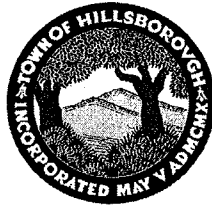


# TOWN OF HILLSBOROUGH

San Mateo County

Christine M. Krolik, Mayor  
Thomas M. Kasten, Vice Mayor  
John J. Fannon  
D. Paul Regan  
Jess E. Benton

1600 Floribunda Avenue  
Hillsborough, CA 94010



## A G E N D A

**MONDAY, AUGUST 09, 2010**

**4:30 pm CLOSED SESSION**

**6:00 pm CITY COUNCIL MEETING**

**Hillsborough Town Hall**

### **CLOSED SESSION (4:30 pm)**

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

Section 54957.6

Agency Negotiator: Kristin Armbruster, Human Resources Specialist

Employee Organization: Police Officers' Association - Teamsters Local 856

#### **B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Section 54957

Title: City Manager

### **REGULAR CITY COUNCIL MEETING (6:00 pm)**

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

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

#### **III. MINUTES: July 12, 2010**

#### **IV. CONSENT CALENDAR:**

*The Consent Calendar includes routine items, which do not require discussion. A Councilmember may remove an item for discussion, and any member of the audience may request a Councilmember to remove an item for discussion. The items are approved in one motion.*

##### **1. MONTHLY CLAIMS: JULY 1 THROUGH JULY 31, 2010**

2. ORDINANCE AMENDING CHAPTERS 2.12, 15.30, 17.20, 17.24, 17.32, AND 17.56 OF THE HILLSBOROUGH MUNICIPAL CODE REGARDING EXTENSIONS OF DESIGN REVIEW APPROVALS, CONSTRUCTION BOND EXTENSIONS, ALTERATIONS TO NONCONFORMING STRUCTURES, SETBACKS FOR SOLAR ENERGY SYSTEMS, HARDSCAPE DEFINITION, AND LANDSCAPE PERMIT REQUIREMENTS - INTRODUCTION
3. RESPONSE LETTER TO THE SAN MATEO COUNTY GRAND JURY REPORT ON THE EFFECTIVENESS OF RED LIGHT TRAFFIC CAMERA ENFORCEMENT
4. RESOLUTION APPROVING THE PURCHASE OF A GLOBAL POSITIONING SYSTEM FOR PUBLIC WORKS VEHICLES
5. RESOLUTION ALLOCATING FUNDS FOR THE INSTALLATION OF INTERTIES BETWEEN THE CALIFORNIA WATER COMPANY POTABLE WATER MAINS AND THE TOWN OF HILLSBOROUGH'S MAINS
6. RESOLUTION ALLOCATING \$25,875 TO PREPARE PHOTO-BASED STANDARD OPERATING PROCEDURES (SOPS) AND COMPANION PROFICIENCY TESTS FOR UP TO 25 PIECES OF EQUIPMENT AND/OR TASKS FOR THE PUBLIC WORKS DEPARTMENT
7. RESOLUTION ACCEPTING AS COMPLETE THE 2010 WEED ABATEMENT PROJECT COMPLETED BY PESTMASTER SERVICES, INC.
8. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH INSITUFORM TECHNOLOGIES, INC. FOR THE SANITARY SEWER REHABILITATION PROJECT PHASE IV – CHERRY CREEK EASEMENT (LINING)

**V. DISCUSSION:**

9. PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE STRATEGIC PLAN FOR 2010-2013

**VI. OLD BUSINESS:**

10. UPDATE REGARDING THE HILLSBOROUGH BEAUTIFICATION FOUNDATION PROJECT: HARVEST GARDEN
11. UPDATE ON CEASE AND DESIST ORDER R2-2009-0020

**VII. NEW BUSINESS:**

12. UPDATE REGARDING DROUGHT IMPLEMENTATION PLAN PROPOSED BY BAY AREA WATER SUPPLY AND CONSERVATION AGENCY

**VIII. PUBLIC COMMENT:**

*Under Government Code 54954.3, members of the public have the right to address the City Council on any matter within the Council's jurisdiction. However, the Council may not take action on any non-agenda item (except in emergency circumstances). Before addressing the Council, speakers are requested to complete a yellow speaker's card and submit it to the City Clerk. Please come to the podium, state your name and address, limit remarks to 3 minutes, and do not repeat comments by other speakers.*

**IX. CITY COUNCIL ITEMS:**

*This section of the agenda provides the City Council an opportunity to ask questions on any project of interest. No action can be taken on any item not on the agenda.*

**X. ADJOURN**

**SPECIAL ACCOMMODATIONS:**

*If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the City Council meeting, or if you need an agenda in an alternate form, please contact the City Clerk's Office at 375-7412 at least 24 hours before the scheduled City Council meeting.*

**MINUTES:**

*A copy of the unapproved minutes will be made available the Friday before the next regularly scheduled City Council meeting. Once minutes are approved by the City Council they will be made available the following day. City Council Agendas and approved minutes are available at the Town's website, [www.hillsborough.net](http://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, except as exempt from public disclosure under applicable law, 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, VHS tapes 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](mailto: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  
AUGUST 09, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: MONTHLY CLAIMS: JULY 1 THROUGH JULY 31, 2010**

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**SUMMARY:** The monthly claims for the month of July 2010, in the amount of \$2,372,379.95 are submitted for approval.

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

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

**ATTACHMENTS:** Monthly Claims Listing

**PREPARED BY:** Marie Bernardo, Assistant Finance Director

**RECOMMENDATION:** Approve the monthly claims for July 2010, as submitted.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 2

**CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010**

## AGENDA STAFF REPORT

**ITEM SUBJECT: ORDINANCE AMENDING CHAPTERS 2.12, 15.30, 17.20, 17.24, 17.32, AND 17.56 OF THE HILLSBOROUGH MUNICIPAL CODE REGARDING EXTENSIONS OF DESIGN REVIEW APPROVALS, CONSTRUCTION BOND EXTENSIONS, ALTERATIONS TO NONCONFORMING STRUCTURES, SETBACKS FOR SOLAR ENERGY SYSTEMS, HARDSCAPE DEFINITION, AND LANDSCAPE PERMIT REQUIREMENTS - INTRODUCTION**

**SUMMARY:** At the May 10, 2010 City Council meeting, staff introduced a proposed ordinance amending certain municipal code sections relating to the second unit design review process, Architecture and Design Review Board (ADRB) decisions and appeals, extensions of ADRB approvals, tree removal permit thresholds and replacement requirements, construction bond extensions, improvements to nonconforming structures, setbacks for solar energy systems, hardscape definition, landscape permit requirements and other amendments for internal code consistency.

The proposed ordinance was then scheduled for consideration of adoption at the June 14, 2010 City Council meeting. Between the time of introduction and scheduled adoption, staff became aware of public concerns regarding amendments to tree removal permit thresholds and the review process for homes greater than 8,000 square feet in size. As a result, the item was continued to an unspecified date so that staff could continue to work with the Hillsborough Beautification Foundation and Hillsborough Garden Club for further input on the proposed tree removal amendments.

Since further outreach on the proposed tree removal amendments will likely occur in September and October of 2010, and there are several components of the original ordinance that staff believes would be beneficial to adopt prior to that time, staff is proposing City Council consideration of a revised ordinance addressing only the following changes:

1. Extensions of ADRB approvals
2. Construction bond extensions
3. Alterations to nonconforming structures
4. Setback exceptions for solar energy systems
5. Revised hardscape definition
6. Landscape permit requirements

Staff believes that the respective amendments noted above are important to consider now due to the state of the economy, inconsistencies within the current code internally and with State law, and needed operational improvements. The remaining components of the originally proposed

ordinance could appropriately be considered at a future date as they do not present inconsistency or timing issues.

**FISCAL IMPACT:** There is no fiscal impact associated with adoption of the proposed ordinance.

**ENVIRONMENTAL ISSUES:** The proposed ordinance is exempt from the California Environmental Quality Act.

**ATTACHMENTS:** Ordinance and May 10, 2010 City Council Agenda Staff Report

**PREPARED BY:** Elizabeth Cullinan, Director of Building and Planning

**RECOMMENDATION:**

1. Introduce and waive the first reading of the ordinance; and
2. Set September 13, 2010, as the public hearing date to consider adoption of the ordinance.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

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**CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010**

## **AGENDA STAFF REPORT**

### **ITEM SUBJECT: RESPONSE LETTER TO THE SAN MATEO COUNTY GRAND JURY REPORT ON THE EFFECTIVENESS OF RED LIGHT TRAFFIC CAMERA ENFORCEMENT**

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**SUMMARY:** On June 9, 2010, the Town of Hillsborough received a copy of a San Mateo County Grand Jury report examining the effectiveness of red light traffic camera enforcement throughout the County. The report requested a response letter from all police agencies in San Mateo County, including those agencies that do not utilize red light cameras. The response letter, which is to include relevant comments on the findings and recommendations contained in the Grand Jury report, must be approved by the City Council at a public meeting and must then be submitted to Superior Court Judge Clifford V. Cretan no later than September 7, 2010.

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

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

**ATTACHMENTS:** Grand Jury Report and Response Letter

**PREPARED BY:** Nicholas Gottuso, Police Captain

**RECOMMENDATION:** Approve the response letter to the San Mateo County Grand Jury report regarding the effectiveness of red light traffic camera enforcement.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 4

**CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010**

## AGENDA STAFF REPORT

### ITEM SUBJECT: RESOLUTION APPROVING THE PURCHASE OF A GLOBAL POSITIONING SYSTEM FOR PUBLIC WORKS VEHICLES

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#### SUMMARY: OVERVIEW:

The Public Works Department conducted a pilot study of three Global Positioning Systems (GPS) on six of its vehicles. The systems tested were NetworkFleet, GPS Fleet Solutions and Zonar Systems. The companies were selected based on their experience serving Public Works clients. Hillsborough's Public Works Department tested and evaluated hardware and software performance, tools, reporting capability, user interface and other functionality for several months. The department then solicited quotes for hardware purchase, installation and monthly service fees from each of the three vendors, as well as use-case scenarios. Two of the vendors, NetworkFleet and GPS Fleet Solutions, were fully responsive. Zonar Systems provided an incomplete quote and did not provide use-case scenarios.

#### BENEFITS OF USING GPS UNITS IN PUBLIC WORKS VEHICLES:

A GPS is a small box mounted in the vehicle that tracks vehicle information such as speed, location, engine diagnostic codes and emissions. The GPS box sends information to a satellite every few minutes. Data is then sent to an internet server, which is accessible from any computer logged into the secure website. Each unit costs between \$300 to \$400 and requires a subscription for data acquisition services.

Public Works has used passive GPS units in the past to correlate employee locations with work reports. The passive system requires manual downloading of information and does not track engine diagnostic data.

The proposed equipment provides instantaneous live updates. Municipalities and private sector companies that use real-time GPS units find that employees are generally more productive and vehicle maintenance and fuel costs are reduced.

A GPS can provide services and benefits that will improve the overall efficiency of Public Works operations. Among the benefits are:

1. Engine malfunction and scheduled maintenance alerts: Alerts supervisors and fleet maintenance staff by email, phone and/or text messaging of engine diagnostic issues that can be immediately addressed, potentially avoiding more serious engine damage.



2. Vehicle idle alerts: Alerts supervisors when vehicles are idling unnecessarily. Studies show that fleets can save thousands of dollars per year in fuel by reducing unnecessary vehicle idling. This also ensures compliance with California State law which prohibits idling for longer than five minutes.
3. Real-time vehicle location: Allows supervisors to locate vehicles in real-time. This validates that employees are present at the work site to which they are assigned. It will also corroborate the accuracy of times in work order reports. During emergency events, the Town will have clear information regarding the location of Public Works vehicles. The GPS units can also advise when Town vehicles have left Hillsborough.
4. Speeding alerts: NetworkFleet will alert supervisors of excessive vehicle speeds. Avoidance of excessive speeds will improve fuel efficiency and increase driver safety.
5. Unauthorized access alerts: Alerts supervisors, managers and the Police Department of vehicle access during non-business hours, helping to prevent vehicle theft.
6. Daily, weekly and monthly reports: NetworkFleet generates regular reports and emails them to supervisors. The reports provide supervisors with the information they need to evaluate, schedule and use their vehicles and equipment more efficiently.
7. Virtual smog test: Based on the use trial period and use-case scenarios, Public Works determined that much of the functionality between NetworkFleet and GPS Fleet Solutions was similar. However, a key differentiating consideration was NetworkFleet's patented "Continuous Smog Testing" program. For eligible vehicles, the program captures on-board computer diagnostic data, continuously monitors emissions related data, and notifies the Town and the California Department of Motor Vehicles (DMV) if the vehicle develops an emissions related problem and is no longer operating within acceptable emission standards.

The benefits of the Continuous Smog Testing program are cost savings and vehicle performance. Eligible vehicles equipped with NetworkFleet GPS units will no longer need to be taken to California certified smog centers every two years. Supervisors and the California DMV are instead immediately notified of engine performance issues affecting vehicle emissions. Each traditional smog check costs \$60 to \$80 and requires two roundtrips by two Public Works employees, or approximately four full-time employee hours (including processing). This equates to a fully-loaded annual cost avoidance of approximately \$280 per smog check. Of the 18 vehicles that will have GPS units installed, 12 will benefit from Continuous Smog Testing. The Town will avoid approximately \$3,360 annually in costs related to smog check activities. This compares favorably with NetworkFleet's \$5,927 in annual hosting cost for 18 vehicles. This "virtual smog testing and compliance" functionality and service is not provided by GPS Fleet Solutions or Zonar Systems.

#### QUOTES, COSTS AND FISCAL IMPACTS:

Attachment A included in the City Council agenda packet shows hardware, initial installation and annual hosting costs for NetworkFleet and GPS Fleet Solutions. Total costs are projected for three years to reflect minimum expected hardware life and service.

NetworkFleet has the lowest annual hosting costs and a patented "Continuous Smog Check" program which may save Public Works thousands of dollars in avoided smog check related costs.

**FISCAL IMPACT:** NetworkFleet hardware and installation for 18 sewer and water vehicles is a one-time cost of \$9,406. The cost with a 10% contingency is \$10,350. Data hosting costs will be approximately \$5,927 per year. The hardware, installation and annual hosting costs will be allocated to the respective water and sewer operating budgets.

**ENVIRONMENTAL ISSUES:** Installation of the GPS units will enable the Town to minimize fuel consumption, quickly address emission issues, and more closely track mileage.

**ATTACHMENTS:** Resolution and Attachment A

**PREPARED BY:** Martha DeBry, Public Works Director

**RECOMMENDATION:** Adopt the resolution authorizing the purchase and installation of 18 NetworkFleet GPS units for an initial cost of \$10,350, including a 10% contingency, and an annual hosting cost of \$5,927 per year, which will be funded with previously allocated water and sewer operating funds.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

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CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION ALLOCATING FUNDS FOR THE INSTALLATION OF INTERTIES BETWEEN THE CALIFORNIA WATER COMPANY POTABLE WATER MAINS AND THE TOWN OF HILLSBOROUGH'S MAINS**

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**SUMMARY:** The Town entered into an agreement with the California Water Company to allow for the transfer of water between its water system and the Town of Hillsborough. This provides both agencies with a redundant source of water in the areas that border Hillsborough and San Mateo.

California Water committed to installing four interties and sharing the costs equally for the installation. The bills for two interties have recently been submitted for the Town's share of the intertie installations:

COST	LOCATION
\$38,311.43	Parrot
\$20,558.79	Edgewood

The variance in cost is due to the distance between mains and topography.

The Parrot intertie is particularly valuable to the Town as it is the first time the Town has had a means of obtaining water from an alternate source in that remote area of Town.

**FISCAL IMPACT:** Funding for the project must be allocated from the Water Reserve Fund.

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

**ATTACHMENTS:** Resolution

**PREPARED BY:** Dave Bishop, Assistant City Engineer

**RECOMMENDATION:** Adopt the resolution allocating funds for the installation of interties between the California Water Company's potable water mains and the Town of Hillsborough's mains.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

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CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION ALLOCATING \$25,875 TO PREPARE PHOTO-BASED STANDARD OPERATING PROCEDURES (SOPS) AND COMPANION PROFICIENCY TESTS FOR UP TO 25 PIECES OF EQUIPMENT AND/OR TASKS FOR THE PUBLIC WORKS DEPARTMENT**

**SUMMARY:** The Public Works Department is continually developing methods to minimize employees' exposure to potential risks while performing their assigned daily duties. Standard Operating Procedures (SOPs) are step-by-step reference guides which promote uniformity relating to operational use and maintenance of various pieces of equipment. SOPs document the way activities are to be performed to facilitate consistent conformance to technical and quality system requirements and to support quality workmanship with an emphasis on safety. The Management Partners study recommended the development of a comprehensive set of SOPs that describe specific equipment as well as the duties that are carried out by crews on a daily basis. This will assure proper training on assigned equipment operations as well as implementing proper safety practices while operating various equipment systems during performance of daily job assignments.

DKF Solutions Group began developing SOPs for the Public Works Department in January 2010, and has produced 25 quality SOPs for specific equipment operations. The Public Works Department would like to continue developing SOPs with DKF Solutions Group, which is an approved contractor with the Association of Bay Area Governments (ABAG). ABAG has a grant fund that is being offered to the Town of Hillsborough by meeting ABAG's Best Practice Program goals and will reimburse the Town up to 50% of the cost (\$12,937.50) to fund this need.

**FISCAL IMPACT:** \$25,875 will be allocated from the fiscal year 2010/2011 Water and Sewer Fund operating budgets with \$12,937.50 in reimbursement from the ABAG grant fund.

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

**ATTACHMENTS:** Proposal and Resolution

**PREPARED BY:** Martha DeBry, Public Works Director

**RECOMMENDATION:** Adopt the resolution allocating \$25,875.00 to prepare photo-based Standard Operating Procedures (SOPs) and companion proficiency tests for up to 25 pieces of equipment and/or tasks for the Public Works Department to DKF Solutions Group.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

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CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE 2010 WEED ABATEMENT PROJECT COMPLETED BY PESTMASTER SERVICES, INC.**

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**SUMMARY:** The project was awarded to Pestmaster Services, Inc. in May 2010. It consists of services to maintain fire breaks, abate weeds, and remove debris in eight designated publicly-owned open space areas and easement roads to include Tobin Clark, Macadamia, Crocker Lake, Spencer Lake, Woodridge, Crystal Springs, Lemon Court and Cottonwood Court.

**FISCAL IMPACT:** The awarded contract amount for the project was \$11,985 including contingencies. The project was completed under budget in the amount of \$10,485.

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

**ATTACHMENTS:** Resolution

**PREPARED BY:** Dave Bishop, Assistant City Engineer

**RECOMMENDATION:** Adopt the resolution accepting as complete the contract with Pestmaster Services, Inc. for the 2010 Weed Abatement Project in the amount of \$10,485.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

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CONSENT CALENDAR  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH INSITUFORM TECHNOLOGIES, INC. FOR THE SANITARY SEWER REHABILITATION PROJECT PHASE IV – CHERRY CREEK EASEMENT (LINING)**

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**SUMMARY:** The project was awarded to Insituform Technologies, Inc. in June 2008. The contractor installed 6,204 linear feet of new 6, 10, and 12-inch sewer pipe via Cured-In-Place-Pipe (CIPP) and pipe bursting methods, and 570 linear feet of 12, 18, and 32-inch storm drain pipe via CIPP and slip lining methods.

As part of the post-project evaluation, it was discovered that the contractor installed the incorrect size liner in one section of pipe which resulted in a severely wrinkled liner in the pipe. The contractor removed this pipe and installed a new PVC pipe in its place at no cost to the Town.

**FISCAL IMPACT:** The awarded contract amount for the project was \$658,808 including contingencies. The project was successfully completed under budget in the amount of \$644,141.

**ENVIRONMENTAL ISSUES:** This project is exempt from the California Environmental Quality Act per section 15301(d) of the State Public Resources Code.

**ATTACHMENTS:** Resolution

**PREPARED BY:** David Bishop, Assistant City Engineer

**RECOMMENDATION:** Adopt the resolution accepting as complete the contract with Insituform Technologies, Inc. for the Sanitary Sewer Rehabilitation Project Phase IV – Cherry Creek Easement (Lining) in the amount of \$644,141.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

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DISCUSSION  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

**ITEM SUBJECT: PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE STRATEGIC PLAN FOR 2010-2013**

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**SUMMARY:** The Peninsula Traffic Congestion Relief Alliance (Alliance) is dedicated to addressing the challenges involved in getting to and from work in San Mateo County. The goal of the Alliance is to help people find ways to get to work that are faster, cheaper, and/or easier through commuter information, employer programs, and city transportation demand management partnerships.

The Alliance is San Mateo County's Transportation Demand Management Agency whose mission is to reduce the number of single occupancy vehicles traveling in, to and through San Mateo County, reducing vehicle emissions resulting in improved air quality. The Alliance is funded by the City/County Association of Governments of San Mateo County, the San Mateo County Transportation Authority, the Bay Area Air Quality Management District and the Metropolitan Transportation Commission.

Christine Maley-Grubl, Executive Director of the Peninsula Traffic Congestion Relief Alliance, will discuss the Alliance's newly adopted Strategic Plan for 2010-2013.

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

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

**ATTACHMENTS:** None

**PREPARED BY:** Miyuki Yokoyama, City Clerk

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



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 10

OLD BUSINESS  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: UPDATE REGARDING THE HILLSBOROUGH BEAUTIFICATION FOUNDATION PROJECT: HARVEST GARDEN

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**SUMMARY:** In the past month construction of the Harvest Garden has been completed by Terra Ferma, which was retained by the Hillsborough Beautification Foundation.

Lennie Gotcher has led the effort to create and plant the garden, which will provide organic produce to local food banks.

The garden was created on a vacant lot and will provide opportunities for local youth to perform community service hours in Town while tending the organic garden. A committee has been formed to help with the administration and maintenance of the garden.

A brief presentation will be made regarding the garden's progress.

**FISCAL IMPACT:** This project was funded by the Hillsborough Beautification Foundation. The Town provided support to obtain the encroachment permit and prepare the driveway for the San Francisco Public Utilities Commission. A portion of Department of Conservation grant funds were used to purchase goods such as bender boards and tables made with recycled materials.

**ENVIRONMENTAL ISSUES:** This project involved minor improvements on a vacant lot. It has very low environmental impact. The intention is to maintain an organic garden that uses natural products to control weeds and encourage plant growth.

**ATTACHMENTS:** None

**PREPARED BY:** Martha DeBry, Public Works Director

**RECOMMENDATION:** For information only; no action required.





# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 11

OLD BUSINESS  
CITY COUNCIL MEETING  
AUGUST 09, 2010

## AGENDA STAFF REPORT

### ITEM SUBJECT: UPDATE ON CEASE AND DESIST ORDER R2-2009-0020

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**SUMMARY:** On March 11, 2009, the San Francisco Regional Water Quality Control Board issued Cease and Desist Order R2-2009-0020 (CDO) to the Town, the City of San Mateo and the Crystal Springs County Sewer District (CSCSD). The City Council has requested that staff provide periodic updates on the Town's progress towards meeting the objectives of the CDO.

The purpose of the CDO is to eliminate sanitary sewer overflows (SSOs) which can be violations of the Federal Clean Water Act by December 31, 2018. To achieve that purpose, the CDO has 16 provisions with which the Town must comply. A brief Power Point presentation will be made at the City Council meeting highlighting the Town's compliance with the program.

In addition to the CDO, the Town entered into a settlement agreement with San Francisco Baykeeper that requires the Town to reduce SSOs to five per one hundred miles of sewer main. That agreement provides that the Town must use an industry rating system when evaluating pipe defects.

The Town is on a path to meet all mandates of the CDO. Key milestones include:

1. Sewer maintenance activities have intensified over the past two years resulting in Town staff cleaning approximately 87 miles of the 116-mile system. The remaining miles will be cleaned by Town staff and as a result of capital projects.
2. Over 60 miles of mains have been video-inspected. The remaining mileage will be inspected through a combination of capital projects and a contract with the City of Burlingame, which is inspecting approximately 10,000 linear feet per month.
3. Sewer capacity is being assessed through the use of flow monitoring studies and hydraulic modeling. The result of these studies will be sewer master plans for capital projects that can be developed, which in turn will update the Town's capital improvement program.
4. Plans for completing the Crystal Springs Sewer Trunk improvements are in development. Environmental studies are being created and updated. The design of the lower segment of the trunk is being designed by the City of San Mateo. Discussions regarding financing the project are in progress.

5. The City of San Mateo, CSCSD and the Town of Hillsborough participated in a joint study to identify areas for coordination among the agencies. A final draft of the study should be available in August 2010.

**FISCAL IMPACT:** The known costs for implementing the CDO is approximately \$13 million including capital and operating costs. These activities are proposed to be funded through the sewer reserve and a State revolving loan.

**ENVIRONMENTAL ISSUES:** Implementation of the CDO is necessary for the Town to meet the goal of eliminating sanitary sewer overflows, and improves the quality of the environment.

**ATTACHMENTS:** None

**PREPARED BY:** Martha DeBry, Public Works Director

**RECOMMENDATION:** For information only; no action required.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 12

**NEW BUSINESS**  
**CITY COUNCIL MEETING**  
**AUGUST 09, 2010**

## AGENDA STAFF REPORT

### ITEM SUBJECT: UPDATE REGARDING DROUGHT IMPLEMENTATION PLAN PROPOSED BY BAY AREA WATER SUPPLY AND CONSERVATION AGENCY

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#### SUMMARY: BACKGROUND:

The Bay Area Water Supply and Conservation Agency (BAWSCA) has coordinated a process to develop a proposed Drought Implementation Plan known as the "DRIP." The purpose of the plan is to allocate limited water resources among the 26 BAWSCA agencies in the event that the San Francisco Public Utilities Commission (SFPUC) would declare a drought event at some future date requiring up to 20% system wide reductions. Each agency is a party to the Water Supply Agreement, which provides that BAWSCA can develop and adopt a DRIP, in lieu of the SFPUC providing drought allocations.

During the 1989 drought, the SFPUC generically instructed BAWSCA members to reduce consumption by 20% and the agencies worked independently to meet the requirement. For the past ten years, BAWSCA members have relied on what is called the Tier 2 formula that uses three variables:

1. An on-going three-year average of water purchases, and
2. The agency's Individual Supply Guarantee, and
3. Water purchases at the time the plan was adopted

This formula does not address the needs of BAWSCA members today.

What is different is that a recent settlement between the SFPUC and an environmental group effectively capped BAWSCA's water allocation at 186 million gallons per day (MGD). During a drought, the allocation will be reduced to 119 MGD. This limitation means that SFPUC cannot provide enough water to meet the Individual Supply Guarantees that are a part of each agency's agreement with the SFPUC.

#### DRIP DEVELOPMENT PROCESS:

Since September 2009, Public Works Director Martha DeBry has been acting as the Town's representative to a BAWSCA Technical Advisory Committee developing a DRIP proposal.

A ground rule placed on the staff members attending the advisory committee meetings is that it must provide a unanimous recommendation.

BAWSCA staff presented numerous cases that adjust water allocations based on the Individual Supply Guarantees, base seasonal use (which is winter indoor water use), and across-the-board cuts. More than 20 formula variations were evaluated to determine the DRIP's impact on individual agencies.

Because three BAWSCA agencies do not have Individual Supply Guarantees, a formula only considering this factor would eliminate water allocations to San Jose, Santa Clara and Hayward.

An across-the-board cut would roughly reduce every agency by 26% because three agencies do not have an Individual Supply Guarantee. This strategy is not technically possible for some agencies that already use more water than their Individual Supply Guarantee (Redwood City) or that have a low per capita use within the Individual Supply Guarantee (East Palo Alto, Daly City, Stanford). For example, East Palo Alto would not have adequate water for human health and sanitation under such a scenario.

The formula that is most likely to gain unanimous agreement from the advisory committee provides an allocation weighted 33% for the Individual Supply Guarantee and 66% for the base seasonal case with special adjustments for East Palo Alto and possibly Daly City added to ensure adequate water supply for human health and sanitation.

The final numbers have not been determined. The maximum reduction is estimated at 46% for Purissima Hills (Los Altos Hills), San Jose, and Santa Clara to a minimum of 10% for San Bruno. Hillsborough's reduction is likely to be between 36% to 40%.

A meeting on August 25, 2010, will determine if the advisory committee can make a unanimous recommendation. If it is unanimous, each of the 26 governing boards will be asked to adopt the DRIP.

If a unanimous recommendation cannot be made, or if all 26 agencies do not subsequently adopt the DRIP, then the BAWSCA Board, on which Councilmember John Fannon serves as Chair, will consider DRIP options.

It is anticipated that the BAWSCA staff would recommend to the BAWSCA Board that it adopt a formula using base seasonal (indoor winter water use) information. A majority of the BAWSCA Board members can adopt the DRIP. The base seasonal scenarios are likely to yield reductions in excess of 40% for Hillsborough. This is because Hillsborough's exterior water use is relatively high compared to other BAWSCA communities.

In the worst case, if BAWSCA's Board cannot adopt a DRIP, the SFPUC will determine the drought allocations. This could result in a uniform per capita allocation that would have the most severe impact on Town residents, resulting in reductions in excess of 40%.

BAWSCA's staff is eager to bring this process to a conclusion, as the DRIP percentages are needed to update each agency's Urban Water Management Plan, which should be completed by December 2010.

**FISCAL IMPACT:** The DRIP itself has no direct financial impact on the Town. In the event of a drought, the Town may be subject to surcharges if it exceeds its DRIP allocation. Those amounts have not been determined.

**ENVIRONMENTAL ISSUES:** The DRIP is a tool for ensuring water conservation during a water supply shortage.

**ATTACHMENTS:** Report

**PREPARED BY:** Martha DeBry, Public Works Director

**RECOMMENDATION:** Provide direction to support the proposed DRIP plan.