



**MILLBRAE CITY COUNCIL
MINUTES
June 14, 2016**

CALL TO ORDER MILLBRAE CITY COUNCIL

Mayor Oliva called the meeting to order at 7:03 p.m.

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

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. CEREMONIAL/PRESENTATION

- Vice Mayor's Annual Commission and Committee Service Recognition

Vice Mayor Holober thanked the Commission and Committee Members for their service. The following members received service pins:

Carol Krasilnikoff, Community Preservation Commission – 5 years
Myrna Warty, Community Preservation Commission – 10 years
Gale Grinsell, Community Preservation Commission – 25 years
Harry Aubright, Millbrae Business Advisory Committee – 15 years
Dan Rogers, Millbrae Business Advisory Committee – 20 years
Andrew Baksheeff, Planning Commission – 5 years
Lou DeSalvatore, Senior Advisory Committee – 10 years
Rose Agius, Sister Cities Commission – 20 years
Peter Yeh, Sister Cities Commission – 10 years

Mayor Oliva introduced Millbrae youths Jayden and his sister Milena. They will be conducting a brief presentation about coding robots Dot and Dash. Mayor Oliva heard about the robots at a SAMCEDA luncheon earlier in the year and requested that the City purchase the coding robots so that they could be available as learning tools.

2. AGENDA OVERVIEW/STAFF BRIEFING

- Report of Bills and Claims

City Manager Raines reviewed the agenda items. Regarding item 6, there is a typo in the staff report the amount show should be \$148,762.00. She stated that the City's Complete Streets Policy will be incorporated into the General Plan work, and that Public Works will bring a report on the state of our streets as part of the CIP update at a future meeting.

3. APPROVAL OF MINUTES

- Regular Meeting of May 24, 2016

Upon a motion/second by Lee/Papan, the minutes were unanimously approved.

4. ORAL REPORT FROM CITY COMMITTEE/COMMISSION CHAIRS

- NONE

PUBLIC COMMUNICATION

Louis Wong, Millbrae resident, spoke on the rash of burglaries going on in the City. He lives on Helen Drive and spoke about an incident that occurred three weeks ago. More needs to be done to keep residents updated and more patrols are needed.

John Barrelier, Belmont resident, spoke on the lack of an engineering and traffic survey for the red light cameras. The City is conducting a speed trap and the tickets issues should be null and void.

CONSENT CALENDAR

5. Resolution No. 16-13 Approving Agency-Federal Master Agreement No. 04-5299F15 and Program Supplemental Agreement No. F010 with the California Department of Transportation
6. Resolution No. 16-14 Approving First Addendum to the Agreement with Bellecci & Associates for the 2016 Pavement Maintenance and Rehabilitation/Repair Project
7. Resolution No. 16-15 Approving First Addendum to the Agreement with CSG Consultants for the 2016 Sanitary Sewer Design Project
8. Resolution No. 16-16 Approving the Revised Sewer System Management Plan

Upon a motion/second by Lee/Papan, Consent Calendar items 5 – 8 were unanimously approved.

PUBLIC HEARING

9. Public Hearing to Adopt 2015 Urban Water Management Plan and Urban Water Use Target

Public Works Director Chan presented the report; he stated that the City has updated the Water Management Plan every 5 years as required. The Consultant from GHD made a brief presentation on the Water Shortage Contingency Plan. The City of Millbrae is functioning better than other municipalities in the area. The goal is to reduce water use by 20% by 2020. Both documents are due to the State on July 1, 2016.

Council inquired:

- Why not give a weekday and weekend day to implement watering restrictions;
- Recycled water use for median watering;
- How were the water use targets calculated;
- Modify our demand management measures regarding watering of trees;
- Include rain gardens and deep watering of trees.

Staff replied:

- Watering restrictions are not in this document. They were determined last year when the City adopted water conservation measures;
- The City uses recycled water for watering medians;
- These figures came from BAWSCA and they are based on population;
- Deep watering of trees and rain gardens are part of the Water Contingency Plan. This would be included as part of City planning and not part of the Water Management Plan.

Begin public comment.

Howard Atkins, Millbrae resident, what are we doing in terms of water supply for fire hydrants and firefighting and school watering; are we using grey water? We are not able to wash City streets due to restrictions; we are producing grey water at the treatment plant and it goes into the bay.

End of public comment.

Public Works Director Chan stated that we are not yet using grey water as we do not have the infrastructure in place. The City produces grey water, but we are not producing enough to use at this time. The City uses recycled water when we clean sidewalks.

Councilmember Schneider inquired if what was discussed tonight would be included in the documents.

Mayor Oliva stated that both documents are working documents; we can approve tonight and come back with changes.

Upon a motion/second by Papan/Lee, the Public Hearing was closed.

Upon a motion/second by Papan/Lee, Resolution No. 16-17 Adopting the 2015 Water Management Plan and SBX7-7 Water Use Target was approved by a vote of 4:1; Councilmember Schneider dissented.

EXISTING BUSINESS**10. Second Budget Study Session for Fiscal Year 2016-2017 and 2017-2018**

Finance Director Spray presented the report and noted the following:

- Addition of organization chart;
- Correction to City Manager's salary in Attachment F. There is no increase in salary;
- Comment regarding health care costs, revisions were made to reflect general industry standard, and adjusted in year two of the budget;
- The Administrative Analyst position is currently unfilled;
- The operating budget is increasing by 1%-3%;
- Included additional \$200,000 for purchase of water;
- Agency Access Plan is included in Table 9 of CIP in the amount of \$350,000.

Council inquired:

- Would like a state of our streets presentation and have a benchmark on how far our dollars are going;
- Were the dollar amounts cited for the bike bridge correct: \$5 million vs. \$12 million;
- Debt obligations and look at different investments to reduce our debt;
- Employee earnings, are these per hour per month;
- Is the Assistant City Manager position funded;
- Need to find ways to retain employees, do we have money for training;
- Is Code Enforcement still a part time position;
- Need better explanation to residents about our permits and fees;
- How is our reserve funding;
- Explain expenditures for rents and leases;
- The \$50,000 for the City Hall HVAC what does this include;
- Would like to see more on solar and a report on Greenhouse gases.

Staff responded:

- When CIP projects come forward they will be indexed on a project by topic basis and staff will provide our best estimate for the project;
- Staff will need to look into this and get back to the Council;
- The 2009 COP's are up for refinancing and staff can look into this. We will reach out to our neighboring cities and see what different investments they are looking at;
- The employee earnings are monthly rates;
- The Assistant City Manager if a funded vacant position;
- There is money for employee training;
- Code Enforcement is a part-time consultant filled position. We may want to wait for a recommendation from the Downtown Enhancements Council Sub-Committee before changing it to a full-time position;
- The City is undertaking a Master Fee Study. In the near future Council will be looking at fees associated with the two project areas: TOD 1 and TOD 2. These will come before the Master Fee Study;
- We currently meet and exceed our reserve funding with this budget;
- We will need to come back with an explanation on expenditures for rents and leases;
- This year we set aside \$50,000 for the City Hall HVAC and money will also be set aside in the second year. This is a cost estimate and projected for FY 18/19; the project has not been designed;
- Staff will come back at the next meeting with an item on Peninsula Clean Energy.

There was Council discussion about amending the budget to include a full-time Code Enforcement position.

Staff stated that Council could include the full-time funding in the budget and not use those funds until a recommendation was made by the Council Sub-Committee.

Begin public comment.

Marge Colapietro, Millbrae resident, stated that full-time positions include salary and benefits. She recommended that Council take staff's suggestion and get input from the Sub-Committee before filling the position full-time.

Howard Atkins, Millbrae resident, state that he has been calling for weeks to get tree trimming taken care of and that the entrance to the city is blighted.

End of public comment.

Councilmember Lee made a motion to amend the budget to include full-time Code Enforcement. The motion was seconded by Councilmember Schneider. The motion failed by a vote of 2:3 with Mayor Oliva, Vice Mayor Holober, and Councilmember Papan dissenting.

Upon a motion/second by Holober/Lee, Resolution No. 16-18 approving the Final Preliminary Budget and the Classification and Compensation Plan for Fiscal Years 2016-2017 and 2017-2018 as submitted was unanimously adopted.

Council took a recess at 9:10 p.m. and reconvened at 9:22 p.m.

NEW BUSINESS

11. Millbrae Community Television Update on Media Center, Survey, and Negotiations

Dana Sahae, Millbrae Community Television, presented a power point updating the Council on their current projects, the newly opened Media Center, educational partnerships, high school sports, and local events. Regarding the current negotiations with the City, MCTV is requesting: 1) two-year contract – preferring one agreement, 2) funding amount increased above FY 15/16 by local rise in CPI and increase in year 2, 3) eliminate requirement for financial review, 4) approve new contract at June 28th Council meeting to avoid funding delay. A rate sheet was provided to show Millbrae rates vs. non-Millbrae rates.

Council inquired:

- Are the rates on the rate sheet the rates that other cities are paying;
- How long are the contracts with other cities
- If we included Planning Commission meetings would the City pay the rate shown on the rate sheet;
- Do the school districts pay for airing of sports programs;
- What does the Grant funding pay for;
- How much of an increase is MCTV looking for;
- Could the Grant Agreement and Cablecasting Agreement be combined?

MCTV responded:

- The rates with other cities are not the same as they were negotiated at different times. The rate sheet shows what other cities are generally paying;
- Contracts with other cities are for two years;
- If Planning Commission meeting were added, the City would pay the rate shown on the rate sheet;
- The school districts are currently not paying for the airing of sports programs. MCTV is working on an underwriting program and have approached the high schools about paying for this;
- The Grant agreement pays for Media Center staffing, as do other outside agreements.

Staff responded:

- We are looking at a 3% increase in each year of the Cablecasting agreement;
- Having a Grant agreement is beneficial and transparent. The agreement for services and the grant are two different things.

There was continued Council discussion regarding the audit requirement and importance for it to remain in place as public funds are being used to support MCTV.

City Attorney Cassman stated that the audit could be conducted every other year.

Vice Mayor Holober agreed with the City Attorney's suggestion that the audit be conducted every other year.

Mayor Oliva asked that this item be added to the next Council meeting agenda.

12. Update Report on Parks Master Plan

Administrative Services Director Shear presented the report and introduced the consultant from Carducci Associates. The update of the Parks Master Plan will be in phases. Phase 1 is the assessment demand analysis, and Phase 2 is the administrative draft updated master plan.

Council received the report and provided the following input:

- Dog park and community garden;
- Opening of watershed area for possible public use;
- Safe routes to school;
- Incorporation of solar;
- Extension of Spur Trail,
- Open space areas at site 7;
- SFPUC property behind Greenhills School;
- Recommendation from the Parks and Recreation Commission regarding the Parks Master Plan.

13. SB 415 – California Voter Participation Rights Act

City Clerk Louis presented the report. Newly enacted legislation states that cities cannot hold an election other than on a statewide election date if holding an election on a non-concurrent date has previously resulted in a significant decrease in voter turnout. The significant decrease is at least 25 percent less than the average voter turnout with the City for the previous for statewide general elections. Council is being asked to provide direction to staff on which of the two options should be pursued.

Option 1: Consolidate future non-special elections with the statewide elections starting on January 1, 2018 and to do this the City would need to adopt an Ordinance before the November 2017 election. Councilmembers whose terms are scheduled to end in 2017 would have their terms extended to 2018 and Councilmembers whose terms are scheduled to end in 2019 would have their terms extended to 2020.

Option 2: Adopt a plan before January 1, 2018 to consolidate future non-special elections with the statewide election before the November 8, 2022 statewide election and continue holding elections on dates other than statewide election dates in accordance with that plan.

Begin Public comments

Marge Colapietro, Millbrae resident, stated for the Council to not change the Mayor and Vice Mayor rotation, and to not extend Mayor and Vice Mayor terms.

End of public comments

There was Council discussion on the cost of elections and if there would be any cost savings with the change to even year elections. It was noted that moving the election to even years would not result in substantial savings.

Vice Mayor Holoher stated that he was leaning towards option 2.

Councilmembers Papan, Schneider, and Lee expressed interest in moving forward with option 1.

Upon a motion/second by Lee/Papan, the Council approved moving forward with Option 1 to consolidate future non-special elections with the statewide elections starting on January 1, 2018 and to do this the City would need to adopt an Ordinance before the November 2017 election. Councilmembers whose terms are scheduled to end in 2017 would have their terms extended to 2018 and Councilmembers whose terms are scheduled to end in 2019 would have their terms extended to 2020 by a vote of 4:1; Vice Mayor Holober dissented.

14. Resolution No. 16-19 Approving the Bay Area Air Quality Management District Funding Agreement for the Electric Vehicle Charging Station Demonstration Grant Award of \$78,000.00

Upon a motion/second Papan/Holober, Resolution No. 16-19 approving the Bay Area Air Quality Management District Funding Agreement for the Electric Vehicle Charging Station Demonstration Grant Award of \$78,000.00 was unanimously adopted.

15. Authorize City Manager to Execute an Agreement, with Tyler New World Systems for the Implementation, Licensing, and Support of an Enterprise Resource Planning System

Finance Director Spray presented the report and introduced the consultant with Tyler New World Systems.

Council inquired about complaint communications and escalation.

Staff stated that the new system will accommodate the City's needs and provides strong governance to make sure issues are resolved.

City Attorney Cassman stated that she would like to put tonight's action in resolution form.

Upon a motion/second Papan/Lee the Council unanimously authorized the City Manager to Execute an Agreement, with Tyler New World Systems for the Implementation, Licensing, and Support of an Enterprise Resource Planning System.

COUNCIL COMMENTS

Mayor Oliva:

- Announced "Operation Clean Sweep". She and Councilmember Papan are on the Downtown Enhancements Sub-Committee and they will distribute an informational folder to business owners and ask them to keep the streets clean. Postcard mailers will also go out to the businesses;
- Requested adjourning tonight's meeting with our thoughts and prayers to the victims of the Orlando shooting incident.

Vice Mayor Holober:

- Attended the recent Library JPA meeting. They are expanding their laptop checkout services. Mobile device vending machines will be brought to each library location and will be available for in-library use for a 4 hour loan period.

Councilmember Papan:

- Attended the recent C/CAG meeting; they are studying traffic corridors;
- Would like a policy of disclosing meetings with developers.

Councilmember Schneider:

- Attended the recent SFO Round Table meeting; they will hold two additional meetings regarding airport noise.

Councilmember Lee:

- Attended the recent Peninsula Clean Energy JPA meeting. They appointed a new CEO, Janice Pepper;
- He suggested that the City default at the 100% renewable energy option for the Peninsula Clean Energy Program; this would keep us in line with other cities.

ADJOURN CITY COUNCIL

There being no further business to discuss, the City Council adjourned at 11:09 p.m.

/s/ Angela Louis
City Clerk

/s/ Anne Oliva
Mayor