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 11, 2010
5:30 pm CLOSED SESSION
6:00 pm CITY COUNCIL MEETING
Hillsborough Town Hall

CLOSED SESSION (5:30 pm)

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One potential case

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: December 14, 2009

IV. PRESENTATIONS:

- Financial Advisory Committee, Certificate of Appreciation - Allason Clark, Jr., who served as a Committee Member from January 1999 through December 2009

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, 2009
2. QUARTERLY TREASURER'S REPORT
3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT

4. RESOLUTION MEMORIALIZING THE EMPLOYEE AGREEMENT TO TAKE NO SALARY INCREASES IN JANUARY FOR CALENDAR YEAR 2010

5. RESOLUTION APPROVING THE PURCHASE OF TWO REPLACEMENT POLICE VEHICLES

6. RESOLUTION AWARDING A CONTRACT FOR THE SANITARY SEWER PIPE BURSTING PROJECT AT 312 ROBINWOOD LANE TO PACIFIC TRENCHLESS, INC.

7. RESOLUTION APPROVING THE CONTRACT WITH HOLMAN AND ASSOCIATES FOR THE INITIATION OF THE NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE FOR THE SCADA SYSTEM UPGRADE PROJECT

8. RESOLUTION APPROVING THE CSG WORK ORDER FOR ENGINEERING SERVICES FOR THE SCADA SYSTEM UPGRADE PROJECT - ADDITIONAL CONTRACT ADMINISTRATION SERVICES

9. RESOLUTION AUTHORIZING SACRAMENTO COUNTY TO SUBMIT A STATE ENERGY PROGRAM GRANT APPLICATION ON BEHALF OF THE TOWN OF HILLSBOROUGH

10. RESOLUTION AUTHORIZING THE PARTICIPATION IN THE ASSOCIATION OF BAY AREA GOVERNMENTS' STATE ENERGY PROGRAM GRANT APPLICATION

VI. NEW BUSINESS:

11. APPROVAL OF THE USE OF CITYGATE ASSOCIATES' SERVICES TO PERFORM A FIRE SERVICES MERGER TECHNICAL IMPLEMENTATION PROJECT FOR THE CITIES OF SAN BRUNO, MILLBRAE, BURLINGAME AND THE TOWN OF HILLSBOROUGH

12. RESOLUTION APPROVING THE MOVEMENT OF BURLINGAME AND HILLSBOROUGH FIRE EMPLOYEES TO BECOME EMPLOYEES OF THE CENTRAL COUNTY FIRE DEPARTMENT AND APPROVAL OF EXPENDITURES TO MIGRATE PAYROLL, WORKER'S COMPENSATION, LIABILITY INSURANCE AND CALPERS FOR MEMBERS OF THE CENTRAL COUNTY FIRE DEPARTMENT TO ALLOW FOR A SINGLE OPERATION OF PERSONNEL MANAGEMENT FUNCTIONS

13. RESOLUTION AUTHORIZING THE SUBMITTAL OF HILLSBOROUGH'S ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT APPLICATION TO THE CALIFORNIA ENERGY COMMISSION

14. CITY COUNCIL WORKSHOP: SCHEDULE HALF-DAY SESSION

15. RESOLUTION APPROVING A JOINT EXERCISE OF POWERS AGREEMENT TO BECOME A PROGRAM PARTICIPANT OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY (CALIFORNIA COMMUNITIES)

VII. PUBLIC HEARING:

16. RESOLUTION AUTHORIZING THE PARTICIPATION IN THE CALIFORNIAFIRST PROGRAM

17. FUNDRAISING EVENT PERMIT APPLICATION 09-05 FOR CRYSTAL SPRINGS UPLANDS SCHOOL'S "MADCAP 2010" ANNUAL FUNDRAISING AUCTION

18. FUNDRAISING EVENT PERMIT APPLICATION 09-06 FOR THE NUEVA SCHOOL BENEFIT AUCTION

VIII. INFORMATIONAL:

19. HUNGRY OWL PROJECT: NATURAL CONTROL OF RODENTS

20. CRYSTAL SPRINGS UPLANDS SCHOOL FIRST ANNUAL 5K "GRY-FUN" RUN

21. CALIFORNIA HIGH SPEED RAIL UPDATE AND INFORMATIONAL PRESENTATION

IX. DISCUSSION:

22. OVERVIEW OF THE DRAFT TOWN OF HILLSBOROUGH CLIMATE ACTION PLAN

X. 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.

XI. 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.

XII. 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
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AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: DECEMBER 1 THROUGH DECEMBER 31, 2009

SUMMARY: The monthly claims for the month of December 2009, in the amount of $2,969,295.45 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 December 2009, as submitted.

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CONSENT CALENDAR
CITY COUNCIL MEETING
JANUARY 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 December 31, 2009.

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CONSENT CALENDAR
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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 ended December 31, 2009.

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

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

ATTACHMENTS: Report

PREPARED BY: Edna Masbad, Finance Director

RECOMMENDATION: Accept the Interest Rate Products Report for the quarter ended December 31, 2009.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION MEMORIALIZING THE EMPLOYEE AGREEMENT TO TAKE NO SALARY INCREASES IN JANUARY FOR CALENDAR YEAR 2010

SUMMARY: All Town employees have agreed to not take salary increases in January for calendar year 2010. Those employees covered by the Memorandum of Understanding (Fire, Fire Administrators, Police and Public Works / Clerical) have signed side letters to this effect, and Unrepresented Employees have agreed in a separate meeting.

FISCAL IMPACT: There will be between a 1% - 3% savings to the Town personnel cost.

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

ATTACHMENTS: Resolution

PREPARED BY: Kristin Armbruster, Human Resources Specialist

RECOMMENDATION: Adopt the resolution memorializing no salary increases for any Town employee in January 2010 for calendar year 2010.

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CONSENT CALENDAR
CITY COUNCIL MEETING
JANUARY 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE PURCHASE OF TWO REPLACEMENT POLICE VEHICLES

SUMMARY: The administrative 2003 Crown Victoria that is in service now is over six years old and has over 71,000 miles. The 2004 black and white sergeant's patrol unit has over 53,000 miles. In mid 2010, when the vehicles are rotated out of service, the units will replace other fleet units with higher mileage, which include vehicle #19, a Taurus with 97,000 miles, and the radar trailer unit, a 1998 Crown Victoria with 78,000 miles. One Ford Expedition Special Service Vehicle will be purchased to replace the black and white supervisors patrol unit #8.

The following San Francisco Bay Area Ford dealers have all been contacted via written letters, fax and email: San Francisco Ford Lincoln Mercury, James Ford of Half Moon Bay, and Novato Ford. The request for bid participation was distributed on December 16, 2009, for the Ford Expedition and on December 22, 2009, for the Ford Escape Hybrid, with a requested response deadline of December 24, 2009, and December 28, 2009, respectively. James Ford of Half Moon Bay declined participation, although San Francisco Ford and Novato Ford submitted bids. The bid comparisons came in as follows:

VENDOR	2010 FORD ESCAPE HYBRID	2010 FORD EXPEDITION	TOTAL BID
James Ford	Declined	Declined	0
San Francisco Ford	$29,998.97	$35,859.14	$65,858.11
Novato Ford	$30,877.34	$36,799.14	$67,676.48

FISCAL IMPACT: The Police Vehicle Replacement Fund from the 2009/2010 Capital Budget has $39,000 reserved for the replacement of one administrative police vehicle (Ford Escape Hybrid). The 2010 Ford Expedition will be funded through the Supplemental Law Enforcement Services Fund (SLESF) Grant.

ENVIRONMENTAL ISSUES: The purchase of the above 2010 Ford Hybrid administrative vehicle, which combines technologies of conventional gasoline, electric, and E85 ethanol fuels, will contribute to a reduction of greenhouse gas emissions, will realize a savings in overall fuel consumption and, therefore, will lessen any harmful impacts to our environment.

ATTACHMENTS: Resolution

PREPARED BY: Mark O'Connor, Police Captain

RECOMMENDATION: Adopt the resolution approving the purchase of one 2010 Ford Escape Hybrid to replace administrative police vehicle #20 for $29,998.97, allocated from the 2009/2010 Police Vehicle Replacement Fund, and one black and white 2010 Ford Expedition to replace supervisors unit #5 for $35,859.14, allocated from the SLESF grant, for the total bid amount of $65,858.11 to San Francisco Ford Lincoln Mercury of San Francisco.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AWARDING A CONTRACT FOR THE SANITARY SEWER PIPE BURSTING PROJECT AT 312 ROBINWOOD LANE TO PACIFIC TRENCHLESS, INC.

SUMMARY: Sewer maintenance crews recently identified an issue with the existing 6" sanitary sewer main located in an easement behind 312 Robinwood Lane. The vitrified clay pipe has collapsed in several locations making it impossible to maintain by hand rodding, and roots are known to have intruded into the main. If this condition is not abated soon, it may result in future sanitary sewer overflows, as root masses are allowed to completely block sewage flow.

Engineering staff has determined that the most cost effective immediate solution is to pipe burst the main. The work includes bursting approximately 230 linear feet of 6" sewer main with seamless HDPE pipe, reconnecting all private laterals and installing a new cleanout at the end of the line. Three bids were solicited and all responded with the following results:

BID	VENDOR
$15,317	Pacific Trenchless, Inc.
$18,850	Darcy and Harty Construction, Inc.
$19,700	Sewer Rat

Staff conducted an analysis of the proposals and verified that the low bidder's qualifications and experience levels are satisfactory.

FISCAL IMPACT: Staff is recommending awarding the project to Pacific Trenchless, Inc. in the amount of $15,317. A contingency of 10%, $1,532, is recommended for the project for a total amount of $16,849.

ENVIRONMENTAL ISSUES: This project is exempt from the California Environmental Quality Act (CEQA) per section 15302 of the State Public Resources Code.

ATTACHMENTS: Resolution

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: Adopt the resolution awarding the bid for the Sanitary Sewer Pipe Bursting Project at 312 Robinwood Lane to Pacific Trenchless, Inc. in an amount not to exceed $16,849, and allocating funds from the Sewer Fund.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE CONTRACT WITH HOLMAN AND ASSOCIATES FOR THE INITIATION OF THE NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE FOR THE SCADA SYSTEM UPGRADE PROJECT

SUMMARY: Holman and Associates has submitted a proposal which includes support services for the initiation of the National Historic Preservation Act (NHPA) compliance for the Supervisory Control and Data Acquisition (SCADA) System Upgrade Project, as required for the American Recovery and Reinvestment Act (ARRA) funding through the Department of Energy (DOE) and California Energy Commission (CEC), as the project must comply with Section 106 of the NHPA. This requirement was imposed in the past month and the CEC has made it a condition of funding the project.

Holman and Associates will assist the Town with the initiation of the NHPA compliance. The consultant will initiate historical preservation procedures for the project including contacting the California's State Historic Preservation Officer (SHPO), Historic Properties and Archaeological records search, field reconnaissance, project documentation preparation, and consultation. Holman and Associates was selected without sending a request for proposal due to their experience and previous work with Town staff.

FISCAL IMPACT: The service contract will be on a time and materials basis not to exceed $12,500, which can be allocated from the Water Enterprise Fund.

ENVIRONMENTAL ISSUES: This study provides a necessary historical evaluation of the project as part of the environmental review process.

ATTACHMENTS: Proposal, Resolution

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: Adopt the resolution approving the contract with Holman and Associates for initiation of the NHPA compliance for the SCADA System Upgrade Project not to exceed $12,500, and allocate funds from the Water Enterprise.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE CSG WORK ORDER FOR ENGINEERING SERVICES FOR THE SCADA SYSTEM UPGRADE PROJECT - ADDITIONAL CONTRACT ADMINISTRATION SERVICES

SUMMARY: CSG has submitted a proposal for additional work related to the Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. The scope of work covers additional work required to prepare assessments on contractor qualifications based on proposals received. The assessment evaluated the contractors' financial position, company experience, project team experience, and contract administration. Due to the complexity of the bids submitted, more time was spent in the evaluation process than originally anticipated.

FISCAL IMPACT: The engineering services are estimated at $7,500 and will be funded by the Water Enterprise Fund.

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

ATTACHMENTS: Work Order, Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution approving the CSG work order for engineering services for the SCADA System Upgrade Project in the amount of $7,500, and allocating the same from the Water Enterprise Fund.

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CONSENT CALENDAR
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING SACRAMENTO COUNTY TO SUBMIT A STATE ENERGY PROGRAM GRANT APPLICATION ON BEHALF OF THE TOWN OF HILLSBOROUGH

SUMMARY: Grant funds are available through the California Energy Commission to local governments for energy efficiency related projects including related fees. The Town of Hillsborough is considering participation in the CaliforniaFIRST Program which has a $10,000 implementation fee. The Town's participation in the CaliforniaFIRST program will be discussed under the Public Hearing section of this agenda. Sacramento County is submitting the grant application as the "lead collaborative agency" on behalf of all participating agencies. This grant application, if awarded, will cover the implementation fee.

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

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

ATTACHMENTS: Resolution and Exhibit A

PREPARED BY: Katharine Leroux, Assistant City Manager

RECOMMENDATION: Adopt the resolution authorizing Sacramento County to submit a State Energy Program grant application on behalf of the Town of Hillsborough.

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CONSENT CALENDAR
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE PARTICIPATION IN THE ASSOCIATION OF BAY AREA GOVERNMENTS' STATE ENERGY PROGRAM GRANT APPLICATION

SUMMARY: The Association of Bay Area Governments (ABAG) has submitted a State Energy Program (SEP) grant application to the California Energy Commission (CEC) for a Comprehensive Residential Building Retrofit Program called Retrofit Bay Area. The Retrofit Bay Area Project is a partnership of eight participating regional counties representing 103 local governments. The goals of Retrofit Bay Area mirror those of the American Recovery and Reinvestment Act, which include energy savings, job creation/preservation, and economic recovery. To achieve these goals, Retrofit Bay Area has identified a set of three core program objectives:

1. Provide Property Assessed Clean Energy (PACE) financing to address the high upfront cost of retrofits.

2. Demonstrate more effective marketing and outreach methods to inform and motivate property owner participation.

3. Streamline participant, contractor, and administration processes to reduce the high transaction costs and build a quality "green" workforce.

The proposal estimates that it will generate $6.7 million in annual energy savings, create or preserve 1,739 jobs, and contribute an economic impact of more than $170 million by promoting whole house energy efficiency retrofits. ABAG will be the prime contractor and program administrator accountable for overall program success and all reporting functions to the Energy Commission and Department of Energy.

City building inspectors will also be encouraged to participate in voluntary certification trainings that will be funded by the SEP award. Cities will have very few to no day-to-day responsibilities under this program, other than participation in San Mateo County progress meetings.

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

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

ATTACHMENTS: Resolution and Exhibit A

PREPARED BY: Katharine Leroux, Assistant City Manager

RECOMMENDATION: Adopt the resolution authorizing the Town of Hillsborough to participate in the ABAG SEP grant application.

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NEW BUSINESS
CITY COUNCIL MEETING
JANUARY 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: APPROVAL OF THE USE OF CITYGATE ASSOCIATES' SERVICES TO PERFORM A FIRE SERVICES MERGER TECHNICAL IMPLEMENTATION PROJECT FOR THE CITIES OF SAN BRUNO, MILLBRAE, BURLINGAME AND THE TOWN OF HILLSBOROUGH

SUMMARY: The cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough have been considering whether a more extensive merger or cooperative arrangement for fire services will be cost and operationally more effective. A recent feasibility analysis established that there could be significant savings from increased cooperation.

In order to make final choices as to how and if to further share fire services, an in-depth technical analysis is needed to assess the fine detail issues regarding the personnel, pay, benefits, cost-sharing formulas and governance methods that have to be given careful consideration.

Prior to the December 8, 2009 Central County Fire Board meeting, representatives from the City Councils from San Bruno and Millbrae, and their City Managers and Fire Chiefs attended a study session with the Fire Board. At the study session, the four City Managers recommended Citygate Associates, LLC as the agency to perform the technical analysis project. Principals from Citygate Associates made an impressive presentation on their experience and qualifications for the project along with the scope of work to be performed. The Fire Board directed staff to bring this to the City Councils for approval.

The consultants have actual fire services merger design and implementation experience in California local government, in addition to their consulting experience on several other fire service mergers. Their work is critical, as internal staffs do not have enough time to accomplish this specialized work in a reasonable timeframe, nor do the staffs separately provide an independent verification of the details. The consultants also bring experience from their other clients as to how to approach certain sharing issues that staffs have not dealt with before. The consultant work product will be to recommend specific practical steps that will increase our existing efforts to deliver the most cost and service effective sharing of fire services.

FISCAL IMPACT: The cost of the Fire Services Merger Technical Implementation Project will not exceed $80,000. The agreement will be financed by the four participating agencies; each will contribute $20,000.

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

ATTACHMENTS: Matrix Consulting Fire Services Study - Phase II Executive Summary and Citygate Associates Scope of Work Plan and Cost Proposal

PREPARED BY: Don Dornell, Fire Chief

RECOMMENDATION: Authorize the City Manager to enter into an agreement with Citygate Associates, LLC for the purposes of performing a Fire Services Merger Technical Implementation Project for the cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough, and authorize an expenditure of up to $20,000 for this project.

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NEW BUSINESS
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE MOVEMENT OF BURLINGAME AND HILLSBOROUGH FIRE EMPLOYEES TO BECOME EMPLOYEES OF THE CENTRAL COUNTY FIRE DEPARTMENT AND APPROVAL OF EXPENDITURES TO MIGRATE PAYROLL, WORKER'S COMPENSATION, LIABILITY INSURANCE AND CALPERS FOR MEMBERS OF THE CENTRAL COUNTY FIRE DEPARTMENT TO ALLOW FOR A SINGLE OPERATION OF PERSONNEL MANAGEMENT FUNCTIONS

SUMMARY: Through the Central County Fire Department (CCFD), the fire operations of Burlingame and Hillsborough are merged while administrative functions that support the operations remain with the individual cities, thus causing a duplication of efforts.

This issue was discussed at the May 27, 2009 Fire Board meeting; at that time, the Fire Board directed staff to research and develop a plan to bring the organization into one payroll system, worker's compensation plan, CalPERS plan and liability insurance coverage. Deputy Chief Ladas was charged with chairing the "Streamline Committee" (SC). The following individuals participated on the committee: Burlingame Human Resources Director Deirdre Dolan, Burlingame Finance Director Jesus Nava, Burlingame Financial Services Manager Mary Asturias, Hillsborough Human Resources Specialist Kristin Armbruster, Hillsborough Finance Director Edna Masbad, and Central County Fire Department Administrative Support Officer Anita Killeen.

Section 8 - Department Personnel of the current Joint Powers Agreement (JPA) for the CCFD states as follows:

"Until such time as the Board, with the agreement of all Member Agencies, determines that some or all of the Department Personnel should become employees of the Department, all Department Personnel, including the Chief Administrative Officer and the Fire Chief, shall be employees of either the City of Burlingame or Town of Hillsborough..."

Over the course of the last half of 2009, the Committee conducted research, sought outside expertise and actuarials, and met several times to discuss and develop a suggested plan of action. The results of the Committee's work was presented at the December 8, 2009 CCFD Board meeting. At the end of the presentation, and after questions and answers from the Board, staff was directed to bring this item to both partner City Councils for approval of change of employment status as addressed in the CCFD JPA and approval of funds to complete the process that will allow the CCFD to be a sole employer of all personnel.

There is a tight timeline to follow in order to meet legal requirements of CalPERS and to make a July 1, 2010 implementation date. The Executive Summary which highlights the issues and

recommendations of the Committee as presented to the Fire Board is included in the City Council agenda packet.

Additional steps to be taken by staff will include:

1. Convert all payroll to ADP, Inc. services
2. Move to a Self-Insured Workers' Compensation Plan
3. Contract with California State Association of Counties (CSAC) for excess insurance
4. Contract with a third party workers' compensation administrator
5. Establish one CalPERS plan
6. Contract with John Bartell, an expert in PERS actuarials and cost allocation formulas, to complete a cost allocation plan relative to PERS costs between the partner agencies
7. All above to completed prior to July 1, 2010

Once this is completed, all payroll will be converted to ADP, Inc. and other steps will be taken to become a stand-alone employer recognized by CalPERS and other employment related agencies.

FISCAL IMPACT: $22,000 will be needed to implement the above actions by July 1, 2010. Based upon the 60/40 share formula, the costs would be split $13,200/$8,800 in fiscal year 2009/2010. There will be an increase of $14,000 annually thereafter to maintain payroll services (cost sharing approximately $7,000 annually to each Member Partner). By combining personnel under one single employer there are projected savings in worker compensation allocations to the Fire Department that could be used to cover costs.

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

ATTACHMENTS: Central County Fire Department Streamline Committee Report Executive Summary, Resolution

PREPARED BY: Don Dornell, Fire Chief

RECOMMENDATION: Adopt the resolution allowing Fire Department personnel to be employees of the Central County Fire Department and authorize the expenditure of $22,000 for one-time set-up costs and $14,000 for annual service costs.

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NEW BUSINESS
CITY COUNCIL MEETING
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AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE SUBMITTAL OF HILLSBOROUGH'S ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT APPLICATION TO THE CALIFORNIA ENERGY COMMISSION

SUMMARY: On November 9, 2009, Public Works informed the City Council that the Town was eligible for $58,463 in Energy Efficiency and Conservation Block Grant (EECBG) funds. The purpose of the EECBG Program is to help cities identify and fund energy efficient retrofits. In November 2009, there appeared to be an opportunity to partner with San Mateo County to submit a regional "Residential Energy Retrofit" EECBG application, with the County acting as "lead collaborative agency". Unfortunately, the County elected not to pursue this due to perceived lack of interest by other small cities. As a result, Public Works has prepared an EECBG grant application for the following three projects (see Exhibit A).

1. Indoor lighting upgrades
2. Water pump motor replacements
3. Town Hall parking lot lighting upgrades

Indoor Lighting Upgrades: Public Works identified lights in Town Hall, the Police Department and the Annex Building that qualify for upgrades. (Public Works, fire stations and other Town facilities have already been upgraded.) The indoor lighting upgrades will cost approximately $14,000 and will be fully funded (100%) by the grant funds.

Water Pump Motor Replacements: Public Works identified seven qualifying water pump motor replacements based on age, efficiency and date of last refurbish. The EECBG grant provides $100 per horsepower for motor replacement. In general, this is enough to pay for the purchase of a new motor, but not its installation. Based on a preliminary quote, the Town estimates that it could replace five of the seven motors with the remaining $44,000 in grant monies. In this case, Public Works' estimated costs for installation would be approximately $29,000. However, Public Works has included the replacement of all seven pumps in the grant application in case actual bid costs received are lower than the estimated replacement costs. In this case, Public Works' matching costs shall not exceed $43,000, which will be allocated from the water operations budget. Public Works has determined that the expenditure of these matching funds is a good use of water funds, since all seven motors are due to be refurbished within two years at a cost of $5,000 to $8,000 per motor. The purchase of a new motor would avoid these maintenance costs.

Town Hall Parking Lot Lights: The EECBG provides funding for street lights. Public Works has considered funding for the upgrading of the ten Town Hall parking lot lights. However, the upgrades are complicated by the uniqueness and aesthetics of the lights themselves. Public Works

has included the lights in the application as a placeholder, but will only proceed with the upgrade if sufficient grant funds are available.

EECBG guidelines require that Hillsborough's application be accompanied by a resolution from the City Council authorizing its submittal. The signed resolution and application must be submitted to the California Energy Commission by end of the day, January 12, 2010, or Hillsborough's earmarked grant funds will be forfeited.

FISCAL IMPACT: The unfunded amount, not to exceed $43,040, would be allocated from the Water Fund.

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

ATTACHMENTS: Resolution, Exhibit A

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution authorizing the submittal of the Town's EECBG application to the CEC.

TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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NEW BUSINESS
CITY COUNCIL MEETING
JANUARY 11, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: CITY COUNCIL WORKSHOP: SCHEDULE HALF-DAY SESSION

SUMMARY: It is recommended that the City Council consider holding a half-day workshop to discuss topics related to the Town of Hillsborough. The session would include any topic that the City Council would like to discuss. Examples of subjects that could be included are budget projections for 2010/2011, updates on specific projects, state legislative impacts, and regional topics. Town staff could initially prepare a draft list of topics that the City Council could edit. Once an agenda is finalized, staff would prepare a brief, usually no longer than a page, update on each item. The written updates would be distributed to the City Council with the agenda in advance of the meeting.

The Workshop would be conducted in study session format as an informational meeting. Any items requiring further discussion or action would be placed on the agenda for a future City Council meeting. The session would include the City Council and the City Manager. Department Heads and other resources would be available to answer questions and provide additional details.

It is recommended that the City Council select a date in February or March 2010 for this session.

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

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

ATTACHMENTS: None

PREPARED BY: Anthony Constantouros, City Manager

RECOMMENDATION: Select a date for a half-day City Council workshop.