



MILLBRAE CITY COUNCIL

AGENDA

September 25, 2018

The Millbrae City Council meets on the second and fourth Tuesdays each month at 7:00 PM in the City Council Chambers, 621 Magnolia Avenue, Millbrae, CA 94030. It is Council's intent to adjourn this meeting by 11:00 PM. The times listed on this Agenda are offered to guide the flow of the meeting, are estimates, and are not binding. Matters may be taken up any time after the starting time of the meeting.

7:00 **CALL TO ORDER MILLBRAE CITY COUNCIL**

ROLL CALL

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **CEREMONIAL/PRESENTATION**

- Proclamation Proclaiming the Week of October 7-13, 2018 as Fire Prevention Week
- Presentation by the Peninsula Health Care District

7:15 2. **AGENDA OVERVIEW/STAFF BRIEFING**

- Report of Bills and Claims – INFORMATION
- Report out from Closed Session on September 11, 2018 - INFORMATION

3. **APPROVAL OF MINUTES**

- NONE

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

- NONE

7:20 **PUBLIC COMMUNICATION**

Reserved for persons wishing to comment on any item not appearing on the agenda. Fill out a speaker request slip and turn it into the City Clerk. Public Communication is limited to no more than thirty (30) minutes, with each speaker given no more than three (3) minutes. If more than ten (10) speakers are present, speakers' time shall be reduced so that all speakers have an equal time to speak. Although we welcome and encourage public communication, the views or information presented by the speakers are not necessarily the views of the Council or the members of the public in Millbrae.

7:30 **CONSENT CALENDAR**

All matters listed under Consent Calendar are considered by the Council to be routine, and all will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion to adopt.

5. Accept the 2017 – 2018 Preliminary Year End Budget Report and Adopt Resolution (1) Amending the Adopted Five-Year Capital Plan for Fiscal Years 2019 through 2023 with Minor Corrections and Roll Forward of Incomplete Projects from Fiscal Year 2017 – 2018 and (2) Authorize Purchases of Vehicles and Equipment Included in the Fiscal Year 2019 Capital Budget and Capital Plan – ACTION

6. Approval of a Rental Fee Waiver Totaling \$139 for the Central Park Picnic Sites for the Monster March Event on October 13, 2018 – ACTION

7. Adopt Resolution Authorizing the Interim City Manager or Designee to Execute a Professional Services Agreement with CPS HR Consulting for a Comprehensive Classification and

City of Millbrae Mission Statement: "Enhancing the quality of life in our shared community, providing great services, encouraging community engagement, fostering economic growth, and embracing cultural diversity in a safe environment."

Compensation Study Not to Exceed \$56,645.00 for the Period October 1, 2018 through June 30, 2019 - ACTION

7:35 **PUBLIC HEARING**

NOTICE TO THE PUBLIC: Persons who wish to speak on matters set for PUBLIC HEARING will be heard when the presiding officer calls for comments from those persons who are in support of or in opposition thereto. After oral testimony has been given, the hearing is closed unless continued to another time, and brought to Council level for discussion and action. Normally no further oral testimony is permitted unless requested and allowed by the Council.

NONE

EXISTING BUSINESS

8. Recreation Center Restoration Project Informational Update – INFORMATION

7:35 **NEW BUSINESS**

9. Adoption of Fiscal Year 2018-2019 Sister Cities Commission Work Plan – ACTION

10. Adoption of Fiscal Year 2018-2019 Senior Advisory Committee Work Plan - ACTION

11. Resolution Approving a New Records and Information Management Program Policy and Retention Schedule – ACTION

12. Authorization to Approve a Contract and Scope of Services for New City America for Formation of a Business Improvement District (BID) in Central Business District - ACTION

COUNCIL COMMENTS

Committee Reports: Councilmembers serve as representatives to various committees listed below. They will report by exception on matters affecting Millbrae.

- Mayor Papan C/CAG Board of Directors, C/CAG Legislative Committee, Mayor’s Civic Coordinating Council, Peninsula Congestion Relief Alliance Board of Directors, San Mateo County Council of Cities, San Mateo County Pre-Hospital Emergency Medical Services JPA, Bike Sharing Program Sub-Committee, Budget/Finance Sub-Committee, Cannabis Further Study Sub-Committee, Community Center Sub-Committee, Downtown Enhancement Sub-Committee
- Vice Mayor Lee Association of Bay Area Governments General Assemblies, Association of Bay Area Governments Executive Board, Congestion Management/Environmental Quality Committee, Millbrae Youth Advisory Committee Liaison, Peninsula Clean Energy Joint Powers Authority Board of Directors, San Mateo County Joint Committee on El Camino Real (Grand Boulevard), Adopted Military Unit Sub-Committee, Commission/Committee Interview Sub-Committee, Fire Shared Services Sub-Committee, Sewer Modernization Sub-Committee, Technology/Data Center Sub-Committee
- Councilmember Schneider C/CAG Bicycle/Pedestrian Advisory Committee, Millbrae Community Enhancement Advisory Committee Liaison, Millbrae Cultural Arts Advisory Committee Liaison, San Mateo County Office of Emergency Services Council, SeaChange SMC, Bike Sharing Program Sub-Committee, Budget/Finance Sub-Committee, Fire Shared Services Sub-Committee
- Councilmember Oliva Airport Community Roundtable, Airport Land Use Committee, HEART Board of Directors, HEART Member Agency Committee, Millbrae Chamber of Commerce Liaison, Millbrae Senior Advisory Committee Liaison, Adopted Military Unit Sub-Committee,

Commission/Committee Interview Sub-Committee, Downtown Enhancements Sub-Committee, Technology/Data Center Sub-Committee

- Councilmember Holober Caltrain Local Policymakers Group, Millbrae Community Television Liaison, Millbrae Economic Vitality Advisory Committee Liaison, Millbrae Parks and Recreation Commission Liaison, Millbrae Sister Cities Commission Liaison, San Mateo County Library JPA Governing Board, Cannabis Further Study Sub-Committee, Community Center Sub-Committee, Sewer Modernization Sub-Committee

CLOSED SESSION

NONE

ADJOURN CITY COUNCIL MEETING

This meeting is closing in memory of John Tseng, who passed away on August 26, who worked with his brother Jimmy Tzeng from Lai Lai Restaurant. He was also MCTV's Programming Director Grace Tzeng's uncle.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY CLERK AT (650) 259-2334. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

MATERIALS RELATED TO AN AGENDA ITEM THAT ARE SUBMITTED TO THE CITY COUNCIL AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION IN THE CITY CLERK'S OFFICE AT 621 MAGNOLIA AVENUE, MILLBRAE, CA 94030, MONDAY-FRIDAY FROM 8:30 A.M. TO 5:00 P.M.

CITY COUNCIL AGENDAS MAY BE PREVIEWED ON MILLBRAE COMMUNITY TELEVISION CABLE CHANNEL 27 AND THE CITY WEB SITE [www.ci.millbrae.ca.us]