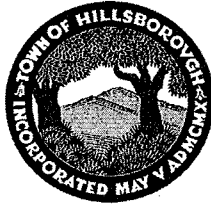


TOWN OF HILLSBOROUGH

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, MARCH 08, 2010

5:15 pm STUDY SESSION

6:00 pm CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (5:15 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:

IV. PRESENTATIONS:

- Financial Advisory Committee, Certificate of Appreciation - John Lockton, Jr., who served as a Committee Member from August 1998 through January 2008 and Chair from February 2008 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: FEBRUARY 1 THROUGH FEBRUARY 28, 2010
2. RECONSTRUCTION OF A NONCONFORMING GARAGE AND SECOND UNIT AT 108 STONEHEDGE ROAD

3. RESOLUTION APPROVING THE PURCHASE OF A REPLACEMENT TRAINING VEHICLE FOR THE CENTRAL COUNTY FIRE DEPARTMENT
4. SCADA SYSTEM UPGRADE: APPROVAL OF PEER REVIEW PROCESS TO BE CONDUCTED BY EMA, INC.
5. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH FARALLON COMPANY, INC. FOR THE 1475 TARTAN TRAIL ROAD SANITARY SEWER RELOCATION PROJECT
6. RESOLUTION ACCEPTING AS COMPLETE THE 2009 ASPHALT OVERLAY PROJECTS ST-411 AND ESPL-5191(004) BY G. BORTOLOTTI COMPANY, INC.
7. RESOLUTION AWARDED A CONTRACT TO F.H. RAMIREZ LANDSCAPING FOR LANDSCAPING AT THE CAROLANDS GATEHOUSE

VI. PUBLIC HEARING:

8. FUNDRAISING EVENT PERMIT APPLICATION 10-02 FOR THE COMMUNITY SERVICE LEAGUE HISTORIC HOMES TOUR

VII. OLD BUSINESS:

9. RESOLUTION ACCEPTING AS COMPLETE THE RECONSTRUCTION OF THE CAROLANDS GATEHOUSE BY IONIAN CONSTRUCTION, INC.
10. AUTHORIZATION OF STAFF TO NEGOTIATE A NEW ENGINEERING SERVICES CONTRACT WITH CSG CONSULTANTS
11. UPDATE ON WALNUT AVENUE PARKING LOT IMPROVEMENTS

VIII. PUBLIC COMMENT:

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

IX. CITY COUNCIL ITEMS:

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

X. ADJOURN

SPECIAL ACCOMMODATIONS:

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

MINUTES:

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

ATTACHMENTS:

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

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

AUDIO / VISUAL ADVISORY:

Those persons who wish to use PowerPoint, CDs, DVDs, VHS tapes or other mediums when presenting to the City Council, will be required to submit media items to the City Clerk by 12:00 p.m. on the day of City Council meetings. Media items can be emailed to mvokoyama@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
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: FEBRUARY 1 THROUGH FEBRUARY 28, 2010

SUMMARY: The monthly claims for the month of February 2010, in the amount of \$3,150,647.20 are submitted for approval.

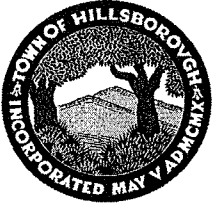
FISCAL IMPACT: Claims have been expended pursuant to the approved budget.

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 February 2010, as submitted.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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**CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010**

AGENDA STAFF REPORT

ITEM SUBJECT: RECONSTRUCTION OF A NONCONFORMING GARAGE AND SECOND UNIT AT 108 STONEHEDGE ROAD

SUMMARY: The applicant, Michelle Freed, is proposing to reconstruct an existing 700 square foot detached, one-story garage and second unit structure in its existing location in order to improve the structural and aesthetic condition of her garage and property, and to provide greater architectural consistency with the Tudor/Craftsman style of the primary residence. The proposed structure would be constructed of high quality materials, such as copper gutters and cedar shingle roofing, and includes features of the Craftsman style of architecture, such as a gabled style roof.

The existing garage is in poor condition, has a flat roof and is located along the rear and left side property lines at the northwest corner of the property. Current setback requirements are 20 feet from side and rear yards. The existing garage, therefore, is nonconforming as it does not meet the current 20 foot required side or rear yard setback requirement.

The City Council may allow complete reconstruction of a nonconforming garage, if the City Council finds that granting such a garage exception will allow the replacement of a deteriorated or antiquated garage with a sound, properly designed and constructed garage, and that granting the exception will not be materially detrimental to the public health, safety, or welfare or injurious to other property in the Town. The Code requires public notification of a nonconforming garage replacement proposal; however, the City Council need not hold a public hearing when considering a garage exception unless an adjoining property owner has filed a written objection to the proposed reconstruction.

The Building Official has reviewed the plans and structural report and confirms that the garage and foundation have deteriorated. The proposed structure would meet all current Building Code requirements. The proposal would present minimal visual impact to neighboring properties as it is located approximately 180 feet back from the front property line, would continue to be adjacent to neighboring rear yard areas, and the property is well screened by vegetation. Public notice was provided to adjacent property owners on February 17, 2010. No comments on the proposal have been received to date.

Since the proposal will not increase the degree of nonconformity of the existing structure, provides a structurally sound replacement for a deteriorated garage, and will provide enhanced architectural aesthetics to the property and neighborhood, the proposal appears to meet the goals of the Town's Municipal Code for nonconforming structures.

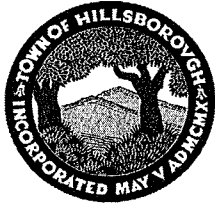
FISCAL IMPACT: There is no fiscal impact associated with this proposal.

ENVIRONMENTAL ISSUES: The primary residence/property is a potential historic resource under the California Environmental Quality Act (CEQA) due to its representation as a "country cottage" desired by the early generation of builders and residents of Hillsborough. The project is exempt from CEQA pursuant to Sections 15303, Class 3, and 15331, Class 31, which allow construction of small structures and alterations to historic resources, which are consistent with the Secretary of the Interior's Standards. The Secretary of the Interior's Standards require that alterations to historic resources be complementary, but not duplicative of the historic resource in order to differentiate the historic resource from additions and alterations.

ATTACHMENTS: Application Packet

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: Approve the proposed garage reconstruction on the findings that the garage exception will allow the replacement of a deteriorated garage with a sound, properly designed and constructed garage and that granting the exception will not be materially detrimental to the public health, safety, or welfare or injurious to other property in the Town, for the reasons outlined in this report.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION APPROVING THE PURCHASE OF A REPLACEMENT TRAINING VEHICLE FOR THE CENTRAL COUNTY FIRE DEPARTMENT

SUMMARY: The Town currently has two vehicles which were deferred for replacement until fiscal year 2009/2010; both are 1998 Crown Victoria sedans that have served their useful life. The needs of the organization are for a ¾ ton crew cab pickup for the use of the training division to haul materials and equipment to various training sites and to provide a means of securing equipment. This vehicle will also serve as the back-up command vehicle. Currently, the budget contains \$70,000 for vehicle replacement.

The department received four competitive bids as follows:

\$32,581.64	San Francisco Ford
\$34,315.44	Serramonte Ford
\$37,179.41	Mission Valley Ford
\$38,723.50	Downtown Sacramento Ford (State Bid)

The bid from San Francisco Ford is \$6,142 below the State of California Contract Provider's bid rate. An additional \$10,354.38 will be needed for the installation of graphics, camper shell, and lighting and communication package for emergency operations.

The vehicle uses the newest technology by having dual spark plugs for each cylinder to achieve the maximum fuel use in the combustion process for cleaner burning efficiency. It is also rated for Flexible Fuel E85 (85% ethanol and 15% unleaded gas) capability.

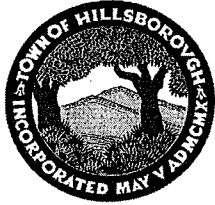
FISCAL IMPACT: The cost of the replacement training vehicle, \$42,936.02, was budgeted in the Replacement Fund.

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

ATTACHMENTS: Resolution

PREPARED BY: Don Dornell, Fire Chief

RECOMMENDATION: Adopt the resolution approving the purchase of a 2010 Ford F-250 4WD pick-up truck with crew cab from San Francisco Ford for the Fire Department at a bid amount of \$32,581.64, and an additional \$10,354.38 for the installation of graphics, camper shell, and lighting and communication package for emergency operations, with a total allocation of \$42,936.02.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: SCADA SYSTEM UPGRADE: APPROVAL OF PEER REVIEW PROCESS TO BE CONDUCTED BY EMA, INC.

SUMMARY: The Town of Hillsborough is currently in the process of upgrading the SCADA (Supervisory Control and Data Acquisition) System. The SCADA System is used to operate all pumps and lift stations, and to set water levels in tanks. The current budget for this upgrade is \$1.875 million. The project will be substantially funded by a low interest loan under the State of California's Energy Efficiency Financing Program and a possible grant from the 2009 Water Marketing and Efficiency Grants.

This upgrade will resolve shortcomings with the current system, which was implemented about ten years ago. In an effort to save costs, the previous effort did not fully meet the Town's requirements. On September 10, 2007, the City Council awarded a contract to Cybernet Consulting Engineers for professional engineering services related to the SCADA System. To date, a total of \$181,800 has been paid to Cybernet.

The current project appears to be progressing as planned. However, given the Town's previous history and the large cost for SCADA Systems, it would be appropriate to consider conducting a brief, high level check to confirm the Town's current efforts. This review may result in verifying the current approach or offering some suggested improvements. If the review recommends a major change of course, the entire project would have to be reconsidered. The review should be completed by May 1, 2010, prior to the actual award of a bid. It is anticipated that a bid could be awarded at the May 10, 2010 City Council meeting. The main elements of this review would include:

1. Appropriateness of project goals and time frame
2. Ability to meet project commitments
3. Costs and cost saving opportunities
4. Technical specifications
5. Bid process
6. Realistic options such as shared services

There may be additional items that should be included, based on the review process. A brief written report or letter covering the scope of review and recommendations would be the final work product of the peer review.

Mr. Lawrence Jentgen, Vice President of EMA, Inc. in Tucson, Arizona, has tentatively agreed to conduct the peer review. Mr. Jentgen has over 30 years of experience in the implementation of

information and automation systems for water and electric utilities and has had a major role in 21 large scale SCADA projects. EMA, Inc. is a highly regarded firm in the utility field and specializes in designing and applying technology, including SCADA Systems. If Mr. Jentgen is not available, another highly qualified expert from EMA would conduct the review. A not-to-exceed amount of \$15,000 is requested for this peer review. This amount includes some funding in case cost-effective improvements are identified that could readily be included in the project bid specifications.

FISCAL IMPACT: Funding would be allocated from the Water Enterprise Fund.

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

ATTACHMENTS: Resolution

PREPARED BY: Anthony Constantouros, City Manager

RECOMMENDATION: Adopt the resolution authorizing the City Manager to enter into a contract with EMA, Inc. to conduct a review of the SCADA System Project for an amount not-to-exceed \$15,000.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH FARALLON COMPANY, INC. FOR THE 1475 TARTAN TRAIL ROAD SANITARY SEWER RELOCATION PROJECT

SUMMARY: The project was awarded to Farallon Company, Inc. in November of 2009. The project entailed realigning an existing damaged 8-inch sewer main from beneath the home at 1475 Tartan Trail to the property line. The property owner at 1475 Tartan Trail, as part of his contribution to the project, paid for the abandonment of the lower main and reconnection of his lateral to the main. Farallon Company installed 240 linear feet of new 8-inch seamless sewer pipe, three new manholes, and reconnection of one lateral. This has allowed crews much easier access to the main for future maintenance.

FISCAL IMPACT: The awarded contract amount for the project was \$81,003, including contingencies. The project was completed on time and under budget in the amount of \$75,939. Staff recommends that these funds be allocated from the 2006 Water and Sewer Bond, instead of the Sewer Fund.

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

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution accepting as complete the contract with Farallon Company, Inc. for the 1475 Tartan Trail Road Sanitary Sewer Relocation Project in the amount of \$75,939.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE 2009 ASPHALT OVERLAY PROJECTS ST-411 AND ESPL-5191(004) BY G. BORTOLOTTI COMPANY, INC.

SUMMARY: The project was awarded to G. Bortolotto Company, Inc. in August 2009. This project is part of the Town's response to the American Recovery and Reinvestment Act (ARRA) of 2009.

The contractor performed asphalt concrete grinding, dig out repairs and paving, concrete improvements, signage, striping and pavement markers, and other improvements on Ralston Avenue, Black Mountain Road, Tartan Trail Road, and Parrott Drive.

FISCAL IMPACT: The Town will be reimbursed from the Federal Government in the amount of \$392,000; thus only \$40,507 of the \$69,917 of Measure A and tax funds will be expended on the project.

The awarded contract amount for the project was \$460,917, including contingencies. The project was completed under budget in the amount of \$432,507.

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

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution accepting as complete the contract with G. Bortolotto Company, Inc. for the 2009 Asphalt Overlay Projects ST-411 and ESPL-5191 in the amount of \$432,507.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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CONSENT CALENDAR
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AWARDING A CONTRACT TO F.H. RAMIREZ LANDSCAPING FOR LANDSCAPING AT THE CAROLANDS GATEHOUSE

SUMMARY: The Town has received three proposals for landscaping the Carolands Gatehouse with the following results:

\$10,500	F.H. Ramirez
\$15,895	Tony Placido
\$15,961	Scapes

A design was created by landscape architect Sara Small under the direction of the principal fundraiser Sally Meakin.

A \$1,000 contingency is recommended for the project. F.H. Ramirez has quoted \$130 per month for ongoing maintenance, which would be paid by the Town.

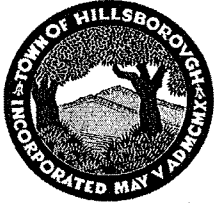
FISCAL IMPACT: The project will be paid through a donation made to the Town for the Gatehouse Project.

ENVIRONMENTAL ISSUES: A Mitigated Negative Declaration has been prepared for the Gatehouse Project landscaping.

ATTACHMENTS: Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution awarding a contract to F.H. Ramirez Landscaping for landscaping at the Carolands Gatehouse.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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PUBLIC HEARING
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: FUNDRAISING EVENT PERMIT APPLICATION 10-02 FOR THE COMMUNITY SERVICE LEAGUE HISTORIC HOMES TOUR

SUMMARY: The Community Service League submitted an application to conduct its Historic Homes Tour on Friday, May 14, 2010, at the following addresses:

- 2260 Forest View Avenue
- 1761 Manor Drive
- 1200 Jackling Drive
- 100 Stonehedge Road
- 1615 Floribunda Avenue

Hillsborough Municipal Code Section 5.16.080 requires a public hearing for a fundraising event permit where more than 200 people will be in attendance during any one day at any one property. Public notices have been sent to owners of properties located within a 500-foot radius of the properties listed above. One letter of objection has been received and is included in the City Council's agenda packet.

The Police, Fire and Building Departments have reviewed the application and submitted comments and recommendations, which are included in the City Council's agenda packet.

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

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

ATTACHMENTS: Fundraising Event Permit Application, Police, Fire and Building Department Comments, and Letter of Objection

PREPARED BY: Miyuki Yokoyama, City Clerk

RECOMMENDATION:

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Approve Fundraising Event Permit Application 10-02 for the Community Service League Historic Homes Tour on Friday, May 14, 2010, subject to the conditions recommended by staff.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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OLD BUSINESS
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ACCEPTING AS COMPLETE THE RECONSTRUCTION OF THE CAROLANDS GATEHOUSE BY IONIAN CONSTRUCTION, INC.

SUMMARY: The project was awarded to Ionian Construction, Inc. in July 2009. The contractor has completed the reconstruction of the building, which included utility connections for water, PG&E, phone and cable. Close coordination with all utility companies allowed staff to complete all connections before the completion of the structure.

The contractor added many enhancements to the structure with minimal or no cost to the Town. Some of those enhancements included adding 50 pairs of phone lines to the building, additional lighting at the rear of the building for security, other electrical enhancements within the structure to prepare for irrigation and lighting of the future landscaping, crawl space foundation drains and drywell, and slate to the front entry. The contractor should be commended for the extra efforts to reduce costs on the project.

As of March 1, 2010, the Gatehouse construction was essentially finished. The building is weather tight and all the windows and doors are secured. It has been painted and is now ready to accept the installation of the Police Department equipment.

All the electronics, radio, alarm and computer equipment costs will be covered by a grant. It is anticipated that by mid-April 2010, the facility will be furnished and the equipment will be up and running. Plans are underway for a ribbon cutting and opportunities for major donors and interested citizens to tour the completed project.

FISCAL IMPACT: The awarded contract amount for the project was \$349,253, which is \$15,887 less than the original bid amount. The construction portion of the project was completed by Ionian for \$343,766.

A listing of project costs is included in the City Council's agenda packet. The highlighted items are expenses that were absorbed into the Public Works operating budget. They include tree removals to prepare the site, the installation of the sewer lateral from the property line to the main, and the Town's application for PG&E service at the site.

The Town has absorbed its staff time and direct costs related to inspection of the building and costs related to an evaluation of the historical issues conducted by Dr. Laura Jones.

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

ATTACHMENTS: Listing of Project Costs and Resolution

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Adopt the resolution accepting as complete the contract with Ionian Construction, Inc. for the reconstruction of the Carolands Gatehouse in the amount of \$343,766.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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OLD BUSINESS
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: AUTHORIZATION OF STAFF TO NEGOTIATE A NEW ENGINEERING SERVICES CONTRACT WITH CSG CONSULTANTS

SUMMARY: The Management Partners report recommended that the Town bid its engineering services contract because there has not been a competitive selection process since CSG obtained the contract in 2003. A bidding process would help ensure that the Town's contract terms were in line with market conditions.

In November 2009, a request for qualifications (RFQ) for a variety of engineering specialties, including City Engineer, was distributed to engineering firms and to an agency that provides leads for engineering firms. Ten engineering firms responded to the RFQ.

In the RFQ, City Engineering was broadly defined as follows: The City Engineer is a title designated in the Hillsborough Municipal Code that executes duties required under State law. Firms responding to provide a City Engineer must offer, at a minimum, an experienced Professional Engineer registered in the State of California, who can work 40 hours per month on Town issues. A licensed surveyor is highly desirable. Respondents should also propose providing support staff including Assistant and Associate Engineers or technicians to assist with the performance of routine tasks, including civil engineering plan checking, reviewing encroachment permits, responding to resident inquiries and assisting with infrastructure maintenance and planning. Engineering support requires that some office hours are maintained on-site at Town Hall. On average, the Town anticipates approximately \$400,000+ in annual City Engineer expenses.

The total amount paid to CSG in 2008/2009 was \$1,567,222. City Engineer activities accounted for \$623,473 of the costs. Development and plan checking were approximately \$220,000. Most of the remaining expenses were billed for design and construction management services. It should also be noted that the recent Public Works study completed by Management Partners recommended that the City Engineer, Management Analyst and Maintenance Manager should be converted to full-time employees. This recommendation is being reviewed and could be brought forward to the City Council as part of the 2010/2011 budget process. Any contract for City Engineer services should allow the Town the flexibility to make these possible transitions.

The four firms that indicated that they could provide City Engineer services were selected for interviews. Each of these firms also responded that they could provide capital improvement design and construction management services, just as CSG currently does.

An interview panel was assembled on February 22, 2010, that included Mayor Krolik, Councilmember Benton, Burlingame Public Works Director Syed Murturza, Foster City Public Works Director Ray Towne, and San Mateo's Deputy Public Works Director Susana Chan. Each firm was given the opportunity to make a presentation, which was followed by a question and answer session.

At the end of the interviews, CSG appeared to be the best qualified firm to serve Hillsborough. The other three firms were also excellent candidates for the contract; however, they were not as specialized in providing staff augmentation support to municipal governments. One firm would need to partner with another engineering firm to provide water design services.

Based on information gathered during this process, the Town is in a good position to bargain for a new contract with CSG. Terms that would likely be included in the negotiation could be contract duration, favorable pricing, cost controls, contract flexibility, billing and reporting improvements. The City Manager will select a staff negotiating team to enter into the negotiation. This negotiation may take a number of meetings to fully complete.

FISCAL IMPACT: The authorization to negotiate has no fiscal impact; however, the end product of a new contract may help to reduce engineering costs in the future.

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

ATTACHMENTS: CSG Proposal

PREPARED BY: Martha DeBry, Public Works Director

RECOMMENDATION: Authorize staff to negotiate a new City Engineer contract with CSG and return to the City Council for approval.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

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OLD BUSINESS
CITY COUNCIL MEETING
MARCH 08, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: UPDATE ON WALNUT AVENUE PARKING LOT IMPROVEMENTS

SUMMARY: In June of 2006, the City Council approved the design of a landscape and lighting plan for the Town's parking lot on the west side of Walnut Avenue. Thereafter, the Town of Hillsborough began consideration of closing Walnut Avenue to through traffic in order to address employee and overflow parking issues. After holding a public meeting on the topic on November 15, 2006, the Town elected to cease the study of the street closure proposal in favor of conducting a more comprehensive study or Master Plan of the Town's facilities.

In 2008, a City Council Subcommittee consisting of Mayor Krolik and Vice Mayor Kasten studied the issue of whether to move forward with preparation of a Town Hall Master Plan. The Subcommittee considered options, including taking no further action until funding becomes available (Option 1), conducting improvements to the Walnut Avenue parking lot (Options 2 through 4), and preparing a Town Hall Master Plan/Needs Assessment Study (Options 5 through 9). Examples of varying levels of these three options were presented in the report entitled "Draft Project Options", which is included in the City Council agenda packet.

On February 9, 2009, the City Council recommended postponement of the preparation of a Town Hall Master Plan until such time as the economy improves and recommended providing lighting for the Walnut Avenue parking lot as outlined in Option 2 in the "Draft Project Options" prepared by staff. Since this time, staff has been working with PG&E on lighting options. Additionally, staff has recently met with the Hillsborough Beautification Foundation (HBF), who has expressed interest in assisting with improvement efforts. The upcoming budget cycle along with an HBF partnership opportunity potentially presents additional opportunities than those most recently considered.

FISCAL IMPACT: There is \$33,243 remaining in the Town Hall improvement budget of which \$10,000 is allocated towards lighting. Additionally, rental income from 1640 Floribunda Avenue (approximately \$60,000 annually, not including expenses) and a remaining Town Hall Facilities budget of \$164,540 exist as revenue options.

ENVIRONMENTAL ISSUES: This item is not subject to the California Environmental Quality Act.

ATTACHMENTS: Draft Project Options and previously approved Landscape Plan

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: Direct staff to propose funding for an improvement plan for the Walnut Avenue parking lot in the 2010/2011 fiscal year budget.