



**MILLBRAE CITY COUNCIL
MINUTES
March 12, 2013**

CALL TO ORDER MILLBRAE CITY COUNCIL

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

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

Mayor Papan noted that the Council held a special meeting to interview Planning Commission applicants and that Council will continue that meeting after the regular meeting is adjourned.

1. **CEREMONIAL/PRESENTATION**

- Proclamation Proclaiming the Month of March 2013 as American Red Cross Month

Mayor Papan presented Joe Quadt, American Red Cross Bay Area Chapter, with the proclamation. Mr. Quadt thanked the City for their support, and reminded everyone of the May 30th Heroes Breakfast.

- Recognition of Chapel of the Highlands, Recent Winner of the Beautification Award at the Annual Millbrae Chamber of Commerce Business Awards Dinner

Mayor Papan introduced Paul Larson and Rob Lee of the Chapel of the Highlands. The Chapel of the Highlands was the recent winner of the Beautification Award at the Annual Millbrae Chamber of Commerce Business Awards Dinner. Mr. Larson thanked the community and the City for their support and he stated that the Chapel serves the families of the community during their time of need.

2. **AGENDA OVERVIEW/STAFF BRIEFING**

- Report of Bills and Claims

City Manager Marcia Raines reviewed the agenda items

- Report out from Closed Session of February 26, 2013

City Attorney Joan Cassman stated that the Council had met in closed session to discuss the matter of anticipated litigation. Council took action in the form of a Resolution approving a settlement agreement for the Water Pollution Control Plant Renovation project, accepting the project as complete, authorizing the filing of a notice of completion, increasing the project budget by \$310,500 and extending the contracts with URS and Kennedy Jenks.

3. **APPROVAL OF MINUTES**

- Regular Meeting of February 26, 2013

Mayor Papan requested the following corrections. Under Ceremonial/Presentation: “Mayor Papan stated that it is important to remember **the mistakes** of the past.” Under her Council Comments: “Announced the California Telephone Access program. It is a state program that offers free phones to those in need **that have hearing and/or visual impairments.**”

Councilmember Colapietro noted that she had some changes to the minutes which she would provide to the City Clerk.

Upon a motion/second by Lee/Papan were approved with corrections.

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

- NONE

PUBLIC COMMUNICATION

Daniel F. Quigg, Millbrae resident, spoke on behalf of the Millbrae Lions Club. There was an issue regarding the table set up for the Lions Crab Feed Dinner at St. Dunstan, and a problem with the number of people allowed in the hall. Fire Department staff came out and provided guidance to the Lions Club on how to adequately set up the tables for safety and compliance. He thanked City staff and Fire Department staff for their assistance in this matter.

Michael Francoise, East Palo Alto resident, spoke on the hazards of fluoride in the drinking water.

CONSENT CALENDAR

Vice Mayor Holober requested that item 6 be pulled for discussion. Mayor Papan requested that all three items be pulled for comment.

5. Adoption of Resolution No. 13-07 Amending Fiscal Year 2012 – 2013 Budget to Include Appropriation of \$51,000 to Cover Mandatory Minimum Fine for Water Pollution Control Plant Exceeding Effluent Limits

Public Works Director Cyrus Kianpour presented the report. He stated that the last violation was 14 months ago and that with the renovation of the plant, violations should decrease. He noted that the Water Board has been very understanding with the City during our construction, and that moving forward the City has a clean slate.

Vice Mayor Holober requested that the Resolution be amended to include the following wording in the last paragraph: “...to include an appropriation of \$51,000 from the **Sanitation Enterprise Fund** to pay for the fine...”

No public comment for this item.

Upon a motion/second by Colapietro/Lee, Resolution No. 13-07 amending Fiscal Year 2012 – 2013 budget to include appropriation of \$51,000 to cover mandatory minimum fine for Water Pollution Control Plant exceeding effluent limits was unanimously adopted.

6. Acceptance of the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2012

Vice Mayor Holober stated that she requested this item be pulled for discussion because at the last Council meeting of February 26th, as reflected in minutes, it was noted that information on the Reserve Funds would be discussed during the CAFR. She reminded staff that she would like to see the Reserve Funds kept in a separate account.

Finance Director LaRae Brown stated that the information before Council is for the previous fiscal year. Any changes to the budget would need to occur before the year end close and that staff would need to have the auditors come in and advise how this can be done.

Council inquired if the funds were moved would interest be lost.

Ms. Brown stated that all funds are in a pooled account.

No public comment for this item.

Upon a motion/second by Lee/Colapietro, Council unanimously accepted the Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2012.

7. Adoption of Resolution No. 13-08 Authorizing the City Manager to Execute an Agreement for Shared Staffing Services between the City of Millbrae, the City of San Bruno and the Central County Fire Departments

Mayor Papan noted that there is nothing in the agreement about notification/communication between partners regarding labor agreements.

City Attorney Joan Cassman stated that this agreement sets forth the cost of \$1,400 per employee per shift and is creating a mechanism for being fully staffed. There is no place to include the Mayors language regarding communication in this agreement.

Mayor Papan stated that she would like for the City Manager to send a note to the new City Managers of Hillsborough and Burlingame to ensure that communication is open between all cities.

Fire Chief Don Dornell stated that this was the first time that this type of issue had come up and that there is no way to tie the request for communication to this agreement, however he would bring up the issue of better communication in the future.

Councilmember Gottschalk noted that in the sixth paragraph of the agreement there is a 60 day termination notice, however there is no date set in the second paragraph; possibly keep the terms of the agreement as on-going.

City Attorney Cassman stated that she had noted that the blank for a date still existed and a three year term could be inserted or it can be an evergreen agreement.

No public comment for this item.

Upon a motion/second by Lee/Papan of Resolution No. 13-08 authorizing the City Manager to execute an agreement for Shared Staffing Services between the City of Millbrae, the City of San Bruno and the Central County Fire Departments was unanimously adopted.

PUBLIC HEARING

NONE

EXISTING BUSINESS

8. Update on Fire Consolidation

Fire Chief Don Dornell updated the Council on the ongoing fire consolidation.

- Shared Fire Chief with Central County Fire and San Bruno;
- Shared Deputy Chief and shared Fire Marshal with San Bruno;
- Shared Training and EMS Division is a program partnered with five other cities in the County;
- Announced his pending retirement on April 12th. The recruitment for a new Fire Chief has opened and closed and there are four applicants;
- Conducted a joint testing process for Battalion Chief. Millbrae did well in this process;
- The Burlingame Planning Commission discussed the shared fire station at their meeting last night. Burlingame residents within 500 feet of the proposed site were notified. There were some questions from residents regarding flashing lights, traffic volume, and the issue of tree removal;
- Letters regarding the shared station were mailed out to all property owners in Millbrae and to property owners in the northwest corner of Burlingame;
- Community meetings will be set up to discuss the shared station. Council will be informed when the meetings will be held;
- Noted that Station 38 is staffed with nine personnel at a cost of \$1.8 million or 34.85% of the Fire Department's budget. The City has been running lean these past years and four unfunded positions in the past have provided some leave time relief. The shared fire station should help alleviate this situation;
- When considering the shared fire station, a number of factors were looked at, including response time. Personnel must be on scene within 6.9 minutes 90% of the time. Additionally, 60% of the calls for Station 38 are out of district calls.

Councilmember Colapietro stated that when sending out notices to the community and/or media, information regarding efficiencies should be included.

Councilmember Lee inquired as to what are the savings with the shared fire station.

Chief Dornell stated that a combined \$1.8 million between two departments would be saved and shared 50-50 between with Millbrae and Central County.

Councilmember Lee stated that moving forward Council would like to see the figures of up front costs and projections of overall savings to Millbrae.

Chief Dornell noted that he would provide the information to Council.

No public comment for this item.

Council thanked Chief Dornell and received the report.

NEW BUSINESS

9. Adoption of Resolution No. 13-09 Authorizing the Mayor to Execute Amendment to the Water Supply Agreement

Public Works Director Cyrus Kianpour presented the report. He stated that execution of this amendment will protect the rights of the Wholesale Customers.

Begin public comment.

Daniel F. Quigg, Bay Area Water Supply and Conservation Agency (BAWSCA), stated that BAWSCA had worked very hard to get this accomplished.

End of public comment.

Mayor Papan thanked her father for setting up BAWSCA.

Upon a motion/second by Colapietro/Papan, Resolution No. 13-09 authorizing the Mayor to execute an amendment to the Water Supply Agreement was unanimously adopted.

COUNCIL COMMENTS

Mayor Gina Papan:

- Announced Skyline College's Annual Presidents Breakfast on March 21st;
- Announced that she hosted Millbrae Cub Scout Pack 355 at City Hall today with the assistance of Councilmember Colapietro and City Manager Raines. The Scout Pack is looking to work on small projects. She encouraged the Brownies, the Girl Scouts, and other groups to come to City Hall;
- Announced that she had requested a tour of the San Francisco Public Utilities Commission (SFPUC) building and on March 8th she and the City Manager toured the building. It is LEED Platinum Certified;
- Announced that the SFPUC is one of the largest employers in Millbrae. Graduate students from Stanford University and UC Berkeley have chosen the SFPUC site in Millbrae to compete over, and come up with a better site plan;
- Announced the next Mayor's Civic Coordinating Council meeting is on March 22nd, she encouraged civic groups/organizations to attend;
- Announced that the Sister Cities Commission is working on a relationship with Hanyu, Japan;
- Announced that Council had received a letter from State Senator Alex Padilla requesting support for SB 135, she would like to get this before Council for discussion.

Vice Mayor Nadia V. Holober:

- Nothing to report.

Councilmember Wayne J. Lee:

- Announced the Kelly Shea Gallo Foundation Fundraiser on March 23rd at St Dunstan;
- Announced that the Lions Club held a successful Crab Feed Dinner last weekend;
- Announced that the Lions Club was fingerprinting students at the elementary school today;
- Attended the recent Downtown Process Committee meeting. They are looking to expand and possibly set up a task force to create an Economic Development Committee;

- Attended the recent Technology Subcommittee meeting. There was discussion on bringing a fast internet backbone to the downtown area and continued updating of the Council Chamber system with the use of either iPads or tablets.

There were brief Council comments regarding the setting up of an Economic Development Task Force or Subcommittee. Council requested that this be placed on a future agenda for discussion.

Councilmember Marge Colapietro:

- Attended the recent C/CAG BPAC meeting where they reviewed and scored applications from eight cities for safety projects. Seven projects were sent to the C/CAG Board. She noted that Millbrae could not apply this year, but is hopeful that the City will apply soon;
- Announced the March 17th Millbrae Historical Society Installation at 2:00 p.m. in the Millbrae Library;
- Announced Earth Hour on March 23rd from 8:30 p.m. -9:30 p.m.

Councilmember Robert G. Gottschalk:

- Announced that he participated in Rotary Club’s presentation to the School Board on Monday night. The proceeds raised at the Lunar New Year event were distributed to schools in Millbrae, and each school received \$1,050.00.

ADJOURN CITY COUNCIL

There being no further business to discuss, the City Council adjourned at 8:35 p.m. in memory of Marie Van Iderstine, mother of former Millbrae Mayor Paul Van Iderstine and Millbrae residents Osvaldo “Ozzie” Bartolli, and Rory Flanagan.

/s/ Angela Louis
City Clerk

/s/ Gina Papan
Mayor