



**SPECIAL JOINT MEETING OF THE  
MILLBRAE CITY COUNCIL  
AND  
ALL CITY COMMISSIONS AND COMMITTEES**

March 11, 2014

David J. Chetcuti Community Room  
450 Poplar Avenue  
Millbrae, CA 94030

7:00 p.m. – 8:00 p.m.

**MINUTES**

1. Welcome and Introduction  
Mayor Wayne Lee called the meeting to order at 7:00 p.m.
2. City Council Goals for 2014  
Mayor Lee stated the Council held a retreat in February and that they had come up with the following goals:
  - Successful passage of Fire Assessment;
  - Economic Development;
  - Providing Good City Services.
3. Discussion Items
  - a. Roles & Relationships:
    1. City Council Liaison is not a member:  
City Attorney Joan Cassman provided a brief update on the role of a Council liaison. The liaison is an observer of the meeting and brings information back to the Council. The liaison should refrain from participating in the meeting as they are not a member, and their involvement could potentially influence decisions that may come before the Council.
    2. Number of Commissions/Committees:  
There are nine Commissions and Committees currently established. Each plays an advisory role to inform the Council on issues affecting the Community.
    3. Overlap in mission/focus:  
Mayor Lee noted that each Commission and Committee should look at its mission and focus. There is overlap between some of the Commissions and Committees and that everyone needs to work together to achieve common goals.

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b. Work Plans:

City Manager Marcia Raines stated that each Commission and Committee should put together a work plan utilizing the goals that the Council has set. The work plan should prioritize projects and identify what is needed (costs and timeline) to get the project completed. The work plans should be brought forward to Council so that funds, if available, can be budgeted.

1. Items

Mayor Lee tasked each Commission and Committee with reviewing their mission statement to see if it is still applicable and if not, a new one should be developed.

2. Timing

There was discussion on holding more joint meetings in the future.

3. Funding needs

There was discussion on the Commissions and Committees bringing forward their work plans/budget requests to Council during budget discussions so that if funding is available for projects they can be included.

c. Annual report to Council by Chair on a rotating schedule – one Committee/Commission each month

Commissions and Committees were asked to contact the City Clerk so as to have an update report to the Council each month.

4. Commission and Committee Member Comments

Daniel F. Quigg, Parks and Recreation Commission, thanked the Council for hosting this meeting.

Christina Stevens, Community Preservation Commission, inquired as to the process for bringing recommendations forward to the Council.

Karen Steffey, Millbrae Business Advisory Committee, inquired if the liaison is the person taking information back to Council or is it someone else.

City Manager Raines stated that the liaison is the observer and the communicator as to what is going on.

John Keefer, Parks and Recreation Commission, inquired about the use of volunteer labor for projects and that there is conflicting information on the use of volunteers.

City Manager Raines stated that staff is looking into this and will get an answer to all of the Commissions/Committees.

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Mayor Lee commented on fundraising and stated that the City is not a non-profit. Staff will also be looking into this issue and providing an update to all Commissions/Committees.

Ann Schneider, Millbrae resident, stated that she also serves on the Millbrae Community Television Board and that she would like to see the Commission/Committee meetings taped and played back later on MCTV. At least tape the Planning Commission and Parks and Recreation Commission meetings.

Harry Aubright, Millbrae Business Advisory Committee, stated that everyone is for economic development and that this is part of the advisory role of the Commissions/Committees. There needs to be a plan and resources, not just a lot of “saying” and not a lot of “doing”. The downtown needs to be improved.

Vice Mayor Gottschalk stated that the City has hired a consultant to work on economic development. Commission/Committee members should look to finding new recruits to fill vacancies. The Commissions/Committees are viewed as the infrastructure of the City.

5. Public Communication

NONE

There being no further business to discuss, the City Council recessed at 8:00 pm to Regular City Council Meeting in the Council Chamber, 621 Magnolia Ave., Millbrae, CA 94030.

/s/ Angela Louis  
City Clerk

/s/ Wayne J. Lee  
Mayor