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, NOVEMBER 08, 2010
5:00 pm CLOSED SESSION
6:00 pm CITY COUNCIL MEETING
Hillsborough Town Hall

CLOSED SESSION (5:00 pm)

A. CONFERENCE WITH LABOR NEGOTIATOR
Section 54957.6

Agency Negotiator: Kristin Armbruster, Human Resource Specialist

Employee Organization: Police Unit - Teamsters Local 856

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: October 11, 2010

IV. PROCLAMATION:

- Declaring November 2010, as "Be Sewer Smart - Backup Prevention Month"

V. PRESENTATIONS:

- Architecture and Design Review Board, Certificate of Appreciation - George Jewett, who served as a Committee Member from January 2003 through November 2010
- Architecture and Design Review Board, Certificate of Appreciation - Carl Goldstone, who served as a Committee Member from March 2008 through October 2010

- Recognition of Hillsborough Concours d'Elegance Chair Rob Fisher and Vice-Chair Ted Dobos for their incredible efforts to create a very memorable 54th Annual Concours d'Elegance

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

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: OCTOBER 1 THROUGH OCTOBER 31, 2010

2. RESOLUTION ESTABLISHING THE LOCAL APPOINTMENTS LIST FOR CALENDAR YEAR 2011

3. LETTERS OF SUPPORT FOR FEDERAL ASSISTANCE WITH PREFERRED HIGH SPEED RAIL ALTERNATIVES

4. ORDINANCE AMENDING TITLE 15 BUILDINGS AND CONSTRUCTION OF THE HILLSBOROUGH MUNICIPAL CODE AND ADOPTING THE 2010 CALIFORNIA CODE OF REGULATIONS TITLE 24, PARTS 1-6 AND 8-12, INCLUDING THE ADOPTION OF THE 2009 INTERNATIONAL FIRE CODE AND THE 2009 INTERNATIONAL WILDLAND URBAN INTERFACE CODE

5. RESOLUTION AWARDING THE 720 CHATEAU DRIVE ROAD STABILIZATION PROJECT TO FARALLON COMPANY

6. RESOLUTION ALLOCATING UP TO $10,000 FOR THE EMERGENCY REPAIR OF A SINKHOLE IN THE ROADWAY ADJACENT TO 723 CHATEAU DRIVE

VII. PUBLIC HEARING:

7. FUNDRAISING EVENT PERMIT APPLICATION 10-07 FOR CRYSTAL SPRINGS UPLANDS SCHOOL'S MADCAP 2011 ANNUAL FUNDRAISING AUCTION

8. 711 BROMFIELD ROAD – FIRST FLOOR ADDITION

9. RESOLUTION APPROVING THE REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 2795 SUMMIT DRIVE

10. RESOLUTION APPROVING THE REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 95 DENISE DRIVE

VIII. NEW BUSINESS:

11. GERI LANE GATE RESTORATION PROJECT AS PROPOSED BY GERI LANE HOMEOWNERS ASSOCIATION

12. RESOLUTION APPROVING A PROPOSED REVISED RECORDS RETENTION SCHEDULE FOR THE BUILDING AND PLANNING DEPARTMENT

IX. DISCUSSION:

13. UPDATE FROM PG&E REGARDING SMARTMETERS AND GAS PIPELINE INSPECTIONS

14. UPDATE ON THE LOWER CRYSTAL SPRINGS DAM

X. OLD BUSINESS:

15. RESOLUTION AWARDING A CONTRACT TO WUNDERLICH-MALEC FOR THE INSTALLATION OF THE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM AND AWARDING A CONTRACT TO CYBERNET CONSULTING ENGINEERS FOR CONSTRUCTION SUPPORT DURING IMPLEMENTATION

16. REVIEW OF THE WATER SYSTEM MASTER PLAN, PHASE 1

XI. 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.

XII. 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.

XIII. 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.

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 or brought in on disc or flash drives to the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: OCTOBER 1 THROUGH OCTOBER 31, 2010

SUMMARY: The monthly claims for the month of October 2010, in the amount of $2,860,875.23 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 agenda item.

ATTACHMENTS: Monthly Claims Listing

PREPARED BY: Marie Bernardo, Assistant Finance Director

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

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ESTABLISHING THE LOCAL APPOINTMENTS LIST FOR CALENDAR YEAR 2011

SUMMARY: Government Code Section 54972 requires that on or before December 31 of each year, the City Council shall prepare an appointments list of all regular and ongoing boards, commissions and committees that are appointed by the City Council. Government Code Section 54973 requires that the Local Appointments List be made available to the public. Government Code Section 54974 requires that whenever an unscheduled vacancy occurs in any body on the Local Appointments List, a special vacancy notice be posted in the office of the City Clerk and in other places as directed by the City Council. The appointees' list shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all boards, commissions, and committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

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

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

ATTACHMENTS: Resolution, Local Appointments List

PREPARED BY: Norm Book, City Attorney

RECOMMENDATION: Adopt the resolution establishing the Local Appointments List for calendar year 2011.

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: LETTERS OF SUPPORT FOR FEDERAL ASSISTANCE WITH PREFERRED HIGH SPEED RAIL ALTERNATIVES

SUMMARY: The Cities of San Mateo, Burlingame and Millbrae have submitted letters to Congresswomen Jackie Speier and Anna Eshoo requesting assistance in securing additional federal funds to help insure that the high speed rail project is built through their communities in a manner that is consistent with their General and Specific Plans and the character and quality of the neighborhoods. Specifically, these jurisdictions are supportive of trenched versus elevated rail solutions which they feel would have the least impact on their communities. Trenching solutions would involve substantially greater funding amounts than elevated solutions and state and local funding opportunities are not sufficient for respective implementation.

Due to the proximity of the cities of San Mateo, Burlingame and Millbrae to the Town of Hillsborough and the potential secondary impacts of elevated tracks, these jurisdictions are requesting support from the Town of Hillsborough for federal funding requests through the submittal of a letter from the Town of Hillsborough to Congresswomen Speier and Eshoo.

FISCAL IMPACT: There is no direct fiscal impact to the Town associated with this agenda item.

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

ATTACHMENTS: Draft Letter of Support; Cities of San Mateo, Burlingame and Millbrae Letters of Support.

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: City Council signature of the letter of support for federal assistance with preferred high speed rail alternatives.

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: ORDINANCE AMENDING TITLE 15 BUILDINGS AND CONSTRUCTION OF THE HILLSBOROUGH MUNICIPAL CODE AND ADOPTING THE 2010 CALIFORNIA CODE OF REGULATIONS TITLE 24, PARTS 1-6 AND 8-12, INCLUDING THE ADOPTION OF THE 2009 INTERNATIONAL FIRE CODE AND THE 2009 INTERNATIONAL WILDLAND URBAN INTERFACE CODE

SUMMARY: 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 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, such as Hillsborough, then have 180 days to further amend the State codes before they take effect. However, jurisdictional amendments and current amended sections of the Municipal Code can only be held to be valid if they are more restrictive than the newly adopted State laws they amend.

The adoption of the State code is primarily a procedural process. There are no substantial changes proposed; however, our current code, Title 15 of the Hillsborough Municipal Code, is in need of updating. It is also important to be able to clearly identify a need to amend based on one of the following four findings: climatic, geological, topographical, or environmental conditions. In the case of the Town of Hillsborough, relevant findings are based on rainfall, soil conditions, topography, and earthquake potential.

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. State codes by default go into effect on January 1, 2011, and these local amendments will be effective 30 days after adoption.

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

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

ATTACHMENTS: Attachment A - Health & Safety Code Section 18941.5 clarifying the State's adoption requirements for the Building Standards

Attachment B - Outline of the chapters that this proposed ordinance will amend and/or add to the Hillsborough Municipal Code Title 15 Buildings and Construction

Attachment C - Identification of the proposed significant changes to Hillsborough Municipal Code Title 15 Buildings and Construction.

Attachment D - Amended chapters of Title 15 Buildings and Construction of the Hillsborough Municipal Code

Attachment E - Placards provided by the California Office of Emergency Services (OES). These placards are to be used during a "Post Disaster Safety Assessment" performed by Building Department staff in the aftermath of any disaster. When adopted by the City Council, the post disaster assessment placards carry the weight of law per the direction of the California Office of Emergency Services.

PREPARED BY: Don Dornell, Fire Chief

RECOMMENDATION:
1. Introduce and waive the first reading of the ordinance; and
2. Set December 13, 2010 as the public hearing date to consider adoption of the ordinance.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AWARDING THE 720 CHATEAU DRIVE ROAD STABILIZATION PROJECT TO FARALLON COMPANY

SUMMARY: In 2007, a water main break near 720 Chateau Drive caused substantial damage to the roadway and slope adjacent to the road. This repair project is designed to secure the roadway and prevent a slope failure and future damage to Chateau Drive by installing six piers and erosion protection on the adjacent slope.

The Town held a pre-bid meeting on October 14, 2010, to familiarize all potential contractors with the nature of this work. Three contractors attended this pre-bid meeting. The project bid opening was held on October 21, 2010, and the following bids were received:

PRICE	CONTRACTOR
$47,841	Northwest Demolition Inc.
$43,967	Drill Tech Drilling & Shoring, Inc.
$29,699	Hillside Drilling Inc.
$13,585	Farallon Company

The low bidder for this project is Farallon Company. Staff conducted an analysis of the proposals and verified that the contractor's qualifications and experience levels are satisfactory.

There is a second phase to this project that will entail road repairs, storm drain apron repairs, curb and gutter replacement, and outfall erosion protection. Prior to soliciting bids for this second phase of the project, staff is evaluating the inclusion of a sewer main repair in the same area where a sag in the pipe is causing grease and debris to build up requiring frequent maintenance. Staff anticipates bidding the second phase prior to the end of the calendar year.

FISCAL IMPACT: A contingency of 30% is recommended for this project due to the potential for unforeseen circumstances that may require changes or additional work during construction. The funding for the project will be $13,585, with a contingency in the amount of $4,075 for a total construction budget of $17,660, which can be allocated from the Water Fund because the damage was caused by a water main break.

ENVIRONMENTAL ISSUES: This project is exempt from the California Environmental Quality Act per section 15269 (c) of the State Public Resources Code.

ATTACHMENTS: Resolution

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: Adopt the resolution awarding the contract for the 720 Chateau Drive Road Stabilization Project to Farallon Company in the amount of $13,585, with a contingency in the amount of $4,075 for a total construction budget of $17,760, and allocating the same from the Water Fund.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ALLOCATING UP TO $10,000 FOR THE EMERGENCY REPAIR OF A SINKHOLE IN THE ROADWAY ADJACENT TO 723 CHATEAU DRIVE

SUMMARY: On the morning of Monday, October 25, 2010, the Public Works Department was advised of a sinkhole in the roadway adjacent to 723 Chateau Drive. The sinkhole is encroaching into the south side of the road and needs to be repaired immediately to prevent further damage to the eastbound lane of Chateau Drive. On a daily basis, approximately 6,000 vehicles travel on this critical thoroughfare in the center of Town.

Staff has investigated the cause of the sinkhole and found no immediate causes of the loss of material beneath the roadway. Staff cleaned, videotaped and dye-tested the storm drain crossing immediately adjacent to the sinkhole and did not find any evidence of defects contributing to the sinkhole. After researching past work in the area, it is anticipated that a water main break adjacent to the sinkhole may have been the initial cause of the loss of support for the roadway.

The Public Works Department has retained Farallon Company on a time and material basis to excavate and backfill the sinkhole. Because of the exigent circumstance, no competitive bidding process was conducted for the repair project, which will likely cost less than $10,000.

FISCAL IMPACT: Public Works is requesting that the City Council allocate up to $10,000 from the Water Fund for the repair of the sinkhole in the roadway adjacent to 723 Chateau Drive.

ENVIRONMENTAL ISSUES: This project is exempt from the California Environmental Quality Act per section 15269 (b) of the State Public Resources Code.

ATTACHMENTS: Resolution

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: Adopt the resolution allocating up to $10,000 from the Water Fund for the emergency repair of a sinkhole in the roadway adjacent to 723 Chateau Drive.

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PUBLIC HEARING
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: FUNDRAISING EVENT PERMIT APPLICATION 10-07 FOR CRYSTAL SPRINGS UPLANDS SCHOOL'S MADCAP 2011 ANNUAL FUNDRAISING AUCTION

SUMMARY: Crystal Springs Uplands School submitted an application to conduct its Madcap 2011 Annual Fundraising Auction at Crystal Springs Uplands School located at 400 Uplands Drive in Hillsborough. This event is proposed to take place on Saturday, March 19, 2011. This is the 31st year that this annual event has been held.

Hillsborough Municipal Code Section 5.16.080 requires a public hearing for a fundraising event permit where more than 200 people will be in attendance during any one day at any one property. Public notices have been sent to owners of properties located within a 500-foot radius of the property listed above.

The Police, Fire and Building Departments have reviewed the application and the Police and Building Departments have submitted comments and recommendations, which are included in the City Council's agenda packet.

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

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

ATTACHMENTS: Fundraising Event Application and Police, Fire and Building Department Comments and Recommendations

PREPARED BY: Miyuki Yokoyama, City Clerk

RECOMMENDATION:
1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Approve Fundraising Event Permit Application 10-07 for Crystal Springs Uplands School's Madcap 2011 Annual Fundraising Auction on Saturday, March 19, 2011, subject to the conditions recommended by staff.

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PUBLIC HEARING
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: 711 BROMFIELD ROAD – FIRST FLOOR ADDITION

SUMMARY: On October 4, 2010, the Architecture and Design Review Board (ADRB) reviewed and approved a request for a first floor addition at 711 Bromfield Road of approximately 564 square feet (18.4% Floor Area Ratio) at the rear of an existing two story residence and associated landscape plan including new plantings, outdoor fireplace, flagstone patio, stucco fencing and relocation of the existing propane tank. The approval was through a 4:1 vote with Board member Eric Nyhus voting against the proposal due to concerns with the roof alignment. While the ADRB members in support of the project acknowledged Board member Nyhus' concerns, they also noted the small scope of the project.

Due to the resulting Floor Area in excess of 8,000 square feet, City Council review is required, unless waived by a unanimous vote by the ADRB, the existence of no unresolved opposition or concern about the project raised in the ADRB hearing, and consent by the Director of Building and Planning and City Council Commissioner. Although public concerns regarding the project appear to have been resolved, the vote for approval was not unanimous. Therefore, City Council review of the proposal is required.

The proposed addition is located behind the existing residence and will be nominally visible from the left side property line, as it will remain screened by the existing residence and existing perimeter landscape screening. The existing neighborhood consists of larger two story homes of traditional architectural styles. The street is lined with trees and the majority of properties feature hedging and front yard fencing and gates.

The proposal includes materials and architectural elements consistent with the main residence as follows:

- Cement plaster finish
- Wood windows & doors
- Eternit imitation slate roof tiles to match existing
- Flared roof eaves
- Steep roof pitch to match existing architectural style

Although "patch and match" roof proposals are not encouraged, the addition would be nominally visible from surrounding properties, is not visible from the street, is a minor ground floor addition and is well below the maximum permitted Floor Area Ratio.

The proposed accompanying landscape improvements have been reviewed by the Town's Consulting Landscape Architect (TCLA), who has provided a recommendation for approval, which is included in the City Council agenda packet. Additionally, the applicants have included an arborist's report with the plan submittal which outlines specific tree protection measures for the existing oak tree in close proximity to the addition area.

The applicants have conducted public outreach to surrounding neighbors. To date, one public comment letter has been received from the adjacent neighbor at 701 Bromfield Road, requesting confirmation on the scope of work proposed and expressing concerns with the construction process and potential for the attic space of the new addition to be used as habitable space. As a result, the applicants have provided a draft concept for construction vehicle parking. Additionally, staff has provided a response to the neighbor clarifying and confirming the scope of work outlined in the plans submitted and a list of the Building Department's Construction Best Management Practices. No additional public comment was received at the October 4, 2010 ADRB meeting.

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

ENVIRONMENTAL ISSUES: The project is exempt from California Environmental Quality Act pursuant to Section 15303, Class 3.

ATTACHMENTS: Plans, ADRB Approval and Application Materials, October 4, 2010 ADRB Minutes, and Site Photos and Photo Key

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 first floor addition for 711 Bromfield Road.

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PUBLIC HEARING
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 2795 SUMMIT DRIVE

SUMMARY: The owners of 2795 Summit Drive have submitted a revocable encroachment permit application to the Town. In the permit application, the owner proposes to install a new entry gate with a stairway, 36-inch high pedestrian gates and retaining walls.

The outdoor fixtures will encroach approximately seven feet into the 50-foot wide public right-of-way along Summit Drive, as shown in Exhibit A (Site Plan). Encroachment permits related to outdoor fixtures over 18 inches tall are reviewed by the City Engineer and approved by the City Council.

The owners of 2795 Summit Drive desire to install the outdoor fixtures to enhance the appearance consistent with neighboring properties. The outdoor fixtures do not appear to conflict with any public utilities that would prohibit the installation. Notices for the public hearing have been sent to adjoining neighbors as required by the Hillsborough Municipal Code and no comments have been received. Staff recommends approval of the revocable encroachment permit application for 2795 Summit Drive.

Design review is concurrent with this application and the revocable encroachment permit is contingent upon approval of design review.

FISCAL IMPACT: The owners of 2795 Summit Drive have paid fees related to the revocable encroachment permit.

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

ATTACHMENTS: Resolution, Exhibit A and Agreement

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION:
1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Approve the resolution for the revocable encroachment permit application for 2795 Summit Drive.

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PUBLIC HEARING
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 95 DENISE DRIVE

SUMMARY: The owners of 95 Denise Drive have submitted a revocable encroachment permit application to the Town. In the permit application, the owner proposes to install two four-foot stone columns and a four-foot high fence on top of a two-and-a-half foot wood retaining wall approximately six feet into the 50-foot wide public right-of-way along Denise Drive as shown in Exhibit A (Site Plan).

Encroachment permits related to outdoor fixtures over 18 inches tall are reviewed by the City Engineer and approved by the City Council. The planned installation should improve the safety of vehicular traffic due to the steepness of the road and to match the appearance through the adjacent neighbors. The location of the outdoor fixtures does not appear to be in conflict with any public utilities that prohibit the installation of the improvements. Notices for the public hearing have been sent to adjoining neighbors as required by the Hillsborough Municipal Code and no comments have been received. Staff recommends approval of the revocable encroachment permit application for 95 Denise Drive.

Design review is concurrent with this application and the revocable encroachment permit is contingent upon approval of design review.

FISCAL IMPACT: The owners of 95 Denise Drive have paid fees related to the revocable encroachment permit.

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

ATTACHMENTS: Resolution, Exhibit A and Agreement

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION:
1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Approve the resolution for the revocable encroachment permit application for 95 Denise Drive.

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NEW BUSINESS
CITY COUNCIL MEETING
NOVEMBER 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: GERI LANE GATE RESTORATION PROJECT AS PROPOSED BY GERI LANE HOMEOWNERS ASSOCIATION

SUMMARY: The Town has been approached by the officers of the Geri Lane Homeowners Association to discuss a potential project to restore the Geri Lane Gates, which are 100 years old. This project would involve restoring the public portion of the gate located in the street and other sections to the north and south of the main gate. Additionally, the Association is proposing to make aesthetic improvements to the publicly-owned bridge near the end of Geri Lane.

The Association will make a presentation to the City Council regarding the project concept and fundraising plans.

FISCAL IMPACT: At this time, the Association is proposing to raise funds within the community for the restoration of the gates. No contribution from the Town is anticipated given the projected budget deficits.

Depending on the nature of the final project, it may be possible for the Town to accept donations and apply them to the cost of the project, provided that the City Council makes a finding that the project serves a public purpose. The issue of public purpose is still under review by the City Attorney's office, which will evaluate the relevant title documents and survey.

ENVIRONMENTAL ISSUES: Restoration of the gates would significantly improve the appearance of what may be an historic structure that served as an entryway to the Pope estate. The project may require California Environmental Quality Act review for its potential historic significance.

ATTACHMENTS: None

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: For discussion only; no action required.

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NEW BUSINESS
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING A PROPOSED REVISED RECORDS RETENTION SCHEDULE FOR THE BUILDING AND PLANNING DEPARTMENT

SUMMARY: On July 11, 2005, the City Council adopted a resolution approving a records retention schedule for the Town of Hillsborough. The schedule applied to documents created by the offices of the City Manager, City Council, Finance and Human Resources. The Building and Planning Department is now proposing implementation of a Records Improvement Program Action Plan to manage documents, reduce hard copy volume and storage needs, and provide greater accessibility to both internal staff and the public.

An essential component in implementing Phase I of the Records Improvement Program Action Plan is to adopt a retention schedule so that hard copies of older records can be destroyed, thereby reducing the continuing and growing need for storage space. The Department has already scanned in all documents created before February 2008. As of February 2008, the Department ceased the creation of hard copy documents (producing only electronic documents, thus not triggering the hard copy retention requirements) wherever possible, and began regular scanning of final documents to electronic form upon project closure to minimize the future need for storage and/or retroactive scanning. Additionally, the existing budget can accommodate Phase II activities, including the purchase of a digital signature pad and a map/plan scanner. Once a retention schedule has been adopted by the City Council, staff will commence destruction of hard copy records accordingly. Phase III will be considered during a future budget cycle.

The proposed schedule differentiates between active and inactive files. Active files represent hard copy/physical files and inactive files refer to electronic files. The proposed schedule is based upon minimum State law retention requirements and recommendations by staff for longer retention periods in some cases for documents that may have uniquely long-term value. While the permanent retention of all electronic files may seem desirable, there are liability issues created by retaining records longer than necessary and electronic storage space can also be an issue.

FISCAL IMPACT: Preparation of the proposed plan was spread over two budget cycles (2009-2010 and 2010-2011) and can be accommodated within approved budgets. Electronic document management and distributon reduces postage and storage costs over the longer term.

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

ATTACHMENTS: Resolution, Retention Schedule, and March 2, 2010 Records Improvement Program Action Plan

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: Adopt the resolution approving the proposed records retention schedule.

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DISCUSSION
CITY COUNCIL MEETING
NOVEMBER 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE FROM PG&E REGARDING SMARTMETERS AND GAS PIPELINE INSPECTIONS

SUMMARY: PG&E representatives will make a brief presentation to the City Council regarding its activities to install SmartMeters and the status of high pressure natural gas lines to the west of Hillsborough.

At the December 14, 2009 City Council meeting, PG&E made a presentation regarding SmartMeters. Since that time, many homes in Hillsborough have been monitored using the meters, and the California Public Utilities Commission has evaluated PG&E's implementation process.

Following the tragic explosion and fire in San Bruno, the City Council and residents have requested information regarding the presence of gas pipelines in Hillsborough and PG&E's inspection program. In mid-October 2010, PG&E performed some routine maintenance that allowed it to take the pipeline damaged in San Bruno out of service. The last inspections of the pipeline sections in Hillsborough occurred on September 9, 2010. PG&E typically inspects the line once a year in March.

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

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

ATTACHMENTS: None

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: For discussion only; no action required.

TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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DISCUSSION
CITY COUNCIL MEETING
NOVEMBER 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE ON THE LOWER CRYSTAL SPRINGS DAM

SUMMARY: The Town of Hillsborough has been working closely with the San Francisco Public Utilities Commission (SFPUC) regarding the improvements to and the safety of the Lower Crystal Springs Dam and the SFPUC had submitted a letter to the Town on October 12, 2010, memorializing their commitments. The issues raised by the Town, included seismic safety of the dam and its performance, additional flow issues from the dam and its impact downstream, inundation maps, and emergency public notification.

The SFPUC will be making a presentation addressing the issues mentioned and will be sending a mailer to all Town residents regarding the meeting scheduled for November 16, 2010, at 7:00 p.m. in the City Council Chambers. The Town has also notified the Hillsborough City School District and Office of Emergency Services regarding this collaborative effort and future steps in dealing with operation of the dam.

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

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

ATTACHMENTS: SFPUC Letter

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: For discussion only; no action required.