

TOWN OF HILLSBOROUGH

San Mateo County

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

1600 Floribunda Avenue
Hillsborough, CA 94010



A G E N D A

MONDAY, July 11, 2005

4:30 p.m. SITE VISIT

5:30 p.m. CLOSED SESSION

6:00 p.m. CITY COUNCIL MEETING

Hillsborough Town Hall

SITE VISIT: (4:30 p.m.) – Meet at Nueva School
6565 Skyline Blvd.

CLOSED SESSION: (5:30 p.m.)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
(one potential case)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: June 13, 2005

IV. 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: JUNE 1 THROUGH JUNE 30, 2005
2. QUARTERLY TREASURER'S REPORT
3. RESOLUTION CONFIRMING REPORT OF WEED ABATEMENT CHARGES AND ORDERING COLLECTION
4. CONCEPTUAL PLAN FOR SUBDIVISION, MEADOWOOD ESTATES, LOCATED ON THE NORTHWESTERLY SIDE OF CRYSTAL SPRINGS ROAD, IMMEDIATELY NORTH OF TARTAN TRAIL ROAD; Mr. and Mrs. Thomas Callan Jr., applicants

5. RESOLUTION ESTABLISHING RULES FOR DESTRUCTION OF RECORDS AND APPROVING DESTRUCTION IN COMPLIANCE WITH SUCH RULES
6. APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE
7. RESOLUTION APPROVING SERVICE ORDER FOR ENGINEERING DESIGN OF THE 2005 WATER MAIN REPLACEMENT PHASE IV ADDITIONAL WORK, 2005 STORM DRAIN REPAIRS, AND WINDSOR-WILLOW STORM DRAIN IMPROVEMENTS, AND CONSTRUCTION MANAGEMENT OF THE 2004 STORM DRAIN REPAIRS, STREET MAINTENANCE & REPAIR PHASE II (FY 2005-2006), AND 2005 SS INFILTRATION AND INFLOW (I & I – SMOKE TESTING) PROJECT
8. RESOLUTION REQUESTING SAN MATEO COUNTY BOARD OF SUPERVISORS TO IMPOSE CHARGES TO FUND THE COUNTYWIDE GENERAL NPDES STORMWATER PROGRAM THROUGH THE COUNTY FLOOD CONTROL DISTRICT
9. RESOLUTION ACCEPTING AS COMPLETE THE 2004 SANITARY SEWER CLEANING AND INSPECTION PROJECT

V. PUBLIC HEARINGS:

10. MODIFICATION TO THE NUEVA SCHOOL MASTER PLAN AND AMEND THE PERMIT TO OPERATE FOR MODIFICATION TO PHASE I IMPROVEMENTS; NUEVA SCHOOL, 6565 SKYLINE BLVD., applicant
11. RESOLUTION AUTHORIZING PLACEMENT OF SEWER SERVICE AND STORM DRAINAGE CHARGES AND OF THE SPECIAL TAX FOR POLICE PROTECTION AND FIRE PROTECTION AND PREVENTION ON THE 2005-2006 COUNTY TAX ROLL AND AUTHORIZING THE COUNTY TAX COLLECTOR TO COLLECT SUCH CHARGES

VI. NEW BUSINESS:

12. RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AND ENTER INTO A RIGHT-OF-WAY AGREEMENT WITH NEXTG NETWORKS, INC.
13. RESOLUTION AWARDED A CONTRACT TO GELCO SERVICES FOR THE 2005 SANITARY SEWER SMOKE TESTING (INFILTRATION AND INFLOW STUDY) PROJECT
14. RESOLUTION AWARDED A CONTRACT TO GRAHAM CONTRACTORS, INC. FOR THE 2005 PAVEMENT MAINTENANCE AND REHABILITATION PROJECT, ST-407
15. RESOLUTION APPROVING AMENDMENT TO THE AGREEMENT BETWEEN THE TOWN OF HILLSBOROUGH AND CSG FOR CITY ENGINEER SERVICES

VII. DISCUSSION:

16. UPDATE ON STATUS OF TOWN PROPERTIES

VIII. 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.

IX. 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.

X. 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.



AGENDA – REPORTS

HILLSBOROUGH CITY COUNCIL

Monday, July 11, 2005
6:00 p.m.
Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough

CONSENT CALENDAR:

1. MONTHLY CLAIMS: JUNE 1 THROUGH JUNE 30, 2005 (Finance Director)

Summary: The monthly claims for the month of June 2005 in the amount of \$2,751,446.55 are submitted for approval.

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

2. QUARTERLY TREASURER'S REPORT (Finance Director)

Summary: Government Code Section 53646(b) requires that the Quarterly Investment report be rendered to the City Council during public session within 30 days of the quarter's end.

Recommendation: Approve the Quarterly Treasurer's Report ending June 30, 2005.

3. RESOLUTION CONFIRMING REPORT OF WEED ABATEMENT CHARGES AND ORDERING COLLECTION (Fire Chief)

Summary: This is the yearly request for a resolution confirming the report of weed abatement charges and ordering collection. Approval of this resolution will authorize the Fire Chief to act as the City Assessor in having the charges collected.

Recommendation: Adopt the resolution confirming report of weed abatement charges and ordering collection.

4. CONCEPTUAL PLAN FOR SUBDIVISION, MEADOWOOD ESTATES, LOCATED ON THE NORTHWESTERLY SIDE OF CRYSTAL SPRINGS ROAD, IMMEDIATELY NORTH OF TARTAN TRAIL ROAD; Mr. and Mrs. Thomas Callan Jr., applicants (City Planner)

Summary: The public hearing on this application was opened on June 13, 2005 and continued to July 11, 2005 to allow for the Architecture and Design Review Board to review and comment on the project and to allow for the review of the previous project EIR. The ADRB reviewed the project on June 20, 2005. The applicants have requested a two-month continuance to allow for changes to the plan and the application materials, especially in response to comments made by the ADRB.

A special courtesy notice was mailed to those who had received the public notice for the June 13, 2005 meeting. An extended notice area, as approved by Commissioner Fannon, will receive a public notice for the September 12, 2005 meeting.

Recommendation: At the request of the applicant, continue the public hearing to September 12, 2005.

5. RESOLUTION ESTABLISHING RULES FOR DESTRUCTION OF RECORDS AND
APPROVING DESTRUCTION IN COMPLIANCE WITH SUCH RULES (Deputy City Clerk)

Summary: In July 2004 the Town of Hillsborough awarded a contract to Mr. Bruce Meier of Records Control Services to prepare a Records Management / Retention Schedule for the City Clerk, City Manager, Human Resources and Finance/Accounting Department. The purpose of the records retention schedule is to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interests of the Town and the citizens of Hillsborough. Staff met with Mr. Meier to review the retention schedule and modify certain record retention dates based on its need or history. Some administrative decisions lead to longer retention periods than what is required by law.

The implementation of the Rules for Destruction of Records has been devised to provide for the systematic destruction of records by statute, and the maintenance of records, which are not required by law. Provided in the City Council's packet is a records retention schedule including a comprehensive index of record functions. The Rules for Destruction of Records, has been reviewed and approved by the City Attorney's Office.

The approval of this resolution, Rules for Destruction of Records and records retention schedule, will provide the efficient retention preservation and disposition of Town records, based on state and federal statutes governing public records.

Recommendation: Adopt the resolution establishing Rules for Destruction of Records and approving destruction in compliance with such rules.

6. APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE
CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL
AIRPORT/COMMUNITY ROUNDTABLE (Deputy City Clerk)

Summary: The San Francisco International Airport is owned and operated by the City and County of San Francisco but is located entirely within San Mateo County. Due to the shared impacts that resulted from airport operations, the two counties entered into a Joint Powers Agreement (JPA) in 1978 to quantify the impacts and to identify possible mitigation actions.

In May 1981, the County of San Mateo, The County Airport Land Use Committee (ALUC), and the governing bodies of 11 cities/towns located in San Mateo County near the airport entered into a Memorandum of Understanding (MOU) with the City and County of San Francisco to create a public body known as the San Francisco International Airport/Community Roundtable.

In 2004, the Roundtable Chairperson appointed a Roundtable subcommittee to review the 1981 MOU, as amended, and updated the document to provide for improved operation and efficiency of the Roundtable as a public body.

At its meeting on April 6, 2005, the Roundtable unanimously approved the Roundtable Memorandum of Understanding (MOU), which is included in the City Council's agenda packet. This document will replace the original 1981 MOU upon approval of at least two-thirds (16 of the 23 current members) of the Roundtable membership.

Recommendation: Approve the April 6, 2005, Memorandum of Understanding providing for the continuing operation of the San Francisco International Airport/Community Roundtable.

7. RESOLUTION APPROVING SERVICE ORDER FOR ENGINEERING DESIGN OF THE 2005 WATER MAIN REPLACEMENT PHASE IV ADDITIONAL WORK, 2005 STORM DRAIN REPAIRS, AND WINDSOR-WILLOW STORM DRAIN IMPROVEMENTS, AND CONSTRUCTION MANAGEMENT OF THE 2005 STORM DRAIN REPAIRS, STREET MAINTENANCE & REPAIR PHASE II (FY 2005-2006), AND 2005 SANITARY SEWER INFILTRATION AND INFLOW (I & I – SMOKE TESTING) PROJECT (Public Works Director)

Summary: CSG has submitted proposals for the engineering design of the following projects:

2005 Water Main Replacement Phase IV Additional Work – The project was originally intended to provide approximately 19,000 LF of water main upgrades to various streets throughout the Town. During the design, nearly 5,000 LF were added to the design because it was prudent to include these difficult upgrades at the same time. Total cost for the additional work is estimated at \$650,000, which will be funded with 2003 Bond revenues, and the engineering costs are estimated at an additional \$56,000.

2005 Storm Drain Repairs – CSG will develop plans, specifications and cost estimates to construct repairs to storm drain lines at the following locations within the Town: Chiltern Avenue, Oakdale Road, Hillsborough Boulevard, Woodridge Road. The estimated cost for these repairs is approximately \$280,000 with the design and investigation costs at \$25,100, which will be funded with 2003 Bond revenues.

Windsor-Willow Storm Drain Improvements – CSG will develop plans, specifications, and estimates for repairs to the storm drain system from the intersection at Windsor Drive and Willow Avenue, through the easement to Willow Avenue and Newhall Road. This project is necessary to alleviate flooding on private properties on Windsor and Newhall Drives. Design will include fieldwork, plan and profile drawings, contract documents and cost estimates. The construction cost is nearly \$325,000 with the design cost at \$28,500, which can be funded with 2003 Bond revenues.

2005 Storm Drain Repairs - CM Services – Project management will require CSG to monitor the progress of the contractor who will be constructing the repairs to the storm drain lines at the following locations: El Cerrito Avenue, Eucalyptus Avenue, El Cerrito Avenue / De Sabla Road, Ascot / Brentwood / West Santa Inez, Chiltern / Arden, Ralston / Eucalyptus. CSG will assist with the field inspection of repairs/construction on this project. Project management costs are estimated at \$19,900, which will be funded with 2003 Bond proceeds.

Street Maintenance & Repair Phase II – (FY-2005-2006) - CM Services - Project management will require CSG to monitor the progress of the contractor who will be constructing the 2005-2006 road repairs. Services will include Resident Engineer as well as inspection services. Project management costs on this project are estimated at \$26,400, which can be funded with Measure A funds.

2005 SS Infiltration and Inflow (I & I / Smoke Testing) Project - CM Services – Project management will require CSG to monitor the progress of the contractor who will be conducting the I & I Study, including coordination with Town residents and emergency service personnel. Estimated management costs are \$15,700, which will be funded with 2003 Bond proceeds.

Recommendation: Adopt the resolution approving the CSG service orders in the total amount of \$171,600, and allocating \$145,200 in funds from the 2003 Bond, and \$26,400 in Measure A revenues.

8. RESOLUTION REQUESTING SAN MATEO COUNTY BOARD OF SUPERVISORS TO IMPOSE CHARGES TO FUND THE COUNTYWIDE GENERAL NPDES STORMWATER PROGRAM THROUGH THE COUNTY FLOOD CONTROL DISTRICT (City Engineer)

Summary: Each year, all 21 agencies that participate in the countywide National Pollutant Discharge Elimination System (NPDES) program are asked to adopt a resolution requesting the San Mateo County Board of Supervisors to impose charges to support the Countywide Storm Water General Program Budget through the Flood Control District. The charges are collected with property taxes.

Hillsborough and the other 21 agencies in San Mateo County share the NPDES Waste Discharge Permit, which is administered through the NPDES General Program. The General Program implements the Countywide Storm Water Management Plan, hires a consultant to support the preparation and compilation of the required quarterly and annual reports, acts as an advocate in matters before Regional Water Quality Control Board, and provides training to assist City staff with the implementation of the NPDES requirements.

The resolution authorizes the County Controller's Office to collect the program fees on the Tax Rolls. General program annual fees for FY 2005/06 have been adjusted based on the Consumer Price Index for Additional Annual Charges only:

Basic Annual Charges:

Single Family Residence: \$3.44/ Assessors Parcel Number (APN)
Miscellaneous, Agriculture, Vacant and Condominium: \$1.72/APN

All Other Land Uses:

\$3.44/APN for the first 11,000 square feet plus \$ 0.32 per 1,000 square feet additional square feet of parcel area

Additional Annual Charge (Adjusted Annually by C.P.I.);

Single Family Residence: \$2.62/APN
Miscellaneous, Agriculture, Vacant and Condominium: \$1.30/APN

All Other Land Uses:

\$2.62/APN for the first 11,000 square feet plus \$0.24 per 1,000 additional square feet of parcel area

Recommendation: Adopt the resolution requesting the San Mateo County Board of Supervisors impose charges to support the FY 2005/2006 Countywide Storm Water General Program Budget through the Flood Control District.

9. **RESOLUTION ACCEPTING AS COMPLETE THE 2004 SANITARY SEWER CLEANING AND INSPECTION PROJECT** (City Engineer)

Summary: This project cleaned, inspected and foam-treated approximately 9,931 linear feet of 6, 8, 10, and 15-inch sanitary sewer mains throughout the Town. The lines inspected as part of this project are among the most difficult areas to access in the Town of Hillsborough. As part of the project, the contractor completed 62 separate point repairs. These completed point repairs replaced approximately 400 linear feet of severely damaged pipe.

This project was awarded to National Plant Services, Inc. in the amount of \$296,492, including contingencies and authorized change orders and the work has been completed under budget for a final amount of \$280,695.36.

Recommendation: Adopt the resolution accepting as complete the 2004 Sanitary Sewer Cleaning and Inspection Project, and authorize staff to file a notice of completion for the project.

PUBLIC HEARINGS:

10. MODIFICATION TO THE NUEVA SCHOOL MASTER PLAN AND AMEND THE PERMIT TO OPERATE FOR MODIFICATION TO PHASE I IMPROVEMENTS; NUEVA SCHOOL, 6565 SKYLINE BLVD., applicant (Assistant Planner)

Summary: The Nueva School Master Plan (and Mitigated Negative Declaration) was approved in 1996 to provide for the orderly growth of the campus. The Master Plan specifies facilities to be constructed and/or improved during the planning period. The new gymnasium, the new school entrance, and improvements to the sports field are projects that have been completed. Future phases include on-going maintenance and rehabilitation of the Crocker Mansion building. A new single-family home to provide on-site housing for the school's Executive Director was approved for the site, but was not built.

The school has reevaluated its needs for future growth and is requesting modifications to the conceptual plan for facilities originally proposed as part of Phase I of the Master Plan. While the proposed structures and uses proposed are permitted in this zone district per the school's existing Permit to Operate, and are exempt from consideration under provisions of the California Environmental Quality Act (CEQA), staff believes that such a proposal should come to the City Council as a modification to the school's Master Plan and an amendment to the Permit to Operate. The size of structures and the uses now proposed would constitute a smaller, less intensive project than that which was evaluated in the original Master Plan.

New parking areas, a plaza, an approximately 3,750 square foot (sf) Student Center/Dining Hall, an approximately 10,250 sf Classroom building, and an approximately 7,500 sf Library/Media Center would be located near the center of the site, at the current location of the upper parking lot and a portion of the unimproved areas northeast of the upper parking lot. Phase I would no longer include construction of a 17,000 to 20,000 sf theater; instead, an outdoor amphitheater would be constructed between the plaza and the Student Center/Dining Hall. The combined size of classrooms and library space would be reduced by approximately 2,250 sf from those evaluated in the Master Plan.

The project would incorporate sustainable, or "green", building practices throughout design, construction, and materials with an eye toward student education. Sod roofing, a water tank, and photovoltaic (solar) panels would be incorporated into the design to provide the students with a unique learning experience and environment. Project architects Leddy, Maytum & Stacy will give a PowerPoint presentation at the meeting to more fully explain the project's sustainable building concepts. Plans for the proposed structures (which have not yet been fully developed) would be the subject of a future Architecture and Design Review Board public hearing.

Recommendation:

1. Open the public hearing and receive comments;
2. Close the public hearing; and,
3. Approve, as submitted, Modification to the Nueva School Master Plan and Amendment to the Permit to Operate, subject to ADRB approval of the building designs.

11. RESOLUTION AUTHORIZING PLACEMENT OF SEWER SERVICE AND STORM DRAINAGE CHARGES AND OF THE SPECIAL TAX FOR POLICE PROTECTION AND FIRE PROTECTION AND PREVENTION ON THE 2005-2006 COUNTY TAX ROLL AND AUTHORIZING THE COUNTY TAX COLLECTOR TO COLLECT SUCH CHARGES

(Finance Director)

Summary: The Town's sewer service charges, storm drainage charges and the public safety special tax are collected by the County Tax Collector in the same manner in which the County collects the property taxes pursuant to the Hillsborough Municipal Code. The Code requires the Town to annually adopt a resolution authorizing the County Tax Collector to collect the above charges. The procedure to place the charges on the tax rolls and the publication of notices and hearings shall be that prescribed in California Health and Safety Code 5473 through 5473.8.

Recommendation:

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the resolution authorizing placement of sewer service and storm drainage charges and of the special tax for police protection and fire protection and prevention on the 2005-2006 county tax roll and authorizing the County Tax Collector to collect such charges.

NEW BUSINESS:

12. RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AND ENTER INTO A RIGHT-OF-WAY AGREEMENT WITH NEXTG NETWORKS, INC. (Assistant to the City Manager)

Summary: NEXTG has applied for a Right-of-Way Agreement to install voice and data communications equipment in the Town's public right-of-way (on certain utility poles throughout the Town). NEXTG has been approved by the Federal Communications Commission (FCC) as a 7901 telecommunications carrier under the 1996 TELCOM ACT. As such, the Town cannot deny NEXTG the ability to operate as a telecommunications carrier in the Town. However, the Town can control the manner in which NEXTG utilizes the Town's public rights of way and they must also provide compensation to the Town for any equipment they install within the Town.

The San Mateo County Telecommunication Authority (SAMCAT) took the lead in developing a uniform countywide Right-of-Way Agreement because NEXTG desired to implement agreements with many cities in the County such as San Mateo, Redwood City, San Mateo County, Woodside, Colma, South San Francisco, Millbrae and Hillsborough. The City Attorney's office has reviewed the agreement and has approved it as to form.

The Agreement specifies the approval process for installing equipment in the right-of-way and compensation due the Town. All installations are subject to approval of the Director of Public Works. Plans are subject to pre-approval to ensure each installation is safe, avoids unnecessary or redundant utility boxes, avoids obstruction of sight lines of traffic, including pedestrian traffic, and unreasonable obstruction of views from residential property. Encroachment permits will be required for all initial work within public right-of-way. The Town will receive all normal permit fees and business license taxes. The cost of the Town's inspection efforts will be covered by encroachment permit fees. The Town will receive Franchise fees on a monthly basis which will amount to 5% of NEXTG's Gross Revenues in Hillsborough. NEXTG expects to install equipment on about 5 utility poles in the Town which could generate approximately \$2,500 per year.

Other essential terms of the Agreement are:

- 10 year term renewable for one additional five year period.
- Lessee pays all utilities costs (power for their equipment).
- Any agreement with PG&E shall include a provision that such provider shall not, under any circumstance, including bankruptcy of NextG or electricity provider, hold the Town liable for utility charges related to the equipment installed by NextG,
- During the term of the Agreement, NEXTG agrees to reserve one wavelength of its capacity in the fiber network for the Town's exclusive use in operating a noncommercial, Town-owned Wi-Fi network or for any noncommercial, Town-operated data network or communications function.
- Appropriate terms relative to insurance, indemnification, surrender, security, termination, default and liability, have been included, reviewed and approved by the City Attorney.

Recommendation: Adopt the resolution authorizing the City Manager to sign and enter into a Right-of-Way Agreement with NEXTG Networks, Inc.

13. RESOLUTION AWARDING A CONTRACT TO GELCO SERVICES FOR THE 2005
SANITARY SEWER SMOKE TESTING (INFILTRATION AND INFLOW STUDY) PROJECT
(City Engineer)

Summary: An Infiltration and Inflow study, also known as smoke testing, provides the Town with information about the sources of water inflows from sewer cleanouts, laterals, area drains, storm-sewer cross connections, roof downspouts, and other illegal connections to the Town's collection system, and broken mains. This project will cover more than one-half of the Town's sanitary sewer collection system.

The Town received two bids and Gelco Services was the low bidder with a proposal of \$107,640. The results are presented in the table below.

#	CONTRACTOR	BASE
1	Gelco Services	\$107,640
EE	Engineer's Estimate	\$115,000
2	Pacific Liners	\$113,160

Staff conducted an analysis of the proposals and verified that the contractor's qualifications and experience levels are satisfactory.

This project is included in the CIP budget and will be funded by the 2003 Water and Sewer bond.

This project is exempt from the California Environmental Quality Act (CEQA) per section 15301 (d), of the State Public Resources Code.

Recommendation: Adopt the resolution awarding Gelco Services the contract for the 2005 Sanitary Sewer Smoke Testing Project, in the amount of \$107,640 with a 15% contingency in the amount of \$16,146 for a total construction budget of \$123,786.

14. RESOLUTION AWARDING A CONTRACT TO GRAHAM CONTRACTORS, INC. FOR THE 2005 PAVEMENT MAINTENANCE AND REHABILITATION PROJECT, ST-407

(City Engineer)

Summary: The 2005 Pavement project will reconstruct, resurface and rehabilitate sections of the following streets:

Churchill Drive	Fallenleaf Drive	Privet Drive	Alberta Way
Bridge Road	Butternut Drive	Chateau Drive	Arden Road
Creekwood Way	Denise Drive	De Sabla Road	Brentwood Road
Ericson Road	Fagan Drive	Greenbriar Way	Hillsborough Blvd
Homs Court	Laureldale Road	Ascot Road	Milford Avenue
Provident Drive	Ranelagh Road	Chiltern Road	Redwood Drive
Robinwood Lane	Rockridge Road	Santa Maria Lane	Severn Avenue
Sheldon Way	Sherwood Court	Sierra Drive	St Francis Road
Stonehedge Road	Uplands Drive	W. Santa Inez Ave	Corlett Way
Barriolhet Avenue	Clydesdale Drive	Downey Way	Hayne Road
New Place Road	Oakdale Road	Roblar Avenue	Woodland Ave
Poett Road	Richmond Road	Roehampton Road	

The street segments were chosen based on the Pavement Condition Index (PCI) and maintenance staff recommendations. These PCI's are developed and funded through the Metropolitan Transportation Commission (MTC) pavement management program.

Several of the street segments listed were also included in last year's pavement project. While the contractor for last year's project, Interstate Paving, completed digouts on many of the streets, they did not slurry seal the streets due to weather conditions.

The 2005 project utilizes several different treatment measures, including digouts, Pass QB rejuvenating sealer, Pass CR scrub sealer, and Micro surfacing. The sealing processes specified in this year's project are newer methods that use polymer-enhanced emulsions to penetrate cracks and strengthen the existing asphalt pavement. Importantly, streets only need to be closed for one day to apply the sealants, minimizing traffic disruptions. This method is less expensive than resurfacing the roads with a new asphalt section.

The Town received two bids and Graham Contractors, Inc. was the low bidder with a base bid proposal of \$901,000. The results are presented in the table below.

#	CONTRACTOR	BASE
1	Graham Contractors	\$903,387
2	Interstate Paving	\$1,035,939
EE	Engineer's Estimate	\$665,000

Staff conducted an analysis of the proposals and verified that their qualifications and experience levels are satisfactory.

A memo analyzing the funding options for this project is included in Council's packet. Staff has met with the low bidder to discuss options for reducing costs and the quantity of work, saving approximately \$120,000. Interstate Paving will also be responsible for the cost of repairing Hayne and Chateau for roughly \$20,000.

The City's Gas Tax and Measure A are the main sources of funds for this work. Because many of the streets to be rehabilitated were negatively affected by trenching for the recent water main project, staff is recommending that the water fund contribute towards the project in the amount of \$151,000.

Staff is also requesting a 10% construction contingency (\$76,000) for this project, resulting in a for a total construction budget of \$843,267.

This project is exempt from the California Environmental Quality Act (CEQA) per section 15301 (c), of the State Public Resources Code.

Recommendation: Adopt the resolution awarding Graham Contractors, Inc., the contract for the 2005 Pavement Maintenance and Rehabilitation Project, ST-407, in the amount of \$786,044 with a 10% contingency in the amount of \$76,000 for a total construction budget of \$843,267, and allocating Measure A, Gas Tax, and Water Funds for same.

15. RESOLUTION APPROVING AMENDMENT TO THE AGREEMENT BETWEEN THE TOWN OF HILLSBOROUGH AND CSG FOR CITY ENGINEER SERVICES (Public Works Director)

Summary: The Town is starting its third year of its contract with CSG. Under the terms of the contract CSG can request an increase in rates each January. Staff and CSG have negotiated new rates with CSG. The rates for the City Engineer and associate engineer remain unchanged. The rates for assistant engineer and CIP project manager have increased modestly.

The assistant engineer works regularly on a part-time basis and the CIP project manager (who is a retired city engineer) works on an as-needed basis. The affect of changing these rates will be about \$8,000 annually.

Over the past year, the demand for engineering services has increased as the capital improvements program has expanded to include many large projects. Because so many projects are simultaneously under construction, CSG is providing a resident engineer dedicated to managing the capital projects. CSG is consistently delivering management services under budget, and has worked closely with staff to minimize the costs of construction inspection, and minimize the time an engineer must be on-site. Currently 3 Maintenance Workers are assisting the Town's Construction Inspector with inspections.

CSG has added a rate for management analyst to the schedule. Staff has requested some assistance with management that does not necessarily require the expertise of an engineer. The analyst will assist with tasks such as the development of the backwater protection database, an evaluation of line staff time, and fee development. The analyst will provide assistance on a part-time basis, and the expenses are estimated at \$60,000.

At staff's request, since last July, CSG has been providing work orders with cost estimates whenever a capital project is started. This affords Council the opportunity to consider when projects are started, and provides more transparency with regards to the capital improvement program.

Recommendation: Adopt the resolution approving amendment to the agreement between the Town of Hillsborough and CSG for City Engineer services.

DISCUSSION:

16. UPDATE ON STATUS OF TOWN PROPERTIES (Public Works Director)

Summary: In December, 2003, staff made a presentation to the City Council regarding Town properties. Staff has updated that presentation, and will discuss the status of properties.

Recommendation: No action required; for information only.