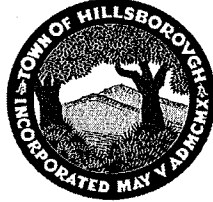


TOWN OF HILLSBOROUGH

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, DECEMBER 13, 2010

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: One potential case

B. 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: November 8, 2010

IV. PRESENTATIONS:

- Recognition of Hillsborough residents who are members of the San Francisco Giants owners group for their role in the San Francisco Giants winning the 2010 World Series Championship

- Overview of recent burglary investigations, highlighting the detection and capture of suspects and the recovery of stolen property taken from across the San Francisco Bay Area

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: NOVEMBER 1 THROUGH NOVEMBER 30, 2010
2. ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) TOGETHER WITH THE INDEPENDENT PUBLIC ACCOUNTANT'S (IPA) REPORT ON THE INTERNAL CONTROL FOR YEAR ENDED JUNE 30, 2010
3. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HILLSBOROUGH AND THE TEAMSTERS UNION LOCAL 856 (POLICE UNIT)
4. RESOLUTION APPROVING AN AMENDMENT TO THE CONTRACT WITH BROWN AND CALDWELL FOR ADDITIONAL FLOW MONITORING DURING THE WINTER OF FISCAL YEAR 2010/2011
5. RESOLUTION APPROVING A CSG WORK ORDER FOR ENGINEERING SERVICES RELATED TO THE 2011 PREMIUM EFFICIENCY PUMP AND MOTOR REPLACEMENT PROJECT
6. RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE TOWN OF HILLSBOROUGH REGARDING THE CRYSTAL SPRINGS PIPELINE #2 PROJECT (WATER) AND MAKING CEQA FINDINGS
7. RESOLUTION AUTHORIZING THE TRANSFER OF WATER SERVICES SERVING TEN RESIDENCES ON NEWHALL ROAD TO THE CITY OF BURLINGAME

VI. APPRECIATION: Councilmember John J. Fannon and Councilmember D. Paul Regan

VII. ADMINISTRATION OF OATH OF OFFICE:

- Councilmember Elect - Marie Chuang
- Councilmember Elect - Laurence M. May

VIII. ELECTION OF MAYOR

IX. ADMINISTRATION OF OATH OF OFFICE: Mayor Elect

The newly elected Mayor will conduct the remainder of the meeting.

X. ELECTION OF VICE MAYOR

XI. ADMINISTRATION OF OATH OF OFFICE: Vice Mayor Elect

XII. PUBLIC HEARING:

8. 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 - ADOPTION

XIII. DISCUSSION:

9. SAN MATEO COUNTY CITY SELECTION COMMITTEE ELECTION

XIV. 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.

XV. 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.

XVI. ADJOURN

XVII. RECEPTION IN LOBBY

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.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: NOVEMBER 1 THROUGH NOVEMBER 30, 2010

SUMMARY: The monthly claims for the month of November 2010, in the amount of \$2,736,065.37 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 November 2010, as submitted.



TOWN OF HILLSBOROUGH

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CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) TOGETHER WITH THE INDEPENDENT PUBLIC ACCOUNTANT'S (IPA) REPORT ON THE INTERNAL CONTROL FOR YEAR ENDED JUNE 30, 2010

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

The Town has received an unqualified opinion on the financial statements. Also termed as a clean opinion, an unqualified opinion means that in the auditor's judgment, he or she has no reservation as to the fairness of presentation of the financial statements and their conformity with GAAP.

The report was presented and reviewed by the Financial Advisory Committee on November 29, 2010. The Committee also met with the IPA to discuss the audit and accepted and approved the report for recommendation to the City Council.

FISCAL IMPACT: There is no fiscal impact associated with the submission of the CAFR.

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

ATTACHMENTS: CAFR for fiscal year ended June 30, 2010

PREPARED BY: Edna Masbad, Finance Director

RECOMMENDATION: Accept and file the Comprehensive Annual Financial Report for fiscal year ended June 30, 2010.



TOWN OF HILLSBOROUGH

San Mateo County
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CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HILLSBOROUGH AND THE TEAMSTERS UNION LOCAL 856 (POLICE UNIT)

SUMMARY: The Town has completed negotiations with the Police Unit, represented by Teamsters Union Local 856. The Memorandum of Understanding provides a wage and benefit structure for the next three years. Notable changes include additional employee contributions to retirement, reductions in holiday and sick leave accruals, and a salary freeze for 2011.

FISCAL IMPACT: This contract represents approximately a 4.5% reduction in cost from the previous contract.

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

ATTACHMENTS: Resolution

PREPARED BY: Kristin Armbruster, Human Resources Specialist

RECOMMENDATION: Adopt the resolution authorizing the City Manager to execute the Memorandum of Understanding between the Teamsters Union Local 856 (Police Unit) and the Town of Hillsborough.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING AN AMENDMENT TO THE CONTRACT WITH BROWN AND CALDWELL FOR ADDITIONAL FLOW MONITORING DURING THE WINTER OF FISCAL YEAR 2010/2011

SUMMARY: The City Council retained Brown and Caldwell (B&C) to develop a Master Plan for the Burlingame tributary. The project budget is \$140,905.

B&C has been contacted to conduct additional flow and precipitation monitoring in the collection system during the 2011 winter wet season to further elaborate on flow data obtained during the development of the Master Plan. The project includes the installation of four flow monitors and two rain gauges in strategic locations in both the Burlingame and San Mateo tributaries. These monitoring sites will be located in two general areas in the Town, Sanchez/Newhall and Kingswood (easement) areas.

The Kingswood area will have one flow monitor installed in the easement to the east of Kingswood. 100% of the mains in the tributary have been rehabilitated in the recent past. The results of this monitoring will give Hillsborough specific information regarding the impact of the laterals on the wet weather flows in the collection system.

The Sanchez/Newhall area will be monitored extensively to re-evaluate the estimated flows in this dedicated main. The City of Burlingame is requesting that the Town participate in the reconstruction of this dedicated main that runs down Sanchez Avenue from Newhall Road to California Drive. Additional monitoring is warranted due to the very high flows that were estimated as part the Master Plan. Additional information gained by this monitoring will tell us how severe the capacity issues are and whether or not the line needs to be upsized or replaced. The Town believes the hydraulic model is overstating the flows within the Sanchez main.

FISCAL IMPACT: The total cost for the additional flow monitoring will be an amount not-to-exceed \$75,178 for a total amended budget of \$216,083 which will be allocated from the Sewer Fund.

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

ATTACHMENTS: Resolution, Work Scope

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution amending the contract with Brown and Caldwell for additional flow monitoring during the winter of 2011 in an amount not-to-exceed \$75,178, and allocate the same from the Sewer Fund.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING A CSG WORK ORDER FOR ENGINEERING SERVICES RELATED TO THE 2011 PREMIUM EFFICIENCY PUMP AND MOTOR REPLACEMENT PROJECT

SUMMARY: CSG has submitted a proposal for additional design services for the 2011 Premium Efficiency Pump and Motor Replacement Project – Design Services. The scope of this work order involves the preparation of plans and specs for the replacement of four water pumps and motors. The replacement of the pumps and motors will be at the following pump stations: Barroilhet (2), Tartan Trail (1) and Marlborough (1).

These pumps and motors have been identified as the least efficient pumps in the Town based on recent energy efficiency testing. The construction phase of the project will be funded by the California Energy Commission (CEC) and American Recovery and Reinvestment Act (ARRA) low interest loan program. The loan payback will be funded by energy savings gained by installing the new pumps and motors. The Town and the CEC have executed a loan agreement in the amount of \$220,089 for the construction phase of the project. The same loan application is funding the Supervisory Control and Data Acquisition (SCADA) Project.

FISCAL IMPACT: The engineering services are estimated at \$16,620 and will be funded by the Water Fund.

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

ATTACHMENTS: Resolution, Work Order

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the CSG work order for engineering services related to the 2011 Premium Efficiency Pump and Motor Replacement Project in the amount of \$16,620 and allocate the same from the Water Enterprise Fund.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE TOWN OF HILLSBOROUGH REGARDING THE CRYSTAL SPRINGS PIPELINE #2 PROJECT (WATER) AND MAKING CEQA FINDINGS

SUMMARY: The City and County of San Francisco (SF) has requested that the Town enter into an agreement outlining responsibilities associated with the Crystal Springs Pipeline #2 Project, which will rehabilitate sections of a large water main that serves most of the Peninsula including the Town, improving its reliability for the future.

SF has requested permission to encroach on some Town properties to install its upgrades, which are a part of the larger Hetch Hetchy system improvements. The agreement provides easements for some improvements like a retaining wall to protect the main.

This project also corrects an issue near Floribunda Avenue and El Camino Real where SF's water main was installed on the top of a 15-inch sewer main operated by the Town.

This agreement provides that SF will install the project and the Town will have approval authority regarding the design of the improvements affecting its sewer system.

FISCAL IMPACT: The Town will be paid fees for encroachment and inspection as per Town policies, and the Town will be paid up to \$10,000 for its documented costs associated with the agreement.

A related project to rehabilitate a section of sewer main in El Camino Real contiguous to where SF's project crosses the Town's main is currently in design and will be presented separately.

ENVIRONMENTAL ISSUES: SF has completed an environmental review process for its capital program and adopted an environmental document. It is asking that the Town make CEQA findings consistent with their environmental documents which is incorporated into the resolution.

ATTACHMENTS: Agreement, Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the Memorandum of Agreement between the City and County of San Francisco and the Town of Hillsborough regarding the Crystal Springs Pipeline #2 Project and make CEQA findings.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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**CONSENT CALENDAR
CITY COUNCIL MEETING
DECEMBER 13, 2010**

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE TRANSFER OF WATER SERVICES SERVING TEN RESIDENCES ON NEWHALL ROAD TO THE CITY OF BURLINGAME

SUMMARY: Water staff from the City of Burlingame and Town of Hillsborough have discussed transferring ten Hillsborough residences from a Town-owned 4-inch main on the west side of the street to a 10-inch Burlingame-owned main on the east side of the street. (The jurisdictional boundary is at the centerline of the street.) The Town's main is slightly undersized and is connected to the rest of the Town's system by a main that traverses an easement between homes on Newhall Road and Windsor Court. The estimated age of the Town's main is 70 years.

Since the City of Burlingame is in the process of upgrading its main, the Town can take advantage of low unit prices to connect the residences in Hillsborough to the Burlingame main. The expected cost is under \$7,000 per lateral.

The benefit to the Town of transferring service is that the Town can avoid the future cost of upgrading approximately 1,600 feet of mains in Newhall Road and in the easement between residences. It also simplifies the Town's system. The cost of replacement for a water main is approximately \$120 per foot. The disadvantage of transferring the services is the loss of revenue from ten residences.

Residents will benefit from the transfer as at present Burlingame's charges for retail water are slightly lower than Hillsborough's, and residents adjacent to the easement line will not have their yards disrupted by construction. Burlingame receives 100% of its water from the Hetch Hetchy system. Residents should not notice any difference in the quality or reliability of their water for potable uses or fire suppression.

Transferring services is a fairly rare event. Last year, Burlingame transferred six services to Hillsborough in order to avoid extending their main on Skyline Boulevard.

FISCAL IMPACT: The estimated costs to transfer the services should not exceed \$70,000 and will be allocated from the Water Fund.

ENVIRONMENTAL ISSUES: The City of Burlingame has awarded the project and has completed the necessary environmental review.

ATTACHMENTS: Resolution and Map

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the transfer of water services serving ten residences on Newhall Road to the City of Burlingame.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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PUBLIC HEARING
CITY COUNCIL MEETING
DECEMBER 13, 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 - ADOPTION

SUMMARY: At the November 8, 2010 City Council meeting, staff introduced a proposed ordinance updating the current Hillsborough Municipal Code to be consistent with the 2010 California Building Codes. The proposed ordinance also added and amended certain municipal code sections relating to new buildings, construction, fire protection methods and fire prevention.

The adoption of the State code is primarily a procedural process. The proposed added and amended sections are not a substantial change to our past practice and are based on one or more 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: John Mullins, Chief Building Official

RECOMMENDATION:

1. Open the public hearing and accept comments;
2. Close the public hearing; and
3. Adopt the 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.



TOWN OF HILLSBOROUGH

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DISCUSSION
CITY COUNCIL MEETING
DECEMBER 13, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: SAN MATEO COUNTY CITY SELECTION COMMITTEE ELECTION

SUMMARY: The City Council will discuss the regional seats that are up for election at the December 17, 2010 San Mateo County Council of Cities meeting. The San Mateo County City Selection Committee election document is included in the City Council 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: City Selection Committee Election Document

PREPARED BY: Anthony Constantouros, City Manager

RECOMMENDATION: For discussion only; no action required.