

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, OCTOBER 11, 2010

5:00 pm CLOSED SESSION

6:00 pm CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (5:00 pm)

A. 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: September 13, 2010

IV. PRESENTATIONS:

- Certificate of Appreciation - Jim and Sally Meakin for all their efforts to preserve one of Hillsborough's most charming and beloved treasures and for their very generous donation to the Carolands Gatehouse Project
- Hillsborough Little League – Certificates of Recognition for winning the 2010 District 52 Championship – 10-Year-Old All-Star Team: Dylan Cravalho, Trevor Peay, Charlie Sinclair, Paulie Ferrari, Connor Fay, Jake Richardson, Henry Heimstra, Jeffrey Ward, Josh Tan, Elliot Schaffer, Jr., Robert Uhrich and Spencer Bock, and the 12-Year-Old All-Star Team: George Delegans, Jon Hall, Adam Jancsek, Joe Klein, Riley Krook, Caelan Lietz, Timmy Lynch, Blake Marcus, Nick Pratt, Spencer Sinclair, Shane Snow, Jacob Tan and Alex Waldsmith

V. CONSENT CALENDAR:

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

1. MONTHLY CLAIMS: SEPTEMBER 1 THROUGH SEPTEMBER 30, 2010
2. QUARTERLY TREASURER'S REPORT
3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT
4. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH MUNICIPAL FINANCIAL SERVICES TO CONDUCT THE 2010 WATER AND SEWER RATES STUDY AND AUTHORIZING THE CITY MANAGER AND THE FINANCE DIRECTOR TO IMPLEMENT THE AGREEMENT
5. RESOLUTION ENDORSING MEASURE M ON THE NOVEMBER 2, 2010 BALLOT TO IMPROVE LOCAL TRANSPORTATION
6. RESOLUTION AWARDED THE STERLING JET TRUCK 529 DIESEL PARTICULATE FILTER RETROFIT PROJECT TO CUMMINS WEST
7. RESOLUTION APPROVING THE CSG WORK ORDER FOR ENGINEERING SERVICES RELATED TO THE FLORIBUNDA / EL CAMINO REAL SEWER PRELIMINARY STUDY
8. RESOLUTION APPROVING THE CONTRACT WITH FARALLON GEOGRAPHICS, INC. FOR SUPPORT SERVICES AND MAINTENANCE OF THE TOWN'S GIS SYSTEM
9. RESOLUTION APPROVING THE FILING OF AN UNFUNDED MANDATE TEST CLAIM ON THE MUNICIPAL REGIONAL STORMWATER PERMIT
10. RESOLUTION PROVIDING MEMBERS OF THE FINANCIAL ADVISORY COMMITTEE (FAC) WITH DEFENSE AND INDEMNIFICATION PROTECTIONS AND RELEASE OF LIABILITY

VI. INFORMATIONAL:

11. HILLSBOROUGH SCHOOLS FOUNDATION REVIEW OF THE PAST YEAR AND OVERVIEW OF UPCOMING EVENTS AND AN UPDATE FROM THE HILLSBOROUGH CITY SCHOOL DISTRICT SUPERINTENDENT

VII. OLD BUSINESS:

12. SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) PROJECT UPDATE AND RESOLUTION AWARDED WORK TO ALLIED TECHNOLOGY GROUP INC. IN AN AMOUNT NOT TO EXCEED \$15,000

13. PRESENTATION OF WATER SYSTEM MASTER PLAN PHASE 1
14. CRYSTAL SPRINGS LOWER DAM IMPROVEMENT PROJECT UPDATE
15. UPDATE ON PROJECTED 2011 REFUSE RATE INCREASE
16. UPDATE ON THE SEWER LATERAL ORDINANCE OUTREACH

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.

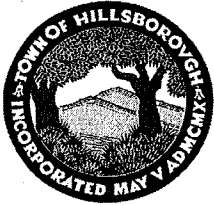
ATTACHMENTS:

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 or brought in on disc or flash drives to the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: SEPTEMBER 1 THROUGH SEPTEMBER 30, 2010

SUMMARY: The monthly claims for the month of September 2010, in the amount of \$2,435,276.47 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 September 2010, as submitted.



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**CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010**

AGENDA STAFF REPORT

ITEM SUBJECT: QUARTERLY TREASURER'S REPORT

SUMMARY: Government Code Section 5364(b) requires that the Quarterly Investment Report be rendered to the City Council during public session within 30 days of the quarter's end.

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

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

ATTACHMENTS: Quarterly Treasurer's Report

PREPARED BY: Marie Bernardo, Assistant Finance Director

RECOMMENDATION: Approve the Treasurer's Report for the quarter ending September 30, 2010.



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**CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010**

AGENDA STAFF REPORT

ITEM SUBJECT: QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT

SUMMARY: Pursuant to Government Code Section 5922(a) and the Town's Interest Rate Mitigation Policy, the quarterly report providing the status of all interest rate products is provided to the City Council.

FISCAL IMPACT: There is no fiscal impact associated with the reporting function.

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

ATTACHMENTS: Interest Rate Products Report for Quarter Ending September 30, 2010

PREPARED BY: Edna Masbad, Finance Director

RECOMMENDATION: Accept the Interest Rate Products Report for the quarter ending September 30, 2010.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH MUNICIPAL FINANCIAL SERVICES TO CONDUCT THE 2010 WATER AND SEWER RATES STUDY AND AUTHORIZING THE CITY MANAGER AND THE FINANCE DIRECTOR TO IMPLEMENT THE AGREEMENT

SUMMARY: Pursuant to the approved budget for fiscal year 2010/2011, staff solicited proposals for a water and sewer rates study to continue implementing the policy first approved back in 2006. The study is intended to assess the rates to ensure a stable stream of revenues to pay for the operations, long-term debt and capital requirements of the water and sewer enterprise operations.

Staff sent out proposals to six firms, five of which responded.

The following proposals with costs and the proposed number of hours to be spent on the study were received:

1. Bartle Wells Associates, Berkeley - \$32,500 (184 hours)
2. Municipal Financial Services - \$28,800 (240 hours)
3. HDR Engineering, Inc. - \$56,600 (345 hours)
4. FCS Group - \$43,760 (304 hours)
5. Willdan Financial Services - \$26,987 (221 hours)

The proposals were reviewed by a committee consisting of the Financial Advisory Committee Chair, City Engineer and Finance Director. Inquiries were made from previous clients in addition to in-depth evaluation of the proposals. Staff recommends awarding the contract to Municipal Financial Services as the firm that best addressed the objectives of the study notwithstanding the limited number of principals.

Water and sewer rate changes are subject to Proposition 218 that requires a 45-day notice to all homeowners before the public hearing to approve the rates. They are subject to the protest proceedings, which means that rate changes cannot be implemented if there is a majority protest (50% + 1). The study will first be presented to the Financial Advisory Committee for review and recommendation to City Council. It will subsequently be presented to the City Council for adoption.

Included in the City Council agenda packet is a copy of the proposal. Staff will be using the Town's standard agreement for professional services approved by the City Attorney's Office.

FISCAL IMPACT: The cost of the study is \$28,800. It is included in the approved budget and will be equally allocated to Water and Sewer Funds.

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

ATTACHMENTS: Proposal and Resolution

PREPARED BY: Edna Masbad, Finance Director

RECOMMENDATION: Adopt the resolution authorizing the City Manager to execute the agreement with Municipal Financial Services to conduct the water and sewer rates study, and authorizing the City Manager and the Finance Director to implement the agreement.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ENDORSING MEASURE M ON THE NOVEMBER 2, 2010 BALLOT TO IMPROVE LOCAL TRANSPORTATION

SUMMARY: Measure M is an effort to address transportation needs at a time when already unreliable funding from state and federal sources is shrinking. Measure M will generate almost \$70 million over the next 10 years to repair and maintain local streets and roads throughout San Mateo County, making them safer and less congested for drivers, pedestrians and bike riders. Better streets and roads help keep down gas costs, lower vehicle maintenance costs and reduce greenhouse gas emissions.

All funding from the \$10 annual vehicle registration fee proposed by Measure M will stay in the County – none of it can be taken by the state. Measure M will provide a secure, local source of funds for critically important local transportation projects.

Measure M will improve public transportation in San Mateo County. This includes making it easier for residents in every part of the County to get to work and school using public transportation, as well as making it easier for residents who combine public transit and other forms of transportation to get to their destination.

Measure M will promote programs that improve air quality and benefit the environment by reducing pollution from cars and trucks through promoting programs to reduce commute hour traffic, like telecommuting and ride sharing, and increase the use of smart technology to improve the flow of traffic on our busiest roads and freeways. Measure M will also support programs like Safe Routes to School that increase safety and access for children walking and bicycling to school.

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: Resolution

PREPARED BY: Miyuki Yokoyama, City Clerk

RECOMMENDATION: Adopt the resolution endorsing Measure M on the November 2, 2010 ballot to improve local transportation.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AWARDING THE STERLING JET TRUCK 529 DIESEL PARTICULATE FILTER RETROFIT PROJECT TO CUMMINS WEST

SUMMARY: Public agencies with on-road, heavy-duty diesel vehicles in their fleets are now required to comply with certain diesel particulate emission regulations, which are found in Title 13, California Code of Regulations, Sections 2022 and 2022.1 (a.k.a. Diesel Particulate Matter Control Measure for On-Road Heavy-Duty Diesel-Fueled Vehicles Owned or Operated by Public Agencies and Utilities).

In order to be in compliance with these regulations, the Public Works Department must retrofit the Sterling Vacuum/Jet Truck 529 with an active diesel particulate filter. This action will ensure that the vehicle's diesel particulate matter emissions level is in accord with the California state regulation. The regulation currently affects on-road heavy-duty diesel-fueled vehicles greater than 14,000 pounds gross vehicle weight rating, powered by a 1960 through 2006 model year engine, and owned, leased or operated by a municipality or utility. The regulation requires a municipality or utility to apply the Best Available Control Technology (BACT) to qualifying fleet vehicles based on a specific compliance schedule. No other on-road heavy-duty diesel-fueled Town vehicle other than #529 requires retrofitting at this time. Truck #529 is used to clean sewers and storm drain basins and has an estimated remaining life of five years.

The Town solicited bids for this project on July 29, 2010. The bid process closed on August 31, 2010. The following bids were received:

CONTRACTOR	BID PRICE
Cummins West	\$14,609.69
Ironman Parts	\$14,933.75
Wells Sweeping	\$20,813.75

The lowest responsive and qualified bidder for this project is Cummins West. Staff conducted an analysis of the proposals and verified that the contractor's qualifications and experience levels are satisfactory.

FISCAL IMPACT: A contingency of 10% is recommended for this project due to the potential for unforeseen circumstances that may require changes or additional work during retrofitting. The funding for the project will be \$14,609.69, with a contingency in the amount of \$1,461, for a total budget of \$16,071, which can be allocated from the Sewer Fund.

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

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution awarding the contract for the Sterling Jet Truck 529 Retrofit Project in the amount of \$14,609.69, with a contingency in the amount of \$1,461, for a total budget of \$16,071 to be allocated from the Sewer Fund.



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**CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010**

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE CSG WORK ORDER FOR ENGINEERING SERVICES RELATED TO THE FLORIBUNDA / EL CAMINO REAL SEWER PRELIMINARY STUDY

SUMMARY: CSG has submitted a proposal for additional design services for the Floribunda / El Camino Real Sewer Preliminary Study. The scope of this work order covers previously unexpected additional work required to coordinate possible solutions with the San Francisco Public Utilities Commission (SFPUC) for the conflict with their Crystal Springs Pipeline No. 2 (CSPL #2) 54-inch water main that constricts the Town's sewer main leading to Burlingame and finalizes the design plans and specifications for the replacement of vitrified clay pipe (VCP) sections of the 15-inch sewer line that runs adjacent to El Camino Real. This VCP section of the Town's sewer main is experiencing severe root intrusion and is in need of immediate replacement.

The SFPUC has worked closely with staff and CSG to design a solution which includes raising their CSPL # 2 transmission main to avoid conflicts with the Town's 15-inch sewer main as part of the Regional Water System Improvement Project (WSIP), scheduled to start construction in early 2012. This project will exceed the normal 9% design costs due to extensive coordination with the SFPUC and the fact that the original work order was only to study the options for realignment possibilities to avoid the SFPUC transmission main.

FISCAL IMPACT: The engineering services are estimated at \$24,450 and will be funded by the Sewer Fund. The SFPUC will pay a portion of the cost of the replacement, but the final allocation has not yet been determined.

ENVIRONMENTAL ISSUES: There are no environmental issues with this approval.

ATTACHMENTS: Resolution and Work Order

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the attached CSG work order for engineering services related to the Floribunda / El Camino Real Sewer Preliminary Study in the amount of \$24,450 and allocating the same from the Sewer Enterprise Fund.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE CONTRACT WITH FARALLON GEOGRAPHICS, INC. FOR SUPPORT SERVICES AND MAINTENANCE OF THE TOWN'S GIS SYSTEM

SUMMARY: Farallon Geographics, Inc. has been providing support and maintenance for the Town's Geographic Information System (GIS) since the creation of the enterprise GIS system. The GIS system will play a critical role during the Town's implementation of a new Computerized Maintenance Management System (CMMS) program (ICOMM) for the sewer, water, street and storm drain infrastructure this year. The base for the CMMS system is the GIS inventory of the infrastructure. Farallon Geographics is very familiar with this process and will provide valuable expertise for the successful integration of the GIS-CMMS systems.

The GIS system also requires periodic upgrades and maintenance to keep the software up-to-date. Continued support and maintenance of the Town's ArcGIS server, web portal and enterprise GIS is also needed. Occasionally, there are special projects that require technical support to produce the needed documents or maps. Examples of work that may be performed under this task include upgrading to the latest software ArcGIS 10, staff training, technical support, workflow development, integration of planning tools for accessing other Town enterprise systems (pavement management, etc.), and strategic planning.

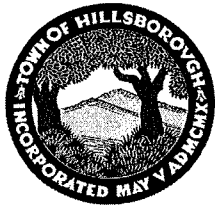
FISCAL IMPACT: The maintenance contract will be on a time and materials basis with a not-to-exceed cost of \$50,000, which will be allocated from the Sewer and Water Funds. This item is budgeted and an average of \$50,000 has been spent annually on maintaining the GIS system over the past several years.

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

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the contract with Farallon Geographics, Inc. for support services and maintenance of the Town's GIS system in an amount not-to-exceed \$50,000 from the Sewer and Water Funds.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE FILING OF AN UNFUNDED MANDATE TEST CLAIM ON THE MUNICIPAL REGIONAL STORMWATER PERMIT

SUMMARY: In October 2009, the State Water Board adopted the Municipal Regional Permit (MRP) which imposes new requirements, such as new water quality monitoring, trash load reduction and publicly-owned treatment works addressing Polychlorinated Biphenyls (PCBs) and mercury.

As a regional permittee, the Town may be eligible to recover costs associated with implementing new requirements imposed by the MRP under the State's "unfunded mandates" law. The Town has relied on documents developed by City/County Association of Governments (C/CAG) to prepare its test claim. The first step to seeking reimbursement from the State is to complete a test claim (as defined by C/CAG) for submission to the California Commission on State Mandates.

Filing a test claim with the Commission is just the first of several stages of seeking and receiving reimbursement of state mandate costs. The test claim must be presented to the Commission within one year of the action or order by the State that gives rise to the claim, or within one year of incurring costs for which the claimant seeks reimbursement.

Once the Commission has reviewed the test claim, the California Department of Finance and/or the State Water Resources Control Board will be allowed to review it and submit materials in opposition. The Town will then have an opportunity to review and challenge, as necessary, the State's arguments. The Commission would then hold a hearing and either approve or deny the test claim.

If the Commission approves the test claim, the permittee will next be required to develop and submit "parameters and guidelines" describing the activities and costs that are eligible for reimbursement. The Commission will hear and adopt, amend or deny the proposed parameters and guidelines. Once the Commission has adopted parameters and guidelines, Commission staff prepares an estimate of the statewide cost. The Commission either adopts or rejects the estimate.

If the Commission adopts the estimate, the State Controller's Office then provides claimants with a set of instructions for filing reimbursement claims. If funds have been appropriated to the Commission through the local government claims bill or the State Budget Bill by the California Legislature, the State Controller must pay within 60 days of receiving a reimbursement claim. If no funds are available, the State Controller cannot pay the claim, but injunctive relief suspending the MRP requirements in question may then be available from a court under these circumstances. It is believed that most San Mateo County agencies will file a similar test claim.

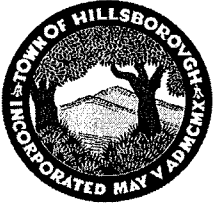
FISCAL IMPACT: The Town anticipates incurring approximately \$122,000 annually in costs associated with the new MRP requirements. If the claim is successful, the Town will be eligible for reimbursement.

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

ATTACHMENTS: Resolution and Test Claim Package

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the filing of the test claim as a joint effort with C/CAG.



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CONSENT CALENDAR
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION PROVIDING MEMBERS OF THE FINANCIAL ADVISORY COMMITTEE (FAC) WITH DEFENSE AND INDEMNIFICATION PROTECTIONS AND RELEASE OF LIABILITY

SUMMARY: Financial Advisory Committee (FAC) members provide valuable advice to the Town on a number of financial matters including monitoring the Town's investment programs, monitoring enterprise funds and review of financial statements and audits. As volunteers, it is not clear to what extent FAC members would be afforded the protections provided by Section 825 and 995 of the California Tort Claims Act. The purpose of this resolution is to afford these protections to FAC members to the same extent they would be afforded to employees of the Town. Further, the resolution releases FAC members for actions and omissions taken in good faith from any liability with respect to economic loss suffered by the Town.

FISCAL IMPACT: There is no fiscal impact anticipated for this agenda item.

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

ATTACHMENTS: Resolution

PREPARED BY: Norm Book, City Attorney

RECOMMENDATION: Adopt the resolution providing members of the Financial Advisory Committee with defense and indemnification protections afforded to public entity employees under Sections 825 and 995 of the California Tort Claims Act and release of liability.



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INFORMATIONAL
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: HILLSBOROUGH SCHOOLS FOUNDATION REVIEW OF THE PAST YEAR AND OVERVIEW OF UPCOMING EVENTS AND AN UPDATE FROM THE HILLSBOROUGH CITY SCHOOL DISTRICT SUPERINTENDENT

SUMMARY: Hillsborough Schools Foundation Co-President Julia Davidson will review the successes of the past year and give an overview of upcoming events and the plans for next year.

Hillsborough City School District Superintendent Anthony Ranii will give a brief presentation about the School District's goals for this school year and discuss the School District's growing enrollment, curriculum initiatives, budget impacts and legislative updates.

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: Anthony Constantouros, City Manager

RECOMMENDATION: For information only; no action required.



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OLD BUSINESS
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) PROJECT UPDATE AND RESOLUTION AWARDDING WORK TO ALLIED TECHNOLOGY GROUP INC. IN AN AMOUNT NOT TO EXCEED \$15,000

SUMMARY: A presentation was made to the City Council on available options to the Town for the upgrade of the SCADA system. The City Council authorized the start of negotiations with the most qualified proposer in order to establish the cost associated with replacement of various components of the system. An update on the status of negotiations with the contractor, schedule and options will be presented at the meeting.

As an interim measure to improve the Very High Frequency (VHF) communication system, the contractor is recommending that a company qualified in the evaluation of the VHF system be retained to study and, where necessary, repair the physical infrastructure associated with the radio system. The tasks would include inspection of the coaxial cables, antennas and radio panels. Site visits to the Town's tank and pump sites confirmed that some of the equipment is not properly installed and may be subject to water intrusion, resulting in faulty communications.

The Town should enjoy some immediate operational benefit from this work and will be able to reuse the infrastructure if the VHF radio system is retained. The SCADA contractor would deduct the cost of evaluation and repairs from his scope of work. This work will expedite the installation of the SCADA system once it is approved.

Because inspection and repair of radios is specialized, professional work, the contractor can be selected on the basis of qualifications.

FISCAL IMPACT: The inspections and repair work is estimated to cost less than \$15,000 and will be billed on a time and materials basis and will be funded by the Water Enterprise Fund.

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

ATTACHMENTS: Resolution

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: Adopt the resolution awarding the work to Allied Technology Group Inc. in an amount not to exceed \$15,000 from the Water Enterprise Fund.



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**OLD BUSINESS
CITY COUNCIL MEETING
OCTOBER 11, 2010**

AGENDA STAFF REPORT

ITEM SUBJECT: PRESENTATION OF WATER SYSTEM MASTER PLAN PHASE 1

SUMMARY: One of the recommendations of the 2009 study prepared by Management Partners was to prepare a Master Plan for the Town's water infrastructure.

The City Council authorized preparation of this document by CSG Consultants. A full copy of the report will be available for public review at the City Clerk's office following the City Council meeting. An executive summary is included in the City Council agenda packet.

The Master Plan will be completed in several future phases which will include:

1. Hydraulic Modeling
2. Fire Flow Analysis
3. Water Main Replacement Prioritization Plan
4. Seismic Vulnerability Investigation

The presentation of the plan will review the details and findings of the report, as well as recommended capital improvement options.

The Water System Master Plan will be recommended for City Council acceptance at the November 8, 2010 City Council meeting.

FISCAL IMPACT: Presentation of the report has no direct fiscal impact. The Master Plan will guide capital improvement program priorities in future years.

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

ATTACHMENTS: Executive Summary

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: For information only; no action required.



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OLD BUSINESS
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: CRYSTAL SPRINGS LOWER DAM IMPROVEMENT PROJECT UPDATE

SUMMARY: An update on the status of the Crystal Springs Lower Dam Project, as well as the schedule for the project, will be provided at the City Council meeting. The Crystal Springs Lower Dam is located immediately south and west of the Town and connects the Crystal Springs Reservoir with San Mateo Creek.

San Francisco Public Utilities Commission (SFPUC) has released the final Environmental Impact Report for the project and has prepared responses to all comments submitted. The Town has held meetings with the SFPUC, San Mateo County Office of Emergency Services (OES), and State of California Division of Safety of Dams (DOSD) regarding the seismic condition of the dam, potential flooding downstream of the dam, emergency preparedness and updated mapping of the inundation areas. It is anticipated that a presentation will be made to the City Council by the SFPUC and OES at the November 8, 2010 City Council meeting.

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: Cyrus Kianpour, City Engineer

RECOMMENDATION: For information only; no action required.



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OLD BUSINESS
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE ON PROJECTED 2011 REFUSE RATE INCREASE

SUMMARY: Effective January 1, 2011, Recology will assume the franchise for the collection of refuse, recyclables and organic materials for the South Bayside Waste Management Authority (SBWMA), which includes the Town of Hillsborough. The new franchise requires the Town to adopt rates that are intended to fully fund the cost of collection as of January 1, 2011. Subsequent to the October 11, 2010 City Council meeting, Recology has advised the SBWMA that it will defer this requirement until March of 2011.

The Town is still working with Recology to determine the final cost of services. Since October 2010, Recology has reduced costs by \$378,000. A few refinements to the cost estimates are still needed.

By the end of October 2010, the Town anticipates receiving preliminary numbers regarding the current Allied franchise costs for 2010. Any surplus or deficit will need to be considered as the 2011 rates are set. The Town has approximately \$200,000 reserved from the Ox Mountain settlement which can be applied towards either franchise to minimize a rate increase.

A brief presentation will be made to the City Council explaining the cost elements affecting the proposed refuse rates.

Staff should have final numbers for a proposed 2011 rates by the end of October, and will seek direction regarding the preparation of a Proposition 218 notice at the November 8, 2010 City Council meeting which will allow the City Council to consider the rates in January 2011. (A Proposition 218 notice is required prior to a public hearing and adoption of fees that are incurred as a result of real property ownership. Since all residents are required to have refuse service, this notification is required to be mailed 45 days in advance of the hearing.)

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: Martha DeBry, Public Works Director

RECOMMENDATION: For information only; no action required.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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OLD BUSINESS
CITY COUNCIL MEETING
OCTOBER 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE ON THE SEWER LATERAL ORDINANCE OUTREACH

SUMMARY: As a follow-up to the September 13, 2010 City Council agenda item discussing a proposed sewer lateral ordinance, Public Works has prepared an outreach plan regarding the proposed ordinance and related sewer lateral programs.

Public meetings have been scheduled for 7:00 p.m. on October 18, 2010, and 10:00 a.m. on October 25, 2010, to provide residents with information about the proposed ordinance, and solicit feedback on the ordinance and the means by which the Town can assist residents with meeting the goals of the ordinance. To notify residents of the meeting, a Town-wide postcard was mailed, the website has been updated and email notifications were sent.

Most feedback to date has been submitted through e-mail and is divided between residents who support the concept of the ordinance and residents who are concerned about the cost of implementation of such an ordinance.

A report and timeline of outreach efforts is included in the City Council's agenda packet.

FISCAL IMPACT: The outreach program is using funds already allocated to the Sewer operations budget. The Town is combining the outreach regarding the ordinance with outreach for Supplemental Environmental Programs (SEPs) established under Cease and Desist Order R2-2009-0020 for the Town.

ENVIRONMENTAL ISSUES: Addressing issues of inflow and infiltration for which the Sewer Lateral Ordinance is aimed should prevent sanitary sewer overflows and the discharge of untreated sewage into the San Francisco Bay.

ATTACHMENTS: Outreach Plan

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Accept the report on the Sewer Lateral Outreach.