

# 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, MARCH 10, 2008***

***4:45 p.m. CLOSED SESSION***

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

***Hillsborough Town Hall***

### **CLOSED SESSION (4:45 p.m.)**

#### **A. CONFERENCE WITH LABOR NEGOTIATOR Section 54957.6**

Agency Negotiator: Kristin Armbruster, Human Resources Specialist; Glenn Berkheimer, IEDA Negotiator

Employee Organization: International Association of Fire Fighters Local 2400, Central County Fire

#### **B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One potential case

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

#### **I. PLEDGE OF ALLEGIANCE**

#### **II. ROLL CALL**

#### **III. MINUTES: February 11, 2008**

#### **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: FEBRUARY 1 THROUGH FEBRUARY 29, 2008**

2. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HILLSBOROUGH AND THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF 2400) / CENTRAL COUNTY FIRE DEPARTMENT
3. RESOLUTION CONSENTING TO THE SAN MATEO COUNTY HEALTH OFFICER ENFORCEMENT OF ORDERS AND STATE LAWS RELATING TO PUBLIC HEALTH WITHIN THE TOWN
4. RESOLUTION APPROVING THE PURCHASE OF TWO REPLACEMENT POLICE VEHICLES
5. RESOLUTION APPROVING THE PURCHASE OF A FIRE DEPARTMENT URBAN SEARCH AND RESCUE TRUCK FROM SUPER VACUUM MANUFACTURING, INC.
6. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH INSITUFORM TECHNOLOGIES, INC. FOR THE 2006 SANITARY SEWER MAINS LINING PROJECT PHASE III
7. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH BOND BLACKTOP, INC. FOR THE 2007 PAVEMENT MAINTENANCE AND REHABILITATION PROJECT
8. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH FARALLON COMPANY FOR THE VISTA PARK CONCRETE MASONRY UNIT WALL PROJECT
9. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE 2007 WATER MAIN REPLACEMENT PROJECT PHASE V
10. RESOLUTION APPROVING THE PURCHASE OF SMARTCOVER MANHOLE MONITORING SYSTEMS

**V. PUBLIC HEARING:**

11. FUNDRAISING EVENT PERMIT APPLICATION 08-01 FOR THE COMMUNITY SERVICE LEAGUE KITCHEN TOUR
12. FUNDRAISING EVENT PERMIT APPLICATION 08-02 FOR THE PARCA AUXILIARY LUNCHEON AND FASHION SHOW

**VI. NEW BUSINESS:**

13. RESOLUTION ENDORSING THE GUIDING PRINCIPLES OF THE GRAND BOULEVARD INITIATIVE FOR CONSIDERATION IN FUTURE PLANS AFFECTING EL CAMINO REAL

**VII. OLD BUSINESS:**

14. RESOLUTION AUTHORIZING THE CONSTRUCTION OF A FUEL TANK SITE AT TOWN HALL

**VIII. DISCUSSION:**

15. DISCUSSION OF OPTIONS TO ADDRESS SANITARY SEWER OVERFLOWS ON CRYSTAL SPRINGS SEWER TRUNK
16. DEMONSTRATION OF THE AGENDA MANAGEMENT SYSTEM

**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 – In memory of Leland C. McGraw, FAC Member from 1993-1998**

**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](http://www.hillsborough.net).*

*Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.*



## **AGENDA – REPORTS**

### **HILLSBOROUGH CITY COUNCIL**

Monday, March 10, 2008  
6:00 p.m.  
Hillsborough Town Hall  
1600 Floribunda Avenue, Hillsborough

#### **CONSENT CALENDAR:**

1. MONTHLY CLAIMS: FEBRUARY 1 THROUGH FEBRUARY 29, 2008 (Finance Director)

**Summary:** The monthly claims for the month of February 2008 in the amount of \$2,247,938.37 are submitted for approval.

**Recommendation:** Approve the monthly claims for February 2008 as submitted.

2. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HILLSBOROUGH AND THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF 2400) / CENTRAL COUNTY FIRE DEPARTMENT (City Manager)

**Summary:** The Town has reached an agreement with Central County Fire Department, represented by the International Association of Fire Fighters Local 2400. The Memorandum of Understanding provides wage and benefit increases for the next five years. Notable changes include a revision of the compensation structure, removal of the ability to pay clause, five year vesting for the Retiree Medical benefit, and City of Burlingame taking over administration of the dental benefit program.

**Recommendation:** Adopt the resolution authorizing the City Manager to execute the Memorandum of Understanding between Central County Fire Department / IAFF Local 2400 and the Town of Hillsborough.

3. RESOLUTION CONSENTING TO THE SAN MATEO COUNTY HEALTH OFFICER ENFORCEMENT OF ORDERS AND STATE LAWS RELATING TO PUBLIC HEALTH WITHIN THE TOWN (City Attorney)

**Summary:** Pursuant to Health & Safety Code § 101460, every City Council must appoint a health officer, except when the City has made other arrangements for the County to exercise the same powers and duties within the City, as are conferred upon City health officers by law. Health & Safety Code § 101375 provides that the City may consent by resolution to the County's Health Officer enforcing in that City, orders and state statutes and regulations relating to the public health.

All of the cities in the County have consented to the San Mateo County Health Officer performing these tasks for more than fifty years. However, the resolutions and/or ordinances adopted by the cities have become outdated due to the statutory changes. County Counsel believes it is in the best interests of the Town and the County to have an updated resolution that is uniform with those adopted by all the cities within the County of San Mateo, and that updating these resolutions is one of the steps cities should take to prepare for a local health emergency.

**Recommendation:** Adopt the resolution consenting to the San Mateo County Health Officer enforcement of orders and State laws relating to public health within the Town.

4. RESOLUTION APPROVING THE PURCHASE OF TWO REPLACEMENT POLICE VEHICLES (Police Captain)

**Summary:** The Police Vehicle Replacement Fund in the 2007/2008 Capital Budget contains \$75,600 reserved for the replacement of two black and white patrol vehicles. Each of the 2002 and the 2003 Crown Victoria police units scheduled for replacement will have over 70,000 miles and both are over 5-½ years old. When the units are actually rotated out of service in mid-2008, the units will have gone beyond their expected service life.

The following San Francisco Bay Area Ford dealers have been contacted regarding the availability of replacement police vehicle packages: San Francisco Ford Lincoln Mercury, Sunnyvale Ford and Towne Ford of Redwood City. The request for bid participation was both faxed and mailed out on January 7, 2008, with a requested response deadline of January 14, 2008. Sunnyvale Ford and Towne Ford representatives did not respond to the letter of invitation for this bid process, although San Francisco Ford Lincoln Mercury provided a bid of \$23,808.60 for each of the marked Crown Victoria vehicles. The last bid process in 2006 was \$461.15 less for each Crown Victoria unit offered by S&C Ford of San Francisco. The price increase is attributed primarily to manufacturers cost relating to the Flexible Fuel Vehicle technology offered in the 2008 Crown Victoria. The bid comparisons came in as follows:

FORD DEALER	2 CROWN VIC PATROL	TOTAL FOR TWO UNITS
San Francisco Ford Lincoln Mercury	\$23,808.60	\$ 47,617.20
Sunnyvale Ford	Declined	Declined
Towne Ford of Redwood City	Declined	Declined

**Recommendation:** Adopt the resolution approving the purchase of two replacement black and white 2008 Crown Victoria vehicles for the bid amount of \$ 47,617.20 from San Francisco Ford Lincoln Mercury from the Police Vehicle Replacement Fund.

5. RESOLUTION APPROVING THE PURCHASE OF A FIRE DEPARTMENT URBAN SEARCH AND RESCUE TRUCK FROM SUPER VACUUM MANUFACTURING, INC. (Fire Chief)

**Summary:** At the February 11, 2008 City Council meeting, Central County Fire Department (CCFD) presented a report to the City Council that stated that CCFD had received an

Assistance to Firefighters Grant from the Federal Emergency Management Agency (FEMA) in the amount of \$350,000 for the replacement of Rescue 33. This 1987 unit is now being cross-staffed to provide Urban Search and Rescue (USAR) capabilities and is also recognized as a Type 2 - USAR unit. All equipment and personnel training was provided with grant funds through the County of San Mateo OES.

Fire Department staff has been working with Super Vacuum Manufacturing Company, Inc. (SVI) to "piggy-back" on a competitive bid for a similar unit recently built by SVI and delivered to the County of Santa Barbara/ Santa Maria Fire Department. SVI has agreed to provide the rescue truck for \$349,495.00 within the guidelines of the grant requirements.

The Finance Director and the City Attorney have reviewed the Intent to Purchase proposal and approved the agreement. The Town's ten percent matching cost for this purchase will be \$34,949.50.

**Recommendation:** Adopt the resolution approving the purchase of a 2007 SVI Rescue Truck in the amount of \$349,495.00 and authorize the expenditure of 10% matching funds in the amount of \$34,949.50 upon delivery of the new apparatus.

6. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH INSITUFORM TECHNOLOGIES, INC. FOR THE 2006 SANITARY SEWER MAINS LINING PROJECT PHASE III (City Engineer)

**Summary:** The contractor, Insituform Technologies, Inc., rehabilitated approximately 17,223 linear feet of damaged 6-inch sanitary sewer pipe that was identified and prioritized by the Town's maintenance staff during a cleaning and inspection project.

The rehabilitation involved installing a new pipe within the existing pipe's interior, and utilizing a heat-reacted epoxy lining which results in a stronger and smoother pipe system without trenching. The smoothness of the pipe's interior is improved, enhancing the flow characteristics and increasing the capacity of the existing piping.

Insituform Technologies, Inc. also repaired four severely damaged storm drain pipes that were identified by the field staff during the construction. One of the pipes was corrugated metal pipe (CMP) and the bottom of the pipe had rusted through and would have collapsed if left unrepaired. The other three pipes were made of concrete or clay pipe and experienced joint separation, root intrusion and severe cracking, creating the potential for collapse and erosion.

The original sewer lining project was awarded to Insituform Technologies, Inc. in May 2006, in the amount of \$800,000, with a contingency in the amount of \$69,718. Additional funds were later allocated in August 2006, in the amount of \$95,000 for the emergency repair of the storm drains. The total construction budget awarded for the project was \$895,000 and the project was completed under budget at \$811,914.

**Recommendation:** Adopt the resolution accepting as complete the contract with Insituform Technologies, Inc. for the 2006 Sanitary Sewer Mains Lining Project Phase III in the amount of \$811,914.

7. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH BOND BLACKTOP, INC. FOR THE 2007 PAVEMENT MAINTENANCE AND REHABILITATION PROJECT (City Engineer)

**Summary:** Bond Blacktop performed work to resurface approximately 3.9 miles of roadway, completing 19,534 square feet of dig-outs where the structural base of the roadway had failed. The contractor completed approximately 25 lane miles of crack sealing as a preventive treatment. This project utilized several different resurfacing and preventive treatment measures, including scrub seal and micro surfacing.

This project was awarded to Bond Blacktop, Inc. in May 2007, with a budget of \$481,215 including contingencies. The City Council authorized additional funds in August 2007, in the amount of \$21,000, in order to repair a damaged segment of roadway for a revised contract total of \$502,215. The work has been completed under budget for a final amount of \$493,911.14.

**Recommendation:** Adopt the resolution accepting as complete the contract with Bond Blacktop, Inc. for the 2007 Pavement Maintenance and Rehabilitation Project in the amount of \$493,911.14.

8. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH FARALLON COMPANY FOR THE VISTA PARK CONCRETE MASONRY UNIT WALL PROJECT (City Engineer)

**Summary:** The contractor, Farallon Company, completed the installation of a concrete masonry unit (CMU) wall at Vista Park. The wall was requested by the neighbor at 930 Culebra Road to mitigate the impact of noise caused by the increased use of Vista Park during all hours of the day. The owners of 930 Culebra Road had signed the agreement with the Town to share in 50% of the cost for the construction of the wall prior to the execution of the project.

The project was awarded to Farallon Company in September 2007, in the amount of \$102,824 with a contingency of \$10,282, for a total construction budget of \$113,106. The project was completed under budget at \$110,115, and the Town's share of the project is \$55,058.

**Recommendation:** Adopt the resolution accepting as complete the contract with Farallon Company for the Vista Park CMU Wall Project in the amount of \$55,058.

9. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE 2007 WATER MAIN REPLACEMENT PROJECT PHASE V (City Engineer)

**Summary:** The 2007 Water Main Replacement Project Phase V was awarded to West Valley Construction, Inc. in August 2007. During construction, unexpected conditions were encountered that resulted in higher construction costs for the following:

- Roadway sections on Chelmsford Road, Ravenscourt Road, El Portal Avenue, and Woodstock Road required extensive repairs. These are all areas of high groundwater. The work necessary to repair many of these areas required the removal of approximately eighteen inches of material beneath the asphalt to stabilize the road. Several of these areas also required thickened sections of curb and gutter to be installed due to saturated, unstable material below the existing curb sections.
- To eliminate a public hazard, the contractor also removed and replaced a section of storm drain at the intersection of Glendale Road and West Santa Inez Avenue.
- To minimize the disruption to West School during the school week, the contractor worked on the weekend to abandon water mains on Barbara Way.
- Poly Wrap was added to all the new piping to prevent corrosion of the mains.
- Lastly, there were some unit quantities on the following items: an air relief valve, 112 feet of 8" water mains, five water services, three fire hydrants, five additional connections to existing mains, five blind flanges, removal of 37 valve boxes, and thirteen concrete-filled bollards.

Staff is requesting additional funds to complete the project in the amount of \$70,000, bringing the total project cost to \$1,468,975. The additional funding will be allocated from the 2006 Water and Sewer Bond issue.

**Recommendation:** Adopt the resolution authorizing additional funds for the 2007 Water Main Replacement Project Phase V in the amount of \$70,000 for a total project allocation of \$1,468,975 from the 2006 Water and Sewer Bond Issue.

10. RESOLUTION APPROVING THE PURCHASE OF SMARTCOVER MANHOLE MONITORING SYSTEMS (Public Works Director)

**Summary:** SmartCovers are manhole monitoring systems that provide instantaneous notifications when a sewer main or storm drain is becoming surcharged, which subsequently may result in water overflowing from the manhole. This is a relatively new technology that has been available for about three years. It has been deployed in a number of municipalities and special districts to assist with sanitary sewer overflow prevention. The SmartCover consists of a measurement sensor mounted to the bottom of the manhole cover and an antenna mounted on the top of the cover that communicates with a satellite, which in turn provides notifications to sewer staff by email, pager or text message. The status of the manhole is logged at regular intervals providing a history of the facility, which will be useful in accurately predicting maintenance intervals. The cost per cover is \$2,727, plus an annual fee of \$300 per year for monitoring and notification service and approximately \$200 for annual battery replacement. There are one time installation fees of \$450 per cover and an initial staff training cost of \$800.



The devices are independent of the SCADA system and can act as a backup monitoring device for a pump station.

In order to more effectively monitor manholes that are known to surcharge, the sewer crew recommended a dozen locations where the devices could be effective in preventing overflows. Additionally, several locations along the Crystal Springs Sewer Trunk were identified as potential locations to help gather data to monitor flow conditions. SmartCovers must be handled differently in the event of an overflow because the measurement device hangs from a cable. Therefore, it is not practical to place a SmartCover on every manhole that is known to overflow along the trunk. SmartCover devices can be transferred from one location to another, if needed.

In addition to monitoring sanitary sewer manholes, two storm drain manholes have been identified as good potential locations for manhole covers.

Staff is recommending the installation of SmartCovers at 18 locations in Town for a total cost not to exceed \$63,000. The ongoing monitoring and maintenance expense of \$8,800 will be included in the Sewer operations budget. Funding for the project is available through the 2006 Water and Sewer Bond

**Recommendation:** Adopt the resolution approving the purchase of SmartCover manhole monitoring systems and allocating funds from the 2006 Water and Sewer Bond.

## **PUBLIC HEARING:**

### **11. FUNDRAISING EVENT PERMIT APPLICATION 08-01 FOR THE COMMUNITY SERVICE LEAGUE KITCHEN TOUR** (Assistant City Manager)

**Summary:** The Community Service League submitted an application to conduct its Kitchen Tour on Friday, May 16, 2008, at the following addresses:

- 605 Hillsborough Boulevard
- 1215 Tournament Drive
- 315 Pinehill Road
- 234 West Santa Inez Avenue

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 properties 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 08-01 for the Community Service League's Kitchen Tour on Friday, May 16, 2008, subject to the conditions recommended by staff.

12. FUNDRAISING EVENT PERMIT APPLICATION 08-02 FOR THE PARCA AUXILIARY LUNCHEON AND FASHION SHOW (Assistant City Manager)

**Summary:** The Parca Auxiliary submitted an application to conduct the Parca Auxiliary Luncheon and Fashion Show at 183 Bridge Road in Hillsborough. This event is proposed to take place on Wednesday, May 21, 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 the Fundraising Event Permit Application 08-02 for the Parca Auxiliary Luncheon and Fashion Show on Wednesday, May 21, 2008, subject to the conditions recommended by staff.

**NEW BUSINESS:**

13. RESOLUTION ENDORSING THE GUIDING PRINCIPLES OF THE GRAND BOULEVARD INITIATIVE FOR CONSIDERATION IN FUTURE PLANS AFFECTING EL CAMINO REAL (City Planner)

**Summary:** The Grand Boulevard Initiative (GBI) is a collaboration of 19 cities, the Counties of San Mateo and Santa Clara, local and regional agencies, private businesses, labor and environmental organizations, which united to improve the performance, safety and aesthetics of Highway 82 (Mission Street/El Camino Real in San Mateo County) from Daly City to San Jose. The vision is of a boulevard that connects communities by a mix of land uses designed to attract people as well as recognizing and incorporating our history and creating a sense of community. (Details, including the Task Force roster, can be found at <http://www.grandboulevard.net>.) The study area boundaries also include ¼ mile on both sides of Highway 82, which forms the "El Camino Real corridor".

A task force, composed of elected officials and executive-level staff from member agencies, establishes the policies and makes the policy decisions for the Grand Boulevard Initiative. Vice Mayor Krolik represents the Town of Hillsborough on the Task Force. The detailed work is performed by the Working Committee, composed of staff members and representatives from member agencies.

The Guiding Principles were derived from the Existing Conditions Report which identified common themes within the corridor. The report can be found on-line at <http://www.elcamino.reborn.com/library/GrandBoulevard/GrandBlvdExistingConditionsReport101006FINAL.pdf>. The ten Guiding Principles are presented in this report along with example strategies for their implementation. Recognizing the diversity and many local policies of the El Camino corridor, adoption of the Guiding Principles does not commit agencies to any specific strategy for implementation. Rather, the intent of having the 19 agencies endorse the Guiding Principles is the belief that a common set of guidelines will enable the entire El Camino corridor to achieve its full potential as a place for residents to work, live, shop, play and create links between communities which promote walking, transit and the quality of life of those using the corridor and those living nearby.

The Town of Hillsborough's frontage on the west side of El Camino Real is short. The frontage extends from Floribunda to Bellevue Avenues, which is approximately ¼ mile in length. The El Camino Real corridor affected by the Grand Boulevard Guidelines extends west from the street about ¼ mile. Because of the limited area of the El Camino Real corridor within Hillsborough, the Guiding Principles would present limited opportunities for application in Hillsborough. However, coordination with adjacent communities offered through the Guiding Principles Initiative could benefit Hillsborough by facilitating joint efforts for beautification and roadway safety improvements at intersections such as Floribunda and Bellevue Avenues.

There are no financial implications to the Town of Hillsborough caused by endorsing the Guiding Principles. However, there may be opportunities to work with others to receive approvals from regulatory agencies and/or financial assistance to accomplish projects which are consistent with the Guiding Principles. For example, SamTrans, City/County Association of Governments of San Mateo County (C/CAG) and Santa Clara Valley Transportation Authority (VTA) have awarded grants to projects on El Camino. Although these projects were independent of the Grand Boulevard Initiative, the recipient projects incorporated the Guiding Principles. The Grand Boulevard staff will continue to seek funding to assist cities and counties with plans and projects that embody the Guiding Principles.

**Recommendation:** Adopt the resolution endorsing the Guiding Principles of the Grand Boulevard Initiative for consideration in future plans affecting El Camino Real in the Town of Hillsborough.

## **OLD BUSINESS:**

14. RESOLUTION AUTHORIZING THE CONSTRUCTION OF A FUEL TANK SITE AT TOWN HALL (Police Captain)

**Summary:** The Town Hall Fuel Tank Fund in the 2007/2008 Capital Budget contains \$50,000 reserved for the construction of a concrete pad, perimeter wall and installation of an above-ground fuel storage tank, which will be positioned in the rear police parking lot adjacent to the Hillsborough Water Conservation Park. This secure location will provide fuel for police vehicles, Town Hall pool vehicles and related department vehicles, as well as providing a redundant fuel source for all other Town vehicles. The pad and perimeter walls of the project site (16' x 13') will encroach into the Water Conservation Park and will result in a minor change in the existing foliage and ground vegetation, which will be adjusted during future improvements planned by the Hillsborough Beautification Foundation. A Hazardous Materials Business Plan is on file with the Division of Environmental Health of San Mateo County and the project meets all Fire Department codes. The tank has been engineered to be a 1,256 gallon combined capacity tank (957 gallon/regular + 299 gallon/premium) and falls under a "Small Project Exemption." An emergency shut-off switch, emergency spill kit and fire extinguishers will all be installed as part of the project.

The tank manufacturer, Modern Custom Fabrication of Fresno, is considered a sole source provider for the tank, which will contain both regular and premium grades of gasoline. The cost for the tank, fuel pump, vapor recovery system, delivery and installation is \$30,775.68.

Three local contractors were asked to submit proposals for the demolition of the existing perimeter parking lot wall and the construction of a concrete pad, secondary spill containment curbing and perimeter filled block wall, as well as electrical service for the project. Diodati Construction of Burlingame submitted the most economical bid at \$18,975.00.

The bid comparisons came in as follows:

CONTRACTOR	BID AMOUNT
Diodati Construction, Inc.	\$ 18,975.00
Farallon Company	\$ 34,200.00
Quality Landscape & Concrete, Inc.	\$ 53,255.00

**Recommendation:** Adopt the resolution authorizing the purchase of the fuel tank from Modern Custom Fabrications of Fresno in the amount of \$30,775.68 and authorize Diodati Construction, Inc. of Burlingame to proceed with the construction of the concrete pad and perimeter wall in the amount of \$ 18,975.00, with a 10% contingency in the amount of \$4,975.00, for a total construction project of \$54,725.68.

## DISCUSSION:

### 15. DISCUSSION OF OPTIONS TO ADDRESS SANITARY SEWER OVERFLOWS ON THE CRYSTAL SPRINGS SEWER TRUNK (City Engineer)

**Summary:** A brief presentation will be made on the nature of sanitary sewer overflows (SSOs) on the Crystal Springs/El Cerrito Sewer Trunk. Options for possible capital improvement projects that are needed to mitigate the chronic problem of SSOs will also be presented. Crystal Springs/El Cerrito Sewer Trunk improvements are anticipated to be the largest single expense for sewer capital projects in the near future. While the cost is shared

with the City of San Mateo, Crystal Springs County Sanitation District and the County of San Mateo, the Town will determine the scope and timing of the project.

**Recommendation:** Provide direction to staff regarding preferred project alternatives to address sanitary sewer overflows on the Crystal Springs Sewer Trunk.

16. DEMONSTRATION OF THE AGENDA MANAGEMENT SYSTEM (Finance Director)

**Summary:** On July 2007, the City Council authorized the implementation of an electronic document system that includes an agenda management module that will work towards a “paperless” agenda. In an effort to avoid customization and be more cost-effective, the current agenda process might require a slight change.

Staff would like to demonstrate to the City Council the proposed process for agenda management.

**Recommendation:** Provide direction to staff on the City Council’s preference for the agenda process.