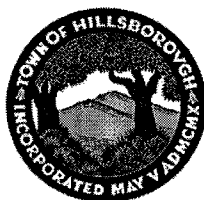


# TOWN OF HILLSBOROUGH

San Mateo County

Catherine U. Mullooly, Mayor  
Christine M. Krolik, Vice Mayor  
Thomas M. Kasten  
John J. Fannon  
D. Paul Regan

1600 Floribunda Avenue  
Hillsborough, CA 94010



## *A G E N D A*

*MONDAY, SEPTEMBER 10, 2007*

*4:45 p.m. CLOSED SESSION*

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

*Hillsborough Town Hall*

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

#### **A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Section 54957

Title: City Manager

#### **B. CONFERENCE WITH LABOR NEGOTIATOR**

Section 54957.6

Agency Negotiator: Anthony Constantouros, City Manager

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

#### **C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Subdivision (a) of Section 54956.9)

Name of case: Town of Hillsborough vs. Ranger Pipeline

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

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

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

#### **III. MINUTES: August 13, 2007**

**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: AUGUST 1 THROUGH AUGUST 31, 2007
2. RESOLUTION ADOPTING THE 2007 EMERGENCY OPERATIONS PLAN
3. RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM
4. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NEAL MARTIN & ASSOCIATES TO CONTINUE CONTRACT PLANNING SERVICES AND AUTHORIZE AN APPROPRIATION OF FUNDS FROM THE SALARY EXPENSES
5. RESOLUTION APPROVING WORK ORDERS FROM CSG CONSULTANTS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE CROCKER LAKE EASEMENT ROAD AND DESIGN SERVICES FOR THE NEW DARRELL TANK
6. RESOLUTION AWARDING THE BID TO PETERSON TRACTOR CO. FOR THE PURCHASE OF A 2007 CATERPILLAR 303C MINI EXCAVATOR AND TRAILER FOR THE PUBLIC WORKS DEPARTMENT
7. RESOLUTION AWARDING THE BID TO PETERSON TRACTOR CO. FOR THE PURCHASE OF AN NPK 4X HYDRAULIC BREAKER HAMMER FOR THE PUBLIC WORKS DEPARTMENT
8. RESOLUTION AWARDING THE BID TO TURF & INDUSTRIAL EQUIPMENT FOR THE PURCHASE OF A 2007 JOHN DEERE 6X4 GATOR UTILITY VEHICLE AND UTILITY TRAILER FOR THE PUBLIC WORKS DEPARTMENT
9. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH AGUILAR & SONS FOR THE FOREST VIEW AND SHARON AVENUES TRAFFIC CIRCLE PROJECT
10. RESOLUTION AWARDING THE CONTRACT FOR THE CROCKER LAKE EASEMENT ROAD REPAIR PROJECT TO FARALLON COMPANY
11. RESOLUTION AWARDING THE BID FOR THE VISTA PARK CMU WALL PROJECT TO FARALLON COMPANY IN AN AMOUNT NOT TO EXCEED \$113,106 AND ALLOCATING FUNDS FROM THE GENERAL FUND FOR THE SAME
12. RESOLUTION APPROVING CHANGE ORDER #4, ACCEPTING AS COMPLETE THE CONTRACT WITH ROBERT A. BOTHMAN AND CONFIRMING ALL EXPENSES FOR THE VISTA PARK IMPROVEMENT PROJECT

13. RESOLUTION APPROVING FUNDING FOR THE PARROTT DRIVE INTER-TIE WITH CAL WATER
14. RESOLUTION AWARDED THE CONTRACT TO CYBERNET CONSULTING, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR SCADA IMPROVEMENTS, DESIGN AND IMPLEMENTATION ASSISTANCE
15. RESOLUTION APPROVING THE ALLOCATION OF ONE ADDITIONAL MAINTENANCE WORKER I/II IN THE PUBLIC WORKS DEPARTMENT (SEWER)

**V. OLD BUSINESS:**

16. UPDATE ON WIRELESS FACILITIES
17. UPDATE ON SBWMA AND REFUSE COLLECTION SERVICE PROVIDER SELECTION PROCESS DOCUMENTS AS PREPARED BY THE SBWMA

**VI. NEW BUSINESS:**

18. RESOLUTION APPROVING FUNDING FOR A CONSULTANT'S STUDY ON THE FEASIBILITY OF ADDING MILLBRAE FIRE TO THE CENTRAL COUNTY FIRE DEPARTMENT PARTNERSHIP

**VII. DISCUSSION ITEM:**

19. JUSTIFICATION FOR INSTALLATION OF STOP SIGNS
20. GRAND JURY RECOMMENDATIONS RE: EMAIL POLICIES

**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.*

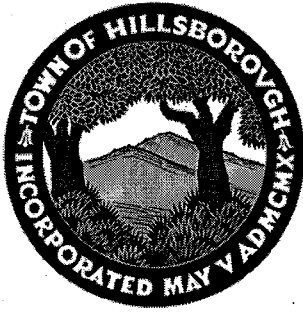
**X. ADJOURN**

**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).*



## AGENDA – REPORTS

### HILLSBOROUGH CITY COUNCIL

Monday, September 10, 2007  
6:00 p.m.  
Hillsborough Town Hall  
1600 Floribunda Avenue, Hillsborough

#### CONSENT CALENDAR:

1. MONTHLY CLAIMS: AUGUST 1 THROUGH AUGUST 31, 2007 (Finance Director)

**Summary:** The monthly claims for the month of August 2007 in the amount of \$2,285,608.12 are submitted for approval.

**Recommendation:** Approve the monthly claims for August 2007 as submitted.

2. RESOLUTION ADOPTING THE 2007 EMERGENCY OPERATIONS PLAN (Fire Chief)

**Summary:** The San Mateo County Sheriff's Area Office of Emergency Services contracted with Emergency Management Consultants to update the San Mateo County Emergency Operations Plan (EOP). This was accomplished in part with a grant provided through the US Department of Homeland Security. Once the County EOP was complete, local municipal versions of the plan were made available to each of the cities within the County.

The Emergency Operations Plan to be adopted has been edited to meet the needs of the Town of Hillsborough and the City of Burlingame operating together through a single Emergency Operations Center (EOC) as well as being National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) compliant as required by Federal Emergency Management Agency (FEMA) and the State of California. Each of the cities retains their authority in dealing with emergencies, but will be operating in an efficient, cost effective manner to provide the best services possible with available resources.

This plan was introduced at the August 13, 2007 City Council meeting. A full version of the plan was provided on CD for Council's review. The plan has been reviewed by the City Attorneys from both Hillsborough and Burlingame. Once this plan is adopted, all EOC staff will be trained in its use followed by regular exercises to maintain the knowledge, skills, and abilities required to deal with disastrous events.

**Recommendation:** Adopt the resolution adopting the 2007 Town of Hillsborough/City of Burlingame Emergency Operations Plan.

3. RESOLUTION APPROVING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (Fire Chief)

**Summary:** Homeland Security Directive-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System

(NIMS), which would provide a consistent nationwide approach for all levels of government to prepare, respond, and recover from any domestic incident whether natural or man-made.

It is necessary that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management. This includes utilizing standardized terminology, organizational structures, interoperable communications, consolidated action plans, uniform command structures, planning, training, and exercising, resource management and designated incident facilities during emergencies and disasters.

The NIMS standardized procedures will improve the Town of Hillsborough's ability to utilize State and Federal funding to enhance readiness, maintain first responder safety, and streamline incident management procedures. This will be an enhancement to the California Standardized Emergency Management System. NIMS was recommended for adoption by the National Commission on Terrorist Attacks (9-11 Commission).

**Recommendation:** Adopt the resolution approving the integration of the National Incident Command System along with the Standardized Emergency Management System into the City's Emergency Operations Plan.

4. **RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NEAL MARTIN & ASSOCIATES TO CONTINUE CONTRACT PLANNING SERVICES AND AUTHORIZE AN APPROPRIATION OF FUNDS FROM THE SALARY EXPENSES**  
(Assistant City Manager)

**Summary:** In January of 2007, the City Council authorized the City Manager to execute a contract with Neal Martin & Associates for professional planning services for the purpose of providing an Interim Planning Director during the recruitment process for the newly created position of Director of Planning and Building. This item extends the contractual agreement on an as-needed basis until the transition to a regular employee is complete.

A transfer of \$70,000 from the Planning Department salary expenses will provide the flexibility to continue the current outstanding service while the hiring of the new Director is finalized.

**Recommendation:** Adopt the resolution authorizing the City Manager to enter into an agreement with Neal Martin & Associates and authorize designation of up to \$70,000 from the Planning Department salary expenses for this contract.

5. **RESOLUTION APPROVING WORK ORDERS FROM CSG CONSULTANTS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE CROCKER LAKE EASEMENT ROAD AND DESIGN SERVICES FOR THE NEW DARRELL TANK** (Assistant City Manager)

**Summary:** CSG has submitted proposals for design and construction management and implementation of the following projects:

**Crocker Lake Easement Road** – Work order is for \$10,000 for construction management services to oversee the construction of a retaining wall to protect a sewer main in the Crocker Open Space. Because of the difficulty of construction and the need for detailed biological and geotechnical monitoring, the work order amount is based on the total project cost, rather than the construction cost solely. Funds are available from the 2006 Water and Sewer bond.

**New Darrell Tank Site Improvements**– Work order is for \$36,460 to perform a geotechnical site investigation including slope stability analysis to confirm the suitability of the site for replacing existing tanks with larger tanks and provide geotechnical design parameters. Funds are available from the 2006 Water and Sewer bond.

**Recommendation:** Adopt the resolution approving the CSG work orders in the total amount of \$46,460 to be allocated from the 2006 Water and Sewer Bond revenues.

6. **RESOLUTION AWARDING THE BID TO PETERSON TRACTOR CO. FOR THE PURCHASE OF A 2007 CATERPILLAR 303C MINI EXCAVATOR AND TRAILER FOR THE PUBLIC WORKS DEPARTMENT** (City Engineer)

**Summary:** The 2007 budget includes funds for the purchase of new piece of excavation equipment for the water crew to be used primarily for water service installation, water main repairs, installing water valves, and any trenching/excavating in roadways as well as easements where there is limited room for equipment. A track excavator has several advantages over the backhoes operated by Public Works, including:

- Tracks provide superior stability and motion in soft soil conditions.
- The cab can turn 360 degrees, which means it can approach the work space from different angles, and load debris on a truck without moving the tracks or closing the roadway.
- It provides an extended reach with an excavation bucket narrower than the backhoes.

Bids were solicited from three (3) vendors with all responding as follows:

<i>Bidders</i>	<i>2007 CAT 303C Mini Excavator</i>
Peterson Tractor Co.	\$52,989
Holt of California Co.	\$53,719
Quinn Company	\$54,342

Staff has checked the bids for completeness and accuracy to specifications. Funding will be from the Water Fund.

**Recommendation:** Adopt the resolution awarding the bid for the purchase of one (1) new Caterpillar 303C Mini Excavator and trailer to Peterson Tractor Co. in the amount of \$52,989 to be funded from the Water Fund.

7. **RESOLUTION AWARDING THE BID TO PETERSON TRACTOR CO. FOR THE PURCHASE OF AN NPK 4X HYDRAULIC BREAKER HAMMER FOR THE PUBLIC WORKS DEPARTMENT** (City Engineer)

**Summary:** The 2007/08 operating budget includes funding for a new piece of equipment that breaks up concrete (curb and gutter) and asphalt in the roadways. A breaker hammer is ideal for larger projects. Current practice is to use manually operated 90-lb jackhammers to break concrete and asphalt, which is time-consuming and physically arduous for employees. This attachment would allow one backhoe operator to perform work that is commonly rotated between 2-3 employees, as the backhoe operator usually picks up the broken pieces of concrete and asphalt.

Bids were solicited from three (3) vendors with all responding as follows:

<i>Bidders</i>	<i>NPK 4X Hydraulic Breaker Hammer</i>
Peterson Tractor Co.	\$17,862
Holt of California Co.	\$18,348
Quinn Company	\$18,511

Staff has checked the bids for completeness and accuracy to specifications. Funding will be from the General Fund.

**Recommendation:** Adopt the resolution awarding the bid for the purchase of one new NPK 4X Hydraulic Breaker Hammer to Peterson Tractor Co. in the amount of \$17,862 to be funded from the General Fund.

8. **RESOLUTION AWARDING THE BID TO TURF & INDUSTRIAL EQUIPMENT FOR THE PURCHASE OF A 2007 JOHN DEERE 6X4 GATOR UTILITY VEHICLE AND UTILITY TRAILER FOR THE PUBLIC WORKS DEPARTMENT** (City Engineer)

**Summary:** The 2007/08 operating budget includes funds for the purchase of a new 2007 John Deere 6X4 Gator Utility Vehicle will assist the Sewer crew with gaining access to the Town's canyons and open spaces where maintenance of sewer mains is difficult due to the terrain. It will allow the crews to haul tools, repair supplies, sewer rod and equipment for cleaning. Numerous injuries in recent years have been attributed to maintenance activities in the easements where most of the work is performed by hand. This vehicle will also allow for quicker inspection of mains in the open space areas on a regular basis.

Bids were solicited from three vendors with all responding as follows:

<i>Bidders</i>	<i>2007 John Deere 6X4 Gator Utility Vehicle and Utility Trailer</i>
Turf & Industrial Equip.	\$13,477
Valley Truck and Tractor Co.	\$14,123
Pringle Tractor Co.	(unresponsive by failing to quote trailer)

Staff has checked the bids for completeness and accuracy to specifications. Funding is available through the Sewer Fund.

**Recommendation:** Adopt the resolution awarding the bid for the purchase of one (1) new 2007 John Deere 6X4 Gator Utility Vehicle and Utility Trailer to Turf and Industrial Equipment in the amount of \$13,477.

9. **RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH AGUILAR & SONS FOR THE FOREST VIEW AND SHARON AVENUES TRAFFIC CIRCLE PROJECT**  
(City Engineer)

**Summary:** The recently installed improvements at Forest View and Sharon Avenues included the installation of 85 linear feet of six-inch vertical curb (traffic circle), one new driveway apron, 330 linear feet of rolled curb and gutter, and signage. These improvements were recommended by the Police Department and City Engineer to calm traffic on southbound Forest View Avenue and provide much improved safe zones for pedestrians.

The project was awarded to Aguilar and Sons in the amount of \$37,736 and work was completed under budget at \$37,586.

**Recommendation:** Adopt the resolution accepting as complete the Forest View Avenue and Sharon Avenue Traffic Circle Project installed by Aguilar & Sons in the amount of \$37,586.

10. **RESOLUTION AWARDING THE CONTRACT FOR THE CROCKER LAKE EASEMENT ROAD REPAIR PROJECT TO FARALLON COMPANY**  
(City Engineer)

**Summary:** This project involves the emergency repair of an unpaved utility easement road, which provides access to the sewer main easements and Crocker Lake Open Space. Repairs will include the installation of retaining walls and sub-drains along the failed portion of the easement road caused by a landslide. Completion of the project is necessary in order to restore use of the road and protect the sewer main. Staff believes that the sewer main will collapse if the easement road is not stabilized prior to winter.

Staff solicited three bidders for this emergency repair project with the following bid results:

#	CONTRACTOR	BID PRICE
EE	Engineers Estimate	\$ 80,000
1	Farallon Company	\$ 89,517
2	Pleasanton Engineer Contractors	\$187,800

Staff conducted an analysis of the proposals and verified that their qualifications and experience levels are satisfactory.

Staff is recommending awarding the project to Farallon Company in the amount of \$89,517, with a contingency in the amount of \$50,000, for a total construction budget of \$139,510. The

contingency includes \$20,000 for biological consultant services and \$30,000 for unforeseen expenses, as the terrain is very steep in this area and the project will be difficult to construct.

This project will be 75% funded by FEMA under the Public Assistance Program through the Governor's Office of Emergency Services (OES) and 25% funded by the 2006 Water and Sewer bond.

This project is exempt from the California Environmental Quality Act (CEQA) per Section 15269 of the California Code of Regulations Title 14, Chapter 3.

**Recommendation:** Adopt the resolution awarding the contract for the Crocker Lake Easement Road Repair Project to Farallon Company in the amount of \$89,517, with a contingency in the amount of \$50,000, for a total construction budget of \$139,510.

11. **RESOLUTION AWARDING THE BID FOR THE VISTA PARK CMU WALL PROJECT TO FARALLON COMPANY IN AN AMOUNT NOT TO EXCEED \$113,106 AND ALLOCATING FUNDS FROM THE GENERAL FUND FOR THE SAME** (City Engineer)

**Summary:** Staff has solicited bids for the installation of a concrete masonry unit (CMU) wall at Vista Park. The wall was requested by the neighbor at 930 Culebra Rd. to mitigate the impact of noise caused by the increased use of Vista Park during all hours of the day. Unlike other Town-owned property, Vista Park has recreational uses. Because the use of this property is unique, and the adjoining resident is willing to share the cost of the sound mitigation on an equal basis, a new wall is being recommended in the location of the existing fence.

The wall will range from four feet high to eight feet high over the length of the 180 foot long wall. Approximately 35 feet of the wall will be constructed as a wood framed wall to avoid impacting the Coastal Live Oak located at the back corner of the park. The stucco finish and column detail will match the existing frontage walls at 930 Culebra. The owners of 930 Culebra Rd. are willing to share in 50% of the cost for the construction of the wall (\$56,553). An agreement will be drafted by the city attorney and signed by the owner and the Town prior to the execution of the project.

There is one additional residence adjacent to the park that may also be affected by the noise. The Town shared in the reconstruction of a fence during the park construction process.

Six bidders were solicited and only four bidders responded with the following results:

Contractor	Bid
<b>Engineers Estimate</b>	<b>\$93,000</b>
Farallon Company	\$102,824
Scapes Inc.	\$109,295
Windsor Park General Contractors	\$129,386
Pleasanton Engineer Contractors	\$157,875

Staff is recommending awarding the project to Farallon Company in the amount of \$102,824. A contingency of 10% (\$10,282) is recommended for the project for a total amount of \$113,106. The Town's share of the project would be \$56,553, which is not included in the current budget, and would have to be allocated from the General Fund reserve.

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

**Recommendation:** Approve the resolution awarding the bid for the Vista Park CMU Wall Project to Farallon Company in an amount not to exceed \$113,106 and allocating \$56,553 in funds from the General Fund for the same.

12. RESOLUTION APPROVING CHANGE ORDER #4, ACCEPTING AS COMPLETE THE CONTRACT WITH ROBERT A. BOTHMAN AND CONFIRMING ALL EXPENSES FOR THE VISTA PARK IMPROVEMENT PROJECT (City Engineer)

**Summary:** The Vista Park Improvement Project was funded jointly by the Town of Hillsborough and the Hillsborough Beautification Foundation (HBF). The project consisted of a complete renovation of the park including installation of new play equipment, new irrigation and playfield grass.

Robert A. Bothman Contract

The Vista Park project was awarded in August 2005 to Robert A. Bothman (RAB), including the changes to the product scope which was Change Order #1. Physical work at the site started in October 2005. At that time RAB took over the scrub and grading work from Timberline Tree Service, which failed to remove the felled Eucalyptus trees, resulting in Change Order #2 to remove debris and grade the lot. Change Order #3 was to install the climbing rocks, benches and other site furniture which was purchased directly by the Town, and deducting some costs for work not performed. Technically, the Town can demand compensation for every calendar day the project is overdue. Vista Park was opened to the public on September 16, 2006, more than 4 months late.

In general, the quality of RAB's work product is excellent, and the maintenance work has been consistently good. Following substantial completion of the park, RAB negotiated with Public Works to equitably settle the contract in lieu of imposing penalties. After evaluating available work days, and the reasons for delays, Public Works estimated the Town was due approximately \$81,000 in compensation. RAB has agreed to Change Order #4 which deducts the amounts for Change Orders #2 and #3, and provides an additional year of maintenance for the park which roughly equals \$44,000.

This project was awarded to Robert A. Bothman (RAB) in August 2005 with a total budget of \$886,010. The work has been completed under budget for a final amount of \$862,711.

**Final Budget and Accounting**

The Hillsborough Beautification Foundation donated a total of \$600,000 for construction costs, which was matched by \$293,852 in various State Grants, and \$59,000 in General Fund revenues for construction inspection. The total funding was \$952,852. The total expenses for the Vista Park project were \$1,017,538. This difference will require an additional \$64,686 in funds from the General Fund.

The staff report in the Council packet describes the expenses related to the project and describes the need for the additional allocation. Approximately \$21,000 in engineering expenses were incurred in the two years prior to August 2005 during the project design phase. The most significant expenses were incurred in the Spring of 2006 when it became apparent the project completion was late and the Town would have reduced construction expenses. At that time, the Public Works Department arranged for the purchase of climbing rocks, benches, and other equipment to complete the construction of the park, which totaled \$33,420.

**Recommendation:**

- 1) Adopt the resolution approving change order #4 and accepting as complete the contract with Robert A. Bothman for the Vista Park Improvement Project, in the amount of \$862,711.
- 2) Adopt the resolution confirming all expenses related to the Vista Park Renovation project and allocating an additional \$64,686 in funds from the General Fund.

13. **RESOLUTION APPROVING FUNDING FOR THE PARROTT DRIVE INTER-TIE WITH CALWATER** (City Engineer)

**Summary:** The Town has been working with CalWater to determine the most efficient locations for interconnecting the two systems, called an inter-tie. A location on Parrott Drive will serve as a redundant supply to the Tournament tank and pressure zones. This connection to CalWater greatly improves the reliability of the water supply to the area because the zones currently have only one water source, which is the Tartan Trail pump station. If the pump station failed, there is no alternative water source to feed the Tournament tanks or the two pressure zones. Unlike the Town, CalWater has a direct connection to the Crystal Springs Reservoir, and can draw water from that source in the event other portions of the Hetch Hetchy system are not operating.

The MOU with CalWater states that the Town shall pay for the actual costs of the water main extension to the boundary of the Town's service area. CalWater has selected a contractor and estimated the Town's cost at \$38,801.

Staff is also working with CalWater to find one more location for a connection between the two systems that would mutually benefit both agencies.

Funding for the project can be allocated from the 2006 Water and Sewer Bond.

**Recommendation:** Adopt the resolution approving funding for the inter-tie with CalWater on Parrott Drive and authorize \$38,801 from the Water Fund to complete the project and allocate funds from the 2006 Water and Sewer Bond.

14. RESOLUTION AWARDING THE CONTRACT TO CYBERNET CONSULTING, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR SCADA IMPROVEMENTS DESIGN AND IMPLEMENTATION ASSISTANCE (City Engineer)

**Summary:** Public Works has been working with Cybernet Consulting over the past 2 years to evaluate the supervisory control and data acquisition telemetry system referred to as SCADA. A SCADA system is used to operate all pumps and lift stations, and to set water levels in tanks. Hillsborough's SCADA system is particularly complex, given the total number of tank and pump sites.

Radio communications are used to transmit information from remote sites to the master station, which is located at the Municipal Service Center. Over the years, Public Works has tried to minimize the number of communication failures that result from signals failing to reach repeater stations or the single radio licensed channel being occupied by other radio users. Cybernet is recommending the Town migrate to a more modern peer-to-peer communications system that operates on 240 channels of an unlicensed radio band. In addition to improving reliability, this would make the Town's SCADA system more compatible with Burlingame's SCADA system. This may require the replacement of some radios, and migration to a different operating system platform. The last and most costly task is for Cybernet to prepare specifications to refine the SCADA system and to take advantage of features such as "time of use" energy consumption. An energy study suggests the Town can save tens of thousands of dollars annually if it can program its water pumps to operate during seasonal off peak periods, and this will partially recover the costs of the upgrading system. Currently, the SCADA system can only accommodate peak and off-peak pumping, and cannot be programmed for seasonal rates.

The proposal included in Council's agenda packet is for work to be performed in three steps. The first is to evaluate the current system with staff (\$13,780). The second is to perform a communications survey for \$14,980. The last and most significant task is to engineer the upgrade of the SCADA and develop request for proposal documents for \$83,700. Total estimated costs including expenses are not to exceed \$129,500. The scope of this work will take a minimum of 31 weeks to complete.

Discussions regarding sharing SCADA resources with Burlingame are continuing, and proposed improvements are consistent with obtaining that goal. A very rough estimate of the project construction costs is between \$300,000 and \$600,000. Execution of the project is anticipated within 2-4 years.

Funding for the project can be allocated from the 2006 Water and Sewer bond.

**Recommendation:** Adopt the resolution awarding the contract to Cybernet Consulting Inc. for professional engineering services for SCADA improvements, design and implementation assistance, and allocating 2006 Water and Sewer bond funding for the same.

15. RESOLUTION APPROVING THE ALLOCATION OF ONE ADDITIONAL MAINTENANCE WORKER I/II IN THE PUBLIC WORKS DEPARTMENT (SEWER) (City Engineer)

**Summary:** In August 2006, a Public Works Inspector was diagnosed with a medical condition (non-industrial) that requires him to be off-duty for an extended period of time. His duties were assigned to a Maintenance Worker II, who would normally be assigned to the sewer crew. Because the absence was likely to continue for an extended period of time, in October 2006 the Public Works Department requested the allocation of one additional Maintenance Worker I/II for a period of up to one year. Recently, the Town was advised that the employee still requires additional therapy and a surgical operation which is likely to leave the employee disabled for another 5+ months.

Public Works is requesting that the over hire allocation be extended up to one more year.

Public Works anticipates a total of 2 job vacancies in 2008, one in January due to a new position and one in September as the result of a retirement. It is likely the incumbent currently in the over hire position will be absorbed into the regular personnel allocation in January 2008. Depending on the outlook for the disabled employee, Public Works will consider if another full-time or temporary worker should be hired at that time.

The approval will not have an effect on the budget, as the disabled employee is not on the payroll, and funding will be from the regular budget allocation.

**Recommendation:** Adopt the resolution approving the allocation of one additional Maintenance Worker I/II position in the Public Works Department for up to one year.

**OLD BUSINESS:**

16. UPDATE ON WIRELESS FACILITIES (Assistant City Manager)

**Summary:** The City Council meeting of July 9, 2007, included agenda items pertaining to a permit for a wireless facility and a lease agreement for placement of a wireless facility with T-Mobile. The items were heard and continued to a future meeting. At the August 13, 2007 meeting, the City Council directed staff to gather further information and report back at the September 10, 2007 City Council meeting. A notice was sent inviting residents to attend this meeting.

**Recommendation:** No action is required. The City Council may direct staff to conduct further research if necessary.

17. UPDATE ON SBWMA AND REFUSE COLLECTION SERVICE PROVIDER SELECTION PROCESS DOCUMENTS AS PREPARED BY THE SBWMA (City Engineer)

**Summary:** Kevin McCarthy, the Executive Director of the South Bayside Waste Management Authority (SBWMA), has been invited to make a presentation to the City Council to advise of proposed upgrades at the Shoreway Recycling and Disposal Facility (transfer station) in San Carlos and the refuse collection contractor process. Mr. McCarthy's presentation will outline how refuse rates will be impacted by the proposed changes. Council's packet includes the documents related to the selection process for review.

**Recommendation:** No action required.

**NEW BUSINESS:**

18. RESOLUTION APPROVING FUNDING FOR A CONSULTANT'S STUDY ON THE FEASIBILITY OF ADDING MILLBRAE FIRE TO THE CENTRAL COUNTY FIRE DEPARTMENT PARTNERSHIP (Fire Chief)

**Summary:** At the May 1, 2007 Central County Fire Board Meeting the Millbrae City Manager, Fire Chief, and a member of the Millbrae City Council attended the meeting to discuss a possible study concerning additional shared services between the two fire agencies. After discussion by the Board Members, staff was directed to meet with representatives of Millbrae to further investigate.

Staff from all three cities met with representatives of two consulting firms to discuss options; both firms submitted proposals which have been reviewed by the Fire Chiefs and City Managers. The consensus is that a two-phase study by Matrix Consulting Group would be the best approach.

The cost of the first phase of a consolidation study would be \$25,500. A per agency cost formula was recommended by the City Managers; Hillsborough's share would be an estimated \$8,500. There are potential savings to all three cities depending on the outcome of the study.

**Recommendation:** Adopt the resolution authorizing the use of up to \$9,000 from the contingency operating reserve to fund Phase I of a study considering the feasibility of realizing significant savings from the possibility of adding Millbrae Fire to the Central County Fire Department partnership.

**DISCUSSION ITEMS:**

19. JUSTIFICATION FOR INSTALLATION OF STOP SIGNS (City Engineer)

**Summary:** A presentation was made to the City Council in August 2007 outlining the justifications required by the Manual of Uniform Traffic Control Devices for installation of new stop signs. At the meeting in August 2007, the Police and Engineering Departments recommended installation of a new stop sign at the corner of Barbara Way and Ralston

Avenue and proposed inclusion of additional stop sign warrants for situations similar to the aforementioned intersection. Subsequently, both departments have agreed to develop a more comprehensive warrant analysis and potentially include other possible warrants for adoption by the City Council. The additional warrants will be presented to a City Council subcommittee prior to presentation to the City Council in November 2007.

**Recommendation:** For discussion only; no action is required.

20. GRAND JURY RECOMMENDATIONS RE: EMAIL POLICIES (Assistant City Attorney)

**Summary:** The San Mateo Civil Grand Jury has issued a series of recommendations to all cities within the county regarding email policies. The Grand Jury is recommending that the cities issue official email accounts to City Council and Planning Commission members and that these accounts be the exclusive accounts for municipal business. The purposes of this policy are to prevent serial meetings that would violate the Brown Act and, to some extent, to facilitate compliance with Public Records Act requests. Currently, the Town provides email accounts for Council members but each member is free to use his/her private home or business email. A draft response to the Grand Jury (assuming no change in Town practice) is included for consideration. The response is due on September 19, 2007.

**Recommendation:** For discussion and direction to staff.