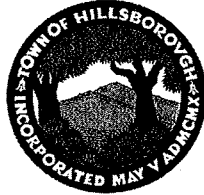


TOWN OF HILLSBOROUGH

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, JANUARY 12, 2009

4:30 pm STUDY SESSION

6:00 pm CITY COUNCIL MEETING

Hillsborough Town Hall

STUDY SESSION (4:30 pm)

- Refuse Collection Contractor Selection for 2011 – 2020

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: December 8, 2008

IV. PRESENTATIONS:

- Financial Advisory Committee, Certificate of Appreciation – Jess E. Benton, who served as a Committee Member from January 1996 through December 2008 and as Chair from January 2005 through December 2007
- SWAT Officers – Meritorious Conduct of Valor on November 25, 2008, at the Hobart San Mateo Home Invasion Shooting: Captain Nick Gottuso, Team Commander; Sergeant Pat Barrett, Team Leader; Corporal Pat Aherne, Operator; Officer Scott Fritz, Team Sniper; and Inspector Peter Gould, Operator

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: DECEMBER 1 THROUGH DECEMBER 31, 2008

2. QUARTERLY TREASURER'S REPORT
3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT
4. RESOLUTION APPROVING THE WORK ORDER FOR CSG CONSULTANTS, INC. FOR THE FLORIBUNDA AVENUE / EL CAMINO REAL SEWER PRELIMINARY STUDY

VI. PUBLIC HEARING:

5. CONCEPTUAL REVIEW OF A PROPOSED TENTATIVE PARCEL MAP FOR A TWO LOT SUBDIVISION AT 851 SHARON AVENUE
6. RESOLUTION APPROVING A REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR REPLACEMENT OF AN EXISTING FENCE AT 1437 SAN RAYMUNDO ROAD

VII. NEW BUSINESS:

7. RECOGNITION PROGRAM FOR RESIDENTS WHO REDUCE RESIDENTIAL ENERGY CONSUMPTION
8. APPROVAL OF THE PROPOSED RENOVATION OF THE WATER CONSERVATION GARDEN AT 1600 FLORIBUNDA AVENUE BY THE HILLSBOROUGH BEAUTIFICATION FOUNDATION
9. RESOLUTION APPROVING THE CONTRACT WITH RMC FOR THE TEMPORARY FLOW METERING INSTALLATION AND MONITORING SERVICES IN AN AMOUNT NOT TO EXCEED \$190,000

VIII. DISCUSSION ITEM:

10. POTENTIAL REVENUE SHORTFALL IN BUDGET YEAR 2008-2009
11. PROGRAM OPTIONS FOR THE SUPPLEMENTAL ENVIRONMENTAL PROGRAM IN RESPONSE TO THE DRAFT CEASE AND DESIST ORDER
12. DISCUSSION ON THE WATER CONSERVATION ORDINANCE

IX. PUBLIC COMMENT:

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

X. CITY COUNCIL ITEMS:

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

XI. ADJOURN

SPECIAL ACCOMMODATIONS:

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

MINUTES:

A copy of the unapproved minutes will be made available the Friday before the next regularly scheduled City Council meeting. Once minutes are approved by the City Council they will be made available the following day. City Council Agendas and approved minutes are available at the Town's website, www.hillsborough.net.

ATTACHMENTS:

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

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.

AUDIO / VISUAL ADVISORY:

Those persons who wish to use PowerPoint, CDs, DVDs, 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.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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CONSENT CALENDAR
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

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

SUMMARY: The monthly claims for the month of December 2008, in the amount of \$3,922,574.19 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.

RECOMMENDATION: Approve the monthly claims for December 2008 as submitted.

ATTACHMENTS: Monthly Claims Listing

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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**CONSENT CALENDAR
CITY COUNCIL MEETING
JANUARY 12, 2009**

AGENDA STAFF REPORT

ITEM SUBJECT: QUARTERLY TREASURER'S REPORT

SUMMARY: Government Code Section 53646(b) states 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.

RECOMMENDATION: Approve the Treasurer's Report for the quarter ending December 31, 2008.

ATTACHMENTS: Treasurer's Report

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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**CONSENT CALENDAR
CITY COUNCIL MEETING
JANUARY 12, 2009**

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 for the quarter ending December 31, 2008.

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

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

RECOMMENDATION: Accept the Interest Rate Products Report for the quarter ending December 31, 2008.

ATTACHMENTS: Report

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE WORK ORDER FOR CSG CONSULTANTS, INC. FOR THE FLORIBUNDA AVENUE / EL CAMINO REAL SEWER PRELIMINARY STUDY

SUMMARY: CSG has submitted proposals for the Floribunda Avenue / El Camino Real Sewer Preliminary Study. As the City of Burlingame was constructing improvements on the Oak Grove sewer trunk, which is directly downstream of the Town's sewer main on Floribunda Avenue, it was discovered that the top third of the 15" pipe was constricted by the bottom of a San Francisco Public Utilities Commission (SFPUC) 54' water main. Burlingame originally was going to pipe burst this section of main, but had to abandon the rehabilitation due to the constriction. This constriction, coupled with root intrusion from nearby Eucalyptus trees, were contributing causes to two sanitary sewer overflows in recent years at Town Hall. CSG will pothole critical utilities and map the area from the Town Hall parking lot to the corner of El Camino Real and Oak Grove Avenue. Currently, this area is not a part of the Town's basemaps in the geographic information system (GIS), nor is it available from the City of Burlingame. CSG will also study alternatives to eliminate or bypass the constriction in the sanitary sewer main and determine strategies for rehabilitating the sewer mains and laterals within the project area which serve Town Hall facilities.

FISCAL IMPACT: The design services are estimated at \$23,380 and will be funded through the Sewer Fund.

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

RECOMMENDATION: Adopt the resolution approving the CSG work order for the Floribunda / El Camino Real Sewer Preliminary Study in the total amount of \$23,380 and allocating the same from the Sewer Fund.

ATTACHMENTS: Resolution and Workorder

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
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PUBLIC HEARING
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: CONCEPTUAL REVIEW OF A PROPOSED TENTATIVE PARCEL MAP FOR A TWO LOT SUBDIVISION AT 851 SHARON AVENUE

SUMMARY: The applicant, Stanley Lo, is proposing to subdivide an existing 2.3 acre site at 851 Sharon Avenue (between Forest View Avenue and Manor Drive) into two parcels. The proposed subdivision, if approved, would result in one 1.7 acre parcel (which would include the existing residence on the right / northern portion of the site) and one .60 acre parcel (which would be at the left / southern portion of the site). The project would include reconfiguring the existing driveway at the southern portion of the site to accommodate a new two-story residence on the smaller lot, and installation of a new driveway at the northern frontage of the site of approximately 50' in length for the larger parcel accommodating the existing residence and accessory structures. Additionally, the proposal includes the removal of twelve trees greater than ten inches, but less than 36 inches in diameter (the Town's threshold for permitting and design review) for the purposes of driveway and new residential construction. The majority of the assessed trees are in poor to very poor condition.

Engineering and Planning Staff have determined that a Conceptual Review before the City Council is appropriate prior to formal consideration of the Tentative Parcel Map in order to assess any significant issues early in the process. The purpose of City Council Conceptual Review is for the City Council to provide preliminary feedback to the applicant regarding issues relating to the subdivision's design, including, but not limited to, the number, location, and configuration of the lots, the location of buildable sites on the lots, the access to the lots, the handling of any significant topographical or geologic features, the treatment of trees and other vegetation in the subdivision, concerns identified by the public, and any comments of the Architecture and Design Review Board (ADRB). (ADRB review is not required at this phase of the project but would be for new residential construction.)

The neighborhood is composed of a variety of styles and levels of homes, and the lot is fairly level and heavily vegetated. As required for a subdivision, a footprint demonstrating potential zoning standard compliance is presented. The draft Tentative Parcel Map has been reviewed by the Town's development departments and appears to be in compliance with applicable technical requirements. Additionally, the proposed subdivision would create lots which are generally consistent with the lot sizes within the neighborhood.

The applicant has conducted public outreach on the project by inviting neighbors within a 500' radius of the project site to a project orientation meeting. Additionally, staff has received an affidavit of mailing from the applicant of the public notification of the January 12, 2009 City Council

hearing. While several inquiries have been made regarding the application, no opposition to the proposed subdivision has been expressed to staff at the time of this report preparation.

FISCAL IMPACT: There is no significant fiscal impact associated with the proposed subdivision.

ENVIRONMENTAL ISSUES: The project is exempt from CEQA pursuant to Section 15315, Class 15.

RECOMMENDATION:

1. Open the public hearing and receive comments; and
2. Close the public hearing; and
3. Provide staff and the applicant with guidance on the proposed subdivision.

ATTACHMENTS:

Letter from Charles L. Kavanagh to Councilmembers

Draft Tentative Parcel Map

Arborist Report from Mayne Tree Expert Company, Inc. dated November 26, 2008

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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**PUBLIC HEARING
CITY COUNCIL MEETING
JANUARY 12, 2009**

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING A REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR REPLACEMENT OF AN EXISTING FENCE AT 1437 SAN RAYMUNDO ROAD

SUMMARY: The owner of 1437 San Raymundo Road has submitted a revocable encroachment permit application to the Town. In the permit application, the owner proposes to replace an existing six-foot high wooden fence and gate in the public right-of-way with a six-foot high iron fence and entry gate ("Outdoor Fixtures"), approximately five feet into the 40-foot right-of-way along San Raymundo Road as shown in Exhibit A (Site Plan). Encroachment permits related to outdoor fixtures over 18 inches tall are reviewed by the City Engineer and approved by the City Council.

The owner of 1437 San Raymundo Road wishes to replace the existing wooden fence and gate, which are deteriorating. The new fence and gate will be constructed following the same alignment of the old fence, which was built behind an existing level parking strip to barricade a steep drop off directly below the strip. The location of the new fence has not been identified with utility conflicts that prohibit the application. Staff recommends approval of the revocable encroachment permit application for 1437 San Raymundo Road.

Notices for the public hearing have been sent to adjoining neighbors as required by the Hillsborough Municipal Code. At the time the agenda item was submitted, no comments have been received.

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

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

RECOMMENDATION: 1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the resolution approving the revocable encroachment permit application for 1437 San Raymundo Road.

ATTACHMENTS: Agreement and Resolution

PREPARED BY: Cyrus Kianpour, City Engineer



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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NEW BUSINESS
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: RECOGNITION PROGRAM FOR RESIDENTS WHO REDUCE RESIDENTIAL ENERGY CONSUMPTION

SUMMARY: The Sustainable Hillsborough Task Force has work underway to reduce Hillsborough's greenhouse gas emissions (GHG), develop a Climate Action Plan and meet specific requirements for the Bay Area Air Quality Management District grant awarded in early 2008. The Task Force, chaired by Councilmember Paul Regan and vice-chaired by Mayor Christine Krolik, has already developed several programs approved by the City Council, including the Civic Green Building Policy, Community Solar Discount Program, solar permit fee reduction and outreach workshops. Hillsborough joins other California jurisdictions that are striving to meet AB 32, the California Global Warming Solutions Act that requires 15% greenhouse gas reductions from current levels by 2020 and 80% below 1990 levels by 2050. A recently completed greenhouse gas inventory for the Town shows that nearly half of the GHG emissions are from residential energy consumption. Therefore, programs that reduce residential energy consumption are a primary focus for the Hillsborough community and can have meaningful GHG reductions. Energy conservation programs are the fastest methods to reduce greenhouse gases and can also provide significant financial benefits to residents and the Town.

The Task Force recommends the implementation of the "Luminary Program" that recognizes Hillsborough residents who make a concerted effort to reduce their residential energy consumption. This program is designed to help residents realize how easy it is to reduce energy consumption, quantify the benefits and provide easy access to energy reduction resources. These resources provide residents with a range of options from easy, free resources to the more involved home energy audits that provide professional assessments for a fee. Residents choose how much they want to do to reduce energy consumption and, if they choose, residents can nominate themselves or a neighbor to be a "Luminary" in energy efficiency and be recognized for their efforts.

A staff report with details of the Luminary Program is included with the City Council's agenda packet. The Town's environmental consultant, Kathleen Gallagher, will present an overview of the program at the City Council Meeting.

FISCAL IMPACT: This program has minimal costs for administration and these costs will be covered by the Bay Area Air Quality District grant award.

ENVIRONMENTAL ISSUES: Due to the reduction in residential energy consumption there are positive environmental issues associated with this action.

RECOMMENDATION: Approve the "Luminary Recognition Program", a program that recognizes Hillsborough residents who make significant strides in reducing home energy consumption.

ATTACHMENTS: Staff Report

PREPARED BY: Kathy Leroux, Assistant City Manager



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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NEW BUSINESS
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: APPROVAL OF THE PROPOSED RENOVATION OF THE WATER CONSERVATION GARDEN AT 1600 FLORIBUNDA AVENUE BY THE HILLSBOROUGH BEAUTIFICATION FOUNDATION

SUMMARY: The Hillsborough Beautification Foundation (HBF) is proposing to renovate the Water Conservation Garden at the corner of 1600 Floribunda Avenue and El Camino Real. Sarah Small of Small, Brown Landscape Architects has developed a plan for the garden and the strip of landscaping immediately south of the garden along Floribunda Avenue. (Sarah Small also designed Vista Park which was constructed in 2005.) HBF is proposing to complete the project in 2009, if the City Council approves of the planting scheme.

The park was first constructed in 1991 as a water conservation demonstration garden. It included over 90 different kinds of plant specimens. Much of the diversity of the garden is gone as the plants lived past their lifecycle and were removed, but not replaced. Signs identifying the plants were damaged or misplaced. A recent project to install a fuel facility at the Police Department reduced the available planting area in the park.

HBF is proposing to renovate the garden to improve its aesthetic appearance, add plants that bloom in different seasons and install specimens that will flourish in the shaded areas of the park. The garden will have fewer plant specimens than the original demonstration garden; however, the species will be more appropriate for the site.

Because of the scale of the project, the Town will obtain bids for the project. Since it is likely to cost under \$100,000, it will not require a formal bid process. The award of bid would be subject to City Council approval in the coming months.

FISCAL IMPACT: HBF is proposing to fund the entire renovation of the project. The Town typically inspects projects on its property, and may incur some engineering fees associated with construction management.

ENVIRONMENTAL ISSUES: Since this is a renovation project, it is exempt from California Environmental Quality Act review.

RECOMMENDATION: Approve the renovation of the Water Conservation Garden at 1600 Floribunda Avenue by the Hillsborough Beautification Foundation.

ATTACHMENTS: No attachments

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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NEW BUSINESS
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE CONTRACT WITH RMC FOR THE TEMPORARY FLOW METERING INSTALLATION AND MONITORING SERVICES IN AN AMOUNT NOT TO EXCEED \$190,000

SUMMARY: Subsequent to the issuance of the tentative Cease and Desist Order by the Regional Water Quality Control Board, the City of San Mateo, Town of Hillsborough and Crystal Springs County Sewer District entered into discussions regarding how to accurately distribute flows in the Crystal Springs/El Cerrito Trunk. All of the agencies have engaged RMC, a subcontractor to Brown and Caldwell, which is compiling a wet weather study for the San Mateo Wastewater Treatment Plant's sewer shed.

RMC is coordinating a project to install meters at all of the agencies to measure flows during February and March 2009. Since all agencies will experience the same storms, this data should give an accurate representation of peaking factors in sewer mains during wet weather. Approximately 20 temporary meters are proposed to be installed and maintained in Hillsborough. In addition to measuring the direct connections to the Crystal Springs/El Cerrito Trunk, the meters will measure flows in Hillsborough's sub-basins. Some data will be collected at the same points where the 1991 Inflow/Infiltration Study was performed, which will allow the Town to characterize the effectiveness of its capital improvements. The scope of work will include collection of data, hydraulic modeling and capacity analysis of the trunk mains.

FISCAL IMPACT: The study will cost \$190,000 which can be allocated from the Sewer Fund.

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

RECOMMENDATION: Adopt the resolution approving the contract with RMC for the temporary flow metering installation and monitoring services in an amount not to exceed \$190,000.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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**DISCUSSION
CITY COUNCIL MEETING
JANUARY 12, 2009**

AGENDA STAFF REPORT

ITEM SUBJECT: POTENTIAL REVENUE SHORTFALL IN BUDGET YEAR 2008-2009

SUMMARY: Economic conditions have gotten worse since the Town developed the 2008/2009 budget, requiring staff to revisit this year's budget and address the projected shortfall in certain revenues. Attached are several reports showing the projected revenue shortfall in the current year with a projected outlook for the next two years, a list of savings voluntarily offered by the departments and a list of various savings concepts that the Town could implement to address the shortfall this year and preplan on how to address the potential shortfall in the next two years.

Staff is setting up meetings with employees through their department heads and the labor groups to present these savings concepts to address the shortfall and balance the budget.

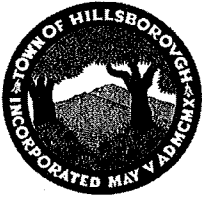
FISCAL IMPACT: Based on the most current financial information, revenues will be lower than original projections as follows: \$615,300 in FY 2008/2009; \$760,000 in FY 2009/2010; and \$1.5 million in FY 2010/2011.

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

RECOMMENDATION: For discussion only. The City Council, if it so desires, could indicate to staff its preferences on how to address the shortfall.

ATTACHMENTS: Reports

PREPARED BY: Edna Masbad, Finance Director



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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**DISCUSSION
CITY COUNCIL MEETING
JANUARY 12, 2009**

AGENDA STAFF REPORT

ITEM SUBJECT: PROGRAM OPTIONS FOR THE SUPPLEMENTAL ENVIRONMENTAL PROGRAM IN RESPONSE TO THE DRAFT CEASE AND DESIST ORDER

SUMMARY: Staff will discuss options for the supplemental environmental program, which is a component of the settlement of the Cease and Desist Order (CDO) proposed by the Regional Water Quality Control Board. The CDO will require that \$220,000 be assigned to activities that prevent water pollution in the Bay Area and consist of a program that the Town would not otherwise fund.

FISCAL IMPACT: \$220,000 would be allocated from the Sewer Fund.

ENVIRONMENTAL ISSUES: Implementing a supplemental environmental program for sewer rehabilitation projects will provide an environmental benefit and these types of projects are normally exempt from California Environmental Quality Act.

RECOMMENDATION: For discussion only; no action required.

ATTACHMENTS: No attachments

PREPARED BY: Martha DeBry, Public Works Director



TOWN OF HILLSBOROUGH

San Mateo County
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DISCUSSION
CITY COUNCIL MEETING
JANUARY 12, 2009

AGENDA STAFF REPORT

ITEM SUBJECT: DISCUSSION ON THE WATER CONSERVATION ORDINANCE

SUMMARY: A brief update on the status of the water drought will be presented to the City Council. The discussion will include a review of the Town's ordinance and an outline on the practical steps needed to implement a rationing program, should that become necessary.

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

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

RECOMMENDATION: For information only; no action required.

ATTACHMENTS: No attachments

PREPARED BY: Martha DeBry, Public Works Director