



**AGENDA
REGULAR MEETING**

**City Council of the Town of Colma
Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014**

**Wednesday, January 11, 2017
CLOSED SESSION – 6:00 PM
REGULAR SESSION – 7:00 PM**

CLOSED SESSION – 6:00 PM

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

Agency Negotiators: Sean Rabé, City Manager
Austris Rungis, IEDA
Employee Organizations: Colma Peace Officers Association
Colma Communications/Records Association
Unrepresented Employees: All
Chief of Police

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

ADOPTION OF AGENDA

PRESENTATION

- Introduction of new Assistant Planner Jonathan Kwan
- Holiday Decorating Contest Winners
- Home for All Presentation by Jessica Mullin of San Mateo County

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 December 13, 2016 Special Meeting.
3. Motion to Accept the Minutes from the December 14, 2016 Regular Meeting.
4. Motion to Approve Report of Checks Paid for December 2016.

5. Motion to Adopt an Ordinance Adding Colma Municipal Code Section 2.04.065 Regarding Dog Park Regulations (Second Reading).
6. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2016.

NEW BUSINESS

7. **MEMORANDUM OF AGREEMENT WITH SMC FLOOD CONTROL DISTRICT**

Consider: Motion to Resolution Approving Memorandum of Agreement with the San Mateo County Flood Control District for Maintenance of the Colma Creek Flood Control Channel.

8. **ADULT HOLIDAY EVENT 2017**

Consider: Motion Directing City Manager to Plan and Coordinate an Adult Holiday Event at the South San Francisco Conference Center on December 9, 2017; to Set the Participation Fee for the Adult Holiday Party at \$15 for Adults and \$10 for Seniors and Disabled; and, to Plan and Coordinate the Annual Town Picnic for September 9, 2017.

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1188 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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

Agency Negotiators: Sean Rabé, City Manager
Austris Rungis, IEDA

Employee Organizations: Colma Peace Officers Association
Colma Communications/Records Association

Unrepresented Employees: All
Chief of Police

There is no staff report for this item.



**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Town Hall, 1198 El Camino Real
Colma, CA 94014

Tuesday, December 13, 2016
6:30 p.m.

CALL TO ORDER

Mayor Colvin called the Special Meeting of the City Council to order at 6:37 p.m.

Council Present – Mayor Diana Colvin, Vice Mayor Helen Fiscaro, Council Members Raquel “Rae” Gonzalez, Joseph Silva and Joanne F. del Rosario were all present.

INTRODUCTIONS

Mayor Colvin welcomed the audience and acknowledged local dignitaries and elected officials in attendance:

Dennis Fiscaro, Former Mayor
Mary Brodzin, Former Council Member
Adrienne Tissier, San Mateo County Supervisor
Frances Liston, Former City Manager
Maureen O'Connor, President of the Colma Historical Association
Richard Rochetta, Board Secretary of the Colma Historical Association
Pat Hatfield, President Emerita of the Colma Historical Association
Dorothy Hillman, Treasurer Emerita of the Colma Historical Association

Mayor Colvin introduced the following Town of Colma Staff members:

Sean Rabé, City Manager
Kirk Stratton, Police Chief
Brian Dossey, Administrative Services Director
Brad Donohue, Director of Planning and Public Works
Michael Laughlin, City Planner
Caitlin Corley, City Clerk

FAREWELL RECOGNITION FOR RETIRING COUNCIL MEMBER JOSEPH SILVA

Mayor Colvin and Council presented Council Member Silva with a proclamation, a gavel engraved with his 20 year term of service, a personalized Town of Colma cycling jersey and a donation made in his name to the AIDS/LifeCycle Ride to End Aids.

Assemblymember Phil Ting, Supervisor Adrienne Tissier, Mayor Pradeep Gupta of South San Francisco and Maureen O'Connor, President of the Colma Historical Association also made presentations.

Council Member Silva gave his thank you and farewell remarks.

ADOPTION OF THE RESOLUTION DECLARING RESULTS OF NOVEMBER 8, 2016 ELECTION

Mayor Colvin stated, "Because I am one of the persons who ran for re-election to the Council, I have asked the Vice Mayor to handle this portion of the agenda," and turned the meeting over to Vice Mayor Fiscaro.

Vice Mayor Fiscaro called on City Clerk Caitlin Corley to read the certified results of the election.

Action: Council Member del Rosario moved to Adopt a Resolution Declaring the Results of the General Municipal Election Held on November 8, 2016, and Such Other Matters as Provided By Law; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

ADMINISTRATION OF OATHS OF OFFICE TO RE-ELECTED COUNCIL MEMBERS

Vice Mayor Fiscaro asked Kristina Perez, Representative on the San Mateo County LGBTQ Commission, to come to the podium and administer the Oath of Office to re-elected Council Member Raquel Gonzalez.

Vice Mayor Fiscaro asked Supervisor Adrienne Tissier to come to the podium and administer the Oath of Office to re-elected Council Member Diana Colvin.

Vice Mayor Fiscaro asked Chief Kirk Stratton to come to the podium and administer the Oath of Office to newly elected Council Member John Irish Goodwin.

Council Member Silva came down from the dais and Council Member Goodwin took his seat.

REMARKS BY OUT-GOING MAYOR

Mayor Colvin made remarks as the out-going Mayor. The City Council presented her with a gavel, proclamation, flowers and a donation to the Colma Historical Association in her honor.

NOMINATION AND APPOINTMENT OF MAYOR

Mayor Colvin called upon the Council to make nominations for Mayor. Council Member del Rosario nominated Helen Fiscaro for Mayor, and the nomination was seconded by Council Member Gonzalez. There were no other nominations, and Mayor Colvin closed the nominations for Mayor and called for a vote.

Action: Council Member del Rosario moved to select Helen Fiscaro as Mayor, and the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
	5	0			

ADMINISTRATION OF THE OATH OF OFFICE TO NEW MAYOR

Out-going Mayor Colvin called Supervisor Adrienne Tissier to the podium to administer the Oath of Office to the new Mayor. After receiving the Oath of Office, Mayor Fiscaro introduced her guests and gave her remarks as the in-coming Mayor.

NOMINATION AND APPOINTMENT OF VICE MAYOR

Mayor Fiscaro called upon the Council to make nominations for Vice Mayor. Council Member del Rosario nominated Raquel Gonzalez for Vice Mayor, and the nomination was seconded by Council Member Colvin. There were no other nominations, and Mayor Fiscaro closed the nominations for Mayor and called for a vote.

Action: Council Member del Rosario moved to select Helen Fiscaro as Mayor, and the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel "Rae" Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

ADMINISTRATION OF THE OATH OF OFFICE TO VICE MAYOR

Mayor del Rosario called City Manager Sean Rabé, to the podium to administer the Oath of Office to the new Vice Mayor. After receiving the Oath of Office, Vice Mayor Gonzalez introduced her guests and gave her remarks as the in-coming Vice Mayor.

PRESENTATIONS

Maureen O'Connor of the Colma Historical Association presented out-going Mayor Fiscaro with a certificate and flowers.

Mayor Fiscaro presented Supervisor Adrienne Tissier with a proclamation in honor of her many years of service.

SIGNING OF THE VALUES BASED CODE OF CONDUCT

Mayor Fiscaro gave each member of the Council a Values Based Code of Conduct and they each signed the pledge.

ADJOURNMENT

Mayor Fiscaro adjourned the Special Meeting at 7:56 p.m., and invited everyone to join the Council in the reception that followed.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Colma Community Center, 1520 Hillside Boulevard
Colma, CA 94014

Wednesday, December 14, 2016

6:00 p.m. – Closed Session

7:00 p.m. – Regular Session

CALL TO ORDER

Mayor Helen Fisicaro called the Regular Meeting of the City Council to order at 7:12 p.m.

Council Present – Mayor Helen Fisicaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, John Irish Goodwin and Diana Colvin were all present.

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Sustainability Programs Manager Kathleen Gallagher, Human Resources Manager Lori Burns and City Clerk Caitlin Corley were in attendance.

REPORT FROM CLOSED SESSION

The Mayor stated, “No action was taken at tonight’s closed session.”

ADOPTION OF THE AGENDA

Mayor Fisicaro asked that item #6 be pulled from the Consent Calendar and be discussed separately. The Mayor asked for a motion to adopt the agenda with the requested changes.

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

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

PRESENTATION

- Administrative Services Director Brian Dossey presented new Facility Attendant David Casilao and new Recreation Leaders Gabriel Gonzalez and Dinora Navarro.

PUBLIC COMMENTS

Mayor Fisicaro opened the public comment period at 7:18 p.m. Millbrae Council Member Wayne Lee presented a commendation to Retired Council Member Joseph Silva. The Mayor closed the public comment period at 7:21 p.m.

CONSENT CALENDAR

- 2. Motion to Accept the Minutes from the November 11, 2016 Regular Meeting.
- 3. Motion to Approve Report of Checks Paid for November 2016.
- 4. Motion to Adopt an Ordinance Adopting an Amended Zoning Map and Approving a Planned Development Zone for 1670-1692 Mission Road (Rezoning Property from C/DR to PD/DR) (Second Reading).
- 5. Motion to Adopt an Ordinance Amending Colma Municipal Code Sections 5.01.080 and 5.03.350 and Adding Section 5.03.355, to Regulate the Personal, Medical, and Commercial Use of Marijuana. (Second Reading).
- 6. [Pulled from Consent Calendar]
- 7. Motion to Adopt a Resolution Approving the Final Map for the Colma Estates Subdivision Creating Nine Single Family Residential Lots at 442-468 B Street and Authorizing the City Manager to Execute the Subdivision Improvement Agreement.

City Attorney Christopher Diaz announcement that the property that is the subject of item #7 is less than 500 feet from Mayor Fiscaro and Council Member Colvin’s real property interests. Previously when this property has been subject of Council consideration, there had been three members of Council with real property conflicts of interest. Mayor Fiscaro had been brought back in to establish a quorum under the limited rule of necessity at a Council meeting held on June 22, 2016, and again at a Council meeting on November 9, 2016. With newly elected Council Member John Goodwin, we now have a quorum without any conflict of interest on the property, and Mayor Fiscaro will join Council Member Colvin in recusing herself from item #7.

Action: Vice Mayor Gonzalez moved to approve the Consent Calendar items #2 through 5 and 7, with Mayor Fiscaro and Council Member Colvin recusing themselves from item #7; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓			Item #7 only	
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓			Item #7 only	
	5	0			

- 6. Motion to Receive and File the First Quarter (July 2016 – September 2016) Financial Report and Direct Staff to Post a Copy on the Town Website.

City Manager Sean Rabé presented the staff report. Mayor Fiscaro opened the public comment period at 7:25 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Colvin moved to Receive and File the First Quarter (July 2016 – September 2016) Financial Report and Direct Staff to Post a Copy on the Town Website; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PUBLIC HEARING

8. CLIMATE ACTION PLAN ANNUAL UPDATE

Sustainability Manager Kathleen Gallagher presented the staff report. Mayor Fiscaro opened the public hearing at 7:37 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Colvin moved to Accept the Climate Action Plan (CAP) Progress Report; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

The Mayor presented awards to the following people and organizations:

Special Recognition

- Kaiser Permanente - Ron Groepper, Bill Bowdle, Randy Wittorp, Elizabeth Ferber were present to accept.

Solar Installation

- John Saddi, Target
- Sudhir and Daxa Patel, 429 D Street
- Ricardo and Marta Vega, 488 D Street

Electrical Vehicle Charging Stations

- Kohl's

Water and Energy Audits

- Cypress Lawn Cemetery
- Holy Cross Cemetery – Monica Williams and John Bermudez were present to accept.
- Woodlawn Cemetery

- Home of Peace/Hills of Eternity/Salem Cemeteries – James Carlson was present to accept.
- Eternal Home Cemetery – Fred Harris and Lisa Matson were present to accept.

9. **COUNCIL OF CITIES AND CITY SELECTION**

City Clerk Caitlin Corley presented the staff report. Mayor Fiscaro opened the public hearing at 7:46 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Gonzalez made a motion Confirming Designation of the Mayor as the Voting Member for the Council of Cities, Designating an Alternate Voting Member, and Giving the Voting Member Discretion on Any and All Matters to be Considered; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

10. **COMMITTEE ASSIGNMENTS 2017**

City Clerk Caitlin Corley presented the staff report. Mayor Fiscaro opened the public comment period at 7:56 p.m. and seeing no one come forward to speak, she closed the public comment period. The Mayor led the discussion on committee assignments for Council Members. Below is the list of 2017 Committee Assignments that the Council discussed and proposed:

Committee Name	2017 Primary	2017 Secondary
Office of Emergency Services (EMERGENCY SERVICES COUNCIL, MEETS QUARTERLY 3 RD THURSDAYS IN JANUARY, APRIL, JUNE & SEPTEMBER, , AT 5:30 PM, AT THE HALL OF JUSTICE IN REDWOOD CITY IN JURY ASSEMBLY ROOM)	Colvin	del Rosario
Colma Creek Flood District (MEETS QUARTERLY, 2 ND TUESDAY @ 3PM IN MARCH, JUNE, SEPTEMBER AND DECEMBER AT CITY HALL, SOUTH SAN FRANCISCO)	Fiscaro	
Peninsula Congestion Relief Alliance - "The Alliance" Board of Directors member (6 X A YEAR, THURSDAY MORNINGS)	Gonzalez	Colvin
C/CAG (2 ND THURSDAY OF THE MONTH, 7PM)	Colvin	Goodwin

League of California Cities (ANNUAL CONFERENCE, AND WORKSHOPS THROUGHOUT THE YEAR)	All	
San Mateo County Council of Cities (MONTHLY DINNER AND MEETING)	Fiscaro is the voting representative	All Council Members can attend
Mayor/Chamber Walks (SCHEDULED BETWEEN THE MAYOR, CITY MANAGER & CHAMBER OF COMMERCE, APPROXIMATELY 5+ OUTINGS)	Fiscaro	All other Council Members
City Representative at Colma-Daly City Chamber of Commerce (1-2 MEETINGS A YEAR, AS NEEDED)	Fiscaro	Gonzalez
Legislative Committee (C/CAG) (ONCE PER MONTH, ON 2 ND THURSDAYS AT 5PM)	Colvin	
ABAG Representative (GENERAL ASSEMBLY MEETS TWICE PER YEAR APRIL & OCTOBER)	del Rosario	Gonzalez
Grand Boulevard Task Force (MEETS 3 RD WEDNESDAY, 10AM-12 NOON, MARCH, JUNE, SEPTEMBER, DECEMBER AT EITHER SAM TRANS IN SAN CARLOS OR CITY HALL IN SANTA CLARA)	Gonzalez	Goodwin
Peninsula Clean Energy Board of Directors (MEETS 4 TH THURSDAY, 6:30PM AT THE COUNTY OFFICE OF EDUCATION BUILDING IN REDWOOD CITY)	Gonzalez	Goodwin

Action: Council Member Goodwin moved to Approve Committee Assignments for 2017 and Granting to the Appointee Discretion in Voting on Matters Brought Before the Committee; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PUBLIC HEARING

11. BARK PARK

Administrative Services Director Brian Dossey presented the staff report. Mayor Fiscaro opened the public hearing at 8:16 p.m. Citizen Patricia Simpson and residents Maureen O'Connor and Maggie Sutton spoke. The Mayor closed the public hearing at 8:19 p.m. Council discussion followed.

Action: Vice Mayor Gonzalez made a motion to Introduce an Ordinance Adding Section 2.07.065 to the Colma Municipal Code, Relating to Bark Park Regulations, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

COUNCIL CALENDARING

The Regular City Council Meeting on Wednesday, December 28, 2016 will be cancelled. The next Regular City Council Meeting will be on Wednesday, January 11, 2017 at 7:00 p.m.

REPORTS

Helen Fiscaro

Colma Creek Committee Meeting - 12/13/16

City Manager Sean Rabé gave a report on the following topics:

- Frank & Grossman received a landscaping award for their work at the Sterling Park Recreation Center.
- The Colma Police Officers Association will be awarded the Golden Apple Award from the Colma Daly City Chamber of Commerce.
- City Manager Sean Rabé is now serving as the Chair of the San Mateo County City Managers Association.

ADJOURNMENT

The meeting was adjourned by Mayor Colvin at 9:19 p.m. and closed in memory of Mary Nano, longtime community member.

Respectfully submitted,

Caitlin Corley
City Clerk

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44965	12/16/2016	00093	CITY OF SOUTH SAN FRANCISCO 516633	11/14/2016	TRAFFIC SIGNAL MAINTENANCE	8,445.67	
44966	12/16/2016	00095	CLEARLITE TROPHIES 79203	11/15/2016	TRAFFIC SIGNAL MAINTENANCE	2,508.40	10,954.07
44967	12/16/2016	00140	FIRST NAT BANK OF NO CA	11/30/2016	2 10" GAVEL WITH GOLD BAND	95.81	95.81
				11/20/2016	Dossey CREDIT CARD PURCHASE	2,734.45	
				11/20/2016	Tapia CREDIT CARD PURCHASE	2,245.77	
				11/20/2016	Morque CREDIT CARD PURCHASE	2,177.65	
				11/20/2016	Gogan CREDIT CARD PURCHASE	1,349.18	
				11/20/2016	Pfotent CREDIT CARD PURCHASE	243.90	
				11/20/2016	Lum CREDIT CARD PURCHASE	54.05	
				11/20/2016	Strattor CREDIT CARD PURCHASE	10.00	
44968	12/16/2016	00254	METRO MOBILE COMMUNICATIONS 161207	12/1/2016	MAINTENANCE CONTRACT	602.00	8,815.00
44969	12/16/2016	00421	U.S. POSTAL SERVICE #1433 Bulk Mail	12/1/2016	#1433 BULK MAILING POSTAGE	2,000.00	602.00
44970	12/16/2016	00432	VISION SERVICE PLAN Dec 2016	11/21/2016	VISION SERVICE PLAN	1,029.10	2,000.00
44971	12/16/2016	00500	SMC CONTROLLERS OFFICE Nov 2016	12/2/2016	ALLOCATION OF PARKING PERMIT	1,121.80	1,029.10
44972	12/16/2016	00659	ADAMSON POLICE PRODUCTIVITY 229482	11/17/2016	2 P20 45 ACP CARRY NS, 251	872.00	1,121.80
44973	12/16/2016	00716	SMCPCSA 2017-01	10/20/2016	2017 ASSOCIATION MEMBER	600.00	872.00
44974	12/16/2016	00830	STAPLES ADVANTAGE 8041948961	11/19/2016	OFFICE SUPPLIES	188.24	600.00
44975	12/16/2016	01001	SIGNET TESTING LABS, INC. 4633	11/18/2016	NOV 2-11, 2016 REBAR PLACEMENT	1,499.30	188.24
44976	12/16/2016	01340	NAVIA BENEFIT SOLUTIONS 10066665	11/30/2016	SECTION 125 PARTICIPANT FUND	75.00	1,499.30
44977	12/16/2016	01370	VERIZON WIRELESS SERVICE 19775369694	11/15/2016	CELL PHONE SERVICE	1,272.75	75.00
44978	12/16/2016	01995	CELESTE, MIKE L. 16-1201	11/30/2016	CARDROOM BACKGROUND	660.00	1,272.75
44979	12/16/2016	02012	VACCARO, BRANDON 38	11/28/2016	2016 PD PHOTO SHOOT, 750	1,690.00	660.00
44980	12/16/2016	02082	VINCE'S OFFICE SUPPLY, INC Nov 2016	11/30/2016	OFFICE SUPPLIES	243.50	1,690.00
44981	12/16/2016	02123	TYLER TECHNOLOGIES, INC. 045-174927	12/1/2016	01/01/16-12/31/16 Financials Support	19,923.78	243.50
44982	12/16/2016	02128	CALIFORNIA LAW ENFORCEMENT Dec 14, 2016 Le	12/2/2016	DEC 14, 2016 LEGISLATION UPDATE	25.00	19,923.78
44983	12/16/2016	02144	DOMINIC A. DE LUCCA DBA D1704	12/2/2016	TAE KWON DO	800.00	25.00
44984	12/16/2016	02179	HUB INTERNATIONAL OF CA Nov 2016	11/30/2016	INSURANCE EVENTS	182.74	800.00
44985	12/16/2016	02258	KIM, SEJUNG NAM Nov 2016 Youth	11/26/2016	GOLF LESSONS	700.00	182.74
44986	12/16/2016	02719	HARPER, ESMERALDA 2000653.003	11/28/2016	11.28.16 DEPOSIT REFUND	300.00	700.00
44987	12/16/2016	02742	WOO, CASSANDRA Nov 18, 2016 Mil	11/29/2016	NOV 18, 2016 MILEAGE REIMBURSEMENT	30.13	300.00
44988	12/16/2016	02793	DITO'S MOTORS 15079	11/28/2016	DET #3 REPLACE ALL 4 BRAKES	863.01	30.13
				11/28/2016	#6 REPLACE BLOWER MOTOR	746.29	863.01
				11/30/2016	ADM #2 CHANGE ENGINE OIL	41.05	746.29
44989	12/16/2016	02799	WAVE 01375216	11/23/2016	RIMS INTERNET W/SSF	400.00	41.05
							400.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44990	12/6/2016	02827	CORODATA SHREDDING, INC.RS2840598	10/31/2016	STORAGE, PICKUP/DELIVER	153.15	153.15
44991	12/6/2016	02840	TONG-ROBINSON, SHARON 2016-1101TC	11/1/2016	CLASSES	57.00	57.00
44992	12/6/2016	02886	READY REFRESH BY NESTLE06K0034299321	11/21/2016	BOTTLED WATER SERVICE	33.40	33.40
44993	12/6/2016	02949	WELLS FARGO VENDOR FINA97874753	11/18/2016	ADMIN COPY MACHINE	1,365.74	1,365.74
44994	12/6/2016	02984	TRUKA, KATHERINE M. 1001	11/29/2016	SEPT 20-NOV 29, 2016 YOGA	2,340.00	2,340.00
44995	12/6/2016	02992	GCS ENVIRONMENTAL EQUIPTRP 328	11/15/2016	TYMCO 435 STREET SWEEPI	169,204.40	169,204.40
44996	12/6/2016	02993	MOSQUEDA, VANESSA Sept.22-Dec 1 Yr	12/1/2016	SEPT 22-DEC 1, 2016 YOGA F	640.00	640.00
44997	12/6/2016	02994	JRD PRODUCTIONS 12/10/16 Disc Jo	11/30/2016	12/10/16 HOLIDAY PARTY DIS	1,000.00	1,000.00
44998	12/6/2016	02995	HATCH, KELLI 34400P Refund	10/3/2016	34400P REFUND LIVESCAN C	34.00	34.00
44999	12/6/2016	02996	STAR SMOG DEPOT 111749	9/9/2016	09/09/16 SMOG INSPECTION	68.00	68.00
b total for FIRST NATIONAL BANK OF DALY CITY:						230,626.26	

35 checks in this report.

Grand Total All Checks:

230,626.26

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45000	12/16/2016	00140	11/20/16 Rabe	11/20/2016	CREDIT CARD PURCHASE	1,355.48	
			11/20/16 Corley	11/20/2016	CREDIT CARD PURCHASE	1,236.86	2,592.34
45001	12/16/2016	00280	883754261001	12/1/2016	PAPER, 9X12 GRIP SEAL ENV	121.45	
			883754386001	12/1/2016	DOUBLE WINDOW ENVELOP	34.96	156.41
45002	12/16/2016	00307	0092128195-2	11/23/2016	0092128195-2 1520 HILLSIDE	1,983.07	
			0678090639-9	11/18/2016	0678090639-9 S/E CORNER H	54.66	
			9593452526-2	11/18/2016	9593452526-2 1500 HILLSIDE	30.26	
			2039987372-6	11/23/2016	2039987372-6 OPPOSITE 507	11.39	
			9956638930-2	11/23/2016	9956638930-2 NEXT TO 540 B	9.88	2,089.26
45003	12/16/2016	00309	11200	10/31/2016	10/29/16 GET WELL PLANT SI	54.50	54.50
45004	12/16/2016	00464	0026453-IN	11/28/2016	SALES TAX SERVICES	15,391.65	15,391.65
45005	12/16/2016	01030	1602225	11/12/2016	MONTHLY SERVICE CONTRA	5,622.00	5,622.00
45006	12/16/2016	01037	Dec 2016	12/18/2016	8155 20 022 0094769 TOWN C	13,377.71	
			11/25-12/24 Inter	11/20/2016	8155 20 022 0097051 Internet	286.20	
			12/02/16-01/01/1	11/27/2016	8155 20 022 0097069 INTERNI	241.20	
			11/25-12/24 427	11/20/2016	8155 20 022 0097028 427 F ST	236.20	14,141.31
45007	12/16/2016	01413	1000000078331	11/16/2016	6 SATELLITE PHONES	3,815.68	3,815.68
45008	12/16/2016	01629	9869	11/30/2016	AUDIT SERVICES	11,995.29	11,995.29
45009	12/16/2016	02128	2017 Assoc Men	11/28/2016	2017 MEMBERSHIP RENEWA	50.00	
			0046524	11/22/2016	2017 ASSOCIATE MEMBERSH	35.00	85.00
45010	12/16/2016	02392	MIG-TRA	11/22/2016	OCT 2016 PREPARE FINAL EI	6,385.00	6,385.00
45011	12/16/2016	02762	CORNERSTONE EARTH GROU19757	11/25/2016	Pmt #7 Sept 13-22, 2016 Super	784.00	784.00
45012	12/16/2016	02864	MOBILE MODULAR MANAGEM1174069	11/19/2016	24 X 60 HCD OFFICE RENTAL	721.36	
			1169021	11/13/2016	8 X 20 OFFICE HCD, RAMP RI	439.38	1,160.74
45013	12/16/2016	02968	CONCORD IRON WORKS, INC1641-4	11/22/2016	PMT #4 WORK COMPLETED	107,480.15	107,480.15
45014	12/16/2016	02997	LAM HAULING, INC.	11/23/2016	TEMPORARY FENCING RENT	3,975.00	3,975.00
					b total for FIRST NATIONAL BANK OF DALY CITY:	175,728.33	

15 checks in this report.

Grand Total All Checks:

175,728.33

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45015	12/9/2016	00068	12092016 B	12/9/2016	COLMA PEACE OFFICERS: PAY	652.14	652.14
45016	12/9/2016	00631	12092016 B	12/9/2016	PERS - BUYBACK: PAYMENT	25,185.20	
			12092016 B	12/9/2016	PERS MISC NON-TAX: PAYME	10,011.33	
			12092016 M	12/9/2016	PERS MISC NON-TAX: PAYME	625.15	35,821.68
45017	12/9/2016	01340	12092016 B	12/9/2016	FLEX 125 PLAN: PAYMENT	362.31	362.31
45018	12/9/2016	01360	12092016 B	12/9/2016	ICMA CONTRIBUTION: PAYME	3,367.00	
			12092016 M	12/9/2016	ICMA CONTRIBUTION: PAYME	650.00	4,017.00
45019	12/9/2016	01375	12092016 B	12/9/2016	NATIONWIDE: PAYMENT	6,200.00	
			12092016 M	12/9/2016	NATIONWIDE: PAYMENT	750.00	6,950.00
45020	12/9/2016	02377	12092016 B	12/9/2016	CALIFORNIA STATE DISBURS: PAYM	553.84	553.84
45021	12/9/2016	02944	12092016 B	12/9/2016	PEACE OFFICERS RESEARCH: PAYM	20.00	20.00
45022	12/9/2016	02945	12092016 B	12/9/2016	PORAC LEGAL DEFENSE FUN: PAYM	206.55	206.55
93423	12/9/2016	00521	12092016 M	12/9/2016	UNITED STATES TREASURY	908.40	908.40
93425	12/9/2016	00130	12092016 B	12/9/2016	EMPLOYMENT DEVELOPMEN	7,453.42	7,453.42
93426	12/9/2016	00521	12092016 B	12/9/2016	UNITED STATES TREASURY	37,080.37	37,080.37
o total for FIRST NATIONAL BANK OF DALY CITY:							94,025.71

11 checks in this report.

Grand Total All Checks:

94,025.71

Final Check List
Town of Colma

apChkLst
12/13/2016 9:12:13AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45023	12/13/2016	00005	ABAG - PLAN	10/31/2016	LEGAL SERVICES	500.00	500.00
45024	12/13/2016	00051	CALIFORNIA WATER SERVICE	11/29/2016	WATER BILL	2,868.30	2,868.30
45025	12/13/2016	00057	CINTAS CORPORATION #2	12/6/2016	CLEANING SERVICE	1,043.12	1,043.12
45026	12/13/2016	00135	EL CAMINO CHARTER LINES	9/2/2016	12/27/16 BUS TO SIERRA AT T	1,355.43	1,355.43
45027	12/13/2016	00144	FLOWERLAND FLORAL SHOP	12/2/2016	12/02/2016 MIXED BOUQUET	54.50	54.50
45028	12/13/2016	00174	HOME DEPOT CREDIT SERVI	11/29/2016	NOV 4-28, 2016 PW PURCHASE	642.09	642.09
45029	12/13/2016	00181	IEDA	12/1/2016	LABOR RELATIONS CONSUL	1,324.00	1,324.00
45030	12/13/2016	00307	PACIFIC GAS & ELECTRIC	11/23/2016	9248309814-8 601 F STREET	227.04	363.50
				11/30/2016	0567147369-1 JSB S/O SERRA	136.46	85.00
45031	12/13/2016	00334	S.B.R.P.S.T.C.	11/17/2016	FEB 21-23, 2017 FTO UPDATE	85.00	85.00
45032	12/13/2016	00360	SAN MATEO COMMUNITY COIFY	10/12/2016	FY 2016-17 COUNCIL APPRO	600.00	600.00
45033	12/13/2016	00452	CA PARK & RECREATION SOC	12/12/2016	#119208 L TAPIA RENEWAL T	170.00	170.00
45034	12/13/2016	00779	CASTRO, ESTHER	12/5/2016	12/05/16 DEPOSIT REFUND	300.00	300.00
45035	12/13/2016	00803	GONZALEZ, ANITA	12/5/2016	12/05/16 DEPOSIT REFUND	50.00	50.00
45036	12/13/2016	01118	SWRCB ACCOUNTING OFFICE	12/1/2016	COLMA STORM WATER	5,986.00	8,074.00
				12/1/2016	COLM CITY CS	2,088.00	
45037	12/13/2016	01183	BEST BEST & KRIEGER LLP	12/2/2016	CITY ATTORNEY SERVICES	17,356.59	
				12/2/2016	CITY ATTORNEY THIRD PART	1,764.00	
				12/2/2016	CITY ATTORNEY SPECIAL SE	415.50	19,536.09
45038	12/13/2016	01184	PENINSULA UNIFORMS & EQ	11/2/2016	UNIFORMS	14.49	14.49
45039	12/13/2016	01307	O'CONNOR, MAUREEN	12/1/2016	12/01/16 REFUND CARD MAK	3.00	3.00
45040	12/13/2016	01308	EEL RIVER FUELS, INC,	12/10/2016	PW GAS PURCHASES	142.70	142.70
45041	12/13/2016	01399	WESTLAKE TOUCHLESS CARN	12/1/2016	PD CAR WASH	55.90	55.90
45042	12/13/2016	01450	SAN MATEO LAWN MOWER	11/28/2016	12 INCH CHAIN	35.89	35.89
45043	12/13/2016	01457	BATERINA, BARBARA	12/1/2016	12/01/16 REFUND CARD MAK	3.00	3.00
45044	12/13/2016	01569	DARLING INTERNATIONAL IN	11/29/2016	TRAP SERVICE CHARGE	79.71	79.71
45045	12/13/2016	01865	THYSSENKRUPP ELEVATOR	12/1/2016	COLMA PD ELEVATOR FULL I	3,530.91	3,530.91
45046	12/13/2016	02002	DIZCO, INC.	11/30/2016	12/03/16 BALLOON TWISTING	200.00	200.00
45047	12/13/2016	02182	DALY CITY KUMON CENTER	12/16/2016	TUTORING	4,765.00	4,765.00
45048	12/13/2016	02190	GOGAN, REA	12/16/2016	DEC 6-7, 2016 MILEAGE REIM	42.71	42.71
45049	12/13/2016	02382	GONZALEZ, MARIA	12/15/2016	12/05/16 DEPOSIT REFUND	300.00	300.00
45050	12/13/2016	02435	CORLEY, CAITLIN	12/15/2016	12/05/16 HOLIDAY PARTY REF	15.00	15.00
45051	12/13/2016	02998	SIERRA-AT-TAHOE LLC	12/12/2016	12/27/16 7 LIFT TICKETS, 8 LE	1,220.00	1,220.00
45052	12/13/2016	02999	RECYCLE AWAY, LLC	11/28/2016	15 EACH: 23 GAL GRAY WAS	2,754.98	2,754.98

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45053	12/13/2016	03000	UNIVERSITY OF SAN FRANCISCO	12/12/2016	JAN 5-6, 2017 K. STRATTON L	400.00	400.00
b total for FIRST NATIONAL BANK OF DALY CITY:							50,529.32

31 checks in this report.

Grand Total All Checks:

50,529.32

Final Check List
Town of Colma

apChkLst
12/20/2016 9:16:36AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45054	12/20/2016	00020	ASSOCIATED SERVICES INC 116120907	12/1/2016	SUPPLIES	96.00	96.00
45055	12/20/2016	00051	CALIFORNIA WATER SERVICE 11/30/2016	11/30/2016	WATER BILL	129.49	129.49
45056	12/20/2016	00057	CINTAS CORPORATION #2 8402983344	12/2/2016	PW FIRST AID SUPPLIES	200.37	200.37
45057	12/20/2016	00071	CSG CONSULTANTS, INC. Oct 1-28, 2016	12/8/2016	CSG	113,946.43	113,946.43
45058	12/20/2016	00077	SMC HEALTH SYSTEMS AC1617-Colma	11/30/2016	FY 2016-17 ANIMAL CONTROL	32,875.00	32,875.00
45059	12/20/2016	00093	CITY OF SOUTH SAN FRANCISCO 516673	12/9/2016	DISPATCH SERVICES	8,902.13	8,902.13
45060	12/20/2016	00095	CLEARLITE TROPHIES 79315	12/8/2016	2 X 10 BLACK LAMICOID PLA	29.57	29.57
45061	12/20/2016	00112	DEPARTMENT OF JUSTICE 202542	12/5/2016	PD ACCOUNT #140503	582.00	582.00
			204274	12/5/2016	HR ACCOUNT #145931	147.00	147.00
45062	12/20/2016	00213	STRATTON, KIRK Nov 30-Dec 1, 21	12/12/2016	NOV 30-DEC 1, 2016 CHIEF'S	43.95	43.95
45063	12/20/2016	00226	LIM, CINDY ELLEN 12/12/16 Reimbu	12/13/2016	REIMBURSEMENT FOR DUTY	72.54	72.54
45064	12/20/2016	00307	PACIFIC GAS & ELECTRIC 12/08/2016	12/8/2016	PG&E	3,591.25	3,591.25
45065	12/20/2016	00364	SMC SHERIFF'S OFFICE CL04993	11/30/2016	LAB FEES	6,310.00	6,310.00
45066	12/20/2016	00366	CRITICAL REACH 17-109	12/10/2016	2017 CALENDAR YEAR APBN	285.00	285.00
45067	12/20/2016	00388	SONITROL 1294278-IN	12/1/2016	427 F ST. MONTHLY MONITO	113.00	113.00
45068	12/20/2016	00394	TENNANT 914261703	12/1/2016	SENTINEL POWER SWEEPEF	822.06	822.06
45069	12/20/2016	00411	TURBO DATA SYSTEMS 25272	11/30/2016	CITATION PROCESSING	247.50	247.50
45070	12/20/2016	00412	TELECOMMUNICATIONS ENG44599	12/10/2016	Facilities Mgmt & Maintenance	1,328.00	1,328.00
45071	12/20/2016	00414	TERMINEX INTERNATIONAL L360441421	12/15/2016	PEST CONTROL	433.00	433.00
			360441422	12/15/2016	601 F St.	61.00	61.00
45072	12/20/2016	00534	SMC INFORMATION SERVICE 1YCL11611	12/9/2016	MICRO CHANNEL & LINES	880.00	880.00
45073	12/20/2016	00830	STAPLES ADVANTAGE 8042143961	12/3/2016	2017 14 MO. CALENDAR 7X9,	329.65	329.65
45074	12/20/2016	01001	SIGNET TESTING LABS, INC. 4726	12/2/2016	PMT #9 NOV 15-23, 2016 SPE	9,062.90	9,062.90
45075	12/20/2016	01036	MANAGED HEALTH NETWORKIPRM-000707	12/17/2016	EMPLOYEE ASSISTANCE PRG	99.20	99.20
45076	12/20/2016	01037	COMCAST CABLE 12/11-01/10 601	12/7/2016	8155 20 022 0096715 601 F ST	106.20	106.20
45077	12/20/2016	01076	API CONSULTING 16-11 Colma	12/11/2016	RECORDS MANAGEMENT	4,820.00	4,820.00
45078	12/20/2016	01296	SOUTH SAN FRANCISCO COM16-11338	12/13/2016	12/10/16 HOLIDAY PARTY	18,727.43	18,727.43
45079	12/20/2016	01312	MOSS RUBBER AND EQPMT (515042-001	12/7/2016	HYD ASSEMBLY, MUCK HI ST	335.21	335.21
45080	12/20/2016	01461	DOSSEY, BRIAN Adult Holiday Pa	12/5/2016	ADULT HOLIDAY PARTY WINE	361.20	361.20
45081	12/20/2016	01565	BAY CONTRACT MAINTENAN(Dec 2016	12/10/2016	JANITORIAL SERVICES	8,038.84	8,038.84
			18220	12/10/2016	PAPER SUPPLIES	1,284.27	1,284.27
45082	12/20/2016	01684	PERRERAS, CONRAD 2000666.003	12/12/2016	12/12/16 DEPOSIT REFUND	300.00	300.00
45083	12/20/2016	01706	PADILLA, MICHAELA 2000668.003	12/12/2016	12/12/16 DEPOSIT REFUND	50.00	50.00
45084	12/20/2016	02198	BAYSIDE PRINTED PRODUCT 105441	12/13/2016	RECREATION GUIDE	1,815.18	1,815.18

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45085	12/20/2016	02216	RAMOS OIL CO. INC.	801767	11/10/2016	PD GASOLINE PURCHASES 1	1,138.61
				851586	11/30/2016	PD GASOLINE PURCHASES 2	982.15
				811179	11/20/2016	PD GASOLINE PURCHASES 1	780.14
				852135	11/30/2016	RECREATION GASOLINE PUF	37.86
				811306	11/20/2016	ADMIN GASOLINE PURCHASE	21.79
45086	12/20/2016	02274	FRANK AND GROSSMAN LANI150988		12/1/2016	LANDSCAPE MAINTENANCE	10,200.00
45087	12/20/2016	02499	GE CAPITAL INFORMATION 97976344		12/7/2016	PD COPY MACHINE RENTAL	831.31
			97955360		12/5/2016	REC COPY MACHINE RENTAL	602.56
45088	12/20/2016	02510	REGIONAL GOVERNMENT SE6519		12/12/2016	CONTRACT FINANCE SERVIC	6,746.50
45089	12/20/2016	02545	MURRAY, JOHN MICHAEL 2000669.003		12/12/2016	12/12/16 DEPOSIT REFUND	50.00
45090	12/20/2016	02743	UTILITY TELEPHONE, INC Dec 2016		12/1/2016	INTERNET ACCESS 128070	699.48
45091	12/20/2016	02827	CORODATA SHREDDING, INC.RS2847832		11/30/2016	STORAGE, PICKUP/DELIVER	97.50
45092	12/20/2016	02830	BAILEY FENCE COMPANY, IN(74932 74942		12/2/2016	CHAINLINK FENCE & GATE F	4,619.00
					12/1/2016	CHAINLINK FENCE BETWEEN	3,227.00
45093	12/20/2016	02911	STRATEGIC INSIGHTS, INC. 16Plan-It-252		12/19/2016	PLAN-IT! CAPITAL PLANNING	747.25
45094	12/20/2016	02935	EMCOR SERVICES-MESA ENE001268391		11/30/2016	REPLACE IGNITOR & THERM	288.00
			001269490		12/8/2016	UNIT F CHECKED FURNACE	144.00

total for FIRST NATIONAL BANK OF DALY CITY: 247,638.52

41 checks in this report.

Grand Total All Checks: 247,638.52

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45095	12/22/2016	00047	12222016 B	12/22/2016	CLEA: PAYMENT	294.00	294.00
45096	12/22/2016	00068	12222016 B	12/22/2016	COLMA PEACE OFFICERS: P/	652.14	652.14
45097	12/22/2016	00282	12222016 B	12/22/2016	JANUARY 2017 ACTIVE PREM	64,420.06	64,420.06
45098	12/22/2016	00631	12222016 B	12/22/2016	PERS - BUYBACK: PAYMENT	24,450.89	
			12222016 B	12/22/2016	PERS MISC NON-TAX: PAYME	10,009.86	34,460.75
45099	12/22/2016	01340	12222016 B	12/22/2016	FLEX 125 PLAN: PAYMENT	362.15	362.15
45100	12/22/2016	01360	12222016 B	12/22/2016	ICMA CONTRIBUTION: PAYME	3,367.00	3,367.00
45101	12/22/2016	01375	12222016 B	12/22/2016	NATIONWIDE: PAYMENT	6,200.00	6,200.00
45102	12/22/2016	02224	12222016 B	12/22/2016	LIFE INSURANCE: PAYMENT	384.00	384.00
45103	12/22/2016	02377	12222016 B	12/22/2016	WAGE GARNISHMENT: PAYM	315.69	315.69
93430	12/22/2016	00130	12222016 B	12/22/2016	CALIFORNIA STATE TAX: PAY	7,610.06	7,610.06
93431	12/22/2016	00521	12222016 B	12/22/2016	FEDERAL TAX: PAYMENT	36,855.49	36,855.49

o total for FIRST NATIONAL BANK OF DALY CITY: 154,921.34

11 checks in this report.

Grand Total All Checks:

154,921.34

Final Check List
Town of Colma

apChkLst
12/27/2016 10:48:32AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
45104	12/27/2016	00004	AT&T	12/13/2016	C3A1210TS01 11/13/16-12/12/16	1,489.81	1,489.81
45105	12/27/2016	00051	CALIFORNIA WATER SERVICE	12/13/2016	1727052702 JSB ACROSS FR	76.33	76.33
45106	12/27/2016	00117	DELTA DENTAL OF CALIFORN	1/1/2017	DENTAL INSURANCE	12,421.20	12,421.20
45107	12/27/2016	00280	OFFICE DEPOT, INC.	12/13/2016	8.5 X 11 COPY PAPER, NAME	97.20	
				12/5/2016	HP 22 & HP #56 INK JET CAR	47.73	144.93
				12/14/2016	MEDICAL INSURANCE	43,681.54	43,681.54
45108	12/27/2016	00282	CALIFORNIA PUBLIC EMPLOY	12/12/2016	0512181543-4 STREET LIGHT	1,854.79	1,854.79
45109	12/27/2016	00307	PACIFIC GAS & ELECTRIC	11/30/2016	11/03/16 GET WELL PLANT FC	54.50	54.50
45110	12/27/2016	00309	PAUL'S FLOWERS	11/30/2016	UNIFORM SERVICE	515.00	515.00
45111	12/27/2016	00623	ARAMARK	12/9/2016	SURVEYOR VESTS: 9 LG YEL	240.89	240.89
45112	12/27/2016	01280	AIRGAS-NCN	12/25/2016	PW GAS PURCHASES	277.55	277.55
45113	12/27/2016	01308	EEL RIVER FUELS, INC.	12/14/2016	JAN 1-DEC 31, 2017 MUSIC LI	397.00	397.00
45114	12/27/2016	01352	SESAC, INC.	11/1/2017	VERANO OWNERS ASSOCIA	310.00	310.00
45115	12/27/2016	01414	VERANO HOMEOWNERS ASS1	12/8/2016	STANDARD AND REGULAR SI	128.01	128.01
45116	12/27/2016	01687	UNITED SITE SERVICES OF	12/21/2016	12.21.16 YOUTH COOKING CI	8.00	8.00
45117	12/27/2016	01860	ROQUE, EMILIO	12/20/2016	LIFE INSURANCE	322.13	322.13
45118	12/27/2016	02042	CINTAS FIRE 636525	12/15/2016	MUSIC LESSONS	225.50	225.50
45119	12/27/2016	02224	STANDARD INSURANCE COM	12/19/2016	NOV 2016 COLMA VETERAN'S	1,776.00	1,776.00
45120	12/27/2016	02386	VIBO MUSIC SCHOOL	12/14/2016	FIRE SYSTEM AT SR. HOUSIN	2,606.87	2,606.87
45121	12/27/2016	02392	MIG-TRA	12/10/2016	COOKING CLASSES	389.13	389.13
45122	12/27/2016	02542	TYCO INTEGRATED SECURIT	12/22/2016	DEC 13-14, 2016 SENIOR LUN	500.00	500.00
45123	12/27/2016	02623	BLOEBAUM, CYNTHIA	11/30/2016	SHREDDING	94.66	94.66
45124	12/27/2016	02817	MORQUECHO, CYNTHIA	12/27/2016	OPEB CONTRIBUTION	78.00	78.00
45125	12/27/2016	02827	CORODATA SHREDDING, INC	12/19/2016	12.19.16 DEPOSIT REFUND	91,633.00	91,633.00
45126	12/27/2016	02849	U.S. BANK PARS ACCOUNT, 6	12/19/2016	1199 EL CAMINO HVAC PREV	240.00	240.00
45127	12/27/2016	02877	GUERRERO, CESAR	12/19/2016	1180 EL CAMINO HVAC PREV	2,295.00	2,295.00
45128	12/27/2016	02935	EMCOR SERVICES-MESA ENF	12/19/2016	1520 HILLSIDE BLVD. HVAC P	1,410.00	1,410.00
				12/19/2016	1500 HILLSIDE BLVD. HVAC P	1,375.00	1,375.00
				12/19/2016	427 F STREET HVAC PREVEN	525.00	525.00
				11/30/2016	NOV 2016 1670-1692 MISSION	257.50	257.50
45129	12/27/2016	03001	WRA, INC.			1,047.50	1,047.50
					b total for FIRST NATIONAL BANK OF DALY CITY:		166,374.84

26 checks in this report.

Grand Total All Checks: 166,374.84



ORDINANCE NO. ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**ORDINANCE ADDING COLMA MUNICIPAL CODE SECTION 2.07.065 REGARDING
DOG PARK REGULATIONS**

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

ARTICLE 1. RECITALS.

- (a) The Colma Municipal Code (“CMC”) Section 8.01.070 currently does not allow a dog to be off-leash in public areas of the Town of Colma, including public parks.
- (b) The Town of Colma’s Dog Park, known as the “Bark Park,” is located on the west end of D Street off Clark Avenue in Colma.
- (c) The Town finds that authorizing and regulating the parameters of off-leash activities of dogs and their responsible persons within the Bark Park is in the best interests of the health, safety, and general welfare of the residents of Colma. Further, the Town of Colma believes that limiting certain activities and young children from the Bark Park serves the public interest by preventing safety accidents and ensuring the public health, safety, and welfare of the community.
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ARTICLE 2. INCORPORATION OF RECITALS.

The City Council hereby finds that all of the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

ARTICLE 3. CMC SECTION 2.07.065 ADDED.

Section 2.07.065 shall be and hereby is added to the Colma Municipal Code as follows:

2.07.065 Bark Park Regulations.

This section shall apply to the Town of Colma’s Dog Park, known as the “Bark Park,” in addition to all other regulations of this CMC Chapter 2.07. For the purposes of this section, the term “Responsible Person” shall mean any person age eighteen (18) years or older who owns, has a proprietary or possessory interest in, harbors or has the care, charge, control, custody or possession of any dog.

- (a) Pursuant to Government Code section 831.7, the Town shall not be held liable for injury or death of a person or pet resulting solely from the actions of a dog in a dog park. Each Responsible Person is solely responsible and liable for the actions of their dog.

- (b) Consuming, possessing or keeping on or about his or her person any alcoholic beverage pursuant to Section 2.07.060(12) is hereby prohibited in the Bark Park.
- (c) Smoking, lighting or carrying a lighted pipe, cigar, cigarette, or other smoking device of any kind in the Bark Park is prohibited consistent with Section 2.07.060(19).
- (d) The Bark Park is open from sunrise to sunset pursuant to Section 2.07.030. No dogs or persons are permitted in the Bark Park from sunset to sunrise.
- (e) All dogs must be vaccinated for rabies and legally licensed prior to use of the Bark Park as required by CMC Chapter 8.01. Any Responsible Person must be able to produce evidence of vaccination and licensing upon request by proper authorities.
- (f) No person shall place or allow to be placed in the Bark Park any dog that has been designated as a Dangerous or Vicious Animal pursuant to CMC Chapter 8.01 or any similar animal control regulation.
- (g) Dog bites shall be reported immediately to the Colma Police Department or San Mateo County Animal Control at 650-997-8321 or 650-340-8200 or as provided in CMC 8.01.260.
- (h) Dogs under the age of four (4) months are not permitted in the Bark Park pursuant to section 121690 of the Health and Safety Code.
- (i) Children fifteen (15) years of age and younger must be accompanied and supervised by a responsible adult while in the Bark Park.
- (j) No food of any kind is allowed in the Bark Park to ensure the public safety and welfare of both dogs and people in the Bark Park as food can lead to dog fights.
- (k) No Responsible Person shall have more than three (3) dogs at once in the Bark Park to ensure proper handling of each dog and to ensure the public health, safety and welfare.
- (l) Dogs shall not be kept on a leash inside the Bark Park. The Bark Park is an "off leash" area. Choke chains, prong collars, and head collars (Halti, Gentle Leader, etc.) are recommended to be removed before letting a dog loose in the Bark Park.
- (m) Each Responsible Person is responsible for repairing damages to the Bark Park or Bark Park facilities caused by their dog(s) (e.g. filling in holes, etc.).
- (n) It shall be unlawful for a Responsible Person in the Bark Park not to immediately pick up and properly dispose of the feces of their dog(s). Proper disposal shall include the placement of such feces in a bag or other container and its disposal in a trash receptacle.
- (o) No person shall place or allow to be placed a female dog in heat or pre-heat in the Bark Park.
- (p) No person shall place or allow to be placed a sick dog in the Bark Park. Sickness includes any animal disease that is dangerous or transmittable to humans or other animals, including, but not limited to, kennel cough, Giardia, and rabies.

(q) Responsible Persons shall, at all times, take all reasonable precautions to prevent their dog(s) from biting, attacking or attempting to bite or attack any person or dog. A Responsible Person shall immediately remove his or her dog from the Bark Park if it bites, attacks or attempts to bite or attack any person or dog. A Responsible Person whose dog is bitten or attacked shall immediately remove his or her dog from the Bark Park.

(r) Any dog which has been repeatedly aggressive or attempted to attack or bite another dog or a person, or whose Responsible Person fails on more than two (2) occasions to abide by the reasonable rules and regulations applicable to the Bark Park may be barred from further use of the Bark Park by notice and order of the City, in its discretion.

ARTICLE 4. SEVERABILITY.

Each of the provisions of this Ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE 5. NOT A CEQA PROJECT.

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

ARTICLE 6. 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.

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Certificate of Adoption

I certify that the foregoing Ordinance No. ___ was duly introduced at a regular meeting of the City Council of the Town of Colma held on December 14, 2016 and duly adopted at a regular meeting of said City Council held on _____, 2016 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor					
Raquel "Rae" Gonzalez					
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, Administrative Services Director
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 11, 2017
 SUBJECT: Recreation Quarterly Review, October – December 2016

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE FOURTH QUARTER OF 2016.

EXECUTIVE SUMMARY

In the fourth quarter of 2016, a total of 1,480 participants attended 52 programs. This represents an increase of 61 participants from the fourth quarter of 2015. Staff attributes the increase to greater participation in the senior program Arm Chair Travel, the scheduling of the Cirque du Soleil Show for adults and seniors, and the addition of the fall (Thanksgiving week) Day Camp program.

Staff estimates that 38 percent of the population had a current Colma I.D. during the fourth quarter of 2016, suggesting that residents participated in multiple programs.

There were a total of 75 rentals, which is the same amount of rentals from the third quarter of 2016.

BACKGROUND

Participation

The Recreation Services Department offered programs, activities, events and trips for all age groups during the past quarter. Below is a summary of participation levels by demographic:

- A total of 104 adults and seniors participated in enrichment programs. This represents a decrease of 8 participants from the fourth quarter of 2015.

- A total of 489 adults and seniors participated in trips and events. This represents an increase of 39 participants from the fourth quarter of 2015.
- A total of 386 youth and teens participated in Enrichment Programs. This represents an increase of 22 participants from the fourth quarter of 2015.
- A total of 206 youths and teens participated in events and trips. This represents a decrease of 6 participants from the fourth quarter of 2015.
- A total of 295 youth, adults and seniors participated in Community Programs. This represents an increase of 14 participants from the fourth quarter of 2015.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 53 different events:

- Resident Rentals (27 social events and one HOA meeting)
- Resident Non-profit group (one fundraiser)
- Non-Resident Rentals (one funeral reception and two holiday events)
- Non-Resident Non-profit Groups (three meetings)
- In House Reservations (18 meetings/trainings)

The Sterling Park Recreation Center was rented for 22 different events:

- Sterling Park Resident Rentals (22 social events)

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. In November, recreation facilities began composting organic material diverting food waste from the general collection of trash.

ATTACHMENTS

- A. 2016 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review
October - December 2016
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Boot Camp Fitness	6	1	Existing
Card Making Classes	8	2	<i>NEW</i>
Cooking Classes	22	2	Existing
Creekside Villas Activities	25	3	Existing
First Aid/CPR	4	1	Existing
Golf	4	3	Existing
Hatha Yoga	16	2	Existing
Yoga for Seniors	8	1	<i>NEW</i>
Zumba	11	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Adult Holiday Event	217	1	Existing
Arm Chair Travel	27	3	Existing
Breakfast with Santa	31	1	Existing
Cirque du Soleil - Luzia	51	1	Existing
Forest Hill Farms	18	1	<i>NEW</i>
Friday Films	24	3	Existing
Night at the Exploratorium	16	1	<i>NEW</i>
Senior Holiday Luncheon (including staff)	37	1	Existing
Senior Luncheon (Thanksgiving)	28	2	Existing
The Great Dickens Fair	25	1	Existing
Winchester Mystery House	15	1	<i>NEW</i>

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Ballet, Tap & Hip Hop	7	8	Existing
Cooking	7	2	Existing
Fall Day Camp Early Morning Care	12	1	<i>NEW</i>
Fall Day Camp	19	1	<i>NEW</i>
Fall Day Camp Afternoon Care	11	1	<i>NEW</i>
Golf	9	3	Existing
Guitar Workshop	1	1	Existing
Keyboard	6	3	Existing
Kids' Club Afterschool Program	60	4	Existing
Kumon Math Tutoring	81	3	Existing
Kumon Reading Tutoring	60	3	Existing
Parents' Night Out	16	3	Existing
Tae Kwon Do	28	3	Existing

Tot Gym & Jam	Cancelled	3	Existing
Vibo Youth Ensemble	3	1	Existing
Violin Workshop	4	2	Existing
Winter Day Camp Early Morning Care	17	1	Existing
Winter Day Camp	28	1	Existing
Winter Day Camp Afternoon Care	17	1	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Breakfast with Santa	59	1	Existing
Halloween Costume Parade	45	1	Existing
HOWL-O-WEEN Pet Parade	Cancelled	1	Existing
Ice Creak Arts & Crafts – Halloween Masks	7	1	Existing
Ice Creak Arts & Crafts – Snow Globes	5	1	Existing
Pumpkin Carving Party	32	1	Existing
Teen Activity Group (Meetings)	6	1	Existing
Teen Activity Group (Volunteer Projects)	7	2	NEW
Teen Center Hours	8	1	Existing
Teen Fright Night	20	1	Existing
Teen Holiday Party – Ski Trip	17	1	Existing

Community Programs

Program	Registered	Sessions	New or Existing Program
Colma Game Night	43	1	Existing
Halloween House Decorating Contest	38	1	Existing
Holiday Craft Night	52	1	Existing
Holiday House Decorating Contest	49	1	Existing
Project Read Learning Wheels	36	2	Existing
Project Read Nutrition Program	19	1	Existing
Project Read Science Club	58	3	Existing

Note: Programs were cancelled due to insufficient participation.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 11, 2017
 SUBJECT: Memorandum of Agreement with San Mateo County Flood Control District

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH THE SAN MATEO COUNTY FLOOD CONTROL DISTRICT FOR MAINTENANCE OF THE COLMA CREEK FLOOD CONTROL CHANNEL

EXECUTIVE SUMMARY

The proposed resolution authorizes the Town of Colma (Town) to enter into Memorandum of Agreement (MOA) with the County of San Mateo Flood Control District (SMCFCD) for the Town to perform simple maintenance activities in the Colma Creek Channel and to be reimbursed for the Town's cost of those services by SMCFCD. Portions of the Colma Creek Channel are maintained and managed by the SMCFCD. This Agreement will allow the Town to enter those portions of the creek (areas defined in Exhibit C) and perform minor maintenance and abatement issues as they arise within the creek channel.

FISCAL IMPACT

For the services provided by the Town or the Town's contractors within the Colma Creek Channel that is maintained and managed by the SMCFCD, the District shall make payments to the Town based on the rates and in the manner specified within the MOA. The Town shall submit an invoice to the SMCFCD upon completion of SMCFCD-authorized work. SMCFCD shall make payment within thirty (30) days of receipt of invoice. In no event shall SMCFCD total fiscal obligation under the term of the proposed MOA exceed One Hundred Thousand Dollars and 00/100s (\$100,000.00). Invoices shall be submitted on a monthly basis whenever work is performed under this MOA.

BACKGROUND

Several areas of the Colma Creek that are in the public's view have been defaced with graffiti, been exposed to acts of vandalism, and are subject to poor vegetation management. This has become a blight to the many residents, business and public that view the creek from their home, place of business or when passing by. The Town over a period of time has been receiving these complaints but has been unable to enter these areas due to the fact that they were controlled by either the Bay Area Rapid Transit District (BART) and/or the SMCFCD. When the Town approached SMCFCD to abate or correct these issues, it was made apparent that they did not have the time or the labor force to commit to taking care of these issues or complaints. The Town and the SMCFCD agreed that if we could obtain the needed

approvals from BART, and construct an agreement that would allow the Town to take over the minor maintenance and make the needed repairs, SMCFCFCD would compensate the Town for their efforts.

Various areas of the Creek and are owned by BART. Those areas are bordered off with fencing and access is limited to one or two locations. To legally enter these areas the Town had to apply for and obtain a Right of Entry Permit from BART to legally enter the property. The Town has complied with the many BART conditions and has since obtained a permit to enter the property.

The second part of the process is to enter into the MOA that outlines the Town's role in abating, repairing or maintaining areas of the creek that have become a visual blight or hazard to the community. The MOA defines the roles of the Town and that of the SMCFCFCD in regards to scope of work, responsibilities and who is responsible for each task and compensation for work performed.

ANALYSIS

By entering into this proposed MOA, the Town's Public Works Department will now be able to correct the many maintenance issues that exist within the bordered off areas of the creek channel. The agreement only allows the Town to perform minor maintenance, abatement and repair items. They would not be responsible for corrective items that require specialized services such as hazardous waste removal or clean up, entry into areas that require confined space permits or work that would go beyond the everyday activities of our Public Works Maintenance Department. The agreement also allows for compensation for labor and materials that are expended to repair or correct the item of concern.

ALTERNATIVE

The City Council could choose not to enter into this agreement with The San Mateo County Flood Control District and continue to pursue the District to make the needed repairs and correction when they arise. This is not recommended, as it is unlikely to change the visual blight and hazards that currently exist in the Colma Creek in the near future.

COUNCIL ADOPTED VALUES

The City Council has taken a *responsible* approach by contemplating the entering into an agreement with the San Mateo County Flood Control District to maintain, repair, and abate acts of vandalism within and around the Colma Creek Channel that are under the control of the SMCFCFCD.

CONCLUSION

Staff recommends that City Council adopt a resolution to a approve a Memorandum of Agreement with the San Mateo County Flood Control District for minor maintenance, repairs and abatement of acts of vandalism of the Colma Creek Flood Channel.

ATTACHMENTS

- a. Resolution
- b. Draft copy of Memorandum of Agreement
- c. Map of the Colma Creek Channel

RESOLUTION NO. 2016-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH THE
SAN MATEO COUNTY FLOOD CONTROL DISTRICT FOR MAINTENANCE
OF THE COLMA CREEK FLOOD CONTROL CHANNEL**

The City Council of the Town of Colma does hereby resolve:

1. Background.

- (a) The San Mateo County Flood Control District ("District") financed, constructed and maintains the Colma Creek Flood Control Channel.
- (b) A portion of the Colma Creek Flood Control Channel lies within the Town of Colma (the "Town").
- (c) The Town and District have identified a need for a collaborative effort and sharing of resources in vegetation management, abatement of graffiti, vandalism, illegal dumping, illegal encampments, minor maintenance efforts, and the collection and disposal of trash and debris deposited in and around the Colma Creek Flood Control Channel in the Town.
- (d) The Town and District desire to enter into a Memorandum of Agreement to utilize Town resources for vegetation management, abatement of graffiti, vandalism, illegal dumping, illegal encampments, minor maintenance, and trash prevention and removal activities within and adjacent to the Colma Creek Flood Control Channel.

2. Findings.

- (a) The City Council finds that the Town and District are government agencies duly authorized and existing under the laws of the State of California, and situated within the boundaries of the County of San Mateo.
- (b) The City Council further finds that Government Code section 54981 allows the legislative body of any local government agency to contract with another agency for performance of municipal services or functions.

3. Order.

- (a) The Memorandum of Agreement (MOA) between the Town of Colma and San Mateo County Flood Control District, a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.
- (b) The Mayor is authorized to execute said contract on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

Certification of Adoption

I certify that the foregoing Resolution No. 2016-## was duly adopted at a regular meeting of said City Council held on _____, 2016 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
John Irish Goodwin					
Diana Colvin					
Voting Tally					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk

**MEMORANDUM OF AGREEMENT
between the
TOWN OF COLMA
and the
SAN MATEO COUNTY FLOOD CONTROL DISTRICT**

(COLMA CREEK FLOOD CONTROL CHANNEL MAINTENANCE)

This Memorandum of Agreement ('MOA'), made and entered into this _____ day of _____, 2016, by and between the Town of Colma ("Town"), a municipal corporation of the State of California, and the San Mateo County Flood Control District ("District"), a special district in County of San Mateo, State of California.

WHEREAS, a portion of the Colma Creek Flood Control Channel financed, constructed, and maintained by District lies within the incorporated limits of the Town; and

WHEREAS, the Town and District have identified a need for a collaborative effort and sharing of resources in vegetation management, abatement of graffiti, vandalism, illegal dumping, illegal encampments, minor maintenance efforts, and the collection and disposal of trash and debris deposited in and around the Colma Creek Flood Control Channel in the Town; and

WHEREAS, trash in the creeks and waterways is detrimental to the community and to the environment; and

WHEREAS, the Town and District have implemented programs that include the removal of trash along creeks and waterways to comply with National Pollutant Discharge Elimination System Municipal Regional Stormwater Permit issued by the San Francisco Bay Regional Water Quality Control Board; and

WHEREAS, the Town has the resources and current programs to assist in the management of vegetation, graffiti, vandalism, illegal dumping, illegal encampments, and minor maintenance in and around the Colma Creek Flood Control Channel in the Town; and

WHEREAS, the Town and District desire to enter into a Memorandum of Agreement to utilize Town resources for vegetation management, abatement of graffiti, vandalism, illegal dumping, illegal encampments, minor maintenance, and trash prevention and removal activities within and adjacent to the Colma Creek Flood Control Channel; and

WHEREAS, the Town and District are government agencies duly authorized and existing under the laws of the State of California, and situated within the boundaries of the County of San Mateo; and

WHEREAS, Government Code section 54981 allows the legislative body of any local government agency to contract with another agency for performance of municipal services or functions; and

WHEREAS, Government Code section 6502 provides that, if authorized by their legislative or other governing bodies, two or more public agencies may by agreement jointly exercise any power common to the parties.

NOW, THEREFORE, in consideration of their mutual covenants in this Memorandum of Agreement, the TOWN and DISTRICT agree as follows:

I. TERMS AND CONDITIONS

A. Term of MOA

The term of this MOA shall be from the date first set forth above to June 30, 2019. This MOA may be terminated pursuant to Section J.

B. Authorizations

The City Manager is authorized to approve extensions to the term of this MOA, to modify due dates, to resolve conflicts, or otherwise grant approvals on behalf of the Town, provided such approvals are not vested in the authority of the Town Council, and provided that any approval requiring payment of funds in excess of appropriated funds shall require Town Council approval of the appropriation of those funds.

The Director of the San Mateo County Department of Public Works, serving as the County Board of Supervisors' designee and the District's Administrative Officer, is authorized to approve the extension of the term of this MOA, to modify due dates, to resolve conflicts, or otherwise grant approvals on behalf of District, provided that any approval requiring payment of funds in excess of appropriated funds requires the County Board of Supervisors' approval of the appropriation of those funds.

C. Insurance

Each party shall maintain a program of self-insurance or excess insurance, or any combination thereof, and shall name the other party as an additional insured thereto to protect against any liability for bodily injury or property damage arising out of, or in connection with, the performance of the insuring party, its appointed or elected officials, officers, agents, and employees, under this MOA. The liability coverage under such program of self-insurance or excess insurance shall not be less than Two Million Dollars (\$2,000,000) combined single limit for each occurrence. Each party shall supply a certificate of self-insurance to the other party on or before the time of execution of this MOA. Each party shall notify the other party in writing prior to any termination of such self-insurance program.

D. Indemnification

Pursuant to Government Code section 895.4, each party agrees to fully indemnify, defend, and hold the other party (including its appointed and elected officials, officers, employees, and agents) harmless from any damage or liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such party under this MOA. No party, nor any appointed or elected official, officer, employee, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other party hereto, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such other party under this MOA.

E. Amendment

This MOA may be amended at any time upon the written mutual approval of the parties.

F. Notices

Any and all notices required to be given hereunder shall be deemed to have been delivered upon deposit in the United States mail, postage prepaid, addressed to either of the parties at the following address or such other address as is provided by either party in writing:

To Town: Town of Colma 1188 El Camino Real Colma, CA 94014 Attn: Director, Public Works	To District: San Mateo County Flood Control District 555 County Center, 5 th Floor Redwood City, CA 94063 Attn: Director, Public Works
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G. Severability

If any provision of this MOA shall be held to be invalid, void, or unenforceable, the validity, legality, or enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.

H. Entire Agreement

This MOA, together with Exhibit A and Exhibit B attached hereto and incorporated herein contains the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior negotiations, documents, and discussions pertaining thereto.

I. Debt Limitation

The Town and District are both subject to laws or policies which limit their ability to incur debt in future years. Nothing in this MOA shall constitute an obligation of future legislative bodies of the Town or District to appropriate funds for purposes of this MOA.

J. Termination

Either party may terminate this MOA by providing the other party with written notice of termination, no less than thirty (30) days prior to the effective date of termination.

K. Conflict of Interest

The Town and the District shall each avoid all conflicts of interest in the performance of this MOA and shall immediately notify the other should a conflict of interest arise that would prohibit or impair the party's ability to perform under this MOA.

L. Non-Discrimination

Neither the Town nor District will discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identification, disability, ethnicity, or national origin, in connection with or related to the performance of this MOA.

M. Limitations

Sites that may require the performance of the activities under the terms of this MOA must satisfy all of the following: (i) within the limits of the Town, (ii) in or immediately adjacent

to the Colma Creek Flood Control Channel as depicted on Exhibit A, and (iii) subject to a Town and/or District right-of-way, easement, or permit. Other sites not meeting the requirements of (i), (ii), and (iii) of this subsection are not covered under this MOA.

N. Disputes

The Town and District agree that, with regard to all disputes or disagreements arising under this MOA which are not resolved informally at the staff level after a good faith attempt by both parties, the parties may, at their sole and mutual discretion, agree to engage in mediation. The costs of the mediation shall be divided equally between the parties, unless otherwise agreed.

O. Payment for Services

In consideration of the services provided by the Town or the Town's contractors within District right-of-way, easement or future easements as depicted on Exhibit A in accordance with all terms, conditions, and scope set forth herein, the District shall make payment to the Town based on the rates and in the manner specified. The Town shall submit an invoice to the District upon completion of District-authorized work. Said invoice shall include an accounting of all charges for personnel, material, equipment, and/or outside services which the Town shall have used for the performance of the work and a description of the work performed including dates of the work performed. Payments shall be in accordance with the rates described in Exhibit B. Every July 1, the Town may notify the District in writing of any rate adjustments as identified in Exhibit B. Rate adjustments are subject to District approval. District shall make payment within thirty (30) days of receipt of invoice. In no event shall District's total fiscal obligation under the term of this MOA exceed One Hundred Thousand Dollars and No/100s (\$100,000.00). Invoices shall be submitted on a monthly basis whenever work is performed under this MOA.

II. DEFINITIONS

- A. Channel** - The Colma Creek Flood Control Channel financed, constructed, and maintained by District from the confluence with the Navigable Slough (also known historically as San Bruno Creek/Canal/Slough) to the general vicinity of the intersection of El Camino Real and Valley Street in the City of Daly City.
- B. Active Illegal Encampment** - An illegal encampment that appears to have been recently used as an encampment site as evidenced by (i) the presence of persons at or around the encampment, or (ii) the organized, systematic and methodical appearance of the encampment where it would be reasonable to assume that it is currently being used as an encampment.
- C. Town Waste** - All wastes generated by or collected by the Town in the performance of all municipal services, including Grit and Screenings, but excluding Sewage Sludge or other residue from waste-water treatment facilities, and including, but not limited, to debris from street and sewer repairs and construction, debris from public and private lot clean-up operations, tires from municipal vehicles, debris from street sweepings, grass clippings, leaves and tree trimmings from maintenance of Town parks, streets, median strips, and property, rock and concrete not exceeding a non-diagonal dimension of four (4) feet, asphalt pavement as found in streets, tree stumps and branches no more than eight (8) feet long and no more than two (2) feet in diameter, bulky wastes such as large appliances and furniture found in clean-up operations of real property, parks or other public or private lands, and other similar wastes generated by or collected by the Town of Colma. Except as provided in this Section II.B, Town Waste shall not include residential garbage and rubbish, or commercial

garbage and rubbish that is generated by private individuals or private businesses and is regularly collected by the Town's waste hauler from private property.

- D. Grit and Screenings** - Grit includes sand, gravel, cinder, or other heavy solid materials that are "heavier" (higher specific gravity) than the organic biodegradable solids in wastewater. Grit also includes eggshells, bone chips, seeds, coffee grounds, and large organic particles, such as food waste. Screenings are suspended solids or objects such as rags, paper, plastics, and metals to prevent damage and clogging of downstream equipment, piping, and appurtenances.
- E. Hazardous Waste** - A solid waste, or combination of solid wastes, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may: (i) cause, or significantly contribute to an increase in mortality, or an increase in serious irreversible, or incapacitating reversible illness; or (ii) pose a substantial, present, or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.
- F. Illegal Encampment** - A camp located in or immediately adjacent to the Colma Creek Flood Control Channel within the Town that has not been permitted by the Town, District, and/or other agencies with jurisdiction to regulate that camping activity.
- G. Inactive Illegal Encampment** - An illegal encampment that does not appear to have recently been used as an encampment as evidenced by: (i) the lack of persons at or around the encampment, and (ii) the unorganized, unmethodical, unsystematic, haphazard appearance of the encampment where it would be reasonable to assume that it was abandoned.
- H. Right-of-Way** - Recorded deed for property, either in form of fee title ownership or easement.
- I. Sewage Sludge** - Sewage sludge are nutrient-rich organic materials resulting from the treatment of domestic sewage in a wastewater treatment facility.
- J. Trash** - All illegal dumping and improperly discarded waste material, including, but not limited to, shopping carts, tires, furniture, pallets, convenience food, beverage, and other product packages or containers constructed of steel, aluminum, glass, paper, plastic, and other natural and synthetic materials, thrown or deposited on the lands and waterways within the Town. For the purposes of this MOA, Trash does not include sediment or vegetation; except for yard waste that is illegally disposed in or along the Colma Creek Flood Control Channel.
- K. Universal Waste** - Any of the following hazardous wastes that are subject to the universal waste requirements of 40 CFR part 273 or CCR Title 22, Division 4.5, Chapter 23, including: (1) Batteries as described in § 273.2; (2) Pesticides as described in § 273.3; (3) Mercury-containing equipment as described in § 273.4; and (4) Lamps as described in § 273.5. (source: 40 CFR §273.9)
- L. Advisory Committee** – The Colma Creek Flood Control District Citizens Advisory Committee

III. SCOPE

A. MOA Administration

1. *Quarterly Channel Inspections*

The Town and District shall each designate lead staff from their respective organizations to perform quarterly tandem inspections of the Channel from Mission Road approximately one thousand five hundred (1,500) feet southeast of the intersection of Mission Road and El Camino Real to D Street (Town boundary). Staff shall inspect only areas adjacent to the Channel diversion structure and surface conditions along the alignment of the underground box culvert. The quarterly inspections shall:

Identify issues related to maintenance needs, including litter problem areas, illegal dumping sites, abandoned shopping carts, graffiti, vandalism, Active and Inactive Illegal Encampments, areas in need of vegetation maintenance, including those areas within the Channel and along access roads, and fence repair needs along the Channel.

2. *Reporting*

a. The Town shall prepare an Annual Report.

i. The Annual Report for each fiscal year (July 1 – June 30) shall be prepared and submitted to District by the Town by July 31 of each year this MOA is in effect.

ii. The Report must include at a minimum the following:

- Status, accomplishments, and requests to be completed under this MOA;
- Number of sites, site locations, and amount of material collected during all clean-up programs or projects under this MOA;
- Number of sites and site locations of Illegal Encampments removed under this MOA;
- Actual expenditures under this MOA.

iii. The information provided pursuant to (ii.) above, and other appropriate metrics, shall be used to determine the success of the maintenance program, and generate information that supports Municipal Regional Stormwater Permit reporting.

b. The Annual Report shall be submitted by District to the Advisory Committee each calendar year for the Advisory Committee's September meeting.

3. *Environmental Permitting*

For maintenance activities in and around the Colma Creek Flood Control Channel that require regulatory agency approval, District shall ensure that proper permits are obtained prior to the commencement of said maintenance activities.

B. Illegal Encampment Clean-up Program

The Illegal Encampment clean-up program focuses on the cleanup of Active and Inactive Illegal Encampment sites and is led by the Town on an as-needed basis.

1. *Town Actions*

The Town shall:

- a. Coordinate site identification, which includes the identification of the sites and verification (in collaboration with District staff) that the sites are within the Town limits, that either District or the Town has right-of-way on the sites, and that the sites are in or adjacent to the Colma Creek Flood Control Channel;
- b. Coordinate site logistics, which includes coordinating the timing of the clean-ups; and coordinating with the District on services and supplies needed as described under District Actions for this program;
- c. Provide clean-up personnel and supervision, which includes providing sufficient personnel and supervision to conduct the cleanup. Alternately, the Town may contract with another entity to provide personnel for clean-up of Active Illegal Encampments. The Town shall ensure that notices of the clean-up are posted by the Town at least seventy-two (72) hours prior to the clean-up date of the sites.
- d. Coordinate appropriate social services, which includes coordinating appropriate and available resources to attend clean-ups and direct any encampment occupants to social services as needed;
- e. Provide disposal of non-hazardous wastes, which includes the acceptance at an appropriate disposal facility of materials meeting all of the following conditions:
 - i. Materials meet the definition of "Trash";
 - ii. Materials include only Trash from this clean-up program; no other materials may be commingled with the material collected pursuant to this MOA;
 - iii. Any vehicle or container used for this purpose must be empty at the start of the clean-up and must be dumped at the end of the clean-up without being used for any other purpose; all containers must be secured to prevent unauthorized deposition of waste in the containers;
 - iv. Materials include no Hazardous Wastes (such as containers of fuel, paint, or chemicals), Universal Wastes (such as batteries, lamps, televisions, or other electronic waste), sediment or vegetation, or other materials banned from landfill disposal (such as tires, appliances, motor vehicles, and other large metallic discards);
 - v. Delivery is accompanied by properly completed forms; and
 - vi. All regulations at the disposal facility shall be observed by disposal vehicle drivers.
- f. Lawfully manage personal possessions, which include the receipt, storage, and management by the Town of personal possessions collected during clean-ups.

2. *District Actions*

The District shall:

- a. Ensure permit coverage, which includes obtaining appropriate permits for performing maintenance work in and around the Colma Creek Flood Control Channel;
- b. Provide notifications when appropriate and coordinate with permitting agencies when requested by the Town.

3. *Standard Operating Procedures*

- a. The parties agree that all clean-up of Illegal Encampments under the encampment clean-up program will be performed in accordance with the Town's standard procedures.

- b. The Town procedures may be amended from time to time by the Town.

C. Trash Clean-Up Program

The Trash Clean-Up Program helps address the clean-up of Trash accumulations that fall outside the scope of the encampment cleanup program. It is coordinated by Town and District staff through the Quarterly Channel Inspections described in Section III.A.1 of this MOA. Sites must be located within the Colma Creek Flood Control Channel right-of-way, easement, and the boundaries of the Town.

1. Site Identification:

- a. Town and District staff will identify the Trash Clean-Up Program sites, using the following criteria for prioritization:
 - i. Site is a historically-reoccurring litter problem area
 - ii. Site has received complaints from the public
 - iii. Site provides opportunity for proactive intervention
 - iv. Site has a significant accumulation of debris

2. Implementation

Town and District staff will coordinate logistics and responsibilities on an annual basis.

- a. **Program List** – The Town shall develop, maintain, and distribute to appropriate Town and District personnel a list of trash prevention and removal programs and their associated staff contacts. This list is intended to improve coordination and make communications with residents more seamless.
- b. **Coordinating Operations** – The Town and District shall, as part of their annual work planning, consider opportunities to manage and schedule routine clean-up activities performed by both parties with the intent of providing equitable exchange of services.

D. Abatement of Graffiti and Vandalism

The Town and District will work collaboratively on graffiti and vandalism abatement programs. Recognizing that timely abatement of graffiti and vandalism discourages proliferation of associated illegal activities, District authorizes the Town to abate upon notice by any party.

Graffiti and Vandalism Abatement:

- a. Graffiti and Vandalism abatement may be conducted by the Town.
- b. The Town shall provide photographs of graffiti that was removed (before and after) as a condition of reimbursement for services provided under this MOA.
- c. Proper best management practices (BMPs) shall be followed to ensure compliance with water quality laws and regulations, including, but not limited to, BMPs for methods of proper capture and disposal of wastes generated during graffiti removal activities.

E. Vegetation Management

The Town and District will work collaboratively on vegetation management within the Colma Creek Flood Control Channel right-of-way and access road areas.

Vegetation Management:

- a. Vegetation removal within the Channel and access road areas may be conducted by the Town upon request by the District.
- b. Vegetation removal within the Channel shall not occur unless the necessary permit coverage has been obtained by District.
- c. Proper best management practices (BMPs) shall be followed to ensure compliance with water quality laws and regulations, including, but not limited to, BMPs for methods of proper capture and disposal of debris generated during vegetation removal activities.

F. Minor Maintenance

The Town and District will work collaboratively on identifying and performing minor repairs to the following, but not limited to, facilities within the Colma Creek Flood Control Channel right-of-way and access road areas:

- Fences, posts, cables, and gates.
- Flap gates, valves, and other flow restriction devices.
- Concrete or asphalt pavement/sidewalk.

When requested by District, the Town shall submit a proposal that includes a scope of work and anticipated costs. District shall authorize the proposed work by the Town prior to commencement of repairs. Reimbursement for actual costs shall be in accordance with the terms under Section I-O, "Payment for Services".

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Memorandum of Agreement.

“Town”

TOWN OF COLMA,
a California municipal corporation

By: _____
Name: _____
Title: _____
Date: _____

Authorized by
Resolution No.: _____

By: _____
Name: _____
Title: _____

Adopted: _____, 2016

APPROVED AS TO FORM:

Christopher Diaz, Town Attorney

Date: _____

“District”

PUBLIC WORKS DIRECTOR ACTING
AS THE ADMINISTRATOR OF
THE SAN MATEO COUNTY FLOOD
CONTROL DISTRICT

By: _____
Date: _____

Attest:

Clerk of the Board of Supervisors

Date: _____

APPROVED AS TO FORM:

Deputy County Counsel

Date: _____

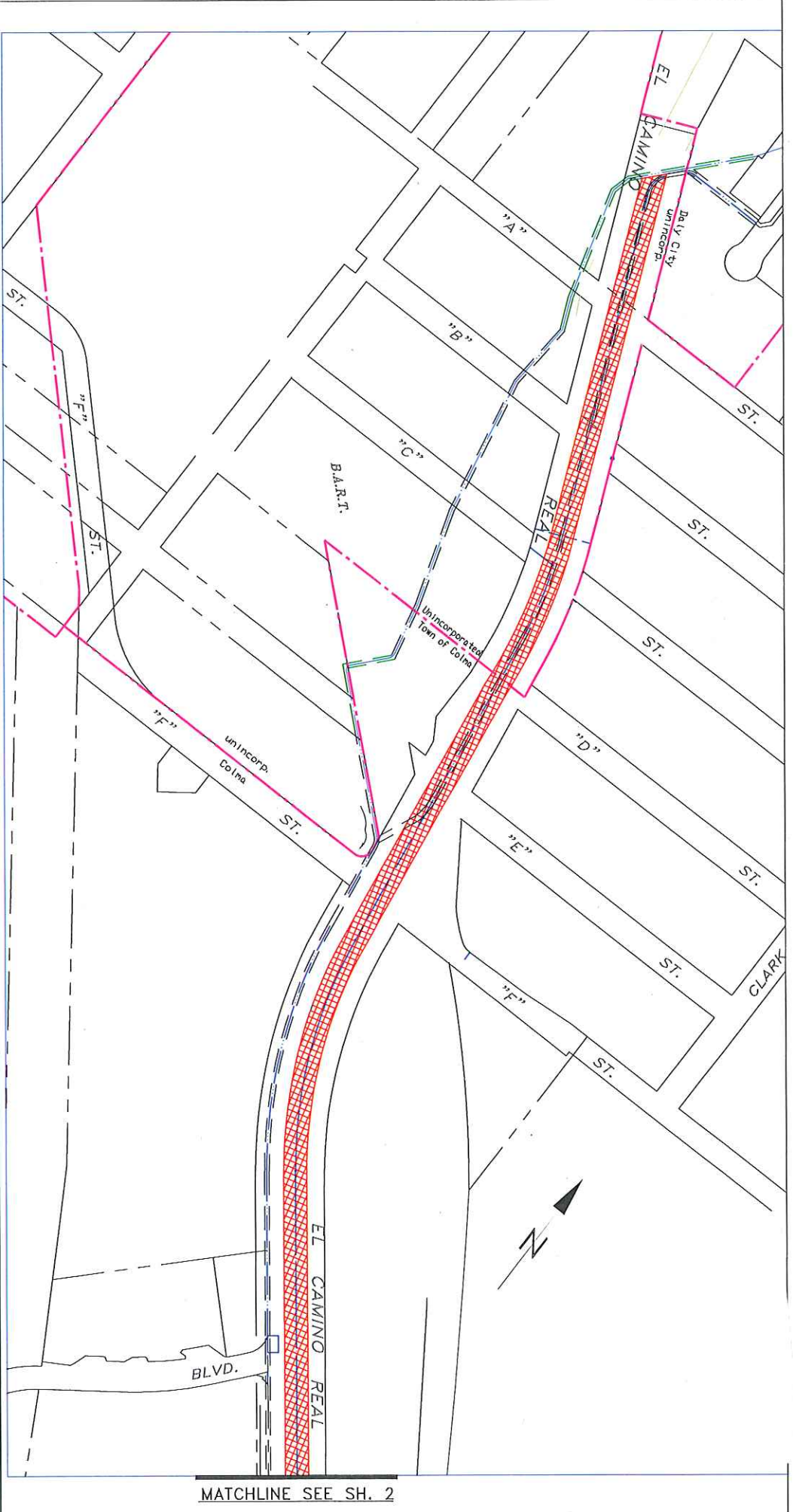
EXHIBITS:

- A – Colma Creek Flood Control Channel Right-of-Way Map
- B – Town of Colma Labor, Material, and Equipment Rates

EXHIBIT "A"

COLMA CREEK FLOOD CONTROL CHANNEL

RIGHT-OF-WAY MAP



LIMITS OF CHANNEL SUBJECT TO THE TERMS OF THIS MOA ARE DEPICTED IN HATCHED PATTERNS AS SHOWN:










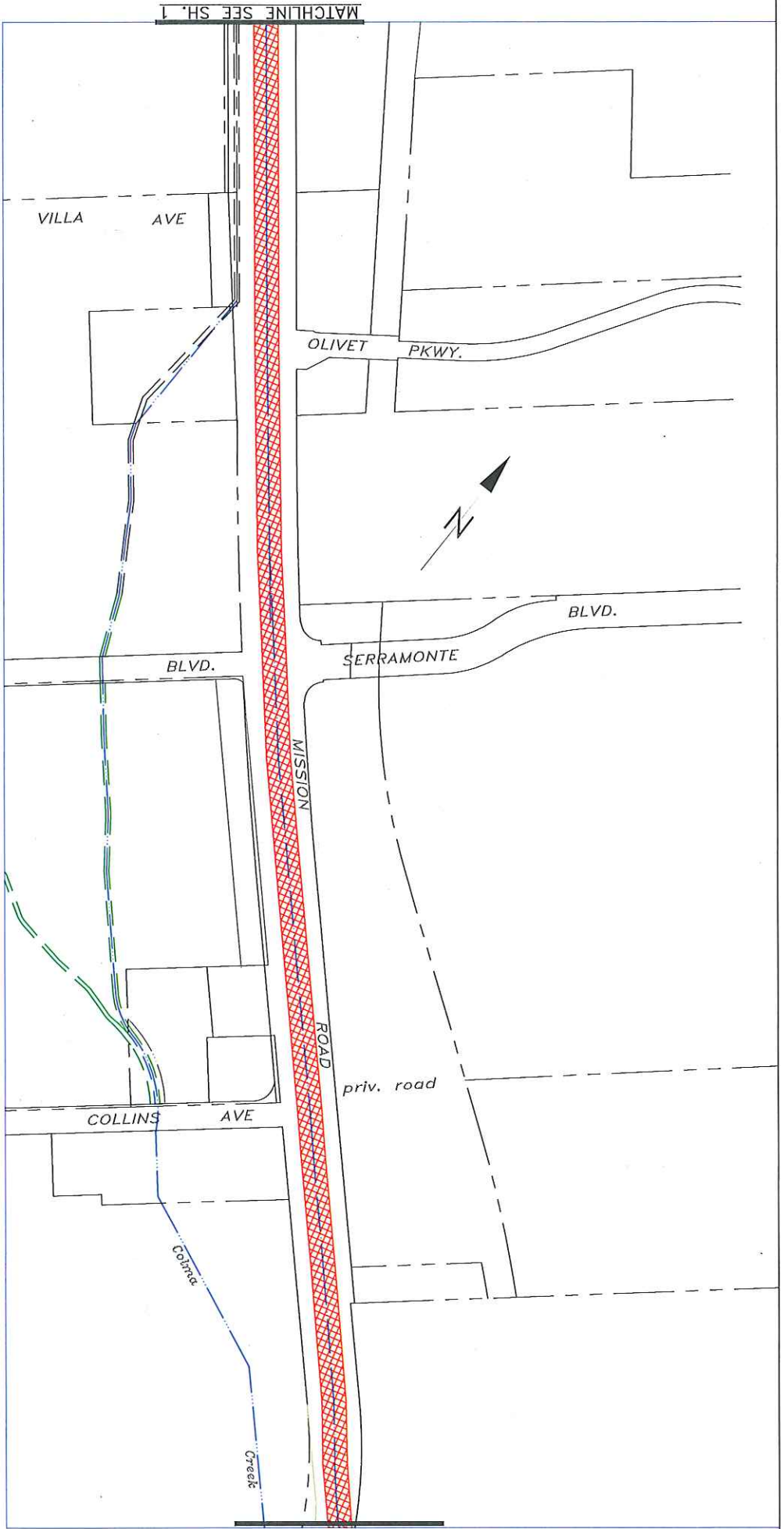
-  CALTRANS
-  CITY OF SOUTH SAN FRANCISCO
-  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD
-  SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)
-  S.M.CO. FLOOD CONTROL DISTRICT
-  S. P. T. C. (UNION PACIFIC)
-  TOWN OF COLMA
-  "A" STREETS
-  CITY / COUNTY BOUNDARY

EXHIBIT A
 RIGHT-OF-WAY MAP
 COLMA CREEK FLOOD CONTROL CHANNEL
 SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS
 SCALE: 1" = 200'
 SHEET 1 of 10

MATCHLINE SEE SH. 2



LIMITS OF CHANNEL SUBJECT TO THE TERMS OF THIS MOA ARE DEPICTED IN HATCHED PATTERNS AS SHOWN:










-  CALTRANS
-  CITY OF SOUTH SAN FRANCISCO
-  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD
-  SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)
-  S.M.CO. FLOOD CONTROL DISTRICT
-  S. P. T. C. (UNION PACIFIC)
-  TOWN OF COLMA
-  "A" STREETS
-  CITY / COUNTY BOUNDARY

EXHIBIT A

RIGHT-OF-WAY MAP

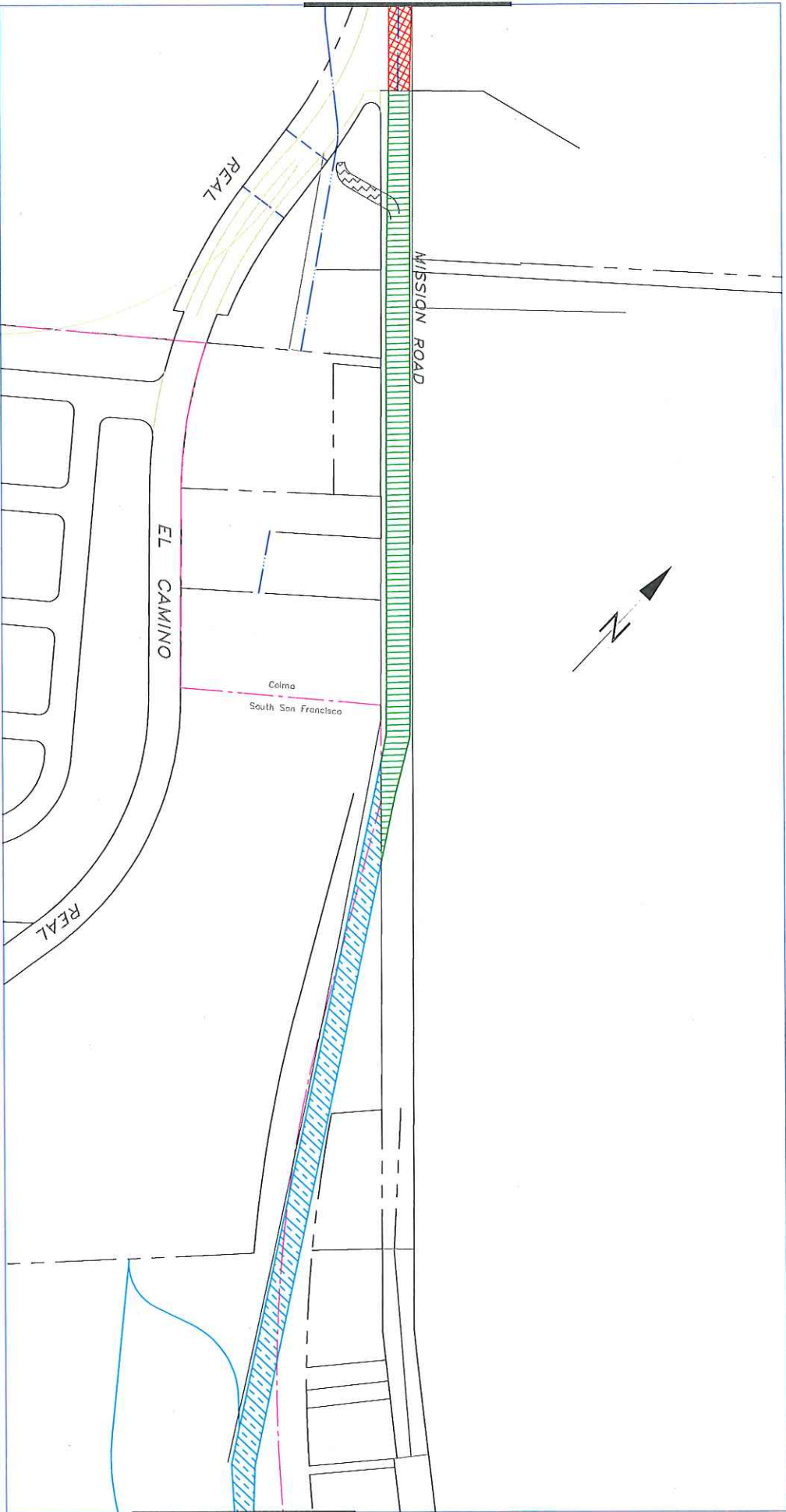
COLMA CREEK FLOOD CONTROL CHANNEL

SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS

SCALE: 1" = 200'

SHEET 2 of 10

MATCHLINE SEE SH. 2



LIMITS OF CHANNEL SUBJECT TO THE TERMS OF THIS MOA ARE DEPICTED IN HATCHED PATTERNS AS SHOWN:








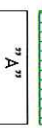

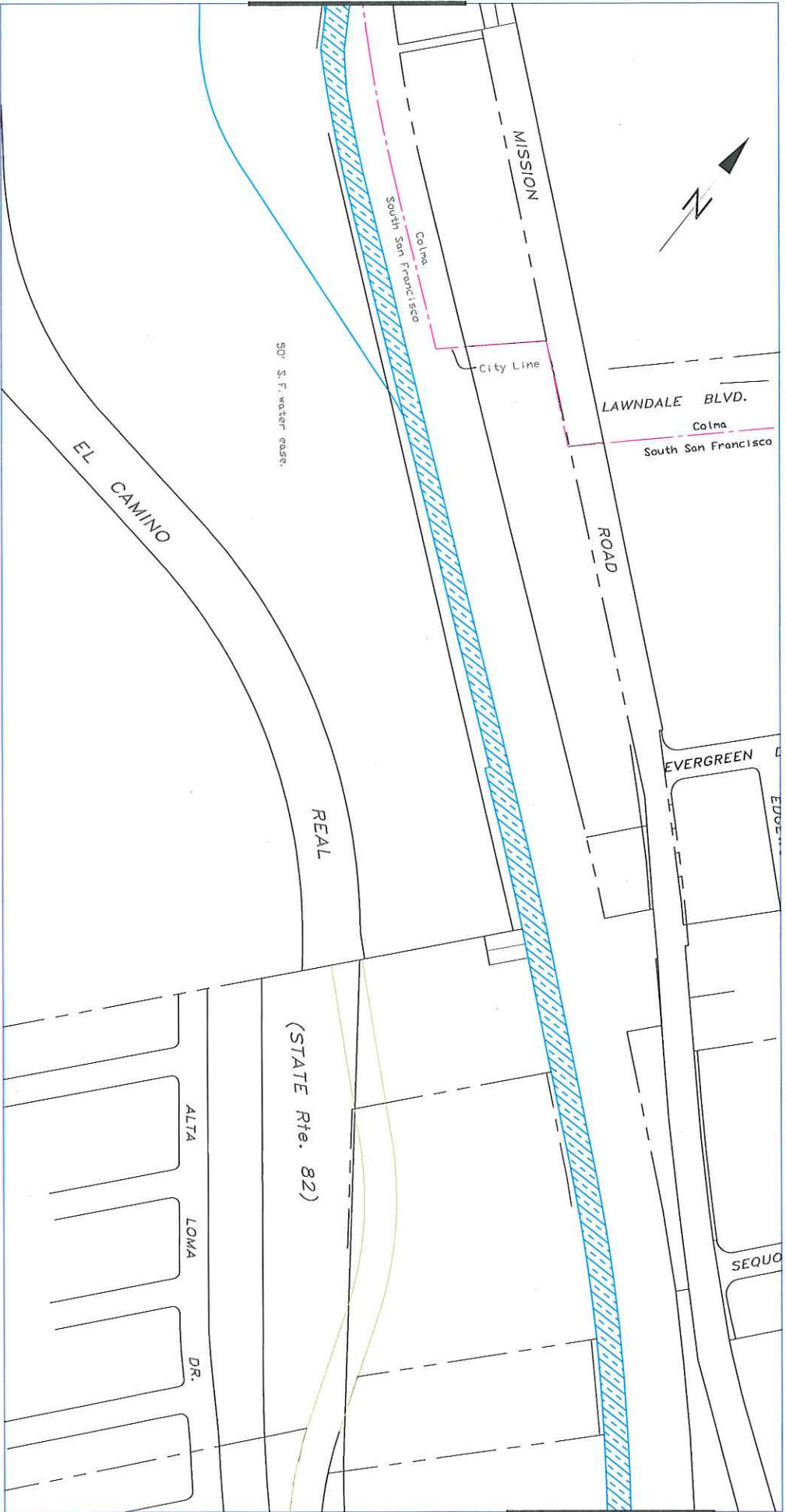
-  CALTRANS
-  CITY OF SOUTH SAN FRANCISCO
-  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD
-  SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)
-  S.M.CO. FLOOD CONTROL DISTRICT
-  S. P. T. C. (UNION PACIFIC)
-  TOWN OF COLMA
-  "A" STREETS
-  CITY / COUNTY BOUNDARY

EXHIBIT A
 RIGHT-OF-WAY MAP
 COLMA CREEK FLOOD CONTROL CHANNEL
 SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS
 SCALE: 1" = 200'

MATCHLINE SHEE SH. 4



LIMITS OF CHANNEL SUBJECT TO THE TERMS OF THIS MOA ARE DEPICTED IN HATCHED PATTERNS AS SHOWN:

- | | | | |
|--|----------------------------------------------|--|--------------------------------|
| | CALTRANS | | S.M.CO. FLOOD CONTROL DISTRICT |
| | CITY OF SOUTH SAN FRANCISCO | | S. P. T. C. (UNION PACIFIC) |
| | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD | | TOWN OF COLMA |
| | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) | | "A" STREETS |
| | | | CITY / COUNTY BOUNDARY |

EXHIBIT A
 RIGHT-OF-WAY MAP
 COLMA CREEK FLOOD CONTROL CHANNEL
 SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS
 SCALE: 1" = 200'
 SHEET 4 of 10

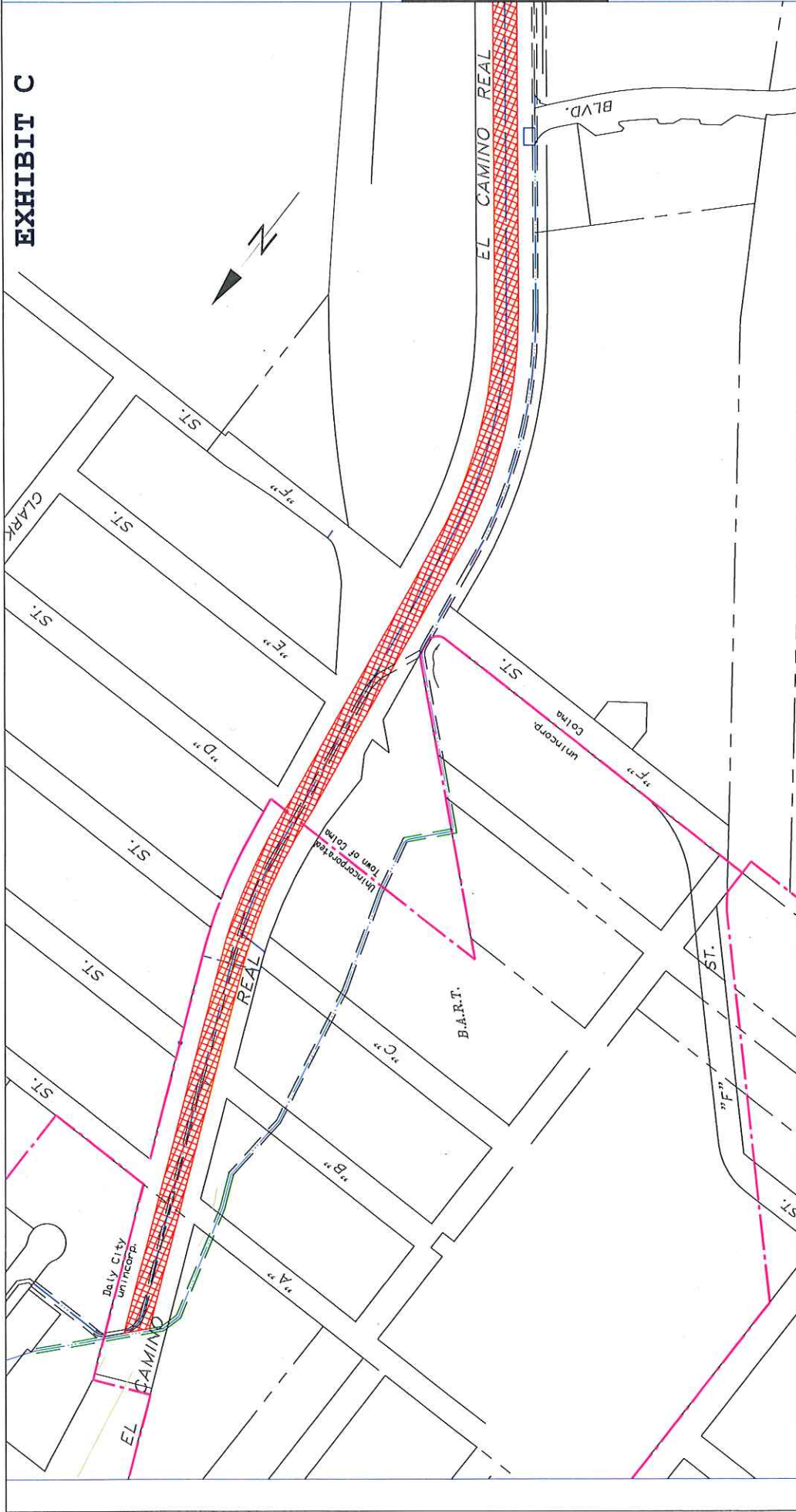
EXHIBIT "B"

TOWN OF COLMA

LABOR, MATERIALS, AND EQUIPMENT RATES

Position	Rates
Public Works Director/City Eng.	157.04
Senior Engineer	134.16
Administrative Assistant	64.48
PW Maint. Worker	65.00
Police Officer	TBD
Police Sgt.	TBD
Contractor	Time and Materials
Equipment (Caltrans Rate Description) Per CalTrans cost of equipment ownership rental rates, see attachment.	Hourly Charge
Equipment Rental from rental yard	Rental Tag
*Street Sweeper with 6" vacuum	150.00
* Not in the Caltrans List of Equipment	

EXHIBIT C



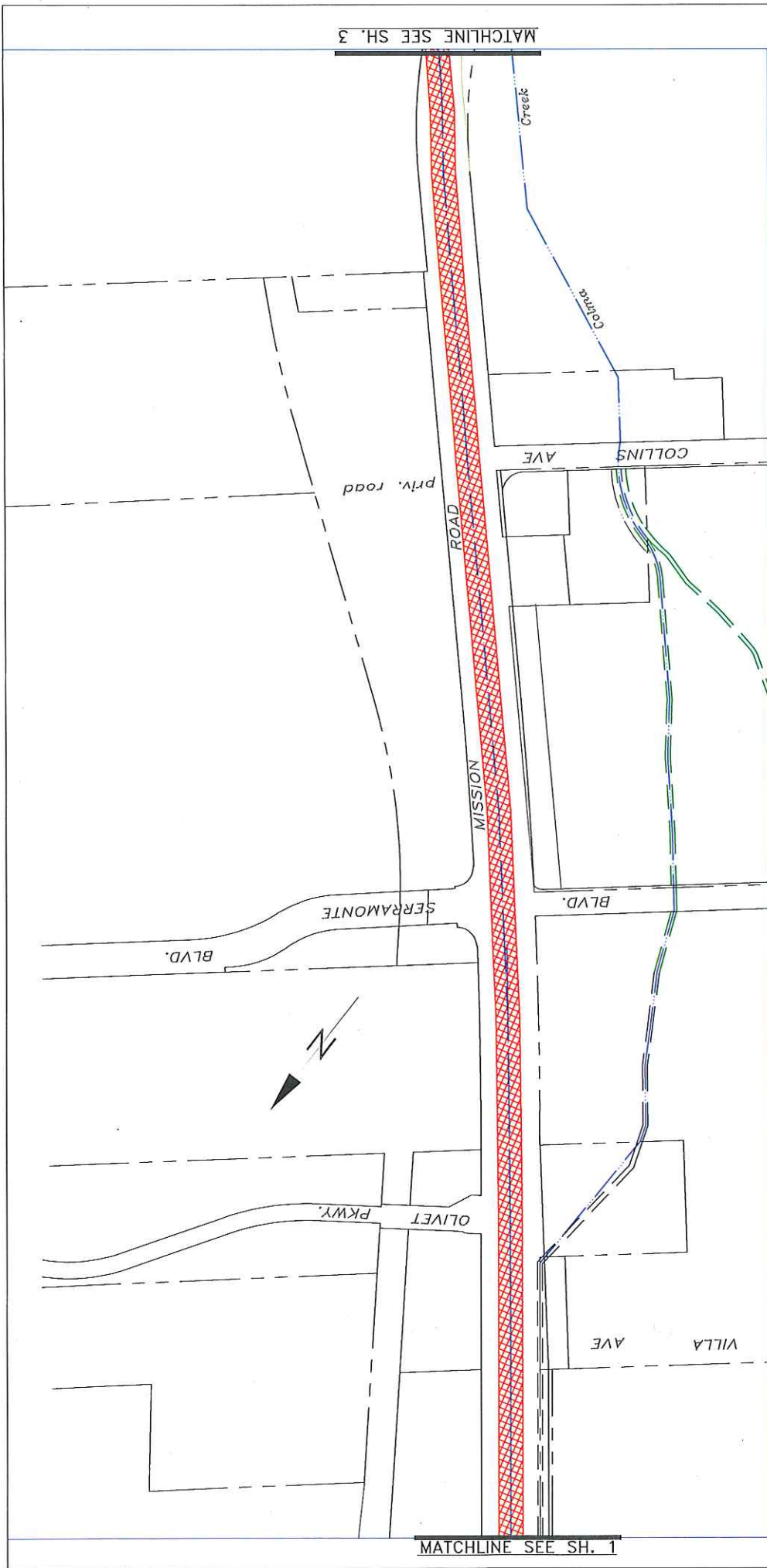
MATCHLINE SEE SH. 2

LIMITS OF CHANNEL SUBJECT TO THE TERMS OF THIS MOA ARE DEPICTED IN HATCHED PATTERNS AS SHOWN:

-  CALTRANS
-  CITY OF SOUTH SAN FRANCISCO
-  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD
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-  S.M.CO. FLOOD CONTROL DISTRICT
-  S. P. T. C. (UNION PACIFIC)
-  TOWN OF COLMA
-  "A"
-  "F"
-  STREETS
-  CITY / COUNTY BOUNDARY

EXHIBIT A

RIGHT-OF-WAY MAP
 COLMA CREEK FLOOD CONTROL CHANNEL
 SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS
 SCALE: 1" = 200'



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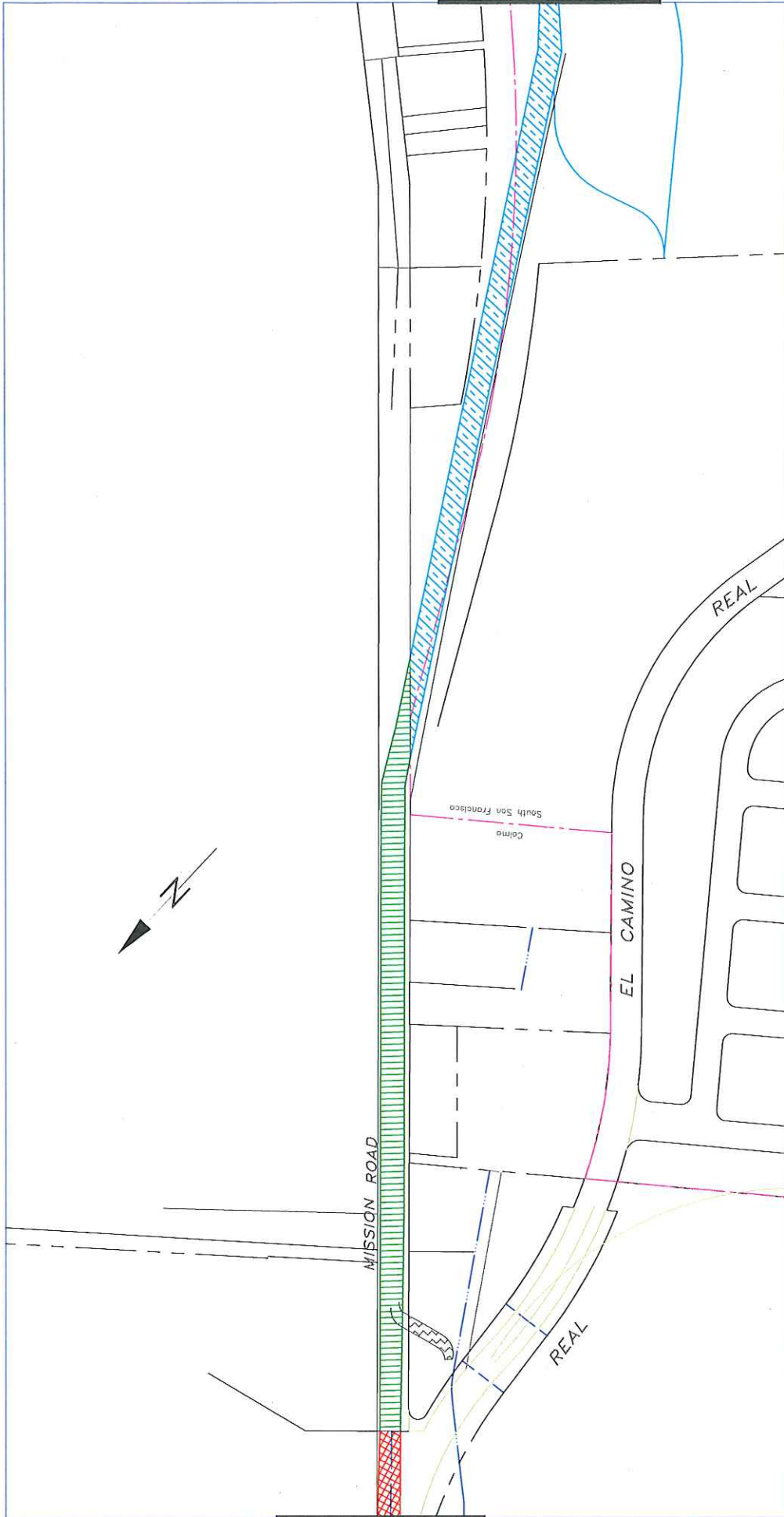
-  CALTRANS
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-  TOWN OF COLMA
-  "A"
-  STREETS
-  CITY / COUNTY BOUNDARY

EXHIBIT A

RIGHT-OF-WAY MAP

COLMA CREEK FLOOD CONTROL CHANNEL
 SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS

SCALE: 1" = 200'



MATCHLINE SEE SH. 2

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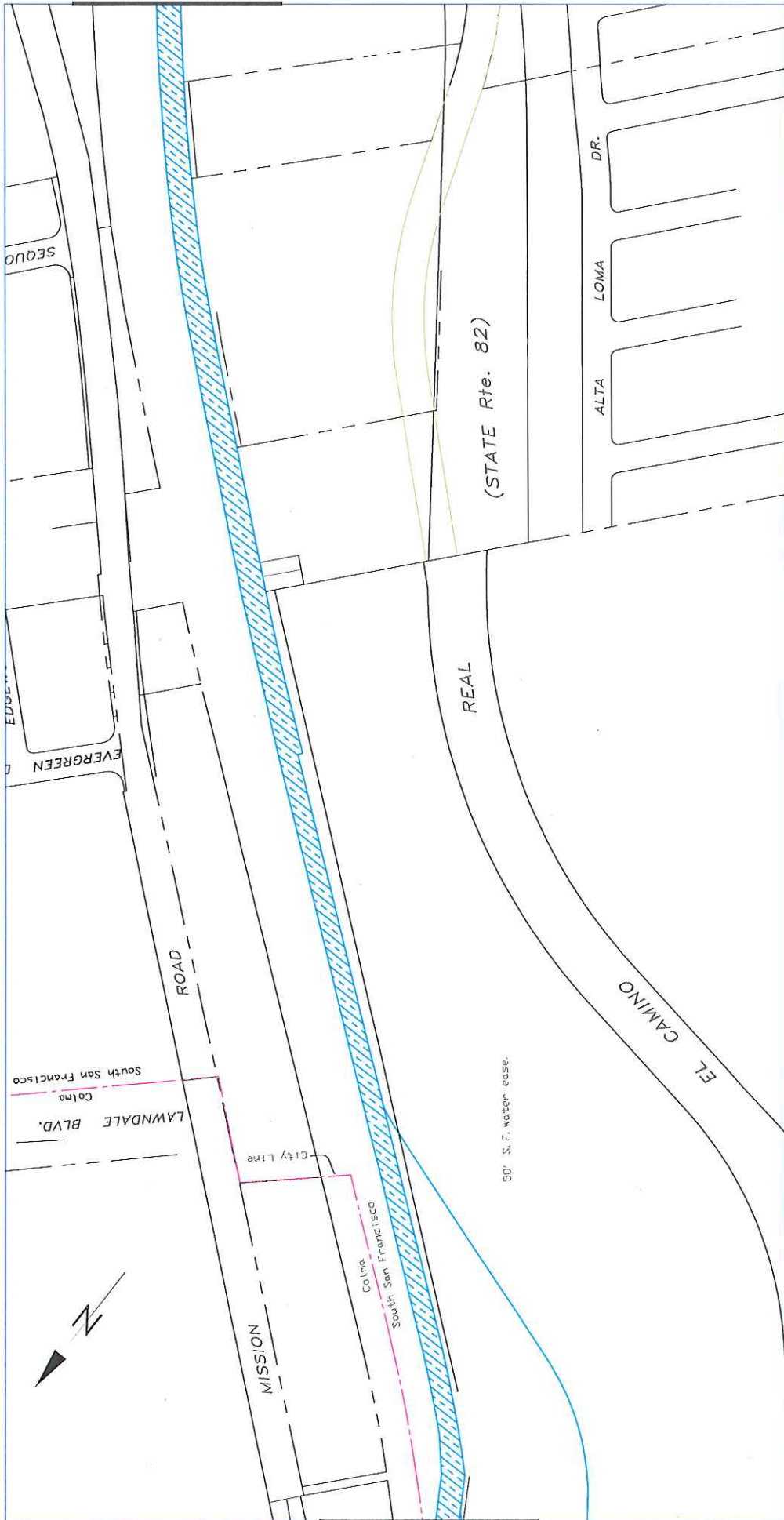
EXHIBIT A

RIGHT-OF-WAY MAP

COLMA CREEK FLOOD CONTROL CHANNEL
SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS

SCALE: 1" = 200'

SHEET 3 of 10



LIMITS OF CHANNEL SUBJECT TO THE TERMS OF THIS MOA ARE DEPICTED IN HATCHED PATTERNS AS SHOWN:

	CALTRANS		S.M.CO. FLOOD CONTROL DISTRICT
	CITY OF SOUTH SAN FRANCISCO		S. P. T. C. (UNION PACIFIC)
	PENINSULA-CORRIDOR-JOINT-POWERS-BOARD		TOWN OF COLMA
	SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)		"A"
			STREETS
			CITY / COUNTY BOUNDARY

EXHIBIT A

RIGHT-OF-WAY MAP

COLMA CREEK FLOOD CONTROL CHANNEL
SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS

SCALE: 1" = 200'



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, Director of Recreation Services
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 11, 2017
 SUBJECT: 2017 Adult Holiday Event

STAFF RECOMMENDATION

Staff recommends that the City Council adopt motion directing the City Manager:

TO PLAN AND COORDINATE AN ADULT HOLIDAY EVENT AT THE SOUTH SAN FRANCISCO CONFERENCE CENTER ON DECEMBER 9, 2017; TO SET THE PARTICIPATION FEE FOR THE ADULT HOLIDAY PARTY AT \$15 FOR ADULTS AND \$10 FOR SENIORS AND DISABLED; AND, TO PLAN AND COORDINATE THE ANNUAL TOWN PICNIC FOR SEPTEMBER 9, 2017

EXECUTIVE SUMMARY

In December 2016 the Recreation Services Department planned and coordinated the Adult Holiday Event for the second time since 2008. Due to participation and resident feedback, staff recommends that the City Council adopt a motion directing the City Manager to host the Adult Holiday Event in 2017.

Staff is recommending the event be held at the South San Francisco Conference Center, and has December 9, 2017 on temporary hold pending City Council direction.

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

Also, based on participation and resident feedback, staff is recommending the City Council direct the City Manager to plan and coordinate the annual Town Picnic. The picnic has been the Town's signature community event for the past several years, and staff fears the event would lose its appeal if it was postponed in lieu of the Adult Holiday Event.

FISCAL IMPACT

Staff estimates a Holiday Event at the South San Francisco Conference Center for adults and seniors to cost \$29,200.

Staff estimates the Town Picnic at the Sterling Park Recreation Center to cost \$17,000.

By hosting both events in Fiscal Year 2017-18, staff estimates an increase of approximately \$5,100 to the Recreation expenditures budget. Staff is increasing each program in anticipation of higher costs from vendors in 2017.

BACKGROUND

Due to the recession, the Adult Holiday Event was cancelled from 2009 – 2014. In 2015 and 2016, City Council directed the City Manager to host the Adult Holiday Event at the South San Francisco Conference Center.

The South San Francisco Conference Center is 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

Based on the research that was conducted in 2015, and resident feedback, staff recommends the South San Francisco Conference Center host the 2017 Adult Holiday Event.

2016 Adult Holiday Party Re-cap

The 2016 Adult Holiday Event was very successful. Approximately 217 residents and staff participated, and staff received many positive comments. Participants enjoyed hand passed appetizers, buffet dinner, complimentary wine, photo booth, DJ dancing and a quiet lounge area with hot chocolate and cookies. The total cost for the Adult Holiday Event was \$24,100; \$1,000 under budget. The reason for the costs being under budget is due to the event being estimated on an attendance of 250 participants.

ANALYSIS

Adult Holiday Party

South San Francisco Conference Center

Based on the reasons stated in the background section of this report, its availability and willingness to work with the Town, staff is recommending the South San Francisco Conference Center as the venue for the 2017 Adult Holiday Event. Staff met with the Catering Manager at the Conference Center, and has Meeting rooms A-E (same rooms as 2015 & 2016) and the Baden Room (Lounge) on temporary hold pending City Council direction.

The Conference Center is also prepared to offer the same (or similar) menu for a slightly higher fee from 2016; costs are estimated to go up in 2017.

Staff estimates the cost of the event at the Conference Center to be \$29,200 with 250 participants. This is an increase of \$4,100 from the 2016 Adult Holiday Event. Based on 250 participants, the per person charge will be \$117.00.

<u>Item</u>	<u>Cost</u>
Marketing Materials (flyers, invites, postage, etc.)	\$800
Food & Beverage (appetizers, buffet dinner, desserts, cash bar and SSF Conference Center charges)	\$24,500
Decorations (centerpieces and pop up lighted displays)	\$800
Entertainment (DJ)	\$1,000
Transportation	\$2,100
TOTAL	\$29,200

Under the Recreation Services Department fee structure, the cost of this program would be \$70 (60 percent of cost) for adults and \$35 (30 percent of cost) for seniors and disabled. This is because the event is open to adults and seniors only and is not being held at a Town facility. Based on the cost to the resident, staff has concerns over meeting minimum registration requirements.

Staff recommends the City Council temporarily amend the fee structure for the Adult Holiday Party making it more affordable for the residents to participate. There is a provision in the Administration Code (section 2.01.085) that allows for temporary guidelines. Staff recommends the participation fee to be \$15 for adults and \$10 for seniors making it affordable for maximum participation.

Town Picnic

Over the past several years the Town Picnic has been the Town's signature community event, and at one point there was discussion of alternating the picnic with the Adult Holiday Event; however, there was concern over the picnic losing its appeal if it was alternated from year to year. Therefore in 2015 and 2016 staff was able to downsize the picnic, and reduce the cost to \$15,000 in 2015 and \$16,000 in 2016.

Staff estimates the Town Picnic at the Sterling Park Recreation Center can be coordinated again in 2017 at a cost of \$17,000. The increase is to make way for anticipated increased vendor costs.

Council Adopted Values

Per policy, the Recreation Services Department activities are planned and coordinated so all programs are offered to the community equitably. Due to the recent recession, the Adult Holiday Event was canceled for several years creating an imbalance to programs offered to the community. By approving the recommendation to host an Adult Holiday Event and Town Picnic in 2017, the City Council would be making the *responsible* decision, once again offering programs equitably to all populations.

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, all invitations and flyers are printed on recycled paper products, and staff will reuse holiday decorations that were purchased in 2015. Also, when food and beverages are provided, staff uses recyclable products to serve the food.

Alternatives

1. Do not host an Adult Holiday Event and instead Host the Annual Town Picnic in 2017.

SUMMARY

Based on participation and feedback staff is recommending City Council direct the City Manager to coordinate an Adult Holiday Event and Town Picnic in 2017, and to firm up the December 9, 2017 reservation 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 recommending the City Council to temporarily amend the fee structure for the Adult Holiday Party making it more affordable for the residents to participate.