

**APPENDIX G:  
PUBLIC SERVICES DATA**





**From:** Jim Allan [mailto:JAllan@sanbruno.ca.gov]  
**Sent:** Thursday, November 13, 2014 4:39 PM  
**To:** Alex Lopez  
**Subject:** RE: Millbrae Station Area Specific Plan

Alex,

The email address for Chief Downing is correct; however, he is out of the office until 11/22/14.

Here's what I can do for your numbered question answers:

1. Yes, fire administration is shared between Millbrae, San Bruno, and Central Fire Departments. Yes, the SBF and CCFD also provide aid to the City of Millbrae, as we share a common Joint Powers Agreement (shared throughout the County).
2. As proposed, the project is not believe to significantly impact BART emergency evacuation and/or response plans.
3. Millbrae Engineering would have primary responsibility for assessing hydrants and fire flow capability. Hydrants are not maintained or tested by Fire Department personnel.
4. Based upon the last fiscal year report (7/1/13 to 6/30/14), the average response times and volume for calls in Millbrae are as follows:

Fire incidents: 05:22	(Total of 149 calls)
EMS/Rescue: 04:41	(Total of 1542 calls)
Hazardous Condition: 04:52	(Total of 86 calls)
Service Calls: 04:55	(Total of 316 calls)
Good Intent : 04:57	(Total of 356 calls)
False Call: 04:30	(Total of 230 calls)

There is a stated police for fire service medical incidents only. Per the JPA agreement, Fire Department is to be on scene in 06:59 or less minutes for these incidents.

5. The City of Millbrae utilizes Clow model 76 "3-Port" hydrants. These utilize two ports at 2/12 inch, and one port at 4 inch (per Millbrae Water Department).
6. There are approximately 570 total hydrants in the City of Millbrae. The range is from approximately 800 to 1500+ GPM, with provided pressures of 50-150PSI. Hydrants are placed between 200-500 feet in distance, dependent upon fire flow requirement, with an average spacing of 350 feet (per Millbrae Water Department).
7. See totals for question 4 above. Total calls for last fiscal year cycle was 2,679.
8. The displayed Service and Fee Schedule on the City's website is current.
9. Millbrae Fire Station 37 would be the primary station to provide services to the proposed Project. Additional fire stations throughout the County would provide

services, based upon need; however the nearest additional stations would be Millbrae Station 38 and San Bruno Station 51.

10. The correct Millbrae Fire Department full-time employee count is 22. There are currently 11 authorized paramedics.
11. The City of Millbrae has two first-run fire engines (one at Station 37 and one at Station 38). There is one additional fire engine in reserve, but not staffed. The Department has constant staffing of six personnel as noted, with a captain, driver/engineer and paramedic on each apparatus.
12. See above note. Staffing on duty is three full-time per station each shift. The department meets this level utilizing overtime as needed, and this is inclusive of neighboring jurisdiction personnel if needed.
13. At this time, it is not believed that the project will require additional firefighters, staff, equipment or modification to existing facilities.

Regarding documentation such as annual reports or other public documents for Millbrae, you should contact Rubina Ellam, Central County Fire's Administrative Assistant. The combined organization utilizes one point source for information of this regard. Her email is: [rellam@centralcountyfd.org](mailto:rellam@centralcountyfd.org)

Regards,

*Jim Allan*

Fire Marshal  
Cities of Millbrae & San Bruno  
[jallan@sanbruno.ca.gov](mailto:jallan@sanbruno.ca.gov)  
(650) 616-7093

**From:** Chip Taylor [mailto:ctaylor@ci.millbrae.ca.us]  
**Sent:** Friday, November 14, 2014 11:39 AM  
**To:** Alex Lopez  
**Cc:** adaniels@ci.millbrae.ca.us; mvanduyn@ci.millbrae.ca.us; ksved@ci.millbrae.ca.us  
**Subject:** RE: Request for Input - Millbrae Station Area Specific Plan

Alex,

Below are your questions related to Parks and my responses. As you can see there are some questions where Audrey and/or Marty will have to provide some additional information.

Let me know if you have any question.

Thanks,

Chip Taylor  
Public Works Director  
City of Millbrae

1. Who is the key contact for parks and recreational facilities?

Parks – Chip Taylor, ctaylor@ci.millbrae.ca.us  
Recreation – Audrey Daniels, adaniels@ci.millbrae.ca.us

2. Is the information on the location and size of parks and open spaces available in GIS format? If so, please provide.

This information is not available in GIS format

3. Are there any plans for new or expanded recreational facilities? If so, please provide specific details including expansion location, size, and new facilities.

I would defer to Audrey related to Recreation facilities but I am not aware of any planned expanded facilities. The City is looking to potentially reactivate a vacate park at Mills Estate Park

4. Does the City currently meet any of its General Plan Policies related to park accessibility and availability to residents?

Marty in the Community Development Department should be able to answer this question.

5. How are new parks constructed and operated? Where does the funding come from?

There has not been a new park in Millbrae for a number of years and funding in the past has come from donations, a park-in-lieu fee for development and the City's general fund. Funding for maintenance of parks comes from the General fund.

6. Does the City/recreational jurisdiction have a joint use agreement with the Millbrae School District? If so, please summarize the agreement.

The City does have a joint usage agreement for the fields with the Millbrae School District. The City is allowed to schedule the fields during non-school usage times and the City is responsible for maintenance and utilities. There is a lease payment to the School District and a payment from the School District towards maintenance. The agreement is attached.

7. Do other facilities in the city serve a dual role of recreational resources, such as drainage facilities?

I don't believe the City has any other dual role recreation resources, but Audrey can weigh in also.

8. Please provide recommendations that could reduce the demand for park and recreational services created by the proposed Project.

I think the better questions is "How can the City handle the demand on the City's parks and recreational programs from the project?" There are a multitude of solutions including building additional infrastructure

within the project and funding the maintenance. The project could provide funding for improvements and maintenance as well as connectivity to existing parks or other new park spaces.

I would let Audrey review the recreation side.

9. Please provide any current documents on park and recreational services in the City including background reports, policy documents, and facility plans that you think would help with preparing the environmental review analysis for impacts to park and recreational services as a result of the proposed Project.

I will look to gather some of this material if it exists.

10. Is there a different provider for any portion of the Specific Plan Area that is in a different jurisdiction?  
No

**From:** Fortin, Thomas [mailto:fortin@smcl.org]  
**Sent:** Monday, November 17, 2014 6:28 PM  
**To:** Alex Lopez  
**Subject:** FW: Request for Input - Millbrae Station Area Specific Plan

Hi Alex ... I've attached the Library's response to the Millbrae questions; I've also attached the SMCL service model document as a reference for question #2.

Please let me know if you have any questions.

Thanks.

Tom

Tom Fortin  
Deputy Director  
San Mateo County Library  
San Mateo, CA  
650.312.5256  
[www.smcl.org](http://www.smcl.org)

1. Who is the key contact for the local libraries?

**Anne-Marie Despain**  
**San Mateo County Library**  
**Director of Library Services**  
**125 Lessingia Court**  
**San Mateo, CA 94402**  
**650-312-5258**

2. Does the City or County library system have any adopted standards (e.g., books per capita, square feet per capita, etc.)? If so, please provide.

Please refer to the attached "San Mateo County Library Service Model."

3. What is the funding program for the library system?

The primary source of revenue for the San Mateo County Library is property taxes. Designated as a special district, the system is entitled to receive a small portion of the property tax collected within the boundaries of the San Mateo County Library service area. The FY 2014-15 Adopted Budget approved by the Library JPA Governing Board on September 8, 2014 totals \$41,590,455.

[http://www.smcl.org/sites/www.smcl.org/files/file/Organization/JPA/09082014/Approval\\_of\\_the\\_FY\\_2014-15\\_Adopted\\_Budget.pdf](http://www.smcl.org/sites/www.smcl.org/files/file/Organization/JPA/09082014/Approval_of_the_FY_2014-15_Adopted_Budget.pdf)

4. Does the library have identified Developer Impact Fees for the commercial and/or residential development in Millbrae or in the County? If so, please describe the fees.

No, N/A

5. Are there any existing deficiencies, such as need for new facilities/staff, lack of funding?

No.

6. What are the existing staff levels at the Millbrae Library and are the existing staff levels at the library(s) adequate to meet current demands for the population



in the Specific Plan Area?

**9.25FTE; Yes, existing staffing levels are adequate.**

7. Are the equipment levels adequate to meet the Specific Plan Area's current demand for library services?

**Yes.**

8. Are there any plans for expansion or relocation of the Millbrae Library, or any other library that may serve the Specific Plan? If so, please describe the expansion or relocation.

**No.**

9. Would the Millbrae Library need to construct new library facilities or expand existing facilities in order to accommodate the project's demand for library services?

**No.**

10. When considering the proposed project in conjunction with the population proposed in the City's General Plan (e.g., cumulative impacts), would the expansion or construction of new library facilities be required?

**No.**

11. Please provide recommendations that could reduce the demand for library services created by the proposed project.

**N/A**

12. Are there any current documents on library service in the City, including background reports, policy documents, and facility plans, that you think would help with preparing the environmental review analysis for impacts to library services as a result of the proposed project?

Annual Reports: <http://www.smcl.org/en/node/13>

Facility plans: <http://www.smcl.org/en/content/library-building-projects>

**From:** Michelle Henson [mailto:MHenson@mesd.k12.ca.us]  
**Sent:** Thursday, November 13, 2014 11:54 AM  
**To:** Alex Lopez  
**Subject:** RE: Request for Input - Millbrae Station Area Specific Plan

Mr. Lopez,

I have included my responses to your questions below:

1. Who is the key contact for the local schools?  
Linda Luna, Superintendent  
555 Richmond Dr.  
Millbrae, CA 94030  
(650) 697-5693
2. Which school(s) would service residents living in the Specific Plan Area?  
Lomita Park Elementary  
Spring Valley Elementary  
Taylor Middle School
3. Does the City or School District have any adopted standards (e.g., students per classroom, square feet per capita, etc)? If so, please provide.  
No specific adopted board policies, only parameters as set forth by California Education Code.
4. What is the budget and funding program for the School District?  
The current budget is approximately \$20 Million. The funding sources include state aid from the Local Control Funding Formula, State Categorical funding, Federal Categorical funding, local taxes, and miscellaneous grants and/or donations
5. Does the School District have identified Developer Impact Fees for the commercial and/or residential development in Millbrae or in the County? If so, please describe the fees.  
See attached.
6. Are there any existing deficiencies, such as need for new facilities/staff, lack of funding?  
Currently the district is at capacity for enrollment. If enrollment were to increase, we would need to either acquire portable classrooms or construct new classrooms.
7. What are the existing staff levels at the District and are the existing staff levels at the schools adequate to meet current demands for the population in the project area?  
Currently the staffing levels meet the demand, that would change if enrollment were to increase.
8. Are the facilities adequate to meet the project area's current demand for school services?  
Currently the district is at capacity for enrollment. If enrollment were to increase, we would need to either acquire portable classrooms or construct new classrooms
9. Are there any plans for expansion or relocation of any schools that would serve the project? If so, please describe the expansion or relocation.  
Currently the district is discussing the need for a demographic students and master facilities planning study. We recently installed three new portables to accommodate enrollment increases. If enrollment continues to increase, we made need additional portables or classroom constructed. If so, the most likely available location would be at Spring Valley Elementary.
10. Would the district need to construct new school facilities or expand existing facilities in order to accommodate the project's demand for school services?  
Yes, likely it would.

11. When considering the proposed project in conjunction with the population proposed in the City's General Plan (e.g., cumulative impacts), would the expansion or construction of new school facilities be required?

Yes, possibly it would.

12. Please provide recommendations that could reduce the demand for school services created by the proposed project.

13. Are there any current documents on school service in the City, including background reports, policy documents, and facility plans, that you think would help with preparing the environmental review analysis for

impacts to library services as a result of the proposed project?

None known.

14. Any other concerns or issues?

Other concerns would be traffic impacts and transportation to and from school sites.

Please feel free to contact me if you have any further questions.

Sincerely,  
Michelle Henson

*Michelle Henson, Chief Business Official  
Millbrae School District  
555 Richmond Drive  
Millbrae, CA 94030  
mhenson@mesd.k12.ca.us  
(650) 697-5693, ext. 12*

**From:** Pamela Chavez [mailto:pchavez@smuhd.org]  
**Sent:** Tuesday, November 18, 2014 9:47 AM  
**To:** Alex Lopez  
**Subject:** Request for Input - Millbrae Station Area Specific Plan

Please see attached responses to your request.

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**Pam Chavez**  
**Executive Coordinator to the Deputy Superintendent, Business Services**  
**San Mateo Union High School District**  
**650.558.2204 (phone)**  
**650.762.0214 (fax)**

1. The Specific Plan Area is in close proximity to Millbrae's only public high School. Does the School District have any other school(s) that would service residents living in the Specific Plan Area?
  - a. The San Mateo Union High School District has six comprehensive high schools and an alternative high school. Through the District's intra-district transfer program, students are allowed to attend any of the other comprehensive high schools other than their assigned one if they are chosen through a lottery process.
  - b. If enrollment at Mills High School exceeds its capacity, the overflow will be assigned to other schools in the District, according to their availability.
  
2. Does the City of Millbrae or School District have any adopted standards (e.g. students per classroom, square feet per capita, etc?) If so please provide.
  - a. The District uses loading-factors in accordance with the State legislation and the State School Building Program, which is 27 students per classroom.
  
3. What is the budget and funding program for the School District? Is funding adequate to meet current demands for the population in the Specific Plan Area?
  - a. The San Mateo Union High School District is a Basic Aid district and is funded mostly through property taxes. It's annual budget is around \$125M. \$105M is from property taxes, the rest is funded with State and Federal funds.
  - b. Funding adequacy is to be determined. Changes in enrollment will impact the District, and to what amount will depend on the actual enrollment numbers.
  
4. Does the School District have identified Developer Impact Fees for the commercial and/or residential development in Millbrae or in San Mateo County? If so, please describe the fees.
  - a. Currently, the Developer Impact Fees are, for construction 500 sq ft and over, \$1.28/sq ft for residential and \$0.21/sq ft for commercial.
  - b. The District is, however, reviewing a new Developer Fee Study and intends on raising its fees sometime within the next 6 months. The new fees will be \$1.34/sq ft for residential and \$0.22/sq ft for commercial.
  - c. The above prices are for the high school district only. The elementary school district charges its own Developer Impact Fees.
  
5. What are the existing staff levels at the District and are the existing staff levels at the schools adequate to meet current demands for the population in the Specific Plan Area?
  - a. The District is currently staffing at 100% enrollment (@ 27 students per classroom)
  - b. If the Specific Plan Area generates additional students, the District will need to hire additional teachers.

6. Are the facilities adequate to meet the Specific Plan Area's current demand for school services?
  - a. The District's facilities are adequate to meet the current demand for school services. If the District sees substantial increase in enrollment in the future, students may be assigned to other schools at that time.
7. Are there any plans for expansion or relocation of any schools that would serve the proposed Project? If so, please describe the expansion or relocation.
  - a. Peninsula Alternative High School may be modernized or relocated to another location. The District has not decided yet on where the most effective place for the school will be. Since this is an Alternative school, this will not directly affect most students in the Millbrae area
8. When considering the proposed Project in conjunction with the population proposed in the City's General Plan (e.g. cumulative impacts), would the expansion or construction of new school facilities be required?
  - a. Additional classrooms may be needed, depending on actual impact.
9. Please provide recommendations that could reduce the demand for school services created by the proposed Project.
  - a. No recommendations at this time.
10. Are there any current documents on school service in the City, including background reports, policy documents, and facility plans, that you think would help with preparing the environmental review analysis for impacts to library services as a result of the proposed Project?
  - a. I have attached our preliminary Developer Fee Justification Study
11. Are there any other concerns or issues that I should be aware about?
  - a. No