153 = 1.0589$

Growth factor for 2008-09: 5.89%

*Supplied by the State Department of Finance.

RESOLUTION NO. 2008-

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF WOODSIDE APPROVING THE 2008-09 TOWN
SALARY SCHEDULE AND CLASSIFICATION PLAN

WHEREAS, Woodside Municipal Code Section 31.20 (D) provides that the Town Manager shall recommend the organization of offices, positions, and departments to the Town Council; and

WHEREAS, the 2008-09 Proposed Budget reflects the recommended organization and staffing of the Town's departments; and

WHEREAS, the formal approval of such organization requires the adoption of the Salary Schedule and Classification Plan, incorporated in Attachment "A" hereto.

NOW, THEREFORE, BE IT RESOLVED that the Salary Schedule and Classification Plan attached hereto as Exhibit "A" is hereby approved and adopted effective July 1, 2008.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th day of June 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
sal109adopted.rsl

TOWN OF WOODSIDE

RESOLUTION NO. 2008 -

Exhibit "A" (page 1 of 2)

SCHEDULE OF MONTHLY SALARY RANGES AND STEPS

	<u>Range</u>	<u>Steps</u> (and minimum time of service between steps)							
		6 mos.	12 mos.	12 mos.	12 mos.				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>P-1</u>	<u>P-2</u>	<u>P-3</u>
Professional	100	9791	10306	10849	11422	12022	12654	13317	14017
	101	8004	8677	8963	9485	10029	10532	11060	11613
	102	7446	8071	8337	8823	9330	9798	10287	10802
	104	6617	7064	7431	7852	8279	8695	9128	9584
	105	6202	6561	6978	7367	7753	8143	8548	8975
	108	5419	5756	6094	6433	6771	7108	7463	7839
	110	4744	5042	5340	5635	5933	6228	6539	6867
Technical	201	6055	6373	6710	7043	7398	7769	8157	8565
	202	5931	6244	6570	6900	7246	7608	7990	8390
	207	5449	5735	6038	6339	6659	6993	7341	7708
	209	4044	4356	4722	4958	5206	5466	5740	6027
Administrative	300	5545	5896	6241	6587	6938	7286	7648	8059
	302	4150	4410	4670	4926	5190	5450	5722	6008
	303	3962	4205	4461	4706	4957	5205	5465	5738
	304	3906	4146	4397	4639	4886	5131	5387	5657
	306	3527	3744	3967	4185	4405	4626	4857	5100
Hourly	403	Laborer	14.70 - 25.00						
	405	Clerk Typist	12.00 – 35.00						
	407	Intern	12.00 – 25.00						

Classification Plan

<u>Position</u>	<u>Number of Positions</u>	<u>Range</u>
Town Manager	1.0	(no range)
Asst. Town Manager/Director of Community Design and Devt. (7)	1.0	100
Town Engineer (7)	1.0	100
Assistant Town Manager (6) (7)	1.0	101
Development Services Engineer (7)	1.0	101
Senior Civil Engineer (7)	1.0	102
Accountant	1.0	105
Associate Planner (3)	2.0	108
Deputy Building Official (5)	2.0	201
Supervising Maintenance Worker (1)	1.0	202
Maintenance Worker (2)	2.0	209
Town Clerk (7)	1.0	300
Project Manager	3.0	303
Community Preservation Officer	1.0	303
Administrative Technician (4)	<u>2.0</u>	306
Total	21.0	

- (1) Subject to emergency call-back pay at two times base rate and to 5% work-out-of-class differential
- (2) Subject to emergency call-back pay at two times base rate
- (3) Alternately Classified as Assistant Planner (Range 110), Senior Planner (Range 104), and Principal Planner (Range 102)
- (4) Alternately Classified as Accounting Office Assistant/Deputy Town Clerk, Range 304
- (5) Alternately Classified as Plan Checker/Building Inspector, Range 207
- (6) Alternately Classified as Assistant to the Town Manager, Range 105, and Management Analyst, Range 110
- (7) Eligible for Administrative Leave, to be administratively determined and managed by the Town Manager

RESOLUTION NO. 2008 -

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
REQUESTING THAT THE SAN MATEO COUNTY TAX COLLECTOR COLLECT THE SEWER
SERVICE FEES FOR THE TOWN CENTER SEWER ASSESSMENT DISTRICT**

WHEREAS, the Town Center Sewer Assessment District, hereinafter called "TCSAD," comprises a portion of the incorporated territory of Woodside herein; and

WHEREAS, the TCSAD includes the Cañada Corridor Sanitary Sewer Service area; and

WHEREAS, on July 24, 2001, the Town Council of the Town of Woodside adopted Ordinance No. 2001-511, setting the annual residential and non-residential sewer service fee for 2001-02 and subsequent fiscal years for properties in the sewer service area outside of the Cañada Corridor Sanitary Sewer Service Area; and

WHEREAS, on April 13, 2004, the Town Council of the Town of Woodside adopted Ordinance No. 2004-522, setting the annual residential sewer service fee for 2004-05 for properties in the Cañada Corridor Sanitary Sewer Service Area at \$359; and

WHEREAS, schedules, including address, assessor's parcel number, and property owner name, of the residential properties for the Cañada Corridor Sanitary Sewer Service Area, residential properties for the balance of the Town Center Sewer Assessment District, and non-residential properties have been prepared and are attached hereto as "Exhibit A", "Exhibit B" and "Exhibit C" respectively; and

WHEREAS, the San Mateo County Tax Collector requires an adopted resolution of the Town Council prior to enrollment of the sewer service fees on the property tax bills.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODSIDE that it requests the San Mateo County Tax Collector to collect the 2008-09 sewer service fees as outlined in the attached "Exhibit A", "Exhibit B", and "Exhibit C".

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th of June 2008, by the following vote of members thereof:

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

ATTEST:

Mayor of the Town of Woodside

Clerk of the Town of Woodside
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Exhibits A, B, and C will be transmitted to the Town Council
and the public prior to the June 24th meeting.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 11

From: Susan George, Town Manager

June 24, 2008

SUBJECT: ADOPTION OF AN ORDINANCE REQUIRING THE DESIGNATION OF VERY HIGH FIRE HAZARD SEVERITY ZONES IN THE TOWN OF WOODSIDE

RECOMMENDATION

It is recommended that the Town Council review this report and related attachments, accept public comment on the draft map, and, following Council deliberation, adopt the attached ordinance.

DISCUSSION

On June 9, 2008, the Town Council held a Special Meeting which culminated in the introduction of the attached ordinance. The staff report for that meeting is included as **Attachment A**. During the discussion that led up to the ordinance's introduction, the Town Council considered the latest draft Local Responsibility Area (LRA) map from the California Department of Forestry and Fire Protection (CAL FIRE). That map is included as **Attachment B**. The link to the CAL FIRE website for this map is:

ftp://frap.cdf.ca.gov/pub/outgoing/fhsz/ChangeMaps/San_Mateo/c41_Woodside.pdf.

The Fire Marshal provided the Council with additional background on the history and development of the map. She also provided an overview of a locally prepared map that the fire district and the Town have been utilizing to administer certain already effective portions of the fire and building codes. That map included several "Very High Fire Hazard Severity" areas that were not on the latest CAL FIRE map. After accepting public input on the CAL FIRE map, the Town Council decided to introduce the ordinance and to designate the May 2, 2008 CAL FIRE map as the official Town map for purposes of implementing Chapter 7A of the 2007 California Building Standards Code. The Council further directed staff to return to the Town Council at a later time with an amendment to the map, incorporating additional "Very High" areas. In order to designate additional areas, the Council would need to make a finding supported by substantial evidence in the record that the requirements of Chapter 7A are necessary for effective fire protection within those additional areas under consideration. Staff will work with the fire district within the next few months to carry out this direction.

CONCLUSION

The provisions of Chapter 7A are intended to strengthen the regulations governing the construction of new buildings that are in very high fire risk areas. The designation of those areas subject to Chapter 7A is a critical step in the implementation of these new regulations. Adoption of the attached ordinance is recommended at this time to ensure timely implementation of the new code requirements.

Attachments

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 2

From: Susan George, Town Manager

June 9, 2008

SUBJECT: INTRODUCTION OF AN ORDINANCE REQUIRING THE DESIGNATION OF VERY HIGH FIRE HAZARD SEVERITY ZONES IN THE TOWN OF WOODSIDE

RECOMMENDATION

It is recommended that the Town Council review this report and related attachments, accept public comment on the draft map, and, following Council deliberation, introduce the attached ordinance.

BACKGROUND

In November and December of 2007, the Town Council introduced and adopted an ordinance, which amended Chapter 150 of the Woodside Municipal Code. This chapter incorporates the Town's building regulations and the subject ordinance was related to the 2007 California Building Standards Code. Of special significance for the Town Council was the Wildland Urban Interface Building Standards (Chapter 7A). The regulations included in Chapter 7A will apply to new buildings in areas designated as "Very High Fire Hazard Severity Zones." Specific requirements and regulations included in Chapter 7A 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 Marshall, as Town staff is not specifically trained in landscaping for fuel reduction.

At the time of the November, 2007 Town Council meeting, a significant task needed for the implementation of Chapter 7A was incomplete. California Public Resources Code Sections 4201-4204 and Government Code Sections 51175-51189 outline the responsibilities of the California Department of Forestry and Fire Protection (CAL FIRE). CAL FIRE is required to map all areas of the State to designate fire severity zones (moderate, high, or very high), based upon fuels, terrain, weather, and other relevant factors. These zones then define the application of various mitigation strategies to reduce risk associated with wildland fires. The maps cover State Responsibility Areas (SRA) and Local Responsibility Areas (LRA). SRA's cover the unincorporated regions of the State, while LRA's cover incorporated cities and towns. SRA's were originally mapped in 1985 and LRA's were originally mapped in 1996.

Starting in 2006, CAL FIRE undertook a map updating process, using Geographic Information System (GIS) data in conjunction with modeling techniques designed to describe potential fire behavior and fire probability. According to CAL FIRE's website:

"The project will run along two concurrent tracks: one designed to develop and refine the model itself regarding its scientific rigor, spatial accuracy, and data delivery mechanisms designed to facilitate end use by a wide variety of clients. The other track will focus on the roll-out and implementation process whereby local CDF units and local fire agencies review/comment and adjust the zones to conform to local knowledge not captured in the draft model."

The updated maps are to be provided to local agencies so that they can be used to implement the Chapter 7A Wildland-Urban Interface Zone building standards. Within the SRA's the provisions of Chapter 7A apply to all fire hazard categories. Within the LRA's, Chapter 7A applies only to those areas designated as "Very High." Chapter 7A was effective for lands

within the SRA's on January 1, 2008. It will become effective on July 1, 2008 for all lands within the LRA's, which includes the Town of Woodside.

The evening that the Town Council discussed Chapter 7A in November of 2007, a member of the audience had a draft of the map that CAL FIRE had prepared for the Woodside LRA. That map is included as **Attachment A**. The scale of the map makes it difficult to read. Its link on the CAL FIRE website is: ftp://frap.cdf.ca.gov/fhszlocalmaps/san_mateo/Woodside.pdf. The very high fire hazard severity zones on this map primarily include the western most lands in the Western foothills, a portion of Cañada College, and parts of Emerald Hills. The Fire Marshal, who was present that evening, indicated that CAL FIRE had solicited input from the Woodside Fire Protection District about the draft map and that the map was likely to change, based upon that input.

In early May, CAL FIRE released its revised draft map. The new map is included as **Attachment B**. The link to the CAL FIRE website for this new map is: ftp://frap.cdf.ca.gov/pub/outgoing/fhsz/ChangeMaps/San_Mateo/c41_Woodside.pdf. The new map reflects a number of changes. The Very High Fire Hazard Severity Zone has been expanded to incorporate all of Emerald Hills and the Western foothills. Notably, although requested by the Woodside Fire Protection District, the Glens were not accepted or designated as "very high" on this map. A large version of the revised map will be on display during the Town Council's June 9th Special Meeting.

DISCUSSION

Government Code Sections 51175-51189 govern the actions that local agencies must take concerning the designation of "Very High Fire Hazard Severity" areas. Specifically, Section 51178.5 indicates that, "within 30 days after receiving a transmittal from the director (of CAL FIRE) that identifies very high fire hazard severity zones, a local agency shall make the information available for public review. The information shall be presented in a format that is understandable and accessible to the general public, including, but not limited to, maps." Section 51179 requires the local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from CAL FIRE.

The Town has not received a formal transmission from CAL FIRE about the revised map, but because the implementation date for the provisions of Chapter 7A is almost upon the Town, subjecting the map to public review, accepting input, and conducting a public discussion of the very high severity zones is timely. A model ordinance has been made available by CAL FIRE and staff has attached it to this report for the Town Council's consideration.

Attached for further information are: (1) an October 24, 2007 memorandum from the Director of CAL FIRE about the mapping process (**Attachment C**); (2) a Wildland-Urban Interface Building Standards Information Bulletin about local agency adoption of very high fire hazard severity zones (**Attachment D**); (3) an ordinance adoption timeline from CAL FIRE (**Attachment E**); and (4) a summary of comments submitted to CAL FIRE during the map update process (**Attachment F**).

The Fire Marshal and the Fire Chief from Woodside Fire Protection District will be present at the June 9th meeting to assist the Town Council with its discussions and deliberations.

CONCLUSION

The provisions of Chapter 7A are intended to strengthen the regulations governing the construction of new buildings that are in very high fire risk areas. The designation of those areas subject to Chapter 7A is a critical step in the implementation of these new regulations. A revised map is available for public review and comment and a draft ordinance is available for introduction should the Town Council wish to move the designation process ahead.

Attachments (not included)

ORDINANCE NO. _____

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
REQUIRING THE DESIGNATION OF VERY HIGH FIRE HAZARD SEVERITY ZONES**

THE TOWN COUNCIL OF THE TOWN OF WOODSIDE DOES ORDAIN AS FOLLOWS:

Section 1: The Town Council hereby designates a Very High Fire Hazard Severity Zones as recommended by the Director of the California Department of Forestry and Fire Protection and as designated on a map titled Very High Fire Hazard Severity Zones in LRA - Woodside, dated May 2, 2008, and retained on file at Woodside Town Hall, 2955 Woodside Road, Woodside, CA 94062.

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

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

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

* * * * *

Introduced this 9th day of June, 2008.

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

- AYES, Councilmembers:
- NOES, Councilmembers:
- ABSENT, Councilmembers:
- ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Town Clerk of the Town of Woodside
HighFireHazard