



AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, March 13, 2024
Closed Session – 6:00 PM
Regular Session – 7:00 PM

The City Council meeting will be held in person in the Council Chambers as detailed below. As a courtesy and technology permitting, the meeting will also be held virtually via Zoom Video Conference. However, the Town cannot guarantee that the public's access to the Zoom virtual platform will be uninterrupted, and technical difficulties may occur from time to time. In those instances, so long as the public may still attend the meeting in person, the meeting will continue.

To attend the meeting in person:

Town Hall, Council Chamber, 1198 El Camino Real, Colma CA 94014

To participate in the meeting via Zoom Video Conference:

Join Zoom Meeting:

<https://us02web.zoom.us/j/81289976261>

Passcode: 074407

Meeting ID: 812 8997 6261

Dial by your location:

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

To provide Public Comment in person:

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

To provide Public Comment via Zoom Video Conference:

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

To provide Public Comment in writing:

Members of the public may provide written comments by email to the Interim City Clerk at abby@colma.ca.gov before the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.

As a reminder, the Town cannot guarantee that the public's access to the Zoom virtual platform will be uninterrupted, and technical difficulties may occur from time to time. Therefore, if you want to ensure you are able to attend the meeting and/or make public comment, you may wish to attend in person.

CLOSED SESSION – 6:00 PM

1. **In Closed Session Pursuant to Government Code Section 54957.6** – Conference with Labor Negotiators.

Agency Negotiator:	Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees:	All

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

ADOPTION OF AGENDA

PRESENTATION

- Proclamation in Recognition of Women’s History Month
- 100th Year Anniversary Coloring Contest Award Recipients

PUBLIC COMMENTS

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time. Comments on Agenda Items will be heard when the item is called.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the February 28, 2024 Regular Meeting.
3. Motion to Approve Report of Checks Paid for February 2024.
4. Motion Accepting the 2023 Surplus Land Annual Inventory Pursuant to CEQA Guideline 15378.
5. Motion Accepting the 2023 Annual Report on the Implementation of the General Plan, Including the Housing Element Pursuant to CEQA Guideline 15378.

NEW BUSINESS

6. 2024 ADULT HOLIDAY EVENT

Consider: Motion Directing the City Manager to: (1) Plan and Coordinate an Adult Holiday Event in December 2024; (2) Set the Participation Fee for the Adult Holiday Party at \$15 for Adults and \$10 for Seniors and Disabled as Authorized Under Colma Administrative Code Section 2.01.080, All Pursuant to CEQA Guidelines 15301 And 15323.

STUDY SESSION

7. ECONOMIC DEVELOPMENT COMMITTEE

This item is for discussion only; no action will be taken at this meeting.

REPORTS

Mayor/City Council
City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town’s website www.colma.ca.gov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call 650-997-8300 or email a request to citymanager@colma.ca.gov.

Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by

the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Juan Rumayor, ADA Coordinator, at 650-997-8300 or jrumayor@colma.ca.gov. Please allow two business days for your request to be processed.



**1. In Closed Session Pursuant to Government Code Section § 54957.6
– CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator:	Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees:	All



**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Town Hall Council Chamber
1198 El Camino Real, Colma CA
Also Accessible via Zoom.us
**Wednesday, February 28, 2024
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

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

Council Present – Mayor John Irish Goodwin, Vice Mayor Ken Gonzalez, and Council Members Carrie Slaughter, Helen Fisicaro, and Joanne F. del Rosario were present.

Staff Present – City Manager Daniel Barros, City Attorney Christopher Diaz, Chief of Police John Munsey, City Planner Farhad Mortazavi, Interim Administrative Services Director Stuart Schillinger, Interim City Clerk Abigail Dometita, and Administrative Technician Shelby Wright were in attendance. Director of Public Works and Planning Brad Donohue joined the meeting virtually.

The Mayor announced, “Regarding Public Comment: Members of the public who are here in person are requested to complete a yellow speaker card and submit it to the City Clerk. Those of you on Zoom may make public comments by using the “raise hand” feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad. The City Clerk will unmute your microphone and allow you to speak. Comments should be kept to three minutes or less.”

ADOPTION OF THE AGENDA

Mayor Goodwin asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Council Member del Rosario moved to adopt the agenda; the motion was seconded by Council Member Slaughter and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
Joanne F. del Rosario	✓				
	5	0			

PRESENTATIONS

- **Citizen Recognition**

The Mayor recognized Carl Moisoff who was in attendance. He was presented with a certificate in honor of his volunteer work throughout the Town; and Mr. Moisoff made a few remarks.

- **Police Department Year in Review**

Chief John Munsey gave the annual update on the Police Department.

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:17 p.m. and seeing no one request to speak, he closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the February 14, 2024 Regular Meeting.
2. Motion to Accept the Minutes from the February 21, 2024 Special Meeting.
3. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute the Funding Agreement with the City/County Association of Governments of San Mateo County and Daly City for the Construction Phase of the Smart Corridor Project Pursuant to CEQA Guidelines 15301 and 15304.

Action: Council Member del Rosario moved to approve consent calendar items #1 through 3; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
Joanne F. del Rosario	✓				
	5	0			

STUDY SESSION

4. **PENSION FUNDING UPDATE**

City Manager Daniel Barrois introduced Interim Administrative Services Director Stuart Schilling to present the staff report. The Mayor opened the public comment period at 7:29 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

This item was for discussion only; no action was taken at this meeting.

5. **CREEKSIDE VILLAS RENTAL POLICY REVIEW**

City Attorney Christopher Diaz presented the staff report. The Mayor opened the public comment period at 8:02 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

This item was for discussion only; no action was taken at this meeting.

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, March 13, 2024 at 7pm.

REPORTS

City Manager Daniel Barros gave an update on the following topics:

- F Street Wall Mural is more than 50% finished. F St. will be closed to westbound traffic from Clark Ave. to El Camino Real Monday through Friday and select Saturdays for approximately one month with weather permitting.
- Permit for temporary shoring of Home Depot parking structure is currently in plan review. The Town is working with the owner on the plan review comments.
- March 8th from 6-9pm is Game Night at the Colma Community Center.
- Anticipated completion for Raising Cane's is end of June.

ADJOURNMENT

Mayor Goodwin adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Abigail Dometita
Interim City Clerk



apCkHist
03/05/2024 2:41PM

Check History Listing
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
57966	02/06/2024	03170 ACTION TOWING AND ROA	C	02/15/2024	104274	01/27/2024	300.00	300.00
57967	02/06/2024	02787 AECO SYSTEMS, INC.	C	02/12/2024	23649	02/01/2024	960.00	960.00
57968	02/06/2024	00013 ANDY'S WHEELS & TIRES	V	03/01/2024	67003	01/22/2024	1,188.25	1,384.42
			V	03/01/2024	67002	01/22/2024	151.17	
			V	03/01/2024	67008	01/23/2024	45.00	
57969	02/06/2024	00623 ARAMARK	C	02/12/2024	5180301259	01/29/2024	15.90	31.80
			C	02/12/2024	5180301252	01/29/2024	15.90	
57970	02/06/2024	00020 ASSOCIATED SERVICES	C	02/16/2024	124020029	02/01/2024	49.00	49.00
57971	02/06/2024	01565 BAY CONTRACT MAINTEN/	C	02/09/2024	31204	01/30/2024	705.48	705.48
57972	02/06/2024	03692 CA CRIMINAL JUSTICE WA/	C	02/12/2024	013024	01/30/2024	100.00	100.00
57973	02/06/2024	00051 CALIFORNIA WATER SERV	C	02/09/2024	6544607057-01/19/24	01/19/2024	189.19	305.92
			C	02/09/2024	1727052702-01/16/24	01/16/2024	116.73	
57974	02/06/2024	03689 JOHN CHAO	C	02/12/2024	16001429-Refund	08/28/2003	268.00	268.00
57975	02/06/2024	01330 CITY OF SAN BRUNO CITY	C	02/13/2024	01/29/24 CC Dinner	01/29/2024	65.00	65.00
57976	02/06/2024	03411 CLEAN WORLD GREASE TI	C	02/13/2024	05065	01/30/2024	125.00	125.00
57977	02/06/2024	01037 COMCAST CABLE	C	02/13/2024	0097028 012024	01/20/2024	370.01	806.86
			C	02/13/2024	0097051 012024	01/20/2024	370.01	
			C	02/13/2024	0188769 011224	01/12/2024	55.90	
			C	02/13/2024	0002770 011724	01/17/2024	10.94	
57978	02/06/2024	00055 RELATIONSHIP ABUSE) CC	C	02/14/2024	ComaCY2024	01/29/2024	524.00	524.00
57979	02/06/2024	02317 ERIN MALIA CUS	C	02/13/2024	June 24-Aug 19, 2023	01/30/2024	800.00	2,300.00
			C	02/13/2024	Aug 26-Oct 28, 2023	01/30/2024	800.00	
			C	02/13/2024	Apr 22-Jun 17, 2023	01/30/2024	700.00	
57980	02/06/2024	01367 DUO DANCE ACADEMY	C	02/15/2024	January 1-31, 2024	01/30/2024	75.00	75.00
57981	02/06/2024	00112 DEPARTMENT OF JUSTICE	C	02/14/2024	699225	12/05/2023	604.00	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
			C	02/14/2024	705437	01/04/2024	462.00	1,066.00
57982	02/06/2024	02499 GE CAPITAL INFORMATION			107963159	01/19/2024	387.33	
					107955663	01/17/2024	282.74	670.07
57983	02/06/2024	01526 VICENTE GONZALEZ	C	02/09/2024	2002722.003	01/29/2024	300.00	300.00
57984	02/06/2024	02119 CHRISTOPHER GRANT			01/30/24 REIMBURSE	02/02/2024	63.27	63.27
57985	02/06/2024	02803 GYMDOC, INC.	C	02/12/2024	00151256	01/29/2024	1,578.00	1,578.00
57986	02/06/2024	00181 IEDA	C	02/09/2024	24460	02/01/2024	1,685.04	1,685.04
57987	02/06/2024	02182 KUMON	C	02/21/2024	October 2023	01/11/2024	1,570.00	
			C	02/21/2024	November 2023	01/11/2024	1,500.00	
			C	02/21/2024	December 2023	01/11/2024	1,500.00	4,570.00
57988	02/06/2024	00222 LEAGUE OF CA CITIES	C	02/13/2024	1733	01/23/2024	500.00	500.00
57989	02/06/2024	03691 SHAWNA MCCARTHY	C	02/29/2024	2002724.003	01/29/2024	50.00	50.00
57990	02/06/2024	00254 METRO MOBILE COMMUNI	C	02/12/2024	240218	02/01/2024	602.00	602.00
57991	02/06/2024	00263 LIVIEN MULIMBAYAN	C	02/09/2024	2002723.003	01/29/2024	275.00	275.00
57992	02/06/2024	00280 ODP BUSINESS SOLUTION	C	02/15/2024	351735215001	01/24/2024	163.60	163.60
57993	02/06/2024	00307 PACIFIC GAS & ELECTRIC	C	02/12/2024	0092128195-2 012424	01/24/2024	2,789.66	
			C	02/12/2024	0512181543-4 011024	01/10/2024	2,320.72	
			C	02/12/2024	2039987372-6 012424	01/24/2024	12.06	
			C	02/12/2024	9956638930-2 012424	01/24/2024	1.81	5,124.25
57994	02/06/2024	03573 LUZ RODRIGUEZ	C	02/15/2024	2002725.003	01/31/2024	200.00	200.00
57995	02/06/2024	03686 SERRA YELLOW CAB, INC	C	02/12/2024	1078-002	12/31/2023	310.25	310.25
57996	02/06/2024	00364 SMC FORENSIC LAB	C	02/13/2024	PS-INV104471	01/31/2024	770.00	770.00
57997	02/06/2024	00345 SMC SHERIFF'S OFFICE	C	02/27/2024	Feb 20-22,2024 Crisi	01/29/2024	275.00	275.00
57998	02/06/2024	03683 EVERETT SOTO	C	02/13/2024	2002721.003	01/29/2024	275.00	275.00
57999	02/06/2024	00394 TENNANT	C	02/15/2024	920165872	01/24/2024	2,665.68	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
			C	02/15/2024	920159254	01/22/2024	402.37	3,068.05
58000	02/06/2024	00411 TURBO DATA SYSTEMS	C	02/13/2024	42124	01/31/2024	1,531.60	1,531.60
58001	02/06/2024	03690 UNITED FILIPINO-AMERICA	C	02/12/2024	2002719.003	01/26/2024	400.00	400.00
58002	02/09/2024	01340 NAVIA BENEFIT SOLUTION	C	02/12/2024	02092024 B	02/09/2024	3,342.40	3,342.40
58003	02/09/2024	01375 NATIONWIDE RETIREMEN	C	02/16/2024	02092024 B	02/09/2024	3,283.06	
			C	02/16/2024	02092024 M	02/09/2024	2,200.00	5,483.06
58004	02/13/2024	00623 ARAMARK	C	02/20/2024	5180303786	02/05/2024	15.90	
			C	02/20/2024	5180303780	02/05/2024	15.90	
			C	02/20/2024	5180260906	10/09/2023	15.90	
			C	02/20/2024	5180263322	10/16/2023	15.90	
			C	02/20/2024	5180266011	10/23/2023	15.90	
			C	02/20/2024	5180268567	10/30/2023	15.90	
			C	02/20/2024	5180271073	11/06/2023	15.90	111.30
58005	02/13/2024	03542 DENISE BERMUDEZ	C	02/29/2024	2002730.003	02/05/2024	50.00	50.00
58006	02/13/2024	00051 CALIFORNIA WATER SERV	C	02/21/2024	01/30/2024 Bill Date	01/30/2024	3,584.41	3,584.41
58007	02/13/2024	00057 CINTAS CORPORATION #2	C	02/27/2024	4182292547	02/05/2024	784.76	
			C	02/27/2024	4182292505	02/05/2024	465.77	1,250.53
58008	02/13/2024	01037 COMCAST CABLE	C	02/21/2024	0094769 012624	01/26/2024	16,046.15	
			C	02/21/2024	0097069 012724	01/27/2024	375.01	16,421.16
58009	02/13/2024	02317 ERIN MALIA CUS	C	02/27/2024	Nov 4,23-Jan 20,2024	01/30/2024	700.00	700.00
58010	02/13/2024	01995 DBA CELETTA INVESTIGAT	C	02/20/2024	24-0205	02/05/2024	1,210.00	1,210.00
58011	02/13/2024	00110 DEPARTMENT OF TRANSP			SL240459	01/24/2024	1,204.76	1,204.76
58012	02/13/2024	02793 DITO'S MOTORS	C	02/26/2024	29600	02/01/2024	887.38	
			C	02/26/2024	29641	02/07/2024	110.49	997.87
58013	02/13/2024	02935 EMCOR SERVICES-MESA E	C	02/22/2024	940019221	02/05/2024	1,273.75	1,273.75
58014	02/13/2024	03640 JULIE ENGELMANN	C	02/20/2024	0009	02/07/2024	50,000.00	
			C	02/20/2024	0007	11/30/2023	1,500.00	51,500.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58015	02/13/2024	03616 FLEXIBLE BENEFIT ADMIN	C	02/23/2024	193246	02/07/2024	132.00	
			C	02/23/2024	193359	02/09/2024	20.00	152.00
58016	02/13/2024	03693 SANDRA HERRERA	C	02/23/2024	2002731.003	02/05/2024	137.00	137.00
58017	02/13/2024	00174 HOME DEPOT CREDIT SEF	C	02/26/2024	01/30/24 CLOSING	01/30/2024	204.18	204.18
58018	02/13/2024	03150 JOANNE JIMENEZ	C	02/26/2024	2002726.003	01/31/2024	8.00	8.00
58019	02/13/2024	02182 KUMON	C	02/22/2024	January 2024	02/06/2024	1,680.00	1,680.00
58020	02/13/2024	03694 MAYRA MARTINEZ			2000170.004	01/31/2024	20.00	20.00
58021	02/13/2024	03619 ELISABETH MERCADO	C	02/22/2024	2002729.003	02/05/2024	50.00	50.00
58022	02/13/2024	02993 VANESSA MOSQUEDA VEL	C	02/22/2024	Jan 18-Feb 8,2024	02/08/2024	400.00	400.00
58023	02/13/2024	03061 NICK BARBIERI TRUCKING	C	02/20/2024	CL36430	01/31/2024	545.99	545.99
58024	02/13/2024	00307 PACIFIC GAS & ELECTRIC	C	02/20/2024	9248309814-8 24Jan24	01/24/2024	472.79	
			C	02/20/2024	0567147369-1 30Jan24	01/30/2024	340.61	813.40
58025	02/13/2024	02216 RAMOS OIL CO. INC.	C	02/21/2024	CL073595	01/31/2024	1,722.65	
			C	02/21/2024	CL028705	07/10/2023	93.76	1,816.41
58026	02/13/2024	02287 ROSALIE RIVERA	C	02/21/2024	2002728.003	02/05/2024	425.00	425.00
58027	02/13/2024	03499 FATIMA SANCHEZ	C	02/22/2024	2002732.003	02/05/2024	300.00	300.00
58028	02/13/2024	00500 SMC CONTROLLERS OFFIK	C	02/26/2024	January 2024	02/02/2024	2,288.40	2,288.40
58029	02/13/2024	02224 STANDARD INSURANCE CO	C	02/21/2024	Feb2024Coverage	01/16/2024	222.07	222.07
58030	02/13/2024	03015 U.S. BANK CORPORATE PM	C	02/29/2024	01/22/2024	01/22/2024	15,528.61	15,528.61
58031	02/13/2024	00432 VISION SERVICE PLAN	C	02/20/2024	819687062	01/19/2024	1,209.31	1,209.31
58032	02/13/2024	02799 WAVE/ASTOUND	C	02/22/2024	103745301-0010630	02/01/2024	440.22	440.22
58033	02/20/2024	00623 ARAMARK			5180306249	02/12/2024	15.90	
					5180306255	02/12/2024	15.90	
					5180308602	02/19/2024	15.90	
					5180308633	02/19/2024	15.90	63.60

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58034	02/20/2024	00004 AT&T			000021260514	02/13/2024	1,659.08	
					000021201424	02/01/2024	37.99	1,697.07
58035	02/20/2024	03334 LLC AT&T MOBILITY NATIO			287296200335X021024	02/02/2024	2,481.23	2,481.23
58036	02/20/2024	03447 NIKOLE AZZOPARDI			Feb 2024 REIMB	02/16/2024	25.13	25.13
58037	02/20/2024	01565 BAY CONTRACT MAINTEN/			31306	02/14/2024	2,877.53	
					31305	02/14/2024	2,794.42	
					31307	02/14/2024	2,794.42	
					31310	02/14/2024	1,630.07	
					31239	02/06/2024	990.04	
					31308	02/14/2024	665.32	
					31311	02/14/2024	232.37	
					31309	02/14/2024	203.01	12,187.18
58038	02/20/2024	01183 BEST BEST & KRIEGER LLF			988049	02/14/2024	21,612.51	
					988174	02/15/2024	6,867.89	
					988047	02/14/2024	4,351.10	32,831.50
58039	02/20/2024	03059 BRIGHTLY SOFTWARE, INC			INV-111664	05/02/2022	4,470.59	4,470.59
58040	02/20/2024	00051 CALIFORNIA WATER SERV			1790644444-01/31/24	01/31/2024	696.62	
					3422893362- 02/01/24	02/01/2024	55.28	
					5793906861-02/01/24	02/01/2024	36.86	788.76
58041	02/20/2024	00093 CITY OF SOUTH SAN FRAN			519913	01/16/2024	2,806.29	2,806.29
58042	02/20/2024	03539 CLARK PEST CONTROL			34777527	02/14/2024	145.00	
					34777521	02/14/2024	135.00	
					34777524	02/15/2024	135.00	
					34777525	02/15/2024	135.00	
					34628167	01/11/2024	135.00	
					34777526	02/14/2024	115.00	800.00
58043	02/20/2024	01037 COMCAST CABLE			0096715 020724	02/07/2024	122.01	122.01
58044	02/20/2024	02827 CORODATA SHREDDING, II			RS3580546	01/31/2024	135.15	135.15

Check History Listing
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58045	02/20/2024	00112 DEPARTMENT OF JUSTICE			713570	02/05/2024	194.00	194.00
58046	02/20/2024	02793 DITO'S MOTORS			29648	02/08/2024	1,241.48	
					29681	02/13/2024	119.81	1,361.29
58047	02/20/2024	00130 EMPLOYMENT DEVELOPM			L0873548112	02/06/2024	1,552.00	1,552.00
58048	02/20/2024	02499 GE CAPITAL INFORMATION			5068862874	02/01/2024	506.40	506.40
58049	02/20/2024	02589 GOLDEN BAY CONSTRUCT			0014350	05/05/2023	5,037.23	5,037.23
58050	02/20/2024	03612 KEN GONZALEZ			2002739.003	02/13/2024	50.00	50.00
58051	02/20/2024	02803 GYMDOC, INC.			00151655	02/08/2024	150.00	150.00
58052	02/20/2024	03601 HEALTH AND HUMAN RESC			E0312910	02/08/2024	64.80	64.80
58053	02/20/2024	03273 HOME DEPOT PRO, THE			787631852	02/02/2024	839.65	839.65
58054	02/20/2024	03648 METROPOLITAN PLANNINC			2004298	02/12/2024	742.50	742.50
58055	02/20/2024	00280 ODP BUSINESS SOLUTION			354333465001	02/14/2024	108.82	
					354336931001	02/12/2024	20.58	129.40
58056	02/20/2024	00307 PACIFIC GAS & ELECTRIC			3007220528-6 07Feb24	02/07/2024	4,836.62	
					0576889222-5 08Feb24	02/08/2024	284.43	
					0035222590-8 07Feb24	02/07/2024	42.48	5,163.53
58057	02/20/2024	01023 PRIORITY 1			9600	02/08/2024	23,277.96	23,277.96
58058	02/20/2024	02970 PRODUCTIVE PRINTING &			37358	02/05/2024	159.66	159.66
58059	02/20/2024	02216 RAMOS OIL CO. INC.			CL076456	02/10/2024	1,469.76	1,469.76
58060	02/20/2024	02886 READY REFRESH BY NEST			04B0036457661	02/08/2024	26.78	26.78
58061	02/20/2024	03392 ROMEO PACKING COMPAN			164011	02/07/2024	1,815.63	1,815.63
58062	02/20/2024	03696 EMMANUEL SANTOS ARRII			2002740.003	02/13/2024	205.00	205.00
58063	02/20/2024	00349 SEGALE & CERINI INC.			17905	01/31/2024	22,056.00	
					17906	01/31/2024	35.25	22,091.25

Check History Listing
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58064	02/20/2024	00352 SERRAMONTE FORD, INC.			805580	01/23/2024	75.49	75.49
58065	02/20/2024	00534 SMC INFORMATION SERVI			1YCL12401	01/31/2024	82.25	82.25
58066	02/20/2024	00388 SONITROL			357846	02/05/2024	1,143.11	1,143.11
58067	02/20/2024	01030 STEPFORD, INC.			2401117	02/20/2024	9,926.65	
					2406103	02/07/2024	658.75	10,585.40
58068	02/20/2024	00412 TELECOMMUNICATIONS E			48662	02/10/2024	1,652.50	1,652.50
58069	02/20/2024	03679 HEATH LESTER, INC. TERF			inv04761	02/12/2024	10,750.00	10,750.00
58070	02/20/2024	02848 UNITED COACH TOURS			21328WF	12/20/2023	825.00	825.00
58071	02/20/2024	01687 UNITED SITE SERVICES OI			INV-4193884	02/15/2024	168.16	168.16
58072	02/20/2024	01238 MARTA VEGA			2002741.003	02/13/2024	250.00	250.00
58073	02/20/2024	03645 WHITLOCK & WEINBERGE			30947	02/08/2024	9,661.25	9,661.25
58074	02/23/2024	00047 C.L.E.A.			02232024 B	02/23/2024	544.00	544.00
58075	02/23/2024	01340 NAVIA BENEFIT SOLUTION	C	02/26/2024	02232024 B	02/23/2024	3,242.40	3,242.40
58076	02/23/2024	01375 NATIONWIDE RETIREMEN	C	02/29/2024	02232024 B	02/23/2024	3,283.06	3,283.06
58077	02/23/2024	02224 STANDARD INSURANCE C	V	02/23/2024	02232024 B	02/23/2024	358.00	358.00
58078	02/23/2024	02224 STANDARD INSURANCE C			02232024 B	02/23/2024	370.00	370.00
58079	02/27/2024	00003 A. S. F. ELECTRIC			3089	02/23/2024	735.00	735.00
58080	02/27/2024	00623 ARAMARK			5180311212	02/26/2024	15.90	
					5180311218	02/26/2024	15.90	31.80
58081	02/27/2024	00002 AT&T			02/18/2024	02/18/2024	39.33	39.33
58082	02/27/2024	01457 BARBARA BATERINA			2002745.003	02/21/2024	225.00	225.00
58083	02/27/2024	03698 JESSE BRADLEY			02/03/24 REIMBURSE	02/23/2024	261.09	261.09
58084	02/27/2024	00051 CALIFORNIA WATER SERV			1727052702-02/14/24	02/14/2024	117.44	117.44

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58085	02/27/2024	00057 CINTAS CORPORATION #2			4183761131	02/19/2024	786.98	
					4183761128	02/19/2024	467.24	
					4180920062	01/22/2024	467.24	1,721.46
58086	02/27/2024	00087 CITY OF DALY CITY			AR268350	02/22/2024	264.18	264.18
58087	02/27/2024	00093 CITY OF SOUTH SAN FRAN			519919	02/14/2024	6,250.00	6,250.00
58088	02/27/2024	01037 COMCAST CABLE			0188769 021224	02/12/2024	55.90	
					0002770 021724	02/17/2024	10.94	66.84
58089	02/27/2024	02827 CORODATA SHREDDING, II			DN 1457709	01/31/2024	115.69	115.69
58090	02/27/2024	00099 D.C. LOCK & SECURITY SE			80991	11/13/2023	46.04	46.04
58091	02/27/2024	00649 DAVEY TREE EXPERT COM			918292626	02/19/2024	3,990.00	3,990.00
58092	02/27/2024	00112 DEPARTMENT OF JUSTICE			711962	02/05/2024	1,007.00	1,007.00
58093	02/27/2024	02793 DITO'S MOTORS			29728	02/21/2024	418.75	
					29786	02/28/2024	93.42	512.17
58094	02/27/2024	02935 EMCOR SERVICES-MESA E			940019506	02/22/2024	1,215.00	
					940019548	02/26/2024	1,215.00	2,430.00
58095	02/27/2024	00463 HELEN FISICARO			2002751.003	02/26/2024	300.00	300.00
58096	02/27/2024	02499 GE CAPITAL INFORMATION			108051443	02/16/2024	387.33	
					108046573	02/15/2024	282.74	
					107862562	12/11/2023	80.17	
					108036875	02/09/2024	79.63	
					107944555	01/11/2024	76.15	906.02
58097	02/27/2024	03699 ERANAE MACK			2002747.003	02/23/2024	300.00	300.00
58098	02/27/2024	03061 NICK BARBIERI TRUCKING			CL37443	02/15/2024	430.84	430.84
58099	02/27/2024	00280 ODP BUSINESS SOLUTION			355544249001	02/23/2024	165.47	
					355576344001	02/23/2024	13.70	179.17
58100	02/27/2024	03697 ON BASE LEADERSHIP TR			022124	02/21/2024	1,995.00	1,995.00

Check History Listing
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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58101	02/27/2024	00307 PACIFIC GAS & ELECTRIC			1918250367-2 16Feb24	02/16/2024	10,641.70	
					0512181543-4 08Feb24	02/08/2024	2,714.19	
					0678090639-9 20Feb24	02/20/2024	99.52	
					9593452526-2 20Feb24	02/20/2024	33.41	13,488.82
58102	02/27/2024	03700 DAYRYL PADUA			2002752.003	02/26/2024	50.00	50.00
58103	02/27/2024	00311 PITNEY BOWES INC.			1024770600	02/08/2024	381.26	381.26
58104	02/27/2024	02216 RAMOS OIL CO. INC.			CL079288	02/20/2024	1,267.28	
					CL077659	02/10/2024	75.59	1,342.87
58105	02/27/2024	03696 EMMANUEL SANTOS ARRIL			2002746.003	02/21/2024	275.00	275.00
58106	02/27/2024	01032 SHAUGHNESSY ROOFING,			0031211-IN	02/22/2024	450.00	450.00
58107	02/27/2024	00830 STAPLES BUSINESS CRED			1653585779	01/25/2024	617.22	617.22
58108	02/27/2024	01030 STEPFORD, INC.			2401142	02/27/2024	54.69	54.69
95059	02/09/2024	00130 EMPLOYMENT DEVELOPM			02092024 M	02/09/2024	150.00	150.00
95060	02/09/2024	00521 UNITED STATES TREASUR			02092024 M	02/09/2024	1,240.60	1,240.60
95061	02/09/2024	00631 P.E.R.S.			02092024 M	02/09/2024	854.22	854.22
95062	02/09/2024	01360 MISSIONSQUARE RETIREM			02092024 M	02/09/2024	493.26	493.26
95063	02/09/2024	00282 RETIREMENT SYSTEM CAL			02092024 M	02/09/2024	5,335.07	5,335.07
95064	02/09/2024	00130 EMPLOYMENT DEVELOPM			02092024 B	02/09/2024	19,640.08	19,640.08
95065	02/09/2024	00521 UNITED STATES TREASUR			02092024 B	02/09/2024	83,916.60	83,916.60
95066	02/09/2024	00282 RETIREMENT SYSTEM CAL			02092024 B	02/09/2024	82,797.86	82,797.86
95067	02/09/2024	00631 P.E.R.S.			02092024 B	02/09/2024	52,693.76	52,693.76
95068	02/09/2024	01360 MISSIONSQUARE RETIREM			02092024 B	02/09/2024	6,096.27	6,096.27
95069	02/09/2024	01340 NAVIA BENEFIT SOLUTION	C	01/25/2024	02092024 B	02/09/2024	310.00	310.00
95070	02/09/2024	00068 COLMA PEACE OFFICER'S			02092024 B	02/09/2024	1,176.54	1,176.54

Check History Listing
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
95073	02/23/2024	00130 EMPLOYMENT DEVELOPM			02232024 B	02/23/2024	16,310.69	16,310.69
95074	02/23/2024	00521 UNITED STATES TREASUR			02232024 B	02/23/2024	69,724.90	69,724.90
95075	02/23/2024	00631 P.E.R.S.			02232024 B	02/23/2024	52,110.61	52,110.61
95076	02/23/2024	01360 MISSIONSQUARE RETIREM			02232024 B	02/23/2024	5,152.83	5,152.83
95077	02/23/2024	00068 COLMA PEACE OFFICER'S			02232024 B	02/23/2024	1,176.54	1,176.54
120068	02/01/2024	03616 FLEXIBLE BENEFIT ADMIN			FEB2024HRA	02/01/2024	65,007.14	65,007.14
120069	02/15/2024	00282 RETIREMENT SYSTEM CAL			100000017421286	01/16/2024	7,846.19	7,846.19
120070	02/20/2024	00631 P.E.R.S.			100000017393903	12/19/2023	45.48	45.48

first Total: 821,745.98

163 checks in this report

Total Checks: 821,745.98



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Farhad Mortazavi, APA, City Planner
VIA: Daniel Barros, City Manager
MEETING DATE: March 13, 2024
SUBJECT: 2023 Surplus Land Properties Report

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION ACCEPTING THE 2023 SURPLUS LAND ANNUAL INVENTORY PURSUANT TO CEQA GUIDELINE 15378

EXECUTIVE SUMMARY

The Surplus Land Act requires that each local agency “make an inventory of all lands held, owned or controlled by it or any of its departments, agencies or authorities to determine what land, including air rights, if any, is in excess of its foreseeable needs.” (the “Inventory List”). Included in this staff report is a list of all lands held by the Town with notations that none are in excess of the Town’s foreseeable needs, and all are currently in use by the Town.

The purpose of the Inventory List is to serve as a basis for the eventual report that the Town must submit to the California Department of Housing and Community Development (“HCD” by April 1, of each year, pursuant to newly amended Government Code § 54230(a)(2).

FISCAL IMPACT

There is no fiscal impact on the Town’s adopted budget associated with the surplus land properties report.

BACKGROUND

“Surplus land” is defined by state law as “land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use.

ENVIRONMENTAL

The action contemplated by this report does not constitute a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because the action has no potential for resulting in physical change in the environment, directly or indirectly.

ANALYSIS

2023 Inventory List:

Location/Name	APN	Existing Use	Non-Exempt/Exempt	Size (in acres)
D St.	008-127-190	Agency Use, Open Space/Park	Not Surplus Land as it is in use by the Agency	0.12
415 F St.	008-144-280	Agency Use, Open Space/Park	Not Surplus Land as it is in use by the Agency	0.328
423 F St.	008-144-300	Agency Use, Open Space/Park	Not Surplus Land as it is in use by the Agency	0.438
601 F St.	006-388-540	Agency Use, Corporation Yard	Not Surplus Land as it is in use by the Agency	0.55
1180 El Camino Real	008-392-290	Agency Use, Senior Housing	Not Surplus Land as it is in use by the Agency	0.74
1198 El Camino Real	008-392-320	Agency Use, Town Hall	Not Surplus Land as it is in use by the Agency	1.715
1199 El Camino Real	011-341-940	Agency Use, Police Station	Not Surplus Land as it is in use by the Agency	1.597
Area between Town Hall and Creekside Villas	008-392-300	Agency Use, Driveway	Not Surplus Land as it is in use by the Agency	0.789
1500 Hillside Blvd.	011-341-950	Agency Use, Recreation Center/Historical Museum	Not Surplus Land as it is in use by the Agency	1.65

The eight properties identified above do not meet the state definition of surplus land as they are currently in use by the Town for governmental and other agency use purposes.

COUNCIL ADOPTED VALUES

The recommendation is consistent with the Council values of *fairness* because the recommended decisions are based on merits of the issues and with the council value of *honesty and integrity* because the Town believes in open, honest, and transparent communication.

SUSTAINABILITY IMPACT

The project will not have a sustainability impact as it would have no physical change in the environment directly.

ALTERNATIVES

The City Council could take no action. Doing so is not recommended, as the Town would not be in compliance with the requirements of Government Code Section 65400 to submit an annual report.

CONCLUSION

Staff recommends that the City Council, by motion, accept the 2023 Surplus Land. Annual Inventory.

ATTACHMENTS

- A. Resolution 2022-41



**RESOLUTION NO. 2022-41
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DECLARING CERTAIN PROPERTIES AS EXEMPT SURPLUS LAND,
AND NON-SURPLUS LAND, AS DEFINED IN GOVERNMENT CODE § 54221(b);
AND AUTHORIZING THE FILING OF THE INVENTORY LIST ESTABLISHING THE
TOWN'S INVENTORY IN COMPLIANCE WITH GOVERNMENT CODE §
54230(a)(1) PURSUANT TO CEQA GUIDELINES 15378 AND 15061(B)(3)**

The City Council of the Town of Colma hereby resolves:

1. Background

- (a) The Surplus Land Act requires that “[o]n or before December 31 of each year, each county and each city shall make a central inventory of all surplus land, as defined in subdivision (b) of Section 54221, and all lands in excess of its foreseeable needs, if any, identified pursuant to Section 50569, located in all urbanized areas and urban clusters, as designated by the United State Census Bureau, within the jurisdiction of the county or city or any of its departments, agencies, or authorities owns or controls.” Government Code § 54230(a)(1).
- (b) “Surplus land” is defined as “land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use.” Government Code § 54221(b)(1); *see also* § 54221(a)(1) (defining “local agency to include cities”).
- (c) To be “necessary for [an] agency’s use,” land must be “used, ... planned to be used pursuant to a written plan adopted by the local agency’s governing board for, or ... disposed [of] to support ... agency work or operations, including, but not limited to, utility sites, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, and buffer sites near sensitive government uses, including, but not limited to, waste water treatment plants.” Government Code § 54221(c)(1).
- (d) “Agency’s use” does *not* include “commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development, or office development.” Government Code § 54221(c)(2)(A).
- (e) Each County and each City shall make a description of each parcel described in paragraph (1) and the present use of the parcel a matter of public record and shall report this information to the Department of Housing and Community Development no later than April 1 of each year, beginning April 1, 2021, in a form prescribed by the department, as part of its annual progress report submitted pursuant to paragraph (2) of subdivision (a) of Section § 65400(A)(2).

2. Findings

The City Council finds as follows:

- (a) The recitals set forth above are true and correct and are incorporated into this Resolution by reference.
- (b) Nine (9) parcels of property on the Inventory List are currently in use by the Town for various governmental purposes and will continue to be in use by the Agency for the foreseeable future therefore making these properties fall outside of the definition of Surplus Land contained at Government Code § 54221.
- (c) The one (1) parcel of property on the Inventory List intended for sale by the Town is not necessary for the Town’s use, and has been determined by the Department of Housing and Community Development (HCD) as Exempt Surplus Land.
- (d) Based on the true and correct written findings found in this Resolution and incorporated herein by reference, the City Council hereby authorizes the filing of the Inventory List created by Town Staff pursuant to and in compliance with Government Code § 54230(a)(1).
- (e) The declaration of certain properties as exempt surplus land and as non-surplus land and the authorization to file the Inventory List are actions exempt from environmental review under the California Environmental Act (“CEQA”) pursuant to CEQA Guidelines § 15378, because they have no potential for resulting in physical change in the environment, directly or indirectly. Furthermore, the actions would also be exempt from CEQA review under the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment pursuant to CEQA Guidelines 15061(b)(3).

3. Order

The City Council hereby declares certain properties in the Town as Exempt Surplus Land or Non-Surplus Land, Pursuant to Government Code § 54221(b); and hereby authorizes the Inventory Report of the same to be submitted to the State Pursuant to Government Code § 54230(a)(1)

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Certification of Adoption

I certify that the foregoing Resolution No. 2022-41 was duly adopted at a regular meeting of said City Council held on December 14, 2022, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	x				
John Irish Goodwin	x				
Ken Gonzalez	x				
Carrie Slaughter	x				
Helen Fisicaro	x				
<i>Voting Tally</i>	5	0			

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Farhad Mortazavi APA, City Planner
 VIA: Daniel Barros, City Manager
 MEETING DATE: March 13, 2024
 SUBJECT: 2023 General Plan and Housing Element Annual Report

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE 2023 ANNUAL REPORT ON THE IMPLEMENTATION OF THE GENERAL PLAN, INCLUDING THE HOUSING ELEMENT PURSUANT TO CEQA GUIDELINE 15378

EXECUTIVE SUMMARY

The Town is required to submit an annual report on the implementation of the General Plan and Housing Element to the State. Prior to staff sending the report to the state, the City Council must accept the report.

FISCAL IMPACT

The preparation of the 2023 Annual Report on the status of implementation of the General Plan and Housing Element does not have an impact on the Town’s adopted budget.

BACKGROUND

California Government Code Section 65400 requires that an Annual Report be prepared that details the status of implementation of the General Plan and the Housing Element. This report is to be submitted to the City Council, the Governor’s Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD) before April 1 each year.

ENVIRONMENTAL

The City Council’s action is not a project subject to the California Environmental Quality Act (CEQA) as it is more akin to an administrative function of the Town in reporting housing data to

the State with no direct or indirect change in the environment. It is therefore exempt pursuant to State CEQA Guideline 15378 as an administrative activity of the government that will not result in direct or indirect physical changes in the environment.

ANALYSIS

The 2040 Colma General Plan and associated Environmental Impact Report were updated and adopted on March 23, 2022. Some policies of the prior 1999 General Plan were quite outdated and were evidence of the need for an update to the 1999 General Plan. The discussion below highlights actions that have been taken in 2023 regarding each element of the current 2040 General Plan:

Housing Element

No new housing units were built or entitled in Colma in 2023, so many pages of the Annual Housing Report (Attachment A) are blank. Colma continues to provide funding to programs such as the Human Investment Project (HIP), and LifeMoves. These non-profit organizations provide housing related services to Colma and the broader San Mateo County community. Additional information about Housing Element compliance can be found in Tables B and D of the attached Annual Progress Report.

Circulation Element

The Town adopted its first Bicycle and Pedestrian Master Plan (August 23, 2023) that builds on the El Camino Real Bike and Pedestrian Plan, the Serramonte Boulevard/Collins Avenue Master Plan, and the Hillside Boulevard complete streets improvement project.

Land Use Element

No policy implementation occurred this year on the General Plan Land Use Element.

Open Space and Conservation Element

No policy implementation occurred this year on the General Plan Open Space and Conservation Element.

Noise Element

No policy implementation occurred this year on the General Plan Noise Element.

Safety Element

No policy implementation occurred this year on the General Plan Safety Element.

Historical Resources Element

No policy implementation occurred this year on the General Plan Historical Resources Element.

2023-2031 Housing Element

Separate from the 2040 General Plan Update, the Town is required to have an adopted Housing Element for the 2023-2031 housing cycle (6th Cycle) by the statutory deadline of January 31, 2023.

The first draft was submitted to HCD in June 2022 for a 90-day review. After the initial review, HCD provided their comments to the Town. For the second draft, staff made edits to the element, responding to HCD's comments, and included as an attachment a self-certification compliance checklist. The second/final draft of the Housing Element was adopted at a public hearing by City Council on January 25, 2023, and was submitted to HCD for a 60-day second review on January 30, 2023.

Subsequently, the Town's fifth submittal was approved by HCD on November 22, 2023, and the Housing Element Update was approved and adopted by the council on January 10, 2024, and submitted to HCD for certification process on January 11, 2024.

The Surplus Land Act

In early 2023, the Town has compiled an Inventory List consisting of 10 properties, nine of which do not meet the definition of surplus land and are considered non surplus land per the HCD's definition. With the sale of the Mission Road condominium last year, the list now consists of nine properties, with all nine enlisted as non-surplus properties.

Council Adopted Values

The Annual Report on the General Plan complies with the Council's commitment to *Responsibility* through the periodic review of the implementation of adopted policies and programs.

Sustainability Impact

A motion to accept the 2023 annual report on the implementation of the general plan will have no impact on sustainability.

Alternatives

The City Council could take no action. Doing so is not recommended, as the Town would not be in compliance with the requirements of Government Code Section 65400 to submit an annual report.

CONCLUSION

Staff recommends that the City Council, by motion, accept the 2023 Annual Report on the status of Implementation of the General Plan and Housing Element.

ATTACHMENTS

A. 2023 Annual Element Progress Report, Tables A-K



Please Start Here

General Information	
Jurisdiction Name	Colma
Reporting Calendar Year	2022
Contact Information	
First Name	Farhad
Last Name	Mortazavi
Title	City Planner
Email	fmortazavi@colma.ca.gov
Phone	6509978888
Mailing Address	
Street Address	1198 El Camino Real
City	Colma
Zipcode	94014

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

1_23_23

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2023 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Colma	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted	20	-	-	-	-	31	-	-	-	-	-	31	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	8	-	-	-	-	34	-	-	-	-	-	34	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	9	-	-	-	-	-	-	-	-	-	-	-	9
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Above Moderate		22	-	-	-	6	4	-	-	-	-	-	10	12
Total RHNA		59												
Total Units			-	-	-	6	69	-	-	-	-	-	75	21
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5	6										7	
		Extremely low-income Need	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		-	-	-	-	-	-	-	-	-	-	-	-	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Colma		
Reporting Year	2022	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.1 Manufactured Housing Design Standards	Allows for construction of single family residences at lower costs, thereby reducing the cost of housing.	Ongoing.	Ordinance 720 adopted in 2013. Planning Department is responsible for making developers aware of this provision.
Program 1.2 General Plan Consistency Review and Annual Report	Increase awareness to decision makers of annual progress toward meeting Housing Element Goals.	Ongoing.	Continue internal consistency review annually and make report available to the public.
Program 2.1 Second Unit Ordinance	To increase the number of second dwelling units; and To encourage the development of second units in areas of the town where they are permitted or conditionally permitted (C and R zones)	Ongoing.	Accessory Dwelling Unit (ADU) Ordinance adopted in 2017. The ordinance was amended in 2022 to comply with new state housing laws. Planning Department is responsible for providing information to prospective developers in areas where second units are permitted.
Program 3.1 Planned Development Districts and Mixed Use.	To optimize the use of developable land to maximize the General Plan density of each developable site; and To allow for implementation of Density Bonus provisions when appropriate	Ongoing.	Planning Department is responsible for the review of planned development applications. City Council is responsible for the adoption of planned development rezones.

Program 3.2 Density Bonus Provisions for Affordable Housing.	To increase the supply of housing units through the use of density bonus provisions.	Ongoing.	Density Bonus Ordinance Adopted in 2005. Planning Department continues to make developers aware of density bonus provisions.
Program 3.3 High-Density Housing Near Colma and South San Francisco BART Stations.	To facilitate the development of housing units and affordable housing units in proximity to the BART station.	Ongoing.	Ongoing provision of information to prospective property buyers
Program 3.4 Planner Responsibility to Promote Affordable Housing and Mixed-Use.	To assist in the development of affordable units	Ongoing.	Ongoing implementation of existing program.
Program 3.5 Planned Development Zoning Provisions for Single Family Attached Development.	To optimize the use of developable land to maximize the General Plan density of each developable site; and To allow for implementation of Density Bonus provisions when appropriate	Ongoing.	Ongoing enforcement of existing ordinance and standards.
Program 3.6 Ensure No Net Loss of Required Units.	To assure that all units identified in the Housing Element will be built on designated sites or alternative sites.	Ongoing.	Ongoing provision of information to developers and enforcement of the no net loss provision.
Program 3.7 Inclusionary Housing.	To create new affordable housing units both for rent and for sale.	Complete. .	Inclusionary Housing Ordinance adopted in 2005. Nexus Study and Housing Impact Fees adopted 2016
Program 4.1 Reasonable Accommodations Ordinance Public Information, Ordinance Amendment and Monitoring	To assure that reasonable accommodation is made for individuals to have equal access to housing.	Ongoing.	Town amended ordinance in 2007. The Planning Department continues to monitor the implementation of the Town's codes, policies and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions and all fair housing laws.
Program 4.2 Senior Housing.	To maintain affordable housing for seniors within the community.	Ongoing.	Town of Colma Administration and the Department of Public Works responsible for maintenance/management of the facility.
Program 4.3 Emergency Shelters.	Allowance for an emergency shelter	Ongoing.	Planning Department responsible for advising a potential developer of an emergency shelter of the zoning provisions. Building Department responsible for processing building permit.

<p>Program 4.4 Inform local developers of opportunities to provide transitional and supportive housing.</p>	<p>Allowance for transitional and supportive housing</p>	<p>Ongoing.</p>	<p>Planning Department is continuing to provide information regarding the Town's transitional and supportive housing opportunities to local developers through counter handouts and interactions. Information is also on the Town's website.</p>
<p>Program 4.5 Amend the Zoning Code within one year of adoption of the Colma Housing Element to clarify that transitional and supportive housing is considered a residential use of the property, subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.</p>	<p>Allowance for transitional and supportive housing in residential zones</p>	<p>Ongoing.</p>	<p>Municipal Code amended in 2013. Planning Department to inform those that make inquiries to the Planning Department of the provisions.</p>
<p>Program 4.6. Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.</p>	<p>To assure that equal access and opportunities are provided to persons with disabilities for housing.</p>	<p>Ongoing.</p>	<p>-</p>
<p>Program 5.1 Knowledgeable Housing Referral.</p>	<p>To assure that referrals can be made to provide equal access to housing.</p>	<p>Ongoing.</p>	<p>Planning Department is responsible for the ongoing management of the existing program.</p>
<p>Program 5.2 Human Investment Project (HIP) Support.</p>	<p>Supports better utilization of existing housing stock and provides affordable housing. It also supports better maintenance of existing housing stock.</p>	<p>Ongoing.</p>	<p>Planning Department is responsible for the ongoing management of the existing program. City Council responsible for the approval of any monetary support</p>
<p>Program 5.3 Section 8 Rental Assistance.</p>	<p>To assure that information is provided to qualified applicants to provide equal access to housing.</p>	<p>Ongoing.</p>	<p>Planning Department is responsible for the ongoing management of the existing program.</p>

Program 5.4 Housing Recordkeeping.	To conserve and improve the condition of the existing housing stock.	Ongoing.	Planning Department is responsible for the ongoing management of the existing program.
Program 5.5 Address needs of Extremely Low-Income Households.	To assist developers and property owners in making affordable units available, which, in turn, provides equal housing opportunities.	Ongoing.	Planning Department will lead the outreach and information dispersal efforts.
Program 6.1 Greenbuilding Regulations for Residential Uses.	To create new and sustainable residential development To retrofit existing structures to increase efficiency and reduce energy use and cost	Ongoing.	After there is a better understanding of the Cal Green Building Code requirements, the town will study the feasibility of adopting a green building ordinance. Town adopted a Water Efficient Landscape Ordinance in 2015.
Program 6.2 Encourage use of cool roofing systems and other energy conservation measures to reduce a building's energy usage.	•To create new and sustainable residential development •To retrofit existing structures to increase efficiency and reduce energy use and cost	Ongoing.	The Planning and Building Department provide information to the public on programs to assist in the provision of energy efficiency measures during new construction or as a residential retrofit.
Program 7.1 "Rebuilding Together Peninsula" Participation.	To conserve and improve the condition of the existing housing stock.	Ongoing.	Ongoing participation in existing program
Program 7.2 Minor Housing Repair Grant Program.	To conserve and improve the condition of the existing housing stock.	Ongoing.	Study was conducted in December 2016 and the program was found infeasible. Permit fees for standard residential repairs have been kept to encourage property maintenance.
Program 7.3 Neighborhood Improvement (Code Enforcement).	To conserve and improve the condition of the existing housing stock.	Completed. Ongoing code enforcement program.	Ordinance adopted September 12, 2012.
Program 7.4 Low-interest loan program for very-low, low, and moderate income homeowners.	To conserve and improve the condition of the existing housing stock. To allow low income homeowners to remain in their homes	Completed.	Study completed in 2016. Program was determined to be infeasible.
Program 7.5 Underground Utilities in the Mission Road Corridor.	To make Mission Road more attractive for new residential development.	Ongoing.	Portions completed but suspended due to recession. Project to remain in CIP until implemented.

Jurisdiction	Colma	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

and restrictions for the unit. Before adding information to

ove Moderate	Notes
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<u>Date Converted</u>	6 <u>Notes</u>
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Jurisdiction	Colma	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	0	0
2 to 4	0	0	0
5+	0	0	0
ADU	0	0	0
MH	0	0	0
Total	0	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Moderate	Deed Restricted
	Non-Deed Restricted
Above Moderate	
Total Units	

Certificate of Occupancy Issued by Affordability Summary	
Income Level	
Very Low	Deed Restricted
	Non-Deed Restricted
Low	Deed Restricted
	Non-Deed Restricted
Moderate	Deed Restricted
	Non-Deed Restricted
Above Moderate	
Total Units	





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Angelika Abellana, Recreation Services Manager

VIA: Dan Barros, City Manager

MEETING DATE: March 13, 2024

SUBJECT: 2024 Adult Holiday Event

STAFF RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION DIRECTING THE CITY MANAGER TO: (1) PLAN AND COORDINATE AN ADULT HOLIDAY EVENT IN DECEMBER 2024; (2) SET THE PARTICIPATION FEES FOR THE ADULT HOLIDAY PARTY AT \$15 FOR ADULTS AND \$10 FOR SENIORS AND DISABLED AS AUTHORIZED UNDER COLMA ADMINISTRATIVE CODE SECTION 2.01.080, ALL PURSUANT TO CEQA GUIDELINES 15301 AND 15323

EXECUTIVE SUMMARY

The purpose of this agenda item is to update the Council on the Adult Holiday Event and receive direction on the following questions:

- (1) Should the Town relocate The Adult Holiday Event in 2024?
- (2) If so, should the event be hosted at:
 - (a) Farallon Room – Skyline College with a budget of \$29,600
 - (b) South San Francisco Conference Center with a budget of \$37,700

From 2020-2021, the Adult Holiday Party was cancelled due to the pandemic. In 2022, staff was directed to move forward with hosting an event at the Farallon Room. In 2023, due to multiple minor issues such as venue temperature and lack of additional tableware staff was directed to host the Adult Holiday Event at the South San Francisco Conference Center.

Due to the cost of the Adult Holiday Event and Colma Administrative Code Section 2.01.080 that allows the City Manager to set temporary guidelines, staff is recommending the City Council direct the City Manager to issue temporary guidelines temporarily amending the fee structure for the Adult Holiday Event making it more affordable for the residents to participate.

FISCAL IMPACT

Staff estimates a Holiday Event for adults and seniors to cost between \$29,600 and \$37,700 at one of the proposed venues.

BACKGROUND

Due to the recession, the Adult Holiday Event was cancelled from 2009 – 2014. From 2015 to 2019 the City Council directed the City Manager to host the Adult Holiday Event at the South San Francisco Conference Center. From 2020-2021, the Adult Holiday Event was cancelled due to the pandemic. From 2022-2023 the Adult Holiday Event was safely held at the Farallon Room at Skyline College and the South San Francisco Conference Center.

The South San Francisco Conference Center has been an ideal location for the Adult Holiday Event for the following reasons:

- Proximity to Colma
- Ability to accommodate 250 people.
- Diversity and flexibility of menu options
- Sufficient parking and transportation accommodations
- Ability to provide quiet area
- Willingness to work with budget
- Longer hours for the party

Based on the research that was conducted, and resident feedback, staff concluded the residents would like to see a change in venue. Staff recommends that the City Council choose between two possible choices:

- Farallon Room – Skyline College with a budget of \$33,000
- South San Francisco Conference Center with a budget of \$45,900

Please see attachment A for venue comparisons.

2023 Adult Holiday Event Re-cap

The 2023 Adult Holiday Event was very successful. Approximately 201 residents and staff participated, and staff received many positive comments. Participants enjoyed hand passed appetizers, buffet dinner, photo booth and DJ entertainment and a quiet lounge area with hot chocolate and cookies. The total cost for the Adult Holiday Event was \$39,446.44, at about \$1,446.00 over budget. The reason for being over budget was due to the surge in registrations days before staff were required to submit the final head count to the SSF Conference center.

Even though the event was successful, staff did hear concerns over the minimal amount of passed appetizers and the lounge not being utilized to its full potential.

ANALYSIS

Adult Holiday Event

1. Farallon Room – Skyline College with a budget of \$33,000

The Farallon Room at Skyline College is perched cliffside in San Bruno, overlooking the Pacific Ocean and hills below. The new location boasts floor to ceiling windows, two fireplaces, and a semi-enclosed patio. The venue has Saturday, December 14, 2024, available.

Cost

With similar expenses to the previous holiday event, staff estimates the cost of the event at the Farallon Room – Skyline College to be \$32,000 with 180 participants. Based on 180 participants, the per person is \$178. Please see attachment B for the Farallon Room proposal and photos.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$19,000
Decorations (centerpieces & holiday scenes-props)	\$2,000
Entertainment (DJ) and Photobooth	\$1,500
Supplies	\$2,000
Band (if requested by Council, but could take away seating space – if not – subtract \$3,000)	\$3,000
Buses	\$5,000
TOTAL	\$33,000

PRO’s

- State of the art new venue
- Saturday on hold – December 14, 2024
- Proximity to Colma
- Lots of Parking

CON’s

- Less event time – 4 hours
- Beer & Wine only
- Staff would need to purchase all beverages ahead of time
- Cash Bar only, no credit cards accepted. ATM not on site
- Lounge area in a lecture style classroom
- Thermostat cannot be changed easily
- ADA Ramp to venue is not easily accessible
- Photobooth and Buffet line not hidden
- No designated dance floor
- No coffee table service
- Limited cutlery and dishware onsite
- Capacity of 180

2. South San Francisco Conference Center with a budget of \$45,400

Based on the reasons stated in the background section of this report, its availability and willingness to work with the Town, the South San Francisco Conference Center is also a desirable venue for the 2024 Adult Holiday Event. The Conference Center is also prepared to offer the same menu for a slightly higher fee from 2023; costs are estimated to slightly go up in 2024. The venue has Saturday, December 14, 2024 on hold for the Town.

Cost

With similar expenses to the previous holiday event, staff estimates the cost of the event at the South San Francisco Conference Center will be \$45,400 with 250 participants. Based on 250 participants, the price per person is \$165.00 (the per person cost is less than the Farallon Room). Please see attachment B for the South San Francisco Conference Center 2023.

Item	Cost
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$32,900
Decorations (centerpieces & holiday scenes-props)	\$2,500
Entertainment (DJ) and Photobooth	\$1,500
Supplies	\$500
Band (if requested by Council, but could take away seating space – if not – subtract \$3,000)	\$3,000
Buses	\$5,000
TOTAL	\$45,900

PRO’s

- Saturday Date reserved – December 14, 2024
- Easy working relationship
- Additional options from Dinner Menu
- More party time – 6 hours

CON’s

- Same venue
- Anticipated Higher pricing

If fewer residents attend the Holiday Event at the SSF Conference Center, the overall costs would be less as well.

Alternatives

1. Choose not to host the Adult Holiday Event in 2024.
2. Save \$3,000 by not having a band.
3. Save \$1,500 by decreasing the number of charters provided to Colma Residents as transportation to and from the Venue.

Council Adopted Values

Approving the motion is the *responsible* action, allowing the Recreation Department ample time to plan and coordinate a successful Holiday Event.

ENVIRONMENTAL

The City Council’s motion to potentially direct an Adult Holiday Party in 2023 and its direction on a choice of venue is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15301 as both actions would make use of an existing facility with no expansion of use. It is also exempt pursuant to CEQA Guideline 15323 as any venue chosen will be used for a public gathering

and CEQA Guideline 15323 exempts from environmental review any normal use of a facility for public gatherings.

CONCLUSION

Staff seeks comments, questions, and opinions from each Council member regarding the matters described in this report. The council's direction will be used to guide staff relating to event programming in fiscal year 2024-2025.

Based on participation and feedback staff is recommending City Council direct the City Manager to coordinate an Adult Holiday Event, and to confirm the December 14, 2024, reservation with The Farallon Room at Skyline College or at the South San Francisco Conference Center for the Adult Holiday Event.

Due to the cost of the Adult Holiday Event and the policies surrounding how the Recreation Services Department sets participation fees, staff is also recommending the City Council to temporarily amend the fee structure for the Adult Holiday Event making it more affordable for the residents to participate.

ATTACHMENTS

- A. 2024 Adult Holiday Event Venue Matrix
- B. 2024 Farallon Room Proposal
- C. 2023 South San Francisco Conference Center



2024 Adult Holiday Event Venue Matrix

Venue	Distance from Colma	Availability	Capacity	Lounge Area	F&B + Room Rental Cost	F&B Details	Staff Comments	Total Cost (F&B, Transportation, DJ/Band, Decorations, Corkage/Wine, Misc.)	Recommendations
Farallon Room – Skyline College	7 miles	Saturday 12/14/2024	180	Yes, available classroom	\$19,000.00	Includes four appetizers, one starter salad, one bread, any three entrée options with appropriate accompaniments included. Hosted Beverages, Beer & Wine (Cash Only) No spirits. Rent cups for beverages. Coffee/Tea not available on table. Party from 6pm - 10pm	Room has a beautiful view and is ADA accessible. No option for lounge area. Party hours would only be 4 hours 6p-10p.	\$33,000.00	Could work for the Town, 1 hour less party time, no spirit, lounge is in a classroom. Limitations on participation.
SSF Conference Center	5 Miles	Saturday 12/14/2024	280	Yes	\$32,900.00	3 appetizers, buffet with two salads, two entrees, pasta, two sides, rolls, and family style desserts. Hosted non- alcoholic beverages - cash bar. Party from 6pm - 11pm	Good fit for Town, location and room space works, the food is good and they are familiar with our needs. By providing transportation parking should be less of an issue.	\$45,900.00	Could work for the Town. Familiar Venue with increased fees



THE FARALLON ROOM AT SKYLINE COLLEGE

Date: 12-07-24

Final Counts Due no later than WED 11-27-24 @ 12p (early for holiday weekend)

Day: Saturday

Room/location: Skyline College B12 The Farallon Room (TFR)

Guests: 180 TBC

Name: Town of Colma Holiday Event

Company/Group/Mailing Address: 1520 HILLSIDE BOULEVARD, COLMA CA 94014

Contact: Angelika Abellana

Contact Number: 650-985-5682 / 650-985-5682

Email: AABELLANA@COLMA.CA.GOV

Core Event Information

Contact on the day/night: Allison McMahon 650.738.7905 prior to event. TBC manager day of event.

Package/Event type: EXTERNAL, NONPROFIT

Setup: TBD / See layout

Event start: 6p

Event finish: 10p

UNICA Party Rentals: vendor discount applies, *(fees not included in quote, added to final balance)* TBD supplemental flatware, and china supplied by PD as needed (costs *not* included in quote, added to final balance). Quantities subject to change.

2022 colors below - tbc

18	132" Round	POLY BLACK	Guest Tables
8	120" Round	POLY BLACK	High Top Tables (as space allows)
200	Napkins	POLY HUNTER GREEN	All guests + bread baskets + extra
12	6' drape	POLY CARDINAL RED	All food service tables (11 tbc + 1 extra)
3	6' drape	POLY BLACK	1 Welcome table + 1 photobooth props table + 1 extra

Using In-house chairs, confirmed AA 22

Food and Beverage Package type: Assisted Buffet Package \$54pp

Dietary Restrictions: N/A

Appetizers (all passed)

Coconut Shrimp w/ Chipotle Remoulade

Mini Beef Empanadas

Classic Fresh Tomato Bruschetta

Teriyaki Cocktail Meatball

Bread & Salad

Simple Caesar

Sliced Baguettes w/ butter, V

Mains

Chicken Parmesan

Prime Rib w/ Au Jus & Creamy Horseradish, GF +2pp

Jumbo Ravioli Aglio e Olio V

Accompaniments

Blue Lake Green Beans V, GF

Yukon Gold Garlic Mashed Potatoes V, GF

Wild Rice Pilaf V, GF

Dessert

75% Guest Count Ice Cream Sundae Bar + 4.75pp

75% Guest Count Petite Dessert Display + 6.50pp

CLASSROOM AFTER DINNER

20 Cookie Assortment 1.60ea

20 Hot Chocolate 2.50ea

Beverages

Water/iced tea carafes at tables

Self serve coffee/tea station provided by PD after dinner

Wine @ tables - YES, confirmed AA 24

BAR: Open/hosted bar. Glassware.

Beer + Wine Only, + Soda **Client Supplies all bar beverages & garnishes as required**, *Availability for alcohol drop-off provided week prior to event*

Bar open/close: 6:00-9:30p (bar service ends no later than 30 min prior to event end time)

Staffing requirements: 5.5 hours – staffing adjustments may be made depending on final count**

1 bartender @ \$45/hr ea (minimum 4 hr shift includes 1 ea setup/breakdown hours)

1 barback @ \$25/hr

\$3/wine bottle at tables (as applicable) & \$0.50 per pour/beverage served at bar | Corkage/pouring fees added to final balance – not incl. in quote.

ITINERARY

3p Building Access for décor, etc.

6:00p “Cocktail” Hour Begins

6:45p MC asks guest to find their seats (repeat as necessary)

7:00p all guests seated

7:00p Welcome speech

7:10p Buffet opens – MC to call table numbers / go around & release tables 3 at a time

8:30p Coffee/tea station ready and available for guests

8:40 Dessert stations open

9:30p Bar closes (all alcohol service ends), MC makes last call 15 mins prior

10p Event ends, guests exit – heavy bussing begins

11p (no later than) vendor and client exit with all items brought in

NOTES

**Masks required at all times when not actively eating / drinking. Any/all government mandated restrictions/regulations in effect at time of event will be enforced. SMCCCD may enforce regulations above & beyond current government recommendations.*

Vendors eating guest meal

Any vendors needed with final count, separated from guest count if not seated at guest tables

Classroom available for seniors (separate area)

FEE INFORMATION, SEE NEXT PAGE

SMCCCD

TFR Space Rental	501(c)(3), Weekend	\$3005
Additional Space Rental	1 Classroom, 4 hours, nonprofit rate	\$300
Initial Deposit	NA	-\$0
Facilities (custodial cleaning, furniture setup, reset)	Included	\$0
Audio / Visual	NA	\$0
Insurance	TULIP, w/ alcohol	\$52.63, purchased independently
ABC Fees	Beer+ Wine Only Permit + Admin	\$175
Public Safety	1 officer, 4 hrs @ current rate*	\$320*
TOTAL	Estimate, subject to change after event	\$3852.63

PACIFIC DINING FOOD SERVICE

Food Service	180 Guests @ \$56pp + 11.25pp @75% guest count (135 for estimate) + \$82 classroom	\$11680.75
Service Charge	12%	\$1401.69
Tax	9.875%	\$1153.47
Rentals	Added to final invoice @ cost	\$TBD
Bar Staff	2 Staff @ 5.5 hrs	\$385
Corkage / Pouring Fee	\$0.50/ beverage @ bar + \$3 / wine bottle @ tables	\$TBD
TOTAL	Estimate, subject to change after event	\$14620.91

TOTAL ESTIMATE*: \$18473.54

*Subject to change based on actual AV, facilities, public safety, change in guest count, event plans, rentals, etc.

All fees payable by check or credit card. Credit card payments subject to additional 3% fee.

PAYMENT SCHEDULE

SMCCCD Deposit:	\$3800.00	Due within 7 days of receipt of contract + insurance fees purchased independently
SMCCCD Balance:	\$0.00*TBC	Due with receipt of final invoice after event (based on actual accrued hours / fees)
Pacific Dining Deposit:	\$11690.00	Due within 7 days of receipt of contract
Pacific Dining Balance:	\$2930.91 *TBC	Due with receipt of final invoice after event. Subject to change based on final count, changes in order, TBD corkage/pouring fees, UNICA rentals not included in quote, etc.





**SOUTH SAN FRANCISCO
CONFERENCE CENTER**

FINAL INVOICE

Event Name: Town of Colma Holiday Party 2023

Event ID: 5214-1

Invoice #: 22-13176

12 December 2023

Town of Colma
1198 El Camino Real
Colma, California 94014

Summary:

CHARGES				
	Charges	Catering Service Charge (25 %)	CA State Sales Tax (9.875%)	Total
Room Rental	\$2,750.00	\$0.00	\$0.00	\$2,750.00
Food & Beverage	\$20,140.00	\$5,035.00	\$2,486.03	\$27,661.03
Food & Beverage Labor	\$600.00	\$0.00	\$0.00	\$600.00
Event Services	\$748.00	\$0.00	\$0.00	\$748.00
Event Security	\$1,105.00	\$0.00	\$0.00	\$1,105.00
Totals	\$25,343.00	\$5,035.00	\$2,486.03	\$32,864.03
			Payments Received	\$0.00
			Balance Due	\$32,864.03

Total Amount Due Upon Request of Service. 1.5% Interest Charge Per Month Past Due.

For more information or assistance regarding this invoice, contact Katie Leung, Chief Financial Officer, 650.877.3994 or KLeung@ssfconf.com



255 South Airport Boulevard | South San Francisco | California | 94080
t: 650-877-8787 | f: 650-877-5356
ssfconf.com

Initials: _____
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STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Dan Barros, City Manager
 MEETING DATE: March 13, 2024
 SUBJECT: Economic Development Committee

RECOMMENDATION

None. This item is a study session. Council is being asked to provide staff with comments, questions, and feedback.

EXECUTIVE SUMMARY

At the January 24, 2024 City Council meeting, a councilmember requested the return of the Economic Development Committee and that it be agendaized at a future council meeting for discussion. The Town formerly had an Economic Development ad hoc Subcommittee in parallel with the execution of the Economic Development Work Plan for fiscal year 2021-2022. The purpose of this study session is to explore the capacity in which the committee should make its return.

FISCAL IMPACT

None at this time.

BACKGROUND

On August 25, 2021 the City Council accepted the Economic Development Work Plan for Fiscal Year 2021-22 and established a City Council Ad Hoc Economic Development Subcommittee comprised of the then current Mayor and a Council Member. Throughout the subcommittee's duration, the ad hoc Subcommittee reported out on progress to the City Council twice with the final report coming in June of 2022 where the committee would then sunset at the end of fiscal year 2021-2022.

ANALYSIS

Economic and social development is the process by which economic well-being and the quality of life of a community intersect for a sustainable future. By virtue of this definition, efforts to advance a community's economic development must persist indefinitely while the conversations must remain ongoing.

There are several different options for the formation of a new Economic Development Committee. The three main options for discussion are as follows:

- **OPTION 1:** Council could elect to establish a City Council Economic Development ad hoc Subcommittee, similar to the more recent past. This would establish a committee comprised of two members of the City Council working with Town Staff on an already established operational document, like the Strategic Plan or Economic Development Plan. The Subcommittee would sunset at the conclusion of the plan's implementation. In this scenario, the Subcommittee may not need to comply with the Brown Act. This will turn on whether the ad hoc subcommittee truly has a single purpose, that is not perpetual, and that will dissolve once the specific task is completed. The City Attorney can more fully advise on whether this option would need to comply with the Brown Act depending on the work plan established for the subcommittee.
- **OPTION 2:** Council could elect to establish a City Council standing Economic Development Subcommittee. Unlike the ad hoc Subcommittee scenario of option 1, the standing subcommittee would remain ongoing for the foreseeable future as the topic of economic development remains a critical component of both the present and future sustainability of the Town. The Subcommittee would be comprised similarly to option 1, with two council members working with Town staff. In this scenario, the committee would be legally required to comply with the Brown Act as any subcommittee of the City Council with ongoing subject matter jurisdiction must comply with the Brown Act's open meeting requirements.
- **OPTION 3:** Council could elect to establish a separate Economic Development Committee comprised solely of non councilmembers. However, unlike option 1 and 2, this option would include members of the public, either residents and/or business owners potentially. This option would in essence create a separate "legislative body" as defined by the Brown Act. As the City Council would create this separate Committee, it would be required to comply with the Brown Act as any separate legislative body created by the City Council is subject to the Brown Act. In addition to compliance with the Brown Act, staff may need to establish formal committee Bylaws.

Council Adopted Values

The formation of an Economic Development Committee is in line with the City Council's *VISION* for a sustainable future. As we continue to navigate the challenges of today and the uncertainties of the future, the Economic Development Committee can aid in the Town's effort to embrace change and innovation with an evolving economic landscape.

Alternatives

The City Council could choose not to discuss the item. However, this discussion was specifically requested by a councilmember.

ENVIRONMENTAL

The City Council's discussion of the economic Development Committee is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15378 as it would constitute organizational or administrative that do not result in direct or indirect changes in the environment.

CONCLUSION

The City Council should discuss the various options and provide staff with direction.

