

TOWN OF HILLSBOROUGH

San Mateo County

Christine M. Krolik, Mayor
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1600 Floribunda Avenue
Hillsborough, CA 94010



A G E N D A

MONDAY, FEBRUARY 09, 2009

4:45 pm CLOSED SESSION

6:00 pm CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (4:45 pm)

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Name of case: Surayna Spicer vs. Town of Hillsborough

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Name of case: San Francisco Baykeeper vs. Town of Hillsborough

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: January 12, 2009

IV. PROCLAMATION:

- American Red Cross Month, March 2009

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: JANUARY 1 THROUGH JANUARY 31, 2009
2. RESOLUTION AUTHORIZING THE PURCHASE OF THREE PANASONIC TOUGHBOOK COMPUTERS BY PUBLIC WORKS FOR USE BY SEWER CREWS
3. RESOLUTION ALLOCATING FUNDS FOR SAFETY TRAINING SERVICES PROVIDED BY DU-ALL
4. RESOLUTION AWARDED THE CONTRACT TO PETERSON POWER SYSTEMS FOR ROUTINE MAINTENANCE OF GENERATORS
5. RESOLUTION AWARDED THE CONTRACT FOR ONGOING SUPPORT OF GIS SERVICES BY FARALLON GEOGRAPHICS
6. RESOLUTION AUTHORIZING THE PURCHASE OF A CUES QUICK ZOOM INSPECTION POLE CAMERA FOR THE PUBLIC WORKS DEPARTMENT AND ALLOCATING \$13,679 FROM THE SEWER FUND
7. UPDATE ON THE PROPOSED SUPPLEMENTAL ENVIRONMENTAL PROGRAM IN RESPONSE TO THE DRAFT CEASE AND DESIST ORDER
8. RESOLUTION APPROVING THE CONTRACT WITH BROWN AND CALDWELL FOR THE TEMPORARY FLOW METERING INSTALLATION AND MONITORING SERVICES AND ANALYSIS IN AN AMOUNT NOT TO EXCEED \$42,000

VI. PUBLIC HEARING:

9. FUNDRAISING EVENT PERMIT APPLICATION 09-01 FOR THE PARCA AUXILIARY LUNCHEON AND FASHION SHOW
10. RESOLUTION APPROVING THE PROPOSED REFUSE RATE INCREASES

VII. OLD BUSINESS:

11. TOWN HALL MASTER PLAN STUDY
12. RESOLUTION APPROVING THE OPEN SPACE MANAGEMENT TASK FORCE 2009 PROJECT RECOMMENDATIONS
13. UPDATE ON THE PROJECT TO IMPROVE SCADA EQUIPMENT
14. RESOLUTION AUTHORIZING THE APPLICATION SUBMITTAL TO THE CALIFORNIA ENERGY COMMISSION (CEC) FOR A LOW INTEREST LOAN TO FINANCE SCADA AND WATER PUMP IMPROVEMENTS

VIII. NEW BUSINESS:

15. APPROVAL OF RESOLUTIONS RELATED TO THE FEDERAL ECONOMIC STIMULUS PROGRAM FOR INFRASTRUCTURE PROJECTS

16. REVIEW OF THE SCOPE OF THE 2009 STREET PROJECT

IX. DISCUSSION ITEM:

17. SUSTAINABLE HILLSBOROUGH TASK FORCE RECOMMENDATION ON GREEN BUILDING ORDINANCE CONCEPTS

18. UPDATE ON WATER CONSERVATION ORDINANCE

X. 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.

XI. 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.

XII. 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 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
Hillsborough, CA 94010

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OLD BUSINESS
CITY COUNCIL MEETING
FEBRUARY 9, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE OPEN SPACE MANAGEMENT TASK FORCE 2009 PROJECT RECOMMENDATIONS

SUMMARY: On April 14, 2008, the City Council approved the Town of Hillsborough's Vegetation Management Strategies and Guidelines (Plan) for Town-owned open spaces. A recommendation of the Plan was the formation of a Vegetation Management Task Force to identify and rank open space management projects for consideration by the City Council. The Task Force was formed in August 2008, and met on three different occasions in the Fall of 2008. The result of their work is a list of six projects, which include descriptions and budget estimates, as well as additional recommendations, ranked for consideration by the City Council, which is included in the City Council agenda packet. If the City Council approves the recommendations for 2009, staff will develop a set of budget requests to implement the tasks.

FISCAL IMPACT: Possible fiscal impacts, if the recommendations are approved, include requests for an environmental study (roughly estimated at \$75,000 - 150,000), and additional professional services allocation in the Public Works budget to develop policies and hire grant writers, which will be submitted with the 2009/2010 budget.

ENVIRONMENTAL ISSUES: Implementation of the Vegetation Management Plan will enhance the maintenance of the open spaces.

RECOMMENDATION: Adopt the resolution approving the Open Space Task Force's recommendations for 2009.

ATTACHMENTS: Project Details for 2009 Recommended Projects, Resolution

PREPARED BY: Martha DeBry, Public Works Director

**PROJECT #5/8. FUEL LOAD REDUCTION,
TREATMENT OF HIGH PRIORITY FIRE MANAGEMENT AREAS
AND DEVELOPMENT OF A 100-FOOT DEFENSIBLE SPACE MANAGEMENT ZONE**

Project Ranking: #1 (2009)

Project Description:

This project was re-vamped at the request of the TAC. It now incorporates individual projects 5 and 8 as a result of receiving a FEMA grant to undertake fire management actions. This project seeks to reduce fire risk on open space lands by 1) treating selected high priority fire management areas, and 2) developing and maintaining a 100-foot defensible space management buffer between open space and residential developments.

This project seeks to reduce fuel loads on selected high priority fire management areas. These sites were selected because of a presence of highly flammable vegetation such as scrub, as well as steep slopes, limited vehicle access and/or observed fuel load build up (presence of cut woody debris etc) in close proximity to residential property lines. This project also seeks to develop and maintain a defensible space management zone on open space lands that are near to buildings and structures. A 100-foot buffer was established by California Department of Forestry (CDF) as a logical buffer distance between buildings and natural vegetation for establishment of a Defensible Space Zone. Some or all of the 100-foot buffer area falls within the open space parcels, while the remainder is located on private lands. The Town will work with residents to encourage private property owners to maintain their portion of the defensible space. (See also Projects #4, 14, 18.)

The project has the following components.

High Priority Fire Management Areas:

- Refine mapping boundaries of selected management areas within the areas previously mapped as “High Priority” for fuel load reduction in coordination with the Fire Management Program;
- Develop site-specific fuel reduction strategies by park unit (e.g., identify access routes, safe fuel load reduction methods, green waste disposal methods for priority sites);
- Prepare Contractor Bid Specifications, Select Contractor and Execute Work Agreement;
- Develop and implement a community engagement strategy for residential community and stakeholders;
- Conduct initial fuel load reduction (brush removal);
- Conduct follow-up treatments as required (2-3 years)

- Stabilize slopes and install erosion control as needed
 - Develop and implement a long term maintenance plan for the treated areas.
- Defensible Space Management Zones:**
- Identify and prioritize phasing approach for creating the Defensible Space Zone;
 - Develop Best Management Practices for removal, control and disposal of woody debris, (emphasize methods to use wood in an ecologically sound manner as possible);
 - Prepare Contractor Bid Specifications, Select Contractor and Execute Work Agreement;
 - Work with Central County Fire Department to implement a community engagement strategy for residential community and stakeholders;
 - Clear priority grasses and brush, prune and/or thin trees, phasing actions over a 3-year period. Conduct follow-up seedling and re-sprout treatments (2-5years);
 - Undertake annual Defensible Zone Assessment, manage as necessary (assume 10 years)

NOTE: Most of the Above Actions are covered under the pending FEMA Fire Management Grant

Project Location:

High Priority Fire Management Areas:

Nueva Macadamia, Crystal Springs, Tobin Clark, Southdown (See attached map)

Defensible Space Management Zones:

Perimeter of All Open Space Lands near Residential Development (See attached map)

Anticipated Benefits:

1. Reduction of fire risk, creation of Defensible Space Zone;
2. Aesthetic site improvements
3. Anticipated lower maintenance costs related to maintenance of fire management areas

NOTES: Recommend work be conducted concurrent, or sequenced before Project #6 Acacia stand removal at Crocker Lake for maximum cost efficiency and amplified fire management effects.

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

Staff has already applied for, and received notification of pending funding for this project under a FEMA program. A 20% Town match is required under the FEMA grant program, resulting in an out of pocket (Staff hours and cost matching) of approximately \$200,000, with FEMA providing approximately \$625,000 for this 3 year project. FEMA will pay for NEPA compliance documentation, but the Town is responsible for paying for CEQA compliance and any additional permitting or on-site environmental compliance actions that may be required to complete the project. TAC also recommends exploring having the FEMA's NEPA consultant also prepare CEQA documentation, assuming a time and cost savings will result.

It may also be possible to use the FEMA fire management as a partial matching fund of leverage for funding Project #6 Acacia Forest Stand Conversion Project. We recommend also conducting this work concurrent with, or before Project #6 for maximum cost savings and work efficiency.

Project Timeline/Sequence of Events:

Task Name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 10+	Year 15+
High Priority Fire Management Areas									
Refine project mapping, select boundaries of high priority treatment areas	summer								
Develop fuel load reduction strategy	summer								
Conduct initial fuel local reduction		summer							
Prepare Contractor Bid Specifications, Bid and Award		Spring							
Prepare and implement community engagement strategy		Summer							
Stabilize slopes, install erosion control as needed		Fall							
Conduct follow up treatments as needed (2-3 years)			Spring	Spring	Spring				
Develop long term maintenance plan		winter							
Implement long term maintenance			Spring			Spring		Spring	Spring

Defensible Space Management Zones

Identify and prioritize phasing approach for creating the Defensible Space Zone	Spring								
Develop Best Management Practices for removal, control and disposal of woody debris	Spring								
Prepare Contractor Bid Specifications, Select Contractor and Execute Work Agreement	Spring								
Work with Central County Fire Department to implement a community engagement strategy for residential community and stakeholders	Summer								
Clear priority grasses and brush, prune and/or thin trees, phasing actions over a 3-year period. Conduct follow-up seedling and re-sprout treatments (2-5 years)	Summer		Summer	Summer	Summer	Summer			
Undertake annual Defensible Zone Assessment, manage as necessary			Summer						

Legend

- Orange= Planning
- Green= Implementation
- Blue= Maintenance and Monitoring

Task Name	Est. Cost	Total Cost	Grant Funding	Town Funding Match	Town Maintenance (Maintenance budget per year for approx 10 yrs following completion of grant)
High Priority Fire Management Areas					
Survey and map sensitive biological resources, flag ingress/egress/staging areas and Environmentally Sensitive Areas (ESA's)	\$1,000.00			\$1,000.00	
Conduct bird nesting survey if work is to be conducted April-August. Flag and protect any active nests	\$2,500.00			\$2,500.00	
Develop Best Management Practices for removal, control and disposal of woody debris	\$1,500.00			\$1,500.00	
Prepare Contractor Bid Specifications, Bid and Award	\$5,000.00			\$5,000.00	
Prepare and implement community engagement strategy	\$8,000.00			\$8,000.00	
Conduct initial fuel reduction	\$160,000.00		\$150,000.00	\$10,000.00	
Green waste treatment (chip and haul, offhaul to green waste facility)	\$35,000.00		\$25,000.00	\$10,000.00	
Stabilize slopes, install erosion control as needed	\$10,000.00			\$10,000.00	
Conduct follow up treatments as needed (2 years)	\$37,000.00		\$37,000.00		
Subtotal Cost	\$260,000.00				\$15,000.00
Defensible Space Management Zones					
Survey and map sensitive biological resources, flag ingress/egress/staging areas and Environmentally Sensitive Areas (ESA's)	\$1,000.00			\$1,000.00	
Conduct bird nesting survey if work is to be conducted April-August. Flag and protect any active nests	\$2,500.00			\$2,500.00	
Develop Best Management Practices for removal, control and disposal of woody debris	\$1,600.00			\$1,600.00	
Prepare Contractor Bid Specifications, Select Contractor and Execute Work Agreement	\$5,000.00			\$5,000.00	
Work with Central County Fire Department to implement a community engagement strategy for residential community and stakeholders	\$5,000.00			\$5,000.00	

Initial removal dead trees and brush, , priority grasses and brush, initial invasive plant removal and treatment	\$377,000.00				
Green waste treatment (chip and haul, offhaul to green waste facility)	\$60,000.00		\$347,000.00	\$30,000.00	
Stabilize slopes, install erosion control as needed	\$10,000.00		\$45,210.00	\$14,790.00	
Follow up-prune and/or thin trees, follow up herbicide of invasive plants, mow grasses (2 years)	\$35,000.00			\$10,000.00	
Subtotal Cost	\$497,100.00		\$20,000.00	\$15,000.00	\$29,036.00
Project Management (10%) and Contingency Fund (10%)		\$75,180.00			
TOTAL		\$832,280.00		\$75,180.00	
FEMA GRANT FUNDING					
TOWN OF HILLSBOROUGH FUNDING		\$624,210.00			
			\$208,070.00		\$440,360.00

Staffing

- **In-house Town of Hillsborough staffing requirements:**
 - Provide GIS mapping support;
 - Provide contract development and execution oversight;
 - Facilitate outreach to nearby residents;
 - Facilitate Contractor access near adjacent residential properties.
- **Contractor Technical staffing needs:** Technical staff to conduct work (Professional Forester, Arborist, Wildland Fire management firm, or similar). Some sites may require construction monitoring to protect endangered species (Crocker Lake)
- **Partnership/volunteer/nonprofit partnership opportunities:** Possible College of San Mateo Fire Academy, Work Furlough Program, Central County Fire Dept for technical assistance

Related Actions:

The following actions are related to the proposed project:

- Pending fire management grant
- Public Neighbor Outreach and Education Project #18/14

Possible Project Partners:

- College of San Mateo, Forestry/Botany Department or Fire Academy
- San Mateo County Waste Disposal
- Central County Fire Department
- Work Furlough Program

**PROJECT #17/19 DEVELOP MOU'S
WITH COLLEGE OF SAN MATEO AND NUEVA MACADAMIA SCHOOL**

Project Ranking: #2 (2009)

Project Description:

This project is intended to formalize relationships between the Town of Hillsborough and the College of San Mateo, and between the Town of Hillsborough and the Nueva Macadamia School. The objective of this project is to utilize Open Space lands as an outdoor classroom/teaching tool for school children and college students, and to share some level of responsibility for the access, management, and maintenance of each site for the benefit of all parties. Some possible sharing include student work programs for College of San Mateo students as part of an Environmental Planning/Habitat Restoration educational program or certificate, a student project (fire training, habitat restoration, environmental planning, environmental education program etc). The MOU would seek to formalize responsibilities for some possible shared uses such as fire training, habitat restoration, and trail /planning and use.

For students and faculty of Nueva Macadamia school, the MOU process would seek to formalize an existing relationship with the objective of utilizing Nueva Macadamia lands as an outdoor classroom/teaching tool. The MOU would seek to formalize responsibilities for some possible student site uses such as trail maintenance, habitat restoration, and wildlife management.

Project Location:

Programs are most likely to occur at Tobin Clark (adjacent to the College of San Mateo), and at Nueva Macadamia (adjacent to Nueva Macadamia school) though opportunities may be identified by staff on other Town owned open space areas.

Anticipated Benefits:

1. Some shared management of some Open Space Lands;
2. Outdoor education experiences benefiting both the students and the open space lands where projects are performed; and
3. Community goodwill and support of open space lands.

NOTES: A win-win situation for all parties.

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

Anticipate a large benefit for a very small cost (NOTE: Cost is mostly staff time for meetings, creation of MOU and legal review).

Project Timeline/Sequence of Events: Can be conducted at any time.

Estimated Costs: \$1,500-\$5,000 (mostly staff time and legal review)

Staffing

- **In-house Town of Hillsborough staffing requirements:**
 - Meetings to develop MOUs
 - Draft MOU
 - Legal Review
- **Contractor Technical staffing needs:** None
- **Partnership/volunteer/nonprofit partnership opportunities:** Possible College of San Mateo Fire Academy, Audubon Society, California Native Plant Society, for technical assistance

Related Actions:

The following actions are related to the proposed project:

- Public Neighbor Outreach and Education Project #18/14

Possible Project Partners:

- College of San Mateo, Forestry/Botany Department or Fire Academy
- Nueva Macadamia School

PROJECT #4/14/18 OUTREACH AND EDUCATION PROJECT ADDRESSING NEIGHBOR ISSUES AND OPEN SPACE LANDS

Project Ranking: #3 (2009)

Project Description:

This project was re-vamped at the request of the TAC. It now incorporates individual projects 4, 14, and 18 and provides funding for as-needed outreach and education for a wide variety of issues related to Open Space Management actions under this program. Funding would be “as-needed”, to be applied by the Town’s Open Space Manager to proactively address a variety of neighbor issues and open space land management actions that the public may be concerned about. Unexpended funds could sunset, or could wrap into future years of the program.

This project is intended to proactively make the public aware of projects that are being considered, or will be implemented on Open Space lands. It is also intended to make neighbors aware of the effects of inappropriate uses of Open Space lands such as green waste dumping, landscaping, placement of personal property such as staircases, retaining walls, etc onto public property. The goal of this project is improved neighbor relations, and public support for protection and management of Open Space lands.

The project will include some or all of the following topics, depending on public interest:

- Fire management on public lands and adjacent private lands;
- Herbicide use and protection of the public;
- Sudden Oak Death Syndrome, proper treatment and containment;
- Proper and Improper uses of Open Space Lands (green waste dumping, landscaping, placement of personal property such as staircases, retaining walls etc);
- Tree removal projects on Open Space lands, the benefit, and why tree removal is necessary;
- Using Open Space lands for outdoor education;
- Enhancing wildlife, habitat health, and aesthetic values of Open Space lands for the benefit of the public;
- Partner led (e.g., Audubon Society) bird watching or plant walks;
- “Don’t plant a pest”, how to control the spread of backyard plants and invasive weeds on public and private lands;

- Proper green waste disposal, composting backyard green waste.

Funds under this program will be used for developing and distributing educational materials (e.g., Fact Sheets, tri-fold brochures, newsletters, e-news, web postings) through existing Town distribution channels. It could also be used to develop and install educational signage. This project would also make funds available for neighborhood workshops, open space public nature walks, town meetings on controversial topics and topics of interest such as fire resistant landscaping, don't plant a pest information, uses of herbicides on open space lands, how to contain the spread of Sudden Oak Death Syndrome, and purposes and anticipated results of tree removal projects. It could also be used for onsite information officers during peak onsite projects such as tree removal or herbicide application to address neighbor concerns and garner public support for the projects.

Project Location:

All Open Space lands.

Anticipated Benefits:

1. Address “hot button” neighbor issues and concerns before they become public relations problems;
2. Reduce existing ‘trespass’ issues on open space lands, reduce need for enforcement actions over time;
3. Reduce fuel loading associated with illegal green waste dumping on open space lands;
4. Establish and maintain Open Space project boundaries and appropriate land uses;
5. Help establish public support for Open Space projects;
6. Assist neighbors with conducting complimentary vegetation management actions on their private lands thereby maximizing the effectiveness of vegetation management projects on public lands (e.g., maintenance of Defensible Space Zones, control of invasive plants, control of Sudden oak Death Syndrome);
7. Provide for outdoor education experiences benefiting residents;
8. Increase public understanding, goodwill, and support of open space lands.

NOTES: A win-win situation for all parties

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

Anticipate a large benefit for a very small cost (NOTE: Cost is mostly staff time and development and distribution of educational materials. Also includes some technical time for developing educational materials, conducting workshops, and as onsite- information officers). As noted above, funding would be used on an “As-Needed” basis, to be applied by the Town’s Open Space Manager to proactively address a variety of neighbor issues and open space land management actions that the public may be concerned about. Unexpended funds could sunset, or could wrap into future years of the program.

Project Timeline/Sequence of Events: Should be conducted before the start of major open space management projects. Project should be ongoing, and flexible enough to respond to public concerns.

Estimated Costs: Unknown. Suggest a budget of \$25,000

Staffing

- **In-house Town of Hillsborough staffing requirements:**
 - Meetings to develop MOUs
 - Draft MOU
 - Legal Review
- **Contractor Technical staffing needs:** Assistance with developing technical educational materials, workshops, and onsite assistance during construction.
- **Partnership/volunteer/nonprofit partnership opportunities:** Possible Audubon Society, California Native Plant Society, for technical assistance and for wildlife and spring nature walks.

Related Actions:

The following actions are related to the proposed project:

- Project #5/8 High Priority Fuel Load Reduction, Defensible Space Zone Creation and Maintenance
- Project #6 Acacia Forest Stand Conversion at Crocker Lake

Possible Project Partners:

- Audubon Society,
- California Native Plant Society

PROJECT # 6. FOREST STAND CONVERSION (ACACIA TO MIXED OAK WOODLAND)

Project Ranking: #4 (2009)

Project Description:

This project seeks to convert approximately 1.8 acres of scattered non-native acacia stands, located at Crocker Lake to a native mixed oak woodland forest. This project is intended to:

1. Reduce the amount of highly flammable non-native vegetation onsite in areas adjacent to residential development (compliments actions under FEMA fire grant Project 578);
2. Eliminate the spread of this invasive tree species into other urban interface areas of Crocker Lake;
3. Promote the long term health of native mixed oak woodlands in Open Space Lands;
4. Act as a pilot program to show residents the benefits of slow planned forestry projects/tree removal projects; and
5. Improve and increase habitat for common woodland-dependent wildlife and bird species on Open Space lands.

The project has the following components:

- Coordinate actions with FEMA fire grant actions;
- Update acacia mapping, delineate high priority acacia stands intended for immediate removal and lower priority acacia stands for thinning and containment (removal of saplings and seedlings); characterize other weeds within stands; and map ingress/egress and staging areas for removal work;
- Develop a phased forest stand conversion revegetation strategy, emphasizing the establishment of a multiple-age mixed oak woodland over time (10-20 year planting cycle) that provide improved wildlife habitat values;
- Develop Best Management Practices for removal, control and disposal of acacia woody debris, (emphasize methods to prevent inadvertent spread into nearby areas and recycle or use wood in an ecologically sound manner as possible);
- Prepare Contractor Bid Specifications, Select Contractor and Execute Work Agreement;
- Develop and implement a community engagement strategy for residential community and stakeholders;
- Collect and propagate acorns, seeds, and cuttings to develop sufficient plant materials to implement Revegetation Strategy;
- Conduct Acacia tree removal;
- Conduct follow-up acacia seedling and re-sprout treatments (2-3 years);
- Prepare soils for planting;
- Install planting materials;
- Undertake site monitoring, weed control, and staged planting (5 to 20 years).

Project Location: Crocker Lake

Anticipated Benefits:

1. Substantial reduction of fire risk by removing a large infestation of a highly flammable invasive tree;
2. Cost benefits of early elimination of a highly invasive species into otherwise un-infested high quality native oak woodland (i.e. early treatment costs less than treatment in the future when invasive plant has spread exponentially)
3. Ecological benefits of increasing habitat values for common and sensitive plant and wildlife species (songbirds, raptors, woodrats, California bottlebrush grass)
4. Aesthetic site improvements
5. Anticipated lower maintenance costs into the future related to native habitats

NOTES: Recommend work be conducted concurrent, or sequenced after FEMA fire grant work at Crocker Lake for maximum cost efficiency and amplified fire management effects.

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

We recommend seeking grant funding for this project in 2009. It may be possible to use the FEMA fire management as a partial matching fund under some grant programs. We recommend also conducting this work concurrent with, or closely after the FEMA grant work at Crocker Lake for maximum cost savings and work efficiency.

Project Timeline/Sequence of Events:

Task Name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 10+	Year 15+
Update acacia and project mapping	fall								
Prepare Revegetation Plan		Winter							
Prepare Contractor Bid Specifications, Bid and Award		Spring							
Collect and propagate plant materials		Summer							
Prepare and implement community engagement strategy		Summer							
Conduct Acacia tree removal		Summer							
Follow-Up acacia treatments (3 years)			spring	spring	spring				
Implement Revegetation Plan				fall					
Site Monitoring and Maintenance (5-10 years)					spring	spring	spring	spring	spring

Legend

Orange= Planning

Green= Implementation

Blue= Maintenance and Monitoring

Estimated Costs:

Task Name	Estimated Cost Range	Total Cost
Update acacia and project mapping	\$3,000-\$5,000	
Prepare Revegetation Strategy	\$2,500-\$5,000	
Prepare Contractor Bid Specifications, Bid and Award	\$3,000-\$5,000	
Collect and propagate plant materials	\$15,000-\$25,000	
Prepare and implement community engagement strategy	\$1,000-\$2,000	
Conduct Acacia tree removal	\$20,00-\$25,000	
Follow-Up acacia treatments (3 years)	\$12,000-\$15,000	
Out-plant native plant materials	\$10,000-\$13,000	
Site Monitoring and Maintenance (5-10 years)	\$15,000-\$21,000	
Subtotal Cost		\$81,500-116,000
Project Management (10%) and Contingency Fund (10%)		\$19,750
TOTAL		\$101,250-135,750

Related Actions:

The following actions are related to the proposed project:

- **Project 5/8: Fire Management** FEMA grant for fuel load reduction at Crocker Lake
- **Conduct concurrent with Project 18/14 Residents Outreach Program** to contact adjacent landowners about tree removal, SODS control, green waste trash disposal on open space lands and other related topics

Possible Project Partners:

- College of San Mateo, Forestry/Botany Department or Fire Academy
- San Mateo County Waste Disposal
- Central County Fire Department
- Work Furlough Program

PROJECT #11 TREAT HIGHEST PRIORITY NON-NATIVE INVASIVE PLANTS

Project Ranking: #5 (2009)

Project Description:

This project seeks to control high priority and newly-establishing non-native invasive plants while infestations are small and easily controlled. Newly colonizing targeted non-native invasive plants are considered to be the highest priority for control activities because they are relatively small infestations that are easily controlled at a relatively low cost. However, if left untreated, these new or “pioneer” infestations will likely continue to spread in the open space lands, resulting in larger and much costlier control activities in the future. Based on the 2006 vegetation mapping, the following new non-native invasive plants were identified on open space lands: egg-leaved spurge, yellow star thistle, and purple star thistle. These species were detected in very small amounts at Nueva Macadamia, and Tobin Clark, and could readily be contained, treated, and eradicated from these sites.

The project has the following components:

- Prepare Request for Qualifications for a weed management firm (to include a licensed herbicide applicator);
- Select Contractor familiar with controlling non-native invasive plants in open space settings, and execute work agreement;
- Treat all priority invasive plants at Nueva Macadamia, and Tobin Clark, assess other (new invasives if encountered onsite)
- Set up a Early Detection Program for invasive plants (priority and new) in Open Space areas;
- Conduct monitoring and coordination with early detection program and have weed control firm conduct follow up treatments as necessary.

Project Location: Tobin Clark and Nueva Macadamia (See attached map)

Anticipated Benefits:

1. Cost benefits of early elimination of a highly invasive species into otherwise un-infested areas (i.e. early treatment costs less than treatment in the future when invasive plant has spread exponentially);
2. Ecological benefits of increasing habitat values for common and sensitive plant and wildlife species (songbirds, raptors, woodrats, California bottlebrush grass);
3. Aesthetic site improvements;
4. Anticipated lower maintenance costs related to maintaining healthy native habitats.

NOTES: Hillsborough may want to expand this project to encompass all open space lands

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

Due to the relatively low cost of this project and the substantially higher future costs if invasive spread into the open space areas, we recommend this project be undertaken as soon as is possible (with or without grant funding). However, we do recommend concurrently/immediately seeking grant funding for this project in 2009.

Project Timeline/Sequence of Events:

Task Name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 10+	Year 15+
Prepare scope of work for weed removal firm (to include licensed herbicide applicator), select contractor familiar with controlling non-native invasive plants in open space settings, and execute work agreement.	Winter								
Direct weed removal firm to treat priority mapped infestations at Nueva Macadamia, and Tobin Clark, and then identify map and control new priority infestations.		Spring/ Summer							
Conduct monitoring and coordination with early detection program and have weed control firm conduct follow up treatments as necessary.		Late Spring	Late Spring	Late Spring	Late Spring				
Legend ■ Planning ■ Implementation ■ Maintenance and Monitoring									

Estimated Costs:

Task Name	Estimated Cost	Total Cost
Prepare scope of work for licensed herbicide applicator, select Contractor familiar with controlling non-native invasive plants in open space settings, and execute work agreement	\$1,500 - \$2,000	
Direct licensed herbicide applicator to treat priority mapped infestations at Nueva Macadamia, and Tobin Clark, and then identify map and control new priority infestations.	\$4,000-\$7,000	
Conduct monitoring and coordination with early detection program and have weed control firm conduct follow up treatments as necessary	\$2,000-\$3000 annually	
Subtotal Cost	\$7,500-12,000	
Project Management (10%) and Contingency Fund (10%)	\$1950	
TOTAL		\$9,450-13,950

Staffing

- **In-house Town of Hillsborough staffing requirements:** Contract oversight, Site access
- **Contractor Technical staffing needs:** Licensed herbicide applicator familiar with controlling non-native invasive plants in wild land settings
- **Partnership/volunteer/nonprofit partnership opportunities:** None

Related Actions:

The following actions are related to the proposed project:

- Non-native invasive plant control- Crocker Lake (Project #12)
- Non-native invasive plant control- Tobin Clark (Project #13)
- Non-native invasive control outreach and policies for new construction (Project 14)

PROJECT # 2 DEVELOP WILDLIFE MANAGEMENT PLAN, PROGRAM & POLICY

Project Ranking: #6 (2009)

Project Description:

This project intends to develop a comprehensive wildlife management plan for both common wildlife (such as migratory songbirds that are ecologically important and protected under the Migratory Bird Treaty Act), and sensitive wildlife species known from the region (such as nesting great blue heron, acorn woodpeckers, nesting raptors, woodrats, and possibly San Francisco garter snake habitat) to help sustain these species on open space lands into the future.

The project has the following components:

- Define and articulate a policy statement regarding the Town's goals for wildlife management and protection,
- Explore partnerships with wildlife organizations such as Audubon Society to help in maintenance of healthy wildlife populations onsite.
- Address urban issues such as control and management of deer, coyote, and other common wildlife species in a Town adopted policy statement(s).
- Explore options for enhancement of migratory songbird and other bird species populations that are found on Open Space Lands (Note maybe in partnership with schools or Audubon Society).
- Prepare a Wildlife Management Plan to help guide future land management decisions on Open Space lands.

Project Location: All Open Space Lands

Anticipated Benefits:

1. Ecological benefits of maintaining habitat for common and sensitive wildlife in Open Space lands;
2. Region-wide benefit of contributing to providing fly-over stopping areas and movement corridors for migratory species such as songbirds;
3. Increasing habitat values for common and sensitive wildlife species (songbirds, raptors, woodrats, San Francisco garter snake);
4. Aesthetic site improvements;
5. Outreach and goodwill benefit to residents and environmental community through possible partnership with Audubon;
6. Possible environmental education opportunity for local schools to participate in wildlife habitat improvements (e.g., planting songbird food plants etc)

NOTES: Large potential ecological benefits at relatively low cost

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

We recommend seeking grant funding for this project in 2009. Due to minimal cost and large anticipated benefits we recommend this project be undertaken as soon as is possible (with or without grant funding).

Project Timeline/Sequence of Events:

Task Name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 10+	Year 15+
Define wildlife management and protection policy statements for wildlife protection and urban wildlife control issues	Winter								
Explore partnerships with Audubon, local schools		Spring/Summer							
Prepare wildlife management plan		Late Spring							

Legend
Orange= Planning
Green= Implementation
Blue= Maintenance and Monitoring

Estimated Costs:

Task Name	Estimated Cost	Total Cost
Define wildlife management and protection policy statements for wildlife protection and urban wildlife control issues	\$250-500	
Explore partnerships with Audubon, local schools	\$1000	
Prepare wildlife management plan	\$2,000-\$3500	
Subtotal Cost	\$3,250-5000	
Project Management (10%) and Contingency Fund (10%)	\$500	
TOTAL		\$3750-5500

Staffing

- **In-house Town of Hillsborough staffing requirements:** Policy development, Contract oversight, Develop partnerships, Site access
- **Contractor Technical staffing needs:** Wildlife Biologist to write plan
- **Partnership/volunteer/nonprofit partnership opportunities:** Audubon, local schools

Related Actions:

- Project 17/19 Develop MOU with College of San Mateo and Nueva Macadamia school

ENVIRONMENTAL COMPLIANCE: ENVIRONMENTAL REVIEW & PERMITTING FOR IDENTIFIED PROJECTS

Project Ranking: Independent Task Force Recommendation (Unranked)

Project Description:

This project is intended to coordinate the Town's environmental review process for foreseeable open space management projects for the purposes of cost efficiency, conduct of comprehensive/cumulative environmental review, and enhancement of grant funding opportunities for identified projects.

During project assessment and ranking, the Task Force discussed the environmental process options to advance the selected vegetation management projects. As a result, the Task Force formulated the following recommendations to Council:

1. The Task Force recognizes that many of the proposed vegetation management projects will require some level of environmental review, and that most grant programs require environmental review to be underway, or completed.
2. The Task Force acknowledges that the costs and efforts to process a master environmental document for the entire multiple-year Vegetation Management Program present economy-of-scale benefits as compared with processing individual environmental documents for each of the selected projects.
3. The Task Force recommends that the Town of Hillsborough facilitate a comprehensive environmental review of the 2009 Vegetation Management Plan. Specifically, conduct of a comprehensive environmental review would involve notification and preparation of Draft and Final environmental documents suitable for certification for the City Council. While the Town would oversee the process, environmental consulting services would be necessary for preparation of the environmental documents.

Project Location: All Open Space Lands

Anticipated Benefits:

The identified advantages of completing the environmental review "en-masse" are:

- **Potential Cost Savings:** Staff estimates that each environmental review will cost an estimated minimum of \$30,000 to \$90,000 per project if done separately per project. Staff estimates the cost of conducting an environmental review for all identified projects "en-masse" would be approximately \$200,000, depending on the number and nature of the projects included

in the review. The Town may also be able to utilize information currently being prepared by URS, an environmental consultant for the Federal Emergency Management Agency (FEMA) Fire Grant Program for FEMA’s federal National Environmental Policy Act (NEPA) review process. If appropriate, Town staff would request a proposal from URS to expand the NEPA information collected for the fire management project into a broader environmental document encompassing all the Vegetation Management Projects and addressing both the State and Federal environmental review processes. URS is currently preparing a NEPA environmental document for the PDM08 Fire Management Project and may be able to expand their review to encompass state environmental review of the entire Vegetation Management Project, thereby building on existing efforts.

- **Grant Writing:** Most grant funders require that an environmental review be completed prior to a project being considered for grant funding. Having completed environmental review for the Vegetation Management Program as a whole will give the individual projects a far better chance of receiving grant funding.
- **Project Execution:** A bulk review would allow the Town to move forward with open space management projects in a timely manner.
- **Cumulative Impacts:** Completing the review of anticipated projects together addresses the environmental regulatory requirements to consider the cumulative impacts of all reasonably foreseeable projects.
- **Longevity:** The environmental review would be relevant for approximately 5 to 10 years (occasional updates could be required if existing or project conditions change substantially), and could be updated in a cost efficient manner if the program extends beyond the ten year timeframe.

TECHNICAL ADVISORY RECOMMENDATION COMMENTS:

Given that virtually all open space management projects will incur costs related to environmental review, that the collective costs of individual projects will likely exceed a more comprehensive review of reasonably foreseeable projects, and for purposes of a full and complete environmental analysis of the Vegetation Management Program, Staff recommends investing the resources to complete a comprehensive environmental review. Staff also recommends obtaining a quote from URS for expanding their environmental review to include both the Federal and State processes. Upon the receipt of proposals, staff will further analyze the cost-benefits of preparing a master environmental document compared to preparing environmental reviews on an individual, project by project basis. The results of this analysis, final recommendations and quote for services, if applicable, will be brought before City Council for consideration.

Project Timeline/Sequence of Events:

Task Name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 10+	Year 15+
Identify/Confirm projects to include in EIR; request proposals; award	Winter								

RESOLUTION NO. 09-

**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF HILLSBOROUGH
APPROVING THE OPEN SPACE MANAGEMENT TASK FORCE
RECOMMENDATIONS**

WHEREAS, the Town of Hillsborough owns 259 acres of open space in nine separate open space areas; and

WHEREAS, the Town's General Plan, Open Space and Conservation Element, Policy OSC-2, calls for the continued preservation and maintenance of Town-owned open space in a manner that protects natural habitat, controls potential wildfire hazards, preserves and protects rare and endangered species and their habitats, encourages the removal of invasive species, and preserves and enhances valued riparian habitat that provide important water quality benefits; and

WHEREAS, the City Council approved the Hillsborough Vegetation Management Strategy and Guidelines in April 2008, which included the formation of an Open Space Management Task Force (Task Force) to consider, rank and recommend to the City Council open space management projects for the calendar year 2009; and

WHEREAS, the Task Force has met, conferred, ranked and submitted for consideration by the City Council a list of said projects.

NOW, THEREFORE, BE IT RESOLVED, the City Council does hereby adopt the Open Space Management Task Force's 2009 Project recommendations.

Mayor of the Town of Hillsborough

Attest: City Clerk

This resolution was adopted by the City Council of the Town of Hillsborough at its regular meeting held on the 9th of February 2009, by the following vote of the members thereof:

AYES: Councilmembers _____

NOES: Councilmembers _____

ABSENT: Councilmembers _____

ABSTAIN: Councilmembers _____

RESOLUTION NO. 07-102

**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF HILLSBOROUGH
AUTHORIZING THE DEVELOPMENT OF A SUSTAINABLE HILLSBOROUGH TASK
FORCE, GREEN BUILDING PROGRAM AND APPROPRIATION OF FUNDS FOR
EDUCATION AND CONSULTING SERVICES EXPENSES**

WHEREAS, the Town of Hillsborough recognizes the need to promote a more sustainable community that meets today's needs without compromising the ability of future generations to meet their needs, and that the Town values the interconnectedness of a healthy environment, society and economy; and

WHEREAS, Hillsborough's General Plan (Conservation and Open Space Element) and the Urban Water Management Plan are concerned with the protection of natural resources, water, resource and energy conservation; and

WHEREAS, the Town of Hillsborough has implemented several resource conservation programs and recognizes the need to develop a comprehensive Sustainable Hillsborough Plan to identify and prioritize programs and policies to be implemented by the Town and community to further sustainable practices; and

WHEREAS, the development of a Sustainable Hillsborough Task Force will identify and prioritize programs and policies for the Sustainable Hillsborough Plan and will focus on climate protection, which will assist Hillsborough in meeting the requirements of Assembly Bill 32, the California Global Warming Solutions Act of 2006; and

WHEREAS, a Green Building Program is an essential component of sustainability because of the Town's residential composition and the Green Building Program can increase water conservation, resource conservation, energy efficiency, renewable energy production and improve indoor air quality; and

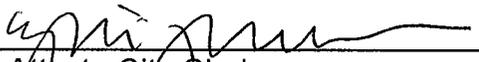
WHEREAS, the Town of Hillsborough has partnered with "Build It Green", a professional, non-profit membership organization that educates and promotes green building through the use of the "New Home Construction Green Building Guidelines" and "Home Remodeling Green Building Guidelines" that educate residents and building professionals about voluntary green building measures and the use of the "Green Points Checklist" will assist staff in monitoring green building activity in Hillsborough.

NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the development of a Sustainable Hillsborough Task Force whose members will be appointed by the Mayor to identify and prioritize sustainable programs and policies that

the Town and community can implement to be a more sustainable community, and that the City Council conceptually approves the Sustainable Hillsborough Guiding Principles for use by the Sustainable Hillsborough Task Force. The Task Force will provide a summary of the recommended programs and policies in the "Sustainable Hillsborough Plan" for the City Council's consideration; and

BE IT FURTHER RESOLVED, that the City Council directs staff to distribute the "New Home Construction Green Building Guidelines" and "Home Remodeling Green Building Guidelines" to permit applicants to promote green building and require that the "Green Points Checklist" be completed by the permit applicant as part of the permit process for new construction and major remodel projects, thereby providing a method to monitor green building activity in Hillsborough; and

BE IT FURTHER RESOLVED, that the City Council directs staff and consultants, as needed, to facilitate the development and promotion of sustainable education programs by enhancing the Town web site to include sustainable program information, coordinating workshops on sustainable practices such as green building, energy efficiency, water conservation, renewable energy and solar applications and authorizes an amount not to exceed \$30,000 from the budget contingency fund.


Attest: City Clerk


Mayor of the Town of Hillsborough

This resolution was adopted by the City Council of the Town of Hillsborough at its regular meeting held on the 10th of December 2007, by the following vote of the members thereof:

AYES:	Councilmembers	<u>Mullooly, Krolik, Kasten, Fannon, Regan</u>
NOES:	Councilmembers	<u>None</u>
ABSENT:	Councilmembers	<u>None</u>
ABSTAIN:	Councilmembers	<u>None</u>