

MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, OCTOBER 8, 2012

Mayor Kasten called the regular meeting to order at 6:06 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California. He announced that Boy Scout Troop 700 from San Mateo was in attendance. Troop 700 presented a flag ceremony and led the Pledge of Allegiance. Mayor Kasten thanked the troop.

ROLL CALL: Present: Kasten, Benton, Krolik, Chuang, May

MINUTES: The minutes of the September 10, 2012 City Council meeting were approved as submitted.

PRESENTATION:

- Eagle Scout Kevin Jin of Boy Scout Troop 700 provided a brief presentation on his Owl House Eagle Scout Project. He reported that his project to build and place two owl houses at West School and North School took 50 hours to complete. He acknowledged Councilmembers Chuang and Krolik, Public Works Superintendent John Mullins and Public Works Supervisor Dave Ballestrasse, and his Troop Master Robert Tocchini, Eagle Counselor Steve Seitz and troop members. He thanked the City Council for their time. Councilmember Chuang stated that she was very proud of Kevin becoming an Eagle Scout. Mayor Kasten thanked Kevin for his presentation and for the flag ceremony.

CONSENT CALENDAR:

Items 2 and 8 of the Consent Calendar were removed for discussion. On motion of Councilmember May, seconded by Councilmember Krolik, and unanimous on voice vote, Consent Calendar items 1 and 3-7 were approved.

1. MONTHLY CLAIMS: SEPTEMBER 1 THROUGH SEPTEMBER 30, 2012

The monthly claims for the month of September 2012 in the amount of \$2,591,827.01 were approved as submitted.

2. TREASURER'S REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2012

Vice Mayor Benton asked Finance Director Edna Masbad for a brief explanation about the \$10 million in the checking account shown in the Treasurer's Report. Ms. Masbad replied that the Treasury Department is phasing out the current program that the Town utilizes, as staff attempted to open an account under the new program intended to replace it, but it turned out that it is not available to governments just yet. She added that the Town would have invested \$7 million of the \$10 million through the October 25th phase out date of the old program.

On motion of Vice Mayor Benton, seconded by Councilmember Chuang, and unanimous on voice vote, the Treasurer's Report for the quarter ending September 30, 2012, was approved.

3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT

The Interest Rate Products (SWAP) Report for the quarter ended September 30, 2012, was accepted.

4. RESOLUTION APPROVING THE PURCHASE OF TOWN WIDE SERVERS, STORAGE AREA NETWORK (SAN) DISK DRIVES AND VMWARE

The resolution approving the purchase of servers, SAN disk drives and VMware in the amount \$180,000 allocated from the Water, Sewer and General Fund was adopted.

5. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE PURCHASING CONTRACT WITH THE HOUSTON-GALVESTON AREA COUNCIL'S HGACBUY PURCHASING PROGRAM

The resolution authorizing the City Manager to execute a contract with Houston-Galveston Area Council (HGAC) on behalf of the Town was adopted.

6. RESOLUTION ACCEPTING THE GRANT OF EASEMENT TO THE TOWN OF HILLSBOROUGH FOR SANITARY SEWER PURPOSES FROM 2755 RALSTON AVENUE - LANDS OF BENNETT

The resolution accepting the grant deed of easement for the sanitary sewer main from Lands of Bennett located at 2755 Ralston Avenue was adopted.

7. RESOLUTION ACCEPTING AS COMPLETE THE MISCELLANEOUS STORM DRAIN REPAIR PROJECT

The resolution accepting as complete the contract with Casey Construction for the Miscellaneous Storm Drain Repair Project in the amount of \$38,439, release retention and start of the warranty period as described in the construction agreement was adopted.

8. NEW SIGN PROMOTING HILLSBOROUGH SCHOOLS FOUNDATION'S WWW.HILLSBOROUGHTOGETHER.COM WEBSITE

Mayor Kasten announced that the agenda item for the new sign promoting Hillsborough Schools Foundation's www.HillsboroughTogether.com website was removed from the agenda. He reported that HSF withdrew their request to post the banners because the HillsboroughTogether website is currently down and not accessible.

NEW BUSINESS:

9. REVIEW AND APPROVAL OF DRAFT LETTER TO THE BURLINGAME SCHOOL DISTRICT REGARDING AN INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR PURPOSES OF OPERATING HOOVER ELEMENTARY SCHOOL AT 2220 SUMMIT DRIVE IN BURLINGAME, CA

Director of Building and Planning Liz Cullinan provided a Power Point presentation on the proposed Hoover Elementary School for purposes of review of the Initial Study and Mitigated Negative Declaration (IS/MND). She reported that Burlingame School District's (BSD) architecture team will provide an informational presentation on the proposed Hoover Elementary School at 2220 Summit Drive in Burlingame. She recommended that the City Council approve the letter to BSD regarding the environmental documents for the project, with any changes deemed appropriate by the City Council, and that the Town of Hillsborough, City of Burlingame and BSD work together to develop traffic reduction measures.

Ms. Cullinan reported that the lead agency for the project is the Burlingame School District, and that neither the City of Burlingame nor the Town of Hillsborough has decision-making authority over the proposal. She stated that while public school projects are not subject to local zoning standards, they are subject to the California Environmental Quality Act (CEQA). She added that interested parties may comment on the environmental review documents. She reported that she received environmental documents in late September, reviewed the documents internally with public safety and engineering staff, had discussions with the architectural team last week, and scheduled presentation of the agenda item for October City Council review since the deadline for comments is October 15, 2012.

Ms. Cullinan reported that the proposal is for a new elementary school (K-5) bordering the Town of Hillsborough with up to 250 students and approximately 18 staff members. She stated that a one story 3,100 square foot building would be demolished and

replaced with a three story 14,160 square foot building. She further stated that 50 parking spaces would be removed resulting in 15 remaining parking spaces and that 31 trees would also be removed.

Ms. Cullinan further reported that there would be a drop-off/pick-up with a turn-around area adjacent to Summit Drive accommodating approximately ten vehicles. She stated that the proposal would add approximately 200 daily vehicle trips to Easton Drive and Canyon Road, and 50 daily vehicle trips to Summit Drive. She further stated that the morning peak hour would be the busiest with 93 vehicles entering and 76 vehicles exiting the site during the hour.

Ms. Cullinan provided background information on the site and stated that the original Hoover Elementary School operated from 1932 through 1979 with up to 250 students, and from approximately 1989 through 2009 Shinnyo-en, a Buddhist organization, owned the property. She added that BSD repurchased the site in October 2010.

Ms. Cullinan reported that the Hillsborough Police Department worked with Hillsborough neighbors several years ago to present traffic mitigations to the BSD at a community outreach meeting and that a solution was presented to provide a larger drop-off/pick-up/turnaround area further off-street. She stated that the Hillsborough Police Department is concerned about impacts to service levels due to already existing traffic issues at Hillsborough schools, and that staff would like to recognize the issues early on and take a proactive approach.

Ms. Cullinan provided a jurisdictional boundary map showing the location of the proposed Hoover School.

The Councilmembers, Ms. Cullinan and Public Works Superintendent John Mullins discussed the impact on Hillsborough residents and the Hillsborough Police Department.

Ms. Cullinan introduced BSD's architect Richard Terrones. Mr. Terrones provided a Power Point presentation which included an original picture of Hoover Elementary School and also an aerial view of the school. He stated that the school is located on a seven-acre site, but five of those acres are heavily wooded. He reported that the school was designed by architect William Weeks and was built in the 1930s with the annex building added in the 1940s.

Mr. Terrones reported that BSD purchased the property in October 2010 and explored alternatives for the property and decided that a K-5 neighborhood school would minimize the impact and best serve the neighborhood. He stated that the re-opening decision process included design options, a schematic design, town hall meeting, and an environmental study. He further stated that BSD is now reviewing the project design and documents.

Mr. Terrones reviewed the planning process, existing and proposed site plan, and proposed elevations. He stated that with 225-250 students, Hoover will be smallest school in the Burlingame School District. He added that the school will have off-street parking and pick-up.

Vice Mayor Benton asked how many cars the off-street parking area would accommodate. Ms. Cullinan replied that the off-street parking area would hold an estimated ten cars.

Mayor Kasten asked if all the students would start school at the same time. Burlingame School District Superintendent Maggie MacIsaac replied that all the students would start school at the same time.

Councilmember May reported that his daughter attended Hoover Pre-School in the 1980s and back then parents would drive onto the parking lot to drop off their children, but with the proposed plan part of the majority of the parking lot would be eliminated and

replaced with classrooms. He commented that cars making left turns from the proposed drop-off site would impact traffic on Summit Drive.

Councilmember May asked what the estimate was for the number of truckloads of excavated material. Ms. Cullinan replied that there would be approximately 2,300 cubic yards of off haul. Councilmember May commented that Summit Drive is far too narrow and windy to use as a route for the off haul. Mr. Terrones replied that the trucks would use Easton Drive instead for off haul.

Councilmember May stated that his main concern about the proposed school is the increased traffic, and that specific traffic patterns and impacts could not be fully evaluated without an understanding of where students were coming from. He commented that Hoover would be the fifth school that the Hillsborough Police Department would need to monitor for traffic issues. He recommended that BSD look at the traffic and back up at Hillsborough's South School at 8:25 a.m. and incorporate mitigation measures similar to those being considered by the Nueva School for their proposed expansion.

Councilmember Krolik stated that the drawings are aesthetically better than the existing buildings and that she values public education, but that both the construction and the school traffic is a "nightmare in the making" because Summit Drive is such a narrow road. She asked where parents would park when the school has an event and she recommended that additional parking spaces be provided at the school. She commented that the Burlingame and Hillsborough Police Departments will be impacted forever because of the increased traffic in the area. She recommended that a parking structure be built, that the drop-off area be more centrally located, and that BSD notify residents about the proposed school.

Councilmember Chuang asked if BSD had an emergency evacuation plan for the school, if enrollment could increase and if the parking lot would be available for drop-off and pick-up. Mr. Terrones replied that evacuation during an emergency would take place at the front of the school, that he was unsure if enrollment would increase over time and that the parking lot would not be available for drop-off and pick-up.

Councilmember Krolik recommended that BSD seriously consider encouraging students to walk to school as the traffic will definitely impact the Hillsborough Police Department, and noted that traffic should be routed through Burlingame.

The Councilmembers, Mr. Terrones and Police Chief Mark O'Connor further discussed the traffic and parking issues with the proposed plan.

Mayor Kasten stated that Summit Drive is a main east/west artery and the proposed school would have a severe impact on traffic. He recommended that BSD come up with a solution to reduce traffic and noted that the site contained seven acres available to reduce vehicle queuing on streets. He also recommended that BSD broaden the radius of public outreach to those that will be significantly impacted by the new school. He stated that he understood the need for additional classroom space, but expressed concern regarding construction and school traffic and their impact to the Hillsborough Police Department.

Vice Mayor Benton stated that the location of the school is in a very tight spot and recommended that the Burlingame School District come up with an alternate transportation plan to reduce traffic. He noted specific concern regarding evening activities, and noted that traffic volumes would be changed since the school was in its original operation with more cars and no buses, and concluded that while Hillsborough would experience significant traffic impacts they would receive no direct benefits from the school.

Mayor Kasten thanked the BSD representatives for attending the meeting and stated that he hoped that they could mitigate the traffic issues addressed.

On motion of Councilmember Krolik, seconded by Councilmember May, and unanimous on voice vote, the draft letter regarding the Initial Study and Mitigated Negative Declaration for purposes of operating the Hoover Elementary School with changes to address the City Council's concerns was approved.

DISCUSSION:

10. PUBLIC WORKS AND CENTRAL COUNTY FIRE UPDATE ON THE TOWN'S WILDFIRE MITIGATION GRANT PROJECT

Public Works Superintendent John Mullins reported that the Hillsborough Open Space Management Task Force was started in 2008-2009 and included former Hillsborough Mayor Kitty Mullooly. He thanked former Mayor Mullooly for attending tonight's City Council meeting. Mr. Mullins introduced the Public Works Department's Senior Program Analyst Ed Cooney.

Mr. Cooney provided a Power Point presentation on the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Grant Wildfire Mitigation Project. He reported that following the three-year drought and Southern California wildfires in the summer of 2007, the state fire maps were released in the fall of 2007 for Fire Hazard Severity Zones (FHSZ). He further reported that in the winter of 2007 the Town applied for the FEMA Pre-Disaster Mitigation Grant for the Town's Wildfire Mitigation Project and in fall of 2008, the Town was the only California project selected for funding. He stated that in spring of 2009, the City Council adopted the Town's Open Space Management Task Force Priority Projects. He reported that since 2010, the Town has awaited the completion of FEMA's Environmental Assessment which has been delayed due to the funding freeze during the federal budget crisis. Mr. Cooney provided a map showing open space parcels, Severe Fire Hazard Zones (SFHZ), and wildland interface parcels in Hillsborough.

Mr. Cooney stated that the wildfire grant was for \$624,000 with a \$208,000 Town match of 25%. He explained that the three-year grant project would reduce fuel loads in identified "Fire Management Areas" and establish the Town's portion of 100-foot defensible space that begins on private property. He added that there would be no tree removal and that the Town is responsible for maintenance from Year 4 onward. Mr. Cooney provided maps showing the open space areas in Hillsborough.

Mr. Cooney reported that the first element of the project is to treat the identified fire management areas. He explained that the fire management areas in Town-owned open spaces are identified based on a well-developed fuel ladder, highly flammable vegetation, slope or ravine area, hot southern facing slopes and fire spreading wind patterns. He explained that treatment identified in fire management areas addresses site specific conditions to reduce overall wildfire risk by reducing or thinning ground cover and shrubs, limbing up trees, and felling dead or diseased trees only as needed. Mr. Cooney provided photos of oak woodlands before and after treatment. He also provided photos of a chaparral ravine before treatment and after a piece of machinery had cut a mosaic pattern of narrow fire breaks within the chaparral.

Mr. Cooney stated that the second element of the project is to establish a 100-foot defensible space zone focused on the protection of structures and people. He provided a diagram showing how the 100-foot defensible space would be established between residential properties and Town-owned open space.

Mr. Cooney reviewed the estimated project budget and stated that the costs have increased since 2008. He stated that the current estimated budget is \$945,000 with \$185,000 in contingencies, which include additional biological monitoring for endangered species such as the San Francisco garter snake and California red-legged frog, and green waste hauling/handwork, for a total estimated \$1,130,000 in potential costs.

Mr. Cooney reported that additional maintenance considerations include one-time estimated expenses of \$125,000 for access road and crossing maintenance, and drainage improvements. He also reported that estimated annual maintenance expenses beginning in Year 4 would be \$85,000 for the grant project area, ongoing access road maintenance, and additional mitigation measures.

Mr. Cooney reviewed the public outreach plan. He also reviewed the anticipated project timeline with the grant project work beginning in the summer of 2013.

The Councilmembers and staff discussed the Town's Wildfire Mitigation Grant Project and the funding source for the Town's match, project contingencies and maintenance costs. Deputy Fire Chief Mark Ladas stated that the funding source will be presented to the City Council at the December 2012 City Council meeting.

Hillsborough resident Ada Regan stated that it is a good idea for the Town to maintain Town-owned open space and reported that her son was able to cut 179 acres in less than a week with a fabulous piece of equipment that just plows along. She added that she might use the equipment on her property in Hillsborough too.

Meredith Lobel-Angel stated that she grew up in Hillsborough and spends one week a month in Hillsborough. She also stated that she is supportive of the research done by the Open Space Management Task Force because she experienced the 2007 Malibu fire and had to deal with the insurance companies. She reported that some of the Malibu homes are still not rebuilt. She added that her husband is a land use attorney. She stated that Southern California Edison was sued for the Malibu fire and she commented that she does not want the Town to be sued if there was a wildfire in Hillsborough.

PUBLIC COMMENT:

Hillsborough resident Ann Maroney stated that she had a \$300 collection fee on her property tax bill and asked what legal way was the Town able to get the fee on the tax bill. Vice Mayor Benton explained that the property tax bill has several line items to collect fees. He reported that a garbage cost analysis showed that a \$25 per month fee on the tax bill would ensure that all residents share in the cost for garbage collection even though some residents do not have garbage service. He added that the \$25 per month fee goes to fixed costs for garbage collection and that the tax bill collection ensures that the fee gets paid.

Ms. Maroney stated that the Town should do what she does and only spend a certain amount of money and not spend what the Town does not have. She added that the Town is just as bad as the state. She stated that she likes transparency and asked who did the negotiating with the garbage company. She asked why the Town is charging for past garbage bills. She commented that the Town should tell the public the truth. She stated that the Town should make the Town's financial statements simpler as Hillsborough is a bedroom community. She added that the money collected from homeowners is out of control. She thanked the City Council for their time.

Hillsborough resident Ada Regan stated that she has appeared at several City Council meetings and that at one of those meetings the Public Works Department was lined up to receive special commendation for their hard work in cleaning up the huge mess on Macadamia Drive when the lake overflowed. She further stated that the overflow resulted in severe flooding and three days of clean-up, which should not have happened in the first place, and resulted in a cost well into six figures.

Ms. Regan stated that the reason that she was attending this City Council meeting was that she wanted to acknowledge and commend Police Chief Mark O'Connor and the Hillsborough Police Department for the mammoth and precise job they did on Friday, September 21, 2012, when they went into action to protect presidential candidate Mitt Romney and the Town's residents on his second visit to Hillsborough. Ms. Regan stated that some weeks earlier the Hillsborough Police Department prevented what

could have been an ugly scene when Occupy protestors came up Forest View Avenue, but that ended quietly without incident because of the Police Department's response to the situation. She further stated that she realized the amount of time and effort that is exerted for these events and that she really appreciated the Police Department's professionalism and dedication. Ms. Regan thanked Chief O'Connor and the Police Department.

CITY COUNCIL ITEMS:

Mayor Kasten announced that a Closed Session meeting will be held on Saturday, October 20, 2012, to interview prospective candidates for the City Manager position.

Mayor Kasten announced that Kathryn Crosby came into Town Hall on Tuesday, October 2, 2012, and thanked Police Chief Mark O'Connor for the excellent Police work during the CuriOdyssey fundraising event at her home on Friday, September 28, 2012.

Vice Mayor Benton reported that agenda item 8, which was removed from the agenda, stated that "because the Carolands Gatehouse is now a Police substation, staff recommends not posting the sign at that location." He commented that the Carolands Gatehouse is a great location for banners and asked why staff recommended not allowing banners at that location. City Manager Anthony Constantouros replied that the first banner was posted at the Carolands Gatehouse to raise funds to rebuild the old Gatehouse, but the Town did get complaints about the banner posted on the old Gatehouse. He reported that because the Gatehouse is a very visible location, the Town has received additional requests to post banners for community fundraising events.

Mr. Constantouros reported that the Gatehouse is now used as a Police substation and it did not seem the place to post banners, but if the City Council feels differently, banners can still be posted at the Gatehouse. Vice Mayor Benton stated that the Town needs to control the use of the Gatehouse location for banners, but not totally eliminate it as a potential site for banners. He added that the banners should meet certain standards.

Mr. Constantouros stated that the request from Hillsborough Schools Foundation to promote their HillsboroughTogether website was not for a fundraising event and asked the City Council if they want non-events to advertise in Town. Mayor Kasten stated that the Town needs a policy for banners posted in Town to address future requests.

Councilmember Krolik announced that on Thursday evening, October 4, 2012, Hillsborough Reads presented New York Times best-selling author Mary Roach. She stated that it was a really entertaining presentation and thanked Hillsborough Activities Committee Member Heather Weir for coordinating the Town Hall event.

Mayor Kasten announced that the Council of Cities Dinner/Meeting is scheduled for Friday, October 26, 2012, in the City of San Carlos. Vice Mayor Benton and Councilmembers Krolik and Chuang announced that they would be attending.

ADJOURN:

Mayor Kasten adjourned the meeting at 8:46 p.m.