

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**MONDAY, AUGUST 9, 2004**

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, Kasten, Regan  
Absent: Adams

Mayor Regan announced that the City Council approved payment of the judgment awarded to Dr. Soss regarding his claim. The Town will make payment to Dr. Soss after the release of all claims document is returned.

**MINUTES:** The minutes of the July 12, 2004 City Council meeting were approved as submitted subject to one change made by Councilmember Mullooly.

**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 JULY 1 THROUGH JULY 31, 2004

The monthly claims for the month of July 2004 in the amount of \$2,191,672.44 were approved.

2. INTRODUCE ORDINANCE AMENDING VARIOUS SECTIONS AND CHAPTERS OF TITLES 1, 2, 5, 8, 9, 10, 12, 13, 14, 15, AND 17 OF THE HILLSBOROUGH MUNICIPAL CODE

The ordinance amending various sections and chapters of Titles 1, 2, 5, 8, 9, 10, 12, 13, 14, 15, and 17 of the Hillsborough Municipal Code was introduced and set for public hearing at the September 13, 2004 City Council meeting.

3. RESOLUTION RATIFYING ACTION OF THE CITY MANAGER REGARDING SALE OF THE PARROTT TANK SITE

The resolution ratifying the actions of the City Manager regarding sale of the Parrott tank site was adopted.

4. RESOLUTION AUTHORIZING PURCHASE OF IDENTIFICATION CARD SYSTEM

The resolution authorizing the Police Department to purchase an identification card system from Card Integrators for the purchase price of \$9,667.78 was adopted.

5. APPROVAL OF SERVICE ORDER FOR ENGINEERING DESIGN EL ARROYO TANKS

The CSG service order in the amount of \$110,000 for engineering design of the El Arroyo Tanks was approved.

**PUBLIC HEARINGS:**

6. RESOLUTION ADOPTING THE REVISED RESIDENTIAL DESIGN GUIDELINES, INCLUDING THE ADDENDUM

City Planner Maureen Morton indicated that due to the reflection of the community effort, this well designed informational packet was the result. The firm Design Community and Environment (DC&E) along with staff worked to address the Architectural Design Review Board's comments and a "Public Review Draft" was completed and distributed in May, 2004. Ms. Morton said that approximately 25 people participated in the June, 2004 meeting and others submitted written comments.

Richard Reisman, Chairman of the Architectural and Design Review Board said he was glad to work on this project. The newly constructed document now tells the entire story of how the Town got to this point. Mr. Reisman said the public's comments were very constructive and almost all were incorporated in the Guidelines. Mr. Reisman is very enthused to see the City Council endorse these Guidelines.

David Early of Design Community and Environment (DC&E) indicated that this extensive document will clearly explain how to construct a quality home in Hillsborough. Mr. Early said the Guideline is a clear guidance to outsiders working in Town and moving into Town.

Vice Mayor Kasten submitted a memo to the City Planner prior the City Council meeting asking to incorporate a few changes that will make the document clear and more precise. Mr. Kasten felt his comments were meant to provide clarity to the average person reading the document.

Mayor Regan asked if the final document would have color. Mr. Early said yes.

Maureen Morton indicated that the document will be available on the Town's website to help avoid costs to some.

Councilmember Fannon asked Mr. Early what was his view on the ADRB and staff. Mr. Early said it was a pleasure to work with staff, the ADRB and City Council. Everyone has a good idea of what the Town of Hillsborough needs. Mr. Early said the public involvement was very high and candid, more so than other cities.

On motion of Councilmember Fannon, seconded by Councilmember Mullooly, the resolution adopting the revised Residential Design Guidelines, including the addendum and the memo dated August 9, 2004, was adopted.

7. **DICKEN'S HOUSE DESIGNER SHOWCASE & HOLIDAY BOUTIQUE –  
FUNDRAISING EVENT PERMIT APPLICATION NO. 04-03**

Deputy City Clerk Rachelle Ungaretti stated that the Day School Foundation of San Mateo has submitted an application to conduct a fundraising event to hold the Dicken's House Designer Showcase and Holiday Boutique. Ms. Ungaretti indicated that the event is proposed to take place at 1740 Crockett Lane from October 30, through November 14, 2004. Public notices were sent to property owners located within a 500-foot radius of the property. No letters of objection have been filed. Ms. Ungaretti added that there was one concerned neighbor who called regarding parking on Crockett Lane, but that was addressed in the Police Departments conditions.

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 Fundraising Event Permit Application No. 04-03 for the Dicken's House Designer Showcase and Holiday Boutique held October 30, 2004 through November 14, 2004 was approved subject to the conditions recommended by staff.

**DISCUSSION:**

8. **INVEST IN TREASURY BILLS**

Finance Director Edna Masbad explained that State laws require that the Town's investment policy be annually "rendered" to the City Council and its oversight committee. Mrs. Masbad indicated that the Town's investment policy allows investment in various instruments; however, the Town has only invested in the State's Local Agency Investment Fund (LAIF).

Mrs. Masbad said that staff presented the investment policy to the Financial Advisory Committee (FAC) at its meeting held on July 26, 2004 and staff recommended placing additional restrictions on the individual investment options and requesting what additional roles the FAC want to have outside what is currently included in the investment policy. The FAC decided to have a sub-committee review the proposed changes. Mrs. Masbad stated that the Town's current portfolio is approximately \$21 million and \$12 million of remaining bond proceeds.

Mrs. Masbad indicated that staff requested authorization from the Financial Advisory Committee to invest in treasuries with maturity up to two years while waiting for the FAC's review and the City Council's approval of the updated investment policy. Mrs. Masbad said that Treasury bills are categorized as Category 1 with lowest degree of risk and staff has set up a direct buy program with the Federal Reserve Bank allowing the Town to buy it directly. The FAC reaffirmed that staff can invest in treasuries pursuant to its current policy.

At the September 13, 2004 City Council meeting, the City Council will be asked to adopt a resolution allowing staff to invest in US Treasuries pending approval of an updated investment policy.

#### 9. DEMONSTRATION OF GEOGRAPHIC INFORMATION SYSTEM

Public Works Director Martha DeBry indicated that Assistant City Engineer Dave Bishop will demonstrate the Geographic Information System (GIS) at the September 13, 2004 City Council meeting.

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

Councilmember Mullooly indicated that the Central County Fire Department Board of Directors meet for the first time on July 27, 2004. The Board appointed Joe Galligan as Chair and Catherine Mullooly as Vice Chair, Norman Book was retained as legal counsel, and Tony Constantouros as the Chief Administrator. Councilmember Mullooly added that Bill Reilly will be the Central County Fire Chief, Anita Killeen as the Secretary, and Jesus Nava as the Treasurer.

Vice Mayor Kasten pointed out the Mayor Regan was on the cover of the CPA Protector which included an extensive interview.

Councilmember Fannon pointed out that the Police Departments agenda report showed a lot of activity under investigations. Chief O'Connor indicated that during difficult economic times there is more burglary reported. Chief O'Connor said most break-ins are due to unlocked cars and open garages. Chief O'Connor is working on getting some articles into the newsletter and website about reminding people to "lock up".

Councilmember Mullooly said she attended the self-defense workshop offered by Assembly Member Gene Mullin. This event was sponsored by several groups, and the Hillsborough Police Department was included.

Mayor Regan indicated that he was invited to dinner with Honorable Ying-Jeou Ma, Taipei City of the Republic of China.

Mayor Regan indicated with respect to the FAC they should revisit the issue on the library cost.

Mayor Regan mentioned the CCAG meeting on Thursday night.

#### **ADJOURN:**

Mayor Regan adjourned the meeting at 7:14 p.m.