

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

April 14, 2009

Independence Hall, 2955 Woodside Road, Woodside

6:30 p.m.

CALL TO ORDER

ROLL CALL

6:30 P.M. CLOSED SESSION

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

7:30 P.M. REGULAR SESSION

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION

COMMUNICATIONS

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

CONSENT CALENDAR

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.*

1. Resolution Changing the Regular Meeting Time of the Woodside Open Space Committee. Resolution No. 2009 - \_\_\_\_
2. Approval of Minutes: Regular Meeting of February 10, 2009 and March 10, 2009
3. Town Manager's Report to Town Council.
4. Resolution Approving Annual Rate Adjustment for Solid Waste and Recycling Collection Services for GreenWaste Recovery, Inc. for 2009-10. Resolution 2009 - \_\_\_\_
5. Resolution Waiving Appeal Fee for Building Code Cases Related to Administration of Ordinance No. 2009 - 544. Resolution No. 2009 - \_\_\_\_
6. Resolution Authorizing the Town Manager to Submit a Financial Assistance Application to the State Water Resources Control Board and to Negotiate and Execute a Financial Assistance Agreement with the State Water Resources Control Board. Resolution 2009 - \_\_\_\_

NEW BUSINESS

7. 2008-09 Third Quarterly Budget and Work Plan Review and Resolution Amending the 2008-09 Adopted Budget. Resolution No. 2009 - \_\_\_\_

REPORTS

8. 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

Prepared by: Kevin Bryant, Assistant Town Manager

April 14, 2009

Approved by: Susan George, Town Manager

**SUBJECT: RESOLUTION CHANGING THE REGULAR MEETING TIME OF THE WOODSIDE  
OPEN SPACE COMMITTEE**

**RECOMMENDATION**

It is recommended that the Town Council adopt the attached resolution, which changes the regular meeting time of the Open Space Committee.

**DISCUSSION**

The Town Council sets the regular meeting days and times of all Town advisory bodies. During a recent meeting, the Open Space Committee decided to change its regular meeting time from 5:00 p.m. to 6:00 p.m. The meeting day, which is the fourth Thursday of each month, will not change. The change in time is requested so that the changing schedules of the individual members can be accommodated.

**CONCLUSION**

Adoption of the attached resolution will formally change the regular meeting time of the Open Space Committee, pursuant to the Committee's request.

Attachment

RESOLUTION NO. 2009 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF WOODSIDE CHANGING THE REGULAR MEETING TIME  
OF THE WOODSIDE OPEN SPACE COMMITTEE

**WHEREAS**, the regular meeting dates and times of the Town's various advisory bodies are established by resolution of the Town Council; and

**WHEREAS**, the Town's Open Space Committee has requested that its regular meeting time be changed from 5:00 p.m. to 6:00 p.m. to accommodate the schedules of its members.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Town Council of the Town of Woodside does hereby change the regular meeting time of the Town's Open Space Committee from the fourth Thursday of each month at 5:00 p.m. to 6:00 p.m.

\* \* \* \* \*

**PASSED AND ADOPTED** by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 14<sup>th</sup> of April 2009 by the following vote of the members thereof:

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

\_\_\_\_\_  
Mayor of the Town of Woodside

ATTEST:

\_\_\_\_\_  
Clerk of the Town of Woodside

**TOWN OF WOODSIDE**

Report to Town Council

Agenda Item 2

From: Janet Koelsch, Town Clerk

April 14, 2009

**SUBJECT: MINUTES FOR APPROVAL**

The minutes of the Town Council Meeting of February 10, and March 10, 2009, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES February 10, 2009  
Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

Mayor Pro Tempore Burow called the Meeting to order at 7:30 P.m.

ROLL CALL

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

Mayor Pro Tempore Burow chaired the Meeting in the absence of Mayor Mason.

Staff Present:  
Susan George, Town Manager  
Jean Savaree, Town Attorney  
Kevin Bryant, Assistant Town Manager  
Jackie Young, Director of Planning and Building  
Paul Nagengast, Town Engineer  
Robert Wright, Town Geologist  
Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Jackie Young, Director of Planning and Building, led the Pledge of Allegiance.

COMMUNICATIONS

Jennifer Gonzales, Alta Mesa Road, inquired about the status of safety suggestions discussed at a neighborhood meeting held in November for residents of Woodside Glens. She noted that installation of a curb ramp onto Jane Drive from the Alta Mesa egress point and the ability to have the Jane Drive gate locked into an evacuation position in the event of an emergency were of particular importance.

Mayor Pro Tempore Burow directed staff to investigate this request.

Lt. Larry Schumaker, San Mateo County Sheriff's Department, reported on preparations for the Tour for California Bicycle Ride which will travel along Skyline Boulevard from Kings Mountain Road to Highway 84 on February 16<sup>th</sup>.

CONSENT CALENDAR

1. Resolution Setting Aside Approval of the Statement of Overriding Consideration and Approval of a Demolition Permit for the Jackling Estate (460 Mountain Home Road). Resolution No. 2009 - 6733
2. Resolution Approving a Public Records Retention Schedule. Resolution No. 2009 - 6734
3. Approval of Minutes: Town Council Meeting of December 9, 2008.

Councilmember Tanner moved approval of the Consent Calendar as presented.

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

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

**NEW BUSINESS**

**4. General Plan Review and Update Project Kick-Off: General Plan Report Card and Project Schedule.**

Ms. Young detailed formation of the General Plan Update Task Force. She reviewed the General Plan Report Card including the seven current elements—Land Use, Community Design and Aesthetics, Open Space, Conservation, Circulation, Natural Hazards/Safety, and Public Utilities.

**Land Use, Community Design and Aesthetics**

The Council agreed that the Goals were still valid. The Council suggested that special attention be paid to Goals LU-G5 and LU-G6 with respect to fire regulations, changes in technology affecting septic systems and erosion; discussed whether to add a sustainability element or weave sustainability as a core value throughout the entire General Plan, suggested having the Task Force review areas where the 1988 goals were not achieved, and educating the Task Force about the regional programs and regulations.

Lee Ann Gilbert, Olive Hill Lane, supported creating a separate sustainability element.

Maggie Mah, Jefferson Avenue, questioned whether General Plan information assembled by the Town in 1996 would be included in this review.

Ms. George confirmed that she would research the information and determine its value to this process.

Fentress Hall, Mountain Home Road, suggested reviewing fencing and lawns, decreasing the footprint of houses so that less land is used and wildlife is protected, and assessing the impact of increased traffic.

Virginia Dare, Old La Honda Road, suggested that the Goal include protection of ponds, marshes and wetlands and that an inventory of streams be completed. She added that the goal should be more comprehensive and in keeping with the types of protections that are in place at the State and Federal level.

**Open Space**

The Council discussed clarifying fencing goals e.g., allowing animals to follow traditional migration paths and providing security for property owners; inquiring about properties that would qualify for provisions of the Williamson Act; researching incentives for open space; inventorying open space easements and enforcing open space conditions.

Fentress Hall, Mountain Home Road, suggested providing a list of all programs to preserve open space and providing incentives to minimize the suburbanization of properties.

Virginia Dare, Old La Honda Road, reiterated the need to protect natural resources particularly related to stream corridors, wet lands, marshes and ponds; clarifying Section OS-02 and OS-03 to provide for open space on level lots.

Ms. George commented that ordinances passed since 1988 have reduced house size, floor area ratio and paved area coverage aimed at increasing open space on flat lots.

Anne Kasten, Eleanor Drive, urged that fencing issues be examined and noted a report prepared previously by Architectural and Site Review Board members; and examining height restrictions for houses to allow more open space.

Daniel Yost, Otis Avenue, encouraged the use of native species.

**Conservation**

The Council discussed the overlap between the Open Space and Conservation Easements and the need to obtain consistency and clarity between the two elements and to provide clear definitions.

Ms. George confirmed that the Task Force will follow the State definition for the elements.

Ms. Gerlich, Maple Way, commented on the litter along the streets and suggested that garbage containers be installed on Cañada Road.

Fentress Hall, Mountain Home Road, noted that combining lots results in compounds where a larger parcel is enclosed and suggested that in such situations open space be allocated as a requirement to allow for native vegetation.

Perry Vartanian, Brookwood Road, pointed out that energy conservation should be added to the General Plan. He suggested that the Task Force look at things that have changed in the past 20 years and assess the changes that should be included as part of the General Plan, e.g., the impact of revolutionary communication and computer power.

Steve Lubin, Palm Circle, suggested including sustainability and energy conservation policies rather than creating a new element.

Maggie Mah, Jefferson Avenue, suggested including water conservation, e.g., lawns versus native species, since water is a declining element in California.

Thalia Lubin, Palm Circle, suggested including sustainability, water conservation and preservation of natural landscape.

Virginia Dare, Old La Honda Road, Chair of the Open Space Committee, noted that the Open Space Committee deals with open space including conservation of land, and that the Conservation Committee also deals with Environmental Health. She suggested creating two elements—Open Space and Land Conservation and Conservation and Environmental Health/Sustainability—as a way of avoiding the confusion.

Mr. Bryant noted that Open Space and Conservation are the most commonly combined elements.

Ms. Young pointed out the difference between the two elements as described in Curtin's California Land Use and Planning Law.

**Circulation**

The Council discussed including areas with parking issues, the benefits/detriments of pushing for Highway 84 to be a state scenic highway, providing walking paths as a long term goal, and better future utilization of rights of way.

Steve Lubin, Palm Circle, requested a review of the Town Center Plan for ideas of walking paths which would have the potential of reducing traffic.

Bob Page, Woodside Road, suggested focusing on pedestrian access in Town and exploration of interior pedestrian pathways to allow walkers to be away from the heavily trafficked roads.

Lee Ann Gilbert, Olive Hill Lane, suggested providing the ability to take golf carts to Town, opined that mixed trail use of horses and bicycles should not be allowed, and noted the inadequacy of downtown parking.

**DRAFT**

Maggie Mah, Jefferson Avenue, requested that the mechanism for acquiring equestrian easements be clarified and that informational information be provided to educate property owners on the advantages of providing a trail.

Steve Lubin, Palm Circle, suggested that the Town look for another mechanism to acquire trails because there have not been many subdivisions lately.

Fentress Hall, Mountain Home Road, reiterated the need to have an educational package or an umbrella in the General Plan to avoid missed opportunities to obtain trail easements. She questioned whether the Trails Committee should pursue combined equestrian/pedestrian easements. She pointed out right of way fencing issues in the effort to establish trails.

Anne Kasten, Eleanor Drive, recommended discussion about bicycle traffic.

Maggie Mah, Jefferson Avenue, requested consideration of the impact on the quality of life of increased traffic.

**Natural Hazards/Safety**

The Council discussed implementing the policies of the Town's Fire Management Plan to mitigate hazards with the goal of becoming a state-recognized urban wild land interface community, implementing the features of the San Mateo County Alert System, balancing the conflicting objectives of Open Space scenic values and safety issues; identifying independent resources in the event of disasters; addressing criminal issues and the security of individual parcels; and completing the revised geologic map.

Mr. Wright provided an update on revision of the Town geologic map.

Steve Lubin, Palm Circle, suggested reviewing the density of development in areas designated as Very High Fire Severity Zones to provide more area around houses for scenic enhancement.

Virginia Dare, Old La Honda Road, suggested cross referencing a discussion of the fire code with the Open Space and Conservation Elements to determine the impact of vegetation removal on habitat conservation and the open space value of properties.

Fentress Hall, Mountain Home Road, echoed the need for identifying independent resources in the event of disasters.

**Noise**

The Council discussed whether to explore the issues of creating a noise ordinance.

Thalia Lubin, Palm Circle, requested discussion of noise created by leaf blowers.

Fentress Hall, Mountain Home Road, suggested discussing noise from motor cycles, parking areas adjacent to hiking or cycling areas, chronic barking dogs and the technique for weekend enforcement of a noise ordinance.

**Public Utilities**

The Council discussed including telecommunications and renewable energy, balancing the pruning of trees by utility companies, undergrounding utilities, anticipating future energy needs, and researching systems to compete with cable.

Steve Lubin, Palm Circle, stated that the element should address post disaster continuity of utility service.

Noting the size of and interest in the project, the Council thanked Ms. Young,

Ms. George and the staff for the hard work on the project.

**APPOINTMENTS**

**5. Report and Recommendation from the Town Council Committees Appointments Subcommittee: Conservation and Environmental Health Committee.**

Councilmember Romines reported that the Town Council Committees Appointments Subcommittee recommended reappointment of Jason Mendelson to the Conservation Committee for a term to expire in February 2011.

Councilmember Gordon moved to accept the recommendation of the Town Council Committees Appointments Subcommittee to reappoint Jason Mendelson to the Conservation Committee for a term to expire in February 2011.

Motion seconded by Councilmember Romines and carried by voice vote.

**REPORTS**

**6. Mayor and Councilmember Communications.**

Councilmember Gordon reported that C/CAG had met to approve a list of projects to be funded by the Federal emergency stimulus funds.

Ms. George confirmed that the Town had applied for funds to resurface Cañada Road from Woodside Road to the northern Town limit.

**COMMUNICATIONS**

**ADJOURNMENT**

The Meeting was adjourned at 10:40 P.M. in memory of William Jackson, Jr., a great statesman, who was a member of the Town Council from 1993 to 1997 and Mayor of the Town of Woodside in 1997. Mayor Jackson also served the Town as Town Treasurer and on the Architectural and Site Review Board and the Planning Commission. Mr. Jackson's contributions to the Town were many and he is remembered with warmth, admiration, and gratitude.

**TOWN OF WOODSIDE**

**TOWN COUNCIL MEETING MINUTES**

**March 10, 2009**

**Independence Hall, 2955 Woodside Road, Woodside**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Councilmembers Boynton, Burow, Gordon, Hodges, Romines, Tanner,  
Mayor Mason

Absent: None

Staff Present:

Susan George, Town Manager  
Kevin Bryant, Assistant Town Manager  
Jean Savaree, Town Attorney  
Jackie Young, Director of Planning and Building  
Paul Nagengast, Town Engineer  
Curtis Clark, Town Building Official  
Janet Koelsch, Town Clerk

**PLEDGE OF ALLEGIANCE**

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

**COMMUNICATIONS**

Bob Page, Woodside Road, urged the Council to elevate revision of the Special Events ordinance on the staff's "to do" list.

Ms. Savaree noted that, based on Council direction, two sections of the Special Events ordinance, the monthly limit on events and the long lead time for application, have not been enforced. She continued that the Bicycle Committee disagreed that bicycling events should be covered by the ordinance. Ms. Savaree noted that her position was that there is a legitimate basis to include events that have an actual interference with the flow of traffic. Ms. Savaree concluded that staff will agendize review of a proposed ordinance at the Council's direction.

**INTERVIEW AND APPOINTMENT OF CANDIDATE FOR ARCHITECTURAL AND SITE REVIEW BOARD**

The Council interviewed Anne Kasten for reappointment to the Architectural and Site Review Board.

Councilmember Romines moved reappointment of Anne Kasten to the Architectural and Site Review Board for a term to expire in February 2013.

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

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

NOES: None

ABSENT: None

The Council thanked Ms. Kasten for her service on the Architectural and Site Review Board.

**COMMUNICATIONS (continued)**

Thalia Lubin, Palm Circle, representing the Woodside History Committee, presented examples of photo history books similar to the Committee's proposal.

**CONSENT CALENDAR**

1. **Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934.**
3. **Approval of Minutes: Regular Meeting of February 24, 2009**
4. **Town Manager's Report to Town Council.**
5. **Consideration of an Application for an Encroachment Permit to Conduct a Public Event: Ravenswood Family Health Center Bicycle Ride - May 16, 2009.**

Councilmember Gordon requested that Item 2 be removed from the Consent Calendar. Councilmember Romines requested that Item 6 be removed from the Consent Calendar.

Councilmember Gordon moved approval of Items 1, 3, 4 and 5 of the Consent Calendar.

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

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

**2. Monthly Financial Report for January of 2009.**

Councilmember Gordon thanked Ms. George for fabulous management and oversight of the Town's financial situation.

Ms. George attributed the Town's success to its good financial management policies.

**6. Resolution Authorizing the Woodside History Committee to Author a Photo History of Woodside and Authorizing the Town Manager to Execute a Memorandum of Agreement with Arcadia Publishing for Publication. Resolution No. 2009 - 6735**

Mr. Bryant explained that the Woodside History Committee will provide photographs and text for the proposed book, that there will be no publishing expense to the Town and that the Town will receive eight percent of the profits from sale of the book.

Councilmember Romines moved adoption of a Resolution Authorizing the Woodside History Committee to author a Photo History of Woodside and Authorizing the Town Manager to Execute a Memorandum of Agreement with Arcadia Publishing for Publication.

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

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

The Council commended the Woodside History Committee on its work at cataloging the Town's historical resources.

**PUBLIC HEARING**

7. **Adoption of an Ordinance Modifying the Woodside Municipal Code, Chapter 150 - Building Regulations - to Include Additional Regulations Requiring the Use of Fire Resistant Materials and Construction Methods and Amending the Table of Special Ordinances of the Woodside Municipal Code,**

**Table I: Zoning Map Changes. Ordinance No. 2009 - 544**

Mr. Bryant noted that the proposed ordinance applies all but the landscape provisions of Chapter 7A of the California Building Code to new buildings within the Town, requires that replacement roof coverings or replacement roof assemblies be Class A fire retardant, and requires that replacement exterior glazing and replacement decking materials be fire resistant.

Mr. Clark explained that the definition of heavy timber and other appropriate definitions are included in Chapter 6 of the California Building Code.

Mr. Bryant confirmed that information on the proposed building changes will be provided to Town residents and current applicants within the week. He described informational ideas to be provided on the Town's web site, he noted that the Building Official would be available to educate applicants, stated that educational programs would be provided for the members of the Architectural and Site Review Board and that a resource library of fire resistant materials would be assembled.

Ms. George confirmed that an appeal process would be available and that she would agendize a resolution for approval for the Council to waive the appeal fee at a subsequent Meeting.

The Public Hearing was opened.

Thalia Lubin, Palm Circle, suggested that informational material be sent to architects, contractors and realtors.

Steve Patrick, West Glen Way, opined that someone with recent discretionary approval from the Planning Commission or the Architectural and Site Review Board would have trouble submitting a complete building permit application by May 1<sup>st</sup>, and suggested providing an exemption process for these applicants.

The Public Hearing was closed.

The Council discussed providing an appeal process for a limited time to accommodate applicants with recent discretionary approvals, designating a staff point person to respond to questions, and providing educational information on the Town's web site.

Councilmember Gordon moved adoption of an Ordinance Modifying the Woodside Municipal Code, Chapter 150, Building Regulations, to Include Additional Regulations Requiring the Use of Fire Resistant Materials and Construction Methods and Amending the Table of Special Ordinances of the Woodside Municipal Code, Table I: Zoning Map Changes.

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

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

**8. Adoption of an Historic Preservation Element of the General Plan.  
Resolution No. 2009 - 6736**

Ms. Young acquainted the Council with background information regarding the addition of the proposed Historic Preservation Element to the General Plan. She reviewed the Planning Commission's comments in support of the proposed element and also the Commission's suggestions for the implementation of future historic preservation policies. Ms. Young noted staff's support of immediate adoption of the Historic Preservation Element into the General Plan with subsequent discussion during the General Plan Update as to whether it would be a stand-alone element or interwoven into the General Plan.

The Public Hearing was opened.

Thalia Lubin, Palm Circle, thanked the Council for its support during the process of preparing the Historical Preservation Element and urged that the Historic Preservation Element be maintained as a discrete element and not be broken down into sections to be interwoven within the General Plan.

The Public Hearing was closed.

The Council thanked the Woodside History Committee members for their many years of effort in creating the Historic Preservation Element.

Councilmember Gordon moved adoption of a Resolution Adopting an Historic Preservation Element in the General Plan.

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

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

**NEW BUSINESS**

**9. Status Report on the General Plan Update and Review Project and Appointment of Members to the General Plan Update Task Force.**

Ms. George presented a list of prospective appointees for the General Plan Update Task Force and noted that the Task Force kick off meeting was scheduled for March 25<sup>th</sup>.

The Council discussed whether alternate members should be assigned to the Task Force and remarked on the outstanding qualifications of all the Task Force applicants.

Councilmember Romines moved acceptance of the proposed 14 resident appointments to the General Plan Update Task Force: Chris Anderson, Susan Crocker, Elizabeth Dressel, Lee Ann Gilbert, Eldona Hamel, Sten Mawson, Suzanne Muller, John Novitsky, George Offen, Marcia Pade, Steve Patrick, Adolph Rosekrans, Perry Vartanian, and Martin Walker.

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

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

**10. 2009-11 Annual Roads Program and Project Funding.**

Ms. George noted that the report outlines by broad categories the proposed public work projects for the next two-year period. She pointed out that the first year is the same as previously proposed and that the second year was developed by the Town Engineer based upon his working knowledge of the road system and the projected level of available funding. Ms. George confirmed that no federal economic stimulus funds had been programmed into the proposal but estimated that the stimulus funding would be approximately \$185,000.

Mr. Nagengast explained the status of the Portola Road Bicycle Lane project.

Michael White, Old La Honda Road, representing the Old La Honda Road Association, thanked the Council for its continuous support of the roadway system.

**DRAFT**

Bob Page, Woodside Road, expressed support for the continuation of a vigorous crack sealing program.

Mr. Nagengast noted that most areas now required overlay or dig out work.

Mr. Page requested that the precipitous ditch adjacent to the pavement on Portola Road be paved into a gentle swale to alleviate a bicyclist having to vacate the road due to being crowded out by a car. He also discussed the use of sharrows in the motorized travel lane to indicate a shared use of the space and he pointed out the need to control traffic speed in the area.

Mr. Nagengast confirmed that staff would look into the feasibility of making the ditch less steep.

Steve Lubin, Palm Circle, pointed out that previously the roadway along Kings Mountain Road at Woodside Road was widened by replacing a ditch with a culvert.

The Council discussed having an early start to the summer road repair projects and possible improvements to the Portola Road ditch.

Councilmember Gordon moved preliminary adoption of the proposed Road Program.

Motion seconded by Councilmember Hodges and carried by voice vote.

**REPORTS**

**11. Mayor and Councilmember Communications.**

Councilmember Hodges presented an update on the fund raising efforts of the Woodside Landscape Committee for purchase of an equine sculpture to be erected on Village Hill.

Councilmember Romines thanked Ms. George for serving on the CERPP Board as the Town's official representative.

**COMMUNICATIONS**

**ADJOURNMENT**

The Meeting was adjourned at 9:10 P.M. in memory of Teller Weinmann, a longtime resident of the Town, a member of the Architectural and Site Review Board for over ten years, and, with his wife, Shirlee, the winner of a 1997 Heritage Tree Award from the Town.

TOWN OF WOODSIDE

Report to Town Council  
From: Susan George, Town Manager

Agenda Item 3  
April 14, 2009

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

For your consideration:

**General Plan Update Task Force**

It's off and running. We had a successful kick-off meeting on March 25<sup>th</sup>, providing everyone a chance to get to know each other and to start to look ahead to the Town's future. The meeting notes are attached for your information (they are also available on the Town's website). The next meeting is set for April 15<sup>th</sup> and the topic will be the guiding principles of the General Plan, as espoused in the ten General Community Goals included in the introduction to the 1988 General Plan. We have a good group and are looking forward to a productive and interesting year.

**Implementation of Recently Revised Building Code - Fire Management**

The effective date for the recently adopted modifications to the Town's building regulations is approaching and staff has been working to provide a smooth implementation period. There is a resolution on the April 14<sup>th</sup> agenda that will provide for the waiver of the \$400 fee for appealing matters to the Town Council for cases that may be in limbo between design approval and application for building permits. Staff will approach such cases from a "reasonable man" standpoint, but there may be situations when the Town Council will have to determine whether the new regulations apply. Staff has also developed public information and announcements about the new regulations and has broadly disseminated it. Kevin will be joining the Planning Commission on April 15<sup>th</sup> and the Architectural and Site Review Board on April 20<sup>th</sup> to provide those bodies with information about the new regulations.

A question has arisen about the applicability of both the Chapter 7A regulations and the Town's own local version of those regulations to structures other than residences. Staff's interpretation of the Town Council's action is that the regulations apply to all structures, including such things as barns. Chapter 7A of the 2007 California Building Code (CBC) indicates that "when required by the enforcing agency, ancillary buildings and structures and detached accessory structures shall comply with the provisions of this chapter." The CBC thus leaves application of Chapter 7A to such structures to local discretion. The Town's local ordinance refers to "new buildings or structures" and is silent as to the specific use of the building. The staff's working assumption is that the Town Council intends that its regulations apply to all structures, not just main residences and we will be implementing the new ordinance accordingly. If the Town Council does not agree with this assumption, staff should be directed to bring the matter back to the Town Council for formal discussion and possible amendment of the code.

**Agreement with the San Mateo County Sheriff's Office**

The Town's agreement for patrol and other police services with the Sheriff will terminate on June 30, 2009. I am scheduled to meet with the Sheriff on April 20<sup>th</sup> to receive the terms of the new three-year proposed agreement. I have heard through the grapevine that the cost of the services will increase dramatically (by perhaps as much as ten percent in the first year alone). I have been in discussion with the Portola Valley Town Manager and with Kevin about what options we have to respond to the proposal, should the costs be prohibitively higher

than the current level. I will report back to the Council as soon as I have more reliable information and some possible alternatives to consider.

### Housing Element Update

The draft of the updated Housing Element has been completed and is being circulated pursuant to CEQA requirements. The Planning Commission will be conducting a public hearing on the element on May 6<sup>th</sup>. It will be forwarded to the Town Council for public hearing on May 26<sup>th</sup>. The element will need to be certified by the State's Housing and Community Development Department (HCD). An HCD representative will be visiting the Planning Director on April 20<sup>th</sup> to get a feel for the Town's progress in implementing its current Housing Element (which did receive State certification). That visit may provide some useful input on the draft element. In any event, once the Town Council has approved the Housing Element in late May, it will be transmitted to the State for review and comment. The Town may need to revise its element based upon these comments in order to secure the needed certification. If changes are needed, additional public hearings will be scheduled before the Planning Commission and Town Council in order to provide for the consideration of the proposed changes and the final adoption of the Housing Element.

### Geology Regulations and Mapping Project

As the updated Work Plan indicates, I have decided that this topic would benefit from a Study Session with the Town Council. This has not been done in many years and there are many facets to the project that should provide for an interesting session. I will work with the Town Engineer and Town Geologist to schedule this within the next couple of months.

### Hosting the Council of Cities Dinner

A reminder: we are hosting the April 24<sup>th</sup> meeting of the Council of Cities. I have arranged for Henry Gardner, the Executive Director of the Association of Bay Area Governments (ABAG), to be the evening's speaker. Henry is a dynamic speaker and I highly recommend him. Janet has sent you an e-mail asking for RSVPs by April 17<sup>th</sup>. Spouses/significant others are welcome

### Upcoming Council Items

The Town Council will hear the request from Steve Jobs for reconsideration of his demolition permit application for the Jackling House on April 28<sup>th</sup>. The Town Council will also consider an Addendum to the Environmental Impact Report that was prepared for the project several years ago. Staff is arranging for site visits of the Jobs property in the weeks prior to the April 28<sup>th</sup> meeting.

That's it for now. 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

Attachment

## **Welcome and Introductions**

Mayor Peter Mason thanked the members of the General Plan Task Force for their participation.

Town Manager Susan George concurred with Mayor Mason, and introduced Nancy Hetrick and Emily Baker, facilitators of the General Plan Update.

## **General Plan Background**

Jackie Young, Director of Planning and Building, gave a brief presentation of “What is a General Plan” and then gave a recount of significant historical events since the adoption of the last General Plan in 1988.

## **Icebreaker**

Facilitator Nancy Hetrick asked the Task Force members where they were in 1988, the time of the last adopted General Plan. This first icebreaker was well received and very interesting, given how historically significant this relatively short span of years was for many Task Force members.

General Plan Task Force members were then broken down into 6 groups and asked to envision how the headlines would read 10 years from now – in 2020. Equipped with a blank “The Almanac” front page template, here’s what each group wrote:

Group A:

- “Town Of Woodside Leads Nation In Reduction of Carbon Footprint”
- “Alternative Fuel Created From Horse Manure”
- “Local Resident Develops 65% Efficient Solar Cell”
- “Following Cure for SOD – The Oak Trees Are Back”
- “Building Permit Process Streamlined To One Week In Town Of Woodside”

Group B:

- “Roundabout Celebrates First Year Anniversary – Works Great!”
- “Power Poles Underground At Last”
- “Drought Enters 13<sup>th</sup> Year – Where Has All The Water Gone?”
- “Canada Road Poleless At Last”

Group C:

- “The Last Horse Leaves Woodside”
- “The State Of California Recognizes Woodside For Leadership In Sustainable Living”
- “Steelhead Trout Return To Bear Gulch Creek”
- “Stanford Donates Horse Park To The Town Of Woodside”
- “All New Homes in Woodside LEED Certified”

Group D:

- “Woodside Averts Catastrophic Fire, Management Plan Works”
- “Woodside First Peninsula Community to Reach Zero Carbon Footprint”
- “Woodside Wins Award for Zero Emissions - Shuttle Service Serves Students, Citizens”
- “Woodside Cyclists, Drivers Make Peace: Bucks Hosts Pipe Smoking Ceremony”

Group E:

- “Book & Bean and Quail & Thistle Shops Return to Woodside”
- “Horse Facility Celebrates 10<sup>th</sup> Anniversary with Sustainability/Green Practices Award! New Trails to Be Dedicated at Celebration”
- “Utilities Undergrounding Project Nears Completion”
- “Record Turnout for Town Committee Openings”
- “Mud and Manure Prevail in Woodside: Local Entrepreneurs Develop Clean Energy from Horse Manure”
- “Town Goes Off the Grid”

Group F:

- “Woodside Receives National Mother Earth Award for 100% Implementation of their General Plan Sustainability Element”

### **Housekeeping**

Town Manager, Susan George, announced that all General Plan Task Force meetings will be open to the general public; agendas and notes from prior meetings will be posted on the Town website, and went over the Brown Act and Code of Ethics. Ms. George thanked the group for the valuable service they are contributing to their community.

### **Review of Next Meeting, April 15, 2009.**

Director of Planning and Building, Jackie C. Young, announced that the next General Plan Task Force meeting will be held on Wednesday, April 15, 2009, and discussed the next agenda, which will cover the topic of General Plan Guiding Principles. Ms. Young pointed out the General Plan Update Comment Cards, found in the front of the hall and also online.

**Refreshments & Conversation**

General Plan Task Force members and members of the general public were invited to enjoy refreshments and conversation at the end of the meeting.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 4

From: Susan George, Town Manager

April 14, 2009

**SUBJECT: RESOLUTION APPROVING ANNUAL RATE ADJUSTMENT FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES FOR GREENWASTE RECOVERY, INC. FOR 2009-10**

**RECOMMENDATION**

It is recommended that the Town Council adopt the attached resolution, approving an annual rate adjustment for solid waste and recycling service collections for GreenWaste Recovery, Inc. for 2009-10.

**BACKGROUND**

The Town's franchise agreement for solid waste and recycling collection services with GreenWaste Recovery, Inc., initially went into effect on September 1, 1996, and was amended to provide for expanded services that went into effect on July 1, 2002. On May 27, 2008, a new ten-year franchise agreement was approved by the Town Council. The new agreement included specific language governing the subsequent review and approval of rate adjustments for the franchisee. Article 14 of the agreement indicates that the contractor's rates are to be subjected to an annual adjustment process whereby GreenWaste Recovery, Inc. is to provide certain information to the Town by April 1<sup>st</sup> of each year. The Town Manager is to review this information and provide a recommendation to the Town Council. Rate adjustments go into effect on July 1<sup>st</sup>, for the new fiscal year.

**DISCUSSION**

The franchise agreement specifies that the collection rates are to be adjusted for the increase or decrease in the cost of living by 100% of the change in the Consumer Price Index for All Items for the San Francisco Bay Area. This is to be based upon the data from the prior calendar year, measured from December to December.

On February 24, 2009, GreenWaste Recovery, Inc. provided the Town Manager with the relevant indices and proposed rate structure for the 2009-10 fiscal year. The rate increase proposed is based upon the following:

CPI - All Items San Francisco Bay Area

December, 2008	218.528
December, 2007	<u>218.485</u>
Difference	.043
Net % Change	0.02%

The increase of 0.02% will result in no increase in the monthly charge for customers at the lower service end of the rate structure and up to an increase of three cents per month at the higher service end. For example, for mini-can and single can customers who place their cans at the curb, there is no change in the monthly rate. For customers who have four cans that are 400 to 500 feet from the curb, the increase will be three cents per month (going from \$146.13 to \$146.16 per month).

#### **CONCLUSION**

GreenWaste Recovery, Inc. has proven itself as an effective franchisee since 1996. The Town staff feels that the Town is well-served by the company's work and continuing advancements in solid waste technology. The application of the provisions of the franchise agreement result in a 0.02% increase in rates, effective July 1, 2009. The adoption of the attached resolution will implement this proposed increase.

Attachment

RESOLUTION 2009 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE APPROVING AN ANNUAL RATE ADJUSTMENT FOR 2009-10 FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES FOR GREENWASTE RECOVERY, INC.

WHEREAS, the Town of Woodside first entered into a franchise agreement for the handling and disposal of solid waste within the Town limits with Green Waste Recovery, Inc. on July 9, 1996, and subsequently approved a new ten-year franchise agreement with the company on May 27, 2008; and

WHEREAS, Article 14 of said agreement sets forth a procedure for adjustment of the franchise collection rate schedule set out in said agreement; and

WHEREAS, GreenWaste Recovery, Inc. has submitted the Consumer Price Index information required in Article 14 in a timely manner, initiating the rate adjustment process; and

WHEREAS, the Town Manager has reviewed the provided Consumer Price Index information and has applied it as set forth in the franchise agreement to the current franchise collection rate schedule; and

WHEREAS, it has been determined that a resulting rate increase of 0.02% is justified, based upon the procedures included in the franchise agreement.

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

1. That the Town Council finds and determines that the franchise collection rate schedule for GreenWaste Recovery, Inc. should be increased by 0.02%, pursuant to the application of the terms of the franchise agreement.
2. That the rate increase is effective as of July 1, 2009 and that the Town Manager is directed to attach a copy of the revised collection rates to this resolution as "Exhibit A".
3. 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 14<sup>th</sup> day of April, 2009, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

---

Mayor of the Town of Woodside

ATTEST:

---

Clerk of the Town of Woodside  
GreenWasteRates0910

**Town of Woodside - Service Rates Effective July 1, 2009  
Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings  
Collection**

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$14.74	\$23.62	\$47.22	\$70.83	\$94.46
10' - 25'	\$16.10	\$25.77	\$51.55	\$77.30	\$103.06
25' - 100'	\$17.45	\$27.93	\$55.86	\$83.78	\$111.68
100' - 200'	\$18.80	\$30.08	\$60.16	\$90.24	\$120.31
200' - 300'	\$20.14	\$32.24	\$64.47	\$96.71	\$128.94
300' - 400'	\$21.75	\$34.41	\$38.76	\$103.15	\$137.56
400' - 500'	\$23.11	\$36.54	\$73.07	\$109.61	\$146.16

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 \$36.94

TV sets & Computer Monitors \$18.42

On call Cleanup Service \$25.01 per yard

all other bulky items \$36.94

used motor oil and filters incl.

**Town of Woodside - Service Rates Effective July 1, 2009**  
**Collection of Garbage, Recyclables and Yard Trimmings**

**Form 6. Cost Proposal: Commercial Garbage Collection Service**

	<b>Bin Charges</b>						
<b>Collection Frequency</b>	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$55.44	\$99.45	\$142.98	\$190.80	\$239.23	\$278.26	\$359.38
Two per week	\$74.72	\$163.51	\$238.62	\$334.25	\$430.48	\$509.59	\$667.83
Three per week	\$94.01	\$230.41	\$334.25	\$477.68	\$621.70	\$744.39	\$976.34
Four per week	\$113.29	\$300.17	\$429.87	\$621.11	\$812.96	\$972.30	\$1,287.24
Five per week	\$132.57	\$372.83	\$525.50	\$764.55	\$1,004.23	\$1,203.66	\$1,593.29
Six per week	\$151.85	\$448.38	\$621.11	\$908.49	\$1,195.50	\$1,435.03	\$1,901.73

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

	<b>Push Distance Charges (in increments of feet)</b>						
<b>Collection Frequency</b>	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$33.26	\$36.94	\$42.98	\$49.50	\$59.42	\$69.33
Two per week	Included	\$66.48	\$73.89	\$86.66	\$99.05	\$118.85	\$138.65
Three per week	Included	\$99.75	\$110.84	\$129.98	\$148.55	\$178.27	\$207.96
Four per week	Included	\$133.00	\$147.77	\$173.30	\$198.06	\$237.69	\$277.30
Five per week	Included	\$166.25	\$184.71	\$216.64	\$247.59	\$297.11	\$346.61
Six per week	Included	\$199.48	\$221.64	\$259.96	\$297.11	\$356.52	\$415.96

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$30.78
fees for other services **	N/A

**Town of Woodside - Service Rates Effective July 1, 2009**  
**Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A2. Recycling and/or Yard Waste Services Only**

<b>Distance (ft)</b>	<b>One Service</b>	<b>Two Services</b>
0' - 10'	\$5.67	\$11.31
10' - 25'	\$6.30	\$12.61
25' - 100'	\$6.95	\$13.92
100' - 200'	\$7.59	\$15.22
200' - 300'	\$8.25	\$16.51
300' - 400'	\$8.91	\$17.78
400' - 500'	\$9.55	\$19.09
500' - 600'	\$10.20	\$20.39
600' - 700'	\$10.84	\$21.69
700' - 800'	\$11.49	\$22.99
800' - 900'	\$12.15	\$24.26

## TOWN OF WOODSIDE

Report to Town Council

Agenda Item 5

Prepared by: Kevin Bryant, Assistant Town Manager

April 14, 2009

Approved by: Susan George, Town Manager

**SUBJECT: RESOLUTION WAIVING APPEAL FEE FOR BUILDING CODE CASES RELATED TO ADMINISTRATION OF ORDINANCE NO. 2009 - 544**

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which would waive the fee for appeals filed related to the application of the Town's new building regulations for fire safety.

### DISCUSSION

On March 10, 2009, the Town Council adopted an ordinance which amended the building regulations to include additional requirements for the use of fire resistant materials and construction methods. During deliberations, the Council expressed concern that there would be projects which have completed the review of the Department of Planning and Building, including the ASRB and Planning Commission, but would not be able to submit an application for a building permit prior to the effective dates of the ordinance.

Municipal Code Chapter 36 provides the right to appeal administration decisions, and the Council expressed an interest in using this provision to consider cases where an application falls between the end of the planning review and the beginning of building permit review. The Council also wished to waive the appeal fee for those projects that fall into this category.

### CONCLUSION

Adoption of the attached resolution will waive the appeal fee for building code cases related to the administration of the new fire safety requirements in the Town's building regulations, through September 1, 2009.

Attachment

RESOLUTION NO. 2009 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF WOODSIDE WAIVING APPEAL FEE FOR BUILDING CODE CASES RELATED TO  
ADMINISTRATION OF ORDINANCE NO. 2009 - 544

**WHEREAS**, the Town Council adopted Ordinance No. 2009 - 544 on March 10, 2009; and

**WHEREAS**, Ordinance 2009 - 544 amended Chapter 150 of the Woodside Municipal Code, Building Regulations, to include additional regulations requiring the use of fire resistant materials and construction methods; and

**WHEREAS**, parts of Ordinance 2009 - 544 became effective on April 9, 2009 and other parts of Ordinance 2009 - 544 will become effective May 1, 2009; and

**WHEREAS**, Chapter 36 of the Municipal Code provides the right to appeal administration decisions to the Town Council; and

**WHEREAS**, the Town Council does not wish to create an undue burden on projects that have completed or nearly completed review by the Town's Department of Planning and Building, but will not have submitted an application for a building permit by the effective dates of Ordinance 2009 - 544.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Town Council of the Town of Woodside does hereby waive any fee for an appeal related to the administration of Ordinance No. 2009 - 544 filed prior to September 1, 2009.

\* \* \* \* \*

**PASSED AND ADOPTED** by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 14<sup>th</sup> of April 2009 by the following vote of the members thereof:

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

\_\_\_\_\_  
Mayor of the Town of Woodside

ATTEST:

\_\_\_\_\_  
Clerk of the Town of Woodside

## TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

Prepared by: Kevin Bryant, Assistant Town Manager

April 14, 2009

Approved by: Susan George, Town Manager

**SUBJECT: RESOLUTION AUTHORIZING THE TOWN MANGER TO SUBMIT A FINANCIAL ASSISTANCE APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD AND TO NEGOTIATE AND EXECUTE A FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD**

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which authorizes the Town Manager to submit an application to the State Water Resources Control Board to apply for funds that have been made available as part of the federal stimulus package.

### BACKGROUND AND DISCUSSION

The California Clean Water State Revolving Fund expects to receive in excess of \$280 million in funding from the American Recovery and Reinvestment Act of 2009 to fund "shovel-ready" projects that will create jobs immediately. The Town is completing final plans for the Town Hall Sewage and Water Reclamation Demonstration Project, with construction expected to take place in the summer of 2009. This project would collect wastewater from Town Hall and Independence Hall, treat the wastewater and use it for on-site landscape irrigation and toilets. The project would be a demonstration of alternative on-site wastewater management for the Town's private property owners, in addition to providing water savings at Town Hall.

The Town has been advised by the staff of the State Water Resources Control Board Division of Financial Assistance that the project may be eligible to receive grant funds that will be made available as a result of the federal stimulus legislation. A resolution of the Town Council authorizing an application for those funds is required by the Control Board.

### CONCLUSION

Adoption of the attached resolution will authorize the Town Manager to submit a financial assistance application to the State Water Resources Control Board and to negotiate and execute a financial assistance agreement, making the Town eligible to receive federal funds.

Attachment

RESOLUTION NO. 2009 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE  
AUTHORIZING THE TOWN MANAGER TO SUBMIT A FINANCIAL ASSISTANCE  
APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD AND TO NEGOTIATE  
AND EXECUTE A FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER  
RESOURCES CONTROL BOARD

WHEREAS, the California Clean Water State Revolving Fund expects to receive in excess of \$280 million in funding from the American Recovery and Reinvestment Bill of 2009 to fund "shovel-ready" projects that will create jobs immediately; and

WHEREAS, the Town of Woodside is completing final plans for the Town Hall Sewage and Water Reclamation Demonstration Project, with construction expected to take place in the summer of 2009.

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

1. The Town Manager is hereby authorized and directed to sign and file, for and on behalf of the Town of Woodside, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the construction of the Town Hall Sewage and Water Reclamation Demonstration Project.
2. The Town Council agrees and further does authorize the Town Manager to certify that the Town has and will comply with all applicable state and federal statutory and regulatory requirements related to any financing or financial assistance received from the State Water Resources Control Board.
3. The Town Manager is authorized to negotiate and execute a financial assistance agreement from the State Water Resources Control Board and any amendments or change orders thereto and certify financing agreement disbursements on behalf of the Town.

\* \* \* \* \*

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 14<sup>th</sup> day of April 2009, by the following vote of the members thereof:

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

\_\_\_\_\_  
Mayor of the Town of Woodside

ATTEST:

\_\_\_\_\_  
Clerk of the Town of Woodside

## TOWN OF WOODSIDE

Report to Town Council  
From: Susan George, Town Manager

Agenda Item 7  
April 14, 2009

**SUBJECT: 2008-09 THIRD QUARTERLY BUDGET AND WORK PLAN REVIEW AND  
RESOLUTION ADJUSTING THE 2008-09 ADOPTED BUDGET**

### RECOMMENDATION

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

### BACKGROUND

The Town Council's Financial Management Policies require the Town Council to "conduct a comprehensive review of the fiscal status of the Town on a quarterly basis." This report has been prepared to facilitate that review, by utilizing the fund balance reports and the detailed fund and departmental reports, as of March 31, 2009.

### DISCUSSION

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

- The General Fund is on a course that will result in an ending year balance of about \$3.1 million, about \$200,000 more than anticipated in the current year's budget. The projected ending year reserve level equates to 60% of operating revenues, well above the Town Council's required level.
- Total cash balances for all funds are just over \$7.3 million as of March 31, 2009, precluding the need for cash flow borrowing.
- The Five-year Forecast for the General Fund (Attachment D) demonstrates the Town's continuing financial strength, as annual operating surpluses continue to accrue over the five-year period and reserves reach almost \$3.4 million.

### Economic Trends and Forecast

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

- ✓ **Secured property taxes** were projected for the 2008-09 Proposed Budget by first adjusting the tax base downward by \$78,000, to reflect known local assessment adjustments (e.g. Ellison), and then inflating the remaining base by 7.1%, the estimated growth of the balance of the roll. Based upon receipts through the end of the third quarter, an actual growth of about 8.5% is projected for the adjusted base. This will result in the receipt of about \$30,000 more in secured property taxes in 2008-09 than is included in the adopted budget. Staff continues to monitor these receipts and to review

information from the County Assessor's Office about changes in the assessment roll for 2009-10. The following chart depicts secured property tax receipts at March 31<sup>st</sup> for the current and last seven fiscal years.



The steep increase between 2005-06 and 2006-07 reflects the start of the Town's receipts of its appropriate allocation of property taxes from the County of San Mateo through the Tax Equity Act (TEA). Although the TEA was enacted by the State of California in the late 1980's, it was not properly administered by the County until recent years. The TEA sets, as a floor, a minimum of seven percent as a local agency's share of the property tax dollars raised within its jurisdictional boundaries. Prior to the County's correction of its multi-year error, the Town of Woodside received about five percent of every property tax dollar. The Town ultimately entered into a settlement agreement with the County that called for the proper application of the TEA beginning in 2005-06 and the retroactive payment of the net difference in taxes due for the four fiscal years preceding 2005-06.

The Town's 2008-09 Adopted Budget includes an estimate of \$2.179 million from Secured Property Taxes, making this revenue source the Town's primary General Fund support.

- ✓ **Sales tax revenues** remain somewhat complicated to analyze and project because of the State's "Triple Flip" of local, school, and State revenues to support the State's \$15 billion deficit reduction bond, approved by the voters in 2004. Under the Triple Flip, the State is diverting ¼¢ of local sales tax (which equals twenty-five percent of local sales taxes) to pay for the debt service on the bonds. The State is diverting an equal amount from school district property taxes to local governments to make them whole. Next, an equal amount of State general fund monies is being redirected to the schools to likewise make them whole. The following table provides the history of the impact on the Town of the "Triple Flip" since its inception, which was the second quarter of the 2004-05 fiscal year. The rows labeled as "Town" report the sales tax revenue actually received by the Town, net of the State shift, which is labeled as "State". It is notable that the Town always remains in a deficit position because of the Triple Flip mechanism, even though local agencies were

supposed to be kept whole. As of March 31, 2009, the Town had received \$508,638 in Triple Flip revenues back from the State, but had lost \$543,084 in withheld sales taxes, a \$34,446 discrepancy.

#### Sales Tax Revenues: The Triple Flip

		Quarter Ended 9/30	Quarter Ended 12/31	Quarter Ended 3/31	Quarter Ended 6/30	Total
<b>2004-05</b>	Town	66,609	81,491	67,636	106,394	322,130
	State	-	26,821	23,029	32,925	82,775
	<b>Total</b>	<b>66,609</b>	<b>108,312</b>	<b>90,665</b>	<b>139,319</b>	<b>404,905</b>
<b>2005-06</b>	Town	72,206	81,704	88,330	76,554	318,794
	State	25,708	28,415	26,811	23,454	104,388
	<b>Total</b>	<b>97,914</b>	<b>110,119</b>	<b>115,141</b>	<b>100,008</b>	<b>423,182</b>
<b>2006-07</b>	Town	71,104	90,024	102,376	103,464	366,968
	State	27,782	30,258	35,797	29,713	123,550
	<b>Total</b>	<b>98,886</b>	<b>120,282</b>	<b>138,173</b>	<b>133,177</b>	<b>490,518</b>
<b>2007-08:</b>	Town	85,191	102,035	86,498	116,346	390,070
	State	31,923	32,718	31,408	33,945	129,994
	<b>Total</b>	<b>117,114</b>	<b>134,753</b>	<b>117,906</b>	<b>150,291</b>	<b>520,064</b>
<b>2008-09:</b>	Town	101,827	108,692	70,010	-	280,529
	State	38,472	37,238	23,667		99,377
	<b>Total</b>	<b>140,299</b>	<b>145,930</b>	<b>93,677</b>	<b>-</b>	<b>379,906</b>

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

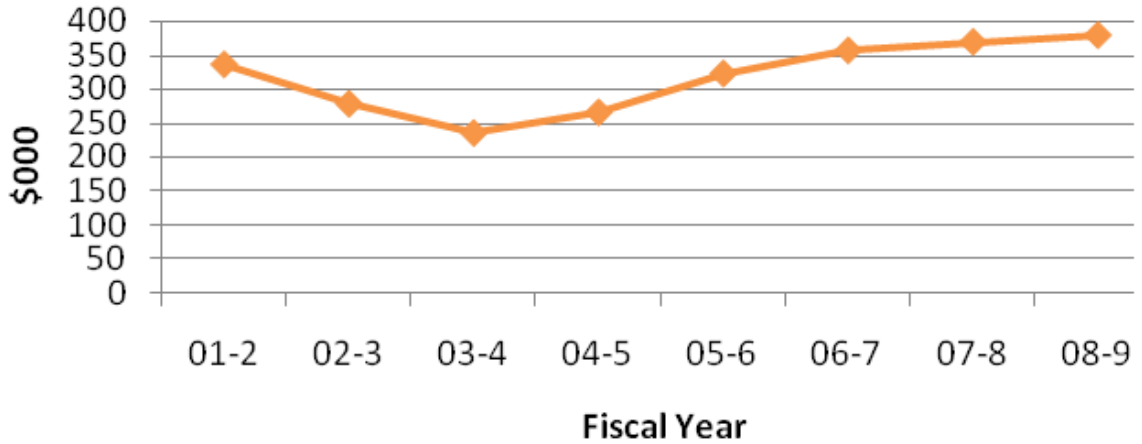
#### Sales Tax Receipts at March 31<sup>st</sup> (\$000)

Fiscal Year	Retained Local Sales Tax	Shifted to State	Total Sales Tax
2001-02	336.6	0	336.6
2002-03	278.5	0	278.5
2003-04	235.1	0	235.1
2004-05	215.7	49.9	265.6
2005-06	242.2	80.9	323.1
2006-07	263.5	93.8	357.3
2007-08	273.7	96.0	369.7
2008-09	280.5	99.4	379.9

The following chart shows sales tax receipts as of March 31<sup>st</sup> for the current and past seven years. These receipts have been "normalized" per the foregoing table to eliminate the impact of the Triple Flip. Staff will continue to monitor this source of revenue and the complicating impact of the Triple Flip upon its performance. In short, however, sales taxes are performing at an acceptable level, with \$390,000 included in the adopted budget for 2008-09 and the receipt of about \$400,000 currently projected from this

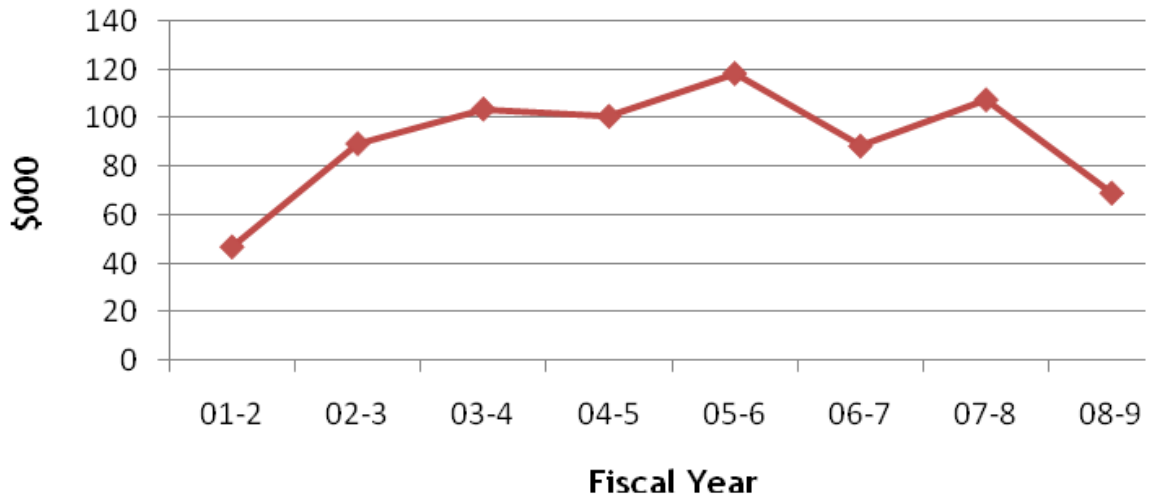
source.

### Sales Taxes at 3/31



- ✓ Real property transfer taxes bear some analysis. This is not an easy revenue source to project, given that it is dependent upon how many real estate transactions occur and how high the related sales prices track. Actual receipts as of March 31<sup>st</sup> have varied greatly over the course of the current and last seven fiscal years, as the following chart demonstrates.

### Property Transfer Tax Receipts at 3/31

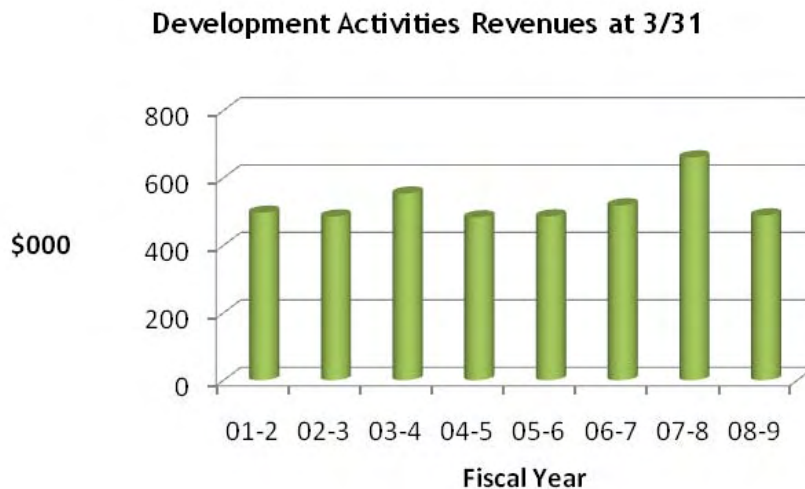


During the last seven fiscal years, receipts at March 31<sup>st</sup> as a percentage of total receipts for the fiscal year ranged from 49.5% to 70.7%, with total receipts at June 30<sup>th</sup> ranging from a low of \$47,142 to \$118,333. The condition of the real estate market bears

continuing review in order to assess the current year's performance. As of early April of 2009, there were over forty properties on the market in Woodside, with a total listing price of about \$155 million. Should these properties sell at or near their listing prices, the Town would see just under \$101,000 in property transfer tax revenue. During the Mid-year Budget Review in January, it was reported that there were some twenty-eight properties listed in Woodside, with a total listing price of about \$86.1 million. Since that time, the Town has received real property transfer taxes of just over \$29,000, meaning that sales of about \$45.3 million have been recorded in the last three months. At this point, no change in the budget estimate is proposed. Staff will continue to monitor the market and real estate activity, as the proposed budget is developed, and will consult with local market experts.

- ✓ Revenues from **development-related fees and permits** can be an important predictor of future economic trends, but they are difficult to readily project. As the following chart demonstrates, receipts from this source are within expected levels and track closely with receipts from the last seven fiscal years, as of March 31<sup>st</sup>. About \$488,000 had been received by March 31, 2009. Although the chart shows that revenues from this source were performing at a much stronger level at the same point in 2007-08, the reality is that last year's receipts included over \$125,000 from two unusually large projects, which skews the comparison between the two years.

Development activity is closely tracked and can swing widely from month-to-month. The fourth quarters' receipts for the past seven years demonstrate this fact, with revenues ranging from \$123,000 to \$259,000 received in the last three months of those seven fiscal years. The three fiscal years that most closely resemble the current year's receipt pattern are 2001-02, 2002-03, and 2004-05, which received \$259,000, \$231,500, and \$123,000 respectively in the last quarter. No adjustment to the budgeted revenue level is proposed for the current year. The following chart provides the history of these revenues after nine months for the current and past seven fiscal years.



The Town's revenues from Franchise Fees and Revenues from Other Agencies are running above budgeted levels, while Interest Income is not meeting expectations. On balance, however, it is currently projected that the Town's General Fund will accrue over \$5.3 million in total revenues by June 30, 2009, above the total projection included in the adopted

budget.

In summary, the Town's General Fund revenue base is solid, performing very close to total anticipated levels.

**Total Town Budget Status as of March 31, 2009**

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

- The Town's cash position for all funds as of March 31, 2009, was \$7,321,202, as compared with \$8,029,978 on March 31, 2008. The cash balances for the year have been:

AS OF	CASH BALANCE	AS OF	CASH BALANCE
07/31/08	\$9,254,461	01/31/09	\$7,693,002
08/31/08	\$8,514,877	02/28/09	\$7,478,866
09/30/08	\$8,003,450	03/31/09	\$7,321,202
10/31/08	\$7,339,629		
11/30/08	\$7,076,884		
12/31/08	\$7,369,594		

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$6,362,833, or 66.0% of the total annual budget. For comparison purposes, expenditure totals at March 31, 2008, were \$6,792,425, or 71.9% of 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
November	979,284	1,123,410
December	991,559	613,848
January	396,440	551,593
February	519,880	774,811
March	337,426	597,052
Total to Date	\$ 6,362,833	\$ 6,792,425
Total Budget	\$ 9,639,339	\$ 9,452,596
% of Budget	66.0%	71.9%

- Total revenues, including interfund transfers, at the end of nine months were \$4,459,377, or 58.4% of annual anticipated revenues. This rate is within the range of normal revenue receipt patterns. Total revenues at March 31, 2008, were \$4,784,110, or 64.6%. By month, and compared to fiscal year 2007-08, 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
November	413,364	661,407
December	1,324,901	1,449,515
January	677,137	599,492
February	288,055	675,438
March	180,026	206,189
<b>Total</b>	<b>\$ 4,459,377</b>	<b>\$ 4,784,110</b>
Total Budget	\$ 7,635,409	\$ 7,409,898
% of Budget	58.4%	64.6%

Attachment A to this report presents summaries by fund of revenues and expenditures through March 31, 2009, compared to budget.

The General Fund as of March 31, 2009

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

Category	2008-09	3/31/2009	% of Total
	Adopted Budget (\$000)		
<b>Revenues</b>			
Property Taxes	2,395.0	1,467.1	
Sales Taxes	407.2	280.5	
Transfer Taxes	130.0	69.2	
Franchise Fees	305.1	159.5	
Business Licenses	136.0	86.2	
Fees & Permits	750.0	488.4	
Interest Income	175.0	52.7	
Other Agencies	580.0	296.1	
Charges for Service	115.0	53.5	
Interfund Transfers	209.0	104.5	
Other Revenue	23.0	16.2	
<b>Total</b>	<b>5,225.3</b>	<b>3,073.9</b>	<b>58.8%</b>
<b>Expenses</b>			
Salaries & Benefits	2,369.6	1,636.6	
Services & Supplies	2,077.2	1,668.5	
Equipment/Capital	523.5	182.3	
Road Fund Contribution	500.0	-	
Other Contributions	249.5	18.7	
<b>Total</b>	<b>5,719.8</b>	<b>3,506.1</b>	<b>61.3%</b>
<b>Net Position</b>	<b>(494.5)</b>	<b>(432.2)</b>	

The General Fund's cash balances/reserves remain healthy, with almost \$2.8 million on hand as of March 31, 2009. This position ensures that no cash flow borrowing will be needed. A portion of this amount is earmarked as a General Fund reserve, pursuant to Town Council Financial Policy #2. That policy requires that adequate reserves must be developed and maintained, including a minimum reserve level of fifteen percent of estimated operating revenues for the Town's General Fund. Fifteen percent of estimated operating revenues equates to about \$752,000.

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

<b>MONTH</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>NET POSITION</b>
July	\$ 173,086	\$ 346,747	\$ (173,661)
August	171,182	571,188	(400,006)
September	213,770	283,985	(70,215)
October	92,685	365,352	(272,667)
November	294,453	423,040	(128,587)
December	1,115,283	665,696	449,587
January	557,697	286,064	271,633
February	314,172	312,377	1,795
March	141,574	251,665	(110,091)
<b>Total to Date</b>	<b>\$ 3,073,902</b>	<b>\$ 3,506,114</b>	<b>\$ (432,212)</b>
<b>Total Budget</b>	<b>\$ 5,225,346</b>	<b>\$ 5,719,782</b>	<b>\$ (494,436)</b>
<b>% of Budget</b>	<b>58.8%</b>	<b>61.3%</b>	

For comparison purposes, as of March 31, 2008, the General Fund had experienced revenues of \$3,299,523 and expenditures of \$3,277,239, which was 65.5% and 64.0% of budget, respectively.

**Attachment B** to this report includes summaries of General Fund expenditure performance by department as of March 31, 2009. It highlights significant trends or variances, for the Town Council's review.

#### All Other Funds at March 31, 2009

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

#### Appropriation Adjustments

Several adjustments to the Town's General Fund, totaling \$212,000, are proposed at this time. They are summarized in the following table:

<b>Item/Program</b>	<b>Adjustment</b>
General Plan Review	\$ 30,000
Fee Schedule Update	50,000
Permit Tracking & Management System	35,000
Planning Director Transition	97,000
<b>Total</b>	<b>\$ 212,000</b>

Each of these needed adjustments deserves separate discussion:

- General Plan Review: The General Plan Update Task Force has begun its work and staff

has begun to incur the related costs of the project. The \$30,000 requested is for 2008-09 costs only. The 2009-11 Proposed Budget will include a complete accounting of the cost of the undertaking, including supportive environmental work and technical studies. Included in the current year's costs are: (1) \$15,000 to engage the services of the facilitator team; (2) \$10,000 for Contract Planner services to provide back-up to the Planning Director; and (3) \$5,000 for miscellaneous costs in direct support of the Task Force.

- ☑ Fee Schedule Update: These funds were included in a prior year's budget, but were not expended because the project was put on hold. The project is now on track, but the supporting appropriation has lapsed. A current year appropriation of \$50,000 will support the completion of the fee schedule review/update.
- ☑ Permit Tracking & Management System: This project is moving towards completion later this quarter. Since the Town Council provided the funds for the software and installation, staff has determined that additional funds are needed to include a Geographic Information System (GIS) component (\$20,000) and to provide for temporary contract staff assistance to back-up staff members who are devoting time to project implementation, but whose daily workloads must be handled (\$15,000).
- ☑ Planning Director Transition: The departure of the former Planning Director last summer led to the hiring of an Interim Planning Director, who served for almost six months. It also required the payout of accrued leave balances to the former Director and about a month of overlap between the Interim Director and the new Planning Director. In order to support these transitional costs, a budget adjustment of \$97,000 is proposed for the Planning Department's budget.

The General Fund can support these new appropriations from surplus revenues and available fund balances. All of these costs are one-time in nature, as they are linked to special projects or singular events. It should be reiterated, however, that there will be additional costs associated with the General Plan Review in next year's budget to support all phases of the undertaking.

**Attachment C** is a summary of appropriation adjustments approved by the Town Council to date this fiscal year.

### General Fund Five-year Financial Forecast

**Attachment D** to this report is an update of the General Fund Five-year Financial Forecast. It reflects current projections for both revenues and expenditures and demonstrates the solidity of the Town's general finances. This forecast is serving as the baseline for the preparation of the 2009-11 Proposed Budget.

### 2008-09 Work Plan

The updated Work Plan is included as **Attachment E** to this report.

## CONCLUSION

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

Attachments

TOWN OF WOODSIDE  
 2008-09 AS OF 3/31/2009  
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,225,346	3,073,902	58.8%	5,719,782	3,506,115	61.3%
105 - TRAILS	75,500	47,724	63.2%	75,500	32,665	43.3%
120 - OPEN SPACE	0	50	--	0	0	--
135 - RECREATION	79,900	72,578	90.8%	83,449	70,979	85.1%
150 - BARKLEY O&M	152,000	425	0.3%	152,000	144,180	94.9%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	966	2.8%	0	0	--
204 - TRAFFIC SAFETY	32,200	20,413	63.4%	27,700	26,530	95.8%
206 - GAS TAX CONSTRUCTION	29,100	22,570	77.6%	30,433	22,528	74.0%
207 - GAS TAX MAINTENANCE	82,600	87,164	105.5%	95,531	68,669	71.9%
210 - MEASURE A	757,300	575,348	76.0%	1,638,565	1,319,945	80.6%
242 - ROAD IMPACT FEE	407,500	248,796	61.1%	402,831	214,511	53.3%
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	17,526	29.2%	136,952	71,469	52.2%
365 - BARKLEY PARK CONSTRUCTION	25,000	0	--	413,600	413,588	100.0%
428 - TC PUMP RESERVE	750	257	34.3%	0	0	--
429 - TC PUMP DEBT	94,827	70,802	74.7%	94,827	85,827	90.5%
441 - WR/WHR PAD DEBT RSRV.99	2,000	1,324	66.2%	0	0	--
450 - WR/WHR PAD DEBT	133,828	(712)	-0.5%	133,828	131,019	97.9%
525 - CANADA SEWER	9,618	6,361	66.1%	26,706	7,934	29.7%
528 - SEWER UTILITY	162,000	95,840	59.2%	235,916	156,634	66.4%
529 - TC PUMP SEWER	5,000	57,863	1157.3%	87,295	6,211	7.1%
537 - SEWER CAPITAL	21,440	1,420	6.6%	9,209	4,201	45.6%
TOTAL OPERATING	7,481,409	4,400,617	58.8%	9,465,339	6,283,505	66.4%
900 - DEPOSITS	154,000	58,760	38.2%	174,000	79,328	45.6%
TOTAL	7,635,409	4,459,377	58.4%	9,639,339	6,362,833	66.0%

## GENERAL FUND BY DEPARTMENT AS OF 3/31/2009

## ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	24,000.00	16,402.70	68.3%
TOTAL	24,000.00	16,402.70	68.3%
ADMINISTRATION			
SALARIES/BENEFITS	843,090.00	605,004.22	71.8%
SERVICES/SUPPLIES	293,000.00	269,398.71	91.9%
TOTAL	1,136,090.00	874,402.93	77.0%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,146,250.00	840,671.04	73.3%
SERVICES/SUPPLIES	269,825.00	351,998.39	130.5%
TOTAL	1,416,075.00	1,192,669.43	84.2%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	20,655.00	15,023.94	72.7%
SERVICES/SUPPLIES	98,000.00	67,792.23	69.2%
EQUIP/CAPITAL	185,000.00	20,727.76	11.2%
TOTAL	303,655.00	103,543.93	34.1%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	7,500.00	21,550.72	287.3%
SERVICES/SUPPLIES	280,310.00	268,536.85	95.8%
EQUIPMENT	338,500.00	161,591.59	47.7%
TOTAL	626,310.00	451,679.16	72.1%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,106,626.00	622,839.00	56.3%
TOTAL	1,106,626.00	622,839.00	56.3%
TRAILS			
TRANSFERS OUT	37,500.00	18,750.00	50.0%
TOTAL	37,500.00	18,750.00	50.0%
PUBLIC WORKS			
SALARIES/BENEFITS	352,126.00	154,337.98	43.8%
SERVICES/SUPPLIES	5,400.00	71,489.52	1323.9%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	857,526.00	225,827.50	26.3%
BARKLEY O&M			
TRANSFERS OUT	212,000.00	0.00	0.0%
TOTAL	212,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,369,621.00	1,636,587.90	69.1%
SERVICES/SUPPLIES	2,077,161.00	1,668,457.40	80.3%
EQUIP/CAPITAL	523,500.00	182,319.35	34.8%
TRANSFERS OUT	749,500.00	18,750.00	2.5%
TOTAL	5,719,782.00	3,506,114.65	61.3%

**GENERAL FUND BY DEPARTMENT  
AS OF 3/31/09**

**GENERAL COMMENTS:**

1. As of March 31, 2009, 75% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 71.9% of budget. As of March 31, 2009, 18.7 of 26 pay periods had been completed.
3. Equipment purchases are not made on any set schedule, so the expenditure performance varies.
4. Transfers between funds are generally done on a quarterly basis or as cash flow needs arise and are completed by the end of June of each year.

**DEPARTMENTAL COMMENTS:**

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

Administration: This departmental budget is within expected expenditure levels.

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

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

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

Safety Services: Most of this budget goes to support the contract for police services with the Sheriff's Office. As of March 31, 2009, the Town had been billed for the first two quarters of the fiscal year.

Trails: See Note 4.

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

Barkley Fields and Park: See Note 4.



**TOWN OF WOODSIDE  
FIVE-YEAR FORECAST**

ATTACHMENT D

2008-09 ADOPTED BUDGET  
THIRD QUARTERLY BUDGET REVIEW

GENERAL FUND	2007-08 ADOPTED	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 PROJECTED	2009-10 FORECAST	2010-11 FORECAST	2011-12 FORECAST	2012-13 FORECAST
<b>REVENUES</b>								
PROP.TAXES-SEC.	1,508,225	1,477,316	1,528,050	1,558,050	1,635,953	1,717,750	1,803,638	1,893,820
PROP.TAXES-UNSEC.	85,000	90,426	90,000	94,000	90,000	90,000	90,000	90,000
PROP.TAXES-OTHER	60,000	225,061	126,000	226,000	100,000	100,000	100,000	100,000
SALES TAX	368,678	407,021	407,200	417,200	425,544	434,055	442,736	451,591
PROP.TRANSFER TAX	130,000	153,762	130,000	100,000	130,000	130,000	130,000	130,000
FRANCHISES	305,100	318,000	305,100	344,000	344,000	344,000	344,000	344,000
BUSINESS LICENSES	136,000	123,652	136,000	136,000	136,000	136,000	136,000	136,000
FEES & PERMITS	720,000	863,318	750,000	750,000	750,000	750,000	750,000	750,000
FINES & FORFEITURES	2,000	756	2,000	2,000	2,000	2,000	2,000	2,000
INTEREST	150,000	212,782	175,000	125,000	125,000	125,000	125,000	125,000
OTHER AGENCIES	547,537	585,741	580,000	615,000	615,000	615,000	615,000	615,000
CURRENT SERVICES	114,984	121,991	115,000	115,000	117,284	117,284	119,629	119,629
TEA FUNDS	685,934	630,651	651,000	651,000	683,550	717,728	753,614	791,295
OPERATING TRANSFERS	202,909	202,909	208,996	208,996	208,996	208,996	208,996	208,996
OTHER REVENUE	21,000	20,137	21,000	21,000	21,000	21,000	21,000	21,000
<b>TOTAL</b>	<b>5,037,367</b>	<b>5,433,523</b>	<b>5,225,346</b>	<b>5,363,246</b>	<b>5,384,326</b>	<b>5,508,812</b>	<b>5,641,613</b>	<b>5,778,330</b>
<b>EXPENDITURES</b>								
SALARIES & BENEFITS	2,330,987	2,212,987	2,369,621	2,326,621	2,440,710	2,513,931	2,589,349	2,667,029
SERVICES & SUPPLIES	2,296,167	2,257,467	2,077,161	2,267,161	2,208,704	2,252,878	2,297,936	2,343,895
EQUIPMENT/CAPITAL OUTLAY	180,000	26,000	523,500	348,500	30,000	30,000	30,000	30,000
ROAD/TRAILS/SAFETY TRANSFERS	652,500	1,132,500	749,500	749,500	652,500	652,500	652,500	652,500
<b>TOTAL</b>	<b>5,459,654</b>	<b>5,628,954</b>	<b>5,719,782</b>	<b>5,691,782</b>	<b>5,331,914</b>	<b>5,449,309</b>	<b>5,569,785</b>	<b>5,693,424</b>
<b>NET POSITION</b>	<b>(422,287)</b>	<b>(195,431)</b>	<b>(494,436)</b>	<b>(328,536)</b>	<b>52,412</b>	<b>59,503</b>	<b>71,828</b>	<b>84,906</b>
<b>BEGINNING BALANCE</b>	<b>3,628,108</b>	<b>3,628,108</b>	<b>3,432,677</b>	<b>3,432,677</b>	<b>3,104,141</b>	<b>3,156,553</b>	<b>3,216,056</b>	<b>3,287,884</b>
<b>ENDING BALANCE</b>	<b>3,205,821</b>	<b>3,432,677</b>	<b>2,938,241</b>	<b>3,104,141</b>	<b>3,156,553</b>	<b>3,216,056</b>	<b>3,287,884</b>	<b>3,372,790</b>
<b>BAL. AS % OF REVS.</b>	<b>66.3%</b>	<b>65.6%</b>	<b>58.6%</b>	<b>60.2%</b>	<b>61.0%</b>	<b>60.7%</b>	<b>60.5%</b>	<b>60.6%</b>

## 2008-09 Work Plan

Project	Tasks	Begin/End Dates	Comments
General Plan Update	Develop & Approve Review & Update Process	Completed	Town Council reviewed and approved a proposed process for undertaking the review on 12/09/08
	Undertake & Complete Review		
	a. Recruit and select Review Task Force members.	Completed	Staff worked with Town's standing committees to select members and recruited members-at-large from the community; Town Council formalized appointments to the Task Force on March 10, 2009.
	b. Town Council Kick-off Review	Completed	Town Council undertook review of General Plan "report card" and discussed timelines for entire review process at its February 10, 2009 meeting.
	c. Task Force Meetings, language development, CEQA review, special studies, Planning Commission hearing(s), and Town Council hearings.	03/09 - TBD	First Task Force meeting held on March 25, 2009; Specific timeline for completion of Task Force's work has been developed; Project in process.
	Housing Element	Current -- 06/09	State-mandated timeline; Draft Element to Planning Commission on May 6, 2009 and to Town Council on May 26 <sup>th</sup> . Will require State review and comment before Town Council final adoption.
	Historical Preservation Element	Completed	Town Council adopted Historic Preservation Element on March 10, 2009 and it has been incorporated into the General Plan; It will be reviewed by General Plan Update Task Force later this calendar year.
Process Improvements	Permit tracking/management system implementation	Current -- 05/09	Project is meeting major milestones on time; Intensive staff training on system to begin the week of April 13 <sup>th</sup> .
	Space planning/expansion	Current - Summer, 2009	Town staff reviewing Space Planner's concepts and providing input through Town Engineer; Funding proposal to be presented in the 2009-11 Proposed Budget in June for summer implementation; Project slowed in order to incorporate Records Management Plan into design.
	Design Guidelines & Companion Guidelines	Current -- TBD	Project delayed pending progression of General Plan Update project; to be incorporated into the 2009-11 Proposed Budget.
	Geology regulations & geologic map update	Current - 12/09	Staff to schedule Town Council Study Session on various aspects of project for May/June timeline; Study Session will assist with project scoping; Will be partly calibrated with General Plan Update/Review project.
	Handouts & checklists	Current -- 07/09	Linked to other projects' completion.
	On-site Wastewater Disposal Regulations	02/09 -- 07/09	
	Municipal Code Review, Clarification, and Modification	TBD	Proposed changes to be developed in tandem with progress of companion projects.

	Fee schedule update & revision	Current -- Summer 2009	Update in process; Implementation tied to permit tracking and management system and Town Council public hearing(s).
<b>Fire Management Plan</b>	Chapter 7A Map Expansion	Dropped	
	Town-wide Building Code Regulations for Fire Safety	Completed	Town Council adopted ordinance on March 10, 2009. Staff working to ensure smooth implementation and transition.
	Fire District Memorandum of Understanding	Current -- 05/09	Linked to Municipal Code amendment for definition of new building, which is under review by staff following Town Council's initial discussions in January of 2009.
	2006 IFC/2007 California Fire Code Amendments	Current -- 05/09	Linked to Municipal Code amendment for definition of new building, which is under review by staff following Town Council's initial discussions in January of 2009.
	"New Building" Definition	Current - 06/09	Staff reviewing/analyzing optional definitions for further Town Council discussion late in the fourth quarter of the fiscal year.
<b>Green Building Projects</b>	PV System for Town Hall Complex/Library	Current - Summer 2009	Town Council approved project on December 9, 2008; Project to be bid-ready in Spring of 2009; Bid delayed pending potential application for federal stimulus funds in support of project.
	Implement Wastewater Recycling Project at Town Hall	Current - Summer 2009	Consultant working on specification for bidding project; Bid delayed pending potential application for federal stimulus funds in support of project.
	Develop Green Building Guidelines	TBD	Subordinate to General Plan Update and Linked to Design Guidelines project
	Organize Green Building Workshops	TBD	Linked to "Guidelines" project.
	Lighting/Other Energy Improvements at Town Hall/Library	TBD	To be incorporated into Space planning/expansion project.
	Carbon Footprint Project Implementation	Current -- TBD	In process; Staff has completed data collection; multiple agency effort drives timeline.
	Public Education/Awareness/Awards	TBD	Some public education efforts have already been undertaken.
<b>Emergency Preparedness</b>	Update Emergency Plan	TBD	Staff determining extent of needed effort
	Staff and Council Training	TBD	Staff trying to identify available training resources and appropriate training scope
	Integration of CERPP into Town Plan	TBD	Town Manager to rejoin CERPP Board of Directors.

RESOLUTION NO. 2009 -

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE  
AMENDING THE ADOPTED BUDGET FOR FISCAL 2008-09 PURSUANT  
TO THE RESULTS OF THE THIRD QUARTERLY BUDGET REVIEW**

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

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

**WHEREAS**, the Third Quarterly Budget Review for 2008-09 has been  
completed and reveals that the Town's General Fund requires adjustments  
to appropriations in order to support priority projects and programs.

**NOW, THEREFORE, IT IS HEREBY ORDERED** by the Town Council of the  
Town of Woodside that General Fund (101) appropriations are increased by  
\$212,000 to provide support for Planning Director Transition costs, the  
General Plan Update and Review project, the Permit Tracking and  
Management System, and the Fee Schedule Update.

\* \* \* \* \*

Passed and adopted by the Town Council of the Town of Woodside,  
California, at a meeting thereof held on the 14<sup>th</sup> day of April 2009, by  
the following vote of the members thereof:

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

\_\_\_\_\_  
Mayor of the Town of Woodside

ATTEST:

\_\_\_\_\_  
Clerk of the Town of Woodside  
08-093QBR.rsl