



**MILLBRAE CITY COUNCIL
MINUTES
February 28, 2017**

CALL TO ORDER MILLBRAE CITY COUNCIL

Mayor Holober called the meeting to order at 7:10 p.m.

ROLL CALL: Mayor Reuben D. Holober, Vice Mayor Gina Papan, Councilmembers Ann Schneider, Wayne J. Lee, and Anne Oliva. Councilmember Lee arrived at 7:12 p.m.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **CEREMONIAL/PRESENTATION**

- Commendation Presented to the Lions Club President and Lions Club Youth in Government Coordinator

Mayor Holober presented the Commendation. The Council and staff introduced their Youth in Government counterparts. Stevan Luzaich, Youth in Government Coordinator, thanked the Council and staff for their assistance in this program.

2. **AGENDA OVERVIEW/STAFF BRIEFING**

- Report of Bills and Claims

City Manager Raines reviewed the agenda items. Regarding Consent Calendar item 5, she provided the staff report and the Investment Policy as clarification for this item. Regarding Consent Calendar item 6 staff stated that the contractor would assure quality control, a one year warranty, performance bond, and the HVAC will be part of modular unit. Staff reviewed the state license board and found no litigation against the contractor.

3. **APPROVAL OF MINUTES**

- Regular meeting of October 11, 2016

Upon a motion/second by Lee/Papan, the minutes were approved with the correction to the Cultural Arts Advisory Committee membership from 7 to 5.

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

- Update Report from the Sister Cities Commission

Sister Cities Commission Chair Doris Morse updated the Council on the activities of the Commission. They currently have 10 members with one vacancy. They are planning their annual picnic for August and they are working on a youth exchange with Hanyu, Japan. Ten middle school students who are Millbrae residents or attend a Millbrae school will travel to Hanyu, Japan in July.

PUBLIC COMMUNICATION

NONE

CONSENT CALENDAR

Vice Mayor Papan requested Consent Calendar item 5 pulled for comment.

5. Acceptance of Quarterly Investments Schedule for the Second Quarter of Fiscal Year 2016-17

Vice Mayor Papan stated that we could do better with a small portion of our investments to achieve a greater rate of return. Mayor Holober echoed these comments.

No public comment for this item.

Upon a motion/second by Papan/Lee, Consent Calendar item 5 was unanimously approved.

Councilmember Schneider requested item 6 be pulled for comment.

6. Resolution Authorizing the City Manager to Award a Construction Contract to Design Space Modular Buildings for the Interim Community Center Project

Councilmember Schneider stated that she would have liked more options. She inquired if the spaces are for recreation class programs only, or for a few for-profit rentals. If there are only for recreation use then this is fine.

Administrative Services Director Shear stated that the other option was the rental of office space in the City, but no space met the needs. The modular spaces are for recreation use for direct programing and not for outside agencies/groups to rent.

Upon a motion/second by Schneider/Lee, Resolution No. 17-06 Authorizing the City Manager to Award a Construction Contract to Design Space Modular Buildings for the Interim Community Center Project was unanimously approved.

PUBLIC HEARING

7. Adopt Ordinance Amending the Millbrae Municipal Code, Article XVIII of Chapter 10.05, Millbrae Station Area Specific Plan (MSASP) Development Impact Fees and Adopt Resolution Concerning Updated Fees
- Waive 2nd Reading
 - Adopt Ordinance
 - Adopt Resolution

Project Manager Colette Menuier presented the report. She stated that the impact fees, captured all of the capital needs; these fees are only for Millbrae Station Area Specific Plan.

Mayor Holober opened the public hearing.

Council inquired:

- Don't we need to specify what we are going to build? Do not see additional office space;
- Other cities have developer fees for art can this be included;
- What about a commercial impact fee?

Staff responded:

- The nexus study did not spell out the need for additional square footage for city hall or office space;
- Developer fees for art can be looked at as part of the development agreements;
- The commercial impact fee is being looked at countywide, and the City can look into this.

Staff noted that the need to look at additional space can be included as part of the General Plan process. We cannot have developers pay for current insufficiencies; we can ask them to fund additional facilities so as to not continue the deficiencies and this can be part of the development agreements. The fees before Council need to be adopted because if they are not, when new developers come in, the 1998 fees would be collected.

Upon a motion/second by Oliva/Schneider, the public hearing was closed.

Upon a motion/second by Papan/Holober, Ordinance No. 765 Amending the Millbrae Municipal Code, Article XVIII of Chapter 10.05, Millbrae Station Area Specific Plan (MSASP) Development Impact Fees was unanimously adopted.

Upon a motion/second by Oliva/Schneider, Resolution No. 17-07 concerning Development Impact Fees for the Millbrae Station Area Specific Plan, was unanimously approved.

EXISTING BUSINESS

NONE

NEW BUSINESS

NONE

COUNCIL COMMENTS

Mayor Holober:

- Attended the Caltrain HSR Local Policy Workgroup meeting;
- Attended the recent Sister Cities Commission meeting;
- Stated that he was involved in the interview process for selecting the architects for the site plan of new the Community Center;
- Attended the February 24th Council of Cities dinner meeting; they had an interesting presentation on immigration;
- Announced that Millbrae is hosting the March 31st Council of Cities dinner meeting at the Hong Kong Flower Lounge. The presentation will be on high speed internet access;
- Announced that the PCBA is hosting their annual dinner on Saturday night; they are raising funds for the community.

Vice Mayor Papan:

- Advised the public not use their washing machines and/or dishwasher during storms so as to not add to more water into the system;
- Requested a copy of the report on all City trees that was mentioned at the recent Parks and Recreation Commission meeting.

Councilmember Schneider:

- Attended two meetings of the Cultural Arts Advisory Committee. The meetings are open to the public;
- Attended the recent BPAC meeting where they awarded \$6 million in grants. Millbrae did not qualify in this round;
- Announced that the Community Enhancements Advisory Committee met and they are looking at their work plan. They would like to work on trees and would like to know if there is anything on street trees in draft parks master plan;
- Announced the Millbrae Lions fingerprinting program for kindergarten and first graders. The fingerprint cards are given to the parents;
- Announced the March 25th Bicycle Rodeo.

Councilmember Lee:

- Announced that Taylor Middle School student Carissa Chiu won the Lions Club Peace Poster contest;
- Attend the recent CMEQ meeting where they approved PDA grants. Millbrae did not qualify this round;
- Attended the recent ABAG meeting regarding housing and transportation issues in the Bay Area;
- Thanked all of the Youth in Government students for their participation in this year's program.

Councilmember Oliva:

- Attended the recent HEART Board meeting;
- Requested that tonight's meeting be closed in memory of Bob Miller, former Millbrae School Board Trustee and Friends of the Millbrae Library Volunteer.

ADJOURN CITY COUNCIL

There being no further business to discuss, the City Council adjourned at 8:26 p.m. in memory of Bob Miller, former Millbrae School Board Trustee and Friends of the Millbrae Library Volunteer.

/s/ Angela Louis
City Clerk

/s/ Reuben D. Holober
Mayor