



**AGENDA  
REGULAR MEETING**

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

**Wednesday, April 11, 2018  
7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Proclamation in honor of Human Resources Manager Lori Burns' Retirement

**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 March 28, 2018 Regular Meeting.
2. Motion to Approve Report of Checks Paid for March 2018.
3. Motion to Adopt an Ordinance Adding Colma Municipal Code Section 6.01.075 Relating to Privately Owned and Maintained Off-Street Parking Facilities (Second Reading).
4. Motion to Adopt an Ordinance Amending Subchapter 3.04.160 of the Colma Municipal Code, Relating to Sewer Rates and Charges (Second Reading).
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2018.
6. Motion to Adopt a Resolution Opposing the Tax Fairness, Transparency and Accountability Act of 2018.

**STUDY SESSION**

7. **COLMA SYSTEMIC SAFETY ANALYSIS REPORT COUNTERMEASURES**

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

## **NEW BUSINESS**

### **8. AMENDMENT TO WATER CONSERVATION INCENTIVE PROGRAM**

Consider: Motion to Adopt a Resolution Amending Subchapter 1.14 of the Colma Administrative Code, Relating to the Water Conservation Incentive Program.

### **9. TOWN HALL PUBLIC SPACES FURNITURE, FIXTURES AND EQUIPMENT FINISHES**

Consider: Motion to Approve the Furniture, Finishes, and Color Selections for the Town Hall Renovation Project.

## **REPORTS**

Mayor/City Council

City Manager

## **ADJOURNMENT**

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

### Reasonable Accommodation

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

## MINUTES REGULAR MEETING

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

**Wednesday, March 28, 2018**

7:00 p.m.

### CALL TO ORDER

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:02 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, City Planner Michael Laughlin and City Clerk Caitlin Corley were in attendance.

### ADOPTION OF THE AGENDA

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

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

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

### PRESENTATION

Joseph Silva, Board Member of the San Mateo County Mosquito and Vector Control District and Megan Sebay, Public Health Education and Outreach Officer gave an update on the District's recent activities, including an Open House on Thursday, April 26, 2018.

Mayor Gonzalez announced that Colma would be participating in the National Mayor's Challenge for Water Conservation, April 1-30, 2018.

### PUBLIC COMMENTS

Mayor Gonzalez opened the public comment period at 7:11 p.m. and seeing no one come forward to speak, she closed the public comment.

### CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 14, 2018 Regular Meeting.

2. New PACE Program GSFA Ygrene

- a. Motion to Adopt a Resolution Consenting to the Inclusion of Properties Within the Town of Colma in the Golden State Finance Authority Community Facilities District No. 2014-1 (Clean Energy) to Finance Renewable Energy Improvements, Energy Efficiency and Water Conservation Improvements, Electric Vehicle Charging Infrastructure and Other Improvements and Approving Associate Membership in the Joint Exercise of Powers Authority
- b. Motion to Adopt a Resolution Consenting to the Inclusion Of Properties Within the Town of Colma in the Golden State Finance Authority Program to Finance Renewable Energy Generation, Energy and Water Efficiency Improvements, Electric Vehicle Charging Infrastructure, and Other Improvements and Approving Associate Membership in the Joint Exercise of Powers Authority.

**Action:** Council Member Goodwin moved to approve the Consent Calendar items #1 and #2; 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	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓			Item #1 Only	
Helen Fiscaro	✓				
	5	0			

**NEW BUSINESS**

3. **SEWER SERVICE RATES AND CHARGES FOR SSF USERS**

City Attorney Christopher Diaz presented the staff report. Mayor Gonzalez opened the public hearing at 7:19 p.m. and seeing no one come forward to speak, she closed the public hearing. The Mayor asked the City Clerk for the protest count; the Clerk informed her that there had been no protests submitted. Council discussion followed.

**Action:** Council Member Fiscaro moved to Introduce an Ordinance Amending Subchapter 3.04.160 of the Colma Municipal Code, Relating to Sewer Rates and Charges, and Waive Further Reading; the motion was seconded by Council Member Colvin and carried by the following vote:

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

4. **OFF STREET PARKING FACILITIES**

Chief of Police Kirk Stratton presented the staff report. Mayor Gonzalez opened the public

hearing at 7:28 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed. Council requested that the "180 days" in Article 3(d) be changed to "90 days."

**Action:** Council Member Goodwin moved to Introduce an Ordinance Adding Colma Municipal Code Section 6.01.075 Relating to Privately Owned and Maintained Off-Street Parking Facilities and Waive a Further Reading of the Ordinance, with the requested changes; the motion was seconded by Council Member Fisicaro and carried by the following vote:

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

## STUDY SESSION

### 5. SMOKING ORDINANCE

City Planner Michael Laughlin presented the staff report. Mayor Gonzalez opened the public comment period at 7:51 p.m. Representatives from the San Mateo County Tobacco Education Coalition Karen Licavoli, Randy Wang, Jennifer Awa, and Shaunda Scruggs spoke. Residents Lisa Siriani, Pat Hatfield, Beth Taylor, Eric Chyn, and Maureen O'Connor also spoke. Council discussion followed.

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

## COUNCIL CALENDARING

The next Regular City Council Meeting will be on Wednesday, April 11, 2018 at 7:00 p.m.

## REPORTS

### Raquel Gonzalez

Skyline President's Breakfast, 3/22/18

### Helen Fisicaro

Skyline President's Breakfast, 3/22/18

Ken Varner's Retirement Celebration, 3/23/18

City Manager Brian Dossey gave a report on the following topics:

- Officers Daniel Mendoza, Jorge Alvarado, Anthony McKenna and Dispatcher Maria Scafani were given a commendation for their work in apprehending a suspect in possession of a large quantity of drugs and non serialized home built firearms.
- The Eggstravaganza will be held on Saturday, March 31 at 9:30 a.m.
- Supervisor David Canepa will be hosting a Resource Fair for District Five on Saturday, March 31 at 11:00 a.m. Vice Mayor del Rosario will be honored at this

event as Colma Citizen of the Year for her work with the nonprofit organization ALLICE.

- The Mercy Housing Ground Breaking event will be on Wednesday, April 25, 2018.

## **ADJOURNMENT**

Mayor Gonzalez adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk

Final Check List  
Town of Colma

apChkLst  
02/28/2018 1:57:14PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47458	3/2/2018	00068	COLMA PEACE OFFICERS' 03022018 B	3/2/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
47459	3/2/2018	01340	NAVIA BENEFIT SOLUTIONS 03022018 B	3/2/2018	FLEX 125 PLAN: PAYMENT	310.00	310.00
47460	3/2/2018	01375	NATIONWIDE RETIREMENT S03022018 B	3/2/2018	NATIONWIDE: PAYMENT	6,850.00	
			03022018 M	3/2/2018	NATIONWIDE: PAYMENT	1,200.00	8,050.00
47461	3/2/2018	02377	CALIFORNIA STATE DISBURS03022018 B	3/2/2018	WAGE GARNISHMENT: PAYM	917.53	917.53
47462	3/2/2018	02944	PEACE OFFICERS RESEARCH03022018 B	3/2/2018	PORAC: PAYMENT	24.00	24.00
47463	3/2/2018	02945	PORAC LEGAL DEFENSE FUN03022018 B	3/2/2018	PORAC LDF: PAYMENT	247.80	247.80
93664	3/2/2018	00282	CALIFORNIA PUBLIC EMPLOY03022018 B	3/2/2018	MARCH 2018 ACTIVE PREMIL	54,677.79	54,677.79
93675	3/2/2018	00130	EMPLOYMENT DEVELOPMEN03022018 B	3/2/2018	CALIFORNIA STATE TAX: PAY	9,712.07	9,712.07
93676	3/2/2018	00521	UNITED STATES TREASURY 03022018 B	3/2/2018	FEDERAL TAX: PAYMENT	46,956.19	46,956.19
93677	3/2/2018	00631	P.E.R.S. 03022018 B	3/2/2018	PERS - BUYBACK: PAYMENT	39,323.59	39,323.59
93678	3/2/2018	01340	NAVIA BENEFIT SOLUTIONS 03022018 B	3/2/2018	COMMUTER PLAN: PAYMENT	47.00	47.00
93679	3/2/2018	01360	VANTAGE TRANSFER AGENT03022018 B	3/2/2018	ICMA CONTRIBUTION: PAYME	3,416.61	3,416.61
93681	3/2/2018	00521	UNITED STATES TREASURY 03022018 M	3/2/2018	FEDERAL TAX: PAYMENT	916.80	916.80
93682	3/2/2018	01360	VANTAGE TRANSFER AGENT03022018 M	3/2/2018	ICMA CONTRIBUTION: PAYME	463.86	463.86
93683	3/2/2018	00631	P.E.R.S. 03022018 M	3/2/2018	PERS MISC NON-TAX: PAYME	588.12	588.12
93684	3/2/2018	00282	CALIFORNIA PUBLIC EMPLOY03022018 M	3/2/2018	MARCH 2018 ACTIVE PREMIL	4,694.70	4,694.70
b total for FIRST NATIONAL BANK OF DALY CITY:						171,036.89	

Reference #	Date	Account Number	Amount	Exception
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No exceptions found.



## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47464	3/5/2018	00020	ASSOCIATED SERVICES INC 118022882	2/14/2018	Spring Water 5 Gal	25.00	25.00
47465	3/5/2018	00051	CALIFORNIA WATER SERVICE 6544607057	2/15/2018	6544607057 S.W. CORNER HI	236.00	236.00
47466	3/5/2018	00057	CINTAS CORPORATION #2 8403555577	2/28/2018	FIRST AID SUPPLIES	261.71	261.71
47467	3/5/2018	00071	CSG CONSULTANTS, INC. 12/30/17 - 01/26, 2/28/2018	2/28/2018	CSG	110,514.60	110,514.60
47468	3/5/2018	00181	IEDA 21990	2/1/2018	LABOR RELATIONS CONSULT	1,371.00	1,371.00
47469	3/5/2018	00226	LIM, CINDY ELLEN Feb 19-23, 2018	2/28/2018	FEB 19-23, 2018 PROPERTY C	301.73	301.73
47470	3/5/2018	00254	METRO MOBILE COMMUNICA 42108	2/21/2018	4 KMC-41M REMOTE SPEAKE	384.75	384.75
47471	3/5/2018	00307	PACIFIC GAS & ELECTRIC 02/22/2018	2/22/2018	PG&E	2,251.68	2,251.68
47472	3/5/2018	00309	PAUL'S FLOWERS 12478	1/31/2018	01/09/18 GET WELL PLANT SI	54.38	54.38
47473	3/5/2018	00345	SMC SHERIFF'S OFFICE April 12-13, 2018	2/28/2018	D MARCHETTI DRIVER TRAIN	450.00	450.00
47474	3/5/2018	01001	SIGNET TESTING LABS, INC. 6312	2/28/2018	J ROSSET CRISIS INTERVEN	275.00	275.00
47475	3/5/2018	01030	STEPFORD, INC. 1801182	2/23/2018	FEB 5-9, 2018 STAFF ENGINE	919.27	919.27
47476	3/5/2018	01037	COMCAST CABLE 1801130	2/20/2018	MONTHLY SERVICE CONTRA	5,622.00	5,622.00
47477	3/5/2018	01151	MARTINEZ, ALICIA 02/25-03/24 Intei	2/20/2018	JAN 2018 8.75 HOURS IN EXC	1,356.25	6,978.25
47478	3/5/2018	01213	THE KELLER CENTER, MDIC March 26-27, 20	2/20/2018	8155 20 022 0097051 Internet	286.16	572.32
47479	3/5/2018	01340	NAVIA BENEFIT SOLUTIONS 10121589	2/15/2018	8155 20 022 0097028 427 F ST	38.00	38.00
47480	3/5/2018	01370	VERIZON WIRELESS SERVICE 9801725463	2/28/2018	CITATION CO048293 REFUND	90.00	90.00
47481	3/5/2018	01569	DARLING INTERNATIONAL INC 600:3053370	2/15/2018	S. GUERRERO SEXUAL ABUS	75.00	75.00
47482	3/5/2018	01629	R. J. RICCIARDI INC., CPAS 10520	2/6/2018	SECTION 125 PARTICIPANT &	1,453.89	1,453.89
47483	3/5/2018	01995	CELESTE, MIKE L. 18-0301	2/28/2018	CELL PHONE SERVICE	102.71	102.71
47484	3/5/2018	02128	CALIFORNIA LAW ENFORCEMENT 03/21/18 Training	2/28/2018	TRAP SERVICE CHARGE	11,622.50	11,622.50
47485	3/5/2018	02132	WOLLMAN, JASON Feb 19-23, 2018	3/1/2018	AUDIT SERVICES	1,960.00	1,960.00
47486	3/5/2018	02144	DOMINIC A. DE LUCCA DBA DIFEB 2018	3/1/2018	CARDROOM BACKGROUN	25.00	25.00
47487	3/5/2018	02179	HUB INTERNATIONAL OF CA Feb 2018	3/1/2018	A. VELASQUEZ CHILDREN & I	330.03	330.03
47488	3/5/2018	02182	DALY CITY KUMON CENTER Feb 2018	3/2/2018	CA PROPERTY & EVIDENCE	1,000.00	1,000.00
47489	3/5/2018	02208	INTERNATIONAL ASSOCIATIO July 30-31, 2018	2/28/2018	TAE KWON DO	260.20	260.20
47490	3/5/2018	02287	RIVERA, ROSALIE CO048286 Refui	3/1/2018	INSURANCE EVENTS	4,930.00	4,930.00
47491	3/5/2018	02607	CNOA April 16, 2018 St	2/16/2018	TUTORING	675.00	675.00
47492	3/5/2018	02623	BLOEBAUM, CYNTHIA Feb 7, 2018 Port	2/15/2018	PROPERTY ROOM MANAGEN	38.00	38.00
47493	3/5/2018	02676	DYETT & BHATIA, URBAN ANC 17-552-04	2/28/2018	CITATION CO048286 REFUND	90.00	90.00
47494	3/5/2018	02700	FBINAA CA SF March 15, 2018	2/27/2018	GRANT & GUERRERO STREE	465.00	465.00
					ADULT COOKING CLASSES	57,590.85	57,590.85
					SERRAMONTE BLVD & COLLI	25.00	25.00
					K. STRATTON SPRING LUNCH		

## Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47495	3/5/2018	02765	STOMMEL INC, DBA LEHR AU'SI12365	2/28/2018	LABOR CHARGES TO STRIP-	550.00	550.00
47496	3/5/2018	02799	WAVE	2/23/2018	RIMS INTERNET W/SSF	400.00	400.00
47497	3/5/2018	02849	U.S. BANK PARS ACCOUNT, 6 March 2018	2/28/2018	OPEB CONTRIBUTION	100,798.00	100,798.00
47498	3/5/2018	03015	U.S. BANK CORPORATE PMT	02/22/18	Gogan CREDIT CARD PURCHASE	3,342.50	
			02/22/18	Morque CREDIT CARD PURCHASE	2,756.48		
			02/22/18	Tapia CREDIT CARD PURCHASE	1,179.71		
			02/22/18	De Leo CREDIT CARD PURCHASE	589.91		
			02/22/18	Burns CREDIT CARD PURCHASE	430.14		
			02/22/18	Lum CREDIT CARD PURCHASE	354.95		
			02/22/18	Pfoten CREDIT CARD PURCHASE	164.00		
			02/22/18	Abellan CREDIT CARD PURCHASE	137.01		
			02/22/18	Jordan CREDIT CARD PURCHASE	77.35		
			02/22/18	Dossey CREDIT CARD PURCHASE	47.30		
			02/22/18	Velasq CREDIT CARD PURCHASE	14.71		9,094.06
47499	3/5/2018	03061	NORTH BAY PETROLEUM	1911724	PW GAS PURCHASES	322.51	322.51
47500	3/5/2018	03117	KITTELSON & ASSOCIATES, II0093752	2/23/2018	COLMA SYSTEMIC SAFETY A	29,818.55	29,818.55
47501	3/5/2018	03130	BAY AREA AIR QUALITY	2/9/2018	EMERGENCY GENERATOR P	1,885.00	1,885.00
47502	3/5/2018	03131	SAN MATEO COUNTY RESOUFY 2017/2018 G	2/23/2018	FY 2017/2018 COUNCIL AWAF	5,000.00	5,000.00
47503	3/5/2018	03132	SMITH, FAUSE & MCDONALD, 15584	2/20/2018	ELECTRONIC SECURITY SYS	20,820.00	20,820.00
47504	3/5/2018	03133	ORANGE COUNTY SHERIFF'S April 2-13, 3018	2/27/2018	D. MENDOZA SPECIAL WEAP	580.00	580.00
47505	3/5/2018	03134	TREEHOUSE TRIBE, LLC	3/2/2018	02/07/18 VALENTINES COOKII	400.00	800.00
			1006	2/2/2018	COOKING CLASS	400.00	
b total for FIRST NATIONAL BANK OF DALY CITY:							375,434.99

42 checks in this report.

Grand Total All Checks:

375,434.99

## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47506	3/5/2018	03135 FERNANDEZ, KAREN	2001093.003	3/5/2018	03.05.18 DEPOSIT REFUND	300.00	
			2001094.003	3/5/2018	03.05.18 DEPOSIT REFUND	150.00	450.00
b total for FIRST NATIONAL BANK OF DALY CITY:							450.00

1 checks in this report.

Grand Total All Checks:

450.00

## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47507	3/12/2018	00013	ANDY'S WHEELS & TIRES	Feb 2018	TIRE SERVICE	1,289.80	1,289.80
47508	3/12/2018	00051	CALIFORNIA WATER SERVICE	02/27/2018	WATER BILL	4,301.87	4,301.87
47509	3/12/2018	00057	CINTAS CORPORATION #2	Feb 2018	CLEANING SERVICE	1,282.24	1,282.24
47510	3/12/2018	00093	CITY OF SOUTH SAN FRANCISCO	5/17/154	TRAFFIC SIGNAL MAINTENANCE	2,514.00	2,514.00
				517123	TRAFFIC SIGNAL MAINTENANCE	2,510.08	5,024.08
47511	3/12/2018	00307	PACIFIC GAS & ELECTRIC	0567147369-1	0567147369-1 JSB S/O SERRA	143.90	143.90
47512	3/12/2018	00364	SMC SHERIFF'S OFFICE	CLO5379	LAB FEES	350.00	350.00
47513	3/12/2018	00411	TURBO DATA SYSTEMS	27509	CITATION PROCESSING	301.00	301.00
47514	3/12/2018	00500	SMC CONTROLLERS OFFICE	Feb 2018	ALLOCATION OF PARKING PERMIT	1,698.80	1,698.80
47515	3/12/2018	00623	ARAMARK	Feb 2018	UNIFORM SERVICE	412.00	412.00
47516	3/12/2018	00862	GOMEZ, LOURDES	2001091.003	03.05.18 DEPOSIT REFUND	50.00	50.00
47517	3/12/2018	00928	SUPPLYWORKS	430504357	PAPER & CLEANING SUPPLIES	962.01	962.01
47518	3/12/2018	01037	COMCAST CABLE	March 2018	8155 20 022 0094769 TOWN C	13,510.48	13,510.48
				03/02/18-04/01/1	8155 20 022 0097069 INTERNET	291.16	13,801.64
47519	3/12/2018	01687	UNITED SITE SERVICES OF	114-6423578	2/27/2018 STANDARD AND REGULAR SUPPLIES	149.37	149.37
47520	3/12/2018	02082	VINCE'S OFFICE SUPPLY, INC	Feb 2018 #2110	2/28/2018 OFFICE SUPPLIES	287.66	287.66
47521	3/12/2018	02105	MOYRONG, DOROTHY	2001089.003	3/5/2018 03.05.18 DEPOSIT REFUND	275.00	275.00
47522	3/12/2018	02190	GOGAN, REA	March 7-8, 2018	3/8/2018 MARCH 7-8, 2018 REIMBURSEMENT	34.06	34.06
47523	3/12/2018	02216	RAMOS OIL CO. INC.	962447	2/20/2018 PD GASOLINE PURCHASES 1	1,337.90	1,337.90
				960930	2/10/2018 PD GASOLINE PURCHASES 1	1,334.33	1,334.33
				963956	2/28/2018 PD GASOLINE PURCHASES 2	990.35	990.35
				961441	2/10/2018 RECREATION GASOLINE PUMP	56.68	3,719.26
47524	3/12/2018	02274	FRANK AND GROSSMAN LANDSCAPE	LANI152628	3/1/2018 LANDSCAPE MAINTENANCE	10,608.00	10,608.00
47525	3/12/2018	02623	BLOEBAUM, CYNTHIA	March 7, 2018	3/8/2018 ADULT COOKING CLASSES	465.00	465.00
47526	3/12/2018	02681	PONCE, EVA	2001090.003	3/5/2018 03.05.18 DEPOSIT REFUND	300.00	300.00
47527	3/12/2018	02743	UTILITY TELEPHONE, INC	March 2018	3/1/2018 INTERNET ACCESS 128070	718.23	718.23
47528	3/12/2018	02788	LUNA-SEVILLA, MARGARET-R18		3/5/2018 ZUMBA CLASSES	240.00	240.00
47529	3/12/2018	02793	DITO'S MOTORS	17634	3/8/2018 SERVICE	290.95	290.95
				17623	3/6/2018 SERVICE	167.02	457.97
47530	3/12/2018	02827	CORODATA SHREDDING, INC	RS2960424	2/28/2018 STORAGE, PICKUP/DELIVER	144.00	144.00
47531	3/12/2018	02935	EMCOR SERVICES-MESA ENF001320195		2/27/2018 REPLACED CONTROL BOARD	323.00	323.00
47532	3/12/2018	02993	MOSQUEDA VELEZ, VANESSA	Jan 4-March 8, 2	3/12/2018 CHAIR YOGA	630.00	630.00
47533	3/12/2018	03074	WESCHEM, INC.	33770	2/27/2018 10 KX 20 FR /3M /E12 S4483	77.76	77.76
47534	3/12/2018	03125	REY-COLOMBO, INC.	398581	3/8/2018 03/08/18 INNER PERSPECTIVE	483.01	483.01

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47535	3/12/2018	03136	BULBS.COM, INC.	2/27/2018	20 KX20FR/E12 & 2 E12-4.5W.	208.80	208.80
b total for FIRST NATIONAL BANK OF DALY CITY:							48,738.46

29 checks in this report.

Grand Total All Checks:

48,738.46



03/14/2018 12:43:09PM

Town of Colma

## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47536	3/16/2018	00068	COLMA PEACE OFFICER'S	3/16/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
47537	3/16/2018	01340	NAVIA BENEFIT SOLUTIONS	3/16/2018	FLEX 125 PLAN: PAYMENT	310.00	310.00
47538	3/16/2018	02377	CALIFORNIA STATE DISBURS	3/16/2018	WAGE GARNISHMENT: PAYM	917.53	917.53
93685	3/16/2018	00130	EMPLOYMENT DEVELOPMEN	3/16/2018	CALIFORNIA STATE TAX: PAY	10,543.36	10,543.36
93686	3/16/2018	00521	UNITED STATES TREASURY	3/16/2018	FEDERAL TAX: PAYMENT	48,756.39	48,756.39
93687	3/16/2018	00631	P.E.R.S.	3/16/2018	PERS - BUYBACK: PAYMENT	39,003.11	39,003.11
93688	3/16/2018	01360	VANTAGE TRANSFER AGENT	3/16/2018	RETIREMENT HEALTH SAVIN	147.61	147.61
b total for FIRST NATIONAL BANK OF DALY CITY:						100,368.83	100,368.83

7 checks in this report.

Grand Total All Checks:

100,368.83

## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47539	3/20/2018	00020	ASSOCIATED SERVICES INC	118030049	3/1/2018	MTN INSPIRATIONS H/C BWC	58.00
				118030048	3/1/2018	MTN H/C BWC	9.00
47540	3/20/2018	00057	CINTAS CORPORATION #2	8403555572	2/23/2018	PW FIRST AID SUPPLIES	148.79
47541	3/20/2018	00082	CSMFO	181034	3/20/2018	04/17/18 PENINSULA/EAST B/	20.00
47542	3/20/2018	00112	DEPARTMENT OF JUSTICE	288136	3/5/2018	PD ACCOUNT #140503	452.00
47543	3/20/2018	00174	HOME DEPOT CREDIT SERVICE	01/31/18-02/26/1	3/7/2018	JAN 31 - FEB 26, 2018 PW PU	847.67
47544	3/20/2018	00181	IEDA	22026	3/1/2018	LABOR RELATIONS CONSULT	1,371.00
47545	3/20/2018	00188	IRVINE & JACHENS INC	2256	3/16/2018	BADGE RIBBON	32.63
47546	3/20/2018	00213	STRATTON, KIRK	Mar 18, 2018 Me	3/19/2018	MAR 18, 2018 COFFEE REIME	25.65
47547	3/20/2018	00254	METRO MOBILE COMMUNICA	180310	3/1/2018	MAINTENANCE CONTRACT	602.00
47548	3/20/2018	00307	PACIFIC GAS & ELECTRIC	03/08/2018	3/8/2018	PG&E	5,961.71
47549	3/20/2018	00412	TELECOMMUNICATIONS ENG	45304	3/10/2018	FACILITIES MANAGEMENT &	1,328.00
47550	3/20/2018	00414	TERMINEX INTERNATIONAL	L373341083	2/2/2018	PEST CONTROL	450.00
				373341084	2/2/2018	601 F ST.	63.00
47551	3/20/2018	00534	SMC INFORMATION SERVICE	1YCL11802	3/9/2018	MICRO CHANNELS & LINES	782.50
47552	3/20/2018	00585	RUIZ, JIM	18-0302-04 Sket	3/12/2018	CASE #18-0302-04 SUSPECT	400.00
47553	3/20/2018	00830	STAPLES CONTRACT, & COM	1618963390	2/25/2018	COFFEE, BINDER, SEALTAPE	301.46
47554	3/20/2018	01001	SIGNET TESTING LABS, INC.	6337	3/9/2018	FEB 22-23, 2018 STAFF ENGI	528.55
47555	3/20/2018	01030	STEPFORD, INC.	1801231	3/12/2018	HP PROBOOK 450 G5 CORE I	1,253.54
				1801234	3/12/2018	COMMUNITY CENTER HP 4GI	188.09
47556	3/20/2018	01037	COMCAST CABLE	03/11-04/10 601	3/7/2018	8155 20 022 0096715 601 F ST	106.16
47557	3/20/2018	01113	SAN DIEGO POLICE EQUIPME	631641	3/7/2018	FED-P45HST2-CF 45ACP 230	1,584.58
47558	3/20/2018	01183	BEST BEST & KRIEGER LLP	816439	3/6/2018	CITY ATTORNEY SERVICES	18,704.31
				816355	3/5/2018	CITY ATTORNEY SERVICES E	4,697.50
				816354	3/5/2018	CITY ATTORNEY SPECIAL SE	441.30
47559	3/20/2018	01344	PROJECT READ	Jun - Dec 2017	1/30/2018	PROJECT READ	3,750.00
47560	3/20/2018	01367	DUO DANCE ACADEMY	February 2018	3/19/2018	DANCE CLASSES	585.00
47561	3/20/2018	01399	WESTLAKE TOUCHLESS CAR	Feb 5, 2018	3/1/2018	PD CAR WASH	23.95
47562	3/20/2018	01531	STEWART	131028	1/26/2018	2017 CHEVROLET CADILLAC	49,395.07
47563	3/20/2018	01569	DARLING INGREDIENTS INC.,	600:3064821	3/6/2018	ENERGY SURCHARGE & TRA	102.71
47564	3/20/2018	02118	BAY AREA NEWS GROUP	0001111445	2/28/2018	FEB 15-22, 2018 BID ACCESS	174.40
47565	3/20/2018	02216	RAMOS OIL CO. INC.	965428	3/10/2018	PD GAS PURCHASES 1-10	1,423.08
47566	3/20/2018	02317	CUS, ERIN	Jan 20-Mar 10, 2	3/12/2018	BOOT CAMP FITNESS	800.00

## Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47567	3/20/2018	02480	ZAPANTA, MARYANN	3/12/2018	03.12.18 DEPOSIT REFUND	150.00	
47568	3/20/2018	02499	GE CAPITAL INFORMATION	3/12/2018	03.12.18 DEPOSIT REFUND	50.00	200.00
47569	3/20/2018	02542	TYCO INTEGRATED SECURITY	3/7/2018	PD COPY MACHINE RENTAL	872.78	872.78
47570	3/20/2018	02676	DYETT & BHATIA, URBAN AND	3/10/2018	FIRE SYSTEM AT SR. HOUSIN	410.53	410.53
47571	3/20/2018	02730	THE RATCLIFF ARCHITECTS	3/13/2018	SERRAMONTE BLVD & COLLI	30,221.57	30,221.57
47572	3/20/2018	02765	STOMMEL INC, DBA LEHR	3/12/2018	JAN 28 - FEB 24, 2018 CONST	33,973.70	33,973.70
47573	3/20/2018	02793	DITO'S MOTORS	3/14/2018	2018 FORD PI UTILITY COMP	14,931.29	14,931.29
				3/16/2018	CHANGE ENGINE OIL AND FII	728.87	
				3/12/2018	CHANGE ENGINE OIL AND FII	41.00	769.87
47574	3/20/2018	02816	SANCHEZ, TIFFANY SHARON	3/12/2018	03.12.18 DEPOSIT REFUND	300.00	300.00
47575	3/20/2018	02864	MOBILE MODULAR MANAGEMENT	3/8/2018	8 X 20 OFFICE HCD, RAMP RI	471.65	471.65
47576	3/20/2018	03049	WAISLER, IAN	3/14/2018	YOGA FOR STRESS RELIEF	1,170.00	1,170.00
47577	3/20/2018	03061	NORTH BAY PETROLEUM	2/28/2018	FEB 23, 2018 PW GAS PURCH	104.50	104.50
47578	3/20/2018	03110	BHM CONSTRUCTION, INC.	3/7/2018	PROJECT 175 APPLICATION	695,422.72	695,422.72
47579	3/20/2018	03124	KAZ & ASSOCIATES ENVIRON	3/6/2018	FEB 9, 20, 2018 QSP SITE INS	550.00	550.00
47580	3/20/2018	03137	SOBREPENNA, MARIA CARMEN	3/12/2018	03.12.18 DEPOSIT REFUND	275.00	275.00
total for FIRST NATIONAL BANK OF DALY CITY:						876,285.26	

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42 checks in this report.

Grand Total All Checks:

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876,285.26

## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47581	3/28/2018	00004	AT&T	3/13/2018	C3-A/B-12-10-TS-01 02/13-03/	1,503.76	1,503.76
47582	3/28/2018	00051	CALIFORNIA WATER SERVICE	3/13/2018	1727052702 JSB ACROSS FR	219.83	219.83
47583	3/28/2018	00117	DELTA DENTAL OF CALIFORN	4/1/2018	DENTAL INSURANCE	12,609.40	12,609.40
47584	3/28/2018	00345	SMC SHERIFF'S OFFICE	May 21-28, 2018	MAY 21-28, 2018 BASIC TRAF	250.00	250.00
47585	3/28/2018	00352	SERRAMONTE FORD, INC.	3/15/2018	1 7662-0002 SPOTLIGHT	72.95	72.95
47586	3/28/2018	00388	SONITROL	3/1/2018	427 F ST. MONTHLY MONITO	113.00	113.00
47587	3/28/2018	00464	HINDERLITER, DE LLAMAS	3/12/2018	SALES TAX SERVICES	3,043.32	3,043.32
47588	3/28/2018	00786	RANGEL, MARIA	3/19/2018	03.19.18 DEPOSIT REFUND	50.00	50.00
47589	3/28/2018	01036	MANAGED HEALTH NETWORK	3/17/2018	EMPLOYEE ASSISTANCE PR	99.20	99.20
47590	3/28/2018	01183	BEST BEST & KRIEGER LLP	3/5/2018	CITY ATTORNEY THIRD PART	283.50	283.50
47591	3/28/2018	01370	VERIZON WIRELESS SERVICE	3/15/2018	CELL PHONE SERVICE	1,670.90	1,670.90
47592	3/28/2018	01414	VERANO HOMEOWNERS ASS	4/1/2018	VERANO OWNERS ASSOCIAT	320.00	320.00
47593	3/28/2018	01457	BATERINA, BARBARA	3/19/2018	03.19.18 ADULT CHAIR YOGA	18.00	18.00
47594	3/28/2018	01549	BURNS, LORI	3/19/2018	03.19.18 EAT WELL BE WELL	3.50	3.50
47595	3/28/2018	01919	COLLICUTT ENERGY SERVICE	3/22/2018	03/21/18 HRA MILEAGE REIMI	14.06	14.06
47596	3/28/2018	02208	INTERNATIONAL ASSOCIATION	3/9/2018	GENERATOR INSPECTION	500.00	500.00
47597	3/28/2018	02224	STANDARD INSURANCE COM	3/26/2018	J. WOLLMAN 2018 IAPE	50.00	50.00
47598	3/28/2018	02303	MALDONADO, VICTOR	3/15/2018	C. LIM 2018 IAPE MEMBERSH	50.00	100.00
47599	3/28/2018	02352	GUTIERREZ, IMELDA	3/19/2018	LIFE INSURANCE	236.50	236.50
47600	3/28/2018	02499	GE CAPITAL INFORMATION	3/19/2018	03.19.18 DEPOSIT REFUND	275.00	275.00
47601	3/28/2018	02510	REGIONAL GOVERNMENT SE	3/19/2018	03.19.18 DEPOSIT REFUND	350.00	350.00
47602	3/28/2018	02714	MARCHETTI, DAWN	3/19/2018	03.19.18 DEPOSIT REFUND	300.00	300.00
47603	3/28/2018	02793	DITO'S MOTORS	3/5/2018	REC COPY MACHINE RENTAL	601.18	601.18
47604	3/28/2018	02827	CORODATA SHREDDING, INC.	2/28/2018	CONTRACT FINANCE SERVIC	6,026.00	6,026.00
47605	3/28/2018	02864	MOBILE MODULAR MANAGEM	3/22/2018	FEB 27-MARCH 2, 2018 RADA	169.95	169.95
47606	3/28/2018	02946	VELASQUEZ, AMANDA	3/26/2018	SERVICE	1,178.10	1,178.10
47607	3/28/2018	02949	WELLS FARGO VENDOR FINA	3/26/2018	SHREDDING SERVICE	95.74	95.74
47608	3/28/2018	03001	WRA, INC.	3/14/2018	24 X 60 HCD OFFICE RENTAL	790.28	790.28
47609	3/28/2018	03034	FLEX ADVANTAGE	3/26/2018	FEB 26-28, 2018 NIBRS MILEA	77.72	77.72
47610	3/28/2018	03034	FLEX ADVANTAGE	3/21/2018	ADMIN COPY MACHINE	1,362.61	1,362.61
47611	3/28/2018	03038	JARUDA, MAY	2/28/2018	1670-1692 MISSION ROAD CE	281.00	281.00
				3/22/2018	HEALTH REIMBURSEMENT A	35,607.09	35,607.09
				2/28/2018	FLEX PROCESSING FEES	160.00	160.00
				3/19/2018	03.19.18 DEPOSIT REFUND	50.00	50.00

## Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47612	3/28/2018	03098	JIMENEZ, MARIA	2001115.003	3/22/2018 03.22.18 DEPOSIT REFUND	150.00	
				2001116.003	3/22/2018 03.22.18 DEPOSIT REFUND	50.00	200.00
47613	3/28/2018	03107	OYSTER POINT DRAGONS	2018-01	3/25/2018 DRAGON BOATING FOR BEG	100.00	100.00
47614	3/28/2018	03138	BAIRD + DRISKELL COMMUNI	1052	3/20/2018 21 ELEMENTS 2017-2019 DUE	3,000.00	3,000.00
47615	3/28/2018	03139	FRANKLIN, ROSA M.	022818 1	2/28/2018 T-SHIRT APPAREL YOUTH (15	562.50	562.50
47616	3/28/2018	03140	UBUNGEN, CHARLES	2001108.003	3/19/2018 03.19.18 DEPOSIT REFUND	300.00	300.00
5235695	4/2/2018	00282	CALIFORNIA PUBLIC EMPLOY	1000000152356	3/14/2018 MEDICAL INSURANCE	4,593.77	4,593.77
b total for FIRST NATIONAL BANK OF DALY CITY:							77,188.86

37 checks in this report.

Grand Total All Checks:

77,188.86



## Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47617	3/30/2018	00047	C.L.E.A.	3/30/2018	CLEA: PAYMENT	294.00	294.00
47618	3/30/2018	00068	COLMA PEACE OFFICER'S	3/30/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
47619	3/30/2018	01340	NAVIA BENEFIT SOLUTIONS	3/30/2018	FLEX 125 PLAN: PAYMENT	310.00	310.00
47620	3/30/2018	01375	NATIONWIDE RETIREMENT S	3/30/2018	NATIONWIDE: PAYMENT	6,850.00	6,850.00
47621	3/30/2018	02224	STANDARD INSURANCE COM	3/30/2018	LIFE INSURANCE: PAYMENT	450.00	450.00
47622	3/30/2018	02377	CALIFORNIA STATE DISBURS	3/30/2018	WAGE GARNISHMENT: PAYM	917.53	917.53
93690	3/30/2018	00130	EMPLOYMENT DEVELOPMEN	3/30/2018	CALIFORNIA STATE TAX: PAY	10,444.12	10,444.12
93691	3/30/2018	00521	UNITED STATES TREASURY	3/30/2018	FEDERAL TAX: PAYMENT	49,613.19	49,613.19
93692	3/30/2018	00631	P.E.R.S.	3/30/2018	PERS - BUYBACK: PAYMENT	39,009.05	39,009.05
93693	3/30/2018	01360	VANTAGE TRANSFER AGENT	3/30/2018	ICMA CONTRIBUTION: PAYME	3,416.61	3,416.61
o total for FIRST NATIONAL BANK OF DALY CITY:							111,995.33

10 checks in this report.

Grand Total All Checks:

111,995.33

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

**ORDINANCE ADDING COLMA MUNICIPAL CODE SECTION 6.01.075 RELATING TO  
 PRIVATELY OWNED AND MAINTAINED OFF-STREET PARKING FACILITIES**

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

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**ARTICLE 1. RECITALS.**

(a) California Vehicle Code, Section 21107.8, authorizes a city or town, by ordinance or resolution, to find and declare that there are privately owned and maintained off-street parking facilities as described in the ordinance or resolution that are generally held open for use of the public for purposes of vehicular parking.

(b) Upon enactment by a city or town of said ordinance or resolution, California Vehicle Code Sections 22350, 23103, and 23109 and the provisions of Division 16.5 (commencing with Section 38000) shall apply to the designated off-street parking facilities upon the posting of required signage by the owner or operator. These specified traffic laws include basic speed law, reckless driving, speed contests and exhibitions of speed, and other various Vehicle Code provisions.

(c) The Town of Colma finds that enforcement of California's public moving vehicle laws on the privately owned and maintained off-street parking facilities designated herein is in the best interests of the health, safety, and general welfare of the residents of Colma.

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**ARTICLE 2. INCORPORATION OF RECITALS.**

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

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**ARTICLE 3. CMC SECTION 6.01.075 ADDED.**

Colma Municipal Code shall be amended to add Section 6.01.075 as set forth in full as follows:

**6.01.075 Off-street Parking Facilities Subject to Specified Traffic Laws.**

(a) The City Council finds and declares that there are privately owned and maintained off-street parking facilities within the Town of Colma that are generally held open for use of the public for purposes of vehicular parking. It is the intent of the City Council that California Vehicle Code, Sections 22350, 23103, and 23109 and the provisions of Division 16.5 (commencing with Section 38000) shall apply to privately owned and maintained off-street parking facilities designated herein.

(b) This section applies to every privately owned and maintained off-street parking facility located within the Town of Colma that is generally held open for use of the public for purposes of vehicular parking, including but not limited to:

- 1) 280 Metro Mall
- 2) Serra Center
- 3) Babies R Us
- 4) Kohl's
- 5) Lucky Chances Casino
- 6) Molloy's Tavern

(c) Notwithstanding subsection (b) above, this section does not apply to an off-street parking facility unless the owner or operator has caused to be posted in a conspicuous place at each entrance to that off-street parking facility a notice not less than 17 by 22 inches in size with lettering not less than one inch in height, to the effect that the off-street parking facility is subject to public moving vehicle laws and violators may be subject to citation.

(d) The Town is hereby authorized to approve additional sign locations and to establish uniform sign sizes, colors, sizes of lettering, and other information that may be required on all signs in order to be in compliance with this section. If the Town establishes such criteria, all signs required by this section shall be brought into compliance within 90 days.

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#### **ARTICLE 4. SEVERABILITY.**

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

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

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

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#### **ARTICLE 6. EFFECTIVE DATE.**

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

### Certificate of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on March 28, 2018 and duly adopted at a regular meeting of said City Council held on April 11, 2018 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

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



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

**ORDINANCE AMENDING SUBCHAPTER 3.04.160 OF THE COLMA MUNICIPAL CODE,  
RELATING TO SEWER RATES AND CHARGES**

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

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**ARTICLE 1. RECITALS.**

(a) The Town of Colma (the "Town") provides sewer service to customers within its jurisdiction through contracting either with the City of South San Francisco ("SSF") or the North San Mateo County Sanitation District, and is authorized to impose fees and charges for the provision of such service.

(b) Pursuant to the Town's contractual arrangement with SSF, the Town pays SSF sewer service charges for properties within the Town that are connected to the SSF sewer system at the same rate that SSF charges its own customers. The Town imposes sewer service charges ("Charges") to its customers served by SSF in order to generate sufficient revenue to cover its own obligation to SSF.

(c) SSF has informed the Town that SSF now intends to increase its rates for sewer service charges, effective July 1, 2018, with increases scheduled each July 1 thereafter, through and including July 1, 2022. In order to ensure the Town recovers sufficient revenue to cover its costs, the Town has determined that it is necessary to increase the rates for the Charges to the same levels imposed by SSF.

(d) The Town has six customer classes serviced by SSF: residential (including single-unit residential, multi-unit residential, and trailers), restaurants, institutional, commercial (light and moderate), industrial/monitored, and septage haulers. Each customer class or subclass is further defined in the Subchapter 3.04.160 of the Code.

(e) The particular rate for the Charge for each customer class is determined based on the customer class, and taking into account the amount and certain assumptions regarding concentration of wastewater discharged.

(f) Residential customers are charged based on the number of dwelling units (or in the case of trailers, the number of trailer units), assuming an average annual effluent flow of 84 HCF for single-unit residential, and 75 HCF for multi-unit residential and trailers. Restaurants, institutional, and commercial customers are charged either a minimum charge, which is determined from flow and strength, or are charged on volume based on a rate per one HCF, whichever is greater. Industrial/monitored customers are charged based on inflow or effluent, as well as chemical oxygen demand and total suspended solids (measured in pounds), and are also subject to a minimum charge. Septage haulers are charged based on gallons of flow contributed to the sewer system.

(g) In addition to the rates charged by SSF to the Town, SSF is authorized to pass through to its customers certain wholesale costs associated with sewer collection and treatment.

(h) In order to ensure that the Town has sufficient revenues to account for such pass-throughs, the Town is proposing to include in the Charges the authorization to pass through such increases to the Town's customers, commencing July 1, 2018 through and including July 1, 2022, in an amount not to exceed 10% (the "Pass-Through").

(i) The revenues derived from the proposed Charges will not exceed the funds required to provide the services, represent only a pass-through of the cost imposed on the Town by SSF for providing such services to the Town's customers, and shall be used exclusively to pay the Town's costs for providing sewer service to its customers.

(j) The Charges are equitable to all customer classes.

(k) The amount of the proposed Charges will not exceed the proportional cost of the services attributable to each parcel upon which they are proposed for imposition.

(l) The proposed Charges will not be imposed on a parcel unless the services are actually used by, or immediately available to, the owner of the parcel.

(m) Article XIII D, section 6 of the California Constitution ("Article XIII D") requires that prior to imposing any new property-related fee such as the Charges, or increasing the existing Charges, the Town shall provide written notice (the "Notice") by mail of the proposed increases to the record owner of each parcel upon which the Charges are proposed for imposition and any tenant directly liable for payment of the Charges. The notice further must detail the amount of the Charges proposed to be imposed on each parcel, the basis upon which the Charges were calculated, the reason for the Charges, and the date time and location of a public hearing (the "Hearing") on the proposed Charges.

(n) Pursuant to Article XIII D such Notice is required to be provided to the affected property owners and tenants directly liable for the payment of the Charges not less than forty-five days prior to the Hearing on the proposed Charges.

(o) The Town did provide such Notice to the affected property owners and tenants in compliance with Article XIII D. The Hearing was held on March 28, 2018, noticed in the manner and for the time required by law.

(p) At the Hearing, the City Council ("Council") considered all written materials and written protests to the proposed new or increased Charges received prior to the close of the Hearing, and heard oral testimony concerning the establishment and imposition of the proposed Charges, and at the close of the Hearing, the City Council determined that it did not receive written protests against the establishment and imposition of the proposed Charges from a majority of the affected property owners or tenants directly liable for the payment of such Charges.

(q) The Council now desires to adopt the Charges for a five-year period in the maximum amounts and on the dates set forth in Exhibit A, effective July 1, 2018, provided, however, that the Council shall not impose the Charges at a rate in excess of the rate imposed by SSF.

(r) The Council further desires to authorize the Pass-Through for a five-year period.



(s) The Council has further determined that it is appropriate to amend Subchapter 3.04.160 of the Code to reflect the increased rates for the Charges, and for other clarifying changes.

(t) The Charges are being adopted in accordance with the procedures set forth in California Health and Safety Code section 5471 *et seq.* in order to preserve the authority to place the Charges on the property tax roll for collection by the County.

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## **ARTICLE 2. INCORPORATION OF RECITALS.**

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

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## **ARTICLE 3. INCONSISTENCY WITH OTHER FEES AND CHARGES.**

To the extent the Charges are inconsistent with any other fees, charges, or exactions previously adopted by the Council, it is the explicit intention of the Council that the Charges adopted pursuant to this Ordinance shall prevail.

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## **ARTICLE 4. ADOPTION OF CHARGES.**

The Council hereby establishes, adopts and imposes the Charges in the maximum amounts and effective on the dates set forth in Exhibit A, attached hereto and incorporated herein by this reference.

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## **ARTICLE 5. PASS-THROUGH ADJUSTMENTS.**

Commencing July 1, 2019, and each July 1 thereafter through and including July 1, 2022, the Town may annually implement any Pass-Through adjustment to pass through any increases in the rates for wholesale sewer collection and treatment services and any other charges that SSF may impose on the Town that are greater than those set forth in Exhibit A hereto; provided, however, that: (1) any increase in the rates as a result of any Pass-Through adjustment shall not exceed 10% per year; and (2) in no event shall such rates be increased by more than the cost of providing sewer service. Prior to implementing any increase in the rates for the Charges as a result of any Pass-Through adjustment, Town staff is directed to give written notice to each property on which the increased rate is to be imposed not less than 30 days prior to the effective date of such rate increase.

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## **ARTICLE 6. AMENDMENT TO SUBCHAPTER 3.04.160 OF COLMA MUNICIPAL CODE.**

Table 3.04.160 of the Code is hereby deleted in its entirety.

Subchapter 3.04.160, subsections (c), (d), and (e) are hereby amended as follows:

(c) *Rates for all Properties.* ~~for Fiscal Year 2016-2017.~~ From and after the effective date of this Ordinance through fiscal year 2016-2017 subsection and until this Subchapter is repealed or amended to provide otherwise, all users in each class connected to the sewerage works of the City of South San Francisco shall pay annual sewer service charges to the Town of Colma calculated in the manner set forth in paragraph (e) of this section, using the rates set forth in in ~~Table 3.04.160 of this subchapter~~ the schedule on file with the City Clerk.

(d) *Pass-through Rates for all Properties* ~~for Fiscal Year 2017-2018 through 2020-2021.~~ Until this Subchapter is repealed or amended to provide otherwise, all users in each class connected to the sewerage works of the City of South San Francisco shall pay annual sewer service charges to the Town of Colma calculated in the manner set forth in paragraph (e) of this section, using the rates hereafter adopted by the City of South San Francisco, provided, however, that the Town shall give written notice of any applicable rate increase to each property on whom the increased rate is to be imposed not less than thirty days prior to the effective date of such rate increase. In no event shall the rates for sewer service imposed by the Town of Colma pursuant to this section exceed the rates in effect for the prior fiscal year by more than 10%.

(e) *Calculation of Sewer Service Charges for all User Classes.*

(1) Sewer service charges imposed on users within the residential class are calculated by multiplying the number of dwelling units on the assessor's parcel by the annual rate per dwelling unit. The dwelling unit rate for single residential assumes an average annual effluent flow of 84 CCF. The multiple residential and trailer unit rate assumes an average annual effluent flow of 75 CCF.

(2) The annual rate set forth in ~~Table 3.04.160~~ the schedule on file with the City Clerk shall be applied to institutional, commercial and non-monitored industrial classes unless the volume charge exceeds the minimum charge, in which event the volume charge shall be applied. The minimum charge shall be applied to monitored industrial classes unless the volume charge or surcharge for suspended solids or surcharge for chemical oxygen demand, or any combination thereof, exceeds the minimum charge, in which event the applicable charge shall be computed by adding the volume charge, surcharge for suspended solids and surcharge for chemical oxygen demand.

(3) Sewer service charges imposed on users within the institutional, light commercial, and moderate commercial classes are calculated by: (a) measuring the annual water use at the parcel and multiplying this number by the flow rate shown in ~~Table 3.04.160~~ the schedule on file with the City Clerk or (b) measuring the annual sewer flow from the parcel and multiplying this number by the effluent rate shown in ~~Table 3.04.160~~ the schedule on file with the City Clerk for restaurant, institutional, or commercial users.

(4) Sewer service charges imposed on users within the industrial and monitored classes are calculated by measuring the annual amount of wastewater flow, chemical oxygen demand and solids discharged from the parcel and multiplying these numbers by the respective rates shown in ~~Table 3.04.160~~ the schedule on file with the City Clerk. Separate sewer rates are calculated for each component and then added for the total sewer service charge for the parcel.

(5) Sewer service charges imposed on septage waste haulers are calculated by multiplying the gallons of flow discharged by the septage waste hauler by the rate shown in ~~Table 3.04.160~~ the schedule on file with the City Clerk.

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#### **ARTICLE 7. AUTHORIZATION; FUTURE AMENDMENTS.**

The City Manager is hereby authorized and directed to take all actions necessary to implement and collect the Charges, as set forth herein. The City Manager, or his or her authorized designee, is hereby authorized and directed to revise Subchapter 3.04.160 of the Colma Municipal Code, in substantially the form set forth in Article 6 of this Ordinance, to reflect the increased rates. The City Manager, or his or her designee, is authorized to revise Subchapter 3.04.160, to the extent such revision is necessary to reflect the new Charges adopted herein.

In addition, the Town hereby authorizes future amendments or revisions to this Ordinance, including amendments or revisions to the rates established hereby, to be accomplished by resolution.

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#### **ARTICLE 8. CEQA COMPLIANCE.**

The Council finds that the administration, operation, maintenance, and improvements of the sewer system, which is to be funded by the Charges and set forth herein, are necessary to maintain service within the sewer system as described herein. The Council further finds that the administration, operation, maintenance and improvements of the sewer system, to be funded by the Charges will not expand the sewer system. The Council further finds that the adoption of the rates for the Charges is necessary and reasonable to fund the administration, operation, maintenance and improvements of the sewer systems. Based on these findings, the Council determines that the adoption of the Charges established by this Ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to section 21080(b)(8) of the Public Resources Code and section 15273(a) of the State CEQA Guidelines. The documents and materials that constitute the record of proceedings on which these findings have been based are located at the Town, 1198 El Camino Real, Colma, CA 94014. The custodian for these records is the City Clerk.

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#### **ARTICLE 9. SEVERABILITY.**

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

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## ARTICLE 10. EFFECTIVE DATE.

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

### Certificate of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on March 28, 2018 and duly adopted at a regular meeting of said City Council held on April 11, 2018 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

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

**EXHIBIT A**  
**SCHEDULE OF MAXIMUM SEWER RATES FOR THE CHARGES**  
**EFFECTIVE JANUARY 1, 2018, AND EVERY JULY 1 THEREAFTER**  
**(PAGE 1 OF 2)**

<b>User Group</b>	<b>Basis of Calculation</b>	<b>Maximum Rate FY 2018-2019 \$/Unit/Year</b>	<b>Maximum Rate FY 2019-2020 \$/Unit/Year</b>	<b>Maximum Rate FY 2020-2021 \$/Unit/Year</b>	<b>Maximum Rate FY 2021-2022 \$/Unit/Year</b>	<b>Maximum Rate FY 2022-2023 \$/Unit/Year</b>
<b>Single Unit Residential</b>	<b>Dwelling Unit</b>	664	730	745	760	775
<b>Multi-Unit Residential</b>	<b>Dwelling Unit</b>	596	655	668	682	695
<b>Trailer Unit Residential</b>	<b>Dwelling Unit</b>	596	655	668	682	695
<b>Light Strength Commercial</b>	<b>Minimum Charge</b>	664	730	745	760	775
	<b>Hundred Cubic Feet Inflow</b>	8.5324	9.3856	9.5734	9.7648	9.9601
	<b>Or Effluent</b>	9.4805	10.4285	10.6371	10.8498	11.0668
<b>Moderate Strength Commercial</b>	<b>Minimum Charge</b>	664	730	745	760	775
	<b>Hundred Cubic Feet Inflow</b>	13.3528	14.6880	14.9818	15.2814	15.5871
	<b>Or Effluent</b>	14.8363	16.3200	16.6464	16.9793	17.3189
<b>Restaurants</b>	<b>Minimum Charge</b>	664	730	745	760	775
	<b>Hundred Cubic Feet Inflow</b>	19.5090	21.4599	21.8891	22.3269	22.7734
	<b>Or Effluent</b>	21.6767	23.8443	24.3212	24.8077	25.3038

[CONTINUED ON NEXT PAGE]

**EXHIBIT A**  
**SCHEDULE OF MAXIMUM SEWER RATES FOR THE CHARGES**  
**EFFECTIVE JANUARY 1, 2018, AND EVERY JULY 1 THEREAFTER**

(PAGE 2 OF 2)

User Group	Basis of Calculation	Maximum Rate FY 2018-2019 \$/Unit/Year	Maximum Rate FY 2019-2020 \$/Unit/Year	Maximum Rate FY 2020-2021 \$/Unit/Year	Maximum Rate FY 2021-2022 \$/Unit/Year	Maximum Rate FY 2022-2023 \$/Unit/Year
<b>Industrial</b>	<b>Minimum Charge</b>	664	730	745	760	775
	<b>Hundred Cubic Feet Inflow</b>	5.1116	5.6227	5.7352	5.8499	5.9669
	<b>Or Effluent</b>	5.6795	6.2474	6.3724	6.4998	6.6298
	<b>Chemical Oxygen Demand Pounds</b>	0.5300	0.5830	0.5946	0.6065	0.6186
	<b>Total Suspended Solids Pounds</b>	1.7159	1.8875	1.9252	1.9638	2.0030
<b>Institutions</b>	<b>Minimum Charge</b>	664	730	745	760	775
	<b>Hundred Cubic Feet Inflow</b>	6.8824	7.5706	7.7220	7.8765	8.0340
	<b>Or Effluent</b>	7.6470	8.4118	8.5800	8.7516	8.9266
<b>Septage Haulers</b>	<b>Gallons</b>	0.3639	0.4002	0.4083	0.4164	0.4247



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Cynthia Morquecho, Recreation Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: April 11, 2018  
 SUBJECT: Recreation Services Department Quarterly Review, January – March 2018

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## RECOMMENDATION

Staff recommends that the City Council adopt a motion to:

ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS,  
 ACTIVITIES, EVENTS, AND TRIPS FOR THE FIRST QUARTER OF 2018.

## EXECUTIVE SUMMARY

In the first quarter of 2018, a total of 962 participants attended 57 programs. This represents an increase of 62 participants from the first quarter of 2017. Staff attributes the increase to the Eggstravaganza event occurring in the first quarter of 2018 and new program options for participants, such as Treehouse Tribe, Cookies & Canvas, and Breakfast Bingo.

Staff estimates that 37 percent of the population had a current Colma I.D. during the first quarter of 2018, suggesting that residents participated in multiple programs.

There was a total of 77 rentals, which is an increase of eleven rentals from the first quarter of 2017.

## BACKGROUND

### Participation

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

- A total of 108 adults and seniors participated in enrichment programs. This represents an increase of 11 participants from the first quarter of 2017. Staff attributes the increase to an increase in participation in Fitness programs and Cooking Classes.

- A total of 235 adults and seniors participated in trips and events. This represents an increase of 42 participants from the first quarter of 2017. Staff attributes the increase to addition of new programs such as Breakfast Bingo, and theater tickets to "Aladdin".
- A total of 364 youth and teens participated in Enrichment Programs. This represents an increase of 24 participants from the first quarter of 2017. Staff attributes the increase to the addition of new programs such as Treehouse Tribe, and Cookies & Canvas, as well as an increase in participation in President's Day Camp.
- A total of 21 youth and teens participated in events and trips. This represents a decrease of 14 participants from the first quarter of 2017. Staff attributes the decrease to the cancellation of Ice Cream Arts and Crafts and decreased participation in teen trips and events.
- A total of 234 youth, adults and seniors participated in Community Programs. This represents a decrease of 1 participant from the first quarter of 2017. Staff attributes the decrease to the reduction of project read programs occurring during the first quarter of 2018.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 77 different events:

- Resident Rentals (30 social events and 1 meetings)
- Resident Non-profit group (1 fundraiser and 6 meeting)
- Non-Resident Rentals (2 funeral receptions and 2 social events)
- Non-Resident Non-profit Groups (12 programs, 2 fundraisers and 2 meeting)
- In House Reservations (19 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 Eggstravaganza event, all cups, plates, forks, knives, and spoons were made from recyclable content.

### **ATTACHMENTS**

- 2018 Recreation Services Department Quarterly Review – Participation Detail



**Recreation Services Department Quarterly Review  
January – March 2018  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Boot Camp Fitness	10	2	Existing
Adult Cooking Classes	25	3	Existing
Create Your Own Craft	6	3	Existing
Creeside Villas Activities	23	3	Existing
Dragon Boat Paddling for Beginners	2	1	Existing
Golf	Cancelled	3	Existing
Gentle & Invigorating Yoga	11	2	Existing
Yoga for Seniors	13	2	Existing
Zumba	9	2	Existing
Zumba & Palango Combo	9	2	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
A Day at the Movies	13	1	Existing
Arm Chair Travel	24	3	Existing
Breakfast Bingo	43	3	<b>NEW</b>
Citizenship Workshops	Cancelled	3	<b>NEW</b>
Eat Well, Be Well	Cancelled	2	<b>NEW</b>
Filoli Gardens	Cancelled	1	<b>NEW</b>
Friday Films	27	3	Existing
"Aladdin" Theater Show	43	1	Existing
Senior Luncheon (Chinese New Year)	24	1	Existing
Senior Luncheon (Valentine's Day)	21	1	Existing
Senior Luncheon (St. Patrick's Day & Bingo)	25	1	Existing
The Biggest Loser	15	1	Existing

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Ballet, Tap & Hip Hop	11	1	Existing
Cookies & Canvas	16	1	<b>NEW</b>
Cooking (Treehouse Tribe)	31	3	<b>NEW</b>
Daddy-Daughter Dance	Cancelled	1	<b>NEW</b>
Early Childhood Music	1	1	Existing
Golf	Cancelled	3	Existing
Guitar Workshop	2	1	Existing
Gleeshiner's Choir	1	1	Existing
Keyboard	10	2	Existing
Kids' Club Afterschool Program	66	6	Existing
Kumon Math Tutoring	82	3	Existing

Kumon Reading Tutoring	56	3	Existing
Parents' Night Out	5	3	Existing
President's Week Day Camp Early Morning Care	13	1	Existing
President's Week Day Camp	21	1	Existing
President's Week Day Camp Afternoon Care	14	1	Existing
Tae Kwon Do	33	3	Existing
Ukulele Workshop	Cancelled	1	Existing
Vibo Youth Ensemble	2	2	Existing
Violin Workshop	Cancelled	2	Existing

### Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Day in the Snow	Cancelled	1	Existing
Ice Cream Arts & Crafts –No Sew Crafts	Cancelled	1	Existing
Ice Cream Arts & Crafts –Mason Jars	Cancelled	1	Existing
Ice Cream Arts & Crafts – Egg Decorating	5	1	Existing
Ice Create Arts & Crafts –Bunny Egg Collection Bag	Cancelled	1	Existing
Ice Skating at Union Square	7	1	Existing
Teen Advisory Board	Cancelled	1	Existing
Teen Center Hours	9	1	Existing

### Community Programs

Program	Registered	Sessions	New or Existing Program
Colma Game Night	45	1	Existing
Eggstravaganza	100	1	Existing
Family Bowling Night	Cancelled	1	Existing
Project Read Learning Wheels	13	1	Existing
Project Read Nutrition Program	13	1	Existing
Project Read Science Club	11	1	Existing
Super Bowl Party	52	1	Existing

Note: Programs were cancelled due to insufficient participation.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: April 11, 2018  
 SUBJECT: Tax Fairness, Transparency and Accountability Act of 2018

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## RECOMMENDATION

Staff recommends that City Council adopt the following resolution:

RESOLUTION OPPOSING THE TAX FAIRNESS, TRANSPARENCY AND ACCOUNTABILITY ACT OF 2018

## EXECUTIVE SUMMARY

Staff recommends the City Council adopt a resolution opposing the Tax Fairness, Transparency, and Accountability Act of 2018. The "Tax Fairness, Transparency and Accountability Act of 2018" or (AG# 17-0050 Amdt. #1), is currently under circulation for signatures and proposed for the November ballot. This initiative would drastically limit local revenue authority, while making comparatively minor modifications to state authority. For cities and other local agencies, it applies retroactively and may void any local measure approved by local voters on or after January 1, 2018.

This initiative is sponsored by the California Business Roundtable, an organization that claims membership from some of the state's largest companies including, Wells Fargo, Albertsons, KB Home, Blackstone Group, Chevron, Farmers Insurance, Granite Construction and others.

It is critical that the City Council take action opposing this proposed legislation because it would severely harm the ability of local governments to continue to provide quality services by imposing roadblocks to raising local revenue to address community needs, services and infrastructure improvements.

## FISCAL IMPACT

None.

## BACKGROUND

This initiative would drastically limit local revenue authority and for cities and other local agencies, it applies retroactively and may void any local measure approved by local voters on or

after January 1, 2018, but prior to the effective date of this act, that does not comply with the provisions of the act, and:

Restricting Local Tax Authority:

- a) Eliminates local authority to impose a tax for general purposes by majority vote and instead requires all local proposed tax increases subject to a two-thirds vote. This proposal also requires two-thirds approval of all members of the local legislative body before a tax can be placed on the ballot.
- b) Requires a two-thirds vote to “extend” a tax to new territory, a new class of payor, or expanded base. For cities, this would limit all future annexations by requiring a separate two-thirds vote of the affected residents prior to applying any existing city tax. Other limitations may apply to a local interpretation that an existing local tax applies to a business or product.
- c) Expands the definition of a tax to include payments voluntarily made in exchange for a benefit received, which may cover local franchise fees.
- d) Prohibits any tax to be placed on the ballot unless it either specifically identifies by binding and enforceable limitation how it can be spent, with any change requiring reapproval by the electorate, or states in a separate stand-alone segment of the ballot that the tax revenue is intended for “unrestricted revenue purposes.”
- e) Requires tax measures to be consolidated with the regularly scheduled general election for members of the governing body, unless an emergency is declared by a unanimous vote of the governing body.
- f) Expands the application of this act to include actions and “legal authority” that may be “enforced” or “implemented” by a local government.
- g) Requires a tax imposed by initiative to also be subject to a two-thirds vote, to address concerns over the *Upland* decision.
- h) Clarifies a levy, charge, or exaction retained by and payable to a non-governmental entity is a tax, if the local agency limits in any way the use of the proceeds, to address concerns over the *Schmeer* decision.
- i) Exempts existing school bond (55% vote) construction authority from the application of the bill.

Restricting Local Fee Authority:

Restricts the ability of a local government to impose fees or charges, other than those subject to Prop. 218, by:

- a) Prohibiting a fee or charge from being imposed, increased or extended unless approved by two-thirds vote of the legislative body.

- b) Authorizing a referendum on decisions of a legislative body to impose, increase or extend a fee or charge triggered by petitions signed by 5% of affected voters.
- c) Requiring a fee or charge proposed by initiative to be subject to a two-thirds vote of the electorate.
- d) Narrows the legal threshold from “reasonable” to “actual” costs for fees applied to local services, permits, licenses, etc. Further, the measure authorizes new avenues to challenge “actual” costs by enabling a payor to also second-guess in court whether they are “reasonable.” Opens up further litigation and debate by replacing the existing standard that fees and charges bear a “fair and reasonable relationship to the payors burdens and benefits” with a more rigorous “proportional to the costs created by the payor” standard.
- e) Increases the legal burden of proof for local agencies from “preponderance of evidence” (more likely than not) to “clear and convincing evidence” (high probability) to establish that a levy, charge or other exaction is: (1) not a tax, (2) the amount is no more than necessary to cover the actual costs, and (3) the revenue is not being used for other than its stated purpose.

#### Provisions Applicable to State Actions:

- a) Requires a tax contained in a regulation adopted by a state agency must be approved by two-third vote of the Legislature (unless the Legislature adopted a state tax that authorized the action of the state agency). This change is responsive to the recent *Chamber of Commerce* decision on cap and trade revenues.
- b) Unlike the retroactive provisions that apply to local government, the application of this Act to the state is only prospective.
- c) Requires a fee contained in a regulation adopted by a state agency to be approved by majority vote of the Legislature.
- d) Imposes the same burden of proof changes applied to local governments.

Staff recommends the City Council take action opposing the proposed ballot measure because it is critical for local agencies to determine the services and funding levels appropriate for their communities.

#### **Council Adopted Values**

The recommendation is consistent with the Council value of *responsibility* because the proposed ballot measure would then shift the burden of these uncovered costs from business interests to local general funds supported by taxpayers, and thereby

reduce general funds available to support police, recreation, public works, planning, and other community services.

## **CONCLUSION**

Staff recommends the City Council adopt a resolution opposing the Tax Fairness, Transparency, and Accountability Act of 2018.

## **ATTACHMENTS**

- A. Resolution

**RESOLUTION NO. 2018-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION OPPOSING THE TAX FAIRNESS,  
TRANSPARENCY AND ACCOUNTABILITY ACT OF 2018**

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

**1. Background.**

- (a) California's cities, counties and special districts follow strict guidelines and existing state law regarding the establishment of reasonable fees and the required voter approval of all local taxes;
- (b) There is a signature-gathering campaign for a state ballot measure currently sponsored by the California Business Roundtable that would severely harm the ability of local governments to continue to provide quality services by imposing onerous roadblocks to raising local revenue to address community needs, services and infrastructure improvements;
- (c) It is important for local community members, in concert with their duly elected officials rather than a special interest group in Sacramento, to determine the services and funding levels appropriate for their own cities;
- (d) The proposed ballot measure would allow businesses to escape from their existing obligations to pay the full cost of services that they request and receive from local agencies and benefit from; and
- (e) The proposed ballot measure would then shift the burden of these uncovered costs from business interests to local general funds supported by taxpayers, and thereby reduce general funds available to support police, recreation, public works, planning, and other community services.

**2. Order**

- (a) The Town of Colma hereby opposes the Tax Fairness, Transparency and Accountability Act of 2018 sponsored by the California Business Roundtable on the grounds that this measure would harm the ability of local communities to adequately fund services.
- (b) The City Manager is hereby directed to email a copy of this adopted resolution to the League of California Cities at [cityletters@cacities.org](mailto:cityletters@cacities.org)

### Certification of Adoption

I certify that the foregoing Resolution No. 2018-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on April 11, 2018 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 Abdulkader Hashem, Project Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: April 11, 2018  
 SUBJECT: Colma Systemic Safety Analysis Report (SSAR) Countermeasures

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## RECOMMENDATION

This item is a study session for informational purposes only. City Council action is not required; however, staff seeks comments, questions, impressions and opinions from Council members and members of the Public regarding the project recommendations at locations identified for Highway Safety Improvement Program (HSIP) grant applications.

## EXECUTIVE SUMMARY

Kittelson & Associates, Inc. (SSAR Consultant) has evaluated crash and roadway data for the Town of Colma, in doing so they identified priority locations and countermeasures (engineered treatments to correct safety deficiencies) for those locations that have been identified with pedestrian, bicycle and vehicular safety issues and gathered community input on work completed to-date. The consultant is now in the process of identifying specific locations and project scopes that they believe will be most competitive for the HSIP Cycle 9 Grant Award. The HSIP Cycle 9 call for projects is expected to open in late April/early May and close August 31, 2018.

The purpose of the study session is to allow the consultant to provide an overall update on the project and to specifically discuss the locations selected, why they were selected, and the proposed improvements for the locations. City Council and Public will have the opportunity to ask questions and provide input. After the City Council meeting, the consultant team will work with Town staff to finalize the proposed safety projects in preparation for the HSIP Cycle 9 call for projects.

## FISCAL IMPACT

None.

## ANALYSIS

The consultant team is working from the previous crash and roadway data analysis findings presented to the City Council and local community and reviewed by Town staff to identify the highest priority locations that are most likely to be competitive for HSIP funds. To identify and develop the projects for these locations, they are using the Caltrans Local Roadway Safety Manual and Caltrans Benefit Calculator to be consistent and compliant with Caltrans' processes as it relates to the HSIP grant award requirements. The process the consultant team is using for this step of the project is outlined below.

- a) **Screen Initial Priority Locations:** Identify those sites most likely to be competitive for HSIP based on their Equivalent Property Damage Only (EPDO) scores/crash history (i.e., number and severity of crashes at the location).
- b) **Verification:** For each site, verify that the treatments are addressing crashes at the location. This means that the crashes that are occurring at the site are of the type identified by Caltrans and recently completed projects have not already addressed the issue.
- c) **Consider Systemic Application:** After verifying the appropriate eligible treatments, consider whether there are multiple sites that have the same package of treatments and/or have a subset of recommended treatments in common at a particular site. These locations may be opportunities for a systemic application of the treatment across a number of sites versus site specific treatments.
- d) **Determine Extent of Treatment:** After having identified the treatment(s) is/are appropriate and addresses crashes at the site, we will determine the location and quantity of the treatment. This entails determining the specific location for each potential treatment at the site.
- e) **Estimate Benefit:** Using the Caltrans Benefit Calculator Tool, estimate the expected benefit of our initial package of treatments.
- f) **Calculate Preliminary Benefit-Cost Ratio:** Using the calculated benefit and the planning level cost estimates developed as part of the Countermeasure Identification task, calculate an initial benefit-cost ratio to determine the project's competitiveness for future grant funding.
- g) **Estimate Project Competitiveness:** Based on the project's benefit-cost ratio, estimate the competitiveness of the treatment(s) at that location or package of locations.
- h) **Reconsider Improvement Package:** If the project's benefit-cost ratio is low, evaluate how the project may be improved to make it more competitive.

- i) ***Engage Town Staff for Further Refinement:*** Document recommended package, treatments considered but not applied, justifications, and our initial estimates of benefit/costs for review and input from Town Staff.
- j) ***Revisions as Necessary:*** Based on feedback, the safety improvement projects will be revised as needed.
- k) ***Concept Design and Detailed Cost Estimate:*** The recommended project scopes will be sent to the design team to develop the concept design and detailed cost estimate.
- l) ***Finalize Benefit/Cost:*** Following the development of the detailed cost estimate for the package of improvements, the benefit-cost ratio will be recalculated for inclusion in the HSIP grant application/project report.

At the City Council meeting, the consultant team will present the progress on the above steps – specifically the locations (shown in Figures 1, 2 and 3 in Attachment A) that are emerging as the seemingly most competitive and the corresponding improvements for those locations. The consultant also identified specific projects for some locations to be able to address those locations’ unique characteristics. The consultant will share samples of what locations and types of projects are proposed (Listed in Attachment B).

City Council Members and Public will have the opportunity to ask questions regarding the locations and suggested improvements. After the City Council meeting, the consultant team will work with Town staff to finalize the proposed projects in preparation for the HSIP Cycle 9 call for projects and project report

The consultant team will meet again with the City Council in late May 2018 to present the draft Systemic Safety Analysis Report (SSAR) to obtain final comments on the prioritized countermeasures and selected projects before finalizing the report.

### **Council Adopted Values**

The recommendation is consistent with the Council value of ***responsibility*** in improving the safety features on and along the major arterials and collectors within the Town’s roadways network.

### **Sustainability Impact**

Future safety improvements to Colma roadways will be consistent with the Town’s Sustainability goals and Complete Streets Program goals as it ensures safety measures identified to provide safe traffic flow and encourage pedestrian and bicycle activity on Town streets.

### **Alternatives**

N/A

## **CONCLUSION**

The City Council and Public are encouraged to ask questions about the proposed countermeasures and locations and provide feedback. In addition, the consultant welcomes observations about roadway safety concerns and recommendations that should be considered in the study.

## **ATTACHMENTS**

- A. Systemic Treatment Location Maps
- B. List of Draft Priority Locations



Figure 1

## Town of Colma CIP 993 Systemic Safety Analysis Report Project Systemic Treatments at Signalized Intersections



Figure 2

## Town of Colma CIP 993 Systemic Safety Analysis Report Project Systemic Treatments at Unsignalized Intersections and Segments



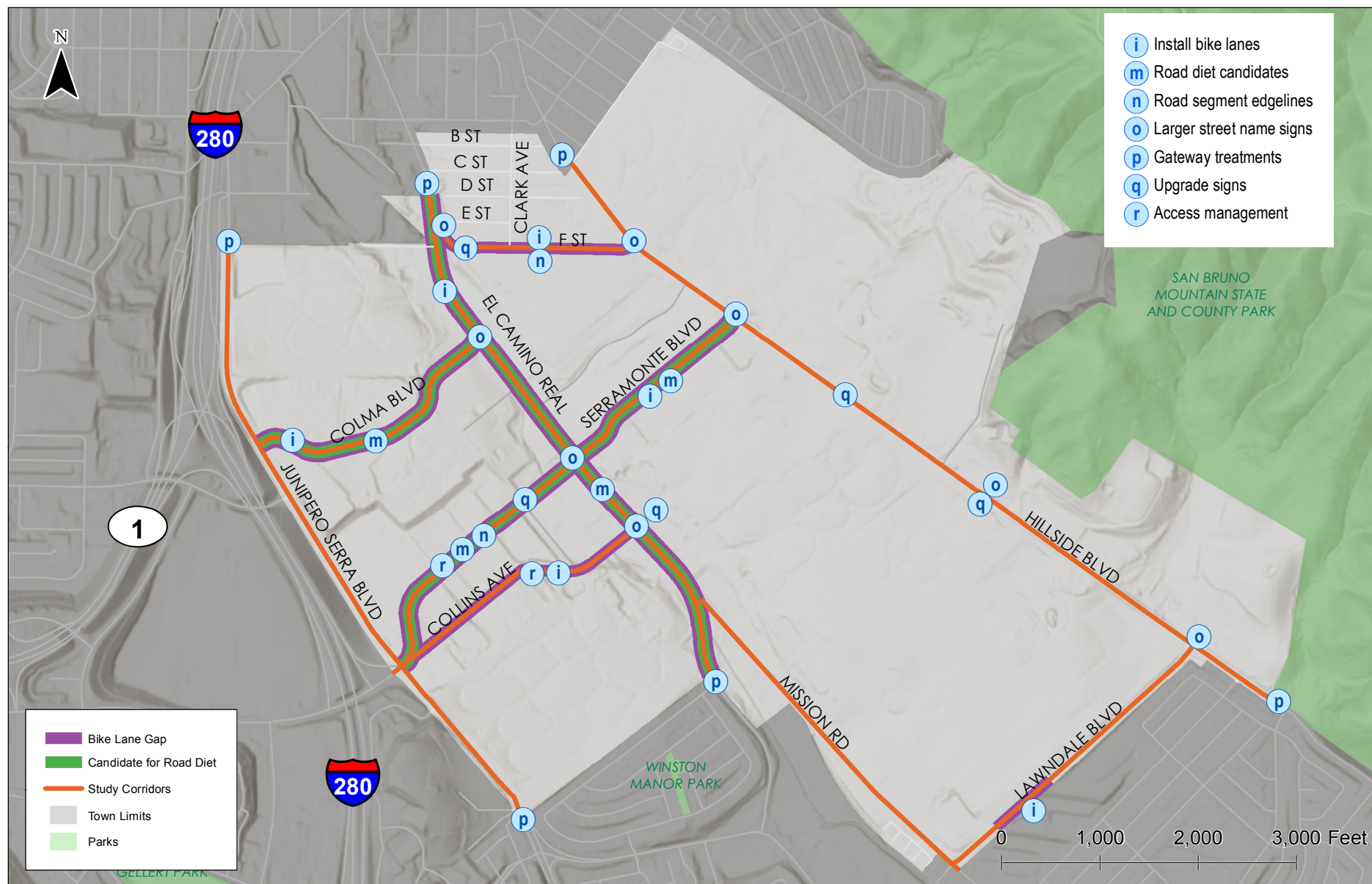


Figure 3

## Town of Colma CIP 993 Systemic Safety Analysis Report Project Systemic Treatments at Unsignalized Intersections and Segments





No.	Priority Location	Signal	Total Crashes	Notes	Considerations	Potential LRSM Solutions and Expected Benefits
1	Junipero Serra Boulevard/Serramonte Boulevard and Serramonte Boulevard/Collins Avenue Intersection	Yes	9	*Weather is clear, and cloudy.	* 5 improper turning, 2 unsafe speed, and 1 following too closely, 1 automobile right-of-way crashes. *5 rear-end, 2 broadsides, and 2 sideswipe crashes.	*Install raised pavement markers and striping (S8); CRF 10%, applicable to all crashes. *Improve signal hardware: backplates (S2); CRF 15%, applicable to all crashes.
2	Junipero Serra Boulevard/Colma Boulevard Intersection	Yes	3	*Weather is clear, dry, and daylight conditions.	*Two improper turning crashes, which resulted in rear-end collisions.	*Install raised pavement markers and striping (S8); CRF 10%, applicable to all crashes. *Improve signal hardware: backplates (S2); CRF 15%, applicable to all crashes.
3	El Camino Real/F Street Intersection	Yes	3	*Weather is clear, dry.	*Traveling on wrong side of road, and unsafe speeding crashes. *1 Broadside, and 1 rear-end crash.	*Install raised pavement markers and striping (S8); CRF 10%, applicable to all 3 crashes. *Improve signal hardware: backplates (S2); CRF 15%, applicable to all 3 crashes.
4	El Camino Real/Colma Boulevard Intersection	Yes	2	*Weather is clear, dry. *Lighting was dark – street lights.	*Traffic signals and signs and Driving under the influence. *1 Head-on and 1 rear-end crash.	*Install raised pavement markers and striping (S8); CRF 10%, applicable to all crashes. *Improve signal hardware: backplates (S2); CRF 15%, applicable to violation of traffic signal and sign crash.
5	El Camino Real/Serramonte Boulevard Intersection	Yes	4	*Weather is clear and dry.	*1 improper turning, 1 driving under the influence, 1 unsafe speeding crash *2 hit object crashes, and 1 rear-end crash.	*Install raised pavement markers and striping (S8); CRF 10%, applicable to all crashes. *Improve signal hardware: backplates (S2); CRF 15%, applicable to all crashes.
6	El Camino Real/Collins Avenue Intersection	No	3	*Weather is clear, dry.	*Improper turning, 2 automobile right-of-way crashes. *2 Broadside crashes (this includes sever injury crash).	*Improve sight distance to intersection (Clear sight triangles) (NS10); CRF 20% (applicable to all crashes).
7	El Camino Real/Mission Road Intersection	No	1	*Weather was clear, dry, and daylight conditions *4 people were injured (1 severe injury, 3 visible injuries)	*Traveling on wrong side of the road *Head on collision	*Improve sight distance to intersection (Clear sight triangles) (NS10); CRF 20% and would apply to this crash. *Install a stop control, yield control (i.e. Roundabout), or signalization at this intersection; CRF varies but FHWA CRF range is 13% to 51%; applicable to this crash
8	Mission Road/Lawndale Boulevard Intersection	Yes	2	*Weather is clear and dry. *2 improper turning crashes	*1 hit object crash, and 1 sideswipe crash	*Improve signal hardware: backplates (S2); CRF 15%, applicable to all crashes.
9	F Street/Hillside Boulevard Intersection	No	2	*Weather is clear, dry.	*Traveling on wrong side of road and Driving under the influence. *1 Sideswipe, and 1 rear-end crash.	*Install raised pavement markers and striping (S8); CRF 10%, applicable to all crashes.
10	Hillside Boulevard/Lawndale Boulevard Intersection	Yes	1	*Weather is not stated.	*Unsafe speeding crash *Head-on collision	*Improve signal hardware: backplates (S2); CRF 15%, applicable as systemic safety measure.
11	Junipero Serra Boulevard/Southgate Avenue Intersection	Yes	3	*Weather is clear, dry.	*Following too closely, unsafe speed, and improper turning crashes. *1 rear-end, 1 hit-object, and 1 sideswipe crash.	

**ATTACHMENT B – DRAFT PRIORITY LOCATIONS**

12	Junipero Serra Boulevard/Serra Center Intersection	Yes	5	*Weather is clear, dry	*Unsafe lane change, driving under the influence, improper turning, and pedestrian right-of-way crashes *2 are vehicle-pedestrian crashes, 1 hit object, 1 head-on crash. *1 crash when pedestrian is crossing in the crosswalk, 1 pedestrian on the roadway including the shoulder – both in daylight conditions.	*Install sidewalks (R37); CRF: 80% (applicable to pedestrian crash)
13	Junipero Serra Boulevard/Serra Center North Intersection	No	4	*Weather is clear, dry. *Sideswipe (improper turning) in dark -street light conditions.	* 2 Automobile rights-of-way, improper turning, and unsafe starting or backing crashes. *1 broadside, 1 sideswipe, 2 other/unknown crashes.	
14	Hillside Boulevard (Serramonte Boulevard to Lawndale Boulevard – 1.1 miles)	NA	5	*Weather is cloudy for 2 fatal crashes and 1 other visible injury crash. * One fatal crash is Pedestrian violation, and the other is Driving under the influence. * The two other visible injury crashes attribute to driving under the influence (also a bicycle involved crash) and driving on wrong side of road crashes.	*1 vehicle-pedestrian crash (Fatal) and injury are sideswipe crashes.	*Add intersection/roadway segment lighting (NS1/R1); CRF: 35%-40% (applicable to 1 fatal pedestrian crash). *Install sidewalks (R37); CRF: 80% (applicable to all crashes) *Install pedestrian crossings at uncontrolled locations (signs and markings) (NS17); CRF: 19% (applicable to pedestrian fatal crash). *Install dynamic/variable speed warning signs; CRF: 30% (applicable to speeding, driving under the influence crashes) *Install/upgrade stop signs, warning/regulatory signs (NS5); CRF: 15% (applicable to all crashes)
15	Colma Boulevard (El Camino Real to Junipero Serra Boulevard – 0.5 miles)	NA	17	*No unusual weather conditions. Weather is clear and dry.	*4 unsafe speed, 3 improper turning, 3 unsafe starting or backing crashes, 1 driving under the influence, 1 traffic signals and sign violation, 1 unsafe lane change, and 1 improper driving crash. *10 rear-end, 2 head-on, 1 hit object, 1 sideswipe, and 1 pedestrian-vehicle crash.	*Install sidewalks (R37); CRF: 80% (applicable to unsafe speeding crashes) *Add intersection/roadway segment lighting (NS1/R1); CRF: 35%-40% (applicable to unsafe lane change, unsafe starting or backing crashes). *Improve signal hardware: backplates (S2); CRF 15%, applicable to traffic signal and sign violation crashes. *Road Diet (R15); CRF:30% (applicable to all crashes) *Convert to All way stop control (NS2); CRF: 50% (applicable to all crashes)



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 Abdulkader Hashem, Associate Engineer  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: April 11, 2018  
 SUBJECT: Amendment to Water Conservation Incentive Program

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION AMENDING SUBCHAPTER 1.14 OF THE COLMA ADMINISTRATIVE CODE,  
 RELATING TO THE WATER CONSERVATION INCENTIVE PROGRAM

## EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers to participate within the Town of Colma. The program grants each qualified sewer service user a subsidy (reduction to their annual sanitary sewer charge) if the customer used the same amount of water or less compared to the average water use of the prior three years.

The proposed resolution would amend the existing procedures regarding how to determine the annual water incentive subsidies with a revised method that allows staff to be more precise in the annual subsidy allocation. It is important to note that the proposed incentive subsidy procedure is not to deter from the objective of minimizing the incentive or taking away City Council's position in granting the subsidies. The proposed process is being proposed to simplify the annual process of determining accurate budget estimates for the Town of Colma's Annual Operating Budget. In our current process when calculating the subsidies for qualified service customers, staff must overestimate the dollar amount for the incentive program to meet the desired percentages to grant to the qualified sewer service users, (This will be detailed in more depth in the staff report).

## FISCAL IMPACT

Approving an Amendment to revise the Water Conservation Incentive Program formula for calculating annual water incentive subsidies will have a direct impact on the Town's Annual Budget. The revised formula for calculating the Individual Sewer Service Discount will result in the Town being able to accurately estimate the amount of Authorized Subsidy and determine with more precision the annual revenue that would be expected from the San Mateo County

Tax Rolls. The payments under the Water Conservation Incentive Program will only be made available from unrestricted revenues of the Town.

## BACKGROUND

By Resolution 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in FY 2014-15. To qualify for this subsidy, a sewer service customer who used the same amount of water or less compared to the average of the prior three years would be classified as eligible customer for that year. The program's purpose was to create a sewer subsidy incentive program by promoting water conservation, which if observed, would help ease the cost of increasing sewer service rates.

Resolution 2012-28 provides for implementing the program as follows:

- First, the City Council must approve an **Authorized Subsidy**, which shall be included in and approved as part of the Town's operating budget.

(Typically, City Council has tried to keep the annual sewer subsidy around 10% for the eligible sewer service users.)

- The City Manager would then calculate the amount by which each eligible customer's sewer service charge will be reduced in the upcoming fiscal year by dividing the **Authorized Subsidy** by the **Annual Cost of Service** for all sewer customers in Town, which is the amount payable by the Town to the sewer service providers. The resulting fraction will be expressed as a percentage and is called the **Individual Sewer Service Discount**

For example; if the Town's annual sewer charge is \$800,000 and the City Council approved a \$100,000 subsidy for Eligible Customers would be 12.5% ( $\$100,000 / \$800,000$ ) or if the City Council wanted to set aside \$75,000 for Eligible Customers the subsidy would be 9.375% reduction off their annual sewer charge.

- After calculating that year's charges by means of the customers annual water use, the City Manager would determine who are the Eligible Customers for that year and reduce each Eligible Customer's sewer service charge by the **Individual Sewer Service Discount**.

For example, if the annual charge for a sewer service customer was \$500 and the Individual Sewer Service Discount was 12.5% the customers annual sewer charge would be \$437.50, ( $\$500.00 \times 12.5\% = \$62.50$  discount or  $\$500.00$  calculatedly sewer charge -  $\$62.50$  Individual Sewer Service Discount =  $\$437.50$  annual sewer charge)

## ANALYSIS

### Current Authorized Subsidy

The proposed resolution would establish the Authorized Subsidy for the Water Conservation Incentive Program that can be fully utilized without any residual amount that would be carried over to the next fiscal year budget. Using the Town's Annual Cost of sewer service data for FY

2017-18 as an example, the Individual Sewer Service Discount was calculated with a budget residue of \$25,982 from the approved Authorized Subsidy:

<b>Annual Cost of Sewer Service Before Incentives</b> (South San Francisco + NCSMSD Annual Charges)	\$815,248
<b>Authorized Subsidy</b> (Approved by the City Council)	\$85,000
<b>Individual Sewer Service Discount</b> (Authorized Subsidy divided by Annual Cost of Service of <u>All</u> Customers)	10.43%
<b>Net Savings to Eligible Customers</b> (South San Francisco + NCSMSD)	\$59,018
<b>Budget Residual from the Authorized Subsidy</b> (Authorized Subsidy – Net Savings to Eligible Customers)	\$25,982

### Proposed Process for Calculating the Authorized Subsidy

The **Residual Authorized Subsidy** can be eliminated by dividing the **Authorized Subsidy** by the **Annual Cost of Service** for Eligible Customers only instead of All Sewer Customers in Town. This process will provide an accurate estimate in budgeting for Water Incentive Program each year without leaving any or minimal budget residual in the Authorized Subsidy.

Taking again the above example of Sewer Charges data FY 2017-18 using the Annual Cost of Service for Eligible Customers only, not for All Sewer Customers, and maintaining Individual Sewer Service Discount at 10.43%, the Authorized Subsidy amount will be \$59,018 with no residual budget.

<b>Eligible Customers Annual Cost of Service Before Incentives for FY 2017-18</b> (South San Francisco + NCSMSD Annual Charges for Eligible Customers)	\$565,845
<b>Individual Sewer Service Discount</b> (Authorized Subsidy divided by Annual Cost of Service for Eligible Customers)	10.43%
<b>Authorized Subsidy</b> (Annual Cost of Service for Eligible Customers x Individual Sewer Service Discount, Town's responsibility)	\$59,018
<b>Annual Cost of Service After Incentives</b> (South San Francisco + NCSMSD Annual Charges for Eligible Customers, aggregate amount that will be posted to the annual San Mateo County Tax Rolls)	\$506,827
<b>Net Savings to Eligible Customers</b> (South San Francisco + NCSMSD for Eligible Customers)	\$59,018

<b>Residual Authorized Subsidy</b> (Authorized Subsidy – Net savings to Eligible Customers)	\$0.00
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Thus, the amended formula for calculating the water incentive by using the Annual Cost of Service for “Eligible Customers” instead of “All Customers” will result in computing the actual Authorized Subsidy instead of a proposed one and with no or minimal budget residual.

### **Council Adopted Values**

The recommendation is consistent with the Council’s commitment to be visionary, by amending the process that the Water Conservation Incentive Program calculates the Authorized Subsidy, it allows Staff and City Council to accurately establish a budget for the incentive program while gaining a greater understanding of the expected revenues from the County Tax Rolls.

### **Sustainability Impact**

Keeping and promoting programs such as the Water Conservation Incentive Program demonstrates the City Council’s stance on what it means to be a sustainable community. Programs such as this bring focus to the importance of energizing the community to be sustainable and prudent in their conservation goals.

### **Alternatives**

The City Council may choose not to accept the proposed revised process for calculating the Authorized Subsidy for Eligible Customers, and stay the course with the process that was originally approved. This is not recommended since the current process has to budget more subsidy and project less revenue to keep the incentive program viable.

### **CONCLUSION**

Staff recommends revising the process in calculating the annual Water Conservation Incentive Subsidy which in turn would allow for accurate contributions to the program and defined revenues from the County Tax Rolls.

### **ATTACHMENTS**

- A. Resolution

**RESOLUTION NO. 2018-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION AMENDING SUBCHAPTER 1.14  
OF THE COLMA ADMINISTRATIVE CODE, RELATING TO THE WATER  
CONSERVATION INCENTIVE PROGRAM**

The City Council of the Town of Colma hereby resolves:

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**ARTICLE 1. RECITALS**

(a) On July 11, 2012, the City Council adopted Resolution No. 2012-28 implementing a revised sewer subsidy program ("Water Conservation Incentive Program") whereby customers were provided with discounted sewer service rates if such customer used the same amount of water or less compared to the average water use of the prior three years. In adopting the Water Conservation Incentive Program, the City Council previously determined that the Water Conservation Incentive Program was affordable, promoted water conservation, and was fair and equitable for all sewer service customers in the Town.

(b) The City Council hereby finds that revising the existing procedures for calculating payments under the Water Conservation Incentive Program by redefining Annual Cost of Service to include the cost of service for Eligible Customers, as defined in Section 1.14.020, rather than total cost for all customers in the Town, will allow for more precise calculation.

(c) The City Council finds that the payments to be made under the Water Conservation Incentive Program, as revised herein, serves a valid public purpose -- to reduce water consumption -- and that the program is fair and equitable to all users. The Council further finds that, because the amount of the subsidy is determined each year as part of the budget process, it will be affordable. The City Council further finds that, because the payments under the Water Conservation Incentive Program will only be made from available unrestricted revenues of the Town, the subsidy will not cause rates charged by the Town for any property related service to exceed the cost of providing service to such property or person.

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**ARTICLE 2. CAC SUBCHAPTER 1.14 AMENDED.**

Section 1.14.010, Definitions, of Subchapter 1.14 is hereby amended to amend the definition for "Annual Cost of Service" as follows, with all other definitions remaining:

**1.14.010 Definitions**

"Annual Cost of Service" shall mean the Town's total cost of paying the City of South San Francisco and the North San Mateo County Sanitation District for sewer services provided to the Town's Eligible Customers for the upcoming fiscal year.

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**ARTICLE 3. 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. The City Council hereby declares that it intended do and would have adopted each and every provision of this resolution independent of any other provision of this resolution.

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**ARTICLE 4. 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.

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**ARTICLE 5. EFFECTIVE DATE.**

This resolution shall be effective upon its adoption by the City Council.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2018-XX was duly adopted at a regular meeting of the City Council of the Town of Colma held on April 11, 2018, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Vice Mayor

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Brad Donohue, Public Works Director  
VIA: Brian Dossey, City Manager  
MEETING DATE: Wednesday, April 11<sup>th</sup>, 2018  
SUBJECT: Town Hall Public Spaces Furniture "FF&E" Finishes

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## RECOMMENDATION

Staff recommends that the City Council by Motion:

APPROVE THE FURNITURE, FINISHES, AND COLOR SELECTIONS FOR THE TOWN HALL RENOVATION PROJECT.

## EXECUTIVE SUMMARY

Ratcliff Architects, along with Resource Design Interiors (FF&E Contractor), has prepared material sample handouts portraying the color and texture of the proposed furniture fabrics. The purpose of this review is for staff to obtain final approval from City Council on their preferred finishes. The various fabric and color selections are required so the contractor can place the furniture order and stay on task with the project master construction schedule.

## FISCAL IMPACT

There will no impact or change to the FF&E budget as the Council selected furniture and finish types will fit within the existing contract amount awarded that includes a 10% contingency.

## BACKGROUND

A timeline for the selection of interior finishes and furniture is as follow:

- November 8, 2017  
Staff and Architect presented to City Council to seek their approval of the various interior/exterior finishes for the Town Hall project.
- January 10, 2018  
Staff presented to City Council the "Basis of Design" for the furniture (furniture finishes) and equipment for the Town Hall facility.

City Council directed staff to solicit bids for the Furniture, Fixtures and Equipment construction contract for the Town Hall project.

- February 14, 2018  
City Council approved the construction contract to Resource Design Interiors (RDI) to procure and install the FF&E package for the Town Hall facility.
- April 11<sup>th</sup>, 2018 (Tonight)  
City Council is requested to finalize the various furniture finishes, (fabric, color and textures) for the various pieces of furniture that is being installed into Town Hall.

## **ANALYSIS**

The furnished samples represent the patterns, texture and colors for the various furniture units being procured. Product samples being presented require review by City Council for final approval ahead of order placement. Staff and the architect will take the preferred selections made by Council and give direction and instruction to the Contractor.

The materials and products are currently under procurement, the remaining task is to review and approve the colors and preferred finishes prior to placing final orders. The approved finishes shall serve as the final step in ordering the FF&E package.

## **Council Adopted Values**

City Council's review and selection process regarding the Town Hall furniture selection process is a ***Responsible*** approach ensuring the Public and Town Staff that the purchase of the various products and finishes meet the design integrity and aesthetic qualities that will ensure a long-lasting appearance with in Town Hall.

## **Alternatives**

The City Council could reject the final finishes provided. Doing so, however, is not in the City's best interest because it could delay the Contractor from procuring and ordering materials in time for the Town Hall Opening.

Should Council reject any or all finishes presented, Staff requests that the Council authorize the City Manager to request additional finishing options for review and approval.

## **CONCLUSION**

Staff recommends the City Council by motion approve the final finishes for the Town Hall Project FF&E procurement.