



MILLBRAE CITY COUNCIL MINUTES

November 22, 2016

CALL TO ORDER MILLBRAE CITY COUNCIL

Vice Mayor Holober called the meeting to order at 7:02 p.m.

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

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. CEREMONIAL/PRESENTATION

- Presentation of Commendation to Undersheriff Trisha Sanchez in Recognition of Her Promotion to Undersheriff

Vice Mayor Holober presented the commendation to Undersheriff Sanchez. Undersheriff Sanchez thanked the Council. She stated that the Sheriff's Office will continue to strengthen community engagement in Millbrae.

- Presentation by Bay Area Water Supply and Conservation Agency (BAWSCA) Board Member Quigg

Board Member Quigg updated the Council on a recent State Water Board proposal that could cause a reduction of water from the Tuolumne River to the Bay Area for the 1.7 million residents, 40,000 businesses, and thousands of community organizations in Alameda, San Mateo, and Santa Clara counties whose water interests BAWSCA represents.

- Presentation of Millbrae Library Annual Report by Library Manager Thom Ball

Library Manager Thom Ball presented the report to Council. The San Mateo County Libraries adopted a new mission statement and logo this past year. They were ranked as a four star Library again this past year; and Millbrae remains a destination library for the surrounding community. They continue to have robust and well attended programs; with the Mid-Autumn Festival being the most-attended program of the year. He thanked the Council and staff for their support.

2. AGENDA OVERVIEW/STAFF BRIEFING

- Report of Bills and Claims

City Manager Raines reviewed the agenda items. She updated the Council on recent activities in the community.

City Clerk Louis clarified the recommendation on Consent Calendar item 7. One of the Parks and Recreation Commission appointments would be for a term of 3 years so as to stagger terms.

- Report out from Closed Session of November 15, 2016

Assistant City Attorney Conneran stated that the Council had met in Closed Session and no reportable action was taken.

3. **APPROVAL OF MINUTES**

- NONE

4. **ORAL REPORT FROM CITY COMMITTEE/COMMISSION CHAIRS**

- NONE

PUBLIC COMMUNICATION

John Barrelier, Belmont resident, spoke on the recent Daily Journal article regarding Millbrae's red light camera photo enforcement program. He stated that these cameras are speed traps.

Debbie Van Wart, Millbrae Community Foundation, announced the Holiday Star Program. Proceeds from the sale of stars go to the Community Foundation or can be designated for the Community Center rebuilding.

Catherine Quigg, Millbrae Community Foundation, announced that the Holiday Star Program is a donation program and encouraged everyone to donate. The funds go to support local community programs.

Lorriane Richardson, Millbrae Chamber of Commerce, announced the Annual Tree Lighting Ceremony on December 3rd. Bring toys for the Fire Department's Toy Program.

CONSENT CALENDAR

Councilmember Schneider requested that items 6 and 7 be pulled for discussion.

5. Ordinance Amending Section 6.15.020 of the Millbrae Municipal Code Regarding Littering or Dumping of Garbage
- Waive 2nd Reading
 - Adopt Ordinance

Upon a motion/second by Schneider/Lee, Ordinance No. 763 Amending Section 6.15.020 of the Millbrae Municipal Code Regarding Littering or Dumping of Garbage, was unanimously approved.

6. Motion to Authorize City Manager to Execute Agreement with Tripepi Smith for Communications Services for the City of Millbrae

Councilmember Schneider inquired:

- amount of prior contract;
- consultants writing newsletter articles now vs. staff writing prior articles;

She stated that she had no problems with contractor, but in the future would like a transparent process or competitive bid process.

Assistant City Attorney Conneran stated that procurement of services does not require bid process. Once it exceeds \$50,000 it requires Council authority.

City Clerk Louis responded that the previous contract was for \$31,500. Regarding consultants writing newsletter articles now vs. staff writing prior articles, previous consultants drafted articles for the newsletter per staff's direction and approval.

Upon a motion/second by Papan/Lee the Council unanimously authorized the City Manager to execute an agreement with Tripepi Smith for Communications Services for the City of Millbrae.

7. Appointments to City Commissions and Committees

Councilmember Schneider thanked Commission and Committee Members for their service and noted her concern about absentees and how these will be monitored, especially for the Planning Commission and the Parks and Recreation Commission.

Vice Mayor Holober concurred with Councilmember Schneider's comments and stated that this could be tracked on a spreadsheet.

City Manager Raines noted that this information could be provided quarterly to the Council.

Project Manager Nelson stated the newly adopted Resolutions for the Commissions and Committees and the amended Ordinance did adopt language regarding absenteeism; no more than three consecutive meetings over a period of 90 days.

Councilmember Papan reminded the Council that this discussion is not part of the tonight's agenda.

There was brief discussion on the Parks and Recreation Commission terms and it was requested that staff review the terms so that they are staggered every two years.

Council requested that staff take another look at the terms for the Parks and Recreation Commission and stagger them every two years.

Upon a motion/second by Papan/Schneider, Council approved the appointments and requested that the one appointment for Parks and Recreation be brought back so as to have terms staggered every two years.

PUBLIC HEARING

NONE

EXISTING BUSINESS

8. General Plan Update Presentation

Project Manager Nelson presented the report and updated the Council on the recent charrettes and community meetings. She stated that the review of Alternatives for the General Plan is

scheduled for winter and there will be presentations to the Planning Commission, and City Council and more community workshops.

Council had the following comments:

- explore public art as part of the process either through a developer contribution or when a threshold amount is reached;
- noticed that the recycling station is back at its previous location;
- Business Improvement District (BID) as part of the General Plan process;
- were all Commissions/Committees invited to participate;
- create more public meeting/congregation spaces;
- high speed rail is an important part of our General Plan; need to invite them to make a presentation to Council.

Staff responded:

- staff can explore public art as part of the process;
- staff is aware that the recycling station has moved back to its previous location and is looking into this. Council will be provided with an update;
- the BID is a separate process and staff will bring this back to Council as a separate item;
- all Commission/Committee members were invited, and there will be opportunities in the future for more Commission/Committee member participation;
- the parklet was well received and there was a lot of community input on creating more of these spaces;
- staff will contact high speed rail and invite them to a future Council meeting.

No public comment for this item.

The Council received the report.

NEW BUSINESS

NONE

COUNCIL COMMENTS

Vice Mayor Holober:

- Announced the Millbrae Library's annual Foods for fines program;
- Announced the Fire Department's Annual Toy Drive;
- Attended the recent High Speed Rail meeting;
- Attended the recent MCTV Board meeting;
- Attended the recent Commute.org meeting.

Councilmember Papan:

- Announce the Tree Lighting and Toy Drive on December 3rd;
- Announced the Caltrain Holiday Train on December 4th at 5:15 p.m.;
- Announced that the County is discussing sea level rise with SFO and Millbrae needs to this; South San Francisco is currently doing this;
- Wished everyone a Happy Thanksgiving.

Councilmember Schneider:

- Announce the Millbrae Historical Society Holiday Party on December 3rd at 1:00p.m.;
- Attended the San Mateo County Council of Cities meeting where they announced vacancies on the City Selection Committee;
- Announce the January 21st Lions Club Crab Feed;
- Announced that the Airport Community Roundtable has finalized comments to the FAA. A subcommittee will be formed to address APU noise and back blast, and suggesting new types of monitoring.

Councilmember Lee:

- Attended the recent Association of Bay Area Governments meeting where they approved the concept design of One Bay Area;
- Lions Club is collecting gift cards for economically strapped families.

ADJOURN CITY COUNCIL

There being no further business to discuss, the City Council adjourned at 9:47 p.m.

/s/ Angela Louis
City Clerk

/s/ Reuben D. Holober
Mayor