TOWN OF HILLSBOROUGH

San Mateo County

Catherine U. Mullooly, Mayor
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1600 Floribunda Avenue
Hillsborough, CA 94010

A G E N D A

MONDAY, JANUARY 14, 2008
5:15 p.m. CLOSED SESSION
6:00 p.m. CITY COUNCIL MEETING
Hillsborough Town Hall

CLOSED SESSION (5:15 p.m.)

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Name of case: Town of Hillsborough v. Chacon

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Name of case: Town of Hillsborough v. Tolu and Naber

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Name of case: Town of Hillsborough v. Ranger Pipeline

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

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: December 10, 2007

IV. PRESENTATION:

- Architecture and Design Review Board, Certificate of Appreciation – Walter Heyman

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: DECEMBER 1 THROUGH DECEMBER 31, 2007

2. QUARTERLY TREASURER'S REPORT

3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT

4. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH NAPHTALI H. KNOX, FAICP, FOR THE PREPARATION OF THE 2009 HOUSING ELEMENT IN AN AMOUNT NOT TO EXCEED $41,000

5. RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE THREE L3 COMMUNICATION MOBILE VISION IN-CAR POLICE DIGITAL RECORDERS

6. RESOLUTION AWARDING THE BID TO SOUTH COUNTY CHRYSLER – JEEP – DODGE FOR THE PURCHASE OF A NEW 2008 DODGE SPRINTER 2500

7. RESOLUTION AWARDING THE BID TO CARTER INDUSTRIES FOR THE PURCHASE OF A NEW STEEL PARTITION SPRINTER HIGH ROOF

8. RESOLUTION APPROVING THE CSG WORK ORDERS FOR DESIGN SERVICES FOR THE CHATEAU DRIVE REPAIR PROJECT AND SUPPLEMENTAL GEOTECHNICAL SITE INVESTIGATION AT THE DARRELL WATER TANKS

VI. PUBLIC HEARING:

9. FUNDRAISING EVENT PERMIT APPLICATION 07-11 FOR CRYSTAL SPRINGS UPLANDS SCHOOL'S "MADCAP 2008" ANNUAL FUNDRAISING AUCTION

VII. NEW BUSINESS:

10. RESOLUTION ALLOCATING UP TO $10,000 FOR HERBICIDE SPRAYING SERVICES TO PREVENT THE SPREAD OF SUDDEN OAK DEATH IN THE MACADAMIA OPEN SPACE

VIII. DISCUSSION:

11. UPDATE ON STORM RESPONSE

IX. 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.

X. 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.

XI. 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, January 14, 2008
6:00 p.m.
Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough

CONSENT CALENDAR:

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

Summary: The monthly claims for the month of December 2007 in the amount of $3,698,022.54 are submitted for approval.

Recommendation: Approve the monthly claims for December 2007 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 Treasurer's Report for the quarter ending December 31, 2007.

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.

Recommendation: Accept the Interest Rate Products Report for the quarter ending December 31, 2007.

4. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH NAPHTALI H. KNOX, FAICP, FOR THE PREPARATION OF THE 2009 HOUSING ELEMENT IN AN AMOUNT NOT TO EXCEED $41,000 (Director of Planning and Building)

Summary: State law requires that all California jurisdictions adopt and forward a Housing Element to the California Department of Housing and Community Development (HCD) by June 30, 2009. Staff is seeking City Council authorization to begin the process in January of 2008.

The Town of Hillsborough's proposed housing allocation requires the creation of 86 new units between 2009 and 2014. The Town's allocation for the prior Housing Element cycle required the creation of 84 new housing units. From 1999 through 2006 Hillsborough created 133 new housing units.

For preparation and certification of the last Housing Element, a fourteen member "Housing Element Steering Committee" was appointed to include citizens from different geographic areas and economic segments within the Town, financial and real estate professionals, decision-makers, etc., to identify key policies and develop strategies for incorporation into the Housing Element. Additionally, nine separate "stakeholder" interviews were conducted and a Community Workshop was held. This process (as well as the Housing Element process prior to the 2002 Housing Element) was managed by Naphtali H. Knox, FAICP, and resulted in a Certified Housing Element.

Staff is recommending that the Town of Hillsborough utilize a similar approach and the same consultant as the last Housing Element cycle. Under the proposed contract, however, Mr. Knox proposes to work with Town staff to create enhanced public outreach opportunities as an alternative to conducting specific "stakeholder" interviews. Mr. Knox is familiar with the Town of Hillsborough and the previous Housing Element processes, and has worked successfully with the community towards a Certified Housing Element. Because of his history with the community, the proposed contract reflects a very competitive cost proposal.

During adoption of the 2007-2008 Budget, the City Council authorized allocation of $80,000 for preparation of the Town's Housing Element. Mr. Knox's proposal for Housing Element preparation estimates dedicating approximately 235 hours at an hourly rate of $152.00, for a total projected cost of $35,720.00. Staff recommends that a 15% contingency figure be built into the contract to accommodate unexpected expenses and needs during the process, such that the contract includes a "not to exceed" amount of $41,000.00.

Recommendation: Adopt the resolution authorizing the City Manager to execute a contract with Naphtali H. Knox, FAICP, for preparation of the 2009 Housing Element in an amount not to exceed $41,000.00.

5. RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE THREE L3 COMMUNICATION MOBILE VISION IN-CAR POLICE DIGITAL RECORDERS

(Police Captain)

Summary: Of the nine marked Hillsborough Police units in use, five are equipped with L3 Communication Mobile Vision in-car digital recorders and presently utilize the automatic data downloading and records preservation system located in the police server room.

Four police units utilize VHS tape recorder systems and are not compatible with the automated downloading systems. Two marked police vehicles will be replaced in coming months as part of the scheduled 2007/2008 vehicle replacement plan and the existing VHS systems will be replaced with the L3 Communication Mobile Vision digital recorders compatible with the existing backup system.

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

The three L3 Communication Mobile Vision in-car systems include a digital recorder, console mount kit, antenna and wiring harness for a total purchase amount of $17,276.70. L3 Communication has included three infrared rear seat cameras and wiring for no additional charge. It is recommended that a 10% contingency be authorized to manage installation and network testing, an additional $1,728.00, for a total budget of $19,004.70.

Of the purchase and contingency costs, $7,500.00 would be funded by the Association of Bay Area Governments (ABAG) under a 2007 Police Safety Grant funding source and the remaining amount of $11,504.70 would be funded by the Supplemental Law Enforcement Services Fund (SLESF) Grant.

Recommendation: Adopt the resolution authorizing the Police Department to purchase three L3 Communication Mobile Vision in-car video systems with a 10% contingency for a total budget not to exceed $19,004.70.

6. RESOLUTION AWARDING THE BID TO SOUTH COUNTY CHRYSLER – JEEP – DODGE FOR THE PURCHASE OF A NEW 2008 DODGE SPRINTER 2500 (Public Works Director)

Summary: The 2007 budget includes funds for the purchase of a new Water Quality Control van. The Water Quality Control van will be used for water quality testing and sampling out in the field reducing the total amount of time spent on testing, which is approximately 800 hours per year.

Bids were solicited from three vendors with two responding, as follows:

BIDDERS	2008 DODGE SPRINTER 2500 170 WB
Hartzheim Dodge	$50,662
South County Chrysler – Jeep – Dodge	$44,899

Staff has checked the bids for completeness and accuracy to specifications. Funding will be from the Water Fund.

Recommendation: Adopt the resolution awarding the bid for the purchase of one new 2008 Dodge Sprinter 2500 to South County Chrysler – Jeep – Dodge in the amount of $44,899 from the Water Fund.

7. RESOLUTION AWARDING THE BID TO CARTER INDUSTRIES FOR THE PURCHASE OF A NEW STEEL PARTITION SPRINTER HIGH ROOF (Public Works Director)

Summary: The 2007 budget includes funds to equip a new Water Quality Control van. This equipment will include the steel partition high roof, finish and installation.

Bids were solicited from three vendors with only one responding, as follows:

BIDDER	STEEL PARTITION SPRINTER HIGH ROOF
Carter Industries	$3,611.43

Staff has checked the bid for completeness and accuracy to specifications. Funding will be from the Water Fund.

Recommendation: Adopt the resolution awarding the bid for the purchase of one new steel partition sprinter high roof to Carter Industries in the amount of $3,611.43 from the Water Fund.

8. RESOLUTION APPROVING THE CSG WORK ORDERS FOR DESIGN SERVICES FOR THE CHATEAU DRIVE REPAIR PROJECT AND SUPPLEMENTAL GEOTECHNICAL SITE INVESTIGATION AT THE DARRELL WATER TANKS (Public Works Director)

Summary: CSG has submitted proposals for design services for the following projects:

Chateau Drive Repair Project – The project will repair and protect existing Town facilities, including the road and storm drains, near 720 Chateau Drive that were damaged from a water main break. CSG will provide design services to prepare plans and cost estimates for the repair. The design cost is estimated at $24,165 and will be funded through the Measure A and Gas Tax revenues.

Supplemental Geotechnical Site Investigation at the Darrell Water Tanks – The additional funds will provide for additional geotechnical site investigation to clarify subsurface conditions and recommend mitigation measures as needed to improve the foundation and/or stability of the adjacent slope. The design cost is estimated at $13,165 and will be funded through the 2006 Bond Funds.

Recommendation: Adopt the resolution approving the CSG work orders for design services for the Chateau Drive Repair Project and Supplemental Geotechnical Site Investigation at the Darrell Water Tanks in the total amount of $37,330 and allocating the same from the Measure A, Gas Tax and 2006 Bond Funds.

PUBLIC HEARING:

9. FUNDRAISING EVENT PERMIT APPLICATION 07-11 FOR CRYSTAL SPRINGS UPLANDS SCHOOL'S "MADCAP 2008" ANNUAL FUNDRAISING AUCTION (City Clerk)

Summary: Crystal Springs Uplands School submitted an application to conduct its "Madcap 2008" Annual Fundraising Auction at the Gryphon Center located at Crystal Springs Uplands School at 400 Uplands Drive in Hillsborough. This event is proposed to take place on March 15, 2008.

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 Fundraising Event Permit Application 07-11 for Crystal Springs Uplands School's "Madcap 2008" Annual Fundraising Auction on March 15, 2008, subject to the conditions recommended by staff.

NEW BUSINESS:

10. RESOLUTION ALLOCATING UP TO $10,000 FOR HERBICIDE SPRAYING SERVICES TO PREVENT THE SPREAD OF SUDDEN OAK DEATH IN THE MACADAMIA OPEN SPACE
(Public Works Director)

Summary: Recently, the Town requested that the County of San Mateo's Agriculture Department collect and test specimens from oak trees that recently died in the Town's open space. The results confirmed that the trees had contracted Phytophthora ramorum, which is associated with Sudden Oak Death. The California Oak Mortality Task Force recommends treating trees in close proximity to infected trees with Agri-fos mixed with Pentra-bark to help reduce the spread of the disease. Mayne Tree Expert Company, Inc. has provided the Town with a proposal to spray trees within approximately ¼ mile of the infected trees. This will be performed on a time and material basis not to exceed $10,000. Mayne Tree Expert Company, Inc. will also mark and count the trees that are sprayed. In approximately 6-12 months a second application of the spray will be needed, and every 18 months thereafter. Public Works has adopted a procedure based on the one used by the Mid-Peninsula Open Space District to manage Sudden Oak Death, which is included in the City Council's packet.

During the survey conducted for the vegetation management plan, several cases of dead oak trees were observed in the Town's open spaces. Public Works is arranging for the testing of the trees by County of San Mateo. It takes a month or more to receive laboratory results. Should those tests also provide evidence that the pathogen is infecting other areas, it is likely spraying will be needed and an additional request for funding will be made.

On October 25, 2007, the Town hosted a meeting to educate residents about Sudden Oak Death. A second meeting is being planned for the spring.

Funding has not been previously allocated for this purpose, and will be allocated from the General Fund.

Recommendation: Adopt the resolution allocating up to $10,000 from the General Fund reserve for herbicide spraying services to prevent the spread of Sudden Oak Death in the Macadamia Open Space.

DISCUSSION:

11. UPDATE ON STORM RESPONSE (Public Works Director)

Summary: A brief presentation will be made outlining the Town's response to the recent major storms on January 4 and 5, 2008. During the multiple day event, the Town opened a joint emergency operations center with the City of Burlingame. The City Council will be briefed on the kind of hazards encountered and the damage reported at Town facilities.

Recommendation: For information only; no action required.