# 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, AUGUST 13, 2007*
## *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 LABOR NEGOTIATOR**
Section 54957.6

Agency Negotiator: Anthony Constantouros, City Manager

Employee Organization: Unrepresented Employees

Police Chief, Police Captains, Police Lieutenant, Executive Assistant, Fire Chief, Deputy Fire Chief, Public Works Director, Chief Building Official, Director of Planning and Building, Associate Planner, Public Works Assistant Superintendent, Finance Director, Assistant City Manager, Assistant Finance Director, Human Resources Specialist and City Clerk

**B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Section 54957

Title: City Manager

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

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. MINUTES:** July 9, 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: JULY 1 THROUGH JULY 31, 2007

2. RESOLUTION CONFIRMING THE REPORT OF WEED ABATEMENT CHARGES AND ORDERING COLLECTION

3. RESOLUTION AUTHORIZING THE PURCHASE OF AN L3 COMMUNICATION DIGITAL EVIDENCE NETWORKED SERVER FOR IN-CAR POLICE DIGITAL IMAGE DOWNLOADS

4. RESOLUTION AWARDING A CONTRACT TO WEST VALLEY CONSTRUCTION FOR THE WATER MAIN REPLACEMENT PHASE V – 2007 PROJECT

5. RESOLUTION AWARDING A CONTRACT TO CORRPRO WATERWORKS FOR THE CATHODIC PROTECTION REPLACEMENT PROJECT

6. RESOLUTION APPROVING THE PURCHASE OF A STEEL SHED FOR EQUIPMENT STORAGE AT THE DARRELL TANK SITE

7. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE 2007 STREET MAINTENANCE AND REHABILITATION PROJECT

8. RESOLUTION APPROVING THE APPLICATION AND PARTICIPATION IN THE CALIFORNIA ENERGY COMMISSION'S ENERGY PARTNERSHIP PROGRAM

9. RESOLUTION APPROVING PARTICIPATION IN THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ENDORSED WATER WISE EDUCATION PROGRAM

## V. PUBLIC HEARING:

10. FUNDRAISING EVENT PERMIT APPLICATION 07-08 FOR THE SAN MATEO ARBORETUM SOCIETY'S GARDEN TOUR

## VI. DISCUSSION:

11. EMERGENCY OPERATIONS PLAN – PRESENTATION AND DISCUSSION

12. PRESENTATION REGARDING TRAFFIC CIRCULATION

13. RECAP AND REVIEW OF WIRELESS FACILITIES

14. UPDATE ON THE WATER CONSERVATION EFFORT

## VII. NEW BUSINESS:

15. RESOLUTION APPROVING PARTICIPATION IN THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY LANDSCAPE AUDIT 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.*

## 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, AUGUST 13, 2007
6:00 p.m.
Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough

**CONSENT CALENDAR:**

1. MONTHLY CLAIMS: JULY 1 THROUGH JULY 31, 2007 (Finance Director)

**Summary:** The monthly claims for the month of July 2007 in the amount of $2,428,764.66 are submitted for approval.

**Recommendation:** Approve the monthly claims for July 2007 as submitted.

2. RESOLUTION CONFIRMING THE 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 the report of weed abatement charges and ordering collection.

3. RESOLUTION AUTHORIZING THE PURCHASE OF AN L3 COMMUNICATION DIGITAL EVIDENCE NETWORKED SERVER FOR IN-CAR POLICE DIGITAL IMAGE DOWNLOADS (Police Captain)

**Summary**: Of the nine marked Hillsborough Police patrol cars in use, five are equipped with L3 Communication Mobile-Vision in-car digital recorders. Presently, the data cards which store the digital images are physically removed from the center console component and brought into the police station where the card is placed into a reader and downloaded. The images are evaluated on a Mobile-Vision software based program and then transferred to a DVD for storage and retrieval purposes.

L3 Communication offers a Digital Evidence Pro Networked Server, which includes a wireless automatic feature which would allow the in-car image data to download automatically when the police units came within range of an antenna mounted on the east side of the police facility. Once the data is downloaded onto the server, a 50 disk DVD duplicator is activated and the

data is then automatically transferred onto a DVD which is then labeled. The system components would be located within the Police Department server room.

Presently, L3 Communication is considered a sole-source provider as no other companies supply a compatible software package which would support the existing in-car Mobile-Vision camera systems.

The L3 Communication system components and service include a digital server, rack mount kit, external antenna, 50 disk automatic duplicator, system configuration and testing for a total purchase amount of $19,658.21. It is recommended that a 10% contingency is authorized to manage antenna mounting and network testing for a total allocation of $21,623.80. Both the purchase and contingency costs would be funded through the Supplemental Law Enforcement Services Fund (SLESF) Grant.

**Recommendation:** Adopt the resolution authorizing the Police Department to purchase an L3 Communication Digital Evidence Pro Networked Server, rack mount kit, external antenna, 50 disk automatic duplicator, including installation and testing and a 10% contingency for $21,623.80.

4. RESOLUTION AWARDING A CONTRACT TO WEST VALLEY CONSTRUCTION FOR THE WATER MAIN REPLACEMENT PHASE V – 2007 PROJECT (City Engineer)

**Summary:** This project includes construction of replacement ductile iron water mains and fire hydrant assemblies, installation of new water service lines and meter boxes, and abandonment or removal of existing hydrants and gate valves. Included in the scope of this project is the abandonment of the old water mains on Barbara Way along West School.

This is the fifth in a series of related projects that is replacing an antiquated and undersized water distribution system throughout the Town. This phase provides or replaces nearly 10,853 linear feet of water mains.

The project bid opening was held on July 26, 2007, and the following bids were received:

| # | CONTRACTOR | BID PRICE |
|---|---|---|
| 1 | West Valley Construction | $ 1,216,500.00 |
| 2 | Precision Engineering, Inc. | $ 1,459,500.00 |
| **EE** | **Engineer's Estimate** | **$ 1,561,831.00** |
| 3 | Shaw Pipeline, Inc. | $ 1,610,775.00 |
| 4 | Casey Construction | $ 1,655,110.00 |
| 5 | K. J. Woods Construction | $ 1,728,000.00 |
| 6 | D. W. Young Construction | $ 1,773,470.00 |
| 7 | Pacific Underground Construction | $ 1,817,815.00 |
| 8 | Lewis & Tibbitts | $ 1,899,400.00 |
| 9 | Vulcan Construction & Maintenance | $ 2,091,700.00 |

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

A contingency of 15% is recommended for this project based on recent experience for similar work due to the nature of the numerous unforeseen problems that may be encountered. This project is budgeted and funding will be from the 2006 Water and Sewer 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 awarding the contract for the Water Main Replacement Phase V – 2007 Project to West Valley Construction in the amount of $1,216,500.00, with a 15% contingency in the amount of $182,475.00, for a total construction budget of $1,398,975.00 from the 2006 Water and Sewer Bond issue.

5. RESOLUTION AWARDING A CONTRACT TO CORRPRO WATERWORKS FOR THE CATHODIC PROTECTION REPLACEMENT PROJECT (City Engineer)

**Summary:** This project is to replace the existing cathodic protection system in four out of the fifteen water tanks owned by the Town.

In 2005, the Town hired Corrpro Waterworks, Inc. as a consultant to inspect all fifteen water tanks and make recommendations for improvements in operation and efficiency of the existing cathodic protection systems. The final inspection report submitted by Corrpro indicates that the system is deteriorated in both Skyfarm III tanks and in both Marlborough tanks. All water tanks are required to be inspected and cleaned every 3-5 years based on the tank conditions. Marlborough and Skyfarm III Tank #1 were cleaned and inspected in 2006. Marlborough and Skyfarm III Tank #2 are scheduled to be cleaned and inspected for winter 2007.

The cathodic protection system plays a significant role in protecting our water tanks from corrosion as its sacrificial anodes absorb energy that would otherwise cause the tank walls and structural members to corrode.

Staff has determined the need to replace these four deteriorated cathodic protection systems and solicited three bidders for this replacement project. Two bidders responded with the following results:

| # | CONTRACTOR | BASE |
|---|---|---|
| 1 | Corrpro Waterworks | $59,650.00 |
| 2 | Harper and Associates, Inc. | $71,531.00 |
| **EE** | **Engineer's Estimate** | **$80,000.00** |

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

This project is included in the CIP budget and will be funded by the 2006 Water and Sewer bond. Related engineering costs for the project will also be allocated from bond proceeds.

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 Corrpro Waterworks the contract for the Cathodic Protection Replacement Project in the amount of $59,650.00, with a 15% contingency in the amount of $8,950.00, for a total construction budget of $68,600.00.

6. RESOLUTION APPROVING THE PURCHASE OF A STEEL SHED FOR EQUIPMENT STORAGE AT THE DARRELL TANK (City Engineer)

**Summary:** The Public Works Department has been exploring locations to serve as alternatives for storing equipment at various Town properties. The water crew has identified space at the Darrell tank site that could host a steel shed that would allow for storage of larger equipment and supplies currently stored at the Municipal Service Center. The proposal for a building from Moore Room in the amount of $12,952.11 provides garage doors and electrical outlets. Moore Room is based in Livermore, California, and is able to construct the building on-site. One other quote was presented by US Building for $17,000. The other two companies contacted, American Steel Span/Olympia Steel Building and Steel Building, do not offer a building of similar dimensions. The additional storage will provide the Town's maintenance staff the ability to have construction materials and supplies available for emergencies and better response time, as well as shorter travel time compared to the existing location of the Municipal Service Center.

**Recommendation:** Adopt the resolution approving the purchase of a steel shed for equipment storage at the Darrell tank site in the amount of $12,952.11 and allocating water funds for the same.

7. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE 2007 STREET MAINTENANCE AND REHABILITATION PROJECT (City Engineer)

**Summary:** The 2007 Street Maintenance and Rehabilitation Project is ongoing which includes repair of existing asphalt pavement, application of new surfacing material and striping. The project was awarded to Bond Blacktop, Inc. by the City Council in May 2007 in the amount of $481,215.00 without allocating any contingency funds for the project.

During the implementation of this work, staff encountered unstable roadway sections on West Santa Inez Avenue. The work necessary to repair West Santa Inez Avenue will require the removal of approximately eighteen inches of material beneath the asphalt to stabilize the road. Staff requested bids for this portion of work from Bond Blacktop, Inc. and two other local contractors. Staff received two bids for the work and the lowest bidder was Aguilar and Sons at a cost of $12,680.00. The estimated cost for this additional repair is approximately $13,000.00. Furthermore, additional work will be necessary on Marlborough and Pinehill Roads, as well as additional striping on Fallenleaf Drive and the Forest View Avenue / Sharon Avenue intersection for an

additional amount of $8,000.00. The additional funds requested will constitute a four percent increase over the original contract amount.

**Recommendation:** Adopt the resolution authorizing additional funds for the 2007 Street Maintenance and Rehabilitation Project in the amount of $21,000.00 from the General Fund.

8. RESOLUTION APPROVING THE APPLICATION AND PARTICIPATION IN THE CALIFORNIA ENERGY COMMISSION'S ENERGY PARTNERSHIP PROGRAM
(Public Works Director)

**Summary:** The California Energy Commission's Energy Partnership Program provides technical assistance to local government and other organizations in identifying energy efficiency improvements. California Energy Commission staff and consultants can conduct a comprehensive study of the Town's energy use by reviewing previous energy bills and conducting field surveys. They can then make recommendations for achieving immediate energy efficiency improvements in Town facilities. Additionally, they can help identify financing mechanisms to get recommended projects installed. The California Energy Commission underwrites up to $20,000.00 of the energy audit and consultation costs. It is expected that this will be more than sufficient to cover the full cost of the Town's energy audit.

**Recommendation:** Adopt the resolution approving the application and participation in the California Energy Commission's Energy Partnership Program.

9. RESOLUTION APPROVING PARTICIPATION IN THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ENDORSED WATER WISE EDUCATION PROGRAM
(Public Works Director)

**Summary:** The Town funded participation in the Bay Area Water Supply and Conservation Agency (BAWSCA) endorsed Water Wise Education Program for 100 fifth grade students in the Hillsborough City School District in school year 2006/2007. A post-program survey found that:

- 89% of the students rated the WaterWise™ Program as good or great.
- 86% of the participants reported they changed the way they use water.
- 50% reported they installed the new high efficiency showerhead.
- 57% reported they installed the bathroom aerator.

Further, the attached report projects an estimated 965,000 gallons of water per year will be conserved through the installation of the water saving devices provided in the Water Wise Education kit.

Staff recommends continued participation in the BAWSCA endorsed Water Wise Education Program. Staff also recommends increasing funding of the program from $3,250.00 in FY 2006/2007 to $6,267.60 in FY 2007/2008. This will fund the participation of every fifth grade student in the Hillsborough City School District (approximately 180 students).

**Recommendation:** Adopt the resolution approving the funding for participation in the BAWSCA endorsed 2007 Water Wise Education Program.

**PUBLIC HEARING:**

10. FUNDRAISING EVENT PERMIT APPLICATION 07-08 FOR THE SAN MATEO ARBORETUM SOCIETY'S GARDEN TOUR (City Clerk)

**Summary:** The San Mateo Arboretum Society submitted an application to conduct its Garden Tour at 1565 Wedgewood Drive, 825 Barroilhet Avenue, and 1171 Barroilhet Avenue in Hillsborough. This event is proposed to take place on September 29, 2007.

Hillsborough Municipal Code Section 5.16.080 requires a public hearing for a fundraising event permit where more than 200 people will be in attendance during any one day at any one property. Public Notices have been sent to owners of properties located within a 500-foot radius of the property listed above.

The Police, Fire and Building Departments have reviewed the application and submitted comments and recommendations, which are included in the City Council's packet.

**Recommendation:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Approve the Fundraising Event Permit Application 07-08 for the San Mateo Arboretum Society's Garden Tour on September 29, 2007, subject to the conditions recommended by staff.

**DISCUSSION:**

11. EMERGENCY OPERATIONS PLAN – PRESENTATION AND DISCUSSION (Emergency Coordinator)

**Summary:** The Town of Hillsborough's Emergency Coordinator Bill Reilly has completed the updated Emergency Operations Plan. This plan was based on a template prepared by San Mateo County. Mr. Reilly worked with the Burlingame Emergency Coordinator to prepare a unified command concept for the two cities. A summary of the plan will be presented at the meeting.

**Recommendation:** For discussion only; no action required.

12. PRESENTATION REGARDING TRAFFIC CIRCULATION (Police Captain)

**Summary**: City Engineer Cyrus Kianpour and Police Captain Mark O'Connor will make a presentation to the City Council regarding recent traffic safety improvements and traffic calming measures. The presentation will also address area specific traffic monitoring,

enhancements to roadway markings and signage detail that have been utilized in an ongoing effort to promote traffic safety.

**Recommendation:** For discussion only; no action required.

13. RECAP AND REVIEW OF WIRELESS FACILITIES (Police Chief)

**Summary:** The City Council meeting of July 9, 2007, included agenda items pertaining to a permit for a wireless facility and a lease agreement for placement of a wireless facility with T-Mobile. The items were heard and continued to the September 10, 2007 City Council meeting. The City Council directed staff to gather further information and report back at the September 10, 2007 meeting. Staff will update the City Council on the current progress and to receive any further direction.

**Recommendation:** No action is required. The City Council may direct staff to conduct further research if necessary.

14. UPDATE ON THE WATER CONSERVATION EFFORT (Public Works Director)

**Summary:** At the May 14, 2007 City Council meeting, staff updated the City Council on the Town's water conservation goals in light of the San Francisco Public Utilities Commission's call for a voluntary 10% reduction in water usage by its customers.

The nature of this presentation will be to update the City Council on the progress in meeting the stated water conservation goals and to recommend participation in two regional water conservation programs.

**Recommendation:** For discussion only; no action required.

**NEW BUSINESS:**

15. RESOLUTION APPROVING PARTICIPATION IN THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY LANDSCAPE AUDIT PROGRAM (Public Works Director)

**Summary:** Recently, the San Francisco Public Utilities Commission (SFPUC), which provides 100% of the Town's drinking water, has requested that its customers, including Bay Area Water Supply and Conservation Agency (BAWSCA) members, voluntarily reduce water consumption by 10%. The request was made following the fourth driest winter on record since 1919.

The Town normally sees a four-fold increase in water usage from winter to summer. Due to the predominance of single family residences on large parcels, landscape irrigation represents the largest use of water and the greatest potential for conservation.

Finally, as discussed in the May 2007 City Council meeting, Best Management Practice #1 in the Town of Hillsborough's Urban Water Management Plan calls for the performance of "irrigation system surveys".

BAWSCA offers to its member agencies a landscape irrigation audit program. Highly trained irrigation consultants provide technical assistance to local government, businesses and residents in identifying potential irrigation efficiency improvements. The consultants conduct a comprehensive study of the participants' water use by reviewing previous water bills and conducting field surveys. They then make specific recommendations in an easy to understand report for achieving immediate water efficiency improvements to irrigation systems. Additionally, they provide monthly water usage reports that can assist participants and the Town in gauging the efficacy of conservation efforts. Finally, the consultants will conduct follow-up field surveys to assess if recommendations have been implemented. The program achieved a 15% reduction in water usage among participating agencies in 2006.

The Town has $30,000.00 budgeted for Conservation Programs in Fiscal Year 2009/2010. Staff is recommending participation in the BAWSCA Landscape Audit Program for Fiscal Year 2007/2008 and Fiscal Year 2008/2009 and the allocation of $33,908.00 in said fiscal years to fund participation in the program.

**Recommendation:** Adopt the resolution approving the funding for Hillsborough's participation in the Bay Area Water Supply and Conservation Agency Landscape Audit Program and amending the budget to include $33,908 for 2007/2008 and $33,908 for 2008/2009.