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, NOVEMBER 10, 2008
5:15 pm CLOSED SESSION
6:00 pm CITY COUNCIL MEETING
Hillsborough Town Hall

CLOSED SESSION (5:15 pm)

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One potential case.

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

Name of case: Town of Hillsborough v. Ranger Pipeline

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

Name of case: Regional Water Quality Control Board v. Town of Hillsborough

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: October 13, 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: OCTOBER 1 THROUGH OCTOBER 31, 2008

2. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AMENDMENT TO THE LEASE AGREEMENT WITH THE SAN MATEO COUNTY PRE-HOSPITAL EMERGENCY MEDICAL SERVICES GROUP JPA FOR THE RENTAL OF OFFICE SPACE

3. RESOLUTION ESTABLISHING THE LOCAL APPOINTMENTS LIST FOR CALENDAR YEAR 2009

4. RESOLUTION SETTING RATES FOR CITY ENGINEER SERVICES AND APPROVING AN EXTENSION OF AGREEMENT FOR ONE YEAR

5. RESOLUTION APPROVING THE PURCHASE TEN GAS / AIR MONITORS FOR PUBLIC WORKS

6. RESOLUTION APPROVING CSG WORK ORDERS FOR ENGINEERING SERVICES FOR THE RESTORATION OF THE CAROLANDS GATEHOUSE, 60 LOOKOUT ROAD SLOPE MITIGATION, SCADA SYSTEM UPGRADE PROJECT, AND 2009 EL CERRITO / CRYSTAL SPRINGS SEWER IMPROVEMENTS (1) PROJECT MANAGEMENT, (2) STATE REVOLVING FUND (SRF) FUNDING, AND (3) AGENCY COLLABORATION

7. RESOLUTION AUTHORIZING TOWN REPRESENTATIVE FOR STATE REVOLVING FUND (SRF) FINANCING AND CONFORMING TAX-EXEMPT REIMBURSEMENT OBLIGATION

8. RESOLUTION APPROVING THE INSTALLATION OF A MONUMENT COMMEMORATING A STAGE COACH ROBBERY ON CRYSTAL SPRINGS ROAD NEAR WOODRIDGE ROAD

9. RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE PUMP STATION UPGRADES AT SKYFARM III AND TOURNAMENT TANK SITES

10. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH WEST VALLEY CONSTRUCTION FOR THE 2007 WATER MAIN REPLACEMENT PHASE V PROJECT

11. RESOLUTION ACCEPTING AS COMPLETE THE SHADY CREEK REHABILITATION PROJECT - RANGER PIPELINE, INC.

V. OLD BUSINESS:

12. UPDATE REGARDING THE INTERSECTION OF BLACK MOUNTAIN ROAD AND SKYLINE BOULEVARD

VI. NEW BUSINESS:

13. HILLSBOROUGH COMMUNITY SOLAR DISCOUNT PROGRAM

VII. DISCUSSION ITEM:

14. REPORT ON DRAFT 2009 HOUSING ELEMENT: SECOND UNITS AS AFFORDABLE HOUSING, EMERGENCY SHELTER FOR THE HOMELESS, AND TRANSITIONAL AND SUPPORTIVE HOUSING

15. UPDATE ON THE STATUS OF THE TOWN OF HILLSBOROUGH'S REQUEST TO HAVE TRAFFIC IMPROVEMENTS INSTALLED BY CALTRANS AT THE INTERSECTION OF FLORIBUNDA AVENUE AND EL CAMINO REAL

VIII. PUBLIC HEARING:

16. APPEAL OF DR. GERALD PREINER AND MR. JAMES YAMAS OF THE OCTOBER 6, 2008 ARCHITECTURE AND DESIGN REVIEW BOARD (ADRB) APPROVAL OF THE TEARDOWN AND CONSTRUCTION OF A NEW ONE STORY HOUSE OF APPROXIMATELY 6,548 SQUARE FEET (OR 5,056 SQUARE FEET / 23.2% FLOOR AREA RATIO) AND ASSOCIATED LANDSCAPE PLAN AT 930 HILLSBOROUGH BOULEVARD

17. ORDINANCE MODIFYING HILLSBOROUGH MUNICIPAL CODE SECTION 13.32.110 REGARDING "PROPERTY OWNER RESPONSIBILITY – SEWER LATERALS" - ADOPTION

18. RESOLUTION APPROVING A REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 1055 BLACK MOUNTAIN ROAD

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.

ATTACHMENTS:

Any items listed as "Attachments" to the agenda are available on the Town's website or at the City Clerk's office.

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.

AUDIO / VISUAL ADVISORY:

Those persons who wish to use PowerPoint, CDs, DVDs, VCRs or other mediums when presenting to the City Council, will be required to submit media items to the City Clerk by 12:00 p.m. on the day of City Council meetings. Media items can be emailed to myokoyama@hillsborough.net or brought in on disc or flash drives to the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010.

TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: OCTOBER 1 THROUGH OCTOBER 31, 2008

SUMMARY: The monthly claims for the month of October 2008, in the amount of $3,578,771.18 are submitted for approval.

FISCAL IMPACT: Claims have been expended pursuant to the approved budget.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Approve the monthly claims for October 2008, as submitted.

ATTACHMENTS: Monthly claims listing

PREPARED BY: Edna Masbad, Finance Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AMENDMENT TO THE LEASE AGREEMENT WITH THE SAN MATEO COUNTY PRE-HOSPITAL EMERGENCY MEDICAL SERVICES GROUP JPA FOR THE RENTAL OF OFFICE SPACE

SUMMARY: The Town of Hillsborough has supported, since its inception, the Advanced Life Support program, which has improved the delivery of pre-hospital medical services to the residents and visitors of San Mateo County. The Town has provided office space to the San Mateo County Pre-Hospital Emergency Medical Services Group, JPA Administrator and Administrative Assistant since April 1, 1999.

The JPA Administrator has expressed interest in continuing to rent office space from the Town. The current lease term expires on December 31, 2008.

Included in the City Council's agenda packet is a copy of the amendment to the lease agreement extending the term for an additional three years commencing on January 1, 2009, and ending on December 31, 2011. The rent for the extended term shall increase by $250 per quarter to $5,000 per quarter for the first six quarters beginning with the first quarter of 2009 and increase to $5,250 per quarter for the final six quarters. In recognition of these significant public safety resources being headquartered in Hillsborough, the Town has historically leased this space at below market rents.

FISCAL IMPACT: Additional revenue of $1,000 per year.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution authorizing the City Manager to enter into an amendment to the lease agreement with the San Mateo County Pre-Hospital Emergency Medical Services Group JPA for the rental of office space.

ATTACHMENTS: Resolution, Amendment to the Lease, Current Lease

PREPARED BY: Katharine Leroux, Assistant City Manager

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1600 Floribunda Avenue
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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ESTABLISHING THE LOCAL APPOINTMENTS LIST FOR CALENDAR YEAR 2009

SUMMARY: Government Code Section 54972 requires that on or before December 31 of each year, the City Council shall prepare an appointments list of all regular and ongoing boards, commissions and committees that are appointed by the City Council. Government Code Section 54973 requires that the Local Appointments List be made available to the public. Government Code Section 54974 requires that whenever an unscheduled vacancy occurs in any body on the Local Appointments List, a special vacancy notice be posted in the office of the City Clerk and in other places as directed by the City Council. The appointees' list shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all boards, commissions, and committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution establishing the local appointments list for calendar year 2009.

ATTACHMENTS: Resolution, Local Appointments List

PREPARED BY: Norm Book, City Attorney

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION SETTING RATES FOR CITY ENGINEER SERVICES AND APPROVING AN EXTENSION OF AGREEMENT FOR ONE YEAR

SUMMARY: The Town of Hillsborough entered into a five-year contract with CSG Consultants Inc. to provide all City Engineer services in April 2003. The original term will expire in December 2008. The agreement automatically renews for a one-year term extension until such time that the Town or CSG terminates the agreement with a 30-day notice.

The scope of services included all day-to-day engineering tasks, such as reviewing maps, plan checking, answering technical questions and assisting with developing the capital improvement program. Additionally, the contract provides that CSG designs and manages all capital projects. Costs are capitated at 9% for design and 9% for management.

Hillsborough is unique in that it acquires almost all of its engineering services through CSG. Consolidation of services has been effective for the Town because the City Engineer is solely accountable for the quality and production of services. CSG is a firm with 80 employees who have expertise in most civil engineering fields, including water, sewer, storm drain, and street design. Additionally, CSG has professional architects, plan checkers, construction inspectors, CAD technicians, information system technicians, recycling coordinators and analysts who have provided assistance to the Town. The arrangement has flexibly provided the Town with additional staffing during busy periods and cost control measures during slow times without layoffs.

CSG has proposed new rates to reflect their increasing personnel costs. The contract provides for the annual review of rates. The last rate increase was approved in July 2006. The proposed rates are included in the City Council agenda packet.

The significant change in rates for the Assistant City Engineer is largely due to promotions received by the employee within the CSG organization. Assistant City Engineer David Bishop has acquired his Professional Engineer (PE) registration in the past year and would ordinarily be billed at a higher rate. Mr. Bishop has been primarily assigned to Hillsborough on a full-time basis for the past five years and is the Town's main point of contact with CSG.

The structure of the Public Works Department and the City Engineer's agreement is currently under study by Management Partners Inc. Based on the recommendations of the study, which should be complete by February 2009, recommendations regarding the City Engineer agreement will be presented to the City Council in early Spring 2009. The proposed one-year extension can be terminated with a 30-day notice and should not limit the consideration of any study recommendations.

FISCAL IMPACT: The estimated impact of the rate increases is $62,000 annually, based on roughly 1,500 hours each per year for the Assistant City Engineer and two Assistant Engineers.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with the City Engineer Agreement.

RECOMMENDATION: Adopt the resolution setting rates for City Engineer services and approve the one-year extension of the agreement.

ATTACHMENTS: Resolution, Rates, City Engineer Agreement

PREPARED BY: Martha DeBry, Public Works Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE PURCHASE TEN GAS / AIR MONITORS FOR PUBLIC WORKS

SUMMARY: The Town of Hillsborough is committed to employee safety and is in the process of updating the Public Works Department Confined Space Entry Procedure Policy. A confined space is any underground pit, such as those used for sewer and water pumps, water tank, sanitary or storm sewer manholes, or any other space that is large enough that an employee can enter and perform assigned work, but has limited or restricted means for entry or exit.

As required by Cal-OSHA, employees must test for hazardous atmospheres, such as oxygen deficiency and toxic atmospheres, prior to opening a confined space. Then, each employee who performs work in a confined space is required to have a gas / air monitor with them to continuously monitor the atmosphere within the confined space.

Currently, the Public Works Department has two gas / air monitors which are used by sewer crews and which need to be replaced. The Town does not have any personal gas / air monitors. The Public Works Department is recommending purchase of ten new gas detection units, docking stations, and equipment in the amount of $17,997, with units assigned to the Sewer (6 units), Water (2 units) and Street (2 units) crews. ABAG Plan will provide the Town with a $10,000 grant as part of its Best Practice Program goals. Bids were solicited from three vendors.

WECO Industries - $17,997
AWI Industries - $18,198
Plumbers Depot Inc.- $19,806

FISCAL IMPACT: Funding for the purchase would be $10,000 from ABAG Plan, $1,600 from the Water enterprise fund, $4,800 from the Sewer enterprise fund, and $1,600 from General funds.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution allocating $17,997 for the purchase of gas / air monitoring equipment from WECO Industries, with $10,000 from ABAG Plan, $1,600 from the Water enterprise fund, $4,800 from the Sewer enterprise fund, and $1,600 from General funds.

ATTACHMENTS: Resolution, Bid

PREPARED BY: Martha DeBry, Public Works Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING CSG WORK ORDERS FOR ENGINEERING SERVICES FOR THE RESTORATION OF THE CAROLANDS GATEHOUSE, 60 LOOKOUT ROAD SLOPE MITIGATION, SCADA SYSTEM UPGRADE PROJECT, AND 2009 EL CERRITO / CRYSTAL SPRINGS SEWER IMPROVEMENTS (1) PROJECT MANAGEMENT, (2) STATE REVOLVING FUND (SRF) FUNDING, AND (3) AGENCY COLLABORATION

SUMMARY: CSG has submitted proposals for design and project management of the following projects:

1. Restoration of Carolands Gatehouse: The project will restore the Carolands Gatehouse to be used as a public safety facility. CSG will prepare civil and structural plans, specifications, and cost estimates for the restoration project. The design services are estimated at $26,040 and will be funded through General Fund donations received to restore the Carolands Gatehouse.

2. 60 Lookout Road Slope Mitigation: CSG will investigate the conditions of the slide at 60 Lookout Road and develop the scope of work for the slide repair. The design services are estimated at $5,000 and will be funded through Measure A and gas tax.

3. SCADA System Upgrade Project: CSG will provide project management for the upgrade project, including preparation for the boilerplate, addenda, contract documents, and attendance at the pre-bid meeting. The engineering services are estimated at $11,700 and will be funded through the Water fund.

The following 3 work orders are related to work that is likely to be required upon implementation of the cease and desist order from the Regional Water Quality Control Board in December 2008.

4. 2009 El Cerrito / Crystal Springs Sewer Improvements – SRF Financing Assistance: CSG will coordinate the preparation of submittals to and approvals by the State Water Resources Control Board as required in obtaining a State Revolving Fund (SRF) 20-year loan for $8.6 million to fund the El Cerrito / Crystal Springs Sewer Improvements. The coordination services include the review of SRF procedures and requirements, scheduling for submittal reviews and approvals, assistance to Town staff in preparation of the SRF funding application and in assembling SRF Credit Review documents, and contract administration. Services will be performed throughout the duration of the project, which is already underway and has an anticipated completion date of October 2013. The engineering services are estimated at $55,810 and will be funded through the Sewer fund.

5. 2009 El Cerrito / Crystal Springs Sewer Improvements – Agency Collaboration: CSG will support Town staff in working with the City of San Mateo, Crystal Springs County Sanitation District, and County of San Mateo to gain project approval. The support services include

preparation of task force presentations of sewer design-flow assumptions, feasibility of retention facilities, flow restrictions, submittal and approval of 90% project scope and engineering, and negotiation of cost sharing arrangements. Services will be performed between November 2008 and December 2009. The engineering services are estimated at $32,010 and will be funded through the Sewer fund.

6. 2009 El Cerrito / Crystal Springs Sewer Improvements – Program Management: CSG will prepare, review and approve the required documents, plans and reports for the improvement project. The engineering services include sewer design-flow investigation, utility reconnaissance and update, San Francisco Public Utilities Commission permit application and approval, finalization of Carollo Engineers' design and project scope and engineering, coordination and finalization of archaeological investigations, Reports and State Historic Preservation Office submittal, coordination and finalization of California Environmental Quality Act (CEQA) update, preparation for traffic control and detour plans, and establishing a public relations program. Work will be performed during the entire project duration, which is anticipated to be complete in 2013. The services are estimated at $92,810 and will be funded through the Sewer Fund.

FISCAL IMPACT:
The resolution allocates funds from the following sources:
$ 26,040 - General Fund (Carolands donations)
$5,000 - Measure A and Gas Tax
$11,700 - Water Fund
$180,630 - Sewer Fund

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

RECOMMENDATION: Adopt the resolution approving the CSG work orders for the Restoration of the Carolands Gatehouse, 60 Lookout Road Slope Mitigation, SCADA System Upgrade Project, and 2008 / 2009 El Cerrito / Crystal Springs Sewer Improvements in the total amount of $223,370 and allocating $26,040 from the General Fund, $5,000 from Measure A and gas tax, $11,700 from the Water Fund and $180,630 from the Sewer Fund.

ATTACHMENTS: Workorders (6), Resolution

PREPARED BY: Martha DeBry, Public Works Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING TOWN REPRESENTATIVE FOR STATE REVOLVING FUND (SRF) FINANCING AND CONFORMING TAX-EXEMPT REIMBURSEMENT OBLIGATION

SUMMARY: The Town is proceeding with the El Cerrito / Crystal Springs Phase II Sewer Improvements as is required by the cease and desist order issued by the Regional Water Quality Control Board. State Revolving Fund (SRF) loans are available from the State Water Resource Control Board to finance the project. This work is a continuation of the Crystal Springs Phase I Project which was completed in 2004.

The Phase II Project will replace trunk sewers in El Cerrito Avenue from Gramercy Drive to Crystal Springs Road and in Crystal Springs Road to Woodridge Road. The estimated cost of the project is $8.6 million. At this time, the Town does not have a cost sharing agreement established with the City of San Mateo, County of San Mateo or the Crystal Springs County Sanitation District.

The SRF loan application requires authorization of a representative to negotiate and execute the SRF financing agreement and confirmation of the tax-exempt reimbursement obligations and timing for the SRF loan.

Adopting these resolutions early allows the Town to be reimbursed for all costs from this point forward. Adoption of the resolutions does not commit the Town to using the SRF if a different source of funding becomes available for the project. The Financial Advisory Committee will review the SRF funding package before the project is bid or finance agreements are approved. Execution of the financing agreement will be subject to City Council approval.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this action.

RECOMMENDATION: Adopt the resolution authorizing the Director of Public Works to act as the Town's representative and confirming tax-exempt reimbursement obligations and timing for State Revolving Fund financing of the El Cerrito / Crystal Springs Phase II Sewer Improvements.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE INSTALLATION OF A MONUMENT COMMEMORATING A STAGE COACH ROBBERY ON CRYSTAL SPRINGS ROAD NEAR WOODRIDGE ROAD

SUMMARY: Hillsborough resident Paul Saffo has requested that the City Council consider allowing a monument to be erected on Town property (Baywood Open Space) along Crystal Springs Road. The monument would be installed by E Clampus Vitus (Yerba Buena #1) off the road in a turnout area across from the San Francisco Public Utilities Commission (SFPUC) land known as "the Quarry." The monument would consist of a granite plaque and would be affixed to a concrete or decorative rock pedestal. Photos of similar monuments are included in Exhibit A. The text of the plaque is included in the City Council agenda packet.

The site was the location of the last recorded stage coach robbery in San Mateo County that occurred in 1905, which was also one of the last in the West.

E Clampus Vitus is a fraternal organization dedicated to preserving Western heritage, and installs and maintains monuments at sites of local historic interest. Monuments can be found on Canada Road in Woodside and in El Granada in San Mateo County. Numerous other monuments can be found throughout Northern California, particularly in the Gold County.

FISCAL IMPACT: E Clampus Vitus will fund the full cost of installing and maintaining the monument.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution approving the installation of a monument commemorating a stage coach robbery on Crystal Springs Road near Woodridge Road.

ATTACHMENTS: Photos, Resolution

PREPARED BY: Martha DeBry, Public Works Director

TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING ADDITIONAL FUNDS FOR THE PUMP STATION UPGRADES AT SKYFARM III AND TOURNAMENT TANK SITES

SUMMARY: The pump station upgrades at Skyfarm 3 and Tournament tank sites were awarded to Proven Management, Inc. in October 2007. The project is approaching completion and the contingency for the project has been exhausted. There have been many unexpected changes to the contract that have caused the expenses for the project to exceed what has been allocated. There have been 46 cost exposures identified and most have been approved through change orders to the contract. These are projects that were unknown when work commenced and were detected during work in progress. Completing these items during this project would be cost effective and save increased costs at a future date. Some of the larger items that are pending or have been included in previous change orders are:

1. Blasting and epoxy coating of turbine cans for all pumps at Skyfarm III tank site. This was uncovered following the removal of the turbine pumps.

2. Replacement of all existing piping in both pump stations. Pipes were corroded and in need of replacement.

3. Switch to Allan Bradley PLC controller to be consistent with the future SCADA project equipment.

4. Additional asphalt concrete work at Skyfarm III and Tournament tank sites.

5. Install new hydrant bury and break-off check valve at Tournament tank site.

6. Epoxy coat new variable frequency drive pumps and related equipment.

7. Reroute existing generator electrical and alarm wiring by replacing two one-inch conduits and pulling new wiring to site at Skyfarm III tank site.

8. Upsize gate valves from six-inch to eight-inch to be consistent with new pipe size within the pump stations.

9. Installation of bollards for protection of new PG&E services.

FISCAL IMPACT: Staff is requesting additional funds to complete the project in the amount of $40,000, bringing the total project cost to $2,011,926. The additional funding will be allocated from the 2006 Water and Sewer Bond issue.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution authorizing additional funds for the pump station upgrades at Skyfarm III and Tournament tank sites in the amount of $40,000, for a total project allocation of $2,011,926, from the 2006 Water and Sewer Bond issue.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH WEST VALLEY CONSTRUCTION FOR THE 2007 WATER MAIN REPLACEMENT PHASE V PROJECT

SUMMARY: This project was awarded to West Valley Construction in August of 2007. The contractor installed 7,150 linear feet of new six and eight-inch ductile iron water mains, 27 water valves, 143 private services, 31 hydrants, two air relief valves, one blow-off assembly, and one pressure reducing valve. The contractor also completed the abandonment of the old water mains on Barbara Way along West School.

Due to unexpected site conditions encountered during construction, the contractor was directed to perform extra work to install 2,274 linear feet of poly wrap for all the new mains for corrosion prevention, repair and stabilize the roadway sections with high groundwater, replace storm drains to eliminate a public hazard, and work on the weekends to abandon water mains on Barbara Road to minimize the traffic impacts to West School when school was in session.

The project was awarded to West Valley Construction with a total budget of $1,468,975, including contingencies and additional funds. The work has been completed under budget for a final amount of $1,465,819.

FISCAL IMPACT: Acceptance of the project allows the release of the project retainer to the contractor.

ENVIRONMENTAL ISSUES: No environmental issues are associated with this action.

RECOMMENDATION: Adopt the resolution accepting as complete the contract with West Valley Construction for the 2007 Water Main Replacement Phase V Project in the amount of $1,465,819.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

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CONSENT CALENDAR
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE SHADY CREEK REHABILITATION PROJECT - RANGER PIPELINE, INC.

SUMMARY: This project has been completed in accordance with the settlement agreement between Ranger Pipeline, Inc. and the Town of Hillsborough. Staff has verified that all work is complete as outlined in the settlement agreement.

FISCAL IMPACT: There is no fiscal impact associated with this item.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Adopt the resolution accepting as complete the Shady Creek Rehabilitation Project by Ranger Pipeline, Inc.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

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OLD BUSINESS
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE REGARDING THE INTERSECTION OF BLACK MOUNTAIN ROAD AND SKYLINE BOULEVARD

SUMMARY: The City Council approved the annexation of the intersection of Black Mountain Road and Skyline Boulevard approximately one year ago, and the San Mateo County Local Agency Formation Commission (LAFCo) formally approved the annexation in October 2008.

In the meantime, the Town has asked CSG to perform a survey of the intersection and to begin design of modifications to the intersection, which would provide a right-turn lane from Golf Course Road onto Black Mountain Road, and a right-turn lane from Skyline Boulevard onto Golf Course Road. The County of San Mateo has agreed to make several improvements along Skyline Boulevard as part of the annexation process, including the rehabilitation of a storm drain facility and road repairs.

Additionally, the Hillsborough Beautification Foundation (HBF) has developed a conceptual plan for improving the landscaping in the area from the Highway 280 ramp to the intersection. The plan includes planting native species of oaks and olive trees, as well as native grasses, to create a low maintenance and attractive entrance into the Town.

FISCAL IMPACT: There is no fiscal impact associated with the annexation or HBF project. The City Council has previously allocated funding for the intersection improvements.

ENVIRONMENTAL ISSUES: As the design of the intersection progresses, an assessment of the environmental impact will be performed.

RECOMMENDATION: The City Council is requested to provide comments on the proposed HBF design for landscape improvements.

ATTACHMENTS: Map

PREPARED BY: Martha DeBry, Public Works Director

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NEW BUSINESS
CITY COUNCIL MEETING
NOVEMBER 10, 2008

AGENDA STAFF REPORT

ITEM SUBJECT: HILLSBOROUGH COMMUNITY SOLAR DISCOUNT PROGRAM

SUMMARY: The Sustainable Hillsborough Task Force is developing a climate action plan through a grant from the Bay Area Air Quality Management District to reduce greenhouse gas emissions in the community and to meet Assembly Bill 32, the Global Warming Solutions Act. The Task Force has focused on energy efficiency and expanding renewable/solar energy because of the feasibility, cost-effectiveness and expeditious methods for reducing greenhouse gas emissions. The grant program involves solar permit fee reductions, which have already been approved by the City Council, and the implementation of a solar community discount program.

A solar subcommittee was formed to study a solar discount program that would be effective in expanding solar installations in Town. Letters of request were sent to five solar vendors regarding participation in a community discount program. Three vendors responded to the request and interviews were conducted by the Solar Subcommittee. The objectives were to select a vendor to encourage residents to consider solar, offer financial incentives to the residents, and to provide a solar education and promotion program. The results, along with a recommendation, were presented to the Task Force at its September 17, 2008 meeting.

The Task Force recommends SolarCity of Foster City as the vendor to provide the Town with its first Community Solar Discount Program. SolarCity offers a superior lease program and has extensive experience with community solar programs.

Should the City Council approve the recommendation of the Task Force, the program will be added to the Sustainable Hillsborough website, outreach will begin immediately, and solar workshops will be scheduled for January 2009.

FISCAL IMPACT: Any costs associated with the program will be reimbursed through the grant.

ENVIRONMENTAL ISSUES: Not applicable.

RECOMMENDATION: Approve the Sustainable Hillsborough Task Force recommendation to approve SolarCity as the solar vendor for Hillsborough's Community Solar Discount Program.

ATTACHMENTS: Sustainable Hillsborough Task Force Memorandum

PREPARED BY: Katharine Leroux, Assistant City Manager