

MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, February 10, 2003

Mayor Regan called the regular meeting to order at 6:00 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough California.

ROLL CALL: Present: Mullooly, Fannon, Adams, Kasten, Regan

MINUTES: The minutes of the January 13, 2003 City Council meeting were approved as submitted.

PRESENTATIONS: Certificates of Appreciation were presented to the:

- Financial Advisory Committee - Randi Glass Murray
- Water Conservation Advisory Committee - Robert Mueller, Virginia Roberts, Susanne Tognazzini, and Elizabeth Vorsatz
- Certificate of Commendation - Citizen's Recognition Award - Steve Pedigo

CONSENT CALENDAR:

On motion of Councilmember Mullooly and seconded by Councilmember Kasten, unanimous on voice vote, Consent Calendar items 1, 2, and 4 were approved. Item number 3 was removed for discussion.

1. MONTHLY CLAIMS

The monthly claims for January 2003 were approved.

2. THE RESOLUTION URGING THE CALIFORNIA LEGISLATURE TO REJECT THE GOVERNOR'S PROPOSED SHIFT OF LOCAL VEHICLE LICENSE FEE (VLF) REVENUES AND TO HONOR THE 1998 COMMITMENT TO RESTORE THE VLF

The resolution urging the California Legislature to reject the Governor's proposed shift of Local Vehicle License Fee (VLF) Revenues and to Honor the 1998 commitment to restore the VLF was adopted.

3. ORDINANCE AMENDING TITLE 17 (ZONING) OF THE HMC; Introduction

City Planner Maureen Morton indicated that there was a word change to Section 2, F(i) to incorporate the word "court".

On motion of Councilmember Mullooly, seconded by Vice Mayor Kasten, unanimous on voice vote, the ordinance amending Title 17, Zoning of the HMC was introduced, and set for public hearing on March 10, 2003 to consider adoption of the ordinance, as amended.

4. ORDINANCE AMENDING CHAPTER 13.20 (WATER CHARGES) OF THE HILLSBOROUGH MUNICIPAL CODE

The ordinance amending Chapter 13.20, (Water Charges) of the Hillsborough Municipal Code was introduced and set for public hearing on March 10, 2003 to consider adoption the ordinance amendment.

NEW BUSINESS:

5. RESOLUTION APPROVING THE 2002 SANITARY SEWER CLEANING AND LINING PROJECT, PHASE I, 22-206

Contract City Engineer Cyrus Kianpour explained that the project for the Sanitary Sewer Cleaning and Lining Project Phase I, had been completed. The City Council authorized a Contract Change Order #1 in the amount of \$225,000 to take advantage of the competitive unit costs, bringing the construction budget to the cost of \$613,850, including Contract Change order #2 in the amount of \$257,781 for a total construction cost of \$871,631.

Councilmember Fannon asked if this was an expansion from the originally approved project. Mr. Kianpour indicated that yes, it was an expansion and there was an additional change order from the originally approved project, since the job was bid at a very reasonable price.

On motion of Councilmember Fannon, and seconded by Vice Mayor Kasten, unanimous on voice vote, the resolution approving the 2002 Sanitary Sewer Cleaning and Lining Project, Phase I, SS-206 was adopted.

6. RESOLUTION FIXING TIME AND PLACE OF PUBLIC HEARING ON WHETHER TO FORM AND BECOME A MEMBER OF THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA)

Public Works Director Mike Meloni explained that the Town of Hillsborough is currently a member of the Bay Area Water Users Association (BAWUA). BAWUA was organized to represent agencies' collective interests in their interactions with the San Francisco Public Utilities Commission (SFPUC) and the City of San Francisco Water Department who manage the water delivery system that serves the BAWUA member agencies. Mr. Meloni added that due to reliability problems within the existing water system and the failure of the SFPUC to address these problems along with the BAWUA member agencies not having a strong enough voice in how the SFPUC runs their water system, assemblyman Louis Papan authored a bill, AB 2058, which created a Regional Water Supply and Conservation Agency, which in turn allows the formation of Bay Area Water Supply and Conservation Agency (BAWSCA). BAWSCA will provide each participating agency a strong voice in how water and water rights are acquired, how water is stored and transported, how water is sold and the ability to acquire, construct, operate and maintain works and facilities to carry out the agencies purposes.

Arthur Jensen, General Manager of BAWUA provided a detailed summary to the Council regarding the steps in creating a new public agency. Mr. Jensen also discussed the cost effectiveness, public health, safety and potential outages, along with future needs to share expenditures. Mr. Jensen explained that BAWUA is a non-profit voluntary association.

Councilmember Mullooly asked if there are two separate agencies or are they the same. Mr. Jensen said there are two separate agencies: BAWSCA is the main agency that deals with water issues, and the financing agency deals with the funding of the water projects.

Vice Mayor Kasten asked how this is being funded. Mr. Jensen indicated that it would be funded through the participant's water purchases from San Francisco water.

Councilmember Adams asked about voting rights. Mr. Jensen said, one vote per agency was allowed.

City Attorney Norm Book indicated that in the past SFPUC ran the system. He asked whether some power would be shifted to the BAWUA members if the new agency were created.

Mr. Jensen explained that ultimate control would remain with SFPCU. However, the new agency would give the Town more voice.

Councilmember Adams said that he understood that the current relationship with San Francisco is in litigation. Mr. Jensen confirmed that this was the case.

On motion of Vice Mayor Kasten, seconded by Councilmember Adams, unanimous on voice vote, the resolution fixing the time and place of the public hearing on whether to form and become a member of the Bay Area Water Supply Conservation Agency was adopted.

7. RESOLUTION TO APPOINT A MEMBER TO THE BOARD OF DIRECTORS OF THE SAN FRANCISCO BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY

Public Works Director Mike Meloni said that the Town needed to pass the resolution to appoint a member to the Board of Directors. Mr. Meloni indicated that State Senator Jackie Speier authored SB 1870 which subsequently passed. On January 1, 2003 SB 1870 created the San Francisco Bay Area Regional Water System Financing Authority Act. This Act created an entity that has the authority to issue revenue bonds to improve the reliability of the regional water system.

Mayor Regan said that he spoke to Jean Auer, and asked her if she would be interested in serving as the Town representative to the Board of Directors. She indicated that she would be pleased to serve.

On motion of Councilmember Mullooly, seconded by Councilmember Fannon, unanimous on voice vote, the resolution to appoint Jean Auer to the Board of Directors of the San Francisco Bay Area Regional Water System Financing Authority was adopted.

8. RECORDS MANAGEMENT / IMPROVEMENT PROGRAM - AWARD OF CONTRACT

Acting Assistant City Manager Kathy Leroux explained that records management has been a problem Town wide. It has become difficult to retrieve recorded documents and files. Ms. Leroux indicated that several consultants were contacted, and the consultant recommended has provided the most comprehensive approach. Ms. Leroux indicated that Records Control Services comes highly recommended from City Clerks in the area. The service would include highly effective indexing, storage, and a retrieval system for active and inactive records. The program would begin in the City Clerk's Department, Finance Department, City Manager and Human Resources Departments. The funding for this project is included in the City Clerk's budget.

Bruce Myers, the CEO of Records Control Services, indicated to Council that the Town has approximately 1.3 tons of Town records. Mr. Myers estimated that 40% of those files are obsolete, 7% is misfiled and 3% are lost. The new program would eliminate these problems and would allow for better public service. Mr. Myers indicated that it is currently costing the Town about \$25,000 a year just to keep the current system going without improvement.

Councilmember Fannon asked how long would it take to implement this program. Mr. Myers said that it was a three-phase process and would take about three months.

Mayor Regan asked how the Records Management Company would determine what documents are obsolete. Mr. Myers said that he would have to eventually sit down with management to discuss the activity level of certain documents and develop a retention schedule.

Vice Mayor Kasten indicated that he was concerned about backing up data. Mr. Myers said that a one-seat license would be issued and the database will be saved on the server.

Mayor Regan asked what other cities the Records Control Services Company has worked with. Mr. Myers indicated he has worked with South San Francisco, Burlingame, Brisbane and Pinole.

On motion of Councilmember Adams, seconded by Councilmember Fannon, unanimous on voice vote, the City Manager was authorized to execute the contract in the amount of \$24,232.73 with Records Control Services to provide professional services in designing and implementing a records improvement program for sorting, tracking and retrieving records, subject to final review by the City Attorney's office.

CITY SERVICE PRESENTATION:

9. POLICE DEPARTMENT ALARM PROCEDURES

Sergeant Carolyn Serrato and Captain Nicholas Gottuso of Hillsborough Police Department made a Power Point presentation related to alarm fees and alarm monitoring services.

PUBLIC COMMENT:

None

COUNCIL ITEMS:

Mayor Regan asked if anyone was attending the Council of Cities Dinner on February 28, 2003 and if anyone would be attending the Concours Dinner/Dance.

Mayor Regan also commended Edna Masbad on the annual report she provided in the monthly reports.

Councilmember Mullooly attended a Penn TV meeting and discussed ways to attract more viewers to the channel.

Mayor Regan indicated that the Hillsborough School Superintendent asked if Hillsborough was still active in Measure A.

Vice Mayor Kasten said that he and Martha attended the PG&E meeting.

Vice Mayor Kasten commended Code Enforcement Officer Linda Clark on her time and effort with code enforcement around Town.

Mayor Regan welcomed Dave Milanese back to the Fire Department.

City Manager Anthony Constantouros indicated that the meeting held with PG&E and Town residence was positive. PG&E was very prepared to answer questions from the residents, and met with the residents on an individual basis. PG&E made it clear that they were trying to minimize or eliminate power outages completely.

City Manager Anthony Constantouros added that Martha DeBry received a State Wide Award, the John H. Nail Memorial Award.

ADJOURN:

Mayor Regan adjourned the meeting at 7:35 p.m.