

TOWN OF HILLSBOROUGH

San Mateo County

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

1600 Floribunda Avenue
Hillsborough, CA 94010



A G E N D A

MONDAY, JULY 9, 2007

5:00 p.m. STUDY SESSION

6:00 p.m. CITY COUNCIL MEETING

Hillsborough Town Hall

STUDY SESSION (5:00 p.m.)

- Information on wireless facility permits

REGULAR CITY COUNCIL MEETING (6:00 p.m.)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: June 11, 2007

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, 2007
2. QUARTERLY TREASURER'S REPORT
3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT
4. RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT WITH LR HINES CONSULTING, INC. AND OTHER RELATED

AGREEMENTS FOR THE INSTALLATION, IMPLEMENTATION AND TRAINING FOR
SIRE TECHNOLOGIES' ELECTRONIC DOCUMENT & AGENDA MANAGEMENT
SYSTEM

5. RESOLUTION AWARDING THE BID FOR THE 2007 OPEN SPACE WEED ABATEMENT PROGRAM
6. RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING REGARDING THE TRANSFER OF POTABLE WATER BETWEEN THE CALIFORNIA WATER COMPANY AND THE TOWN OF HILLSBOROUGH WATER SYSTEMS
7. RESOLUTION AWARDING THE CONTRACT FOR TOWN HALL LANDSCAPE MAINTENANCE

V. NEW BUSINESS:

8. RESOLUTION ADOPTING THE US ARMY'S H&H COMPANY, 1ST BRIGADE COMBAT TEAM, 101ST AIRBORNE DIVISION (AIR ASSAULT), UNDER THE ADOPT-A-UNIT PROGRAM OF THE ORGANIZATION "AMERICA SUPPORTING AMERICANS"

VI. PUBLIC HEARING:

9. RESOLUTION AUTHORIZING THE PLACEMENT OF SEWER SERVICE AND STORM DRAINAGE CHARGES AND OF THE SPECIAL TAX FOR POLICE PROTECTION AND FIRE PROTECTION AND PREVENTION ON THE 2007-2008 COUNTY TAX ROLL AND AUTHORIZING THE COUNTY TAX COLLECTOR TO COLLECT SUCH CHARGES
10. RESOLUTION AUTHORIZING STAFF TO ENTER INTO THE LEASE AGREEMENT WITH T-MOBILE FOR VISTA PARK
11. APPEAL OF THE APPROVED APPLICATION BY T-MOBILE FOR A WIRELESS FACILITY PERMIT AT VISTA PARK

VII. DISCUSSION:

12. PROPOSED MOVEMENT OF THE TOWN BULLETIN BOARDS
13. REVISION OF PARKING STRIP STANDARDS

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.

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.



AGENDA – REPORTS

HILLSBOROUGH CITY COUNCIL

Monday, JULY 9, 2007
6:00 p.m.
Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough

CONSENT CALENDAR:

1. MONTHLY CLAIMS: JUNE 1 THROUGH JUNE 30, 2007 (Finance Director)

Summary: The monthly claims for the month of June 2007 in the amount of \$3,091,518.61 are submitted for approval.

Recommendation: Approve the monthly claims for June 2007 as submitted.

2. QUARTERLY TREASURER'S REPORT (Finance Director)

Summary: The Government Code 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 quarter ending June 30, 2007 Treasurer's Report.

3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT (Finance Director)

Summary: Pursuant to Government Code Section 5922(a) and the Town's Interest Rate Mitigation Policy, a quarterly report providing the status of all interest rate products will be provided to the City Council on a quarterly basis.

The swap agreement entered into in 2000 covering the \$4,900,000 bond issue (Deal No. 50000438915) matured on June 1, 2007. These bonds revert back to a variable rate issue.

Recommendation: Accept the Interest Rate Products Report for the quarter ending June 30, 2007.

4. RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT WITH LR HINES CONSULTING, INC. AND OTHER RELATED AGREEMENTS FOR THE INSTALLATION, IMPLEMENTATION AND TRAINING FOR SIRE TECHNOLOGIES' ELECTRONIC DOCUMENT & AGENDA MANAGEMENT SYSTEM
(City Clerk/Finance Director)

Summary: As part of Town's strategic plan to streamline records management and make it more efficient and cost effective, the 2007/2008 adopted budget includes funds to procure an electronic document management system (EDMS).

Staff surveyed several cities and vendors and narrowed down the choices to three vendors that serve most governmental agencies - SIRE Technologies, Questys Solutions and LaserFiche. Several cities seem to favor SIRE Technologies over the other two vendors because the system is user-friendly, easy to maintain and has excellent support.

LR Hines Consulting, Inc. is SIRE's authorized Software Value Added Reseller in Northern California, and one of the reasons for the system's excellent support. LR Hines Consulting, Inc. is able to customize and address individual needs and offer more consulting hours to initially install and implement the system. In addition to the electronic records system, the Town can also procure Agenda Plus, an agenda management system, which will automate and greatly enhance the agenda preparation process. (Please refer to page 13 of the proposal from LR Hines included in the City Council agenda packet.)

Staff obtained proposals for the Sire Technologies and LaserFiche systems. SIRE's Agenda Plus with the Electronic Document Management System has an all-inclusive cost of \$50,450.99. LaserFiche submitted a quote for comparable services in the amount of \$68,433.47. The Town has \$60,000 in the adopted budget for this project.

Staff recommends that the City Council approves the resolution to enter into the following: 1) LR Hines Consulting, Inc. Agreement utilizing the Town's standard agreement for professional services to procure Sire Technologies Electronic Document Management System; 2) an End User Software License Agreement with SIRE (the same nature as Microsoft's software license agreement); and 3) an Annual Support and Maintenance Agreement with LR Hines Consulting, Inc., all subject to the City Attorney's review.

Included in the City Council agenda packet are the proposals from LR Hines Consulting, Inc. for SIRE Technologies and LaserFiche.

Recommendation: Adopt the resolution authorizing the Finance Director to enter into an agreement with LR Hines Consulting, Inc. and other related agreements for the Installation, Implementation and Training for SIRE Technologies Electronic Document & Agenda Management System.

5. **RESOLUTION AWARDING THE BID FOR THE 2007 OPEN SPACE WEED ABATEMENT PROGRAM** (Public Works Director)

Summary: Staff has been working with Robert Canadas Custom Tractor Work for managing publicly-owned open space and easement roads for the past several years. The contractor will cut all minor vegetation to a height of three inches or less in all designated open space areas and easement roads.

The Town will be working with the contractor to determine the exact scope of work that has been completed for several years to document all areas cleared as part of this project.

The contractor submitted a proposal to complete this project at a cost of \$25,000.

Staff is recommending awarding the project to Robert Canadas Custom Tractor Work in an amount not to exceed \$25,000.

Recommendation: Adopt the resolution awarding the contract for the 2007 Open Space Weed Abatement Program in an amount not to exceed \$25,000 and allocating funds from the Sewer Fund for the same.

6. RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING REGARDING THE TRANSFER OF POTABLE WATER BETWEEN THE CALIFORNIA WATER COMPANY AND THE TOWN OF HILLSBOROUGH WATER SYSTEMS (Public Works Director)

Summary: Last November 2006, California Water Company, which provides potable water to residents in the City of San Mateo, approached the Town to request additional inter-connections to the Town's water system. Two physical connections between water mains were needed during an extended shut down of the San Francisco Public Utilities Commission water supply line. The Town negotiated for an additional two connections that would provide an additional source of water in the Tournament area. The agreement provides a process for transferring water between the agencies, and sets reimbursement rates for the same. The City Attorney reviewed and approved the agreement. The retail water rate is proposed as a basis for reimbursement because California Water Company is a private firm regulated by the California Public Utilities Commission, and cannot charge rates for water outside of its approved rate structure.

Recommendation: Adopt the resolution approving the memorandum of understanding regarding the transfer of potable water between the California Water Company and the Town of Hillsborough water systems.

7. RESOLUTION AWARDED THE CONTRACT FOR TOWN HALL LANDSCAPE MAINTENANCE (Public Works Director)

Summary: The Public Works Department recently solicited bids from landscape maintenance firms for the care of the Town Hall property at 1600 Floribunda Avenue, which includes the Water Conservation Garden. Currently the Town pays \$1,550 per month for maintenance services. The Town has used the same firm for at least twelve years to maintain the property. Bids were requested from MJ Newell which currently maintains 1640 Floribunda Avenue, George's Landscaping which maintains Town Hall and Terra Ferma which maintains Crossroads Park. All three contractors have been reliable and professional in their operations. Bid responses were as follows:

Bidder	Monthly Fee
MJ Newell	\$1,200
Terra Ferma	\$1,360
George's Landscaping	\$1,550

Staff is recommending selection of MJ Newell commencing in August, 2007. The selection of the new contractor will save the Town \$4,200 in the first twelve months.

Recommendation: Adopt the resolution awarding the landscape maintenance contract for Town Hall to MJ Newell.

NEW BUSINESS:

8. RESOLUTION ADOPTING THE US ARMY'S H&H COMPANY, 1ST BRIGADE COMBAT TEAM, 101ST AIRBORNE DIVISION (AIR ASSAULT), UNDER THE ADOPT-A-UNIT PROGRAM OF THE ORGANIZATION "AMERICA SUPPORTING AMERICANS"
(Police Captain)
-

Summary: In 2004, the City of Burlingame joined over 100 municipalities nationwide by adopting a unit of the United States Military through an organization called "America Supporting Americans." The City of San Mateo was the first in this county to adopt a unit in 1968. The purpose of this apolitical, nonpartisan program is to provide the citizens and employees of the Town a way to show their support for members of our military through the collection of letters, magazines, books, toiletries, and other items and send them to our adopted unit, showing our concern for their well-being and boosting their morale.

City Manager Anthony Constantouros directed Police Captain Nick Gottuso to move forward with this initiative, and Captain Gottuso will serve as liaison between the adopted Airborne unit and the Town. This program is a tangible, caring way for the Town and its residents to show their support for our men and women in uniform who make great sacrifices every day to defend our country. Local school children and Town staff will be encouraged to write letters and assist in the collection of the items to be shipped to the unit, creating a bond of mutual respect. There is no direct financial impact to the Town budget, as the program is funded through donations.

Recommendation: Adopt the resolution approving the adoption of the H&H Company, 1st Brigade Combat Team, 101st Airborne Division (Air Assault), through the America Supporting Americans program.

PUBLIC HEARING:

9. RESOLUTION AUTHORIZING THE PLACEMENT OF SEWER SERVICE AND STORM DRAINAGE CHARGES AND OF THE SPECIAL TAX FOR POLICE PROTECTION AND FIRE PROTECTION AND PREVENTION ON THE 2007-2008 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 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 the placement of sewer service and storm drainage charges and of the special tax for police protection and fire protection and prevention on the 2007-2008 county tax roll and authorizing the County Tax Collector to collect such charges.

10. RESOLUTION AUTHORIZING STAFF TO ENTER INTO THE LEASE AGREEMENT WITH T-MOBILE FOR VISTA PARK (Public Works Director)

Summary: T-Mobile has proposed installing a "Monopine" cellular tower and related equipment at Vista Park. A space of 220 square feet in the northeast portion of the park is the subject of the lease. The space which is adjacent to Chiltern Road is currently unused. Terms of the lease include the following:

- T-Mobile will pay all costs associated with the installation, repair, operation and removal of equipment.
- T-Mobile will install walls, fencing and vegetation around its equipment.
- The Monopine will be built in accordance with FCC standards and will have branches as low as 12' above grade, distributed at a minimum rate 2.5 per foot, and will extend beyond antennas.
- The Monopine will be clad in bark at all visible locations.
- Cabling and other hardware will be painted in a manner to camouflage its appearance.
- T-Mobile will verify FCC compliance with safety standards every 24 months starting on the second anniversary of the lease.
- T-Mobile will pay \$2,500 per month rent, which will be adjusted annually by CPI at a minimum of 3% and maximum of 7%.
- T-Mobile will reconstruct a portion of the retaining wall and fence on Chiltern to ensure the structural viability of its improvements.
- The agreement has a 10-year term with 5-year extensions up to 20 years.

Recommendation: Adopt the resolution authorizing staff to enter into the lease agreement for Vista Park subject to the City Attorney's final review of documents.

11. APPEAL OF THE APPROVED APPLICATION BY T-MOBILE FOR A WIRELESS FACILITY PERMIT AT VISTA PARK (Public Works Director)

Summary: The Town received a Wireless Facility Application from T-Mobile for the installation of a "Monopine", which is an antenna tower disguised as a pine tree, at Vista Park. T-Mobile has worked with the Town since late 2005 to relocate its microcell facility which was installed at 870 Longview Drive. In the past 18 months, 19 private properties in the immediate area were identified as potential locations, in addition to public properties. Some were

eliminated without field visits due to their elevations, a couple of homeowners never responded to inquiries, others were investigated by T-Mobile, and two preferred sites declined to host the antenna. Public properties in the area of Crossroads Park, Vista water tank site, and the Municipal Service Center did not meet T-Mobile's criteria for coverage. (A Town-owned landlocked parcel in the area was not presented to T-Mobile for investigation, as it would require the removal of mature landscaping at two residences on Cornelia Court.) Because no other viable alternatives were identified, the Town entered into discussions with T-Mobile to locate the Monopine at Vista Park in the northeast corner of the park, with ancillary equipment to be installed in an unused portion of the parcel along Chiltern Road.

A public information meeting was held on June 25, 2007, at Town Hall and approximately 50 residents attended the meeting. A summary of the questions asked and comments made are included in the City Council's packet. Many of the residents expressed concern about the unknown long-term health effects of radio frequency emissions associated with cellular antennas. Residents also requested information about the size of the tower and the need to locate such facilities in Hillsborough.

The City Engineer reviewed the application prepared by T-Mobile for completeness. T-Mobile's purpose for submitting the application is to increase the size of its coverage area in Hillsborough. The Monopine would be constructed in conformance with Federal Communications Commission (FCC) standards for safety, and will be subject to a radio emission study if it is constructed. It should be noted that if the permit is denied for reasons related to RF emissions, the wireless provider can make an appeal directly to the FCC. A full report regarding the wireless permit application is included in the City Council's packet.

Staff approved the wireless permit on June 8, 2007. In the subsequent 15-day appeal period, the Town received written correspondence requesting an appeal of the administrative decision. The City Council's options are to uphold or deny the appeal. Upholding the appeal requires that the City Council make factual findings that the wireless permit is inappropriate. The result would be that T-Mobile could not install the Monopine and 870 Longview would remain in place. Denying the appeal allows the permit approval to stand. T-Mobile's ability to construct the Monopine remains subject to the Town's approval of a lease agreement, and issuance of building permits for construction and encroachment.

Staff and the Town's wireless consultant are recommending that the City Council deny the appeal as the application is complete and complies with all FCC regulations.

Recommendation:

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Deny the appeal of the approved application by T-Mobile for a wireless facility permit at Vista Park.

DISCUSSION:

12. PROPOSED MOVEMENT OF THE TOWN BULLETIN BOARDS (Public Works Director)

Summary: The Town was recently contacted by a resident who asked that the bulletin boards be made accessible to persons in wheelchairs. There are three bulletin boards as required by State law, and they are located at 1) Town Hall, 2) the median at West Santa Inez Avenue, Ascot Road and Brentwood Drive, and 3) the corner of Jackling Drive and Baileyana Road. The Town Hall bulletin board is accessible by wheelchair. The West Santa Inez bulletin board is on a traffic median without curb cuts to allow for wheelchair access. The City Engineer determined that it would be more appropriate to discourage pedestrian traffic of any type to the median rather than add curb cuts at this location. The Jackling bulletin board is more accessible to pedestrians, but is not accessible to a wheelchair. Curb cuts could be installed; however, persons in wheelchairs would be forced to enter the street, which is not desirable. Because the location of the bulletin boards is specified in the Municipal Code, an ordinance must be adopted to relocate the boards.

Staff is proposing that the City Council consider the relocation of the West Santa Inez and Jackling bulletin boards to sites that provide both parking and accessibility. Possible sites include:

- Fire Station 32
- Fire Station 33
- Vista Park
- Crossroads Park

Because the existing bulletin boards require frequent maintenance, new pre-manufactured bulletin boards similar to the one in front of Town Hall would be installed at the alternative locations.

Recommendation: For discussion only; no action required.

13. REVISION OF PARKING STRIP STANDARDS (Public Works Director)

Summary: Public Works and Community Service Departments have been evaluating the Parking Strip Requirements to reflect best management practices for storm water management and to provide more flexibility in design.

A parking strip consists of the installation of hard surface suitable for parking a vehicle that is at least five feet in width at the edge of the right-of-way. Residents are required to install parking strips whenever a building permit is issued for a new building or a project that involves remodeling 50% of an existing structure, or when work is performed in the right-of-way (typically major landscaping.) The ordinance is specific in that parking strips must be installed along the frontage of the property.

Currently the list of materials approved for parking strips includes asphalt, textured asphalt, and interlocking pavers set in sand. Most residents opt for asphalt because it costs significantly less than interlocking pavers. The use of impervious materials such as asphalt increases storm water run-off into the streets and ultimately the Bay, affecting water quality. Upon reviewing the standard specification, it became clear that other environmentally friendly building materials are available locally. The use of these materials will reduce the volume of storm water run-off and reduce contaminants that reach the storm drain. Materials proposed to be included in a revised standard are:

- Porous asphalt;
- Porous concrete;
- Grass or turf block; and
- Interlocking pavers or brick set in sand.

The difference between conventional and porous asphalt and concrete is the construction process which creates voids within the material without compromising strength. Porous asphalt is more expensive than non-porous asphalt.

A draft of a revised parking strip specification was presented to the Architecture Design Review Board (ADRB) for comment and, generally, the ADRB was supportive of the changes to provide more diversity in the appearance of parking strips. ADRB members commented that they would like to see decomposed granite/gold fine materials as an alternative as well. Public Works has some concerns about the movement of small rocks from parking strips into the streets and storm drains during storm events, which is a maintenance issue. It may be possible to allow such materials on parking strips that are not on steep slopes or that include a binder material that prevents loose materials.

The code is written narrowly to require parking strips along all frontages of a property, without regard to the appearance, length or use of properties. The City Engineer provides exceptions for large trees and safety. Some properties have very large frontages and, as a result, when parking strips are constructed they have the look of monolithic sidewalks, which may be an unintended consequence of the rigid specification. Public Works attempts to accommodate requests to preserve mature trees and allow short walking paths when practical to enhance the aesthetic appearance of a property. An example of this accommodation can be seen at 808 Eucalyptus Avenue. The Department would like to have broader discretion to approve frontage improvements in any configuration provided that there is opportunity for on-street parking in the area, adequate safety vehicle access and reasonable allowances for pedestrian safety. The Code also does not exclude properties such as the Racquet Club, Nueva School, Uplands School and the Burlingame Country Club, which have substantial on-site parking.

This item is presented for discussion only and comments will be incorporated into draft standards, guidelines, and codes, if appropriate, for future presentation to the City Council.

Recommendation: For discussion only; no action required.