



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, May 8, 2024
7:00 PM**

The City Council meeting will be held in person in the City Council Chambers. The Town will only accept public comments from the public attending in person and will not accept public comments via Zoom.

As a courtesy and technology permitting, the meeting can also be viewed via Zoom Video Conference, but no public comment will be allowed or accepted by the Town via Zoom. The Town cannot guarantee that the public's access to Zoom 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, even if the public is unable to view the meeting via Zoom.

To attend the meeting in person:

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

To view the meeting via Zoom Video Conference:

View 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:

Members of the public wishing to provide public comment are required to attend the meeting in person and are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less. If there appears to be a large number of speakers, time may be reduced to no less than one minute each, at the discretion of the Mayor.

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.

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATIONS

- Citizen Recognition
- Introduction of New Assistant Planner Emma Goldsmith
- Proclamation in honor of Mental Health Month

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

1. Motion to Accept the Minutes from the April 24, 2024 Regular Meeting.
2. Motion to Approve Report of Checks Paid for April 2024.
3. Motion to Adopt an Ordinance Amending the Colma Municipal Code to Add a New Subchapter 1.19, Relating to the Town Seal/Logo, Pursuant to CEQA Guideline 15378 (second reading).
4. Motion to Approve the 2023-24 Town of Colma Capital Improvement Project List to Include the Colma Creek Trash Capture Project Pursuant to CEQA Guideline 15378 and 15306.

NEW BUSINESS

5. FY 2024-25 WATER CONSERVATION INCENTIVE PROGRAM

Consider: Motion to Adopt A Resolution Establishing the Authorized Subsidy at \$34,448.30, with a \$2,000 Contingency, for a Total of \$36,448.30, for the Water Conservation Incentive Program in Fiscal Year 2024-25 Pursuant to CEQA Guideline 15378, 15307, and 15308.

STUDY SESSION

6. TOWN FLAG POLICY

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

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

MINUTES
REGULAR MEETING
 City Council of the Town of Colma
 Town Hall Council Chamber
 1198 El Camino Real, Colma CA
Wednesday, April 24, 2024
CLOSED SESSION – 6:00 PM
REGULAR SESSION – 7:00 PM

At 7:00 p.m., Mayor Goodwin announced technical difficulties with the Zoom platform and called for a brief recess to address the issue. As staff was unable to resolve the technical issues, the meeting in the Council Chambers proceeded without Zoom as allowed for by the agenda cover.

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Goodwin called the meeting to order at 7:08 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, Director of Planning and Public Works Brad Donohue, Interim Administrative Services Director Stuart Schillinger, Sustainability Coordinator Kathleen Gallagher, Interim City Clerk Abigail Dometita, and Administrative Technician Shelby Wright were in attendance.

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. Comments should be kept to three minutes or less."

REPORT FROM CLOSED SESSION

The Mayor stated, "No action was taken at tonight's closed session."

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 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			

PRESENTATIONS

- The Mayor read a proclamation in recognition of Arbor Day
- The Mayor read a proclamation in recognition of National Poetry Month, and invited Victoria Magbilang of the Daly City Public Library Associates and Daly City Youth Poet Laureate Olivia Leroy to accept the proclamation.
- The Mayor recognized resident Aaron Lopez who was in attendance. He was presented with a certificate in honor of his selfless act of kindness towards his elderly neighbors in need.
- Chief of Police John Munsey introduced and swore in Officer Masashi Matsumoto, Community Service Officer Danilo Talavera, and Police Explorer Dylan Pon.

The Mayor called for a short break at 7:23 p.m. for pictures; the meeting resumed at 7:36 p.m.

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:37 p.m. and the following people made public comment:

- Mary Brodzin, resident
- Fred L., member of public

The Mayor closed the public comment period at 7:43 p.m.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the March 27, 2024 Regular Meeting.
3. Motion to Accept the Minutes from the April 2, 2024 Special Meeting.
4. Motion to Accept the Minutes from the April 10, 2024 Special Meeting.
5. Motion to Approve Report of Checks Paid for March 2024.
6. Motion to Adopt Resolution Approving and Authorizing the City Manager to Execute an Agreement with the Resource Conservation District to Assist the Town in Meeting Senate Bill 1383 Requirements for Procuring Organic Waste Materials Pursuant to CEQA Guideline 15308.

Action: Council Member del Rosario moved to approve consent calendar items #2 through 6; 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			

PUBLIC HEARING

7. COLMA MUNICIPAL CODE AMENDMENT RELATING TO THE TOWN SEAL

City Attorney Christopher Diaz presented the staff report. The Mayor opened the public comment period at 7:51 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Introduce an Ordinance Amending the Colma Municipal Code to Add a New Subchapter 1.19, Relating to the Town Seal/Logo, Pursuant to CEQA Guideline 15378; 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 Fiscaro	✓				
Joanne F. del Rosario	✓				
	5	0			

NEW BUSINESS

8. POWER PURCHASE AGREEMENTS FOR SOLAR INSTALLATION

Sustainability Manager Kathleen Gallagher and Program Manager Peter Levitt of Peninsula Clean Energy presented the staff report. The Mayor opened the public comment period at 8:12 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed. At 8:22 p.m. the Council invited Director of Planning and Public Works Brad Donohue to answer a few questions; he answered their questions.

Action: The Mayor announced, "No action will be taken on this item."

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, May 8, 2024 at 7 p.m.

REPORTS

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

- Ribbon Cutting of the F Street Wall Mural on April 10, 2024 marked the completion of the project.
- Summer Camp registration opens today.
- Dia de los Ninos - April 30
- Colma Blood Drive - May 4, 9-1pm

Mayor Goodwin invited the public to the Colma Fire Polenta Chicken Dinner on April 27, 3:30-7:30pm. He also requested that the Town's policy to fly various commemorative flags in lieu of the Town of Colma flag be agendized for the next council meeting.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Goodwin adjourned the meeting at 9:00 p.m. in memory of Karen Hatton, youngest sister of Council Member Fiscaro.

Respectfully submitted,

Abigail Dometita
Interim City Clerk

apCkHist
05/02/2024 8:57AM

Check History Listing
Town of Colma

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Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58243	04/02/2024	03267 ACC BUSINESS			240717612	03/27/2024	679.66	679.66
58244	04/02/2024	00623 ARAMARK			5180321228	03/25/2024	15.90	
					5180321234	03/25/2024	15.90	31.80
58245	04/02/2024	00002 AT&T			03/18/2024	03/18/2024	39.33	39.33
58246	04/02/2024	03358 BAIRD + DRISKELL + ABRAMS			2023-33	09/25/2023	3,900.00	3,900.00
58247	04/02/2024	01355 BANK OF NEW YORK MELLON			04/15/2024 COP P&I	03/08/2024	215,334.38	215,334.38
58248	04/02/2024	00051 CALIFORNIA WATER SERVICE			6544607057-03/20/24	03/20/2024	190.07	
					1727052702-03/15/24	03/15/2024	117.44	307.51
58249	04/02/2024	03411 CLEAN WORLD GREASE TRAP			05373	03/26/2024	150.00	150.00
58250	04/02/2024	01037 COMCAST CABLE			0188769 031224	03/12/2024	55.90	
					0002770 031724	03/17/2024	10.94	66.84
58251	04/02/2024	02793 DITO'S MOTORS			29933	03/20/2024	1,568.40	1,568.40
58252	04/02/2024	02935 EMCOR SERVICES-MESA ENER			940020042	03/27/2024	1,455.00	1,455.00
58253	04/02/2024	03640 JULIE ENGELMANN			0011	03/22/2024	10,000.00	10,000.00
58254	04/02/2024	03616 FLEXIBLE BENEFIT ADMIN			195027	03/29/2024	132.00	132.00
58255	04/02/2024	02499 GE CAPITAL INFORMATION (RI			108134584	03/19/2024	405.04	
					108129494	03/15/2024	295.67	700.71
58256	04/02/2024	03704 AGUAYO HERLINDA			2002769.003	03/25/2024	300.00	300.00
58257	04/02/2024	03273 HOME DEPOT PRO, THE			794518712	03/14/2024	567.91	567.91
58258	04/02/2024	03388 INTRADO LIFE & SAFETY			1097083	03/19/2024	5,146.54	5,146.54
58259	04/02/2024	02182 KUMON			February 2024	03/22/2024	1,680.00	1,680.00
58260	04/02/2024	03703 JOLLY MAGAT			2002770.003	03/25/2024	300.00	300.00
58261	04/02/2024	01340 NAVIA BENEFIT SOLUTIONS			10833601	03/28/2024	400.00	400.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58262	04/02/2024	03061 NICK BARBIERI TRUCKING LLC			CL39441	03/15/2024	565.48	565.48
58263	04/02/2024	00280 ODP BUSINESS SOLUTIONS			355047089001	03/18/2024	137.70	137.70
58264	04/02/2024	00307 PACIFIC GAS & ELECTRIC			0092128195-2 032524	03/25/2024	3,112.82	
					0678090639-9 20Mar24	03/20/2024	94.01	
					9593452526-2 20Mar24	03/20/2024	30.85	
					2039987372-6 032524	03/25/2024	13.59	
					9956638930-2 032524	03/25/2024	10.54	3,261.81
58265	04/02/2024	02970 PRODUCTIVE PRINTING & GR/			37457	03/20/2024	279.50	279.50
58266	04/02/2024	01344 PROJECT READ			Jul 2023 - Jun 2024	02/05/2024	1,000.00	1,000.00
58267	04/02/2024	02216 RAMOS OIL CO. INC.			CL084911	03/20/2024	86.35	86.35
58268	04/02/2024	02999 RECYCLE AWAY, LLC			P-0086528	03/01/2024	5,331.50	5,331.50
58269	04/02/2024	03672 YESENIA GOMEZ RUAN			2002767.003	03/22/2024	350.00	350.00
58270	04/02/2024	00609 SMC MANAGER'S OFFICE			03/22/24 CC DINNER	03/26/2024	130.00	130.00
58271	04/02/2024	02224 STANDARD INSURANCE COMF			Apr2024Coverage	03/15/2024	232.57	232.57
58272	04/02/2024	03513 TRAFFIC SAFETY WAREHOU			121292A	03/26/2024	1,882.69	1,882.69
58273	04/02/2024	03075 SUAN MERAZ VARELA			2002768.003	03/25/2024	50.00	50.00
58274	04/02/2024	01238 MARTA VEGA			2002772.003	03/27/2024	275.00	275.00
58275	04/02/2024	00432 VISION SERVICE PLAN			820109807	03/19/2024	1,132.12	1,132.12
58276	04/05/2024	01340 NAVIA BENEFIT SOLUTIONS			04052024 B	04/05/2024	2,092.40	2,092.40
58277	04/05/2024	01375 NATIONWIDE RETIREMENT SC			04052024 B	04/05/2024	3,283.06	
					04052024 M	04/05/2024	2,200.00	5,483.06
58278	04/09/2024	03622 4IMPRINT, INC			12339040	03/26/2024	4,218.19	4,218.19
58279	04/09/2024	03208 AAA BUSINESS SUPPLIES & IN			2333458-0	04/01/2024	324.53	324.53
58280	04/09/2024	01856 AMERICAN ASPHALT REPAIR A			17854R	02/06/2024	7,222.18	7,222.18

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58281	04/09/2024	00013 ANDY'S WHEELS & TIRES			67172	03/06/2024	50.39	50.39
58282	04/09/2024	00623 ARAMARK			5180323708	04/01/2024	15.90	
					5180323714	04/01/2024	15.90	31.80
58283	04/09/2024	00020 ASSOCIATED SERVICES			124040028	04/01/2024	49.00	49.00
58284	04/09/2024	00004 AT&T			000021507806	04/01/2024	37.99	37.99
58285	04/09/2024	03447 NIKOLE AZZOPARDI			03/28 & 04/02-04/24	04/05/2024	40.40	
					April 2024 REIMB	04/08/2024	33.60	74.00
58286	04/09/2024	02950 ANTHONY BERKOVATZ			03/26/24 REIMB	04/08/2024	66.62	66.62
58287	04/09/2024	00054 C/CAG			STL-YR-4	04/05/2024	7,013.33	7,013.33
58288	04/09/2024	01037 COMCAST CABLE			0094769 032624	03/26/2024	16,046.15	
					0097069 032724	03/27/2024	365.01	
					0097051 032024	03/20/2024	360.01	
					0097028 032024	03/20/2024	360.01	17,131.18
58289	04/09/2024	03706 D&M POLYGRAPH			02/29/2024	02/29/2024	350.00	350.00
58290	04/09/2024	00649 DAVEY TREE EXPERT COMPAI			918332527	03/15/2024	4,975.00	4,975.00
58291	04/09/2024	03685 REINALYN DUMA			3/14 & 3/28/24 Reimb	03/28/2024	669.33	
					02/25-02/28/24 Reimb	03/28/2024	99.16	768.49
58292	04/09/2024	03164 EDGEWORTH INTEGRATION LI			00035839	02/21/2024	375.00	375.00
58293	04/09/2024	03640 JULIE ENGELMANN			0012	04/08/2024	20,000.00	20,000.00
58294	04/09/2024	03601 HEALTH AND HUMAN RESOUR			E0316849	04/04/2024	64.80	64.80
58295	04/09/2024	00181 IEDA			24527	04/01/2024	1,685.04	1,685.04
58296	04/09/2024	00220 LC ACTION POLICE SUPPLY, LI			36376	03/19/2024	23,413.83	23,413.83
58297	04/09/2024	00226 CINDY LIM ROOT			03/25-29/24 Reimb	04/05/2024	318.74	318.74
58298	04/09/2024	03619 ELISABETH MERCADO			2002774.003	04/03/2024	80.00	80.00
58299	04/09/2024	00254 METRO MOBILE COMMUNICAT			240415	04/01/2024	602.00	602.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58300	04/09/2024	00592 METROPOLITAN TRANSPORTA			AR034738	03/31/2024	3,000.00	3,000.00
58301	04/09/2024	03557 O'CONNOR & COMPANY			0324-31	03/31/2024	1,705.00	1,705.00
58302	04/09/2024	00280 ODP BUSINESS SOLUTIONS			360685367001	03/29/2024	152.44	152.44
58303	04/09/2024	00307 PACIFIC GAS & ELECTRIC			9248309814-8 25Mar24	03/25/2024	518.50	
					0567147369-1 29Mar24	03/29/2024	297.59	816.09
58304	04/09/2024	01184 PENINSULA UNIFORMS & EQU			206527	03/20/2024	1,747.46	
					206322	03/09/2024	1,308.28	
					206195	03/05/2024	933.88	
					206567	03/21/2024	349.58	4,339.20
58305	04/09/2024	00311 PITNEY BOWES INC.			3106601395	03/23/2024	1,305.99	1,305.99
58306	04/09/2024	01023 PRIORITY 1			9664	03/31/2024	600.00	600.00
58307	04/09/2024	03004 PROUDCITY INC			1742	04/01/2024	815.04	815.04
58308	04/09/2024	02216 RAMOS OIL CO. INC.			CL086040	03/31/2024	1,641.39	1,641.39
58309	04/09/2024	00500 SMC CONTROLLERS OFFICE			March 2024	04/02/2024	4,265.30	4,265.30
58310	04/09/2024	00364 SMC FORENSIC LAB			PS-INV104517	03/31/2024	1,215.00	1,215.00
58311	04/09/2024	00345 SMC SHERIFF'S OFFICE			4/30-5/2/24 ENH CIT	03/26/2024	275.00	275.00
58312	04/09/2024	01030 STEPFORD, INC.			2401218	04/01/2024	140.85	140.85
58313	04/09/2024	00411 TURBO DATA SYSTEMS			42584	03/31/2024	1,960.55	1,960.55
58314	04/09/2024	03015 U.S. BANK CORPORATE PMT S			03/22/2024	03/22/2024	18,908.06	18,908.06
58315	04/09/2024	02468 ULINE, INC.			176442497	04/03/2024	1,089.54	1,089.54
58316	04/09/2024	02799 WAVE/ASTOUND			103745301-0010738	04/01/2024	440.22	440.22
58317	04/09/2024	03645 WHITLOCK & WEINBERGER TF			31097	04/02/2024	580.00	580.00
58318	04/16/2024	00623 ARAMARK			5180326199	04/08/2024	15.90	
					5180326193	04/08/2024	15.90	
					5180328681	04/15/2024	15.90	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					5180328675	04/15/2024	15.90	63.60
58319	04/16/2024	03447 NIKOLE AZZOPARDI			04/11-04/12/24 Reimb	04/12/2024	33.82	33.82
58320	04/16/2024	03707 CHARLIANN BALTON			2002782.003	04/09/2024	50.00	50.00
58321	04/16/2024	01565 BAY CONTRACT MAINTENANC			31607	04/12/2024	2,877.53	
					31603	04/12/2024	2,794.42	
					31604	04/12/2024	2,794.42	
					31608	04/12/2024	1,630.07	
					31605	04/12/2024	665.32	
					31609	04/12/2024	232.37	
					31606	04/12/2024	203.01	11,197.14
58322	04/16/2024	01183 BEST BEST & KRIEGER LLP			993251	04/12/2024	21,710.03	
					993247	04/12/2024	1,474.90	23,184.93
58323	04/16/2024	00051 CALIFORNIA WATER SERVICE			03/29/2024 Bill Date	03/29/2024	4,777.40	4,777.40
58324	04/16/2024	00057 CINTAS CORPORATION #2			4188070753	04/01/2024	784.76	
					4188070794	04/01/2024	465.77	1,250.53
58325	04/16/2024	00093 CITY OF SOUTH SAN FRANCIS			520017	04/05/2024	6,250.00	6,250.00
58326	04/16/2024	03539 CLARK PEST CONTROL			35106977	04/06/2024	155.00	
					35106974	04/06/2024	144.00	
					35106975	04/06/2024	144.00	
					35106976	04/06/2024	123.00	566.00
58327	04/16/2024	01037 COMCAST CABLE			0096715 040724	04/07/2024	122.01	122.01
58328	04/16/2024	03702 CORODATA RECORDS MANAG			RS3600095	03/31/2024	159.05	159.05
58329	04/16/2024	00071 CSG CONSULTANTS, INC.			02/24/24-03/29/24	04/15/2024	168,296.88	
					55842	04/15/2024	15,957.50	
					55843	04/15/2024	6,945.00	
					55807	04/15/2024	6,887.50	
					55844	04/15/2024	5,357.50	
					55845	04/15/2024	410.00	
					55806	04/15/2024	95.00	203,949.38

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58330	04/16/2024	03705 DEGREE HVAC, INC.			35668 35716	04/10/2024 04/16/2024	4,055.00 2,431.25	6,486.25
58331	04/16/2024	00614 PERLA DENINA			2002781.003	04/09/2024	50.00	50.00
58332	04/16/2024	00112 DEPARTMENT OF JUSTICE			727026	04/04/2024	98.00	98.00
58333	04/16/2024	02793 DITO'S MOTORS			30075	04/08/2024	302.95	302.95
58334	04/16/2024	03616 FLEXIBLE BENEFIT ADMIN			195640	04/10/2024	20.00	20.00
58335	04/16/2024	02515 VICKY FLORES			2002779.003	04/09/2024	300.00	300.00
58336	04/16/2024	02499 GE CAPITAL INFORMATION (RI			108183781	04/05/2024	525.44	525.44
58337	04/16/2024	03487 GABRIEL GONZALEZ			2002785.003	04/15/2024	275.00	275.00
58338	04/16/2024	01526 VICENTE GONZALEZ			2002784.003	04/15/2024	300.00	300.00
58339	04/16/2024	00174 HOME DEPOT CREDIT SERVIC			03/29/24 CLOSING	03/29/2024	178.29	178.29
58340	04/16/2024	03273 HOME DEPOT PRO, THE			798212155	04/05/2024	857.53	857.53
58341	04/16/2024	02181 KEVIN KORCZAK			2002780.003	04/09/2024	300.00	300.00
58342	04/16/2024	02993 VANESSA MOSQUEDA VELEZ (Mar 21-Apr 11, 2024	04/11/2024	400.00	400.00
58343	04/16/2024	03579 BRIAN NAGATA			04/08-04/12/24 Reimb	04/15/2024	345.75	345.75
58344	04/16/2024	01340 NAVIA BENEFIT SOLUTIONS			10809023	01/31/2024	1,000.00	1,000.00
58345	04/16/2024	03061 NICK BARBIERI TRUCKING LLC			CL40472	03/31/2024	551.30	551.30
58346	04/16/2024	00280 ODP BUSINESS SOLUTIONS			361421706001	04/08/2024	127.28	127.28
58347	04/16/2024	00307 PACIFIC GAS & ELECTRIC			3007220528-6 08Apr24 0512181543-4 09Apr24 0576889222-5 08Apr24	04/08/2024 04/09/2024 04/08/2024	4,516.89 2,649.22 171.18	7,337.29
58348	04/16/2024	03060 PREFERRED ALLIANCE, INC.			0194979-IN	03/31/2024	168.00	168.00
58349	04/16/2024	02216 RAMOS OIL CO. INC.			CL088120	04/10/2024	1,816.67	1,816.67
58350	04/16/2024	03022 LAURA RANGEL			2002786.003	04/15/2024	50.00	50.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58351	04/16/2024	00349 SEGALE & CERINI INC.			17975	03/29/2024	22,418.50	45,109.50
					17871	12/29/2023	21,896.00	
					17976	03/29/2024	681.00	
					17977	03/29/2024	114.00	
58352	04/16/2024	01032 SHAUGHNESSY ROOFING, INC			0031265-IN	04/11/2024	187.00	187.00
58353	04/16/2024	00830 STAPLES BUSINESS CREDIT			6000628901	03/26/2024	495.95	722.27
					6000628903	03/26/2024	153.06	
					6000628902	03/26/2024	73.26	
58354	04/16/2024	02438 ANGEL D. TALAVERA			2002778.003	04/09/2024	99.00	99.00
58355	04/16/2024	00412 TELECOMMUNICATIONS ENGI			48760	04/10/2024	1,652.50	1,652.50
58356	04/16/2024	01687 UNITED SITE SERVICES OF			INV-4418549	04/11/2024	168.16	168.16
58357	04/16/2024	03708 TANYA YOUNG			2002783.003	04/11/2024	10.00	10.00
58358	04/19/2024	00047 C.L.E.A.			04192024 B	04/19/2024	544.00	544.00
58359	04/19/2024	01340 NAVIA BENEFIT SOLUTIONS			04192024 B	04/19/2024	1,992.40	1,992.40
58360	04/19/2024	01375 NATIONWIDE RETIREMENT SC			04192024 B	04/19/2024	3,283.06	3,283.06
58361	04/19/2024	02224 STANDARD INSURANCE COMF			04192024 B	04/19/2024	352.00	352.00
58362	04/23/2024	00004 AT&T			000021558491	04/13/2024	1,644.32	1,644.32
58363	04/23/2024	00051 CALIFORNIA WATER SERVICE			1727052702-04/15/24	04/15/2024	117.44	117.44
58364	04/23/2024	00087 CITY OF DALY CITY			AR269218	04/17/2024	302.06	302.06
58365	04/23/2024	01495 CITY OF SAN CARLOS			4/26/24 CC Dinner	04/17/2024	65.00	65.00
58366	04/23/2024	02583 CRIME SCENE CLEANERS, INC			89171	04/15/2024	130.00	130.00
58367	04/23/2024	00112 DEPARTMENT OF JUSTICE			725429	04/04/2024	473.00	473.00
58368	04/23/2024	00110 DEPARTMENT OF TRANSPORT			SL240770	04/12/2024	1,071.02	1,071.02
58369	04/23/2024	02793 DITO'S MOTORS			30139	04/16/2024	114.56	114.56

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58370	04/23/2024	02674 KINGSTON MEDIA			1527	03/01/2024	37,000.00	37,000.00
58371	04/23/2024	03607 MARK THOMAS & COMPANY, II			50789 49774	04/08/2024 01/11/2024	80,991.68 55,917.56	136,909.24
58372	04/23/2024	03061 NICK BARBIERI TRUCKING LLC			CL41530	04/15/2024	598.42	598.42
58373	04/23/2024	00715 NOWDOCS INTERNATIONAL, II			69625	04/22/2024	196.89	196.89
58374	04/23/2024	00280 ODP BUSINESS SOLUTIONS			359431045001	04/18/2024	226.08	226.08
58375	04/23/2024	02926 INC PRECISION BODY SHOP &			DETAIL30849	04/17/2024	275.00	275.00
58376	04/23/2024	02970 PRODUCTIVE PRINTING & GR/			37519	04/15/2024	164.66	164.66
58377	04/23/2024	01344 PROJECT READ			Jan - Mar 2024	04/18/2024	1,735.00	1,735.00
58378	04/23/2024	02886 READY REFRESH BY NESTLE			04D0036457661	04/09/2024	46.97	46.97
58379	04/23/2024	03392 ROMEO PACKING COMPANY			164877	04/16/2024	1,225.00	1,225.00
58380	04/23/2024	03709 SAN MATEO COUNTY			GISCCFY2324004	03/15/2024	3,000.00	3,000.00
58381	04/23/2024	00349 SEGALE & CERINI INC.			17872 17980	12/29/2023 12/29/2023	11,558.00 455.00	12,013.00
58382	04/23/2024	00534 SMC INFORMATION SERVICES			1YCL12403	03/31/2024	82.25	82.25
58383	04/23/2024	00388 SONITROL			364335	04/15/2024	128.00	128.00
58384	04/23/2024	02224 STANDARD INSURANCE COMF			May2024Coverage	04/15/2024	211.32	211.32
58385	04/23/2024	03679 HEATH LESTER, INC. TERRIS E			inv04818	04/22/2024	1,500.00	1,500.00
58386	04/23/2024	02849 6746050100 U.S. BANK PARS A			2024-05 OPEB	05/01/2024	101,073.00	101,073.00
58387	04/23/2024	02468 ULINE, INC.			177100862	04/18/2024	195.48	195.48
58388	04/23/2024	00432 VISION SERVICE PLAN			820319474	04/19/2024	1,183.58	1,183.58
58389	04/23/2024	02132 JASON WOLLMAN			Apr 9-10,2024 Reimb	04/15/2024	61.68	61.68
58390	04/30/2024	03461 1000BULBS.COM			W04016701	04/16/2024	1,959.22	1,959.22

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58391	04/30/2024	03622 4IMPRINT, INC			12413252	04/15/2024	3,963.23	3,963.23
58392	04/30/2024	03334 LLC AT&T MOBILITY NATIONAL			287296200335X041024	04/02/2024	2,504.70	2,504.70
58393	04/30/2024	02950 ANTHONY BERKOVATZ			4/15-4/17/24 REIMB	04/24/2024	86.59	86.59
58394	04/30/2024	00057 CINTAS CORPORATION #2			4186620975	03/18/2024	786.98	2,508.44
					4189500502	04/15/2024	786.98	
					4186620982	03/18/2024	467.24	
					4189500457	04/15/2024	467.24	
58395	04/30/2024	00507 COLMA FIRE PROTECTION DIS			04/24/24 B2023-0071	04/24/2024	2,030.00	2,030.00
58396	04/30/2024	01037 COMCAST CABLE			0188769 041224	04/12/2024	55.90	55.90
58397	04/30/2024	02793 DITO'S MOTORS			30177	04/19/2024	510.34	579.04
					30214	04/25/2024	68.70	
58398	04/30/2024	01552 FORTE PRESS CORPORATION			56421	04/05/2024	237.56	237.56
58399	04/30/2024	02499 GE CAPITAL INFORMATION (RI			108212722	04/16/2024	269.81	269.81
58400	04/30/2024	03498 ALEJANDRA GONZALEZ			2002787.003	04/23/2024	300.00	300.00
58401	04/30/2024	02773 GRAPHICS ON THE EDGE			5354	04/26/2024	1,493.75	1,493.75
58402	04/30/2024	02605 SAUL GUERRERO			4/15-4/17/24 REIMB	04/24/2024	156.70	156.70
58403	04/30/2024	01653 KAISER PERMANENTE MEDIC/			1000182742	04/15/2024	1,167.00	1,167.00
58404	04/30/2024	02182 KUMON			March 2024	04/24/2024	1,645.00	1,645.00
58405	04/30/2024	00619 SHERWIN LUM			4/23-4/25/24 Reimb	04/29/2024	217.54	217.54
58406	04/30/2024	00254 METRO MOBILE COMMUNICAT			240515	05/01/2024	602.00	602.00
58407	04/30/2024	03648 METROPOLITAN PLANNING GF			2004438	04/09/2024	1,540.00	1,540.00
58408	04/30/2024	01340 NAVIA BENEFIT SOLUTIONS			10849005	04/29/2024	400.00	400.00
58409	04/30/2024	00307 PACIFIC GAS & ELECTRIC			0678090639-9 19Apr24	04/19/2024	44.17	44.17
58410	04/30/2024	03044 ENEZ A. PEORO			05/09/24	04/29/2024	135.00	135.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
58411	04/30/2024	01023 PRIORITY 1			9703	04/24/2024	23,165.99	23,165.99
58412	04/30/2024	02216 RAMOS OIL CO. INC.			CL090530	04/20/2024	1,988.54	1,988.54
58413	04/30/2024	00388 SONITROL			363425	04/05/2024	1,143.11	1,143.11
58414	04/30/2024	01030 STEPFORD, INC.			2401259	04/20/2024	9,684.40	9,684.40
58415	04/30/2024	03710 VESTIS GROUP, INC.			5180331139	04/22/2024	15.90	
					5180331145	04/22/2024	15.90	
					5180333603	04/29/2024	15.90	
					5180333597	04/29/2024	15.90	63.60
58416	04/30/2024	03370 HEZEKIEL ZAPANTA			2002788.003	04/23/2024	80.00	80.00
95100	04/05/2024	00068 COLMA PEACE OFFICER'S			04052024 B	04/05/2024	1,176.54	1,176.54
95101	04/05/2024	00130 EMPLOYMENT DEVELOPMENT			04052024 B	04/05/2024	18,294.51	18,294.51
95102	04/05/2024	00521 UNITED STATES TREASURY			04052024 B	04/05/2024	77,461.78	77,461.78
95103	04/05/2024	00631 P.E.R.S.			04052024 B	04/05/2024	53,756.71	53,756.71
95104	04/05/2024	01360 MISSIONSQUARE RETIREMEN			04052024 B	04/05/2024	5,513.01	5,513.01
95110	04/05/2024	00130 EMPLOYMENT DEVELOPMENT			04052024 M	04/05/2024	150.00	150.00
95111	04/05/2024	00521 UNITED STATES TREASURY			04052024 M	04/05/2024	1,321.38	1,321.38
95112	04/05/2024	00631 P.E.R.S.			04052024 M	04/05/2024	854.22	854.22
95113	04/05/2024	01360 MISSIONSQUARE RETIREMEN			04052024 M	04/05/2024	493.26	493.26
95114	04/05/2024	00282 RETIREMENT SYSTEM CALIFC			04052024 M	04/05/2024	5,335.07	5,335.07
95115	04/05/2024	00282 RETIREMENT SYSTEM CALIFC			04052024 B	04/05/2024	74,830.85	74,830.85
95119	04/19/2024	00130 EMPLOYMENT DEVELOPMENT			04192024 B	04/19/2024	18,669.85	18,669.85
95120	04/19/2024	00521 UNITED STATES TREASURY			04192024 B	04/19/2024	79,034.49	79,034.49
95121	04/19/2024	00631 P.E.R.S.			04192024 B	04/19/2024	54,834.33	54,834.33
95122	04/19/2024	01360 MISSIONSQUARE RETIREMEN			04192024 B	04/19/2024	5,513.91	5,513.91

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
95123	04/19/2024	00068 COLMA PEACE OFFICER'S			04192024 B	04/19/2024	1,176.54	1,176.54
120073	04/01/2024	00282 RETIREMENT SYSTEM CALIFC			100000017487078	03/14/2024	7,716.45	7,716.45
120074	04/01/2024	03616 FLEXIBLE BENEFIT ADMIN			APR2024HRA	04/01/2024	64,377.71	64,377.71
							first Total:	1,554,640.41
192 checks in this report							Total Checks:	1,554,640.41



**ORDINANCE NO. 820
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**ORDINANCE AMENDING THE COLMA MUNICIPAL CODE TO ADD A NEW
SUBCHAPTER 1.19, RELATING TO THE TOWN SEAL/LOGO, PURSUANT TO CEQA
GUIDELINE 15378**

The City Council of the Town of Colma does ordain as follows:

ARTICLE 1. CMC SUBCHAPTER 1.19 ADDED.

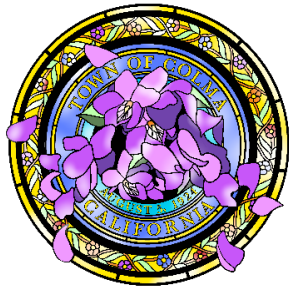
Subchapter 1.19: Town Seal/Logo

1.19.010 Town Seal/Logo

The official logo of the Town of Colma shall be in the form of a circle, the face of which is as set forth below:



In addition, the Town of Colma also makes use of variations of the existing Town Seal/Logo which also constitute the official logos of the Town of Colma and shall be governed by this Subchapter. Other variations include one for anniversaries of the Town's incorporation, and one commemorating its cemeteries as follows:



1.19.020 Use of Town Seal/Logo

It is unlawful and a misdemeanor for any person to make or use the logo, or its variations, of the Town of Colma, or any cut, facsimile, or reproduction thereof, for any purpose other than for the official business of the Town, its City Council, officers or departments, except upon approval of the City Council by ordinance or resolution.

1.19.030 Imitation of Town Seal/Logo

No person shall place any imitation of the Town seal/logo, or its variations, on any publication, object or material that is designed, calculated, intended or likely to confuse, deceive or mislead the public to believe it to be an official Town publication, object or material, and no person shall circulate or distribute any such publication, object or material in the Town of Colma. Any person violating this provision shall be guilty of a misdemeanor.

1.19.040 Use of Town Logo/Seal for Political Campaign Prohibited

No person or campaign committee shall use the Town seal/logo, or its variations, or any cut, facsimile, or reproduction thereof, for purposes of supporting or opposing the nomination or election of any person to any Town or other public office, or for purposes of supporting or opposing any ballot measure, nor include such Town seal/logo, or its variations, on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election.

1.19.050 Custodian of Town Seal/Logo

The City Clerk of the Town of Colma shall be the official custodian of the Town's official seal/logo, and its variations.

ARTICLE 2. EFFECTIVE DATE.

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and is to take force and effect thirty (30) days after its passage.

ARTICLE 3. SEVERABILITY.

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of this ordinance that can be given effect without the invalid provision or application and, to this extent, the provisions of this ordinance are hereby declared to be severable.

ARTICLE 4. NOT A CEQA PROJECT.

The City Council's introduction and adoption of any ordinance regarding the Town seal/logo is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) as the action does not meet the definition of a "project" under CEQA pursuant to CEQA Guideline

15378 as it is more akin to an organizational or administrative activity of the Town that will not result in direct or indirect physical changes in the environment.

Certification of Adoption

I certify that the foregoing Ordinance No. 820 was duly introduced at a regular meeting of the City Council of the Town of Colma held on April 24, 2024, and adopted at a regular meeting of the City Council of the Town of Colma held on May 8, 2024, 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					
<i>Voting Tally</i>					

Dated: _____

John Irish Goodwin, Mayor

Attest: _____
Abigail Dometita, Interim City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 VIA: Daniel Barros, City Manager
 MEETING DATE: May 8, 2024
 SUBJECT: Amending the 2023-24 Capital Improvement Project list

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO APPROVE THE 2023-24 TOWN OF COLMA CAPITAL IMPROVEMENT
 PROJECT LIST TO INCLUDE THE COLMA CREEK TRASH CAPTURE PROJECT PURSUANT
 TO CEQA GUIDELINE 15378 AND 15306

EXECUTIVE SUMMARY

At the November 8, 2023, City Council Meeting, City Council approved a Cooperative Agreement (Co-op) with the State of California Department of Transportation (Caltrans) to provide funding to the Town to design and construct a large trash capture screen device in Colma Creek (the "Project"). The funds will be used to design the project, conduct environmental review, and pay for all related construction costs. After the design and environmental review is completed, staff will return to the City Council for approval to proceed to bid and construction award. The Town has also partnered with the City of Daly City (Daly City), The County of San Mateo (SMC) and most recently the City of South San Francisco (SSF).

The California Transportation Commission at their March Commissioner's meeting approved funding in the amount of \$7.04 million for the design and construction of a trash capture device in the Colma Creek Channel. Tonight's motion is a request to City Council to amend the current 2023-24 Capital Improvement Plan to include the Colma Creek Trash Capture Project in the Town 2023-24 CIP.

FISCAL IMPACT

The Cooperative Agreement states that CalTrans will provide \$7.04 million in funds to cover costs associated with design, environmental permitting, construction management and construction of the trash capture project within Colma Creek. As in most agreements, once funds are expensed, the Town is responsible for project delivery or return of the funds that were expensed. Ongoing annual maintenance and operational (O&M) costs are assumed to be absorbed by the agencies who will be benefiting from this trash capture device. The Town and

the other agencies will be working with the San Mateo County Flood and Sea Level Rise Resiliency District, (One Shoreline) to try to negotiate long term annual O&M costs to maintain the device.

BACKGROUND

The Town of Colma along with other municipalities and districts, they are required to comply with the Municipal Regional Permit for Stormwater (MRP 3.0) adopted by the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB) on May 11, 2022 (NPDES Permit No. CAS612008, Order R2-2022-0018). Section C.10 of the MRP 3.0 requires that jurisdictions reduce trash discharge through storm drains by 90% by June 2023 (the Town has met this requirement) with additional trash reduction to 100% by June 2025.

Caltrans is under a similar requirement to reduce trash from its right-of-way. Caltrans has developed a partnership program with local jurisdictions where it will provide funds for the design and environmental review necessary for a jurisdiction to consider installation of trash capture measures in local drainage systems where those measures also treat runoff from the Caltrans right-of-way.

The Town will also need to establish individual Co-op agreements with our various partners (Daly City, SSF, SMC and One Shoreline) to assist in the design, construction and long-term O&M of the trash capture device along with the Town's obligations to the Colma/CalTrans Co-op Agreement.

ANALYSIS

Discussions are occurring regarding the installation of a large trash capture device in the Colma Creek drainage channel, based on collaborative discussions between the Town, Daly City, SMC, SSF, and SFBRWQCB. The device was originally located in the drainage channel immediately downstream of where the twin box culverts in Mission Road transition to an open channel over the BART subway tunnel right-of-way (Please see attachment "A"). Because of design requirements that greatly limits what we can and cannot do with in the BART Right of Way, it was determined that we should move the location of the project downstream so that the improvements would not sit over BART's subway. The project is now located close to the Colma/SSF boarder but now resides in SSF. The reason staff felt they we should continue to be the lead on this project is due to several reasons, the main being that this would assist in the Town meeting their 100% trash reductions numbers by the year 2025. Being that the Town would see the greatest benefit, staff felt it was appropriate to proceed with the project while the project even though the project would resides in SSF and in the maintenance area of One Shoreline, (an area of the creek that was once maintained by the San Mateo Flood Control District). It is estimated that once constructed the device would treat approximately 3,000 acres, of which 161 acres are located within Caltrans right-of-way and the remainder of the acreage would be split between the Town, Daly City, and the County. When we relocated the device downstream, an approximate 800 additional acreage of treatment would benefit SSF.

The project once built, could result in a 97% reduction of the Town's annual trash load goals in meeting their MRP commitment. There are isolated properties that discharge to the channel downstream of the device that would require separate trash control measures to meet 100% of the MRP trash reduction requirements by 2025. The Town's partnership with the other

jurisdictions would also receive substantial reduction in their effort to meet their 2025 MRP trash reduction goals.

Per the Co-op, Caltrans will finance \$7.04 Million for design, environmental review and permitting, construction and related construction management costs. Caltrans will not provide post construction funding for ongoing operation and maintenance costs; those costs will have to be absorbed by the partnering agencies on their prorated share.

It is also proposed that the Town would execute Co-op/O&M agreements with the other benefitting jurisdictions (Daly City, SSF and SMC) to allocate ongoing operation and maintenance costs or an agreement with One Shoreline to bare the annual maintenance and operation costs of the proposed trash capture device. Based on discussion to date, the other jurisdictions are agreeable to this.

The next step once we have a Project set up will be to send out a request for proposal out to qualified consultants to provide the design and environmental services.

ENVIRONMENTAL

The City Council's action in amending the CIP to include the Colma Creek trash capture device is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15378 as amending the CIP to include this project is more of an administrative task. Further, it is also exempt pursuant to CEQA Guideline 15306 as the initial steps in the process before returning to the City Council, include basic data collection, research, and design, which will not result in a serious or major disturbance to an environmental resource. The information gathered will allow for an environmental review to be conducted and for that to be considered prior to the City Council approving the construction project.

Reasons For the Recommended Action

Staff is recommending that the City Council amend the CIP to include the Colma Creek trash capture device project as it will ensure that the project is included in the Town's Capital Improvement Program and will be worked on by staff in anticipation of a future construction project to be considered by the City Council for potential approval.

Council Adopted Values

Decisions based on prudent consideration of accepting outside and approval to move this project into the Town's Capital Program and accept outside funding in meeting the Town's environmental goals and taking advantage of outside funding opportunities is *responsible*.

Sustainability Impact

The project, if approved in the future by the City Council, will remove trash and other pollutants from the Colma Creek channel, improving the water quality in the channel that flows to the Bay, while greatly meeting their Annual MRP mandates as far as trash reduction.

Alternatives

City Council can chose not to move ahead with adopting this project into the 2023-24 CIP. This action is not recommended, not adopting this project into the Town's Capital Improvement Plan would not only eliminate funding for the project but the Town would still be responsible for meeting trash reduction goals as stipulated in the SFBRWQCB Municipal Reginal Permit. The annual cost to reach those trash reduction goals could be taxing on Public Works annual operation budget.

CONCLUSION

It is recommended that the Council by motion amend the 2023-24 Town of Colma Capital improvement project list to include the Colma Creek Trash Capture Project pursuant to CEQA Guideline 15378 and 15306.

ATTACHMENTS

- A. Location Exhibit





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Abdulkader Hashem, Senior Project Manager
 VIA: Daniel Barros, City Manager
 MEETING DATE: May 8, 2024
 SUBJECT: FY 2024-25 Water Conservation Incentive Program

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$34,448.30, WITH A \$2,000 CONTINGENCY, FOR A TOTAL OF \$36,448.30, FOR THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2024-25 PURSUANT TO CEQA GUIDELINE 15378, 15307, AND 15308

EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The program grants each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years. The proposed resolution would approve an authorized subsidy of \$34,448.30 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year (FY) 2024-25 (as a reduction of General Fund revenue).

Approval of an authorized subsidy of \$34,448.30 would reduce the sewer service charge for each "Eligible Customer" by 10% for FY 2024-25.

FISCAL IMPACT

Based on the 10% discount on each "Eligible Customer" the maximum cost the Town's General Fund would incur for FY 2024-25 is estimated to be \$34,448.30. Staff also requests a contingency amount of \$2,000.00 for unforeseen changes due to modifications or usage calculation errors for a total amount of \$36,448.30.

BACKGROUND

Pursuant to its adoption of Resolution No. 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in FY 2014-15. The program's purpose was to create an incentive

program by promoting water conservation, which could help ease the cost of increasing sewer service rates for the various property owners in Town.

The process of calculating the Annual Sewer Service charge discount was amended by the City Council at the April 11, 2018, City Council meeting.

- After the annual water consumption reports are provided to the Town via the Town’s water purveyor, Cal Water, Staff inputs the information and calculate out each property owners cost for their Annual Cost of Sewer charges.
- Once that effort has been completed, the next calculation is to determine who are “Eligible Customers” (*Definition of Eligible Customer is: A property owner who is connected to the Towns Sanitary Sewer System whose domestic water use is the same or less than the prior three (3) year average*).
- The Annual Sewer Service Discount is then based on the Annual Cost of Service for Eligible Customers only, for example if the Annual Cost of Service for Eligible Customers were \$500,000 and the approved discount was 10%, the Annual Discount that the Town would be responsible for would be \$50,000.

ANALYSIS

Authorized Subsidy

The proposed resolution would establish \$34,448.30 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town’s Annual Cost of Service for Eligible Customers for providing Town-wide sewer service is calculated to be \$344,483.02 for FY 2024-25. Using this data, the Individual Sewer Service Discount would be calculated as follows:

Annual Cost of Collection Service for Eligible Customers (NEW) (South San Francisco + NCSMSD annual charges)	\$75,415.08
Annual Cost of Treatment Service for Eligible Customers	\$269,067.94
Subtotal	\$344,483.02
Proposed Individual Sewer Service Discount (Authorized Subsidy divided by Annual Cost of Service)	10.00%
Authorized Subsidy	\$34,448.30

Here’s an example of how this discount could affect an eligible residential customer¹:

¹ Using a hypothetical customer in the South San Francisco Sewer District plus new collection charge based on a annualized water consumption of 60 HCF,

Sewer service charge applicable to parcel ¹	\$768.00
Collection Charge (<i>NEW</i>) applicable to parcel ¹	\$202.50
Subtotal	\$970.50
Individual Sewer Service Discount	10.00%
Savings to customer (<i>Includes discount on Treatment & Collection costs</i>)	\$97.05
Net charge to Eligible Customer	\$873.45

The maximum cost to the Town would only be the approved Individual Sewer Service Discount percentage of the Annual Cost of Service for Eligible Customers.

Council Adopted Values

The Water Conservation Incentive Program serves as a valid public purpose by rewarding and encouraging water conservation by both residents and businesses for their conservation efforts. The program is innovative and *visionary*, providing for an annual sewer subsidy for those who want to conserve a valued natural resource. The program also demonstrates the City Council’s commitment to adopting and implementing sustainability policies and programs.

Sustainability Impact

Programs such as the Water Conservation Incentive Program demonstrate what it means to be a sustainable community. Programs such as this bring focus to the importance of conservation.

Alternatives

Several alternatives are available to the Council: (2 examples, 5% and 15% discount)

- The Council could lower the proposed Authorized Subsidy at 5% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$344,483.02
Individual Sewer Service Discount	5.00%
Savings to Eligible Customers	\$17,224.15
Net charge to Eligible Customers	\$327,258.87

- The Council could raise the proposed Authorized Subsidy at 15% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$344,483.02
Individual Sewer Service Discount	15.00%
Savings to Eligible Customers	\$51,672.45
Net charge to Eligible Customers	\$292,810.57

Next Steps

With City Council approval of the Water Conservation Incentive Program subsidy, the City Engineer will prepare the Annual Engineer’s Report which will show the proposed sewer charge for each parcel for FY 2024-25. The Engineer’s Report will be presented to the City Council at the June 26, 2024, City Council meeting for approval. Upon approval, the Engineer’s Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

ENVIRONMENTAL

The City Council’s adoption of the resolution to establish the Water Conservation Incentive Program Subsidy is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15378 as a governmental fiscal activity with no commitment to any specific project which may result in a potentially significant physical impact on the environment. It is also exempt pursuant to CEQA Guideline 15307 and 15308 as an action taken to protect natural resources and the environment via water conservation.

CONCLUSION

Staff recommends the City Council adopt the resolution allocating \$34,448.30 for the Water Conservation Incentive Subsidy, with a \$2,000 contingency, for a total of \$36,448.30.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2024-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$34,448.30,
WITH A \$2,000 CONTINGENCY, FOR A TOTAL OF \$36,448.30, FOR THE WATER
CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2024-25 PURSUANT TO
CEQA GUIDELINE 15378, 15307, AND 15308**

The City Council of the Town of Colma hereby resolves:

1. Background

(a) On July 11, 2012, the City Council adopted Resolution No. 2012-28 establishing a Water Conservation Incentive Program for all sewer service customers in the Town. The proposed program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

(b) The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce water consumption – and that the program is fair and equitable to all users.

2. Findings

The City Council finds as follows:

(a) The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses, especially in drought periods;

(b) The program is innovative, providing for an annual sewer subsidy for those who want to conserve a precious natural resource;

(c) The program demonstrates the City Council’s commitment to adopting and implementing sustainability policies and programs;

(d) The proposed Authorized Subsidy described herein is affordable; and

(e) In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

3. Order

The City Council hereby establishes an Authorized Subsidy of \$34,448.30 for the Water Conservation Incentive Program for fiscal year 2024-25, with a \$2,000 contingency, for a total of \$36,448.30.

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Certification of Adoption

I certify that the foregoing Resolution No. 2024-## was duly adopted at a regular meeting of said City Council held on May 08, 2024, 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					
<i>Voting Tally</i>					

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Abigail Dometita, Interim City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Dan Barros, City Manager
 MEETING DATE: May 8, 2024
 SUBJECT: Study Session: Town Flag Policy and Resolution Directing the Flying of Certain Flags in 2024

RECOMMENDATION

NONE. THIS ITEM IS A STUDY SESSION. COUNCIL IS BEING ASKED TO PROVIDE STAFF WITH COMMENTS, QUESTIONS, FEEDBACK, AND DIRECTION.

EXECUTIVE SUMMARY

On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy, codified as Subchapter 1.18 of the Colma Administrative Code, which states that Council may by resolution direct Town staff to fly "commemorative flags" in lieu of the Town of Colma flag on the flagpole located at Town Hall or at the Colma Community Center. "Commemorative Flag" under the policy, means any flag which identifies with a specific date, historical event, cause, nation, or group of people, whereby the Town honors or commemorates the date, event, cause, nation, or people by flying the flag.

Following the adoption of the new flag policy, staff would prepare an annual resolution each January with the upcoming annual proposed Commemorative Flag Schedule for Council to adopt. At the request of Mayor Goodwin, the Town's Flag Policy and the resolution adopted in January 2024 directing the flying of certain flags is before you for discussion.

FISCAL IMPACT

None at this time.

ANALYSIS

On June 26, 2019, the City Council adopted a new flag policy as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion.

The adoption of a new flag policy initially lead to flying flags representing social causes, most notably the flying of the LGBTQ flag in the month of June. Since 2019, the City Council has authorized the flying of additional flags as part of the annual flag schedule adopted each January. The current flag schedule for this calendar year is as follows:

Flag	Occasion	Duration
Israeli Flag	Israeli Independence Day	May 14, 2024 until sundown
Philippine Flag	Philippine Independence Day	June 12, 2024 to June 19, 2024
LGBT/Pride Flag	Pride Month	June 26, 2024 to July 3, 2024
Armenian Flag	Armenian Independence Day	September 11, 2024 to September 18, 2024
Italian Flag	Italian Heritage and Culture Month	October 9, 2024 to October 16, 2024

At the April 24, 2024 City Council meeting, a councilmember requested the opportunity to speak with fellow councilmembers regarding the existing flag policy and the resolution adopted in January directing staff to fly certain flags in 2024. Per that request, this item is before the City Council for discussion and any potential direction that the City Council would like to provide to staff on changes to the existing policy or changes to the existing resolution that includes the annual flag schedule above.

Council Adopted Values

The City Council’s action in discussing the existing flag policy and the resolution adopted in January directing staff to fly certain flags in 2024 is consistent with the value of *Vision* as it is looking to the future.

Alternatives

The City Council could choose not to discuss the existing flag policy or the resolution adopted in January directing staff to fly certain flags in 2024. Doing so is not recommended, however, as a councilmember specifically requested that this item be brought back so that the councilmember could discuss this item with fellow councilmembers.

ENVIRONMENTAL

The City Council’s discussion of the existing flag policy and the resolution adopted in January directing staff to fly certain flags in 2024 is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15378 as it would constitute discussion regarding an organizational or administrative task that does not result in direct or indirect changes in the environment.

CONCLUSION

Per the councilmember request, the City Council should discuss the existing flag policy and the resolution adopted in January directing staff to fly certain flags in 2024 and provide any direction to staff.