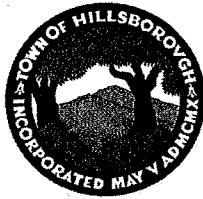


TOWN OF HILLSBOROUGH

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, OCTOBER 13, 2008

5:00 pm CLOSED SESSION

6:00 pm CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (5:00 pm)

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: Two potential cases.

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: September 8, 2008

IV. PRESENTATIONS:

- The Central County Fire Department will present winners of the Fire Department's Fifth Annual Fire Safety Poster Contest

V. 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: SEPTEMBER 1 THROUGH SEPTEMBER 30, 2008
2. QUARTERLY TREASURER'S REPORT
3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT
4. RESOLUTION APPROVING THE RESPONSE TO THE 2007-2008 GRAND JURY REPORT REGARDING REPORTING REQUIREMENTS FOR NON-PENSION POST-EMPLOYMENT BENEFITS

5. RESOLUTION AWARDDING THE 2008 GUARDRAIL REPLACEMENT PROJECT TO MIDSTATE BARRIER INC.
6. RESOLUTION APPROVING CSG WORK ORDERS FOR ENGINEERING SERVICES FOR BLACK MOUNTAIN ROAD / SKYLINE BOULEVARD INTERSECTION IMPROVEMENT PROJECT AND THE 2008 SANITARY SEWER REHABILITATION PROJECT PHASE IV – CHERRY CREEK EASEMENT
7. RESOLUTION APPROVING THE AGREEMENT WITH SAN FRANCISCO INTERNATIONAL AIRPORT FOR PERMANENT NOISE MONITORING EQUIPMENT AT THE SKYFARM 2 WATER TANK SITE
8. RESOLUTION PROCLAIMING NOVEMBER 2008 AS "BE SEWER SMART - BACKUP PREVENTION MONTH"

VI. OLD BUSINESS:

9. ACCEPTANCE OF THE FINAL REPORT ON THE FIRE SERVICES STUDY FOR THE CENTRAL SAN MATEO COUNTY FIRE AGENCIES AND DIRECTIONS FOR STAFF
10. ORDINANCE MODIFYING HILLSBOROUGH MUNICIPAL CODE SECTION 13.32.110 REGARDING "PROPERTY OWNER RESPONSIBILITY – SEWER LATERALS" - INTRODUCTION
11. UPDATE OF SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY (SBWMA) CONTRACTOR SELECTION PROCESS
12. RESOLUTION AUTHORIZING ISSUANCE OF DEBT BY THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY (SBWMA) FOR THE SHOREWAY MASTER PLAN IMPROVEMENTS

VII. NEW BUSINESS:

13. HILLSBOROUGH COMMUNITY SOLAR DISCOUNT PROGRAM

VIII. 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.

IX. 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.

X. 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.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.

AUDIO / VISUAL ADVISORY:

Those persons who wish to use PowerPoint, CDs, DVDs, VCRs or other mediums when presenting to the City Council, will be required to submit media items to the City Clerk by 12:00 p.m. on the day of City Council meetings. Media items can be emailed to myokoyama@hillsborough.net or brought in on disc or flash drives to the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

1

AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: SEPTEMBER 1 THROUGH SEPTEMBER 30, 2008

SUMMARY: The monthly claims for the month of September 2008, in the amount of \$3,587,949.81 are submitted for approval.

FISCAL IMPACT: Claims have been expended pursuant to the approved budget.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Approve the monthly claims for September 2008, as submitted.

ATTACHMENTS: Monthly claims listing

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

2

AGENDA STAFF REPORT

ITEM SUBJECT: QUARTERLY TREASURER'S REPORT

SUMMARY: Government Code Section 53646(b) states that the Quarterly Investment Report be rendered to the City Council during public session within 30 days of the quarter's end.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Approve the Treasurer's Report for the quarter ending September 30, 2008.

ATTACHMENTS: Treasurer's Report

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

3

AGENDA STAFF REPORT

ITEM SUBJECT: QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT

SUMMARY: Pursuant to Government Code Section 5922(a) and the Town's Interest Rate Mitigation Policy, a quarterly report providing the status of all interest rate products is provided to the City Council on a quarterly basis.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Accept the Interest Rate Products Report for the quarter ending September 30, 2008.

ATTACHMENTS: Swap Report for the quarter ending September 30, 2008

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

4

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE RESPONSE TO THE 2007-2008 GRAND JURY REPORT REGARDING REPORTING REQUIREMENTS FOR NON-PENSION POST-EMPLOYMENT BENEFITS

SUMMARY: The 2007-2008 County of San Mateo Grand Jury Report contains findings and recommendations pertaining to the Town of Hillsborough. The Town's response to be submitted to the Superior Court Judge must be approved by the City Council in an open meeting. The Town's response to the findings and recommendations is included in the agenda packet.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution approving the response to the 2007-2008 Grand Jury Report regarding reporting requirements for non-pension post-employment benefits.

ATTACHMENTS: Resolution, Response to the 2007-2008 Grand Jury Report

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

5

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AWARDING THE 2008 GUARDRAIL REPLACEMENT PROJECT TO MIDSTATE BARRIER INC.

SUMMARY: Guardrails are essential to the street safety system. The street maintenance backlog shows that approximately 4,810 linear feet of existing guardrails throughout the Town are deteriorated and need to be reconstructed. The guardrail project will clear 90% of the backlog and remove 4,400 linear feet of deteriorated guardrails and replace them with 3,700 linear feet of new CalTrans standard metal guardrails with either end treatments or end anchor assemblies.

The Town held a pre-bid meeting on August 19, 2008, to familiarize potential bidders with the scope of work.

FISCAL IMPACT: The project's bid opening was held on August 26, 2008, and only one bid was received from Midstate Barrier Inc. in the amount of \$474,200, or roughly \$91 per linear foot. This cost is more favorable than the \$114 per linear foot received as part of the Crystal Springs guardrail replacement project last year.

Staff conducted an analysis of the proposals and verified that the contractor's qualifications and experience levels are satisfactory.

A contingency of approximately 10% of the bid in an amount of \$47,400, for a total project cost of \$521,600, is recommended.

The project is budgeted and funding of \$400,000 is allocated through the 2007 Statewide voter approved Proposition 1B, and additional funds are available from Measure A and gas tax.

ENVIRONMENTAL ISSUES: This project is exempt from the California Environmental Quality Act per section 15301 (d) of the State Public Resources Code.

RECOMMENDATION: Adopt the resolution awarding the contract for the 2008 Guardrail Replacement Project to Midstate Barrier Inc. in the amount of \$474,200, with a contingency in the amount of \$47,400, for a total construction budget of \$521,600.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

6

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING CSG WORK ORDERS FOR ENGINEERING SERVICES FOR BLACK MOUNTAIN ROAD / SKYLINE BOULEVARD INTERSECTION IMPROVEMENT PROJECT AND THE 2008 SANITARY SEWER REHABILITATION PROJECT PHASE IV – CHERRY CREEK EASEMENT

SUMMARY: CSG has submitted proposals for design and construction management of the following projects:

Black Mountain Road / Skyline Boulevard Intersection Improvement Project – The project will improve traffic flow at the intersection of Black Mountain Road and Skyline Boulevard and ease backup at the freeway off-ramp by widening both Hayne Road between the CalTrans right-of-way and southbound Skyline Boulevard at the intersection. CSG will prepare plans, specifications, and cost estimates for the improvement project. The design services are estimated at \$13,020 and will be funded through Measure A and gas tax.

2008 Sanitary Sewer Rehabilitation Project Phase IV – Cherry Creek Easement – CSG will provide on-site construction management for the project, including submittal review, resident engineer, project coordination and management, and project closeout. The construction management services are estimated at \$19,400 and will be funded through the 2006 Bond issue.

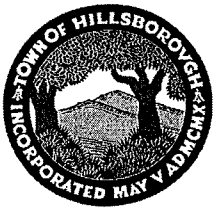
FISCAL IMPACT: The total amount of engineering work to be authorized is \$32,420, of which \$13,020 is allocated from Measure A and gas tax and \$19,400 is allocated from the 2006 Bond proceeds.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution approving the CSG work orders in the total amount of \$32,420 and allocating \$13,020 from Measure A and gas tax and \$19,400 from the 2006 Bond proceeds.

ATTACHMENTS: Workorders, Resolution

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

7

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE AGREEMENT WITH SAN FRANCISCO INTERNATIONAL AIRPORT FOR NOISE MONITORING EQUIPMENT AT THE SKYFARM 2 WATER TANK SITE

SUMMARY: San Francisco International Airport (SFO) has requested that the Town consider permanently hosting a noise monitoring system at the Skyfarm 2 (8 Fir Court) water tank site. SFO has 28 new remote noise monitor sites that continuously monitor aircraft noise in the communities surrounding SFO. The noise data is transferred via the internet back to computers in the Noise Abatement Office where it is used to analyze aircraft noise impacts. An effective aircraft noise monitoring system is essential for responding to community noise complaints, tracking noise trends, and managing aircraft noise.

Currently, there is no noise monitor located in Hillsborough. The previous site at 560 Pullman Road was decommissioned and removed per the request of the new property owner. Since then, the Noise Abatement Office has been performing quarterly noise monitoring using a portable monitor at a nearby location (Skyfarm 2).

SFO proposes to install the new noise monitor at Skyfarm 2 because it is very close to the previous site, minimizing any changes to the data being collected from typical aircraft overflights that the residents of Hillsborough experience, and there are no obstructions to inhibit the operation of the noise monitor and a relatively low ambient noise level for the collection of quality noise data.

The City Attorney has reviewed the lease agreement and has approved it as to form.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution approving the agreement with San Francisco International Airport for noise monitoring equipment at the Skyfarm 2 water tank site.

ATTACHMENTS: Resolution, Agreement

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

8

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION PROCLAIMING NOVEMBER 2008 AS "BE SEWER SMART - BACKUP PREVENTION MONTH"

SUMMARY: Association of Bay Area Governments Plan (ABAG Plan), the Town's liability pool administrator, is requesting that member agencies join together to proclaim November 2008 as "Be Sewer Smart – Backup Prevention Month." The rainy season in California generally occurs from November to April of each year, and it is during this time of year that most sanitary sewer overflows occur, which often result in property damage.

Hillsborough has been a leader in establishing a comprehensive backwater protection program to prevent damage to private residences, which results in fewer claims against the Town. "Be Sewer Smart – Backup Prevention Month" encourages residents to prevent overflows through annual inspection and maintenance of backflow devices and sewer laterals.

The campaign organized by Sewersmart.org has been nationally recognized by risk managers. ABAG Plan has experienced a noticeable reduction in the frequency and severity of sewer claims in recent years. The resolution will be posted at Town Hall and on the Town's website. Hillsborough's proclamation will tie into a regional campaign for "Be Sewer Smart – Backup Prevention Month" through Sewersmart.org.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution proclaiming November 2008 as "Be Sewer Smart – Backup Prevention Month."

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

9

AGENDA STAFF REPORT

ITEM SUBJECT: ACCEPTANCE OF THE FINAL REPORT ON THE FIRE SERVICES STUDY FOR THE CENTRAL SAN MATEO COUNTY FIRE AGENCIES AND DIRECTIONS FOR STAFF

SUMMARY: In 2007, the City Council authorized participation in a Fire Services Study to look at the feasibility of consolidating fire resources with our neighboring agencies to realize savings. Phase I confirmed the potential savings. Phase II looked at regional issues and options along with an analysis of costs for the delivery of those options.

Matrix Consulting Group completed the Final Draft Report of Phase II and a representative from Matrix Consulting Group will present an overview of the results to the City Councils of the cities of Hillsborough, Burlingame, Millbrae, and San Bruno. If the City Councils authorize proceeding with the next steps, it is estimated that Matrix could coordinate a feasibility review among the four cities for an amount not to exceed \$10,000, or \$2,500 per city.

An Executive Summary of the Final Report is included in the agenda packet. The entire report is available through the Fire Chief's office, if desired.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Accept the Final Report on the Fire Services Study for the Central San Mateo County Fire Agencies. Direct staff to work with consultants to develop a report on a feasibility review of the study and identify key benchmarks and/or issues that are to be addressed in any consolidation. Authorize up to \$2,500 for consulting assistance.

ATTACHMENTS: Fire Services Study - Phase II Introduction and Executive Summary

PREPARED BY: Don Dornell, Fire Chief



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

10

AGENDA STAFF REPORT

ITEM SUBJECT: ORDINANCE MODIFYING HILLSBOROUGH MUNICIPAL CODE SECTION 13.32.110 REGARDING "PROPERTY OWNER RESPONSIBILITY – SEWER LATERALS" - INTRODUCTION

SUMMARY: The proposed modification of Hillsborough Municipal Code Section 13.32.110 requires that a lateral be inspected by video at the time of sale, which is consistent with current practice. Additionally, the modification gives broader discretion to the City Engineer to demand the repair or replacement of the property owner's private sewer lateral at the property owner's expense when any video inspection shows damage or defects. Video inspection of laterals would occur at the time of sale of the property, subsequent to a sanitary sewer overflow, or when a scheduled inspection is completed by a Town contractor, either in the course of a capital project or Sewer System Master Plan inspection. The Town's current ordinance does not provide the City Engineer with the ability to order repairs or replacement except at the time of sale or when a nuisance is found.

FISCAL IMPACT: There is no direct fiscal impact to the adoption of the ordinance. The program will not require additional staff time, as inspections are currently conducted during the times listed above. Residents may incur substantial costs when instructed to repair or replace laterals. Replacement of a lateral commonly costs between \$5,000 and \$15,000.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION:

1. Introduce and waive the first reading of the ordinance; and
2. Set November 10, 2008, as the public hearing date to consider adoption of the ordinance modifying Hillsborough Municipal Code Section 13.32.110 regarding "Property Owner Responsibility – Sewer Laterals."

ATTACHMENTS: Ordinance, Ordinance Redline

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

11

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE OF SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY (SBWMA) CONTRACTOR SELECTION PROCESS

SUMMARY: At the September 8, 2008 City Council meeting, the City Council discussed a need for additional outreach to the community regarding proposed refuse services. A Town postcard has been mailed to residents announcing meetings to be held on October 14, 22, and 28, 2008, where residents are invited to comment on the proposed scope of services. These meetings will be hosted at Town Hall during various times of the day to encourage participation by community members. A draft of the presentation is included in the agenda packet. A survey has also been prepared by Q&A to update a resident survey that was completed in 2006. The survey will test residents' attitudes towards services now that costs are better defined. The comments gathered from residents and the results of the survey will be presented at the December 8, 2008 City Council meeting.

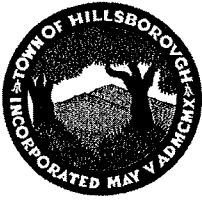
FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: For information only; no action required.

ATTACHMENTS: Draft Presentation, Postcard, Survey

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

12

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING ISSUANCE OF DEBT BY THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY (SBWMA) FOR THE SHOREWAY MASTER PLAN IMPROVEMENTS

SUMMARY: At the September 8, 2008 City Council meeting, the City Council discussed the proposed financing plan for the Shoreway Recycling and Disposal Center (SRDC) Master Plan improvements. The plan was to issue three bonds:

1. Refinancing the 2000 debt with short-term notes of \$14,000,000;
2. Funding Master Plan improvements with tax-exempt bonds of \$53,000,000; and
3. Refinancing the 2000 debt with taxable bonds of \$15,000,000.

The City Council suggested that it would be preferable not to issue taxable bonds, to eliminate the need for refinancing the 2000 bond twice by using cash reserves, and to expand the tax exempt bond issue. The day after the meeting, these ideas were presented to the committee working on the finance plan for the SBWMA, which includes William Euphrat (Financial Advisor), Jeffery Stava (Counsel, Nossaman), Kevin Civale (Counsel, Stradling, Yocca, Carlson and Rauth), Scott Nagelson (Financial Advisor, Bank of America) and Brian Ponty (Finance Director, Redwood City), and a revised plan has been developed. Prior to developing the financing plan, an assumption was made that the equipment should be purchased with cash, as it had a significant cost and a relatively short useful life of 10-15 years. That assumption has been revisited and the equipment will be purchased either as part of the Master Plan bond issue or as a separate bond when the equipment is needed. The 2000 bond will be paid in cash. William Euphrat, the SBWMA's financial advisor, will be at the City Council meeting to discuss the bond issue.

In the past month, the SBWMA has further studied the proposed "Retrofit Plan" submitted by Allied Waste, and estimated the cost differences between the retrofit and Shoreway Master Plan. (A copy of the SBWMA staff report is included in the agenda packet.) A brief presentation will be made at the City Council meeting comparing the plans and the long-term projected costs of operation. A key finding is that Allied Waste's proposed plan would require two full shifts of personnel working Monday through Friday, and one Saturday shift, as compared to the Master Plan's one shift working Monday through Friday. The difference in labor costs result in Allied Waste's plan costing rate payers about \$2.2 million more in annual operations at the Materials Recovery Facility (MRF). By Year 12, these additional labor costs alone will cost more than the cost of a new MRF building. Allied Waste has not presented any information to the SBWMA regarding proposed improvements at the Transfer Station, which will accommodate the additional volume of organic waste or improve traffic flow at the station.

The authorization for the issuance of a maximum of \$65,455,000 in debt will cover all expenses related to new construction and will refinance the SBWMA's existing debt. Pursuant to the SBWMA

joint powers agreement, at least two-thirds of the member agencies must authorize the issuance of debt.

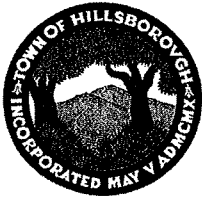
FISCAL IMPACT: The resolution has no direct fiscal impact on the Town. Refuse rates for Hillsborough residents may increase by up to 5.18% when debt service payments begin.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution authorizing and directing the issuance of debt by the South Bayside Waste Management Authority (SBWMA) in the maximum amount of \$65,455,000.

ATTACHMENTS: Euphrat Report, Resolution, SBWMA Staff Report

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

13

AGENDA STAFF REPORT

ITEM SUBJECT: HILLSBOROUGH COMMUNITY SOLAR DISCOUNT PROGRAM

SUMMARY: The Sustainable Hillsborough Task Force is developing a climate action plan through a grant from the Bay Area Air Quality Management District to reduce greenhouse gas emissions in the community and to meet Assembly Bill 32, the Global Warming Solutions Act. The Task Force has focused on energy efficiency and expanding renewable/solar energy because of the feasibility, cost-effectiveness and expeditious methods for reducing greenhouse gas emissions. The grant program involves solar permit fee reductions, which have already been approved by the City Council, and the implementation of a solar community discount program.

The solar subcommittee was formed to study a solar discount program that would be effective in expanding solar installations in Town. Letters of request were sent to five solar vendors regarding participation in a community discount program. Three vendors responded to the request and interviews were conducted by the Solar Subcommittee. The objectives were to select a vendor to encourage residents to consider solar, offer financial incentives to the residents, and to provide a solar education and promotion program. The results, along with a recommendation, were presented to the Task Force at its September 17, 2008 meeting.

The Task Force recommends SolarCity of Foster City as the vendor to provide the Town with its first Solar Community Discount Program. SolarCity was able to clearly communicate their program, offer a superior lease program, and they have extensive experience with solar community programs.

Should the City Council approve the recommendation, the program will be added to the Sustainable Hillsborough website and outreach will begin immediately. A Solar Workshop is tentatively scheduled for October 25, 2008.

Additional information is included in the City Council's agenda packet.

FISCAL IMPACT: Any costs associated with the program will be reimbursed through the grant.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Approve the Sustainable Hillsborough Task Force recommendation to approve SolarCity as the solar vendor for Hillsborough's Solar Community Discount Program.

ATTACHMENTS: Sustainable Hillsborough Task Force Memorandum

PREPARED BY: Kathy Leroux, Assistant City Manager