

TOWN OF HILLSBOROUGH

San Mateo County

Thomas M. Kasten, Mayor
Catherine U. Mullooly, Vice Mayor
D. Paul Regan
John J. Fannon
Christine M. Kroluk

1600 Floribunda Avenue
Hillsborough, CA 94010



A G E N D A

MONDAY, March 14, 2005

5:00 p.m. CLOSED SESSION

6:00 p.m. CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (5:00 p.m.)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9)
(three cases)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Section 54956.8)

Property: Abandonment of a portion of the right-of-way at the intersection of Hayne Road and Barbara Way

Agency negotiator: Martha DeBry, Public Works Director

Negotiating party: Dennis and Maryanne Faoro, owner of 400 Barbara Way

Under negotiation: Price and terms of payment

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: February 14, 2005

IV. RECOGNITION:

- Vice Mayor Catherine Mullooly was selected as the "Woman of the Year" Award, by California State Assembly Member Gene Mullin and honored during a ceremony at the State Assembly Chambers, which was held earlier today, March 14, 2005

The Town of Hillsborough Finance Department has received the following awards:

- Distinguished Budget Presentation Award: Government Finance Officers Association
- Outstanding Financial Reporting for 2003-2004 Award: California Society of Municipal Finance Officers
- Operating Budget Excellence Award: California Society of Municipal Finance Officers

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: FEBRUARY 1 THROUGH FEBRUARY 28, 2005
2. REJECTION OF CLAIM: Ricky Chen and Te-Fung Chen, 2510 Skyfarm Drive
3. REJECTION OF CLAIM: Brian Haverty, 646 Alhambra Road, San Mateo
4. APPROVAL OF LEASE AGREEMENT WITH THE SAN MATEO COUNTY PRE-HOSPITAL EMERGENCY MEDICAL SERVICES GROUP, JPA
5. RESOLUTION TO PURCHASE THREE REPLACEMENT POLICE VEHICLES
6. RESOLUTION ADOPTING THE 2005 GENERAL PLAN
7. ANNUAL UPDATE, STANDARD CONDITIONS OF APPROVAL FOR MAJOR PROJECTS
8. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE 2004 WATER MAIN REPLACEMENT PROJECT, PHASE III
9. APPROVAL OF SERVICE ORDER FOR ENGINEERING DESIGN OF 2005 WATER MAIN REPLACEMENT PROJECT, PHASE IV
10. RESOLUTION AND AGREEMENT AMENDMENTS TO THE PENINSULA HUMANE SOCIETY AND CITY CONTRACTS
11. RESOLUTION APPROVING CHANGES TO ANNUAL INVESTMENT POLICY

VI. PUBLIC HEARING:

12. APPEAL OF THE ARCHITECTURE AND DESIGN REVIEW BOARD'S APPROVAL OF THE DESIGN OF A NEW HOUSE AT 2768 RALSTON AVENUE; William Stein and Patricia Hsiu Stein, et al, appellants; Richard Dwyer, applicant

VII. NEW BUSINESS:

13. RESOLUTION AUTHORIZING PURCHASE WITH GRANT FUNDS OF 11 DUAL-BAND POLICE VEHICLE RADIOS TO REPLACE THE EXISTING SINGLE-BAND UNITS
14. RESOLUTION AWARDED A CONTRACT TO J. FLORES CONSTRUCTION, INC. FOR THE RALSTON / PINEHILL SEWER RELOCATION PROJECT

VIII. OLD BUSINESS:

15. TOWN OF HILLSBOROUGH OFFICE SPACE: OFFICE RELOCATION CONCEPTS

IX. DISCUSSION:

16. DISCUSSION OF SLOPE CALCULATIONS
17. SHADY CREEK RETAINING WALL REPAIR PROJECT UPDATE
18. JEFFERSON MARTIN 230 KV LINE CONSTRUCTION

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 – IN MEMORY OF ELEANOR GIORGI, employed by the Town of Hillsborough for 17 years and served as City Clerk for nine years until her retirement in 1994

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.



AGENDA – REPORTS

HILLSBOROUGH CITY COUNCIL

Monday, March 14, 2005
6:00 p.m.
Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough

CONSENT CALENDAR:

1. MONTHLY CLAIMS: FEBRUARY 1 THROUGH FEBRUARY 28, 2005 (Finance Director)

Summary: The monthly claims for the month of February 2005 in the amount of \$2,062,336.34 are submitted for approval.

Recommendation: Approve the monthly claims for February 2005 as submitted.

2. REJECTION OF CLAIM: Ricky Chen and Te-Fung Chen, 2510 Skyfarm Drive
(Assistant to the City Manager)

Summary: This claim was received on December 15, 2004. The claim is for damage resulting from a vehicle hitting a hydrant and causing water to run onto the claimant's property at 2510 Skyfarm Drive. Emergency personnel responded to the call but were unable to immediately turn off the water because the street access key was not accessible until the street department shut down the main and pumps to the specific hydrant location. The damage that prevented the Town's emergency personnel from being able to turn off the hydrant was caused by the vehicle that hit the hydrant. The claimants were provided with the contact information of the person that owned the vehicle that hit the hydrant. ABAG recommends rejection of the claim.

Recommendation: Reject the claim.

3. REJECTION OF CLAIM: Brian Haverty, 646 Alhambra Road, San Mateo
(Assistant to the City Manager)

Summary: This claim was received on January 30, 2005. Mr. Haverty's claim is for medical expenses not covered by his medical insurance in the amount of \$273.77. Mr. Haverty was jogging on the morning of October 27, 2004. As a car approached from behind, he moved to avoid it and was injured. The road work was being done by a contractor and not Town employees. Mr. Haverty has been reimbursed in full by the contractor. ABAG is recommending rejection of the claim on behalf of the Town as the release only named the contractor.

Recommendation: Reject the claim.

4. APPROVAL OF LEASE AGREEMENT WITH THE SAN MATEO COUNTY PRE-HOSPITAL
EMERGENCY MEDICAL SERVICES GROUP, JPA (Assistant to the City Manager)

Summary: The San Mateo County Pre-Hospital Emergency Medical Services Group, JPA has been leasing office space from the Town since April 1, 1999. The space, which is two offices that house the JPA Administrator and the JPA Administrative Assistant, is located upstairs at 1608 Floribunda Avenue, otherwise known as the "Annex Building". Rental income has helped offset the renovation costs of this building. In addition, being in close proximity to the Administrator has been an asset to the Fire Department. Use of this space by the JPA does not conflict with office relocation alternatives that are being explored by the Town. The current contract, with a total rental amount of \$31,000 over the last two year period, will expire on March 31, 2005.

The proposed term of the agreement is from April 1, 2005 through December 31, 2008. The new rental agreement is proposed for a total of \$68,250 for the length of the contact. The rent increase averages about 6% per year for the term of the agreement. A copy of the proposed agreement is included in the City Council's agenda packet.

Recommendation: Authorize the City Manager to execute the Lease Agreement with the San Mateo County Pre-Hospital Emergency Medical Services Group, JPA.

5. RESOLUTION TO PURCHASE THREE REPLACEMENT POLICE VEHICLES
(Police Captain)

Summary: The 2004/2005 Capital Budget, Police Vehicle Replacement fund has \$98,000 reserved for the replacement of three black and white patrol vehicles. Each of the two 2000 and the 1998 Crown Victoria police units scheduled for replacement have over 65,000 miles and are over 5½ years old. When the units are actually rotated out of service (mid 2005) the units will have gone beyond their expected service life.

The following San Francisco Bay-Area Ford dealers have been contacted via written letters regarding the availability of replacement police vehicle packages: S&C Ford of San Francisco, Peninsula Ford of Palo Alto, and Towne Ford of Redwood City. The request for bid participation was mailed out on February 25, 2005, with a requested response deadline of March 4, 2005. S&C Ford of San Francisco provided the most economical bid. On March 2, 2005, Towne Ford representatives advised that they were declining to participate in this bid process. The S&C Ford bid was \$ 23,347.45 for each of the marked Crown Victoria vehicles. The bid comparisons came in as follows:

<u>Ford Dealers</u>	<u>1 Crown Vic Patrol</u>	<u>Totals for Three Units</u>
S & C Ford	\$ 23,347.45	\$ 70,042.35
Peninsula Ford	\$ 23,428.96	\$ 70,286.88
Towne Ford	Declined to Bid	Declined to Bid

Recommendation: Adopt the resolution authorizing the Police Department to purchase three replacement black and white 2005 Crown Victoria vehicles for the bid amount of \$70,042.35 from S&C Ford of San Francisco from the existing funds in the vehicle replacement line item.

6. RESOLUTION ADOPTING THE 2005 GENERAL PLAN (City Planner)

Summary: On February 14, 2005 the City Council conducted a public hearing on the Negative Declaration and the revised General Plan. The City Council adopted the Negative Declaration and directed staff to incorporate into the General Plan the final changes which resulted from public comments, as discussed at the City Council meeting.

The Town has also received the comments from the State Department of Forestry and Fire Protection, as required by State law. Copies are included in the City Council's agenda packet. Some proposed changes to the General Plan are recommended in response to the comments.

All of the changes to the General Plan which were discussed at the February 14, 2005 City Council meeting and those proposed as a result of the State's comments are included in the March 14, 2005 addendum to the revised General Plan.

Recommendation: Adopt the resolution adopting the 2005 General Plan, including the addendum.

7. ANNUAL UPDATE, STANDARD CONDITIONS OF APPROVAL FOR MAJOR PROJECTS (Assistant Planner)

Summary: Staff has prepared an annual review and proposes revisions to the Standard Conditions of Approval currently imposed on all major projects approved by the City Council, the Architecture and Design Review Board, and the Planning Department staff. Major projects are defined in the Municipal Code as additions or new construction of 500 square feet or larger (including new dwellings and second story additions to existing dwellings). The Standard Conditions were first approved by the City Council on July 8, 2002 and last received annual revisions on March 1, 2004.

Planning staff has worked with Building, Public Works, Engineering, Police, and Fire Department staff to update the Standard Conditions to reflect recent changes in the Municipal Code and other State and local laws, policies and regulations. The revisions are intended to clarify and be more consistent with the Municipal Code and Town policies. No substantive changes to policy would occur as a result of this update.

Recommendation: Approve the March 14, 2005 Annual Update, Standard Conditions of Approval for major projects.

8. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE 2004 WATER MAIN REPLACEMENT PROJECT, PHASE III (City Engineer)

Summary: Staff is requesting additional funds for two new items of work to be added to the scope of work. This project is substantially complete and staff is requesting authorization for the following:

1) Replacement of two existing water mains under Hillsborough Blvd., which were installed in the early 1920's. The 4" and 6" mains need to be replaced and enlarged. The project is located on Hillsborough Blvd. between Bromfield Road and Edgewood Road. The supplemental funds will allow for the installation of 1,100 linear feet of new 8" water main, 2 fire hydrants and reconnection of 20 private services.

The replacement of these lines will improve water quality, fire flow capacity and redundancy in the case of an emergency. If this additional work is approved, staff will schedule this section of roadway to be included in the 2005 street project, which will be completed this summer. The contractor has confirmed that contract unit prices will be extended for this additional work. The estimate for this work is \$175,300.

2) Abandonment of approximately 750 feet of six-inch main on Hayne Road that was installed in 1925 and is no longer needed. The abandonment of this main will require the installation of a new water service and reconnection of the main serving Willard Lane. This part of the project will be completed for a lump sum price of \$5,750.

Due to the excellent unit pricing offered by Shaw Pipeline, staff also wishes to advise Council that additional funding may be requested in April 2005. Staff has been analyzing the benefit of reestablishing the physical connection between the Vista tank zone to the Major Hayes tank zone. An interconnection between the 2 zones would greatly benefit the water system and potentially lead to the elimination of the Major Hayes tank and a pump station at the El Arroyo tank site. Staff is researching the feasibility of pipe bursting this line to reestablish this interconnection, and hopes to bring this change order to the City Council for authorization in April 2005.

The water main replacement project was awarded to Shaw Pipeline in the amount of \$1,900,596 with a contingency of \$190,060. The current balance in the contingency fund, prior to this authorization, is approximately \$180,000. Although the contingency account has sufficient funds, staff is requesting supplemental funding authorization to pay for this new work.

The funding will come from the 2003 Water and Sanitary Sewer bond issue.

Recommendation: Adopt the resolution authorizing additional funds for the 2004 Water Main Replacement Project, Phase III in the amount of \$181,050 from 2003 bond proceeds.

9. APPROVAL OF SERVICE ORDER FOR ENGINEERING DESIGN OF 2005 WATER MAIN REPLACEMENT PROJECT, PHASE IV (Public Works Director)

Summary: CSG has submitted a proposal for the engineering design of the 2005 Water Main Replacement Project, Phase IV. This project will design 19,000 feet of water main upgrades on the following streets: Eucalyptus Avenue, San Raymundo Road, Summit Drive, Oak Tree Place, Oakdale Drive, Glendale Road, Woodstock Road, Chelmsford Road, Ravenscourt Road, El Arroyo Road, El Centro Road, La Honda Road, La Cumbre Court, Canada Road, Victor Park Lane, La Cumbre Road and El Portal Avenue.

Estimated cost for the construction project is \$2,531,000. The design work is estimated at \$192,000.

Recommendation: Approve CSG service order in the amount of \$192,000 for engineering design of the 2005 Water Main Replacement Project, Phase IV.

10. RESOLUTION AND AGREEMENT AMENDMENTS TO THE PENINSULA HUMANE SOCIETY AND CITY CONTRACTS (Police Chief)

Summary: The County has contracted with the Peninsula Humane Society (PHS) for Animal Control Services to all cities and the unincorporated areas of the County for over 45 years. The twenty cities of the County have historically contracted with the County for Animal Control Services. On June 17, 2003 the Board of Supervisors adopted resolution 066067 approving an agreement with PHS for shelter and field Animal Control Services for the entire County, and resolution 066066 approving an agreement with the twenty cities of the County to provide Animal Control Services. Both agreements are three-year contracts terminating June 30, 2006. The FY 2003-04 contract amount was \$4,454,397 and the contract allows a 5% increase between fiscal years. The County has leased the land occupied by PHS since 1971 for the rate of \$1 (one dollar) per year. The current lease terminates August 12, 2006.

The County, cities and Peninsula Humane Society wish to extend the Animal Control Services contract an additional two years through June 30, 2008. In order to do so, the PHS/County amendment also extends the land lease with PHS through June 30, 2008. The County and cities have also requested savings on the Animal Control contract given the current reductions at the County and city level. Although the amendments provide for a 5% increase for each additional year of service, PHS has agreed to \$732,510 in savings over the five-year term. The PHS contract amendment also requires PHS to provide investigation of all animal bites (rabies quarantines) which occur in the County. PHS will provide this service for an additional \$75,000 for the remainder of FY 2004-05, \$150,000 for FY 2005-06, \$154,500 for FY 2006-07, and \$159,135 for FY 2007-08, and will provide the service under the direction of the County Health Officer. The payment for the quarantine services will be solely through the County Health Department, and cities will see no charge for these services and no interruption in services.

The amendment to the PHS contract represents a total savings to the County and cities of \$732,510 over the five-year contract term, assuming a 5% increase between contract years. For FY 2004-05, the PHS contract amount will decrease by \$111,424 to \$4,424,617. The city and County cost distribution formula is updated yearly. This year the Town of Hillsborough's share of costs is 1.47% or \$56,875, which is \$53 less than last year. The FY 2005-06 contract amount is \$4,703,348, FY 2006-07 is \$4,829,745, and FY 2007-08 is \$5,076,951. Estimates for cost distribution are distributed yearly in time for budget development.

Assistant City Attorney Penelope Greenberg has reviewed the amendment and expressed no issue with its content.

Recommendation: Adopt the resolution executing an Amendment to the Agreement with San Mateo County for the provision of Animal Control Services increasing the contract term from three years to five years and amending the payment schedule.

11. **RESOLUTION APPROVING CHANGES TO ANNUAL INVESTMENT POLICY**
(Finance Department)

Summary: State laws require that the Town's investment policy be annually "rendered" to the City Council and its oversight committee. The annual investment policy for fiscal year 2004-2005 was previously presented and approved by the City Council at the November 8, 2004 meeting. More recently, the Financial Advisory Committee approved 3 additional changes to the policy as recommended by the sub-committee on investments.

Included in the City Council's agenda packet is a copy of the investment policy "red-lining" the proposed additional changes.

Recommendation: Adopt the resolution approving changes to the Town's annual investment policy for fiscal year 2004-2005.

PUBLIC HEARING:

12. **APPEAL OF THE ARCHITECTURE AND DESIGN REVIEW BOARD'S APPROVAL OF THE DESIGN OF A NEW HOUSE AT 2768 RALSTON AVENUE; William Stein and Patricia Hsiu Stein, et al, appellants; Richard Dwyer, applicant**
(City Planner)

Summary: At its meeting of February 7, 2005, the Architecture and Design Review Board approved (3-1-1; Benoit dissented and Jewett abstained) the design for a new house at 2768 Ralston Avenue. In response to previous ADRB and neighbor comments, the applicant had redesigned the house from a two-story house (see table, below) to one with one story above ground and a partial (544 sq. ft.) basement level. There were no negative public comments made at the meeting about the new design. The ADRB meeting minutes are included in the City Council's agenda packets. The revised landscape plan has not been reviewed by the ADRB but it is included in the City Council's plansets for review and reference.

As currently proposed, the house would be 5,788 square feet with a 19.4% FAR on the 0.69-acre lot (the middle lot of the 3-lot Crocker Woods Subdivision). The Mediterranean style is reflected in the stucco finish, the stone, and the antiqued barrel roof tiles. As compared to the previously proposed project, the current project has reduced the total square footage by 704 square feet; reduced the FAR by 2.3 %; and reduced the maximum ridge height of the project by ten feet. The project includes five-bedrooms and a three-car garage. The proposed project complies with the standards in the Municipal Code:

	<u>Previous Design</u>	<u>Current Proposed Project</u>	<u>Code Standard</u>
Front setback:	32'-0"	30'-0"	30'-0" min
Rear setback:	27'-0"	81'-10"	20'-0" min
Left side setback:	44'-0"	25'-6"	20'-0" min
Right side setback:	40'-0"	20'-0"	20'-0" min
House size:	6,492 sf	5,788 sf	7,471 sf max
% FAR:	21.7%	19.4%	25% max
Maximum height:	31'-6"	21'-6"	32'-0" max

The letter of appeal is signed by Mr. and Mrs. Stein, 2715 Ralston Avenue; Mr. Zatopa, 2900 Ralston Avenue; Mr. and Mrs. Waterman, Jr., 100 Robin Road; Mr. Mangano, 2780 Ralston Avenue; Mrs. Johnson, 37 New Place Road; and Mrs. Wilson, 3080 Ralston Avenue. The appellants' letter cites Chapters 1, 2, 4 and 5 of the Design Guidelines as the basis for the appeal. Staff explained that driveway safety is not a valid basis for appeal, since it is not within the purview of the ADRB. The City Council may accept or reject, wholly or in part, or may modify, the recommendation of the ADRB.

Recommendation:

1. Open the public hearing and receive comments;
2. Close the public hearing; and,
3. Deny the appeal and uphold the decision of the ADRB to approve the design of the new house at 2768 Ralston Avenue.

NEW BUSINESS:

13. RESOLUTION AUTHORIZING PURCHASE WITH GRANT FUNDS OF 11 DUAL-BAND POLICE VEHICLE RADIOS TO REPLACE THE EXISTING SINGLE-BAND UNITS

(Police Captain)

Summary: The 2004/2005 SLESF Grant budget has sufficient funds set aside for the replacement of the single-band vehicle radios with dual-band units. The following SF Bay-Area Kenwood Radio dealers have been contacted regarding the availability of dual-band vehicle radios: Metro Mobile Communications of Menlo Park, Communications Management of San Jose, and Radio Frequency Maximum of San Bruno. The three listed dealers responded with competitive bids for the purchase of 11 Kenwood TK-790 BK / 890 BK dual-band radios.

Metro Mobile Communications submitted the most economical bid and also included assembly, programming, and bench testing as well as an antenna installation kit for each of the radios ordered. The Metro Mobile Communications bid was \$21,483.50 for 11 dual-band radios.

The bid comparisons came in as follows:

<u>Kenwood Dealers</u>	<u>Totals</u>	
Metro Mobile Communications	\$21,483.50	The installation of each radio will be performed by Priority One, Belmont (a soul source
Communication Management	\$22,639.71	
Radio Frequency Maximum	\$23,021.94	

provider) at a cost of \$240 per each of the 11 vehicles. The total cost of installation is \$2,640. Following the purchase and installation, the Hillsborough Police will be the only agency in San Mateo County with dual-band radios in each of the marked and unmarked patrol cars.

Recommendation: Adopt the resolution authorizing the Police Department to purchase with Grant funds, 11 dual-band Kenwood police vehicle radios in an amount not to exceed \$21,483.50 from Metro Mobile Communication of Menlo Park along with installation not to exceed \$2,640 by Priority One, Belmont, for a total amount of \$24,123.50.

14. RESOLUTION AWARDING A CONTRACT TO J. FLORES CONSTRUCTION, INC. FOR THE RALSTON / PINEHILL SEWER RELOCATION PROJECT (City Engineer)

Summary: The project will install approximately 3,200 linear feet of 8-inch sewer mains on Ralston Avenue and Pinehill Road. The project will intercept the existing flow from sewer mains on Ralston easements and Pinehill / Robin easements where sewer backups have caused claims to be filed against the Town. This project will dramatically decrease the flow in these lines, improve access and increase the reliability of the overall system. The new sanitary sewer mains will be located in the streets and provide easy access for maintenance crews. The project is scheduled to start on April 18, 2005, and should be completed by July 2005.

The Town received 9 bids, and J. Flores Construction, Inc. was the low bidder with a proposal of \$874,070. The results are presented in the table below:

<u>#</u>	<u>Contractor</u>	<u>Amount</u>
EE	Engineers Estimate	\$ 772,500
1	J. Flores Construction, Inc.	\$ 874,070
2	K.J. Woods Construction, Inc.	\$1,008,000
3	Shaw Pipeline, Inc.	\$1,013,000
4	J. Howard Engineering	\$1,087,750
5	JMB Construction, Inc.	\$1,171,600
6	W.R. Forde Associates	\$1,189,600
7	D&D Pipelines	\$1,254,000
8	McGuire & Hester	\$1,484,120
9	Pacific Underground Construction, Inc.	\$1,489,950

The construction bid is higher than the engineer's estimate due to the increased cost of concrete. Staff conducted an analysis of the proposals and verified that their qualifications and experience levels are satisfactory and meet Town requirements.

These projects are included in the CIP budget, and funding will come from the 2003 Water and Sanitary Sewer bond issue.

Recommendation: Adopt the resolution awarding J. Flores Construction, Inc. the contract for the Ralston/Pinehill Sewer Relocation Project, in the amount of \$874,070, with a 15% contingency in the amount of \$131,111, for a total construction budget of \$1,005,181.

OLD BUSINESS:

15. TOWN OF HILLSBOROUGH OFFICE SPACE: OFFICE RELOCATION CONCEPTS (Police Captain)

Summary: At the June 14, 2004 Council meeting, the City Council approved hiring a CSG consultant to assist staff in evaluating various space usage concepts within Town Hall and Fire Station 31.

The goals of reviewing office space options include:

1. Ease of public access
2. Relieve office overcrowding at Town Hall
3. Complete at minimal cost
4. Improve conference room options
5. Address office space needs for the next 10+ years

Initially, there was a preliminary attempt to retain the current offices at Town Hall and minimize any relocation. This effort yielded some creative ideas, but did not alleviate the overcrowding at Town Hall. Moreover, the evaluation concluded that there would be substantial costs to rehabilitate former Fire Station 31 into usable office space. CSG recommended that Station 31 continue to be utilized for storage.

A more feasible approach is the concept of moving the Finance Department to the Fire Administration building and moving the Fire Administration to Town Hall in an exchange of space. Both office areas would require improvements in the form of physical layout and furniture. There may be a possibility of centralizing Fire operations in Burlingame. This would allow consideration of such options as moving engineering back to Town Hall or improving the space available to the Building and Planning Department.

Recommendation: Allocate \$10,000 to hire a consultant from CSG to design office space and furniture layout.

DISCUSSION:

16. DISCUSSION OF SLOPE CALCULATIONS (City Planner)

Summary: Staff will present examples of how the “slope density” formula in the Subdivision Ordinance (Chapter 16.12 of the Hillsborough Municipal Code) is used to determine minimum lot size in proposed subdivisions. In addition, the way in which slope is considered when houses are designed for individual sites and how the slope of property is generally calculated will also be discussed.

Recommendation: No action necessary; discussion only.

17. SHADY CREEK RETAINING WALL REPAIR PROJECT UPDATE (City Engineer)

Summary: Staff will make a presentation on the status of the Shady Creek sewer access road repair. The maintenance road for this sewer main has experienced slope failures and will require repairs. The staff presentation will include an overview of the project, potential options for repair, and recommended solutions.

Recommendation: No action necessary; discussion only.

18. JEFFERSON MARTIN 230 kV LINE CONSTRUCTION (Public Works Director)

Summary: A brief report on the construction schedule for the Jefferson Martin 230 kV transmission line project will be presented to the City Council.

Recommendation: No action necessary; discussion only.