

MINUTES

REGULAR CITY COUNCIL MEETING

MONDAY, AUGUST 13, 2007

Mayor Mullooly called the regular meeting to order at 6:02 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

ROLL CALL: Present: Fannon, Kasten, Regan, Krolik, Mullooly

MINUTES: The minutes of the July 9, 2007 City Council meeting were approved as submitted subject to several wording changes. Mayor Mullooly stated that “opened the public hearing and” should be removed from page 6, paragraph 5. On page 11, paragraph 2 should read “Mayor Mullooly stated that she needed to disclose a number of things, including the date of the appeal; receipt of emails; meetings with *representatives of T-Mobile’s office*, Congressman Tom Lantos’ *office*, and Assemblymember Gene Mullin’s *office*; attendance at the public informational meeting on June 25, 2007; attendance at a Citizens Communication Advisory Committee meeting regarding a cell tower at Vista Park on June 12, 2007; and also a site visit to Vista Park *at the request of one of the neighbors.*”

Vice Mayor Krolik stated that on page 11, paragraph 3 should read “Vice Mayor Krolik stated that she also did the same as Mayor Mullooly, except that she did not *meet neighbors on her* site visit to Vista Park.”

Councilmember Kasten stated that on page 1, item 2, paragraph 1 should read “Councilmember Kasten asked Finance Director Edna Masbad if the Time Certificate of Deposit purchased earlier this year for a one-year duration was an anomaly *because the interest rate was considerably lower than another CD of the same duration purchased around the same time.*” On page 1, item 4, paragraph 1 should read “Councilmember Kasten asked Finance Director Edna Masbad if the Electronic Document and Agenda Management System would be customized to the Town’s needs, as customization usually increases maintenance costs *and makes transitioning to new versions difficult.*”

City Attorney Norm Book stated that on page 12, paragraph 2, last line, the word “proceeded” should be “preceded”.

CONSENT CALENDAR:

Item 9 was removed for discussion. On motion of Councilmember Kasten, seconded by Councilmember Regan, and unanimous on voice vote, Consent Calendar items 1 through 8 were adopted.

1. MONTHLY CLAIMS: JULY 1 THROUGH JULY 31, 2007

The monthly claims for the month of July 2007 in the amount of \$2,428,764.66 were approved as submitted.

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

The resolution confirming the report of weed abatement charges and ordering collection was adopted.

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

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, with a 10% contingency for a total of \$21,623.80, was adopted.

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

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, was adopted.

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

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, was adopted.

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

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 was adopted.

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

The resolution authorizing additional funds for the 2007 Street Maintenance and Rehabilitation Project in the amount of \$21,000.00 from the General Fund was adopted.

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

The resolution approving the application and participation in the California Energy Commission's Energy Partnership Program was adopted.

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

Councilmember Kasten asked City Engineer Cyrus Kianpour about the statistics reported in the Bay Area Water Supply and Conservation Agency (BAWSCA) 2006-2007 Program Summary Report, Appendix B, Page 15, Question 16, which showed that 24% of participating Hillsborough City School District students stated that they live in non-single family residences. Mr. Kianpour stated that he would get further information for the City Council about the percentages in the BAWSCA report.

Vice Mayor Krolik asked if the water wise kits would be available to residents without children in the fifth grade. Mr. Kianpour replied that kits would be made available at Town Hall and information would be included on the Town's website and quarterly newsletter.

On motion of Councilmember Kasten, seconded by Vice Mayor Krolik, and unanimous on voice vote, the resolution approving the funding for participation in the BAWSCA-endorsed 2007 Water Wise Education Program was adopted.

PUBLIC HEARING:

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

City Clerk Miyuki Yokoyama stated that the San Mateo Arboretum Society submitted a fundraising application to conduct their 32nd Annual Garden Tour on Saturday, September 29, 2007, from 10:00 a.m. to 4:00 p.m., at 1565 Wedgewood Drive, 825 Barroilhet Avenue and 1171 Barroilhet Avenue in Hillsborough.

Ms. Yokoyama stated that Public Notices were sent to homeowners located within a 500-foot radius of the properties and no comments were received. She stated that staff recommended approval of the application subject to the restrictions and conditions of the Police, Fire and Building Departments.

Mayor Mullooly opened the public hearing. There were no comments. The public hearing was closed.

On motion of Councilmember Kasten, seconded by Councilmember Fannon, and unanimous on voice vote, 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, was approved.

PRESENTATION:

- Senator Leland Yee addressed the City Council and offered his office's assistance to ensure that the Town of Hillsborough has the resources for the Town to run well.

DISCUSSION:

11. EMERGENCY OPERATIONS PLAN – PRESENTATION AND DISCUSSION

Fire Chief Don Dornell stated that the Town's Emergency Coordinator Bill Reilly completed the updated Emergency Operations Plan (EOP) for the Town of Hillsborough. Mr. Reilly stated that the Emergency Operations Plan was based on a template prepared by San Mateo County. He added that he worked with the Burlingame Emergency Coordinator, John Parkin, to prepare a unified command concept for the two cities. Mr. Reilly provided a Power Point presentation on the Emergency Operations Plan and an update of 2007 goals.

Mr. Reilly outlined the 2007 Emergency Operations Plan, which included a terrorism annex, a pandemic flu/reduced staffing plan annex, a water distribution plan annex, and a sanitation plan annex. He stated that the EOP will be placed on the September 2007 City Council agenda for adoption.

Mr. Reilly reviewed the Local Hazard Mitigation Plan, Avian Flu Pandemic Plan, NIMS/SEMS Training for Town employees, Hillsborough City School District Emergency Operations Plan, Emergency Preparedness presentations to citizens, Community Emergency Response Team (CERT) Training, and San Mateo County Alert (SMCAAlert) emergency notification system.

Mr. Reilly announced that September 29, 2007, will be San Mateo County Emergency Preparedness Day. A Hillsborough/Burlingame Emergency Preparedness booth will be staffed at the event at the San Mateo Expo Center.

Councilmember Regan asked Mr. Reilly where the CERT training will be held. Mr. Reilly replied that the CERT Training sessions will be held at the Burlingame Recreation Center, except for the last session which will be held at Fire Station 34 in Burlingame.

Vice Mayor Krolik asked if the Emergency Preparedness presentation to citizens is portable. Mr. Reilly replied that the 90 minute R-U-Ready Emergency Preparedness presentation is portable and that it can be presented in a resident's home and can be scheduled throughout the year.

Councilmember Regan asked if the Executive Summary will be made available to the residents on the Town's website. Mr. Reilly replied that the Executive Summary will be posted on the Town's website and that the 626 page 2007 Emergency Operations Plan will be made available for review after the September 10, 2007 City Council meeting.

Mayor Mullooly thanked Mr. Reilly and reminded everyone to stop by the Hillsborough/Burlingame Emergency Preparedness booth at the San Mateo Expo Center on September 29, 2007.

12. PRESENTATION REGARDING TRAFFIC CIRCULATION

Police Captain Mark O'Connor provided a Power Point presentation on the Town's current traffic request process. He explained that once a letter or email is received, the Engineering and Police Departments conduct a site visit, speed survey, traffic counts, and observations, review the accident history, meet with the interested persons, recommend solutions, and re-evaluate or monitor the effectiveness of the implemented solution.

City Engineer Cyrus Kianpour stated that the Town's Municipal Codes, past practices, Manual of Uniform Traffic Control Devices (MUTCD), other local/objective criteria adopted by the City Council, and the Police and Engineering Departments' judgment are used as guides for review of traffic requests.

Mr. Kianpour reviewed the stop sign warrants for two-way and four-way intersections. He stated that stop signs do not appear to be the most effective method of satisfying speed concerns when not warranted, and that unwarranted stop signs can create potentially dangerous conditions. He stated that traffic calming principles can be a more effective alternative, which includes narrow roadways through plantings, raised medians, or checker, traffic circles or roundabouts, roadway bumps, humps, or lumps, raised crosswalk tables, signage and striping, or enforcement and/or education.

Captain O'Connor stated that at the intersection of Ralston Avenue and Barbara Way the traffic count, speed survey, and accident history were reviewed and revealed that six accidents have occurred in the past five years. Captain O'Connor stated that the Engineering and Police Departments determined that a stop sign is warranted at the intersection of Ralston Avenue and Barbara Way. He recommended that the City Council consider the formation of a committee to establish traffic criteria and policies relating to traffic requests.

Vice Mayor Krolik asked when the new stop sign will be installed at Ralston Avenue and Barbara Way. Mr. Kianpour replied that the new stop sign at Ralston Avenue and Barbara Way will be installed before school begins.

Mayor Mullooly stated that the City Council could not take any action regarding the recommendation of a traffic committee as this was a discussion item. Mayor Mullooly thanked Captain O'Connor and Mr. Kianpour.

13. RECAP AND REVIEW OF WIRELESS FACILITIES

Police Chief Matt O'Connor stated that the July 9, 2007 City Council meeting included agenda items pertaining to a permit for a wireless facility at Vista Park and a lease agreement with T-Mobile for placement of a wireless facility at Vista Park. He added that at the July 9, 2007 City Council meeting, the City Council asked several questions of Rod De La Rosa of T-Mobile regarding the cellular antenna at Vista Park. The list of questions was included in the City Council agenda packets. Chief O'Connor stated that Mr. De La Rosa provided a partial list of responses to the list of questions on Friday, August 10, 2007, and the answers to the remaining questions will be provided at a future City Council meeting. Chief O'Connor provided the City Council with copies of Mr. De La Rosa's partial list of responses. Chief O'Connor recommended that the City Council forward any other questions about the wireless facility at Vista Park to City Clerk Miyuki Yokoyama.

Mayor Mullooly asked if there was a Monopine similar to the one proposed at Vista Park for a site visit. Councilmember Regan stated that there is a Monopine located in Portola Valley or Los Altos Hills, which is state of the art. Mayor Mullooly asked Chief O'Connor for the address of the Monopine in Portola Valley or Los Altos Hills.

Councilmember Fannon asked if other wireless carriers were contacted to attend the wireless carriers meeting. Chief O'Connor replied that all the wireless carriers were invited to attend the meeting on August 22, 2007, including Cingular, Sprint, and any other vendor with plans for wireless facilities in the Town of Hillsborough.

Councilmember Regan asked Chief O'Connor how many wireless facility locations will be needed in the next three to five years in the Town. Chief O'Connor replied that he would ask that question at the Wireless Carriers Meeting on August 22, 2007.

After much discussion by the City Council, Councilmember Kasten recommended providing an update on the wireless facility at Vista Park at the September 10, 2007 City Council meeting and to hold a Study Session sometime in September 2007.

City Manager Tony Constantouros stated that a notice will be sent to all Hillsborough residents regarding the update on the wireless facility at Vista Park during the September 10, 2007 City Council meeting.

Councilmember Kasten stated that he would like to know if there are any restrictions on the Town sites, such as security concerns, and the current lease rate for wireless facilities. Mr. Constantouros added that staff will provide as much information as possible to the City Council. Councilmember Fannon recommended sending additional information regarding the wireless facilities, if available, in the weekly mail packet, rather than waiting for the monthly agenda packet.

Mayor Mullooly thanked Chief O'Connor.

14. UPDATE ON THE WATER CONSERVATION EFFORT

City Engineer Cyrus Kianpour provided a Power Point presentation 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. Mr. Kianpour reported that 2006 was the fourth driest year on record since the 1800's, Hetch Hetchy received 27% of the normal rainfall, and the Sierra snow pack was 49% of the normal level. He stated that the Town is attempting to avoid mandatory rationing and will attempt to meet 2005 Urban Water Management Plan Best Management Practices. Mr. Kianpour provided a chart showing Hillsborough has the highest gallon use (287 gallons) per capita per day for Bay Area Water Supply and Conservation Agency (BAWSCA) members as shown in the 2007 Indicators for a Sustainable San Mateo County Report.

City Attorney Norm Book asked Mr. Kianpour how significant is the Burlingame Country Club's water use. Mr. Kianpour replied that, in addition to the Town's water, the Burlingame Country Club has water rights to Crocker Lake.

Councilmember Regan stated that the Crystal Springs Country Club also uses the Town's water. Councilmember Fannon stated that the staff should look into the Crystal Springs Country Club's usage of the Town's water as they are located on the other side of Highway 280. Finance Director Edna Masbad replied that the Town receives revenue from the Crystal Springs Country Club's usage of the Town's water.

Mr. Kianpour stated that Hillsborough is participating in a number of public outreach campaigns, including proclaiming July 2007 as Smart Irrigation Month, BAWSCA Water Saving Hero, Water Wise Gardening CD, Efficient Washer Rebate, and a Water Wise Education Program.

Mr. Kianpour reported that the Town has been conserving water use for the water quality flushing program by combining the jet truck filling and water quality flushing, when practical, and combining fire flow testing and unidirectional flushing. He added that staff will continue to research and develop the water quality flushing conservation program.

Mr. Kianpour stated that the San Francisco Public Utilities Commission reported that the San Francisco Peninsula's weekly water purchases for the period of April 10, 2007, through July 30, 2007, were 19.7% below 2004 levels.

Mr. Kianpour stated that the Town 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 greatest potential for conservation in Hillsborough. Mr. Kianpour stated that staff, therefore, recommends participation in the 2007 BAWSCA Landscape Irrigation Audit Program. He added that in 2006, the BAWSCA Landscape Irrigation Audit Program achieved a 15% overall savings of water by participating agencies. The Hillsborough program will commence October 2007, if approved by the City Council.

Mr. Kianpour also recommended that the Town participate in BAWSCA's 2007 Water Wise Education Program to fully fund the program for all fifth graders in the Hillsborough City School District. Mr. Kianpour stated that BAWSCA reported that during the 2006/2007 school year, 50% of fifth grade students installed the high-efficiency shower head, 57% installed the kitchen aerator, and 78% talked to their parents about the Water Wise Program. The 2007 Water Wise Education Program will commence in the 2007/2008 school year, if approved by the City Council.

Mayor Mullooly thanked Mr. Kianpour.

NEW BUSINESS:

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

City Engineer Cyrus Kianpour stated that the Town has \$30,000.00 budgeted for conservation programs in Fiscal Year 2009/2010. Staff is recommending participation in the Bay Area Water Supply and Conservation Agency (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.

Councilmember Regan asked which residential users would be targeted for the BAWSCA Landscape Audit Program. Mr. Kianpour replied that the largest water users would be chosen for the BAWSCA Landscape Audit Program.

On motion of Councilmember Fannon, seconded by Councilmember Kasten, and unanimous on voice vote, 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, was adopted.

PUBLIC COMMENT:

There were no comments.

CITY COUNCIL ITEMS:

Mayor Mullooly scheduled a Term Limit Study Session for Monday, October 1, 2007, at 5:00 p.m. in the Council Chambers.

Mayor Mullooly announced that Caroline Serrato was promoted to Lieutenant, Nelson Corteway to Sergeant, and Rob Chinca to Corporal. The Police Department Promotional Ceremony will be held on Monday, August 27, 2007, at 10:00 a.m. in the Council Chambers.

ADJOURN:

Mayor Mullooly adjourned the meeting at 8:12 p.m.