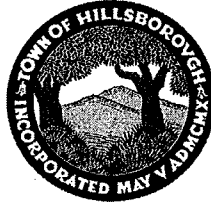


# TOWN OF HILLSBOROUGH

San Mateo County

Christine M. Krolik, Mayor  
Thomas M. Kasten, Vice Mayor  
John J. Fannon  
D. Paul Regan  
Jess E. Benton

1600 Floribunda Avenue  
Hillsborough, CA 94010



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

**MONDAY, APRIL 12, 2010**

**4:30 pm CLOSED SESSION**

**6:00 pm CITY COUNCIL MEETING**

**Hillsborough Town Hall**

### **CLOSED SESSION (4:30 p.m.)**

- A. APPOINTMENT, EMPLOYMENT, EVALUATION OF PERFORMANCE, DISCIPLINE OR DISMISSAL OF A PUBLIC EMPLOYEE**  
Section 54957(b)(1) and (b)(2)
- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**  
(Subdivision (a) of Section 54956.9)

Name of case: Marilyn L. Oberti vs. Town of Hillsborough

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

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. MINUTES:** March 8, 2010
- IV. PRESENTATIONS:**
  - 2010 San Mateo County Census Poster Contest Winners - Warren Long, Julianne Wohl and Iver Lyche
  - Achievement of Certified Municipal Clerk designation to Miyuki Yokoyama
- V. PROCLAMATIONS:**
  - National Library Week, April 11-17, 2010

- Sexual Assault Awareness Month - April 2010
- Mosquito and Vector Control and West Nile Virus Awareness Week, April 26 - 30, 2010

**VI. 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: MARCH 1 THROUGH MARCH 31, 2010
2. QUARTERLY TREASURER'S REPORT
3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT
4. RESOLUTION SUPPORTING THE LOCAL TAXPAYER, PUBLIC SAFETY AND TRANSPORTATION PROTECTION ACT OF 2010
5. RESOLUTION ACCEPTING AS COMPLETE THE TOWN ENTRY LANDSCAPE PROJECT BY SCAPES, INC.
6. RESOLUTION ACCEPTING AS COMPLETE THE 2008 WATER TANK CLEANING AND INSPECTION PROJECT TO CROSNO CONSTRUCTION, INC.
7. RESOLUTION AWARDED A CONTRACT TO REDZONE ROBOTICS FOR THE SOLO ROBOTIC INSPECTION OF 8" AND 12" SEWER MAINS
8. RESOLUTION APPROVING THE PURCHASE AND INSTALLATION OF A PAX MIXER FOR THE FOREST VIEW WATER TANK #2

**VII. INFORMATIONAL ITEM:**

9. UPDATE ON THE TOWN OF HILLSBOROUGH'S CENTENNIAL CELEBRATION EVENTS

**VIII. PUBLIC HEARING:**

10. RECONSTRUCTION OF A NONCONFORMING GARAGE AND SECOND UNIT AT 108 STONEHEDGE ROAD

**IX. OLD BUSINESS:**

11. APPROVAL OF THE RELOCATION OF THE UNITED STATES POSTAL SERVICE MAILBOX AT TOWN HALL

**X. NEW BUSINESS:**

12. RESOLUTION AUTHORIZING PAYMENT OF THE TOWN OF HILLSBOROUGH SAFETY FIRE PLAN'S UNFUNDED ACCRUED ACTUARIAL LIABILITY (UAAL), COMMONLY CALLED THE SIDE FUND, WITH THE CALPERS RETIREMENT PROGRAM IN THE AMOUNT OF \$2,928,205 AND AUTHORIZING A NON-INTEREST BEARING ADVANCE FROM THE INTERNAL SERVICE FUND TO THE GENERAL FUND TO COVER SUCH PAYMENT

**XI. DISCUSSION:**

13. UPDATES AND REVISIONS TO THE HILLSBOROUGH MUNICIPAL CODE
14. UPDATE ON THE STATE AND REGIONAL MODEL CONSERVATION LANDSCAPING ORDINANCE

**XII. 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.*

**XIII. 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.*

**XIV. 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).*

**ATTACHMENTS:**

*Any items listed as "Attachments" to the agenda are available on the Town's website or at the City Clerk's office.*

*Any writings or documents provided to a majority of the City Council regarding any item on this agenda, except as exempt from public disclosure under applicable law, 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, VHS tapes 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](mailto: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

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: MONTHLY CLAIMS: MARCH 1 THROUGH MARCH 31, 2010**

---

**SUMMARY:** The monthly claims for the month of March 2010, in the amount of \$2,255,141.20 are submitted for approval.

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

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this item.

**ATTACHMENTS:** Monthly Claims Listing

**PREPARED BY:** Marie Bernardo, Assistant Finance Director

**RECOMMENDATION:** Approve the monthly claims for March 2010, as submitted.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

**2**

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: QUARTERLY TREASURER'S REPORT

---

**SUMMARY:** Government Code Section 5364(b) requires that the Quarterly Investment Report be rendered to the City Council during public session within 30 days of the quarter's end.

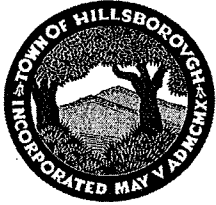
**FISCAL IMPACT:** There is no fiscal impact associated with this item.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this item.

**ATTACHMENTS:** Quarterly Treasurer's Report

**PREPARED BY:** Marie Bernardo, Assistant Finance Director

**RECOMMENDATION:** Approve the Treasurer's Report for the quarter ending March 31, 2010.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

**3**

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## 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, the quarterly report providing the status of all interest rate products is provided to the City Council.

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

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this item.

**ATTACHMENTS:** Interest Rate Products Report for Quarter Ending March 31, 2010

**PREPARED BY:** Edna Masbad, Finance Director

**RECOMMENDATION:** Accept the Interest Rate Products Report for the quarter ending March 31, 2010.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

4

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: RESOLUTION SUPPORTING THE LOCAL TAXPAYER, PUBLIC SAFETY AND TRANSPORTATION PROTECTION ACT OF 2010

---

**SUMMARY:** The Local Taxpayer, Public Safety and Transportation Protection Act is an effort to protect local funds from the State. The measure would stop the State from taking or borrowing local tax dollars that now go to cities and other local governments to fund vital local services. It would also stop the State from borrowing or taking gas tax revenues that voters have dedicated to local street and road repairs. The coalition supporting the measure has collected more than 800,000 signatures to place this constitutional amendment on the November 2010 ballot.

California cities deliver front line services essential to the quality of life of every Californian, which includes vital police, fire and emergency response services; maintaining libraries and parks; road safety improvements; public transit; and public works and other services. The ability to protect taxpayer dollars and deliver vital services are put at grave risk by the State's continual taking and borrowing of local government and transportation funds. Already strapped with the fiscal crises, cities have been forced to reduce city services in large part because of billions of dollars in take-aways and borrowing by the State over the last few years.

In order to restore trust and accountability with the voters, the relationship between the State and California cities must be reformed. A key step is to clearly delineate revenues dedicated for local governments, and to prevent the State from seizing and borrowing these funds through the Local Taxpayer, Public Safety and Transportation Protection Act of 2010.

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

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this item.

**ATTACHMENTS:** Resolution

**PREPARED BY:** Miyuki Yokoyama, City Clerk

**RECOMMENDATION:** Adopt the resolution in support of the Local Taxpayer, Public Safety and Transportation Protection Act of 2010.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

5

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE TOWN ENTRY LANDSCAPE PROJECT BY SCAPES, INC.**

---

**SUMMARY:** The project was awarded to Scares, Inc. in September 2009, and consisted of landscape improvements on both sides of Golf Course Drive, including removal of the existing vegetation and trees, and installation of an irrigation system and new olive and oak trees, as well as an assortment of native plants and grasses. The contract includes a two-year maintenance program during which Scares will attend the plants and trees.

**FISCAL IMPACT:** The awarded contract amount for the project was \$154,440 including contingencies. The project was completed under budget in the amount of \$140,594. This project is funded by the Hillsborough Beautification Foundation.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this approval.

**ATTACHMENTS:** Resolution

**PREPARED BY:** Cyrus Kianpour, City Engineer

**RECOMMENDATION:** Adopt the resolution accepting as complete the contract with Scares, Inc. for the Town Entry Landscape Project in the amount of \$140,594.





# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

6

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE 2008 WATER TANK CLEANING AND INSPECTION PROJECT TO CROSNO CONSTRUCTION, INC.**

---

**SUMMARY:** The project was awarded to Crosno Construction, Inc. in April 2008, and consisted of cleaning, disinfecting, scaffolding, ultrasonic testing and structural testing of seven steel water tanks. This was a two-year contract to strategically take the specific tanks out of service only during the winter season. The contractor has successfully completed the inspection of all seven steel water tanks.

**FISCAL IMPACT:** The awarded contract amount for the project was \$159,966, including contingencies, and the project was completed under budget in the amount of \$139,066.

**ENVIRONMENTAL ISSUES:** There are no environmental issues with this approval.

**ATTACHMENTS:** Resolution

**PREPARED BY:** Cyrus Kianpour, City Engineer

**RECOMMENDATION:** Adopt the resolution accepting as complete the contract with Crosno Construction, Inc. for the 2008 Water Tank Cleaning and Inspection Project in the amount of \$139,066.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

7

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: RESOLUTION AWARDING A CONTRACT TO REDZONE ROBOTICS FOR THE SOLO ROBOTIC INSPECTION OF 8" AND 12" SEWER MAINS

---

**SUMMARY:** The proposed contract is for RedZone Robotics to conduct a project in Town to inspect 8"-12" sewer mains, which have not been inspected in the past five years, including the Crystal Springs Road / El Cerrito trunk sewer. (Robots are not available for 6" mains, which comprise the majority of the Town's sewer system.) Inspection of all sewer mains is required by November 15, 2011, per Cease and Desist Order R2-2009-0020.

RedZone manufactures Solo robots, which are the world's first and only autonomous sewer inspection robots. This technology has been used by more than a dozen municipalities and became commercially available last summer. Unlike traditional sewer main inspection technology, Solo robots inspect sewer pipes without an operator present and the results are digitally recorded. The amount of footage that can be inspected is dramatically increased since an operator can deploy multiple robots for inspections at the same time. Since the robots do not require a crew, TV truck, or traffic control there is no traffic disruption. The Solo robots can also inspect sewer pipes at night when the flows are minimal to get a more thorough inspection of the pipes' condition without being submerged underwater during daily peak flows.

The Public Works Department has identified 31,217 linear feet (5.8 miles) of pipe to be inspected during this project. RedZone is proposing to utilize four robots for this project, so that inspections can be conducted from multiple manholes simultaneously, and anticipates project completion in two weeks time. A unique feature of the robot inspection is that the digitally recorded video inspection results are designed to be uploaded to the ICOM3 computer information system, as well as accessible through our Geographical Information System (GIS) interface. RedZone will process the data in accordance with National Association of Sewer Service Companies Pipeline Assessment Certification Program standards, as called for in the Baykeeper agreement, and upload the video and data into the Town's ICOM3 system within 21 days. The data can then be manipulated within the ICOM3 program to establish capital improvement project priorities.

Included in the proposal is the initial training for the Sewer Department staff so that the Town can lease the Solo robots from RedZone and operate them utilizing the Sewer Department staff in the future.

RedZone is allowing the Town to conduct a small two-week project because the City of San Francisco is conducting a longer project immediately before the Hillsborough project will begin.

The proposal is for \$45,847.91 (\$1.46/linear foot). This is slightly higher than the \$1.31/linear foot charged by the City of Burlingame; however, it has the advantage of uploading coded information directly into the Town's computer maintenance management system. Burlingame would need approximately 3-4 months to complete an equivalent amount of work, which must be manually loaded into the Town's server.

**FISCAL IMPACT:** To fund the project, \$45,847.91 will be allocated from the Sewer Fund. This project was not budgeted in the Capital Improvement Program, and is being pursued to comply with the Cease and Desist Order, which requires video inspection of the entire system by November 15, 2011.

**ENVIRONMENTAL ISSUES:** This maintenance project is categorically exempt from the California Environmental Quality Act.

**ATTACHMENTS:** Resolution and RedZone Proposal

**PREPARED BY:** Cyrus Kianpour, City Engineer

**RECOMMENDATION:** Adopt the resolution awarding the contract for the Solo Robotic Sewer Main Inspection Pilot Project to RedZone Robotics in the amount of \$45,847.91 and allocate funds from the Sewer Fund.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

8

CONSENT CALENDAR  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: RESOLUTION APPROVING THE PURCHASE AND INSTALLATION OF A PAX MIXER FOR THE FOREST VIEW WATER TANK #2

---

**SUMMARY:** The San Francisco Public Utilities Commission provides the Town with water that is disinfected with chloramines at the Sunol Valley Water Treatment Plant. Chloramine keeps the water safe, as it prevents the formation of harmful bacteria. As water ages, the effectiveness of the chloramine diminishes.

Water quality testing has demonstrated that the Forest View water tanks are experiencing some temperature stratification (i.e., like a swimming pool, the water at the top is warmer than at the bottom), which indicates the fresh water is not properly mixing with the older water in the tank. As a result, the Town must flush the water from the tanks twice a month to increase the amount of disinfectant in the water. The Forest View service area is relatively small and has a low water demand, particularly in the winter.

To minimize the amount of flushing, Public Works Supervisors are recommending removing one of the 350,000 gallon tanks from service and installing a PAX mixer in the other. This will lower maintenance costs without reducing the water storage capacity.

A PAX mixer is a nautilus-shaped device that stirs the water within the tank to ensure that fresh water is mixing with the older water inside the tank. This allows the Town to keep a tank full even when there is a low water demand. The Town currently uses the PAX mixers at the Tournament tank site and the devices use less energy than a standard light bulb. The PAX mixer is portable and can be used at a different site when the Forest View tanks are removed from service permanently.

As the tank site was being evaluated for the PAX mixer, several deficiencies in the electrical panel were identified, which will require about \$10,000 to repair. The damage was caused by a leaking roof that rusted equipment and rotted the panel's mast arm.

**FISCAL IMPACT:** The total project cost to purchase the PAX mixer and make electrical repairs is \$46,000, which will be allocated from the Water Fund.

**ENVIRONMENTAL ISSUES:** This maintenance project is exempt from the California Environmental Quality Act.

**ATTACHMENTS:** Resolution

**PREPARED BY:** Cyrus Kianpour, City Engineer

**RECOMMENDATION:** Adopt the resolution approving the electrical panel repair and the purchase and installation of a PAX mixer for Forest View Water Tank #2.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

9

INFORMATIONAL ITEM  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: UPDATE ON THE TOWN OF HILLSBOROUGH'S CENTENNIAL CELEBRATION EVENTS

---

**SUMMARY:** Hillsborough Centennial Committee Co-Chairs Letty Callinan, Vicky Lowdon and Lilli Rey will provide an update on the Town's Centennial Celebration, which includes the following events:

1. Wednesday, May 5, 2010, 4:00 p.m. to 6:00 p.m. - Centennial Celebration at Town Hall. The possibility of closing a portion of Floribunda Avenue for this event will be discussed.
2. Friday, May 14, 2010, 10:00 a.m. to 3:00 p.m. - Historic Homes Tour sponsored by the Community Service League with a slide show presented by the San Mateo County Historical Association at Town Hall
3. Monday, May 31, 2010, 10:00 a.m. to 1:00 p.m. - Memorial Day Parade of the Century, Town Hall to North School

**FISCAL IMPACT:** Centennial celebration events are being sponsored by the Town of Hillsborough with support for the festivities through community donations.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this agenda item.

**ATTACHMENTS:** None

**PREPARED BY:** Miyuki Yokoyama, City Clerk

**RECOMMENDATION:** For information only; no action required.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 10

PUBLIC HEARING  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: RECONSTRUCTION OF A NONCONFORMING GARAGE AND SECOND UNIT AT 108 STONEHEDGE ROAD

---

**SUMMARY:** This item was continued from the March 8, 2010 City Council meeting in order for the applicant to address neighbor concerns. As a result of neighbor comments from 116 Stonehedge Road (to the left of the subject property) and 108 Baywood Avenue (to the rear of the subject property) and building code compliance, the applicant has revised her plan to eliminate the windows adjacent to the rear and left side property lines.

The applicant, Michelle Freed, is proposing to reconstruct an existing 700 square foot detached, one-story garage and second unit structure in its existing location in order to improve the structural and aesthetic condition of her garage and property, and to provide greater architectural consistency with the Tudor/Craftsman style of the primary residence. The proposed structure would be constructed of high quality materials, such as copper gutters and cedar shingle roofing, and includes features of the Craftsman style of architecture, such as a gabled style roof.

The existing detached garage, which was constructed prior to 1950, is in poor condition, has a flat roof and is located along the rear and left side property lines at the northwest corner of the property. The existing garage is setback 1'3" from the rear property line and 1'2" from the left side property line at its closest point; therefore, the structure is non-conforming and does not meet the current setback requirements of 20 feet from rear and side yards.

The City Council may allow complete reconstruction of a nonconforming garage, if the City Council finds that granting such a garage exception will allow the replacement of a deteriorated or antiquated garage with a sound, properly designed and constructed garage, and that granting the exception will not be materially detrimental to the public health, safety, or welfare or injurious to other property in the Town. The Code requires public notification of a nonconforming garage replacement proposal; however, the City Council need not hold a public hearing when considering a garage exception unless an adjoining property owner has filed a written objection to the proposed reconstruction.

The property owner at 108 Baywood Avenue has no outstanding concerns with the proposal. The property owner at 116 Stonehedge Road continues to be concerned with the height of the proposed structure. Staff has conducted site inspections of the subject property from both 116 Stonehedge Road and 108 Baywood Avenue. The proposed accessory structure would be slightly visible from the rear of an accessory structure at 108 Baywood Avenue. The top of the proposed accessory structure would also be slightly visible from the rear/side yard of 116 Stonehedge Road.

However, the proposed accessory structure would not be directly visible from the primary residence and is screened by fencing and landscaping from 116 Stonehedge Road.

The Building Official has reviewed the plans and structural report and confirms that the garage and foundation have deteriorated. The proposed structure would meet all current Building Code requirements. The proposal would present minimal visual impact to neighboring properties as it is located approximately 180 feet back from the front property line, would continue to be adjacent to neighboring rear yard areas, and the property is well screened by vegetation. Public notice was provided to adjacent property owners on February 17, 2010.

Since the proposal would provide a structurally sound replacement for a deteriorated garage, and will provide enhanced architectural aesthetics to the property and neighborhood, the proposal appears to meet the goals of the Town's Municipal Code for nonconforming structures.

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

**ENVIRONMENTAL ISSUES:** The primary residence/property is a potential historic resource under the California Environmental Quality Act (CEQA) due to its representation as a "country cottage" desired by the early generation of builders and residents of Hillsborough. The project is exempt from CEQA pursuant to Section 15303, Class 3, and Section 15331, Class 31, which allow construction of small structures and alterations to historic resources, which are consistent with the Secretary of the Interior's Standards. The Secretary of the Interior's Standards require that alterations to historic resources be complementary, but not duplicative of the historic resource in order to differentiate the historic resource from additions and alterations.

**ATTACHMENTS:** Application Packet, Email from Julie and Lucio Tan of 116 Stonehedge Road, and Aerial Map of Area

**PREPARED BY:** Elizabeth Cullinan, Director of Building and Planning

**RECOMMENDATION:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Approve the proposed garage reconstruction at 108 Stonehedge Road on the findings that the garage exception will allow the replacement of a deteriorated garage with a sound, properly designed and constructed garage, and that granting the exception will not be materially detrimental to the public health, safety, or welfare or injurious to other property in the Town, for the reasons outlined in this report.





# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 11

OLD BUSINESS  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: APPROVAL OF THE RELOCATION OF THE UNITED STATES POSTAL SERVICE MAILBOX AT TOWN HALL

---

**SUMMARY:** Following the recent improvements of the Town Hall Water Conservation Garden by the Hillsborough Beautification Foundation (HBF), a request was made to relocate the mailbox from its existing location to another location within the Town Hall complex.

After much study and collaboration with staff and representatives of the US Postal Service, the mailbox will be installed on an improved concrete island, which will be located between the east and westbound traffic lanes on the north side of Town Hall adjacent to the Finance Office Building. The island location will allow convenient drive-up access to motorists who wish to deposit mail and the mailbox will be collocated with a smaller box for water payments.

**FISCAL IMPACT:** There will be no fiscal impact to the Town other than a minor construction cost for a concrete pad.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this project.

**ATTACHMENTS:** None

**PREPARED BY:** Mark O'Connor, Police Captain

**RECOMMENDATION:** Approve the relocation of the United States Postal Service mailbox at Town Hall to a new island location to be constructed between the Finance Office and Town Hall.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 12

NEW BUSINESS  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION AUTHORIZING PAYMENT OF THE TOWN OF HILLSBOROUGH SAFETY FIRE PLAN'S UNFUNDED ACCRUED ACTUARIAL LIABILITY (UAAL), COMMONLY CALLED THE SIDE FUND, WITH THE CALPERS RETIREMENT PROGRAM IN THE AMOUNT OF \$2,928,205 AND AUTHORIZING A NON-INTEREST BEARING ADVANCE FROM THE INTERNAL SERVICE FUND TO THE GENERAL FUND TO COVER SUCH PAYMENT**

**SUMMARY:** On April 20, 2004, the City of Burlingame and the Town of Hillsborough merged fire operations. The cities approved a Joint Powers Agreement (JPA) for combined fire services in which, except for certain items, operational costs would be allocated 60%-40%, respectively. One of the items that remained the responsibility of the individual cities was retirement costs since the costs could not be equitably allocated by following the above formula.

In fiscal year 2007, Burlingame issued pension obligation funds and prepaid its unfunded accrued actuarial liability (UAAL), including that of its Fire Department.

The cities are now planning to transfer all employees and related functions to Central County Fire Department operating as a separate single entity effective July 1, 2010. The Department will now contract with CalPERS for its retirement program. CalPERS requires that retirees be also transferred with the new contract, effectively creating an imbalance of costs since Burlingame has paid off that portion of retirement costs relating to retirees. In order to implement an equitable cost allocation, Hillsborough can implement a procedure to reimburse Burlingame for that portion of the annual retirement costs relating to Hillsborough retirees. This will require an actuarial study to determine the amount. Alternately, Hillsborough could also opt to fully pay its UAAL, thereby avoiding the uneven playing field for the two cities as they migrate to the full merge.

Under the fully paid UAAL, the Town would pay CalPERS \$2,928,205 before June 30, 2010. The amount would normally be due to CalPERS in the next eight years. The action equates to paying a General Fund obligation in advance. For the General Fund to avoid recognizing the full amount as a one-time expense, it is recommended that an interest-free advance from the Internal Service Fund be provided to the General Fund to allow the latter to spread the cost over the eight years CalPERS would have allowed the Town to pay off the UAAL. The General Fund will instead recognize an annual expense of approximately \$366,000 and pay that amount to the Internal Service Fund for the next eight years.

Paying off this cost in advance also results in other cost savings. CalPERS charges the Town 7.75% for carrying its unfunded liability. The Town earns only 1% on its investment portfolio. Although the 7.75% in return of investment will go back into the CalPERS pool the Town is in, the

possibility is that the Town will still be charged a net rate that is more than the 1% it is currently earning. Additionally, there will be no need for an actuarial study, which normally costs \$15K-\$20K.

This issue was discussed at the Fire Board meeting held on March 23, 2010. David Dubois, an actuary from CalPERS, was at the meeting and was available to answer questions about the CalPERS retirement program, including this matter.

**FISCAL IMPACT:** The pay-off amount of \$2,928,205 will be advanced by the Internal Service Fund to the General Fund and will be amortized over the next eight years.

**ENVIRONMENTAL ISSUES:** There are no environmental issues related to this action.

**ATTACHMENTS:** Resolution

**PREPARED BY:** Edna Masbad, Finance Director

**RECOMMENDATION:** Adopt the resolution authorizing payment of the Town of Hillsborough Safety Fire Plan's unfunded actuarial accrued liability (UAAL), commonly called the Side Fund, with the CalPERS Retirement Program in the amount of \$2,928,205, and authorizing a non-interest bearing advance from the Internal Service Fund to the General Fund to cover such payment.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 13

DISCUSSION  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: UPDATES AND REVISIONS TO THE HILLSBOROUGH MUNICIPAL CODE

---

**SUMMARY:** The City Engineer will discuss proposed updates to the Hillsborough Municipal Code to reflect changes in legislation, policy and practices of the Town. The Management Partners report noted that the Hillsborough Municipal Code needed to be reviewed with regard to the Subdivision Map Act. A presentation will be made to discuss the steps and the work plan for completion of the update.

**FISCAL IMPACT:** The cost for CSG to review the Hillsborough Municipal Code and recommend revisions are included in the approved operating budgets.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this item.

**ATTACHMENTS:** None

**PREPARED BY:** Cyrus Kianpour, City Engineer

**RECOMMENDATION:** For information only; no action required.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 14

DISCUSSION  
CITY COUNCIL MEETING  
APRIL 12, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: UPDATE ON THE STATE AND REGIONAL MODEL CONSERVATION LANDSCAPING ORDINANCE

---

**SUMMARY:** City Engineer Cyrus Kianpour will discuss revisions made to the proposed Conservation Landscape ordinance since the February 8, 2010 City Council meeting. Among the changes proposed are to increase the threshold for the minimum project size affected by the ordinance and no requirement for landscape meters.

Additional information regarding the estimated size of irrigated landscaping on Hillsborough parcels is now available. Based on the preliminary analysis, most parcels would fall into the 5,000 square foot plus category.

**FISCAL IMPACT:** There is no direct fiscal impact associated with this ordinance.

**ENVIRONMENTAL ISSUES:** The proposed water conservation ordinance will assist the community with reducing water consumption in preparation for drought years.

**ATTACHMENTS:** Redlined ordinance

**PREPARED BY:** Cyrus Kianpour, City Engineer

**RECOMMENDATION:** For information only; no action required.