



**AGENDA
REGULAR MEETING**

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

**Wednesday, October 14, 2015
7:30 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Presentation of Beacon Awards for Town's Commitment to Sustainability
- Introduction of New Recreation Coordinator Liz Tapia
- Swearing In of City Clerk Caitlin Corley
- Presentation of Colma Historical Association Retirees

There will be a brief break for a coffee and cake reception

- Disaster Preparedness Presentation by Chief Stratton

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 September 9, 2015 Regular Meeting.
2. Motion to Accept the Minutes from the September 15, 2015 Special Meeting.
3. Motion to Approve Report of Checks Paid for September 2015.
4. Motion to Adopt an Ordinance Adding a New Subchapter 5.05 to the Colma Municipal Code, Relating to Small Residential Rooftop Solar Energy Systems (second reading).
5. Motion to Adopt an Ordinance Amending Section 1.02.080 of the Colma Municipal Code, Relating to City Council Meeting Time and Days (second reading).

6. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Third Quarter of 2015.

PUBLIC HEARING

7. **DISASTER PREPAREDNESS ORDINANCE**

Consider: Motion to Introduce an Ordinance Amending Subchapter 1.17 of the Colma Municipal Code, Relating to Emergency Preparedness, and Waive a Further Reading of the Ordinance.

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
REGULAR MEETING**

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

**Wednesday, September 9, 2015
7:15 p.m.**

RIBBON CUTTING CEREMONY – 7:15 p.m.

Council convened at the corner of Hillside Boulevard and F Street for a Ribbon Cutting Ceremony for the Drought Tolerant Sample Garden.

CALL TO ORDER FOR REGULAR SESSION – 7:30 p.m.

Mayor Joanne F. del Rosario called the Regular Session of the Regular Meeting of the City Council to order at 7:32 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, 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: Vice Mayor Colvin moved to adopt the agenda; the motion was seconded by Council Member Joseph Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

PRESENTATION

- Recreation Director Brian Dossey introduced new Facility Attendants Andy Gomez and Raphael Garcia.
- Recreation Director Brian Dossey recognized the Recreation Department volunteers with certificates and gifts of appreciation.

- City Manager Sean Rabé presented a special commendation to Recreation Leaders Shannon de la Cruz and Angelika Abellana in honor of their excellent work with this year’s summer camp.
- Council presented the Town’s Honor Roll Students with gifts and a certificate in honor of their academic achievements.

There was a brief break for coffee and cake from 7:43 p.m. to 8:02 p.m.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 8:03 p.m. and seeing no one come forward, she closed the public comment period.

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.

Action: Council Member Silva moved to approve the Consent Calendar items #1-8; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

PUBLIC HEARING

9. CONDITIONAL USE PERMIT AT 1755 MISSION ROAD

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:07 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Helen Fiscaro moved 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; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

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

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:18 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Diana Colvin moved 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; the motion was seconded by Council Member Helen Fiscaro and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

11. CONDITIONAL USE PERMIT AT 1531-1533 MISSION ROAD

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:22 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Fiscaro moved 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; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

12. **SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM ORDINANCE**

City Attorney Christopher Diaz presented the staff report. Mayor del Rosario opened the public hearing at 8:27 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Silva moved to Introduce 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; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

13. **CITY COUNCIL MEETING TIME AND DAY ORDINANCE**

City Attorney Christopher Diaz presented the staff report. Mayor del Rosario opened the public hearing at 8:39 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Gonzalez moved to Introduce an 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; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

NEW BUSINESS

14. GRANT FUNDING REQUESTS

City Manager Sean Rabé presented the staff report. Council Member Fiscaro disclosed for the records that her husband is the Board President of North Peninsula Food Pantry & Dining Center of Daly City, which is an unpaid position.

Mayor del Rosario opened the public comment period at 8:57 p.m. Representatives from the North Peninsula Food Pantry and Dining Center of Daly, Daly City / Colma 4H Club, and West Bay Alano made comments. The Mayor closed the public comment period at 9:19 p.m. Council discussion followed.

Action: Vice Mayor Colvin moved to Adopt a Resolution Determining Eligibility for Grant Funding, Approving Grants to Eligible Organizations, Finding that each Approved Grant Serves a Public Purpose, and Authorizing Contracts with Each Eligible Organization for the Use of Town Funds with amended dollar amounts for the following: \$2000 for the Daly City Colma 4H Club, \$6000 for Sitike Counseling Center and \$3000 for Sustainable San Mateo County; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

15. GRANT FUNDING REQUEST FOR DALY CITY PUBLIC LIBRARY ASSOCIATES

Council Member Gonzalez announced that because she is a board member for the Daly City Public Library Associates, she would be abstaining, and she stepped down from the dais.

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 9:26 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 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; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez				X	
Joseph Silva	X				
Voting Tally	4	0			

Council Member Gonzalez returned to the dais.

16. LIVE SCAN FINGERPRINTING FEE INCREASE

Chief of Police Kirk Stratton presented the staff report. Mayor del Rosario opened the public comment period at 9:30 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 Amending Colma Administrative Code, Subchapter 1.10, Master Fee Schedule, Relating to Live Scan Fingerprinting; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

17. LOCAL HAZARD MITIGATION PLAN

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public comment period at 9:49 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

COUNCIL CALENDARING

There will be a Special Meeting on Tuesday, September 15, 2015 at 7:30 p.m. at the Colma Community Center.

The next Regular City Council Meeting will be on Wednesday, October 14, 2015 at 7:30 p.m. at the Colma Community Center.

REPORTS

Helen Fisicaro

- Colma Creek Committee Meeting, 9/8

Raquel "Rae" Gonzalez

- Education Summit, 8/28

Joseph Silva

- Council of Cities Dinner, hosted by Foster City, 7/24
- Council of Cities Dinner, hosted by Half Moon Bay, 8/28

City Manager Sean Rabé reported on the following topics:

- The Town's COPs went on sale and were purchased today.
- Town Hall will be moving into the temporary space tomorrow.
- The Solid Waste RFPs were turned in on August 31st.
- San Mateo County is creating an Affordable Housing Task Force; the Town has been asked to send a representative to participate.

ADJOURNMENT AND CLOSE IN MEMORY

- The meeting was adjourned by Mayor del Rosario at 10:21 p.m. in memory of Joanne Kattenhorn, sister of former Historical Association President Pat Hatfield; the victims of the San Bruno Pipeline Explosion and the Anniversary of September 11th.

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

**Tuesday, September 15, 2015
7:30 p.m.**

CALL TO ORDER

Mayor del Rosario called the Special Meeting of the City Council for the Town of Colma to order at 7:33p.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, City Engineer Cyrus Kianpour and Director of Public Works Brad Donohue 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 Gonzalez moved to adopt the agenda; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

NEW BUSINESS

1. TOWN OF COLMA

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 9:33 p.m. Resident Mary Brodzin made a comment. The Mayor closed the public comment period at 9:36 p.m. Council discussion followed.

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

ADJOURNMENT

Mayor del Rosario adjourned the Special Meeting at 9:52 p.m.

Respectfully Submitted,

Sean Rabé
City Manager

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42461	9/4/2015	00068	09042015 B	9/4/2015	COLMA PEACE OFFICERS: P/	652.14	652.14
42462	9/4/2015	00631	09042015 B	9/4/2015	PERS - BUYBACK: PAYMENT	23,587.30	
			09042015 B	9/4/2015	PERS MISC NON-TAX: PAYME	9,068.01	
			09042015 M	9/4/2015	PERS MISC NON-TAX: PAYME	610.44	33,265.75
42463	9/4/2015	01340	09042015 B	9/4/2015	FLEX 125 PLAN: PAYMENT	515.78	515.78
42464	9/4/2015	01360	09042015 B	9/4/2015	ICMA CONTRIBUTION: PAYME	3,667.00	
			09042015 M	9/4/2015	ICMA CONTRIBUTION: PAYME	650.00	4,317.00
42465	9/4/2015	01375	09042015 B	9/4/2015	NATIONWIDE: PAYMENT	9,093.80	
			09042015 M	9/4/2015	NATIONWIDE: PAYMENT	700.00	9,793.80
42466	9/4/2015	02377	09042015 B	9/4/2015	CALIFORNIA STATE DISBURS: PAYM	553.84	553.84
93280	9/4/2015	00521	09042015 M	9/4/2015	FEDERAL TAX: PAYMENT	907.56	907.56
93282	9/4/2015	00130	09042015 B	9/4/2015	CALIFORNIA STATE TAX: PAY	8,166.30	8,166.30
93283	9/4/2015	00521	09042015 B	9/4/2015	FEDERAL TAX: PAYMENT	44,660.24	44,660.24

total for FIRST NATIONAL BANK OF DALY CITY: 102,832.41

9 checks in this report.

Grand Total All Checks:

102,832.41

Final Check List
Town of Colma

apChkLst
09/08/2015 9:22:50AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42467	9/8/2015	00140	08/21/15 Dossey	8/21/2015	CREDIT CARD CHARGE	4,814.62	
			08/21/15 Rabe	8/21/2015	CREDIT CARD CHARGE	3,813.67	
			08/21/15 Morque	8/21/2015	CREDIT CARD CHARGE	1,563.87	
			08/21/15 Gogan	8/21/2015	CREDIT CARD CHARGE	965.21	
			08/21/15 Silva	8/21/2015	CREDIT CARD CHARGE	548.44	
			08/21/15 Lum	8/21/2015	CREDIT CARD CHARGE	275.87	
			08/21/15 Pfoth	8/21/2015	CREDIT CARD CHARGE	148.09	12,129.77
42468	9/8/2015	00181	2015090101	9/1/2015	Total Compensation Survey Invi-	12,000.00	
			20670	9/1/2015	LABOR RELATIONS CONSUL-	1,279.00	13,279.00
42469	9/8/2015	00307	0567147369-1	8/25/2015	0567147369-1 JSB s/o Serram	126.19	126.19
42470	9/8/2015	00433	9829221002	8/27/2015	Dimming Ballast, 120-277 Volt I	201.38	201.38
42471	9/8/2015	00449	08/24/2015	9/1/2015	PakNSave Credit	1,831.13	1,831.13
42472	9/8/2015	00539	0000274457	8/21/2015	Annual Maintenance PD	339.04	339.04
42473	9/8/2015	00865	2000249.003	8/28/2015	08/28/15 Deposit Refund	350.00	
			2000250.003	8/28/2015	08/28/15 Deposit Refund	300.00	650.00
42474	9/8/2015	01030	1501833	8/20/2015	MONTHLY SERVICE CONTRA	5,380.00	
			1501779	8/20/2015	July 2015 Hours in Excess of C	487.50	5,867.50
42475	9/8/2015	01037	Aug 25-Sept 24,	8/20/2015	INTERNET 1520 HILLSIDE BL	284.02	
			09/02/15-10/01/1	8/27/2015	INTERNET 1198 & 1199 EL CA	239.02	
			Aug 25-Sept 24,	8/20/2015	INTERNET 427 F ST.	234.02	
			08/27-09/26 XFII	8/17/2015	1520 HILLSIDE XFINITY TV	10.11	767.17
42476	9/8/2015	01378	08/27-09/26 XFII	8/17/2015	1520 HILLSIDE XFINITY TV	10.11	810.00
42477	9/8/2015	01472	ASTRO JUMP OF SAN MATEO	7/24/2015	09/12/15 4 in 1, Ad Rush Obsta	810.00	810.00
42478	9/8/2015	01565	DELATORRE, MARIELA	8/31/2015	08/31/15 Deposit Refund	225.00	225.00
42479	9/8/2015	01569	BAY CONTRACT MAINTENAN	8/20/2015	Sterling Park Strip & Wax: 3 Co	770.00	770.00
42480	9/8/2015	01629	DARLING INTERNATIONAL IN	8/25/2015	TRAP SERVICE CHARGE	79.71	79.71
42481	9/8/2015	02002	R. J. RICCIARDI INC	8/31/2015	FY 14/15 AUDIT SERVICES	825.00	825.00
42482	9/8/2015	02144	DIZCO, INC.	8/31/2015	09/12/15 Face Painter & Carica	885.00	885.00
42483	9/8/2015	02167	DOMINICA. DE LUCCA DBA	8/25/2015	TAE KWON DO	1,100.00	1,100.00
42484	9/8/2015	02179	RAMSEY, ERIK	9/4/2015	09/04/15 Advanced Disability P	1,800.00	1,800.00
42485	9/8/2015	02182	HUB INTERNATIONAL OF CA	8/31/2015	INSURANCE EVENTS	256.08	256.08
42486	9/8/2015	02258	DALY CITY KUMON CENTER	9/1/2015	TUTORING	4,585.00	4,585.00
42487	9/8/2015	02363	KIM, SEUNG NAM	8/29/2015	GOLF LESSONS	250.00	250.00
			AGUILAR, NORMA	9/3/2015	09/03/15 Deposit Refund	350.00	
			2000255.003	9/3/2015	09/03/15 Deposit Refund	300.00	650.00
			2000254.003	9/3/2015	09/03/15 Deposit Refund	300.00	

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42488	9/8/2015	02386	May 30-Aug 28, ;	8/11/2015	MUSIC LESSONS	2,543.00	2,543.00
42489	9/8/2015	02464	BOUND TREE MEDICAL LLC 81891474	8/25/2015	Spit Sock Face Cover to Prever	69.32	69.32
42490	9/8/2015	02499	GE CAPITAL INFORMATION TF95329042	8/26/2015	COPY MACHINE RENTAL	492.68	492.68
42491	9/8/2015	02604	LOPEZ, FRANK L. COLMA0906201	8/31/2015	09/12/15 5 Massage Chair Ther	900.00	900.00
42492	9/8/2015	02739	ZEBOHEAD AUTOMOTIVE INC00002845	8/31/2015	11 Ford Crown Vic #6 Replacec	132.66	132.66
42493	9/8/2015	02787	AECO SYSTEMS, INC. 49951	8/25/2015	Replaced Kitchen Heat Detecto	307.48	307.48
42494	9/8/2015	02799	WAVE Sept 2015 RIMS	8/23/2015	Sept 2015 RIMS Pt to Pt Fiber I	400.00	400.00
42495	9/8/2015	02840	TONG-ROBINSON, SHARON 2015-0831TC	8/31/2015	08/21/15 Sampler Frame 1 Atte	121.00	121.00
42496	9/8/2015	02868	MOBILE CLIMB USA, LLC 09/12/15 Climbin	8/31/2015	09/12/15 Climbing Wall Balance	750.00	750.00
42497	9/8/2015	02872	BARRADAS, ERIC Water Conserva	9/3/2015	Water Conservation Rebate	161.25	161.25
42498	9/8/2015	02873	LETCAVAGE, JAMES Water Conserva	8/28/2015	Water Conservation Rebate	42.00	42.00
42499	9/8/2015	02874	NATIONAL ASSOCIATION OF (08/25/2015	8/25/2015	12 Months Membership Include	155.00	155.00
42500	9/8/2015	02875	LIN, VICTOR 09/12/15 Simfani	9/4/2015	09/12/15 Simfani Music Band Tr	1,000.00	1,000.00

b total for FIRST NATIONAL BANK OF DALY CITY: 54,501.36

34 checks in this report.

Grand Total All Checks:

54,501.36

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42501	9/15/2015	00005	ABAG PLAN CORPORATION	7/31/2015	July 2015 Legal Services J. Mo:	12.00	12.00
42502	9/15/2015	00051	CALIFORNIA WATER SERVICE	8/28/2015	WATER BILL	5,964.56	
				9/1/2015	PG&E	129.92	6,094.48
42503	9/15/2015	00057	CINTAS CORPORATION #2	9/10/2015	CLEANING SERVICE	807.44	807.44
42504	9/15/2015	00065	COLMA HISTORICAL ASSOCIATION	9/15/2015	09/19/15 11th Annual Fundraisit	40.00	40.00
42505	9/15/2015	00093	CITY OF SOUTH SAN FRANCISCO	8/25/2015	TRAFFIC SIGNAL MAINTENANCE	914.59	914.59
42506	9/15/2015	00112	DEPARTMENT OF JUSTICE	9/3/2015	FINGERPRINT APPLICATIONS	2,140.00	
				9/3/2015	FINGERPRINT APPLICATIONS	98.00	2,238.00
42507	9/15/2015	00174	HOME DEPOT CREDIT SERVICES	8/30/2015	August 3-28, 2015 PW Purchas	3,530.25	3,530.25
42508	9/15/2015	00214	KSM PRINTING	9/10/2015	1000 7 3/4" Citation Window Er	127.15	127.15
42509	9/15/2015	00226	LIM, CINDY ELLEN	08/28/15	Reimburse Halloween	230.12	230.12
42510	9/15/2015	00280	OFFICE DEPOT, INC.	9/14/2015	OFFICE SUPPLIES	1,770.71	1,770.71
42511	9/15/2015	00307	PACIFIC GAS & ELECTRIC	9/3/2015	3007220528-6 1199 El Camino	3,851.98	
				9/3/2015	0512181543-4 Street Lights &	2,928.17	
				9/21/2015	6991706865-7 1190 El Camino	286.46	
				9/3/2015	0576889222-5 1180 El Camino	252.01	
				8/28/2015	9248309814-8 601 F St.	235.20	
				9/3/2015	0035222590-8 1180 El Camino	20.01	7,573.83
42512	9/15/2015	00364	SMC SHERIFF'S OFFICE	8/31/2015	LAB FEES	500.69	500.69
42513	9/15/2015	00412	TELECOMMUNICATIONS ENGINEERING	9/10/2015	Facilities Mgmt & Maintenance	1,328.00	1,328.00
42514	9/15/2015	00414	TERMINEX INTERNATIONAL	9/15/2015	PEST CONTROL	463.00	
				9/15/2015	601 F St. 08/11/15	59.00	522.00
42515	9/15/2015	00500	SMC CONTROLLERS OFFICE	9/2/2015	August 2015 Allocation of Parki	740.10	740.10
42516	9/15/2015	00693	DEGUIA, PRISCILLA	9/11/2015	09/11/15 Friday Films Withdraw	4.00	4.00
42517	9/15/2015	01180	LETCAVAGE, ALICE	9/8/2015	09/08/15 Walkabout Wednesda	4.00	4.00
42518	9/15/2015	01184	PENINSULA UNIFORMS & EQUIPMENT	8/31/2015	UNIFORMS	130.84	130.84
42519	9/15/2015	01276	GONZALEZ, RAE	9/9/2015	09/09/15 Guitar Workshop With	36.00	36.00
42520	9/15/2015	01308	EEL RIVER FUELS, INC.	8/31/2015	PW GAS PURCHASES	271.35	271.35
42521	9/15/2015	01340	NAVIA BENEFIT SOLUTIONS	8/31/2015	SECTION 125 PARTICIPANT F	85.00	85.00
42522	9/15/2015	01457	BATERINA, BARBARA	9/8/2015	09/08/15 Withdrawal Refund W	4.00	
				9/9/2015	09/09/15 Withdrawl Refund Cle	2.00	6.00
42523	9/15/2015	01552	FORTE PRESS CORPORATION	9/1/2015	Business Cards Off. Kim Trask	202.39	202.39
42524	9/15/2015	01643	AUSTRIA, HELEN	9/8/2015	09/08/15 Deposit Refund	300.00	300.00
42525	9/15/2015	02020	JAMES STANDFIELD CATERING	9/12/2015	09/12/15 Picnic Food	10,444.35	10,444.35

Final Check List
Town of Colma

apChkLst
09/15/2015 11:25:25AM

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42526	9/15/2015	02042	OF44619946	9/4/2015	09/04/15 Kitchen Inspection & S	316.03	316.03
42527	9/15/2015	02167	09/18/2015	9/18/2015	09/18/15 Advanced Disability Pr	1,800.00	1,800.00
42528	9/15/2015	02173	7668	8/29/2015	Recertif 7 Radar Units, 10 Tun	551.00	551.00
42529	9/15/2015	02216	416326	8/31/2015	GASOLINE PURCHASES	1,235.46	
			414692	8/20/2015	GASOLINE PURCHASES	1,031.73	
			413059	8/10/2015	GASOLINE PURCHASES	900.14	
			414831	8/20/2015	GASOLINE PURCHASES	35.36	
42530	9/15/2015	02274	FRANK AND GROSSMAN LANI149577	9/1/2015	LANDSCAPE MAINTENANCE	10,363.00	3,202.69
42531	9/15/2015	02499	GE CAPITAL INFORMATION TI1057220826	8/28/2015	08/27/15 Hard Drive Swap/Surr	350.00	10,363.00
42532	9/15/2015	02510	REGIONAL GOVERNMENT SE5279	8/31/2015	CONTRACT C. FRANCIS	8,711.50	350.00
42533	9/15/2015	02546	BAXTER'S FRAME WORKS AN30066	8/26/2015	Chief's Award Perpetual Plaque	715.09	8,711.50
42534	9/15/2015	02730	THE RATCLIFF ARCHITECTS 7762	8/18/2015	COLMA TOWN HALL RENOVA	100,649.25	715.09
42535	9/15/2015	02743	UTILITY TELEPHONE, INC September 2015	9/1/2015	INTERNET ACCESS 128070	698.58	100,649.25
42536	9/15/2015	02824	R3 CONSULTING GROUP, INC7631	9/1/2015	Procurement Services to Aug 3	3,750.00	698.58
42537	9/15/2015	02851	BERTUMEN, ELIZABETH N. June 30-Sept 1,	9/9/2015	June 30-Sept 1, 2015 Hula and	625.00	3,750.00
42538	9/15/2015	02864	MOBILE MODULAR MANAGEMENT809706	8/27/2015	8/27/15-9/25/15 24 x 60 Office I	657.27	625.00
			806155	8/21/2015	8/21/15-9/19/15 8 x 20 Office H	408.97	1,066.24
42539	9/15/2015	02876	AQUINO, VIRGINIA 2000256.003	9/8/2015	09/08/15 Deposit Refund	300.00	300.00

b total for FIRST NATIONAL BANK OF DALY CITY: 171,011.67

39 checks in this report.

Grand Total All Checks:

171,011.67

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42540	9/18/2015	00047	09182015 B	9/18/2015	CLEA: PAYMENT	343.00	343.00
42541	9/18/2015	00068	09182015 B	9/18/2015	COLMA PEACE OFFICERS: P/	652.14	652.14
42542	9/18/2015	00631	09182015 B	9/18/2015	PERS - BUYBACK: PAYMENT	19,922.98	
			09182015 B	9/18/2015	PERS MISC NON-TAX: PAYME	9,323.21	29,246.19
42543	9/18/2015	01340	09182015 B	9/18/2015	FLEX 125 PLAN: PAYMENT	515.78	515.78
42544	9/18/2015	01360	09182015 B	9/18/2015	ICMA CONTRIBUTION: PAYME	3,667.00	3,667.00
42545	9/18/2015	01375	09182015 B	9/18/2015	NATIONWIDE: PAYMENT	5,833.00	5,833.00
42546	9/18/2015	02224	09182015 B	9/18/2015	LIFE INSURANCE: PAYMENT	327.70	327.70
42547	9/18/2015	02377	09182015 B	9/18/2015	WAGE GARNISHMENT: PAYM	553.84	553.84
93285	9/18/2015	00130	09182015 B	9/18/2015	CALIFORNIA STATE TAX: PAY	8,154.66	8,154.66
93286	9/18/2015	00521	09182015 B	9/18/2015	FEDERAL TAX: PAYMENT	42,667.37	42,667.37

o total for FIRST NATIONAL BANK OF DALY CITY: 91,960.68

10 checks in this report.

Grand Total All Checks:

91,960.68

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42548	9/22/2015	00057	CINTAS CORPORATION #2 8402405529	9/4/2015	Admin First Aid Supplies	262.75	262.75
42549	9/22/2015	00093	CITY OF SOUTH SAN FRANCISCO:516188	9/10/2015	DISPATCH SERVICES	8,626.09	8,626.09
42550	9/22/2015	00282	CALIFORNIA PUBLIC EMPLOY 1844	9/14/2015	MEDICAL INSURANCE	93,874.94	93,874.94
42551	9/22/2015	00357	SIERRA DISPLAY, INC. 11989	9/8/2015	50% Deposit 64 Natural Wreath	12,469.68	12,469.68
			19838	9/1/2015	2015 Holiday Services First Insta	6,450.00	18,919.68
42552	9/22/2015	00388	SONITROL 1272845-IN	9/1/2015	427 F ST. MONTHLY MONITOR	109.00	109.00
42553	9/22/2015	00411	TURBO DATA SYSTEMS 23341	8/31/2015	CITATION PROCESSING	392.11	392.11
42554	9/22/2015	00534	SMC INFORMATION SERVICE-1YCL11508	9/16/2015	MICRO CHANNEL & LINES	1,255.50	1,255.50
42555	9/22/2015	00553	PACIFIC NURSERIES SI-323858	9/3/2015	6 Phorrmium x Jack Spratt; 2	59.41	59.41
42556	9/22/2015	00949	GLUSZEK, BRENDA K. July 7-Sept 10, 2	9/16/2015	YOGA CLASSES	2,200.00	2,200.00
42557	9/22/2015	01036	MANAGED HEALTH NETWORKI3200072668	9/16/2015	EMPLOYEE ASSISTANCE PRO	118.00	118.00
42558	9/22/2015	01183	BEST BEST & KRIEGER LLP 755901	9/9/2015	CITY ATTORNEY SERVICES	16,849.56	17,774.41
			755899	9/9/2015	CITY ATTORNEY SERVICES	708.51	708.51
			755900	9/9/2015	CITY ATTORNEY SERVICES	216.34	216.34
42559	9/22/2015	01367	DUO DANCE ACADEMY August 2015	9/21/2015	DANCE CLASSES	600.00	600.00
42560	9/22/2015	01745	WILLIAM D WHITE CO., INC. 452934COLM	9/10/2015	Adjust Limit Switches and Repe	250.00	250.00
42561	9/22/2015	02167	RAMSEY, ERIK July & Aug Supp	9/21/2015	July & August 2015 Refund Sup	16.00	16.00
42562	9/22/2015	02224	STANDARD INSURANCE COM Oct 2015	9/14/2015	LIFE INSURANCE	187.50	187.50
42563	9/22/2015	02419	MARTINEZ, ALINA 2000265.003	9/14/2015	09/14/15 Deposit Refund	300.00	300.00
42564	9/22/2015	02499	GE CAPITAL INFORMATION TI95425461	9/4/2015	COPY MACHINE RENTAL	602.57	602.57
42565	9/22/2015	02623	BLOEBAUM, CYNTHIA Sept 16, 2015	9/17/2015	COOKING CLASSES	955.00	955.00
42566	9/22/2015	02739	ZEBOHEAD AUTOMOTIVE INC000002862	9/18/2015	11 Ford Crown Vic #5 Repaired	281.75	281.75
			000002864	9/18/2015	08 Ford Crown Vic Oil Change	227.86	227.86
			000002863	9/18/2015	11 Ford Explorer Oil Change	71.51	71.51
42567	9/22/2015	02827	CORODATA SHREDDING, INC.RS2742513	8/31/2015	August 2015 Storage, Pickup/D	13.60	13.60
42568	9/22/2015	02863	PLACEWORKS, INC. 57239	8/31/2015	August 2015 Carmax CEQA Se	7,730.00	7,730.00
b total for FIRST NATIONAL BANK OF DALY CITY:						154,827.68	154,827.68

21 checks in this report.

Grand Total All Checks: 154,827.68

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42569	9/29/2015	00004	AT&T	9/13/2015	08/13/2015 - 09/12/2015 AT&T	1,469.97	
42570	9/29/2015	00051	CALIFORNIA WATER SERVICE	9/13/2015	DTS 06E1390/06E1391 08/13/2	220.23	1,690.20
42571	9/29/2015	00071	CSG CONSULTANTS, INC.	9/15/2015	CA WATER	245.09	245.09
42572	9/29/2015	00236	LAURETTA PRINTING COMPA	9/15/2015	CSG	83,946.80	83,946.80
42573	9/29/2015	00307	PACIFIC GAS & ELECTRIC	9/24/2015	ENVELOPE PRINTING	195.75	195.75
42574	9/29/2015	00311	PITNEY BOWES INC.	9/15/2015	S/E Corner Hillside at Lawndale	62.85	90.66
42575	9/29/2015	00623	ARAMARK	9/15/2015	1500 Hillside Blvd #B 8/14-9/14	27.81	95.42
42576	9/29/2015	00862	GOMEZ, LOURDES	8/31/2015	DM500/550 RED INK CARTRIC	95.42	355.84
42577	9/29/2015	00928	SUPPLYWORKS	9/21/2015	UNIFORM SERVICE	355.84	300.00
42578	9/29/2015	00978	CASTRO, RUDOLFO	9/1/2015	09/21/15 Deposit Refund	300.00	329.31
42579	9/29/2015	01037	COMCAST CABLE	9/18/2015	Cover seat, tissue, towel, cup p.	329.31	329.31
42580	9/29/2015	01076	API CONSULTING	9/18/2015	09/18/15 Deposit Refund	150.00	200.00
42581	9/29/2015	01308	EEL RIVER FUELS, INC.	9/18/2015	09/18/15 Deposit Refund	50.00	
42582	9/29/2015	01414	VERANO HOMEOWNERS ASS 10	9/7/2015	INTERNET 601 F ST.	104.02	
42583	9/29/2015	01565	BAY CONTRACT MAINTENANK	9/17/2015	1520 HILLSIDE XFINITY TV	23.25	127.27
42584	9/29/2015	01687	UNITED SITE SERVICES OF	9/15/2015	RECORDS MANAGEMENT	6,760.00	6,760.00
42585	9/29/2015	02167	RAMSEY, ERIK	9/15/2015	PW GAS PURCHASES	307.16	307.16
42586	9/29/2015	02216	RAMOS OIL CO. INC.	10/1/2015	VERANO OWNERS ASSOCIA	295.00	295.00
42587	9/29/2015	02337	TASER INTERNATIONAL, INC.	9/10/2015	JANITORIAL SERVICES	8,114.11	
42588	9/29/2015	02443	SUN RIDGE SYSTEMS, INC.	9/8/2015	8/21/2015 TOWEL MULTIFOLI	660.89	8,775.00
42589	9/29/2015	02542	KEYSTONE (US) MANAGEMEN	9/15/2015	STANDARD, REGULAR, EEC	118.98	118.98
42590	9/29/2015	02851	BERTUMEN, ELIZABETH N.	10/2/2015	10/02/15 Advanced Disability Pt	1,800.00	1,800.00
				9/20/2015	GASOLINE PURCHASES	921.62	921.62
				9/17/2015	PPM Battery Pk, Holster, Datap	3,738.96	3,738.96
				9/25/2015	ANNUAL RIMS USERS CONF	650.00	650.00
				9/5/2015	10/01/15-12/31/15 Fire System	361.98	361.98
				July 27-Sep 21, 2015	July 27 - Sept 21, 2015 Hula &	575.00	575.00

total for FIRST NATIONAL BANK OF DALY CITY: 111,880.04

22 checks in this report.

Grand Total All Checks: 111,880.04

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42597	9/30/2015	00020	ASSOCIATED SERVICES INC 115080176	8/1/2015	OASIS HOT & COLD WATER-1	27.00	27.00
42598	9/30/2015	00051	CALIFORNIA WATER SERVICE6544607057	9/18/2015	6544607057 SW Corner Hillside	706.20	706.20
42599	9/30/2015	00307	PACIFIC GAS & ELECTRIC 2039987372-6	9/18/2015	2039987372-6 Opposite 507 D	11.68	
			9956638930-2	9/18/2015	9956638930-2 Next to 540 B St	9.86	21.54
42600	9/30/2015	00432	VISION SERVICE PLAN Oct 2015	9/21/2015	VISION SERVICE PLAN	956.80	956.80
42601	9/30/2015	01037	COMCAST CABLE Sept 25-Oct 24, ;	9/20/2015	INTERNET 1520 HILLSIDE BL	284.02	284.02
42602	9/30/2015	01201	ZAPANTA, HEZEKIEL 2000272.003	9/21/2015	09/21/15 DEPOSIT REFUND	50.00	50.00
42603	9/30/2015	02179	HUB INTERNATIONAL OF CA September 2015	9/30/2015	INSURANCE EVENTS	256.08	256.08
42604	9/30/2015	02198	BAYSIDE PRINTED PRODUCT 101114	9/29/2015	Holiday Party Invites	315.03	315.03
42605	9/30/2015	02258	KIM, SEUNG NAM September 2015	9/26/2015	GOLF LESSONS	250.00	250.00
o total for FIRST NATIONAL BANK OF DALY CITY:							2,866.67

9 checks in this report.

Grand Total All Checks: 2,866.67

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.

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 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 Fiscaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, 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.

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 7:00 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 7:00 p.m. the following day. The City Council's regular 7:00 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 7:00 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.

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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 Fiscaro					
Raquel Gonzalez					
Joseph Silva					
Voting Tally					

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, Director of Recreation Services
 VIA: Sean Rabé, City Manager
 MEETING DATE: October 14, 2015
 SUBJECT: Recreation Services Department Quarterly Review, July - September 2015

RECOMMENDATION

Staff recommends that the City Council adopt:

A MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE THIRD QUARTER OF 2015.

EXECUTIVE SUMMARY

In the third quarter of 2015, a total of 1,930 participants attended 63 programs. This represents a decrease of 177 participants from the third quarter of 2014. Staff attributes the decrease in participation to the scheduling of the Town's 90th Anniversary celebration events in 2014.

Staff estimates that 39 percent of the population had a current Colma I.D. during the third quarter of 2015, suggesting that residents participated in multiple programs.

There were a total of 66 rentals, which is a decrease of 5 rentals from the second quarter of 2015.

BACKGROUND

Participation

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

- A total of 100 Adults & Seniors participated in Enrichment Programs. This represents an increase of 23 participants from the third quarter of 2014. Staff attributes the increase to greater participation in fitness programs.

- A total of 181 Adults & Seniors participated in Trips & Events. This represents an increase of 80 participants from the third quarter of 2014. Staff attributes the increase to greater participation in the Senior Drivers workshop and Arm Chair Travel program.
- A total of 928 Youths & Teens participated in Enrichment Programs. This represents an increase of 73 participants from the third quarter of 2014. Staff attributes the increase to greater participation in the Chess Wizard, Day Camp, Kids Club and Kumon programs.
- A total of 208 Youths & Teens participated in Events & Trips. This represents an increase of 61 participants from the third quarter of 2014. Staff attributes the increase to greater participation in the Santa Cruz Beach Boardwalk program and the San Jose Earthquakes game.
- A total of 513 Youths, Adults and Seniors participated in Community Programs. This represents a decrease of 414 participants from the third quarter of 2014. Staff attributes the decrease in participation to the scheduling of the Town's 90th Anniversary celebration events and Movie in the Park program in 2014.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 46 different events:

- Resident Rentals (23 social events and one HOA meeting)
- Resident Non-profit group (two meetings and one fundraiser)
- Non-Resident Non-profit Groups (four meetings)
- In House Reservations (15 meetings/trainings)

The Sterling Park Recreation Center was rented for 18 different events:

- Sterling Park Resident Rentals (18 social events)

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, at this year's Town Picnic all cups, plates, forks, knives and spoons were made from recyclable content, and staff coordinated with Allied Waste to have composting bins onsite during the event.

ATTACHMENTS

- A. 2015 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review
July - September 2015
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Cooking Classes	19	2	Existing
Creekside Villas Activities	6	2	Existing
Essential Oils	Cancelled	1	Existing
Golf	Cancelled	3	Existing
Good Vibes & High Fives Group Fitness Class	3	1	Existing
Hatha Yoga	18	1	Existing
Hula & Tahitian Dancing	3	1	Existing
Scrabble	Cancelled	2	Existing
Simply Creative Card Making	12	3	Existing
Simply Creative Crafting	2	2	Existing
Stamping Up Series – Scrapbooking	2	2	Existing
Tahitian Dancing Gracious Ladies	12	1	Existing
Zumba	23	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Arm Chair Travel	25	3	Existing
Charter Fishing	3	1	Existing
Friday Night Films	16	2	Existing
Peerless Coffee & Tea Museum	25	1	NEW
Phantom of the Opera	28	1	Existing
San Jose Earthquakes Tickets	19	1	NEW
Senior Drivers Workshop	19	1	NEW
Senior Luncheon (Luau & Bingo)	43	2	Existing
Walk About Wednesday	3	1	NEW

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Allegro Music Program	4	1	Existing
Alternative Camp Program	4	3	Existing
Ballet, Tap & Hip Hop	11	9	Existing
Broadway Musical Groups	Cancelled	1	Existing
Chess Wizards	9	1	Existing

Cooking	12	2	Existing
Discover Ukulele	1	1	Existing
Golf	5	3	Existing
Early Childhood Music	Cancelled	1	Existing
Engineering Fundamentals - Lego	14	1	Existing
Guitar Workshop	Cancelled	2	Existing
Hula & Tahitian Dancing	8	1	Existing
Jedi Engineering - Lego	Cancelled	!	NEW
Keyboard	7	2	Existing
Kids' Club Afterschool Program	28	2	Existing
Kumon Math Tutoring	90	3	Existing
Kumon Reading Tutoring	61	3	Existing
Mega Memory	Cancelled	1	Existing
Parents' Night Out	Cancelled	3	Existing
Princess Dance Class	Cancelled	1	Existing
Summer Day Camp Early Morning Care	173	1	Existing
Summer Day Camp	298	1	Existing
Summer Day Camp Afternoon Care	151	1	Existing
Tae Kwon Do	40	3	Existing
Tahitian Drumming	Cancelled	1	Existing
Tot Gym & Jam	3	2	Existing
Vibo Youth Ensemble	3	1	Existing
Violin Workshop	6	4	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Basketball Fundamentals	13	1	Existing
Boomers	48	1	Existing
Charter Fishing	6	1	Existing
Exploratorium	42	1	Existing
Golfland	46	1	Existing
Movies & Bowling at Yerba Buena Gardens	Cancelled	1	Existing
NFL Punt, Pass & Kick Competition	Cancelled	1	Existing
San Jose Earthquake Tickets	9	1	NEW
San Francisco Giants Game	22	1	Existing
Santa Clara Paintball	Cancelled		Existing
Santa Cruz Beach Boardwalk	22	1	Existing
TGI Fridays	Cancelled	3	Existing

Community Programs

Program	Registered	Sessions	New or Existing Program
Project Read Learning Wheels	112	4	Existing
Project Read Nutrition Program	74	3	Existing
Project Read Science Club	76	3	Existing
Town Picnic	251	1	Existing

Note: Programs were cancelled due to insufficient participation.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: October 14, 2015
 SUBJECT: Disaster Preparedness Ordinance

RECOMMENDATION

Staff recommends that the City Council introduce the following:

ORDINANCE AMENDING SUBCHAPTER 1.17 OF THE COLMA MUNICIPAL CODE,
 RELATING TO EMERGENCY PREPAREDNESS, AND WAIVE A FURTHER READING OF THE
 ORDINANCE

EXECUTIVE SUMMARY

The proposed ordinance would amend subchapter 1.17 of the Town's Municipal Code to accomplish the following:

- make changes to ensure consistency with state law provisions;
- make clarifying language changes to allow the City Manager to meet informally with staff regarding emergency preparedness;
- correct an incorrect cross-reference to another section in the ordinance; and
- add provisions regarding standby officers consistent with state law.

FISCAL IMPACT

The proposed ordinance is not anticipated to cause a fiscal impact on the Town as the changes are merely policy level changes with no financial implications.

BACKGROUND

The Town's disaster preparedness ordinance was last updated in 2007 pursuant to Ordinance No. 659. Since that time, the State Legislature has made changes to the California Emergency Services Act (the "Act") codified at California Government Code Section 8550, et seq. In addition, in consultation with the City Manager and staff, additional changes were identified for the Town's disaster preparedness ordinance.

ANALYSIS

The proposed ordinance would amend Section 1.17.030 to correct a reference to the number of days in which the City Council would be required to review the conditions of the local emergency after proclaiming a local emergency. The previous timeframe was 14 days. However, the timeframe has now been increased to 30 days consistent with revisions in state law.

The proposed ordinance would also amend Section 1.17.050(a)(1) to provide increased flexibility to the City Manager to meet informally with Town staff to make recommendations to the City Council on items of emergency preparedness. The City Manager is defined in the Town's ordinance as the Director of Emergency Services. The reason for this language change is that in reviewing the ordinance, the City Attorney's office was concerned that if the City Manager/Director of Emergency Services elected to meet with multiple Town staff members, an argument could be made that he was forming the Disaster Council as provided for in the Town's existing ordinance. Because the Disaster Council was created by City Council ordinance as a separate body, any meetings of the Disaster Council would have to be in compliance with the Ralph M. Brown Act, the open meeting laws applicable to cities across the state. In order to allow the City Manager/Director of Emergency Services the flexibility in working with staff, additional language was provided to indicate the Director of Emergency Services has the authority to meet informally with staff to avoid any argument that he was forming the Disaster Council.

The proposed ordinance would also amend Section 1.17.090 to merely correct an incorrect cross reference.

Finally, the proposed ordinance would add a new Section 1.17.120 regarding standby officers. Under state law, the City Council has the power to appoint standby officers. Standby officers shall serve in place of a sitting Councilmember in the event a Councilmember is unavailable during a state of war emergency, or in a state or local emergency. Unavailable is defined at Government Code Section 8636 to mean when a City Councilmember is killed, missing or so seriously injured as to be unable to attend a meeting or perform his or her duties. It is important to note that standby officers serve at the discretion of the City Council and can be removed and replaced at any time with or without cause. It is also important to note that standby officers, if they serve, only do so for the limited duration of time that it takes for the regular Councilmember to become available, or until the election or appointment of a new Councilmember (assuming a Councilmember has been killed in a disaster).

Government Code Section 8639 does specify that standby officers may be residents or officers of the Town, and that particular consideration shall be given to the place of residence or work. The Town's officers include the City Manager, City Attorney, Chief of Police, City Engineer, Building Official, and City Planner/Zoning Administrator. See, Colma Municipal Code Section 1.03.010. It is recommended that the City Council appoint officers of the Town as standby officers as the officers have the most intimate knowledge of the Town and its operations. The City Clerk can work with each Councilmember to identify a standby officer or officers in the event the City Council seeks to make use of these provisions in the Town's ordinance and in state law.

Council Adopted Values

The City Council's introduction and adoption of the ordinance is the *responsible* thing to do as it furthers the Town's efforts to continue to be prepared in the event of a state or local emergency.

Alternatives

The City Council could choose not to introduce the ordinance. Doing so is not recommended, however, as the ordinance ensures compliance with state law and provides added flexibility to the City Manager and City Council in furthering emergency preparedness.

CONCLUSION

The City Council should introduce the ordinance for first reading, waive further reading, and adopt the ordinance at its next City Council meeting.

ATTACHMENTS

- A. Ordinance



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

ORDINANCE AMENDING SUBCHAPTER 1.17 OF THE
COLMA MUNICIPAL CODE, RELATING TO EMERGENCY PREPAREDNESS

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

ARTICLE 1. CMC SECTION 1.17.030 AMENDED.¹

Section 1.17.030(b) is hereby amended as follows:

1.17.030 Section Title

(b) At least every ~~fourteen~~ thirty days, the City Council must review the conditions of the local emergency and, in order to continue the local emergency, ratify the continuing existence of the local emergency.

ARTICLE 2. CMC SECTION 1.17.050 AMENDED.

Section 1.17.050(a)(1) is hereby amended as follows:

1.17.050 Duties of the Director of Emergency Services.

(a) It shall be the duty of the Director of Emergency Services, and the Director of Emergency Services is hereby empowered to:

- (1) ~~Meet informally with Town staff to~~ Develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements, and to perform such other functions as may be designated in the Emergency Plan.

ARTICLE 3. CMC SECTION 1.17.090 AMENDED.

Section 1.17.090 is hereby amended as follows:

1.17.090 Emergency Organization.

All officers and employees of the Town, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of ~~Section~~

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.

~~1.17.080(a)(3)~~ Section 1.17.060(a)(3) of this ordinance, be charged with duties incident to the protection of life and property in the Town during such emergency, shall constitute the Emergency Organization of the Town of Colma.

ARTICLE 4. CMC SECTIONS 1.17.120 ADDED.

A new section 1.17.120 is hereby added as follows, with all other sections renumbered consecutively:

1.17.120 Standby Officers.

(a) The City Council shall have the power to appoint standby officers with three standby officers for each member of the City Council and designated as Nos. 1, 2 and 3.

(b) The qualifications of each standby officer shall be carefully investigated, and a standby officer may be removed and replaced at any time with or without cause.

(c) Standby officers shall be required to take the oath of office, shall follow the duties outlined in state law, and shall be ready to serve during a state of war emergency, or in a state or local emergency, in place of the regular City Council member if that member is unavailable as defined in state law.

ARTICLE 5. 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 6. 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 7. 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 October 14, 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, City Clerk

