

# TOWN OF HILLSBOROUGH

San Mateo County

Thomas M. Kasten, Mayor  
Catherine U. Mullooly, Vice Mayor  
D. Paul Regan  
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1600 Floribunda Avenue  
Hillsborough, CA 94010



## A G E N D A

*MONDAY, September 12, 2005*

*6:00 p.m. CITY COUNCIL MEETING*

*Hillsborough Town Hall*

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. MINUTES:** August 8, 2005

**IV. ANNOUNCEMENT:** Chief Bill Reilly of Central County Fire Department will provide an overview of local response to Hurricane Katrina

**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: AUGUST 1 THROUGH AUGUST 31, 2005
2. RESOLUTION APPROVING FUNDING OF APPROVED BUDGET POSITIONS
3. 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
4. RESOLUTION APPROPRIATING FUNDS FOR WINDSOR STORM DRAIN IMPROVEMENTS, PHASE I
5. RESOLUTION INCREASING CONTINGENCY FUNDING FOR THE 2005 SANITARY SEWER MAINS CLEANING AND VIDEO INSPECTION, PHASE IV - CHERRY CREEK EASEMENT PROJECT CONTRACT
6. RESOLUTION INCREASING CONTINGENCY FUNDING FOR THE 2005 SANITARY SEWER MAINS CLEANING AND VIDEO INSPECTION, PHASE III PROJECT CONTRACT

7. RESOLUTION AWARDED A CONTRACT TO AGUILAR AND SONS FOR THE 520 HILLSBOROUGH BLVD STORM DRAIN REPAIR PROJECT

**VI. NEW BUSINESS:**

8. RESOLUTION APPROVING THE AMENDMENT TO AND RESTATEMENT OF THE JOINT POWERS AGREEMENT ESTABLISHING THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE AND AUTHORIZING THE MAYOR TO EXECUTE THE FIRST AMENDMENT TO AND RESTATEMENT OF THE JOINT POWERS AGREEMENT AUTHORIZING THE TOWN OF HILLSBOROUGH TO JOIN THE ALLIANCE
9. RESOLUTION AUTHORIZING TRANSFER OF WATER SERVICES AND WAIVING WATER CONNECTION FEES (CAPITAL CONSTRUCTION DEVELOPMENT FEE)
10. RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT FOR TRANSFER OF PROPERTY TO 400 BARBARA WAY

**VII. DISCUSSION:**

11. UPDATE ON COMMUNICATIONS WITH RESIDENTS REGARDING THE BACKWATER PROTECTION PROGRAM

**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, September 12, 2005  
6:00 p.m.  
Hillsborough Town Hall  
1600 Floribunda Avenue, Hillsborough

#### **CONSENT CALENDAR:**

1. MONTHLY CLAIMS: AUGUST 1 THROUGH AUGUST 31, 2005 (Finance Director)

**Summary:** The monthly claims for the month of August 2005 in the amount of \$2,405,587.49 are submitted for approval.

**Recommendation:** Approve the monthly claims for August 2005 as submitted.

2. RESOLUTION APPROVING FUNDING OF APPROVED BUDGET POSITIONS (City Manager)

**Summary:** Two personnel related funding actions are being requested of the City Council: funding the approved Human Resources Assistant position and upgrading the Assistant to the City Manager to Assistant City Manager.

The Human Resources position was approved with the 2002/03 budget, but was not filled to save budget funds. With a budget surplus from last fiscal year and a projected surplus for the current year, this position can now be budgeted. The personnel function has continued to increase in complexity and workload.

The Assistant City Manager position has been filled at a lower level and can now be upgraded to its approved level. This position allows consideration of a number of organizational options that will improve departmental supervision as well as creating a career development opportunity. The organizational level of this position will be reassessed as there are retirements and other changes to the Town organization.

**Recommendation:** Approve the resolution authorizing up to \$135,000 to fund the positions noted above.

3. 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 and City Engineer)

**Summary:** The property owner met with staff and has agreed to look into some possibly more creative ways to design the project which may have fewer potential impacts. Mr. Callan was provided a copy of the analysis that the Town's consultants prepared of the adequacy of the prior EIR.

The analysis (copies are available, if the City Council wishes to review it at this time) concluded that a new EIR would be necessary for a new project at this location; the prior EIR will not suffice. Staff assured Mr. Callan that, if a new concept for the project is developed, we would work with him and possibly a subcommittee of the City Council to provide feedback and input before the design is fully developed.

The property owner has requested a continuance off-calendar which will require new public notices to be mailed when a meeting date is set.

**Recommendation:** Continue the public hearing off-calendar.

4. RESOLUTION APPROPRIATING FUNDS FOR WINDSOR STORM DRAIN IMPROVEMENTS, PHASE I (City Engineer)

**Summary:** Staff has been working with the residents on Windsor Court and Newhall Road to resolve a drainage issue identified in a 1999 study by Wilsey Ham. (The study also identified two other storm drain issues on Roblar and Remillard which have been resolved.) Storm waters flow on the surface of private properties at Windsor and Newhall due to the lack of capacity within existing storm drain facilities. This has resulted in the flooding of a garage several times, damage to fencing, and debris in a pool. The Town has not been able to resolve this issue because at the point where the Town's and Burlingame's drainage systems meet on Newhall no additional capacity is available.

The first phase of Windsor Storm Drain improvements will be the replacement of a number of drainage inlets that will result in capture of more storm water from the surface. Staff is requesting \$40,000 to be appropriated from the sewer fund to install five new inlets and replace segments of curbs to direct water away from private properties and other interim improvements.

The next phase of the project will require substantial design to construct a surface conveyance system to establish drainage patterns away from structures in order to minimize property damage. The homeowners of the affected properties understand the need for additional surface improvements, and are willing to work with the Town to devise a solution. No cost estimate is available at this time.

**Recommendation:** Adopt the resolution appropriating \$40,000 from the sewer fund for Windsor Storm Drain Improvements Phase 1.

5. RESOLUTION INCREASING CONTINGENCY FUNDING FOR THE 2005 SANITARY SEWER MAINS CLEANING AND VIDEO INSPECTION, PHASE IV - CHERRY CREEK EASEMENT PROJECT CONTRACT (City Engineer)

**Summary:** A contract was awarded on June 13, 2005 to JF Pacific Liners, Inc. in the amount of \$354,551 with a contingency in the amount of \$88,600 for a total construction budget of \$443,151. This project cleans, repairs, and videotapes approximately 6,700 feet of sanitary

sewer mains within the Cherry Creek Easement which is steep and difficult to access. Most work is performed with hand-carried equipment.

During the course of cleaning and inspecting the mains, many point repairs have been made and numerous severely damaged segments were also identified, which require immediate replacement by pipe-bursting in order to make the lines functional. A need for additional manholes has also been identified to facilitate future maintenance.

To date \$51,200 of the contingency has been expended, and only 60% of the project is complete. Staff recommends that the contingency funding be increased by \$76,000 to provide for additional repairs which are anticipated with the project. Funding can be appropriated from the 2003 Bond Issue. 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 increasing the contingency funding for the 2005 Sanitary Sewer Mains Cleaning and Inspection, Phase IV - Cherry Creek Easement Project contract by the amount of \$76,000 for a new total construction budget of \$519,151.

6. RESOLUTION INCREASING CONTINGENCY FUNDING FOR THE 2005 SANITARY SEWER MAINS CLEANING AND VIDEO INSPECTION, PHASE III PROJECT CONTRACT  

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(City Engineer)

**Summary:** This contract was awarded on May 9, 2005 to JF Pacific Liners, Inc. in the amount of \$416,278 with a contingency in the amount of \$104,070 for a total construction budget of \$520,348. The project scope includes cleaning and spot repairing of pipes, and videotape inspection of approximately 21,000 feet of sanitary sewer mains identified as top priorities for rehabilitation by the Town's maintenance staff.

During the course of cleaning and inspecting the mains, severely damaged lines were identified, which require immediate replacement of whole segments of sewer mains by pipe-bursting (rather than small point repairs) in order to make the lines functional. A need for additional manholes has also been identified to facilitate future maintenance.

While JF Pacific Liners, Inc. provided competitive pricing for this additional work, the project has now used \$94,864 of the contingency funds, and staff is evaluating the need for another \$40,000 in pipe-burst repairs. Staff is recommending that the contingency funding be increased by \$95,000 to fund proposed repairs and unforeseen conditions. The project is nearly 80% complete, and staff does not anticipate using the full amount of the additional contingency. Funding can be appropriated from the 2003 Bond Issue. 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 increasing the contingency funding for the 2005 Sanitary Sewer Mains Cleaning and Video Inspection, Phase III Project contract in the amount of \$95,000 for a total construction budget of \$615,348.

7. **RESOLUTION AWARDING A CONTRACT TO AGUILAR AND SONS FOR THE  
520 HILLSBOROUGH BLVD STORM DRAIN REPAIR PROJECT** (City Engineer)

**Summary:** This project will remove and replace two storm drainage inlets located in the public right-of-way that are not functioning properly. When the inlet is blocked with leaves, storm waters overflow into the property at 520 Hillsborough Boulevard causing damage to the parking strip and side yard.

Staff is proposing to install two new inlets that are wider and deeper, and will not clog when leaves block the grate. The project will also remove and replace approximately 65 linear feet of curb and gutter to enhance the flow of storm water into the new inlets.

An informal bidding process was followed for this project. Three contractors specializing in concrete repair were solicited to bid on the project. Two contractors submitted bids. The following is a list of the bids received:

	<b>Contractor</b>	<b>Bid Price</b>
1.	Aguilar and Sons	\$ 9,625
2.	Dryco Construction, Inc.	\$ 9,700
	Engineer's Estimate	\$10,000

The low bidder for this project is Aguilar and Sons. Staff conducted an analysis of the proposals and verified that the contractor's qualifications and experience levels are satisfactory.

This project is not budgeted, but funding can be appropriated from the 2003 Bond Issue.

**Recommendation:** Adopt the resolution awarding the contract for the 520 Hillsborough Boulevard Storm Drain Repair Project to Aguilar and Sons in the amount of \$9,625 with a contingency in the amount of \$1,000 for a total construction budget of \$10,625.

**NEW BUSINESS:**

8. **RESOLUTION APPROVING THE AMENDMENT TO AND RESTATEMENT OF THE JOINT  
POWERS AGREEMENT ESTABLISHING THE PENINSULA TRAFFIC CONGESTION RELIEF  
ALLIANCE AND AUTHORIZING THE MAYOR TO EXECUTE THE FIRST AMENDMENT TO  
AND RESTATEMENT OF JOINT POWERS AGREEMENT AUTHORIZING THE TOWN OF  
HILLSBOROUGH TO JOIN THE ALLIANCE** (Assistant to the City Manager)

**Summary:** The Peninsula Traffic Congestion Relief Alliance ("Alliance") was established in 2000 to assist the public and private sectors with reducing traffic congestion and air pollution. The Alliance was created through a Joint Powers Agreement ("JPA") among fifteen cities in the County of San Mateo.

The County of San Mateo and the Town of Atherton, neither of which are currently parties to the JPA, now wish to join the Alliance. Other cities including the Town of Hillsborough and the Town of Woodside may also decide to join the Alliance. The JPA is being amended to provide for the addition of these new members. As a member, the Town of Hillsborough would participate in the decisions and direction of the Alliance with its efforts to reduce the number of single occupant

vehicles traveling in, to and through the County, reducing traffic congestion resulting in improved air quality. The JPA is also being amended to increase the flexibility of the committee structure. This change gives the Board discretion to establish committees as it deems necessary and desirable to assist the Alliance in carrying out its organizational purposes, and to designate the purpose and composition of any standing committees in the Bylaws. Finally, the addition of new members and more flexible approach to committees requires a number of other minor housekeeping changes to the JPA.

Funding for the Peninsula Traffic Congestion Relief Alliance comes from the City/County Association of Government (CCAG), the Transportation Authority and miscellaneous grants. There is no financial responsibility directly from the cities. The Alliance's Board is comprised of one councilmember from each city. A representative from the Alliance will be present at the Council meeting to give a brief presentation and be available to answer any questions.

**Recommendation:** Adopt the resolution approving the amendment and restatement of the Joint Powers Agreement establishing the Peninsula Traffic Congestion Relief Alliance and authorizing the Mayor to execute, subject to the City Attorney's legal review, the first amendment to and restatement of the Joint Powers Agreement authorizing the Town of Hillsborough to join the Alliance.

9. RESOLUTION AUTHORIZING TRANSFER OF WATER SERVICES AND WAIVING WATER CONNECTION FEES (CAPITAL CONSTRUCTION DEVELOPMENT FEE) (City Engineer)

**Summary:** The Town of Hillsborough has received a request from the City of Burlingame to transfer six water services at 6170, 6172, 6190, 6210, 6216 and 6220 Skyline Boulevard to a Town-owned water main located in the street in front of these homes. The six homes are currently served by an existing four-inch main that is in need of replacement and is located in the rear yards of these homes. Burlingame will be responsible for all construction and material costs associated with this transfer. The transfer of these services is desirable as it increases the Town's revenue base, and more importantly improves water quality by increasing demand at the end of the water system.

Burlingame has requested that connection fees (Capital Construction Development Fee) be waived. Customarily a \$10,876 connection fee is charged to each homeowner establishing new water service. The fee is intended to assist the Town with infrastructure costs. Because this change is being requested by the City of Burlingame, the costs will be paid by Burlingame. This is the most cost-effective solution for the City of Burlingame. Town staff has evaluated this request and is recommending a fee waiver as the transfer is highly desirable, and such transfers of individual services between the Town and Burlingame will be important for maintaining water quality at both agencies.

In the future, the homeowners on Skyline will be billed directly by the Town for consumption according to the Town's rate schedule.

**Recommendation:** Adopt the resolution authorizing transfer of water services from the City of Burlingame's water system to the Town's water system and waiving the Water Capital Construction Development Fees for 6170, 6172, 6190, 6210, 6216 and 6220 Skyline Boulevard.

10. RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT FOR  
TRANSFER OF PROPERTY TO 400 BARBARA WAY (City Engineer)

**Summary:** The Town has been negotiating the sale of an excess right-of-way at the corner of Hayne Road and Barbara Way with the owner of the property at 400 Barbara Way. This sale will permit the homeowner to complete his ADRB-approved landscape plan, and improve pedestrian safety by shortening the crosswalk length and eliminating a gap between the curb and stop sign. City Council authorized the transfer of this small piece of land to improve public safety in March 2005.

The City Attorney has drafted an agreement for the sale and transfer of the property to be executed by the City Manager. The agreement requires the homeowner to construct a new curb and parking strip along the frontage of the property within 90 days.

In order for this property to be transferred, the City Council will need to authorize the City Manager to sign the agreement, grant deed and other documents necessary to convey the property.

**Recommendation:** Adopt the resolution authorizing the City Manager to sign the agreement for transfer of property and ratifying the action of the City Manager.

**DISCUSSION:**

11. UPDATE ON COMMUNICATIONS WITH RESIDENTS REGARDING THE BACKWATER  
PROTECTION PROGRAM (Public Works Director)

**Summary:** A brief presentation will be made regarding Public Works efforts to communicate with residents regarding the backwater protection program including maintenance requirements.

**Recommendation:** No action required; for information only.