



**MILLBRAE CITY COUNCIL
MINUTES
September 27, 2016**

CALL TO ORDER MILLBRAE CITY COUNCIL

Mayor Oliva called the meeting to order at 7:09 p.m.

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

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **CEREMONIAL/PRESENTATION**
 - NONE
2. **AGENDA OVERVIEW/STAFF BRIEFING**
 - Report of Bills and Claims

City Manager Raines reviewed the agenda items.

3. **APPROVAL OF MINUTES**
 - NONE
4. **ORAL REPORT FROM CITY COMMITTEE/COMMISSION CHAIRS**
 - NONE

PUBLIC COMMUNICATION

Salam Saba, Millbrae resident, spoke on street trees and sidewalk maintenance.

Mitch Shinoki, Millbrae resident, spoke on street trees and sidewalk maintenance. Tree roots have caused damage and residents need to pay.

Margret Shinoki, Millbrae resident, spoke on behalf of her neighbors and herself. When the trees were planted they were assured by City that the trees will not damage the concrete; the concrete is now damaged. We were not involved in the tree selection decision; the City needs to take care of this issue.

Janet Creech, Millbrae resident, stated that website emails are not answered except by the City Clerk. There is high employee turnover, reliance on consultants and the Community Center was not insured.

CONSENT CALENDAR

Vice Mayor Holober removed item 5 for comment and Councilmember Schneider removed item 8 for comment.

6. Provide Guidance and Recommendations for the Resolutions being Considered at the 2016 League of California Cities Annual Conference and Candidates seeking Office on the League of California Cities, Peninsula Division 2016 Executive Committee

7. Acceptance of the Quarterly Investment Report for the Period Ending June 30, 2016

Upon a motion/second by Papan/Holober, Consent Calendar items 6 and 7 were unanimously approved.

5. Resolution Modifying Scope of Work for an Existing Professional Services Contract with Mintier Harnish and Awarding a Professional Services Contract to Mintier Harnish for Preparation of a General Plan Update, PDA Specific Plan, Active Transportation Plan and Related Environmental Import Report/EIS

Councilmember Schneider disagreed with using a consultant for the work; it was done incorrectly the first time. She voiced concern about hiring a consultant to monitor another consultant. Extending time will further delay the General Plan.

Begin public comment:

Janet Creech, Millbrae resident, requested clarification on the \$82,000 for the Plan Development Area, what is that for?

End of public comment.

Project Manager Nelson took full accountability for not working directly with CalTrans and not submitting specific forms as required by CalTrans for funding. In order to meet Federal requirements, additional paperwork and review is needed. To obtain future C/CAG funding, additional work on the Active Transportation Plan is necessary. She stated that a different consultant has been working on the General Plan.

Councilmember Schneider appreciated the apology from Project Manager Nelson but expressed concern about the delay and how the contract is being managed.

Councilmember Papan appreciated that Project Manager Nelson took responsibility for the mistake; but expressed concerned regarding the financial mistake. She stated that she would like to see a Community Health Element to the Plan and other new elements such as Vision Zero; Millbrae is a unique intermodal center of the region and the General Plan needs to fit that need.

Councilmember Lee stated that economic development, housing, and safety need to be addressed in the Plan and that he is fine with using qualified consultants to meet the City's needs.

Jim Harnish, Mintier Harnish, stated that General Plans typically takes three years, with a broad range of 30 months to eight years. The General Plan can incorporate a chapter on community health.

Upon a motion/second by Lee/Papan, Resolution No.16-34 Modifying Scope of Work for an existing professional services contract with Mintier Harnish and awarding a professional services contract to Mintier Harnish for preparation of a General Plan Update, PDA Specific Plan, Active Transportation Plan and Related Environmental Import Report/EIS was approved by a vote of 4:1; Councilmember Schneider dissented.

8. Acceptance of the Comprehensive Annual Financial Report

Councilmember Schneider stated that the reason she pulled the item is that it is a big packet and needs more time to absorb the information.

Councilmember Papan stated that this item was already delayed.

Vice Mayor Holober stated that there are no additional comments this item has already been delayed.

No public comment for this item.

Upon a motion/second by Lee/Papan, the Comprehensive Annual Financial Report was accepted by a vote of 4/1; Councilmember Schneider dissented.

PUBLIC HEARING

NONE

EXISTING BUSINESS

9. Resolution Authorizing the City Manager to Execute a Fifth Amendment to the Agreement with the City of San Mateo for Automated Red Light Traffic Enforcement

Public Works Director Chan presented the report.

Councilmember Papan inquired about the status of the traffic study and if the City of San Mateo was still using red light cameras.

City Attorney Cassman stated that this is an amendment with the agreement with the City of San Mateo for operation of Millbrae's red light photo enforcement program.

City Manager Raines stated that this standard operation to renew services with the City of San Mateo. The City of San Mateo has extended their camera usage according to their City Manager. What is before the Council tonight is the approval of the Fifth Amendment of the agreement with the City of San Mateo.

No public comment for this item.

Upon a motion/second by Papan/Lee, Resolution No. 16-35 authorizing the City Manager to Execute a Fifth Amendment to the Agreement with the City of San Mateo for Automated Red Light Traffic Enforcement, was unanimously approved.

10. Adopt Resolution Accepting All of Volume I and City of Millbrae's Portion of Volume 2 of the San Mateo County Hazard Mitigation Plan

Public Works Director Chan presented the report and stated that Chief Kammeyer was also available to answer questions regarding the Hazard Mitigation Plan. This Plan only applies to general disasters, and not to fire.

Councilmember Papan inquired if this would affect sea level rise.

Public Works Director Chan stated that it would affect seal level rise.

Councilmember Schneider stated that both SFO and the SFPUC have separate plans.

Chief Kammeyer noted that coordination between agencies would not be an issue.

City Manager Raines stated that we have collaborated with SFO and SFPUC in the past and that separate emergency response plans are in place.

Mayor Oliva thanked the City Manager for making this Plan happen.

No public comment for this item.

Upon a motion/second by Papan Lee, Resolution No 16-36, Adopting All of Volume I and City of Millbrae's Portion of Volume 2 of the San Mateo County Hazard Mitigation Plan, was unanimously approved.

11. Amendment of the Millbrae Municipal Code Chapter 2.10, Commissions and Boards, Consideration of Resolutions Establishing the Community Enhancement Advisory Committee and the Economic Vitality Advisory Committee; Consideration of Resolutions Updating Rules of the Senior Advisory Committee and the Youth Advisory Committee; Motion to Rescind July 28, 2009 Policies and Guidelines; Motion to Accept Work Plans for the Community Enhancement Advisory Committee and the Economic Vitality Advisory Committee; Motion to Accept Template By-laws for City Commissions and Committees

Project Manager Nelson presented the report.

Council discussion centered on maintaining Cultural Arts. It should be kept as a five member commission or committee. They should be allowed to meet to discuss their work plan. Once everything is finalized tonight, interviews can be set up so that members can be appointed. In the past Cultural Arts held art shows and displayed art in storefronts. There was some discussion about their meeting date; monthly vs. bi-monthly.

Project Manager Nelson noted that they have not met because there are no work items for them to discuss. Staff will bring forward a Resolution at the next meeting to establish the Cultural Arts Advisory Committee. Once the new Committee is established applicants can be interviewed and appointed.

No public comment for this item.

Upon a motion/second by Papan/Holober, Council unanimously waived the second reading and adopted Ordinance No. 761 amending Chapter 2.10, Commission and Boards and unanimously adopted the following Resolutions: Resolution No. 16-37 Updating Rules of Senior Advisory Committee, Resolution No. 16-38 Updating the Rules of the Youth Advisory Committee, Resolution No. 16-39 Establishing a Community Enhancements Advisory Committee, and Resolution No. 16-40 Establishing an Economic Vitality Advisory Committee.

NEW BUSINESS

12. Organization Needs in the Finance Department and Resolution Taking Various Actions to Amend the 2016-17 Budget and the City's Position Listing

Interim Finance Director Steele presented the report and stated that this is a typical software system implementation process.

City Manager Raines stated that there were a number of converging factors along with coming out of the recession, and rewarding long term employees. Having money available can fund for staff and resources and we currently do not have and adequate of either to keep up with the demands of the City.

Councilmember Papan inquired about the software limitation, is this already budgeted?

Interim Finance Director Steele stated that it is budgeted for two years and tonight's report will bring forward the third year.

Councilmember Schneider wanted to discuss staff turnover; five Finance Directors in a short period of time.

Mayor Oliva stated that this was not the time for that discussion. Tonight's item is regarding the implementation of software that the Council approved.

Interim Finance Director Steele stated that tonight's item is to approve the third year of funding to go live in April/May of 2017.

Vice Mayor Holober had some hesitation regarding a salary increase for the Finance Manager; singling out this one particular position.

City Manager Raines stated that if salary packages are maintained at low levels, turnover is inevitable. It is important to look at employees as a whole and not single out one position.

Councilmember Lee stated that low salary packages do not give the City many options. We need to choose where to invest the money.

No public comment for this item.

Upon a motion/second by Lee/Papan, Resolution No. 16-41 Taking Various Actions to amend the 2016-17 budget and the City's position listing was approved by a vote of 4:1; Councilmember Schneider dissented.

COUNCIL COMMENTS

Mayor Oliva:

- Attended the recent joint meeting with the school board;
- The Downtown Enhancement Sub-Committee is working on projects at the intersection of Broadway and Hillcrest;
- Attended the Senior Advisory Committee meeting at the Magnolia of Millbrae; there was discussion about a fundraiser for the Community Center.

Vice Mayor Holober:

- Attended the recent MCTV Board meeting. They previewed MCTV's new website, it will be up shortly and will have live YouTube streaming.
- Attended the Library JPA meeting. The Library collaborated with the Exploratorium on a Lookmobile which will the different Library within the system;
- Attended the recent Commute.org meeting where there was discussion regarding charging for the use of carpool lanes;

- Attended the Caltrain Local Policymakers meeting where there was discussion about grade separations;
- Announced the Japanese Cultural Festival on October 2nd.

Councilmember Papan:

- Thanked the community for their involvement in clean up efforts;
- Requested that the City develop a schedule for water/power at the Community Center site, the reopening of the park area and the reopening of the tennis courts.

Councilmember Schneider:

- Attended Sea Level Rise meeting;
- Announced emergency preparedness events on the third Thursday in October;
- Announced that the JoyLife Club recently held a fundraising event;
- Announced that the Leos had helped with Operation Clean Sweep;
- Announced the Millbrae Lions Annual Monster March on October 29th from 10-2 in the parking lot next to Office Depot.

Councilmember Lee:

- Announced the League of California Cities Annual Conference October 6th and 7th. Vice Mayor Holober has agreed to accept Beacon Spotlight Award on behalf of the City;
- Announced the importance of Hepatitis B screening;
- Attended the recent C/CAG subcommittee meeting.

ADJOURN CITY COUNCIL

There being no further business to discuss, the City Council adjourned at 9:21 p.m.

/s/ Angela Louis
City Clerk

/s/ Reuben D. Holober
Mayor