



**AGENDA  
REGULAR MEETING**

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

**Wednesday, April 25, 2018  
7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Presentation by new Seton Hospital CEO, Mark Fratzke
- Proclamation in honor of National Donate Life Month
- Introduction of new Recreation Leaders Elaina Gonzalez and Brianna Romero
- Introduction of new Community Services Officer Carlos Huayllapuma
- Introduction of new Administrative Services Director Pak Lin

**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 April 11, 2018 Regular Meeting.
2. Motion to Adopt a Resolution Adopting Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2018-2019 Funded By SB 1: The Road Repair and Accountability Act of 2017.
3. Motion to Adopt a Resolution Appointing Patrick Alvarez as Interim Human Resources Manager.

**NEW BUSINESS**

4. **CLIMATE ACTION PLAN ANNUAL PROGRESS REPORT AND UPDATE**

*Consider:* Motion to Accept the Climate Action Plan (CAP) Progress Report for Year 2017.

## **STUDY SESSION**

### **5. PRELIMINARY REPORT - 2018-19 BUDGET AND FINANCIAL PLAN**

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

## **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, April 11, 2018**

7:00 p.m.

**CALL TO ORDER**

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:06 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Police Commander Sherwin Lum, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Recreation Manager Cynthia Morquecho, City Clerk Caitlin Corley and Assistant Engineer Mahan Bozorginia 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 Fiscaro          | ✓      |    |                     |                   |        |
|                        | 5      | 0  |                     |                   |        |

**PRESENTATION**

Retiring Human Resources Manager Lori Burns was unable to attend the meeting, however the Mayor read a proclamation in her honor.

**PUBLIC COMMENTS**

Mayor Gonzalez opened the public comment period at 7:12 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 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.

**Action:** Council Member Goodwin moved to approve the Consent Calendar items #1 through #6; 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 Fisicaro         | ✓      |    |                     |                   |        |
|                        | 5      | 0  |                     |                   |        |

## STUDY SESSION

### 7. COLMA SYSTEM SAFETY ANALYSIS REPORT COUNTERMEASURES

Director of Public Works Brad Donohue presented the staff report and introduced consultant Erin Ferguson of Kittleson and Associates. Mayor Gonzalez opened the public comment period at 7:27 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

## NEW BUSINESS

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

Director of Public Works Brad Donohue presented the staff report. Mayor Gonzalez opened the public comment period at 8:17 p.m. resident Mary Brodzin made a comment. The Mayor closed the public comment period at 8:18 p.m. Council discussion followed.

**Action:** Council Member Goodwin moved to Adopt a Resolution Amending Subchapter 1.14 of the Colma Administrative Code, Relating to the Water Conservation Incentive Program; 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  |                     |                   |        |

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

City Manager Brian Dossey presented the staff report. Mayor Gonzalez opened the public comment period at 8:40 p.m. Resident Mary Brodzin made a comment. The Mayor closed the public comment period at 8:53 p.m. Council discussion followed. Council indicated to staff their selections for furniture, finishes and colors.

**Action:** Council Member Fiscaro moved to Approve the furniture, finishes and color selections for the Town Hall renovation Project; 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  |                     |                   |        |

**COUNCIL CALENDARING**

There will be a Special Team Building Meeting on Wednesday, April 18, 2018 at 4:30 p.m.

The next Regular City Council Meeting will be on Wednesday, April 25, 2018 at 7:00 p.m.

**REPORTS**

Helen Fiscaro

- Sipping with Seton, 4/6/18
- Historical Association Tea, 4/7/18

John Irish Goodwin

- Historical Association Tea, 4/7/18

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

- The new Administrative Services Director Pak Lin will start on Monday, April 16, 2018.
- Next week is Small Business Week, and the Chamber of Commerce has a full week of events planned.
- The Mercy Housing Veterans Village Ground Breaking event will be on Wednesday, April 25, 2018 at 10am.
- The Town will host an AB 1234 Ethics Training on Friday, May 4, 2018 at 1:00 p.m.
- Longtime resident Shirley Stone passed away recently. Shirley was a strong supporter of the Dark Sky Association, which works to stop light pollution. In memory of Shirley, the Town is asking Colma residents to turn off their lights on Sunday, April 29, 2018 from 8:30 p.m. to 8:45 p.m.

**ADJOURNMENT**

Mayor Gonzalez adjourned the meeting at 9:06 p.m. in memory of residents Shirley Stone and Sara Gomez.

Respectfully submitted,

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: April 25, 2018  
 SUBJECT: RMRA Project List and 2018-19 Budget Adjustment

---

## RECOMMENDATION

Staff recommends the City Council adopt:

RESOLUTION ADOPTING ROAD MAINTENANCE AND REHABILITATION ACCOUNT  
 (RMRA) PROJECT LIST FOR FISCAL YEAR 2018-2019 FUNDED BY SB 1: THE ROAD  
 REPAIR AND ACCOUNTABILITY ACT OF 2017

## EXECUTIVE SUMMARY

Requirements have been imposed by the State as part of new State Gas Taxes that began collection on November 1, 2017. In order to receive an allocation of the Gas Tax revenue, estimated as part of the adopted Budget to be \$25,000 in Fiscal Year 2018-19, a list of projects proposed to be funded with SB 1 funds must be adopted. Also, the Town is required to demonstrate that the revenue and expenditures are included in the Fiscal Year 2018-19 Budget. The funds are proposed to be allocated to the Mission Road Bike/Pedestrian and Safety Improvements to be constructed in 2019.

## FISCAL IMPACT

A total of \$25,000 in Gas Tax Funds, are proposed to be added to the current appropriation of \$1,583,500 million for the Mission Road Bike/Pedestrian Improvements (CIP Project #903).

## BACKGROUND

On April 28, 2017, the Governor Signed Senate Bill (SB) 1, which is known as the Road Repair and Accountability Act of 2017. This legislation increased the per gallon fuel excise taxes (\$0.12 per gallon), as well as increased diesel fuel sales taxes and vehicle registration fees. The use of the funds also comes with additional reporting requirements and a focus on using the new funds for basic road maintenance, rehabilitation, and critical safety projects on both the State Highway and local streets and roads system.

On November 1, 2017, the State Controller (Controller) began to deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA).

Although the exact amount has not been determined by the Controller for the Fiscal Year 2018-19, the proposed 2018-19 Budget will include an estimated \$25,000 RMRA funds that will be expensed per SB 1 Accountability and Transparency Guidelines, adopted on March 21, 2018.

## ANALYSIS

The Town of Colma must submit to the California Transportation Commission (Commission) a list of projects to be funded with RMRA funds. In order to simplify the reporting and administration the proposed Project List consists of adding the RMRA funds to the Mission Road Bike/Pedestrian Improvements (CIP Project #903).

As currently contained in the adopted Budget, the total project cost to complete the design, construction, and project management is estimated at \$1,608,500. The project will be funded from a variety of sources as shown below:

| No.          | Source of Fund  | Amount             |
|--------------|---|--------------------|
| 1            | Total Livable Communities (TLC) program - One Bay Area Grant 2 (OBAG 2)     | \$525,000          |
| 2            | Federal Local Streets and Roads (LSR) program One Bay Area Grant 2 (OBAG 2) | \$100,000          |
| 3            | Safe Routes to School-Green Streets Infrastructure                          | \$200,000          |
| 4            | Local Measure A   | \$160,000          |
| 5            | RMRA (SB 1) fund FY 2017-18   | \$8,500            |
| 6            | RMRA (SB 1) fund FY 2018-19   | \$25,000           |
| 7            | Colma Fund #31 (General CIP- General Funds allocated to Capital Projects)   | \$590,000          |
| <b>TOTAL</b> |   | <b>\$1,608,500</b> |

Although the RMRA Gas Tax Revenue will be included in the Fiscal Year 2018-19 Budget, the expenditures have not been programmed yet. Therefore, staff is requesting that the City Council approve the project that Staff would like to spend Fiscal Year 2018-19 SB 1 funds on. If approved by City Council, the adoption of the project list will appropriate \$25,000 as an additional appropriation for the Mission Road Improvements (CIP Project #903). If approved, Town Staff will be required to provide annual RMRA expenditure reporting to the Commission.

## REASONS FOR THE RECOMMENDED ACTION

The recommended actions are a requirement of the new State program implementing the tracking of expenditures for the Gas Tax increase adopted by the State Legislature. If the action is not taken prior to May 1, 2018 the Town would potentially lose or not receive the estimated RMRA Gas Tax Funds for Fiscal Year 2018-19.



## **COUNCIL ADOPTED VALUES**

The Staff recommendation is consistent with the Council adopted values of:

- *Responsibility*: Making decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.
- *Fairness*: Support the public's right to know and promote meaningful public involvement.

## **CONCLUSION**

It is recommended that the City Council adopt a resolution approving Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2018-2019.

## **ATTACHMENTS**

- A. Resolution Adopting Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2018-19
- B. RMRA Project List



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

**RESOLUTION ADOPTING ROAD MAINTENANCE AND REHABILITATION ACCOUNT  
(RMRA) PROJECT LIST FOR FISCAL YEAR 2018-2019 FUNDED BY  
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

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

**1. Background**

(a) Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide.

(b) SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year.

(c) The Town must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement.

(d) The Town will receive an estimated \$25,000 in RMRA funding in Fiscal Year 2018-19 from SB 1.

(e) This is the second year in which the Town is receiving SB 1 funding and will enable the Town to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1.

(f) The Town has undergone a robust public process to ensure public input into our community's transportation priorities/the project list. The Town conducted community outreach workshop and online survey during implementation of Systemic Safety Analysis Report (SSAR) project to give the community the opportunity to identify high-risk locations and discuss road safety concerns and potential safety treatments within Town's roadway network.

(g) The Town used a CIP budget to develop the SB 1 project list using Town General Plan, studies, observation, along with City Council, Public and Staff input to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment.

(h) The Town's allotment of SB 1 funds will help fund the Mission Road Bicycle and Pedestrian Improvements (CIP Project #903).

(i) The scope of work for CIP Project #903 includes various "Complete Streets" elements that will improve and enhance safety for bicycle and pedestrian activity along the Mission Road corridor, funding these enhancements are Gas Tax / RMRA eligible expenses.

(j) The Fiscal Year 2017-18 adopted Town Budget for Capital Improvement Project #903 Mission Road Bicycle and Pedestrian Improvements is \$1,383,500 funded by CIP General Funds as well as OBAG 2 Grants and SB 1 funds for FY 2017-18.

(k) In the Fiscal Year 2018-19 Town Budget for Capital Improvement Project #903 Mission Road Bicycle and Pedestrian Improvements will be \$1,608,500 after including Safe Routes to School and Green Streets Infrastructure and SB 1 FY 2018-19 funds.

(l) The SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on maintenance and safety, investing in complete streets infrastructure, and using technology for equipment and materials, will have significant positive benefits to local and statewide communities.

## 2. Finding/Order

The City Council finds that, based on the information presented, it hereby approves the proposed 2018-19 RMRA Project List. The RMRA fund appropriation will increase the authorized Gas Tax Fund expenditures by \$25,000 and are proposed to be used for the Mission Road Bicycle and Pedestrian Improvements, CIP Project #903.

## 3. RMRA 2018-19 Project List

**Project Description:** Implementation of bicycle and pedestrian safety related improvements. The project scope includes: relocation and reconstruction of the existing curb, gutter, sidewalk, driveway approaches and non-ADA compliant ramps; addition of new continuous sidewalk; extension of Class II bicycle lanes with green pavement markings; construction of stormwater curb extension with bioretention/infiltration basins for stormwater treatment and high visibility crosswalks with rectangular rapid flashing beacons; installation of speed feedback signs and energy efficient street lights. .

**Location:** Mission Road between El Camino Real and Lawndale Boulevard.

**Scheduled Completion:** October 2020 (Design in Fiscal Year 2018/19 with bidding and completion of the improvements in Fiscal Year 2019-2020.)

**Estimated Useful Life:** 20 Years

//

//

//

//

//

//

//

### 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 25, 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 Fiscaro                |        |    |                     |                   |        |
| <i>Voting Tally</i>          |        |    |                     |                   |        |

Dated \_\_\_\_\_

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

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



## Attachment B - Project List

STATE OF CALIFORNIA • CALIFORNIA TRANSPORTATION COMMISSION

### Senate Bill (SB) 1 Proposed Project List Form

## Part 1: General Information

### Local Streets and Roads Program

\*Agency Name: (Select from dropdown list)

LoCode:

|       |      |
|-------|------|
| Colma | 5264 |
|-------|------|

\*Agency Address:

\*City:

\*ZIP Code:

|                     |       |    |       |
|---------------------|-------|----|-------|
| 1198 El Camino Real | Colma | CA | 94014 |
|---------------------|-------|----|-------|

\*Agency Contact:

\*Agency Contact Title:

|              |                          |
|--------------|--------------------------|
| Brad Donohue | Director of Public Works |
|--------------|--------------------------|

\*Agency Contact Phone No.: (i.e. 1234567890)

\*Agency Contact Email Address:

|                |                           |
|----------------|---------------------------|
| (650) 757-8888 | brad.donohue@colma.ca.gov |
|----------------|---------------------------|

**Funding for Fiscal Year:**

|           |       |
|-----------|-------|
| <b>FY</b> | 18/19 |
|-----------|-------|

\*Budget Support Documentation:?

Please briefly describe the budget support documentation being provided.

|   |
|---|
| Town's adopted Resolution No. 2018-XX and Staff Report specifying the Mission Road Bike/Pedestrian Improvements project (CIP Project#903) for approving Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2018-2019 funded by SB 1: The Road Repair and Accountability Act of 2017. |
|---|

**Average Network PCI:**

|    |
|----|
| 81 |
|----|

**Measurement Date:**

(Month)

(Year)

|    |
|----|
| 07 |
|----|

|      |
|------|
| 2017 |
|------|

**Additional Information: ?**

|   |
|---|
| Mission Road Bike/Pedestrian Improvements project has been identified by Town of Colma as a high-priority capital improvement project. With the potential inclusion of the Veteran's Housing facility on Mission Road, it's close proximity to BART and the area being in a Priority Development Area (PDA), the Town believes that various improvements are needed for pedestrian and bike facilities along the corridor. These improvements |
|---|

**Project Flexibility:**

Pursuant to SHC Section 2034(a)(1), this project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b). After submittal of the project list to the Commission, in the event a city or county elects to make changes to the project list pursuant to the statutory provision noted above, formal notification of the Commission is not required. However, the Project Expenditure Report form that is due to the Commission by October 1st each year, will provide an opportunity for jurisdictions to annually communicate such changes to the Commission as part of the regular reporting process.

\* Required information

**Part 2: Project Information**

**Local Streets and Roads Program**

\* Required

| Proposed Project (PP#) | LoCode | * Project Title                           | Project ID (if any) | Project Type ?                   |  | * Project Description ?   | * Project Location ?   | * Estimated Completion Date |                        | * Estimated Useful Life (# of Yr) |      | Legislative District(s) |  |                |  | Additional Project Elements (Does the project include element(s) as described in SHC 2030 (c)-(f)? (Select Y/N from dropdown list) ? |                |                  |                             |                         |    |     |   |  |
|------------------------|--------|---|---------------------|----------------------------------|--|---|--|-----------------------------|------------------------|-----------------------------------|------|-------------------------|--|----------------|--|--|----------------|------------------|-----------------------------|-------------------------|----|-----|---|--|
|                        |        |   |                     | Type (Select from dropdown list) | Explanation (if "Other" is selected, please explain) ? |   |  | Pre-Construction (mm/yyyy)  | Construction (mm/yyyy) | Min.                              | Max. | State Senate            |  | State Assembly |  | Sustainability ?   | Technologies ? | Climate Change ? | Complete Streets Elements ? | Description of Elements |    |     |   |  |
| PP01                   | 5264   | Mission Road Bike/Pedestrian Improvements | CIP#903             | Complete Streets Components      |  | Implementation of bicycle and pedestrian safety related improvements. The project scope includes: relocation and reconstruction of the existing curb, gutter, sidewalk, driveway approaches and non-ADA compliant ramps; addition of new continuous sidewalk; extension of Class II bicycle lanes with green pavement markings; construction of stormwater curb extension with bioretention/infiltration basins for stormwater treatment and high visibility crosswalks with rectangular rapid flashing beacons; installation of speed feedback signs and energy efficient street lights. | Mission Road, between El Camino Real and Lawndale Boulevard. | 10/2018                     | 10/2020                | 10                                | 20   | 11                      |  |                |  |  | 19             |                  | Yes                         | No                      | No | Yes | Improve the accessibility and safety of bicycle and pedestrian facilities in compliance with Town's General Plan and Completed Streets Policies, in addition to Green Streets Infrastructure that includes bioretention areas (Rain Garden) for stormwater treatment. |  |
| PP02                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP03                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP04                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP05                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP06                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP07                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP08                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP09                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP10                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP11                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP12                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP13                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP14                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP15                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP16                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP17                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP18                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP19                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP20                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP21                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP22                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP23                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP24                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP25                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP26                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP27                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP28                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP29                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP30                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP31                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP32                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP33                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP34                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP35                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP36                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP37                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP38                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP39                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP40                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP41                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP42                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP43                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP44                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP45                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP46                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP47                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |
| PP48                   | 5264   |   |                     |                                  |  |   |  |                             |                        |                                   |      |                         |  |                |  |  |                |                  |                             |                         |    |     |   |  |



**Senate Bill (SB) 1 Proposed Project List Form**

## Local Streets and Roads Program

|                     |                        |                           |
|---------------------|------------------------|---------------------------|
| <b>Agency Name:</b> | <b>Agency Contact:</b> |                           |
| Colma               | Brad Donohue           |                           |
|                     | (650) 757-8888         |                           |
| <b>LoCode:</b>      | 5264                   | brad.donohue@colma.ca.gov |

|       |
|-------|
| FY    |
| 18/19 |

### Summary of Proposed Project List

| Project No. | Project Title                             | Project Description   | Project Location   | Estimated Completion Date<br><small>(mm/dd/yyyy)</small> |              | Estimated Useful Life<br><small>(# of yrs)</small> |      |
|-------------|---|---|--|--|--------------|--|------|
|             |   |   |  | Pre-Construction   | Construction | Min.   | Max. |
| <b>PP01</b> | Mission Road Bike/Pedestrian Improvements | Implementation of bicycle and pedestrian safety related improvements. The project scope includes: relocation and reconstruction of the existing curb, gutter, sidewalk, driveway approaches and non-ADA compliant ramps; addition of new continuous sidewalk; extension of Class II bicycle lanes with green pavement markings; construction of stormwater curb extension with bioretention/infiltration basins for stormwater treatment and high visibility crosswalks with rectangular rapid flashing beacons; installation of speed feedback signs and energy efficient street lights. | Mission Road, between El Camino Real and Lawndale Boulevard. | 10/2018  | 10/2020      | 10   | 20   |
| <b>PP02</b> |   |   |  |  |              |  |      |
| <b>PP03</b> |   |   |  |  |              |  |      |
| <b>PP04</b> |   |   |  |  |              |  |      |
| <b>PP05</b> |   |   |  |  |              |  |      |
| <b>PP06</b> |   |   |  |  |              |  |      |
| <b>PP07</b> |   |   |  |  |              |  |      |
| <b>PP08</b> |   |   |  |  |              |  |      |
| <b>PP09</b> |   |   |  |  |              |  |      |
| <b>PP10</b> |   |   |  |  |              |  |      |
| <b>PP11</b> |   |   |  |  |              |  |      |
| <b>PP12</b> |   |   |  |  |              |  |      |
| <b>PP13</b> |   |   |  |  |              |  |      |
| <b>PP14</b> |   |   |  |  |              |  |      |
| <b>PP15</b> |   |   |  |  |              |  |      |





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 VIA: Christopher J. Diaz, City Attorney  
 MEETING DATE: April 25, 2018  
 SUBJECT: Appointment of Interim Human Resources Manager

---

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPOINTING PATRICK ALVAREZ AS INTERIM HUMAN  
 RESOURCES MANAGER

## EXECUTIVE SUMMARY

The Town's Human Resources Manager tendered her resignation effective April 27, 2018. The Town has commenced the recruitment process for a new Human Resources Manager, but it is necessary to appoint an interim Human Resources Manager to serve pending the completion of the recruitment process.

Staff is recommending hiring Mr. Alvarez for a single limited term appointment to perform duties of the Human Resources Manager position while recruitment for a permanent Human Resources Manager is underway. Given the need for continuity and a highly trained professional to lead the Town's Human Resources department, staff recommends hiring Mr. Alvarez commencing on May 7, 2018 and ending on the date immediately preceding the date on which the permanent appointee to the vacant position of Human Resources Manager for the Town commences his/her employment or, if earlier, the date that this appointment is terminated by the Town or Mr. Alvarez as shall be specified in the employment agreement. As a CalPERS retired annuitant, Mr. Alvarez's hours working for the Town, and any other CalPERS employer, cannot exceed 960-hours in the fiscal period from July 1 through June 30.

Since the proposed appointment of Mr. Alvarez is to a vacancy, Government Code Section 21221(h) requires that the appointment be made by the City Council.

## **FISCAL IMPACT**

Mr. Alvarez would be paid an hourly rate of \$59.91 per hour, which is no less than the minimum nor more the maximum monthly base salary paid to a person serving in the Human Resources Manager position, divided by 173.333 to equal the hourly rate. He will not be entitled to any additional compensation, benefits, leave or paid holidays.

## **BACKGROUND/ANALYSIS**

Government Code Section 21221(h) permits the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours, inclusive of hours worked for other CalPERS employers during same period, in a fiscal year. Mr. Alvarez has over 22 years of experience in human resources management. Thus, Mr. Alvarez has the specialized skills necessary to perform the duties of Human Resources Manager while the Town conducts recruitment for a permanent Human Resources Manager. Staff has worked with the City Attorney to ensure that additional requirements, such as ones that relate to compensation, will be met.

Included in the Council's agenda packet is the required resolution to appoint a retiree pursuant to Government Code Section 21221(h).

## **COUNCIL ADOPTED VALUES**

The Staff recommendation is consistent with the Council adopted values of:

- *Fairness*: Make decisions based on the merits of the issue; and
- *Responsibility*: Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.

## **ALTERNATIVES**

Council could choose to reject Staff's recommendation. This would temporarily leave the Town without leadership in the human resources department.

## **CONCLUSION**

Staff recommends adopting the attached resolution which appoints Patrick Alvarez as interim Human Resources Manager.

## **ATTACHMENT**

- a. Resolution Appointing Patrick Alvarez as Interim Human Resources Manager
- b. Employment Agreement with Patrick Alvarez

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

**RESOLUTION APPOINTING PATRICK ALVAREZ AS INTERIM  
HUMAN RESOURCES MANAGER**

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

**1. Background.**

(a) Government Code Sections 7522.56 and 21221(h) permits the City Council to appoint a California Public Employees' Retirement System ("CalPERS") retired annuitant to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year.

(b) The position of Human Resources Manager became vacant at close of business on Friday, April 13, 2018 with the departure of the incumbent employee, Lori Burns.

(c) In order to retain efficient and uninterrupted operation and management of the Town's human resources department, the City Council desires to retain the services of Patrick Alvarez, who is a retired member of CalPERS, to serve as interim Human Resources Manager, effective May 7, 2018.

(d) Patrick Alvarez has over 22 years of experience in human resources administration, with expertise in employee relations, labor relations, organizational development, performance management, training, and human resources policies and procedures.

(e) An appointment under Government Code Section 21221(h) requires an active, publicly posted recruitment for a permanent replacement.

(f) The current status of this recruitment is open until filled and was posted on the Town's website on April 20, 2018.

(g) This Section 21221(h) appointment shall only be made once and therefore will end on the date immediately preceding the date on which the permanent replacement for the vacant position of Human Resources Manager commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Patrick Alvarez.

(h) It is understood by the Town and Patrick Alvarez that the combined total hours to be served by Patrick Alvarez in any fiscal year, for all CalPERS employers combined, shall not exceed the 960-hour limitation set forth in California Government Code Section 21221(h) and Section 7522.56(d).

(i) The compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal an hourly rate.

(j) The maximum base monthly salary for this position is \$10,384.38 and the hourly equivalent is \$59.91, and the minimum base monthly salary for this position is \$8,543.58 and the hourly equivalent is \$49.29.

(k) The hourly rate to be paid to Patrick Alvarez is \$59.91.

(l) Patrick Alvarez has not and will not receive any other benefits, incentives, compensation in lieu of benefit or any other form of compensation in addition to this hourly pay rate.

(m) Pursuant to Government Code Section 7522.56(e)(1), Patrick Alvarez must certify in writing to the Town upon accepting an offer of employment that he has not received any unemployment insurance compensation arising out of prior employment with a public employer that is subject to Section 7522.56 during the 12-month period preceding the effective date of this appointment.

## **2. Findings.**

The City Council finds that:

(a) All facts set forth in the background section of this Resolution are true and correct.

(b) Patrick Alvarez has the specialized skills needed to perform the work required of the Human Resources Manager position on an interim basis until a permanent Human Resources Manager is appointed by the Town and thereafter begins service.

## **3. Order.**

(a) The City Council hereby appoints Patrick Alvarez as Human Resources Manager effective May 7, 2018, until the date immediately preceding the date on which the permanent replacement for the vacant position of Human Resources Manager commences his or her employment, unless earlier terminated, pursuant to the authority provided under Government Code Sections 21221(h) and 7522.56, pending the recruitment, selection and employment of a permanent Human Resources Manager, to provide the specialized skills necessary to manage the Town's Human Resources Department effectively.

(b) The City Manager is authorized to enter into a Temporary Employment Agreement, consistent with this Resolution and Government Code Sections 7522.56 and 21221(h), and with an effective date of May 7, 2018, with Patrick Alvarez as interim Human Resources Manager for the Town of Colma in accordance with Government Code Sections 21221(h) and 7522.56.

//

//

//

//

//

//

### 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 25, 2018, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel Gonzalez, Mayor

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





**EMPLOYMENT AGREEMENT**  
**for**  
**INTERIM HUMAN RESOURCES MANAGER**

**1. PARTIES AND DATE.**

This Employment Agreement (“Agreement”) is made by and between the TOWN OF COLMA, a municipal corporation (“Town”) and Patrick Alvarez (“Employee”), effective May 7, 2018, to provide in writing the terms and conditions of employment as interim Human Resources Manager. The Town and Employee are sometimes individually referred to herein as “Party” and collectively as “Parties.”

**2. RECITALS.**

**2.1 Interim Human Resources Manager.** Due to his experience and specialized skills, the Town desires to employ the services of Employee as interim Human Resources Manager of the Town of Colma, and Employee desires to accept employment as interim Human Resources Manager. It is the desire of the Parties through this Agreement to establish conditions of employment and to set working conditions for Employee.

**2.2 Temporary Appointment.** Employee’s employment is authorized by Government Code Sections 7522.56 and 21221(h), which permit the City Council to appoint a California Public Employees’ Retirement System (“CalPERS”) retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provide that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year, inclusive of all hours worked for other CalPERS employers.

**2.3 Employee Representations.** Employee represents that he is a retired annuitant of CalPERS within the meaning of Government Code Sections 7522.56 and 21221(h) (“Statutes”) and acknowledges that his compensation is statutorily limited as provided in Government Code Section 21221(h). Employee represents that, as of the effective date of this Agreement, he has worked for another CalPERS state or contracting agency as a retired annuitant during the Town’s 2017-2018 fiscal year, and that he therefore acknowledges that he can work up to 960 hours for the Town, a state agency or other CalPERS contracting agencies (collectively “CalPERS Agencies”) during the Town’s 2017-2018 fiscal year, and he acknowledges that he has worked up to 856 hours as of April 15, 2018; therefore he has 104 hours remaining in fiscal year 2017-18 to provide services to the Town. Employee represents that he has not received unemployment compensation from any CalPERS Agencies during the 12-month period preceding the effective date of this Agreement. Employee further represents that his CalPERS retirement date became effective prior to the 180-day period preceding the effective date of this Agreement

**3. TERMS.**

**3.1 Duties.** In accordance with Resolution No. \_\_\_\_\_, the City Council has appointed Employee as interim Human Resources Manager. Thus, the Town shall employ Employee as interim Human Resources Manager of the Town to perform the duties and functions pertaining to the Human Resources Manager position, and to perform other legally permissible duties and such functions as the City Manager shall from time to time assign. The

City Manager shall have the authority to determine the specific duties and functions which Employee shall perform under this Agreement and the means and manner by which Employee shall perform those duties and functions. Employees agrees to devote all of her business time, subject to the hourly limitation set forth under Section 21221(h), skill, attention, and best efforts to the discharge of the duties and functions assigned to him by the City Manager.

3.2 **Town Documents.** All data, studies, reports and other documents prepared by Employee while performing his duties during the term of this Agreement shall be furnished to and become the property of the Town, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee. Such materials shall not, without the prior written consent of the City Council, be used by Employee for any purposes other than the performance of his duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

### 3.3 **Conditions of Employment.**

3.3.1 *Part Time Authorized.* Employee is expected to devote necessary time, within and outside normal business hours, to the business of the Town. However, in accordance with Government Code Section 21221(h), Employee shall not work under this Agreement for more than a total of 960 hours in any fiscal year. It is understood by both parties that employment with other CalPERS employers shall count against the 960 hours per fiscal year limitation. In the event Employee is providing services to any other CalPERS Agencies during the term of this Agreement, Employee must notify the Town of such employment and disclose on a periodic basis (at a frequency determined by the Town) the number of hours Employee is performing services for that other public agency to ensure that the maximum number of hours is not exceeded. Employee shall be allowed to establish a schedule that is less than full time in order to maximize the use of the 960 hours throughout an entire fiscal year; provided, however, that Employee's schedule shall be acceptable to the City Manager and shall be established in advance.

3.3.2 *No Conflicts.* During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement.

### 3.4 **Compensation; No Fringe Benefits.**

3.4.1 *Compensation.* For services rendered pursuant to this Agreement, Employee shall be compensated at the hourly rate of \$59.91. The Town has confirmed that this rate is not less than the minimum, nor in excess of the maximum, paid by the Town to other employees performing comparable duties (divided by 173.333 to equal an hourly rate) as listed on the Town's publicly-available pay schedule. This hourly rate is established pursuant to the requirements of Government Code Section 21221(h) and may only be modified if permitted thereby. The compensation shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town and shall be subject to all applicable taxes, and other required deductions. Such compensation shall be Employee's sole compensation for his service under this Agreement. Notwithstanding the foregoing, the Town shall pay for

workers' compensation insurance for Employee. Employee shall not be entitled to any additional benefits provided by the Town to its employees, including, but not limited to, paid vacation, paid holiday leave, paid sick leave, medical insurance, dental insurance, life insurance, deferred compensation, disability insurance, unemployment insurance, and vehicle allowance.

3.4.2 *Reimbursable Expenses.* The Town shall reimburse Employee for his direct, reasonable and necessary expenses incurred in the performance of his duties and in compliance with Colma Administrative Code, subchapter 3.07.

**3.5 Term; Termination.**

3.5.1 *Term.* The term of this Agreement shall be effective as of May 7, 2018 and shall be a single appointment ending on the date immediately preceding the date on which the permanent appointee to the vacant position of Human Resources Manager for the Town commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Employee in accordance with Section 3.4.2.

3.5.2 *Termination.* This Agreement may be terminated with or without cause at any time upon thirty (30) days advance written notice given by Employee to Town or immediately upon notice by Town to Employee. No compensation or severance payment of any kind shall be payable upon termination of this Agreement, other than any compensation due and owing under this Agreement through the last effective date of employment. The Parties understand and agree that the temporary employment relationship created by this Agreement is "at-will" and that the Employee shall serve at the will and pleasure of the City Manager, and may be terminated at any time, without notice and with or without cause. Nothing in this Agreement, any statute, ordinance or rule shall prevent, limit or otherwise interfere with the right of the City Manager to terminate, without cause or right of appeal or grievance, the services of the Employee at any time and without notice. Notice of termination may be delivered personally or by mail.

3.6 **Notices.** All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose, by deposit in the custody of the United States Postal Service, postage pre-paid, addressed as follows:

TOWN: Town of Colma  
Attn: City Manager  
1198 El Camino Real  
Colma, California 94014

EMPLOYEE: Patrick Alvarez  
408-823-0287  
Palvarez0317@att.net

Alternatively, notices required pursuant to this Agreement may be personally served in the manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

3.7 **Indemnification.** The Town shall defend, hold harmless and indemnify Employee against any tort, professional liability, claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's services as interim Human Resources Manager, except that this provision shall not apply with respect to any intentional tort or crime committed by Employee, or any actions outside the course and scope of his employment as interim Human Resources Manager.

### 3.8 **General Provisions.**

3.8.1 *Entire Agreement.* This Agreement constitutes the entire agreement between the parties. This Agreement may be amended in writing and signed by both Parties.

3.8.2 *Severability.* If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

3.8.3 *Bonding.* If applicable, the Town shall bear the full cost of any fidelity or other bonds required of Employee in the performance of his duties as interim Human Resources Manager.

3.8.4 *Modification.* Any modification to this Agreement will be effective only if it is in writing and signed by both Parties.

3.8.5 *Effect of Waiver.* The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

3.8.6 *Assignment.* Neither this Agreement, nor any right, privilege or obligation of Employee hereunder shall be assigned or transferred by him without the prior written consent of the City Manager. Any attempt at assignment or transfer in violation of this provision shall, at the option of the City Manager, be null and void and may be considered a material breach of this Agreement.

3.8.7 *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in San Mateo County, California.

3.8.8 *No Presumption of Drafter.* The Parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the Parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any Party to be the drafter of this Agreement and, therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

3.8.9 *Assistance of Counsel.* Each Party to this Agreement warrants to the other Party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.

**IN WITNESS WHEREOF**, the Town of Colma has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and Employee has signed and executed this Agreement, both in duplicate, effective on the day and year first above written.

**TOWN OF COLMA**

By: \_\_\_\_\_  
Brian Dossey, City Manager

Dated: \_\_\_\_\_

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

**EMPLOYEE**

\_\_\_\_\_  
Patrick Alvarez, Employee

Dated: \_\_\_\_\_





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Kathleen Gallagher, Sustainability Programs Manager  
 Michael Laughlin, City Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: April 25, 2018  
 SUBJECT: Climate Action Plan Annual Progress Report & Updates

---

## RECOMMENDATION

Staff recommends that the City Council adopt a motion to:

ACCEPT THE CLIMATE ACTION PLAN (CAP) PROGRESS REPORT for YEAR 2017

## EXECUTIVE SUMMARY

The annual CAP Progress Report provides the Town's updates and status on the CAP and the implementation of the various sustainability programs. Our residents and businesses continue to play an important role in the Town achieving its sustainability goals. Significant milestones were reached in 2017 including ongoing partnerships with the Resource Conservation District (RCD), PG&E/Ecology Action, and Republic Services. We will recognize these partners at the City Council meeting. A Primary activity proposed by staff for 2018 is the completion of a Climate Action Plan Assessment Report.

## FISCAL IMPACT

No fiscal impact.

## BACKGROUND

The CAP guides the Town's actions for greenhouse gas (GHG) reduction targets established under State Assembly Bill 32<sup>1</sup>. Colma completed a Community Greenhouse Gas Inventory Report<sup>2</sup> which confirmed that the Town is currently on target to meet the reduction targets for AB 32. The most recent report, the 2013 Community Greenhouse Gas Inventory Report detailed

<sup>1</sup> AB 32 (California's Global Warming Solutions Act of 2006), requires statewide greenhouse gases (GHGs) to be reduced 20% below current levels (as measured in 2005), by the year 2020.

<sup>2</sup> Prepared by DNV GL through the RICAPS program of the City/County Association of Governments of San Mateo County.

GHG reductions of 18.2% from the 2005 baseline to 2013. This significant reduction takes the Town close to its goal, which is 20% by 2020. Due to changes in the California Public Utilities Commission reporting rules, it has been more difficult to obtain energy use data after 2013.

Town staff is currently participating in a regional effort known as the Statewide Energy Efficiency Collaborative (SEEC) that will assist us in completing a new GHG Community Inventory at no cost to the Town. The Community GHG Inventory is essential in gauging our progress toward the GHG reduction target since 99% of our emissions are from the community. Only 1% of our GHG emissions are from municipal sources.

On September 8, 2016, the Governor signed Senate Bill 32 which requires California to reduce GHG emissions to 40% below 1990 levels by the year 2030. SB 32 extends the GHG reductions and environmental standards set by AB 32 and requires California to reach an even more ambitious greenhouse gas emission limit of 40 percent below 1990 levels by 2030.

With these new and more ambitious GHG reduction requirements, Town staff will complete a CAP Program Assessment to analyze the success of current programs and consider adding and or modifying programs for implementation. This CAP Program Assessment will be included as a requested budget item in the 2018-2019 budget.

## **ANALYSIS**

In 2017, the Town completed significant milestones that include reducing over a total of 1,000,000 kWh energy usage from commercial and Town facilities and increasing our overall measured recycling rate to 32%. Additionally, the Town:

- Partnered with Republic Services to implement a comprehensive and successful Town-wide organic waste collection service where all food-related businesses are now recycling their organic waste. Diverting food waste from landfill is critical to meeting GHG reduction requirements because food waste that is landfilled generates methane which is 30 times more potent than carbon dioxide in global warming potential;
- Significantly increased overall measured diversion from 26% in 2015 to 32% in 2017. This is primarily due to new programs that have been implemented in the new franchise agreement that began September 2016;
- Meeting our recycling requirements of AB 939 (required overall diversion from landfill), AB 341 (mandatory commercial recycling requirements), and AB 1826 (commercial organics recycling requirements);
- Added Municipal Code Chapter 6.06 regarding procedures to expedite permit processing for electric vehicle charging stations;
- Authorized \$85,000 subsidy for the Water Conservation Incentive Program.
- Approved a \$5,000 grant for RCD to continue their work with the cemeteries to reduce water and electricity usage; and
- Adopted a Resolution in support of the Paris Climate Agreement.



- Partnered with Republic Services to hold events for residents for safely disposing of household hazardous waste (HHW), Recycling, Security Shredding and Compost Giveaways that will continue twice per year. In 2018, the events will be on May 19 and October 6. We have received a very positive response from residents and great participation at these events.
- Staff continues to participate in monthly countywide and regional meetings such as the San Mateo County Regionally Integrated Climate Action Plan (RICAPS) group and Joint Venture Silicon Valley's Climate Protection Task Force. Participation in these groups allows staff to collaborate on action items and policies that will help the Town to meet 2030 GHG reduction goals.
- Staff continues to partner with the Resource Conservation District (RCD) of San Mateo County, San Mateo County Energy Watch, CalRecycle, CalWater, and Community Choice Energy (CCE).

Below is a list of the progress made in 2017.

### 2017 CAP Progress Highlights

| <i>CAP Program</i>  | <i>2017 Progress</i>   |
|---|--|
| <b>Energy Efficiency, Water Conservation and Green Building</b> |  |
| Residential Energy and Water Efficiency                         | <ul style="list-style-type: none"> <li>• Installation of two residential solar systems (owners to be recognized at meeting)</li> <li>• Authorized \$85,000 subsidy for the Water Conservation Incentive Program.</li> <li>• Continued water rebate program, with 1 rebate given (1 toilet)</li> <li>• Promoted sustainability and distributed materials at National Night Out</li> <li>• Promoted and participated in the US Mayors Water Conservation Challenge for the fourth consecutive year, building momentum and awareness</li> <li>• Included sustainability information in LiveWire (Community Newsletter) and on the Town's website</li> </ul> |
| Commercial Energy and Water Efficiency                          | <ul style="list-style-type: none"> <li>• Exceeded 1,000,000 kWh energy savings from commercial and municipal energy programs.</li> <li>• Increasing Green Business Certification Outreach and Education to businesses.</li> <li>• Coordination with SFPUC and North County San Mateo Sanitation District on</li> </ul>   |

|   |   |
|---|---|
|   | <p>a Recycled Water Project that would benefit Colma Cemeteries and Townwide landscaping.</p> <ul style="list-style-type: none"> <li>• Worked with PG&amp;E and Ecology Action to provide energy audits to large businesses (including Peninsula Reflections)</li> <li>• Continued outreach and education to businesses about energy savings opportunities with a special focus to assist new businesses</li> <li>• Promoted the Energy Watch energy assessment and retrofit program to small businesses</li> <li>• Developing Workshop for Businesses to learn of new rebates for energy, water and green business certification.</li> </ul>   |
| <b>Planning, Land Use and Increased Opportunities for Alternative Transportation</b>                  |   |
| <p>Increase bicycle lanes and implement walkability and bicycling in new projects and renovations</p> | <ul style="list-style-type: none"> <li>• Hosted break station for Bike to Work day</li> <li>• Continued Section 132 pre-tax transportation cost program</li> <li>• Completed installation of bike rack/repair station at Community Center</li> </ul>  |
| <p>Update the General Plan to be consistent with the CAP</p>  | <ul style="list-style-type: none"> <li>• General Plan update in process, Housing Element adopted in January 2015, which has policies to place new housing close to transit</li> </ul>   |
| <b>Recycling and Waste Reduction</b>  |   |
| <p>Increase recycling and waste diversion to meet 80% diversion rate</p>                              | <ul style="list-style-type: none"> <li>• Meeting AB 939, AB 341 and AB 1826 mandates for recycling and organics recycling requirements.</li> <li>• Greatly expanded events for residents to safely dispose of HHW, Security shredding, Electronic waste and receive free compost.</li> <li>• Expanded bulky item recycling options for residents.</li> <li>• Expanded business recycling education and promotion via new requirements in the Franchise Agreement.</li> <li>• Continued collaboration with Republic Services. Staff holds quarterly meetings (or more frequently) with Republic staff.</li> <li>• Continued collaboration with local businesses to ensure recycling and waste</li> </ul> |

|  |  |
|--|--|
|  | <p>services are sufficient.</p> <ul style="list-style-type: none"> <li>• Increased construction and demolition waste diversion rate to a minimum of 65%</li> <li>• Worked with Republic Services to implement Town-wide organics collection service.</li> <li>• Partnered with Republic to conduct the Town Clean-Up and Recycling Day.</li> <li>• Met with hauler to discuss meeting the requirements of AB 341, SB 1016 and reporting requirements</li> <li>• Completed AB 939/AB 341 Compliance Reporting for CalRecycle. Managed diversion reporting to ensure compliance. Completed on site tours with several businesses with CalRecycle staff.</li> <li>• Successful Town-wide Clean-Up and Garage Sale</li> <li>• Annual Colma Creek Clean-Up</li> <li>• Teen participation in Coastal Clean-Up Day</li> </ul> |
| Implement single use bag ban and polystyrene ban   | <ul style="list-style-type: none"> <li>• Requirements continue to be enforced by San Mateo County Environmental Health.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Municipal Programs</b></li> </ul>                              |  |
| Develop and implement a Town Sustainability Policy   | <ul style="list-style-type: none"> <li>• Continued purchasing of 30% recycled personal hygiene paper products</li> <li>• Ongoing evaluation of products and consideration of shared purchasing where feasible</li> <li>• Approved ECO100 where all Town facilities use 100% renewable energy sources.</li> </ul>   |
| Promote commute alternatives for Town employees and the public   | <ul style="list-style-type: none"> <li>• Provided a "Ride Your Bike To Work" Break Station and encouraged the Great Race Challenge in conjunction with Commute.org and Peninsula Traffic Congestion Relief Alliance</li> <li>• Continued to promote pre-tax commuter benefits</li> </ul>   |
| Replace 100% Town owned street light, signal, park and parking lot lighting with energy efficient lighting | <ul style="list-style-type: none"> <li>• Was awarded a \$50,000 grant to complete additional energy upgrades for Town Facilities</li> <li>• Completed energy efficient lighting upgrades in all facilities using PG&amp;E on-</li> </ul>   |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>bill financing (OBF) in 2016</li> <li>Completed energy audit of Police Department and consideration of funding options for improvements</li> </ul> |
| Adopt Green Building Ordinance for new Town-sponsored projects and major renovations.         | <ul style="list-style-type: none"> <li>LEED Silver equivalency features are required in Town Hall Remodel plans</li> </ul>  |
| Expand tree planting on public properties and use native and drought tolerant trees/plantings | <ul style="list-style-type: none"> <li>Continued practice of not watering medians (State mandate)</li> <li>Landscaping at the new Town Hall is proposed to be drought tolerant</li> </ul> |
| Establish method to integrate CAP measures into Town projects and day-to-day decisions.       | <ul style="list-style-type: none"> <li>Continue Police Bike patrol</li> <li>Replaced one Police vehicle with more fuel-efficient model</li> </ul>   |
| <b>Solar and Renewable Energy Installations</b>   |   |
|   | <ul style="list-style-type: none"> <li>The Town Hall building that is under construction will be solar ready.</li> <li>Installation of two residential solar systems</li> </ul>           |

**Next Steps for Climate Action Plan Program Assessment and Implementation**

The Town’s Leadership Team and Sustainability Group will continue to work on implementing programs that will further climate action goals. The plans for 2018 include:

1. Complete a Climate Action Plan Assessment Report;
2. Continue to expand recycling and organics collection (particularly for businesses) through the recycling programs provided by Republic Services;
3. Explore the impact of a centralized purchasing system for municipal operations to ensure compliance with sustainability policy;
4. Continue the employee commuter benefits program;
5. Explore carbon sequestration program potential for Colma.

**Council Adopted Values**

Increasing sustainability is consistent with the Council value of *vision* in considering the broader regional and statewide implications of the Town’s decisions and issues.

**Sustainability Impact**

As described in this report, the benefits of CAP implementation are to (1) reduce the Town’s carbon footprint, (2) increase the Town’s quality of life for residents, businesses and visitors and (3) save energy, water and money, and reduce waste to landfill.

## **Alternatives**

The Council could not accept the status update and could, instead, direct Staff to bring back additional information on CAP programs.

## **CONCLUSION**

The Town's Leadership Team and Sustainability Group will continue to work on implementing programs that will further climate action goals. Staff recommends the City Council accept this report and provide any recommendations to staff as the Council sees fit.

## **ATTACHMENT**

- A. Climate Action Program Implementation Chronology



## **Town of Colma Climate Action Plan Implementation Chronology**

The following list provides the detail on specific programs implemented each year. City Council's commitment to sustainability was established prior to the development of a formal Climate Action Plan and the current focus on reducing local greenhouse gas emissions. The three largest contributors to greenhouse gas emissions are (1) energy (commercial energy use is the majority of GHG) (2) solid waste and (3) transportation. Under Council's leadership, the Town has been conducting business in a way that considers natural resources and environmental impacts for many years. Town policies, operations and projects reflect a genuine concern for the health of our community and planet.

The following programs illustrate the Town's climate protection efforts to ensure that future generations and natural ecosystems are stable and even thrive.

### **2017**

- Authorized \$85,000 subsidy for the Water Conservation Incentive Program.
- Continued to participate in US Mayor's Water Challenge.
- Added Municipal Code Chapter 6.06 regarding procedures to expedite permit processing for electric vehicle charging stations.
- Support Paris Climate Agreement
- Continued Residents HHW and Compost Give Away event.
- Completed energy audit of four Town-owned facilities including the Police Station, Community Center,
- Approve a \$5,000 grant for RCD to continue water efficiency projects with cemeteries in Colma.

### **2016**

- Completed water irrigation evaluations for 5 of the largest cemeteries in collaboration with the Resource Conservation District of San Mateo County (RCD) to provide technical assistance and recommendations for water and energy savings. Continued to work with RCD to identify grants to assist the cemeteries with upgrades.
- Received 5 Beacon Spotlight Awards:
  - Gold Level Award
  - Platinum Level Award for 22 percent Agency Greenhouse Gas Reductions
  - Platinum Level Award for 29 percent Energy Savings
  - Platinum Level Award for 22 percent Natural Gas Savings

- Platinum Level Award in Sustainability Best Practices
- Received Kaiser Permanente Sustainability grant to purchase and install a bike rack/repair station at the Colma Community Center
- Completed the transition to new franchise agreement to provide upgraded recycling, organics and garbage collection services, enhanced household hazardous waste collection and improved recycling technical assistance for businesses. Awarded franchise to Republic Services and continued collaboration on the Transition Plan, Commercial Recycling Plan and Operations Plan. Staff holds quarterly meetings (or more frequently) with Republic staff.
- Hosted residential and business outreach events to get feedback on the new expanded recycling and organics collection
- Installation of electric vehicle charging at Kohl's
- Installation of one commercial solar system (Target) and three residential systems
- Continued water rebate program, with 3 rebates given (3 toilets, 2 dishwashers)
- Added Open PACE to list of PACE providers in Colma
- Participated in US Mayors Water Conservation Challenge
- Worked with PG&E and Ecology Action to provide energy audits to large businesses (including Peninsula Reflections)
- Continued work with CalWater on recycled water system in Colma
- Hosted successful Town-wide Clean-Up and Garage Sale
- Participated in Annual Colma Creek Clean-Up
- Completed 2016 Municipal Operations GHG Inventory
- Used compostable paper products at annual town picnic; distributed reusable water bottles
- Hosted break station for Bike to Work day
- Continued Section 132 pre-tax transportation cost program
- Continued irrigation reductions on Town medians
- Purchased an energy efficient van for the Recreation department to reduce the need for renting buses
- Coordinated teen participation in Coastal Clean-Up Day



## 2015

- PD purchased energy efficient car to replace a less efficient Crown Victoria
- Resident(s?) replaced lawn with efficient landscaping receiving technical assistance and rebate from CalWater
- Town began offering employees Pre-tax Commuter benefits
- Participated in US Mayors Water Conservation Challenge
- Town installed water efficient demonstration garden
- Purchased hybrid Town pool car
- Stopped watering medians
- Received BAAQMD grant to supplement purchase of electric motorcycle
- Completed energy efficient lighting upgrades in all facilities using PG&E OBF
- Received Beacon Spotlight Awards for Community Greenhouse Gas Emissions, Agency Energy Savings, Natural Gas Savings, and Sustainability Best Practices
- Released RFP for waste hauling services that include enhanced recycling opportunities including organic collection
- Launched a \$500 maximum rebate program for residential water efficient upgrades
- Heavily promoted the Energy Watch energy assessment and retrofit program to small businesses
- Met with Cemetery Managers to provide education on the new state water efficiency landscape ordinance and to discuss future opportunities for water and energy conservation
- Facilitated meeting between PG&E for energy audit and energy upgrades at Lucky Chances
- Worked with County on the Community Choice Energy program
- Presented to City Council PACE Financing resolution
- Adopted a small rooftop solar energy system ordinance

## 2014

- Installed 1.3 miles of bike lanes on Mission Road reducing GHG by 2 metric tons

- Participated in US Mayors Water Conservation Challenge
- Hosted a CalWater sustainable landscaping workshop
- Began the Hillside Blvd. improvement project which included; new bike lanes, LED street lighting, sidewalk improvement and the installation of the Town's first public works rain gardens.
- Led the Town's annual Town-wide Clean-Up and Garage Sale Day.
- Managed a Colma Creek Clean-Up project.
- Initiated a Town-wide irrigation study.
- Staffed a table to reach out to residents regarding conservation efforts at home at National Night Out Event.
- Re-energized Police Bike Patrol.
- Replaced three police vehicles with more fuel efficient models.
- Retrofitted remaining Town-owned street lights with LED technology using PG&E's on bill financing.
- Commuter Benefits Orientation Breakfast
- Recycled content on personal hygiene paper products
- Plastic Bag Ordinance – bag fee increasing to .25
- Sustainability Policy – personal hygiene products will have 30% recycle content
- Parking lot lighting retrofitted – both shopping centers and many auto dealerships
- Holy Cross – 75 new trees, bottles water replaced with filtered, energy efficient lighting retrofit saving up to 7k per year
- Recognized 9 commercial energy efficient retrofit projects, 2 residential solar installations, 4 residential drought tolerant landscape projects, 3 residential window replacement projects and one commercial sustainable operations commendation
- Installation of two Volta electric vehicle charging stations at Serra Center.
- PD's October installation of automated reporting system reduced printing of police reports by 60%.

## 2013

- Retrofitted a total of 63 exterior bollard fixtures in City Hall, Creekside Villas and Hillside Blvd Museum and Community Center parking lots
- Added stewardship to employee evaluations
- Adopted a Sustainability Policy to encourage staff to purchase recycled content materials (e.g. copy paper, legal pads, etc.) and utilize other green practices.
- Implemented a Business Greening Program, developing working partnerships with San Mateo County Energy Watch Program, PG&E, CalWater, the Bay Area Water Supply and Conservation Agency (BAWSCA) and our local waste hauling franchises.
- Added a new sustainability resource link to the Town's website for the Town's Colma Green webpage.
- Included sustainability information in the local monthly LiveWire publication and quarterly in the Town's business newsletter "Colma Works."
- Capitalized on Chamber events where sustainable resourcing information can be presented to local businesses such as the major employer breakfast.
- Held a workshop for Colma's Auto Dealerships to provide dealerships with energy efficiency strategies unique to their business which included presentations from PG&E and Right Lights.
- Conducted a waste/diversion audit with hauler at all Town facilities. Several landfill receptacles were replaced with recycling containers and single stream recycling labels with added to all recycling containers.

## 2012

- Held a Bicycle Rodeo in partnership with Commute.org to encourage a safe alternate to driving to school, work and shopping.
- Introduced by reference the County of San Mateo's polystyrene foodware ordinance and single use bag ordinance.
- Completed 2010 government operations greenhouse gas inventory.
- Passed "Complete Streets" resolution which requires deliberation of all modes of travel when public works projects are considered.
- Replaced annuals with native plants in municipal landscaping whenever possible.
- Offered composting at Town-sponsored events.
- Created a Town-paid Sewer Cost Subsidy based on reduced water usage.

- Offered “green” audits to local businesses. Completed two to date.

## **2011**

- Published the “Colma Green” page on the town website providing businesses and residents easy access to energy efficiency, water conservation and recycling information and up to date information on rebates and other programs.
- Initiated a Water Conservation Outreach Campaign – Senior luncheon, Recreation Trips, Council Meeting, Target Nightout.

## **2010**

- Re-establish Police Bicycle Patrol in Town shopping centers and neighborhoods.
- Held the first annual Town-wide Clean-Up Day and Garage Sale which included dispatching volunteers to various sections of the Town for litter pick-up, no cost extra residential trash disposal, shredding services, e-waste and hazardous waste collection.
- Participated in Commute.org’s Race for Clean Air, a campaign which encourages and rewards employees for exploring alternate modes of transportation when commuting. This has become an annual event.
- Eliminated/restricted single-serve beverages at all Town sponsored functions
- Retrofitted lighting in all Town facilities to energy efficient fixtures.
- Required all events held in Town facilities to recycle.
- Assessed Town-wide irrigation systems and made adjustments to timers and nozzles to reduce water usage. Stopped irrigation on established trees.
- Completed 2005 baseline greenhouse gas inventories for government operations and community.

## **2009**

- Redesigned Town Website to reduce use of paper and allow remote access to important Town documents.
- Revised annual Business Registration process to facilitate electronic filing and communication.
- Greened the Annual Town Picnic by using all recycled or reusable serving wear, encouraged recycling, educated attendees on waste reduction and offered recreation activities that highlighted energy conservation.

- Staffed an energizer station for the region's Ride Your Bike to Work Day (now an annual event).
- Launched a pilot program to compare and contrast energy efficient streetlights – Retrofit 32 LED and 30 Induction lamps using Energy Efficiency Conservation Block Grant Program adopted by the California Energy Commission
- Held a campaign to increase residential recycling campaign called Colma Can.

## **2008**

- Passed a resolution committing to the U.S. Mayors' Climate Protection Agreement, Sierra's Club Cool Cities Program and the Silicon Valley Climate Protection Partnership.

## **2005**

- Salvaged and replanted mature palm trees instead of discarding and purchasing new trees.
- Made recycling available at of city offices and facilities.
- Led the Town's first annual Earth Day community event stressing conservation and sustainability.

## **Previous**

- Installed brick pavers in the roadways instead of asphalt in residential streets, increasing permeability and reducing heat absorbtion.
- Installed rubberized surfacing at all Town park playground area.
- Utilized public transportation for community outings whenever possible.
- Instituted annual Colma Creek clean-up.





# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brian Dossey, City Manager  
Brian Moura, Financial Services Advisor (Contract)

MEETING DATE: April 25, 2018

SUBJECT: Preliminary Report – 2018-19 Budget and Financial Plan

---

## RECOMMENDATION

Staff recommends that the City Council provide direction on the proposed approach to the 2018-19 Annual Budget. No formal action by the City Council is required at this time.

## EXECUTIVE SUMMARY

At tonight's City Council Meeting, the Council will receive a report that reviews the initial projections of Major General Fund Revenues, City Staffing and Contracted Services.

The City Council will be asked for their comments and review of the direction that the 2018-19 Budget is taking in these areas. Two more Council reviews of the proposed budget are scheduled for May 23 (Presentation of 2018-19 Proposed Budget) and June 13 (Council Review and Adoption of 2018-19 Proposed Budget).

## FISCAL IMPACT

City Council review and direction on the 2018-19 Budget and Financial Plan preliminary report will not impact the current 2017-18 City Budget. It will inform the development of the Proposed 2018-19 Budget and Financial Plan that will be considered by the City Council in May and June.

## BACKGROUND

The Town's fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. During the year the Finance Department works with department heads to address funding issues and monitor expenditures. Staff prepared a Mid-Year Budget Review and presented it to the Council and the public at the March 14, 2018 City Council Meeting. That report provided Council with a review of expenses and revenues halfway through the fiscal year. During that meeting the Council approved 5 amendments which have been incorporated into the 2017-18 Budget.

In April, departments received budget instructions and used software from OpenGov, which also provides financial data on the City website, to enter their projections for revenues and expenses in the current 2017-18 fiscal year as well as budget requests for the 2018-19 fiscal year.

Recognizing the slow growth in Town revenues, departments were requested to prepare status-quo budget proposals, keeping expenditures and service levels even with FY 2017-18 levels (except for personnel-related costs that departments have no control over, such as medical insurance and retirement costs). This is the same approach taken in fiscal year 2018-19.

The Preliminary Budget report is meant to provide the City Council an initial discussion on the Town's spending plan for next fiscal year, with a more complete detailed Proposed Budget to be presented in May. The format of the documents includes the presentation of Major Revenues in the General Fund, Proposed Changes in Staffing and Proposed Changes in the Use of Contract Resources.

The next version of the 2018-19 Budget will come before the City Council for review and comment on May 23. That meeting will cover the full 2018-19 Proposed Budget with all proposed revenues and expenses covering ongoing programs and services as well as Capital Improvement Projects.

Additional review and discussion on the proposed final budget will occur during a public hearing held at the June 13<sup>th</sup> City Council meeting. At the end of the public hearing on June 13, the Council will be asked to act on the proposed budget. The Town is required by law to adopt a budget by June 30<sup>th</sup> of each year.

## **ANALYSIS**

### **General Fund – Major Revenues**

The Town General Fund provides revenues that cover the cost of ongoing services for the community including Police, Public Works, Planning, Recreation Services and General Government. In Colma, over 90% of these funds come from three revenue sources: Sales Taxes, Cardroom Taxes and Property Taxes.

During the preparation of the 2018-19 Proposed Budget the major revenues in the General Fund have been reviewed and updated. Revenues in 2017-18 are projected to finish the year slightly ahead of the 2017-18 Budget primarily due to increases in Sales Tax revenue (new businesses opening in Colma during the year) projected by the Town's sales tax consultant HdL.

In the coming year, 2.3% in revenue growth is projected in the General Fund Major Revenues category primarily due to increased Sales Tax revenues. These increases are due to the Town seeing a full year of Sales Tax revenue from the new businesses that opened during this year rather than only a partial year's receipts. HdL projects that the following fiscal year (2019-20) will only show a 1.4% year to year growth in Sales Tax unless additional new Sales Tax generating businesses open in Colma.

Public Works is leading a project to review the Cost of Services and Fees Charged for Services. The results of this work are projected to be completed by September 30, 2018. Changes in service charges from this project may result in additional revenues in the General Fund during the 2018-19 and future fiscal years.

### **Proposed Staffing**

A key element in developing the Annual Town Budget is a review of the staffing level of each department. Once these are established, the annual salary and benefit expenses can be calculated and set.

The City Manager has reviewed the Town's proposed staffing levels and is recommending the following changes in Town staffing in the 2018-19 budget:



- Administrative Technician (Convert from Contractor to Staff)**  
 This change in staffing (converting a contract Administrative Technician to an Administrative Technician on the Town payroll) will enable the Town to have a Town employee greeting the public. It will also insure that a City employee is responsible for cash handling in the New Town Hall rather than using a contractor for that function. The cost of the Administrative Technician on the payroll will be offset by ending the contract Administrative Technician services.
- Administrative Services Director (Change Time Allocation)**  
 The Administrative Services Director position will be fully allocated to Administration rather than shared between Administration (140) and Recreation Services (510). This will provide more resources in Finance and Human Resources for the Town.
- Human Resources Manager [Part-Time]**  
 With the retirement of the Human Resources Manager and the conversion of the Administrative Services Director to 100% in Administration, the Town can reduce staffing expenses in Human Resources. The 2018-19 Proposed Budget will change the Human Resources Manager position to a Part-Time, Non-Benefited position.
- Recreation Coordinator (Replaces 50% Admin Services Director)**  
 A second Recreation Coordinator will be added to Recreation Services in the 2018-19 Proposed Budget. This position will offset the loss of staff resources when the Administrative Services Director is moved into Finance and Human Resources full time.

During the review of departmental budgets, the Police Chief notified Finance that there may be a retirement in the coming fiscal year with a significant Sick Leave Cash Out. To ensure that this is funded, it will be included in the 2018-19 Proposed Budget.

- Police Sergeant – Potential Sick Leave Cash Out**  
 Police Patrol (220) will include \$89,100 in funding for a potential Sick Leave Cash Out if a Police Sergeant retires during the 2018-19 fiscal year. The actual cost of this item may be less if the employee elects to take some of the sick leave time as service credit rather than as a cash out.

**Contract Services**

The City Manager has reviewed the Contracted Services that are provided to the Town. In the 2018-19 Proposed Budget, it will include changes that resulted from his review as well as some of the Staffing Changes described earlier.

- **Delete Administrative Technician (Contract)**  
Deletes the Administrative Technician (Contract) that performs front counter work as part of the New Town Hall transition. (See earlier description under Changes In Proposed Staffing).
- **Phase Out Records Manager (Contract)**  
The contract Records Manager position will be phased out during the 2018-19 fiscal year. The work of this position will be absorbed by Town staff.
- **Convert Financial Services Advisor (Contract) to Senior Accountant (Contract)**  
With the hiring of an Administrative Services Director that will manage Finance and Human Resources full-time, the contracted Financial Services Advisor position can be converted to a contract Senior Accountant position. This will reduce expenses in the Finance department and strengthen the department's capabilities during the 2018-19 fiscal year.
- **Human Resources Manager (Contract)**  
During the balance of the 2017-18 fiscal year, the Town will obtain the services of a part-time Human Resources Manager during the transition from Human Resources Manager (contract) to Human Resources Manager (part-time Town employee) on the Town payroll (described earlier).

### **Reasons For the Recommended Action**

Providing for early public discussion of the Town Financial Plan allows an opportunity for Staff to evaluate and incorporate any new items that may not be included in the baseline budget.

### **COUNCIL ADOPTED VALUES**

The Staff recommendation is consistent with the Council adopted values of:

- *Responsibility:* Making decisions after prudent consideration of their financial impact, considering the long-term financial needs of the agency, especially its financial stability.
- *Fairness:* Support the public's right to know and promote meaningful public involvement.

### **CONCLUSION**

Staff is requesting comments from the Council and the public on the 2018-19 Preliminary Budget Report during the April 25, 2018 Budget Study Session. A second Budget Study Session will be held on May 23, 2018 and a public hearing to adopt the 2018-19 Budget will be held on June 13, 2018. A more detailed budget document will be provided in advance of these meetings.

Staff is prepared to answer any questions you may have.

### **ATTACHMENTS**

- A. General Fund – Major Revenues
- B. Proposed Staffing Schedule

## GENERAL FUND - MAJOR REVENUES

| <b><u>Acct</u></b> | <b><u>Revenue Title</u></b>   | <b><u>2015-16</u></b> | <b><u>2016-17</u></b> | <b><u>2017-18</u></b> | <b><u>2017-18</u></b>  | <b><u>2018-19</u></b> |
|--------------------|-------------------------------|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|
|                    |                               | <b><u>Actual</u></b>  | <b><u>Actual</u></b>  | <b><u>Amend</u></b>   | <b><u>Estimate</u></b> | <b><u>Budget</u></b>  |
| 31001              | Secured Property Taxes        | 403,551               | 412,783               | 450,000               | 415,000                | 418,000               |
| 31002              | Unsecured Property Taxes      | 21,305                | 20,856                | 23,800                | 22,700                 | 22,900                |
| 31003              | Supplemental Property Tax     | 14,795                | 15,150                | 15,000                | 14,000                 | 15,000                |
| 31006              | Prop Tax In-Lieu VLF          | 118,540               | 121,020               | 121,500               | 124,000                | 125,000               |
| 31008              | Unitary Tax                   | 2,075                 | 2,218                 | 2,000                 | 2,400                  | 2,400                 |
| 31009              | Home Owner Prop Tax Ref       | 2,111                 | 1,968                 | 2,000                 | 1,800                  | 2,000                 |
| 31111              | Sales Tax                     | 8,750,350             | 11,191,459            | 11,450,000            | 11,450,000             | 11,750,000            |
| 31112              | Real Estate Transfer          | 54,795                | 4,565                 | 3,500                 | 8,200                  | 8,200                 |
| 31113              | Franchise Taxes               | 115,585               | 136,895               | 106,000               | 122,000                | 125,000               |
| 31114              | Business License Taxes        | 6,275                 | 6,650                 | 6,275                 | 7,000                  | 7,000                 |
| 31115              | Cardroom Taxes                | 4,039,518             | 4,278,510             | 4,120,000             | 4,165,000              | 4,235,000             |
| 31116              | AB 1766 State Reimb           | <u>2,100,713</u>      | <u>10,890</u>         | <u>-</u>              | <u>-</u>               | <u>-</u>              |
|                    | <b>TOTAL - MAJOR REVENUES</b> | <b>15,629,613</b>     | <b>16,202,964</b>     | <b>16,300,075</b>     | <b>16,332,100</b>      | <b>16,710,500</b>     |



## PROPOSED STAFFING

| POSITION TITLE                                     | FY 2015-16<br>ACTUAL | FY 2016-17<br>ACTUAL | FY 2017-18<br>AMENDED | FY 2017-18<br>ESTIMATED | FY 2016-17<br>ADOPTED |
|--|----------------------|----------------------|-----------------------|-------------------------|-----------------------|
| <b>GENERAL GOVERNMENT</b>                          |                      |                      |                       |                         |                       |
| Administrative Services Dir. (also see Recreation) | -                    | 0.25                 | 0.50                  | 0.50                    | 1.00                  |
| Accounting Technician                              | 0.75                 | 1.80                 | 1.80                  | 1.80                    | 1.80                  |
| Administrative Technician I                        | -                    | 1.00                 | 1.00                  | 1.00                    | 2.00                  |
| Administrative Technician II/III                   | 1.50                 | -                    | -                     | -                       | -                     |
| City Clerk   | -                    | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| City Manager                                       | -                    | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| City Manager / City Clerk                          | 1.00                 | -                    | -                     | -                       | -                     |
| Human Resources Manager                            | 1.00                 | 0.80                 | 0.80                  | 0.80                    | 0.45                  |
| Special Projects Management Analyst                | 0.25                 | -                    | -                     | -                       | -                     |
| <b>City Manager Department Total</b>               | <b>4.50</b>          | <b>5.85</b>          | <b>6.10</b>           | <b>6.10</b>             | <b>7.25</b>           |
| <b>PUBLIC WORKS</b>                                |                      |                      |                       |                         |                       |
| Maintenance Supervisor                             | -                    | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Maintenance Technician I                           | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Maintenance Technician II                          | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Maintenance Technician III                         | 1.00                 | -                    | -                     | -                       | -                     |
| <b>Public Works Department Total</b>               | <b>3.00</b>          | <b>3.00</b>          | <b>3.00</b>           | <b>3.00</b>             | <b>3.00</b>           |
| <b>RECREATION</b>                                  |                      |                      |                       |                         |                       |
| Administrative Services Dir. (also see City Mgr)   | -                    | 0.75                 | 0.50                  | 0.50                    | -                     |
| Administrative Technician II                       | 1.00                 | -                    | -                     | -                       | -                     |
| Part-time Facility Attendant (7 x .5)              | 3.50                 | 3.50                 | 3.50                  | 3.50                    | 3.50                  |
| Part-time Recreation Leader (8 x .5)               | 4.00                 | 4.00                 | 4.00                  | 4.00                    | 4.00                  |
| Recreation Coordinator                             | 1.00                 | 2.00                 | 1.00                  | 1.00                    | 2.00                  |
| Recreation Manager                                 | -                    | -                    | 1.00                  | 1.00                    | 1.00                  |
| Recreation Services Director                       | 1.00                 | -                    | -                     | -                       | -                     |
| <b>Recreation Department Total</b>                 | <b>10.50</b>         | <b>10.25</b>         | <b>10.00</b>          | <b>10.00</b>            | <b>10.50</b>          |
| <b>POLICE</b>                                      |                      |                      |                       |                         |                       |
| Administrative Technician III                      | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Community Services Officer                         | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Detective  | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Detective Sergeant                                 | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Dispatch Supervisor                                | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Dispatcher   | 3.20                 | 3.20                 | 3.20                  | 3.20                    | 3.20                  |
| Officer  | 11.00                | 11.00                | 11.00                 | 11.00                   | 11.00                 |
| Police Chief                                       | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Police Commander                                   | 1.00                 | 1.00                 | 1.00                  | 1.00                    | 1.00                  |
| Sergeant   | 4.00                 | 4.00                 | 4.00                  | 4.00                    | 4.00                  |
| <b>Police Department Total</b>                     | <b>25.20</b>         | <b>25.20</b>         | <b>25.20</b>          | <b>25.20</b>            | <b>25.20</b>          |
| <b>Total Budgeted Staffing</b>                     | <b>43.20</b>         | <b>44.30</b>         | <b>44.30</b>          | <b>44.30</b>            | <b>45.95</b>          |
| Shading = Proposed changes for 2018-19             |                      |                      |                       |                         |                       |

Contract Services:

In addition to the Town Staff positions noted above, the Town contracts for services such as: City Attorney, Building & Safety, Engineering, Finance, Information Technology Support, Planning, and Public Works. This allows for flexibility and efficient delivery of services. If the Town were to directly staff these services additional staffing would be required.

