



**MILLBRAE CITY COUNCIL  
MINUTES  
January 8, 2013**

**CALL TO ORDER MILLBRAE CITY COUNCIL**

Mayor Papan called the meeting to order at 7:00 pm.

ROLL CALL: Mayor Gina Papan, Vice Mayor Nadia V. Holober, Councilmembers Wayne J. Lee, Marge Colapietro, and Robert G. Gottschalk.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **CEREMONIAL/PRESENTATION**

- NONE

2. **AGENDA OVERVIEW/STAFF BRIEFING**

- Informational Report Regarding Bills and Claims

City Manager Marcia Raines reviewed the agenda items and recommended that item 5 be moved from the Consent Calendar to New Business because the item requires action by the end of the month and there are some minor changes that staff would like to address. She also reported on the shooting incident in Millbrae that occurred over the weekend.

- Report out from Closed Session of November 27, 2012

City Attorney Joan Cassman stated that the Council had met in Closed Session to discuss the matter of Public Employee Performance Evaluation however there was no action to report.

3. **APPROVAL OF MINUTES**

- Regular Meeting of November 27, 2012
- Regular Meeting of December 11, 2012

Minor corrections to the minutes were submitted to the Clerk.

Upon a motion/second by Lee/Colapietro the minutes were unanimously approved with corrections.

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

- NONE

**PUBLIC COMMUNICATION**

Sherman Kau, Millbrae resident, invited the Council to attend the Shen Yun production at the Orpheum Theater in March 2013.

Ed Banayat, CEO Millbrae Chamber of Commerce, invited the Council to the Excellence in Business Awards and Chamber Installation Dinner on January 24, 2013.

Business of the Year: Amelia's Antics

Restaurant of the Year: Big Mouth Burger

Chamber Excellence Award: Peet's Coffee & Tea

Beautification: Chapel of the Highlands

James Counts, retired Director of Operations of the San Mateo Mosquito and Vector Control District, spoke on holding the Board Members of the District accountable.

Wynn Grich spoke on the effects of radiation exposure.

### **CONSENT CALENDAR**

5. Resolution Adopting Complete Streets Policy - this item was moved to New Business
6. Consideration of a Special Event Permit for the Lunar New Year Festival on February 16, 2013 including street closure of Library Avenue

Upon motion/second by Lee/Holober Consent Calendar item 6 was unanimously adopted.

### **PUBLIC HEARING**

NONE

### **OLD BUSINESS**

7. Adoption of an Ordinance Amending Water Service Regulations in the Millbrae Municipal Code (MMC)

City Manager Marcia Raines introduced Cyrus Kianpour, President of CSG, who has been retained to assist in the transition from the retirement of Public Works Director Ron Popp.

Cyrus Kianpour presented the staff report stating that one important change is that the current ordinance does not specifically identify who the water "customer" is, however this amendment would identify the "customer" as the property owner.

Council discussion ensued including requests for clarification on how and when a property owner is notified of a delinquent water bill, who is responsible for making the initial deposit and who the deposit would be returned to at the time of service termination, how implementation would be achieved, and when the ordinance would take effect.

Staff responded that the property owner is notified when a water bill becomes delinquent, the property owner and tenant would be required to make an agreement regarding who would be responsible for making the initial deposit and inform the City of Millbrae of such agreement. Staff included that the initial deposit would be applied to the delinquent water bill before any deposit would be refunded to the party designated in the owner/tenant agreement. City Manager Raines stated that staff will have to bring an implementation plan back to the Council at a future meeting. City Attorney Joan Cassman stated that the ordinance would go into effect 30 days after its adoption.

Upon motion/second by Lee/Colapietro Council unanimously waived the first reading and introduced the Ordinance Amending Water Service Regulations in the Millbrae Municipal Code (MMC).

**NEW BUSINESS**

- 5. Resolution Adopting Complete Streets Policy – this item was moved from the Consent Calendar.

Cyrus Kianpour, President of CSG, presented the staff report stating that in order to receive certain grants from MTC, each city must adopt this policy no later than January 31, 2013. This item was pulled from consent because the exemptions paragraph in Exhibit A had been modified.

Council discussion ensued including the possibility of incorporating parts of this policy in the Circulation Element of the General Plan, requesting that this policy be presented to our Bicycle Pedestrian Advisory Committee, and a request for information on the origination of the exemptions. City Attorney Joan Cassman responded that there should be some examples or controls allowing exemptions to be granted.

Upon motion/second by Lee/Papan Resolution No. 13-01 Adopting the Complete Streets Policy was unanimously adopted.

- 8. Mayor Appointments of Council Delegates and Alternates for Regional, County and City Committees and Council Sub-Committees

Mayor Papan stated that she wants to establish a new policy where the City Manager will brief staff on details of the agenda for the committees and Councilmembers need to report out to the City Manager after the meetings when it affects the city. If the designee or alternate cannot attend a meeting, the City Manager should be contacted so that she can have appropriate staff attend. Mayor Papan added that she did not make an appointment to the SM County Joint Committee on El Camino Real (Grand Boulevard) because staff regularly attends these meetings. Vice Mayor Holober expressed interest in this committee. Councilmember Colapietro expressed interest in attending the SM County Sustainable Community Strategy and RHNA PAC on January 31, 2013; Mayor Papan responded that both can attend.

Upon motion/second by Lee/Holober the Appointments of Council Delegates and Alternates for Regional, County and City Committees and Council Sub-Committees were unanimously approved.

**COUNCIL COMMENTS**

- Mayor Papan
  - Announced the Millbrae Lions 75<sup>th</sup> Anniversary at Greenhills Country Club on Saturday January 12, 2013;
  - Reported that the Mosquito and Vector Control District does respond if they are called;
  - Reported that some of the street lights on El Camino Real have been an issue and staff is working on this;
  - Announced that the Commission and Committee appointments will be finalized soon;
  - Reported that the City is working on Economic Development and is hoping to hear from Bill Kelly soon;
  - Announced that a Council Strategic Planning session will be held soon.

- Vice Mayor Holober Wished everyone a Happy New Year and thanked Ed Banayat from the Millbrae Chamber of Commerce for helping to sponsor the tree lighting ceremony.
- Councilmember Lee Announced that the Parks & Recreation Commission is having a Public Meeting regarding a possible Millbrae Dog Park on January 10, 2013 at 7:00 pm in the Recreation Center.
- Councilmember Colapietro Thanked the residents and organizations that helped make the holidays better for the families in need;  
Announced that January 14, 2013 is the 65<sup>th</sup> anniversary of Millbrae’s incorporation;  
Announced that SamTrans has distributed notices regarding changes to the bus service some of which affect Millbrae;  
Thanked the Parks Division for lighting up the downtown with energy efficient lighting for the holidays;  
Announced that on January 9, 2013 the monthly birthday lunch will be held at the Senior Center;  
Announced that Sandy Wong has been selected as new Executive Director of CCAG;  
Announced that approval has been given to distribute a portion of the Vehicle License Fees to the City;  
Thanked everyone who participated in Economic Development meetings.
- Councilmember Gottschalk Announced that the Lunar New Year Celebration will be held on February 16, 2013, the Rotary Club Chinese New Year Banquet will be at Zen Peninsula Restaurant on February 15, 2013, and the Peninsula Chinese Business Association Spring Festival dinner will be held at Zen Peninsula Restaurant on February 24, 2013.

**ADJOURN CITY COUNCIL**

There being no further business to discuss, the City Council adjourned at 8:15 p.m.

/s/ Angela Louis  
City Clerk

/s/ Gina Papan  
Mayor