

**MINUTES
CITY COUNCIL MEETING
MONDAY, MAY 11, 2020**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means during the coronavirus (COVID-19) pandemic. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, and which was updated and extended on March 31, 2020, and April 29, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chambers were not open to the public for the May 11, 2020 Hillsborough City Council meeting. The Town conducted the City Council meeting via Zoom.

Members of the public were able to provide written comments by email to the City Clerk. The length of the emailed comments was to be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words. To ensure that the comments were received and read into the record for the appropriate agenda item, emails were to be sent no later than 4:00 p.m. on Monday, May 11, 2020. Any emails received after the 4:00 p.m. deadline which were not read into the record were to be provided to the City Council after the meeting.

STUDY SESSION

- Review of the proposed budget and Master Fee Schedule for fiscal year 2020-2021

CLOSED SESSION:

Mayor Christianson called the meeting to order at 5:08 p.m.

Mayor Christianson stated that today's meeting will be conducted in a virtual setting using Zoom. She reported that Councilmembers and staff are participating from remote locations and everyone is practicing appropriate social distancing. She stated that members of the public may view and listen to the meeting this evening as noted on the agenda.

ROLL CALL: Present: Christianson, Royse, Benton, Chuang, May

PUBLIC COMMENT:

There were no public comments.

PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of Case: Brad Baruh, Kathy Baruh, Charles Bolton, Eldridge Gray, John Lockton, David Marquardt, Paul Rochester, Arthur Stromberg, Charles Syers, individually and on behalf of all others similarly situated v. Town of Hillsborough and Does 1-100, inclusive, San Mateo County Superior Court Case No. 16CIV02284

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Crown Castle NG West LLC v. Town of Hillsborough, et al.
United States District Court for the Northern District of California
Case No. C 18-22473 JSC

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9

Crown Castle NG West LLC v. Town of Hillsborough, San Mateo County Superior Court,
Case No. 18CIV05650

ADJOURN CLOSED SESSION

CITY COUNCIL MEETING:

Mayor Christianson called the regular meeting to order at 6:22 p.m.

Mayor Christianson stated that today's meeting will be conducted in a virtual setting using Zoom. She reported that Councilmembers and staff are participating from remote locations and everyone is practicing appropriate social distancing. She stated that members of the public may view and listen to the meeting this evening as noted on the agenda.

Mayor Christianson announced that due to the late submittal of a comment letter from the San Mateo County Department of Public Works on May 6, 2020, staff has removed Item 12 from the agenda. She stated that this item has been removed to allow staff the time to review and assess the comments and prepare a written response for review by the City Council, and as such, the City Council will not hear Item 12 tonight and it will be re-noticed for a future City Council meeting.

ROLL CALL: Present: Christianson, Royse, Benton, Chuang, May

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION: There was nothing to report from the Closed Session.

MINUTES: The minutes of the April 13, 2020 City Council meeting were approved as submitted.

PRESENTATIONS:

- Mayor Christianson proclaimed May 15, 2020, as Peace Officers Memorial Day and May 10-16, 2020, as National Police Week.
- Mayor Christianson proclaimed May 17-23, 2020, as National Public Works Week.
- Hillsborough Beautification Foundation (HBF) President Mary Ellen Benninger provided a presentation on HBF and an update on HBF projects and events.
- Rosanne Foust, President and CEO of the San Mateo County Economic Development Association (SAMCEDA), provided an informational update on SAMCEDA's COVID-19 related business resources, including the small business grant program under the San Mateo County Strong Fund as well as economic recovery planning efforts.
- Mayor Christianson announced that May 3-9, 2020, is Municipal Clerks Week.

Mayor Christianson announced that Item 14 is actually a Public Hearing item and will be taken in order but under the Public Hearing agenda topic versus New Business.

CONSENT CALENDAR:

Item 5 was removed for discussion. On motion of Councilmember Chuang, seconded by Councilmember Benton and unanimous on roll call vote, Consent Calendar items 1 through 4 and 6 through 8 were approved.

1. MONTHLY CLAIMS: APRIL 1 THROUGH APRIL 30, 2020

The monthly claims for the month of April 2020 in the amount of \$2,968,279.84 were approved as submitted.

2. RESOLUTION PROVIDING FOR INTERIM MODIFICATIONS TO THE BUSINESS LICENSE TAX

The resolution providing for interim modifications to the business license tax for fiscal year 2020-2021 was adopted.

3. RESOLUTION SETTING THE AMOUNT OF THE SPECIAL TAX FOR POLICE PROTECTION AND FIRE PROTECTION AND PREVENTION FOR FISCAL YEAR 2020-2021

The resolution setting the amount of Public Safety Tax for fiscal year 2020-2021 at \$570 for each improved parcel and \$218 for each unimproved parcel was adopted.

4. RESOLUTION AUTHORIZING STAFF TO SUBMIT AN APPLICATION TO THE STATE OF CALIFORNIA LOCAL EARLY ACTION PLANNING (LEAP) GRANT PROGRAM

The resolution authorizing staff to submit an application to the State of California Local Early Action Planning grant program was adopted.

5. RESOLUTION ACCEPTING AS COMPLETE THE CONTRACT WITH PROFESSIONAL PIPE SERVICES FOR THE 2017-2018 VIDEO INSPECTION AND SANITARY SEWER CLEANING PROJECT IN THE AMOUNT OF \$187,880.38

Councilmember Benton stated that the Town should celebrate the occurrence that this contract was completed substantially under budget.

On motion of Councilmember Benton, seconded by Councilmember Chuang and unanimous on roll call vote, the resolution accepting as complete the contract for the 2017-2018 Video Inspection and Sanitary Sewer Cleaning Project in the amount of \$187,880.38, and authorizing staff to file a Notice of Completion and release withheld retention in accordance with state prompt payment laws was adopted.

6. RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A FOURTH AMENDMENT TO THE AGREEMENT WITH BKF ENGINEERS FOR DESIGN SERVICES FOR THE 30-YEAR STORM WATER MASTER PLAN – IMPLEMENTATION OF A2 PRIORITY PROJECTS – PHASE 2 IN THE AMOUNT OF \$288,300

The resolution approving and authorizing the City Manager on behalf of the Town to execute the fourth amendment to the agreement with BKF Engineers for design services for the 30-Year Stormwater Master Plan – Implementation of A2 Priority Projects – Phase 2 in the amount of \$288,300, and allocating funds from the Storm Water Master Plan Improvement Program was adopted.

7. RESOLUTION AUTHORIZING THE REJECTION OF ALL PROPOSALS FOR THE DESIGN OF THE DARRELL WATER TANK REPLACEMENT PROJECT

The resolution authorizing the rejection of all proposals received for the Design of the Darrell Water Tank Replacement Project, and authorizing staff to re-issue the Request for Proposals for the Project at a later date was adopted.

8. RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HILLSBOROUGH AND THE HILLSBOROUGH POLICE OFFICER ASSOCIATION GRANTING 24 HOURS OF SHELTER IN PLACE LEAVE

The resolution approving and authorizing the City Manager to execute a side letter to the Memorandum of Understanding between the Town of Hillsborough and the Hillsborough Police Officer Association granting 24 hours of Shelter In Place leave (12 hours to be used between May 12, 2020, and June 7, 2020, and 12 hours to be used between June 8, 2020, and July 7, 2020) was adopted.

PUBLIC HEARING:

9. RESOLUTION AUTHORIZING SEWER SERVICE CHARGES AND WATER AND SEWER CONNECTION FEES EFFECTIVE JULY 1, 2020

Assistant Finance Director Richard Santiago provided a presentation and stated that this resolution authorizes sewer service charges for residential and non-residential customers, as well as connection fees for water and sewer effective July 1, 2020. He stated that the charges and fees were presented at the Budget Study Session held earlier today. He reported that the resolution will authorize a 7% increase in the annual residential sewer charge from \$3,312 to \$3,543, a 7% rate increase applied to the average three-year wet weather water usage for the non-residential sewer charge, and a 4% increase per the Engineering News Record Construction Cost 20-City Average Index for the water and sewer connection fees. He stated that the fees will be included on the County tax roll.

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

On motion of Councilmember May, seconded by Councilmember Chuang and unanimous on a roll call vote, the resolution authorizing sewer service charges and water and sewer connection fees for fiscal year 2020-2021, effective July 1, 2020, was adopted.

10. RESOLUTION SETTING AND CONFIRMING THE FEES AND CHARGES FOR FISCAL YEAR 2020-2021

Assistant Finance Director Richard Santiago provided a presentation for the resolution setting and confirming the fees and charges for fiscal year 2020-2021 effective July 1, 2020. He reported that there are three proposed new fees for the Planning Department, which include an Administrative Design Review fee of \$866 for major architectural projects and \$681 for major landscape projects, and an Architecture and Design Review Board fee of \$2,515 for substantial remodels and/or architectural style changes. He stated that there are also three revised fees and one deleted fee proposed for the Planning Department. He further stated that the fees would only recover the Town's full cost to perform the services. He added that the fiscal year 2020-2021 proposed Schedule of Fees and Charges have been presented and reviewed by the Financial Advisory Committee and reviewed at today's Budget Study Session.

The Councilmembers and Mr. Santiago discussed the fees and charges.

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

On motion of Vice Mayor Royse, seconded by Councilmember Chuang and unanimous on roll call vote, the resolution setting and confirming the fees and charges for fiscal year 2020-2021 was adopted.

11. ORDINANCE ADDING CHAPTER 9.90 TO TITLE 9 OF THE HILLSBOROUGH MUNICIPAL CODE TO REQUIRE THE SAFE STORAGE OF FIREARMS IN A RESIDENCE - INTRODUCTION

Police Lieutenant Robert Chinca reported that he met with members of Moms Demand Action who requested that the Town require the safe storage of firearms in homes. He stated that the proposed ordinance builds upon a state law and requires gun owners to use safety devices such as safes or trigger locks when storing a firearm at home to reduce accidental gun shootings, gun-related homicides and suicides, and the theft of unsecured firearms. He stated to encourage reporting of lost or stolen firearms, the proposed ordinance also provides that a person will have a five day grace period to report the loss or theft to avoid prosecution for violation of the ordinance.

Police Chief Doug Davis stated that the ordinance will be a helpful tool for the Hillsborough Police Department as it will provide police officers with the avenue to educate the community about the safe storage of firearms in homes. He stated that

once the ordinance is adopted, staff will provide public messaging through social media, the Town's quarterly newsletter and Hillsborough Neighborhood Network (HNN) community meetings. He added that the Police Department provides free trigger locks to Hillsborough residents.

The Councilmembers, Lieutenant Chinca and Chief Davis discussed the ordinance for the safe storage of firearms.

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

On motion of Councilmember May, seconded by Councilmember Chuang and unanimous on roll call vote, the ordinance titled "Ordinance of the City Council of the Town of Hillsborough Adding Chapter 9.90 to Title 9 of the Hillsborough Municipal Code to Require the Safe Storage of Firearms in a Residence" was introduced and further reading beyond the title was waived.

12. RESOLUTION ADOPTING THE MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PLAN AND (1) APPROVING THE FINAL DESIGN REVIEW OF A NEW RESIDENCE OVER 8,000 SQUARE FEET; AND (2) APPROVING THE GRADING PERMIT APPLICATION FOR THE CONSTRUCTION OF A NEW SINGLE FAMILY RESIDENCE AT 101 TIPTOE LANE

This item was removed from the agenda by Town staff and the agenda item was not heard or considered by the City Council.

13. CONCEPTUAL REVIEW OF A TWO-LOT VESTING TENTATIVE PARCEL MAP FOR A 3.08-ACRE PARCEL LOCATED AT 85 FAGAN DRIVE

Mayor Christianson stated that she will recuse herself from Item 13 because of her proximity to 85 Fagan Drive, which is a conflict of interest. She stated that Vice Mayor Royse will conduct this portion of the meeting.

Consulting Planner Cynthia Richardson provided a presentation on the Conceptual Review of the Vesting Tentative Parcel Map for 85 Fagan Drive. She reviewed the subdivision process which includes a Conceptual Review by the City Council, a Tentative Map Review by the Architecture and Design Review Board (ADRB), a Tentative Map Review by the City Council, and a Final Map Review by the City Council. She explained that the purpose of the Conceptual Review is to facilitate the best subdivision design, reduce unproductive effort by all parties, bring about a better result for the subdivision design for the applicants, residents and City Council, and aids in the identification of environmental issues. She provided a map showing the project site and stated that it is a 3.08 acre site with an existing residence, pool, well, storage tanks, and miscellaneous sheds.

Ms. Richardson reviewed the history of the parcel and stated that in 1967 the Fagan Estates Subdivision created two lots, in 2006 the two lots were merged, and the 2020 proposed two lot subdivision will return the property to a similar configuration as the original Fagan Estates. She stated that the Vesting Tentative Map includes Parcel A, a 2.18 acre lot with the existing home, and Parcel B, a .9 acre lot with the well and storage tank. She reviewed the Parcel B Conceptual Site Plan with the proposed driveway and house location with reservation for water facilities, and stated that the actual design of any future new home would be subject to review and approval by the ADRB.

Ms. Richardson stated that the project is consistent with the State of California Subdivision Map Act and the Town's Subdivision Ordinance, and that the City Engineer noted that the proposed lots would comply with all other subdivision standard requirements.

Ms. Richardson reported that emails were received from adjacent property owners and plans were provided to those residents, and so far she has not received any further public comments.

Ms. Richardson stated that Nathan Shaffer, the applicant representing the McPherson Family Trust, and Benoit McVeigh, the project engineer, were available to answer any questions.

The Councilmembers, Ms. Richardson and Planning Manager Liz Ruess discussed the Conceptual Vesting Tentative Map for 85 Fagan Drive.

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

Vice Mayor Royse stated that this item required no motion as per the Hillsborough Municipal Code, the City Council only needed to provide preliminary comments on the Conceptual Vesting Tentative Map for 85 Fagan Drive. He added that the consideration of the Tentative Map will come before the City Council at a future date.

Mayor Christianson rejoined the meeting.

14. ACCEPTANCE OF THE 2019 GENERAL PLAN ANNUAL PROGRESS REPORT (APR)

Planning Manager Liz Ruess provided a presentation on the 2019 General Plan Annual Progress Report. She reported that all cities and counties must submit an annual report on the status of the General Plan and the progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research and the Department of Housing and Community Development (HCD). She stated that the report must include the progress in meeting the Regional Housing Needs Allocation (RHNA). She explained that the RHNA is the state-mandated process to identify the total number of housing units by affordability level that each jurisdiction must accommodate in its Housing Element. She added that the current reporting year is January 1, 2019 through December 31, 2019.

Ms. Ruess stated that the Town's RHNA was 91 net new units by 2022, with 70 of those units being available to very low, low and moderate income households. She reported that as of December 31, 2019, the Town issued permits for 106 net new units since 2014, and that permits issued for 17 of the required 21 were for above moderate units, leaving a remaining 4 net new above moderate units to be produced by the end of 2022. She added that the Town achieves credits for net new above moderate units through the creation of new homes on existing vacant lots or creation of vacant lots through a subdivision, as a new home resulting from a tear-down and rebuild does not qualify as a net new unit.

Ms. Ruess stated that the HCD looks for key highlights, and reported that for 2019 the Town issued permits for 23 net new housing units, 19 of which were accessory dwelling units (ADUs). She stated that ADU surveys submitted by applicants indicate that approximately 84% would not involve a rental charge, 11% would be rented at extremely low income levels, and 5% at moderate income levels. She reported that the Town issued Planning approvals for 21 additional ADUs, and introduced regulations allowing the processing of all ADUs as ministerial projects with objective design standards. She stated that the Town hosted a community meeting on "Housing and Our Future", which included presentations of housing resources and also worked with Home For All as a cohort group for the "Home For All Community Engagement Pilot Program".

The Councilmembers, Ms. Ruess and Director of Building and Planning Sarah Fleming discussed the 2019 General Plan Annual Progress Report.

Councilmember Benton noted that the recycling diversion rate, which was missing on page 227 of the City Council agenda packet, should be 74.15%

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

On motion of Councilmember Chuang, seconded by Councilmember Benton and unanimous on roll call vote, the 2019 General Plan Implementation Report was accepted.

NEW BUSINESS:

15. CONSIDER ADOPTING A RESOLUTION APPROPRIATING FUNDS FROM THE TOWN'S UNASSIGNED GENERAL FUND TO THE SAN MATEO COUNTY STRONG FUND TO ASSIST SMALL BUSINESSES, NON-PROFITS AND INDIVIDUALS IMPACTED BY COVID-19 IN SAN MATEO COUNTY

City Manager Ann Ritzma reported that the San Mateo County Board of Supervisors approved \$3 million in emergency funding to establish the San Mateo County Strong Fund in response to the COVID-19 pandemic to provide assistance to San Mateo County individuals and families, small businesses and non-profits. She stated that Town staff is recommending that the City Council consider adopting a resolution appropriating funds from the Town's unassigned General Fund balance to the San Mateo County Strong Fund.

Ms. Ritzma stated that the Board of Supervisors approved \$1 million for the COVID-19 Emergency Financial Assistance Program for families and individuals, \$1 million for the Regional Non-Profit Emergency Fund and \$1 million for the Small Business Program. She reported that the San Mateo County Economic Development Association (SAMCEDA) and the County in conjunction with the San Mateo Credit Union have been providing small business loans of \$10,000 per small business. She reviewed the contributions from other San Mateo County cities to the Small Business Program and stated that their contributions total \$1,747,000 so far. She reported that the Town has the option, if a donation is made, to restrict the funds for specific business areas or distribute funds countywide. She stated that the donation of public funds would serve a valid public purpose by supporting businesses in San Mateo County from which the Town receives a financial benefit in the form of \$100,000 in annual sales and use tax from the County. She added that any donation made would therefore benefit the Town and its residents through the sales and use tax, a nexus from small businesses.

After discussion, the Councilmembers agreed to make a contribution in the amount of \$20,000 to the Small Business Program without a designation allowing SAMCEDA through its thorough evaluation process to determine where to designate the funds.

On motion of Councilmember Benton, seconded by Vice Mayor Royse and unanimous on roll call vote, the resolution appropriating \$20,000 from the Town's Unassigned General Fund to the San Mateo County Strong Fund to assist small businesses impacted by COVID-19 in San Mateo County without a designation was adopted.

OLD BUSINESS:

16. CONSIDER RECORDING OF VIRTUAL PUBLIC MEETING PROCEEDINGS AND, BY MOTION, DIRECT STAFF AS APPROPRIATE

City Manager Ann Ritzma stated that she and City Attorney Christopher Diaz prepared a presentation on the recording of virtual public meetings. She stated that on April 13, 2020, the City Council conducted its first virtual City Council meeting via the Zoom platform. She stated that at that meeting the City Council discussed an agenda item relating to the recording of virtual public meetings, and at the conclusion of the discussion, the City Council wanted to understand Brown Act best practices, what other cities are doing, Zoom security, and the Town's ability to protect privacy.

Mr. Diaz reported that on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions in the teleconferencing provision in the Brown Act. He stated that the prior law allowed the City Council to use teleconferencing but subject to four requirements, including that the meeting agenda list all teleconference locations, the agenda be posted at each teleconference location, the teleconference location must be publicly accessible, and that a quorum be physically present in Hillsborough. He

reported that Executive Order N-29-20 waived the four requirements and now the City Council can use teleconferencing without identifying the teleconference locations on the agenda, without posting an agenda at each teleconference location, without disclosing the teleconference locations, and without having a quorum physically present within the Town, which allows the City Council meeting to be conducted in a complete virtual format.

Mr. Diaz reported that the Executive Order was silent on how to handle public comment in a virtual format. He stated that due to a risk of loss of control with oral comments, most cities have gone to a written comment format with emailed public comments directed to the City Clerk either during or in advance of the meeting. He reported that there has been some criticism of cities for going to this format. He stated that the cities' goal is still transparency and all written comments become part of the meeting record.

Mr. Diaz reviewed potential Brown Act pitfalls to avoid and best practices. He stated that with virtual communication during meetings, avoid serial meetings and do not text, chat or email amongst each other, as the public has a right to hear all of the people's business. He stated that to ensure that public comment is heard, the City Clerk should be asked for any public comments at each agenda item, as without a live audience, it can be easy to forget the public is watching.

Ms. Ritzma provided a chart showing whether the 18 other cities in San Mateo County recorded meetings before the Shelter In Place Order and during the Shelter In Place Order. She reported that all the other cities in San Mateo County are recording their public meetings since the Shelter In Place order, and added that the Town of Colma recently began using the Zoom platform to record its meetings.

Mr. Diaz stated that in response to security issues with the Zoom platform, Zoom has taken efforts to update its security. He reported that on April 23, 2020, Zoom 5.0 arrived as part of Zoom's 90-day security plan and it has three new features for encryption and privacy controls, including a password be required for all meetings, waiting rooms are turned on by default, and screen sharing limited to the host by default.

Mr. Diaz reported that in regards to recording and protecting the privacy of residents, the recording of a public meeting is a public record with a retention period of 30 days. He stated that the Public Records Act allows for redactions or withholding of records based on certain exemptions and that privacy protection is one exemption, but if a resident appears in a public meeting for public comment, it would be impossible to redact anything as the recording will include all that transpired in the public meeting.

The Councilmembers, Mr. Diaz and Ms. Ritzma discussed the recording of virtual public meeting proceedings.

On motion of Councilmember Benton, seconded by Vice Mayor Royse and with 3 votes in favor and 2 abstentions by roll call vote, staff was directed to video record future virtual public meeting proceedings during the Shelter In Place Order and to reconsider whether to record after the Shelter In Place Order is lifted.

17. SAN MATEO COUNTY HEALTH DEPARTMENT'S UPDATE ON COVID-19

City Manager Ann Ritzma provided a presentation on the San Mateo County Health Department's latest update on COVID-19. She reported that the San Mateo County Health Department now has COVID-19 data on its website, which is updated every Friday and shows how many people have passed away and how many positive cases there are by city. She stated that there are currently 11 cases in Hillsborough. She reported that the County will continue to study the indicators and the state's criteria before moving into Stage 2.

Ms. Ritzma stated that testing is now available to anyone in San Mateo County and not just those that have symptoms, and testing is available for those who cannot travel to the testing sites. She reported that the new County order allows for highly regulated graduation and religious ceremonies via automobile. She stated that the Hillsborough

City School District is planning graduation events for June 8th and 9th. She reported that the partial reopening of some County parks went well except for violations and citations at the Crystal Springs Regional Trail. She stated that 71 high risk homeless individuals have been provided housing. She reported that the San Mateo County City Managers have completed a very comprehensive draft COVID-19 Long-Term Strategic Plan, which will be available to the public in the next couple of weeks.

Ms. Ritzma reported that the San Mateo County Strong Fund has funds available to small businesses, non-profits and individuals, and applications and grant requests have been submitted including one business in Hillsborough. She stated that Great Plates Delivered matches participating restaurants with qualified residents, including those who are 65 and older and adults 60 through 64 who are at high-risk from COVID-19, to receive three nutritious daily meals Monday through Saturday. She added that several Hillsborough residents are being provided this service.

Ms. Ritzma reported that Town services are essential and staff members are required to wear masks and practice social distancing. She stated that the Police and Fire Departments are fully staffed and responding to all calls for service. She added that the Fire Department is working with residents on wildfire vegetation management plans and that there will be a virtual “Wildland Urban Interface (WUI) Town Hall” in May. She stated that Town Hall staff members are available by phone and email, and that the Town Hall doors are locked but staff is available for deliveries, questions and scheduled pick-ups. She reported that the Public Works Department is also fully staffed and responding to all calls for service, and are available by phone and email for questions and permits. She stated that Public Works staff is working with the county, state and federal government for capital funding opportunities. She reported that the Building and Planning Department services are being provided by phone and email for current construction and building projects, and that an on-line building plan submittal portal will be available next Monday, May 18, 2020. She stated that over the counter and encroachment permits are being accepted via email and are processed each week for an arranged Friday pick-up. She reported that Finance Department staff is available by phone, email or appointment, and payments for water bills or business licenses can be made in the white mailbox or at the Finance Department. She stated that the Finance Department is monitoring the economic impacts of the pandemic and preparing both the Central County Fire Department budget and Town budget for adoption in June. She reported that the City Manager’s Office, including Human Resources, City Clerk, Communications and community support services are fully staffed and responding to calls for service, providing support for employees, and managing public meetings, the website and e-news.

The Councilmembers and Ms. Ritzma discussed the update and information provided on COVID-19.

The Councilmembers expressed their appreciation for Ms. Ritzma for showing tremendous leadership, doing an excellent job, exhibiting professionalism and providing important updates to the City Council, and for the department heads for working in such unusual and difficult times.

PUBLIC COMMENT:

There were no public comments.

CITY COUNCIL ITEMS:

Councilmember May stated that he attended the Peninsula Clean Energy (PCE) Audit and Finance Committee meeting earlier today and stated that the committee reviewed the Draft Fiscal Year Budget 2020-2021 and is expecting a \$54 million decrease in revenue from commercial properties, such as Facebook and Oracle, which will be a loss of approximately 15% to 20% of the budget.

Councilmember Benton stated that he attended the South Bayside Waste Management Authority (SBWMA) Board meeting held on Thursday, April 23, 2020. He stated that the

public scale is now open and residents can drop off garbage and that the bulky item collection has been resumed.

Vice Mayor Royse stated that the SFO Community Roundtable has been on a hiatus and will meet on Wednesday, June 3, 2020.

Mayor Christianson announced that Hillsborough will have a Town Hall discussion via Zoom with Dr. D. Scott Smith and Dr. Phyllis Tien on COVID-19 on Wednesday, May 13, 2020, at 6:00 p.m.

Mayor Christianson reported that she received a letter from Wayne Lee, a Millbrae Councilmember and President of the San Mateo County Asian Pacific Islanders Caucus thanking the Hillsborough City Council for standing shoulder to shoulder with the Asian Pacific Islanders Caucus in San Mateo County against racism and xenophobia.

ADJOURNMENT:

Mayor Christianson announced at 9:23 p.m. that the City Council will reconvene in 5 minutes for Closed Session to discuss Item A.

The City Council reconvened in Closed Session at 9:28 p.m.

CLOSED SESSION:

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of Case: Brad Baruh, Kathy Baruh, Charles Bolton, Eldridge Gray, John Lockton, David Marquardt, Paul Rochester, Arthur Stromberg, Charles Syers, individually and on behalf of all others similarly situated v. Town of Hillsborough and Does 1-100, inclusive, San Mateo County Superior Court Case No. 16CIV02284

After Closed Session, the City Council adjourned the meeting at 10:09 p.m. with no reportable action.