



**AGENDA  
REGULAR MEETING**

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

**Wednesday, October 12, 2016  
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 Austrie Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association Colma Communications/Records Association
Unrepresented Employees:	All

**PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM**

**ADOPTION OF AGENDA**

**PRESENTATION**

- Presentation of Beacon Awards for Town's Commitment to Sustainability

**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 September 28, 2016 Regular Meeting.
3. Motion to Approve Report of Checks Paid for September 2016.
4. Motion to Adopt an Ordinance Amending Colma Municipal Code Section 1.03.105, Regarding the City Treasurer's Duties (second reading).
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events and Trips for the Third Quarter of 2016.

## **NEW BUSINESS**

6. Motion to Adopt a Resolution Adopting a New Council Policy Regarding Surplus Land, Pursuant to AB 2135.

## **COUNCIL CALENDARING**

## **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](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Brian Dossey, ADA Coordinator, at 650-997-8300 or [brian.dossey@colma.ca.gov](mailto:brian.dossey@colma.ca.gov). Please allow two business days for your request to be processed.

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

Agency Negotiators:	Sean Rabé, City Manager Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association
Unrepresented Employees:	All

*There is no staff report for this item.*



**MINUTES  
REGULAR MEETING**

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

**Wednesday, September 28, 2016**

7:00 p.m.

**CALL TO ORDER**

Mayor Diana Colvin called the Regular Meeting of the City Council to order at 7:08 p.m.

Council Present – Mayor Diana Colvin, Vice Mayor Helen Fisicaro, Council Members Raquel “Rae” Gonzalez, Joseph Silva and Joanne F. del Rosario 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, and City Clerk Caitlin Corley were in attendance.

**ADOPTION OF THE AGENDA**

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

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

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

**PRESENTATION**

- Administrative Services Director Brian Dossey and Recreation Coordinator Liz Tapia recognized the Recreation Department Leaders in Training Volunteers.
- Mayor Colvin presented a Proclamation in honor of the 75<sup>th</sup> Anniversary of the Cow Palace to Mara Kopp, Cow Palace Board President and Lori Marshall, Chief Executive Officer.

## PUBLIC COMMENTS

Mayor Colvin opened the public comment period at 7:22 p.m. and seeing no one come forward to speak, she closed the public comment period.

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the September 14, 2016 Regular Meeting.
2. Motion to Adopt an Ordinance Amending Colma Municipal Code Subchapter 5.12 Related to Inclusionary and Affordable Housing Pursuant To CEQA Guideline 15061(b)(3) (Second Reading).

**Action:** Council Member Silva moved to approve the Consent Calendar items #1 and 2; the motion was seconded by Vice Mayor Fisicaro and carried by the following vote:

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

## PUBLIC HEARING

### 3. APPOINTING CITY MANAGER AS CITY TREASURER

City Attorney Christopher Diaz presented the staff report. Mayor Colvin opened the public hearing at 7:26 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

**Action:** Vice Mayor Fisicaro moved to Introduce an Ordinance Amending Colma Municipal Code Section 1.03.105, Regarding the City Treasurer's Duties, and Waive a Further Reading of the Ordinance; 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 Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

**Action:** Vice Mayor Fisicaro moved adopt a Resolution Appointing Sean Rabé as City Treasurer; 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

## NEW BUSINESS

### 4. GRANT FUNDING REQUEST FOR DALY CITY PUBLIC LIBRARY ASSOCIATES

Council Member Gonzalez announced that because she sits on the board of directors for the Daly City Public Library Associates, she would recuse herself from the item; she stepped off the dais and out of the room. City Manager Sean Rabé presented the staff report. Mayor Colvin opened the public comment period at 7:33 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Vice Mayor Fisicaro moved to Adopt a Resolution Approving a Grant to Daly City Public Library Associates, Finding That the Grant Serves a Public Purpose, and Authorizing a Contract With Daly City Public Library Associates for the Use of Town Funds; 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez				✓	
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	4	0			

Council Member Gonzalez returned to the dais.

## 5. **FY 2016-17 NON-PROFIT FUNDING**

City Manager Sean Rabé presented the staff report. Mayor Colvin opened the public comment period at 7:43 p.m. Resident Thomas Walsh and Tom Taylor made comments. The Mayor closed the public comment period at 8:55 p.m. Council discussion followed.

Council asked the City Manager to change the allocated amounts in the resolution for the Colma- Daly City Chamber of Commerce, Daly City Peninsular Partnership Collaborative, and the West Bay Alano Club.

**Action:** Vice Mayor Fisicaro moved to Adopt a Resolution Determining Eligibility for Grant Funding, Approving Grants to Eligible Organizations, Finding that Each Approved Grant Serves a Public Purpose, and Authorizing Contracts with Each Eligible Organization for the Use of Town Funds, with the requested changes; 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

## **COUNCIL CALENDARING**

The next Regular City Council Meetings will be Wednesday, October 12, 2016 at 7:00 p.m. and Wednesday, October 26, 2016 at 7:00 p.m.

## **REPORTS**

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

- The League of California Cities Conference will take place on October 5-7. City Manager Sean Rabé will attend and he intends to vote in support of the Vision Zero, an initiative to eliminate pedestrian and bicyclist deaths on California roads.

## **ADJOURNMENT**

The meeting was adjourned by Mayor Colvin at 8:43 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



apChkLst  
08/31/2016 10:12:56AM

Final Check List  
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44454	9/2/2016	00068	COLMA PEACE OFFICER'S	9/2/2016	COLMA PEACE OFFICERS: P/	690.83	690.83
44455	9/2/2016	00631	P.E.R.S.	9/2/2016	PERS - BUYBACK: PAYMENT	25,143.02	
			09022016 B	9/2/2016	PERS MISC NON-TAX: PAYME	9,566.62	
			09022016 B	9/2/2016	PERS MISC NON-TAX: PAYME	625.15	35,334.79
44456	9/2/2016	01340	NAVIA BENEFIT SOLUTIONS	9/2/2016	FLEX 125 PLAN: PAYMENT	362.31	362.31
44457	9/2/2016	01360	VANTAGE TRANSFER AGENT\09022016 B	9/2/2016	ICMA CONTRIBUTION: PAYME	3,317.00	
			09022016 M	9/2/2016	ICMA CONTRIBUTION: PAYME	650.00	3,967.00
44458	9/2/2016	01375	NATIONWIDE RETIREMENT S\09022016 B	9/2/2016	NATIONWIDE: PAYMENT	9,460.80	
			09022016 M	9/2/2016	NATIONWIDE: PAYMENT	750.00	10,210.80
44459	9/2/2016	02377	CALIFORNIA STATE DISBURSI\09022016 B	9/2/2016	WAGE GARNISHMENT: PAYM	553.84	553.84
44460	9/2/2016	02944	PEACE OFFICERS RESEARCH\09022016 B	9/2/2016	PORAC: PAYMENT	18.00	18.00
44461	9/2/2016	02945	PORAC LEGAL DEFENSE FUN\09022016 B	9/2/2016	PORAC LDF: PAYMENT	206.55	206.55
93403	9/2/2016	00521	UNITED STATES TREASURY	9/2/2016	FEDERAL TAX: PAYMENT	908.40	908.40
93405	9/2/2016	00130	EMPLOYMENT DEVELOPMEN\09022016 B	9/2/2016	CALIFORNIA STATE TAX: PAY	8,042.01	8,042.01
93406	9/2/2016	00521	UNITED STATES TREASURY	9/2/2016	FEDERAL TAX: PAYMENT	43,430.06	43,430.06
Total for FIRST NATIONAL BANK OF DALY CITY:							103,724.59

11 checks in this report.

Grand Total All Checks: 103,724.59

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09/06/2016 9:09:06AM

Final Check List  
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44462	9/6/2016	00003	A. S. F. ELECTRIC	5128	8/22/2015 09/01/15 SUPPLIED LABOR &	4,366.00	4,366.00
44463	9/6/2016	02730	THE RATCLIFF ARCHITECTS	8302	8/9/2016 COLMA TOWN HALL RENOV	15,403.83	15,403.83
b total for FIRST NATIONAL BANK OF DALY CITY:							19,769.83

2 checks in this report.

Grand Total All Checks: 19,769.83

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09/06/2016 11:42:28AM

Final Check List  
Town of Colma

Page: 1

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44464	9/6/2016	00051	CALIFORNIA WATER SERVICE6544607057	8/16/2016	6544607057 SW CORNER HIL	652.88	652.88
44465	9/6/2016	00071	CSG CONSULTANTS, INC. July 1-29, 2016	8/26/2016	CSG	114,031.90	114,031.90
44466	9/6/2016	00093	CITY OF SOUTH SAN FRANCISCO516544	8/18/2016	TRAFFIC SIGNAL MAINTENAN	1,588.53	1,588.53
44467	9/6/2016	00140	FIRST NAT BANK OF NO CA	08/21/16	CREDIT CARD CHARGE	4,247.80	
			08/21/16 Dossey	8/21/2016	CREDIT CARD CHARGE	3,267.79	
			08/21/16 Morque	8/21/2016	CREDIT CARD CHARGE	1,203.45	
			08/21/16 Tapia	8/21/2016	CREDIT CARD CHARGE	1,181.80	
			08/21/16 Corley	8/21/2016	CREDIT CARD CHARGE	611.92	
			08/21/16 Potent	8/21/2016	CREDIT CARD CHARGE	562.14	
			08/21/16 Rabe	8/21/2016	CREDIT CARD CHARGE	341.95	
			08/21/16 Gogan	8/21/2016	CREDIT CARD CHARGE	188.68	
			08/21/16 Lum	9/1/2016	CREDIT CARD CHARGE	96.14	
			08/21/16 Jordan	8/21/2016	CREDIT CARD CHARGE	38.13	
			08/21/16 Velasqi	8/21/2016	CREDIT CARD CHARGE	602.00	11,739.80
44468	9/6/2016	00254	METRO MOBILE COMMUNICA160908	9/1/2016	MAINTENANCE CONTRACT	2,068.90	602.00
44469	9/6/2016	00307	PACIFIC GAS & ELECTRIC	0092128195-2	0092128195-2	230.72	
			9248309814-8	8/22/2016	9248309814-8 601 F ST.	107.01	2,406.63
			0567147369-1	8/24/2016	0567147369-1 JSB S/O SERRA	376.50	130.55
			0000347548	8/24/2016	MAINTENANCE, ANNUAL (PEI	1,521.00	300.00
			8040648891	8/20/2016	500 EA: FORKS, KNIVES, SPC	5,380.00	13,377.71
			July 12-Aug 30, ; 8/30/2016	8/29/2016	YOGA CLASSES	286.20	13,900.11
			2000571.003	8/29/2016	08/29/16 DEPOSIT REFUND	75.00	1,276.63
			1601872	8/19/2016	MONTHLY SERVICE CONTRA	130.00	701.25
			Sept 2016	8/26/2016	COMCAST CABLE TV	1,320.00	1,320.00
			09/25-10/24 Intel	8/20/2016	8155 20 022 0097051 Internet	50.00	50.00
			08/25-09/24 427	8/20/2016	HIGH SPEED INTERNET 427 I	800.00	800.00
44476	9/6/2016	01340	NAVIA BENEFIT SOLUTIONS	8/31/2016	SECTION 125 PARTICIPANT F	128.04	128.04
44477	9/6/2016	01370	VERIZON WIRELESS SERVICE19770376901	8/15/2016	CELL PHONE SERVICE	125.00	125.00
44478	9/6/2016	01526	GONZALEZ, VICENTE N.	08/10/2016	08/10/16 SEARS WORKBOOT		
44479	9/6/2016	01629	R. J. RICCIARDI INC	8/31/2016	AUGUST 2016 AUDITING SER		
44480	9/6/2016	01995	CELESTE, MIKE L.	8/30/2016	CARDROOM BACKGROUND		
44481	9/6/2016	02137	ESCOBEDO, ANGELA	8/29/2016	08/29/16 DEPOSIT REFUND		
44482	9/6/2016	02144	DOMINICA, DE LUCCA DBA DIAugust 2016	8/29/2016	TAE KWON DO		
44483	9/6/2016	02179	HUB INTERNATIONAL OF CA	8/31/2016	INSURANCE EVENTS		
44484	9/6/2016	02258	KIM, SEUNG NAM	August 2016	GOLF LESSONS		

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44485	9/6/2016	02274	FRANK AND GROSSMAN LANI/40446647	8/30/2016	08/15/16 B STREET REPLACE	350.00	
			40446649	8/30/2016	08/22/16 INSPECT & REPAIR \	300.00	
			40446648	8/30/2016	08/15/16 INSPECT & REPLACI	295.00	
			40446646	9/2/2016	07/26/16 REPLACE (1) 1" VALV	225.00	1,170.00
44486	9/6/2016	02516	HOLST, EVELYN	8/29/2016	08/29/16 DEPOSIT REFUND	300.00	300.00
44487	9/6/2016	02719	HARPER, ESMERALDA	8/29/2016	08/29/16 DEPOSIT REFUND	80.00	80.00
44488	9/6/2016	02762	CORNERSTONE EARTH GRO19233	8/12/2016	JULY 9 - AUGUST 5, 2016 PRC	340.00	340.00
44489	9/6/2016	02799	WAVE	8/23/2016	RIMS INTERNET W/SSF	400.00	400.00
44490	9/6/2016	02969	SAFE RESTRAINTS, INC.	8/24/2016	COMPLETE WRAP RESTRAIN	1,308.00	1,308.00
44491	9/6/2016	02970	PRODUCTIVE PRINTING & GR31096	8/26/2016	100 COLMA PD VEHICLE WAF	104.88	104.88
44492	9/6/2016	02971	CABANO CONSTRUCTION	8/31/2016	827B REFUND C&D DEPOSIT	100.00	100.00
b total for FIRST NATIONAL BANK OF DALY CITY:							161,038.70

29 checks in this report.

Grand Total All Checks: 161,038.70

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09/12/2016 10:26:56AM

Final Check List  
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44493	9/12/2016	00013	ANDY'S WHEELS & TIRES	August 2016	8/31/2016 TIRE SERVICE	1,127.03	1,127.03
44494	9/12/2016	00025	ALLIED HEATING & AIR COND38733	10/31/2015	08/01/15 TO 01/31/16 1ST SEM	692.42	692.42
44495	9/12/2016	00051	CALIFORNIA WATER SERVICE08/25/2016	8/25/2016	WATER BILL	4,763.15	4,763.15
44496	9/12/2016	00057	CINTAS CORPORATION #2 August 2016	9/8/2016	CLEANING SERVICE	973.88	973.88
44497	9/12/2016	00065	COLMA HISTORICAL ASSOCI09/16/16 Dinner	9/8/2016	COLMA HISTORICAL ASSOCI	80.00	80.00
44498	9/12/2016	00181	IEDA 21309	9/1/2016	LABOR RELATIONS CONSULT	1,324.00	1,324.00
44499	9/12/2016	00500	SMC CONTROLLERS OFFICE August 2016	9/2/2016	ALLOCATION OF PARKING PE	1,293.60	1,293.60
44500	9/12/2016	00715	NOWDOCS INTERNATIONAL, 60387	8/15/2016	2,500 #285 CHECK STOCK-GI	180.95	180.95
44501	9/12/2016	00830	STAPLES ADVANTAGE 8040761227	8/27/2016	3 POCKET PARTITION FILE, I	99.62	99.62
44502	9/12/2016	01037	COMCAST CABLE 09/02/16-10/01/1	8/27/2016	INTERNET 1198 & 1199 EL CA	241.20	241.20
44503	9/12/2016	01038	ALLIANT INSURANCE SERVICE505824	8/19/2016	7/1/16-7/1/17 COMMERCIAL C	2,272.46	2,272.46
44504	9/12/2016	01183	BEST BEST & KRIEGER LLP 777435	8/8/2016	CITY ATTORNEY SERVICES	5,434.82	5,434.82
44505	9/12/2016	01184	PENINSULA UNIFORMS & EQ1128370	8/23/2016	SHIRTS, PANTS, JACKET, EM	321.20	321.20
44506	9/12/2016	01308	EEL RIVER FUELS, INC, 515880	8/31/2016	PV GAS PURCHASES	252.50	252.50
44507	9/12/2016	01345	GOODWIN, JOHN Water Conserva	9/9/2016	WATER CONSERVATION REB	149.99	149.99
44508	9/12/2016	01860	ROQUE, EMILIO 2000578.003	9/6/2016	09/06/16 YOUTH & TEEN COC	8.00	8.00
44509	9/12/2016	02082	VINCE'S OFFICE SUPPLY, INCAugust 2016	8/31/2016	OFFICE SUPPLIES	326.32	326.32
44510	9/12/2016	02137	ESCOBEDO, ANGELA 2000577.003	9/6/2016	09/06/16 REFUND YOUTH & T	8.00	8.00
44511	9/12/2016	02182	DALY CITY KUMON CENTER August 2016	9/8/2016	TUTORING	4,860.00	4,860.00
44512	9/12/2016	02216	RAMOS OIL CO. INC. 784133	8/31/2016	PD GASOLINE PURCHASES 2	1,280.30	1,280.30
			780961	8/10/2016	PD GASOLINE PURCHASES 1	1,119.59	1,119.59
			782542	8/20/2016	PD GASOLINE PURCHASES 1	1,099.31	1,099.31
			783141	8/20/2016	RECREATION GASOLINE PUF	41.24	41.24
44513	9/12/2016	02303	MALDONADO, MARIA 2000574.003	9/6/2016	09/06/16 DEPOSIT REFUND	275.00	275.00
44514	9/12/2016	02392	MIG-TRA 0045400	8/25/2016	JULY 2016 PROFESSIONAL SI	10,282.50	10,282.50
44515	9/12/2016	02605	GUERRERO, SAUL 8/23-9/2 Reimbu	9/8/2016	8/23-9/2 MOTOR TRAINING RI	181.31	181.31
44516	9/12/2016	02623	BLOEBaum, CYNTHIA End of Summer	9/8/2016	COOKING CLASSES	475.00	475.00
44517	9/12/2016	02709	GONZALEZ, CELESTE 2000575.003	9/6/2016	09/06/16 DEPOSIT REFUND	300.00	300.00
44518	9/12/2016	02743	UTILITY TELEPHONE, INC Sept 2016	9/1/2016	INTERNET ACCESS 128070	700.89	700.89
44519	9/12/2016	02793	DITO'S MOTORS 14639	9/9/2016	#3 2015 FORD EXPLORER OIL	205.10	205.10
44520	9/12/2016	02864	MOBILE MODULAR MANAGEM1101156	8/21/2016	24 X 60 HCD OFFICE RENTAL	721.36	721.36
			1089366	8/15/2016	8 X 20 OFFICE HCD, RAMP RI	439.38	439.38
44521	9/12/2016	02934	TETRA TECH, INC. 51087132	9/7/2016	JUNE 13-SEPT 6, 2016 JURISI	1,500.02	1,500.02
44522	9/12/2016	02970	PRODUCTIVE PRINTING & GR31102	9/2/2016	2,000 FIELD CARDS (3X5)	105.97	105.97



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09/12/2016 10:26:56AM

Final Check List  
Town of Colma

Page: 2

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44523	9/12/2016	02972	CPMC LIVER TRANSPLANT DIDonation in Merr	9/12/2016	DONATION IN MEMORY OF P	100.00	100.00
44524	9/12/2016	02973	CHILD CARE COORDINATING Donation in Merr	9/12/2016	DONATION IN MEMORY OF S	100.00	100.00
44525	9/12/2016	02974	LUMITEK PRODUCTS INC., DE26122	9/12/2016	WONDER GLOW 22" NECKLA	223.56	223.56
b total for FIRST NATIONAL BANK OF DALY CITY:							43,559.67

33 checks in this report.

Grand Total All Checks:

43,559.67

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09/14/2016 10:43:51AM

Final Check List  
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44526	9/16/2016	00068	COLMA PEACE OFFICER'S	9/16/2016	COLMA PEACE OFFICERS: P/	690.83	690.83
44527	9/16/2016	00631	P.E.R.S.	9/16/2016	PERS - BUYBACK: PAYMENT	25,701.77	
			09162016 B	9/16/2016	PERS MISC NON-TAX: PAYME	10,006.36	35,708.13
44528	9/16/2016	01340	NAVIA BENEFIT SOLUTIONS	9/16/2016	FLEX 125 PLAN: PAYMENT	362.31	362.31
44529	9/16/2016	02377	CALIFORNIA STATE DISBURSI09162016 B	9/16/2016	WAGE GARNISHMENT: PAYM	553.84	553.84
93407	9/16/2016	00130	EMPLOYMENT DEVELOPMEN09162016 B	9/16/2016	CALIFORNIA STATE TAX: PAY	10,649.17	10,649.17
93408	9/16/2016	00521	UNITED STATES TREASURY	9/16/2016	FEDERAL TAX: PAYMENT	52,804.14	52,804.14
3 total for FIRST NATIONAL BANK OF DALY CITY:							100,768.42

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09/14/2016 10:43:51AM

Final Check List  
Town of Colma

Page: 2

6 checks in this report.

Grand Total All Checks: 100,768.42

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44530	9/19/2016	00005	ABAG - PLAN				
44531	9/19/2016	00020	ABGV24136-16C	8/31/2016	AUGUST 2016 LEGAL FEES S	349.70	349.70
44532	9/19/2016	00051	ASSOCIATED SERVICES INC	9/1/2016	SUPPLIES	96.00	96.00
44533	9/19/2016	00065	CALIFORNIA WATER SERVICE	8/31/2016	WATER BILL	2,237.57	2,237.57
44534	9/19/2016	00093	COLMA HISTORICAL ASSOCIATION	9/16/2016	09/16/16 S. RABE COLMA HIS	40.00	40.00
44535	9/19/2016	00112	CITY OF SOUTH SAN FRANCISCO	9/14/2016	DISPATCH SERVICES	8,902.13	8,902.13
44536	9/19/2016	00159	DEPARTMENT OF JUSTICE	9/6/2016	PD ACCOUNT #140503	850.00	850.00
44537	9/19/2016	00174	GRAPHIC TECHNICIS/GRAPHIT	9/6/2016	25 COLMA SEAL HARD HAT D	257.25	257.25
44538	9/19/2016	00211	HOME DEPOT CREDIT SERV	8/30/2016	PW PURCHASES AUG 1-29, 2	995.19	995.19
44539	9/19/2016	00307	KELLY-MOORE PAINTS	8/31/2016	PAINT AND SUPPLIES	82.76	82.76
44540	9/19/2016	00352	PACIFIC GAS & ELECTRIC	9/2/2016	PG&E	5,594.97	5,594.97
44541	9/19/2016	00364	SERRAMONTE FORD, INC.	8/31/2016	BATTERY SERIAL #070616	113.71	113.71
			SMC SHERIFF'S OFFICE		LAB FEES	2,674.00	
					AUGUST 2016 CREDIT MEMO	-1,824.00	
44542	9/19/2016	00388	SONITROL	9/13/2016	427 F ST. MONTHLY MONITO	113.00	113.00
44543	9/19/2016	00411	TURBO DATA SYSTEMS	9/1/2016	CITATION PROCESSING	233.90	233.90
44544	9/19/2016	00412	TELECOMMUNICATIONS ENG	9/10/2016	Facilities Mgmt & Maintenance	1,328.00	1,328.00
44545	9/19/2016	00414	TERMINEX INTERNATIONAL	9/16/2016	PEST CONTROL	429.00	
					601 F St.	59.00	488.00
44546	9/19/2016	00534	SMC INFORMATION SERVICE	9/12/2016	MICRO CHANNEL & LINES	880.00	880.00
44547	9/19/2016	00623	ARAMARK	8/31/2016	UNIFORM SERVICE	528.39	528.39
44548	9/19/2016	00667	CSM BEHAVIORAL HEALTH & FY	9/14/2016	FY 2016-17 SMC HOMELESS	626.00	626.00
44549	9/19/2016	01001	SIGNET TESTING LABS, INC.	8/26/2016	PMT #4 AUG 9-19, 2016 CONC	11,517.00	11,517.00
44550	9/19/2016	01037	COMCAST CABLE	9/7/2016	HIGH-SPEED INTERNET 6011	106.20	106.20
44551	9/19/2016	01113	SAN DIEGO POLICE EQUIPME	9/10/2016	AMMUNITION 14 FED-AE45A-	5,183.83	5,183.83
44552	9/19/2016	01265	HITECH SYSTEMS, INC.	4/14/2016	05/01/16-04/30/17 SAFETYNE	348.35	348.35
44553	9/19/2016	01367	DUO DANCE ACADEMY	9/16/2016	DANCE CLASSES	860.00	860.00
44554	9/19/2016	01565	BAY CONTRACT MAINTENAN	9/10/2016	JANITORIAL SERVICES	8,038.84	
					PAPER PRODUCTS	1,572.00	9,610.84
44555	9/19/2016	01569	DARLING INTERNATIONAL INC	9/7/2016	TRAP SERVICE CHARGE	79.71	79.71
44556	9/19/2016	02274	FRANK AND GROSSMAN LANI	9/1/2016	LANDSCAPE MAINTENANCE	10,200.00	10,200.00
44557	9/19/2016	02357	GHILARDUCCI, VERONICA	9/12/2016	09.12.16 DEPOSIT REFUND	150.00	
					09.12.16 DEPOSIT REFUND	50.00	200.00
44558	9/19/2016	02392	MIG-TRA	9/14/2016	AUGUST 2016 COLMA VETS/H	14,040.23	14,040.23
44559	9/19/2016	02447	BASTO, INTIHANONG	9/15/2016	09/15/16 DEPOSIT REFUND	300.00	300.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44560	9/19/2016	02499	GE CAPITAL INFORMATION 97497466 97473072	9/7/2016	PD COPY MACHINE RENTAL	1,167.47	1,874.31
44561	9/19/2016	02510	REGIONAL GOVERNMENT SE6279	9/5/2016	REC COPY MACHINE RENTAL	706.84	4,192.00
44562	9/19/2016	02650	AMERICAN REPROGRAPHICS1516302	8/31/2016	CONTRACT FINANCE SERVIC	4,192.00	3,622.76
44563	9/19/2016	02709	GONZALEZ, CELESTE 2000584.003	8/16/2016	PLAN ORDER TOWN HALL PF	3,622.76	50.00
44564	9/19/2016	02793	DITO'S MOTORS 14688	9/12/2016	09.12.16 DEPOSIT REFUND	50.00	436.75
44565	9/19/2016	02950	BERKOVATZ, ANTHONY	9/12/2016	2002 FORD F-150 REPLACE F	436.75	45.20
44566	9/19/2016	02952	ALVARADO, JORGE	Sept 12-14 Reim	SEPT 12-14, 2016 SFST'S TR/	45.20	39.36
44567	9/19/2016	02967	GOVINVEST INC. 1062	9/19/2016	SEPT 12-14, 2016 SFST'S TR/	39.36	1,500.00
44568	9/19/2016	02975	METAL BUILDING COMPANY 4678	9/15/2016	GASB 68 INDIVIDUALIZED RE	1,500.00	44,483.75
44569	9/19/2016	02976	MERCADO, MARIA LUISA 2000583.003	9/7/2016	PMT #1 601 F STREET WALL	44,483.75	300.00
44570	9/19/2016	02977	PEREZ, MARCO ANTONIO 2000582.003	9/12/2016	09.12.16 DEPOSIT REFUND	300.00	200.00
b total for FIRST NATIONAL BANK OF DALY CITY:							133,756.86

41 checks in this report.

Grand Total All Checks: 133,756.86

apChkLst  
09/20/2016 11:05:53AM

Final Check List  
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44571	9/20/2016	00307	PACIFIC GAS & ELECTRIC	0007547302-3	6/3/2016 REPLACES CK #44212 GEP 1	5,000.00	5,000.00
b total for FIRST NATIONAL BANK OF DALY CITY:							5,000.00



1 checks in this report.

Grand Total All Checks: 5,000.00

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44572	9/26/2016	00004	AT&T	000008606513	9/13/2016	C3A1210TS01 08/13/16-09/12/	1,388.33
44573	9/26/2016	00020	ASSOCIATED SERVICES INC	116092066	9/8/2016	2 SPRING WATER 5 GAL.	12.50
44574	9/26/2016	00051	CALIFORNIA WATER SERVICE	1727052702	9/14/2016	1727052702 JSB ACROSS FR	236.97
44575	9/26/2016	00117	DELTA DENTAL OF CALIFORNIA	BEE001821266	10/1/2016	DENTAL INSURANCE	12,797.60
44576	9/26/2016	00215	FEDEX OFFICE AND PRINT	5-547-53801	9/16/2016	SHIPPING FEES	42.90
44577	9/26/2016	00243	PEREZ, ROSE	2000589.003	9/16/2016	09/16/16 WITHDRAWAL REFU	20.00
44578	9/26/2016	00280	OFFICE DEPOT, INC.	863577287001	9/12/2016	HP 55X BLACK TONER, KLEE	114.89
				862600290001	9/7/2016	PAPER 30% RECYCLED, 2 CA	90.80
44579	9/26/2016	00282	CALIFORNIA PUBLIC EMPLOY	2121	9/14/2016	MEDICAL INSURANCE	38,810.76
44580	9/26/2016	00306	INJURY CONTROL SYSTEMS	ITOWNOF87114	8/31/2016	08/18/16 NEW EMPLOYEE BA	90.00
44581	9/26/2016	00307	PACIFIC GAS & ELECTRIC	0678090639-9	9/14/2016	0678090639-9 S/E CORNER H	51.62
				9593452526-2	9/14/2016	9593452526-2 10500 HILLSIDE	26.11
44582	9/26/2016	00584	SMC SHERIFF'S OFFICE	3455	9/14/2016	FY 16/17 CITY SHARE, DISTR	6,329.00
44583	9/26/2016	00585	RUIZ, JIM	16-0920-02 Sket	9/22/2016	CASE #16-0920-02 SUSPECT	300.00
44584	9/26/2016	00693	DEGUJA, PRISCILLA	2000597.003	9/19/2016	09/19/16 WITHDRAWAL REFU	28.00
				2000590.003	9/16/2016	09/16/16 WITHDRAWAL REFU	20.00
44585	9/26/2016	01036	MANAGED HEALTH NETWORK	R13200083533	9/16/2016	EMPLOYEE ASSISTANCE PRG	99.20
44586	9/26/2016	01037	COMCAST CABLE	09/27-10/26 XFI	9/17/2016	1520 HILLSIDE XFINITY TV	10.20
44587	9/26/2016	01107	THE ONE HUNDRED CLUB OFK. Straton Meml	9/22/2016	K. STRATTON ANNUAL DUES	150.00	150.00
44588	9/26/2016	01151	MARTINEZ, ALICIA	2000600.003	9/21/2016	09/21/16 WITHDRAWAL REFU	20.00
44589	9/26/2016	01183	BEST BEST & KRIEGER LLP	779532	9/12/2016	CITY ATTORNEY SERVICES	17,255.57
				779533	9/12/2016	CITY ATTORNEY BASIC SERV	3,468.54
				779534	9/12/2016	CITY ATTORNEY SPECIAL SE	1,732.30
				779535	9/12/2016	CITY ATTORNEY THIRD PART	1,152.00
44590	9/26/2016	01308	EEL RIVER FUELS, INC.	518621	9/15/2016	PV GAS PURCHASES	237.68
44591	9/26/2016	01414	VERANO HOMEOWNERS ASS	10	10/1/2016	VERANO OWNERS ASSOCIAT	300.00
44592	9/26/2016	01457	BATERINA, BARBARA	2000594.003	9/16/2016	09/16/16 WITHDRAWAL REFU	14.00
44593	9/26/2016	01549	BURNS, LORI	Sept 1 & 22 Rein	9/23/2016	SEPT 1 & 22 REIMBURSEMEN	40.70
44594	9/26/2016	02056	GOTTELL, LOUIS	09/24/16 Work B	9/26/2016	09/24/16 SEARS WORK BOOT	98.09
44595	9/26/2016	02224	STANDARD INSURANCE COM	Oct 2016	9/14/2016	LIFE INSURANCE	231.00
44596	9/26/2016	02311	RODRIGUEZ, CHRYSSTA	2000599.003	9/19/2016	09/19/16 DEPOSIT REFUND	50.00
44597	9/26/2016	02605	GUERRERO, SAUL	09/22/16 Fuel Re	9/23/2016	09/22/16 MOTORCYCLE FUEL	14.06
44598	9/26/2016	02631	LOPEZ, JORGE	2000598.003	9/19/2016	09/19/16 DEPOSIT REFUND	275.00
44599	9/26/2016	02720	VEGA, RICHARD	09/26/16	9/26/2016	09/26/16 ADVANCED DISABILI	2,200.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44600	9/26/2016	02793	DITO'S MOTORS	14743	9/21/2016 #5 ALIGNMENT, OIL & FILTER	157.61	
				14732	9/19/2016 #7 REPLACE AIR BAG LIGHT	69.50	227.11
44601	9/26/2016	02817	MORQUECHO, CYNTHIA	09/09/16 Reimbu	9/19/2016 09/09/16 SMARTFINAL PICON	75.83	75.83
44602	9/26/2016	02827	CORODATA SHREDDING, INC.DN1134093	8/31/2016	SHREDDING SERVICE ADMIN	39.00	39.00
44603	9/26/2016	02849	U.S. BANK PARS ACCOUNT, 6 October 2016 Of	9/14/2016	OPEB CONTRIBUTION	91,633.00	91,633.00
44604	9/26/2016	02913	FARALLON COMPANY	1601-8	PMT #8 WORK TO 08/31/16	208,544.00	208,544.00
44605	9/26/2016	02946	VELASQUEZ, AMANDA	Sept 12-16 Milee	9/21/2016 SEPT 12-16, 2016 MILEAGE R	106.92	106.92
44606	9/26/2016	02978	ANGELES, GERALD URMMAZA	CO045138 Refu	9/15/2016 CO045138 REFUND	76.00	76.00
44607	9/26/2016	02979	MANRIQUE, JUAN	CO045184 Refu	9/15/2016 CO045184 REFUND	38.00	38.00
44608	9/26/2016	02980	RIVERA, JOSEPH P	CO45380 Refun	9/15/2016 CO45380 REFUND	38.00	38.00
44609	9/26/2016	02981	BONNIFIELD, DONNA MARIE	CO45679 Refun	9/15/2016 CO45679 REFUND	28.00	28.00
44610	9/26/2016	02982	FAJILAGUTAN, JOSE CANTORCO45688 Refun	9/15/2016 CO45688 REFUND		38.00	38.00
44611	9/26/2016	02983	PAMINTUAN, LARA MEI	CO45735 Refun	9/15/2016 CO45735 REFUND	38.00	38.00
44612	9/26/2016	02984	TRUKA, KATHERINE M.	Sept 1-15, 2016	8/31/2016 SEPT. 1-15, 2016 YOGA CLAS	585.00	585.00
b total for FIRST NATIONAL BANK OF DALY CITY:							389,174.68

41 checks in this report.

Grand Total All Checks: 389,174.68

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
44613	9/30/2016	00047	C.L.E.A.	09302016 B	9/30/2016	CLEA: PAYMENT	294.00
44614	9/30/2016	00068	COLMA PEACE OFFICERS	09302016 B	9/30/2016	COLMA PEACE OFFICERS: P/	652.14
44615	9/30/2016	00282	CALIFORNIA PUBLIC EMPLOY	09302016 B	9/30/2016	OCTOBER 2016 ACTIVE PREI	67,181.99
44616	9/30/2016	00631	P.E.R.S.	09302016 B	9/30/2016	PERS - BUYBACK: PAYMENT	24,425.25
				09302016 B	9/30/2016	PERS MISC NON-TAX: PAYME	10,023.69
44617	9/30/2016	01340	NAVIA BENEFIT SOLUTIONS	09302016 B	9/30/2016	FLEX 125 PLAN: PAYMENT	362.31
44618	9/30/2016	01360	VANTAGE TRANSFER AGENT	09302016 B	9/30/2016	ICMA CONTRIBUTION: PAYME	3,017.00
44619	9/30/2016	01375	NATIONWIDE RETIREMENT S	09302016 B	9/30/2016	NATIONWIDE: PAYMENT	6,200.00
44620	9/30/2016	02224	STANDARD INSURANCE COM	09302016 B	9/30/2016	LIFE INSURANCE: PAYMENT	338.70
44621	9/30/2016	02377	CALIFORNIA STATE DISBURS	09302016 B	9/30/2016	WAGE GARNISHMENT: PAYM	553.84
93409	9/30/2016	00130	EMPLOYMENT DEVELOPMEN	09302016 B	9/30/2016	CALIFORNIA STATE TAX: PAY	8,071.14
93410	9/30/2016	00521	UNITED STATES TREASURY	09302016 B	9/30/2016	FEDERAL TAX: PAYMENT	44,164.76
Total for FIRST NATIONAL BANK OF DALY CITY:							165,284.82

11 checks in this report.

Grand Total All Checks: 165,284.82

**ORDINANCE NO. \_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.03.105,  
REGARDING THE CITY TREASURER'S DUTIES**

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

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**ARTICLE 1. RECITALS.**

(a) At the General Municipal Election held and conducted in the Town of Colma, County of San Mateo, California on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as section 1.03.100 of the Colma Municipal Code and took effect on expiration of the term of office of the incumbent City Treasurer, i.e. on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election.

(b) Pursuant to said ordinance, the City Council desires to appoint City Manager Sean Rabé as City Treasurer.

(c) The offices of City Manager and City Treasurer are not incompatible because the City Manager does not exercise supervisory authority over the City Treasurer. Rather, that authority is vested in the City Council.

(d) The current Colma Municipal Code ("CMC") grants the City Manager limited authority over the City Treasurer pursuant to CMC Section 1.03.105. To ensure there is no incompatibility between the offices of City Manager and City Treasurer, the City Council desires to amend Section 1.03.105 to vest any authority over the City Treasurer in the City Council.

(e) This ordinance also amends the applicable provisions of the Colma Municipal Code to remove other additional language that is best suited for the Colma Administrative Code.

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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.

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**ARTICLE 3. CMC SECTION 1.03.105 AMENDED.**

Section 1.03.105 shall be and hereby is amended as follows:

1.03.105 City Treasurer's Duties.

(a) *City Council.* The City Council has ultimate authority and direction over all Town finances and investments.

(b) *City Manager.* The City Manager is responsible for the overall management of the financial affairs of the Town.

(c) *City Treasurer.* Subject to the City ~~Manager~~Council's overall management and supervision, the City Treasurer shall manage the day-to-day accounting and cash management functions of the Town; receive and safely keep Town funds; transfer Town funds from or to the different Town accounts; pay Town obligations; receive and hold bonds or other security instruments; establish and maintain a system of internal controls over Town assets; ~~and~~ submit financial reports to the City Council on a timely basis, and have the ability to appoint a Deputy Treasurer(s) who can act in the absence of the City Treasurer. ~~The City Council has assigned specific investment authority to the City Treasurer, as specified in the Colma Administrative Code. The City Treasurer may establish accounts at banks, on conditions approved by the City Council, to pay the principal and interest of bonds, to pay any warrant that has been presented for payment, or to fund any electronic disbursement of funds from the treasury of the local agency. The City Treasurer may, with Council approval, deposit other funds and transfer deposits among City accounts. The City Treasurer may make an annual report to the City Council on the City's investment policy. He or she may also make quarterly reports to the City Manager, the City's auditor and the City Council on the Town's investments.~~

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#### **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.

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#### **ARTICLE 5. NOT A CEQA PROJECT.**

The City Council finds that adoption of this Ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

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#### **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.

#### **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 September 28, 2016 and duly adopted at a regular meeting of said City Council held on October \_\_\_\_, 2016 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, 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: October 12, 2016  
 SUBJECT: Recreation Services Department Quarterly Review, July - September 2016

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## RECOMMENDATION

Staff recommends that the City Council adopt:

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

## EXECUTIVE SUMMARY

In the second quarter of 2016, a total of 1,931 participants attended 53 programs. This represents an increase of 1 participant from the third quarter of 2015.

Staff estimates that 36 percent of the population had a current Colma I.D. during the third quarter of 2016, suggesting that residents participated in multiple programs.

There were a total of 75 rentals, which is an increase of 9 rentals from the second 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 108 adults and seniors participated in enrichment programs. This represents an increase of 8 participants from the third quarter of 2015.
- A total of 154 adults and seniors participated in trips and events. This represents a decrease of 27 participants from the third quarter of 2015. Staff attributes the decrease to the scheduling of the Summer Concert series.

- A total of 861 youth and teens participated in Enrichment Programs. This represents a decrease of 67 participants from the third quarter of 2015. Staff attributes the decrease to fewer participants in multiple enrichment programs.
- A total of 145 youths and teens participated in events and trips. This represents a decrease of 63 participants from the third quarter of 2015. Staff attributes the decrease to fewer participants in the summer day camp trips.
- A total of 663 youth, adults and seniors participated in Community Programs. This represents an increase of 150 participants from the third quarter of 2016. Staff attributes the increase in participation to the Summer Concert series.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 55 different events:

- Resident Rentals (26 social events and one HOA meeting)
- Resident Non-profit group (one fundraiser)
- Non-Resident Rentals (three funeral receptions)
- Non-Resident Non-profit Groups (two meetings)
- In House Reservations (22 meetings/trainings)

The Sterling Park Recreation Center was rented for 20 different events:

- Sterling Park Resident Rentals (19 social events and one picnic)

### **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, at the Town Picnic this year staff coordinated with Republic Services to have composting bins onsite.

### **ATTACHMENTS**

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

**Recreation Services Department Quarterly Review  
July - September 2016  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Boot Camp Fitness	11	2	Existing
Cooking Classes	28	3	Existing
Creekside Villas Activities	23	3	Existing
Golf	1	3	Existing
Hatha Yoga	15	2	Existing
First Aid/CPR	7	1	Existing
Scrapbooking	Cancelled	1	Existing
Zumba	11	1	Existing
Zumba & Palango Combo	12	2	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Arm Chair Travel	30	3	Existing
Charter Fishing	3	1	Existing
Friday Films	26	3	Existing
Graton Resort & Casino	28	1	<b>NEW</b>
Santa Cruz Follies	20	1	<b>NEW</b>
Senior Luncheon (Beat the Heat & Bingo)	47	2	Existing

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Allegro Music Program	2	1	Existing
Alternative Camp Program	1	1	Existing
Ballet, Tap & Hip Hop	7	8	Existing
Broadway Musical Groups	Cancelled	2	Existing
Cooking	6	2	Existing
Golf	6	2	Existing
Early Childhood Music	Cancelled	1	Existing
Engineering Fundamentals with Lego	12	1	Existing
Guitar Workshop	2	2	Existing
Keyboard	11	4	Existing
Kids' Club Afterschool Program	34	3	Existing
Kumon Math Tutoring	85	3	Existing
Kumon Reading Tutoring	62	3	Existing
Parents' Night Out	24	3	Existing
Summer Day Camp Early Morning Care	152	3	Existing
Summer Day Camp	279	3	Existing
Summer Day Camp Afternoon Care	137	3	Existing

Tae Kwon Do	30	3	Existing
Traditional Hawaiian Ukulele Workshop	Cancelled	1	Existing
Tot Gym & Jam	Cancelled	3	Existing
Vibo Youth Ensemble	6	2	Existing
Violin Workshop	5	3	Existing

#### Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Adventure Playground	36	1	<i><b>NEW</b></i>
Basketball Fundamentals	Cancelled	1	Existing
Charter Fishing	3	1	Existing
Lake Don Castro Recreation Area	26	1	<i><b>NEW</b></i>
Great America	Cancelled	1	Existing
Houdini Escape Room	9	1	<i><b>NEW</b></i>
Ice Creak Arts & Crafts – Back to School	Cancelled	1	Existing
Princess Dance Camp	Cancelled	1	Existing
San Francisco Giants Game (teens)	14	1	Existing
San Francisco Zoo	37	1	
Teen Center Hours	8	1	<i><b>NEW</b></i>
Teen Activity Group	12	3	Existing

#### Community Programs

Program	Registered	Sessions	New or Existing Program
Project Read Learning Wheels	89	3	Existing
Project Read Nutrition Program	80	3	Existing
Project Read Science Club	82	3	Existing
Summer Concert Series	147	3	<i><b>NEW</b></i>
Town Picnic	265	1	Existing

Note: Programs were cancelled due to insufficient participation.



# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Michael P. Laughlin, AICP, City Planner  
Turhan Sonmez, Associate Planner  
VIA: Sean Rabe', City Manager  
MEETING DATE: October 12, 2016  
SUBJECT: Surplus Land Policy

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ADOPTING A NEW COUNCIL POLICY REGARDING SURPLUS LAND,  
PURSUANT TO AB 2135

## EXECUTIVE SUMMARY

California Assembly Bill 2135 ("AB 2135"), that became effective on January 1, 2015, amended the State's Surplus Land Act, to modify the State's required procedures regarding the sale of surplus properties by a local agency. The proposed Resolution would adopt a new Town policy consistent with AB 2135. Since the Town currently has no surplus land adopting the proposed policy will not have any current impact on the Town, except that it will make the Town eligible for grant funding from the One Bay Area Grant Program (OBAG). If the Town was to ever acquire property that was deemed to be surplus, the policy would be implemented if that surplus land was ever sold by the Town.

## FISCAL IMPACT

None.

## BACKGROUND & ANALYSIS

The Surplus Land Act requires that any local agency selling surplus land provide notice to and negotiate in good faith to sell surplus property to entities that undertake affordable housing, parks, or school development (a "Preferred Entity"). The Surplus Land Act provisions were amended by AB 2135 to prioritize affordable housing uses over park or school uses.

AB 2135 also modified the requirements for affordable housing on surplus land as follows:

- The percentage of housing that needs to be affordable has been increased to at least 25%, affordability now needs to be targeted towards lower-income households – below 80% AMI, and affordable housing rents need to be restricted for at least 55 years;
- The time in which to negotiate in good faith for the land disposition has been extended from 60 to 90 days, and if no agreement can be reached and market rate housing is built (exceeding 10 units), the entity purchasing the land has to provide 15% of the units as affordable to lower-income households, and restrict rents for 55 years; and
- The payment period for land to be used for low- and moderate-income housing can now exceed 20 years.

Staff has condensed the new procedures set by AB 2135 into the following policy for the Council to consider:

*“The Town of Colma hereby agrees to dispose of any surplus land, as defined in Government Code Section 54221(b), consistent with the Surplus Land Act contained at Government Code Section 54220, et seq., as amended by Assembly Bill 2135 that became effective on January 1, 2015”*

Since the Town currently has no surplus land, adopting the proposed policy will have no current effect on the Town, except that it will make the Town eligible for grant funding from OBAG. The Metropolitan Transportation Commission (MTC) has a requirement for the OBAG 2 funding cycle which states that local jurisdictions must adopt a resolution demonstrating compliance with AB 2135, in order to be eligible for grant funding. With the adoption of the above Policy through the proposed Resolution, the Public Works Department intends to submit a grant funding application to MTC regarding planned improvements along El Camino Real.

## **COUNCIL ADOPTED VALUES**

The recommendation is consistent with the Council value of ***vision*** because the recommended decision considers regional and statewide implications, and with the Council value of ***responsibility*** because the recommended decision takes into account the long-term financial needs of the Town and will make the Town eligible for future grant funding opportunities.

## **SUSTAINABILITY IMPACT**

None.

## **ALTERNATIVES**

The following courses of action are available to the City Council:

One alternative to adopting the resolution would be to adopt the resolution with modified policy language that remains consistent with AB 2135.



A second alternative would be to not adopt the resolution. This action is not recommended, however, since it would make the Town ineligible for various OBAG funding.

## **CONCLUSION**

Staff recommends that the City Council adopt the Resolution formalizing the implementation of AB 2135 through a new Council Policy.

## **ATTACHMENTS**

- A. Resolution



**RESOLUTION NO. 2016-\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ADOPTING A NEW COUNCIL POLICY REGARDING SURPLUS LAND,  
PURSUANT TO AB 2135**

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

**1. Background**

This resolution was adopted after the following proceedings had occurred:

(a) Amendments to Government Code Sections 54220, 54223, 54225, 54226, and 54227, and the additions of Sections 54222.5 and 54233 to the Government Code, pursuant to AB 2135, went into effect on January 1, 2015; and

(b) The City Council has considered the staff report.

**2. Order**

(a) With the adoption of this Resolution, the City Council adopts the below Council Policy regarding surplus land, pursuant to AB 2135:

"The Town of Colma hereby agrees to dispose of any surplus land, as defined in Government Code Section 54221(b), consistent with the Surplus Land Act contained at Government Code Section 54220, et seq., as amended by Assembly Bill 2135 that became effective on January 1, 2015"

\* \* \* \* \*

***Certification of Adoption***

I certify that the foregoing Resolution No. 2016-\_\_ was duly adopted at a meeting of the City Council of the Town of Colma held on October 12, 2016, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk