



**MILLBRAE CITY COUNCIL
MINUTES
September 12, 2017**

CALL TO ORDER MILLBRAE CITY COUNCIL

Mayor Holober called meeting to order at 7:00 p.m.

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

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **CEREMONIAL/PRESENTATION**

- Proclamation Proclaiming the Month of September 2017 as Prostate Cancer Awareness Month

Mayor Holober presented the Proclamation to Dr. Barry Chauser, M.D.

Begin public comment.

Wynn Grich, Hayward resident, stated that chloramines in the water cause prostate cancer. She spoke on the detrimental health effects of fluoride in the water.

End of public comment.

- Proclamation Proclaiming the Week of September 11-17, 2017 as Pollution Prevention Week

Mayor Holober presented the Proclamation to Public Works Director Lim, Water Pollution Control Plant Superintendent Mount, and Lab Supervisor Cesar. Coastal Clean-Up Day is on Saturday, September 19th at 9:30 a.m at Central Park.

- Presentation on Caltrain Electrification Project

Brent Tietjen, Government and Community Relations Officer SamTrans | Caltrain | TA presented the report to Council.

2. **AGENDA OVERVIEW/STAFF BRIEFING**

- Report of Bills and Claims

City Manager Raines reviewed the agenda items.

- Report out from Closed Session of July 27, 2017

City Attorney Cassman stated that the Council had met in Closed Session and discussed the matter of potential litigation; guidance was given and no formal action was taken.

3. **APPROVAL OF MINUTES**

- Regular Meeting January 10, 2017
- Regular Meeting of June 13, 2017
- Regular Meeting of June 27, 2017

Mayor Holober requested an amendment to the June 13th minutes: “Mayor Holober stated that Council received a large volume of emails from Millbrae residents regarding the ice rink, nearly all of which voiced opposition to the proposal. He noted that many of the people opposing the rink have been long time community volunteers who have made many positive contributions to Millbrae.”

Upon a motion/second by Lee/Oliva, the minutes were unanimously approved with the amendment as stated above.

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

- Update Report from Sister Cities Commission on Trip to Hanyu, Japan

Former Mayor Gottschalk presented the report to the Council. The power point highlighted the trip, and the City would like to host youth from Hanyu in 2018. The trip was an amazing experience for the youth that participated.

Councilmember Oliva stated that she was grateful to represent the City in the capacity that she did. The trip was an unforgettable experience.

Japanese Culture Festival Committee Chair Kathleen Kimura announced the Japanese Culture Festival on October 1st from 10:30 a.m. – 4:00 p.m. The festival will take place in the Library, the Library parking lot, and the Chetcuti Room.

PUBLIC COMMUNICATION

Wynn Grich, Hayward resident, spoke on SB 649. Lots of new cell phone towers are going up and the 5G’s will increase cancer death rates and cause tumors.

John Barrelier, Belmont resident, questioned the legality of the red light cameras in Millbrae. The tickets cost \$495 and is a financial hardship on many. He requested the engineering survey for all intersection locations.

Paul Harrell, Millbrae resident, spoke on getting composting bins at the Millbrae School District sites.

Dianna Cazarez, Millbrae Boys and Girls Club, presented thank you letters to the first responders in Millbrae in honor of September 11th. Chief Copeland accepted the letters on behalf of the Police Bureau and Fire Department.

CONSENT CALENDAR

Council pulled item 10 for approval after the report out from the Sister Cities Commission.

10. Approval of Special Event Permit for the Japanese Culture Festival on October1, 2017

Upon a motion/second by Oliva/Schneider, the Special Event Permit for the Japanese Culture Festival on October1, 2017 was unanimously approved.

5. Acceptance of the Quarterly Investment Report for Period Ending June 30, 2017

6. Resolution No. 17-42 Authorizing a Professional Services Agreement with Kaizen InfoSource LLC to Provide Records and Information Program Management in an Amount Not-to-Exceed \$88,000
7. Resolution No. 17-43 Awarding a Construction Contract to St. Francis Electric, LLC for the Installation of Decorative Street Lights for Downtown Enhancement
8. Resolution No. 17-44 Approving PG&E Temporary Electricity Services Contract for the Modular Office Building
9. Resolution No. 17-45 Accepting the 2016 Water Main Project as Complete and Authorizing Filing of the Notice of Completion and Authorizing the City Manager to Execute Contract Change Order No. 3 in the Amount of \$247,585.03
11. Adoption of Resolution No. 17-46 to Execute a Cooperation Agreement with the San Mateo County Urban County Program to Access Community Development Block Grant Funding

Upon a motion/second by Lee/Oliva Consent Calendar items 5 – 9 and 11 were unanimously approved.

PUBLIC HEARING

NONE

EXISTING BUSINESS

12. Resolution Approving and Adopting Monthly Water Service and Consumption Charges and Updating Attachment A of Section 8.05.660 of the Millbrae Municipal Code (*Continued discussion from July 11, 2017*)

Deputy City Manager Hilbrants presented the report. Tonight's discussion is a continuation of the discussion from July 11th and to provide some alternative scenarios. Attachment 5 of the report answers questions brought up by the Council during the July 11th meeting. She discussed the four rate scenarios, the difference in each are all a gradual build and based on the miles of pipe replacement per year; the first year rate increase is relatively steep.

Council inquired:

- Does the SFPUC and BART pay water charges;
- Will the pipes have earthquake safety;
- Given increased costs, can we approach at highest rate and then lower rate, replacing water and sewer lines at the same time and coordinate construction;
- Are our existing tanks in shape to withstand a disaster;
- Would like to see the City have a "lawn be gone" program.

Staff responded:

- Yes, both BART and SFPUC have their own meter and they receive a water bill from the City;
- The pipes must adhere to the current safety standards.
- The City adopted a Dig Once Ordinance that calls for this type of coordination. We first target sewer lines, then water lines, and then would come back and target street paving. We would need to pass the water rate increase tonight, and bring back water revenue bond information at a future meeting;

- Staff is evaluating the tanks and five years ago a study was done to evaluate seismic issues;
- Staff would need to look into a “lawn be gone” program.

Council discussed the different rate scenarios and a majority of the Council noted that rate increases are painful for everyone and that this will not be easy but given the alternative we do not have much of a choice. The City needs to be aggressive with rates as we have reached a critical point and the cost of improvements will continue to go up. The Council requested that staff provide Capital Improvement Program (CIP) updates during budget discussions.

Upon a motion/second by Papan /Oliva, Council unanimously approved Resolution No. 17-47 approving and adopting monthly water service and consumption charges and updating Attachment A of Section 8.05.660 of the Millbrae Municipal Code, recommended continuing the current assistance program, and approved the financial report.

Staff took a recess at 9:06 p.m. and reconvened at 9:13 p.m.

NEW BUSINESS

13. Presentation of Mid-Cycle Operating and Capital Budget and Approving Revised Salary Schedules

Deputy City Manager Hilbrants presented the report. The Council adopted a two- year budget in June of 2016, and the requested changes to the budget are summarized in Exhibit A.

Council inquired:

- \$500,000 reimbursement in the General Plan budget;
- During last General Plan discussion, two items were needed for the downtown: a parking study and development of a Business Improvement District (BID);
- Was there a 3% increase for all employees;
- Committees would like to have a budget to pursue items in their work plans;
- Would like to City to have a community garden, similar to what was done at the middle school;
- Look at staff retention and training;
- ADA analysis for City buildings;
- Budget document needs to be made clear and transparent. There are confusing statements in the document.

Staff responded:

- The Community Development Department requested a budget of \$350,000 as part of the General Plan budget that was budgeted in the previous year’s budget. Due to delays in processing the reimbursement from Caltrans, this became a is a carryover. The current reimbursement of \$500,000 is in process and we expect reimbursement in the near future. We will bring forward a General Plan update in November. Regarding the TDA Active Transportation Grant, we received a \$62,000 grant; this is reimbursable. Staff is not asking for increases to the General Plan budget; staff is allocating funds in the correct years using the new financial system;
- The BID and parking study are not in the General Plan, and will need to be brought back as they are not included in the budget;
- Not all employees received the 3% increase. Part time staff was not included as they will get a minimum wage increase;

- There is no budget for each Commission/Committee. Commissions/Committees can request funds to do work plan items during the budget discussion through the Department Heads;
- The Community garden can be looked at as part of the Citywide Parks Master Plan which is almost completed;
- There is a proposal to evaluate salaries and to reinstitute staff trainings. We will bring back recommendations to Council;
- The lobby doors at City Hall are in compliance, and a firm has been contracted to do an ADA review of City facilities. Council can approve funding for ADA compliant lobby doors for City Hall;
- Any substantial changes to the budget document need to be approved by the entire Council.

Upon a motion/second by Lee/Papan, Resolution No. 17-48 amending the Operating and Capital Budget for Fiscal Year 2017-2018, appropriating corresponding funds, authorizing specified expenditures, and making changes to the City's salary schedules and position controls was unanimously adopted.

14. Provide Guidance and Recommendations for the Resolution Being Considered at the 2017 League of California Cities Annual Conference

City Clerk Louis presented the report and noted that in this year's packet there were no recommendations from the Policy Committees.

Council discussed the Resolution under consideration and Vice Mayor Papan noted that there would be discussion at the meeting and to trust the Mayor's judgement on voting. Councilmember Oliva inquired if the City Manager had any input.

City Manager Raines stated that without the recommendation of the Policy Committee, more information would be needed.

Councilmember Schneider stated if the Mayor were to learn something at the meeting we should trust his judgement on voting.

Mayor Holober noted that he would vote "no" on item 1 and that he was leaning towards voting "yes" on item 2, but would wait to see the Policy Committee's recommendation for this item.

COUNCIL COMMENTS

Mayor Holober:

- Announced the Man, Woman, and Student of the Year Dinner on October 20th;
- Attended the Sister Cities Commission meeting. The Commission had a visit from Councilmember DeGuerra from Mosta, Malta;
- Announced that the Mayor's Civic Coordinating Council meetings are held on the 4th Thursdays of the month at 9:00 a.m.;
- Announced the Joint meeting with School District on September 21st at 7:30 a.m. in Library A;
- Announced the passing of Millbrae Library Services Manager Thom Ball and Christine Barisone, wife of Central County Fire Captain Robert Barisone. Tonight's meeting will be adjourned in their memory.

Vice Mayor Papan:

- Attended the recent Recreation Facilities Tour. The public has provided input on the new facility, and there is a meeting and public workshop regarding the Community Center on September 19th.

Councilmember Schneider:

- Concurred with Vice Mayor Papan and Councilmember Oliva on the Facilities Tour. Some of the new facilities have defensive or protection devices built into them;
- The City has new CERT Classes coming up and encouraged residents to sign up;
- Congratulated the Chamber of Commerce for their Art and Wine Festival; will need to look at having a cooling center in the future;
- The Millbrae Lions Club held a successful car show;
- Attended the SFO Roundtable meeting where they announced a bill in Congress to open up discussion on insulation for noise.

Councilmember Lee:

- Will be attending the League of Cities Annual Conference; he has been appointed to serve on the Resolutions Committee;
- Attended the Economic Vitality Advisory Committee meeting. There are only two businesses involved. The Committee should look to changing membership, meeting time, and to attract more businesses;
- Announced that the Peninsula Clean Energy opt out rate is less than 2%.

Councilmember Oliva:

- Participated in the Recreation Facilities Tour. Group 4 pointed out many different components at each of the facilities.

ADJOURN CITY COUNCIL

There being no further business to discuss, the Council adjourned at 10:40 p.m. in memory of Thom Ball, Millbrae Library Services Manager and Christie Barisone, wife of Central County Fire Captain Robert Barisone.

/s/ Angela Louis
City Clerk

/s/ Gina Papan
Mayor