

## A COUNCIL MEETING GUIDE: VOCABULARY LIST

Common Terms You Will Hear

**CLOSED SESSION:** Closed session agenda items must be specifically authorized by the Brown Act and are held to discuss confidential matters such as litigation, personnel, or real property negotiations. These are the only meetings closed to the public and the media.

**CONSENT CALENDAR:** A list of routine business items which are adopted with one motion, without discussion. However, any Councilmember, member of the public, or staff member may request that an item be pulled from the Consent Calendar for discussion and separate action. The item is then considered after the Consent Calendar items are voted upon.

**MINUTES:** The written record of prior actions presented to the Council for approval. Minutes are not considered official until approved by the Council.

**MOTION:** Council action which ordinarily requires three affirmative votes.

**PUBLIC COMMENT PERIODS:** The time at the beginning and end of the meeting during which members of the public may address the City Council on any matter not on the agenda. Members of the public may speak for up to three minutes, at the discretion of the Mayor. State law prohibits the Council from discussing or acting on non-agenda items, and generally limits the ability of the Council to respond to any public comments made regarding non-agenda items.

**ORDINANCES:** Formal written documents enacting laws which can be enforced by the Town. With few exceptions, ordinances become part of the Municipal Code. Except for urgency ordinances, all ordinances require action at two separate meetings: one meeting for the “first reading” and discussion, and at the second meeting for “second reading” and adoption. Most ordinances become effective 30 days following adoption. In order to be adopted, non-urgency ordinances require three affirmative votes of the City Council.

**PUBLIC HEARINGS:** The formal process for certain proposed actions to allow the public to provide comments on a matter. Some public hearings are required by law.

**QUORUM:** Requirement that three Councilmembers be present to conduct a meeting.

**RESOLUTIONS:** Formal written Council actions. In order to be adopted, resolutions require three affirmative votes of the City Council.

**STUDY SESSION:** Public meetings which the Council sets from time to time for a detailed review of important matters. They are sometimes held jointly with another Town committee or governmental agency. No formal action may be taken at this time.

## TOWN OF HILLSBOROUGH YOUR GOVERNMENT IN ACTION

The Town of Hillsborough encourages  
participation in local government



**Mayor**  
**Alvin L. Royse**  
*Term Expires*  
*December 2024*



**Vice Mayor**  
**Christine Krolik**  
*Term Expires*  
*December 2024*



**Councilmember**  
**Marie Chuang**  
*Term Expires*  
*December 2022*



**Councilmember**  
**Sophie Cole**  
*Term Expires*  
*December 2024*



**Councilmember**  
**Larry May**  
*Term Expires*  
*December 2022*

Town of Hillsborough | 1600 Floribunda Avenue | (650) 375-7400  
[www.hillsborough.net](http://www.hillsborough.net)

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## Town of Hillsborough YOUR GOVERNMENT IN ACTION

Guide to City Council Meetings



## TOWN GOVERNMENT: HOW IT WORKS

The City Council is the legislative body of the Town. It sets policy and establishes the Town's overall priorities and direction. The five Councilmembers are elected at large to four-year terms that are staggered so that two or three Council seats are filled at the general municipal election in November of even-numbered years. Each year in December, the City Council elects one of its members as Mayor and another as Vice Mayor.

The City Manager is appointed by the Council and is responsible for the administration of Town business. The City Attorney is the chief legal advisor to the City Council, City Manager and operating departments, and all appointed boards and committees. These officers serve at the pleasure of the Council; all other Town employees are responsible to the City Manager.

For more information about the Town its organization and its activities, contact the City Clerk's Office at Town Hall, 1600 Floribunda Avenue, Hillsborough, CA, 94010, 650-375-7412.

## COUNCIL MEETINGS AND AGENDA

The City Council meets regularly on the second Monday of each month at 6:00 p.m. in the Council Chambers at Town Hall, 1600 Floribunda Avenue. Special Meetings are called as necessary by the Mayor and noticed at least 24 hours in advance.

An agenda, staff reports, and meeting minutes are prepared for each meeting. The agenda lists the items before the Council for consideration, while staff reports give background, analysis, and recommendations for each item. Members of the public may view the agenda and staff reports online at Hillsborough.net and at Town Hall beginning the Friday before each meeting. Agendas are available via electronic notification by signing up with an e-mail address at [www.hillsborough.net/list.aspx](http://www.hillsborough.net/list.aspx).

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the City Council meeting, or if you need an agenda in an alternate form, please contact the City Clerk's Office at 375-7412 at least 24 hours before the scheduled City Council meeting.

**Each non-Consent Calendar agenda item typically includes the following steps:**

1. Staff makes a presentation that explains the topic and requested action by the City Council.
2. The City Council may ask questions of staff about the item.
3. Following any questions from the City Council, the Mayor will ask for public comment. Members of the public who wish to address the City Council are requested to complete a yellow speaker card and submit it to the City Clerk. Speakers may speak for up to three minutes, at the discretion of the Mayor.
4. After public comment concludes, the City Council may ask staff to answer any questions asked during public comment. It is at the discretion of the Mayor and/or City Council to decide whether the Council or staff will respond to questions posed by the public.
5. The City Council then deliberates and votes on the item.

## Town Committees and Boards

Town committees and boards serve in an advisory capacity to the City Council. Members are appointed by the City Council for three-year terms and serve on a volunteer basis. All meetings are open to the public and subject to the Brown Act.

**ADMINISTRATIVE HEARING PANEL:** The purpose of the five-member panel is to develop and administer a program of education and policy compliance overseeing the condition of public and private property in order to enhance the Town's heritage of natural beauty, foster its legacy of public safety and sustain the value of property for all residents. The panel holds hearings and issues decisions regarding Code violations and hears appeals on fines and penalties. The preferred composition of the panel is residents of the Town, or persons who own property "directly or indirectly", familiar with the Town's government and municipal code, with prior experience serving on committees or boards and an interest in fostering the Town's beauty and property values.

### **ARCHITECTURE AND DESIGN REVIEW BOARD**

**(ADRB):** The purpose of the five-member ADRB is to encourage design that is responsive to the site, compatible with the surrounding neighborhood, in harmony with the natural environment and in keeping with the character of the Town. Per the Municipal Code, the preferred composition of the board is two architects or building designers, two other design professionals, and one resident-at-large. Other residents of the Town may be appointed, if necessary.

### **CITIZENS COMMUNICATION ADVISORY COMMITTEE**

**(CCAC):** The purpose of the five-member CCAC is to assist the City Council and Town staff by making recommendations in communicating with residents regarding Town news, programs and issues. The CCAC is composed of Hillsborough residents who are familiar with the Town and possess a desire to assist the Town in its communications with the residents.

**FINANCIAL ADVISORY COMMITTEE (FAC):** The purpose of the seven-member FAC is to advise the City Council and Town staff on the Town's financial matters and make recommendations to the City Council regarding budgetary management and the Town's financial stability, and to advise on matters involving the City Council's function in audit committee matters. The FAC is composed of Hillsborough residents who represent a broad spectrum of expertise from the fields of accountancy, investment management and fiscal control. The preferred qualifications include a familiarity with local government finance, prior experience serving on committees or boards, and an interest in advising the City Council and Town staff on financial matters.

## Town Departments and Programs

City departments implement Council policy decisions and deliver services to the community as prescribed by the Council.

### **BUILDING & PLANNING**

Planning, Building, Permits and Inspections

### **CITY ATTORNEY**

Legal Services for the Town

### **CITY MANAGER**

City Administration  
City Clerk  
Communications  
Human Resources

### **FINANCE**

Accounting  
Budget  
Payroll  
Purchasing  
Treasury and Revenue Management

### **FIRE (JPA)**

Prevention and Disaster Preparedness  
Environmental Safety  
Fire Suppression  
Emergency Medical Services

### **POLICE**

Administrative Services  
Code Enforcement  
Operations  
Investigations

### **PUBLIC WORKS**

Administration  
Engineering  
Operations  
Streets  
Sewer  
Water

### **RECREATION (JPA)**

Facility Management  
Recreation Classes (preschool, afterschool, summer, and adult)  
Sports Programs

*Fire Services provided by Central County Fire District (JPA serves Hillsborough, Burlingame, and Millbrae)  
Recreation Services provided by Hillsborough Recreation (JPA between the Town of Hillsborough and Hillsborough City School District)*