

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

November 25, 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 A

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.

1. Approval of Minutes: Regular Meetings of October 9, 2007, and October 28, 2008.
2. Town Manager's Report to Town Council.
3. Monthly Financial Report for October of 2008.
4. Resolution Accepting Completion of Certain Street Improvements to West Maple Way and Filing the Notice of Completion. Resolution No. 2008 - _____
5. Resolution Accepting Completion of the 2007 Road Rehabilitation Project and Filing the Notice of Completion. Resolution No. 2008 - _____
6. Resolution Consenting to the Annexation of Land to the Fair Oaks Sewer Maintenance District for 215 Lindenbrook Road (APN 073-071-200). Resolution No. 2008 - _____
7. Resolutions Authorizing the Town Manager to Execute Administering Agency-State Agreements and Program Supplements with the State of California for Federal Aid and State Funds for Projects in the Town of Woodside. Resolution No. 2008 - _____ and Resolution No. 2008 - _____

CONSENT CALENDAR B

12. Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934.

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.

8. Pursuant to Woodside Municipal Code, Section 10.44, Appeal of a Notice of Intent to Record a Code Violation for Installation of an Unpermitted Solid Wood Fence (Bullock - 3573 Tripp Road).

NEW BUSINESS

9. Introduction of an Ordinance Modifying the Woodside Municipal Code, Chapter 31 - Officers and Employees.
10. Report on the Status of the 2008-09 Work Plan.

REPORTS

11. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

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

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

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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 1

From: Janet Koelsch, Town Clerk

November 25, 2008

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Regular Town Council Meetings of October 9, 2007, and October 28, 2008, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

October 9, 2007

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

Mayor Boynton called the Meeting to order at 6:00 P.M.

ROLL CALL

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

Staff Present:
Jean Savaree, Town Attorney
Susan George, Town Manager (called in 7:00 P.M.)

CLOSED SESSION

Public Employment Performance Evaluation: Town Manager (Government Code Section 54954.5(e))

The Closed session was adjourned at 7:30 P.M.

REGULAR SESSION

The Meeting was reconvened at 7:35 P.M.

Staff Present:
Susan George, Town Manager
Jean Savaree, Town Attorney
Hope Sullivan, Director of Community Design and Development/Assistant Town Manager
Janet Koelsch, Town Clerk

REPORT FROM CLOSED SESSION

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

PLEDGE OF ALLEGIANCE

Alexis Bartlo, Woodside Way, led the Pledge of Allegiance.

COMMUNICATIONS

George Offen, Raymundo Drive, urged the Town Council to pursue cable or DSL hookups for his area.

Ms. George noted that the Town had an approved line extension policy with Comcast and suggested that, if there was a critical mass of people willing to financially participate, the area could be served.

CONSENT CALENDAR

1. Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934
2. Monthly Investment Report for September, 2007.
3. Resolution Approving Agreement for Town Attorney Services with Aaronson, Dickerson, Cohn & Lanzone and Authorizing the Mayor to Execute the Agreement on Behalf of the Town. Resolution No. 2007 - 6652

Councilmember Gordon moved approval of the Consent Calendar as presented.

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

AYES: Councilmember Goeld, Gordon, Hodges, Romines, Tanner, Mayor Boynton
NOES: None
ABSENT: Councilmember Sinclair

NEW BUSINESS

4. Introduction of an Ordinance Amending Woodside Municipal Code Chapter 115: Stables.

Ms. Sullivan acquainted the Council with the background of the proposed ordinance which had been considered previously on June 26th and July 24th. She noted that comments from both meetings had been incorporated into the current version.

Ms. Savaree clarified that the reference in Section 20 of the draft ordinance, "...and as expressly specified in the California Vehicle Code Section 4000...", should be deleted because it is outdated.

Regarding private stable regulations, Ms. Sullivan recommended retaining the current size for a shelter of 10 feet by 10 feet. Regarding Professional Stable regulations, she recommended increasing the setback from the property line for turnouts for stallions to 50 feet. Ms. Sullivan reviewed the current property line setbacks required for professional stables and pointed out the existing Woodside stables that do not comply with the 100 foot setback. She noted that professional stables are subject to review through the Conditional Use Permit process and suggested that the setback could be reduced to 50 feet from the nearest property line with the qualification that the Planning Commission could require a greater setback based on specific site conditions and conditions on adjacent or surrounding properties.

George Offen, Raymundo Road, requested clarification of the waste management plan.

Ms. Sullivan explained that waste disposal would be handled on a case by case basis by requesting that an applicant submit a waste management plan at the time of permit application for review by the Livestock Committee and approval of the Planning Director. She continued that staff would require the applicant to provide the proposed method of handling the waste management.

Alexis Bartlo, Woodside Way, representing the Livestock Committee, noted an inconsistency in the regulations for Shelters in the Private Stable Regulations. She discussed eliminating the Training and Events categories from Private Stable Regulations, pointing out the importance of permitting use of arenas for training for horses not owned by the property owner or boarded on the property. She added that it was impractical to require an events permit for clinics for horses not stabled or trained on the property. Ms. Bartlo stated that the Parking category should not be revised, pointing out that the current requirement to provide "adequate" parking is working. She discussed that the Livestock Committee was working proactively to formulate horse keeping guidelines which would address waste management and other issues.

Rebekka Witter, Montelena Court, urged the Council to keep the stable regulations simple to make it easy for Woodside residents to maintain horses.

The Public Hearing was closed.

Ms. Sullivan stated that the Private Stable Regulations for Training and Events had not been changed from the original ordinance and opined that the regulations were necessary to control intensity of activities. She supported requesting a waste management plan and committed to working with the Livestock Committee to limit the burden for stable owners.

DRAFT

Ms. George explained that the stable permit is discretionary and that the Town could include limitations on special events or parking as a way to limit intensity of use or neighborhood problems. She continued that, in the event of a problem, an enforcement mechanism will be included in the code.

Ms. Sullivan pointed out an error in the draft Private Stable Regulations, Waste Management, and confirmed that the ordinance should indicate that the waste management plan would be reviewed by the Livestock Committee and be approved by the Planning Director.

The Council discussed repeating the full definition of shelter in the Private Stable Regulations; revising the Penalties section and referring to the general penalties of Section 10.99; revising the definition of "fences" for Professional Stables to match the definition in the Private Stable Regulations; retaining the current parking regulations as a mechanism to regulate use if problems arise in the future; and maintaining approval of the Waste Management Plan by the Planning Director.

Councilmember Goeld moved introduction of an Ordinance Amending Woodside Municipal Code Chapter 115: Stables, amended as follows:

TITLE

This subchapter shall be known and may be cited as the "Stable Law Ordinance" of the Town of Woodside.

CONFORMANCE REQUIRED

It shall be unlawful...any horse or other equine in the Town...

DEFINITIONS

STALL. An enclosure in a ~~barn~~ stable...

PRIVATE STABLE REGULATIONS

Shelters. Every horse shall have ~~access to~~ a shelter defined as a roofed structure a minimum of 10 feet by 10 feet, with at least one wall, dry footing, adjacent to turnouts, with water and feed containers.

Waste management. The applicant shall submit a waste management plan that demonstrates that the property will be maintained in a clean and sanitary condition for review ~~and approval~~ by the Livestock Committee and approval by the Planning Director. Waste management...

Stallions. ...The owner shall disclose on the stable application ~~that a stallion~~ the number of stallions kept on the property... Turnouts shall be at least ~~ten~~ fifty feet from...

CONDITIONAL USE PERMITS FOR PRIVATE STABLES

(8) Setbacks. For any new professional stable, at the time of construction, the stable shall be located ~~not less than 250 feet from the nearest residence on adjoining property and~~ not less than ~~100~~ 50 feet from the nearest property line, recognizing that the Planning Commission may require a greater setback in issuing a conditional use permit for the use based on existing site conditions and surrounding site conditions. Turnout and riding rings fences...

(18) Fences. All turnouts shall be enclosed by an adequate fence ~~in accordance with Town requirements~~ that complies with the provisions of Section 153.051 of this Code.

(19) Stallions. ...Turnouts shall be at least ~~ten~~ fifty feet from...

PUBLIC NUISANCE ABATEMENT

B. Civil penalties - This section will revert back to original language and cite Section 10.99 of the Municipal Code.

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

AYES: Councilmember Goeld, Gordon, Hodges, Romines, Tanner, Mayor Boynton
NOES: None
ABSENT: Councilmember Sinclair
ABSTAIN: None

Mayor Boynton thanked the Livestock Committee for its productive, heartfelt work and for representing the reality of horses in the Town.

The Council observed a five-minute recess. The Meeting reconvened at 9:23 P.M.

PUBLIC HEARING

5. Pursuant to Woodside Municipal Code Sections 36.01(A) and 10.44, Appeal of the Planning Director's Decision that Installation of a Second Bathroom (which yields a second bedroom) is in Violation of the Conditions of a Restrictive Covenant Filed on the Property and that Plumbing Installed without a Permit is in Violation of Section 150.21 of the Woodside Municipal Code - Mina Parivash and Gordon Von Richter, 610 Woodside Way.

Ms. Sullivan acquainted the Council with the background of the appeal pointing out that in 2001 the San Mateo County Health Department verified the problem with the septic system. She confirmed that the Town recorded a restrictive covenant to limit the intensity of use to a single bedroom and pointed out that she had denied several requests to install a bathroom in the loft area. Ms. Sullivan expressed concern with public health issues if the leach field was over taxed due to the loft being utilized as a bedroom.

Frank Lynch, attorney representing Mina Parivash, explained that his client was aware of a restriction limiting the number of bedrooms, but not the number of bathrooms. He concluded that there is no second bedroom in violation of the deed restriction, that calling the upstairs office a bedroom is without merit and that the appeal should be continued so that the client could demonstrate that there is not an additional load on the septic system.

Mina Parivash, appellant, disputed the fact that the installation of the bathroom created a second bedroom.

James Parivash, contractor representing Mina Parivash, denied that the loft area was being used as a second bedroom.

Douglas Wilson, Woodside Way, urged the Council to deny the appeal on health and safety issues stating that it was reasonable for future owners to assume that installation of a bathroom on the loft level would constitute the existence of a second bedroom.

Susan Heller, Woodside Way, stated the neighbors objected to converting the house into a two-bedroom because of concerns about the inadequate septic system. She continued that the covenant recorded against the property has been relied on to limit the number of occupants and the chance for the septic to fail. Ms. Heller added that a bathroom should not be permitted in the attic area because of the lack of an egress window.

Nancy Keyes, Glencrag Way, described that the lot was too small to install a conforming septic system on the property and pointed out that overflow would run down hill to her property.

Agnes Leon, Glencrag Way, pointed out that her property was located downhill from the appellant's and described how overflow water had previously run onto her property.

Mina Parivash confirmed that the drainage resulted from a broken sprinkler pipe.

Frank Lynch reiterated that the applicant was not requesting to have the Restrictive Covenant removed but to have the bathroom construction approved.

The Public Hearing was closed.

The Council discussed the fact that the applicant had installed the bathroom without a permit; the significance of the Planning Department's comments forbidding bathroom facilities in the loft area and the San Mateo County Health Department's report conditioning development of the property to one bedroom; that adding a bathroom in the loft area makes the room usable as a bedroom; that the applicant was aware of the restrictive covenant at the time of property purchase; and that the appellant could have tried to disapprove the report issued by the San Mateo County Health Department.

Councilmember Goeld moved that the Council uphold the decision of the Planning Director and deny the appeal.

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

AYES: Councilmember Goeld, Gordon, Hodges, Romines, Tanner, Mayor Boynton
NOES: None
ABSENT: Councilmember Sinclair

REPORTS

6. Mayor and Councilmember Communications

Councilmember Gordon reported on her attendance at the Environment Evening co-sponsored by Atherton, Woodside and Menlo Park.

7. Report from the Town Manager

Ms. George reminded the Council that Barkley Day will be held on Sunday, October 14th.

Councilmember Hodges noted that Saturday, October 13th, was Day of the Horse.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 10:20 P.M.

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

October 28, 2008

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

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

ROLL CALL

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

Staff Present:
Susan George, Town Manager
Kevin Bryant, Assistant Town Manager
Jean Savaree, Town Attorney
Paul Nagengast, Town Engineer
Irwin Kaplan, Interim Planning Director
Deborah Mallison, Senior Planner
Sage Schaan, Senior Planner
Stephen O'Connell, Planning Consultant
Arnold Mammarella, Planning Consultant
Alexandra Martynetz, Planning Consultant
Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Bob Page, Woodside Road, led the Pledge of Allegiance.

COMMUNICATIONS

Anne Kasten, Eleanor Drive, requested that "no parking" signs be installed on Woodside Road in the pullout area of Southgate Drive to deter parking by large trucks and eliminate a hazardous situation for the neighborhood.

Ms. George stated that the Town Engineer would investigate and prepare an appropriate recommendation.

Ms. George introduced Planning staff members, Deborah Mallison and Sage Schaan.

CONSENT CALENDAR

1. **Approval of Minutes: Regular Meetings of September 23, and October 14, 2008.**
2. **Town Manager's Report to Town Council.**

Councilmember Hodges moved approval of the Consent Calendar as presented.

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

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

NEW BUSINESS

3. **Resolution Requesting CalTRANS to Prohibit Parking Twelve Feet to the East and West of the Driveway for 3210 Woodside Road and Directing the Town Engineer to Request Caltrans Permission to Post "No Parking Anytime" and "Tow Away Zone" Signs. Resolution No. 2008 - 6717**

Mr. Nagengast reviewed parking difficulties in the vicinity of Woodside Elementary School and described that the proposed signage would remedy the line of site blockage experienced by the residents of 3210 Woodside Road when attempting to exit their driveway.

Mike Seiber, Woodside Road, described the impact of school related parking on his driveway. He expressed appreciation for the Town Engineer's efforts to raise traffic signs adjacent to his driveway so that visibility would be increased.

The Council discussed the need to raise two traffic signs blocking the line of sight from the 3210 Woodside Road driveway.

Councilmember Mason moved adoption of a Resolution Requesting CalTRANS to Prohibit Parking Twelve Feet to the East and West of the Driveway for 3210 Woodside Road and Directing the Town Engineer to Request Caltrans Permission to Post "No Parking Anytime" and "Tow Away Zone" Signs.

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

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

4. Review and Discussion of Proposal to Update the Town's Residential Design Residential Design Guidelines.

Ms. George pointed out that the proposal to update and expand the Residential Design Guidelines is included in the current Work Plan. She noted that the objective was to provide more user friendly Residential Design Guidelines and coordinate them with the various aspects of building in the Town.

Ms. Mallison acquainted the Council with aspects of the current Residential Design Guidelines and explained the benefit of augmenting them. She detailed new building code and fire safety requirements in conflict with the current Residential Design Guidelines, noted the Town's priority to implement and coordinate green building policies into the Residential Design Guidelines and presented ideas to create an on-line document with links to the General Plan and Zoning Ordinance regulations.

Stephen O'Connell, Stephen O'Connell and Associates, explained the three basic sections for the format of the Residential Design Guidelines: site planning, building design and landscape elements. He added that separate Residential Design Guidelines are proposed for large lots and smaller lots. Mr. O'Connell discussed the importance of addressing site plan issues up front.

With regard to implementing stricter fire safety building practices on a Town-wide basis, Ms. George pointed out that concepts embodied in the Chapter 7A regulations had been recommended in a Fire Management Plan commissioned previously and stated that the concepts will be incorporated into the revised Residential Design Guidelines. She confirmed that staff is working with the Fire Marshal on development of the Residential Design Guidelines.

Arnold Mammarella, Stephen O'Connell and Associates, reiterated the need to perform the site analysis initially and to focus on the process. He stated that the Residential Design Guidelines are designed to provide a framework for discretionary decisions made by the reviewing boards and to provide guidance to homeowners and designers. He noted that applicants can miss big items up front and spend a lot of time in the review process resolving major items after the entire property has been designed.

Alexandra Martynetz, Stephen O'Connell and Associates, discussed the success of pre-application meetings in addressing big issues and noted the benefit of providing Residential Design Guidelines to potential property owners. She

reviewed the Residential Design Guidelines concept proposed for smaller lots.

Mr. Kaplan stressed the importance of raising qualitative issues early.

Anne Kasten, Eleanor Drive, reiterated the importance of site planning, and urged that the concept of the overall site review process be explained initially to applicants. Ms. Kasten supported developing a checklist and stressed that three-dimensional representation is essential for owner, neighbor and staff to understand a proposed project.

Karen Rongey-Conner, Prospect Avenue, Chair of the Architectural and Site Review Board, supported numbering the Residential Design Guidelines, noting the importance of meshing the guidelines into a check list.

The Council commented on the proposed Residential Design Guidelines including establishing guidelines for development of non-conforming lots; providing an earlier review process especially for site planning; including on the site plan wildlife corridors, creeks and drainage ditches, fire defensible spaces, access, water locations for fire protection, line of site for internet access, conservation easements, septic drainfield and expansion areas, equestrian easements and water retention sites; incorporating three-dimensional modeling techniques; providing applicants with information specific to individual properties; requiring mandatory pre-application meetings; establishing a check list to provide consistency to the review process and to provide full and complete data with no subsequent surprises; requiring surveys which incorporate a portion of the neighbor's property to provide the relationship to adjoining buildings; giving a written commitment to applicants; addressing remodeling and building additions in Residential Design Guidelines. The Council discussed numbering Residential Design Guidelines to provide a reference for development items; including a checklist at the end of the document; prioritizing tradeoffs; incorporating fence elements in both the site planning and the landscape elements sections; providing a section for Extremely High Fire Severity Danger Zones; renaming the Landscape Elements section to "Landscape and Grounds" to give the idea that it includes the entire property including such items as paving and walls, fence and gate design and lighting/dark sky features; and providing step reviews for large projects. The Council discussed establishing a subcommittee to provide input to the Guidelines the difficulty establishing a definition of "rural."

Ms. George stated that the Architectural and Site Review Board would provide the next review of the proposed Residential Design Guidelines. She stated the staff would provide a time line and process outline and explained the process for integration of the Residential Design Guidelines with the building and zoning regulations.

5. First Quarterly Budget Review for 2008-09 and Resolutions Amending the 2008-09 Adopted Budget and the 2008-09 Salary Schedule and Classification Plan. Resolutions No. 2008 - 6718 and No. 2008 - 6719

Ms. George reported that the Town's financial performance was strong. She continued that sales and property taxes were on track and that there was no wholesale petition for reassessment of property taxes. Ms. George reviewed the appropriation adjustments and the proposed Salary Schedule and Classification Plan. She explained the format of the market survey utilized for determining salary adjustments.

The Council discussed the method of transferring funds for items previously budgeted and of determining salary adjustments.

There was no public comment.

Councilmember Hodges moved adoption of a Resolution Amending the Adopted Budget for 2008-09 Pursuant to the Results of the First Quarterly Budget Review.

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

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

Councilmember Hodges moved adoption of a Resolution Amending the Town Salary Schedule and Classification Plan.

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

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

6. Report on the Status of the 2008-09 Work Plan.

Item 6 was continued to the Meeting scheduled for November 25th.

REPORTS

7. Mayor and Councilmember Communications.

Mayor Romines reported on his presentation on "Government in Woodside" to the third-grade classes of the Woodside Elementary School.

Councilmember Hodges acknowledged a letter from Rajiv and Sumita Dutta, Olive Hill Lane, complimenting staff of the Planning and Building Department on their positive experience during the application process.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 9:55 P.M.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 2
November 25, 2008

SUBJECT: TOWN MANAGER'S REPORT TO THE TOWN COUNCIL

Here's what's up:

Alternative Fuel Vehicles for the Building Inspector and Building Official

We received the first of two 2009 Ford Escape hybrid vehicles this week. The second is due within the next few weeks. Keep an eye out next time you come to Town Hall and you're likely to spot the new addition in the parking lot. Staff is very excited about the new vehicle and looking forward to tracking our reduction in fuel consumption.

Greenhouse Gas Emissions Inventory

On a somewhat related note, the Greenhouse Gas Emissions Inventory project continues to move forward. The stationary source (buildings, streetlights, and signals) gas and electric use data has been received from PG&E and processed by ICLEI. Staff is now compiling fuel consumption data related to our mobile sources (auto fleet, dump truck, backhoe, etc), which will be sent to ICLEI for their processing. We will also be doing an employee commute survey. These are the primary data that will be used to generate our baseline greenhouse gas emissions inventory for 2005.

Staff Promotion

I am very pleased to inform you that Curt Clark, the Town's longtime Deputy Building Official, was recently promoted to Building Official. Curt has been working diligently to acquire needed State certifications and now successfully completed all requirements and was designated earlier this month as a Certified Building Official by the International Code Council. Congratulations to Curt!

Graffiti at Barkley Fields and Park

We were notified on November 4th that the perimeter wall at Barkley Fields and Park, which is adjacent to the Caltrans property and faces Interstate 280, had been "tagged" with the letters "JBF". Woodside Patrol notified the police and a report was filed. The graffiti may be related to a street gang that has been tagging property in the San Jose area. Town staff removed the graffiti within 24 hours of notification.

Building Code: Chapter 7A and Related Issues

The Assistant Town Manager and I met with the Fire Chief and Fire Marshal since the last Council meeting. We had a very productive discussion about new code requirements the Town Council may wish to consider in order to increase the fire safety aspects of building in Town. We are working together to prepare an array of options for the Town Council's consideration, leaning heavily upon the fire district's substantial knowledge. We plan a presentation to the Town Council in January, when the Council can hear what options are available for consideration and can take public input on these options. We'll send out a special postcard to elicit participation in this meeting. It is likely to be scheduled for the January 27th Council meeting.

Sheriff's Substation at Town Hall - Update

The deputies have now moved back to their former office space near the reception area. We plan to clean up the area they had been occupying, near the Council mailboxes, and are still deciding to what use we should put it. The floors are in need of work, so we have decided to have all the pecan floors refinished over the winter holiday break in December, including Independence Hall. It's a lot quieter outside my office these days.

2008 Road Rehabilitation Project

The 2008 Road Rehabilitation project is almost history. All of the actual paving has been completed. We expect that we will be able to recommend acceptance of the project to the Town Council in January. Things went very smoothly this year and we were able to take advantage of a low unit price bid to stretch the Town's Road Program dollars. Pavement marking work remains, but should be done within the next couple of weeks.

Residential Design Guidelines

Since your last Council meeting, we have been working with Stephen O'Connell and Associates to develop a detailed schedule for this project, including a specific timeline, deliverables, and the process to be utilized. A report will be on the Town Council's December 9th agenda that will include a proposal about the process for the Town Council's consideration.

Courtesy Visit from the FBI

I met with a Special Agent from the FBI in early November. He is part of a task force the San Francisco Office of the FBI has formed to address such things as government corruption, hate crimes, and civil rights. He is attempting to meet with the managers of all the cities in San Mateo County to make us aware of the fact that we can ask the FBI to assist our local governments if they experience any of these problems. It was an interesting meeting. He assured me that his visit was not sparked by anything other than the Bureau's desire to make the contacts.

The State Budget Crisis

Clearly, there are no easy answers for resolving the latest financial developments in Sacramento. With just four months of the new fiscal year completed and only six weeks since the 2008-09 State budget was signed into law, the State's coffers are again billions of dollars in the hole. I can't imagine that there is much smoke or are many mirrors left to apply this time around. I have had a chance to review the Governor's latest budget recommendations. The most direct hit to the Town appears to be the elimination of the remaining \$90,000 in Citizens' Option for Public Safety (COPS) Program funds. There are some "loans" and deferred payments that are included in the mix, primarily of transportation funds. I fear a long and winding road ahead. I will keep you posted as things occur.

Related to the State Budget

On a related note, we were just recently advised of a new State revenue production scheme that will go into effect on January 1, 2009. The State will be establishing the "Building Standards Administration Special Revolving Fund" at that time. Guess where the funds to be deposited into this fund will come from - a surcharge on both residential and non-residential building permits. Beginning in January, all local agencies, including the Town, will have to collect a fee from every applicant for a building permit. The fee is to be assessed at four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation. These new fees are to

be submitted quarterly to the California Building Standards Commission. The new law allows the local agency to retain up to ten percent (10%) of the fees collected to cover administrative expenses and for code enforcement education. What will this raise from Woodside building permits? In the 2007-08 fiscal year, total valuation for building permits was \$49,897,304. At \$4 per \$100,000, this translates into a whopping \$1,996 in new fees. Off this the Town may elect to keep \$199.60 to cover our costs and promote code enforcement education. Wonder if it'll be enough. This is the kind of thing that gets buried in the budget process. Things will only get more "creative" as we get into the thick of this latest State fiscal calamity.

Upcoming Council Items

The Woodside History Committee has completed its work on the draft Historical Preservation Element. We are going to present it to the Town Council before it heads to the Planning Commission. You will see it on your January 13th agenda.

Another committee - the Open Space Committee - has prepared a report that it wishes to present to the Council, also in January. The subject of the report is conservation easements. Expect to see this on your January 27th agenda.

Other Calendar Items

Another reminder: the Volunteer Reception is set for December 8th and the Town Council holiday dinner is scheduled for December 16th at Councilmember Burow's home.

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

Susan George, Town Manager

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

From: Kevin Bryant, Assistant Town Manager

November 25, 2008

Reviewed by: Susan George, Town Manager

SUBJECT: MONTHLY FINANCIAL REPORT FOR OCTOBER OF 2008

RECOMMENDATION

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

BACKGROUND

The Monthly Financial Report for October, 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 October 31, 2008.

DISCUSSION

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

- The Town's cash position for all funds as of October 31, 2008, was \$7,339,629. The cash balances for the year have been:

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

Cash balances at October 31, 2007, were \$7,752,211. The Town's cash balances are very healthy, negating the need for any cash flow borrowing.

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$3,138,244, or 33.0% of the total annual budget. By month, and compared to fiscal year 2007-08, the following expenditures have occurred:

MONTH	2008-09	2007-08
July	\$ 430,490	\$ 354,527
August	945,378	955,974
September	884,440	1,014,416
October	877,936	806,794
Total to Date	\$ 3,138,244	\$ 3,131,711
Total Budget	\$ 9,522,339	\$ 9,452,596
% of Budget	33.0%	33.1%

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

- Total revenues, including interfund transfers, for the first four months were \$1,575,894 or 20.6% of annual anticipated revenues. This rate is within the range of normal revenue receipt patterns. By month, and compared to fiscal year 2007-08 patterns, the following revenues have been received:

MONTH	2008-09	2007-08
July	\$ 746,450	\$ 103,971
August	247,909	185,765
September	356,593	492,290
October	224,942	410,043
Total	\$ 1,575,894	\$ 1,192,069
Total Budget	\$ 7,635,409	\$ 7,409,898
% of Budget	20.6%	16.1%

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

The General Fund as of October 31, 2008

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

Category	2008-09	10/31/2008	% of Total
	Adopted Budget (\$000)	Actual (\$000)	
Revenues			
Property Taxes	2,395.0	6.5	
Sales Taxes	407.2	133.0	
Transfer Taxes	130.0	32.7	
Franchise Fees	305.1	52.0	
Business Licenses	136.0	39.1	
Fees & Permits	750.0	308.1	
Interest Income	175.0	-	
Other Agencies	580.0	7.9	
Charges for Service	115.0	18.4	
Interfund Transfers	209.0	52.2	
Other Revenue	23.0	0.8	
Total	5,225.3	650.7	12.5%
Expenses			
Salaries & Benefits	2,369.6	741.4	
Services & Supplies	2,077.2	811.0	
Equipment/Capital	403.5	5.5	
Contribution to Other Funds	749.5	9.4	
Total	5,599.8	1,567.3	28.0%
Net Position	(374.5)	(916.6)	

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

MONTH	REVENUES	EXPENDITURES	NET POSITION
July	\$ 173,086	\$ 346,747	\$ (173,661)
August	171,182	571,188	(400,006)
September	213,770	283,985	(70,215)
October	92,685	365,352	(272,667)
Total to Date	\$ 650,723	\$ 1,567,272	\$ (916,549)
Total Budget	\$ 5,225,346	\$ 5,599,782	\$ (374,436)
% of Budget	12.5%	28.0%	

As of the end of the first four months, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund is in its usual dry period as far as cash flow is concerned, with expenditures running ahead of revenues until the first property taxes are received. Despite the current operating cash flow imbalance, the General Fund had cash on hand at October 31, 2008 of almost \$2 million, well above the level required by the Town Council's Financial Management Policies. The current year's performance reflects normal patterns for this period in the fiscal year and is tracking within anticipated budgeted ranges. For comparison purposes, as of October 31, 2007, the General Fund had experienced revenues of \$692,935 and expenditures of \$1,343,936, which was 13.8% and 26.3% of budget, respectively.

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

Investment Report

In compliance with the Town's Investment Policy, the Town only receives investment income from the Local Agency Investment Fund (LAIF), which is managed and administered by the State of California's Treasurer. This investment income is received on a quarterly basis, for the quarters ending March 31st, June 30th, September 30th, and December 31st. The Town receives an investment income statement and the cash from the State in the month following the end of the involved quarter. Thus, such revenue is actually received in July, October, January, and April. The Town's LAIF principal balance at the end of the first quarter (as of September 30, 2008) was \$7,961,557.79.

	Interest Rate	Interest Earned	FYTD
First Quarter (7/1 - 9/30)	2.77%	\$ 60,213.14	\$ 60,213.14
Second Quarter (10/1 - 12/31)			
Third Quarter (1/1 - 3/31)			
Fourth Quarter (4/1 - 6/30)			

Appropriation Adjustments

No appropriation adjustments are proposed at this time. **Attachment C** provides a summary of approved 2008-09 adjustments to date.

CONCLUSION

No new trends have surfaced since the Town Council's First Quarterly Budget Review in October. The next comprehensive budget review will be undertaken in January with the 2008-09 Mid-year Budget Review.

Attachments

TOWN OF WOODSIDE
 2008-09 AS OF 10/31/2008
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,225,346	650,723	12.5%	5,599,782	1,567,272	28.0%
105 - TRAILS	75,500	37,140	49.2%	75,500	19,149	25.4%
135 - RECREATION	79,900	39,628	49.6%	83,449	38,658	46.3%
150 - BARKLEY O&M	152,000	0	0.0%	152,000	92,019	60.5%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	0	0.0%	0	0	--
204 - TRAFFIC SAFETY	32,200	10,211	31.7%	27,700	11,848	42.8%
206 - GAS TAX CONSTRUCTION	29,100	13,982	48.0%	30,433	12,576	41.3%
207 - GAS TAX MAINTENANCE	82,600	53,184	64.4%	95,531	29,791	31.2%
210 - MEASURE A	757,300	462,734	61.1%	1,638,565	492,231	30.0%
242 - ROAD IMPACT FEE	407,500	206,359	50.6%	402,831	108,950	27.0%
243 - PUBLIC SAFETY GRANT	90,500	0	0.0%	90,500	0	0.0%
244 - CLEEP	0	0	--	10,715	500	4.7%
250 - LIBRARY OPERATIONS	60,000	0	0.0%	136,952	42,453	31.0%
365 - BARKLEY PARK CONSTRUCTION	25,000	0	--	416,600	413,588	99.3%
428 - TC PUMP RESERVE	750	0	0.0%	0	0	--
429 - TC PUMP DEBT	94,827	2,005	2.1%	94,827	85,827	90.5%
441 - WR/WHR PAD DEBT RSRV.99	2,000	0	0.0%	0	0	--
450 - WR/WHR PAD DEBT	133,828	0	0.0%	133,828	100,638	75.2%
525 - CANADA SEWER	9,618	0	0.0%	26,706	3,798	14.2%
528 - SEWER UTILITY	162,000	100	0.0%	235,916	79,748	33.8%
529 - TC PUMP SEWER	5,000	14,250	285.0%	87,295	3,106	3.6%
537 - SEWER CAPITAL	21,440	6,265	29.2%	9,209	1,899	20.6%
TOTAL OPERATING	7,481,409	1,496,581	20.0%	9,348,339	3,104,051	33.2%
900 - DEPOSITS	154,000	79,313	51.5%	174,000	34,193	19.7%
TOTAL	7,635,409	1,575,894	20.6%	9,522,339	3,138,244	33.0%

GENERAL FUND BY DEPARTMENT AS OF 10/31/2008

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	24,000.00	7,365.92	30.7%
TOTAL	24,000.00	7,365.92	30.7%
ADMINISTRATION			
SALARIES/BENEFITS	809,090.00	275,491.53	34.0%
SERVICES/SUPPLIES	293,000.00	121,257.11	41.4%
TOTAL	1,102,090.00	396,748.64	36.0%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,134,250.00	388,357.32	34.2%
SERVICES/SUPPLIES	269,825.00	179,562.88	66.5%
TOTAL	1,404,075.00	567,920.20	40.4%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	20,155.00	8,389.25	41.6%
SERVICES/SUPPLIES	98,000.00	28,174.19	28.7%
EQUIP/CAPITAL	65,000.00	4,462.06	6.9%
TOTAL	183,155.00	41,025.50	22.4%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	54,000.00	9,671.71	17.9%
SERVICES/SUPPLIES	280,310.00	151,667.55	54.1%
EQUIPMENT	338,500.00	1,000.00	0.3%
TOTAL	672,810.00	162,339.26	24.1%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,106,626.00	296,369.50	26.8%
TOTAL	1,106,626.00	296,369.50	26.8%
TRAILS			
TRANSFERS OUT	37,500.00	9,375.00	25.0%
TOTAL	37,500.00	9,375.00	25.0%
PUBLIC WORKS			
SALARIES/BENEFITS	352,126.00	59,502.33	16.9%
SERVICES/SUPPLIES	5,400.00	26,625.17	493.1%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	857,526.00	86,127.50	10.0%
BARKLEY O&M			
TRANSFERS OUT	212,000.00	0.00	0.0%
TOTAL	212,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,369,621.00	741,412.14	31.3%
SERVICES/SUPPLIES	2,077,161.00	811,022.32	39.0%
EQUIP/CAPITAL	403,500.00	5,462.06	1.4%
TRANSFERS OUT	749,500.00	9,375.00	1.3%
TOTAL	5,599,782.00	1,567,271.52	28.0%

**GENERAL FUND BY DEPARTMENT
AS OF 10/31/08**

GENERAL COMMENTS:

1. As of October 31, 2008, 33.3% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 33.5% of budget. As of October 31, 2008, 8.7 of 26 pay periods had been completed.
3. Equipment purchases are not made on any set schedule, so the expenditure performance varies.
4. Transfers between funds are generally done on a quarterly basis or as cash flow needs arise and are completed by the end of June of each year.

DEPARTMENTAL COMMENTS:

Town Council: This departmental budget is generally within expected expenditure levels.

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget reflects the accrual and separation payout for the Planning & Building Director, which was paid in July.

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 October 31, 2008, the Town had been billed for the first quarter of the fiscal year.

Trails: See Note 4.

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

Barkley Fields and Park: See Note 4.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 4

From: Paul T. Nagengast, Town Engineer

November 25, 2008

Approved: Susan George, Town Manager

SUBJECT: RESOLUTION ACCEPTING COMPLETION OF CERTAIN STREET IMPROVEMENTS TO WEST MAPLE WAY AND FILING THE NOTICE OF COMPLETION

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution accepting the completion of certain street improvements in accordance with an agreement between the Town and Wallace Baldwin and Jon Kazanjian and authorize the Town Clerk to file a Notice of Completion.

BACKGROUND

As conditions of development by San Mateo County and the Town, the developers for 445 West Maple Way, Mr. Baldwin and Mr. Kazanjian, were required to upgrade the water main on West Maple Way and widen a portion of West Maple Way to provide adequate water supply and access to support their proposed three lot subdivision.

On September 11, 2007, the Town Council approved an agreement between the Town and Wallace Baldwin and Jon Kazanjian to enter upon West Maple Way in order to upgrade a water line and make certain street improvements. The agreement stated that the improvements shall be completed by December 31, 2007.

On February 26, 2008, the Town Council approved an amendment to the Agreement to extend the completion date to April 30, 2008 to account for justified delays outside the developers' control. The developers were ready to complete improvements in compliance with the specified deadline, however coordination with the Redwood City water department delayed completion until August, 2008.

ANALYSIS

The work has been completed in compliance with the plans and specifications approved for this project. The delay to the completion of the work specified in the agreement was outside the developers' control. Subsequent to the Town Council accepting this project, the Town Clerk will file a Notice of Completion with the County Recorder's Office. Any remaining project deposit monies and contract security may be released to the contractor 65 days from the filing of the Notice of Completion.

CONCLUSION

Staff recommends that the Town Council adopt the attached resolution accepting the work, ordering filing of Notice of Completion and other documents necessary to conclude the contract.

ATTACHMENTS

RESOLUTION NO. 2008 -

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
ACCEPTING THE COMPLETION OF CERTAIN STREET IMPROVEMENTS ON
WEST MAPLE WAY AND FILING OF THE NOTICE OF COMPLETION**

WHEREAS, Mr. Wallace Baldwin and Mr. Jon Kazanjian, developers of a three lot subdivision in San Mateo County at 445 West Maple Way, were conditioned to construct certain water line and roadway improvements on West Maple Way to support their subdivision; and

WHEREAS, on September 11, 2007, the Town Council approved an agreement between Town and developers, Mr. Baldwin and Mr. Kazanjian, to construct said improvements on West Maple Way; and

WHEREAS, Mr. Baldwin and Mr. Kazanjian have completed the agreed upon improvements pursuant to the agreement and approved plans and specifications; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Town Council of the Town of Woodside, does hereby accept said work and orders the filing of NOTICE OF COMPLETION and other documents necessary to conclude said agreement.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 25th of November 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
West Maple Way Improvements

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:
Town Clerk
Town of Woodside
P.O. Box 620005
Woodside, CA 94062

Exempt from Fee Pursuant to
Government Code Section 6103.9

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the undersigned Town Clerk of the Town of Woodside, San Mateo County, California, that certain improvements to West Maple Way have been completed and were accepted by the Town Council of The Town of Woodside on November 25, 2008, said work being performed by Wallace Baldwin, San Francisco, CA and Jon Kazanjian Woodside, California.

Town Clerk of the Town of Woodside
Janet G. Koelsch

CERTIFICATE

I, the undersigned hereby depose and say:

That I am the Town Clerk of the Town of Woodside, San Mateo County, California; that I have read said notice and know the contents thereof; that the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____

Town Clerk of the Town of Woodside
Janet G. Koelsch

TOWN OF WOODSIDE

Report to Town Council _____ Agenda Item 5
From: Paul T. Nagengast, Town Engineer November 25, 2008
Approved: Susan George, Town Manager

**SUBJECT: RESOLUTION ACCEPTING COMPLETION OF THE 2007 ROAD
REHABILITATION PROJECT AND FILING THE NOTICE OF COMPLETION**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution accepting the completion of the 2007 Road Rehabilitation Project and authorize the Town Clerk to file a Notice of Completion.

DISCUSSION

On June 26, 2007, the Town Council adopted a resolution for the 2007 Road Rehabilitation Project, which included the following actions:

- 1) Approval of the plans and specifications for the 2007 Road Rehabilitation Project.
- 2) Authorization of the Town Manager to advertise for bids and enter into a contract with the lowest responsible bidder for the project in an amount not to exceed \$730,000.
- 3) Authorization of the Town Manager to engage in a service agreement with an inspection and testing company for inspection and testing services, not to exceed \$50,000.

On July 24, 2007, the Town Council adopted a resolution that increased the Town Manager's contract authority for the 2007 Road Rehabilitation Project by \$190,000 to \$920,000 to account for increased costs of oil, asphalt, and energy.

Subsequent to receiving bids for the 2007 Road Rehabilitation Project, El Camino Paving, Inc., was the lowest responsive bidder. On September 17, 2007, the Town entered into a contract with El Camino Paving, Inc. in the amount of \$584,223.40. Based on final quantities for extra contract work, the total project construction completion cost is \$603,800.66.

ANALYSIS

This project consisted of pavement dig out repairs, overlays, road edge repairs, striping and marking of various roads throughout town. The contract pavement work was substantially completed in January 2008. However, in December, 2007, Town staff observed that the pavement was deteriorating prematurely at various locations. Between December 2007, and June 2008, the pavement work deficiencies were being identified and corrected on an on-going basis. The final pavement repairs were completed in June 2008.

The general contractor, El Camino Paving, Inc., and its material supplier, Reed & Graham, Inc., disputed responsibility for the prematurely deteriorating pavement. El Camino Paving, Inc., withheld payment to Reed & Graham for materials supplied. Consequently, Reed &

Graham, Inc. filed a Stop Notice on April 2, 2008, to legally prohibit any payment to El Camino Paving, Inc. by the Town. The Town received a legal release of the Stop Notice on October 22, 2008. The Town released the final progress payment to El Camino Paving, Inc., on October 24, 2008. The costs for the deficiency repair work and the additional costs of the contract inspection were deducted from the final progress payment.

Subsequent to the Town Council accepting this project, the Town Clerk will file a Notice of Completion with the County Recorder's Office. The project retention monies in the amount of \$60,381 will be released to the contractor 65 days from the filing of the Notice of Completion.

CONCLUSION

Staff recommends that the Town Council adopt the attached resolution accepting the work and ordering filing of Notice of Completion.

ATTACHMENTS

RESOLUTION NO. 2008 -

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
ACCEPTING THE COMPLETION OF THE 2007 ROAD REHABILITATION
PROJECT AND FILING OF THE NOTICE OF COMPLETION**

WHEREAS, the Town Council authorized the Town Manager to advertise for bids, award and execute a contract with the lowest responsible bidder for the 2007 Road Rehabilitation Project in an amount not to exceed \$920,000; and

WHEREAS, El Camino Paving, Inc., was the lowest responsible bidder and submitted a bid of \$584,223.40; and

WHEREAS, the Town Manager has approved the final quantities and increased the project by a net amount by \$19,577.26 to \$603,800.66; and

WHEREAS, the Town Engineer has indicated that the 2007 Road Rehabilitation Project was completed pursuant to the approved plans and specifications.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Town Council of the Town of Woodside, does hereby accept said work and orders the filing of NOTICE OF COMPLETION and other documents necessary to conclude said contract.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 25th of November 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
2007 Road Rehabilitation Project

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:
Town Clerk
Town of Woodside
P.O. Box 620005
Woodside, CA 94062

Exempt from Fee Pursuant to
Government Code Section 6103.9

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the undersigned Town Clerk of the Town of Woodside, San Mateo County, California, that the 2007 Road Rehabilitation Project has been completed and was accepted by the Town Council of The Town of Woodside on November 25, 2008, said work being performed by El Camino Paving, Inc., Sunnyvale, California.

Town Clerk of the Town of Woodside
Janet G. Koelsch

CERTIFICATE

I, the undersigned hereby depose and say:

That I am the Town Clerk of the Town of Woodside, San Mateo County, California; that I have read said notice and know the contents thereof; that the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____

Town Clerk of the Town of Woodside
Janet G. Koelsch

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

From: Paul T. Nagengast, Town Engineer
Approved By: Susan George, Town Manager

November 25, 2008

**SUBJECT: RESOLUTION CONSENTING TO THE ANNEXATION OF LAND TO THE
FAIR OAKS SEWER MAINTENANCE DISTRICT FOR 215 LINDENBROOK
ROAD (APN 073-071-200)**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, approving the annexation of 215 Lindenbrook Road into the Fair Oaks Sewer Maintenance District (FOSMD).

BACKGROUND

The subject property, 215 Lindenbrook Road, lies within the Redwood Creek Main Trunk Sewer Assessment District, designated as Assessment #31 and comprised of Assessor's Parcel No. 073-071-200. The land is owned by Thomas Jason Yoho.

According to the process for connection within the Redwood Creek Assessment District, an applicant may apply to the Fair Oaks Sewer Maintenance District for annexation to the district only after consent is given by the Town of Woodside. The attached letter from Thomas Jason Yoho constitutes his request for the Town's consent to this annexation.

DISCUSSION

Requests for annexation to the Fair Oaks Sewer Maintenance District have typically been approved by the Town under a standard form resolution (attached) on the Council's Consent Calendar. The resolution specifies that the property lies within the boundaries of the Redwood Creek Trunk Sewer Assessment District; that the property owner is responsible for construction of lateral lines; and that the property owner must pay a fee in lieu of construction of those lines, or pay an amount that has been identified in a reimbursement agreement for a constructed sewer facility to serve the property. That fee, based upon an amount included in the Reimbursement Agreement is \$22,514.61. Thomas Jason Yoho has paid this fee, as well as the Town's connection fee of \$750, and application fee of \$600.

ATTACHMENTS

- A. Letter dated September 28, 2008, received November 7, 2008, from Thomas Jason Yoho
- B. Annexation Marked Exhibit "A" Map
- C. Resolution 2008 -

Jason Yoho
2995 Woodside Rd #400-254
Woodside CA. 94062
Phone 650-305-8282

Town Of Woodside
Attention: Mr. Paul Nagengast
2955 Woodside RD. Woodside CA
California 94062

REGARDING: Emergency Sewer Connection for Parcel Number 073-071-200 Located
at 215 Lindenbrook Rd Woodside California 94062

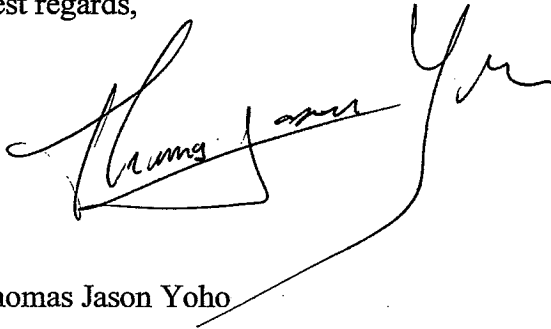
September 28, 2008

Dear Mr. Nagengast,

This letter is to request a connection to the Fair Oaks Sewer District for my property
located at 215 Lindenbrook Rd in Woodside, California.

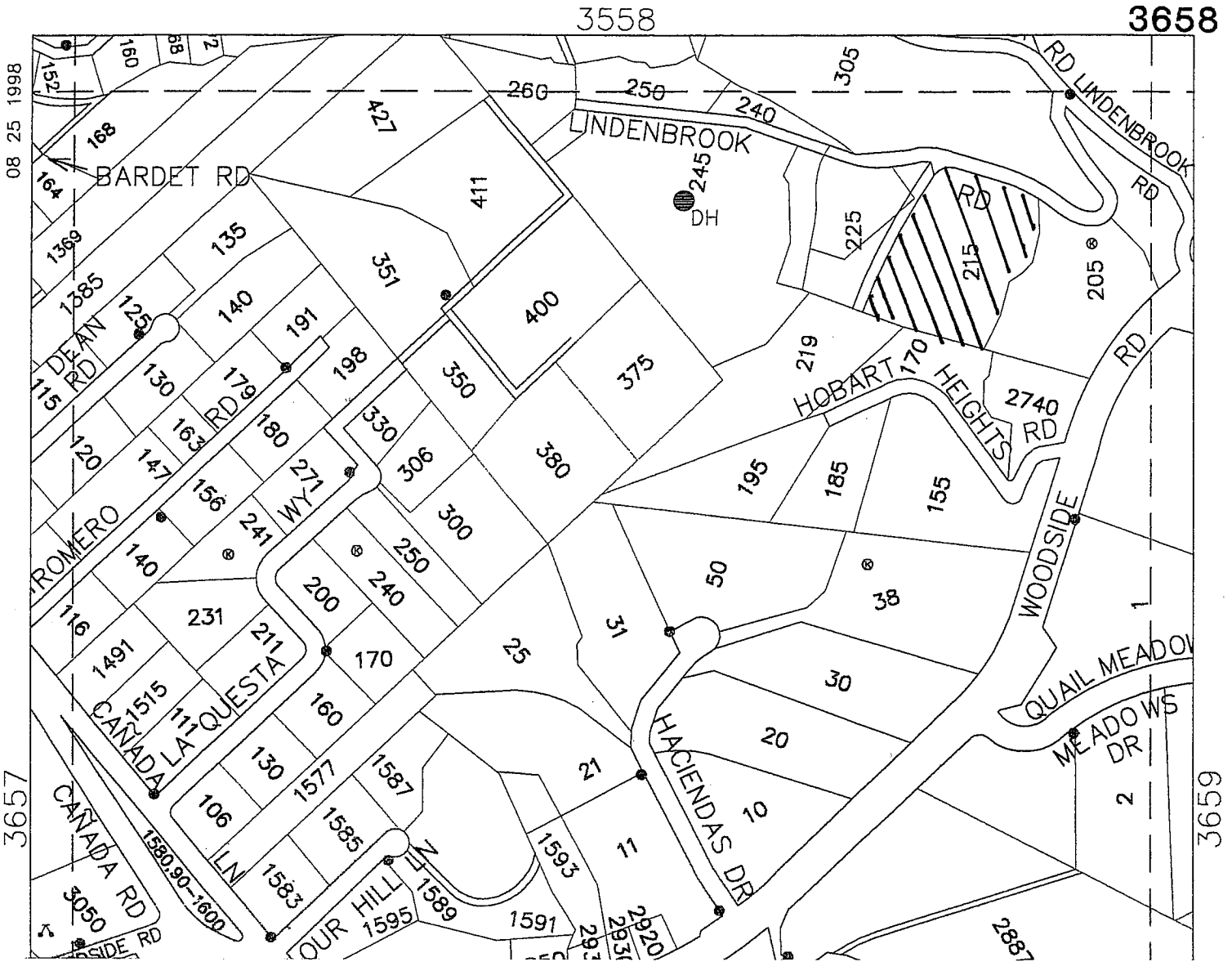
Please contact my wife, Magalli Yoho if you need any additional documents to process
our application.

Best regards,

A handwritten signature in black ink, appearing to read "Thomas Jason Yoho". The signature is written in a cursive style with a large, sweeping flourish at the end.

Thomas Jason Yoho

RECEIVED
Town of Woodside
NOV 17 2008
Planning And Building
BP No. _____



 215 Lindenbrook Rd.

Exhibit "A" Property Location

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
CONSENTING TO THE ANNEXATION OF LAND TO THE FAIR OAKS SEWER
MAINTENANCE DISTRICT FOR 215 LINDENBROOK DRIVE

WHEREAS, the Fair Oaks Sewer Maintenance District has requested that the Town of Woodside consent to the annexation of the hereinafter described territory to the Fair Oaks Sewer Maintenance District; and

WHEREAS, said property is within the boundaries of the Redwood Creek Trunk Sewer Assessment District; and

WHEREAS, this Council finds that such annexation would be in the best interest of the Town and of the Fair Oaks Sewer Maintenance District, according to the agreement between the two agencies, dated April 2, 1968; and

WHEREAS, the property owner, Thomas Jason Yoho, has paid the fee for construction and installation of a public sewer to the property of \$22,514.61 and Town fees of \$1,350.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODSIDE that the Town of Woodside hereby consents to the annexation of all of that certain real property situated in the Town of Woodside, County of San Mateo, State of California, identified as Assessor's Parcel Numbers 073-071-200 to the Fair Oaks Sewer Maintenance District.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, November 25, 2008, by the following vote of the members thereof:

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

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

From: Paul T. Nagengast, Town Engineer

November 25, 2008

Approved by: Susan George, Town Manager

**SUBJECT: RESOLUTIONS AUTHORIZING THE TOWN MANAGER TO EXECUTE
ADMINISTERING AGENCY-STATE AGREEMENTS AND PROGRAM
SUPPLEMENTS WITH THE STATE OF CALIFORNIA FOR FEDERAL AID
AND STATE FUNDS FOR PROJECTS IN THE TOWN OF WOODSIDE**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolutions, which authorize the Town Manager to execute agreements with the State of California for federal aid or state funds on applicable projects in the Town of Woodside.

DISCUSSION

The State of California Department of Transportation (Caltrans) has revised master agreements between the Town of Woodside and Caltrans to incorporate the various changes in federal and state regulations and policies that have occurred since the existing agreements were executed in 1997.

The current project that will be affected by the revised master agreement and program supplement is the Kings Mountain Road/Streambed Restoration project, necessary as a result of the severe weather and associated flooding in December of 2005. Federal Emergency Management Administration (FEMA) funds have been identified for the repairs to the streambed and roadway. These agreements and their program supplements require Town of Woodside approval prior to any reimbursement monies of federal monies to Woodside.

ATTACHMENTS

- 1) Resolutions Authorizing the Town Manager to Execute an Administering Agency-State Agreement and Program Supplements with the State of California for (a) Federal Aid and (b) State Funds in the Town of Woodside

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AUTHORIZING THE TOWN MANAGER TO EXECUTE AN ADMINISTERING AGENCY-STATE
AGREEMENT AND PROGRAM SUPPLEMENTS WITH THE STATE OF CALIFORNIA FOR
FEDERAL AID IN THE TOWN OF WOODSIDE**

WHEREAS, the Congress of the United States has enacted the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and subsequent Transportation Authorization Bills to fund transportation programs, including, but not limited to, the Surface Transportation Program (STP), the Congestion Mitigation and Air Quality Improvement Program (CMAQ), the Transportation Enhancement Program (TE), the Highway Safety Improvement Program (HSIP), and the Highway Bridge Program (HBP); and

WHEREAS, the Legislature of the State of California has enacted legislation by which certain federal-aid funds may be made available for use on local transportation related projects of public entities qualified to act as recipients of these federal-aid funds in accordance with the intent of federal law; and

WHEREAS, before federal funds will be made available for a specific project, the Town of Woodside and the State of California are required to enter into an agreement to establish terms and conditions applicable to the Town when receiving federal funds for a designated project facility and to the subsequent operation and maintenance of the completed facility; and

WHEREAS, the State of California, acting by and through the California Department of Transportation, has made minor modifications to the Agreement to reflect the various changes in federal regulations and policies.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Woodside that the Town Manager is authorized to execute an Administrating Agency State Agreement and program supplements with the State of California for the funding of federal-aid projects in the Town of Woodside.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting held on the 25th day of November, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

RESOLUTION No. 2008 - _____

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AUTHORIZING THE TOWN MANAGER TO EXECUTE AN ADMINISTERING AGENCY-STATE
AGREEMENT AND PROGRAM SUPPLEMENTS WITH THE STATE OF CALIFORNIA FOR
STATE FUNDED PROJECTS IN THE TOWN OF WOODSIDE**

WHEREAS, the Legislature of the State of California has enacted legislation by which certain State funds are made available for use on local transportation related projects of public entities qualified to act as recipients of these state funds; and

WHEREAS, the Town of Woodside has applied to the California Transportation Commission (CTC) and/or Department of Transportation for funding from either the State Transportation Improvement Program (STIP) or other State-funded programs as defined in the Local Assistance Program Guidelines (LAPG) for use on local authorized transportation related projects as a local administered project(s); and

WHEREAS, the local authorized transportation related project will not receive any federal funds; and

WHEREAS, before state funds will be made available for the local authorized transportation related project, the Administrating Agency and State are required to enter into an agreement to establish terms and conditions applicable to the Town of Woodside when receiving State funds for designated project facility and to the subsequent operation and maintenance of that completed facility.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Woodside that the Town Manager be authorized to execute an Administrating Agency State Agreement and program supplements with the State of California for State funded projects in the Town of Woodside.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting held on the 25th day of November, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 8

From: Susan George, Town Manager

November 25, 2008

SUBJECT: APPEAL OF A NOTICE OF INTENT TO RECORD A CODE VIOLATION FOR INSTALLATION OF AN UNPERMITTED SOLID WOOD FENCE (BULLOCK - 3573 TRIPP ROAD)

RECOMMENDATION

It is recommended that the Town Council conduct a public hearing on the pending appeal and, after receiving and considering all testimony, deny the appeal and affirm the decision of the Planning Director to record a Notice of Code Violation. The letter of appeal is included as **Attachment A**.

BACKGROUND

On January 29, 2008, the Town received a Request for Investigation involving an unpermitted fence at 3573 Tripp Road. The Town's Community Preservation Officer inspected the area where the fence had been erected and determined that the property owner had modified an existing six-foot tall chain link fence into a six-foot tall solid wood fence. He also confirmed that this modification had been done without benefit of a permit. The property owner was notified in a letter dated February 6, 2008, that this code violation could be corrected either by removing the fence or applying for and obtaining a fence permit from the Town.

Town staff met with a representative of the property owner on February 13, 2008, to discuss the steps necessary for permitting the fence. Staff determined that the review of the Architectural and Site Review Board (ASRB) would be necessary, pursuant to Municipal Code Section 153.051 (**Attachment B**). This section of the Code provides that the Planning Director may approve only certain fences without review by the ASRB. These include:

- ✓ Open fences which meet all the provisions of Section 153.051 (B), subsections (4) through (13); and
- ✓ Fences that are greater than fifty feet from the right-of-way of adjacent roadways and which meet all the provisions of Section 153.051 (B), subsections (4) through (13).

This solid wood, six-foot tall fence runs along the edge of a private road and is located five feet from the driving surface of that road (note that the property owner has removed the wood planking from that portion of the chain link fence closest to Tripp Road). The private road provides ingress and egress for three properties and, because of this, is not a "Common Driveway" which Municipal Code Section 152.005 defines as "a private way for vehicular and other access to two parcels" (emphasis added). Pursuant to Municipal Code Section 152.069, it is considered a private road up to the point of intersection with the driveway that directly serves the property at 3573 Tripp Road.

This fence was thus subject to the provisions of Municipal Code Section 153.051(B)(3), which requires the review and recommendation of the ASRB. This fence also had to meet all the provisions of Section 153.051 (B), subsections (4) through (13). Exceptions to these standards may be granted if the ASRB finds that a subject fence is consistent with the rural character of the Town and with the existing fencing of the subject lot and of neighboring properties.

The owner's representative made application for ASRB review of the fence on February 27, 2008. The ASRB heard the matter on April 21, 2008. The staff report from that evening is included as Attachment C. The ASRB recommended denial of the project at the conclusion of its deliberations. The Planning Director notified the property owner in writing on May 2, 2008, of her decision to accept the ASRB recommendation and to deny the fencing project. No appeal of that decision was filed with the Town within the ten-day appeal period and the Planning Director's decision is now final.

On May 12, 2008, following the end of the appeal period for the denial of the project, the Town's Community Preservation Officer sent a "Notice of Intent to Record a Code Violation" to the property owner at 3573 Tripp Road. That letter notified the property owner that, pursuant to Municipal Code Section 10.44, he had ten days, or until May 23rd, to file an appeal with the Town Council of the Town staff's intention to record the code violation against his property. The letter of appeal objecting to the recordation of the Notice of Code Violation was received by the Town on May 23, 2008.

DISCUSSION

Chapter 10 of the Town's Municipal Code, starting at Section 10.40, provides the Town's procedures and regulations for dealing with code compliance. Section 10.44 includes the procedure by which the Town Council hears appeals of the Planning Director's decision to record a Notice of Code Violation against a property. The Town Council is required to conduct a public hearing to consider the action of the Planning Director and the arguments of the appellant. The Code indicates that the Town Council "shall either affirm, modify, or reverse the decision of the Planning Director, and may attach conditions deemed necessary to assure compliance with Town regulations and to reimburse costs of code compliance."

In his appeal letter, the property owner/appellant is essentially appealing the Planning Director's denial of the fence project, an action recommended by the ASRB. As noted above, the appeal period for that decision ended ten days after the decision was made, or on May 13, 2008. He provides no specific rationale for his disagreement with the recordation of the Notice of Code Violation, which is the decision he purports to be appealing. Instead, his appeal letter includes his arguments against the recommendation of the ASRB and a "counteroffer" to the Council concerning the fate of the fence. He indicates in his letter that he "has removed the wood facing from the portion of the fence which is visible from the public road" (Tripp Road). In his appeal letter, he is asking for the Town Council's approval to do two things: (1) to "temporarily" leave the wood planking on that portion of the chain link fence that runs approximately the length of the private road up to the driveway that directly serves 3573 Tripp Road in order to allow screening vegetation to mature and (2) to permanently leave the wood planks on the chain link fence along the road that goes beyond his driveway. His letter of appeal and incorporated documents include a color-coded plan that depicts these requests.

The letter of appeal includes statements that would benefit from comment. On page 1 of the letter, in the "Appeal" section, the property owner addresses the infringement of his privacy rights, noting increased use of the "easement" and attributing this increased use to actions of the Town. The easement in question was granted to the Town in 1971 for use as an equestrian, pedestrian, and bicycle trail. This easement roughly coincides with the private road that provides access to the two properties beyond the appellant's driveway. An equestrian (only) trail was constructed in the 2000-01 timeframe that connects the Town's easement to Woodside Road. There may be some increased and allowed use of the easement because of this. The existence of the easement, however, should have been readily apparent

to the current property owner when the structure referenced as the guest house was planned and constructed in the mid-1980's. The guest house is, in fact, the roughly 6,000 square foot main residence.

On page 5 of Attachment A to the letter, the appellant states that a permit for a solid fence can be approved in the area past his driveway, since it becomes a "private access driveway rather than a private road" at that point. This fence section would still need to meet all the provisions of Section 153.051 (B), subsections (4) through (13). Under these provisions, the design of all fences "shall be rural in character" and open fencing is "highly preferred." A permit for this section of fence would be reviewed with this in mind, but no such application has been submitted.

The ASRB was not able to find that the fence is rural in character. Further, the Planning Director's report to the ASRB notes that the fencing is inconsistent with the Town's Residential Design Guidelines, which call for setting fences back from the road, minimizing fencing in general, using open, rural fencing, and minimizing fencing heights. Staff continues to feel that the solid wood fencing is not in keeping with the rural character of the Town. Further, there is no explicit provision in the Municipal Code that would allow the Town Council to "temporarily" permit a fence, as is being requested by the appellant for the longest portion of the fence.

CONCLUSION

The Notice of Intent to Record a Code Violation, which was sent to the property owner on May 12, 2008, informed the owner that the unpermitted fence constituted a code violation. He was given the required ten days to remove the illegal fence or to appeal the staff's determination that a code violation existed. The letter of appeal does not provide any argument to that effect. It is recommended that that Town Council deny the appeal, direct staff to record the Notice of Code Violation, and levy appropriate code enforcement cost recovery fees, pursuant to the Town's adopted fee schedule.

Attachments:

- A - May 23, 2008 Letter of Appeal, including referenced attachments previously submitted to the ASRB
- B - Copy of Municipal Code Section 153.051
- C - April 21, 2008 ASRB Staff Report

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 9

Prepared By: Kevin Bryant, Assistant Town Manager

November 25, 2008

Approved By: Susan George, Town Manager

SUBJECT: INTRODUCTION OF AN ORDINANCE MODIFYING THE WOODSIDE MUNICIPAL CODE, CHAPTER 31 - OFFICERS AND EMPLOYEES

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

In May 1997, the Town Building Inspector was eliminated from the Municipal Code and the Town Planner was designated as the Building Official. The Building Inspector was eliminated along with the Town Stable Officer and Town Health Officer because the Town had none of those officials at the time.

Curt Clark has recently completed the coursework and examinations that are required by the International Code Council (ICC) to be a certified building official. This complies with California Health and Safety Code Section 18949.28, which requires the certification of building officials by a recognized association. Following his certification, Curt was appointed the Town's Building Official effective October 30, 2008.

Now that the Town has a certified building official, it is an appropriate time to add the position to the Municipal Code.

CONCLUSION

The draft ordinance would make the Town's Municipal Code consistent with State law. It is recommended that the Town Council accept public testimony on the draft, introduce the ordinance by title, and pass it to a second reading and adoption on December 9, 2008.

ATTACHMENT

Draft Ordinance

ORDINANCE NO. 2008 -

**ORDINANCE OF THE TOWN OF WOODSIDE
AMENDING CHAPTER 31: OFFICERS AND EMPLOYEES**

IT IS ORDAINED by the Town Council of the Town of Woodside as follows:

Section 1: Section 31.36 of the Woodside Municipal Code is amended as follows:

“TOWN PLANNER.

~~(A) The Town Planner is designated as the Town’s Building Official for purposes of this Municipal Code.~~

(B) The Town Planner shall have, in addition to any other duties assigned to him/her, the duty to enforce any of the provisions of this Code or any other ordinance of the Town, or any rule, regulation, or order promulgated or issued pursuant to this Code, or to the provisions of any code adopted by reference by this Code.”

Section 2: Section 31.37 is added to the Woodside Municipal Code as follows:

“TOWN BUILDING OFFICIAL.

The Town Building Official shall have, in addition to any other duties assigned to him/her, the duty to enforce any of the provisions of this Code or any other ordinance of the Town, or any rule, regulation, or order promulgated or issued pursuant to this Code, or to the provisions of any code adopted by reference by this Code.”

Section 3: Severability.

The Town Council hereby declares that it would have passed this Ordinance sentence by sentence, paragraph by paragraph, and section by section, and does hereby declare that any provisions of this Ordinance are severable and, if for any reason any sentence, paragraph, or section of this Ordinance shall be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

Section 4: This Ordinance shall be published and posted according to law and shall take effect and be in force from and after thirty (30) days after its passage and adoption.

Section 5. The Town Clerk shall cause this Ordinance to be published and posted in accordance with the requirements of the Section 36933 of the Government Code of the State of California.

* * * * *

Introduced this 25th day of November, 2008.

PASSED AND ADOPTED as an Ordinance of the Town of Woodside on the xxth day of

xxxx, 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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 10

From: Susan George, Town Manager

November 25, 2008

SUBJECT: REVIEW OF THE STATUS OF THE 2008-09 WORK PLAN

RECOMMENDATION

It is recommended that the Town Council review and discuss the attached 2008-09 Work Plan, as amplified by the additional comments in this report, and provide the staff with appropriate input and direction.

DISCUSSION

The Town's 2008-09 Work Plan includes five broad project areas, as outlined in the attached table. There are several subprojects within each area. The table has been expanded to include currently estimated timelines for project completion. In some cases, "TBD" is listed, indicating that staff does not have sufficient information at this point to estimate the full scope and related timing for certain aspects of a project area. Comments are offered where appropriate to provide additional information about the project/subproject.

During the November 25, 2008 Town Council meeting, staff will walk the Town Council through the projects and provide expanded comments to elaborate on the status or on what additional information is needed to assess the status of the project. Many of the subprojects will be further expanded to include all of the relevant and separate action steps that comprise these subprojects. For example, in discussing the status and progress of the following, greater detail is required:

- General Plan Update: Undertake and Complete Review - this project will include many steps, which staff will be able to lay out during the Town Council's December 9th discussion of the review process.
- Permit Tracking/Management System Implementation - the Town's agreement with the software vendor includes a detailed schedule of milestones. Now that the project implementation has begun, it can be incorporated into the Work Plan.
- Fire Management: Town-wide Fire Safety Building Code Regulations - The Town Council will review the options available for undertaking this project in January. Once the Council decides which course of action is most appropriate. Staff can assess the time needed and the detailed steps for implementation.
- Green Building Projects: Wastewater Recycling - This planning phase of this project has been completed and the plans and specifications needed to put the project out to bid are being prepared. Environmental clearance must be obtained for the project. Once the project has been bid, the timeline details will fall into place.

The attached table is an overview of what is on the Town's priority list for this and at least part of the next fiscal year. During the November 25th meeting, staff will provide information about needed and available resources and will discuss the genesis of each project and will respond to questions from the Council and the public.

CONCLUSION

The staff is currently working actively on many areas that are embodied by the 2008-09 Work Plan. The review and discussion during the November 25th Town Council meeting will provide an opportunity to judge the progress that has been made thus far and to realistically assess future progress.

2008-09 Work Plan

Project	Tasks	Begin/End Dates	Comments
General Plan Update	Develop & Approve Review & Update Process	Current --12/08	Proposed process to Council on 12/09/08
	Undertake & Complete Review	01/09 -- TBD	Length of project depends upon process selected
	Housing Element	Current -- 04/09	State-mandated timeline
	Historical Preservation Element	Current -- 04/09	End date dependent upon Commission/Council scheduling workloads
Process Improvements	Permit tracking/management system implementation	Current -- 05/09	
	Space planning/expansion	Current -- TBD	Space Planner developing alternatives; project timeline dependent upon plan selection and available funding. Plans available in 01/09 for evaluation
	Design Guidelines & Companion Guidelines	Current -- 06/09	Detailed update & timeline to Council on 12/09/08
	Geology regulations & geologic map update	Current -- TBD	Town Geologist preparing proposed project details
	Handouts & checklists	Current -- 07/09	Linked to other projects' completion
	On-site Wastewater Disposal Regulations	02/09 -- 07/09	
	Municipal Code Review, Clarification, and Modification	TBD	Proposed changes to be developed in tandem with progress of companion projects
	Fee schedule update & revision	Current -- 06/09	Tied to implementation of permit system
Fire Management Plan	Chapter 7A Map Expansion	Dropped	
	Town-wide Building Code Regulations for Fire Safety	Current -- TBD	Council to review options and provide direction in 01/09; selected option will determine timeline
	Fire District Memorandum of Understanding	Current -- 01/09	Linked to Municipal Code amendment for definition of new building
	2006 IFC/2007 California Fire Code Amendments	Current -- 01/09	Linked to Municipal Code amendment for definition of new building
Green Building Projects	PV System for Town Hall Complex/Library	Current -- TBD	Report to Council in 12/08; full timeline dependent upon Council decisions
	Implement Wastewater Recycling Project at Town Hall	Current -- 07/09	Consultant working on specification for bidding project. Construction work to begin in spring months
	Develop Green Building Guidelines	TBD	Linked to Design Guidelines project
	Organize Green Building Workshops	TBD	
	Lighting/Other Energy Improvements at Town Hall/Library	TBD	
	Carbon Footprint Project Implementation	Current -- TBD	In process; multiple agency effort drives timeline
Emergency Preparedness	Public Education/Awareness/Awards	TBD	Some public education efforts have already been undertaken
	Update Emergency Plan	TBD	Staff determining extent of needed effort
	Staff and Council Training	TBD	Staff trying to identify available training resources and appropriate training scope
	Integration of CERPP into Town Plan	TBD	