

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**MONDAY, MARCH 8, 2010**

Vice Mayor Kasten called the regular meeting to order at 6:03 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

**ROLL CALL:** Present: Kasten, Fannon, Regan, Benton  
Absent: Krolik

**MINUTES:** The minutes of the February 8, 2010 City Council meeting were approved as submitted subject to a wording change made by Councilmember Benton. After the fourth paragraph on page 10 of Agenda Item 13, he added "Councilmember Benton stated his concern that a relatively small landscape project just over the threshold value of \$20,000 would require a new meter be installed for irrigation, which could substantially increase the cost of an otherwise small project, and that the purpose of the second meter was simply to increase the Town's enforcement authority."

**PRESENTATIONS:**

- Councilmember Regan presented Financial Advisory Committee Member John Lockton, Jr., who served as a Committee Member from August 1998 through January 2008 and Chair from February 2008 through December 2009, with a Certificate of Appreciation and thanked him for serving on the committee.

**CONSENT CALENDAR:**

Item 2 was removed for discussion. On motion of Councilmember Fannon, seconded by Councilmember Benton, and unanimous on voice vote, Consent Calendar items 1 and 3 – 7 were adopted.

1. MONTHLY CLAIMS: FEBRUARY 1 THROUGH FEBRUARY 28, 2010

The monthly claims for February 2010, in the amount of \$3,150,647.20 were approved as submitted.

2. RECONSTRUCTION OF A NONCONFORMING GARAGE AND SECOND UNIT AT 108 STONEHEDGE ROAD

Vice Mayor Kasten announced that the applicant of the project requested a continuance of the item to the April 12, 2010 City Council meeting in order to address recent neighbor concerns.

3. RESOLUTION APPROVING THE PURCHASE OF A REPLACEMENT TRAINING VEHICLE FOR THE CENTRAL COUNTY FIRE DEPARTMENT

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, was adopted.

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

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 was adopted.

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

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 was adopted.

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

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 was adopted.

7. RESOLUTION AWARDING A CONTRACT TO F.H. RAMIREZ LANDSCAPING FOR LANDSCAPING AT THE CAROLANDS GATEHOUSE

The resolution awarding a contract to F.H. Ramirez Landscaping for landscaping at the Carolands Gatehouse was adopted.

**PUBLIC HEARING:**

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

City Clerk Miyuki Yokoyama stated that the Community Service League submitted a fundraising application for an Historic Homes Tour on Friday, May 14, 2010, from 10:00 a.m. to 3:00 p.m. at 2260 Forest View Avenue, 1761 Manor Drive, 1200 Jackling Drive, 100 Stonehedge Road, and 1615 Floribunda Avenue.

Ms. Yokoyama stated that public notices have been sent to homeowners located within a 500-foot radius of the five locations and that one letter of objection about traffic and parking issues has been received regarding the 1200 Jackling Drive location. She added that staff recommends approval of the application subject to the restrictions and conditions of the Police, Fire and Building Departments.

Councilmember Benton stated that he drove around the 1200 Jackling Drive area and did not notice any potential traffic problems.

Vice Mayor Kasten stated that the Historic Homes Tour will dwindle down by 2:00 p.m. and that he did not anticipate any traffic impacts.

Police Captain Mark O'Connor stated that Sergeant Pat Barrett performed a site survey around the area of 1200 Jackling Drive, which is near Roosevelt Elementary School, on Thursday, March 4, 2010, and found little traffic flux at 3:00 p.m. He stated that Sergeant Barrett met with the homeowners who sent the letter of objection and that Sergeant Barrett explained the Police Department's parking and traffic plans, to which the homeowners' concerns were relieved and they voiced their support for the Community Service League's endeavor.

Vice Mayor Kasten opened the public hearing. There were no comments. The public hearing was closed.

On motion of Councilmember Benton, seconded by Councilmember Fannon, and unanimous on voice vote, 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, was approved.

**OLD BUSINESS:**

9. RESOLUTION ACCEPTING AS COMPLETE THE RECONSTRUCTION OF THE CAROLANDS GATEHOUSE BY IONIAN CONSTRUCTION, INC.

Public Works Director Martha DeBry reported that as of March 1, 2010, the reconstruction of the Carolands Gatehouse by Ionian Construction, Inc. was

completed for \$343,766 and that a listing of the project costs was included in the City Council's agenda packet.

Police Chief Matt O'Connor provided a Power Point presentation with the before and after interior and exterior photos of the Carolands Gatehouse. He explained that all the electronics, radio, alarm and computer equipment costs will be covered by a grant. He stated that he anticipates that by mid-April 2010, the facility will be furnished and the equipment will be up and running for the Police Substation. He added that plans are underway for a ribbon cutting ceremony and opportunities for major donors and interested citizens to tour the new Carolands Gatehouse.

Councilmember Fannon remarked that the reconstructed Carolands Gatehouse looks great. Ms. DeBry stated that the Hillsborough Beautification Foundation funded the painting of the gates of the Carolands Gatehouse and that the Town will receive a donation for the landscaping.

Councilmember Benton asked how much the Town has had to contribute for the reconstruction of the Carolands Gatehouse. Ms. DeBry replied that the Town has had to contribute at least \$20,000 for the cost of an historical consultant, tree removal services, PG&E connections, sewer service connection, and inspections.

Vice Mayor Kasten remarked that the contractor did a good job on the project. Ms. DeBry agreed and added that the contractor was willing to negotiate the cost of the roofing and added in some other things at no cost. She stated that Ionian Construction was an outstanding contractor to work with and completed the project in a timely manner.

Vice Mayor Kasten thanked Ms. DeBry and Chief O'Connor.

On motion of Councilmember Fannon, seconded by Councilmember Regan, and unanimous on voice vote, the resolution accepting as complete the contract with Ionian Construction, Inc. for the reconstruction of the Carolands Gatehouse in the amount of \$343,766 was adopted.

10. **AUTHORIZATION OF STAFF TO NEGOTIATE A NEW ENGINEERING SERVICES CONTRACT WITH CSG CONSULTANTS**

Public Works Director Martha DeBry reported that in November 2009, a request for qualifications (RFQ) for engineering services was distributed to engineering firms and ten engineering firms responded to the RFQ. She stated that four of the ten firms that indicated that they could provide the City Engineer, capital improvement design, and construction management services were selected for interviews. Ms. DeBry explained that an interview panel was assembled on February 22, 2010, and that each of the four firms was given the opportunity to make a presentation, which was followed by a question and answer session. She stated that at the end of the interviews, CSG Consultants appeared to be the best qualified firm to serve Hillsborough. She stated that the other three firms were also excellent candidates for the contract, but were not as specialized in providing staff augmentation support.

Ms. DeBry stated that the City Manager will select a staff negotiating team to enter into negotiating the new contract with CSG, which would include contract duration, pricing, cost controls, contract flexibility, and billing and reporting improvements.

Councilmember Benton stated that he participated on the interview panel and that he found CSG to be uniquely qualified in providing staff augmentation support. He added that selecting CSG was a well-represented and unanimous choice.

Councilmember Fannon asked if the Management Partners report recommended that the Town hire a City Engineer. Ms. DeBry replied that the Management Partners report recommended hiring a City Engineer, Maintenance Manager and Analyst, which would affect the new CSG contract by scaling back on these engineering services. Councilmember Fannon asked where Ms. DeBry was in hiring the City Engineer,

Maintenance Manager and Analyst. Ms. DeBry replied that she anticipates requesting City Council approval for these positions with the 2010/2011 fiscal year budget.

City Engineer Cyrus Kianpour thanked the City Council for allowing CSG the opportunity to serve the Town of Hillsborough. The Councilmembers thanked Mr. Kianpour.

On motion of Councilmember Benton, seconded by Councilmember Fannon, and unanimous on voice vote, staff was authorized to negotiate a new City Engineer contract with CSG and to return to the City Council for approval of the new engineering services contract.

#### 11. UPDATE ON WALNUT AVENUE PARKING LOT IMPROVEMENTS

Director of Building and Planning Liz Cullinan reported that in 2008, a City Council Subcommittee, which included Mayor Krolik and Vice Mayor Kasten, studied the issue of whether to move forward with the preparation of a Town Hall Master Plan. She stated that the Subcommittee considered options, including taking no further action until funding becomes available, conducting improvements to the Walnut Avenue parking lot, and preparing a Town Hall Master Plan/Needs Assessment Study.

Ms. Cullinan stated that 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. She reported that since that time, staff has been working with PG&E on lighting options. She stated that additionally, the Mayor and Town staff had recently met with the Hillsborough Beautification Foundation, who expressed interest in assisting with improvement efforts. Ms. Cullinan stated that there are funds remaining in the Town Hall improvement budget.

The City Council discussed several options for the Walnut Avenue parking lot improvements. City Manager Anthony Constantouros indicated that improvements to the lot should not preclude or unnecessarily limit future strategic civic planning options, including all adjacent property owned by the Town. Councilmember Fannon directed staff to return to the City Council at a future City Council meeting with specific recommendations for the Walnut Avenue parking lot improvements. Ms. Cullinan replied that she will start with the budget component for the Walnut Avenue parking lot improvement plan. She added that she received a letter from Hillsborough resident Martin Harband supporting improvements to the Walnut Avenue parking lot.

#### **PUBLIC COMMENT:**

There were no public comments.

#### **CITY COUNCIL ITEMS:**

Councilmember Fannon stated that he noticed an increase in the total year-to-date Planning applications compared to 2009. Director of Building and Planning Liz Cullinan reported that there has been an increase in administrative Planning reviews with 38 year-to-date for 2010, compared to 13 year-to-date for 2009.

Vice Mayor Kasten announced that he will be attending the Council of Cities Dinner/Meeting on Friday, March 26, 2010, in the City of Atherton, and Councilmember Fannon and Councilmember Benton announced that they will also be attending.

The Councilmembers and staff discussed the fees that the Town pays to the Cities of San Mateo and Burlingame for use of their public libraries.

#### **ADJOURN:**

Vice Mayor Kasten adjourned the meeting at 6:59 p.m.