



INFORMATION ON THE OFFICE OF THE CITY COUNCIL

Learn about the Office of the Millbrae City Council



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CITY INFORMATION

FORM OF GOVERNMENT

The City of Millbrae was incorporated on January 14, 1949, and operates as a General Law City governed by the City Council/City Manager form of government. This means the City Council sets policy, and the City Manager carries out the policies and is responsible for managing the organization. The [City's organizational chart](#) can be found on the City's website.

CITY COUNCIL

The City Council is comprised of five City Councilmembers serving four-year terms with a term limit of two successive four-year terms. In 2022, the City moved to district elections and set five district boundaries.

As the legislative branch of the government, the City Council makes final decisions on all major City matters and sets city-wide priorities and policies. The Council adopts ordinances and resolutions necessary for efficient governmental operations, approves the budget, and serves as the City's Board of Appeals, Public Financing Authority, and Parking Authority.

Each Councilmember shares equal voting power on all items brought before the Council. The Council also appoints the City Manager and Attorney, as well as the members of the City's Commissions and Committees.

CITY MANAGER

The City Manager serves as the Chief Executive Officer, overseeing day-to-day municipal operations, managing budgets and fiscal resources, and implementing and enforcing the City Council's legislative initiatives.

CITY ATTORNEY

The City Attorney is the legal adviser for the city and advises the City Council, the City Manager, and city staff but not individual members of the public. Additionally, the City Attorney represents the city in lawsuits and prepares ordinances, contracts, and other legal documents.

COUNCIL PROTOCOL

The City Council Protocols were adopted to establish a set of procedures to govern the conduct of Council meetings, policy decision-making, administrative support, and other related matters. Since its adoption, the City Council has revised the Protocols several times and will continue to update them as deemed necessary. The most recent update to [the Protocols was in March 2015](#).

COUNCIL MEETINGS

The Millbrae City Council holds its Regular meetings on the 2nd and 4th Tuesdays at 7:00 p.m. and are usually held in the City Council Chamber of City Hall. The City Council typically recess in August to allow for a summer break and holds only one meeting in December.

Additional meetings are called when required. It is the standing practice of the Millbrae City Council to hold 'Special Meetings' for Study Sessions or Closed Sessions immediately preceding the Regular meetings. These meetings most often convene at 5:30 or 6:00 p.m. in the Council Chambers or the City Manager's Office.

Annually, the City Council meets to hold its annual goal-setting session (early spring). View [current and previous Council Strategic Initiatives & Priorities](#).

APPOINTMENTS TO OTHER BODIES

Councilmembers are also appointed to state, regional, and local bodies/boards to represent the City's interests. These appointments are reviewed by the Council annually in January and formally appointed at that time. These appointments generally last for the calendar year. Any regional body that a Councilmember is appointed to will also have Regular and/or Special meetings. See a listing of the [2024 Appointments](#).

MEETING MATERIALS

Materials for City Council meetings, called Agenda Packets, are available for Council on the Thursday preceding the Tuesday Council meeting, in most cases. Packets are delivered electronically through the City's website [NotifyMe](#) system, where you will get an email with the link to the agenda and staff reports. Packets can be lengthy or complicated, and Councilmembers are encouraged to plan time to review the packet well before the meeting. Questions can be directed to staff, and information will be provided to the entire City Council. Supplemental or amended material may be presented for consideration before or during the meeting.

Materials for regional and local liaison appointments will be provided by the respective agencies in relation to their meeting schedules.

BUDGET

The [adopted budget](#) from 2010 through the current year is available on the Finance website under [Budget, Economic Conditions, and Major Initiatives](#).

COMPENSATION AND BENEFITS

Each Councilmember receives a monthly salary of \$345.00. Optional benefits are available:

- Health plans through CalPERS for up to \$2,440.10 monthly allowance for 2024.
- City-selected dental program premium is covered
- The City will contribute half of the City selected vision program premium
- Life and Accidental Death & Dismemberment insurance coverage of \$100,000.

QUALIFICATION FOR OFFICE

A candidate for City Council shall be at least 18 years of age, a citizen of the United States, and a resident and registered voter of the district in which they seek election for at least 30 days before filing nomination papers/appointment application with the Clerk City.

STATEMENT OF ECONOMIC INTEREST (FORM 700)

City Council members and candidates must publicly disclose their personal assets, income, investments, gifts, and real property interests as of the day their application or candidacy is filed, as well as income received in the prior 12 months. The Statement of Economic Interest Form ensures transparency and accountability for those in decision-making roles that could affect their financial interests. (Government Code §87200)

SB 1439 - LEVINE ACT

A campaign contribution of more than \$250 to a local elected official can now create a conflict of interest. Local elected officials who have willfully and knowingly accepted, solicited, or directed a contribution of more than \$250 from a party, participant, or their agent, within 12 months before a proceeding involving that contributor's contract, license, permit, or use entitlement must disclose the contribution on the record and recuse themselves before the proceeding. However, if the contribution is returned within 30 days from the time the official knows or should have known about the contribution and the proceeding, the official may participate in the proceeding.

[https://www.fppc.ca.gov/content/dam/fppc/NSDocuments/TAD/Campaign%20Documents/Changes to Section 84308 Final.pdf](https://www.fppc.ca.gov/content/dam/fppc/NSDocuments/TAD/Campaign%20Documents/Changes%20to%20Section%2084308%20Final.pdf)

NEWLY ELECTED/APPOINTED

The City will contact presumed newly elected/newly appointed councilmembers and arrange for orientation, beginning with meetings with the City Manager and staff. Councilmembers presumed elected are immediately subject to laws regarding open decision-making (Ralph M. Brown Act), the public's right to public records (California Public Records Act), as well as all laws from the Political Reform Act.

The [League of California Cities](#) (CalCities) puts on a New Mayors & Councilmembers Academy in Sacramento each January. The City encourages newly elected/appointed to attend and covers the cost of attendance. The next scheduled Academy will be announced later in the year.