MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, October 13, 2003

Mayor Regan called the regular meeting to order at 6:00 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough California.

ROLL CALL: Present: Mullooly, Fannon, Adams, Kasten, Regan

MINUTES: The minutes of the September 8, 2003 City Council meeting were approved.

ANNOUNCEMENT:

- Light Up The Town – Thursday, December 4, 2003 at 5:00 p.m.
  Hillsborough Beautification Foundation

CONSENT CALENDAR:

On motion of Councilmember Fannon and seconded by Councilmember Kasten, unanimous on voice vote, Consent Calendar items 1 – 5 were approved.

1. MONTHLY CLAIMS SEPTEMBER 1 THROUGH SEPTEMBER 30, 2003

   The monthly claims for September 2003 were approved.

2. QUARTERLY INVESTMENT REPORT

   The Investment Report for the Quarter ending September 30, 2003 was approved.

3. SIDE LETTER OF AGREEMENT BETWEEN THE TOWN OF HILLSBOROUGH AND SAN MATEO COUNTY FIREFIGHTERS LOCAL 2400

   The City Manager was authorized to sign the Side Letter of Agreement between the Town of Hillsborough and the San Mateo County Firefighters Local 2400.

4. HILLSBOROUGH FIRE DEPARTMENT WELLNESS GRANT AMENDMENT

   The Hillsborough Fire Department, Wellness Grant Amendment was approved for $4,100 to match the fund requirement and the request to purchase new exercise equipment in an amount not to exceed $41,000.

5. COOPERATIVE AGREEMENT FOR THE PURCHASE AND MAINTENANCE OF MOBILE TRAINING SIMULATORS

   The cooperative agreement for the purchase and maintenance of mobile training simulators was approved.

PUBLIC HEARING:

6. FINAL ARCHITECTURE AND DESIGN REVIEW OF ADDITION RESULTING IN TOTAL HOUSE SIZE OVER 8,000 SQ. FT. AT 20 RALSTON COURT, Mr. Neiman and Ms. Speeth applicants

   City Planning Maureen Morton explained that the proposed application is the result of a lot merger with what used to be 30 Ralston Court, where the previous house has been demolished. The proposal is to construct four new accessory structures, including a family recreational room, two garages and a storage building.
   Ms. Morton added that the total house size would be 16,450 square feet, which is still resulting in a low FAR.

   Ms. Morton indicated that the owner and Architect listened to the comments of the Architecture and Design Review Board (ADRB), and made a cooperative effort to meet the Board's concerns. The ADRB unanimously approved the project.

Councilmember Mullooly asked if the two lots had been merged, or was it still going through the planning process. Ms. Morton said yes, the application would not have been accepted until the lots were combined.

Mayor Regan opened the public hearing. There being no comment, the public hearing was closed.

On motion of Councilmember Mullooly, seconded by Councilmember Fannon, unanimous on voice vote, the final Architecture and Design Review approved the addition of four accessory structures resulting in a total house size over 8,000 sq. ft. at 20 Ralston Court was accepted, subject to compliance with the Standard Conditions.

NEW BUSINESS:

7. ORDINANCE ADDING 1.28 CLAIMS AGAINST THE TOWN AND AMENDING SECTIONS 1.20.010, 2.12.050, 6.12.070, 8.16.035, 17.36.020, AND 17.52.020 OF THE HILLSBOROUGH MUNICIPAL CODE

Assistant City Attorney Penny Greenberg explained that these ordinance changes are a follow-up to the Town's code update project. The first section of the ordinance adds a new chapter to the Hillsborough Municipal Code, applying the provisions of the Tort Claims Act to claims that are otherwise not covered by that Act. The second section of the ordinance codifies a change in the mailing procedures for public notice. The third section of the ordinance addresses the regular meeting dates of the ADRB. The fourth section of the ordinance deletes the page and a half line-by listing of fees for dogs and cats, etc. that is now in section 6.12.070 and leaves only the reference to the County fee schedule. The fifth section of the ordinance is a further clarification to an existing nuisance provision in response to the concern about protracted construction. The sixth section of the ordinance addresses a question that has arisen regarding the required backup space behind garages. The seventh section of the ordinance is designed to head off any confusion regarding the rental requirements in the Town's recently adopted second unit ordinance.

Councilmember Mullooly asked if applicants are currently mailing public notices. Mrs. Greenberg said yes.

Councilmember Mullooly asked how would we know this task has been completed. City Planner Maureen Morton indicated that Town staff completes an affidavit of mailing.

Mayor Regan asked if the website counts as a posting station. Mrs. Greenberg indicated the three posting sites are bulletin boards located within the Town limits.

Mayor Regan asked if both properties on a site could be rented at the same time. Mrs. Greenberg indicated that State Law allows for the provision that both properties cannot be rented at the same time.

On motion of Councilmember Mullooly, seconded by Councilmember Kasten, unanimous on voice vote, the ordinance adding 1.28 Claims Against the Town and amending Sections 1.20.010, 2.12.050, 6.12.070, 8.16.035, 17.36.050, and 17.52.020 of the Hillsborough Municipal Code was introduced and set for public hearing at the November 10, 2003 City Council meeting.

DISCUSSION:

8. HILLSBOROUGH AND BURLINGAME FIRE DEPARTMENTS: UPDATE ON COVERAGE AREA STUDY EVALUATION

Fire Chief Dave Milanese presented a verbal progress update on the coverage area study evaluation between Hillsborough and Burlingame Fire Departments.

9. SALE OF TWO BECK FIRE ENGINES

Fire Chief Dave Milanese presented a verbal update on the sale of the two Beck Fire Engines netting approximately $100,000.

10. SUMMARY RECOMMENDATIONS – TECHNOLOGY ASSESSMENT

Finance Director Edna Masbad presented a verbal update on the Technology Assessment report submitted by RoLo Consulting Co. on the Town's technology needs for the next five years.

11. WEBSITE REDESIGN, DEVELOPMENT AND IMPLEMENTATION SERVICES

Finance Director Edna Masbad presented a verbal update on the Town's Website Redesign, development and implementation services. Vendors for the Website Redesign are scheduled to present their proposals and demonstrate sample products to staff and the Citizens Communication Advisory Committee on October 21, 2003. A recommendation will be presented to the City Council at its November 10, 2003 meeting.

12. TOWN HALL – USE AND RENTAL

Deputy City Clerk Rachelle Ungaretti presented a summary explaining current Town Hall use and rental policies. The City Council directed staff and the City Attorney to begin drafting a new use and rental policy.

PUBLIC COMMENT:

There were no comments.

CITY COUNCIL ITEMS:

Mayor Regan announced that the Town would be hosting the Council of Cities Dinner, Friday November 21, 2003.

Vice Mayor Kasten announced that he would be serving on the Housing Endowment and Trust (HEAT) Board until February 2004.

ADJOURN:

Mayor Regan adjourned the meeting at 6:50 p.m.