

# TOWN OF HILLSBOROUGH

San Mateo County

Catherine U. Mullooly, Mayor  
Christine M. Krolik, Vice Mayor  
Thomas M. Kasten  
John J. Fannon  
D. Paul Regan

1600 Floribunda Avenue  
Hillsborough, CA 94010



## ***A G E N D A***

***MONDAY, DECEMBER 10, 2007***

***5:00 p.m. CLOSED SESSION***

***6:00 p.m. CITY COUNCIL MEETING***

***Hillsborough Town Hall***

### **CLOSED SESSION (5:00 p.m.)**

#### **A. CONFERENCE WITH LABOR NEGOTIATOR** Section 54957.6

Agency negotiator: Anthony Constantouros, City Manager

Employee organization: Hillsborough Police Officers Association - Teamsters Local 856,  
Public Works/Clerical Unit – Teamsters Local 856 and Unrepresented Employees

City Manager, Assistant City Manager, City Clerk, Human Resources Specialist, Police Chief, Police Captains, Police Lieutenant, Executive Assistant, Public Works Director, Public Works Superintendent, Public Works Supervisors, Assistant Water Superintendent, Director of Planning and Building, Associate Planner, Chief Building Official, Finance Director, Assistant Finance Director, Deputy Fire Chief

#### **B. CONFERENCE WITH LABOR NEGOTIATOR** Section 54957.6

Agency Negotiator: Anthony Constantouros, City Manager

Employee Organization: International Association of Fire Fighters Local 2400, Central County Fire

**REGULAR CITY COUNCIL MEETING (6:00 p.m.)**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. MINUTES:** November 13, 2007

**IV. ELECTION OF MAYOR**

**V. ADMINISTRATION OF OATH OF OFFICE:** Mayor Elect

**VI. ELECTION OF VICE MAYOR**

**VII. ADMINISTRATION OF OATH OF OFFICE:** Vice Mayor Elect

**VIII. PRESENTATION:** International City Management Association, City Manager and Town of Hillsborough, Program Excellence Award for Community Partnership (included are the cities of Brisbane, San Bruno, Burlingame, and Millbrae).

**IX. CONSENT CALENDAR:**

*The Consent Calendar includes routine items, which do not require discussion. A Councilmember may remove an item for discussion, and any member of the audience may request a Councilmember to remove an item for discussion. The items are approved in one motion.*

1. MONTHLY CLAIMS: NOVEMBER 1 THROUGH NOVEMBER 30, 2007
2. RESOLUTION AUTHORIZING COMPENSATION ADJUSTMENTS FOR HILLSBOROUGH POLICE OFFICERS ASSOCIATION - TEAMSTERS LOCAL 856, PUBLIC WORKS/CLERICAL UNIT – TEAMSTERS LOCAL 856 AND UNREPRESENTED EMPLOYEES
3. ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) TOGETHER WITH THE INDEPENDENT PUBLIC ACCOUNTANT'S REPORT ON THE INTERNAL CONTROL FOR THE YEAR ENDED JUNE 30, 2007
4. RESOLUTION AUTHORIZING WATER SERVICE RATES AND METER SERVICE CHARGES EFFECTIVE JANUARY 1, 2008
5. RESOLUTION APPROVING THE SECOND AMENDMENT TO THE AGREEMENT FOR ANIMAL CONTROL SERVICES BETWEEN THE PENINSULA CITIES AND THE COUNTY OF SAN MATEO
6. RESOLUTION APPROVING THE CSG WORK ORDER FOR DESIGN SERVICES FOR THE 2008 GUARD RAIL REPLACEMENT PROJECT

7. RESOLUTION APPROVING THE PURCHASE OF TWO PAX MIXING SYSTEMS FOR THE TOURNAMENT TANKS
8. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH AGUILAR & SONS FOR THE DRAINAGE IMPROVEMENTS ALONG CRYSTAL SPRINGS ROAD
9. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE CONTRACT WITH ROBERT A. BOTHMAN FOR THE VISTA PARK IMPROVEMENT PROJECT

**X. NEW BUSINESS:**

10. RESOLUTION AUTHORIZING THE DEVELOPMENT OF A SUSTAINABLE HILLSBOROUGH TASK FORCE, GREEN BUILDING PROGRAM AND APPROPRIATION OF FUNDS FOR CONSULTING SERVICES AND EDUCATION EXPENSES

**XI. PUBLIC HEARING:**

11. ORDINANCE ADOPTING THE 2007 CALIFORNIA FIRE CODE AND AMENDING CHAPTER 15.20 OF THE HILLSBOROUGH MUNICIPAL CODE – ADOPTION
12. ORDINANCE AMENDING TITLE 15 OF THE HILLSBOROUGH MUNICIPAL CODE REGULATING BUILDING AND CONSTRUCTION – ADOPTION
13. ORDINANCE AMENDING CHAPTER 1.20.015 OF THE HILLSBOROUGH MUNICIPAL CODE REGARDING BULLETIN BOARDS – ADOPTION

**XII. DISCUSSION:**

14. CRYSTAL SPRINGS SEWER MAIN AND POTENTIAL FOR A CEASE AND DESIST ORDER FROM THE REGIONAL WATER QUALITY CONTROL BOARD

**XIII. PUBLIC COMMENT:**

*Under Government Code 54954.3, members of the public have the right to address the City Council on any matter within the Council's jurisdiction. However, the Council may not take action on any non-agenda item (except in emergency circumstances). Before addressing the Council, speakers are requested to complete a yellow speaker's card and submit it to the City Clerk. Please come to the podium, state your name and address, limit remarks to 3 minutes, and do not repeat comments by other speakers.*

**XIV. CITY COUNCIL ITEMS:**

*This section of the agenda provides the City Council an opportunity to ask questions on any project of interest. No action can be taken on any item not on the agenda.*

**XV. ADJOURN**

**SPECIAL ACCOMMODATIONS:**

*If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the City Council meeting, or if you need an agenda in an alternate form, please contact the City Clerk's Office at 375-7412 at least 24 hours before the scheduled City Council meeting.*

**MINUTES:**

*A copy of the unapproved minutes will be made available the Friday before the next regularly scheduled City Council meeting. Once minutes are approved by the City Council they will be made available the following day. City Council Agendas and approved minutes are available at the Town's website, [www.hillsborough.net](http://www.hillsborough.net).*



## **AGENDA – REPORTS**

### **HILLSBOROUGH CITY COUNCIL**

Monday, December 10, 2007  
6:00 p.m.  
Hillsborough Town Hall  
1600 Floribunda Avenue, Hillsborough

#### **CONSENT CALENDAR:**

1. MONTHLY CLAIMS: NOVEMBER 1 THROUGH NOVEMBER 30, 2007 (Finance Director)

**Summary:** The monthly claims for the month of November 2007 in the amount of \$3,737,836.14 are submitted for approval.

**Recommendation:** Approve the monthly claims for November 2007 as submitted.

2. RESOLUTION AUTHORIZING COMPENSATION ADJUSTMENTS FOR HILLSBOROUGH POLICE OFFICERS ASSOCIATION – TEAMSTERS LOCAL 856, PUBLIC WORKS/CLERICAL UNIT – TEAMSTERS LOCAL 856 AND UNREPRESENTED EMPLOYEES (Human Resource Specialist)

**Summary:** This resolution memorializes changes in compensation for the Hillsborough Police Officers Association – Teamsters Local 856, Public Works/Clerical Unit – Teamsters Local 856 and unrepresented employees. Salary increases are based on Memoranda of Understanding (MOU) provisions, the Consumer Price Index and survey data.

**Recommendation:** Adopt the resolution authorizing compensation adjustments for Hillsborough Police Officers Association – Teamsters Local 856, Public Works/Clerical Unit – Teamsters Local 856 and unrepresented employees.

3. ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) TOGETHER WITH THE INDEPENDENT PUBLIC ACCOUNTANT'S REPORT ON THE INTERNAL CONTROL FOR THE YEAR ENDED JUNE 30, 2007 (Finance Director)

**Summary:** Local ordinances and State statutes require that the Town publish a complete set of financial statements at the close of each fiscal year presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards (GAAS) by a firm of licensed certified public accountants. Pursuant to that requirement, the Town's CAFR, audited by Vavrinek, Trine, Day & Co., LLP, Pleasanton, CA, is hereby submitted.

The Town has received an unqualified opinion on the financial statements.

The report was presented and reviewed by the Financial Advisory Committee at their November 26, 2007 meeting which accepted and approved it for recommendation to the City Council for approval.

**Recommendation:** Accept and file the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007.

4. RESOLUTION AUTHORIZING WATER SERVICE RATES AND METER SERVICE CHARGES  
EFFECTIVE JANUARY 1, 2008 (Finance Director)

**Summary:** On February 12, 2007, the City Council adopted an ordinance adopting the maximum water service rates and meter service charges for the next four years to implement the recommendations from a comprehensive water and sewer rates study. The maximum rates were approved following the noticing requirement of Proposition 218 and a public hearing. The study recommends implementing charges effective January of each calendar year that do not exceed the maximum charges.

This resolution would authorize the service charges to be implemented effective January 1, 2008. The changes presented below are a combination of an increase in meter charge and water service rates. The percentage of increase for each account will vary based on the individual consumption; however, the changes would bring about approximately a 6% increase in water revenue based on the same level of consumption as in the prior year.

<u>CURRENT RATES</u>				<u>PROPOSED RATES EFFECTIVE 1/1/08</u>		
<u>Meter Size</u>	<u>Meter Chg</u>	<u>Quantity Chg (per ccf*)</u>		<u>Meter Chg</u>	<u>Quantity Chg (per ccf*)</u>	
		<u>Tier</u>	<u>Amt</u>		<u>Tier</u>	<u>Amt</u>
<u>BI-MONTHLY RATES</u>						
Up to 1"	\$20	0-20	\$3.40	\$30	0-20	\$3.49
1 ½"		20.1-50	\$4.00		20.1-50	\$4.11
2"		50.1-100	\$4.60		50.1-100	\$4.73
3"		100.1-200	\$5.50		100.1-200	\$5.65
6"		Over 200	\$6.75		Over 200	\$6.93
<u>MONTHLY RATES</u>						
	\$10			<u>RESIDENTIAL</u>		
				\$15		
				<u>COMMERCIAL</u>		
Up to 1"	\$10	0-10	\$3.40	\$15	0-10	\$3.49
1 ½"	\$20	10.1-25	\$4.00	\$30	10.1-25	\$4.11
2"	\$32	25.1-50	\$4.60	\$48	25.1-50	\$4.73
3"	\$60	50.1-100	\$5.50	\$90	50.1-100	\$5.65
6"	\$200	Over 200	\$6.75	\$300	Over 100	\$6.93
8"	\$320			\$480		
Hillsborough School District			\$4.30			\$4.43

\*1 ccf = one hundred cubic feet or 748 gallons of water

**Recommendation:** Adopt the resolution authorizing water service rates and meter service charges effective January 1, 2008.

5. RESOLUTION APPROVING THE SECOND AMENDMENT TO THE AGREEMENT FOR ANIMAL CONTROL SERVICES BETWEEN THE PENINSULA CITIES AND THE COUNTY OF SAN MATEO (Finance Director)

**Summary:** The twenty incorporated cities and towns of San Mateo County contract with the County to operate a countywide animal control program. The County, in turn, contracts with the Peninsula Humane Society (PHS) & SPCA, a private, non-profit organization, to deliver animal control services.

The proposed amendment changes the existing contract as follows:

- 1) It extends the current contract that ends on June 30, 2008, to June 30, 2011.
- 2) It extends the base costs schedule of the payments paragraph to include the three additional years.
- 3) It amends the indemnification provision with respect to activities performed by the PHS in the incorporated areas as the responsibility of the respective cities and the PHS, with the County serving solely as a Contract Administrator.

**Recommendation:** Adopt the resolution approving the Second Amendment to the agreement for Animal Control Services between the Peninsula Cities and the County of San Mateo

6. RESOLUTION APPROVING THE CSG WORK ORDER FOR DESIGN SERVICES FOR THE 2008 GUARD RAIL REPLACEMENT PROJECT (Public Works Director)

**Summary:** CSG has submitted proposals for design of the following project:

2008 Guard Rail Replacement Project – The Guard Rail Project will clear a maintenance backlog to repair, replace and install modern facilities that are essential to the street safety system. CSG will provide design services to prepare plans, specifications, and cost estimates for the installation and replacement of guard rails at various locations throughout the Town. The estimated construction cost for the project is approximately \$400,000 with the design cost at \$38,902. The project will be funded through the Measure A and Gas Tax revenues.

**Recommendation:** Adopt the resolution approving the CSG work order in the total amount of \$38,902 and allocating the same from Measure A and Gas Tax revenues.

7. RESOLUTION APPROVING THE PURCHASE OF TWO PAX MIXING SYSTEMS FOR THE TOURNAMENT TANKS (Public Works Director)

**Summary:** Over the past years, the water crew has noted issues with temperature stratification in the two water tanks located on Tournament Drive, particularly in the summer time. Like in a swimming pool, the water on the top surface can be warmer than water located a few feet below the surface. Temperature stratification is indicative of an absence of water

mixing within the tank. This is a concern as it suggests that the water on the top of the tank ages longer than water on the bottom of the tank. Water age affects water quality as the chloramines' disinfectant residual diminishes with age.

This stratification issue has been previously managed by lowering the tank levels to force water mixing. Because this limits storage for fire fighting capacity, the Public Works Supervisors that oversee the day-to-day management of the tanks believe a mechanical mixing device is needed to allow maximum storage in warmer months.

After researching options available, the PAX mixing system is recommended. It is a relatively small device that operates on a tripod set at the bottom of the tank. Similar devices are currently operating in the City of Redwood City's water system with good success. The device is energy efficient, using less energy than a standard light bulb, and requires no modification to the tank structure for access. The cost for two PAX mixers with four temperature strings is \$70,600, which includes installation by a diving team.

Funding for the equipment is recommended from the Water Fund and 2006 Bond proceeds.

**Recommendation:** Adopt the resolution approving the purchase of two PAX mixing systems and four temperature strings for the Tournament tanks and allocating \$70,600 from the Water Fund and 2006 Bond proceeds.

8. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH AGUILAR & SONS FOR THE DRAINAGE IMPROVEMENTS ALONG CRYSTAL SPRINGS ROAD (City Engineer)

**Summary:** The contractor, Aguilar & Sons, installed approximately 150 linear feet of new curb and gutter along Crystal Springs Road. The work also consisted of repairing the existing catch basin and conform paving to ensure proper drainage to the catch basin. This emergency repair was necessary to ensure public safety by reducing the possibility of hydroplaning in the area, especially at night when it is hard to see the road. This work will also improve the Street crew's capabilities to maintain the shoulder of the road.

The project was awarded to Aguilar and Sons on November 13, 2007, in the amount of \$16,100, and work was completed under budget at \$15,052.

**Recommendation:** Adopt the resolution accepting as complete the drainage improvements along Crystal Springs Road installed by Aguilar & Sons in the amount of \$15,052.

9. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE CONTRACT WITH ROBERT A. BOTHMAN FOR THE VISTA PARK IMPROVEMENT PROJECT (City Engineer)

**Summary:** After the Town had accepted the Vista Park Project as complete, the contractor Robert A. Bothman discovered a processing error in the total cost for the project. The acceptance did not include the first year of maintenance. The first year of maintenance was included in the original contract, but was not billed until after the acceptance.

The City Council approved \$862,711 as the final contract price on September 10, 2007. The actual final contract price is \$883,211, which means that an additional \$20,500 for the first year of maintenance will be necessary to complete the final payment to Robert A. Bothman.

**Recommendation:** Adopt the resolution approving a change to the previously approved contract with Robert A. Bothman for the Vista Park Improvement Project in the amount of \$20,500 for a total project cost of \$883,211.

## **NEW BUSINESS:**

10. RESOLUTION AUTHORIZING THE DEVELOPMENT OF A SUSTAINABLE HILLSBOROUGH TASK FORCE, GREEN BUILDING PROGRAM AND APPROPRIATION OF FUNDS FOR CONSULTING SERVICES AND EDUCATION EXPENSES (Assistant City Manager)

**Summary:** The Town of Hillsborough has several environmental programs that promote sustainability such as the construction and demolition recycling policy, the environmental preferable purchasing policy, energy efficient building/code requirements, water conservation programs and energy efficiency audits for Town facilities. However, a comprehensive sustainability plan can provide a roadmap for the Town to identify and prioritize sustainability programs that the Town and community can undertake to further sustainable practices. At the November 13, 2007 City Council meeting the City Council was presented with many ideas for a "Sustainable Hillsborough Plan".

A "Sustainable Hillsborough Plan" can be developed to include objectives, goals and programs with methods to measure progress toward meeting those goals. To promote moving forward with the "Plan", adoption of this resolution will authorize the Mayor to appoint a Sustainable Hillsborough Task Force and authorize the appropriation of \$30,000 from the budget contingency fund for consulting services and education expenses. This figure is an estimate and additional funding may be requested if worthwhile new programs or projects are identified. The resolution also includes a green building program that promotes voluntary green building measures to building professionals and residents. These green building options include increasing energy efficiency, expanding water conservation, increasing renewable energy and using recycled content products.

**Recommendation:** Adopt the resolution authorizing the Mayor to appoint a Sustainable Hillsborough Task Force and authorize the appropriation of \$30,000 for consulting services and education expenses

## **PUBLIC HEARING:**

11. ORDINANCE ADOPTING THE 2007 CALIFORNIA FIRE CODE AND AMENDING CHAPTER 15.20 OF THE HILLSBOROUGH MUNICIPAL CODE – ADOPTION (Fire Chief)

**Summary:** This item was introduced at the November 13, 2007 City Council meeting. Questions asked by the City Council at that meeting have been addressed in the updated submittal, specifically regarding the use of "Fire Chief" and "fire code official". Both definitions are defined in the International Fire Code. Staff has reviewed the submitted ordinance to ensure the use of "Fire Chief" and "fire code official" are appropriate and consistent with their

definitions. "Fire Chief" includes the Chief and any authorized representative. "Fire Code Official" is defined as the Chief and any authorized representative. In other words, the person making the decision is the Fire Chief or whoever the Chief authorizes to make the decision. Whenever there is a position that is equivalent to a Fire Code Official (someone who checks plans and does inspections for Code compliance), then it makes sense to use the term "Fire Code Official" in those cases where that position would be involved, even though the Chief can always intervene and make the decision.

Some portions of the current Chapter 15.20 are not affected by the new California Fire Code or the proposed local modifications and so will not be repealed.

In general, the ordinance provides an improved level of flexibility to staff and the public to ensure adequate fire and life safety throughout the community.

For the first time in nearly ten years, California will have a complete set of building codes based on the latest national and international model building codes, making use of the most current technologies and methods of construction. Included in this process is the adoption of the building standards provisions of the International Fire Code (2006 Edition) as the official California Fire Code, with some amendments made by the State, and the non-building standards of the International Building Code of the International Fire Code (2006 Edition) with all Appendices.

The new California Fire Code will become effective statewide on January 1, 2008. At the local level, the new State code will be enforced as adopted at the State level unless a city or county adopts modifications to it.

The enforcing authority for the new Fire Code will be the Central County Fire Department. Consequently, efforts have been made to standardize the adoption of the California Fire Code and local modifications for both Burlingame and Hillsborough, so that CCFD can have a uniform set of standards to enforce. Any modifications adopted by Hillsborough or Burlingame will become effective when the amending ordinance takes effect; and until then, the general provisions of the new California Fire Code will apply.

The Central County Fire Department worked regionally with the fire departments of San Mateo, Millbrae, San Bruno, and the County of San Mateo to develop a single set of local modifications to the California Fire Code. This allows for streamlined construction processes, consistency of standards and enforcement policies, and enhanced emergency response tactical coordination. The code review group worked cooperatively to review all existing local ordinances and determine best practices and needs. The group verified that the California Fire Code, with the proposed modifications set forth in the adopting ordinance, will be in the best interests of our communities and are justified by climactic, geological, and/or topographical conditions in our specific areas. Some modifications are directed primarily to industrial or commercial uses and may have little effect within Hillsborough, but are included to achieve consistency with the regional group's recommendations.

**Recommendation:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the 2007 California Fire Code and amend Chapter 15.20 of the Hillsborough Municipal Code.

12. ORDINANCE AMENDING TITLE 15 OF THE HILLSBOROUGH MUNICIPAL CODE  
REGULATING BUILDING AND CONSTRUCTION – ADOPTION (Chief Building Official)

**Summary:** This item was introduced at the November 13, 2007 City Council meeting and questions asked by the City Council at that meeting have been addressed in the updated submittal, specifically regarding the use and capitalization of the title of Chief Building Official and Building Official. The title Building Official is defined in the International Building Code as the authority charged with the administration and enforcement of the codes, or a duly authorized representative. The title Building Official will replace the current title Chief Building Official throughout these Municipal Code amendments in order to be consistent.

Construction Codes are required by the State Legislature to be adopted every three years in conjunction with the most current codes being published by the State Model Code Groups. The State agencies, such as the Department of Housing and Community Development are then required by law to amend these codes as they see fit. Local jurisdictions then have the opportunity to further amend their local codes. Local variations from State Codes can only be held valid if they are more restrictive than the State Codes.

Currently, Title 15 of the Hillsborough Municipal Code is in need of updating because of discrepancies between new State and local regulations. While local codes are permitted to be more restrictive than State law, local codes cannot be less restrictive than State law. Additionally, staff is proposing a more restrictive local component to the Hillsborough Municipal Code relating to construction management to protect the quality of life within neighborhoods during construction.

The Building and Fire Departments have worked with other jurisdictions throughout the State of California to establish consistent standards to minimize the impact that varying standards might have on development and redevelopment of residential, institutional, and commercial buildings. It is only through high building standards and effective fire prevention and containment programs that citizens will receive appropriate protection.

**Recommendation:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the ordinance amending Title 15 of the Hillsborough Municipal Code regulating building and construction.

13. ORDINANCE AMENDING CHAPTER 1.20.015 OF THE HILLSBOROUGH MUNICIPAL CODE  
REGARDING BULLETIN BOARDS – ADOPTION (City Engineer)

**Summary:** As discussed with the City Council in July 2007, a code amendment is needed in order to move the Town's bulletin boards from their present locations at Brentwood Drive and West Santa Inez Avenue, and Baileyana Road at Jackling Drive to Fire Stations 32 and 33. If adopted, the ordinance will designate the Fire Stations as the official posting locations effective in January 2008. This item was introduced at the October 8, 2007 City Council meeting. Per City Council's request, the public hearing was delayed until December 10, 2007, in order to allow time for a posting explaining the proposed action on the bulletin boards.

**Recommendation:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the ordinance amending Chapter 1.20.015 of the Hillsborough Municipal Code regarding bulletin boards.

**DISCUSSION:**

14. CRYSTAL SPRINGS SEWER MAIN AND POTENTIAL FOR A CEASE AND DESIST ORDER FROM THE REGIONAL WATER QUALITY CONTROL BOARD (Public Works Director)

**Summary:** The Crystal Springs/El Cerrito Sewer Trunk conveys flows from the County areas as well as the Town of Hillsborough and City of San Mateo. This trunk main's capacity was exceeded in February 2005 and there was a sanitary sewer over flow. The Regional Water Quality Control Board (RWQCB) is pursuing issuance of a Cease and Desist to all parties involved because of the February 2005 sanitary sewer overflow. The RWQCB is scheduling a meeting with the City of San Mateo, City of Foster City, City of Belmont, Town of Hillsborough and County of San Mateo, which discharge to the City of San Mateo Water Quality Control Plant. The City of Burlingame has also been invited to this meeting even though the City of Burlingame owns and operates a separate Water Quality Control Plant. A future report will be submitted to the City Council upon meeting with RWQCB.

The Town of Hillsborough was also audited by the Environmental Protection Agency (EPA) to review the Town's procedures and standards in responding and reporting to sanitary sewer flows. The audit included review of the Town's responses to sewer overflows, Capital Improvement Programs, and future and past efforts in improving the sanitary sewer collection system. Staff understands that the EPA was generally satisfied with the Town's process and effort and will report back to Council once staff has met with the regional board.

**Recommendation:** For discussion and information only; no action required.