



**MILLBRAE CITY COUNCIL
MINUTES
May 24, 2016**

CALL TO ORDER MILLBRAE CITY COUNCIL

Mayor Oliva called the meeting to order at 7:12 p.m.

ROLL CALL: Mayor Anne Oliva, Vice Mayor Reuben D. Holoher, Councilmembers Gina Papan, Ann Schneider, and Wayne J. Lee.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. CEREMONIAL/PRESENTATION

- Community Preservation Commission Residential Beautification Award
 - Virginia Bogios and Annette Bohannon

Mayor Oliva and Community Preservation Commission Chair Krasilnikoff presented certificates to Virginia Bogios and Annette Bohannon.

- Community Preservation Commission Water Wise Garden Award
 - Sherwin Chu

Mayor Oliva and Community Preservation Commission Chair Krasilnikoff presented the certificate to Sherwin Chu.

- Update Report from Bay Area Water Supply and Conservation Agency (BAWSCA) Representative

Daniel F. Quigg, BAWSCA representative, updated the Council on BAWSCA.

2. AGENDA OVERVIEW/STAFF BRIEFING

- Report of Bills and Claims

City Manager Raines introduced Wanyi Liang, Administrative Assistant, currently working in Community Development. She is supporting the Planning Commission and is training tonight to learn City Clerk duties. City Manager Raines also introduced Captain Roger Copeland, Millbrae's new Police Chief.

City Manager Raines reviewed the agenda items.

3. APPROVAL OF MINUTES

- Regular Meeting of April 26, 2016

Upon a motion/second by Holoher/Lee, the minutes were approved by a vote of 4:0:1; Councilmember Schneider abstained.

4. ORAL REPORT FROM CITY COMMITTEE/COMMISSION CHAIRS

- Update Report from the Community Preservation Commission

Community Preservation Commission Chair Krasilnikoff updated the Council on the activities of the Commission.

PUBLIC COMMUNICATION

Stephanie Corti, Millbrae resident, stated that she has concerns about moving City Hall. You can renovate it, but do not move it. We buy expensive furniture to impress developers; we can have cheaper furniture in City Hall. Something needs to be done about Broadway and downtown; it is dirty. Regarding trees, street trees are the responsibility of property owners; do not plant more trees unless the property owners take care of them.

John Barrelier, Belmont resident, provided an example of a traffic and engineering study. The survey is over five years old and if it is over five years old it is not valid. Millbrae has been operating without a survey for over 10 years, and the tickets should be null and void.

Rose Shubin, Millbrae resident, spoke on the condition of downtown, it was clean. It is no longer clean, there is litter and cigarette butts; it needs proper code enforcement. The City is no longer clean, and need to enforce this issue. She asked the Council what can be done to rectify this.

Todd Repp, Millbrae resident, spoke about inattentive drivers in Millbrae. Drivers are more aggressive and less patient. There is congestion on Magnolia and speeding on smaller streets; drivers are not coming to a complete stop. He spent 20 minutes at Hillcrest and Magnolia: 134 cars stopped completely, 122 performed various versions of the California stop, and 6 vehicles slowed and sped through intersection. Some vehicles came up to pedestrians and waited for them to pass, there were illegal U-turns, and one car went through without stopping. He asked the City to have a Traffic/Safety Committee, because something needs to change. He stated that he is happy to hear that there is money in the budget for a full time traffic position.

Bill Clark, Millbrae resident, sent an e-mail to Council but has not heard back from anyone. The downtown is an ashtray, with garbage everywhere. If you walk downtown and feel that this is what you envision for Millbrae, then we elected wrong people. We need you to fix it.

CONSENT CALENDAR

Councilmember Schneider requested that both items be pulled form the Consent Calendar for discussion.

5. Resolution Approving a New Maximum Garbage Rate Schedule per Franchise Agreement with South San Francisco Scavenger Company

Councilmember Schneider stated that rate increase items should not be on the Consent Calendar. The staff report did not provide the names of the other cities in the rate comparison. The food scrap program does not have enough information to be a successful program. She does not know how SSF Scavenger and the City are working together. She is not disagreeing with the rate increase or the programs SSF Scavenger offers.

Councilmember Lee commended SSF Scavenger for picking up compost weekly.

Councilmember Papan requested a future presentation from SSF Scavenger.

Begin public comment.

Daniel F. Quigg, Millbrae resident, provided a brief history of garbage rates in Millbrae. The Council adopted an average rate increase, which has worked out well in the past. Our rate structure is quite competitive.

Doug Button, SSF Scavenger, stated that they can come back to Council at future meeting. The food scrap program has been in effect for one year and there has been a 4% drop in trash and increase in organic waste pick up. The program is successful; a presentation can be made to the Council at a future meeting.

Paul Formosa, SSF Scavenger, stated that they would be happy to work with staff and Council to address concerns and report on actions.

End of public comment.

Upon a motion/second by Holoher/Lee, Resolution No 16-11 approving a New Maximum Garbage Rate Schedule per Franchise Agreement with South San Francisco Scavenger Company was unanimously approved.

6. Resolution Authorizing the Submittal of an Application for CalRecycle Payment Programs and Related Authorizations

Councilmember Schneider noted that the staff report stated \$6,000 for new containers; she would like to see the money go to upgrade containers at City Facilities; especially public meeting rooms/classrooms.

Upon a motion/second by Lee/Papan, Resolution No. 16-12 authorizing the submittal of an application for CalRecycle Payment Programs and related authorizations was unanimously approved.

PUBLIC HEARING

NONE

EXISTING BUSINESS

NONE

NEW BUSINESS

7. Informational Report on Community Survey: Local Perceptions of Millbrae Community Television (MCTV)

City Clerk Louis introduced Miranda Everitt, FM3, who presented the results of the Community Survey.

Ms. Everitt explained the methodology of the community survey conducted in mid-March. The margin of error is +/- 0.5%. The survey notes that a majority is satisfied with the City's communication with residents. Sources of information about life in Millbrae were also surveyed; friends, family, TV news, or blogs and social media are the top sources. Residents are most concerned with information regarding public safety, local government decisions, and local events. 52% of those surveyed are not familiar with MCTV and about 1/3 correlate MCTV with local news. People who get information from MCTV have

a variety of positive associations. Non-Chinese Asians are likely to say the channel offers programs in their language. Most MCTV viewers watch this channel for community and government updates. Those who do not watch MCTV get news elsewhere or are not aware of the channel. One third of those surveyed would choose funding MCTV over other City priorities.

There was a Councilmember question regarding Nixle.

Assistant Sheriff Sanchez explained that it is an alert system similar to SMC Alert.

Councilmembers Papan, Holober, and Schneider expressed their concern that the survey question regarding choosing between MCTV and other City priorities did not seem relevant and useful.

Councilmember Lee found the results of the survey as evidence that people overall support MCTV, but would like to see different programming.

Mayor Oliva expressed that the survey is a tool; a question is a question, and there is no need to be offended.

Begin public comment.

Denis Fama, Millbrae resident, stated that he was appointed to the Blue Ribbon Committee. He was a little disappointed about the lack of input in the survey and that not all stakeholders had been contacted. The last question is a loaded question and flawed. He is grateful that the survey was conducted.

Marge Colapietro, Millbrae resident, stated that she received comments from others that the survey was too long. Others stated that they told the person taking the survey that they could put in whatever they wanted. She noted that she had been contacted to take the survey and the person conducting the survey had a heavy accent and spoke a different language. She noted page 4 of the presentation that public safety is important and to keep it as part of goals. The targeted question was not a fair comparison and the question should not have been asked.

Janet Creech, Millbrae resident, stated that she does not watch it because she does not know how. What channel is it, where is the program guide? Maybe place information on the website.

Joe Teresi, Millbrae resident, stated that he is on the MCTV Board. MCTV can be watched on Comcast 27, ATT 99 and www.mctv.tv. He regrets that there was not enough input on survey, and thanked the City for conducting survey and providing valuable information. They get the message that there are many who not aware of MCTV and we need to do a better job. MCTV is more than just TV, it is streaming video, and would like to partner more with City.

End of public comment.

Ms. Everitt explained the process of reaching out to the stakeholders and that the survey was delayed by a few weeks to reach out to all stakeholders.

City Clerk Louis explained that the consultants were selected after putting out an RFP. She stated that staff had met with MCTV and will have another meeting this week. MCTV will make a presentation at the next Council Meeting, and hope to move forward with the agreements at the second Council meeting in June.

Council received the report.

Council took a short break at 8:45 p.m. and reconvened at 8:55 p.m.

8. First Budget Study Session for Fiscal Year 2016-2017 and Fiscal Year 2017-2018

Finance Director Spray presented the report and provided an overview of the City-wide funding requirements and sourcing summary. Salaries will be increased by 3% assuming revenue triggers are met as per last year's bargaining agreements. Personnel costs were slightly reduced. Other Post Employment Benefits (OPEB) prefunding is complete pending transfer to a separate OPEB trust. Consulting costs are up, mainly due to public safety contracts, we are budgeting for a motorcycle traffic officer and emergency preparedness. There is a provision for a one-time payment of \$2.3 million to the Successor Agency for disallowed transactions in connection with the former redevelopment agency; we need to determine if the City needs to pay this money back. There are ten tables of Capital Improvement Projects (CIP) in the report. Tonight's discussion will focus on major changes to the FY 16/17 budget; year two of budget FY 17/18 will not be discussed.

Council inquired:

- Why is there no increase in the Transient Occupancy Tax (TOT);
- When will the OPEB Trust item come before the Council;
- What was the increase in taxes and what taxes make up this increase;
- What are other tax revenues and franchise taxes;
- Personnel, how are we compared to last year and how do we compare with other cities;
- What is the Office Assistant position;
- Provide information on how many contractors vs. part time/full time employees
- What is budget "creep";
- Do we have someone to write grants;
- Would like to see money set aside for matching grants;
- Do we need to add anything to the budget to get Finance work done;
- Why the slight increase in property tax;
- Access plan for MSASP;
- Gas prices are down are we saving;
- Have fees been updated;
- PERS increases 30% in FY 17/18, is this a correction;
- Health insurance is up 14% and is flat in FY 17/18;
- Code Enforcement is still listed as a half time position;
- Bike bridge, is this the full cost and is it being paid by the developer;
- Recycling, do we need additional funds for trash containers in downtown;
- What is the status on the Parks Master Plan;
- Funds used to be budgeted for Commissions/Committees to accomplish projects.

Staff responded:

- The TOT figure is flat, the Super Bowl did not bring the anticipated revenue that the hotels had hoped for;
- The OPEB Trust item will be coming to Council in the near future;
- Taxes are property taxes and are adjusted only by 3%, if we receive more we will adjust accordingly;
- Other tax revenues are sales tax, franchise, cable companies, and cell tower leases;
- Regarding personnel, we have fewer employees per capita than neighboring cities of our size. We are recommending increases in staffing from prior years depending on projects. We have issues with retaining employees with our current salary and benefit schedule;

- The Office Assistant position would be in Administration to assist with public records act requests;
- The City has 81 employees. We would need to do a count of how many contractors there are;
- Budget “creep” is adjusting accounts for 1-2% per year and actual spending is less than what was budgeted for;
- Contractors are assigned to grants. We pursue C/CAG grants through Public Works and others in IT. We pool our efforts in Police and Fire;
- The City does not budget money for matching grants;
- We are currently filling vacancies in Finance and are working on a financial services software conversion.
- The property tax increase is due to turnover of properties;
- \$200,000 is in the budget for MSASP access;
- We have not looked at gas savings;
- We are looking at a master fee study and funds have been budgeted for this;
- This evaluation is from PERS will need to keep an eye on this. The increase is over 10 years;
- This is per the last negotiation round, and is a one-time increase;
- We will need to evaluate what Code Enforcement is working on and may need to adjust to a full time position;
- Some will come from developer and possibly grant funding. Staff will need to look into this and get clarification of cost \$5 million vs. \$12 million;
- Will need to come back with one direction trash containers for the downtown;
- A consultant has been selected for the Parks Master Plan and report will come to Council at a future meeting;
- The Commissions need to do work plans and will be provided funding based on projects. The Council goals align with the Commission/Committee work plans and they are prioritized and funds budgeted.

Council received the report.

COUNCIL COMMENTS

Mayor Oliva:

- Stated that she and Vice Mayor Holober are working on another Fun Run which is scheduled for October 29th
- She and Councilmember Papan have been appointed to the Downtown Enhancements Sub-Committee and they will soon meet to discuss next steps;
- Announced the next Mayor’s Civic Coordinating Council meeting on Thursday at 9:00 a.m. in City Manager office.

Vice Mayor Holober:

- Volunteered at Bike to Work Day on May 12th, he encouraged everyone to use bikes and is looking forward to next year.

Councilmember Papan:

- Attended the special meeting regarding the ABAG/MTC merger. There are only two local representatives on the MTC and we do not want Millbrae to lose its voice;
- Congratulated the City and the Millbrae School District for working together to place port –a-potties at the school fields;
- Councilmembers recently toured SFO. The airport has a crunch pad filled with air to stop planes.

Councilmember Schneider:

- The SFO Roundtable's 35th Anniversary is on June 1st at the SFO Museum. At their meeting they learned about APU's and that these are being run longer than 30 minutes;
- Attended the recent ABAG Spring General Assembly. They are looking at parking and absentee landlords;
- Attended the recent San Mateo County Office of Emergency Services Council meeting. They will be looking at city risk assessments at their next meeting;
- The County recently held a Healthy Workshop which the City can incorporate in the General Plan.

Councilmember Lee:

- Announced that both the MTC and ABAG are each proposing different merger options. As a member of the Executive Committee they ratified having two boards, and eventually they will go towards having a full merger to have one cohesive plan for transportation and housing;
- Announced the Peninsula Clean Energy Workshop on June 1st. He tried to have the meeting moved as there was conflicting schedule with another Councilmember. This program is an opt-out program and residents need to be aware of this.

ADJOURN CITY COUNCIL

There being no further business to discuss, the City Council adjourned at 10:10 p.m.

/s/ Angela Louis
City Clerk

/s/ Anne Oliva
Mayor