

**MINUTES  
CITY COUNCIL MEETING  
MONDAY, DECEMBER 9, 2013**

**SPECIAL MEETING:**

Mayor Benton called the special meeting to order at 5:09 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

**ROLL CALL:** Present: Benton, May, Chuang, Christianson, Royse

**PUBLIC COMMENT:**

There were no public comments.

**PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS**

**ADJOURN TO CLOSED SESSION**

**CLOSED SESSION:**

CONFERENCE WITH LABOR NEGOTIATOR  
Section 54957.6

Agency Negotiator: Kristin Armbruster, Human Resource Specialist

Employee Organization: Unrepresented Employees: City Manager, Assistant City Manager, City Clerk, Human Resource Specialist, Finance Director, Assistant Finance Director, Planning and Building Director, Building Official, Associate Planner, Chief Building Official, Public Works Director/City Engineer, Public Works Superintendent, Management Analyst, Associate Civil Engineer, Police Chief, Police Captains, Police Lieutenant and Executive Assistant

Employee Organization: Police Unit - Hillsborough Police Officers Association

**ADJOURN CLOSED SESSION**

**REGULAR MEETING:**

Mayor Benton called the regular meeting to order at 6:04 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

**ROLL CALL:** Present: Benton, May, Chuang, Christianson, Royse

**PLEDGE OF ALLEGIANCE**

**REPORT FROM CLOSED SESSION:** Mayor Benton reported out that there was nothing to report from the Closed Session.

Mayor Benton introduced California State Senator Jerry Hill and his District Director Marc Hershman.

**MINUTES:** The minutes of the November 12, 2013 City Council meeting were approved as submitted with three changes from Councilmember Christianson. She stated that the seventh paragraph on page 6 should read "Councilmember Christianson stated that she was very much in favor of keeping the beauty of Ralston Avenue, but *any threat* from the trees in poor condition must be kept in mind." She stated that the first paragraph under City Council Items on page 11 should read "Vice Mayor May reported that he and Councilmember Christianson *each have* attended the Hillsborough City School District *Forward* long-term planning meetings. *Councilmember Christianson stated that she attended the meeting on Thursday, October 17, 2013. They both* commented that it was very rewarding to participate in *the meetings.*" She stated that the last sentence in the fifth paragraph under City Council Items on page 11 should read "Councilmember Christianson commented that the event was

a fabulous presentation *suggesting that* everyone should be tweeting and keeping up with social media.”

**ELECTION OF MAYOR:** Mayor Benton asked for nominations for Mayor. Vice Mayor May nominated Jess E. Benton for Mayor. The nomination was seconded by Councilmember Chuang and was unanimous upon voice vote. Jess E. Benton was elected Mayor for a one-year term.

**ADMINISTRATION OF OATH OF OFFICE:** Mayor

The oath was administered to Jess E. Benton by California State Senator Jerry Hill.

**ELECTION OF VICE MAYOR:** Mayor Benton asked for nominations for Vice Mayor. Councilmember Chuang nominated Laurence May for Vice Mayor. The nomination was seconded by Councilmember Christianson and was unanimous upon voice vote. Laurence May was elected Vice Mayor for a one-year term.

**ADMINISTRATION OF OATH OF OFFICE:** Vice Mayor

The oath was administered to Laurence May by California State Senator Jerry Hill.

**MAYOR'S COMMENTS:** Mayor Benton thanked his colleagues on the City Council for their terrific support. He stated that 2013 was a year of transition with two new Councilmembers, Councilmembers Royse and Christianson; City Manager Randy Schwartz joining the Town on January 7, 2013; Paul Willis appointed as Public Works Director in January; Mark Ladas appointed as Fire Chief in March; and Jan Cooke appointed as Finance Director in December. He reported that the Town celebrated the retirement of several long-standing employees, held the first Community Stakeholders meetings in March and October, and dealt with several significant issues including the wireless communications facilities ordinance, fire fuel reduction program to create defensible space between homes and open space, and the update of several ordinances. He stated that the Town enjoyed excellent community support for several events including the Memorial Day Parade, Concours d'Elegance, Central County Fire Department's (CCFD) Annual Pancake Breakfast, and Hillsborough Beautification Foundation's Light Up the Town and Farmers Market.

Mayor Benton reported that looking forward to 2014, the Town will be finalizing the wireless communications facilities ordinance, updating the next portion of the El Cerrito sewer trunk, planning for the Town's aging trees with the goal of preserving the Town's distinctive character without sacrificing public safety, continuing to work with Burlingame regarding consolidation of a Millbrae fire station with CCFD's Hillside fire station and the consideration of merging the Millbrae and San Bruno Fire Departments into CCFD, improving the Floribunda Avenue / El Camino Real intersection, adding walking paths in Town, and relieving the traffic congestion particularly around Crocker Middle School and the Highway 280 off ramp.

Mayor Benton thanked the many volunteer committees, including the Architecture and Design Review Board, Financial Advisory Committee, Citizens Communication Advisory Committee, Concours d'Elegance Committee, Hillsborough Beautification Foundation, Hillsborough Neighborhood Network, and Hillsborough Memorial Day Parade Committee, because they help make the Town what it is. He gave a special thank you to the Hillsborough schools and great Town staff.

**PRESENTATIONS:**

- Mayor Benton announced that California State Senator Jerry Hill will provide a general legislative update. Senator Hill reported that the State will have a revenue surplus of \$2 billion to \$4 billion. He stated that under the Governor's great leadership, the State will have a balanced budget, will restore some of the budget cuts that were made in the past, and that the State will increase school funding. He also reported that 75,000 Californians enrolled in the first two months of the Affordable Care Act. He stated that a new tax credit program will be offered as an incentive for companies coming to California to help increase the number of employees in California. He also stated that

changes will be made to the California Environmental Quality Act to make the process smoother and less litigious. Senator Hill also reported that other changes include stricter monitoring of hydraulic fracturing, reduction in the prison population, increase in minimum wage, and eligibility of drivers' licenses for non-citizens. Senator Hill thanked the City Council for allowing him to provide an update. Mayor Benton thanked Senator Hill for representing the Town of Hillsborough in Sacramento.

- Mayor Benton introduced Dr. Dan Ulyot, Board Chair of the Peninsula Health Care District. Dr. Ulyot provided a Power Point presentation on the "Health Focused Campus Under Development". He presented a map showing the land in Burlingame that the District owns and the areas under consideration for development. He reported that the District has a 50-year lease with Sutter Health for Mills Peninsula Hospital located on Trousdale Drive and El Camino Real. Dr. Ulyot provided a rendering of the nine-acre health focused campus with schematics of the senior independent living area, assisted living/memory care building, acute and skilled living facilities, gardens and walking paths. He stated that the District boardmembers are stewards of 30 acres of land in Burlingame. He explained the plans to demolish the existing buildings on Trousdale Drive and Magnolia Avenue to make room for the assisted living/memory care facility. He reported that if approved by the Burlingame City Council, construction would begin in 2014 and the facility would open in 2015. He stated that to follow the progress of the campus, residents can visit [www.peninsulahealthcaredistrict.org](http://www.peninsulahealthcaredistrict.org), or drop by the District Office at 1600 Trousdale Drive. Mayor Benton thanked Dr. Ulyot for the information on the new health focused campus.
- Councilmember and Financial Advisory Committee Council Liaison Royse thanked Finance Director Edna Masbad for her twelve years of service, and commented that it was bittersweet to see her retire as much of the success of the Town's finances is because of her hard work and knowledge. He presented Ms. Masbad with a Resolution of Appreciation. Ms. Masbad thanked her staff, co-workers, the Financial Advisory Committee members, and the City Council for all their guidance, support and cooperation. Mayor Benton thanked Ms. Masbad and wished her a wonderful retirement.

### **CONSENT CALENDAR:**

Items 2 and 6 were removed for discussion. On motion of Councilmember Chuang, seconded by Councilmember Christianson, and unanimous on voice vote, Consent Calendar items 1, 3, 4, 5, 7 and 8 were approved.

#### 1. MONTHLY CLAIMS: NOVEMBER 1 THROUGH NOVEMBER 30, 2013

The monthly claims for the month of November 2013 in the amount of \$2,748,350.59 were approved as submitted.

#### 2. ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) TOGETHER WITH THE INDEPENDENT PUBLIC ACCOUNTANT'S REPORT ON INTERNAL CONTROL FOR YEAR ENDED JUNE 30, 2013

Councilmember Royse stated that the Town's Comprehensive Annual Financial Report (CAFR) received an unqualified opinion on financial reporting by independent auditors. He commented that the Town's CAFR was an excellent report and summarized the Town's financial operations for fiscal year 2012-2013. He thanked Finance Director Edna Masbad and her staff.

On motion of Councilmember Royse, seconded by Vice Mayor May, and unanimous on voice vote, the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2013, was accepted.

#### 3. RESOLUTION AUTHORIZING WATER SERVICE RATES AND METER SERVICE CHARGES FOR THE YEAR 2014 EFFECTIVE JANUARY 1, 2014

The resolution authorizing water service rates and meter service charges for the year 2014 effective January 1, 2014, was adopted.

4. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HILLSBOROUGH AND THE HILLSBOROUGH POLICE OFFICERS UNIT (HPOA)

The resolution authorizing the City Manager to execute the Memorandum of Understanding between the Town of Hillsborough and the Hillsborough Police Officers Association (HPOA) was adopted.

5. RESOLUTION AUTHORIZING COMPENSATION ADJUSTMENTS FOR TEAMSTERS LOCAL 856 PUBLIC WORKS / CLERICAL UNIT

The resolution authorizing compensation adjustments for the Teamsters Local 856 Public Works / Clerical Unit was adopted.

6. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS WITH NEAL MARTIN & ASSOCIATES AND RICHARDSON CONSULTING FOR PROFESSIONAL PLANNING SERVICES, AND APPROVING A \$46,000 BUDGET INCREASE FOR PLANNING DIVISION PROFESSIONAL SERVICES FOR FISCAL YEAR 2013-2014

Vice Mayor May stated that he wanted to point out that Mr. Neal Martin is more than qualified to provide the Town with professional planning services. He also stated that Director of Building and Planning Liz Cullinan was previously an owner of Neal Martin & Associates, but has had no financial connection with the company for the last five to six years.

Ms. Cullinan confirmed that she has had no financial connection with the company since 2008.

Councilmember Christianson asked if the \$50,000 in staff augmentation services for the Nueva School application will be reimbursed by Nueva. Ms. Cullinan stated that this cost for staff augmentation services will be fully reimbursed by Nueva.

On motion of Vice Mayor May, seconded by Councilmember Chuang, and unanimous on voice vote, the resolution authorizing the City Manager to execute the contracts on behalf of the Town with Neal Martin & Associates in an amount not to exceed \$86,000 and with Richardson Consulting in an amount not to exceed \$50,000, and approving a \$46,000 budget increase for Planning Division professional services for fiscal year 2013-2014 was adopted.

7. RESOLUTION AWARDED THE CHATEAU BASIN SANITARY SEWER CLEANING & VIDEO INSPECTION PROJECT TO NOR-CAL PIPE SERVICES

The resolution awarding the contract for the Chateau Basin Sanitary Sewer Cleaning & Video Inspection Project to Nor-Cal Pipeline Services in the amount of \$115,941, and authorizing the City Manager to execute the contract on behalf of the Town and to approve a 10% contingency if needed, was adopted.

8. RESOLUTION AUTHORIZING THE REPLACEMENT OF THE HILLSBOROUGH POLICE DIGITAL VOICE RECORDING SYSTEM AND AWARDED THE CONTRACT TO TELECOMMUNICATIONS ENGINEERING ASSOCIATES

The resolution authorizing the replacement of the Hillsborough Police digital voice recording system, awarding the contract to Telecommunications Engineering Associates in the amount of \$12,138.10, and authorizing the City Manager to execute the contract on behalf of the Town and to approve a 10% contingency if needed, was adopted.

**NEW BUSINESS:**

## 9. UPDATE ON HUMAN INVESTMENT PROJECT (HIP) HOUSING

Kate Comfort Harr, HIP Housing's Executive Director presented HIP Housing's 2014 calendar to the Councilmembers and provided a Power Point presentation on the organization and its housing programs. She stated that HIP Housing has specialized in creative, affordable housing solutions in San Mateo County for 41 years. She reported that there is an unprecedented crisis in affordable housing as San Mateo County remains one of the most expensive places to live in the country.

Ms. Harr stated that statistics show that there are 2,100 homeless each night which is up 12% since 2011, housing referrals were up 15% according to a United Way 2012 Call Report, and rent for a one-bedroom apartment is now averaging \$2,095 per month. She reported that additional stresses on the rental market include an approximate 99% San Mateo County occupancy rate, and data that shows that 7,000 low and middle income earners fled the County between 2006 and 2011 while 10,000 households earning \$200,000 or more appeared. She stated that there is a job growth misconception as new jobs are not high paying high-tech, but positions paying \$50,000 or less.

Ms. Harr reported that major funding losses in recent years are a result of the demise of redevelopment agencies, federal Housing and Urban Development (HUD) program cuts, sequestration of an additional 8.2% in cuts translating to as much as 20%, the Palmer Decision which puts City/County inclusionary housing ordinances on hold, and other community foundations receiving funding. She also reported that 184,000 are commuting to the County every day to work and up to 70% of their income is spent on housing and transportation.

Ms. Harr stated that HIP Housing's creative, affordable housing solutions include a home sharing program, self-sufficiency program and property development. She reported that HIP Housing has served 66,000 residents and over 19,900 have been placed in homes since 1972. She added that 1,400 are placed or maintained in housing annually.

Ms. Harr thanked the Town of Hillsborough for the continued support. She reported that in fiscal year 2012-2013, HIP Housing's work for Hillsborough included five intake calls, five interviews and one match in the home sharing program. She stated that she is working with the San Mateo County Sub-region on language for inclusion in the 2014-2022 Housing Elements. She encouraged everyone to tell a friend or client about HIP Housing's programs.

Councilmember Christianson thanked Ms. Harr for the HIP Housing calendar.

Mayor Benton thanked Ms. Harr for the presentation.

## 10. RESPONSE TO STATE ROUTE 82 AT FLORIBUNDA AVENUE INTERSECTION SAFETY IMPROVEMENT PROJECT

City Manager Randy Schwartz reported that approximately 80 people from Hillsborough and Burlingame attended the November 19, 2013 meeting about the Floribunda Avenue Intersection Safety Improvement Project. He stated that a private firm presented some data on the number of accidents from 2003 to 2011 supporting the rationale to improve safety at the intersection, but no data from 2012 or 2013 was included. He added that five options with pros and cons were also presented. He reported that questions and comments from the public were recorded and will be included in the draft Environmental Impact Report, and that additional comments may be submitted to Caltrans' District Branch Chief, Office of Environmental Analysis before December 21, 2013.

Mr. Schwartz stated that the draft letter to Caltrans includes a request for information on the number of accidents in the intersection since the time the signal at El Camino Real and Oak Grove Avenue was adjusted, the option of no left turns eastward at Floribunda Avenue, and the addition of center lanes for left turns both eastward and westward as a last option due to the impact on the eucalyptus trees on El Camino Real.

Mr. Schwartz reported that the City of Burlingame's draft response letter to Caltrans states that "Burlingame and Hillsborough and Caltrans ought to adopt the least invasive means of enhancing safety first," and "the most draconian and irreversible solution – that of creating a multilane expansion to El Camino Real with dedicated turn lanes – is the LAST solution to be tried, rather than the first." Mr. Schwartz read several more comments from Burlingame's draft letter to Caltrans.

The Councilmembers and Mr. Schwartz further discussed the Floribunda Avenue Intersection Safety Improvement Project.

Councilmember Chuang recommended including the option of a left turn signal light into Hillsborough. Mr. Schwartz replied that he would include the option of a left turn signal light in the letter.

Councilmember Royse recommended a request for information on traffic patterns at the intersection at certain times of the day. Mr. Schwartz replied that he would include that request in the letter to Caltrans.

Vice Mayor May recommended a request for information on the length of the proposed stacking lanes to ensure that there is enough space and to avoid creating an additional problem. Mr. Schwartz replied that he would include that request in the letter to Caltrans.

Councilmember Christianson recommended a request for information on signal synchronization including the Smart Corridor. Mr. Schwartz replied that he would also include that request in the letter to Caltrans.

On motion of Councilmember Royse, seconded by Vice Mayor May, and unanimous on voice vote, the draft letter to Caltrans regarding the Town's response to the State Route 82 at Floribunda Avenue Intersection Safety Improvement Project was approved with the amendments to the letter to include the option of a left turn signal light into Hillsborough, request for information on traffic patterns at certain times of the day, request for information on the length of the proposed stacking lanes, and request for information on signal synchronization including the Smart Corridor.

11. RESOLUTION ENDORSING THE BURLINGAME LIBRARY FOUNDATION'S "OUR LIBRARY, OUR FUTURE" CAMPAIGN TO RAISE \$1 MILLION IN PRIVATE CONTRIBUTIONS FOR RENOVATIONS TO THE BURLINGAME MAIN LIBRARY

Mayor Benton introduced Patty Anixter of the Burlingame Library Foundation's Board of Directors. Ms. Anixter introduced Ms. Pat Harding, who also serves on the Board. Ms. Anixter provided copies of the 2013 Burlingame Library Foundation Annual Report to the Councilmembers. She stated that the Burlingame Library has strengthened the community, and stated that page 6 of the Annual Report provides some insight into how much the library has evolved into a center for education and learning in the community. She reported that 50 items are checked out per child every year. She referred to page 10 of the Annual Report and explained the future plans of the main level, lower level and upper level of the Burlingame Library. She reported that the library needs to be updated to use the space more efficiently so that more resources and services can be offered to the community. She stated that the library needs to raise \$1 million for the renovation, and \$350,000 has been raised so far. Ms. Anixter thanked the Councilmembers for their time and respectfully requested their support.

The Councilmember, Ms. Anixter and City Manager Randy Schwartz further discussed the campaign and renovations to the Burlingame Library.

On motion of Vice Mayor May, seconded by Councilmember Chuang, and unanimous on voice vote, the resolution endorsing the Burlingame Library Foundation's "Our Library, Our Future" campaign to raise \$1 million in private contributions for renovations to the Burlingame Main Library was adopted.

**DISCUSSION:**

12. SAN MATEO COUNTY CITY SELECTION COMMITTEE ELECTION

Mayor Benton stated that he would not be able to attend the San Mateo County City Selection Committee election at the San Mateo County Council of Cities Dinner/Meeting on Friday, December 13, 2013, in the City of Colma, and therefore has appointed Councilmember Chuang to serve as his alternate to the City Selection Committee and Councilmember Christianson as the second alternate. He reported that all the seats that are being voted for at the City Selection Committee election are all uncontested. He thanked Councilmembers Chuang and Christianson for attending the meeting.

**PUBLIC COMMENT:**

There were no public comments.

**CITY COUNCIL ITEMS:**

Mayor Benton announced that on Tuesday, December 10, 2013, the Hillsborough City School District Board will be honoring former Boardmembers Steven Koury and Mary Ellen Benninger for serving on the School Board.

Mayor Benton announced that he and Councilmember Chuang will be attending the Central County Fire Board meeting on Wednesday, December 11, 2013.

Councilmember Royse reported that at the Grand Boulevard Task Force meeting on Wednesday, December 4, 2013, there was a presentation on recommended revisions to the Caltrans Highway Design Manual and the Alameda Streetscape Improvements. He stated that there was no comment on the Floribunda Avenue Intersection Safety Improvement Project, but that he will bring that to the Task Force's attention.

Councilmember Christianson complimented Hillsborough Neighborhood Network (HNN) Coordinator Lia Turk for the very informative HNN Emergency Prep Info Session held on Monday, November 18, 2013, with guest speaker Dr. Scott Smith, who spoke about what HNN can learn from disaster zones around the world.

Councilmember Christianson reported that at the Peninsula Traffic Congestion Relief Alliance meeting held on Thursday, November 21, 2013, a decision was made to change the provider of the San Mateo County shuttle program that provides service to BART and major employers.

Mayor Benton reported that at the City/County Association of Governments (C/CAG) meeting held on Thursday, November 14, 2013, representatives from PG&E provided a presentation on gas system upgrades. He announced that Vice Mayor May was appointed to serve on C/CAG's Bicycle and Pedestrian Advisory Committee. He reported that the C/CAG Quarterly Investment Report was approved, and congestion management for Highway 101 from Millbrae Avenue to Broadway Avenue in Burlingame was discussed.

**ADJOURNMENT:**

Mayor Benton adjourned the meeting at 8:14 p.m. in honor of former President of South Africa and human rights leader Nelson Mandela, who passed away on Thursday, December 5, 2013. Mayor Benton announced that the City and County of San Francisco will host a civic memorial to remember Nelson Mandela's life and legacy in the Rotunda of San Francisco City Hall on Wednesday, December 11, 2013, at 8:00 a.m.