

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**MONDAY, JANUARY 14, 2008**

Mayor Mullooly called the regular meeting to order at 6:04 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

**ROLL CALL:** Present: Fannon, Kasten, Regan, Krolik, Mullooly

**MINUTES:** The minutes of the December 10, 2007 City Council meeting were approved as submitted.

**PRESENTATION:**

- Architecture and Design Review Board, Certificate of Appreciation – Walter Heyman

**CONSENT CALENDAR:**

Item 4 was removed for discussion. On motion of Vice Mayor Krolik, seconded by Councilmember Kasten, and unanimous on voice vote, Consent Calendar items 1, 2, 3, 5, 6, 7 and 8 were approved.

1. MONTHLY CLAIMS: DECEMBER 1 THROUGH DECEMBER 31, 2007

The monthly claims for the month of December 2007 in the amount of \$3,698,022.54 were approved.

2. QUARTERLY TREASURER'S REPORT

The Treasurer's Report for the quarter ending December 31, 2007, was approved.

3. QUARTERLY INTEREST RATE PRODUCTS (SWAP) REPORT

The Interest Rate Products Report for the quarter ending December 31, 2007, was accepted.

4. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH NAPHTALI H. KNOX, FAICP, FOR THE PREPARATION OF THE 2009 HOUSING ELEMENT IN AN AMOUNT NOT TO EXCEED \$41,000

Councilmember Regan asked if the contract with Naphtali H. Knox would involve an hourly rate with a not-to-exceed amount of \$41,000, rather than a flat rate of \$41,000. He further questioned whether the cost could be lower than the \$41,000, if there were fewer hours involved than assumed under the contract. Director of Planning and Building Elizabeth Cullinan replied that the contract for the preparation of the 2009 Housing Element did assume an hourly rate with a not-to-exceed amount of \$41,000 and that if fewer hours were used than assumed under the contract, the costs would be lower.

On motion of Councilmember Kasten, seconded by Councilmember Fannon, and unanimous on voice vote, the resolution authorizing the City Manager to execute a contract with Naphtali H. Knox, FAICP, for preparation of the 2009 Housing Element in an amount not to exceed \$41,000 was adopted.

5. RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE THREE L3 COMMUNICATION MOBILE VISION IN-CAR POLICE DIGITAL RECORDERS

The resolution authorizing the Police Department to purchase three L3 Communication Mobile Vision in-car video systems with a 10% contingency for a total budget not to exceed \$19,004.70 was adopted.

6. RESOLUTION AWARDING THE BID TO SOUTH COUNTY CHRYSLER – JEEP – DODGE FOR THE PURCHASE OF A NEW 2008 DODGE SPRINTER 2500

The resolution awarding the bid for the purchase of one new 2008 Dodge Sprinter 2500 to South County Chrysler – Jeep – Dodge in the amount of \$44,899 from the Water Fund was adopted.

7. RESOLUTION AWARDING THE BID TO CARTER INDUSTRIES FOR THE PURCHASE OF A NEW STEEL PARTITION SPRINTER HIGH ROOF

The resolution awarding the bid for the purchase of one new steel partition sprinter high roof to Carter Industries in the amount of \$3,611.43 from the Water Fund was adopted.

8. RESOLUTION APPROVING THE CSG WORK ORDERS FOR DESIGN SERVICES FOR THE CHATEAU DRIVE REPAIR PROJECT AND SUPPLEMENTAL GEOTECHNICAL SITE INVESTIGATION AT THE DARRELL WATER TANKS

The resolution approving the CSG work orders for design services for the Chateau Drive Repair Project and Supplemental Geotechnical Site Investigation at the Darrell Water Tanks in the total amount of \$37,330, and allocating the same from the Measure A, Gas Tax and 2006 Bond Funds, was adopted.

**PUBLIC HEARING:**

9. FUNDRAISING EVENT PERMIT APPLICATION 07-11 FOR CRYSTAL SPRINGS UPLANDS SCHOOL'S "MADCAP 2008" ANNUAL FUNDRAISING AUCTION

City Clerk Miyuki Yokoyama stated that Crystal Springs Uplands School submitted a fundraising application for their annual fundraising event. The "Madcap 2008" auction would be held on Saturday, March 15, 2008, from 6:00 p.m. to 11:00 p.m. at Crystal Springs Uplands Gryphon Center at 400 Uplands Drive.

Ms. Yokoyama stated that public notices have been sent to homeowners located within a 500-foot radius of the property and no comments have been received. Staff recommended approval of the application subject to the restrictions and conditions of the Police, Fire and Building Departments.

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

On motion of Councilmember Kasten, seconded by Councilmember Regan, unanimous on voice vote, Fundraising Event Permit Application 07-11 for Crystal Springs Uplands School's "Madcap 2008" annual fundraising auction on March 15, 2008, subject to the conditions recommended by staff, was approved.

**NEW BUSINESS:**

10. RESOLUTION ALLOCATING UP TO \$10,000 FOR HERBICIDE SPRAYING SERVICES TO PREVENT THE SPREAD OF SUDDEN OAK DEATH IN THE MACADAMIA OPEN SPACE

Public Works Director Martha DeBry stated that recently, the Town requested that the County of San Mateo's Agriculture Department collect and test specimens from oak trees that recently died in the Town's open space. The results confirmed that the trees had contracted Sudden Oak Death. She stated that the recommendation of Mayne Tree Expert Company is to spray the trees within a quarter mile of the infected trees with a preventative spray to reduce the spread of the disease to healthy trees. She added that this would be performed on a time and material basis not to exceed \$10,000 and that Mayne Tree Expert Company would also mark and count the trees that are sprayed.

Councilmember Fannon asked if Sudden Oak Death has spread to other areas in Town. Ms. DeBry replied that several cases of dead oak trees were observed in the Town's open spaces and that Public Works was arranging for the testing of the trees by the County of San Mateo.

Vice Mayor Krolik asked if Sudden Oak Death exists in residential areas as well. Ms. DeBry replied that Sudden Oak Death is also present in residential areas. She also advised that she is working with the Citizens Communication Advisory Committee (CCAC) to communicate to the residents within a quarter mile of the infected trees of the presence of the pathogen.

On motion of Councilmember Fannon, seconded by Councilmember Regan, and unanimous on voice vote, the resolution allocating up to \$10,000 from the General Fund reserve for herbicide spraying services to prevent the spread of Sudden Oak Death in the Macadamia Open Space was adopted.

## **DISCUSSION:**

### **11. UPDATE ON STORM RESPONSE**

Director of Public Works Martha DeBry provided a brief presentation on the Town's response to the recent major storms that occurred on January 4 and 5, 2008. She stated that the Town opened a joint Emergency Operation Center with the City of Burlingame. She reviewed the locations that suffered problems due to the storm, including the Crystal Springs Sanitary Sewer Trunk, 1600 Floribunda Avenue sanitary sewer system, and 10 Shady Lane storm drain. She also reviewed the storm damage sustained to Town properties, including Crocker Reservoir, New Place Gates, fence at Fire Station 32, fence at 1640 Floribunda Avenue, tree at Fire Station 33, and trees in the Cottonwood Open Space. Ms. DeBry stated that the Town's one backup generator was insufficient to meet the Town's needs during the storm. She added that for accessibility in the future, the primary source of sandbags for residents would be available at Town Hall and in front of Fire Station 33 prior to major storm events.

Councilmember Kasten asked Ms. DeBry if sewer calls were for private sewer backups or sewer overflows in the street. Ms. DeBry replied that sewer calls were for both private and public property. She added that the City of Burlingame recorded three inches of rain within twelve hours, which was a twenty-year event.

Ms. DeBry introduced the Town's Emergency Preparedness Services Coordinator Bill Reilly. Mr. Reilly stated that the Town of Hillsborough and City of Burlingame had anticipated the storm and that the Emergency Operation Center (EOC) was activated at 8:30 a.m. on Friday, January 4, 2008. He reported that the joint efforts of the Town of Hillsborough and City of Burlingame worked well and that problem areas in the EOC were discovered, and that he would work to resolve the shortcomings. Mr. Reilly added that it was a great opportunity to test the EOC, even though it was not a full emergency, and that valuable lessons were learned from the event.

Mayor Mullooly thanked Public Works Supervisor Craig West and Mr. Reilly for working together and said that she was impressed with how well the Fire and Public Works Departments coordinated their efforts.

Mayor Mullooly introduced Roxanne Cruz, PG&E Public Affairs Representative for Hillsborough. Mayor Mullooly asked Ms. Cruz how many PG&E crews were working on problems in Hillsborough to restore power. Ms. Cruz stated that she did not have that specific number, but that PG&E crews handled power outages, downed wires, and broken poles in Hillsborough. She stated that she could get back to the City Council and provide the information regarding the number of crews that worked in Hillsborough during the storm.

Mayor Mullooly stated that PG&E was not able to provide enough information to Hillsborough residents as to when their power would be restored. She asked if there was a phone number that residents could call to get an update on the power outages in their area. Ms. Cruz replied that she was the direct person to contact, but that her hotline number was not listed for the public to call, but only for first responders. She stated that there is an 800 number for residents to call, but due to the high volume of calls during the storm, the calls were diverted and did not just go to the four PG&E contact systems. She added that she would try to gather more information for the City Council. Ms. Cruz stated that all calls received are assessed and addressed accordingly. She added that PG&E first targets hospitals and Police and Fire Departments to ensure that they have full power, then large facilities, and finally residents. She stated that 2.5 million customers were out of power due to the storm that occurred on January 4 and 5, 2008.

City Attorney Norm Book reported that he was out of power for 48 hours and was not able to get adequate information from PG&E regarding when the power would be restored to his home. He asked Ms. Cruz if she had direct contact with the PG&E crews working in Hillsborough. Ms. Cruz stated that she is the Town's 24-hour contact person. She apologized that Mr. Book's area experienced the power outage for 48 hours and that she would follow up on the problem. She reported that PG&E did have their EOC open. Mr. Book again asked Ms. Cruz if she had direct contact with the PG&E crews. Ms. Cruz replied that she could contact the crews working in Hillsborough, but that they were not able to offer a time of response because they did not know how soon they could respond to all the calls. Mr. Book stated that PG&E should have a database to provide PG&E customers with an idea how soon power would be restored. Mr. Book asked Ms. Cruz to provide a report to the Town describing the cause of the outages and what steps were taken to deal with them. Ms. Cruz replied that she could make that information available, if provided with specific questions.

Mayor Mullooly stated that if residents knew in advance that their power would not be restored for a couple of days, arrangements could be made for alternate accommodations, but if residents are not provided with answers they could be sitting and waiting in the cold and dark for a couple of days before their power is restored. She stated that PG&E needs to better inform residents when power outages occur.

Mr. Book stated that power outages for non-ambulatory senior residents could be a health issue when there is no heat. Mayor Mullooly added that the weather during the power outage was unusually cold. Mayor Mullooly thanked Ms. Cruz.

Councilmember Kasten thanked the Public Works and Fire Departments for handling a difficult situation and appreciated all the work that they did.

Mayor Mullooly thanked the Public Works and Fire and Police Departments for working hard during the storm and the clean up afterwards.

Mr. Book asked Ms. Cruz if PG&E has a maintenance program for trimming trees that overhang the power lines. Mayor Mullooly also asked Ms. Cruz to look into PG&E's tree maintenance program and to report back to the City Council. Ms. Cruz replied that she would absolutely get back with information regarding PG&E's tree maintenance program to the Hillsborough City Council.

Mayor Mullooly stated that the storm was a good test for the Town and that with a few adjustments the Town would be better prepared for future storms.

#### **PUBLIC COMMENT:**

There were no public comments.

**CITY COUNCIL ITEMS:**

Councilmember Kasten reported that California's building code enforcement audit of November 2007 resulted in a rating of 2 for the Town of Hillsborough compared to a rating of 7 that the Town received in 2006. He stated that it was a wonderful improvement for Hillsborough and that no rating of 1 was given out. He added that only seventeen communities rated a 2.

Mayor Mullooly stated that the Central County Fire Department would be implementing the use of Telestaff software by the end of May 2008. The new system will save many staff hours and help eliminate payroll errors surrounding the daily staffing of the fire companies.

Mayor Mullooly announced that the celebration for the Inaugural Leadership in Action Award Winners would be held in conjunction with the annual Leadership Sweetheart Auction to be held in February 2008. There were four Action Award Winners including Hillsborough Police Chief Matt O'Connor.

Mayor Mullooly and Councilmember Fannon announced that they would be attending the Council of Cities Dinner/Meeting on January 25, 2008, in the City of San Carlos.

Mayor Mullooly asked the Councilmembers for their comments regarding changing the terms for members of the Financial Advisory Committee (FAC) and Citizens Communication Advisory Committee (CCAC). Councilmember Kasten stated that committee member terms outside of Hillsborough are often for two to three years and four years may be a bit too long for first time Hillsborough committee members. He added that it may be easier to get people to commit for a term of two to three years. Councilmember Fannon stated that the term for the Board of Directors of Seton Medical Center is for only one year and is renewable. Councilmember Regan stated that there must be some turnover on committees, but that it is important to keep good people on the committees. Councilmember Kasten stated that it is important to stagger the terms of committee members. Mayor Mullooly stated that at least one person should be termed out of a committee each year. Councilmember Regan added that there should be no set limit if someone does a great job.

**ADJOURN:**

Mayor Mullooly adjourned the meeting at 7:10 p.m.