



**AGENDA
REGULAR MEETING**

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

**Wednesday, September 9, 2015
Ribbon Cutting Ceremony – 7:15 PM
Regular Session – 7:30 PM**

RIBBON CUTTING CEREMONY – 7:15 PM

Council will convene at the corner of Hillside and F St. to have a Ribbon Cutting Ceremony for the Drought Tolerant Garden Project.

PLEDGE OF ALLEGIANCE AND ROLL CALL FOR REGULAR SESSION – 7:30 PM

ADOPTION OF AGENDA

PRESENTATION

- Introduction of new Facility Attendants Andy Gomez and Raphael Garcia
- Recreation Department Volunteer Recognition
- City Manager Commendation
- Recognition of Honor Roll Students

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the July 15, 2015 Special Meeting.
2. Motion to Accept the Minutes from the July 22, 2015 Special Meeting.
3. Motion to Approve Report of Checks Paid for July 2015.
4. Motion to Approve Report of Checks Paid for August 2015.
5. Motion to Adopt an Ordinance Amending Section 1.03.090 of the Colma Municipal Code, Relating to the City Clerk Pursuant to CEQA Guideline 15061(b)(3) (second reading).

6. Motion to Adopt an Ordinance Amending Section 5.03.300 of the Colma Municipal Code, Relating to Design Review Zone Standards Pursuant to CEQA Guideline 15061(b)(3) (second reading).
7. Motion to Adopt a Resolution Establishing Salaries for New City Clerk and Public Works Maintenance Supervisor Positions and Adopting a Salary Schedule.
8. Motion to Adopt a Resolution Authorizing City Manager to Execute Addendum 2 to Placeworks Contract for Environmental Services.

PUBLIC HEARING

9. CONDITIONAL USE PERMIT AT 1755 MISSION ROAD

Consider: Motion to Adopt a Resolution Granting a Conditional Use Permit for a Storage Warehouse, for Use by a Moving Company, at the Commercial Building Located at 1755 Mission Road Pursuant to CEQA Guideline 15301.

10. AMENDED CONDITIONAL USE PERMIT AT 1531-1537 MISSION ROAD

Consider: Motion to Adopt a Resolution Granting an Amended Conditional Use Permit to Provide That Uses at the Commercial Building Located at 1531-1537 Mission Road, Meeting Specific Criteria, May be Permitted by Issuance of an Administrative Use Permit from the City Planner, Pursuant to CEQA Guideline 15301.

11. CONDITIONAL USE PERMIT AT 1531-1533 MISSION ROAD

Consider: Motion to Adopt a Resolution Granting a Conditional Use Permit for a Home Staging Company at the Commercial Building Located At 1531-1533 Mission Road, Pursuant to CEQA Guideline 15301.

12. SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM ORDINANCE

Consider: Motion to Adopt an Ordinance Adding a New Subchapter 5.05 to the Colma Municipal Code, Relating to Small Residential Rooftop Solar Energy Systems, and Waive a Further Reading of the Ordinance.

13. CITY COUNCIL MEETING TIME AND DAY ORDINANCE

Consider: Motion to Introduce an Ordinance Amending Section 1.02.080 of the Colma Municipal Code, Relating to City Council Meeting Time, and Waive a Further Reading of the Ordinance;

or

Motion to Introduce and Ordinance Amending Section 1.02.080 of the Colma Municipal Code, Relating to City Council Meeting Time and Days, and Waive a Further Reading of the Ordinance.

NEW BUSINESS

14. GRANT FUNDING REQUESTS

Consider: Motion 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.

15. GRANT FUNDING REQUEST FOR DALY CITY PUBLIC LIBRARY ASSOCIATES

Consider: Motion to Adopt a Resolution Determining Eligibility for Grant Funding, 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.

16. **LIVE SCAN FINGERPRINTING FEE INCREASE**

Consider: Motion to Adopt a Resolution Amending Colma Administrative Code, Subchapter 1.10, Master Fee Schedule, Relating to Live Scan Fingerprinting.

STUDY SESSION

17. **LOCAL HAZARD MITIGATION PLAN**

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

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, 1198 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

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. Please allow two business days for your request to be processed.



**MINUTES
SPECIAL MEETING**

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

Wednesday, July 15, 2015

6:00 p.m.

CLOSED SESSION

Council convened for closed session from 6:07 p.m. to 7:19 p.m.

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

Agency Negotiator:	Sean Rabé, City Manager
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association

CALL TO ORDER

Mayor Joanne F. del Rosario called the Regular Session of the Special Meeting of the City Council to order at 7:35 p.m.

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

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, and Interim City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda; none were noted. The Mayor asked for a motion to adopt the agenda.

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

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

REPORT FROM CLOSED SESSION

The Mayor stated, "There was no reportable action taken at the closed session meeting tonight."

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:43 p.m. and seeing no one come forward, she closed the public comment period.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the June 10, 2015 Regular Meeting.
3. Motion to Accept the Minutes from the June 17, 2015 Special Meeting.
4. Motion to Approve Report of Checks Paid for June 2015.
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2015.
6. Motion Approving the Town's Response to the 2014/15 Grand Jury Report Re: Sea Level Rise.
7. Motion to Adopt a Resolution Approving a Public Works Mutual Aid Agreement.

Action: Vice Mayor Colvin moved to approve the Consent Calendar items #2-7; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

NEW BUSINESS

8. RAMIREZ RECYCLER'S PERMIT

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public comment period at 7:43 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Helen Fiscaro moved to Adopt a Resolution Approving a Recycler's Permit for the Collection of Cardboard from Commercial Businesses Pursuant to CEQA Guideline 15061(b)(3); 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	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

9. **LEAGUE OF CALIFORNIA CITIES CONFERENCE DELEGATE**

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 7:51 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Designate Council Member Joseph Silva the Voting Delegate for the Annual League of California Cities Conference in September; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

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

10. **TOWN HALL RENOVATION FINANCING**

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 8:13 p.m. Resident Patricia Simpson made a comment. The Mayor closed the public comment period at 8:15 p.m. Council discussion followed.

Action: Council Member Fiscaro moved to Direct the City Manager to Prepare Documents for the Execution, Sale and Delivery of Certificates of Participation (COPs) to Finance the Town Hall Renovation Project Pursuant to CEQA Guidelines 15303, 15331 and 15332; 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	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

PUBLIC HEARING

11. 1198 EL CAMINO REAL – TOWN HALL REMODEL

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:55 p.m. Resident Pat Hatfield made a comment. The Mayor closed the public hearing at 8:59 p.m. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Approving Design Review for the Colma Town Hall Renovation and Expansion Project Located at 1198 El Camino Real Pursuant to CEQA Guidelines 15303, 15331 and 15332 with changes made to condition (g) as directed by Council; 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	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

12. AMENDMENT OF DESIGN REVIEW STANDARDS

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 9:28 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Colvin moved to Adopt Resolution Amending the General Plan Land Use Element To Allow Additional Architectural Styles In Specified Locations Pursuant To CEQA Guideline 15061(b)(3); 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	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

Action: Council Member Gonzalez moved to Introduce an Ordinance Amending Section 5.03.300 of the Colma Municipal Code, Relating to Design Review Zone Standards Pursuant to CEQA Guideline 15061(b)(3) and Waive a Further Reading of the Ordinance; 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	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

13. **APPROVAL OF ENGINEER'S REPORT FOR SANITARY SEWER SERVICE CHARGES**

Director of Public Works Brad Donohue presented the staff report. Mayor del Rosario opened the public hearing at 9:37 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Colvin moved to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year 2015-2016, and Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll; 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	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

COUNCIL CALENDARING

The next City Council Meeting will be a Special Meeting on Wednesday, July 22 2015 at 6:30 p.m. at the Colma Community Center.

The Regular Council Meeting on Wednesday, August 12, 2015 will be cancelled. The next Regular Council Meeting will be on Wednesday, September 9, 2015 at 7:30 p.m.

REPORTS

City Manager Sean Rabé reported on the following topics:

- Caitlin Corley has been appointed Interim City Clerk.
- Comcast will be hosting an event on Saturday July 18 at 8:00 a.m. at the Community Center to help residents upgrade and exchange their existing cable equipment.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor del Rosario at 9:50 p.m. in memory of Maria Angela Aguinaldo, cousin of Mayor del Rosario.

Respectfully submitted,

Caitlin Corley
Interim City Clerk

**MINUTES
SPECIAL MEETING**

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

**Wednesday, July 22, 2015
6:00 p.m.**

CALL TO ORDER

Mayor del Rosario called the Special Meeting of the City Council for the Town of Colma to order at 6:07 p.m.

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

Staff Present – City Manager Sean Rabé and City Attorney Christopher Diaz were in attendance.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda; none were noted. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Fiscaro moved to adopt the agenda; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

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

NEW BUSINESS

1. APPROVAL OF COPs

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 6:10 p.m. and seeing no one come forward to speak she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution of the City Council of the Town of Colma Authorizing the Issuance and Sale of its 2015 Certificates of Participation, Authorizing Execution and Delivery by the Town of a Lease Agreement, a Trust Agreement, Approving a Notice of Sale and a Continuing Disclosure Agreement

and the Preparation and Delivery of a Preliminary Official Statement and Final Official Statement with Respect to the Issuance and Sale of Such Certificates of Participation, Appointing a Trustee and Making Other Findings Relating Thereto, All Pursuant to CEQA Guidelines 15303, 15331 and 15332; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

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

2. NONPROFIT GRANT CATEGORY FUNDING LEVELS

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 6:50 p.m. and seeing no one come forward to speak she closed the public comment period. Council discussion followed.

Action: Council Member Gonzalez moved to Establish Funding Categories for Grants to Nonprofits as Presented by Staff; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

ADJOURNMENT

Mayor del Rosario adjourned the Special Meeting at 6:58 p.m.

Respectfully Submitted,

Sean Rabé
City Manager

Final Check List
Town of Colma

apChkLst
07/01/2015 1:19:25PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42091	7/1/2015	00005	1052446	7/1/2015	FY 2015-2016 ABAG Dues	997.00	997.00
42092	7/1/2015	00050	554	5/20/2015	FY 2015-2016 Annual CPCA Mt	315.00	315.00
42093	7/1/2015	00055	ERP FY15-16	7/1/2015	FY 2015-2016 ERP Services	483.00	483.00
42094	7/1/2015	00117	DELTA DENTAL OF CALIFORNBEO1228013	7/1/2015	DENTAL INSURANCE	12,044.80	12,044.80
42095	7/1/2015	00282	CALIFORNIA PUBLIC EMPLOY 1770	6/16/2015	MEDICAL INSURANCE	96,112.82	96,112.82
42096	7/1/2015	00352	SERRAMONTE FORD, INC. 617425	7/1/2015	2015 Fusion SE Hybrid White	29,882.00	29,882.00
42097	7/1/2015	00363	SMC NARCOTICS TASK FORCFY 2015-2016	6/25/2015	FY 2015-2016 City Cost Sharini	3,320.00	3,320.00
42098	7/1/2015	00388	SONITROL 1268448-IN	6/1/2015	427 F ST. MONTHLY MONITO	109.00	109.00
42099	7/1/2015	00432	VISION SERVICE PLAN July 2015	6/19/2015	VISION SERVICE PLAN	980.72	980.72
42100	7/1/2015	00630	MAD SCIENCE OF THE BAY Af July & August W	6/18/2015	JULY & AUGUST WORKSHOP	795.00	795.00
42101	7/1/2015	01036	MANAGED HEALTH NETWORKI3200069879	7/1/2015	EMPLOYEE ASSISTANCE PRC	118.00	118.00
42102	7/1/2015	01414	VERANO HOMEOWNERS ASS7	7/1/2015	VERANO OWNERS ASSOCIAT	295.00	295.00
42103	7/1/2015	01431	CSAC EXCESS INSURANCE A 16150006	7/1/2015	FY 2015-2016 Primary Workers	174,792.00	174,792.00
42104	7/1/2015	02224	STANDARD INSURANCE COM July 2015	7/1/2015	FY 2015-2016 Excess Workers	85,903.00	260,695.00
42105	7/1/2015	02507	INTERNATIONAL COUNCIL OFFY 2015-2016	6/15/2015	LIFE INSURANCE	225.50	225.50
42106	7/1/2015	02532	CALIFORNIA ASSOCIATION FCFY 2015-2016	6/19/2015	FY 2015-2016 Membership Due	100.00	100.00
42107	7/1/2015	02542	KEYSTONE (US) MANAGEMENT24483149	5/20/2015	FY 2015-2016 Membership: Se	250.00	250.00
42108	7/1/2015	02566	STARVISTA FY 2015-2016	6/6/2015	July 1- Sept 31, 2015 Fire Syste	361.98	361.98
42109	7/1/2015	02848	UNITED COACH TOURS 8560WF	4/15/2015	FY 2015-2016 First Chance Prc	4,579.64	4,579.64
				4/7/2015	BUS TRIPS	3,088.00	3,088.00

b total for FIRST NATIONAL BANK OF DALY CITY:

414,752.46

19 checks in this report.

Grand Total All Checks:

414,752.46

FY 2014 - 2015

Final Check List
Town of Colma

apChkLst
07/07/2015 8:41:24AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42110	7/7/2015	00004	000006691085	6/13/2015	9391019175 05/13/15-06/12/15	3,619.89	
			000006709522	6/13/2015	650997011751 05/13/15-06/12	454.09	
			000006699854	6/13/2015	6509970105804 05/13/15-06/12	185.43	4,259.41
42111	7/7/2015	00140	06/21/15 Dossey	6/21/2015	CREDIT CARD CHARGE	4,430.85	
			06/21/15 Morque	6/21/2015	CREDIT CARD CHARGE	2,865.52	
			06/21/15 Lum	6/21/2015	CREDIT CARD CHARGE	1,091.18	
			06/21/15 Ramos	6/21/2015	CREDIT CARD CHARGE	1,083.01	
			06/21/15 Jordan	6/21/2015	CREDIT CARD CHARGE	684.81	
			06/21/15 Pforten	6/21/2015	CREDIT CARD CHARGE	445.01	
			06/21/15 Rabe	6/21/2015	CREDIT CARD CHARGE	82.46	10,682.84
42112	7/7/2015	00236	0092128195-2	6/29/2015	500 Envelopes Cap. Bond 24lb.	195.75	195.75
42113	7/7/2015	00307	0567147369-1	6/19/2015	0092128195-2	1,967.88	
			2039987372-6	7/6/2015	0567147369-1 JSB S/O Serran	107.68	
			9956638930-2	6/19/2015	2039987372-6 OPPOSITE 507	11.63	
42114	7/7/2015	00311	367829	7/3/2015	#2838522 POSTAGE & FOLDII	9.91	2,097.10
42115	7/7/2015	00414	0092128195-2	6/15/2015	PEST CONTROL	285.03	285.03
			345506215	7/6/2015	601 F St. 5/11/15	463.00	
			05/25/15 - 06/24,	6/24/2015	CREDIT CARD CHARGE	59.00	522.00
42116	7/7/2015	00449	05/25/15 - 06/24,	6/24/2015	CREDIT CARD CHARGE	5,802.60	5,802.60
42117	7/7/2015	00830	8034898171	6/20/2015	X-Stamper 1x2", Green Line Se	99.43	99.43
42118	7/7/2015	01308	407845	7/10/2015	PW GAS PURCHASES	395.12	395.12
42119	7/7/2015	01370	9747345661	6/15/2015	CELL PHONE SERVICE	1,234.09	1,234.09
42120	7/7/2015	01995	15-0701	7/1/2015	June 27, 2015 Cardroom Back	110.00	110.00
42121	7/7/2015	02082	INC04/24-06/19/15 f	6/30/2015	OFFICE SUPPLIES	383.81	
			June 2015 #211	6/30/2015	OFFICE SUPPLIES	277.79	661.60
42122	7/7/2015	02119	06/11/15 Mileage	6/28/2015	06/11/15 Mileage Reimburse	38.78	38.78
42123	7/7/2015	02121	06/30/15 Reimbu	7/1/2015	BEST BUY CELLPHONE ACCE	87.16	87.16
42124	7/7/2015	02144	100497 Replacel	6/22/2015	TAE KWON DO	1,600.00	1,600.00
42125	7/7/2015	02352	100527	2/17/2015	Replaces Ck #41381 02/17/15 I	300.00	
			2000156.003	6/29/2015	06/29/15 Deposit Refund 6/27/1	300.00	600.00
42126	7/7/2015	02357	2000158.003	6/29/2015	06/29/15 Deposit Refund	80.00	80.00
42127	7/7/2015	02631	June 22-26, 201	6/29/2015	06/29/15 Deposit Refund	300.00	300.00
42128	7/7/2015	02731	49774	6/27/2015	June 22-26, 2015 Meals and Mi	157.15	157.15
42129	7/7/2015	02787		6/29/2015	Troubleshoot Exterior Emergen	230.00	230.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
42130	7/7/2015	02840	TONG-ROBINSON, SHARON	2015-0629TC	6/29/2015 JUNE 2015 CLASSES	126.00	126.00
b total for FIRST NATIONAL BANK OF DALY CITY:							29,564.06

21 checks in this report.

Grand Total All Checks:

29,564.06

Final Check List
Town of Colma

apChkLst
07/07/2015 12:43:12PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42131	7/7/2015	00254	METRO MOBILE COMMUNICA 150713	7/1/2015	July 2015 Maintenance Contrac	602.00	602.00
42132	7/7/2015	01030	1501612 STEPFORD, INC.	6/20/2015	MONTHLY SERVICE CONTRA	5,380.00	5,870.00
			1501627	6/24/2015	Sonicwall TZ200 Support Rene	490.00	
42133	7/7/2015	01037	COMCAST CABLE	6/20/2015	INTERNET 1520 HILLSIDE BL	284.02	518.04
			06/25/15-07/24/1	6/20/2015	INTERNET 427 F ST.	234.02	
			06/25/15-07/24/1	6/20/2015		131,564.00	131,564.00
42134	7/7/2015	01038	ALLIANT INSURANCE SERVIC 356121	6/30/2015	FY 2015-2016 Difference in Coi	350.00	
42135	7/7/2015	01560	CASANAS, LUZ CHARITO	7/1/2015	07/01/15 Deposit Refund	300.00	650.00
			2000160.003	7/1/2015	07/01/15 Deposit Refund	118.98	118.98
			2000161.003	7/1/2015	07/01/15 Deposit Refund	925.61	
42136	7/7/2015	01687	UNITED SITE SERVICES OF	6/22/2015	STANDARD AND REGULAR SI	866.56	1,792.17
42137	7/7/2015	02499	GE CAPITAL INFORMATION T194954150	6/25/2015	COPY MACHINE RENTAL	75.00	75.00
			94942363	6/22/2015	COPY MACHINE RENTAL	2,760.00	2,760.00
42138	7/7/2015	02751	MMANC	6/24/2015	FY 2015-2016 Membership L, E	75.00	
42139	7/7/2015	02787	AECO SYSTEMS, INC.	7/1/2015	FY 2015-2016 Fire, Burglar, & F	2,760.00	2,760.00

b total for FIRST NATIONAL BANK OF DALY CITY: 143,950.19

9 checks in this report.

Grand Total All Checks:

143,950.19

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42140	7/10/2015	00068	07102015 B	7/10/2015	COLMA PEACE OFFICERS: P/	684.21	684.21
42141	7/10/2015	00631	07102015 B	7/10/2015	PERS - BUYBACK: PAYMENT	24,321.80	
			07102015 B	7/10/2015	PERS MISC NON-TAX: PAYME	9,725.47	
			07102015 M	7/10/2015	PERS MISC NON-TAX: PAYME	961.76	35,009.03
42142	7/10/2015	01340	07102015 B	7/10/2015	FLEX-PLAN SERVICES, INC	538.86	538.86
42143	7/10/2015	01360	07102015 B	7/10/2015	VANTAGE TRANSFER AGENT:07102015 B	4,725.00	
			07102015 M	7/10/2015	ICMA CONTRIBUTION: PAYME	650.00	5,375.00
42144	7/10/2015	01375	07102015 B	7/10/2015	NATIONWIDE RETIREMENT S:07102015 B	5,125.00	
			07102015 M	7/10/2015	NATIONWIDE: PAYMENT	700.00	5,825.00
42145	7/10/2015	02377	07102015 B	7/10/2015	CALIFORNIA STATE DISBURSI07102015 B	553.84	553.84
93255	7/10/2015	00130	07102015 B	7/10/2015	EMPLOYMENT DEVELOPMEN07102015 B	7,806.80	7,806.80
93256	7/10/2015	00521	07102015 B	7/10/2015	UNITED STATES TREASURY 07102015 B	44,965.24	44,965.24
93258	7/10/2015	00521	07102015 M	7/10/2015	UNITED STATES TREASURY 07102015 M	907.56	907.56

3 total for FIRST NATIONAL BANK OF DALY CITY: 101,665.54

9 checks in this report.

Grand Total All Checks: 101,665.54

FY 2014-2015

Final Check List
Town of Colma

apChkLst
07/14/2015 9:05:33AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42146	7/14/2015	00051	CALIFORNIA WATER SERVICE 06/26/2015	6/26/2015	WATER BILL	4,894.65	4,894.65
42147	7/14/2015	00057	CINTAS CORPORATION #2 June 2015	7/6/2015	CLEANING SERVICE	807.44	807.44
42148	7/14/2015	00057	CINTAS CORPORATION #2 8402307178	6/26/2015	PW First Aid Supplies	270.48	270.48
42149	7/14/2015	00087	CITY OF DALY CITY AR215599	7/2/2015	11/18/14-02/03/15 Preventative	27,716.00	27,716.00
42150	7/14/2015	00112	DEPARTMENT OF JUSTICE 107062	6/30/2015	FINGERPRINT APPLICATIONS	1,357.00	
			108939	6/30/2015	FINGERPRINT APPLICATIONS	49.00	1,406.00
42151	7/14/2015	00149	FASTRAK INVOICE PROCESS 1691531403741	6/30/2015	06/17/15 GG Bridge Toll CA 14c	7.00	7.00
42152	7/14/2015	00174	HOME DEPOT CREDIT SERVI 106/29/2015	6/29/2015	May 29-June 26, 2015 PW Purc	937.96	937.96
42153	7/14/2015	00214	KSM PRINTING 25116	7/6/2015	1000 Sets 3 pt 2 Sided NCR Fo	533.56	533.56
42154	7/14/2015	00221	LCC PENINSULA DIVISION 1243	1/12/2015	2015 Peninsula Division Memb	100.00	100.00
42155	7/14/2015	00280	OFFICE DEPOT, INC. 778101851001	6/29/2015	Time Clock #3500	117.96	
			777534041001	6/24/2015	Paper, Envelopes	78.91	
			777714485001	6/25/2015	File Sorters, Pens	23.85	
			777714623001	6/25/2015	3x3 Notes	7.41	228.13
42156	7/14/2015	00307	PACIFIC GAS & ELECTRIC 07/05/2015	7/5/2015	PG&E	6,562.45	
			07/03/2015	7/3/2015	PG&E	288.32	
			06/27/15	6/27/2015	PG&E	243.80	7,094.57
42157	7/14/2015	00311	PITNEY BOWES INC. 501060	6/29/2015	FOLDING MACHINE	404.50	
			501059	6/29/2015	FEEDER RENT ON POSTAGE	280.50	
			501061	6/29/2015	STACKER RENT ON POSTAG	65.00	750.00
42158	7/14/2015	00411	TURBO DATA SYSTEMS 22971	6/30/2015	CITATION PROCESSING	141.57	141.57
42159	7/14/2015	00414	TERMINEX INTERNATIONAL L346371841	7/13/2015	PEST CONTROL	463.00	
			346371844	7/13/2015	601 F St.	59.00	522.00
42160	7/14/2015	00500	SMC CONTROLLERS OFFICE June 2015	7/6/2015	June 2015 Allocation of Parking	757.60	757.60
42161	7/14/2015	01183	BEST BEST & KRIEGER LLP 751199	6/30/2015	CITY ATTORNEY SERVICES	1,502.55	1,502.55
42162	7/14/2015	01184	PENINSULA UNIFORMS & EQ 113196	6/22/2015	2 FTO Pins Grant	28.23	28.23
42163	7/14/2015	01340	FLEX-PLAN SERVICES, INC 10025043	6/30/2015	SECTION 125 PARTICIPANT F	60.00	60.00
42164	7/14/2015	01399	WESTLAKE TOUCHLESS CAR June 2015	7/1/2015	PD CAR WASH	35.80	35.80
42165	7/14/2015	01629	R. J. RICCIARDI INC 9156	6/30/2015	FY 14/15 AUDIT SERVICES	2,052.50	2,052.50
42166	7/14/2015	01685	STADTLER LANDSCAPING 4722	7/7/2015	PLANT MAINTENANCE	240.00	
			4721	7/7/2015	PLANT MAINTENANCE	120.00	360.00
			OF44612624	5/1/2015	Quarterly Inspection, Sprinkler	240.00	240.00

Finance Check List
Town of Colma

apChkLst
07/14/2015 9:05:33AM

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42168	7/14/2015	02216	389663	6/10/2015	GASOLINE PURCHASES	1,253.56	
			406693	6/30/2015	GASOLINE PURCHASES	1,195.90	
			391307	6/20/2015	GASOLINE PURCHASES	1,094.80	
			389805	6/10/2015	GASOLINE PURCHASES	26.11	3,570.37
42169	7/14/2015	02274	FRANK AND GROSSMAN LANI40445904	6/30/2015	Install 3 Hunter Battery Operate	450.00	
			40445891	6/19/2015	Replace (1) 1 1/2" Valve at Tow	210.00	660.00
42170	7/14/2015	02510	REGIONAL GOVERNMENT SE5143	6/30/2015	CONTRACT C. FRANCIS	1,441.00	1,441.00
42171	7/14/2015	02824	R3 CONSULTING GROUP, INC7589	7/1/2015	Procurement Assistance up to	1,900.00	1,900.00
42172	7/14/2015	02834	FAKERI, PAYAM 15-836	7/8/2015	06/29/15 Town Hall Lot Line Adj	105.00	105.00
42173	7/14/2015	02851	BERTUMEN, ELIZABETH N. May 1-June 29, ; 7/9/2015	7/9/2015	May 1-June 30, 2015 Hula & Ta	1,737.50	1,737.50

total for FIRST NATIONAL BANK OF DALY CITY: 59,859.91

28 checks in this report.

Grand Total All Checks:

59,859.91

Final Check List
Town of Colima

apChkLst
07/15/2015 8:01:30AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42174	7/15/2015	00051	CALIFORNIA WATER SERVICE07/01/2015	7/1/2015	CA WATER FIRE PROTECTIO	129.92	129.92
42175	7/15/2015	00181	IEDA 20516	7/1/2015	LABOR RELATIONS CONSUL	1,279.00	1,279.00
42176	7/15/2015	00214	KSM PRINTING 25113	7/8/2015	1000 Sets 3 pt. NCR Receipts	447.45	447.45
42177	7/15/2015	00388	SONITROL 1270032-IN	7/1/2015	427 F ST. MONTHLY MONITO	109.00	109.00
42178	7/15/2015	00412	TELECOMMUNICATIONS ENG43779	7/10/2015	Facilities Mgmt & Maintenance	1,328.00	1,328.00
42179	7/15/2015	00714	SMC ASSESSOR-COUNTY CLIExemption Applic	5/18/2015	Exemption Application Town Ha	50.00	50.00
42180	7/15/2015	00775	PANIAGUA, RUBY 200171.003	7/8/2015	07/08/15 Walkabout Wednesda	4.00	4.00
42181	7/15/2015	01037	COMCAST CABLE July 2015	6/26/2015	COMCAST CABLE TV	22,682.18	22,682.18
42182	7/15/2015	01180	LETCAVAGE, ALICE 07/02/15-08/01/1	6/27/2015	INTERNET 1198 & 1199 EL CA	239.02	22,921.20
42183	7/15/2015	01414	VERANO HOMEOWNERS ASS8 2000170.003	7/8/2015	07/08/15 Walkabout Wednesda	4.00	4.00
42184	7/15/2015	01462	JACOBSON, RUTH 07/06/15 Cerami	7/7/2015	VERANO OWNERS ASSOCIAI	295.00	295.00
42185	7/15/2015	01504	RAMOS, LEILANI 2000168.003	7/7/2015	CERAMICS WORKSHOP	672.00	672.00
42186	7/15/2015	01684	PERRERAS, CONRAD 2000163.003	7/7/2015	07/07/15 Summer Camp Refun	27.00	27.00
42187	7/15/2015	02274	FRANK AND GROSSMAN LANI149380	7/1/2015	07/07/15 Summer Camp Refun	35.00	35.00
42188	7/15/2015	02329	PAREDES, IRIS 2000166.003	7/7/2015	LANDSCAPE MAINTENANCE	10,363.00	10,363.00
42189	7/15/2015	02499	GE CAPITAL INFORMATION TI95029107	7/3/2015	07/07/15 Refund Balance	12.00	12.00
42190	7/15/2015	02743	UTILITY TELEPHONE, INC July 2015 #1280	7/1/2015	COPY MACHINE RENTAL	1,536.90	1,536.90
42191	7/15/2015	02799	ASTOUND BROADBAND 07/15 RIMS INTI	6/27/2015	INTERNET ACCESS 128070	698.15	698.15
42192	7/15/2015	02850	NEVAREZ, ALICIA 2000167.003	7/7/2015	July 2015 RIMS Pt to Pt Fiber L	400.00	400.00
42193	7/15/2015	02852	MAGANA, STEPHANY 2000162.003	7/7/2015	07/07/15 Summer Camp Refun	10.00	10.00
					07/07/15 Summer Camp Refun	14.00	14.00

b total for FIRST NATIONAL BANK OF DALY CITY: 40,335.62

Final Check List
Town of Colma

apChkLst
07/15/2015 8:01:30AM

Grand Total All Checks:

40,335.62

20 checks in this report.

FY 2014-2015

Final Check List
Town of Colma

apChkLst
07/20/2015 10:07:11AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42194	7/21/2015	00005	ABAG PLAN CORPORATION	7/20/2015	May 2015 Legal Fees Incident (483.00	483.00
42195	7/21/2015	00020	ASSOCIATED SERVICES INC	6/30/2015	SUPPLIES	160.50	160.50
42196	7/21/2015	00071	CSG CONSULTANTS, INC.	7/10/2015	CSG	107,028.81	107,028.81
42197	7/21/2015	00093	CITY OF SOUTH SAN FRANCISCO	6/30/2015	TRAFFIC SIGNAL MAINTENANCE	1,501.02	1,501.02
42198	7/21/2015	00111	DEPARTMENT OF CONSERVATION	7/20/2015	SMIP FEES	135.56	135.56
42199	7/21/2015	00233	LUCKY CHANCES	7/20/2015	743B Refund SMIP Fees Collec	15.75	15.75
42200	7/21/2015	00364	SMC SHERIFF'S OFFICE	7/20/2015	FY 2014-2015 Live Scan Surch.	5,785.00	5,785.00
42201	7/21/2015	00623	ARAMARK	6/30/2015	UNIFORM SERVICE	489.48	489.48
42202	7/21/2015	00830	STAPLES BUSINESS ADVANTAGE	6/27/2015	Pencils, CD-R Spindle, Pens, B	91.45	91.45
42203	7/21/2015	01076	API CONSULTING	7/14/2015	RECORDS MANAGEMENT	6,150.00	6,150.00
42204	7/21/2015	01183	BEST BEST & KRIEGER LLP	7/9/2015	CITY ATTORNEY SERVICES	16,870.43	16,870.43
				7/9/2015	CITY ATTORNEY SERVICES	1,647.00	1,647.00
				7/6/2015	TRAP SERVICE CHARGE	79.71	79.71
42205	7/21/2015	01569	DARLING INTERNATIONAL INC	7/7/2015	06/18/15 Mileage Reimburseme	5.92	5.92
42206	7/21/2015	01799	JORDAN, TIFFANY	7/14/2015	TUTORING	4,380.00	4,380.00
42207	7/21/2015	02182	DALY CITY KUMON CENTER	7/20/2015	April - June 2015 BSASRF Fee:	34.99	34.99
42208	7/21/2015	02244	CALIFORNIA BUILDING STANDARDS	7/15/2015	COLMA TOWN HALL RENOVATION	15,024.78	15,024.78
42209	7/21/2015	02730	THE RATCLIFF ARCHITECTS				

b total for FIRST NATIONAL BANK OF DALY CITY: 159,883.40

16 checks in this report.

Grand Total All Checks:

159,883.40

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42210	7/21/2015	00005	ABAG PLAN CORPORATION	32PREM15.16	7/1/2015	FY 2015-2016 Liability Plan Pre	97,815.00
42211	7/21/2015	00060	CITY OF SOUTH SAN FRANCISCO	FY 2015-16 Sew	7/16/2015	FY 2015-16 Sewer Fees	870,167.22
42212	7/21/2015	00117	DELTA DENTAL OF CALIFORNIA	BE001255089	8/1/2015	DENTAL INSURANCE	12,233.00
42213	7/21/2015	00272	NSMC SANITATION DISTRICT	FY 2015-16 Sew	7/16/2015	FY 2015-16 Sewer Fees	46,299.99
42214	7/21/2015	00282	CALIFORNIA PUBLIC EMPLOY	1796	7/14/2015	MEDICAL INSURANCE	95,738.45
42215	7/21/2015	00585	RUIZ, JIM	Composite Sketk	7/9/2015	07/09/15 Composite Sketch of :	300.00
42216	7/21/2015	00614	DENINA, PERLA	2000188.003	7/20/2015	07/20/15 Deposit Refund	50.00
42217	7/21/2015	00619	LUM, SHERWIN	07/15/15 Reimbl	7/17/2015	07/15/15 Phone Depot Iphone I	169.34
42218	7/21/2015	00631	P.E.R.S.	FY 2015-16 Safe	7/17/2015	FY 2015-16 Safety Lump Sum I	364,479.00
42219	7/21/2015	00822	GOMEZ, SARA	FY 2015-16 Misc	7/17/2015	FY 2015-16 Miscellaneous Lum	141,986.00
42220	7/21/2015	00830	STAPLES BUSINESS ADVANT	78035081822	7/13/2015	07/13/15 Deposit Refund	300.00
42221	7/21/2015	01180	LETCAVAGE, ALICE	2000178.003	7/4/2015	Cleaning Brush (2)	7.46
42222	7/21/2015	01276	GONZALEZ, RAE	2000173.003	7/10/2015	07/10/15 Adult Cooking Class F	7.00
42223	7/21/2015	01378	ASTRO JUMP OF SAN MATEO	28109	7/10/2015	07/10/15 Movies & Bowling & C	29.00
42224	7/21/2015	01457	BATERINA, BARBARA	2000177.003	7/17/2015	07/17/15 Extra Large Funhouse	165.00
42225	7/21/2015	01513	CARON, ANITA	2000181.0063	7/10/2015	07/10/15 Adult Cooking Class F	7.00
42226	7/21/2015	01552	FORTE PRESS CORPORATION	IO52651	7/13/2015	07/13/15 Deposit Refund	300.00
42227	7/21/2015	01557	CITY OF FOSTER CITY	07/24/15 Council	7/7/2015	Det Sgt Daniel Seevers & Sgt J.	258.35
42228	7/21/2015	01799	JORDAN, TIFFANY	07/07/15 Mileage	7/16/2015	BUSINESS CARDS	175.78
42229	7/21/2015	02224	STANDARD INSURANCE COM	August 2015	7/17/15 Council of Cities Meet	07/17/15 Mileage Reimburseme	45.00
42230	7/21/2015	02357	GHILARDUCCI, VERONICA	2000190.003	7/15/2015	07/07/15 Mileage Reimburseme	11.32
42231	7/21/2015	02438	TALAVERA, ANGEL D.	100529	7/20/2015	LIFE INSURANCE	231.00
42232	7/21/2015	02516	HOLST, EVELYN	2000186.003	7/20/2015	07/20/15 Exploratorium Refund	34.00
42233	7/21/2015	02703	SANEZ, CECILIA	2000187.003	7/20/2015	07/20/15 Deposit Refund 07/18,	300.00
42234	7/21/2015	02849	U.S. BANK PARS ACCOUNT,	6 FY 2015-2016 O	7/17/2015	07/17/15 Deposit Refund	150.00
42235	7/21/2015	02853	CODE WORLD	Alt. Camp: R. Ch	7/17/2015	07/17/15 Deposit Refund	50.00
42236	7/21/2015	02854	CONTRERAS, ALEXANDER	2000189.003	7/17/2015	07/17/15 Deposit Refund	275.00
42237	7/21/2015	02855	MIRANDA, BELEN	2000180.03	7/20/2015	07/20/15 Deposit Refund	521,270.00
42238	7/21/2015	02856	SUGAR N SPICE	07/23/15 Cake D	7/15/2015	FY 2015-2016 OPEB Retiree H	18,649.00
42239	7/21/2015	02857	DE LEON, DARCY	July 8-10, 2015 F	7/15/2015	FY 2015-2016 PENSION PREF	1,000.00
					7/15/2015	06/22/15-08/14/15 R. Chavez C	11.00
					7/10/2015	07/10/15 Movies & Bowling Ref	88.00
					7/14/2015	07/14/15 Refund Summer Cam	1,000.00
					7/15/2015	07/23/15 Cake Decorating Dep	306.27
					July 8-10, 2015	July 8-10, 2015 CCAC Confere	

b total for FIRST NATIONAL BANK OF DALY CITY: 2,173,908.18

30 checks in this report.

Grand Total All Checks:

2,173,908.18

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42240	7/24/2015	00047	07242015 B	7/24/2015	CLEA: PAYMENT	392.00	392.00
42241	7/24/2015	00068	07242015 B	7/24/2015	COLMA PEACE OFFICERS: PA	776.89	776.89
42242	7/24/2015	00631	07242015 B	7/24/2015	PERS - BUYBACK: PAYMENT	24,281.20	
			07242015 B	7/24/2015	PERS MISC NON-TAX: PAYME	10,161.17	34,442.37
42243	7/24/2015	01340	07242015 B	7/24/2015	FLEX-PLAN SERVICES, INC	538.86	538.86
42244	7/24/2015	01360	07242015 B	7/24/2015	VANTAGE TRANSFER AGENT:07242015 B	4,725.00	4,725.00
42245	7/24/2015	01375	07242015 B	7/24/2015	NATIONWIDE RETIREMENT S07242015 B	5,125.00	5,125.00
42246	7/24/2015	02224	07242015 B	7/24/2015	STANDARD INSURANCE COM07242015 B	335.70	335.70
42247	7/24/2015	02377	07242015 B	7/24/2015	CALIFORNIA STATE DISBURSI07242015 B	553.84	553.84
93262	7/24/2015	00130	07242015 B	7/24/2015	EMPLOYMENT DEVELOPMEN07242015 B	7,838.89	7,838.89
93263	7/24/2015	00521	07242015 B	7/24/2015	UNITED STATES TREASURY	45,656.09	45,656.09
total for FIRST NATIONAL BANK OF DALY CITY:							100,384.64

10 checks in this report.

Grand Total All Checks:

100,384.64

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42248	7/30/2015	00110	DEPARTMENT OF TRANSPORTSL151044	7/16/2015	April - June 2015 Signals & Light	450.31	450.31
42249	7/30/2015	00599	RUGGIERO, EDWARD	7/16/2015	RETIREE MEDICAL REIMBUR	454.50	454.50
42250	7/30/2015	00949	GLUSZEK, BRENDA K.	7/21/2015	YOGA CLASSES	2,090.00	2,090.00
42251	7/30/2015	01061	FIRST AMERICAN TITLE NATI1687-168710379	6/23/2015	MISC CHARGE MAP PROCES	1,500.00	1,500.00
42252	7/30/2015	01565	BAY CONTRACT MAINTENANC14107	7/14/2015	CLEANING AND PAPER PROC	1,981.23	1,981.23
42253	7/30/2015	01653	KAISER FOUNDATION HEALTHJune 2015 Servit	7/8/2015	JUNE 2015 LAB, SKIN TEST, 1	230.00	230.00
42254	7/30/2015	02190	GOGAN, REA	7/10/2015	June 16-30, 2015 Mileage Reirr	23.92	23.92
42255	7/30/2015	02787	AECO SYSTEMS, INC.	7/10/2015	VISTA 20P PANEL & SENIOR 1	820.87	
				7/10/2015	Vista 20P panel & Senior Techn	805.32	
				7/10/2015	Senior Technician	575.00	
				7/10/2015	SENIOR TECHNICIAN	460.00	
				7/10/2015	SENIOR TECHNICIAN	460.00	
total for FIRST NATIONAL BANK OF DALY CITY:						3,121.19	9,851.15

8 checks in this report.

Grand Total All Checks: 9,851.15

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42256	7/30/2015	00051	CALIFORNIA WATER SERVICE 1727052702	7/15/2015	1727052702 JSB across from F	243.88	243.88
42257	7/30/2015	00057	CINTAS CORPORATION #2 8402339591	7/17/2015	Admin First Aid Supplies	439.10	439.10
42258	7/30/2015	00093	CITY OF SOUTH SAN FRANCISCO 516143	7/20/2015	July 2015 Dispatch Services	8,626.09	8,626.09
42259	7/30/2015	00192	INTELLIGENT PRODUCTS INC 195736A	7/18/2015	12 Mutt Mitt Hangable Header,	901.59	901.59
42260	7/30/2015	00307	PACIFIC GAS & ELECTRIC 0678090639-9	7/15/2015	0678090639-9 S/E Corner Hillside	56.27	
42261	7/30/2015	00422	UNDERGROUND SERVICE AL 15070875	7/15/2015	9593452526-2 1500 Hillside Bldg	24.49	80.76
42262	7/30/2015	00432	VISION SERVICE PLAN August 2015	7/20/2015	FY15/16 Annual Membership	162.65	162.65
42263	7/30/2015	00949	GLUSZEK, BRENDA K. July 2, 2015	7/21/2015	August 2015 Vision Service Pla	1,004.64	1,004.64
42264	7/30/2015	01030	STEPFORD, INC. 1501703	7/21/2015	July 2, 2015 Yoga Class	110.00	110.00
42265	7/30/2015	01036	MANAGED HEALTH NETWORK 3200070843	7/20/2015	Sept. 2015 Monthly Service Chg	5,380.00	5,380.00
42266	7/30/2015	01037	COMCAST CABLE 07/11-08/10 601	7/17/2015	Aug. 2015 EAP 6	118.00	118.00
42267	7/30/2015	01308	EEL RIVER FUELS, INC. 410500	7/17/2015	8155 20 022 0096715 601F St.	104.02	
42268	7/30/2015	01378	ASTRO JUMP OF SAN MATEO 28110	7/17/2015	8155 20 022 0002770 XFINITY	10.11	114.13
42269	7/30/2015	01565	BAY CONTRACT MAINTENANCE July 2015	7/15/2015	#059826 PW Gas Purchases Ji	186.39	186.39
42270	7/30/2015	02002	DIZCO, INC. 2606	6/11/2015	July 31, 2015 Ad Rush Obstack	400.00	400.00
42271	7/30/2015	02190	GOGAN, REA July 7-21, 2015	7/10/2015	JULY 2015 JANITORIAL SERV	8,114.11	8,114.11
42272	7/30/2015	02308	AGUAS, ALLAN 2000191.003	7/22/2015	July 24, 2015 Magic Show	300.00	300.00
42273	7/30/2015	02329	PAREDES, IRIS 2000194.003	7/21/2015	July 7-21, 2015 Mile	43.48	43.48
42274	7/30/2015	02359	BOWEN, TIMOTHY D. DB7811	7/22/2015	07/27/15 Chess Wizards Refun	16.00	16.00
42275	7/30/2015	02398	ADVANCED BUSINESS FORM 18858	7/23/2015	08/02/2015 Summer Day Camp	14.00	14.00
42276	7/30/2015	02421	ALLIANCE FOR INNOVATION, 123739	7/21/2015	07/20-24/2015 Course#41165	1,750.00	1,750.00
42277	7/30/2015	02739	ZEBOHEAD AUTOMOTIVE INC 000002807	7/22/2015	1000 3-PT. Moving Citations,	274.72	274.72
42278	7/30/2015	02858	YEN, LULU 000002811	7/15/2015	FY 2015-16 Annual Participatioi	1,020.00	1,020.00
42279	7/30/2015	02859	CALIFORNIA GOVERNOR'S OFFICE 071015	7/17/2015	02 Ford F-150 #14 Oil Filter, Ba	200.01	
				7/23/2015	13 Ford Intercept #4 Oil Filter	47.56	293.07
				7/24/2015	15 Ford Intercept #1 Oil Filter	45.50	
				7/22/2015	July 27-31, 2015 Chess Wizard	16.00	
				7/22/2015	July 27-31, 2015 Chess Wizard	16.00	32.00
				7/10/2015	October 19-23, 2015 E2-15 Intra	925.00	925.00
total for FIRST NATIONAL BANK OF DALY CITY:						30,549.61	30,549.61

24 checks in this report.

Grand Total All Checks: 30,549.61



Final Check List
Town of Colma

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08/04/2015 4:25:18PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42280	8/7/2015	00068	08072015 B	8/7/2015	COLMA PEACE OFFICERS: P/	690.83	690.83
42281	8/7/2015	00631	08072015 B	8/7/2015	PERS - BUYBACK: PAYMENT	24,835.02	
			08072015 B	8/7/2015	PERS MISC NON-TAX: PAYME	9,969.55	
			08072015 M	8/7/2015	PERS MISC NON-TAX: PAYME	610.44	35,415.01
42282	8/7/2015	01340	08072015 B	8/7/2015	FLEX-PLAN SERVICES, INC	538.86	538.86
42283	8/7/2015	01360	08072015 B	8/7/2015	VANTAGE TRANSFER AGENT	3,767.00	
			08072015 M	8/7/2015	ICMA CONTRIBUTION: PAYME	650.00	
42284	8/7/2015	01375	08072015 B	8/7/2015	NATIONWIDE RETIREMENT S	6,083.00	4,417.00
			08072015 M	8/7/2015	NATIONWIDE: PAYMENT	700.00	
42285	8/7/2015	02377	08072015 B	8/7/2015	CALIFORNIA STATE DISBURS	553.84	6,783.00
93269	8/7/2015	00521	08072015 M	8/7/2015	UNITED STATES TREASURY	907.56	553.84
93271	8/7/2015	00130	08072015 B	8/7/2015	EMPLOYMENT DEVELOPMEN	7,875.33	907.56
93272	8/7/2015	00521	08072015 B	8/7/2015	UNITED STATES TREASURY	45,539.12	7,875.33
					FEDERAL TAX: PAYMENT		45,539.12

o total for FIRST NATIONAL BANK OF DALY CITY: 102,720.55

9 checks in this report.

Grand Total All Checks: 102,720.55

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42286	8/6/2015	00140	07/21/15 Rabe	7/21/2015	CREDIT CARD CHARGE	3,255.01	
			07/21/15 Morque	7/21/2015	CREDIT CARD CHARGE	732.92	
			07/21/15 Gogan	7/21/2015	CREDIT CARD CHARGE	591.80	
			07/21/15 Dossey	7/21/2015	CREDIT CARD CHARGE	318.89	
			07/21/15 Pfoent	7/21/2015	CREDIT CARD CHARGE	232.39	5,131.01
42287	8/6/2015	00534	SMC INFORMATION SERVICE:1YCL11506	7/25/2015	SMC ISD JUNE 2015	1,322.25	1,322.25
42288	8/6/2015	01030	1501648	7/15/2015	Emergency Operation Center C	907.38	907.38
42289	8/6/2015	02762	CORNERSTONE EARTH GRO17509	7/3/2015	COLMA TOWN HALL RENNOVA	11,970.00	11,970.00
42290	8/6/2015	02788	LUNA-SEVILLA, MARGARET-RZMLS-7815	7/28/2015	ZUMBA CLASSES	280.00	280.00

total for FIRST NATIONAL BANK OF DALY CITY: 19,610.64



5 checks in this report.

Grand Total All Checks: 19,610.64

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42291	8/6/2015	00004	000006822898	7/13/2015	9391019175 06/13/15-07/12/15	437.89	
			000006808144	7/13/2015	6509970105804 06/13/15-07/12	92.13	
			000006823145	7/13/2015	9391019173 06/13/15-07/12/15	0.32	530.34
42292	8/6/2015	00013	July 2015	7/31/2015	TIRE SERVICE	1,205.91	1,205.91
42293	8/6/2015	00051	ANDY'S WHEELS & TIRES	7/20/2015	6544607057 SW Corner Hillside	390.31	390.31
42294	8/6/2015	00057	CALIFORNIA WATER SERVICE	7/24/2015	PW First Aid Supplies	18.09	
42295	8/6/2015	00140	CINTAS CORPORATION #2	7/21/2015	CREDIT CARD CHARGE	2,964.74	
			FIRST NAT BANK OF NO CA	7/21/2015	CREDIT CARD CHARGE	1,745.28	
				7/21/2015	CREDIT CARD CHARGE	1,531.15	
				7/21/2015	CREDIT CARD CHARGE	342.14	
				7/21/2015	CREDIT CARD CHARGE	144.52	
				7/21/2015	CREDIT CARD CHARGE	106.75	
				7/21/2015	CREDIT CARD CHARGE	25.00	6,859.58
42296	8/6/2015	00181	1132	8/1/2015	AUG 2015 LABOR RELATIONS	1,279.00	1,279.00
42297	8/6/2015	00307	0092128195-2	7/21/2015	0092128195-2 1520 HILLSIDE	2,118.39	
			9248309814-8	7/24/2015	9248309814-8 601 F STREET	250.53	
			0567147369-1	7/24/2015	0567147369-1 JSP S/O Serran	107.98	
			2039987372-6	7/20/2015	2039987372-6 Opposite 507 D	12.08	
			9956638930-2	7/20/2015	9956638930-2 NXT TO 540 B	10.27	2,499.25
42298	8/6/2015	00510	2000199.003	7/28/2015	07/28/15 Refund for Mem Dam	225.00	425.00
			2000198.003	7/28/2015	07/28/15 Refund for Permit Cha	200.00	300.00
			15069	8/3/2015	FY15/16 Annual Dues	300.00	346.89
42299	8/6/2015	00525	SI-321073	7/17/2015	VARIOUS PLANTS	346.89	
42300	8/6/2015	00553	07/25/15-08/24/1	7/20/2015	8155 20 022 0097051 Internet	284.02	
42301	8/6/2015	01037	08/02/15-09/01/1	7/27/2015	8155 20 022 0097069 XFINITY	239.02	
			07/25/15-08/24/1	7/20/2015	8155 20 022 0097028 Internet	234.02	757.06
42302	8/6/2015	01038	2000202.003	7/13/2015	APIP CEO, New Business Pren	2,272.46	2,272.46
42303	8/6/2015	01504	4755	7/29/2015	07/29/15 Refund for Summer D	25.00	25.00
42304	8/6/2015	01685	114-3133969	7/27/2015	July 2015 Landscape Maintena	240.00	240.00
42305	8/6/2015	01687	15-0801	7/20/2015	07/16/15-08/12/15 STANDARD	118.98	118.98
42306	8/6/2015	01995	100531	8/1/2015	JULY 2015 CARDROOM BACK	1,100.00	1,100.00
42307	8/6/2015	02249	FY15/16 Dues	7/27/2015	07/27/15 Refund Facility Rental	300.00	300.00
42308	8/6/2015	02393		7/1/2015	FY15/16 Dues Daly City Host Li	160.00	160.00

Final Check List
Town of Colma

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Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42309	8/6/2015	02499	GE CAPITAL INFORMATION T#95133914 95143722	7/23/2015	1505881-1009545A4 PD Copy	1,117.40	1,610.08
42310	8/6/2015	02688	2042	7/24/2015	1505881-1009545A3 Rec Copy	492.68	1,260.00
42311	8/6/2015	02743	August 2015 #12	7/29/2015	2015 Summer Camp 07/27/15-I	1,260.00	698.58
42312	8/6/2015	02763	1553	8/1/2015	August 2015 Internet Access #1	698.58	6,000.00
42313	8/6/2015	02788	LUNA-SEVILLA, MARGARET-RZMLS-7815 FY1	7/31/2015	OpenGov Contract Renewal	6,000.00	56.00
42314	8/6/2015	02798	2000197.003	7/28/2015	July 2015 Zumba Classes 07/1-	56.00	50.00
42315	8/6/2015	02799	Aug 2015 RIMS	7/27/2015	07/27/15 Refund Permit Charge	50.00	400.00
42316	8/6/2015	02860	2000195.003	7/27/2015	August 2015 RIMS Pt to Pt Fibe	400.00	300.00
					07/27/15 Refund Permit Charge	300.00	
total for FIRST NATIONAL BANK OF DALY CITY:						29,202.53	

26 checks in this report.

Grand Total All Checks:

29,202.53

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08/10/2015 9:38:54AM

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
42317	8/11/2015	00093	CITY OF SOUTH SAN FRANCISCO:516156	7/29/2015	TRAFFIC SIGNAL MAINTENANCE	875.35	875.35
42318	8/11/2015	00130	EMPLOYMENT DEVELOPMENT Apr 1-June 30, 2	7/28/2015	April 1-June 30, 2015 Unemplo	7,199.87	7,199.87
42319	8/11/2015	02686	RABE, SEAN 32825P Refund	7/24/2015	32825P Refund (06-18-15) Billir	99.00	99.00
42320	8/11/2015	02861	SERENDIPITOUS SLICE INC. 744B Refund	7/10/2015	744B Refund C&D (06-02-15)	1,000.00	1,000.00
b total for FIRST NATIONAL BANK OF DALY CITY:							9,174.22

4 checks in this report.

Grand Total All Checks: 9,174.22

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42321	8/11/2015	00003	5034	7/31/2015	Labor & Materials for Temporar	14,336.00	14,336.00
42322	8/11/2015	00449	07/24/2015	7/24/2015	CREDIT CARD CHARGE	4,315.25	4,315.25
42323	8/11/2015	00500	July 2015	8/4/2015	July 2015 Allocation of Parking	907.00	907.00
42324	8/11/2015	00539	0000269391	7/24/2015	Annual Maintenance Per Unit (1	338.50	
			0000269392	7/24/2015	Annual Maintenance Per Unit (1	311.50	
			0000269393	7/24/2015	Annual Maintenance Per Unit (3	101.50	751.50
42325	8/11/2015	00779	2000208.003	8/3/2015	08/03/15 Deposit Refund	50.00	50.00
42326	8/11/2015	00808	200213.003	8/5/2015	08/05/15 Deposit Refund	150.00	
			2000212.003	8/5/2015	08/05/15 Deposit Refund	50.00	200.00
42327	8/11/2015	01037	August 2015	7/26/2015	COMCAST CABLE TV	22,685.36	22,685.36
42328	8/11/2015	01184	August 2015	7/31/2015	UNIFORMS	161.15	161.15
42329	8/11/2015	01280	9041792101	7/27/2015	4 Occatrans Surveyor Vests an	160.34	160.34
42330	8/11/2015	01308	414038	7/31/2015	PW GAS PURCHASES	385.88	385.88
42331	8/11/2015	01340	10026098	7/31/2015	SECTION 125 PARTICIPANT F	85.00	85.00
42332	8/11/2015	01370	VERIZON WIRELESS SERVICE:9749011688	7/15/2015	CELL PHONE SERVICE	2,817.64	2,817.64
42333	8/11/2015	01504	2000203.003	7/31/2015	07/31/15 Summer Camp Refun	15.00	
			2000204.003	7/31/2015	07/31/15 Summer Camp Refun	7.00	29.00
			2000205.003	7/31/2015	07/31/15 Summer Camp Refun	7.00	533.00
42334	8/11/2015	01548	HEART OF SAN MATEO COUNTY 2015-2016	8/5/2015	FY 2015-2016 Administrative Fi	533.00	
42335	8/11/2015	01685	4754	7/27/2015	PLANT MAINTENANCE	120.00	120.00
42336	8/11/2015	02026	200207.003	8/3/2015	08/03/15 Deposit Refund	300.00	300.00
42337	8/11/2015	02216	409854	7/20/2015	GASOLINE PURCHASES	1,307.29	
			411499	7/31/2015	GASOLINE PURCHASES	1,248.55	
			408248	7/10/2015	GASOLINE PURCHASES	1,213.25	
			408392	7/10/2015	GASOLINE PURCHASES	22.35	3,791.44
42338	8/11/2015	02274	FRANK AND GROSSMAN LANI149480	8/1/2015	LANDSCAPE MAINTENANCE	10,363.00	
			40445948	7/28/2015	Demolition, Irrigation, Mulching	3,510.00	14,943.00
			40445947	7/28/2015	D. G. Paving Sample Garden at	1,070.00	
42339	8/11/2015	02332	2000209.003	8/3/2015	08/03/15 Deposit Refund	50.00	50.00
42340	8/11/2015	02423	2000217.003	8/6/2015	08/06/15 Boomers Withdrawal I	20.00	20.00
42341	8/11/2015	02471	2000206.003	8/3/2015	08/03/15 Deposit Refund	300.00	300.00
42342	8/11/2015	02499	GE CAPITAL INFORMATION T195219758	8/5/2015	COPY MACHINE RENTAL	1,536.90	1,536.90
42343	8/11/2015	02852	2000218.003	8/6/2015	08/06/15 Boomers and Summe	166.00	166.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
42344	8/11/2015	02862	HUERTA, RAFAEL	2000215.003	8/5/2015	08/05/15 Deposit Refund	350.00
				2000214.003	8/5/2015	08/05/15 Deposit Refund	300.00
b total for FIRST NATIONAL BANK OF DALY CITY:							69,294.46

24 checks in this report.

Grand Total All Checks: 69,294.46

FY 2014-2015

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08/17/2015 11:02:48AM

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
42345	8/18/2015	00112	116105	8/5/2015	FINGERPRINT APPLICATIONS	81.00	
			107062	6/30/2015	FINGERPRINT APPLICATIONS	32.00	113.00
42346	8/18/2015	00464	0024129-IN	8/10/2015	SALES TAX SERVICES	2,294.99	2,294.99
42347	8/18/2015	00563	06/30/15 Petty C	8/14/2015	06/30/15 PETTY CASH REIMB	37.79	37.79
42348	8/18/2015	01030	01501742	7/31/2015	June 2015 Hours in Excess of C	1,210.00	1,210.00
42349	8/18/2015	02827	CORODATA SHREDDING, INC.RS2729248	6/30/2015	June 2015 Storage, Services, Iv	203.91	203.91
42350	8/18/2015	02827	CORODATA SHREDDING, INC.DN1102830	6/30/2015	June 2015 96 Gallon Bin (2)	39.00	39.00

b total for FIRST NATIONAL BANK OF DALY CITY: 3,898.69

6 checks in this report.

Grand Total All Checks:

3,898.69

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42351	8/18/2015	00020	ASSOCIATED SERVICES INC July 2015	7/31/2015	SUPPLIES	495.98	495.98
42352	8/18/2015	00025	ALLIED HEATING & AIR COND38249	7/31/2015	Flush Out Condensate "P" Trap	715.93	715.93
42353	8/18/2015	00051	CALIFORNIA WATER SERVICE07/29/2015	7/29/2015	WATER BILL	6,023.82	
			08/03/2015	8/3/2015	FIRE PROTECTION	129.92	6,153.74
42354	8/18/2015	00057	CINTAS CORPORATION #2 July 2015	8/12/2015	CLEANING SERVICE	807.44	807.44
42355	8/18/2015	00093	CITY OF SOUTH SAN FRANCISCO:516164	8/11/2015	DISPATCH SERVICES	8,626.09	8,626.09
42356	8/18/2015	00112	DEPARTMENT OF JUSTICE 112322	8/5/2015	FINGERPRINT APPLICATIONS	1,436.00	
			114194	8/5/2015	FINGERPRINT APPLICATIONS	98.00	1,534.00
42357	8/18/2015	00174	HOME DEPOT CREDIT SERVICE07/30/2015	7/30/2015	PW Purchases	1,452.53	1,452.53
42358	8/18/2015	00254	METRO MOBILE COMMUNICA150807	8/1/2015	August 2015 Maintenance Cont	602.00	602.00
42359	8/18/2015	00280	OFFICE DEPOT, INC. July 2015	7/31/2015	OFFICE SUPPLIES	1,446.58	1,446.58
42360	8/18/2015	00307	PACIFIC GAS & ELECTRIC 08/04/2015	8/4/2015	PG&E	6,806.52	
			08/03/2015	8/3/2015	PG&E	256.61	7,063.13
42361	8/18/2015	00364	SMC SHERIFF'S OFFICE CL04488	7/31/2015	LAB FEES	4,146.31	
			CL04506	7/31/2015	LAB FEES	1,029.39	5,175.70
42362	8/18/2015	00388	SONITROL W109799-IN	7/28/2015	427 F ST. MONTHLY MONITO	178.00	
			1271468-IN	8/1/2015	427 F ST. MONTHLY MONITO	109.00	287.00
42363	8/18/2015	00411	TURBO DATA SYSTEMS 23214	7/31/2015	CITATION PROCESSING	321.96	321.96
42364	8/18/2015	00412	TELECOMMUNICATIONS ENG43822	8/10/2015	Facilities Mgmt & Maintenance	1,328.00	1,328.00
42365	8/18/2015	00414	TERMINEX INTERNATIONAL L347236577	8/15/2015	PEST CONTROL	463.00	
			347236578	8/15/2015	601 F St. 07/13/15	59.00	522.00
42366	8/18/2015	00563	PETTY CASH 08/13/15 Petty C	8/14/2015	08/13/15 PETTY CASH REIMB	61.24	61.24
42367	8/18/2015	00623	ARAMARK July 2015	7/31/2015	UNIFORM SERVICE	355.84	355.84
42368	8/18/2015	00646	ICMA FY 2015-16 Dos: 8/11/2015	8/11/2015	FY 2015-16 Membership B. Do:	200.00	200.00
42369	8/18/2015	00716	SMCPCSA 09/02/15 Annual	7/7/2015	09/02/15 Annual Summer Picnic	15.00	15.00
42370	8/18/2015	01037	COMCAST CABLE 08/11-09/10 601	8/7/2015	INTERNET 601 F ST.	104.02	104.02
42371	8/18/2015	01183	BEST BEST & KRIEGER LLP 754487	8/12/2015	CITY ATTORNEY SERVICES	16,902.28	
			754488	8/12/2015	CITY ATTORNEY SERVICES	1,002.13	18,120.41
			754489	8/12/2015	1195PL July 2015 City Attorney	216.00	225.00
42372	8/18/2015	01378	ASTRO JUMP OF SAN MATEO28132	8/10/2015	08/10/15 World of Sports #001	225.00	225.00
42373	8/18/2015	01399	WESTLAKE TOUCHLESS CARJuly 2015	8/10/2015	PD CAR WASH	8.95	8.95
42374	8/18/2015	01414	VERANO HOMEOWNERS ASS9	9/1/2015	VERANO OWNERS ASSOCIA	295.00	295.00
42375	8/18/2015	01557	CITY OF FOSTER CITY 9392	8/7/2015	CALOPPS One Job Posting Re	250.00	250.00
42376	8/18/2015	01569	DARLING INTERNATIONAL IN1600:2648774	7/28/2015	TRAP SERVICE CHARGE	79.71	79.71

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42377	8/18/2015	01684	PERRERAS, LEILA	2000230.003	8/12/2015	08/12/15 Summer Camp Refun	56.00
42378	8/18/2015	01780	NAKAMARA, ROSS	2000222.003	8/10/2015	08/10/15 Deposit Refund	50.00
42379	8/18/2015	02002	DIZCO, INC.	2605	8/5/2015	08/07/15 Lizard Lady Reptiles	300.00
42380	8/18/2015	02118	BAY AREA NEWS GROUP	0000897070	7/31/2015	06/24/15-07/08/15 Sewer Servit	385.86
42381	8/18/2015	02132	WOLLMAN, JASON	Aug 10-11, 2015	8/12/2015	August 10-1, 2015 Mileage Insti	42.32
42382	8/18/2015	02144	DOMINIC A. DE LUCCA DBA DI553		8/4/2015	TAE KWON DO	900.00
42383	8/18/2015	02190	GOGAN, REA	Aug 9-11 Mileage	8/13/2015	Aug 9-11 Mileage Reimbursemt	38.64
42384	8/18/2015	02198	BAYSIDE PRINTED PRODUCT 100832		8/13/2015	Recreation Guide Sept - Dec 20	954.21
42385	8/18/2015	02257	GARCIA, SAIDA	2000227.003	8/11/2015	08/11/15 Deposit Refund	300.00
42386	8/18/2015	02258	KIM, SEUNG NAM	July 2015 Golf	8/1/2015	GOLF LESSONS	125.00
42387	8/18/2015	02301	ALLISON, SUZANNE MICHELL	2000224.003	8/10/2015	08/10/15 Summer Camp Refun	5.00
42388	8/18/2015	02384	MCCURDY ROOFING	755B Refund	7/29/2015	755B Refund (06/16/15)	100.00
				762B Refund	7/29/2015	762B Refund (06/18/15)	100.00
42389	8/18/2015	02589	GOLDEN BAY CONSTRUCTION	Pmt #2 Release	8/17/2015	Pmt #2 Release Retention (06/1	4,267.30
42390	8/18/2015	02739	ZEBOHEAD AUTOMOTIVE INC	000002829	8/11/2015	11 Ford Crown Vic Oil Change,	266.11
42391	8/18/2015	02824	R3 CONSULTING GROUP, INC	7621	8/3/2015	Procurement Assistance to 08/c	1,995.00
42392	8/18/2015	02840	TONG-ROBINSON, SHARON	2015-0717TC	7/17/2015	07/09/15 Keepsake Box & Earri	91.00
42393	8/18/2015	02863	PLACEWORKS, INC.	56826	7/31/2015	July 2015 Carmax CEQA Servic	420.00
42394	8/18/2015	02864	MOBILE MODULAR MANAGEMENT	789759	7/28/2015	24x60 Office Rent July 28-Aug:	15,858.62
				789126	7/22/2015	8x20 Office Rent 7/22/15-8/20/	4,067.17
42395	8/18/2015	02865	BONDOC, JESSIE	2000221.003	8/10/2015	08/10/15 Deposit Refund	50.00
42396	8/18/2015	02866	DACANAY, ROSIE	2000223.003	8/10/2015	08/10/15 Summer Camp Refun	60.00
42397	8/18/2015	02867	HOVLAND, KATHYRN	33046P Refund	8/11/2015	33046P Refund Live Scan Fingr	25.00
42398	8/18/2015	02868	MOBILE CLIMB USA, LLC	09/12/15 Depositi	8/17/2015	09/02/15 Climbing Wall Deposit	750.00
42399	8/18/2015	02869	ALVAREZ, ELOISA GALLARDO	761B Refund	7/30/2015	761B Refund Deposit (06/18/15	100.00

b total for FIRST NATIONAL BANK OF DALY CITY: 87,554.48

49 checks in this report.

Grand Total All Checks:

87,554.48

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42400	8/21/2015	00047	08212015 B	8/21/2015	CLEA: PAYMENT	367.50	367.50
42401	8/21/2015	00068	08212015 B	8/21/2015	COLMA PEACE OFFICERS: P/	652.14	652.14
42402	8/21/2015	00631	08212015 B	8/21/2015	PERS - BUYBACK: PAYMENT	23,632.35	
			08212015 B	8/21/2015	PERS MISC NON-TAX: PAYME	9,154.06	32,786.41
42403	8/21/2015	01340	08212015 B	8/21/2015	FLEX 125 PLAN: PAYMENT	515.78	515.78
42404	8/21/2015	01360	08212015 B	8/21/2015	ICMA CONTRIBUTION: PAYME	3,667.00	3,667.00
42405	8/21/2015	01375	08212015 B	8/21/2015	NATIONWIDE: PAYMENT	5,833.00	5,833.00
42406	8/21/2015	02224	08212015 B	8/21/2015	LIFE INSURANCE: PAYMENT	327.70	327.70
42407	8/21/2015	02377	08212015 B	8/21/2015	WAGE GARNISHMENT: PAYM	553.84	553.84
93276	8/21/2015	00130	08212015 B	8/21/2015	CALIFORNIA STATE TAX: PAY	8,385.66	8,385.66
93277	8/21/2015	00521	08212015 B	8/21/2015	FEDERAL TAX: PAYMENT	46,469.50	46,469.50
o total for FIRST NATIONAL BANK OF DALY CITY:							99,558.53

10 checks in this report.

Grand Total All Checks:

99,558.53

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42408	8/25/2015	00057	CINTAS CORPORATION #2	8/17/2015	Admin First Aid Supplies	372.53	508.03
			8402368307	8/17/2015	First Aid Supplies PW	135.50	
			8402368283	8/17/2015	CSG	94,462.94	94,462.94
42409	8/25/2015	00071	CSG CONSULTANTS, INC.	8/18/2015	200 Sets 3 pt. NCR Notice of	114.29	114.29
42410	8/25/2015	00214	KSM PRINTING	8/15/2015	MEDICAL INSURANCE	93,874.94	93,874.94
42411	8/25/2015	00282	CALIFORNIA PUBLIC EMPLOY	8/17/2015	08/17/15 Deposit Refund	50.00	50.00
42412	8/25/2015	00465	MANCIA, RAFAEL	8/13/2015	MICRO CHANNEL & LINES	1,255.50	1,255.50
42413	8/25/2015	00534	SMC INFORMATION SERVICE	8/17/2015	08/17/15 Deposit Refund	50.00	50.00
42414	8/25/2015	00693	DEGUJA, PRISCILLA	8/17/2015	EMPLOYEE ASSISTANCE PRG	118.00	118.00
42415	8/25/2015	01036	MANAGED HEALTH NETWORK	8/17/2015	EMPLOYEE ASSISTANCE PRG	118.00	118.00
42416	8/25/2015	01183	BEST BEST & KRIEGER LLP	8/14/2015	FY 2015-2016 Annual Public P	2,100.00	2,100.00
42417	8/25/2015	01276	GONZALEZ, RAE	8/17/2015	08/17/15 Summer Camp Refun	20.00	20.00
42418	8/25/2015	01308	EEL RIVER FUELS, INC,	8/15/2015	PW GAS PURCHASES	183.89	183.89
42419	8/25/2015	01565	BAY CONTRACT MAINTENAN	8/10/2015	JANITORIAL SERVICES	8,114.11	8,114.11
42420	8/25/2015	02182	DALY CITY KUMON CENTER	8/19/2015	TUTORING	4,995.00	4,995.00
42421	8/25/2015	02224	STANDARD INSURANCE COM	8/17/2015	LIFE INSURANCE	220.00	220.00
42422	8/25/2015	02239	MICHAEL FELLMAN SIDING	8/14/2015	742B Refund (05/22/15)	100.00	100.00
42423	8/25/2015	02249	ONTIVEROS, ANTONIO	8/17/2015	08/17/15 Deposit Refund	300.00	300.00
42424	8/25/2015	02308	AGUAS, ALLAN	8/17/2015	08/17/15 Summer Camp Refun	25.00	25.00
42425	8/25/2015	02379	NEVAREZ SR., DAVID	8/18/2015	08/18/15 Summer Camp Refun	35.00	35.00
42426	8/25/2015	02510	REGIONAL GOVERNMENT SE	7/31/2015	CONTRACT C. FRANCIS	2,358.00	2,358.00
42427	8/25/2015	02623	BLOEBAUM, CYNTHIA	August 19, 2015	COOKING CLASSES	750.00	750.00
42428	8/25/2015	02701	FRANCISCO, MARK	Aug 10-14, 2015	August 10-14, 2015 Range Inst	171.69	171.69
42429	8/25/2015	02827	CORODATA SHREDDING, INC.	RS2735853	July 2015 Storage, Pickup/Deliv	427.23	427.23
42430	8/25/2015	02870	MORENO, BESSY	2000231.003	08/14/15 Summer Camp Refun	15.00	15.00
42431	8/25/2015	02871	PENINSULA REFLECTIONS	C/1295PL Refund I	1295PL Refund Deposit Balanc	834.00	834.00

b total for FIRST NATIONAL BANK OF DALY CITY: 211,082.62

24 checks in this report.

Grand Total All Checks:

211,082.62

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42432	8/25/2015	00051	CALIFORNIA WATER SERVICE1727052702	8/14/2015	1727052702 JSB across from F	261.82	261.82
42433	8/25/2015	00117	DELTA DENTAL OF CALIFORNBE001310781	9/1/2015	DENTAL INSURANCE	12,044.80	12,044.80
42434	8/25/2015	00307	PACIFIC GAS & ELECTRIC 08/14/2015	8/14/2015	PG&E	82.96	82.96
42435	8/25/2015	00432	VISION SERVICE PLAN Sept 2015	8/20/2015	VISION SERVICE PLAN	980.72	980.72
42436	8/25/2015	00433	GRAINGER INC 9817323828	8/14/2015	CFL Ballast Electornic 54W 12C	211.25	211.25
42437	8/25/2015	00464	HINDERLITER, DE LLAMAS 0021851-IN	8/20/2015	2014-15 CAFR Statistical Repo	595.00	595.00
42438	8/25/2015	01457	BATERINA, BARBARA 2000242.003	8/21/2015	08/21/15 Refund Stampin Up S	15.00	15.00
42439	8/25/2015	01687	UNITED SITE SERVICES OF 114-3217420	8/17/2015	STANDARD AND REGULAR SI	118.98	118.98
42440	8/25/2015	02122	S & J SALES 33155	7/20/2015	08/20/15-08/20/16 FE 7KVA Po	1,900.00	1,900.00

o total for FIRST NATIONAL BANK OF DALY CITY: 16,210.53

9 checks in this report.

Grand Total All Checks: 16,210.53

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42441	8/25/2015	02732 FOLSOM LAKE FORD, INC.	FL6541	7/28/2015	2016 Explorer 1FM5K8AR2GG,	29,416.17	29,416.17
b total for FIRST NATIONAL BANK OF DALY CITY:						29,416.17	29,416.17

1 checks in this report.

Grand Total All Checks:

29,416.17

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42442	8/31/2015	00004	AT&T	8/13/2015	C3A1210TS01 07/13/15-08/12/	1,488.61	1,488.61
42443	8/31/2015	00051	CALIFORNIA WATER SERVICE	8/19/2015	6544607057 SW Corner Hillside	692.72	692.72
42444	8/31/2015	00088	CITY OF HALF MOON BAY	08/28/15 Council	08/28/15 Council of Cities: J. Si	40.00	40.00
42445	8/31/2015	00188	IRVINE & JACHENS INC	8/28/2015	#5198E Uniform Badge Sterling	321.55	321.55
42446	8/31/2015	00254	METRO MOBILE COMMUNICA	9/1/2015	Sept 2015 Maintenance Contra	602.00	602.00
42447	8/31/2015	00307	PACIFIC GAS & ELECTRIC	8/20/2015	PG&E	2,258.36	2,258.36
				08/19/2015	PG&E	21.59	2,279.95
42448	8/31/2015	00352	SERRAMONTE FORD, INC.	8/19/2015	15 Ford Explorer Quarter Panel	528.38	528.38
42449	8/31/2015	01076	API CONSULTING	8/24/2015	RECORDS MANAGEMENT	7,960.00	7,960.00
42450	8/31/2015	01370	VERIZON WIRELESS SERVICE	8/15/2015	CELL PHONE SERVICE	1,260.07	1,260.07
42451	8/31/2015	01565	BAY CONTRACT MAINTENAN	8/18/2015	Cleaning & Paper Supplies	1,065.82	1,065.82
42452	8/31/2015	01995	CELESTE, MIKE L.	8/28/2015	August 12-25, 2015 Cardroom I	990.00	990.00
42453	8/31/2015	02119	GRANT, CHRISTOPHER	8/25/2015	Aug 5-6, 2015 Critical Respons	78.30	78.30
42454	8/31/2015	02424	DAQUIOAG, DESIREE	8/24/2015	08/24/15 Deposit Refund	300.00	300.00
42455	8/31/2015	02448	ARROWHEAD SCIENTIFIC, IN	8/17/2015	Paper Evidence Bags 8x5.25x1	222.12	222.12
42456	8/31/2015	02499	GE CAPITAL INFORMATION T	8/22/2015	COPY MACHINE RENTAL	866.56	866.56
42457	8/31/2015	02552	HUERTA VILLEGAS, JOSE	8/24/2015	08/24/15 Deposit Refund	50.00	50.00
42458	8/31/2015	02739	ZEBOHEAD AUTOMOTIVE INC	7/23/2015	11 Ford Crown Vic #5 Oil Filter,	453.10	453.10
42459	8/31/2015	02820	NATIONAL DATA & SURVEY	8/12/2015	El Camino Real Camera Set-up	3,575.00	3,575.00
42460	8/31/2015	02827	CORODATA SHREDDING, INC	7/31/2015	July 2015 Destruction Bin	39.00	39.00

b total for FIRST NATIONAL BANK OF DALY CITY: 22,813.18



19 checks in this report.

Grand Total All Checks:

22,813.18



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

**ORDINANCE AMENDING SECTION 1.03.090 OF THE
COLMA MUNICIPAL CODE, RELATING TO THE CITY CLERK PURSUANT TO CEQA
GUIDELINE 15061(b)(3)**

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

ARTICLE 1. CMC SUBCHAPTER 1.03 AMENDED.¹

Section 1.03.090, City Clerk, of Subchapter 1.03, Officers and Employees, is hereby amended to state as follows:

1.03.090 City Clerk

The City Clerk shall be appointed by the City Council Manager of the Town of Colma and shall serve at the will of the City Manager. The duties of the City Clerk shall be those now or hereafter fixed by the laws of the State of California, ~~and by the City Council, and/or the City Manager.~~

ARTICLE 2. 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 3. 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.

ARTICLE 4. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on June 10, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk

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

ORDINANCE AMENDING SECTION 5.03.300 OF THE
COLMA MUNICIPAL CODE, RELATING TO DESIGN REVIEW ZONE STANDARDS
PURSUANT TO CEQA GUIDELINE 15061(B)(3)

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

ARTICLE 1. CMC SECTION 5.03.300 OF SUBCHAPTER 5.03 AMENDED.

Section 5.03.300 shall be and hereby is amended as follows:

5.03.300 Restrictions and Procedures Applicable to the "DR" Design Review Zone.

(a) *Applicability.* The requirements of this section shall apply to all site, landscape and building plans, whether submitted in connection with the construction of a new building or an alteration or modification to the structure or façade of an existing building, within the area described in Section 5.03.040(d) with the following exceptions:

- (1) An addition or modification to an existing building where the addition or modification, if it were to conform to the DR standards, would clash with the building's established architectural theme.
- (2) Construction of secondary or accessory structures on parcels with existing buildings where the new building plans, were they to conform to the DR standards, would clash with existing improvements having recognized historical or architectural merit.
- (3) Construction of new buildings on cemetery grounds with a G base zone, where the new site and building plans, were they to conform to the DR standards, would clash with existing improvements having recognized historical or architectural merit.
- (4) Wireless Communications Facilities in the "DR" Zone shall be subject to the requirements of subchapter 5.17 only.

(b) *DR (S) Design Standards.* All plans for development in the portion of the DR zone which are designated with an "(S)" shall incorporate building, site and landscape design elements representing the Spanish/Mediterranean style as defined in the following subsections.

- (1) Building Design Elements. Principal structures and secondary structures such as, storage buildings and trash enclosures must be architecturally consistent. The following design elements must be present in all buildings:

- (i) Buildings shall incorporate simple, stepped massing, highlighted with towers, cupolas and varied chimney forms. Flat walls shall be minimized by interruptions using balconies, patios, shed roof elements, clerestory windows, gable end or trellis arcades and colonnades of stylized columns or arches.
- (ii) Roofs shall be low pitched gable and shed roof types with terra-cotta or similar colored real, individual Spanish barrel tile. No manufactured tile or sheets of tile may be used. All flat roof areas shall be surrounded by a parapet wall and must not be located where they can be viewed from adjacent buildings or property. Parapet walls shall be of such height that will completely screen all rooftop equipment.
- (iii) Wall surfaces shall be composed primarily of stucco and must be articulated by use of columns, piers and pilasters. Window and door openings shall be varied in size and articulated by use of deep reveals, exposed lintels and sills, iron grillwork and faux balconies. Arched openings are encouraged.
- (iv) Door and window openings shall be designed to convey the thickness of masonry construction by recessing the doors and windows and using ornamental surrounds. Ornamentation may consist of stucco moldings, bands of tile or other framing. Glass areas must be broken up by mullions. Operable casement or double hung windows are encouraged. Windows can be covered externally with appropriately designed grilles integral to the surface of the building.

(2) Site and Landscape Design Elements. The following elements must be present in the site and landscape designs:

- (i) Site plan and landscape design must appropriately integrate and conceal utility vaults, back flow prevention devices, trash dumpsters and other accessory elements that may not be compatible with the Spanish-Mediterranean theme.
- (ii) A formal balanced planting layout shall be achieved by using elements such as landscape entry features, tree lined walks and drives, and boundary tree rows. Formal placement of trees in courts, pavilions and parking lots can significantly enhance the character of these public and private areas. Use of accent features such as brightly colored flowers and palm trees is encouraged. Drought tolerant and California native plant materials are encouraged.
- (iii) Landscape design shall incorporate features such as arbors, trellises, fountains, walks, pavilions, curbs, light standards, benches, sculpture, enhanced pavement (materials, textures and patterns), garden walls (free-standing and retaining), wood fences and gates, ironwork gates and

railings, planting pots and urns in order to integrate the Spanish/Mediterranean design theme throughout the overall project design.

(c) *DR Design Standards.* All plans for development in the DR zone without an "(S)" designation shall incorporate building, site and landscape design elements that are appropriate for the setting based on surrounding properties as defined in the following subsections.

(1) **Building Design Elements.** Principal structures and secondary structures such as, storage buildings and trash enclosures must be architecturally consistent with each other. The following design elements must be present in all buildings:

- (i) Buildings shall incorporate simple, stepped massing. Flat walls shall be composed of a durable material and shall be minimized by interruptions including wall off-sets, varied use of materials, trim banding, score lines, trim molding, contrasting colors, trellises etc. The use of tower or articulated roof elements is encouraged.
- (ii) Roofs shall be low pitched gable and shed roof types. All flat roof areas shall be surrounded by a parapet wall and must not be located where they can be viewed from adjacent buildings or property. Parapet walls shall be of such height that will completely screen all rooftop equipment.

(2) **Site and Landscape Design Elements.** The following elements must be present in the site and landscape designs:

- (i) Site plan and landscape design must appropriately integrate and conceal utility vaults, back flow prevention devices, trash dumpsters and other accessory elements.
- (ii) A formal balanced planting layout shall be achieved by using elements such as landscape entry features, tree lined walks and drives, and boundary tree rows. Formal placement of trees in courts, pavilions and parking lots can significantly enhance the character of these public and private areas. Use of accent features such as brightly colored flowers and palm trees is encouraged. Drought tolerant and California native plant materials are encouraged.
- (iii) Landscape design shall incorporate features such as arbors, trellises, fountains, walks, pavilions, curbs, light standards, benches, sculpture, enhanced pavement (materials, textures and patterns), garden walls (free standing and retaining), wood fences and gates, ironwork gates and railings, planting pots and urns as appropriate to the project.

ARTICLE 2. ZONING MAP AMENDED.

This City Council hereby approves amendments to the zoning map for the Design Review (DR) overlay zone, as shown on the Amended Zoning Map attached hereto and incorporated herein by reference.

ARTICLE 3. 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 4. 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. Any future development subject to this Ordinance will undergo independent discretionary review and independent CEQA analysis.

ARTICLE 5. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

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Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a special meeting of the City Council of the Town of Colma held on July 15, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Establishing Salaries for City Clerk and Public Works Maintenance Supervisor Positions and Adopting a Salary Schedule

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ESTABLISHING SALARIES FOR NEW CITY CLERK AND PUBLIC WORKS MAINTENANCE SUPERVISOR POSITIONS AND ADOPTING A SALARY SCHEDULE

EXECUTIVE SUMMARY

The Fiscal Year 2015-16 Budget included two new unrepresented employee classifications – City Clerk and Public Works Maintenance Supervisor. The attached resolution establishes the salary ranges for each of those new positions and includes a new salary schedule for all Town employment positions. No changes are proposed or included in the attached salary schedule, other than the inclusion of the two new employment positions.

FISCAL IMPACT

Both positions were included in the staffing chart in the FY 2015-16 budget.

The salary for the City Clerk position has already been included in the FY 2015-16 budget. The existing employee will be classified at Step 2 for an annual salary cost of \$88,999 before benefits. This represents a 5 percent pay increase over the employee's current salary.

The Public Works Maintenance Supervisor position was not included in the FY 2015-16 budget. However, there is ample funding available in the Public Works Maintenance budget to cover the increased costs associated with the position. The Interim Public Works Maintenance Supervisor will be classified at Step 4 of the proposed range for an annual salary cost of \$91,436. This represents a 5 percent pay increase over the employee's current salary.

BACKGROUND

The FY 2015-16 budget included two new positions in the staffing level chart (see Attachment B): City Clerk and Public Works Maintenance Supervisor. Administrative Technician III Caitlin Corley was appointed Interim City Clerk effective July 1, 2015. Public Works Maintenance Technician III Louis Gotelli was appointed Interim Public Works Maintenance Supervisor effective April 27, 2015 upon the resignation of the incumbent. The City Manager has met with

each employee to establish job descriptions and salary ranges for each position. The proposed ranges are the result of those meetings and have been agreed to by the affected employees.

ANALYSIS

The City Clerk range is similar to (though slightly lower) than most of the City Clerk positions in San Mateo County. The range is proposed slightly lower because the Town of Colma’s City Clerk is not a department head, as is the case with most other cities in San Mateo County. Rather, the City Clerk works for the City Manager.

The Public Works Maintenance Supervisor range is similar to the same classifications of nearby cities (specifically, Daly City and Brisbane).

Colma Administrative Code Section 3.02.320 (Pay for Working in a Higher Classification) requires that employees working in a higher classification have their salary increased to either the starting salary of the higher classification or 5 percent, whichever is greater.

In the case of the City Clerk position, the Interim City Clerk had her salary adjusted by 5 percent since there was no existing salary range (commonly referred to Out of Class pay). In establishing the City Clerk range, staff set Step 1 at the Out of Class pay.

In the case of the Public Works Maintenance Supervisor, the Interim Supervisor had his salary adjusted by 5 percent since there was no existing salary range. In establishing the Public Works Maintenance Supervisor range, staff set Step 3 at the Out of Class pay in order to keep the range comparable to other agencies.

The proposed ranges are as follows:

City Clerk					
STEP	1	2	3	4	5
	\$40.75	\$42.79	\$44.93	\$47.17	\$49.53
Public Works Maintenance Supervisor					
STEP	1	2	3	4	5
	\$37.97	\$39.87	\$41.86	\$43.96	\$46.15

Finally, the City Council is also being asked to adopt a full and complete pay or salary schedule that includes all Town employment positions and their respective monthly salary scales. The pay or salary schedule is included as Exhibit “A” to the resolution in your packet.

Pursuant to Title 2 of the California Code of Regulations, Section 570.5, the City Council is required to adopt a full salary schedule in order to ensure the California Public Employees’ Retirement System or CalPERS can determine the “compensation earnable” as that term is used in Government Code Sections 20630, 20636, and 20636.1. No changes to the various salary scales are proposed by the adoption of the pay or salary schedule. Instead, the pay or salary schedule merely memorializes existing salaries, but also includes the salary scale for the new City Clerk and Public Works Maintenance Supervisor positions.

Council Adopted Values

Adoption of the attached resolution is the *fair* course of action because the City Council will be treating these two new job classifications in the same way it has with other similar classifications. Adoption of the resolution is also the *responsible* course of action because the Council has considered the long term fiscal implications of this decision.

Alternatives

The Council could choose to not adopt the proposed resolution, or to request modifications to the proposed salary ranges. Doing so is not recommended, however, because the salary ranges follow the Town's personnel policies and are based on comparable entities within San Mateo County.

CONCLUSION

Staff recommends adoption of the attached resolution.

ATTACHMENTS

- A. Resolution with attached Exhibit "A"
- B. FY 2015-16 Budget Staffing Chart



**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING SALARIES FOR NEW CITY CLERK
AND PUBLIC WORKS MAINTENANCE SUPERVISOR POSITIONS AND ADOPTING A
SALARY SCHEDULE**

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

1. Background.

- (a) The City Council adopted its fiscal year 2015-2016 budget at its June 2015 City Council meeting.
- (b) The budget included two new unrepresented non-exempt employee positions – City Clerk and Public Works Maintenance Supervisor.
- (c) The City Manager is now recommending that the City Council set the salaries for these two positions as provided for in this Resolution.

2. Salary Scale for City Clerk Position. The Town shall pay the City Clerk, an unrepresented non-exempt employee, the respective monthly salaries shown below, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment:

City Clerk					
STEP	1	2	3	4	5
	\$40.75	\$42.79	\$44.93	\$47.17	\$49.53

3. Salary Scale for Public Works Maintenance Supervisor Position. The Town shall pay the Public Works Maintenance Supervisor, an unrepresented non-exempt employee, the respective monthly salaries shown below, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment:

Public Works Maintenance Supervisor					
STEP	1	2	3	4	5
	\$37.97	\$39.87	\$41.86	\$43.96	\$46.15

4. Salary Schedule Adopted.

- (a) The City Council hereby adopts a pay or salary schedule for all Town employment positions with the applicable pay or salary for each position listed, in compliance with Title 2 of the California Code of Regulations Section 570.5.

(b) The pay or salary schedule is attached hereto as Exhibit "A" and is hereby incorporated by this reference.

(c) No changes in pay or salary are proposed for those positions on the pay or salary schedule, with the exception of the inclusion of the new City Clerk and Public Works Maintenance Supervisor salary scale as set by this Resolution.

5. No Contract. Nothing herein shall be construed as a contract with any employee, and the City Council shall have the discretion to modify the respective salaries in accordance with any applicable state or local provisions.

6. Effective Date. This resolution shall become effective upon adoption.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on September 9, 2015 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk

Exhibit A

Town of Colma Pay Schedule 09/09/15

								Ordinance # or Resolution #	Dated
Elected Officials (Monthly)									
Mayor & City Council		924.00						ORD. 729	11/13/2013
Hourly		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Accountant I		36.72	38.56	40.49	42.52	44.64	-	Reso 2013-33 10/09/2013	
Accounting Technician		32.58	34.21	35.93	37.72	39.62	-	Reso 2013-33 10/09/2013	
Administrative Technician I		30.41	31.94	33.53	35.21	36.96	-	Reso 2013-33 10/09/2013	
Administrative Technician II		31.94	33.53	35.21	36.96	38.81	-	Reso 2013-33 10/09/2013	
Administrative Technician III		31.94	33.53	35.21	36.96	38.81	40.76	Reso 2013-33 10/09/2013	
Assistant City Manager		69.31	72.77	76.42	80.24	84.25	-	Reso 2013-33 10/09/2013	
City Clerk		40.75	42.97	44.93	47.17	49.53	-		
City Manager		91.35	-	-	-	-	-	Reso 2015-07 02/11/2015	
Community Service Officer		29.67	31.15	32.71	34.35	36.06	-	Reso 2013-33 10/09/2013	
Director of Recreation Services		45.39	47.66	50.06	52.55	55.18	-	Reso 2013-33 10/09/2013	
Facility Attendant		10.01	10.50	11.04	11.59	12.16	-	Reso 2013-33 10/09/2013	
Human Resources Manager		44.64	46.88	49.22	51.69	54.27	-	Reso 2013-33 10/09/2013	
Maintenance Technician I	(7)	29.74	31.22	32.78	34.42	36.15	-	Reso 2013-33 10/09/2013	
Maintenance Technician II	(7)	31.22	32.78	34.42	36.15	37.95	-	Reso 2013-33 10/09/2013	
Maintenance Technician III	(7)	31.22	32.78	34.42	36.15	37.95	39.86	Reso 2013-33 10/09/2013	
Police Chief	(1)	81.73	-	-	-	-	-	Reso 2014-46 10/08/2014	
Police Commander	(1)	60.15	63.15	66.32	69.63	73.11	-	Reso 2013-33 10/09/2013	
Police Communications/Dispatcher Supervisor	(2)(4)	44.74	45.97	47.22	48.47	49.71	-	Reso 2013-30 09/11/2013	
Police Dispatcher / Clerk	(6)(4)	37.12	38.15	39.19	40.21	41.24	-	Reso 2013-30 09/11/2013	
Police Officer 1	(1)(3)(5)	41.54	43.62	45.80	48.09	-	-	Reso 2013-30 09/11/2013	
Police Officer 2	(1)(3)(5)	43.20	45.36	47.63	50.01	-	-	Reso 2013-30 09/11/2013	
Police Officer 3	(1)(3)(5)	44.04	46.24	48.55	50.98	-	-	Reso 2013-30 09/11/2013	
Police Officer 4	(1)(3)(5)	44.86	47.11	49.46	51.94	-	-	Reso 2013-30 09/11/2013	
Police Sergeant 1	(1)(3)(5)	51.52	52.58	53.67	56.64	-	-	Reso 2013-30 09/11/2013	
Police Sergeant 2	(1)(3)(5)	53.58	54.68	55.81	58.91	-	-	Reso 2013-30 09/11/2013	
Police Sergeant 3	(1)(3)(5)	54.60	55.73	56.88	60.05	-	-	Reso 2013-30 09/11/2013	
Police Sergeant 4	(1)(3)(5)	55.64	56.79	57.96	61.17	-	-	Reso 2013-30 09/11/2013	
Public Works Maintenance Supervisor	(7)	37.97	39.87	41.86	43.96	46.15	-		
Recreation Coordinator		29.66	31.14	32.70	34.33	36.04	-	Reso 2013-33 10/09/2013	
Recreation Leader I		9.53	10.00	10.50	11.02	11.58	-	Reso 2013-33 10/09/2013	
Recreation Leader II		10.01	10.50	11.04	11.59	12.16	-	Reso 2013-33 10/09/2013	
Recreation Leader III		10.51	11.04	11.59	12.16	12.77	-	Reso 2013-33 10/09/2013	
Special Project Management Analyst		50.00						Reso 2015-01 01/14/2015	

(1) These positions receive a \$880 per year uniform allowance

(2) This position receive a 5.0% incentive for RIMS Administrator

(3) These positions receive an additional 5% Holiday Pay

(4) These positions receive a \$665 per year uniform allowance

(5) These positions may receive a 5% incentive for Acting Commander, Acting Sergeant, Officer in Charge, Training Officer, and/or Detective

(6) This position may receive a 2.5% incentive for Back-up RIMS Administrator

(7) These positions may receive \$100 per week stand-by pay



STAFFING

POSITION TITLE	FY 2011-12 ADOPTED	FY 2012-13 ADOPTED	FY 2013-14 ADOPTED	FY 2014-15 ADOPTED	FY 2015-16 ADOPTED
Town Staffing					
Accountant I	1.00	1.00	-	-	-
Accounting Technician	0.75	0.75	0.75	1.80	1.80
Administrative Technician I	-	-	-	-	1.00
Administrative Technician II/III	1.50	1.50	1.50	1.50	-
Assistant City Manager / Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
City Clerk	-	-	-	-	1.00
City Manager	-	-	-	-	1.00
City Manager / City Clerk	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Special Projects Management Analyst	-	-	-	-	0.25
Vacant, unfunded Assistant City Manager	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
City Manager Department Total	5.25	5.25	4.25	5.30	6.05
Maintenance Supervisor	-	-	-	-	1.00
Maintenance Technician I	1.00	1.00	1.00	1.00	1.00
Maintenance Technician II	1.00	1.00	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00	1.00	-
Public Works Department Total	3.00	3.00	3.00	3.00	3.00
Administrative Technician II	1.00	1.00	1.00	-	-
Part-time Facility Attendant (7 x .5)	3.00	3.00	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	1.00	2.00	2.00
Recreation Services Director	1.00	1.00	1.00	1.00	1.00
Recreation Department Total	10.00	10.00	10.50	10.50	10.50
Administrative Technician III	1.00	1.00	1.00	1.00	1.00
Community Services Officer	0.75	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Dispatcher	4.00	4.00	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Vacant, unfunded Police Officer	(2.00)	(2.00)	-	-	-
Police Department Total	23.75	24.00	25.20	25.20	25.20
Town Total	42.00	42.25	42.95	44.00	44.75
Contract Staffing					
Building	1.25	1.25	1.25	1.25	1.25
City Attorney	1.00	1.00	1.00	1.00	0.50
Engineering	3.50	3.50	3.50	3.50	3.50
Finance	-	-	0.75	0.75	0.75
Planning	1.80	1.80	2.50	2.50	2.50
Public Works	1.00	1.00	1.00	1.00	1.00
Contract Total	8.55	8.55	10.00	10.00	9.50
Total Budgeted Staffing	50.55	50.80	52.95	54.00	54.25





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Placeworks Contract Addendum

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE ADDENDUM 2 TO
 PLACEWORKS CONTRACT FOR ENVIRONMENTAL SERVICES

EXECUTIVE SUMMARY

Through a competitive RFP process, Placeworks was selected as one of five environmental review firms to provide services to the Town for analysis of development applications, and Placeworks has an existing executed contract with the Town. The Town is anticipating the submittal of an application for a new car dealership at 435-455 Serramonte Boulevard in early September. It has been determined that this application will require the preparation of either a Mitigated Negative Declaration or a Focused Environmental Impact Report (FEIR). The estimated cost to prepare the necessary environmental document will exceed the City Manager's signing authority of \$75,000.00 and, therefore, requires City Council authorization. The total estimated cost for additional services in Addendum 2 is \$102,964.00

FISCAL IMPACT

None. The applicant will provide a deposit to cover all costs associated with the preparation of the environmental document, along with a deposit of 10% of the document preparation cost for staff's time in working with the consultant and reviewing documents. An additional deposit is required from the applicant to cover review costs of the environmental document by the City Attorney.

BACKGROUND & ANALYSIS

The City Manager authorized Addendum 1 to the Placeworks contract on July 6, 2015 for the preparation of a limited transportation assessment for the proposed project at 435-455 Serramonte Boulevard in the amount of \$8,150.00. This preliminary work was required to determine the extent of project impacts for a new car dealership, particularly traffic impacts. This analysis determined the number of traffic intersections requiring study, proposed traffic

distribution, and provided a preliminary assessment of potential traffic impacts based on existing data sources. Two of the potentially impacted intersections include El Camino Real/Serramonte and Junipero Serra Boulevard/Serramonte, which are both under Caltrans control. Because the ability to implement traffic mitigation at these two intersections is dependent on Caltrans for implementation, the consultants were not able to conclusively determine if the project would require a Mitigated Negative Declaration or a FEIR with respect to traffic. Staff is recommending Council authorization of the entire amount of Addendum 2, in the event a FEIR is required.

VALUES

The recommendation is consistent with the Council value of responsibility because it allows for the timely engagement of the consultant to prepare a needed environmental document.

SUSTAINABILITY IMPACT

None.

ALTERNATIVES

None.

CONCLUSION

Staff recommends the City Council approve Addendum 2 to the Placeworks contract and authorize the City Manager to execute the addendum.

ATTACHMENTS

- A. Resolution
- B. Proposed Placeworks Contract Addendum 2 (with Placeworks scope of work as Exhibit A)

**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE ADDENDUM 2 TO
PLACEWORKS CONTRACT FOR ENVIRONMENTAL SERVICES**

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

1. Background

- (a) Placeworks has an approved contract with the Town of Colma to provide as-needed environmental review services.
- (b) Placeworks has been selected to prepare environmental documents for a proposed car dealership at 435-455 Serramonte Boulevard.
- (c) The City Manager executed Addendum 1 to the contract in the amount of \$8,150.00 on July 6, 2015.
- (d) The proposed resolution would amend the existing contract to include additional services costing \$102,964.00, which would bring the total price for the 435-455 Serramonte Boulevard contract to \$111,114.00.

2. Order

- (a) The City Council hereby approves Addendum 2 to the Placeworks contract.
- (b) The City Manager shall be, and hereby is, authorized to execute said Addendum 2, with such technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

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Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on September 9, 2015 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk

ADDENDUM 2

**TO PLACEWORKS ENVIRONMENTAL CONSULTING SERVICES CONTRACT
435-455 SERRAMONTE BOULEVARD CEQA DOCUMENT PREPARATION**

Pursuant to 1(b) of the Environmental Consulting Services Contract dated August 22, 2013 between the Town of Colma and Placeworks (Formerly The Planning Center/DC&E), ("Consultant"), the Town authorizes Consultant, and Consultant agrees to perform the services described in this Addendum 2.

SCOPE OF WORK

The Scope of Work describes the work for the preparation of environmental documents to be prepared by PlaceWorks for the Town of Colma. The Scope of Work is attached as Exhibit A

SCHEDULE, PRODUCTS, AND MEETINGS

PlaceWorks will proceed with this work upon approval of the Contract, and in accordance with the timeframes presented in Exhibit A, attached.

COSTS

The total estimated cost for this work is \$76,845.00 or the preparation of an Initial Study and Mitigated Negative Declaration, with an estimated cost for preparation of a Focused Environmental Impact Report of \$26,119.00, if required, as outlined in Exhibit A, attached.

IN WITNESS WHEREOF, the parties hereto have made this Contract as of the date last signed below.

Dated: _____ PlaceWorks

By _____
Signature

Printed Name and Title

Dated: _____ TOWN OF COLMA

By _____
Sean Rabe', City Manager

Exhibit:

A. Placeworks Scope of Work, Schedule and Budget for 435-455 Serramonte Boulevard



CHAPTER 1: WORK SCOPE

This chapter describes the scope of services to be completed by PlaceWorks team for the CarMax Project Environmental Review. We have prepared a detailed scope that emphasizes the key components of our approach to this project. We will work with you to prepare a more refined scope as needed when we enter into contract. A summary of the work program is presented in Table 1.

Details about personnel assigned to these tasks, the number of hours per person per task, billing rates, and a breakdown of costs by environmental review document (e.g., MND or Focused EIR are included in Table 2 and Table 3, respectively.

TABLE 1 WORK PROGRAM SUMMARY	
Task A: Project Initiation & Project Management	
1. Kick-Off Meeting	2. Project Management
Task B: CEQA Environmental Review	
1. Phase 1: Initial Study/MND	
a. Initial Study	
i. Transportation & Traffic	
b. Mitigated Negative Declaration	e. Public Review & Response to Comments
c. Mitigation Monitoring or Reporting Program	f. Approval and Notice of Determination
d. Notice of Intent	
2. Phase 2: Focused Environmental Impact Report	
a. Notice of Preparation	c. Draft Environmental Impact Report
b. Public Scoping Meeting	
i. Alternatives Evaluation	iii. Screencheck and Public Review Draft EIR
ii. Administrative Draft EIR	
d. Final EIR	f. Findings of Fact & Statement of Overriding Considerations
e. Mitigation Monitoring or Reporting Program	g. Notice of Determination

Task A. Project Initiation and Project Management

This task is structured to build a framework for coordination among team members. Close communication and efficient information sharing will facilitate preparation of a thorough, legally defensible environmental review document on an optimized timeline.

1. Kick-Off Meeting

Steve Noack and Ricky Caperton will attend a kick-off meeting with Town staff to discuss expectations and concerns, and to review key issues, information needs, work products, and delivery schedule. The data to be used for environmental impact analysis will also be reviewed at this meeting to ensure it is fully aligned with that used on other recent and ongoing projects in the vicinity of the project.

Deliverables:

- One (1) electronic copy of the Revised Project Schedule in PDF format
- One (1) electronic copy of the Data Needs Memorandum in PDF format

2. Project Management

In addition to coordinating the bi-weekly conference calls, Ricky Caperton, Associate, will serve as the day-to-day contact for project management. Ricky will be responsible for overseeing the budget, schedule and overall team coordination throughout the preparation of the environmental review document.

Task B. CEQA Environmental Review

PlaceWorks proposes a two-phase environmental review process including preparing an IS, leading to a MND if all impacts are found to be less than significant or if necessary, preparing a Focused Environmental Impact Report. Both processes are described in detail below.

1. Phase 1: Initial Study/Mitigated Negative Declaration

a. Initial Study

PlaceWorks will draft a Project Description using graphics and textual information provided by the applicant. The Project Description will include detailed information on the project features including, building size, height, circulation patterns, parking and intended uses. In addition, the Project Description will describe the entitlement approvals necessary to process the project. We will submit one (1) electronic copy of the Administrative Draft Project Description in Word and PDF formats for review and approval by Town staff prior to beginning the environmental review for the project.

Using the Town-approved Project Description, PlaceWorks will prepare an IS that documents existing conditions, project impacts (if any), and mitigation measures (if required), as well as the resulting level of significance for potential impacts under each of the topical areas required under CEQA. CEQA permits the exclusion of environmental issues on which it can be ascertained with certainty that the project would have no significant negative impact. Considering the proposed project would not provide permanent residential units (generating new population) potentially increasing the use of public service facilities, together with the project's site locations, General Plan land use designation and zoning district, it is anticipated that the following topic areas would be able to be summarily dismissed in the IS:

- Agricultural and forestry resources
- Mineral resources
- Population and Housing
- Public Services (fire and police protection, schools, libraries)
- Recreation
- Biological Resources
- Cultural Resources

In keeping with the requirements of the CEQA, the IS will include a detailed analysis to determine the environmental impacts of the following resource categories:

- Aesthetics

- Air Quality, Greenhouse Gas Emissions, and Community Risk and Hazards
- Geology and Soils
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Noise and Vibration
- Utilities and Service Systems

i. Transportation and Traffic

Hexagon Transportation Consultants (Hexagon) study will prepare a Traffic Impact Assessment (TIA) to determine the traffic impact of the proposed development on the following study intersections during the weekday AM (7- 9 AM) and PM (4 – 6 PM) peak commute periods of traffic and during Saturday midday (12 – 2 PM) peak hour. Additional intersections can be added for additional cost.

- Serramonte Boulevard and 280 off-ramp
- Serramonte Boulevard and 280 on-ramp
- Serramonte Boulevard and Junipero Serra Boulevard
- Serramonte Boulevard and Serra Center Driveway (unsignalized)
- Serramonte Boulevard and El Camino Real
- Serramonte Boulevard and Hillsdale Boulevard
- Hickey Boulevard and I-280 southbound ramps
- Hickey Boulevard and I-280 northbound ramps
- Hickey Boulevard and Junipero Serra Boulevard
- Lawndale Boulevard and Hillside Boulevard

The following tasks will be completed as part of the TIA:

- a) **Site Reconnaissance and Existing Observations.** The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configuration, traffic control devices, and surrounding land uses. Observations of existing traffic conditions will be made in order to identify any operational deficiencies and to confirm the accuracy of calculated levels of service.

- b) **Data Collection.** AM (7:00 – 9:00 AM) and PM (4:00 – 6:00 PM) weekday peak hour volumes and Saturday (12:00- 2:00 PM) peak hour volumes will be obtained from the Serramonte Shopping Center Expansion EIR. For intersections that were not analyzed in the Serramonte Shopping Center EIR, the turning movement counts will be obtained from the Town of Colma. New AM, PM and Saturday midday peak hour counts will be conducted only for the intersection of Junipero Serra Boulevard/Hickey Boulevard. Counts will be conducted at the existing driveways on the project site. The existing business on-site will be replaced by the proposed project, so the driveway counts will determine the trip credits for the demolished buildings. Freeway segment counts will be based on the volumes analyzed in the Serramonte Shopping Center Expansion EIR.

- c) **Evaluation of Existing Conditions.** The existing operations of the study intersections will be evaluated with a level of service analysis using current AM and PM peak hour volumes. *Highway Capacity Manual* 2000 methodology will be followed for all intersections. Transit, bicycle, and pedestrian access to the site will be described.

- d) **Evaluation of Background Conditions.** The baseline plus project conditions analyzed in the Serramonte Shopping Center Expansion EIR will be used as the background

conditions for the CarMax project. Levels of service will be calculated for background conditions.

e) **Site Traffic Projections, Distribution, and Assignment.** Site-generated traffic will be estimated based on the trip generation rates included in the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 9th Edition*. Appropriate trip reductions will be discussed with City staff. The directional distribution of site-generated traffic will be forecasted based on existing travel patterns and relative locations of complementary land uses. The site-generated traffic will be added to the roadway network based on the estimated trip distribution pattern.

f) **Evaluation of Background plus Project Conditions.** Project-generated traffic will be added to background traffic volumes. Trips generated by the existing buildings on the project site will be subtracted from the roadway network. Intersection levels of service and signal warrants will be evaluated under both scenarios. Any traffic deficiencies will be identified.

g) **Site Access, On-Site Circulation, and Parking.** A site circulation and access review will be conducted to determine the adequacy of the proposed site plan in accordance with generally accepted traffic engineering standards. This will include a quantitative analysis of the anticipated traffic volumes at the project driveways, as well as a qualitative analysis of the proposed site circulation. The site plan review will consider truck access, pedestrian access, and bicycle access. Parking will be evaluated relative to Colma parking standards.

h) **Cumulative Conditions.** Cumulative conditions for the proposed project will be established based on forecasts presented for the cumulative plus project conditions in the Serramonte Shopping Center Expansion Project EIR. Intersection levels of service will be calculated for cumulative conditions both with and without the project.

i) **Description of Traffic Impacts and Recommendations.** Based on the results of the intersection level of service analysis, any operational deficiencies due to the project will be identified and described. Where feasible, recommendations will be formulated that identify the locations and types of improvements or modifications necessary to improve operations.

j) **Reports and Response to Comments.** Findings and recommendations will be summarized in a draft traffic report. Hexagon will respond to editorial comments and prepare a Final Report.

k) **Meetings.** This proposal does not include attendance at any meetings. Meeting attendance would be billed as an additional service based on staff time plus expenses.

b. Mitigated Negative Declaration

If it is determined that potential impacts from construction or operation of the project can be avoided through changes to the project, or mitigated to less-than-significant levels in accordance with CEQA Guidelines Section 15070, a MND will be prepared.

In the event that the IS determines the project would result in one (1) or more significant impacts that cannot be mitigated to a less-than-significant level, an EIR would be required under CEQA. This would trigger Phase 2 of this scope of work described below under Task C.2 and Tasks 1.c through 1.f would not be required.

c. Mitigation Monitoring or Reporting Program

Concurrent with the preparation of the Draft IS/MND, we will prepare a Mitigation Monitoring or Reporting Program (MMRP) for the mitigation measures included in the IS/MND. The MMRP, shown in tabular form, will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequencies.

d. Notice of Intent

PlaceWorks will draft a Notice of Intent (NOI) of an MND pursuant to CEQA Section 15072. PlaceWorks will work together with Town staff to prepare a master distribution list. PlaceWorks staff will be responsible for circulation to the State Clearinghouse, and mailings to local, regional and state agencies. Town staff will be responsible for local noticing.

Deliverables:

- One (1) electronic copy of the Administrative Draft and Final Project Description in Word and PDF format
- One (1) electronic copy of the Administrative Draft NOI, IS/MND and MMRP in Word and PDF format
- Ten(10) hard copies with the technical appendices on compact disc (CD) attached, and one (1) electronic copy of the NOI, IS/MND, and MMRP in Word and PDF Format
- Fifteen (15) hard copies of the NOI, IS/MND and MMRP, and compact discs (CDs) with the complete IS and technical appendices attached to the State Clearinghouse

e. Public Review and Response to Comments

A 30-day public review period will be required under CEQA. Following the close of the public review period, PlaceWorks will respond to substantive comments received on the IS/MND in a memorandum form. This scope of work includes 16 hours of staff time to respond to comments in an Administrative Draft Response to Comments Memorandum. If an unforeseen amount of time is required to address comments received on the IS/MND, a contract amendment will be required.

We will prepare an Administrative Draft Response to Comments Memorandum for review by Town staff. Based on Town staff comments, we will complete revisions and deliver a Final Response to Comments Memorandum.

Deliverables:

- One (1) electronic copy of the Administrative Draft Response to Comments Memorandum in Word and PDF format
- One (1) electronic copy of the Final Response to Comments Memorandum in Word and PDF format

f. Approval and Notice of Determination

Steve Noack of PlaceWorks will attend one (1) public hearing on the approval of the Project and IS/MND. Attendance at additional hearings would be billed on a time and materials basis with an estimated cost of \$800 per meeting.

Within 5 days of approval of the IS/MND, PlaceWorks will prepare a Notice of Determination (NOD) for submittal to the County Clerk. Town staff will submit the NOD to the County Clerk and pay all applicable filing fees at the time of posting. The budget does not include payment of any filing fees.

Deliverables:

- One (1) electronic copy of the Notice of Determination (NOD) in Word and PDF format
- One (1) electronic copy of the Final IS/MND in Word and PDF format

2. Phase 2: Focused Environmental Impact Report

In the event that the IS determines the project would result in one (1) or more significant impacts that cannot be mitigated to a less-than-significant level, an EIR would be required under CEQA. The following steps describe the scope of work to prepare a Focused EIR for the process.

a. Notice of Preparation

PlaceWorks will draft a Notice of Preparation (NOP) of an EIR pursuant to CEQA Section 15082. The NOP will include an environmental scoping study with a brief project history and a description of the topics to be analyzed in the EIR. Reference to and the availability of the IS for any environmental issues found not to require additional analysis per the IS will be included in the NOP.

PlaceWorks will work together with Town staff to prepare a master distribution list. PlaceWorks staff will be responsible for circulation to the State Clearinghouse, and mailings to local, regional and state agencies. Town staff will be responsible for local noticing.

Deliverables:

- Fifteen (15) hard copies of the NOP and IS to the State Clearinghouse
- One (1) electronic copy of the NOP and IS in Word and PDF format

b. Public Scoping Meeting

During the 30-day comment period for the IS and NOP, PlaceWorks will attend a public scoping meeting to hear comments on the environmental issues to be addressed in the EIR. We assume that Town staff will arrange the meeting location and date and will issue the public notices for the meetings. We will prepare supporting material as needed, including a brief presentation, comment cards, and other materials. Principal-in-Charge, Steve Noack will facilitate the scoping meeting. We will prepare a written summary of the environmental issues raised at the scoping meeting for inclusion in the Draft EIR.

Deliverables:

- Materials for Scoping Meeting
- One (1) electronic copy of the Meeting Summary Memorandum in Word and PDF format

c. Draft Environmental Impact Report

Using the Town-approved Project Description from Task C.1.a, PlaceWorks will leverage the comprehensive IS described in Task C.1.a to prepare an EIR that focuses on the CEQA resource categories where substantial evidence of a potentially significant environmental impact exists. This approach will allow for preparation of a rigorous environmental analysis and a legally defensible EIR on an optimized schedule and budget. The EIR will be based on the documentation and findings in the IS. Because it is unknown at this time which environmental topics, if any, would require additional review this scope of work describes the additional CEQA-required steps that would be included if an EIR were

required. Once it is determined that an EIR is required a contract amendment to determine the cost for additional environmental review could be required at that time.

i. Alternatives Evaluation

Building from the discussion of alternatives at the kick-off meeting, PlaceWorks will develop a list of up to potential draft alternatives, including the CEQA-required No Project Alternative. We will work with Town staff to finalize the list of alternatives, and then complete an impact analysis of each alternative for inclusion in the EIR. The alternatives analysis will be a qualitative discussion and will identify the environmentally superior alternative. The alternatives will be designed to avoid or lessen at least some of the potentially significant impacts identified in Task B, Environmental Review.

ii. Administrative Draft EIR

PlaceWorks will prepare an Administrative Draft EIR (ADEIR) and submit to Town staff for review and comment. The impact analysis will be comprehensive and will cover all CEQA requirements. As described above, the EIR will focus on CEQA resource categories where substantial evidence of a potentially significant environmental impact exists. The ADEIR will also include a chapter summarizing resource categories scoped out of the EIR and providing justification and citations in support of this determination. Significance criteria will be identified for each impact topic based upon thresholds of significance identified in Appendix G, Environmental Checklist Form, of the State CEQA Guidelines and identified in the scoping process.

Impacts and mitigation measures will be organized and discussed by topic. As recommended by the State CEQA Guidelines, the EIR will analyze potential impacts from development of the proposed project. For each identified environmental impact, a set of feasible mitigation measures will be recommended.

The ADEIR will cover the following topics:

- **Executive Summary.** PlaceWorks will create a summary in a form consistent with CEQA Guidelines, Section 15123. This summary will facilitate a quick understanding of environmental issues and the actions required to mitigate potential impacts. It will include a summary table of impacts, mitigation measures, and levels of significance before and after mitigation.
- **Project Description.** The ADEIR will include the project description drafted for the project as part of Task C.1.a, Project Description.
- **Setting, Impacts, and Mitigation Measures.** The existing setting information, impact analyses, and mitigation measures developed in Task C.1.a will be combined to create chapters describing environmental consequences for each CEQA-required topic.
- **Alternatives Evaluation.** The alternatives evaluation completed above will be incorporated into the ADEIR. This chapter will include a tabular comparison of the alternatives impacts.
- **CEQA Required Assessment Conclusions.** PlaceWorks will prepare assessment conclusions to meet CEQA Guidelines for the following mandatory findings:
 - Cumulative Impacts
 - Growth Inducement
 - Unavoidable Significant Effects
 - Significant Irreversible Changes

- Impacts Found Not to be Significant
- **Report Preparers.** This chapter will identify the consultants and staff who prepared the EIR.

Town staff will act as a clearinghouse for comments on the ADEIR and will provide PlaceWorks with a single, internally reconciled set of comments.

Deliverable:

- One (1) electronic copy of the Administrative Draft EIR in Word and PDF format

iii. Screencheck and Public Review Draft EIR

PlaceWorks will incorporate one consolidated set of comments on the ADEIR from Town staff to create the Screencheck Draft EIR for final review and approval prior to publication. Comments on the Screencheck Draft EIR will be limited to grammatical, format and typographical comments. PlaceWorks assumes 32 hours for addressing comments from the town staff on the Screencheck Draft EIR, preparing the Draft EIR and publication of the document.

PlaceWorks will be responsible for delivery of the Draft EIR, Notice of Availability (NOA) and Notice of Completion (NOC) to the State Clearinghouse. We assume the Town staff will publish and locally distribute the NOA.

Steve Noack will attend one (1) public hearing on the Draft EIR. We assume that Town staff will schedule hearings, provide public notice, and prepare staff reports.

Deliverables:

- One (1) electronic copy of the Screencheck Draft EIR in Word and PDF Format
- Ten (10) hard copies with the technical appendices on compact disc (CD) attached one (1) electronic copy of the Public Review Draft EIR in Word and PDF Format
- One (1) hard copy of the NOC, fifteen (15) hard copies of the NOA and Executive Summary, fifteen (15) compact discs (CDs) with the complete EIR and technical appendices attached to the State Clearinghouse

d. Final EIR

PlaceWorks will prepare an Administrative Final EIR, which will include both the Response to Comments document, additional analysis, or revisions to the Draft EIR as necessary; and the MMRP.

Following receipt of comments on the Administrative Draft Final EIR, PlaceWorks will prepare a Screencheck Final EIR and a Final EIR for publication. PlaceWorks assumes 24 hours to address comments on the Draft EIR.

Steve Noack of PlaceWorks will attend one (1) certification hearing on the Final EIR. Attendance at additional hearings would be billed on a time and materials basis with an estimated cost of \$800 per meeting.

e. Mitigation Monitoring or Reporting Program

Concurrent with the preparation of the Final EIR, we will prepare a MMRP for the mitigation measures included in the EIR. The MMRP, shown in tabular form, will identify responsibility for implementing and monitoring each mitigation measure, along with

monitoring triggers and reporting frequencies. The MMRP will be submitted as a draft document to the City and revised for publication with the Final EIR.

Deliverables:

- One (1) electronic copy of the Administrative Draft Final EIR and MMRP in Word and PDF format
- One (1) electronic copy of the Screencheck Final EIR and MMRP in Word and PDF format
- Ten (10) hard copies of the Final EIR and MMRP and one (1) electronic copy of the Final EIR in Word and PDF format

f. Findings of Fact and Statement of Overriding Considerations

PlaceWorks will prepare the findings for the resolutions on the EIR, and in the event that significant and unavoidable impacts are disclosed, we will prepare the statement of overriding considerations necessary to support certification of the EIR. PlaceWorks will prepare draft and final documents, pending Town of Colma staff review and comment.

Deliverables:

- One (1) electronic copy of the draft findings and overrides (if applicable) in MS Word and PDF Format
- One (1) electronic copy of the final findings and overrides (if applicable) in MS Word and PDF format

g. Notice of Determination

Within 5 days of certification of the EIR, PlaceWorks will prepare a NOD for submittal to the County Clerk. Colma staff will submit the NOD to the County Clerk and pay all applicable filing fees at the time of posting. The budget does not include payment of any filing fees.

Deliverables:

- One (1) electronic copy of the Notice of Determination (NOD) in Word and PDF format
- One (1) electronic copy of the Final IS/MND in Word and PDF format

CHAPTER 2: SCHEDULE, PRODUCTS, AND MEETINGS

This chapter describes the products associated with PlaceWorks work scope and the schedule by which each of these products will be completed. It also summarizes the meetings that PlaceWorks will attend for the project.

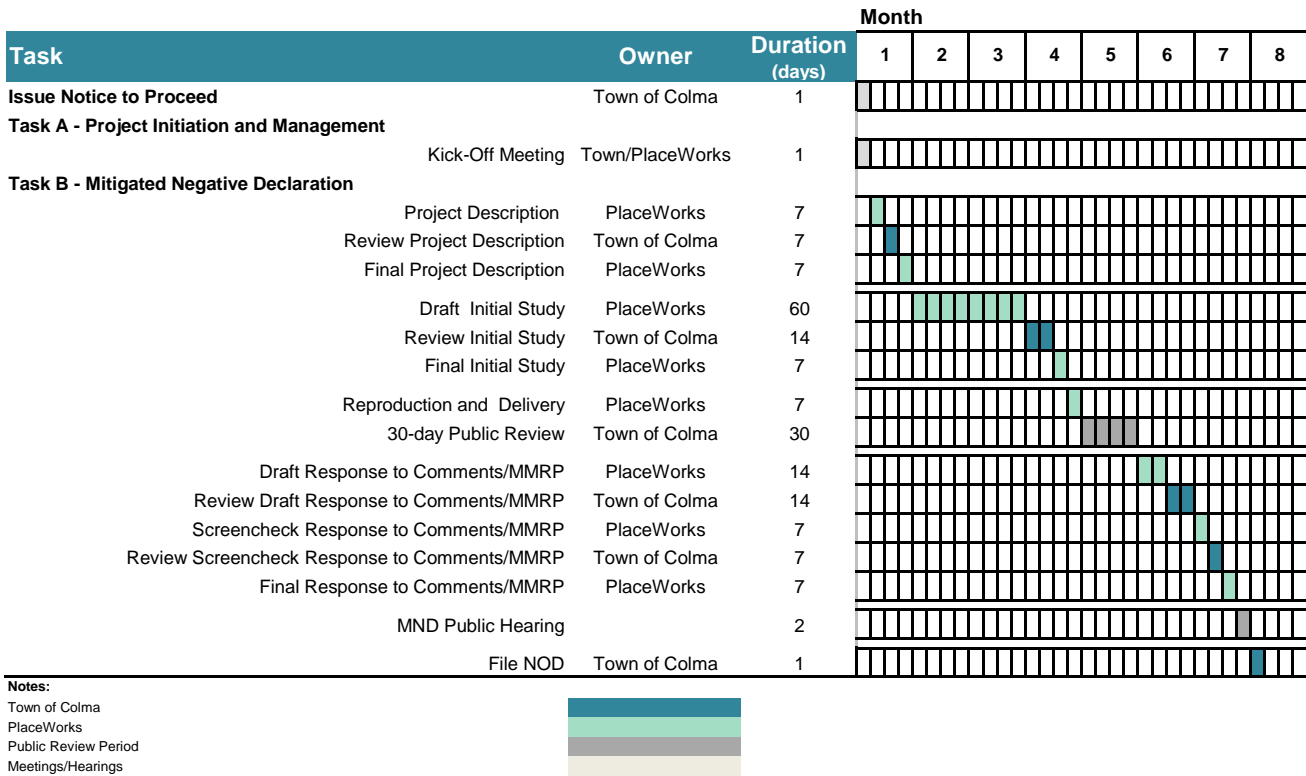
SCHEDULE

PlaceWorks' proposed schedule for completion of the CarMax Project environmental Review is shown in Figure 1. As shown in the schedule, we anticipate that the IS/MND option can be completed and approved within an 8-month period. The Focused EIR can be completed and certified within a 10-month period. We believe this schedule is appropriate, but we are happy to revise this schedule if necessary.

PlaceWorks has a strong track record in meeting project schedules and coordinating closely with its clients. Over years of managing projects similar to the proposed project, we have developed a variety of tools and tactics to keep projects on schedule and ensure that staff is well informed at all times:

- We maintain an up-to-date schedule throughout the project, to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff and subconsultants with adequate time for editing and formatting into finished reports.

Figure 1: Schedule



PRODUCTS

The following products will be submitted to the Town in fulfillment of our proposed scope of work:

Phase 1: Initial Study/Mitigated Negative Declaration Option

- Revised Project Schedule
- Data Needs Memorandum
- Administrative Draft and Final Project Description
- Administrative Draft and Final NOI, IS/MND and MMRP
- Administrative Draft and Final Response to Comments Memorandum
- Notice of Determination

Phase 2: Focused EIR Option

- Revised Project Schedule
- Data Needs Memorandum
- Administrative Draft and Final Environmental Evaluation Memorandum
- Administrative Draft and Final Project Description
- Administrative Draft and Final IS
- Materials for Scoping Meeting
- Scoping Meeting Summary Memorandum
- Administrative, Screencheck and Public Review Draft EIRs
- NOC, NOA and Draft EIR Executive Summary
- Administrative, Screencheck and Final EIR including the MMRP
- Draft and Final Findings of Fact and Statement of Overriding Considerations
- Notice of Determination

MEETINGS

Phase 1: Initial Study/Mitigated Negative Declaration Option

- Steve Noack and Ricky Caperton will attend one kick-off meeting
- Steve Noack will attend one (1) public hearing on the approval of the Project and IS/MND

Phase 2: Focused EIR Option

- Steve Noack and Ricky Caperton will attend one kick-off meeting
- Steve Noack will attend one scoping meeting for the EIR
- Steve Noack will attend one (1) public hearing on the Draft EIR
- Steve Noack will one (1) certification hearings on the Final EIR

We are available to attend additional meetings on a time-and-materials basis.

CHAPTER 3: COST ESTIMATE

As shown in Table 2, the estimated cost to complete the scope of work described in the Phase 1: IS/MND Option, is \$76,845.

As shown in Table 3, the additional estimated cost to complete the scope of work described in the Phase 2: Focused EIR Option, is \$26,119.

The billing rates for each team member are included in Tables 2 and 3. PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

ASSUMPTIONS

This scope of work and cost estimate assumes that:

- Billing rates for this project are guaranteed through December 2016. Billing rates would be subject to an increase of up to 6 percent on January 1, 2017, and in each subsequent year thereafter. A budget increase would be necessary to cover costs incurred after January 1, 2017.
- Our cost estimate includes the meetings shown in Chapter 2. Additional meetings would be billed on a time-and-materials basis. Steve Noack will attend all project meetings, public workshops and other public meetings.
- No more than 16 hours of PlaceWorks staff time will be required to respond to comments on the Public Review Draft of the IS/MND. If additional labor is necessary, a contract amendment allowing additional work will be necessary.
- No more than 32 hours of PlaceWorks staff time will be required to address comments from town staff on the Screencheck Draft EIR, prepare the Draft EIR and publish the document.
- No more than 16 hours of PlaceWorks staff time will be required to respond to comments on the Draft EIR. If additional labor is necessary, a contract amendment allowing additional work will be necessary.
- All products will be submitted to the Town in electronic (PDF) format, except for printed copies that are specifically identified in Table 2. This is an allowance only, based on the numbers of products and copies shown in Chapter 2. If this allowance is exceeded, additional printing costs will be billed at PlaceWorks actual cost.
- Town staff will be responsible for meeting logistics, including schedule coordination, document production, printing notices, mailing costs, room reservations, room set-up and take-down, and refreshments.

**Table 2
IS/MND Cost Estimate
CarMax Project Environmental Review**

Hours per Task	PlaceWorks										Hexagon	
	Principal	Associate	Senior Scientist	Senior Engineer	Senior Geologist	Project Planner	Project Scientist	Scientist	Graphics/ WP	Clerical/ Intern		
A. Project Initiation and Project Management	8	24	-	-	-	-	-	-	-	-	2	
1. Kick-off Meeting												
2. Project Management	8	24									2	
B. CEQA Environmental Review												
1 Initial Study/Mitigated Negative Declaration												
1.a. Initial Study	7	49	6	20	6	38	50	17	10	7		
Project Description	0.5	4.0				8.0			2.0	0.5		
i. Aesthetics	0.5	2.0				4.0		4.0	2.0	0.5		
ii. AQ, GHG, HRA	0.5	1.0	6.0	3.0			50.0		0.5	0.5		
iii. Biological Resources	0.5	1.0				2.0		2.0	0.5	0.5		
iv. Cultural Resources	0.5	1.0				4.0			0.5	0.5		
v. Geology and Soils	0.5	1.0			6.0				0.5	0.5		
vi. Hazards and Hazardous Materials	0.5	1.0		8.0					0.5	0.5		
vii. Hydrology and Water Quality	0.5	1.0		4.0					0.5	0.5		
viii. Land Use and Planning	0.5	1.0				4.0			0.5	0.5		
ix. Noise and Vibration	0.5	2.0		5.0				11.0	0.5	0.5		
x. Population and Housing		0.5				4.0			0.5	0.5		
xi. Public Services and Recreation		0.5				4.0			0.5	0.5		
xii. Transportation and Planning	1.0	32.0				-			0.5	0.5		
xiii. Utilities and Service Systems	0.5	1.0				8.0			0.5	0.5		
1.b. Mitigated Negative Declaration		1				4			1	1		
1.c. Mitigation Monitoring or Reporting Program		1				4			1	1		
1.d. Notice of Intent		1				4			1	1		
1.e. Public Review and Response to Comments	6	6	2	2	2	8	2	-	2	1		
attend one hearing	4	2								0.5		
respond to comments	2	4	2	2	2	8	2		2	0.5		
1.f. Approval and Notice of Determination	4	1	-	-	-	4	-	-	-	-		
attend 1 hearing	4											
prepare NOD		1				4						
Total Hours	25	83	8	22	8	62	52	17	15	13		
Billing Rate	\$210	\$135	\$180	\$170	\$160	\$105	\$135	\$80	\$100	\$70		
Labor Cost	\$5,250	\$11,205	\$1,440	\$3,740	\$1,280	\$6,510	\$7,020	\$1,360	\$1,500	\$910		
Total Firm Labor Cost											\$40,215	\$32,000
EXPENSES												
Office Expenses (Phone, Fax, Copies, etc. @ 2% of Labor)											804	
Subconsultant Administration (10%)											3,211	-
Deliveries											100	-
Mileage (180 Miles @ \$0.575/mile)											105	-
Report Production (10 copies @ \$30)											300	110
Total Expenses											\$4,520	\$110
Total per Firm											\$44,735	\$32,110
Grand Total IS/MND											\$76,845	

**Table 3
EIR Cost Estimate
CarMax Project Environmental Review**

PlaceWorks

Hours per Task	Principal	Associate	Senior Scientist	Senior Engineer	Senior Geologist	Project Planner	Project Scientist	Scientist	Graphics/ WP	Clerical/ Intern
C.2 Focused Environmental Impact Report (if required)										
2.a Notice of Preparation	1	2				8				
2.b. Public Scoping Meeting	4									
2.c. Draft Environmental Impact Report	8	22	1	1	-	30	4	-	-	-
<i>i. Alternatives Evaluation</i>	2	8	1	1		12	4			
<i>ii. Administrative Draft EIR</i>	4	8				10				
<i>iii. Screencheck and Public Draft EIR</i>	2	6				8				
2.d. Final Environmental Impact Report	8	10	2	2	2	20	2	-	12	-
<i>attend one hearing</i>	4									
<i>respond to comments</i>	4	10	2	2	2	20	2		12	
2.e. Mitigation Monitoring or Reporting Program		1				4			1	1
2.f. Findings of Fact and Statement of Overriding Considerations	2	8				24				
2.g. Notice of Determination		1				4				
Total Hours	23	44	3	3	2	90	6	-	13	1
Billing Rate	\$200	\$160	\$180	\$170	\$160	\$105	\$105	\$80	\$100	\$70
Labor Cost	\$4,600	\$7,040	\$540	\$510	\$320	\$9,450	\$630	\$0	\$1,300	\$70
Total Firm Labor Cost										\$24,460
EXPENSES										
Office Expenses (Phone, Fax, Copies, etc. @ 2% of Labor)										489
Deliveries										100
Report Production (20 copies @ \$50)										1,000
Mileage (120 Miles @ \$0.575/mile)										70
Total Expenses										\$1,659
Total per Firm										\$26,119
Grand Total EIR										\$26,119





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Turhan Sonmez, Associate Planner
 Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Conditional Use Permit at 1755 Mission Road

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION GRANTING A CONDITIONAL USE PERMIT FOR A STORAGE WAREHOUSE,
 FOR USE BY A MOVING COMPANY, AT THE COMMERCIAL BUILDING LOCATED AT
 1755 MISSION ROAD PURSUANT TO CEQA GUIDELINE 15301

EXECUTIVE SUMMARY

The Applicant, Griselda Gonzalez of CG Moving Company, is requesting a Conditional Use Permit for a storage warehouse use at 1755 Mission Road (APN: 010-423-050) ("Subject Property"). No changes are proposed to the existing property or building. The company will use the building exclusively for storage and office space which is consistent with the way the building is designed. Only standard conditions of approval are recommended.

FISCAL IMPACT

The proposal will have no impact on the Town's budget.

BACKGROUND

The existing building on the Subject Property was previously used by High Performance Distributors and is approximately 8,000 square feet in size and has six (6) right-angle parking spaces in front of the building and two (2) parallel parking spaces available along the south wall of the building (the additional three parallel parking spaces on the south side of the building are not available since they are subject to a shared parking agreement with an adjacent property). The building is designed to support commercial and/or light industrial uses and is currently vacant. Surrounding uses include additional commercial/light industrial uses.

ANALYSIS

Environmental

This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorical Exempt from further environmental review under Section 15301, Class 1(a), because the application only involves the maintenance of an existing private structure involving only minor expansion of use.

Conditional Use Permit

The Subject Property is zoned "C" Commercial and is designated in the Colma General Plan for light industrial and commercial uses; therefore, the proposed storage warehouse use is consistent with the zoning and land use designations for the property. The proposed use would be a very low intensity use for the site since the company would use the existing onsite building exclusively for storage (primarily office furnishings) and office space.

Per Section 5.03.290(b)(vii) of the Zoning Code, the Applicant is not required to provide additional parking spaces since the existing building was constructed prior to March 14, 1997, the floor area of the building is not being expanded, no change in use is occurring, and Staff has determined that the eight (8) available onsite parking spaces would be sufficient for the proposed use. Four (4) of the parking spaces would be occupied by company vehicles, including one (1) 24' long moving truck, one (1) 10' long moving truck, and two (2) pickup trucks. Additionally, one more 24' long moving truck would be parked in the driveway bay in front of the metal rollup door. All of the company vehicles would leave the site every morning at approximately 7:30am and not return until 3:30-5:30pm; therefore, there would be available parking throughout the day for employees. The moving company has eight (8) full-time employees, one (1) part-time employee, and one (1) on-call employee, but not all of the employees work every day. Business hours for the company are Monday through Friday 7:00am to 5:00pm, and Saturday and Sunday as needed. Business is conducted entirely by phone and the internet, so there would be no visits to the site by clients/customers.

The owner of the company is not proposing any improvements to the building or site at this time.

Findings

Section 5.03.410 of the Colma Municipal Code requires that certain findings be made for approval of a Use Permit. The findings and a discussion of how the proposal meets the findings are included in the attached resolution.

Conditions of Approval

Based on a review of the application, a meeting with the applicant, a site inspection, a review by City Departments and the Colma Fire Protection District, staff is recommending several conditions of approval to assure that the uses will be conducted in an appropriate manner.

VALUES

The recommendations are consistent with the Council value of *fairness* because the recommendation is consistent with how similar requests have been handled. The recommendation is also consistent with the Council value of *responsibility* because the proposal has been carefully reviewed and conditioned so that it will be consistent with adopted policies and regulations, and compatible within their setting.

SUSTAINABILITY IMPACT

The proposal involves the use of an existing building, and will have no impact on sustainability.

ALTERNATIVES

As alternatives to approving the proposed resolution with the recommended conditions, the City Council can:

-Approve the resolution with modified or additional conditions of approval to address specific operational concerns with the use;

-Not approve the resolution and deny the conditional use permit. Staff does not recommend this alternative since the proposed use, as conditioned, will not have any negative impacts to the community and will fill a vacant space with a use that is appropriate for both the site and surrounding area.

CONCLUSION

Staff recommends the City Council approve the resolution with the recommended findings and conditions.

ATTACHMENTS

- A. Resolution for Conditional Use Permit
- B. Site/Floor Plan



RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION GRANTING A CONDITIONAL USE PERMIT FOR A STORAGE
WAREHOUSE, FOR USE BY A MOVING COMPANY, AT THE COMMERCIAL
BUILDING LOCATED AT 1755 MISSION ROAD PURSUANT TO CEQA
GUIDELINE 15301**

Property Owner: D.C.S. Consulting
Applicant: CG Moving Company, Inc.
Location: 1755 Mission Road
Assessor's Parcel Number: 010-423-050

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

1. BACKGROUND

- (a) The Town has received an application from CG Moving Company, Inc. requesting a Conditional Use Permit for a storage warehouse use at the commercial building located at 1755 Mission Road (APN: 010-423-050).
- (b) A notice of public hearing was mailed to all property owners within 300 feet of the subject property on August 28, 2015. In addition, a notice of public hearing was posted on the three Town of Colma bulletin boards, on August 28, 2015.
- (c) The City Council has considered the Amended Use Permit application, the accompanying staff report, and all relevant evidence presented at the September 9, 2015 public meeting.

2. FINDINGS

The City Council finds that:

Findings Relating to CEQA Review

- (a) Pursuant to the Section 15301, Class1(a) of the State CEQA Guidelines, the project is Categorical Exempt from further environmental review because the use will entail the maintenance of an existing private structure involving only minor expansion of use beyond that already being conducted in the structure.

Findings Relating to Granting a Conditional Use Permit

- (b) The proposed use will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

Discussion: The property is designated in the General Plan and Zoning Ordinance for light industrial and commercial uses and zoned Commercial/Design Review (C/DR). The proposed use is consistent with this since the tenant space will only be used as warehouse storage space and office space by a commercial moving company.

- (c) Granting the Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

Discussion: As conditioned, the proposed use would not be detrimental to public health, safety, or welfare since the tenant space will only be used as storage space and office space by a commercial moving company, and no detrimental activity will occur on the site. The only visible activity will include the loading and unloading of furniture and equipment on and off of the moving trucks. All vehicles used for the business will be no greater than 24 feet in length, which is an appropriate size for utilizing the existing loading bay and metal rollup door without encroaching into the right-of-way along Mission Road. Surrounding uses are light industrial in nature and there are no local sensitive receptors which would be affected by the minimal amount of truck emissions expected.

- (d) Existing property uses, large or small, will not be detrimentally affected by the proposed use.

Discussion: Existing uses will not be detrimentally affected because the tenant space will only be used as storage space and office space by a commercial moving company. No structural changes are proposed to the building, and no property improvements are proposed. All activities related to the use will occur within existing facilities, with the exception of the loading and unloading of furniture and equipment on and off of moving trucks. All vehicles used for the business will be no greater than 24 feet in length, which is an appropriate size for utilizing the existing loading bay and metal rollup door without encroaching into the right-of-way along Mission Road. Surrounding uses are light industrial in nature and there are no local sensitive receptors which would be affected by the minimal amount of truck emissions expected. Therefore, existing property uses, large or small, will not be detrimentally affected by the proposed use.

- (e) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

Discussion: Because light industrial and office uses are permitted with a Use Permit on the Subject Property, the Permittee is not requesting any special consideration and the proposed use would be subject to conditions similar to those required of other Use Permits. Therefore, granting the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

- (f) The City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

Discussion: Light industrial and office uses are allowed in the Commercial Zone subject to the issuance of a Use Permit. No changes to the existing building or property are proposed to accommodate the use. Therefore, the City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

- (g) The use will not constitute a nuisance to neighboring persons or properties.

Discussion: The proposed use is a very low-intensity use for the site and Conditions of the Use Permit will ensure that all activities related to the use will not negatively impact adjoining uses. The proposed use, including all required parking, can be accommodated on-site. All vehicles used for the business will be no greater than 24 feet in length, which is an appropriate size for utilizing the existing loading bay and metal rollup door without encroaching into the right-of-way along Mission Road. Surrounding uses are light industrial in nature and there are no local sensitive receptors which would be affected by the minimal amount of truck emissions expected. Therefore, the use will not constitute a nuisance to neighboring persons or properties.

3. CONDITIONS OF APPROVAL

- (a) This Use Permit shall allow the building and parking spaces identified on the approved site plan, date stamped August 14, 2015 and on-file in the Planning Department, to be used by a commercial moving company for storage and office space.
- (b) The Permittee must maintain compliance with the requirements of the Colma Fire Protection District, including required inspections of the premises. The Permittee must maintain all fire-safety equipment and improvements in good working condition.
- (c) The Permittee shall comply with parking arrangement indicated in the approved site plan, date stamped August 14, 2015 and on-file in the Planning Department, and the eight (8) off-street parking spaces identified in the plan shall be maintained for use by the proposed business at all times.
- (d) No more than eight (8) employees associated with the moving company shall be present onsite at any time.
- (e) All work, except for loading and unloading of delivery vehicles, shall be conducted inside the building.
- (f) The Permittee shall maintain weekly refuse disposal services.
- (g) All vehicles used for the business shall be no greater than 24 feet in length.
- (h) No outside signs are allowed except one sign on the front façade of the tenant unit, which shall meet the standards of the Town's sign ordinance. The design of the sign insert shall be approved by the City Planner prior to installation. Any new signs shall require approval of a sign permit.
- (i) No quantity of material that exceeds the amounts of hazardous materials permitted under Tables 3-D and 3-E of the California Uniform Building Code presenting a physical hazard shall be permitted.

4. TERMS

(a) *Permittee.* As used in this Permit, the word "Permittee" shall mean each person using the Property pursuant to the permit granted herein, including successors to the person first obtaining the permit.

(b) *Recordable Covenant; Transfer.* The Town may record this Conditional Use Permit with the San Mateo County Recorder. The Permit shall run with the land and shall be freely and automatically transferred to each user of the Property, subject to each of the specific and general conditions herein.

(c) *Modification or Revocation.* The Town may modify or revoke this Conditional Use Permit should it determine that (a) the Property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the user fails to comply with and satisfy the conditions herein.

5. GENERAL CONDITIONS

This Use Permit is conditioned upon the Permittee and each user of the Property fully and faithfully performing each of the following generally-applicable obligations. Failure to comply with any of these conditions shall render the Conditional Use Permit and Sign Permit null and void.

(a) *Duty to Comply With Laws.* Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined in the California Building Code. The Permittee and each user must comply with all applicable federal, state and municipal laws, codes and regulations, including the currently adopted California Building and Fire Codes. Specifically, but without limitation, the Permittee must pay the annual Town of Colma Business Registration fee and must keep in effect a Town of Colma Business Registration at all times. A failure to maintain the Colma Business Registration may result in termination of the Use Permit.

(b) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, incurred by the Town or held to be the liability of the Town in connection with the Town's defense of its actions in any proceeding brought in any state or federal court challenging the Town's actions with respect to the Project, Conditional Use Permit, and Sign Permit.

(c) *Agreement Required.* The Permittee must agree to comply with each and every term and condition herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit and Sign Permit. If Permittee is not the property owner, then the property owner must consent to use of the Property on the terms and conditions herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit and Sign Permit.

* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on September 9, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Permitee/Property Owner

The undersigned agrees to use of the property on the terms and conditions set forth in this resolution.

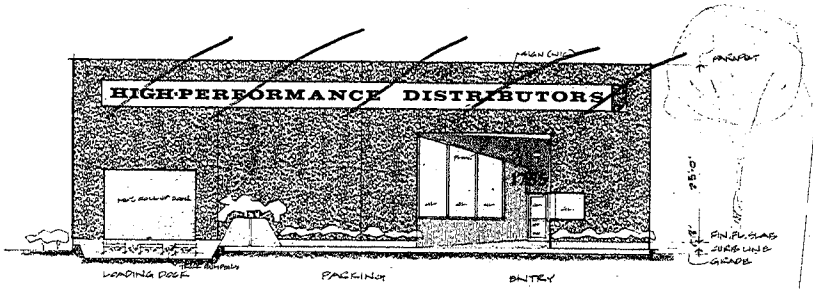
Dated: _____

CG Moving Company, Inc.,

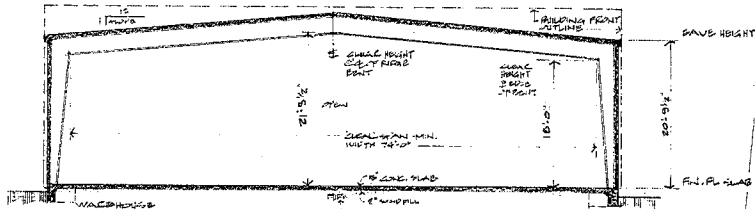
By _____
Signature

Printed Name and Title

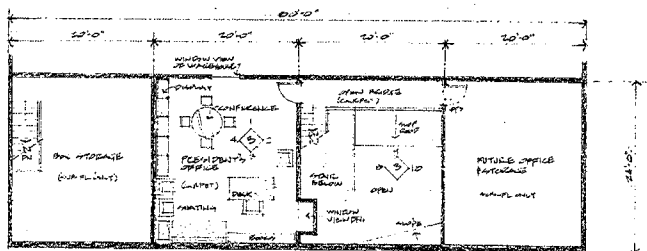
[Notarization of Property Owner's signature recommended]



FRONT ELEVATION - MISSION ROAD
SCALE: 1/8" = 1'-0"



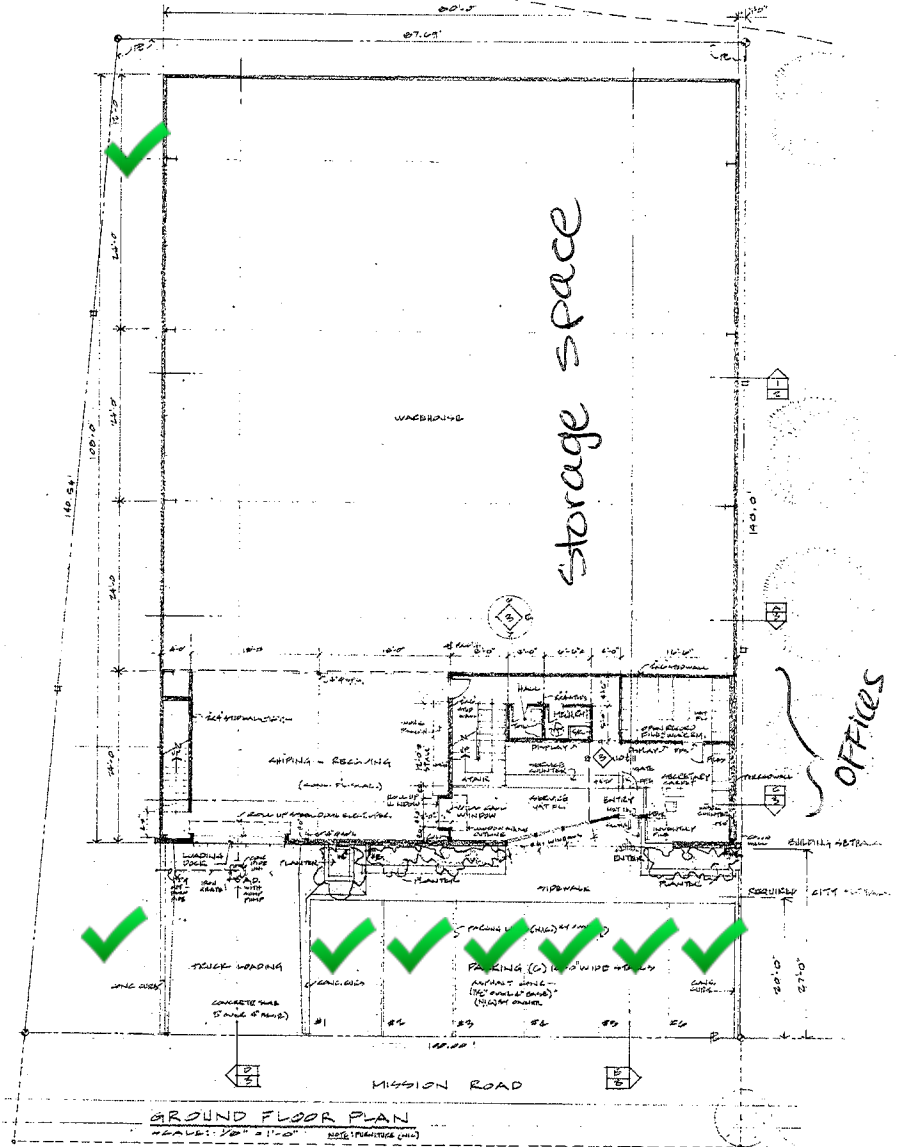
SECTION
SCALE: 1/8" = 1'-0"



MEZZANINE FLOOR PLAN
SCALE: 1/8" = 1'-0"

RECEIVED
AUG 14 2015
Town of Colma
Planning Dept

✓ = Available Onsite Parking Space



GROUND FLOOR PLAN
SCALE: 1/8" = 1'-0"

PETER HOYT BERG AIA
ARCHITECT
1415 MARINE BLVD, TIBURON, CA 94920
TEL: (415) 435-9300 FAX: (415) 435-9301
WWW.PHOTOGRAPHYARCHITECTURE.COM

GROUND FLOOR & MEZZANINE FLOOR PLAN
FRONT ELEVATION & SECTION
MAY 27, 2015
SCALE: AS NOTED

HIGH PERFORMANCE DISTRIBUTORS AND
A. UNUSABLE WAREHOUSE FOR AUTO PARTS
1755 MISSION ROAD, COLMA, CALIF.
MICHAEL J. SMITH - PRESIDENT

2





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Turhan Sonmez, Associate Planner
 Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Amended Conditional Use Permit at 1531-1537 Mission Road

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION GRANTING AN AMENDED CONDITIONAL USE PERMIT TO PROVIDE THAT USES AT THE COMMERCIAL BUILDING LOCATED AT 1531-1537 MISSION ROAD, MEETING SPECIFIC CRITERIA, MAY BE PERMITTED BY ISSUANCE OF AN ADMINISTRATIVE USE PERMIT FROM THE CITY PLANNER, PURSUANT TO CEQA GUIDELINE 15301

EXECUTIVE SUMMARY

The owners of a commercial building located at 1531-1537 Mission Road are requesting an Amended Conditional Use Permit (CUP) for the property. The Amended Conditional Use Permit would allow for certain uses (meeting specific criteria) to be permitted by issuance of an Administrative Use Permit from the City Planner, rather than requiring a separate CUP and City Council approval for each future use. This will save the applicant time and money. This process was successfully established for the building at 480 Collins Avenue. There is space for multiple tenants within the building and the existing CUP for the property requires a separate CUP for each individual use.

FISCAL IMPACT

The proposal will have a slight positive impact on the Town's budget since it will reduce the economic burden on small businesses through lower application fees and a more rapid review time, likely reducing the duration of time tenant spaces remain vacant.

BACKGROUND

The current CUP for the building was originally approved by Resolution 670 on July 11, 1984. Shortly after that the existing one-story, tilt-up concrete building, measuring approximately 11,200 square feet, was constructed. The CUP is for the primary business in the building, F. Ferrando and Company, which is a concrete contracting business. The building has multiple

tenant spaces and is designed to support commercial and/or light industrial uses. Each tenant has a small office space with a large space behind the office to use for equipment storage, vehicle parking, materials storage, and/or work space. There are 17 parking spaces onsite. Surrounding uses include additional commercial/light industrial uses to the north and south, residential uses (mobile home community in South San Francisco) to the west, and cemetery uses (Holy Cross Memorial Park) to the east.

A similar Commercial "C" Zoned property with light industrial and storage uses exists at 480 Collins Avenue. This property had a CUP similar to the subject property's CUP, which required separate CUPs for each individual use, until the City Council approved an Amended Use Permit for the site in 2006, allowing for uses meeting specific criteria to be permitted by issuance of an Administrative Use Permit from the City Planner. This process has been very successful in reviewing specific aspects of the proposed business without requiring the additional fees and waiting times for applicants to have a City Council review and hearing.

ANALYSIS

Environmental

This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorically Exempt from further environmental review under Section 15301, Class 1(a), because the application only involves the maintenance of an existing private structure involving only minor expansion of use.

Amended Conditional Use Permit

The building is on a site zoned "C" Commercial. Through the Amended CUP the property owner is requesting to establish a process for the site which would allow the following types of uses (meeting specific criteria) to be permitted by issuance of an Administrative Use Permit:

- A commercial establishment;
- A light industrial establishment;
- Other uses which are found by the City Planner to be of a similar nature to the above described uses.

Because the above described uses are permitted in the "C" Zone (with CUP approval) and the site is designated in the Colma General Plan for light industrial and commercial uses, granting the proposed Amended CUP would be consistent with the Colma Municipal Code and General Plan. Also, all of the types of uses for which an Administrative Use Permit may be granted are consistent with existing property uses in the surrounding area.

The Amended CUP does not expand the types of uses that currently can be permitted on the property; it only changes the procedure for obtaining approval for conversion from one use to another. Each individual application would be required to meet the same findings as a CUP, and the City Planner would be granted the authority to bring the application to the City Council for

review and approval if there are any concerns about aspects of the use. In addition, any decision made may be appealed to City Council.

Per Section 5.03.290(b)(vii) of the Zoning Code, the Applicant is not required to provide additional parking spaces because the existing building was constructed prior to March 14, 1997; the floor area of the building is not being expanded; no significant change in use is occurring; and staff has determined that the 17 available onsite parking spaces would be sufficient for the current and expected uses of the site.

Findings

Section 5.03.410 of the Colma Municipal Code requires that certain findings be made for approval of an Amended Conditional Use Permit. The findings and a discussion of how the proposal meet the findings are included in the attached resolution.

Conditions of Approval

Based on a review of the application, a meeting with the applicant, a site inspection, a review by City Departments and the Colma Fire Protection District, staff is recommending several conditions of approval to assure that future uses will be conducted in an appropriate manner and consistent with all applicable laws and regulations. These conditions of approval are listed in the attached resolution.

VALUES

The recommendations are consistent with the Council value of *fairness* because the recommendation on the proposal is consistent with how previous requests have been handled. The recommendations are also consistent with the Council value of *responsibility* because the proposal has been carefully reviewed and conditioned so that future uses will be consistent with adopted policies and regulations, and compatible within their setting.

ALTERNATIVES

As alternatives to approving the proposed Resolution with the recommended conditions, the City Council can:

- Approve the Resolution with modified or additional conditions of approval to address specific Council concerns;
- Deny the Resolution. Staff does not recommend this alternative since the Resolution, as conditioned, will not have any negative impacts to the community and will reduce the economic burden on small businesses through lower application fees and a more rapid review time.

CONCLUSION

Staff recommends the City Council approve the Resolution with the recommended findings and conditions.

ATTACHMENTS

- A. Resolution for Amended Conditional Use Permit
- B. Site Plan/Floor Plan

RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION GRANTING AN AMENDED CONDITIONAL USE PERMIT TO
PROVIDE THAT USES AT THE COMMERCIAL BUILDING LOCATED AT 1531-
1537 MISSION ROAD, MEETING SPECIFIC CRITERIA, MAY BE PERMITTED BY
ISSUANCE OF AN ADMINISTRATIVE USE PERMIT FROM THE CITY PLANNER,
PURSUANT TO CEQA GUIDELINE 15301**

*Property Owner: Anthony V. and Marvelle M. Marshall (Anthony V. Marshall and Marvell A.
Marshall Trust)*

*Location: 1531-1537 Mission Road
Assessor's Parcel Number: 010-182-080*

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

1. BACKGROUND

(a) The Town has received an application from Anthony and Marvelle Marshall requesting that an Amendment to the existing Conditional Use Permit (approved by Resolution 670 on July 11, 1984), for the property at 1531-1537 Mission Road (APN: 010-182-080), be granted to provide that uses meeting specific criteria may be permitted by issuance of an Administrative Use Permit from the City Planner;

(b) A notice of public hearing was mailed to all property owners within 300 feet of the subject property on August 28, 2015. In addition, a notice of public hearing was posted on the three Town of Colma bulletin boards, on August 28, 2015.

(c) The City Council has considered the Amended Conditional Use Permit application, the accompanying staff report, and all relevant evidence presented at the September 9, 2015 public meeting.

2. FINDINGS

The City Council finds that:

Findings Relating to CEQA Review

(a) Pursuant to the Section 15301, Class1(a) of the State CEQA Guidelines, the project is Categorical Exempt from further environmental review because the proposal will entail the maintenance of an existing private structure involving only the minor expansion of use beyond that already being conducted in the structure. Additionally, while the Amended Conditional Use Permit would allow for additional uses to be approved by Administrative Use Permit, independent CEQA review will be conducted as part of the processing of each individual Administrative Use Permit.

Findings Relating to Granting an Amended Conditional Use Permit

- (b) The proposed use will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

Discussion: The property is designated in the General Plan and Zoning Ordinance for light industrial and commercial uses and zoned Commercial/Design Review (C/DR). The uses for which an Administrative Use Permit may be granted, consistent with this Amended Conditional Use Permit, are all allowed for this zone in the Colma Zoning Code.

- (c) Granting the Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

Discussion: The Amended Conditional Use Permit would allow for additional uses to be approved by Administrative Use Permit, but independent CEQA review will be conducted as part of the processing of each individual Administrative Use Permit. Also, each individual application for an Administrative Use Permit to establish any such uses would be required to meet the same findings as a Conditional Use Permit, and the City Planner would be granted the authority to bring the application to the City Council for review and approval. In addition, any decision made may be appealed to City Council. As such, granting the Amended Conditional Use Permit would not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity as existing conditions will not change unless and until an Administrative Use Permit is granted consistent with this Amended Conditional Use Permit.

- (d) Existing property uses, large or small, will not be detrimentally affected by the proposed use.

Discussion: The Amended Conditional Use Permit would allow for additional uses to be approved by Administrative Use Permit, but independent CEQA review will be conducted as part of the processing of each individual Administrative Use Permit. Each individual application for an Administrative Use Permit to establish any such uses would be required to meet the same findings as a Conditional Use Permit, and the City Planner would be granted the authority to bring the application to the City Council for review and approval. In addition, any decision made may be appealed to City Council. All of the types of uses for which an Administrative Use Permit may be granted, consistent with this Amended Conditional Use Permit, are consistent with existing property uses in the surrounding area. As no new uses or an expansion of any existing uses would occur with the granting of this Amended Conditional Use Permit, existing uses, large or small, will not be detrimentally affected.

- (e) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

Discussion: Granting an Amended Conditional Use Permit will not constitute a special privilege inconsistent with the limitations imposed by the Zoning Ordinance, as Amended

Conditional Use Permits have been granted for other multi-tenant type buildings within the Town. Allowing new uses to occupy the tenant units with approval of an Administrative Use Permit will also reduce the economic burden on small businesses through lower application fees and a more rapid review time.

- (f) The City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

Discussion: The existing building is suitable for office, warehousing, light manufacturing and repair uses (including auto repair). The existing building meets all zoning restrictions. The uses allowed by this Amended Conditional Use Permit, with the approval of an Administrative Use permit, would be consistent with the purpose and intent of the General Plan and Zoning Ordinance.

- (g) The use will not constitute a nuisance to neighboring persons or properties.

Discussion: Approval of the proposed Amended Conditional Use Permit would not establish any new use or establish the expansion of any existing use. Instead, it would allow for additional uses to be established with the approval of an Administrative Use Permit. Thus, the granting of the Amended Conditional Use Permit would not constitute a nuisance, as it would only allow new uses, but not establish any new uses without an application being submitted. Each application for an Administrative Use Permit would be evaluated independently and findings for a Conditional Use Permit will be required to be made.

3. ADMINISTRATIVE USE PERMITS

- (a) The City Planner shall be and is hereby authorized to grant an Administrative Use Permit for any unit at 1531-1537 Mission Road, Colma, California, in accordance with the procedures set forth in section 5.03.520 of the Colma Municipal Code, for any of the following uses:

- (i) A commercial establishment;
- (ii) A light industrial establishment;
- (iii) Other uses which are found by the City Planner to be of a similar nature to the above described uses.

- (b) Each approval of an Administrative Use Permit for an individual unit shall be conditioned on full and faithful performance of each of the following conditions:

- (i) No use which requires more off-street parking spaces than the number of spaces allotted by the property owner to the tenant space(s) shall be permitted. Also, the combined uses of all tenants onsite shall not require more than seventeen (17) onsite parking spaces (including estimated patron parking) which is the total number of spaces onsite;
- (ii) The number of employees for each tenant space shall be commensurate with the available on-site parking;
- (iii) All work of the tenant's business, except for loading and unloading of delivery vehicles, shall be conducted inside the building;

- (iv) The Permittee shall maintain weekly refuse disposal services;
- (v) All vehicles used for the business shall be no greater than 22 feet in length and must be stored inside the building or off-site during non-business hours;
- (vi) No outside signs are allowed except one sign on the front façade of the tenant unit, which shall meet the standards of the Town's sign ordinance;
- (vii) No use or occupancy with a quantity of material that exceeds the amounts of hazardous materials permitted under Tables 3-D and 3-E of the California Uniform Building Code presenting a physical hazard shall be permitted.

(c) The City Planner shall be, and hereby is, authorized to approve an Administrative Use Permit on such other conditions as is consistent with, and reasonably necessary, to implement the Colma Municipal Code.

4. TERMS

(a) *Permittee.* As used in this Permit, the word "Permittee" shall mean each person using the Property pursuant to the permit granted herein, including successors to the person first obtaining the permit.

(b) *Recordable Covenant; Transfer.* The Town may record this Conditional Use Permit with the San Mateo County Recorder. The Permit shall run with the land and shall be freely and automatically transferred to each user of the Property, subject to each of the specific and general conditions herein.

(c) *Modification or Revocation.* The Town may modify or revoke this Conditional Use Permit should it determine that (a) the Property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the user fails to comply with and satisfy the conditions herein.

5. GENERAL CONDITIONS

This Amended Conditional Use Permit is conditioned upon the Permittee and each user of the Property fully and faithfully performing each of the following generally-applicable obligations. Failure to comply with any of these conditions shall render the Conditional Use Permit null and void.

(a) *Duty to Comply With Laws.* Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined in the California Building Code. The Permittee and each user must comply with all applicable federal, state and municipal laws, codes and regulations, including the currently adopted California Building and Fire Codes.

(b) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, incurred by the Town or held to be the liability of the Town in connection with the Town's defense of its actions in any

proceeding brought in any state or federal court challenging the Town's actions with respect to the Project.

(c) *Agreement Required.* The Permittee must agree to comply with each and every term and condition herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Amended Conditional Use Permit. If Permittee is not the property owner, then the property owner must consent to use of the Property on the terms and conditions herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit.

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Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on September 9, 2015 by the following vote:

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

Dated _____

 Joanne del Rosario, Mayor

Attest: _____
 Sean Rabé, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Permittee/Property Owner

The undersigned agrees to use of the property on the terms and conditions set forth in this resolution.

Dated: _____

Signature

Printed Name of Permittee/Property
Owner:_____

[Notarization of Property Owner's signature recommended]

RECEIVED

AUG 07 2015

Town of Colma
Planning Dept



✓ = Available Onsite Parking Space

CUP Applicant. Flip Home Staging, LLC

USE DESCRIPTION: _____

RECEIVED
AUG 07 2015
Town of Colma
Planning Dept





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Turhan Sonmez, Associate Planner
 Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Conditional Use Permit at 1531-1533 Mission Road

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION GRANTING A CONDITIONAL USE PERMIT FOR A HOME STAGING COMPANY AT THE COMMERCIAL BUILDING LOCATED AT 1531- 1533 MISSION ROAD, PURSUANT TO CEQA GUIDELINE 15031

EXECUTIVE SUMMARY

The applicant, Flip Home Staging, is requesting a Conditional Use Permit to allow for their home staging company to occupy two tenant spaces (1531-1533) in the commercial building located at 1531-1537 Mission Road. The company would use the building only for storage and personal office space and have low parking demands. The use is in line with the design of the building and available parking.

FISCAL IMPACT

The proposal will have no impact on the Town's budget.

BACKGROUND

The existing building is a one-story, tilt-up concrete building, measuring approximately 11,200 square feet. The only current tenant in the building is a concrete contracting business, which occupies the other two tenant spaces. The building is designed to support commercial and/or light industrial uses with each tenant having a small office space with a large space behind the office to use for equipment storage, vehicle parking, materials storage, and/or work space. There are 17 parking spaces onsite. Surrounding uses include additional commercial/light industrial uses to the north and south, residential uses (mobile home community in South San Francisco) to the west, and cemetery uses (Holy Cross Memorial Park) to the east.

ANALYSIS

Environmental

This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorical Exempt from further environmental review under Section 15301, Class 1(a), because the application only involves the maintenance of an existing private structure involving only minor expansion of use.

Conditional Use Permit

The proposed home staging storage/office use is consistent with the "C" Zone, and would be a very low intensity use for the site since the company would use the building only for storage and office space for the staging business. The three (3) onsite parking spaces allocated to the tenant (as shown in the site plan) would be sufficient for the proposed use since, per Section 5.03.290(b)(vii) of the Zoning Code, the existing building was constructed prior to March 14, 1997, the floor area of the building is not being expanded, and no significant change in use is occurring. Staff has determined that there will only be one full-time employee, and since all business would be conducted by phone and the Internet, the parking spaces will only be used by the one full-time employee, occasional business associates and/or contract employees, and for loading and unloading trucks. Trucks visiting the site would all be less than 22 feet in length and would not be parked overnight or for long periods of time.

The owner of the company is not proposing any improvements to the building or site at this time.

Findings

Section 5.03.410 of the Colma Municipal Code requires that certain findings be made for approval of a Use Permits. The findings and a discussion of how the proposals meet the findings are included in the attached resolution.

Conditions of Approval

Based on a review of the application, a meeting with the applicant, a site inspection, a review by City Departments and the Colma Fire Protection District, staff is recommending several conditions of approval to assure that the use will be conducted in an appropriate manner and consistent with all applicable laws and regulations. These conditions of approval are included in the attached resolution.

VALUES

The recommendation is consistent with the Council value of *fairness* because the recommendation is consistent with how previous requests have been handled. The recommendations are also consistent with the Council value of *responsibility* because the proposals has been carefully reviewed and conditioned so that they will be consistent with adopted policies and regulations, and compatible within their setting.

ALTERNATIVES

As alternatives to approving the proposed resolution with the recommended conditions, the City Council can:

- Approve the resolution with modified or additional conditions of approval to address specific Council concerns;
- Deny the resolution. Staff does not recommend this alternative since the resolution, as conditioned, will not have any negative impacts to the community, and the Conditional Use Permit for a home staging company will fill a vacant tenant space with a use that is appropriate for both the site, available parking and surrounding area.

CONCLUSION

Staff recommends the City Council approve the resolution with the recommended findings and conditions.

ATTACHMENTS

- A. Resolution for Conditional Use Permit
- B. Site Plan/Floor Plan



RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION GRANTING A CONDITIONAL USE PERMIT FOR A HOME
STAGING COMPANY AT THE COMMERCIAL BUILDING LOCATED AT 1531-
1533 MISSION ROAD, PURSUANT TO CEQA GUIDELINE 15031**

Property Owners: Anthony V. and Marvelle M. Marshall
Permittee: Flip Home Staging, LLC
Location: 1531-1533 Mission Road
Assessor's Parcel Numbers: APN's: 010-182-080

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

1. BACKGROUND

- (a) The Town has received an application from Flip Home Staging requesting a Conditional Use Permit to allow for their home staging company to occupy two tenant spaces (1531-1533) in the commercial building located at 1531-1537 Mission Road (010-182-080).
- (b) A notice of public hearing was mailed to all property owners within 300 feet of the subject property on August 28, 2015. In addition, a notice of public hearing was posted on the three Town of Colma bulletin boards, on August 28, 2015.
- (c) The City Council has considered the Conditional Use Permit application, the accompanying staff report, and all relevant evidence presented at the September 9, 2015 public meeting.

2. FINDINGS

The City Council finds that:

Findings Relating to CEQA Review

- (a) Pursuant to the Section 15301, Class1(a) of the State CEQA Guidelines, the project is Categorical Exempt from further environmental review because the use will entail the maintenance of an existing private structure involving only minor expansion of use beyond that already being conducted in the structure.

Findings Relating to Granting a Conditional Use Permit

- (b) The proposed use will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

Discussion: The property is designated in the General Plan and Zoning Ordinance for light industrial and commercial uses and zoned Commercial/Design Review (C/DR). The proposed use is consistent with this since the tenant space will only be used as storage space and personal office space by a commercial home staging company.

- (c) Granting the Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

Discussion: As conditioned, the proposed use would not be detrimental to public health, safety, or welfare since the tenant space will only be used as storage space and personal office space by a commercial home staging company, and no noticeable activity will occur on the site, with the exception of the loading and unloading of furniture using a small moving truck of 22 feet or less in length. All vehicles used for the business will be no greater than 22 feet in length, which is an appropriate size for utilizing the existing loading area without encroaching into the right-of-way along Mission Road. Surrounding uses are light industrial in nature and there are no local sensitive receptors which would be affected by the minimal amount of truck emissions expected.

- (d) Existing property uses, large or small, will not be detrimentally affected by the proposed use.

Discussion: Existing uses will not be detrimentally affected because the tenant space will only be used as storage space and office space by a commercial home staging company. No structural changes are proposed to any buildings, and no property improvements are proposed. All activities related to the use will occur within existing facilities, with the exception of the loading and unloading of furniture using a small moving truck of 22 feet or less in length. All vehicles used for the business will be no greater than 22 feet in length, which is an appropriate size for utilizing the existing loading area without encroaching into the right-of-way along Mission Road. Surrounding uses are light industrial in nature and there are no local sensitive receptors which would be affected by the minimal amount of truck emissions expected. Therefore, existing property uses, large or small, will not be detrimentally affected by the proposed use.

- (e) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

Discussion: Because light industrial and office uses are permitted with a Conditional Use Permit on the Subject Property, the Permittee is not requesting any special consideration and the proposed use would be subject to conditions similar to those required of other Use Permits. Therefore, granting the Conditional Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

- (f) The City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

Discussion: Light industrial and office uses are allowed in the Commercial Zone subject to the issuance of a Conditional Use Permit. No changes to the existing building or property are proposed to accommodate the use. Therefore, the City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and

Zoning Ordinance.

- (g) The use will not constitute a nuisance to neighboring persons or properties.

Discussion: The proposed use is a very low-intensity use for the site and Conditions of the Conditional Use Permit will ensure that all activities related to the use will not negatively impact adjoining uses. The proposed use, including all required parking, can be accommodated on-site. All vehicles used for the business will be no greater than 22 feet in length, which is an appropriate size for utilizing the existing loading area without encroaching into the right-of-way along Mission Road. Surrounding uses are light industrial in nature and there are no local sensitive receptors which would be affected by the minimal amount of truck emissions expected. Therefore, the use will not constitute a nuisance to neighboring persons or properties.

3. CONDITIONS OF APPROVAL

(a) This Use Permit shall allow the portion of the existing building identified on the approved site plan, date stamped August 7, 2015 and on-file in the Planning Department, to be used by a home staging company for storage and personal office use.

(b) The Permittee must maintain compliance with the requirements of the Colma Fire Protection District, including required inspections of the premises. The Permittee must maintain all fire-safety equipment and improvements in good working condition.

(c) The three (3) off-street parking spaces identified in the approved site plan, date stamped August 7, 2015 and on-file in the Planning Department, shall be maintained for the proposed use by the business at all times.

(f) All work, except for loading and unloading of delivery vehicles, shall be conducted inside the building.

(g) The Permittee shall maintain weekly refuse disposal services.

(h) All vehicles used for the business shall be no greater than 22 feet in length and must be stored inside the building or off-site during non-business hours.

(i) No outside signs are allowed except one sign on the front façade of the tenant unit, which shall meet the standards of the Town's sign ordinance. A sign permit is required prior to installation.

(j) No use or occupancy with a quantity of material that exceeds the amounts of hazardous materials permitted under Tables 3-D and 3-E of the California Uniform Building Code presenting a physical hazard shall be permitted.

4. TERMS

- (a) *Permittee.* As used in this Permit, the word "Permittee" shall mean each person using the Property pursuant to the permit granted herein, including successors to the person first obtaining the permit.
- (b) *Recordable Covenant; Transfer.* The Town may record this Conditional Use Permit with the San Mateo County Recorder. The Permit shall run with the land and shall be freely and automatically transferred to each user of the Property, subject to each of the specific and general conditions herein.
- (c) *Modification or Revocation.* The Town may modify or revoke this Conditional Use Permit should it determine that (a) the Property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the user fails to comply with and satisfy the conditions herein.

5. GENERAL CONDITIONS

This Use Permit is conditioned upon the Permittee and each user of the Property fully and faithfully performing each of the following generally-applicable obligations. Failure to comply with any of these conditions shall render the Conditional Use Permit null and void.

- (a) *Duty to Comply With Laws.* Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined in the California Building Code. The Permittee and each user must comply with all applicable federal, state and municipal laws, codes and regulations, including the currently adopted California Building and Fire Codes. Specifically, but without limitation, the Permittee must pay the annual Town of Colma Business Registration fee and must keep in effect a Town of Colma Business Registration at all times. A failure to maintain the Colma Business Registration may result in termination of the Use Permit.
- (b) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, incurred by the Town or held to be the liability of the Town in connection with the Town's defense of its actions in any proceeding brought in any state or federal court challenging the Town's actions with respect to the Conditional Use Permit.
- (c) *Agreement Required.* The Permittee must agree to comply with each and every term and condition herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit and Sign Permit. If Permittee is not the property owner, then the property owner must consent to use of the Property on the terms and conditions herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit.

* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on September 9, 2015 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____

Sean Rabé, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Permitee

The undersigned agrees to use of the property on the terms and conditions set forth in this resolution.

Dated: _____

Signature

Printed Name of Permittee: _____

Property Owner

The undersigned agrees to use of the property on the terms and conditions set forth in this resolution.

Dated: _____

Signature

Printed Name of Property
Owner: _____

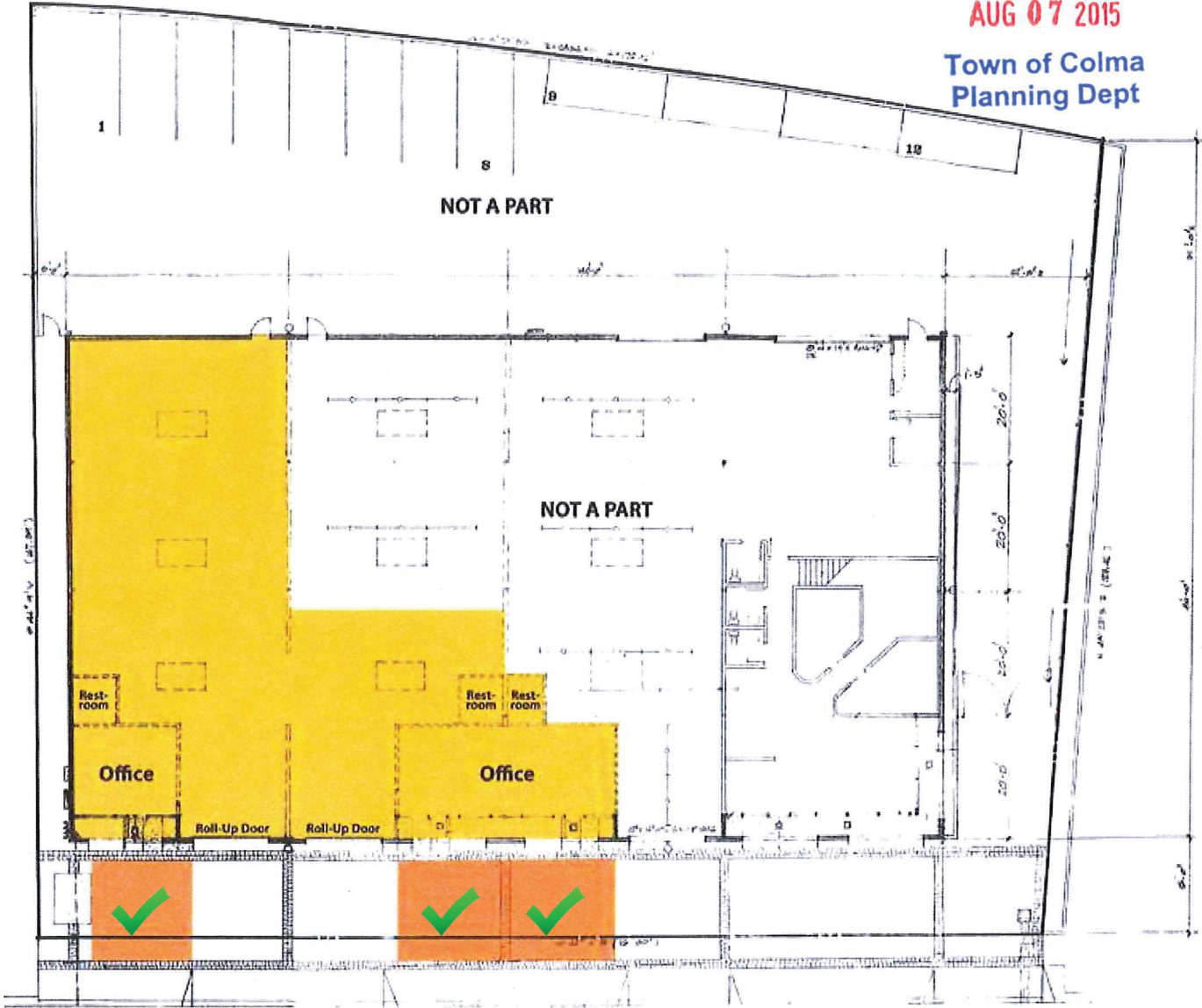
[Notarization of Property Owner's signature recommended]

1531-1533 MISSION ROAD, COLMA, CA

RECEIVED

AUG 07 2015

Town of Colma
Planning Dept



- Leased Premises
- Parking Area

*Not to scale

✓ = Available Onsite Parking Space

CUP Applicant: Flip Home Staging, LLC

USE DESCRIPTION: _____

RECEIVED
 AUG 07 2015
 Town of Colma
 Planning Dept





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 Michael Cully, Building Official
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Small Residential Rooftop Solar Energy System Ordinance

RECOMMENDATION

Staff recommends that the City Council introduce the following:

ORDINANCE ADDING A NEW SUBCHAPTER 5.05 TO THE COLMA MUNICIPAL CODE,
 RELATING TO SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEMS

EXECUTIVE SUMMARY

The proposed ordinance would add a new subchapter 5.05 to the Colma Municipal Code to provide an expedited review process for applications for small residential rooftop solar energy systems. Assembly Bill 2188, effective on January 1, 2015, requires all cities in California to adopt an ordinance providing for an expedited review process.

FISCAL IMPACT

The proposed ordinance is not anticipated to have a fiscal impact on the Town's budget. Although the Town is required to provide an expedited review process, an applicant will still be required to obtain a building permit and the Town will continue to impose the building permit fee on the applicant.

ANALYSIS

Assembly Bill 2188 that became effective on January 1, 2015, requires every city in the State of California to provide for an expedited review process for small residential rooftop solar energy systems. The purpose of the law is to further the State policy of promoting and encouraging the installation and use of solar energy systems by limiting obstacles.

State law requires that the Town's ordinance impose on the Building Official the requirement to create a checklist that sets forth all of the requirements an application for small residential rooftop solar energy systems must meet to be eligible for expedited review. Pursuant to AB 2188, the City must substantially conform its permitting process, including the checklist(s) and standard plans, with the most current version of the California Solar Permitting Guidebook. AB

2188 also requires that the City make the expedited permitting application available on the City's website. Applications that meet all of the checklist requirements must be approved administratively, pursuant to a building permit issued by City staff. An administrative use permit, subject to conditions of approval, may only be required in limited circumstances where the application could have a specific adverse impact on public health or safety.

AB 2188 further requires that the City include all documentation on its website and accept electronic submission of the permit documents. Building staff is in the process of setting up a Town webpage to allow for applicants to obtain the required documents and submit them electronically.

Finally, AB 2188 restricts the number of City inspections for small residential rooftop solar systems to one inspection, which must be completed in a timely manner, unless the system fails the inspection. The Colma Fire Protection District would also be able to conduct an inspection for fire safety purposes.

Council Adopted Values

The City Council's introduction and adoption of the ordinance is the *responsible* thing to do as it ensures the Town is in full compliance with state law. Further, it is also *visionary* as it looks towards the future with regard to alternative energy systems, such as solar energy.

Sustainability Impact

The City Council's introduction and adoption of the ordinance would have a positive sustainability impact on the Town in that it would allow for a more streamlined process for those residential homeowners seeking to install small solar energy systems.

Alternatives

The City Council could choose not to introduce and adopt the ordinance. Doing so is not recommended, however, as it would mean the Town is out of compliance with state law.

CONCLUSION

The City Council should introduce the ordinance.

ATTACHMENTS

- A. Ordinance

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

**ORDINANCE ADDING A NEW SUBCHAPTER 5.05 TO THE
COLMA MUNICIPAL CODE, RELATING TO SMALL RESIDENTIAL ROOFTOP SOLAR
ENERGY SYSTEMS**

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

ARTICLE 1. CMC SUBCHAPTER 5.05 ADDED. ¹

A new subchapter 5.05, Small Residential Rooftop Solar Energy Systems, is hereby added to the Colma Municipal Code to read as follows:

Subchapter 5.05: Small Residential Rooftop Solar Energy Systems

5.05.010 Applicability and Purpose.

(a) This Subchapter applies to the permitting of all small residential rooftop solar energy systems in the City. The purpose of this Section is to create an expedited, streamlined solar permitting process that complies with the Solar Rights Act, as amended by AB 2188 (Chapter 521, Statutes 2014), to achieve timely and cost-effective installations of small residential rooftop solar energy systems. This Subchapter encourages the use of small residential rooftop solar energy systems by removing unreasonable barriers, minimizing costs to property owners and the City, and expanding the ability of property owners to install small rooftop solar energy systems. This Subchapter allows the City to achieve these goals while protecting the public health and safety.

5.05.020 Definitions.

Building Official means the Town's Building Official.

Electronic Submittal means the submission of materials via electronic mail.

Small residential rooftop solar energy system means a solar energy system that meets all of the following: (1) is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal; (2) conforms to all applicable State fire, structural, electrical, and other building codes as adopted or amended by the Town, and all State and local Health and Safety standards as adopted or amended by the Town; (3) is installed on a single or duplex family dwelling; and (4) the panel or module array does not exceed the maximum legal building height as defined by the Town.

Solar energy system means a solar energy system as defined in paragraphs (1) and (2) of

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or re-designated from time to time.

Specific, adverse impact means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

5.05.030 Basic Requirements.

(a) A solar energy system that qualifies as a small residential rooftop solar energy system shall be processed in accordance with this Subchapter.

(b) Applications for small residential rooftop solar energy systems shall require a building permit or administrative use permit as set forth in this Subchapter.

(c) A small residential rooftop solar energy system shall meet applicable health and safety standards and requirements imposed by the state and the Town, and the Colma Fire Protection District.

(d) The Building Official shall, prior to September 30, 2015, adopt an administrative, nondiscretionary expedited review process for small residential rooftop solar energy systems, which shall include standard plan(s) and checklist(s). The checklist(s) shall set forth all requirements with which small residential rooftop solar energy systems must comply with to be eligible for expedited review.

(e) The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the Governor's Office of Planning and Research and may be amended as otherwise necessary or advisable.

5.05.040 Applicant Obligations.

(a) Prior to submitting an application, the applicant shall:

(1) Verify, to the applicant's reasonable satisfaction, through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and

(2) At the applicant's cost, verify to the applicant's reasonable satisfaction, using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.

5.05.050 Electronic Processing.

- (a) All documents required for the submission of an expedited small residential rooftop solar energy system application shall be made available on a publicly accessible Town website.
- (b) Electronic submittal of the required permit application and documents by electronic means shall be made available to all small residential rooftop solar energy system permit applicants. The Town's website shall specify the permitted method of electronic document submission.
- (c) An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature in a manner specified on the Town's website.

5.05.060 Application Review.

- (a) An application that the Building Official determines satisfies the information requirements contained in the Town's checklist(s) for expedited small residential rooftop solar system processing, including complete supporting documents, shall be deemed complete.
- (b) If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.
- (c) After the Building Official deems an application complete, he or she shall review the application to determine whether the application meets local, state, and federal health and safety requirements.
- (d) Unless the Building Official determines a use permit is warranted, the Building Official shall issue a building permit or other nondiscretionary permit within a reasonable period of time after receipt of a complete application that meets the requirements of the approved checklist, standard plan and this Subchapter.
- (e) The Building Official may require an applicant to apply for a use permit if he or she finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. This decision may be appealed to the City Council.

5.05.070 Administrative Use Permit.

- (a) If an administrative use permit is required, it shall be processed in accordance with this Section and the administrative use permit requirements contained in the Town's Zoning Ordinance.
- (b) The administrative use permit may be denied if written findings are made, based upon substantive evidence in the record, that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact.

(b) Any condition imposed on an administrative use permit shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.

(c) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the Town on another similarly situated application in a prior successful application for a permit. The Town shall use its best efforts to ensure that the selected method, condition, or mitigation does not significantly increase the cost of the system or decrease its efficiency or specified performance in excess of the following:

(1) For Water Heater Systems or Solar Swimming Pool Heating Systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.

(2) For Photovoltaic Systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

5.05.080 Inspections.

(a) Only one inspection shall be required and performed by the Town for small residential rooftop solar energy systems eligible for expedited review. The inspection shall be done in a timely manner. A separate fire safety inspection may be performed by the Colma Fire Protection District, as determined by the Building Official.

(b) If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this section.

ARTICLE 2. 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 3. 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.

ARTICLE 4. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on September 9, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: City Council Meeting Time and Day Ordinance

RECOMMENDATION

Staff recommends that the City Council introduce either one of the following:

ORDINANCE AMENDING SECTION 1.02.080 OF THE COLMA MUNICIPAL CODE,
 RELATING TO CITY COUNCIL MEETING TIME

or

ORDINANCE AMENDING SECTION 1.02.080 OF THE COLMA MUNICIPAL CODE,
 RELATING TO CITY COUNCIL MEETING TIME AND DAYS

EXECUTIVE SUMMARY

Two ordinances have been prepared for this agenda item in order to provide the City Council with flexibility in making a decision. The first ordinance, or Attachment "A" in your packet, would amend the Town's Municipal Code to change the City Council's regular meeting start time from 7:30 p.m. to 7:00 p.m. The second ordinance, or Attachment "B" in your packet, in addition to changing the City Council's regular meeting start time from 7:30 p.m. to 7:00 p.m., would also add a second regular meeting day per month to be held on the fourth Wednesday of every month.

FISCAL IMPACT

The first ordinance moving the regular meeting start time from 7:30 p.m. to 7:00 p.m. is not anticipated to cause any financial impact on the Town. The second ordinance moving the regular meeting time from 7:30 p.m. to 7:00 p.m. and adding a second regular meeting day could cause a financial impact on the Town associated with staff and consultant time in preparing for and attending a second meeting. However, based on the number of special meetings held in the past year, as further detailed in this staff report, the financial impact is anticipated to be minimal to none as staff has already been preparing for and attending two meetings per month on average.

BACKGROUND

As you know, earlier this year the City Council adopted an ordinance allowing for the City Manager, with the concurrence of the Mayor, to hold a regular meeting earlier than the usual 7:30 p.m. start time. The earlier start time is to be used for closed sessions and ceremonial type events with all regular business occurring at the regular 7:30 p.m. start time. This ordinance allows staff to produce one regular meeting agenda, without having to notice the earlier portion of a regular meeting as a special meeting.

Staff is now recommending that the City Council consider amending the regular 7:30 p.m. start time to 7:00 p.m. and consider adding a second regular meeting day on the fourth Wednesday of every month.

ANALYSIS

Two ordinances are included in your packet to provide the City Council flexibility in making a decision on this item.

- Attachment A – This ordinance amends Section 1.02.080 of the Town's Municipal Code to move the City Council's regular meeting start time from 7:30 p.m. to 7:00 p.m.
- Attachment B - This ordinance amends Section 1.02.080 of the Town's Municipal Code to move the City Council's regular meeting start time from 7:30 p.m. to 7:00 p.m. and also adds a second regular meeting day on the fourth Wednesday of every month.

Moving the City Council's regular meeting start time from 7:30 p.m. to 7:00 p.m. is being recommended by staff as some City Council meetings with a large volume of business have gone late into the night hours. In order to prevent City Council meetings from going too late into the night, and for the benefit of the public, a half an hour earlier start time is recommended.

Staff has also undertaken an analysis of the number of special meetings held in the past year. From August 2014 to August 2015, the City Council has held a total of 12 special meetings, at almost one special meeting per month. Additionally, in 2013, the City Council held 16 special meetings, in 2014 the City Council held 8 special meetings, and in 2015, the City Council has held 10 special meetings. In light of these statistics, staff wanted to bring to the City Council the option to add a second regular meeting day per month to be held on the fourth Wednesday of every month. Having a reserved second regular meeting day will allow staff to schedule a second meeting, if needed, without having to poll the City Council on availability. It will also allow for the meeting to be a "regular meeting" under the Brown Act instead of a "special meeting." As you may know, under the terms of the Brown Act and state law, certain actions cannot be considered at a special meeting including certain closed session items and the adoption of ordinances. It is important to note that even if the City Council has a reserved second regular meeting day per month, it does not require that the City Council actually meet. If there is no business to consider at this second regular meeting day, the City Clerk can cancel the meeting by posting a notice of cancellation.

Council Adopted Values

The City Council's consideration of either ordinance is *visionary* as it is looking to the future and implementing a change that will benefit the public, staff, and the City Council in considering future City Council business items.

Alternatives

The City Council could choose to not introduce either ordinance. Doing so is not recommended however, as at a minimum, the City Council should consider moving the start time from 7:30 p.m. to 7:00 p.m. to benefit the public from having to stay late into the night when the City Council has a longer agenda of City business to consider.

CONCLUSION

The City Council should consider both ordinances and select one to introduce.

ATTACHMENTS

- A. Ordinance Amending Meeting Time
- B. Ordinance Amending Meeting Time and Days



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

**ORDINANCE AMENDING SECTION 1.02.080 OF THE
COLMA MUNICIPAL CODE, RELATING TO CITY COUNCIL MEETING TIME**

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

ARTICLE 1. CMC SUBCHAPTER 1.02 AMENDED. ¹

Section 1.02.080(a), Regular Meetings, of Subchapter 1.02, City Council and Mayor, is hereby amended as follows:

1.02.080 Regular Meetings

(a) The City Council shall meet regularly at 7:300 p.m. on the second Wednesday of each month, at the Colma Community Center, 1520 Hillside Boulevard, Colma, California, then and there to conduct such business as may properly come before it. When the second Wednesday of any month falls on a public holiday, the regular meeting shall be held at 7:300 p.m. the following day. The City Council's regular 7:300 p.m. start time can be modified by the City Manager, with the concurrence of the Mayor or other presiding officer, to commence earlier depending upon the volume of business for the City Council to consider at any given meeting. The City Clerk shall provide prior written notice of the adjusted start time consistent with the Ralph M. Brown Act. The City Council's intention is to make use of an earlier start time for closed session purposes or ceremonial type events, with all other regular agenda items continuing to commence at 7:300 p.m.

ARTICLE 2. 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 3. 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.

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

ARTICLE 4. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on September 9, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk

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

**ORDINANCE AMENDING SECTION 1.02.080 OF THE COLMA MUNICIPAL CODE,
RELATING TO CITY COUNCIL MEETING TIME AND DAYS**

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

ARTICLE 1. CMC SUBCHAPTER 1.02 AMENDED. ¹

Section 1.02.080(a), Regular Meetings, of Subchapter 1.02, City Council and Mayor, is hereby amended as follows:

1.02.080 Regular Meetings

(a) The City Council shall meet regularly at 7:300 p.m. on the second and fourth Wednesday of each month, at the Colma Community Center, 1520 Hillside Boulevard, Colma, California, then and there to conduct such business as may properly come before it. When the second or fourth Wednesday of any month falls on a public holiday, the regular meeting shall be held at 7:300 p.m. the following day. The City Council's regular 7:300 p.m. start time can be modified by the City Manager, with the concurrence of the Mayor or other presiding officer, to commence earlier depending upon the volume of business for the City Council to consider at any given meeting. The City Clerk shall provide prior written notice of the adjusted start time consistent with the Ralph M. Brown Act. The City Council's intention is to make use of an earlier start time for closed session purposes or ceremonial type events, with all other regular agenda items continuing to commence at 7:300 p.m.

ARTICLE 2. 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 3. 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.

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

ARTICLE 4. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on September 9, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: September 9, 2014
 SUBJECT: Grant Funding

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

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

EXECUTIVE SUMMARY

The proposed resolution would find that each of the following organizations has met all the criteria and is therefore eligible for grant funding from the Town of Colma, that each approved grant serves a public purpose and is not a gift of public funds, and that grants should be approved and authorized as follows:

Grantee	Proposed Grant Amount
Clinic by the Bay	\$2,000
Colma - Daly City Chamber of Commerce	\$45,000
Community Gatepath	\$5,000
Daly City / Colma 4H Club	\$1,000
Daly City Youth Health Center	\$5,000
Human Investment Project (HIP Housing) *	\$5,000
InnVision Shelter Network *	\$3,000
Jefferson Union High School District (Wilderness School)	\$7,000
North Peninsula Food Pantry & DCDC	\$12,500
Peninsula Conflict Resolution Center	\$1,312
Sitike Counseling Center	\$8,000
Skyline College President's Innovation Fund	\$600
SMC Jobs for Youth	\$500
Sustainable San Mateo County	\$4,000
West Bay Alano Club	\$3,000

Footnotes:

* Indicates a Housing Element required grantee; funding will come from Planning Department budget

A total of \$103,912 has been requested by the various entities, while only \$96,800 was allocated in the budget. However, staff is recommending the funding for HIP Housing (\$5,000) and InnVision Shelter Network (\$3,000) be taken from the Planning Department budget, rather than from the Donations line item in the City Council budget. The reason for this is because the Town has pledged, in its Housing Element, to fund these housing related entities and, as such, the appropriate funding source should be the Planning budget.

Shifting the funding for the two entities decreases the total amount of funding requests to \$95,912 – leaving a positive balance of \$888 in undesignated grant funds. Council can choose to either increase funding levels beyond what each entity requested or leave the balance as additional funding for additional grant requests that may come in during the course of the fiscal year. Staff's recommendation is to leave the balance for additional grant requests.

Staff recommends that the Council approve the requested amounts of funding for the various entities.

A separate action will be required for Daly City Library Associates due to a conflict of interest for one Council Member. That funding request will be taken up during the next agenda item.

FISCAL IMPACT

The 2015-16 budget includes \$96,800 for grant funding.

BACKGROUND

The Town has continued to refine the process for non-profit funding requests. The new process, as outlined in subchapter 4.03 of the Colma Administrative Code, spells out several requirements for organizations to be funded by the Town.

Grants may be made to three types of eligible organizations: 501(c)(3) charities, government entities, and the Chamber of Commerce. In addition, the organization must meet a basic rough proportionality requirement which means: the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma (for example, a food pantry that serves residents of San Mateo County); the organization's governing board must reflect the diverse interests of the community; and the organization must have policies and procedures to assure that the grant's purposes are met.

Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

By Resolution 2014-55, the City Council modified the original criteria for approving grants by eliminating the rough proportionality requirement as one of the required criteria. In addition,

the City Council replaced the 10 examples of programs or projects that would qualify for a grant, such as providing food, shelter, or clothing to needy persons, with five categories of programs that would qualify for a grant. Staff recommended this change because few organizations used or referred to the examples in their applications. At the same time, staff noticed that many nonprofits found it difficult to articulate a reason why their programs provided a public benefit or served a public purpose – yet those nonprofits are certainly deserving of receiving a grant from the Town for the work they do to benefit the greater Colma community.

To help guide the nonprofits in identifying a public purpose in their requested program and assist the Council in making that determination, five categories of qualifying programs or projects were created. To qualify for a grant, the program or project to be funded must:

- (1) Provide shelter, food, or clothing to persons in need of the *Necessities of Life*;
- (2) Provide physical or mental health services to persons with special needs, or *Integrated Care Services*;
- (3) *Educate* and engage residents;
- (4) Promote *Economic Development* or support businesses located or doing business in the Town; or
- (5) Provide, support, or enhance a *Complementary Service*, e.g., a service that the Town could provide to its residents or businesses.

The City Council approved funding levels for each category (as shown in the table below) at the July 22 City Council meeting. This action was taken with the understanding that the levels may be changed during the approval process, depending on grant requests. This is discussed further in the Analysis section of this staff report.

Category	Funding Amount
Provide for Necessities of Life	20%
Provide for Integrated Care Services	15%
Education	10%
Promote Economic Development	40%
Provide for a Complementary Service	15%

The \$96,800 in available funding is broken down into two discrete budget line items: \$45,000 allocated to the General Services budget specifically for economic development promotion through the Colma/Daly City Chamber of Commerce (line item *Grants*); and \$51,800 allocated to the City Council budget under the line item of *Donations*.

ANALYSIS

The Council must make two determinations with respect to each application: first, that the applicant meets the criteria for an eligible organization set forth in section 4.03.030 of the Colma Administrative Code, and second, that each proposed use of funds will serve a public

purpose, as set forth in section 4.03.020 of the Colma Administrative Code. There is substantial evidence in each application to support findings on each of these determinations.

Findings of Organizational Eligibility

Community Gatepath is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide greater independence for persons with special needs and disabilities through education and support services that empower them. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

Clinic by the Bay is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand primary care, continue to offer Saturday hours, and expand chronic disease management programs.

Daly City / Colma 4-H Club is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to empower youth to reach their full potential by participating in project-based learning and working in partnership with caring adults. The Town of Colma is within its service area. Funding the Club's activities benefits the Town by providing opportunity for Colma youth to obtain hands-on learning, goal-setting and achievement, and the ability to build a foundation of leadership and skills for success in their future careers.

Daly City Youth Health Center, as part of the Jefferson Union High School District (JUHSD), is a California governmental entity. The school-linked program's mission statement is to provide safe, respectful, comprehensive health services and education to underserved teens and young adults, preparing them for a healthy adulthood. The community wellness center's activities are directed by the JUHSD Board of Directors and Advisory Council. The Center served 13 Colma youth and their families two or more times during the 2014-15 school year. The Town of Colma is within its service area. The Town benefits by the Center providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. The Town also benefits by the Center providing counseling for Colma youth who are suffering from mental health issues, substance use and abuse, and suicidal ideation to help youth better cope with their challenges in life.

Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City Chamber of Commerce ("Chamber"), is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section

501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved services and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

HIP Housing Development Corporation is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area.

InnVision Shelter Network is a nonprofit corporation and has provided the Town with a copy of a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to help homeless families and individuals in the area and assist them in returning to permanent housing and self-sufficiency. The Town of Colma is located within InnVision Shelter Network's service area. The Town benefits from InnVision's work as low-income and homeless individuals and families in the area are provided support services to reduce the homeless population in the area.

North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide nutrition and sustenance to anyone in need. The Town Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency locations of its clients.

Peninsula Conflict Resolution Center ("PCRC") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote positive collaboration and active engagement among people. It facilitates group discussions and trains people in conflict resolution. The Town of Colma is located within its service area, which is all of San Mateo County. PCRC will provide free or low-cost information and referral services, mediation services, and training to all Colma residents.

San Mateo Community College Foundation is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote student success and nourish project innovation and excellence by providing special financial support for the three community colleges in the District. In particular, the Foundation seeks grant funds for the President's Innovation Fund which is to provide start-up funding and financial support to faculty

and staff devising innovative programs and services. The Town of Colma is within the geographic area that the Foundation serves. The Foundation estimates that 24% of students registered at Skyline College live in the Colma/Daly City region.

San Mateo County (Jobs for Youth Program) is a California governmental entity. Jobs for Youth is a program sponsored by San Mateo County. Jobs' mission is to provide all youths with employment services that will assist in gaining necessary job skills. The Town of Colma is located within its service area. Jobs for Youth has not provided any information about the residency locations of its clients.

Sitike Counseling Center ("Sitike") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based substance-abuse counseling and education services. The Town of Colma is located within its service area. Sitike has not provided any information about the residency locations of its clients.

Sustainable San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information. In general, the funds will be used to support the research and production of the Indicators for a Sustainable San Mateo County Report. The Indicators Report evaluates the health of San Mateo County and its cities in terms of sustainability and provides a mean for city officials, non-profits, and business leaders, to make educated decisions when considering sustainable policies. The Town of Colma is within the geographic area served by Sustainable San Mateo County and the Indicators Report covers the area where the Town is located.

West Bay Alano Club is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). The Club's mission is to provide a clean, sober and safe environment for people in recovery, their families and friends. The Town of Colma is located within its service area. Because of the anonymous nature of its client base, West Bay Alano Club has not provided any information about the residency locations of its clients.

Jefferson Union High School District (Wilderness School Program) is a California governmental entity. The Wilderness School Program - Susan B. Anthony School Project is a joint program administered by Jefferson Union High School District. Its mission is to teach high school students leadership skills and responsibility and to provide elementary school children with field trip chaperones, on-site tutors, and positive role models. The project consist of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

Findings of Public Purpose

The expenditure of public funds to pay for education and support services offered by *Community Gatepath* to persons with special needs will provide an identifiable benefit to the Colma community at large. The Town benefits by having people with disabilities become active members of the community through recreational, educational and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive. The expenditure of public funds to pay for healthcare services to low income, working and uninsured adults, as requested by *Clinic by the Bay*, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from increased healthcare services in the form of expanded primary care, Saturday hours for services, and an expansion of the chronic disease management program. Low income, working and uninsured adults will have better access to medical care, ensuring the health and vitality of the community and of Town residents. All of these services are readily accessible to Colma residents and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

The expenditure of public funds to pay for youth-based programs and the removal of trees (funding for which would otherwise be taken from the Club's program costs), as requested by the *Daly City / Colma 4-H Club*, could be provided by the Town but the Town has chosen otherwise. In that case the Town would likely expend the amount of the grant in staff time and other costs to provide these services. The services offered by Daly City/Colma 4 H Club are readily accessible to Colma as the club is comprised of members of the Town. Further, the public benefit is substantial as youth are able to learn and engage in 4 H type activities.

The expenditure of public funds to pay for comprehensive health services and education to underserved teens and young adults from Colma, as requested by the *Daly City Youth Health Center*, will provide an identifiable benefit to the community at large. Specifically, this program will help youths by providing accessibility and availability of integrated wellness services, which will make them better, more informed, and more productive citizens. These services are readily accessible to Colma youth, and provide a substantial public benefit by ensuring the health and vitality of Colma's youth.

The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the *Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City Chamber of Commerce* could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

The expenditure of public funds to support its Home Sharing program, as requested by *HIP Housing Development Corporation*, could be provided by the Town but the Town has chosen otherwise. The services offered by HIP Housing are readily accessible to Colma residents, with HIP Housing providing direct assistance and resources to nine clients in Colma in 2014. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

The expenditure of public funds to pay for shelter and supportive services, as requested by the *InnVision Shelter Network* could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services. The services offered by InnVision are readily accessible to individuals in Colma as the Town is located within InnVision Shelter Network's service area. Further, the public benefit is substantial as InnVision's services ensure Colma residents, or anyone traveling through InnVision's network, have shelter and other support services.

The expenditure of public funds to pay for nutrition and sustenance (e.g., three days of staple groceries and a hot meal three nights each week) to needy persons as requested, as requested by *North Peninsula Food Pantry and Dining Center of Daly City* will provide an identifiable benefit to the community at large. The Food Pantry provides services that are readily accessible to Colma residents as groceries and hot meals would be available to anyone living or traveling through Colma. Overall, the benefit to the public is substantial as the services offered by the Food Pantry prevent the public from going hungry.

The expenditure of public funds to support a staff position to work with its trained volunteers, as requested by *Peninsula Conflicts Resolution Center*, will provide an identifiable benefit to the community at large. The services offered by PCRC are readily accessible to Colma residents and business owners. Further, the benefit to the public is substantial as the services offered by PCRC help avoid conflict issues that may exist between members of the Colma community.

The expenditure of public funds to pay for innovative programs and services for the College District's Foundation, as requested by the *San Mateo Community College Foundation*, will provide educational opportunities to engage citizens that are students at Skyline College. The Town and the community at large will benefit from increased educational opportunities by ensuring a well-educated public and citizen base. A better educated community will advance the Town economically, politically, and socially. The services offered by the San Mateo Community College Foundation are readily accessible to any Colma residents attending Skyline College. Further, the public benefit is substantial as college students are able to experience new and unique educational opportunities.

The expenditure of public funds to pay for job preparation workshops, counseling, job placement and internships, as requested by the *San Mateo County Jobs for Youth Program*, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help youths transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. The services offered by San Mateo County Jobs for Youth are readily accessible to Colma youth as last year, two Colma residents participated in this program.

The expenditure of public funds to pay for counselling persons with substance abuse and mental health disorders, as requested by Sitike will provide an identifiable benefit to the Colma community at large. Sitike offers a First Offender Drinking Driver program, an outpatient treatment program, a Women's Intensive Day treatment program, and an Anger Management program. Sitike does not track the residency locations of its clients. Specifically these programs will help stop the spiral of dependency, which will make the clients better, more informed, and more productive citizens. The services offered by Sitike are readily available to Colma residents

and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues.

The expenditure of public funds to pay for the research and production of the Indicators for a Sustainable San Mateo County Report, as requested by *Sustainable San Mateo County*, will provide a much needed resource and educational tool regarding the economy, environment, and social issues facing the County. This report will support the Town's Sustainable Community Strategies and educate and engage citizens, the City Council, and the business community in the Town in implementing sustainability policies and objectives. The Sustainable San Mateo County Report provides a substantial public benefit by providing the public, private sector, and Colma elected officials, with pertinent information regarding sustainability and how it can be better met in the County.

The expenditure of public funds to pay for walking field trips, Bay Area field trips, nature lessons, and an overnight camping trip on the mountain, as requested by *Jefferson Union High School District for the Wilderness School Program/Susan B. Anthony School Project*, will provide an identifiable benefit to the community at large. . The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

The expenditure of public funds to pay for a supportive environment for persons with substance abuse and their families, as requested by *West Bay Alano Club*, will provide an identifiable benefit to the Colma community at large. This program helps clients battle substance dependency, which makes the clients better, more informed, and more productive citizens. The services offered by West Bay Alano Club are readily available to Colma residents and the public benefit provided is substantial as the services help stop the cycle of chemical dependency that can impact communities and public resources.

None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

Funding Categories

As noted in the background portion of this staff report, the City Council designated percentage amounts for each category of funding at the July 22, 2015 Council meeting.

In reviewing the funding proposals, the funding categories are as listed below, with the Council's approved funding levels as a comparison:

Funding Categories

Type:	Total Requested	Percentage Requested	Council-Approved Funding Levels
Integrated Care:	\$20,000	19%	15%
Necessities of Life	\$20,500	20%	20%
Education	\$8,412	8%	10%
Complementary Service	\$10,000	10%	15%
Economic Development	\$45,000	43%	40%

Because there is minimal deviation from the Council's approved funding levels and because the funding levels were set by motion (as opposed to by resolution), there is no action required to modify the percentages.

Values

By providing public funds for charitable purposes, the Council is being compassionate to the needs of others. At the same time, by adhering to the Council's policies and procedures, the Council is acting responsibly.

Sustainability Impact

None.

Alternatives

The Council could fund some entities at a level higher than the requested amount. Doing so, however, will deplete the available grant funding, leaving none available for any potential grant requests that come in during the course of the fiscal year.

CONCLUSION

Staff recommends the Council approve the attached resolution which sets grant funding levels at the requested amounts by each grantee.

ATTACHMENTS

- A. Resolution
- B. Funding request summary
- C. Historical funding levels
- D. Funding requests

**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**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**

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

1. Background

(a) Pursuant to subchapter 4.03 of the Colma Administrative Code and the police power granted to cities by the California Constitution, the Town of Colma may expend public money by making grants upon finding that the organization is eligible for grant funding, the expenditure will serve a public purpose, and for an expenditure that provides benefits to the public and private persons at the same time, there is a direct and substantial benefit to the public with only an incidental benefit to private persons.

(b) To be eligible, an organization must be an IRC 501(c)(3) charity, a governmental entity, or a chamber of commerce. In addition, the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma, the organization's governing board must reflect the diverse interests of the community, and the organization must have policies and procedures to assure that the grant's purposes are met.

(c) Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

(d) An organization may submit a request for determination of eligibility for grant funding, which shall include documents and information described in section 4.03.050 of the Colma Administrative Code. Each year after a determination of eligibility has been made, an organization need only update each item of new or changed information.

(e) An organization may submit an application for a charitable donation for each program or project to be funded.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the funding requests from each of the following organization and finds as follows:

(a) *Clinic by the Bay*

Discussion. Clinic by the Bay is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and

serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand primary care, continue to offer Saturday hours, and expand chronic disease management programs.

- (b) InnVision Shelter Network is eligible for grant funding from the Town of Colma.

Discussion: InnVision Shelter Network is a nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to help homeless families and individuals in the area and assist them in returning to permanent housing and self-sufficiency. The Town of Colma is located within InnVision Shelter Network's service area. The Town benefits from InnVision's work as low-income and homeless individuals and families in the area are provided support services to reduce the homeless population in the area.

- (c) Community Gatepath is eligible for grant funding from the Town of Colma.

Discussion. Community Gatepath is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide greater independence for persons with special needs and disabilities through education and support services that empower them. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

- (d) Daly City / Colma 4-H Club is eligible for grant funding from the Town of Colma.

Discussion: The Daly City / Colma 4-H Club is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to empower youth to reach their full potential by participating in project-based learning and working in partnership with caring adults. The Town of Colma is within its service area. Funding the Club's activities benefits the Town by providing opportunity for Colma youth to obtain hands-on learning, goal-setting and achievement, and the ability to build a foundation of leadership and skills for success in their future careers.

- (e) Greater Daly City - Colma Chamber of Commerce, aka Colma/Daly City Chamber of Commerce ("Chamber"), is eligible for grant funding from the Town of Colma.

Discussion: The Chamber is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and

services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved service and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

- (f) Daly City Youth Health Center is eligible for grant funding from the Town of Colma.

Discussion: As part of the Jefferson Union High School District (JUHSD), the Daly City Youth Health Center is a California governmental entity. The school-linked program's mission statement is to provide safe, respectful, comprehensive health services and education to underserved teens and young adults, preparing them for a healthy adulthood. The community wellness center's activities are directed by the JUHSD Board of Directors and Advisory Council. The Center served 13 Colma youth and their families two or more times during the 2014-15 school year. The Town of Colma is within its service area. The Town benefits by the Center providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. The Town also benefits by the Center providing counseling for Colma youth who are suffering from mental health issues, substance use and abuse, and suicidal ideation to help youth better cope with their challenges in life.

- (g) HIP Housing Development Corporation ("HIP Housing") is eligible for grant funding from the Town of Colma.

Discussion. HIP Housing is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area.

- (h) North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") is eligible for grant funding from the Town of Colma.

Discussion. The Food Pantry is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide nutrition and sustenance to anyone in need. The Town Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency locations of its clients.

- (i) Peninsula Conflict Resolution Center (“PCRC”) is eligible for grant funding from the Town of Colma.

Discussion. PCRC is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote positive collaboration and active engagement among people. It facilitates group discussions and trains people in conflict resolution. The Town of Colma is located within its service area, which is all of San Mateo County. PCRC will provide free or low-cost information and referral services, mediation services, and training to all Colma residents.

- (j) San Mateo Community College District Foundation is eligible for grant funding from the Town of Colma.

Discussion. San Mateo Community College District Foundation is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote student success and nourish project innovation and excellence by providing special financial support for the three community colleges in the District. In particular, the Foundation seeks grant funds for the President’s Innovation Fund which is to provide start-up funding and financial support to faculty and staff devising innovative programs and services. The Town of Colma is within the geographic area that the Foundation serves. The Foundation estimates that 24% of students registered at Skyline College live in the Colma/Daly City region.

- (k) San Mateo County (Jobs for Youth Program) is eligible for grant funding from the Town of Colma.

Discussion. San Mateo County is a California governmental entity. Jobs for Youth is a program sponsored by San Mateo County. Jobs’ mission is to provide all youths with employment services that will assist in gaining necessary job skills. The Town of Colma is located within its service area. Jobs for Youth has not provided any information about the residency locations of its clients.

- (l) Sitike Counseling Center (“Sitike”) is eligible for grant funding from the Town of Colma.

Discussion. Sitike is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based substance-abuse counseling and education services. The Town of Colma is located within its service area. Sitike has not provided any information about the residency locations of its clients.

- (m) Sustainable San Mateo County is eligible for grant funding from the Town of Colma.

Discussion. Sustainable San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to stimulate community action on economic, environmental and social issues

by providing accurate, timely and empowering information. In general, the funds will be used to support the research and production of the Indicators for a Sustainable San Mateo County Report. The Indicators Report evaluates the health of San Mateo County and its cities in terms of sustainability and provides a mean for city officials, non-profits, and business leaders, to make educated decisions when considering sustainable policies. The Town of Colma is within the geographic area served by Sustainable San Mateo County and the Indicators Report covers the area where the Town is located.

- (n) Jefferson Union High School District (Wilderness School Program) is eligible for grant funding from the Town of Colma.

Discussion. Jefferson is a California governmental entity. Wilderness School Program - Susan B. Anthony School Project) is a joint program administered by Jefferson Union High School District. Its mission is to teach high school students leadership skills and responsibility and to provide field trip chaperones, on-site tutors, and positive role models for the elementary school children. The project consist of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

- (o) West Bay Alano Club is eligible for grant funding from the Town of Colma.

Discussion: West Bay Alano Club is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). The Club's mission is to provide a clean, sober and safe environment for people in recovery, their families and friends. The Town of Colma is located within its service area. Because of the anonymous nature of its client base, West Bay Alano Club has not provided any information about the residency locations of its clients.

- (p) Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

3. Findings of Public Purpose

The City Council has reviewed the applications for grant funds from each of the following organization and finds as follows:

- (a) A grant in the amount shown in section 4(a) to Community Gatepath will serve a public purpose.

Discussion: The expenditure of public funds to pay for education and support services offered by *Community Gatepath* to persons with special needs will provide an identifiable benefit to the Colma community at large. The Town benefits by having people with disabilities become active members of the community through recreational, educational and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive.

(b) A grant in the amount shown in section 4(a) to Clinic by the Bay will serve a public purpose.

Discussion. The expenditure of public funds to pay for healthcare services to low income, working and uninsured adults, as requested by Clinic by the Bay, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from increased healthcare services in the form of expanded primary care, Saturday hours for services, and an expansion of the chronic disease management program. Low income, working and uninsured adults will have better access to medical care, ensuring the health and vitality of the community and of Town residents. All of these services are readily accessible to Colma residents and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

(c) A grant in the amount shown in section 4(a) to the Daly City / Colma 4-H Club will serve a public purpose.

Discussion: The expenditure of public funds to pay for youth-based programs and the removal of trees (funding for which would otherwise be taken from the Club's program costs), as requested by the *Daly City / Colma 4-H Club*, could be provided by the Town but the Town has chosen otherwise. In that case the Town would likely expend the amount of the grant in staff time and other costs to provide these services. The services offered by Daly City/Colma 4 H Club are readily accessible to Colma as the club is comprised of members of the Town. Further, the public benefit is substantial as youth are able to learn and engage in 4 H type activities.

(d) A grant in the amount shown in section 4(a) to the Daly City Youth Health Center will serve a public purpose.

Discussion: The expenditure of public funds to pay for comprehensive health services and education to underserved teens and young adults from Colma, as requested by the *Daly City Youth Health Center*, will provide an identifiable benefit to the community at large. Specifically, this program will help youths by providing accessibility and availability of integrated wellness services, which will make them better, more informed, and more productive citizens. These services are readily accessible to Colma youth, and provide a substantial public benefit by ensuring the health and vitality of Colma's youth.

(e) A grant in the amount shown in section 4(a) to the Greater Daly City - Colma Chamber of Commerce will serve a public purpose.

Discussion. The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the Greater Daly City - Colma Chamber of Commerce could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

(f) A grant in the amount shown in section 4(a) to HIP Housing Development Corporation will serve a public purpose.

Discussion. The expenditure of public funds to pay for housing for persons with special needs, as requested by HIP Housing could be provided by the Town except that the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant to provide these services. The services offered by HIP Housing are readily accessible to Colma residents, with HIP Housing providing direct assistance and resources to nine clients in Colma in 2014. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

(g) A grant in the amount shown in section 4(a) to the InnVision Shelter Network will serve a public purpose.

Discussion. The expenditure of public funds to pay for shelter and supportive services, as requested by the InnVision Shelter Network could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services. The services offered by InnVision are readily accessible to individuals in Colma as the Town is located within InnVision Shelter Network's service area. Further, the public benefit is substantial as InnVision's services ensure Colma residents, or anyone traveling through InnVision's network, have shelter and other support services.

(h) A grant in the amount shown in section 4(a) to North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") will serve a public purpose.

Discussion. The expenditure of public funds to pay for nutrition and sustenance (e.g., three days of staple groceries and a hot meal three nights each week) to needy persons as requested by the Food Pantry will provide an identifiable benefit to the community at large. The Food Pantry provides services that are readily accessible to Colma residents as groceries and hot meals would be available to anyone living or traveling through Colma. Overall, the benefit to the public is substantial as the services offered by the Food Pantry prevent the public from going hungry.

(i) A grant in the amount shown in section 4(a) to the Peninsula Conflict Resolution Center ("PCRC") will serve a public purpose.

Discussion. The expenditure of public funds to support a staff position to work with PCRC's trained volunteers, as requested by PCRC, will provide an identifiable benefit to the community at large. The services offered by PCRC are readily accessible to Colma residents and business owners. Further, the benefit to the public is substantial as the services offered by PCRC help avoid conflict issues that may exist between members of the Colma community.

(j) A grant in the amount shown in section 4(a) to the San Mateo Community College Foundation will serve a public purpose.

Discussion. The expenditure of public funds to pay for innovative programs and services

for the College District's Foundation, as requested by the San Mateo Community College Foundation, will provide educational opportunities to engage citizens that are students at Skyline College. The Town and the community at large will benefit from increased educational opportunities by ensuring a well-educated public and citizen base. A better educated community will advance the Town economically, politically, and socially. The services offered by the San Mateo Community College Foundation are readily accessible to any Colma residents attending Skyline College. Further, the public benefit is substantial as college students are able to experience new and unique educational opportunities.

(k) A grant in the amount shown in section 4(a) to the San Mateo County Jobs for Youth Program will serve a public purpose.

Discussion. The expenditure of public funds to pay for job preparation workshops, counseling, job placement and internships, as requested by the San Mateo County Jobs for Youth Program, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help youths transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. The services offered by San Mateo County Jobs for Youth are readily accessible to Colma youth as last year, two Colma residents participated in this program.

(l) A grant in the amount shown in section 4(a) to the Sitike Counseling Center ("Sitike") will serve a public purpose.

Discussion. The expenditure of public funds to pay for counseling persons with substance abuse and mental health disorders, as requested by Sitike will provide an identifiable benefit to the Colma community at large. Sitike offers a First Offender Drinking Driver program, an outpatient treatment program, a Women's Intensive Day treatment program, and an Anger Management program. Sitike does not track the residency locations of its clients. Specifically these programs will help stop the spiral of dependency, which will make the clients better, more informed, and more productive citizens. The services offered by Sitike are readily available to Colma residents and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues.

(m) A grant in the amount shown in section 4(a) to the Sustainable San Mateo County will serve a public purpose.

Discussion. The expenditure of public funds to pay for the research and production of the Indicators for a Sustainable San Mateo County Report, as requested by Sustainable San Mateo County, will provide a much needed resource and educational tool regarding the economy, environment, and social issues facing the County. This report will support the Town's Sustainable Community Strategies and educate and engage citizens, the City Council, and the business community in implementing sustainability policies and objectives. The Sustainable San Mateo County Report provides a substantial public benefit by providing the public, private sector, and Colma elected officials, with pertinent information regarding sustainability and how it can be better met in the County.

(n) A grant in the amount shown in section 4(a) to the West Bay Alano Club will serve a public purpose.

Discussion: The expenditure of public funds to pay for a supportive environment for persons with substance abuse and their families, as requested by *West Bay Alano Club*, will provide an identifiable benefit to the Colma community at large. This program helps clients battle substance dependency, which makes the clients better, more informed, and more productive citizens. The services offered by West Bay Alano Club are readily available to Colma residents and the public benefit provided is substantial as the services help stop the cycle of chemical dependency that can impact communities and public resources.

(o) A grant in the amount shown in section 4(a) to the Wilderness School Program/Susan B. Anthony School Project will serve a public purpose.

Discussion. The expenditure of public funds to pay for walking field trips, Bay Area field trips, nature lessons, and an overnight camping trip on the mountain, as requested by the applicant, will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

(p) None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

4. Order

(a) The City Council approves grant funding to each of the following organizations in the amounts shown:

Grantee	Proposed Grant Amount
Clinic by the Bay	\$2,000
Colma - Daly City Chamber of Commerce	\$45,000
Community Gatepath	\$5,000
Daly City / Colma 4H Club	\$1,000
Daly City Youth Health Center	\$5,000
Human Investment Project (HIP Housing) *	\$5,000
InnVision Shelter Network *	\$3,000
Jefferson Union High School District (Wilderness School)	\$7,000
North Peninsula Food Pantry & DCDC	\$12,500
Peninsula Conflict Resolution Center	\$1,312
Sitike Counseling Center	\$8,000

Skyline College President's Innovation Fund	\$600
SMC Jobs for Youth	\$500
Sustainable San Mateo County	\$4,000
West Bay Alano Club	\$3,000

Footnotes:

* Indicates a Housing Element required grantee; funding will come from Planning Department budget

(b) Each Grantee must execute a Grant Agreement with the Town before any funds may be paid. The Grant Agreement shall include a statement of the goal or purpose of the Grant, a time within which the goal is expected to be achieved, and reporting requirements.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 9, 2015, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor					
Diana Colvin					
Helen Fiscaro					
Joseph Silva					
Raquel Gonzalez					
<i>Voting Tally</i>					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk



Summary of Non-Profit Requests				
	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual
Name of Organization				
Alisa Ann Ruch Burn Foundation	\$1,500	\$1,500	\$1,500	
Clinic by the Bay			\$1,000	\$2,050
Colma - Daly City Chamber of Commerce	\$45,000	\$45,000	\$45,000	\$45,000
Community Gatepath	\$5,000	\$5,000	\$5,000	\$5,000
Daly City / Colma 4H Club				
Daly City Public Library Associates			\$500	\$1,000
Daly City Youth Health Center				
Human Investment Project (HIP Housing) *	\$5,000	\$5,000	\$5,000	\$5,000
InnVision Shelter Network *	\$3,000	\$3,000	\$3,000	\$3,000
Jefferson Union High School District (Wilderness School)	\$7,000	\$7,000	\$7,000	\$7,000
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500	\$12,500
Peninsula Conflict Resolution Center	\$1,250	\$1,250	\$1,250	\$1,250
Rebuilding Together Peninsula **	\$0	\$0	\$5,000	\$5,000
Sitike Counseling Center	\$6,000	\$6,000	\$6,000	\$6,000
Skyline College President's Innovation Fund	\$500	\$500	\$500	\$500
SMC Jobs for Youth	\$500	\$500	\$500	\$500
Sustainable San Mateo County	\$3,000	\$3,000	\$3,000	\$3,000
West Bay Alano Club				
Total (including Housing Element required grantees)	\$90,250	\$90,250	\$96,750	\$96,800



working uninsured adults in San Francisco and San Mateo Counties. As one of 95 Volunteers in Medicine clinics, we are supported largely by in-kind contributions of pro bono services and supplies. We engage retired and practicing doctors, nurses, and other volunteers to provide free medical care in English, Spanish, Chinese, and Tagalog. Through our medical partnerships, we connect patients with needed diagnostic and ancillary services pro bono or at discounted rates. Monthly health education for patients and community members focuses on nutrition, exercise and other lifestyle interventions, and includes a twice-annual Diabetes Fair. Through our growing network of medical partners and private practice specialists, we ensure seamless coordination of care, connecting patients with needed diagnostic and ancillary services at a pro bono or discounted rate. We also partner with numerous community-based organizations to provide our patients with a range of psychosocial supportive services.

4. Describe reason for request and how funds will be used:

Support from the Town of Colma will help Clinic by the Bay expand the primary care safety net for our working uninsured neighbors. We will continue to provide medical visits 19 hours per week, including two evenings and every other Saturday morning, while planning to expand our hours over the next few years until we are operating at full capacity which will be 6 days per week.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are requesting the same amount as in FY 2014-2015, because the number of Colma residents who are active patients of Clinic By The Bay has remained consistent.

6. Describe the benefit to the Town derived from funding your organization:

Clinic by the Bay seeks to reduce preventable emergency room visits, add to the capacity of the primary care safety net and improve health outcomes among poor, low-income uninsured and underinsured adults. There continues to be a significant primary care capacity problem in San Mateo County making it difficult for uninsured adults to have access to needed primary and preventive care. In response, Clinic by the Bay offers free, primary care to poor and low-income adults living in Colma. We also offer to Colma residents meaningful volunteer opportunities to be part of a neighborhood solution to the health care crisis.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Clinic By The Bay has 21 active patients who are Colma residents.

B. Services are provided at Clinic By The Bay, which is located at 4877 Mission Street in the southern part of San Francisco (specifically, the Excelsior neighborhood) and is easily accessible from Colma by public transportation or car.

C. Community outreach is performed through resource fairs, flyers, and referrals from our wider network of community partners, including other medical and social service providers.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

In 2014-2015, Clinic By The Bay continued to see patients for medical visits 19 hours each week, which was an expanded schedule that the Town of Colma helped us achieve with last year's contribution. We also successfully raised needed capital funds and completed some important facility upgrades, as required to become a state-licensed community clinic. In January, we officially received our licensure, which allows us to continue the clinic's expansion

beyond 19 hours per week. Our goal as a state licensed clinic is to operate four to six days per week within the next three to five years. A comprehensive review of individual medical charts from the last three years shows that Clinic by the Bay is significantly improving lab results and blood pressure levels among patients diagnosed with diabetes, hypertension, and hyperlipidemia. As a result of their care at Clinic by the Bay, 93% of patients report improved health and 83% report improved ability to work. 100% of patients and volunteers would recommend Clinic by the Bay to a friend or family member.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

We received no contributions from other cities in FY 2014-2015. If the opportunity arises, we plan to consider requesting funding from Daly City, which has many businesses which support us including Seton Medical Center and First National Bank.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No XX

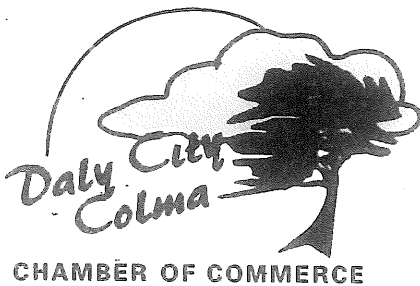
If yes, please provide details.

Not applicable.

11. Charitable Trust # or EIN # 26-2593712

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



August 3, 2015

Mr. Sean Rabe
City Manager
Town of Colma
1198 El Camino Real
Colma, CA. 94014

RE: 2015-2016. Annual Contract/Budget.

Dear Mr. Rabe,

The members of the Board of Directors of the Colma-Daly City Chamber of Commerce respectfully wish to renew the contractual agreement between our two agencies for the period of July 1, 2015 to June 30, 2016.

Our Executive Committee has reviewed the work agreement and deemed the contract payment of \$45,000 to be appropriate for the above-mentioned calendar period.

Please send us back a fully signed, executed copy of the contract.

Thank you.

Sincerely,

Georgette Sarles
President/Chief Executive Officer
Colma-Daly City Chamber of Commerce
355 Gellert Blvd. Suite 138
Daly City, California 94015
Direct (650) 755 - 4080
Fax (650) 755 - 5160
Staff (650) 755 - 3900
Email gsarles@dalycity-colmachamber.org

GS/fl

AUG 3 '15 PM 4:29



Application for Grant Funds FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Colma/Daly City Chamber of Commerce

Contact Person: Georgette Sarles

Address: 355 Gellert Blvd. Suite 138 Daly City California 94015
Street Address City State Zip Code

Phone Number: 650-755-3900 mail Address: GSarles@dalycity-colmachamber.org

1. Program or Project Title : Grant Funding Application

Provide Economic Development or support businesses located or doing business in the Town of Colma

2. Amount of Request: \$ 45,000

- a. Total Agency Annual Budget: \$242,454
- b. Number of Agency Employees: 3
- c. Payroll is 25 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

These funds acquired from the Town of Colma are used to operate the Colma-Daly City Chamber of Commerce which maintains certain covenants with the Town of Colma. Such as:

- provide networking opportunities for local business
- ribbon cuttings and grand openings, directory and newsletters
- maintain and make available to Town an automated list of Chamber members that includes the number of employees, contact person, officers and etc.
- to partner with the Colma Historical Association
- to promote the various points of interest, such as selling the City of Souls books and bring publicity to local cemeteries
- continuing to maintain a Colma presence on the internet, which includes the Chamber's website that provides civic information, events and photos
- participating in Mayoral walks
- facilitating business mixers and workshops for the Colma business community
- maintaining a log of incoming request and inquiries regarding the Town of Colma

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

5. Describe the benefit to the Town derived from funding your organization:

Provides the Town with in incubator, that connects with other North San Mateo County Chambers of Commerce, and their local business communities. Thereby, developing a healthy resource center for businesses in Colma, as well as those looking for other locations and relocations. Therefore, the Colma-Daly City Chamber of Commerce attracts more commerce and funds to the Town of Colma.

- a. Number of Colma residents served: 1441
(See address ranges below)
- b. Number of Colma businesses served: ALL

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in last fiscal year and requested or expected for current fiscal year:

FY 2014 - 2015 : \$45,126.62 from the City of Daly City
FY 2015 - 2016 : \$45,126.62 from the City of Daly City

8. Are there any material changes to the information in your Request for Determination of Eligibility for Grant Funding?

- Yes
- No

If yes, provide the correct, updated information: _____

9. Please attach a copy of the following:

- Completed IRS Form 990 for prior fiscal year
- Annual Budget for current fiscal year
- Names and affiliations of directors

#

23-7253580



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City/Colma 4-H Club

Contact Person: Renee Olaque

Address: 76 Linda Mar Blvd Pacifica CA 94044
Street Address City State Zip Code

Phone Number: 650-307-~~533~~⁰⁵³³ Email Address: Twetwe1@aol.com

1. Mission Statement: 4-H empowers youth to reach their full potential by participating in project based learning, and working in partnership with caring adults.

2. Amount of Request: \$ 1000

a. Total Agency Annual Budget: \$ Our operating budget \$1000 is from our annual cake sale at the county fair.

b. Number of Agency Employees: 0

c. Payroll is 0 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life; -
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; -
- C. Educate and engage residents; -
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

4-H is a non-profit youth organization for ages 5-19 that provides hands on learning and that prepares young people to step up to the challenges in their community and the world.

Young people in 4-H work collaboratively, take the lead on their own projects, set and achieve goals with confidence. 4-H'ers chart their own course, explore important issues and define their place in the world. These pivotal experiences build a foundation of leadership and skills for success in their future careers.

Young people who are a part of 4-H have the opportunity to explore all types of science, health, and citizenship programming delivered through 4-H clubs.

Some of the projects now being offered in the Daly City/Colma Club are:

Alternative Energy (building and implementation on the farm of Solar & Wind),
Maker Camp,
Sign language,
Farm Maintenance and Construction,
Small Engine & Auto maintenance,
Group Dairy Goat & entrepreneurial project,
Cooking
Sewing,

Buddy project (working with special needs youth) and of course various animal projects (mini steer, chickens, turkeys, pigs, goats and lambs.

Coming soon:

Start your own Business entrepreneurial project (spring 2016)

Tiny House project (most likely will start in the fall of 2016)

4. Describe reason for request and how funds will be used:

We currently have some very large trees, dead and/or dying from pine pitch disease, which are threatening buildings and access to our farm. We have had several arborists come out and evaluate these trees. They need to be cut down. The original estimate for this work was \$16,000. We have been able to find a licensed and bonded tree contractor willing to donate a majority of the cost of this work but he must pay his tree climbers. He will do the work for \$3200. To date, we have raised \$2000 from donations and fundraisers. It is imperative that we get this work done as soon as possible before winter. This last spring during a sunny day we had one tree just snap and take out a small equipment building.

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

By Developing Youth through Active Citizenship, Civic Engagement, and Betterment of Community. Studies show that 4-H youth excel beyond their peers. 4-H'ers are about:

- *Four times* more likely to make *contributions to their communities* (Grades 7-12);
- *Two times* more likely to be *civically active* (Grades 8-12);
- *Two times* more likely to make *healthier choices* (Grade 7);
- *Two times* more likely to participate in *Science, Engineering and Computer Technology programs* during out-of-school time (Grades 10 – 12); and
- 4-H girls are *two times more* likely (Grade 10) and nearly *three times* more likely (Grade 12) to take part in *science programs* compared to girls in other out-of-school time activities.

7. Describe the following:

A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application; •

- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and -
C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

We send out flyers to the schools in Colma and Daly City and have had club members speak at the assemblies in the local high schools about 4-H. We would love to have our youth members come and speak at a council meeting and other organizations about 4-H and what impact it has had on them.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

N/A

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

We have not received any money from other cities but have received some donations from some of our neighboring 4-H clubs. And our own fundraising efforts for this tree fundraiser. Our operating budget comes from the annual cake sale at the county fair.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3084926

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year*
- Current Year Annual Operating Budget**

*The county 4-H office now files our IRS 990-n form. The 4-H representative is currently out of the office on vacation until 8/17/15. WE will provide this to you as soon as we can speak with her to get a copy.

**I am attaching the 2014-15 budget. Our 2015-16 will not be voted on until our September meeting on 9/9/15. I will send a copy of the new budget as soon as it is approved by the club.

Executive Committee

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SightCast Inc.

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*Stanford University School of
Medicine and Lucile Packard
Children's Hospital*

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*MTC Holdings/Ports America
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Wells Fargo

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Nineteenth District (Retired)*

Barry Parker
Parker Rightside IP Law

D. Paul Regan
Hemming Morse, Inc.

Steve Williams
Catchell, Pitt & McCarthy, LLP



August 3, 2015

Mr. Sean Rabe
City Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Mr. Rabe,

On behalf of our Board of Directors and those we serve, thank you for the ongoing support from Town of Colma for over a decade. We are grateful for the opportunity to submit the enclosed application for renewed funding.

We were so thrilled with how we were able to utilize your support last year that we are requesting renewed funding for our Community Access program. Funding from Town of Colma will help adults with developmental disabilities participate in the Colma community and learn life skills to increase their independence. Many of our participants live near the Town and will be able to contribute to your local economy if they learn about the community and how to get around using Colma public transportation.

On the following pages, you will find our completed grant application, the required attachments, and a final report on FY2014-15 funding. If you have any questions about the enclosed proposal, please contact Kim Malhotra at kmalhotra@gatepath.com or (650) 259-0157. Thank you for your consideration.

Sincerely,

Anne H. Jarchow
Interim CEO

Enclosure

AUG 4 '15 AM 8:11

Community Gatepath
Sobrato Center for Nonprofits
350 Twin Dolphin Drive, Suite 123
Redwood City, CA 94065
Tel: 650-259-8500
Fax: 650-697-5010
www.Gatepath.org
www.AbilityPath.org



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Gatepath

Contact Person: Kim Malhotra, Director of Annual Fund & Giving

Address: 350 Twin Dolphin Dr. Redwood City, CA 94065
Street Address City State Zip Code

Phone Number: 650-259-0157 Email Address: kmalhotra@gatepath.com

1. Mission Statement: For nearly 95 years, Community Gatepath has been "Turning Disabilities Into Possibilities." Our mission is to create opportunities of greater independence for children, youth and adults with special needs and disabilities through education and support services that empower individuals and families.

2. Amount of Request: \$5,000

a. Total Agency Annual Budget: \$ 13,423,310

b. Number of Agency Employees: 180

c. Payroll is 61 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

The request will address category B by providing life skills education and pre-vocational skill building for adults with developmental disabilities. Groups of four participants engage in activities under the supervision of a Community Access Instructor. Participants will volunteer, patronize local businesses, visit historical sites, exercise, and engage in recreational activities in Colma. Activities are designed to help participants learn day-to-day living skills, including how to access community resources, use public transportation, make financial transactions (e.g., purchase goods at a restaurant or store), participate in the community, and properly communicate in social interactions.

4. Describe reason for request and how funds will be used:

Funding will support the costs of transportation (Community Access groups initially meet at a community location in Daly City or South San Francisco before travelling to the location of their activities for the day), fees/expenses for activities, and a portion of Instructor wages. In addition, we will explore the possibility of renting a kitchen at Colma Community Center to provide nutrition education and hands-on cooking training for participants.

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

6. Describe the benefit to the Town derived from funding your organization:

When Gatepath participants learn about activities available in Colma and how to access them using public transportation, they are more likely to utilize these resources and contribute to the local economy by supporting Colma businesses on an ongoing basis; participants who will benefit from this grant live in north county so Colma is nearby even outside of program hours. In addition, Colma residents and businesses will be increasingly exposed to people with developmental disabilities, increasing understanding and acceptance of all people. Colma residents who have family members with disabilities will also see a future of inclusion in their local community for their family members. Furthermore, when our participants engage in activities in Colma, we will be supporting the local businesses and organizations.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In years prior to the grant application, Gatepath has served at least seven businesses and 18 residents. In addition, the entire Colma community benefits through interactions with our participants.

B. Our Community Access program plans to visit/utilize the following: Metro Center Complex, Holy Cross Italian Cemetary, Colma Historical Museum, Cypress Golf Course, Kohl's, and BART. We are also exploring how we can utilize resources at Colma Community Center.

C. Our staff has already reached out to Colma Community Center to explore the possibility of renting the kitchen. They have also researched community classes, which are unfortunately mostly outside of our program hours so we are not able to enroll participants. Our Instructors also explore the area in person to identify new locations for activities. We also research volunteer opportunities in Colma.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

With funding from the Town, 38 adults with developmental disabilities participated in activities on approximately 125 "outings" to Colma. Participants utilized public transportation, volunteered, visited historical sites, exercised, and patronized businesses in Colma. They learned social, money, pre-vocational, and other day-to-day living skills. Please see attached full report on the FY2014-15 funding.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

FY2014-15: \$5,000 City of Burlingame (received), \$5,000 Town of Colma (received)

FY2015-16: \$4,000 City of Burlingame (received), \$5,000 Town of Colma (pending)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

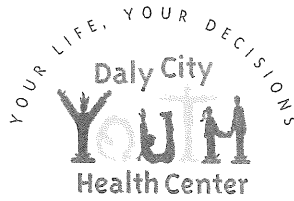
Yes _____ No _____ X _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-1156502

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



A collaborative program of the Jefferson Union High School District and the San Mateo Medical Center

July 29, 2015

Mr. Sean Rabé
City Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Mr. Rabé,

Thank you for the opportunity to apply for funding from the Town of Colma. Daly City Youth Health Center's mission is to provide safe, respectful, comprehensive health services to underserved teens and young adults, preparing them for a healthy adulthood. For 25 years, over 50,000 youth have benefited from our core services: reproductive and primary health care, counseling, school to career transition program, and comprehensive health education.

To continue our work, this year we need to raise \$75,000 to support the implementation of our program and services. A grant of \$5,000 for our Behavioral Health Program from the Town of Colma will enable DCYHC to increase screening for mental health and substance abuse in youth and provide counseling services.

Our Behavioral Health therapists counsel low-income youth ages 12-24 who are suffering from trauma, abuse, depression, anxiety, grief, anger management, eating disorders, substance use and abuse, sexuality, relationship issues, and family conflict.

We truly appreciate the invitation from the City Council to apply for funding from the Town of Colma. As we celebrate our 25th year, we look forward to the assistance from the Town of Colma in giving our youth a brighter and healthier future.

Please contact me at 650-985-7013 or kgillette@dalcityyouth.org with any questions.

Thank you.

Sincerely,

Kimberly Gillette, MPH
Director

JUL 30 '15 PM 4:07



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Youth Health Center

Contact Person: Kimberly Gillette

Address:	<u>2780 Junipero Serra Blvd.</u>	<u>Daly City</u>	<u>CA</u>	<u>94015</u>
	Street Address	City	State	Zip Code

Phone Number: 650-985-7013 Email Address: kgillette@dalycityyouth.org

1. Mission Statement: Daly City Youth Health Center (DCYHC) is a community wellness center with the mission to provide safe, respectful, comprehensive health services and education to underserved teens and young adults, preparing them for a healthy adulthood.

Organizational Information:

Founded in 1990, DCYHC specializes in providing comprehensive health services and education to teens and young adults ages 12-24 in northern San Mateo County. DCYHC is a unique school-linked program of the Jefferson Union High School District (JUHSD) and clinical satellite facility of the San Mateo Medical Center (SMMC).

Our target population is low-income, at-risk youth ages 12-24, residing in northern San Mateo County with the majority coming from Colma, Daly City, Brisbane, Broadmoor, Pacifica, San Bruno, and South San Francisco. In fiscal year 2013-2014, 38% of our clients were Hispanic, 31% were Filipinos, 10% were White, 5% African American, 6% were Asian, and 9% mixed race. In our 25 years of service to the youth, over 50,000 teens and young adults have benefited from our core programs and services.

We have learned that many of the teens we work with have complex problems and needs such as English language acquisition, learning disabilities, unplanned pregnancy, domestic violence, alcohol/drug abuse, unemployment, crowded housing, and lack of health insurance. Since the opening of our medical clinic, we have launched three additional carefully designed major programs to address these complex problems and needs. In 1993, we established the Behavioral Health Program to provide individual, family, couples, and group counseling on site and at the schools under JUHSD. Project PLAY (Peer Leadership Alternatives for Youth), a health education and youth development program in high schools was established in 1996 to encourage youths to make informed healthy decisions. In 2002, the Elements for Success (EFS) was established as a school-to career/college transition assistance program that aims to develop the academic, leadership and vocational skills of students. What began as a primary care clinic has expanded into a community wellness center providing integrated services that develop the capacities and improve the health and wellness of the teens and young adults.

DCYHC is directed by the JUHSD Board of Trustees and Advisory Council that provides guidance to our programmatic changes, personnel concerns, budget, and fundraising efforts. Our team is composed of 24 dedicated, culturally diverse, and multi-lingual staff providing professional service to youth and their families. Majority of our staff have been working with the

organization for more than 5 years and have significant experience with teens and young adults.

2. Amount of Request: \$5,000.00
 - a. Total Agency Annual Budget: \$865,975.00
 - b. Number of Agency Employees: 24
 - c. Payroll is 81% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
 - A. Provide shelter, food, or clothing to persons in need of the Necessities of Life; •
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; •
 - C. Educate and engage residents; •
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

Purpose of Grant:

The funding request from the Town of Colma will be used to support the Behavioral Health Program which provides counseling to youth suffering from mental health and substance abuse.

Description of request including objectives, activities, outputs, evaluation methods, and timeline:

The DCYHC is a perfect fit for categories B on providing mental services with special needs and integrated care services.

The Behavioral Health Program of DCYHC conducts therapy to an average 200 individuals and families per year. The onsite Behavioral Health department allows our primary care clinic providers the ability to seamlessly refer patients to counseling services by introducing them to the therapist or scheduling the behavioral health appointment before they leave. Our counselors specialize in relationship issues and family conflict, trauma and abuse, depression, anxiety, grief, anger management, eating disorders, drug and addiction issues, substance use and abuse, and sexuality. Our holistic intervention has created impactful results in the wellness of the youth. Last fiscal year, 24 of the 29 youth counseled with issues related to substance abuse showed at least one degree of improvement in the substance use category as self-reported and noted in counseling Progress Report Outcomes form. Seventy eight (78) of the 93 youth we counseled onsite had at least degree of improvement from these categories: depression, anxiety, family problems, and relationship problems.

The goals of Behavioral Health Program are to provide our youth access to mental health counseling services and to decrease youth's substance abuse. The program objectives are 1) to provide access to mental health and substance abuse screening to at least 200 youth in schools and onsite; 2) provide access to counseling services to at least 170 youth in school and onsite; 3) provide counseling services to 30 youth with history of substance abuse and/or physical abuse.

This fiscal year, the program will obtain new referrals from the Wellness Counselors in each school of the five high schools under JUHSD on a rolling basis starting September 2015 to May 2016. It is worth noting that the nature of counseling services is not time bounded, the period of counseling is dependent on the level of commitment, the need of each youth, and the therapist clinical recommendation. The youth will undergo screening using a comprehensive questionnaire to identify history of substance abuse and/or any past and current substance use. We utilized Co-Occurring Disorder Adolescent Screening (AC-OK) so that screening will also include relationship issues and family conflict, depression, anxiety, grief, anger management, eating disorders, drug and addiction issues, sexuality, trauma, and abuse issues. Once the issues have been identified, each youth will be assigned to a therapist for individual and/or family counseling sessions weekly for an hour for three to six months or more, depending on the gravity of the issues and motivation levels of the youth. If student clients are unable to attend counseling session onsite at DCYHC, counseling will be done in school or we will provide them with bus tokens.

When counseling youth, we ensure we use co-occurring approach, mental health and substance abuse, to generate substantial results. As appropriate, we will use the sensorimotor psychotherapy approach with our clients, in addition to our conventional counseling methods. Sensorimotor Psychotherapy approach focuses beyond the devastating effects of trauma-induced effects on a client's mind; it incorporates body sensation and movements to help the client heal from traumatic incidences. The integration of the body and mind is unique compared to classical psychotherapy and psychodynamics in which the body and its physiological elements are central in the therapeutic field of awareness.

Following our program objectives, the expected outcomes for the Behavioral Health Program are:

- 1) At least 75% of the youth counseled two or more times with a history of depression will move at least one degree of improvement in the depression category as self-reported and noted in counseling Progress Report Outcomes form.
- 2) At least 75% of the youth counseled two or more times with a history of anxiety will move at least one degree of improvement in the anxiety category as self-reported and noted in counseling Progress Report Outcomes form.
- 3) At least 75% of youth counseled two or more times with a history of substance abuse, will move at least one degree of improvement in the substance use category as self-reported and noted in counseling Progress Report Outcomes form.

Additionally, narrative outcomes will be collected which include youth self-report of the following: decrease in the use of substances such as alcohol and tobacco; better handling daily life challenges; getting along better with family friends and other people; better able to handle school challenges; able to cope when things go wrong. As for the evaluation methods, each therapist will track the number of screens completed and the number of referrals made. These will be compiled on a monthly report. Each therapist will also track the number of clients counseled with history of substance use and abuse, and/or physical abuse. Logs will be kept for each patient including the completion of quarterly Progress Report Outcomes.

Program partners and their roles:

Our Behavioral Health Program partners include North County Outreach Collaborative (NCOC), Filipino Mental Health Initiative, and Asian American Recovery Services. These partners help us expand our outreach activities and referrals.

4. Describe reason for request and how funds will be used:

Statement of Needs:

Our services are uniquely important in this community. Past surveys have shown disturbing rates of mental health illness related signs and symptoms. In school year 2011-2012, 39% of 11th grade students in Jefferson Union High School District reported feelings of depression, 18% considered suicide, 32% drank alcohol, and 25% used marijuana.

Substance use has been a coping mechanism of the teens and young adults resulting in consequences especially in school. The 2013-14 suspension and expulsion report of JUHSD showed 66% of the expulsions were related to substance use and abuse including sale, possession, and use of controlled substances and drug paraphernalia. In the same year, 24% or 155 of the 633 suspensions were also related to substance use and abuse (California Department of Education Data Reporting Office).

In DCYHC, we see a disturbing number of youth involved with substance use and abuse. In fiscal year 2011-12, 53% of the 146 youth counseled two or more times in DCYHC had a history of depression and 32% had a history of substance abuse. The following year, 26 of the 96 youth counseled had substance abuse problems. Last fiscal year, 24% of the 122 clients counseled two or more times suffered from substance issues.

This past school year 2014-15, there has been an alarming 350% increase in suicide incidences compared to the previous year with only 2 cases.

We have observed that youth engaged in mild to moderate substance use particularly marijuana and alcohol primarily to self-medicate depression, anxiety or both. This indicates that there is a great need to continue our holistic behavioral health prevention and treatment services to the teens and young adults in the community.

Usage of funds:

To continue our work, this year we need to raise an additional \$75,000 to support the implementation of our programs and services, the funding request will help support the staff needed to run the programs including Marriage and Family Therapist (MFT) counselor (\$4,500) and training/counseling supplies (\$500). A grant of \$5,000 from the Town of Colma is a significant contribution to ensure continuation of DCYHC's services to help our youth live a healthier life.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The DCYHC did not receive any funds from the Town of Colma in the previous years. This is our first funding request to the Town of Colma.

6. Describe the benefit to the Town derived from funding your organization:

The benefits of the DCYHC services to the Town of Colma are:

*Accessibility and availability of integrated wellness services in our clinic for youth, especially to those who belong to the low-income and immigrant population residing in Colma.

*Availability of counseling for Colma youth who are suffering from mental health issues such as depression, anxiety, family and relationship problems, substance use and abuse, and suicidal ideation to prevent suicide and help youth to better cope with their challenges in life.

7. Describe the following:
- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application; •
 - B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and •
 - C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In school year 2014-15, JUHSD had a total of 102 students who are residents from the Town of Colma who benefited from our therapists providing counseling on campus. In addition, 13 youth and their families from the Town of Colma received counseling two or more times in DCYHC facility.

B. Our therapists are located at Jefferson, Westmoor, and Terra Nova High Schools. Many Colma residents attend these schools. In addition, Colma residents may receive counseling at DCYHC's health center, conveniently located between Westmoor and Jefferson High Schools.

C. We provide outreach and education at all of the JUHSD schools. We present in all of the Health classes, primarily taken by freshmen, and notify them about our services. We are at many other community meetings sharing information about the healthcare we offer teens and young adults.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

Not applicable. DCYHC did not receive any funds from the Town of Colma in the previous years. This is our first funding request to the Town of Colma.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

In FY 2014-15, we requested and received a grant of \$6,000 from the Community Development Block Grant of the City of Daly City. This fiscal year, we requested and received the same amount of grant from the City of Daly City.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

No. DCYHC did not participate or intervene in any political campaign.

If yes, please provide details.

11. Charitable Trust # or EIN # Federal Tax ID #94-3083772 and NCES ID #0618930

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



July 30, 2015

Mr. Sean Rabe
Town Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Mr. Rabe,

On behalf of HIP Housing, we respectfully request a grant of \$5,000 from the Town of Colma to help the organization continue to provide creative, affordable, housing solutions to the residents of San Mateo County. By matching those who have space in their homes with those who need an affordable place to live, HIP Housing’s Home Sharing Program turns existing housing stock into new affordable housing. It’s a win-win for those who work or live in San Mateo County— it creates affordable housing where there is none, and does not require new building.

HIP Housing provides vital lifeline housing services to the residents of all 20 cities in San Mateo County. Home Sharing, in particular, has a tremendous amount of crossover between cities. For this reason, we have launched our “Fair Share” campaign with a goal of engaging every city and town in the County in support of Home Sharing. If the Town of Colma will join with us in FY 2015-2016, HIP Housing will have achieved this goal.

Silicon Valley’s tech-fueled prosperity – leaves the region vulnerable to talent poaching from less expensive markets. It also manifests day-to-day in productivity-inhibiting traffic caused by commuters who clog the freeways driving from more affordable areas. Although average rents in Silicon Valley reached similar peaks during the dot-com boom, the prospects for easing the region’s housing crisis have never been dimmer.

We hope that the Town of Colma will join with us, to be part of the solution to the housing crisis and be by HIP Housing’s side in 2015-2016, as we continue to provide affordable housing to people in need. Thank you for your kind consideration of this funding request.

Sincerely,

Kate Comfort Harr
Executive Director

Human Investment Project
364 South Railroad Avenue
San Mateo, CA 94401

p 650 348-6660
f 650 348-0284
www.HIPhousing.org

Clarice Veloso
Development Director

Home. Heart. Hope.
» Home Sharing
» Self-Sufficiency
» Property Development

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Laura Fanucchi
Associate Executive Director
Clarice Veloso
Development Director
Norma Quiroz
Accounting Director

AUG 4 '15 AM 8:20



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: HIP Housing

Contact Person: Clarice Veloso

Address: 364 South Railroad Ave. San Mateo, CA 94401
Street Address City State Zip Code

Phone Number: 650-348-6660 ext. 308 Email Address: cveloso@HIPHousing.org

1. Mission Statement: HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Our agency has been serving the Town of Colma and its' residents since 1972, by providing creative, affordable, housing solutions that directly address the needs of the City's unique and diverse population. We accomplish this mission through our three programs: Home Sharing, Self Sufficiency, and Property Development.

These programs provide desperately needed stable, affordable housing to low-income individuals and families, persons with disabilities, those who are living on a fixed income and seniors who want to continue to live independently in their own home.

2. Amount of Request: \$5,000

a. Total Agency Annual Budget: \$1,900,000

b. Number of Agency Employees: 20

c. Payroll is .26% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life; -
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; -
- C. Educate and engage residents; -
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

HIP Housing is requesting funding in support of its' Home Sharing Program, which has been serving the residents of The Town of Colma since 1979. The program prevents homelessness, provides desperately needed stable and affordable housing to low-income individuals and families, and helps seniors and those with special needs to remain independent in their home.

The Home Sharing Program matches people who have room in their home to share with individuals who need a place to live at an affordable price. By utilizing existing housing, which

is readily available, the Home Sharing Program finds affordable housing for low-income residents, and provides a realistic solution that enables seniors, and persons with special needs to maintain both their home and their independence.

By utilizing the existing inventory of homes in the area, HIP Housing's largest program, Home Sharing, provides the low-income residents of The Town of Colma with safe, permanent and affordable housing. With this creative approach to a very complex issue, the program prevents homelessness, promotes independence, and provides security for seniors. It also enables the city's vital workforce to find sustainable residency in and around The Town of Colma.

The Home Sharing Program also arranges service exchanges, in which one person provides services, such as cooking, cleaning, and companionship, for seniors and/or persons with disabilities, in exchange for lower or no rent.

4. Describe reason for request and how funds will be used:

The Town of Colma residents who apply to the Home Sharing Program for assistance will have peace of mind because the activities carried out by the Home Sharing Counselors, ensure that the application process is both thorough and secure. Clients first complete a detailed application to make sure that they are matched in compatible living arrangements. Counselors will then conduct thorough interviews to establish each client's specific needs, after which, they carry out local background checks. If a client is homebound, a home visit is scheduled. When clients are matched, Counselors facilitate a discussion between both parties to help them outline their expectations and to agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both parties.

Program staff provides valuable follow up support to clients. Home share matches involving seniors are typically contacted every three months (sometimes more frequently if needed), while others involving non-seniors are contacted twice a year. The result of this incredibly thorough and in-depth process, is that the average home share match lasts more than two years, with others lasting between five and twenty years.

HIP Housing's Home Sharing Program is the only home sharing program offered in San Mateo County, is the largest program in the United States, and one of the few sources of readily available affordable housing in the County. This unique and irreplaceable program, has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

In FY 2014-2015, HIP Housing's Home Sharing Program interviewed 2,038 individuals for the program and matched 240 clients in home sharing. The staff also continue to follow up with over 457 additional households who were matched in home sharing arrangements from

previous fiscal years. Over 3,860 persons contacted the agency for information about affordable housing.

In the Town of Colma during FY 2014-2015, the Home Sharing Program interviewed and provided direct assistance and resources to nine clients who live or work in Colma, while five Colma residents called our offices to avail of our home sharing services.

During the year, eight clients who work in Colma were placed in home sharing arrangements. One family included Sally and her disabled son:

"Sally, a part-time employee of a local nonprofit organization, became homeless when she lost her apartment to a fire. She was devastated because she knew she could no longer find an apartment for what she was currently paying - \$500 a month. Because Sally works in the nonprofit field, she knew to contact HIP Housing.

HIP Housing matched Sally with Sarah, a single mom in the Town of Colma who came to HIP Housing for help when she was struggling to pay her rent and her bills. Her husband stopped paying child support when their disabled son turned 19 years old. Sarah's limited income from In Home Support Services (IHSS) to care for her son as well as some freelance telemarketing work did not suffice to pay her \$1,200 mortgage.

After being matched in Home Sharing, Sarah charges Sally a very affordable \$500 a month in rent, and because of the additional income, is able to continue to afford her mortgage.

A recent call to Sally indicated that she was so grateful to HIP Housing for the help in finding her new home. The fire was very traumatic and finding a new place to call home with a family she liked and trusted was truly important to her."

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application; -
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and -
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

- A. HIP Housing Prevented homelessness and provided housing services to **eight Colma clients** in need of housing or a housemate, by interviewing, screening and providing other resources, potentially placing them in home share matches.
- B. Colma residents could come to HIP Housing's main office for their intake interview. A lot of the correspondence also goes on with the Home Seekers and the Home Providers and their Home Sharing Counselors over the phone.
- C. HIP Housing has doubled our efforts to improve our overall public profile and reach by boosting our social media presents. HIP Housing's outreach efforts have expanded far beyond social media. Within the last six months we have been able to increase our presence within the community through presentations, partnerships, and media representation. Our agency has been featured in a number of newsletters and websites for local nonprofits, faith based communities, and state-wide nonprofit organizations. Additionally, HIP Housing has forged new relationships with agencies, such as SFOP/PIA, Sons in Retirement, and Lions Club International, all of which have allowed HIP Housing to connect with their extensive networks.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

HIP Housing is pleased to report that our dedicated home sharing staff have achieved the objectives outlined in our original grant proposal. During Fiscal Year 2014 - 2015, Home Sharing Program staff have:

- Prevented homelessness and provided housing services to **2,038** clients (**eight** Colma clients) in need of housing or a housemate, by interviewing, screening and providing other resources, potentially placing them in home share matches.
- Significantly reduced housing costs for **240** individuals (in San Mateo County) by matching them in affordable home sharing arrangements.
- Maintained affordable housing arrangements for **457** (in San Mateo County) clients matched in previous years, providing case management and follow up services
- Made home visits to **18** frail, disabled, or homebound seniors around San Mateo County.
- Provided housing and counseling services throughout the community in English, Spanish, Mandarin, German, and Tagalog.
- Educated **6,619** people about HIP Housing, with an emphasis on attracting new home providers.
- Sent out **5,428** educational materials on home sharing and conducted presentations where **1,191** people attended

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

Atherton - \$2,500 – FY 14-15 received; FY 15-16 funding approved
Belmont - \$5,000 – FY 14-15 received; FY 15-16 funding approved
Brisbane - \$5,000 – FY 14-15 received; FY 15-16 funding approved
Burlingame - \$2,600 – FY 14-15 received; FY 15-16 funding approved
Daly City - \$12,000 – FY 14-15 received; FY 15-16 funding approved
Foster City - \$5,000 – FY 14-15 received; FY 15-16 funding approved
Half Moon Bay - \$1,000 – FY 15-16 funding requested
Hillsborough - \$2,500 – FY 14-15 received; FY 15-16 funding approved
Menlo Park - \$17,500 – FY 14-15 received; FY 15-16 funding approved
Millbrae - \$5,000 – FY 14-15 received; FY 15-16 funding approved
Portola Valley - \$3,000 – FY 14-15 received; FY 15-16 funding approved
Redwood City - \$15,477 – FY 14-15 received; FY 15-16 funding approved
San Carlos - \$30,000 – FY 14-15 received; FY 15-16 funding approved
San Bruno - \$30,000 – FY 14-15 received; FY 15-16 funding approved
San Mateo - \$15,000 – FY 14-15 received; FY 15-16 funding approved
South San Francisco - \$9,250 – FY 14-15 received; FY 15-16 funding approved
Woodside - \$1,000 – FY 14-15 received; FY 15-16 funding approved
County of San Mateo - \$62,500 – FY 14-15 received; FY 15-16 funding approved

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes ___ No X

If yes, please provide details.

N/A

11. Charitable Trust # or EIN # 94-2154614

Please attach a copy of the following:

- ✓ Proof of organization's tax exempt status
- ✓ Roster of current governing board
- ✓ Completed IRS 990 form for the last fiscal year
- ✓ Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: InnVision Shelter Network

Contact Person: Katherine Finnigan, Senior Director, Grant & Contracts

Address: 181 Constitution Drive Menlo Park CA 94025
Street Address City State Zip Code

Phone Number: 650-685-5880 ext. 129 Email Address: kfinnigan@ivsn.org

1. Mission Statement: InnVision Shelter Network (IVSN) is the largest and most effective provider of shelter and supportive services for homeless children and adults across Silicon Valley and the San Francisco Peninsula. Our mission is to provide housing and supportive services that create opportunities for homeless families and individuals to re-establish self-sufficiency and return to homes of their own. Our "Beyond the Bed" service model combines clean, dignified housing with wrap-around supportive services so clients develop a sense of proprietorship over each aspect of their lives: housing, family, and employment.

2. Amount of Request: \$3,000

a. Total Agency Annual Budget: \$15,306,000

b. Number of Agency Employees: 236

c. Payroll is 40 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. **Provide shelter, food, or clothing to persons in need of the Necessities of Life;**
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

4. Describe reason for request and how funds will be used:

Funding from the Town of Colma will support IVSN programs and services, bringing critical assistance to vulnerable members of San Mateo County.

A competitive job market, coupled with an equally competitive rental market, makes it nearly impossible for low-income families to get by in San Mateo County. Many low-wage workers and

their families, who often live paycheck-to-paycheck, experience underemployment leaving them vulnerable to financial emergencies. Without savings, any type of emergency – whether it be the loss of a job, a medical emergency, or an increase in the cost of childcare – can push low-income families into homelessness. Compounding these outcomes, the average rent for a one-bedroom apartment in San Mateo County has soared to \$2,238/month, an amount low-wage workers simply cannot afford. Even as our regional economy improves, the escalating cost of living and critical shortage of affordable housing in the Bay Area continue to make it increasingly difficult for low-income families and individuals to survive financially. With this on-going crisis, IVSN continues to experience an unprecedented demand for shelter, many from families and individuals who are homeless for the first time. With waitlists averaging between 50-70 families and individuals each night, it is imperative that IVSN shelters continue to provide critical wrap-around supportive services for this vulnerable subsection of our community.

Unlike programs that provide a meal and a bed for a night, the IVSN “Beyond the Bed” service model creates permanent solutions. Through our program clients receive safe housing and all basic necessities, including food, clothing, toiletries, and laundry supplies, in addition to linens, cleaning supplies, and even toys which clients take with them when they graduate from our programs and move into permanent housing. Just as importantly, our comprehensive supportive services enable our homeless clients to address the unique root causes of their homelessness. Each client works closely with their Case Manager who helps them create and execute concrete plans to secure jobs, affordable child care, permanent housing, and the skills and resources needed to maintain them. In addition to their Case Manager, IVSN clients are provided with on-site supportive services to address the many factors critical to regaining self-sufficiency. These services include weekly life-skills workshops, employment and housing search assistance, a savings program (clients must save at least half their income), personal finance and budgeting assistance, mental health assessments, health care referrals, and substance abuse treatment support. Combined, these efforts confront the cycle of poverty, providing our clients with the skills, tools, and resources needed to effectively re-establish themselves and avoid future homelessness.

In the past year, IVSN provided shelter to 2,226 homeless individuals in San Mateo County, and provided 113,815 shelter nights.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

No increase is requested.

6. Describe the benefit to the Town derived from funding your organization:

IVSN served 5 residents from the Town of Colma in FY14 and 1 in FY15.

Poverty and homelessness continue to plague many residents in our local community. As the leading provider of shelter services in the Silicon Valley and San Francisco Peninsula, IVSN ensures that homeless residents throughout San Mateo County continue to have access to critical programs and services that re-establish self-sufficiency, housing permanency, and in turn end intergenerational poverty.

7. Describe the following:
- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
 - B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
 - C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Number of Colma residents served: FY14 – 5 residents ; FY15 – 1 resident

Number of Colma businesses served: N/A

B. Family Crossroads in Daly City, First Step for Family in San Mateo County, Maple Street Shelter in Redwood City, Redwood Family House in Redwood City, and Haven Family House in Menlo Park. Clients from Town of Colma are referred to our shelter through San Mateo County's nine Core Services Agencies.

C. The IVSN Homeless Outreach Team (HOT) is part of the agency's continuum of services specifically for unsheltered homeless individuals in San Mateo County. An Outreach Case Manager connects unsheltered homeless clients throughout the County (including Town of Colma) with housing and supportive services, in addition to helping clients access primary and behavioral healthcare. Outreach Case Managers collaborate with local Police Departments and other community-based agencies to identify high users of emergency medical care and other municipal services and to connect these individuals to housing and supportive services. A significant number of those served are Veterans and/or chronically homeless.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

Funding from Town of Colma supported staff salaries and facility operating costs at IVSN family shelter, First Step for Families. With support from the Town of Colma in FY15, IVSN provided "Beyond the Bed" wrap-around services to 2,226 homeless individuals in San Mateo County, including 7 shelter nights to one Town of Colma resident. Among various positive outcomes, in FY15: 94% of families graduating a transitional housing program successfully returned to stable housing, 100% of school-aged children were screened for special needs and referred for services, and families graduating transitional programs saved an average of \$2,325 by program exit resulting in improved self-sufficiency.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

CITY	FY15 Received	FY16 Anticipated/Pending
Burlingame	\$4,600	\$7,500
Colma	\$3,000	\$3,000
Daly City	\$16,000	\$16,000
Foster City	\$2,000	\$3,000
Menlo Park	\$17,500	\$17,500
Palo Alto	\$70,499	\$33,510
Redwood City	\$39,750	\$34,800
San Carlos	\$20,000	\$20,000

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

N/A

11. Charitable Trust # or EIN # 77-0160469

Please attach a copy of the following:

- X Proof of organization's tax exempt status
- X Roster of current governing board
- X Completed IRS 990 form for the last fiscal year
- X Current Year Annual Operating Budget

THE COMMUNITY ENVIRONMENTAL EDUCATION PROGRAM

Wilderness School Program

Jefferson Union High School District

Daly City • Pacifica, California

Learning • Doing • Reflecting • Internalizing

115 First Ave
Daly City, CA.
94014
(650) 550-7847

Edward L. Lopez
Teacher

Mission Statement:

Our elementary school students gain field trip chaperones, on-site tutors and positive role models. Our Wilderness students learn and practice leadership skills and responsibility to younger children. Both groups together develop greater community awareness.

We are again writing on behalf of an integrated Wilderness School Program/Susan B. Anthony Elementary School project that began informally over 15 years ago. This joint project has developed and grown with the Town of Colma's financial support. Our Project integrates "at risk" or what we like to call "at-hope" high school students from the Community Environmental Education Program (CEEP, also known as the "Wilderness School") with primary grade students from Susan B. Anthony Elementary School.

During the current school year this project has been coordinated by Edward Lopez of the Wilderness School, Lisa Gray and Ernest Felix of Susan B. Anthony Elementary School. This year our project has and will involve 9 certificated teachers and approximately 150 elementary and high school students. What's new this year is that we have expanded our involvement to the entire elementary school site. In the upcoming year our proposed projects will include:

- Walking field trip to the Wilderness School for "Pumpkin Day."
- Field trip to Elkus Ranch, including a preparatory visit by Wilderness students. Garden visits at the CEEP garden for the additional three 3rd grade classes. Garden visit for the 2nd graders to deliver newly-hatched chicks and harvest plants.
- Field trip to the Lawrence Hall of Science, Berkeley including a preparatory visit by the Wilderness School.
- Hike up San Bruno Mountain and overnight camping trip for two 3rd grade classes.
- Final Celebration in the Wilderness School Garden.

2014-2015 funds from the Town of Colma (Total \$7,000) have specifically been used to pay for CYO and JUHSD bus transportation, museum entrance fees and classes, BART tickets, chicken coop supplies, supplies for the children's garden at CEEP, food supplies for field trip days and camping overnight. In addition have updated and improved our equipment and resources in order to continue to provide the students a quality experience. We are also attempting to purchase most of our supplies by supporting local businesses.

The business office of the Jefferson Union High School District has formally administered these funds. End of the year computer print outs of current year balance sheets will be available in September 2015. Audits of both school districts will also be available in September 2015.

This year we have continued our "walking field trips" to the CEEP garden, our Bay Area field trips with the high school students serving as chaperons, one-on-one tutoring, and small group lessons in

the elementary classrooms led by high school students. We are continuing are "San Bruno Mountain project" where high school students study the natural history of San Bruno Mountain, teach the 3rd graders through hikes and lessons, and end the year with an overnight camping trip on the mountain. Last year four 3rd grade classes participated. This year all we anticipate all 3rd grade classes to participate in the overnight.

All of our activities contribute to better community awareness and responsibility for all students involved. Youth of our community are learning to trust and take care of each other and together they are also taking care of their community. San Bruno Mountain is a community resource right in our backyard; our students will understand how to access and protect this neighborhood resource. Over the years several high school students have used the skills they develop in the program to be hired by the Colma Park and Recreation Department as well as other jobs connecting with youth. In 2012 our efforts with our San Bruno Mountain Overnight program was awarded the J. Russell Kent Award.

We would like to formally request your continued support of \$7,000 for the FY 2015-2016. We anticipate using these funds to:

1. Continue our field trips
2. Buy chicken and garden supplies
3. Support shared meals and camping trip supplies
4. Audio-visual supplies

Our proposed budget for 2015-2016 includes:

\$3,500-bus transportation and public transportation costs for field trips
\$2,000-Entrance fees and student seminar fees
\$ 300-Chicken and garden supplies
\$1,200-Miscellaneous (including picnic and food supplies for students on field trips)
\$7,000-Total

The success of the Wilderness/Susan B. Anthony Project depends on the continued support of the Town of Colma. We thank you for past support and for future consideration.

Most Sincerely,

Edward Lopez
Teacher
Community Environmental
Education Program

Lisa Gray
Teacher
Susan B. Anthony
Elementary School



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Environmental Education Program "Wilderness School"

Contact Person: Edward Lopez

Address: 115 First Ave Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-550-7847/415-806-1818 Email Address: elopez@juhsd.net

1. Mission Statement: see attached letter

2. Amount of Request: \$ 7000.00

a. Total Agency Annual Budget: \$ _____

b. Number of Agency Employees: _____

c. Payroll is _____% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

see attached letter

4. Describe reason for request and how funds will be used:

see attached letter

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

see attached letter

6. Describe the benefit to the Town derived from funding your organization:

see attached letter

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

see attached letter

8. Provide a detailed account of how the FY 2014-15 contribution was used:

see attached letter

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

n/a

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: North Peninsula Food Pantry & Dining Center of Daly City

Contact Person: Denise Kelly

Address: 31 Bepler St., Daly City CA 94014 – Please no mail to this address

Street Address City State Zip Code

Phone Number: 650-994-5150 Email Address: fooddc@comcast.net

1. Mission Statement: Providing nutrition and sustenance to anyone in need
2. Amount of Request: \$12,500.00
 - a. Total Agency Annual Budget: \$103,526.22
 - b. Number of Agency Employees: 2
 - c. Payroll is 31% of the Agency's total Annual Budget.
3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
 - A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
 - C. Educate and engage residents;
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

A. We will use funds to purchase grocery items for the food pantry and/or meals in the dining center

4. Describe reason for request and how funds will be used:

The cost of purchasing meals for our dining center has increased this FY to \$4.00 per meal and some items that used to be available from Second Harvest now have to be purchased. We will use the requested funds to help cover these expenditures.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The amount is the same as FY 14-15.

6. Describe the benefit to the Town derived from funding your organization:

We will continue to partner with Town of Colma to provide food to those in need in our community.

7. Describe the following:
- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
 - B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
 - C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

- A. We do not track food pantry clients by address, only zip code. Colma's zip code is shared with Daly City so we are unable to provide specifics. We do not track our dining center guests but have found in general conversation that we do serve Colma residents.
- B. All services are provided at 31 Bepler Street, Daly City 94014
- C. We have worked to develop relationships with Town of Colma council members, employees, and residents as well as local businesses so that all are aware of the services that we offer. We are listed in county wide social service directories and we participate in "Food Connection" through Second Harvest Food Bank.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

The FY 2014-15 contributions was used to cover general operating expenses that included purchasing meals and supplies for our dining center.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

City of Daly City provides the building at 31 Bepler Street for \$1.00 per year as their annual contribution.

In FY 2014-15 County of San Mateo provided \$39,860.00 through City of Daly City for our roof replacement.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No No

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3164510

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget

Town of Colma
Application for Grant Funding (FY 2015-16)

Name and address of organization:

Peninsula Conflict Resolution Center (PCRC)
1660 S. Amphlett Blvd., Suite 219, San Mateo, CA 94402
650-513-0330 • Fax 650-513-0335 • www.pcrcweb.org

Contact Person:

Michelle Vilchez Executive Director
mvilchez@pcrcweb.org

1. Mission Statement:

The Peninsula Conflict Resolution Center partners with individuals, groups and institutions to empower people, build relationships, and reduce violence through collaborative and innovative processes.

2. Requested Amount:

The amount of the request is \$1312. This amount is the same as in 2014-15.

a. **Total Agency Annual Budget:** Approximately \$1.9 million

b. **Number of Agency Employees:** 30

c. **Payroll:** Approximately 70% of the total Annual Budget

3. Public purpose for the requested funding:

Funding is used to educate and engage residents on conflict resolution principles and processes.

4. Reason for request and how funds will be used:

Funding helps to support PCRC's mediation program which provides services requested by residents and people who work in Colma and throughout San Mateo County. The contribution from Colma enables PCRC to provide services that enhance community engagement and educate residents of the Town of Colma on how to better communicate and use conflict resolution to resolve their issues in a non-adversarial manner.

(See Exhibit A for detailed description of services to be provided.)

5. Reason for increase over prior year:

There is no increase in the amount requested this year.

6. Describe the benefit to the Town derived from funding your organization.

PCRC provides a wide range of services to residents and businesses in Colma, as outlined in Exhibit A, including the following:

- Personal response, information & referral services to callers with questions regarding a conflict situation,
- A complete, and accessible orientation to PCRC's mediation services
- Access to a mediator with whom to discuss concerns and ask question
- Contact by PCRC to another party or parties to invite them to participate in mediation
- Mediation services when all parties are willing. Typically, a 2-3 hour session, held in a neutral location at a convenient time, facilitated by trained, experienced mediators.
- If no mediation is held, PCRC also offers referrals or consultation for other assistance.

- PCRC supports a pool of over 100 volunteers who provide these and other services
- The Town of Colma also benefits from PCRC outreach and marketing to inform the residents of Colma that the Town supports this service.
- The Town also receives a discount on other services such as training and facilitation.

By funding these services, Colma is making them available at a reduced rate to the user. In addition, Colma demonstrates to its constituents support for the use of conflict resolution processes. We find that having PCRC's services available is a valuable resource to city staff members who are asked to manage conflicts among neighbors, landlords and tenants, families, consumers and businesses, work associates and others in the community. With PCRC to refer situations to, city staff members have an alternative to spending their own time on issues that are not truly city issues to solve.

7. Description of Colma residents served, where residents may receive services and the extent of outreach efforts.

PCRC serves Colma residents by providing conflict resolution services to neighbors, landlords and tenants, families, colleagues within the workplace and schools. The two most recent mediation cases from the Town of Colma were a landlord/tenant case and a dispute between friends. High school students are also served through our Emerging Leaders Program at Jefferson High School. As a contract city, PCRC's facilitation and training services are also available at a discounted rate.

PCRC conducts annual outreach to the Colma Police Department. We would like to find other ways to reach city officials and community organizations to more widely share the services we can provide.

8. Provide a detailed account of how the FY 14-15 contribution was used.

Colma residents are served by the above conflict resolution services to help individuals to resolve their own issues in a non-adversarial manner. Additionally, through our Empowering Youth Initiative, we serve Colma youth attending Jefferson High School. PCRC's Emerging Leaders Program helps to empower high school students to become leaders by building their capacity to communicate and engage in their community. We also did an outreach presentation the Colma Police Department. We would like to work with the city to determine how to make sure that staff knows when and how to make referrals and the city is getting full benefit of the service.

9. Contributions requested and received from other cities in FY 2014-15 and requested in FY 2015-16:

The following data presents city payments for community mediation services in the current fiscal year. Requests to all cities for the new fiscal year are currently in process. Please note that cities contract for a variety of services from PCRC, selecting from a menu of possibilities. The date of contract initiation, tailoring of services and the city's population size account for the great variation in contract amounts.

<u>Name of City</u>	<u>2014-15 (received)</u>	<u>2015-2016 (anticipated)</u>
Belmont	\$3,000	\$3,000
Brisbane	\$2,150	\$2,150
Burlingame	\$18,554	\$18,554
Daly City	\$6,615	\$6,615
Foster City	\$1000	\$1000
Half Moon Bay	\$3,363	\$3,363
Hillsborough	\$2500	\$2,500

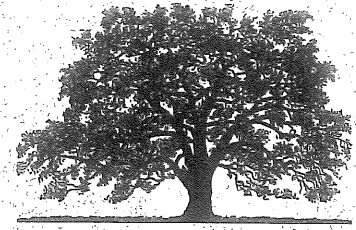
Portola Valley	\$1,365	\$1,365
Redwood City	\$23,915	\$23,915
San Bruno	\$9,100	\$9,100
San Mateo	\$36,816	\$36,816
S. San Francisco	\$19,492	\$19,492
San Mateo County	\$8,570	\$8,570

10. Did the organization participate in, or intervene in any political campaign?
No.

11. EIN: 77-0144000

(See attached IRS form 990, Annual Budget, Board of Directors, proof of tax-exempt status.)

Sitike Counseling Center



July 21, 2015

Mr. Sean Rabé, City Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014-3212

Dear Mr. Rabé:

On behalf of the clients, staff and Board of Sitike Counseling Center, I am grateful for the opportunity to submit our Non-Profit Funding Request to the Town of Colma to support our vision, which is to help transform the despair of untreated chemical dependency by offering real hope to people whose lives are affected by addiction.

Sitike is eager to continue our collaboration with the Town of Colma so that in partnership we can continue to address the growing needs of people with substance abuse problems. Enclosed please find our Non-Profit Funding Request Form and Request for Determination of Eligibility for Grant Funding application along with all of the requested attachments.

Please feel free to contact me if I can provide any additional information. Thank you for your consideration of our request.

Sincerely,


Joe Wagenhofer
Executive Director

306 Spruce Avenue, South San Francisco, CA 94080
(650) 589-9305 • Fax: (650) 589-9330 • E-mail: sitike306@aol.com • Website: www.sitike.org

Sitike n. [apache] a group of non-blood kin who are present in a time of crisis

JUL 22 '15 PM 4:11

4. Describe reason for request and how funds will be used:

Please see attached

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

Our costs have increased in the past year while the demand for our services
continue to rise.

6. Describe the benefit to the Town derived from funding your organization:

Please see attached

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Number of Colma residents served: 8

B. All of our services are provided at our South San Francisco location.

C. Our services are provided county-wide and we are listed in all directories and websites that promote the services we offer.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

The grant from the Town of Colma was used to offset the cost and reduce the amount we must charge our clients. 69% was used for personnel expenses, 8% for rent and 23% for other operating and program expenses.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

FY 2014-15 none

FY 2015-16 City of South San Francisco

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____

If yes, please provide details.

11. Charitable Trust # or EIN # CT-70098; EIN 94-3065810

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget

6/23/2015

Page 4 of 4



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: San Mateo County Community College Foundation

Contact Person: Theresa Tentis

Address: 3300 College Drive San Bruno CA 94066
Street Address City State Zip Code

Phone Number: 650-738-4111 Email Address: tentis@smccd.edu

1. Mission Statement: The mission of the San Mateo County Community College Foundation, that administers charitable giving for Skyline College, is to make sure that quality, affordable higher education is available to every member of our community. The mission of Skyline College that will benefit from this funding is to empower and transform a global community of learners.

2. Amount of Request: \$ 600

a. Total Agency Annual Budget: \$ 35,000,000

b. Number of Agency Employees: 500

c. Payroll is 96 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

C. Educate and engage resident's

Skyline College is a public, two-year comprehensive community college in San Bruno, operating as part of the San Mateo County Community College District. Working in conjunction with local

high schools, Skyline enrolls more than 10,000 students per semester, mostly from north San Mateo County and San Francisco. Skyline College, founded more than forty-five years ago, is a fully-accredited institution with a history of success in preparing young people for local jobs or for successful transfer to four-year universities. Skyline College offers 37 associate degree programs, 18 Associate Degree for Transfer and 62 certificate programs. Skyline College has also received approval as one of the participants in a landmark pilot program for a new baccalaureate degree program in respiratory care, to be initiated in the fall of 2016.

Skyline College occupies a special place between the burgeoning technology community of Silicon Valley and urban San Francisco. Since it's opening, Skyline has been dedicated to the strong belief in the potential of all of its students and in the lasting value of a comprehensive education. The need for a well-trained work force has grown alongside the demand for strong basic skills.

Skyline College also values a deep engagement with the community, including our role as an academic and cultural center for the community.

4. Describe reason for request and how funds will be used:

The Skyline College President's Innovation Fund provides seed money for innovative approaches that supports student success and the college's goals and strategies. Faculty and staff are encouraged to "dream out loud" to realize opportunities for students to engage in new ways. The goals of the program are to: 1) Take the creative ideas of faculty and staff and turn them into programs, services and resources for the community; 2) Create an institutional environment at Skyline College that develops a culture of creativity; and, 3) Seek opportunities to freshen existing programs and create partnerships with local businesses.

- 5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

This request represents an increase of \$100 over prior year contributions from the Town of Colma. Recently celebrating our 15th year, the President's Innovation Fund has become an important part of the Skyline College culture, and has shaped a reputation for leadership in developing creative ideas that draws faculty and staff to seek employment at the north San Mateo County campus. Applications for President's Innovation Fund awards have increased and without additional support ground-breaking inventive ideas are unable to be funded.

6. Describe the benefit to the Town derived from funding your organization:

A key area of focus for Skyline College as part of its commitment to student success is college completion. Completion of higher education has been shown to increase earnings potential and provide financial stability providing benefit for students, residents and businesses in the Town of Colma.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. 24% of students reside in Colma / Daly City per the Skyline College 2014 Fact Sheet

Colma Address ranges:

<u>B Street: 401 – 540</u>	<u>C Street: 402 – 564</u>	<u>Clark Avenue: 350 – 580</u>
<u>D Street: 429 – 579</u>	<u>E Street: 401 – 490</u>	<u>El Camino Real: 1180 – 1222</u>
<u>F Street: 417 – 629</u>	<u>Hillside Blvd: 1450 – 2710</u>	<u>Hoffman Court: 301 – 321</u>
<u>Mission Road: 1432 – 1655</u>	<u>Isabelle Circle: 1221 – 1359</u>	<u>Mission Road: 1263 – 1377</u>

8. Provide a detailed account of how the FY 2014-15 contribution was used:

ASTEP Math Academy

The ASTEP Math Academy will support the planning, development and implementation of an experimental course designed to bridge the fundamental deficit of problem solving, logistical reasoning ability and study skills displayed by basic skills level students at Skyline College.

Bay Area Entrepreneur Center Innovation Series (BAEC)

This project will amplify the opportunity to brand the Bay Area Entrepreneur Center of Skyline College as a "cutting edge" center, the President's Business Innovation Speaker Series and Innovation Challenge will provide the necessary resources to further execute this vision.

Brothers and Sisters Conference

The Brothers and Sisters conference is modeled after the African American Male Summit that A2MEND facilitates each year in Los Angeles. This project will provide needed services to African American students to be successful in college and careers, including academic/student support programs. The conference will strengthen and expand Skyline College's existing outreach efforts to local high schools bridging the gap that currently exists in our educational pipeline for African American students. In collaboration with the African-American Success Through Excellence and Persistence Program (ASTEP) learning community, the Brothers and Sisters Conference will be a great transition and welcoming opportunity for students as they graduate high school and come to Skyline College.

Skyline College Center for Community Engagement

Skyline College and the surrounding communities are a part of and can benefit from a center dedicated to community and civic engagement. The recently established center has an advisory committee of approximately 10 faculty, staff, and students. The center was founded to support Skyline College's participation in The Democracy Commitment, a national initiative for community college that advocates for and supports civic learning through activities that teach, model, and apply participatory democratic processes.

Center for Legal Studies

The Center for Legal Studies at Skyline College plans to offer innovative opportunities for students to gain relevant knowledge and occupational competencies, network with legal professionals, and continue their legal education via transfer and enrollment in graduate programs.

Center of Hip Hop Arts, Scholarship, and Education

The Center for Innovative Practices through Hip Hop Education & Research (CIPHER) is the provider for educational, community, and professional development opportunities for students, faculty, staff, administrators, and the community. Utilizing Hip Hop pedagogies as the educational framework, CIPHER aims to promote best practices, collaboration, research to enhance educational access and opportunities to the Skyline College community, supporting the College's vision of inspiring and empowering a global and diverse community of learners.

Coastal Connection

Our Coastal community represents a valuable segment of San Mateo County's economy, supporting important jobs in the local hospitality and tourism industry. The development of curriculum and training that aligns with the priorities and values of our neighboring coastal communities will help create and support a valuable collaborative partnership between Skyline College and the San Mateo County Harbor District. Through the establishment of the "Coastal Education and Training Institute", curriculum and training programs can be offered alongside other career programs in order to educate and prepare individuals for workforce opportunities in the San Mateo Coastal Community.

College Lecture Series

Through an Annual Lecture Series for Skyline College this project will continue to raise the consciousness of the campus community and provide increase opportunity for campus dialogue. The series will challenge status quo and normative thinking on a variety of topics and provide an opportunity for reflection upon the issues. It also gives us an opportunity to reflect upon and implement aspects of Skyline College's Diversity Framework Plan.

Dance Conference

The Dance Program at Skyline College needs to develop a reputation within the community as a diverse and vibrant program in order to continue growing. The Dance Conference will be a sliding-scale dance conference, open to members of the community, local high school students and Skyline College students. Our goal is for the event to increase recruitment for the dance program, provide cross cultural dance experiences for our community, and create connections between students, schools and dance professionals that will support the pursuit of education.

Global Mentorship Leadership Project

This project will benefit Skyline College by fulfilling the college's role as a cultural center for the community by building on existing partnerships with local and international organizations such as: The San Francisco Chapter of The Links, the African American Museum and Library of Oakland, Grand Bassa Community College, Liberia and the Museum of the African Diaspora. These partnerships provide a direct connection to resources linking the Skyline College community with the history and contributions of people of the Diaspora. This project will benefit the students by providing them with the opportunity to be a part of a broader global Community.

International Trade Program Project – Chinese Language, Culture and Business Immersion Summer Camp and Chinese Scholar Speaker Series

The International Trade Program along with the Asian Studies Center will provide Chinese immersion summer camp in Chinese business language, culture, and business to high school students, Skyline College students and the community. Also hosting Asian Scholar Speaker Series to promote culture diversity and international education.

KinderCaminata at Skyline College

The KinderCaminata project will showcase a first-choice campus by educating families and informing the surrounding communities of the services provided by Skyline College. It will make education a realistic and accessible goal for all individuals. These goals and objectives will be met through numerous collaborative efforts with departments on campus and the external community.

Literacy Intervention Community Program

Skyline College Career Services faculty are establishing the foundation for a literacy enhancement program that will allow Skyline students interested in working with school age students or who may be considering a career in education to gain exposure in the field. This partnership is between Skyline College, Los Cerritos Elementary School in South San Francisco and Reading Partners. The goal of this cooperation is to enhance the literacy scores of designated elementary students in our local neighborhood, and provide Skyline College students with the opportunity to contribute to their community by assisting children, who without receiving supplemental services, would likely continue to test below grade level.

Middle School Outreach

The Middle School Outreach Project has completed two successful years of exposing middle school students to college and careers beyond their score as well as multiple financial options to pay for their education. Reaching out to at-risk students in middle school encourages and motivates them to get back on track to ensure a successful future filled with opportunities. This project instills within these students the expectation that higher education is possible and accessible.

Passport to the World

Skyline College students have a wealth of resources and opportunities available to them to explore other cultures, learning environments, and other areas of the world outside of the San Francisco Bay Area. This project will educate the Skyline College community of the resources and opportunities available.

Skytalks

Skytalks is designed to increase consciousness of the campus community and expose students, undeclared, to the various fields of study and paths to success available here at Skyline College. Inspiring and stimulating Skyline College professors will give short talks, using supporting technology to share the benefits of their fields of instruction with students. It will be held in the theater at the beginning of each year and be available to view online at any point by current and prospective Skyline College students.

Sustainable Campus

The Sustainable Campus project will develop a new interactive sustainability curriculum across multiple academic departments. It will enrich student's education through experimental project-based learning and enhance the level of student engagement.

Youth Entrepreneurship Program (YEP)

Skyline College students will directly benefit from the opportunity to engage with other environmentally conscious initiatives on campus, throughout the community and across the globe. A major benefit is the impact it will have on the student-run Enatus Club, an international social-entrepreneurship organization. This project will strengthen the partnership between YEP and Enatus and will directly impact Skyline College students and their ability to engage in global entrepreneurship and produce socially responsible business ideas.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

14-15 Town of Colma \$500 (received)

15-16 Town of Colma \$500 (via this request)

15-16 City of Daly City \$500 (to be requested, based on historical giving)

15-16 City of Brisbane \$1000 (to be requested; 13-14 received \$2500)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

11. Charitable Trust # or EIN # 94-6133905

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: San Mateo County Jobs for Youth

Contact Person: Ruby Tomas

Address: 400 Harbor Blvd. Bldg. B Belmont CA 94002
Street Address City State Zip Code

Phone Number: 650-802-3371 Email Address: Rtomas@smcgov.org

1. Mission Statement: To provide all youth with employment services that will assist them in gaining the necessary job skills to be successful in their employment goals.

2. Amount of Request: \$ 500.00

a. Total Agency Annual Budget: \$ 359,044.00

b. Number of Agency Employees: 3

c. Payroll is 90 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

Jobs for Youth will educate and engage the Town's youth residents in job preparation and job search. The program will also promote economic development or support businesses located in the Town by assisting employers with their recruitment needs.

4. Describe reason for request and how funds will be used:

The Jobs for Youth program has a 33-year history of serving all youth 14-21 years of age at no cost to them or employers. Services do not have specific eligibility or income requirements and are available to serve all youth regardless of socio-economic or risk level. In 2014-2015 program year, Jobs for Youth served 2792 youth, placement information is not yet available. Services to the youth include:

- Job preparation workshops that teaches youth about job applications, create resumes, and prepare for interviews.
- Job placement assistance (job referrals)

- Internship Opportunities

Services to businesses include: listing vacancies, on-site recruitment, and resume referral service. The Jobs for Youth program is still the only coordinated countywide unsubsidized job development and placement program for youth 14 to 21 years of age in San Mateo County.

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

6. Describe the benefit to the Town derived from funding your organization:

The San Mateo County Jobs for Youth program is dedicated to helping all youth transition into adulthood, develop career plans, and gain work experience. Jobs for Youth will assist them in gaining the necessary job skills to be successful in their employment goals thus becoming self-sufficient and responsible citizens in the Town of Colma. This is a learning and educational program for youth that will help keep them occupied and off the streets by performing productive and positive activities, in turn, reducing juvenile delinquency rates. Our workshops will also create community awareness with parents and other youth interested in employment services.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A-In 2014-2015 program year, 8 residents and 4 businesses were served.

B-Colma residents and businesses may seek assistance at our San Mateo County Human Services Agency office, 271 92nd street in Daly City.

C-Brochures are sent to the Town of Colma's Recreation department for youth information, and business services fliers are sent to businesses in Colma.

8. Provide a detailed account of how the FY 2014-15 contribution was used:

The 2014-2015 contribution was used towards 18 college scholarships for our students.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

City	Requested 2014-2015	Received 2014-2015
Atherton	\$570.00	
Belmont	\$1,500.00	
Brisbane	\$500.00	
Burlingame	\$3,000.00	\$900.00
Colma	\$500.00	\$500.00
Daly City	\$5,000.00	\$5000.00
East Palo Alto	\$1,500.00	
Foster City	\$2,000.00	\$500.00
Half Moon Bay	\$500.00	
Hillsborough	\$570.00	
Menlo Park	\$1,500.00	
Millbrae	\$3,000.00	
Pacifica	\$1,000.00	
Portola Valley	\$570.00	
Redwood City	\$3,000.00	
San Bruno	\$3,000.00	
San Carlos	\$2,000.00	
San Mateo	\$5,000.00	
South San Francisco	\$5,000.00	
Woodside	\$570.00	

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-6000532

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Sustainable San Mateo County

Contact Person: Adrienne Etherton

Address: <u>177 Bovet Road, Sixth Floor</u>	<u>San Mateo</u>	<u>CA</u>	<u>94402</u>
Street Address	City	State	Zip Code

Phone Number: 650.638.2323 Email Address: adrienne@sustainablesanmateo.org

1. Mission Statement: Sustainable San Mateo County is a non-profit, 501(c)3 public benefit corporation whose mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information.

2. Amount of Request: \$4000

a. Total Agency Annual Budget: ~\$156,000

b. Number of Agency Employees: 1 FTE staff, .75 FTE contract

c. Payroll is 42* % of the Agency's total Annual Budget.
*(staff; contract is listed as programmatic expense in our budget)

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

C. Educate and engage residents, and provide a complementary service.

The Indicators for a Sustainable San Mateo County Report (IR) is SSMC's core program and compiles many interdependent issues into a single source for decision-makers and citizens to monitor progress toward or away from sustainability in any given area. The Report includes over 40 indicators of the County's quality of life such as economic trends, community health, unemployment, poverty, land use, transportation, housing affordability, education funding, water quality, and others. It is organized by the "3 Es" to highlight the interconnected relationships of the measures. Data is provided by partner agencies and organizations including BAWSCA, PG&E, SamTrans, and the Workforce Investment Board, among others. This collaboration keeps the IR timely and relevant, creates unity of message, and assures data accuracy.

Our goal is to provide government officials and community members with the fact-based knowledge needed to make informed decisions that improve the long-term health and quality of life of our community. In the face of climate change, drought, and need for conservation, the SSMC IR is an invaluable resource tool to educate, empower, and motivate residents to make necessary changes to preserve resources and ensure they are resilient and existing for future generations. The intention of the IR is, and has always been to provide metrics viewed through the lens of sustainability in order to provide a platform for positive change.

4. Describe reason for request and how funds will be used: Sustainable San Mateo County is requesting support for research and production of the *Indicators for a Sustainable San Mateo County Report* for Fiscal Year 2015-16. Contributions to our surveys over the years and growing interest in building sustainable communities prove that local governments are committed to our cause. So this year we have set a **goal of having 100% participation from our cities in financially supporting this program.** You can help us meet this goal by contributing at any level comfortable to your city.

Funds Support:

- The contract Program Manager for the Indicators Report who researches and writes large portions of the report and coordinates the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers.
- Online Indicators, including preparing and posting the report on the SSMC website.
- Continued development of web version of the Indicators.
- Printing and mailing the summary reports.
- Publicity for the report, including Launch events and presentations to groups all over the county.
- Administrative support associated with the Indicators Report, Summary, website and outreach.

Future Goals:

- We are exploring database technologies, data visualization tools and presentation methods which would allow for greater understanding and customization of data sets by users. In the future this could lead to the ability for users to download our data sets for manipulation and analysis, to create his or her own charts, or dynamically change the views online. We anticipate being able to utilize the years of data we have gathered on the cities and county. The project will also lead to back-office efficiencies at SSMC allowing our time and resources to be used more effectively.
 - We are working to incorporate indicators findings into more of our communications, utilizing social media and email marketing to raise awareness. Additional workshops and forums that further educate the public may be hosted as our budget grows.
 - SSMC would like to expand our team to ensure that our reporting remains timely and well-informed on local and regional issues. Included among these goals are Working or Advisory Groups related to our Key Indicator, ClimateCorps or other stipended intern or fellowship programs to add emerging talent for in-demand fields, and to bring our part-time Program Manager up to a full-time position.
5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase: No increase from prior year's request.
6. Describe the benefit to the Town derived from funding your organization:

Many elected and appointed officials have told us of its value and usefulness in helping them do their job, including **State Senator Jerry Hill: "Sustainable San Mateo County serves as the county's environmental conscience. The Indicators Report is a measure of our progress towards sustainability as well as our need to conserve resources and reduce our environmental footprint. The annual report also serves as a guide and, keeping the Brundtland Commission's definition of sustainable development in mind, helps us determine whether we are meeting the needs of the present without compromising the ability of future generations to enjoy our region's unparalleled natural resources."**

Here are some of the ways the Indicators Report may benefit you:

- The Indicators Report is the **only comprehensive report** in San Mateo County that evaluates the health of the county and its cities in terms of sustainability. The online report and printed summary document provide a means for city officials to make educated decisions when considering sustainable policies – what gets measured, gets managed.
- A report from all the peninsula cities and the county is included, featuring a basic profile and allowing each city or town to highlight their sustainability efforts. **Additional data is provided by many partner agencies and organizations** including BAWSCA, County Department of Health, Housing Leadership Council and Child Care Coordinating Council. This collaboration keeps the Report timely and relevant, creates unity of message, and assures the accuracy of the data.
- Printed Summary reports are distributed throughout the county to governments, chambers, businesses, SAMCAR, SAMCEDA, libraries, citizens and others. In addition to downloadable PDF versions of past reports, current findings are available in a mobile-friendly searchable online version at www.sustainablesanmateo.org/indicators-report.
- The report summary and online content are **great resources for local businesses and business groups** to distribute to their clientele. Real estate agents, recruiters, and other business people use the Indicators Report to show why San Mateo County and its cities and towns are great places to live and work.
- We provide **educational presentations** on the Indicators to city and community groups upon request. We also provide **Letters of Support** for programs whose goals align with our mission and indicators. Please contact our staff to request a presentation or letter.
- **You are encouraged to reference findings from the Indicators Report in your own presentations or reports, to highlight an area of need or make a case for a program or initiative.** Charts and graphs are downloadable from our website, and staff can assist you with the underlying data or questions.
- All our sponsors are listed on every page of the Indicators; on the Executive Summary; and featured in several ways at our Annual Awards evening. **Make sure your city is recognized as a champion of sustainability.**

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The number of residents and businesses served in each individual city is not currently tracked, although key elements of Sustainable San Mateo County's Strategic Plan, a three – five year plan adopted in June 2014, include developing our internal metrics and database, as well as enhancing our communications with various stakeholder groups.

The Indicators Report is free and accessible to all via the SSMC website, and the Indicators Launch & Lunch events at which report findings are presented are also open to the public and currently no charge. Report summaries are distributed to all local governments, including Colma, and are available at our launch events as well as outreach events which the organization participates in upon invitation, such as community fairs and presentations to local service or interest groups. As our financial resources continue to improve, we aim to resume distribution of these summaries to local Chambers of Commerce and libraries. SSMC makes every effort to send targeted invitations for all our events to local elected officials and key government staff, primarily via email. We also have an email newsletter and social media accounts through which we communicate with members of the community.

8. Provide a detailed account of how the FY 2014-15 contribution was used: Colma's \$3000 contribution to the Indicators program in FY14-15 represented approximately 6.5% of our program funds for the Indicators, and approximately 2% of the total revenue for the organization. Program funds include only the direct expenses of program staffing contracts, printing, postage, and launch event costs. Indirect costs, including office space, technology and supplies, outreach, and the full-time Executive Director whose program support responsibilities represent ~25% of her time, are included in our general operating expenses.

SSMC continues to develop the potential the web offers to expand the usefulness and range of the Indicators, build upon your past feedback, and look for opportunities to work with you. **In recent years, we have made a number of improvements to increase the utility and value of the report:**

- We made the report a web based document to save resources and provide greater flexibility and full color, easier to read graphics. Visit www.sustainablesanmateo.org/indicators-report/.
- In 2014, SSMC started updating the IR as fresh data becomes available, with three releases during the calendar year. Every calendar year, SSMC focuses on one **Key Indicator – Transportation in 2014 and Water in 2015** – to build a dialogue around core issues affecting our community.
- With each update, we host a forum to facilitate the dialogue around our Key Indicator. Our Fall 2014 event on November 12 drew over 90 guests and focused on the future of transportation. The Spring 2015 event on April 30 had a sell-out crowd of over 120 attendees for a discussion of our water system and the drought. We were able to have both events recorded, and the keynote videos, as well as presentation slides are available on our website (see sustainablesanmateo.org/indicators-launch-fall14/ and sustainablesanmateo.org/spring-2015-indicators-launch/). We are planning two more events in 2015 to continue discussing long-term solutions to our water challenges; the Summer Launch is slated for September 1st 11:30-1:30 at the Sobrato Center Redwood Shores and the Fall Launch in November is in development.
- In addition to data, the report includes programmatic highlights and success stories as well as new Legislation Watch and Resources components for the year's key indicator.
- To illustrate the indicators, we have included photos the cities submit and initiated a photo contest to allow all our readers to participate. Videos of our Award winners and maps generated by college students and volunteers are embedded in the report to provide additional context.
- In collaboration with San Mateo County Energy Watch and the RICAPS program, we have tailored our annual City/County Survey to incorporate the information necessary for BEACON Award applications. We continue to work with this group to ensure programmatic efficiencies and further sharing of data, successes and challenges to our collective goals.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

FY 2015-16 (to date)

City/Town	Requested	Received
Atherton	\$4,000	
Belmont	\$4,000	\$1,000
Brisbane	\$4,000	\$4,000
Burlingame	\$4,000	\$1,180
Colma	\$4,000	
Daly City	\$4,000	
East Palo Alto	\$4,000	\$500
Foster City	\$4,000	\$2,500
Half Moon Bay	\$4,000	\$1,000
Hillsborough	\$4,000	
Menlo Park	\$4,000	\$1,500
Millbrae	\$4,000	\$1,000
Pacifica	\$4,000	\$1,000
Portola Valley	\$4,000	\$2,500
Redwood City	\$4,000	
San Bruno	\$4,000	
San Carlos	\$4,000	
San Mateo	\$4,000	
S. San Francisco	\$4,000	\$4,000
Woodside	\$4,000	

Hillsborough staff indicated that they will again support the report, although no specific, written amount was pledged. We have no indication that prior funders are dropping their support this fiscal year and are following up with all cities/towns.

FY 2014-15

City/Town	Requested	Received
Atherton	\$4,000	
Belmont	\$4,000	
Brisbane	\$4,000	\$3,000
Burlingame	\$4,000	\$1,600
Colma	\$4,000	\$3,000
Daly City	\$4,000	
East Palo Alto	\$4,000	
Foster City	\$1,000*	\$500
Half Moon Bay	\$4,000	
Hillsborough	\$4,000	\$500
Menlo Park	\$4,000	
Millbrae	\$4,000	\$1,000
Pacifica	\$4,000	
Portola Valley	\$4,000	\$2,500
Redwood City	\$4,000	\$1,500
San Bruno	\$4,000	
San Carlos	\$4,000	\$4,000
San Mateo	\$4,000	\$4,000
S. San Francisco	\$4,000	\$4,000
Woodside	\$4,000	

*The City of Foster City received a letter request of \$4,000 initially. A form was subsequently required which allowed nonprofits not receiving funding in prior years to request a maximum of \$1000.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details. N/A

11. Charitable Trust # or EIN # 48-1265207

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: West Bay Alano Club

Contact Person: John Murray

Address: 7330 Mission St. Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-756-3322 Email Address: _____

1. Mission Statement: _____

2. Amount of Request: ~~\$~~ \$ 3,000

a. Total Agency Annual Budget: \$ _____

b. Number of Agency Employees: 2

c. Payroll is 0 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

The WBAC provides a safe and sober
environment for people in recovery from
addictions. We hold a variety of 12 step
meetings in both English and Spanish

Rec: 7/20/15
-DD

4. Describe reason for request and how funds will be used:

We are being forced to leave our 30 year + location and need assistance to move and set-up the new location to meet the needs of those we serve.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

6. Describe the benefit to the Town derived from funding your organization:

To keep up a ^{open} place for the community to anonymously discuss substance abuse problems and addictions

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

Our meetings follow the AA tradition of anonymity but serve a multitude of people from various N. San Mateo County cities as well SF

8. Provide a detailed account of how the FY 2014-15 contribution was used:

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

11. Charitable Trust # or EIN #

94-2764290

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Grant Funding Request for Daly City Public Library Associates

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING, 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

EXECUTIVE SUMMARY

The proposed resolution would find that the Daly City Public Library Associates has met all the criteria and is therefore eligible for grant funding from the Town of Colma, that the approved grant serves a public purpose and is not a gift of public funds, and that the grant should be approved and authorized as follows:

Grantee	Proposed Grant Amount
Daly City Public Library Associates	\$1,000

This separate action is required for Daly City Public Library Associates due to a conflict of interest for one Council Member. Other funding requests will be heard under a separate agenda item.

FISCAL IMPACT

The 2015-16 budget includes \$96,800 for grant funding.

BACKGROUND

The Town has continued to refine the process for non-profit funding requests. The new process, as outlined in subchapter 4.03 of the Colma Administrative Code, spells out several requirements for organizations to be funded by the Town.

Grants may be made to three types of eligible organizations: 501(c)(3) charities, government entities, and the Chamber of Commerce. In addition, the organization must a basic rough proportionality requirement which means: the organization's mission must include providing a

benefit to a defined geographical area that encompasses the Town of Colma (for example, a food pantry that serves residents of San Mateo County); the organization's governing board must reflect the diverse interests of the community; and the organization must have policies and procedures to assure that the grant's purposes are met.

Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

By Resolution 2014-55, the City Council modified the original criteria for approving grants by eliminating the rough proportionality requirement as one of the required criteria. In addition, the City Council replaced the 10 examples of programs or projects that would qualify for a grant, such as providing food, shelter, or clothing to needy persons, with five categories of programs that would qualify for a grant. Staff recommended this change because few organizations used or referred to the examples in their applications. At the same time, staff noticed that many nonprofits found it difficult to articulate a reason why their programs provided a public benefit or served a public purpose – yet those nonprofits are certainly deserving of receiving a grant from the Town for the work they do to benefit the greater Colma community.

To help guide the nonprofits in identifying a public purpose in their requested program and assist the Council in making that determination, five categories of qualifying programs or projects were created. To qualify for a grant, the program or project to be funded must:

- (1) Provide shelter, food, or clothing to persons in need of the *Necessities of Life*;
- (2) Provide physical or mental health services to persons with special needs, or *Integrated Care Services*;
- (3) *Educate* and engage residents;
- (4) Promote *Economic Development* or support businesses located or doing business in the Town; or
- (5) Provide, support, or enhance a *Complementary Service*, e.g., a service that the Town could provide to its residents or businesses.

The City Council approved funding levels for each category (as shown in the table below) at the July 22 City Council meeting. This action was taken with the understanding that the levels may be changed during the approval process, depending on grant requests. This is discussed further in the Analysis section of this staff report.

Category	Funding Amount
Provide for Necessities of Life	20%
Provide for Integrated Care Services	15%
Education	10%
Promote Economic Development	40%
Provide for a Complementary Service	15%

The \$96,800 in available funding is broken down into two discrete budget line items: \$45,000 allocated to the General Services budget specifically for economic development promotion through the Colma/Daly City Chamber of Commerce (line item *Grants*); and \$51,800 allocated to the City Council budget under the line item of *Donations*.

ANALYSIS

The Council must make two determinations with respect to this application: first, that the applicant meets the criteria for an eligible organization set forth in section 4.03.030 of the Colma Administrative Code, and second, that each proposed use of funds will serve a public purpose, as set forth in section 4.03.020 of the Colma Administrative Code. There is substantial evidence in the application to support findings on each of these determinations.

Findings of Organizational Eligibility

Daly City Public Library Associates ("Library Associates") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise private funds to supplement public funding of the four branch libraries in Daly City. The Town Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

Library Associates has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied. Further, it has not participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

Findings of Public Purpose

The expenditure of public funds to assist in the creation of a Digital Media Lab for the library system, as requested by the *Daly City Public Library Associates*, could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services through its Recreation Services program. In that case, the Town would likely expend the amount of the grant to provide these services.

Values

By providing public funds for charitable purposes, the Council is being compassionate to the needs of others. At the same time, by adhering to the Council's policies and procedures, the Council is acting responsibly.

Sustainability Impact

None.

Alternatives

The Council could fund the Daly City Public Library Associates at a level higher or lower than the requested amount. Doing so, however, could deplete the available grant funding (depending on how the Council funded the previous entities), leaving none available for any potential grant requests that come in during the course of the fiscal year.

CONCLUSION

Staff recommends the Council approve the attached resolution which sets grant funding levels at the requested amount for the Daly City Public Library Associates.

ATTACHMENTS

- A. Resolution
- B. Funding request

**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING GRANT TO DALY CITY PUBLIC LIBRARY
ASSOCIATES, FINDING THAT THE GRANT SERVES A PUBLIC PURPOSE, AND
AUTHORIZING CONTRACT WITH DALY CITY PUBLIC LIBRARY ASSOCIATES
FOR THE USE OF TOWN FUNDS**

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

1. Background

(a) Pursuant to subchapter 4.03 of the Colma Administrative Code and the police power granted to cities by the California Constitution, the Town of Colma may expend public money by making grants upon finding that the organization is eligible for grant funding, the expenditure will serve a public purpose, and for an expenditure that provides benefits to the public and private persons at the same time, there is a direct and substantial benefit to the public with only an incidental benefit to private persons.

(b) To be eligible, an organization must be an IRC 501(c)(3) charity, a governmental entity, or a chamber of commerce. In addition, the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma, the organization's governing board must reflect the diverse interests of the community, and the organization must have policies and procedures to assure that the grant's purposes are met.

(c) Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

(d) An organization may submit a request for determination of eligibility for grant funding, which shall include documents and information described in section 4.03.050 of the Colma Administrative Code. Each year after a determination of eligibility has been made, an organization need only update each item of new or changed information.

(e) An organization may submit an application for a charitable donation for each program or project to be funded.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the funding requests from Daly City Public Library Associates and finds as follows:

(a) Daly City Public Library Associates ("Library Associates") is eligible for grant funding from the Town of Colma.

Discussion. Library Associates is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise

private funds to supplement public funding of the four branch libraries in Daly City. The Town Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

(b) Library Associates has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

3. Findings of Public Purpose

The City Council has reviewed the application for grant funds from the Daly City Public Library Associates and finds as follows:

(a) A grant in the amount of \$1,000 to the Daly City Public Library Associates will serve a public purpose.

Discussion. The expenditure of public funds to pay for leadership training for the Board of Directors, as requested by the Daly City Public Library Associates could be provided by the Town but for the fact that the Town has chosen otherwise. Specifically, the Town could provide these same services through its Human Resources staff. In that case, the Town would likely expend the amount of the grant to provide these services.

(b) None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

4. Order

(a) The City Council approves grant funding of \$1,000 to the Daly City Public Library Associates.

(b) The Grantee must execute a Grant Agreement with the Town before any funds may be paid. The Grant Agreement shall include a statement of the goal or purpose of the Grant, a time within which the goal is expected to be achieved, and reporting requirements.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 9, 2015, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent

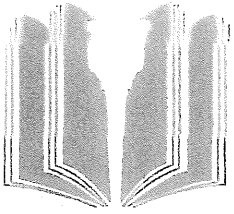
Joanne F. del Rosario, Mayor					
Diana Colvin					
Helen Fisicaro					
Joseph Silva					
Raquel Gonzalez					
<i>Voting Tally</i>					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk





DCPLA

P.O. Box 3283
Daly City, CA 94015-3283

info@dcpla.org
www.dcpla.org

Tax ID# 27-3262898

July 20, 2015

Mr. Sean Rabé, City Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Mr. Rabé:

Enclosed please find the DCPLA's application for 2015-2016 grant funding from the City Council, as they have generously provided over the past few years.

We are requesting the same amount this year - \$1,000 - to go toward creating a Digital Media Lab for the library system. The total amount needed for this project is \$15,000 of which we have raised about \$2,200 from our St. Patrick's Day event and a grant from Kaiser. We will submit grant requests to a few local foundations and designate some of our member donations in order to garner the remainder needed.

Your consideration of our request is appreciated. Please let me know if there are any questions, or if our presence is requested at the study session. Our Board President and others would be happy to attend.

Sincerely,

Susan Brissenden-Smith
Executive Director

SBS:ms

DALY CITY PUBLIC LIBRARY ASSOCIATES - a local public foundation that supports community literacy

BOARD OF DIRECTORS

Marie Villarosa, *President*
Adrienne Tissier, *Vice President*
Carol Simmons, *Secretary*
John Zirelli, *Immediate Past President*
Al Teglia (1931-2014), *Founding President*

BOARD MEMBERS

Rae Gonzalez
Maritess Lagandaon
Tom Nuris
Mike Pacelli
Terry Sedik

EX-OFFICIO

Susan Brissenden-Smith, *Executive Director*
Joe Kashani, *CFO*
Erlinda Galeon, *Library Board of Trustees*
Patricia Martel, *City Manager*

Rec. 7/23/15



Non-Profit Funding Request Form FY 2015-16

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Public Library Associates

Contact Person: Susan Brissenden-Smith

Address: P.O. Box 3283 Daly City CA 94015
Street Address City State Zip Code

Phone Number: 650 224-2356 Email Address: info@dcppla.org

1. Mission Statement: DCPLA's MISSION is to raise funds to supplement the City's funding of the 4 branch libraries. We do this by engaging the community and garnering business support.

2. Amount of Request: \$ 1,000-

a. Total Agency Annual Budget: \$ 38,000

b. Number of Agency Employees: —

c. Payroll is — % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

C. To educate & engage residents
We are seeking funding for a new digital media lab to be based at the Serramonte main library.

4. Describe reason for request and how funds will be used:

The goal of a digital media lab is to engage community members, youth & adult, in interest driven collaborative learning that transforms participants from consumers into creators. Funds will purchase the necessary technologies

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

NA

6. Describe the benefit to the Town derived from funding your organization:

Since our inception DCPLA has granted over \$80,000 for materials & programs - all of which are available to Colma residents. We recently gave \$10,000 for a maker space; \$5,000 for a 3-D printer and \$10,000 to refurbish the children's section at Serra route library.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A - all may utilize the libraries/resources/services

B - at any of the four branch libraries

C - our annual report/member info is sent out

8. Provide a detailed account of how the FY 2014-15 contribution was used:

The \$1,000 grant from 2014-15 was used to fund a leadership retreat in Nov of 2014. This gave the Board the chance to be trained in various aspects of best practices, learn about new library developments & to set goals for 2015.

9. List contributions requested and received from other cities in FY 2014-15 and requested or expected in FY 2015-16:

NONE

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No

If yes, please provide details.

11. Charitable Trust # or EIN # 27-3262898

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kirk Stratton, Chief of Police
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Live Scan Fingerprinting Fee Increase

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AMENDING COLMA ADMINISTRATIVE CODE, SUBCHAPTER 1.10, MASTER FEE SCHEDULE, RELATING TO LIVE SCAN FINGERPRINTING

EXECUTIVE SUMMARY

The proposed resolution would amend the Town's Master Fee Schedule to increase the fees associated with Live Scan fingerprinting services. It is recommended that the fee be increased to adequately recover the Town's cost associated with providing the service. Currently, the Town is not recovering the full cost associated with providing the service.

FISCAL IMPACT

The proposed resolution would increase the Live Scan fingerprinting fee from \$25 to \$30 to enable the Town to recover the costs involved with providing Live Scan fingerprinting services. It is anticipated that the new \$30 fee will be less than or identical to the Town's cost, but in no event will the fee exceed the Town's reasonable cost in providing the service. Increasing the fee will ensure that there is a very limited monetary impact to the Town's budget associated with providing the Live Scan fingerprinting services.

BACKGROUND

The Colma Police Department provides Live Scan fingerprinting services to residents, cardroom applicants and the general public twenty-four hours per day with no appointment necessary. There are various fees associated with fingerprinting, with the portion attributable to the Live Scan system at \$25. The \$25 fee was established by the City Council in 2006 and has not been changed since that time. The \$25 fee is the second lowest in the County and other agencies do not provide twenty-four hour service. All other San Mateo County agencies are by appointment only.

ANALYSIS

Basis for the Increase

Currently, individuals requesting Live Scan fingerprinting pay \$25 to the Town. Additional fees may also be charged depending on whether an individual is seeking a background check via the U.S. Department of Justice or through the Federal Bureau of Investigation. There is a current need to increase the \$25 fee to \$30 as the Town's cost associated with providing Live Scan fingerprinting is currently exceeding the \$25 fee. In particular, the cost associated with police officer time to conduct the fingerprinting, and a recent surcharge imposed by the California Identification System, or Cal ID, the state entity that handles fingerprint data, has caused the Town's cost to increase. Increasing the fee to \$30 will allow the Town to more fully recover its costs associated with providing Live Scan fingerprinting services.

Live Scan fingerprinting is conducted by Colma Police officers. Police staff, on average, spend approximately twenty (20) minutes per Live Scan applicant. Staff determined that the Town's cost with having a police officer spend 20 minutes to conduct the Live Scan fingerprinting services is on average \$30. This amount was determined by taking the average annual salary, plus benefits, of a police officer, dividing that number by the total average annual hours worked (which is 2184 hours) to determine the hourly rate of \$91.14. The hourly rate was then divided by 60, the number of minutes in an hour, and that number was then multiplied by 20, the number of minutes it takes for an officer to conduct Live Scan fingerprinting services.

In addition to the Town's cost with having police officers conduct the Live Scan fingerprinting service, Cal ID has imposed a \$5 surcharge for each set of applicant fingerprints processed through live scan machines during the fiscal year 2014/2015. This surcharge was deemed necessary to offset the deficit facing the Cal ID program. San Mateo County cities and the County are required to pay this surcharge on all applicant prints.

Taking the average cost to the Town of having a police officer conduct the Live Scan fingerprinting services at \$30, plus the \$5 Cal ID surcharge, the average total cost to the Town in providing Live Scan fingerprinting is \$35. However, because the \$30 cost to the Town of having a police officer conduct the Live Scan fingerprinting services is an average, and to ensure the fee does not exceed the Town's cost in providing the service, the fee increase has been set at a conservative \$30. This will help ensure the Town is in full compliance with state law and is not making a profit on providing the Live Scan fingerprinting service.

Neighboring Jurisdictions

Staff researched San Mateo County agencies providing Live Scan services and found that the following fees are charged by each agency:

- Belmont PD - \$40
- Burlingame - \$35
- Daly City PD - \$30
- Foster City PD - \$33.50

- Pacifica PD - \$30
- Redwood City PD - \$15
- San Bruno PD - \$30
- South San Francisco PD - \$40
- San Mateo County Sheriff - \$39

Reasons for the Recommended Action

The proposed fee increase would ensure the Town is recovering its cost associated with providing Live Scan fingerprinting services. Currently, the Town is not recovering the full cost associated with providing the service.

In addition, the Town's lower Live Scan fee, as compared to neighboring jurisdictions, has increased demand for Live Scan services at the Colma Police Department. Department staff conducted 1,157 Live Scans in fiscal year 14/15 which was an increase from the previous year. Providing this service has caused police officers to remain at the police station for longer periods of time to complete Live Scans, thus delaying officers from proactive police patrols in our residential and business communities. Increasing the fee to be more in line with neighboring jurisdictions will hopefully reduce the number of Live Scans the Town conducts and aid in ensuring the Town's police officers spend time patrolling the Town.

Council Adopted Values

The proposed resolution to increase Live Scan fees is the *responsible* thing to do as it ensures the Town is able to recover the cost associated with providing the service and it will help ensure the Town is financially stable.

Alternatives

The City Council could decide not to adopt the resolution increasing the Live Scan fingerprinting fee. Doing so is not recommended as it would mean the Town would continue to subsidize the cost associated with Live Scan fingerprinting and would not recover the full cost associated with providing the service.

CONCLUSION

Staff recommends that the City Council adopt the resolution increasing Live Scan applicant fees from \$25 to \$30.

ATTACHMENTS

- A. Resolution



**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AMENDING COLMA ADMINISTRATIVE CODE,
SUBCHAPTER 1.10, MASTER FEE SCHEDULE,
RELATING TO LIVE SCAN FINGERPRINTING**

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. SUBCHAPTER 1.10 AMENDED

Subchapter 1.10 of Chapter One of the Colma Administrative Code is hereby amended as follows:

1.10.600	<i>POLICE SERVICES.</i> The following fees will be charged for rendering police services, as authorized by law. These fees are non-refundable. These fees are in addition to any other fees set forth in this schedule. The fees set forth herein do not exceed the estimated reasonable cost of providing the service.	
1.10.617	Fingerprinting, Livescan prints	\$ 25 <u>30</u> .00

ARTICLE 2. SEVERABILITY

Each of the provisions of this resolution is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this resolution 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 resolution.

ARTICLE 3. NOT A CEQA PROJECT

The City Council finds that adoption of this resolution 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.

ARTICLE 4. EFFECTIVE DATE

This resolution shall take effect immediately upon adoption.

///

///

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* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 9, 2015, by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, Interim City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 9, 2015
 SUBJECT: Local Hazard Mitigation Plan (LHMP)

RECOMMENDATION

None. This is an informational item to update the City Council on staff's work on the LHMP. No Council action is required; however, staff seeks comments, questions, impressions and opinions from each Council member regarding issues and concerns. The Council's comments regarding the LHMP will help staff in completing the LHMP update.

EXECUTIVE SUMMARY

A LHMP update allows Colma to consider community risks and identify the most important steps the Town and its partners should pursue to reduce these risks. The update also allows for renewed dialog about the hazards that face Colma and how the Town can prepare for them.

Colma is faced with a number of potential hazards, including earthquakes, landslides, wildfires (primarily on San Bruno Mountain), storm damage and secondary impacts from sea level rise. At the study session, staff will provide information about each of these hazards, their potential impacts and suggestions for preparing for these hazards and managing their affects. Comments and suggestions made during the study session will be considered, and where appropriate, be incorporated into the document.

FISCAL IMPACT

Preparation of the Local Hazard Mitigation Plan is part of staff's budget for the 2015-2016 fiscal year. Depending on the recommendations of the plan ultimately approved by the City Council, there will be future budgeted costs for disaster preparedness. Adoption and approval by FEMA and the State Office of Emergency Services will reduce Town costs in the event of a local emergency.

ANALYSIS

In 2012, the City Council adopted the 2010 Annex to the ABAG LHMP (See attached Exhibit A). This document was an update to the 2005 Annex. The Annex is required to be updated every

five years, and staff is in the process of preparing the 2015 update. The benefits of adopting the LHMP include:

- A more disaster-resistant and resilient community and region;
- Eligibility for hazard mitigation assistance programs, including Hazard Mitigation Grant Program, Pre-Disaster Mitigation, Flood Mitigation Assistance and Severe Repetitive Loss grant programs;
- Eligibility for points under the National Flood Insurance Program's Community Rating System (CRS);
- Eligibility for waiver of the 6.25% local match for Public Assistance money after a disaster. Cities, Towns, and Special Districts are required to provide a 6.25% match for disaster reimbursement but this is waived for any city/town that has a LHMP.

Not included as an attachment due to its length, the 2010 Annex includes spreadsheets that identify actions that the Town can take to reduce the affects of a disaster. A summary of the key actions include:

- Vulnerability assessments of City facilities and infrastructure;
- Comply with all applicable building and fire codes when constructing infrastructure facilities;
- Clarify the performance level of facilities after an earthquake;
- Maintain fire roads and public right-of-way;
- Continue to repair and make structural improvements to storm drains, pipelines, and/or channels to enable them to perform to their design capacity in handling water flows as part of regular maintenance activities;
- Sponsor the formation and training of Community Emergency Response Teams (CERT) through partnerships with local businesses;
- Use disaster anniversaries to remind the public of mitigation activities;
- Conduct periodic fire safety inspections of commercial and industrial buildings;
- Establish framework for post event recovery that specifies roles; and
- Participation in general mutual-aid agreements and agreements with adjoining jurisdictions for cooperative response to fires, floods, earthquakes, and other disasters.

DISCUSSION

Staff will present information and also seek input on the following questions at the meeting:

- What disasters propose the greatest threat to Colma? (staff's initial response – earthquakes, storms, flooding, secondary impacts of sea level rise/climate change, plane disaster, PG&E gas pipe rupture, SFPUC water line rupture). Others?
- How should these hazards be ranked in terms of preparation/resource priority? Given limited resources and uncertainty about the type of disaster which may face Colma, it is appropriate to rank potential disasters with either high, medium or low priority.

- What “assets” does the community have that needs to be protected or be made operational as quickly as possible after a natural disaster?
- How can the town work with the business community to assure their viability after a disaster?
- What types of community outreach would be effective to encourage preparedness?

VALUES

The recommendation is consistent with the Council value of responsibility because it allows for the Town to better prepare for and recover from a local emergency.

SUSTAINABILITY IMPACT

Consideration and eventual adoption of an updated Local Hazard Mitigation Plan, and implementation of the plan, will allow the Town to be more resilient to natural disasters. This resilience is consistent with the Town’s goal to increase local sustainability.

ALTERNATIVES

None.

CONCLUSION

Staff recommends the City Council discuss the Local Hazard Mitigation Plan after staff’s presentation.

EXHIBITS

- A. Colma 2010 LHMP Annex





Annex to 2010 Association of Bay
Area Governments
Local Hazard Mitigation Plan
Taming Natural Disasters

Town of Colma

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Town of Colma

Introduction

The Town of Colma is a small town located in the northern portion of San Mateo County. The Town population is approximately 1,637 with about 433 housing units. The Town of Colma serves a regional need for cemeteries along the San Francisco peninsula. Colma is 1.98 square miles in size, with 16 active cemeteries and 2 closed cemeteries that occupy 76 percent of the land area. Much of the remaining land in Colma not in cemetery use is commercial, and a small amount of land is residential.

The Town employs approximately 51 people and provides local police services. Fire services are supplied by a Joint Powers Authority, the Colma Fire Protection District. The major government facilities include Town Hall, Town Hall annex (Public Works, Building and Planning Departments), Sterling Park Recreation Center, and the Historical Park and Community Center. The 2011-12 adopted budget is \$13.6 million. A map of the Town's jurisdictional boundary is provided in **Exhibit A**.

The Regional Planning Process

The Town of Colma participated in the ABAG workshops that were part of the development of the Regional Plan in 2005. The resolution adopting the plan was brought to the Colma City Council, at which time the public had an opportunity to comment. The City Council adopted the Plan on November 9, 2005 as an appendix to the Safety Element.

Other workshops, conferences and meeting attended by Colma staff include:

- City & County Local Hazard Mitigation Plan Meeting on May 12, 2009
- Housing & Outreach Committee meeting on May 27, 2009

The Local Planning Process

The Town of Colma coordinated efforts from multiple City departments to identify and prepare appropriate mitigation strategies for the Local Hazard Mitigation Plan. Personnel involved in these meetings included the City Planner, Building Official, Police Chief, City Manager, Public Works Director, as well as consultation with the Colma Fire Protection District. These participants were chosen based on their knowledge of the Town and Town infrastructure.

Initial start up began with review of the 2005 LHMP. All participants were subsequently provided with the 2010 draft mitigation strategies for review of the general priorities. Each Department representative prioritized the strategies and reviewed preliminary budgets and potential funding sources for strategies designated as "High" priority for Town owned and operated facilities. Updates were made to the 2005 Plan based on

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new data regarding recent occurrences of natural hazards as well as updated information on risk assumed with new data provided by ABAG.

After review and completion the mitigation strategies, all worksheets were collected and assembled for review and discussion of conflicting priorities. Town staff clarified questions and comments on various mitigation strategies and priorities and consulted with lead Departments when necessary to complete and assemble the mitigation strategies.

Resources that were used to assist Town staff with these tasks included:

- Colma General Plan, Safety Element
- Capital Improvement Plan (2008-2013)
- Emergency Response Plan

There were opportunities for public comments on the draft mitigation strategies when it was published on April 20, 2012 on the Town of Colma's website for public viewing. No public comments were received from the internet posting. Copies of the internet posting are included as **Exhibit B** to the Town of Colma's 2010 Annex.

The Town of Colma held a public hearing on May 9, 2012. No public comments were made by the public or City Council at that time. The City Council will adopt the plan at this public meeting via an official Resolution upon approval by FEMA. The mitigation strategies will become an implementation appendix of the Safety Element of the Town of Colma's General Plan.

Hazards Assessment

The ABAG Multi-Jurisdictional Local Hazard Mitigation Plan, to which this is an annex, lists nine hazards that impact the Bay Area, five related to earthquakes (faulting, shaking, earthquake-induced landslides, liquefaction, and tsunamis) and four related to weather (flooding, landslides, wildfires, and drought). Maps of these hazards and risks are shown on the ABAG website at <http://quake.abag.ca.gov/mitigation/>.

The Town of Colma has reviewed the identified hazards and ranked the hazards based on past disasters and expected future impacts. Some of these hazards affect the Town of Colma. The conclusion is that earthquakes (particularly shaking) pose the most significant risk for potential loss, followed by wildfires and landslides (primarily related to the Town's proximity to San Bruno Mountain) which also pose a significant risk for potential loss. However, because there are no active faults within the Town boundaries, the Town is not at risk of surface faulting. Given that the Town of Colma is not located on the coastline or within a 100-year flood plain there is no risk of flooding or dam inundation.

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The Town of Colma does not face any natural disasters not listed in the ABAG multi-jurisdictional plan and no new hazards have been identified by Colma since the original development of this plan in 2005.

While the Town of Colma has undertaken a number of general hazard mapping activities since the first Safety Element was prepared by the Town of Colma, all of these maps are less detailed and are not as current as those shown on the ABAG website at <http://quake.abag.ca.gov/mitigation/>.

Past Occurrences Of Disasters (natural and human-induced)

The Town of Colma has experienced a number of different disasters over the last 50 years. These disasters include earthquakes, droughts, wildfires, energy shortages, landslides, and severe storms.

The Loma Prieta Earthquake of 1989 is another example of the kind of large scale disaster which can strike the Bay Area. It killed 63 persons, injured 3,757, and displaced over 12,000 persons. With over 20,000 homes and businesses damaged and over 1,100 destroyed, this quake caused approximately \$6 Billion of damage. Reconstruction continues some two decades later as the replacement for Oakland-Bay Bridge is still several years from completion.

More information on State and Federally declared disasters in the Town of Colma can be found at <http://quake.abag.ca.gov/mitigation/ThePlan-D-Version-December09.pdf>.

In addition, there have been significant incidents in San Mateo County that have impacted the Town of Colma in the last several years include:

- October 17, 1989: Loma Prieta Earthquake
- September 11, 2001: Terrorist attack at the World Trade Center resulting in the closure of San Francisco Airport
- Various severe storm events: Most recently
 - February 27, 2006
 - January 4, 2008
- September 9, 2010: San Bruno Gas Line Explosion and Fire

Although some of the above incidents did not directly affect the Town of Colma, indirect impacts resulted due to electrical service disruption, impacted traffic flow, road closures, minor landslides, some local flooding, and allocation of Colma staff to other jurisdictions due to local emergency response.

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Risk Assessment

Urban Land Exposure

The Town of Colma examined the hazard exposure of Colma's urban land based on information in ABAG's website at:

<http://quake.abag.ca.gov/mitigation/pickdbh2.html>. The "2005 Existing Land Use with 2009 Mapping" file was used for this evaluation (in the existing plan, the file used was "Existing Land Use in 2000").

In general, the hazard exposure of the Town of Colma is not anticipated to increase over time as the Town is generally built out. The amount of urban land increased only slightly (In the last 5 years, 3 additional acres of land have become urban). There are only two acres of urban land within the Town of Colma that are located within the 500 year flood. The following table describes the exposure of urban land within the Town of Colma to the various hazards.

Exposure (acres of urban land)			
Hazard	Plan Year 2005	Plan Year 2010	Change
<i>Total Acres of Urban Land</i>	<i>1,168</i>	<i>1,174</i>	<i>3</i>
Earthquake Faulting (within CGS zone)	0	0	0
Earthquake Shaking (within highest two shaking categories)	1,152	1,154	2
Earthquake-Induced Landslides (within CGS study zone)	0	0	0
Liquefaction (within moderate, high, or very high liquefaction susceptibility)	80	83	13
Flooding (within 100 year floodplain)	0	0	0
Flooding (within 500 year floodplain)	2	2	0
Landslides (within areas of existing landslides)	29	31	2
Wildfire (subject to high, very high, or extreme wildfire threat)	63	34	(29)
Wildland-Urban Interface Fire Threat	969	980	11
Dam Inundation (within inundation zone)	0	0	0
Sea Level Rise	not applicable		
Tsunamis (within inundation area)	not applicable		
Drought	1,168	1,174	3

Infrastructure Exposure

The Town of Colma also examined the hazard exposure of infrastructure within the jurisdiction based on the information on ABAG's website at

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<http://quake.abag.ca.gov/mitigation/pickdbh2.html>. Of the 20 miles of roadway in the Town of Colma, the following are exposed to the various hazards analyzed (Note: The 2005 Plan Year incorrectly noted 38 miles of infrastructure instead of 20).

Exposure (miles of infrastructure)						
Hazard	Roadway		Transit		Rail	
	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010
<i>Total Miles of Infrastructure</i>	<i>38</i>	<i>20</i>	<i>1</i>	<i>2</i>	<i>0</i>	<i>2</i>
Earthquake Shaking (within highest two shaking categories)	38	20	1	2	0	2
Liquefaction Susceptibility (within moderate, high, or very high liquefaction susceptibility)	2	3	1	1	0	1
Liquefaction Hazard (within CGS study zone)	0	0	0	0	0	0
Earthquake-Induced Landslides (within CGS study zone)	0	0	0	0	0	0
Earthquake Faulting (within CGS zone)	0	0	0	0	0	0
Flooding (within 100 year floodplain)	0	0	0	0	0	0
Flooding (within 500 year floodplain)	0	0	0	0	0	0
Landslides (within areas of existing landslides)	1	2	0	0	0	0
Wildfires (subject to high, very high, or extreme wildfire threat)	1	0	0	0	0	0
Wildland-Urban Interface Fire Threat	32	17	1	1	0	1
Dam Inundation (within inundation zone)	0	0	0	0	0	0
Sea Level Rise	not applicable					
Tsunamis	not applicable					
Drought	not applicable					

Exposure of Town-Owned Buildings, Plus Critical Healthcare Facilities and Schools

Finally, the Town of Colma examined the hazard exposure of critical health care facilities and schools located within the Town of Colma, and Town-owned buildings based on the information on ABAG's website at:

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<http://quake.abag.ca.gov/mitigation/pickcrit2010.html>. The Town of Colma provided a list of the critical facilities it owns to ABAG. ABAG provided a detailed assessment of the hazard exposure of each of its facilities. The number of facilities exposed to the various hazards are analyzed below.

Exposure (number of facility types)								
Hazard	Hospitals		Schools		Locally owned critical facilities		Locally owned bridges and interchanges	
	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010
<i>Total Number of Facilities</i>	0	0	0	1	5	5	0	0
Earthquake Shaking (within highest two shaking categories)	0	0	0	1	1	5	0	0
Liquefaction Susceptibility (within moderate, high, or very high liquefaction susceptibility)	0	0	0	1	1	5	0	0
Liquefaction Hazard (within CGS study zone)	0	0	0	0	0	0	0	0
Earthquake-Induced Landslides (within CGS study zone)	0	0	0	0	0	0	0	0
Earthquake Faulting (within CGS zone)	0	0	0	0	0	0	0	0
Flooding (within 100 year floodplain)	0	0	0	0	0	0	0	0
Flooding (within 500 year floodplain)	0	0	0	0	0	0	0	0
Landslides (within areas of existing landslides)	0	0	0	0	0	0	0	0
Wildfires (subject to high, very high, or extreme wildfire threat)	0	0	0	0	0	0	0	0
Wildland-Urban Interface Fire Threat	0	0	0	1	0	4	0	0
Dam Inundation	0	0	0	0	0	0	0	0
Sea Level Rise (exposed to 16in sea level rise)	-	0	-	0	-	0	-	0
Sea Level Rise	-	0	-	0	-	0	-	0

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(exposed to 55in sea level rise)								
Tsunamis (within inundation area)	-	0	-	0	-	0	-	0
Drought	-	-	-	-	-	-	-	-

Repetitive Loss Properties

There are no repetitive loss properties in the Town of Colma based on the information at <http://quake.abag.ca.gov/mitigation/pickflood.html>. All properties within the Town boundaries are outside of the 100-year flood plain.

Other risks

The Town of Colma has not identified any additional risks or vulnerabilities that differ from the rest of the nine-county planning areas at this time.

The Town of Colma plans to work with ABAG to develop specific information about the kind and level of damage to buildings, infrastructure, and critical facilities which might result from any of the hazards previously noted.

National Flood Insurance Program

Flooding is not considered a significant natural hazard in the Town of Colma. The Town is designated as a Non-Special Flood Hazard Area (NSFHA) by the Federal Insurance Administration's (FIA) Flood Hazard Boundary Map (FHBM). There are only 2 acres of urban land located within the 500-year flood plain and no property located within the 100-year flood plain. The Town of Colma does not participate in the National Flood Insurance Program or the Community Rating System.

Mitigation Goals and Objectives

The goal of the ABAG Multi-Jurisdictional LHMP is to maintain and enhance a disaster-resistant region by reducing the potential for loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters. This goal is unchanged from the 2005 plan and continues to be the goal of the Town of Colma in designing its mitigation program.

In addition, the Town of Colma has the specific objective of reducing the number of public and private buildings within the Town that are vulnerable to the effects of earthquakes. In so doing, it is hoped that injuries or loss of life can be reduced in the event of an emergency.

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Mitigation Activities and Priorities

Evaluation of Progress from 2005 Plan

In 2005, mitigation actions and priorities were identified. The attached list indicates each of the strategies identified, along with responsible party, action taken, and current status of progress.

- Infra a-5: The Town of Colma Public Works Department is continually working with agencies as they upgrade critical infrastructure. Two current examples are working with the SFPUC on the seismic upgrade of one of their water lines as it extends through Colma, and working with PG and E on a new gas main on Lawndale Boulevard to replace an older line.
- Infra a-8: The Town tests and maintains generators at Town Hall and at the Police Station. In addition, two larger local businesses have generators for use in the event of an emergency.
- Infra a-12: The Town provided brand new utility underground infrastructure to the Sterling Park residential neighborhood where a majority of our citizens live. The Town is continually looking for ways to underground utilities.
- Infra c-1: The Town, through review of development applications and inspections, reviews water duration and flow. The expanded Target store recently installed upgraded fire suppression systems.
- Infra g-1,2,3,4,5: The Town provides emergency preparedness informational materials at Town Hall and at the Community Center. In addition, emergency preparedness information is periodically in the Town newsletter, Livewire.
- Hsg a-1: The Planning Department provides information to real estate agents and property owners regarding questions related to flood, fire, earthquake or landslide areas.
- Hsg a-3: The Town updated its MOU with the Red Cross in 2004 to include Town Hall, Sterling Park Community Center and Hillside Community Center (the latter two being recently constructed buildings that should be safe during an emergency), and supplies are stored at the Community Center to assist residents in an emergency.
- Hsg h-4: The Town is prepared to provide sandbags and plastic sheeting to residents. The Town corporation yard is located in the primary residential neighborhood.
- Econ f-4: The Town is prepared to provide sandbags and plastic sheeting to businesses.

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- Gov b-1: The Town conducts EOC exercises as a means of pre-event planning. The last EOC drill was for Pandemic Flu.
- Envi a-6: The Town of Colma Public Works Department works closely with the San Francisco Bay Area Regional Water quality Control board to ensure erosion and storm water control measures are in place prior to and during wet weather construction activities.

Future Mitigation Actions and Priorities

As a participant in the 2010 ABAG multi-jurisdictional planning process, Colma staff helped in the development and review of the comprehensive list of mitigation strategies in the overall multi-jurisdictional plan. The decision on priority was made based on a variety of criteria, not simply on an economic cost-benefit analysis. These criteria include being technically and administratively feasible, politically acceptable, socially appropriate, legal, economically sound, and not harmful to the environment or our heritage. Representatives from multiple departments then met on a regular basis to review progress on Colma's 2005 strategies, to identify and prioritize additional mitigation strategies to update the list.

These draft priorities were submitted to the City Manager's office for review. The draft priorities will be provided to the City Council for adoption pending approval of this LHMP by FEMA.

The City Planning team also identified one specific mitigation task for the next five years deemed to be a high priority of the City.

The proposed project includes:

Sewer system review and upgrade plan -

Description: Project would review existing sewer system within Colma that connects to the South San Francisco treatment plant. Review will lead to recommendations for repair and rehabilitation.

- Responsible Party: Town of Colma Public Works Department
- Mitigation Benefit: Reduce potential damage to and from the sewer system in the event of a natural disaster.
- Funding Source: Town of Colma Public Works General Fund. Possible other sources may be used if available.
- Time Frame: Report and design 2012-2013, installation would require additional funding.
- Mitigation Strategy Number: Infr – a-4.
- Hazards addressed: EQ,LS,WF,FL,DR,SEC

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On-Going Mitigation Strategy Programs

The Town of Colma has many on-going mitigation programs that help create a more disaster-resistant region. The following list highlights those programs identified as *Existing Programs* in the mitigation strategy spreadsheet. Others are on-going programs that are currently underfunded. It is the Town's priority to find additional funding to sustain these on-going programs over time.

- Vulnerability assessments of City facilities and infrastructure (Infr a-4);
- Comply with all applicable building and fire codes when constructing infrastructure facilities (Infr b-8);
- Clarify the performance level of facilities after an earthquake (Infr b-9);
- Maintain fire roads and public right-of-way (Infr d-1);
- Watershed analysis (Infr d-2)
- Continue to repair and make structural improvements to storm drains, pipelines, and/or channels to enable them to perform to their design capacity in handling water flows as part of regular maintenance activities (Infr. d-6).
- Sponsor the formation and training of Community Emergency Response Teams (CERT) through partnerships with local businesses (Infr g-6);
- Ensure that new private development pays for storm drain improvements or does not increase run-off (Infr h-3)
- Use disaster anniversaries to remind the public of mitigation activities (Hsg k-5);
- Conduct periodic fire safety inspections of commercial and industrial buildings (Econ e-10);
- Establish framework for post event recovery that specifies roles (Gov b-1);
- Development of interoperable communications for first responders from cities, counties, special districts, state, and federal agencies. (Gov c-7);
- Participation in general mutual-aid agreements and agreements with adjoining jurisdictions for cooperative response to fires, floods, earthquakes, and other disasters (Gov c-13);
- Inform residents of comprehensive mitigation activities (Gov d-1);
- Continue to comply with State-mandated requirements, such as CEQA (Env a-1);
- Comply with NPDES (Env a-6); and
- Require preparation of site specific geologic reports (Land a-2)

Incorporation into Existing Planning Mechanisms

The Town has other planning mechanisms which include:

- ◆ General Plan Safety Element
- ◆ Capital Improvement Plan

The Town of Colma has a Safety Element in its General Plan that includes a discussion of fire, earthquake, flooding, and landslide hazards. This plan was adopted as an

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implementation appendix to the Safety Element. In addition, the Town enforces the requirements of the California Environmental Quality Act (CEQA), which, since 1988, requires mitigation for identified natural hazards. The Town of Colma has used these pre-existing programs as a basis for identifying gaps that may lead to disaster vulnerabilities in order to work on ways to address these risks through mitigation.

Plan Update Process

As required Disaster Mitigation Act of 2000, the Town of Colma will update this plan annex at least once every five years, by participating in a multi-agency effort with ABAG and other agencies to develop a multi-jurisdictional plan.

The Town of Colma will ensure that monitoring of this Annex will occur on an on-going basis. However, the major disasters affecting our Town, legal changes, notices from ABAG as the lead agency in this process, and other triggers will be used. Finally, the Annex will be a discussion item on the agenda of Department Head meeting at least once a year in April. At that meeting, the department heads will focus on evaluating the Annex in light of technological and political changes during the past year or other significant events. The Department leaders will be responsible for determining if the plan should be updated.

The Colma Planning Department will contact ABAG four years after this plan is approved to ensure that ABAG plans to undertake the plan update process. If so, the Town will participate in the multi-jurisdictional plan. If ABAG is unwilling or unable to act as the lead agency in the multi-jurisdictional effort, other agencies will be contacted, including the County's Office of Emergency Services. Cities should then work together to identify another regional forum for developing a multi-jurisdictional plan.

The public will continue to be involved whenever the plan is updated and as appropriate during the monitoring and evaluation process. Prior to adoption of updates, the Town of Colma will provide the opportunity for the public to comment on the updates. A public notice will be posted prior to the meeting to announce the comment period and meeting logistics.

Mitigation Plan Point of Contact

Name: Michael P. Laughlin, AICP
Title: Acting City Planner
Mailing Address: 1190 El Camino Real, Colma, CA 94014
Telephone: (650) 757-8888
Email: Michael.Laughlin@colma.ca.gov

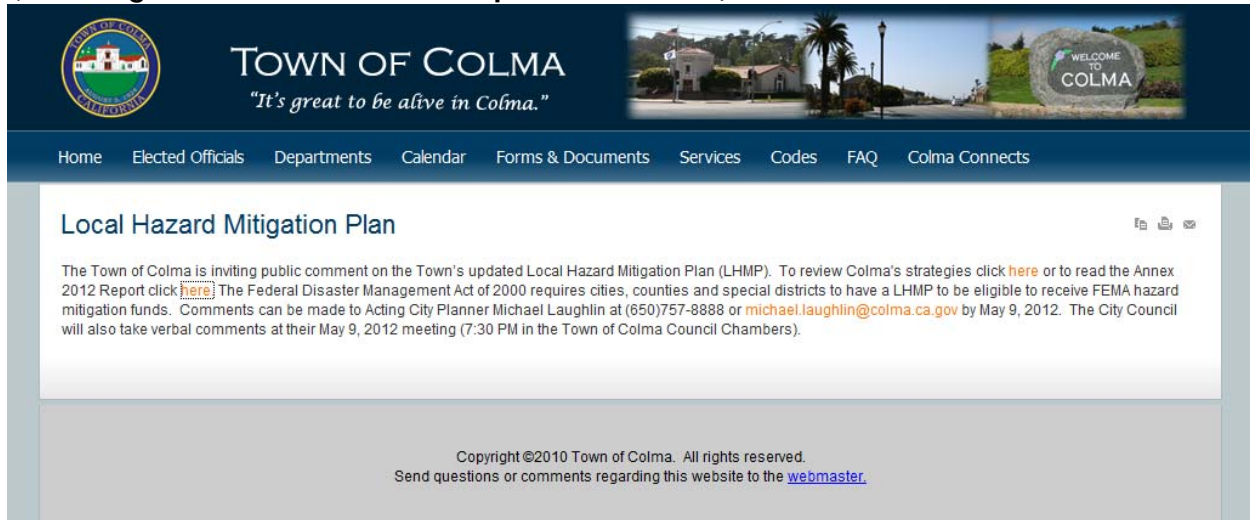
Alternate Point of Contact

Name: Brad Donohue
Title: Acting Public Works Director
Mailing Address: 1188 El Camino Real, Colma, CA 94014
Telephone: (650) 757-8888
Email: brad.donohue@colma.ca.gov

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Exhibit B - Public Meeting Announcements

(Posting on Town Website April 17, 2012)



The screenshot shows the Town of Colma website header with the logo and tagline "It's great to be alive in Colma." Below the header is a navigation menu with links for Home, Elected Officials, Departments, Calendar, Forms & Documents, Services, Codes, FAQ, and Colma Connects. The main content area features a section titled "Local Hazard Mitigation Plan" with a sub-header "Local Hazard Mitigation Plan" and a text block inviting public comment on the updated Local Hazard Mitigation Plan (LHMP). The text states that the Town of Colma is inviting public comment on the updated LHMP and provides contact information for Acting City Planner Michael Laughlin. At the bottom of the page, there is a copyright notice for 2010 and a link to the webmaster.

(Notice of Public Hearing, Posted April 15, 2012 on 3 Town Bulletin Boards)

NOTICE OF PUBLIC HEARING Updated Local Hazard Mitigation Plan (LHMP)

Summary:	The Town of Colma is inviting public comments on the Town's updated LHMP. The Federal Disaster Mitigation Act of 2000 requires cities, counties and special districts to have a LHMP to be eligible to receive FEMA hazard mitigation funds.
Date-Time:	Wednesday, May 9, 2012 - 7:30 P.M.


NOTICE IS HEREBY GIVEN to the public that the City Council of the Town of Colma will hold a public hearing at the date and time shown above, or as soon thereafter as the matter can be heard, at the City Council Chambers, City Hall, 1196 El Camino Real, Colma, California, on the above-described proposal(s). Written comments may be mailed or delivered to the City Clerk and must be received by the close of the public hearing.

Please note that if you attempt to challenge this action in court, you may be limited to raising only those issues you or someone else raised orally at the public hearing described in this Notice or in writing delivered to the City Council at or prior to the public hearing.

Anyone desiring further details may contact the City Clerk, City Hall, Colma, California, for the proposed amendment(s) and staff report.

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. Please allow 2 business days for your request to be processed.

Date: April 16, 2012


Michael P. Laughlin, AICP
Town of Colma
Acting City Planner

Town of Colma

Exhibit C - Town of Colma Mitigation Strategies

(See Attached Spreadsheets)