



**AGENDA
REGULAR MEETING**

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

**Wednesday, January 9, 2019
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Holiday House Decorating Contest Winners
- Introduction and Swearing-In of New Police Sergeant James Vitale

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 December 12, 2018 Regular Meeting.
2. Motion to Approve Report of Checks Paid December 2018.
3. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2018.

NEW BUSINESS

4. **MEDICAL CAREGIVER PARKING PERMIT**

Consider: Motion to Introduce an Ordinance Amending Colma Municipal Code Subchapter 6.02 Relating to Medical Caregiver Parking Permits, and Waive a Further Reading of the Ordinance.

5. **SURPLUS PROPERTY**

Consider: Motion to Adopt a Resolution Authorizing Donation of Surplus Personal Property to Charitable Nonprofit Organizations, and/or Other Public Agencies, and Authorizing the Sale of Remaining Property.

STUDY SESSION

6. RESIDENTIAL SMOKING ORDINANCE

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, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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

**MINUTES
REGULAR MEETING**

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

Wednesday, December 12, 2018

CALL TO ORDER – 7:00 PM

Mayor Joanne F. del Rosario called the meeting to order at 7:05 p.m.

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

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

ADOPTION OF THE AGENDA

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

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

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

PRESENTATIONS

- Commander Sherwin Lum introduced and swore in new Reserve Police Officer Luis Miguel Melendrez.
- Commander Sherwin Lum introduced and swore in new Police Officer Joshua Moreno.
- Mayor del Rosario presented a Proclamation in honor of Former Daly City Council Member Judith Christensen.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:18 p.m. and seeing no one come forward, she closed the public comment period.

CONSENT CALENDAR

Council Member Fiscaro requested that #8 be pulled from the Consent Calendar and discussed immediately following.

1. Motion to Adopt a Resolution Declaring the Results of the General Municipal Election Held on November 6, 2018, and Such Other Matters as Provided by Law.
2. Motion to Accept the Minutes from the November 28, 2018 Regular Meeting.
3. Motion to Accept the Minutes from the December 4, 2018 Special Meeting.
4. Motion to Approve Report of Checks Paid November 2018.
5. Motion to Adopt a Resolution Approving a Memorandum of Understanding Between the Colma Fire Protection District and the Town of Colma, Articulating the Responsibilities of the Town of Colma And Colma Fire Protection District in Preparing for and Responding to Disasters.
6. Motion to Adopt a Resolution Approving a Contract for Janitorial Maintenance Services with Bay Contract Maintenance, Inc.
7. Motion Accepting the Development Impact Fee Report for Fiscal Year Ending June 30, 2018 and Authorizing a Copy to Be Posted on the Town's Website.
8. [Pulled from Consent Calendar]

Action: Council Member Colvin moved to approve the Consent Calendar items #1 through 7; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

8. Council Member Fisicaro requested that language be added to Section 1b of the agreement stating that HEART may withdraw funds with preapproval of the Town, shall give notice of what the funds are to be used for and shall allow the Town to reject any proposed use of the funds.

Action: Council Member Fisicaro moved to Adopt a Resolution Authorizing the City Manager to Execute an Agreement with Housing Endowment and Regional Trust of San Mateo County (HEART) for the Town to Lend its Uncommitted Housing Funds to HEART with the requested changes to the agreement; 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	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
	5	0			

NEW BUSINESS

9. COUNCIL COMMITTEE ASSIGNMENTS

City Clerk Caitlin Corley presented the staff report. Mayor del Rosario opened the public comment period at 7:24 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed. Below is the list of 2019 Committee Assignments that the Council discussed and proposed:

Committee Name	2019 Primary	2019 Secondary
Office of Emergency Services (EMERGENCY SERVICES COUNCIL, MEETS QUARTERLY 3 RD THURSDAYS IN JANUARY, APRIL, JUNE & SEPTEMBER, AT 5:30 PM, AT THE HALL OF JUSTICE IN REDWOOD CITY IN JURY ASSEMBLY ROOM)	Colvin	del Rosario
Colma Creek Flood District (MEETS QUARTERLY, 2 ND TUESDAY @ 3PM IN MARCH, JUNE, SEPTEMBER AND DECEMBER AT CITY HALL, SOUTH SAN FRANCISCO)	Fiscaro	
Peninsula Congestion Relief Alliance - "The Alliance" Board of Directors member (6 X A YEAR, THURSDAY MORNINGS)	Gonzalez	Colvin
C/CAG (2 ND THURSDAY OF THE MONTH, 7PM)	Colvin	Goodwin
League of California Cities (ANNUAL CONFERENCE, AND WORKSHOPS THROUGHOUT THE YEAR)	All	
San Mateo County Council of Cities (MONTHLY DINNER AND MEETING)	del Rosario is the voting representative	All Council Members can attend
Mayor/Chamber Walks (SCHEDULED BETWEEN THE MAYOR, CITY MANAGER & CHAMBER OF COMMERCE, APPROXIMATELY 5+ OUTINGS)	del Rosario	All other Council Members
City Representative at Colma-Daly City Chamber of Commerce (1-2 MEETINGS A YEAR, AS NEEDED)	del Rosario	Goodwin
Legislative Committee (C/CAG) (ONCE PER MONTH, ON 2 ND THURSDAYS AT 5PM)	Colvin	
ABAG Representative (GENERAL ASSEMBLY MEETS TWICE PER YEAR APRIL & OCTOBER)	del Rosario	Gonzalez
Grand Boulevard Task Force (MEETS 3 RD WEDNESDAY, 10AM-12 NOON, MARCH, JUNE, SEPTEMBER, DECEMBER AT EITHER SAM TRANS IN SAN CARLOS OR CITY HALL IN SANTA CLARA)	Goodwin	Gonzalez
Peninsula Clean Energy Board of Directors (MEETS 4 TH THURSDAY, 6:30PM AT THE COUNTY OFFICE OF EDUCATION BUILDING IN REDWOOD CITY)	Gonzalez	del Rosario

Action: Council Member Fiscaro moved to Approve Committee Assignments and Grant to the Appointee Discretion in Voting on Matters Brought Before the Committee; the motion was seconded by Vice Mayor Goodwin.

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

10. **COUNCIL OF CITIES AND CITY SELECTION**

City Clerk Caitlin Corley presented the staff report. Mayor del Rosario opened the public comment period at 7:28 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Confirm Designation of the Mayor as the Voting Member for the Council of Cities, Designate an Alternate Voting Member, and Give the Voting Member Discretion on Any and All Matters to be Considered; the motion was seconded by Vice Mayor Goodwin.

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

STUDY SESSION

1. **COST OF SERVICE**

Administrative Services Director Pak Lin and Brad Donohue presented the staff report. Mayor del Rosario opened the public comment period at 8:22 p.m. Residents Thom and Liz Taylor made comments. The Mayor closed the public hearing at 8:34 p.m. Council discussion followed.

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

COUNCIL CALENDARING

The Regular City Council Meeting on Wednesday, December 26, 2018 will be cancelled.

The next Regular City Council Meeting will be on Wednesday, January 9, 2019 at 7:00 p.m. in the Council Chamber.

REPORTS

Helen Fisicaro

Colma Creek Committee Meeting, 12/11/18

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

- Colma will host the annual December Council of Cities Dinner on Friday, December 14, 2018.
- Happy holidays and happy new year!

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 8:38 p.m. in memory of Ruby Paniagua, long time resident and mother of Council Member Raquel Gonzalez.

Respectfully submitted,

Caitlin Corley
City Clerk



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49003	12/4/2018	00099	D.C. LOCK & SECURITY SERV77599	9/10/2018	5 KEYS SC10 "A"	20.39	
			77139	11/27/2018	4 KEYS Y11	10.01	30.40
49004	12/4/2018	00159	GRAPHIC TECHNICS/GRAPH113641	10/16/2018	DIMENSIONAL LETTERS TOV	2,803.41	
			13642	10/16/2018	TOWN HALL DEDICATION BR	2,758.75	5,562.16
49005	12/4/2018	00177	HUMAN INVESTMENT PROJEFY 2018/2019 G	10/31/2018	FY 2018/2019 Council Approver	5,000.00	5,000.00
49006	12/4/2018	00201	JEFFERSON UNION HIGH SCHFY 2018/2019 G	10/31/2018	FY 2018/2019 Council Approver	5,000.00	5,000.00
49007	12/4/2018	00223	LESTER'S FLOWER SHOP	11/27/2018	25 GLASS BUBBLE VASE BOL	1,038.56	1,038.56
49008	12/4/2018	00280	OFFICE DEPOT, INC.	11/13/2018	MOUSE LOGITECH M310, LA\$	140.27	
			230070852001	11/15/2018	RECYCLED PAPER 20LB, COF	80.63	
			232129412001	11/20/2018	FILM, CUTBOX CREDIT INVOI	-47.85	173.05
			234748245001	11/20/2018	FY 2018/2019 Council Approver	6,500.00	6,500.00
49009	12/4/2018	00300	COMMUNITY GATEPATH	10/31/2018	FY 2018/2019 Council Approver	6,500.00	
49010	12/4/2018	00307	PACIFIC GAS & ELECTRIC	11/15/2018	1918250367-2 1198 EL CAMIN	3,360.53	
			1918250367-2	11/20/2018	0678090639-9 S/E CORNER H	56.44	
			0678090639-9	11/20/2018	9593452526-2 1500 HILLSIDE	33.28	3,450.25
			9593452526-2	11/16/2018	VISION SERVICE PLAN	1,106.39	1,106.39
49011	12/4/2018	00432	VISION SERVICE PLAN	11/27/2018	WISE JAW, POLY, 5-1/2", MAG	112.02	
49012	12/4/2018	00433	GRAINGER INC	11/27/2018	LIQUID HAND SOAP, 800 ML,	61.48	173.50
			9015203384	10/31/2018	FY 2018/2019 Council Approver	12,500.00	12,500.00
49013	12/4/2018	00456	NORTH PENINSULA FOOD PAFY 2018/2019 G	11/29/2018	DEC 13, 2018 CAPE HOLIDAY	25.00	25.00
49014	12/4/2018	00575	C.A.P.E.	11/19/2018	TOWN HALL PHOSPHONATE	1,475.00	1,475.00
49015	12/4/2018	00649	DAVEY TREE EXPERT COMP913229039	10/31/2018	FY 2018/2019 Council Approver	6,500.00	6,500.00
49016	12/4/2018	00654	SITIKE COUNSELING CENTEFFY 2018/2019 G	11/12/2018	2 PROTECH DELTA4 HELMET	652.93	652.93
49017	12/4/2018	00659	ADAMSON POLICE PRODUCTINV287407	10/25/2018	OFFICE SUPPLIES	459.13	459.13
49018	12/4/2018	00830	STAPLES BUSINESS CREDIT	11/26/2018	11.26.18 DEPOSIT REFUND	50.00	50.00
49019	12/4/2018	00978	CASTRO, RUDOLFO	11/17/2018	8155 20 022 0002770 1520 HIL	10.75	10.75
49020	12/4/2018	01037	COMCAST CABLE	11/27/2018	11.27.18 HOLIDAY PARTY WIT	20.00	20.00
49021	12/4/2018	01200	HEALEY, MARY	11/15/2018	CELL PHONE SERVICE	1,584.43	1,584.43
49022	12/4/2018	01370	VERIZON WIRELESS SERVICE18429516	11/22/2018	PD DEPT PHOTO & 750 HOLII	1,936.93	1,936.93
49023	12/4/2018	02012	VACCARO, BRANDON	11/14/2018	REPLACED BROKEN CONNEI	265.34	265.34
49024	12/4/2018	02173	THE RADAR SHOP	11/25/2018	8.5 X 14 WOOD FRAMES (15)	734.06	734.06
49025	12/4/2018	02252	PERIWINKLE CUSTOM FRAMI8193	10/31/2018	FY 2018/2019 Council Approver	4,000.00	4,000.00
49026	12/4/2018	02453	DALY CITY PUBLIC LIBRARY AFY 2018/2019 G	10/31/2018	FY 2018/2019 Council Approver	6,000.00	6,000.00
49027	12/4/2018	02491	DALY CITY YOUTH HEALTH CIFY 2018/2019 G	10/31/2018	FY 2018/2019 Council Approver	6,000.00	6,000.00
49028	12/4/2018	02635	VOLUNTEERS IN MEDICINE - FY 2018/2019 G	10/31/2018	FY 2018/2019 Council Approver	3,000.00	3,000.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49029	12/4/2018	02730	THE RATCLIFF ARCHITECTS 9742	11/13/2018	COLMA TOWN HALL RENOVA	22,698.50	
			9740	11/13/2018	COLMA TOWN HALL RENOVA	8,150.50	30,849.00
49030	12/4/2018	02762	CORNERSTONE EARTH GROU13119	11/16/2018	OCT 30 - NOV 7, 2018 PAVEM	2,989.20	2,989.20
49031	12/4/2018	02793	DITO'S MOTORS 19106	11/26/2018	#3 REPLACE LEFT FRONT HE	25.75	25.75
49032	12/4/2018	02816	SANCHEZ, TIFFANY SHARON 2001369.003	11/26/2018	11.26.18 DEPOSIT REFUND	300.00	300.00
49033	12/4/2018	02827	CORODATA SHREDDING, INC.RS3023015	10/31/2018	STORAGE, PICKUP/DELIVER	173.73	173.73
49034	12/4/2018	02849	U.S. BANK PARS ACCOUNT, 6 Nov 2018 OPEB	12/3/2018	OPEB CONTRIBUTION	141,560.00	
			Dec 2018 OPEB	12/3/2018	OPEB CONTRIBUTION	141,560.00	283,120.00
49035	12/4/2018	02879	COROVAN MOVING AND STOISZA68206	9/30/2018	TOWN HALL OFFICE MOVE	7,738.96	
			SZA68207	9/30/2018	TOWN HALL MOVE INSTALLE	1,868.44	9,607.40
49036	12/4/2018	02935	EMCOR SERVICES-MESA ENE013476860	11/15/2018	THERMOSTAT SERVICE IN IT	369.57	369.57
49037	12/4/2018	02949	WELLS FARGO VENDOR FINA101388982	11/20/2018	ADMIN COPY MACHINE	1,475.01	1,475.01
49038	12/4/2018	02989	LIFEMOVES	11/20/2018	FY 2018/2019 Council Approver	4,000.00	4,000.00
49039	12/4/2018	02994	JRD PRODUCTIONS	12/08/2018	12/08/18 PHOTO BOOTH 6:00	500.00	500.00
49040	12/4/2018	03014	RAGNASOFT INCORPORATEIRSI-0003431	11/1/2018	PLANIT POLICE 1 YEAR SUBS	1,555.00	1,555.00
49041	12/4/2018	03061	NORTH BAY PETROLEUM 1987642	11/15/2018	PW GAS PURCHASES	261.42	261.42
49042	12/4/2018	03124	KAZ & ASSOCIATES ENVIRON11077	11/14/2018	OCT 2018 QSP SITE INSPECT	1,100.00	1,100.00
49043	12/4/2018	03164	EDGEWORTH INTEGRATION I3	11/29/2018	OCT 3 - NOV 29, 2018 ACCES	59,005.07	59,005.07
49044	12/4/2018	03222	BANEGAS, OSCAR OMAR	11/26/2018	12.08.18 DJ MUSIC THROUGH	300.00	300.00
49045	12/4/2018	03223	JAMES STANDFIELD CATERIN12/04/18	11/16/2018	12/04/18 HORS D'OEUVRES T	2,482.74	2,482.74
2042018	12/3/2018	00282	CALIFORNIA PUBLIC EMPLOY1000000154959	11/14/2018	MEDICAL INSURANCE	4,774.18	4,774.18
Sub total for TRI COUNTIES BANK:						470,135.95	

44 checks in this report.

Grand Total All Checks: 470,135.95

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49046	12/4/2018	00071	Sept 1-28, 2018 Sept 29-Oct 26, ;	12/4/2018 11/20/2018	CSG CSG	142,255.26 118,792.16	261,047.42
49047	12/4/2018	00254	METRO MOBILE COMMUNICA	12/1/2018	MAINTENANCE CONTRACT	602.00	602.00
49048	12/4/2018	00928	SUPPLYWORKS	11/21/2018	PAPER, KITCHEN & BATHRO	752.95	752.95
49049	12/4/2018	01413	GLOBALSTAR USA	11/16/2018	EMERGENCY SATELLITE PHC	6,480.30	6,480.30
49050	12/4/2018	02799	WAVE	11/23/2018	RIMS INTERNET W/SSF	400.00	400.00
2032018	12/3/2018	03034	FLEX ADVANTAGE	Nov & Dec 2018	HEALTH REIMBURSEMENT A	76,906.54	76,906.54
Sub total for TRI COUNTIES BANK:						346,189.21	

6 checks in this report.

Grand Total All Checks: 346,189.21

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49051	12/7/2018	00068	COLMA PEACE OFFICER'S 12072018 B	12/7/2018	COLMA PEACE OFFICERS: P/	645.52	645.52
49052	12/7/2018	01164	STATE OF CALIFORNIA, FRAN12072018 B	12/7/2018	STATE - WAGE GARNISHMEN	450.00	450.00
49053	12/7/2018	01340	NAVIA BENEFIT SOLUTIONS 12072018 B	12/7/2018	FLEX 125 PLAN: PAYMENT	286.92	286.92
49054	12/7/2018	01375	NATIONWIDE RETIREMENT S12072018 B	12/7/2018	NATIONWIDE: PAYMENT	4,900.00	6,100.00
			12072018 M	12/7/2018	NATIONWIDE: PAYMENT	1,200.00	871.38
49055	12/7/2018	02377	CALIFORNIA STATE DISBURS12072018 B	12/7/2018	WAGE GARNISHMENT: PAYM	871.38	18.00
49056	12/7/2018	02944	PEACE OFFICERS RESEARCH12072018 B	12/7/2018	PORAC: PAYMENT	18.00	167.40
49057	12/7/2018	02945	PORAC LEGAL DEFENSE FUN12072018 B	12/7/2018	PORAC LDF: PAYMENT	167.40	10,329.79
93835	12/7/2018	00130	EMPLOYMENT DEVELOPMEN12072018 B	12/7/2018	CALIFORNIA STATE TAX: PAY	10,329.79	40,432.25
93836	12/7/2018	00521	UNITED STATES TREASURY 12072018 B	12/7/2018	FEDERAL TAX: PAYMENT	40,432.25	61,638.65
93837	12/7/2018	00282	CALIFORNIA PUBLIC EMPLOY12072018 B	12/7/2018	DECEMBER 2018 ACTIVE PRI	41,013.93	41,013.93
93838	12/7/2018	00631	P.E.R.S. 12072018 B	12/7/2018	PERS - BUYBACK: PAYMENT	4,033.48	4,033.48
93839	12/7/2018	01360	VANTAGE TRANSFER AGENT12072018 B	12/7/2018	ICMA CONTRIBUTION: PAYME	916.80	916.80
93841	12/7/2018	00521	UNITED STATES TREASURY 12072018 M	12/7/2018	FEDERAL TAX: PAYMENT	463.86	463.86
93842	12/7/2018	01360	VANTAGE TRANSFER AGENT12072018 M	12/7/2018	ICMA CONTRIBUTION: PAYME	604.81	604.81
93843	12/7/2018	00631	P.E.R.S. 12072018 M	12/7/2018	PERS MISC NON-TAX: PAYME	604.81	4,694.70
93844	12/7/2018	00282	CALIFORNIA PUBLIC EMPLOY12072018 M	12/7/2018	DECEMBER 2018 ACTIVE PRI	4,694.70	172,667.49

Sub total for TRI COUNTIES BANK:

16 checks in this report.

Grand Total All Checks: 172,667.49

Final Check List
Town of Colma

apChkLst
12/06/2018 12:27:01PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49058	12/10/2018	00082	300000882	11/29/2018	MUNICIPAL MEMBERSHIP RE	110.00	110.00
49059	12/10/2018	01030	1802084	11/20/2018	MONTHLY SERVICE CONTRA	5,622.00	5,622.00
49060	12/10/2018	01037	Dec 2018	11/26/2018	8155 20 022 0094769 TOWN C	13,506.84	
			12/02/18-01/01/1	11/27/2018	8155 20 022 0097069 INTERNI	293.33	
			11/25-12/24 427	11/20/2018	8155 20 022 0097028 427 F ST	288.33	
			11/02-12/24 Intel	11/20/2018	8155 20 022 0097051 Internet	288.33	
49061	12/10/2018	01183	836959	12/1/2018	CITY ATTORNEY SERVICES	18,998.60	14,376.83
			836961	12/1/2018	EMPLOYEE BENEFITS/TAX	2,100.00	
			836960	12/1/2018	CITY ATTORNEY SPECIAL SE	1,710.67	
			836962	12/1/2018	CITY ATTORNEY TELECOMM	69.00	
49062	12/10/2018	01340	NAVIA BENEFIT SOLUTIONS	11/30/2018	SECTION 125 PARTICIPANT &	75.00	22,878.27
49063	12/10/2018	02123	TYLER TECHNOLOGIES, INC. 045-244499	12/1/2018	JAN 1 - DEC 31, 2019 FINANC	21,281.02	75.00
49064	12/10/2018	02144	DOMINICA. DE LUCCA DBA DINOV 2018	12/4/2018	TAE KWON DO	800.00	21,281.02
49065	12/10/2018	02390	2001373.003	11/29/2018	11.29.18 DEPOSIT REFUND	300.00	800.00
49066	12/10/2018	02709	2001378.003	12/3/2018	12.03.18 DEPOSIT REFUND	50.00	300.00
49067	12/10/2018	02742	Nov 16-18, 2018	12/3/2018	NOV 16-18, 2018 CSMFO TRA	44.29	50.00
49068	12/10/2018	02743	Dec 2018	12/1/2018	INTERNET ACCESS 128070	719.57	44.29
49069	12/10/2018	02765	SI22668	11/30/2018	LABOR TO COMPLETE STRIF	500.00	719.57
49070	12/10/2018	02860	2001376.003	12/3/2018	12.03.18 DEPOSIT REFUND	200.00	500.00
49071	12/10/2018	02878	11/29/18 Swat Bt	11/29/2018	11/29/18 SWAT BOOTS REIME	199.96	200.00
49072	12/10/2018	03173	PLAN-2019-090	12/3/2018	OCT 2018 GENERAL LIABILIT	3,166.81	199.96
49073	12/10/2018	03208	AAA BUSINESS SUPPLIES & IP2045740-0	11/28/2018	CREAMER, WET FLOOR TEN	34.26	3,166.81
49074	12/10/2018	03225	2001375.003	12/3/2018	12.03.18 DEPOSIT REFUND	300.00	34.26

Sub total for TRI COUNTIES BANK: 70,658.01

17 checks in this report.

Grand Total All Checks: 70,658.01

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49075	12/12/2018	00051	CALIFORNIA WATER SERVICE	11/27/2018	WATER BILL	7,647.63	7,647.63
49076	12/12/2018	00057	CINTAS CORPORATION #2	464224667	CLEANING SERVICE	225.20	225.20
				464230866	CLEANING SERVICE	225.20	450.40
49077	12/12/2018	00099	D.C. LOCK & SECURITY SERV	77405	10 SCIO	40.78	40.78
49078	12/12/2018	00181	IEDA	22361	LABOR RELATIONS CONSULT	1,419.00	1,419.00
49079	12/12/2018	00213	STRATTON, KIRK	Dec 5-7, 2018 M	DEC 5-7, 2018 MEAL REIMBUI	61.53	61.53
49080	12/12/2018	00213	PACIFIC GAS & ELECTRIC	0092128195-2	PG&E	2,179.95	2,179.95
49081	12/12/2018	00500	SMC CONTROLLERS OFFICE	November 2018	ALLOCATION OF PARKING PE	1,438.00	1,438.00
49082	12/12/2018	00773	CHIAPPARI, DIANNE	2001380.003	12.05.18 ADULT HOLIDAY PAF	20.00	20.00
49083	12/12/2018	00830	STAPLES BUSINESS CREDIT	1621883197	OFFICE SUPPLIES	275.79	275.79
49084	12/12/2018	00928	SUPPLYWORKS	466434339	CUP JAZZ 12OZ HOT PAPER	272.03	272.03
				466063955	METERED AERO DEOD 7OZ/F	116.69	388.72
49085	12/12/2018	01030	STEPFORD, INC.	1801906	ERGOTRON: HX DESK DUA	1,889.79	1,889.79
49086	12/12/2018	01164	STATE OF CALIFORNIA, FRAN	Dec 6, 2018	CA PERSONAL INCOME TAX	122.50	122.50
49087	12/12/2018	01367	DUO DANCE ACADEMY	November 2018	DANCE CLASSES	585.00	585.00
49088	12/12/2018	01565	BAY CONTRACT MAINTENAN	621749	DETAILED CLEAN UP: THORC	1,820.00	1,820.00
				21748	CLEAN COBWEBS INSIDE AN	320.00	320.00
49089	12/12/2018	01865	THYSSENKRUPP ELEVATOR	3004278898	12/01/18 TO 11/30/19 FULL MA	3,659.36	3,659.36
49090	12/12/2018	02012	VACCARO, BRANDON	56	CITY COUNCIL HEADSHOTS	1,350.00	1,350.00
49091	12/12/2018	02082	VINCE'S OFFICE SUPPLY, INC	IN-1543666	OFFICE SUPPLIES	384.54	384.54
49092	12/12/2018	02179	HUB INTERNATIONAL OF CA	November 2018	INSURANCE EVENTS	390.30	390.30
49093	12/12/2018	02182	DALY CITY KUMON CENTER	Oct 2018	TUTORING	6,070.00	6,070.00
49094	12/12/2018	02190	GOGAN, REA	Dec 5, 2018 Mile	DEC 5, 2018 MILEAGE REIMB	54.88	54.88
49095	12/12/2018	02216	RAMOS OIL CO. INC.	November 2018	PD GASOLINE PURCHASES P	4,091.38	4,091.38
49096	12/12/2018	02623	BLOEBAUM, CYNTHIA	Dec 6, 2018	COOKING CLASSES	367.50	367.50
49097	12/12/2018	02787	AECO SYSTEMS, INC.	19580	FIRE & BURGLAR PANIC ALAI	185.00	185.00
49098	12/12/2018	02793	DITO'S MOTORS	19173	OIL & FILTER CHANGE, REPL	469.61	469.61
49099	12/12/2018	02993	MOSQUEDA VELEZ, VANESSA	Oct 11-Dec6, 20	YOGA FOR SENIORS	720.00	720.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49100	12/12/2018	03015	U.S. BANK CORPORATE PMT	11/23/18	Abellan	4,962.02	
				11/23/18	Morque	3,235.01	
				11/23/18	Dossey	3,092.31	
				11/23/18	Tapia	2,850.03	
				11/23/18	Corley	2,704.54	
				11/23/18	Gotelli	985.94	
				11/23/18	Gogan	800.14	
				11/23/18	Pfotenh	709.83	
				11/23/18	Lin	439.00	
				11/23/18	De Leo	293.09	
				11/23/18	Fiscarc	272.60	
				11/23/18	Lum	150.00	
				11/23/18	Strattor	117.13	
				11/23/18	Velasq	44.18	20,655.82
49101	12/12/2018	03208	AAA BUSINESS SUPPLIES & IN2047181-0	12/4/2018	CREAMER, DAIRY, HALF&HAI	62.19	62.19
49102	12/12/2018	03223	JAMES STANDFIELD CATERIN5550	12/4/2018	12/04/18 HORS D'OEUVRES, I	1,856.59	1,856.59
49103	12/12/2018	03224	DECORATIVE PLANT SERVICE00108029	12/1/2018	PLANT MAINTENANCE	157.31	157.31
49104	12/12/2018	03226	PANIAGUA, FERNANDO 2001379.003	12/5/2018	12.05.18 ADULT HOLIDAY PAF	20.00	20.00
Sub total for TRI COUNTIES BANK:						59,153.57	

30 checks in this report.

Grand Total All Checks:

59,153.57

Final Check List
Town of Colma

apChkLst
12/17/2018 12:11:34PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49105	12/17/2018	00051	CALIFORNIA WATER SERVICE#9690644444	11/27/2018	9690644444 1190 EL CAMINO	37.80	37.80
49106	12/17/2018	00057	CINTAS CORPORATION #2 Nov 2018	12/13/2018	CLEANING SERVICE	816.38	816.38
49107	12/17/2018	00112	DEPARTMENT OF JUSTICE 341982	12/5/2018	PD ACCOUNT #140503	356.00	356.00
49108	12/17/2018	00169	JENKINS, HEIDI 3175	11/27/2018	PLANT MAINTENANCE	520.00	520.00
49109	12/17/2018	00174	HOME DEPOT CREDIT SERVICE#Oct 30-Nov 27, 2	11/29/2018	OCT 30-NOV 27, 2018 PW PUI	4,848.10	4,848.10
49110	12/17/2018	00188	IRVINE & JACHENS INC 2600	12/10/2018	#519E UNIFORM BADGE STE	697.13	697.13
49111	12/17/2018	00226	LIM, CINDY ELLEN Oct 19, Nov 15-1	12/10/2018	OCT 19, NOV 15-16, 2018 REIL	122.96	122.96
49112	12/17/2018	00307	PACIFIC GAS & ELECTRIC 0567147369-1	11/30/2018	0567147369-1 JSB S/O SERRA	188.30	188.30
49113	12/17/2018	00352	SERRAMONTE FORD, INC. 231575	11/5/2018	CAR REPAIR	549.06	549.06
49114	12/17/2018	00366	CRITICAL REACH 19-109	12/7/2018	APBNET LAW ENFORCEMENT	285.00	285.00
49115	12/17/2018	00388	SONITROL 1327163-IN	12/1/2018	427 F ST. MONTHLY MONITO	113.00	113.00
49116	12/17/2018	00412	TELECOMMUNICATIONS ENG45731	12/10/2018	Facilities Mgmt & Maintenance	1,328.00	1,328.00
49117	12/17/2018	00534	SMC INFORMATION SERVICE:TYCL11811	12/7/2018	MICRO CHANNEL & LINES	778.08	778.08
49118	12/17/2018	00623	ARAMARK Nov 2018	11/30/2018	UNIFORM SERVICE	412.00	412.00
49119	12/17/2018	00715	NOWDOCS INTERNATIONAL, 63688	12/5/2018	NCGB2500 GREEN BOTTOM I	182.70	182.70
49120	12/17/2018	01076	API CONSULTING 18-11 Colma	12/12/2018	RECORDS MANAGEMENT	4,972.50	4,972.50
49121	12/17/2018	01118	SWRCB ACCOUNTING OFFICI#WD-0140860	12/12/2018	RECORDS MANAGEMENT	3,400.00	3,400.00
49122	12/17/2018	01184	PENINSULA UNIFORMS & EQ#November 2018	11/13/2018	UNIFORMS	2,286.00	2,286.00
49123	12/17/2018	01296	SOUTH SAN FRANCISCO COM17-12087	12/11/2018	DEC 11, 2018 HOLIDAY PART	2,326.83	2,326.83
49124	12/17/2018	01414	VERANO HOMEOWNERS ASSI	1/1/2019	VERANO OWNERS ASSOCIA	24,196.57	24,196.57
49125	12/17/2018	01565	BAY CONTRACT MAINTENAN#Dec 2018	12/10/2018	JANITORIAL SERVICES	320.00	320.00
49126	12/17/2018	01569	DARLING INGREDIENTS INC., 600:3173901	12/10/2018	PAPER SUPPLIES	11,284.57	11,284.57
49127	12/17/2018	01629	R. J. RICCIARDI INC., CPAS 10932	12/4/2018	TRAP SERVICE	1,495.88	1,495.88
49128	12/17/2018	01687	UNITED SITE SERVICES OF 114-7732170	11/30/2018	AUDIT SERVICES	102.71	102.71
49129	12/17/2018	02132	WOLLMAN, JASON 12/04/18 Mileage	11/30/2018	STANDARD AND REGULAR SI	13,550.00	13,550.00
49130	12/17/2018	02274	FRANK AND GROSSMAN LAN#40448270	12/14/2018	12/04/18 MILEAGE REIMBURS	149.37	149.37
49131	12/17/2018	02357	GHILARDUCCI, VERONICA 153443	11/30/2018	PRUNING ALONG FENCE LIN	62.02	62.02
49132	12/17/2018	02480	ZAPANTA, MARYANN 40448271	12/1/2018	LANDSCAPE MAINTENANCE	9,820.00	9,820.00
49133	12/17/2018	02499	GE CAPITAL INFORMATION 101449335	11/30/2018	STERLING PARK RELOCATE :	2,868.00	2,868.00
49134	12/17/2018	02637	Z.A.P. MANUFACTURING INC. 2053	12/10/2018	12.10.18 DEPOSIT REFUND	300.00	300.00
				12/10/2018	12.10.18 DEPOSIT REFUND	300.00	300.00
				12/10/2018	12.10.18 DEPOSIT REFUND	300.00	300.00
				12/15/2018	REC COPY MACHINE RENTAL	770.87	770.87
				12/17/2018	(4) R3-4 24X24 SIGN H.I.P.	134.40	134.40

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49135	12/17/2018	02676	DYETT & BHATIA, URBAN ANE17-552-13 REV	10/26/2018	SERRAMONTE BLVD & COLLI	18,968.31	18,968.31
49136	12/17/2018	02769	COMCAST SPOTLIGHT, LP WC710807	11/25/2018	HAVE A THRILL OF A TIME IN	4,078.50	5,078.50
			WC703102	11/25/2018	COLMA ONLINE ADVERTISING	1,000.00	
49137	12/17/2018	02787	AECO SYSTEMS, INC. 52727	12/5/2018	PD REPLACED MODULE(M32	348.06	348.06
49138	12/17/2018	02793	DITO'S MOTORS 19186	12/10/2018	OIL & FILTER CHANGE	52.50	52.50
49139	12/17/2018	02827	CORODATA SHREDDING, INC.DN1209802	10/31/2018	SHREDDING SERVICE	98.00	98.00
49140	12/17/2018	03061	NORTH BAY PETROLEUM 1994853	11/30/2018	PW GAS PURCHASES	307.07	307.07
49141	12/17/2018	03117	KITTELSON & ASSOCIATES, II0096842	8/17/2018	COLMA SYSTEMIC SAFETY A	54,477.46	54,477.46
49142	12/17/2018	03227	DAVO, YALLAH FAYE 36188P Refund	12/4/2018	36188P REFUND OVERPAYME	2.00	2.00
Sub total for TRI COUNTIES BANK:						181,229.13	

38 checks in this report.

Grand Total All Checks:

181,229.13

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49143	12/17/2018	00057	CINTAS CORPORATION #2	11/30/2018	PW FIRST AID SUPPLIES	357.67	357.67
49144	12/17/2018	00307	PACIFIC GAS & ELECTRIC	12/10/2018	PG&E	4,541.24	4,541.24
49145	12/17/2018	00414	TERMINEX INTERNATIONAL L381250402	12/17/2018	PEST CONTROL	205.00	205.00
49146	12/17/2018	00928	SUPPLYWORKS	12/5/2018	METERED AERO DEOD LINEI	45.28	45.28
49147	12/17/2018	01037	COMCAST CABLE	12/7/2018	8155 20 022 0096715 601 F ST	108.33	108.33
49148	12/17/2018	02198	BAYSIDE PRINTED PRODUCT 113125	12/14/2018	SPRING 2019 RECREATION C	1,618.00	1,618.00
49149	12/17/2018	02386	VIBO MUSIC SCHOOL	12/15/2018	SEPT 7-DEC 14, 2018 MUSIC I	1,056.00	1,056.00
49150	12/17/2018	02935	EMCOR SERVICES-MESA ENF013477905	11/26/2018	1199 EL CAMINO HVAC PREV	2,530.00	2,530.00
49151	12/17/2018	03034	FLEX ADVANTAGE	12/17/2018	HEALTH REIMBURSEMENT AI	43,537.76	43,537.76
49152	12/17/2018	03173	PLAN JPA	12/17/2018	NOV 2018 GENERAL LIABILIT	160.00	160.00
49153	12/17/2018	03204	WATERLOGIC AMERICAS LLC	12/7/2018	SERVICE AGREEMENT 42726	199.48	199.48
Sub total for TRI COUNTIES BANK:						54,358.76	54,358.76

11 checks in this report.

Grand Total All Checks: 54,358.76

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49154	12/21/2018	00047	12212018 B	12/21/2018	CLEA: PAYMENT	269.50	269.50
49155	12/21/2018	00068	12212018 B	12/21/2018	COLMA PEACE OFFICERS: P/	645.52	645.52
49156	12/21/2018	01164	12212018 B	12/21/2018	STATE OF CALIFORNIA, FRAN	450.00	450.00
49157	12/21/2018	01340	12212018 B	12/21/2018	NAVIA BENEFIT SOLUTIONS	286.92	286.92
49158	12/21/2018	01375	12212018 B	12/21/2018	NATIONWIDE RETIREMENT S	4,900.00	4,900.00
49159	12/21/2018	02224	12212018 B	12/21/2018	STANDARD INSURANCE COM	459.50	459.50
49160	12/21/2018	02377	12212018 B	12/21/2018	CALIFORNIA STATE DISBURS	871.38	871.38
93845	12/21/2018	00130	12212018 B	12/21/2018	EMPLOYMENT DEVELOPMEN	10,317.22	10,317.22
93846	12/21/2018	00521	12212018 B	12/21/2018	UNITED STATES TREASURY	40,161.27	40,161.27
93847	12/21/2018	00631	12212018 B	12/21/2018	P.E.R.S.	40,751.57	40,751.57
93848	12/21/2018	01360	12212018 B	12/21/2018	VANTAGE TRANSFER AGENT	4,028.69	4,028.69
Sub total for TRI COUNTIES BANK:						103,141.57	103,141.57

11 checks in this report.

Grand Total All Checks:

103,141.57





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Cynthia Morquecho, Recreation Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 9, 2019
 SUBJECT: Recreation Services Department Quarterly Review, October - December 2018

RECOMMENDATION

Staff recommends that the City Council adopt:

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

EXECUTIVE SUMMARY

In the fourth quarter of 2018, a total of 2073 participants attended 68 programs. This represents an increase of 605 participants from the fourth quarter of 2017. Staff attributes the increase to added community events. Specifically, Cinema in the Cemetery and Día De Los Muertos events as well as an increase in newly added programming.

Staff estimates that 41 percent of the population had a current Colma I.D. during the fourth quarter of 2018, suggesting that residents participated in multiple programs.

There were a total of 78 rentals, which is an increase of 2 rentals from the fourth quarter of 2017.

BACKGROUND

Participation

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

- A total of 161 adults and seniors participated in enrichment programs. This represents an increase of 29 participants from the fourth quarter of 2017. Staff attributes the increase to more participants in new classes added during the fourth quarter.

- A total of 496 adults and seniors participated in trips and events. This represents an increase of 37 participants from the fourth quarter of 2017. Staff attributes the increase to added programs during the fourth quarter such as Wine & Canvas and Cirque Du Soleil.
- A total of 429 youth and teens participated in Enrichment Programs. This represents an increase of 56 participants from the fourth quarter of 2017. Staff attributes the increase to more participants in the afterschool program and fall day camp, and the addition of the Teen L.E.A.P program.
- A total of 183 youths and teens participated in events and trips. This represents a increase in 25 participants from the fourth quarter of 2017. Staff attributes the increase to the increased participation in Teen Fright night and Teen Center hours as well as an increase in participation in other youth programs offered.
- A total of 804 youth, adults and seniors participated in Community Programs. This represents an increase of 458 participants from the fourth quarter of 2018. Staff attributes the increase to the addition of Cinema at the Cemetery, Dia De Los Muertos Festival and Parol Lantern Workshop.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 59 different events:

- Resident Rentals (30 social events, 2 fundraisers and 1 meeting)
- Non-Resident Rentals (one funeral reception and 3 social events)
- Non-Resident Non-profit Groups (11 programs and four meeting)
- In House Reservations (3 meetings and 8 event/programs)

The Sterling Park Recreation Center was rented for 19 different events:

- Sterling Park Resident Rentals (19 social events)

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, staff used paper plates, fork, knives, cups, etc. made from recycled content.

ATTACHMENTS

- A. 2018 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review
October - December 2018
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Boot Camp Fitness	6	2	Existing
Citizenship Workshops	5	3	Existing
Cooking Classes	25	3	Existing
Community Action Plan for Emergencies	25	4	NEW
Cyber Safety Training	9	1	NEW
Creekside and Coffee	13		NEW
Creekside Villas Activities	49	5	Existing
Dragon Boat Paddling for Beginners	Cancelled	1	Existing
First Aid/CPR	Cancelled	1	Existing
Golf	Cancelled	3	Existing
Gentle & Invigorating Yoga	5	1	Existing
Yoga for Seniors	6	1	Existing
Zumba	12	1	Existing
Zumba Toning & Palango	6	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Adult Holiday Event	220	1	Existing
Arm Chair Travel	12	2	Existing
Breakfast with Santa	31	1	Existing
San Francisco de Solano Mission	Cancelled	1	NEW
Cirque Du Soleil- Volta	50	1	NEW
Friday Films	30	3	Existing
High Tea at Lovey's Tea Shoppe	4	1	NEW
National Steinbeck Center	Cancelled	1	NEW
Museum of Ice Cream	14	1	NEW
Santa Cruz Follies	Cancelled	1	Existing
Senior Holiday Luncheon (including staff)	45	1	Existing
Senior Luncheon	40	2	Existing
The Great Dickens Fair	29	1	Existing
Wine & Canvas	21	1	Existing

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Ballet, Tap & Hip Hop	8	3	Existing
College Application Workspace	Cancelled	1	Existing
Colma Teen Program	35	6	NEW
Fall Day Camp Early Morning Care	16	1	Existing
Fall Day Camp	26	1	Existing
Fall Day Camp Afternoon Care	16	1	Existing

Early Childhood Music Ed.	Cancelled	2	Existing
Gleeshiner's Choir	Cancelled	1	NEW
Golf	Cancelled	3	Existing
Guitar Workshop	4	2	Existing
Keyboard	4	2	Existing
Kids' Club Afterschool Program	77	5	Existing
Kumon Math Tutoring	92	3	Existing
Kumon Reading Tutoring	71	3	Existing
Parents' Night Out	13	3	Existing
Tae Kwon Do	30	3	Existing
Traditional Ukulele	Cancelled	1	Existing
Vibo Youth Ensemble	1	1	Existing
Violin Workshop	Cancelled	1	Existing
Winter Day Camp Early Morning Care	8	1	Existing
Winter Day Camp	18	1	Existing
Winter Day Camp Afternoon Care	10	1	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Breakfast with Santa	81	1	Existing
Halloween Costume Parade	40	1	Existing
Ice Cream Arts & Crafts	Cancelled	3	Existing
Pumpkin Carving Party	41	1	Existing
Teen Activity Group	Cancelled	1	Existing
Teen Center Hours	10	1	Existing
Teen Fright Night	11	1	Existing

Community Programs

Program	Registered	Sessions	New or Existing Program
Cinema at the Cemetery	200	1	NEW
Colma Game Night	33	1	Existing
Dia De Los Muertos Festival	250	1	NEW
Halloween House Decorating Contest	41	1	Existing
Holiday Ceramics with Ruth	6	1	NEW
Holiday Craft Night/Tree Lighting	72	1	Existing
Holiday House Decorating Contest	76	1	Existing
Parol Lantern Workshop	27	1	NEW
Project Read Learning Wheels	34	2	Existing
Project Read Nutrition Program	34	2	Existing
Project Read Science Club	31	2	Existing

Note: Programs were cancelled due to insufficient participation.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kirk Stratton, Chief of Police
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 9, 2019
 SUBJECT: Medical Caregiver Parking Permit

RECOMMENDATION

Staff recommends that the City Council introduce and waive further reading the following:

ORDINANCE AMENDING COLMA MUNICIPAL CODE SUBCHAPTER 6.02 RELATING TO MEDICAL CAREGIVER PARKING PERMITS

EXECUTIVE SUMMARY

The proposed ordinance would modify the existing preferential parking provisions in the Colma Municipal Code to allow for parking permits to be issued to qualified medical caregivers of a resident with the preferential parking zone. There is currently no provision in the Municipal Code addressing parking permits for medical caregivers. Under this provision, a resident's qualified medical caregiver would be allowed to obtain a parking permit for (6) six months with the resident's consent, after which time a renewal application would be needed. The application would entail a medical caregiver providing required documentation to include a valid California vehicle registration for the caregiver's vehicle and a medical affidavit signed by the resident's physician indicating the general need for the medical caregiver.

Qualified medical caregivers can make the request on line or in person, but temporary parking permits must be picked up at the Colma Police Department.

FISCAL IMPACT

None. There are no fees for parking permits. Thus, by allowing medical caregivers to obtain temporary parking permits, no revenue will be generated.

ANALYSIS

Throughout the past year, staff has heard concerns from the City Council and residents of Sterling Park regarding the need for parking permits for medical caregivers. On occasion, a resident in the preferential parking zone may need assistance from a physician, nurse, or social worker to treat an individual for an illness or disability. Medical caregivers usually consist of

certified nursing assistants or medical assistants who have medical training needed to help with things like injections and properly reading vital signs. Other duties may consist of changing dressings and bandages, administering medication, and recording health patterns.

The Colma Police Department shall issue a permit to a medical caregiver after the applicant completes the application provided by the police department and provides the necessary documentation, to include the vehicle information of the caregiver and a signed affidavit by the resident's physician. A medical caregiver would have to complete an application on line or in person and retrieve the parking permit in person at the police department. Any permit issued to a medical caregiver would count against the 4-permit maximum allowed per residence in the preferential parking zone.

Other cities such as the City of Mountain View and the City and County of San Francisco require a similar completed application to obtain a parking permit for a medical caregiver.

Council Adopted Values

Modifying the existing Preferential Parking Code to better address the needs of the Sterling Park neighborhood is consistent with the Council's value of **Responsibility** because Council is considering the negative impacts of parking issues on the community, and with the Council's value of **Vision** because potential modifications to the code can be an innovative way to enhance quality of life for our residents.

Alternatives

The alternative would be to not amend the Municipal Code and to require qualified residents to make use of the existing temporary parking permits provisions in the Municipal Code. These provisions would allow a resident to request a temporary parking permit, valid for fourteen days, up to fifteen times during a calendar year, for their medical caregiver.

CONCLUSION

Staff is recommending that Council introduce the ordinance.

ATTACHMENTS

- A. Ordinance

**ORDINANCE NO. 774
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**ORDINANCE AMENDING COLMA MUNICIPAL CODE SUBCHAPTER 6.02 RELATING TO
MEDICAL CAREGIVER PARKING PERMITS**

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

ARTICLE 1. RECITALS.

- (a) Parking has been a long-term issue in the Sterling Park neighborhood.
 - (b) Past regulatory efforts have focused primarily on commuter parking impacts due to the nearby Colma BART station.
 - (c) There continues to be a limited number of parking spaces relative to the number of residents' vehicles.
 - (d) In 2017, the Town found that limiting the number of preferential parking permits for residents and the number of temporary permits, and eliminating separate guest permits, was in the best interests of the health, safety, and general welfare of the residents of Colma.
 - (e) Since limiting the number of permits, certain residents who have a medical caregiver have expressed concern about their caregiver's ability to park when providing medical care in their residence.
-

ARTICLE 2. INCORPORATION OF RECITALS.

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

ARTICLE 3. CMC SECTION 6.02.050 AMENDED.

Colma Municipal Code, Section 6.02.050, shall be and hereby is amended and restated to read as follows:

"6.02.050 Issuance of Permits.

- (a) *Applications.* The Police Department shall issue permits, in a form to be determined by the Police Department and consistent with the provisions of this article, for preferential parking to qualified residents and qualified merchants who have completed an application form supplied by the Police Department. Applicants for such permits shall

present such proof as may be required by the Police Department of a residence or place of business adjacent to the area designated as a preferential parking zone.

(b) *Preferential Parking Permits.* Up to four (4) Preferential Parking Permits shall be issued per dwelling unit in a preferential parking zone, for each vehicle registered to a Qualified Resident that resides at the permitted dwelling unit. One Preferential Parking Permit may be issued to each non-resident employee of a Qualified Merchant upon request to the Chief of Police. A Preferential Parking Permit shall remain effective for a period of no more than two years, or until the preferential parking zone for which such permit was issued is eliminated, or the permits previously issued are re-issued under a different time-frame in the sole discretion of the Town, whichever is less.

(1) *Medical Caregiver Parking Permits.* A Qualified Resident's medical caregiver may also obtain one (1), or up to the maximum if necessary, of the maximum four (4) Preferential Parking Permits per Qualified Resident's dwelling unit in the preferential parking zone. In order for a medical caregiver to obtain a Preferential Parking Permit, the medical caregiver must:

(i) Obtain and provide the Town with the express written consent of a Qualified Resident;

(ii) Complete an application form provided by the Colma Police Department;

(iii) Provide evidence that the vehicle is registered in California and either: (1) registered to the medical caregiver or (2) authorized to be used by the medical caregiver; and

(iv) Provide an affidavit signed under penalty of perjury by the Qualified Resident's physician indicating the Qualified Resident's general need for the medical caregiver.

Upon receipt of all of the required documentation above, the Chief of Police, or his or her designee, shall issue a parking permit to a Qualified Resident's medical caregiver. The permit shall be valid for up to six months from the date of issuance, or until such lesser time that the Qualified Resident indicates the medical caregiver's services are no longer required.

(c) *Temporary Permits.* The Police Department may also issue to any qualified resident or any qualified merchant a Temporary Permit for use by a bona fide visitor of the applicant, as follows:

(1) The request can be made through the Town's website or in person and must include the license plate number of the visitor's vehicle. A Temporary Permit may be denied based on misuse (e.g. the qualified resident has used the Temporary Permit to facilitate repeated access to BART, rather than for bona fide visitor of the qualified resident). Temporary Permits may be issued for up to fourteen (14) days. No more than fifteen temporary permits may be issued per dwelling per year regardless of the number of qualified residents residing at the

dwelling, and no more than one permit may be in effect at one time. The resident/merchant must retrieve each Temporary Permit in person at the Police Department and show a California driver license with a Colma address (or other proof of residency deemed appropriate by the Chief of Police) or that he/she is a qualified merchant.

(d) *Placement.* Resident and Merchant Permits must be displayed from inside the rear window on the driver's side of the vehicle (except for convertibles in which case the Permit must be displayed inside the front windshield), with the permit number or vehicle license number clearly visible from the outside. Temporary Permits must be suspended from the rear view mirror of the automobile, with the permit number or vehicle license number clearly visible from the outside.

(e) *Conditions of permit.* Each parking permit shall be subject to all conditions and restrictions set forth in this section and of the preferential parking zone for which it is issued.

(f) *Other Laws and Regulations.* The issuance of a parking permit shall not be construed to be a permit for, or approval of, any violation of any provision of this Code or any other laws or regulations.

(g) *Fees.* No fee shall be charged for issuance of a permit except that the city council may, by resolution, set a fee for replacement of lost or destroyed permits.

(h) *Appeals.* Any person who has been denied a permit may appeal that decision to the City Manager by giving written notice thereof within ten (10) days after the decision of the Police Department.

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. NOT A CEQA PROJECT.

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

ARTICLE 6. EFFECTIVE DATE.

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

Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on January 9, 2019 and duly adopted at a regular meeting of said City Council held on January __, 2019 by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 VIA: Christopher J. Diaz, City Attorney
 MEETING DATE: January 9, 2019
 SUBJECT: Surplus Property

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION AUTHORIZING DONATION OF SURPLUS PERSONAL PROPERTY TO CHARITABLE NONPROFIT ORGANIZATIONS, AND/OR OTHER PUBLIC AGENCIES, AND AUTHORIZING THE SALE OF REMAINING PROPERTY.

EXECUTIVE SUMMARY

Colma Municipal Code 1.10 (Attachment B) allows the City Manager to designate any unused Town personal property as surplus. Over the past several years with the construction of the Police Station and the remodeling of Town Hall, the Town has accumulated a fair amount of unused/surplus property.

Colma Municipal Code section 1.10.060 and 1.10.070 requires City Council approval prior to conveying surplus property to charitable nonprofit organizations and other public agencies. Staff recommends that the City Council direct the City Manager to make the Town's surplus property available to local charitable organizations and other public agencies.

Staff also recommends that any remaining surplus property be sold through an auction, or through any other means available within the Colma Municipal Code including by sealed bid or open market sale.

FISCAL IMPACT

There will be staff costs associated with presenting and preparing surplus property to charitable organizations, other public agencies, or in preparing for a sale. Costs will range between \$1,000-\$1,500.

BACKGROUND

Over the past several years the Town has accumulated a fair amount of surplus property that is being stored at the Corporation Yard. See attachments C and D for a detailed list of the items.

Per Colma Municipal Code 1.10.010 the City Manager circulated a written list of inventory and contacted the Town Department Heads to determine whether there is a need for these items within their departments. The Department Heads have reviewed the list and have stated there is not a need for these items in their respective departments.; Therefore, the City Manager has declared these items surplus property.

ANALYSIS

Over the years a fair amount of Town surplus property has accumulated at the Corporation Yard taking up a large amount of space. Some items have been there for quite some time and will soon start to show signs of mold and decay, making the items unusable.

Staff wishes to donate the surplus property to local charitable organizations and other public agencies. If approved by Council, staff will reach out to nonprofit groups and other public agencies informing them of the surplus property and request that they submit a list of the items that they are interested in. Requests will be granted on a first come first served basis. The Town will require that any nonprofit or other charitable organization interested in the surplus property sign a document ensuring that the property will be used for the benefit of educational, scientific, or charitable purposes or for community matters as outlined in Colma Municipal Code 1.10.060.

Any items not donated will then be prepared for auction, or for sale through any other means available within the Municipal Code including by sealed bid or open market sale as outlined in Colma Municipal Code sections 1.10.020 through 1.10.050.

Council Adopted Values

The proposed recommendation of donating surplus property to non-profit organizations is the *responsible* action because the Town is recycling office furniture to organizations that may be in need and the furniture otherwise could end up in a landfill.

Sustainability Impact

Donating these items to non-profit organizations or other public agencies or selling them to for-profit agencies or groups prevents these items from going to the landfill.

Alternatives

The City Council could choose not to adopt the resolution and could instead opt to:

1. Sell all the surplus property; or,
2. Retain the surplus property.

CONCLUSION

Staff recommends the City Council adopt the resolution directing staff to donate surplus property and then sell the remaining items.

ATTACHMENTS

- A. Resolution
- B. Colma Municipal Code 1.10
- C. Surplus Property Inventory
- D. Photos of Surplus Property



RESOLUTION 2019-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION AUTHORIZING DONATION OF SURPLUS PERSONAL PROPERTY TO
CHARITABLE NONPROFIT ORGANIZATIONS, AND/OR OTHER PUBLIC AGENCIES,
AND AUTHORIZING THE SALE OF REMAINING PROPERTY**

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

1. Background.

(a) The Town of Colma has accumulated excess personal property such as office furniture and other miscellaneous items as a result of construction of the Town Police Station and remodeling of the Town Hall.

(b) The City Manager has maintained a written inventory of the unused property. On December 27, 2018, the City Manager circulated a list of the inventory and consulted with the Town's department heads on whether the personal property can be used within their respective Town departments.

(c) The Town's department heads have reviewed the inventory and determined their departments do not have a need for the personal property. The City Manager has declared this furniture to be surplus property in accordance with Colma Municipal Code 1.10.010.

(d) The City Manager recommends that the Town donate this property to charitable nonprofit organizations for educational, scientific, or charitable purposes, or for community matters such as recreation, education, aid to the destitute, and city beautification per Colma Municipal Code 1.10.060.

(e) The City Manager also recommends that the Town donate this property to other public agencies per Colma Municipal Code 1.10.070 after exhausting the donation of the property to charitable nonprofit organizations.

(f) Finally, the City Manager recommends that the surplus personal property that is not donated to nonprofits and other public agencies be sold per Colma Municipal Code Sections 1.10.020 through 1.10.050.

2. Order.

(a) The City Council hereby authorizes the City Manager to convey the surplus personal property to charitable nonprofit organizations, and/or other public agencies, consistent with Colma Municipal Code Sections 1.10.060 and 1.10.070.

(b) The City Council hereby authorizes the City Manager to sell the remainder of the surplus personal property by auction, or through any other means available within the Colma Municipal Code Sections 1.10.020 through 1.10.050, including by sealed bid or open market sale, in the sole discretion of the City Manager, in consultation with the City Attorney.

Certification of Adoption

I certify that the foregoing Resolution No. 2019-__ was duly adopted at a regular meeting of said City Council held on January 9, 2019 by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

CHAPTER ONE: ORGANIZATION, FUNCTIONS, AND GENERAL PROVISIONS

Subchapter 1.10: Sale of Surplus Personal Property

1.10.010 Designation of surplus personal property.

(a) The City Manager may, after consultation with the appropriate department head, declare any personal property as surplus. The declaration shall be in writing, and the property shall be delivered to the City Manager who shall store the property and maintain a written inventory. If any other department head has use of the property, he or she may so request from the City Manager who shall have the authority to assign the property to any department able to make best use of such property. If, however, no department head makes request for the use of such property in his department after the inventory has been circulated at least once, then the property shall be finally deemed surplus.

(b) As used in this subchapter, the term 'personal property' means temporary or movable property, as distinguished from real property. Personal property is every kind of property that is not real property.

[History: formerly § 1.1001; ORD. 478, 3/8/95; ORD. 638, 12/14/05; ORD. 722, 6/12/13]

1.10.020 Sale by sealed bid or auction of surplus personal property.

The City Manager shall, in all cases where the estimated value of personal property is five thousand dollars or more, and may, in the sale of all other personal property where, in his or her discretion, he or she determines it in the best interest of the city, sell surplus personal property by means of sealed bid or public auction. The procedure for conducting such sale shall be determined by the City Manager, providing, however, that the following are included in such procedure: (1) At least one notice, three days before the sale, shall be posted in three public places in the Town of Colma, containing a general description of the type of property to be sold and the time and place of such bid opening or auction; (2) That the terms of all sales shall be cash; (3) The sale by sealed bid or auction shall be to the highest responsible bidder; (4) That a receipt be given to the purchaser. In conducting an auction, the City Manager may contract with a professional auctioneer, and his or her fee may either allow a flat fee, hourly fee, or a percentage of the amount of the sale, based upon that which is the common and customary method and rate for such auctioneering services.

[History: formerly § 1.1002; ORD. 478, 3/8/95; ORD. 638, 12/14/05]

1.10.030 Sale in open market of surplus personal property.

Surplus city property in usable condition, if its estimated value is less than five thousand dollars, may be disposed of in the following manner: The City Manager shall make an investigation of the market conditions of personal property of the type declared surplus and determine prices for all surplus property which, in his or her opinion, will be competitive with prices in the open market. He or she may then sell the personal property at market prices by advertising in the most appropriate means which, in his or her opinion, will bring the greatest number of potential purchasers. A notice of the sale shall be posted in three places, at least three days before the sale, which notice shall set forth the day and time it shall begin; the number of days it is to be

continued if it is to last more than one day; the place where the articles may be examined; the place where the purchase price is to be paid and the property delivered; and a general description of the type of property being sold. The terms of all such sales shall be cash in the amount of the full purchase price. The City Manager or his or her authorized representative shall give a receipt to the purchaser of such property and keep a copy for the files. No sale may be made under this section to any city employee. As an alternate to the procedure in this section, the City Manager may dispose of the property as provided in section 1.10.020.

[History: formerly § 1.1003; ORD. 478, 3/8/95; ORD. 638, 12/14/05]

1.10.040 Trade-in surplus personal property.

Notwithstanding any provisions of this article for the sale of surplus personal property in the open market or any auction, the City Manager may trade in surplus personal property with an amount he or she determines to be reasonable, to be allowed toward the purchase of a similar type of personal property. Typical situations where this might apply might be in the disposal of used motor vehicles and other machinery and equipment for which trade-ins are commonly permitted by the manufacturer.

[History: formerly § 1.1004; ORD. 478, 3/8/95; ORD. 638, 12/14/05]

1.10.050 Sale of unserviceable junk or scrap personal property.

When any surplus city property is deemed to be unserviceable, junk or scrap, no longer suitable for its original purpose, the City Manager shall dispose of such personal property by destruction, trade or sale of said personal property at the best competitive price available in the open market without regards to the other provisions of this article.

[History: formerly § 1.1005; ORD. 478, 3/8/95; ORD. 638, 12/14/05]

1.10.060 Conveying surplus personal property to charitable, nonprofit organizations.

Notwithstanding the other provisions of this article, the City Council may convey to a charitable nonprofit organization or a school district any surplus personal property upon receiving reasonable assurances that the property (or the proceeds therefrom) will be used for the benefit of educational, scientific, or charitable purposes, or for community matters such as recreation, education, aid to the destitute, city beautification, or any other activity in which the city government may legitimately participate. The maximum estimated value for said personal property shall not exceed five thousand dollars.

[History: formerly § 1.1006; ORD. 478, 3/8/95; ORD. 638, 12/14/05]

1.10.070 Conveying surplus personal property to other public agencies.

Notwithstanding the other provisions of this article, the City Council may convey or sell without recourse to sealed bid or auction surplus personal property to other public agencies including cities, counties, school districts, special districts and joint powers agencies as may be determined by the City Council.

[History: formerly § 1.1007; ORD. 478, 3/8/95; ORD. 638, 12/14/05]

1.10.080 Disposal of unclaimed property in the possession of the Police Department.

(a) Notwithstanding other provisions of this article, unclaimed property in the possession of the police department that has been adjudicated by a court of competent jurisdiction to be the property of the police department or held by the department for at least three months may be either retained by the Town, upon the finding that the property is needed for public use, or sold at public auction in accordance with this section by the Chief of Police or designee, or by a professional auctioneer with whom the Town has contracted.

(b) In the event that the property is sold at public auction, whether by the Town or a professional auctioneer, the Police Chief or designee shall post notice of the sale on the three official bulletin boards of the Town of Colma at least five (5) days before the date the auction will commence. The notice shall contain a general description of the type of property to be sold and the date, time and location of the sale. If the sale is to take place via the world wide web, the "location" shall mean the website listing the property for sale.

[History: formerly § 1.1008; ORD. 478, 3/8/95; ORD. 638, 12/14/05; ORD. 675, 3/11/09]

1.10.090 Disposal of bicycles.

Notwithstanding other provisions of this Code, bicycles that have been lost or abandoned and recovered by police officers of the police department and held by the department for at least four months may be disposed of by the police department by placing such bicycles with charitable agencies, other governmental agencies concerned with the welfare of the poor and needy; or with individuals who are without funds to purchase a bicycle and need a means of transportation; or with children if their parents do not have funds to purchase bicycles because of unemployment or extremely low income and where the purchase of a bicycle for the child from family funds would deprive the family from the necessities of life.

[History: formerly § 1.1009; ORD. 478, 3/8/95; ORD. 638, 12/14/05; ORD. 722, 6/12/13]

1.10.100 Disposal of Weapons

(a) Notwithstanding other provisions of this Code, Police Department service weapons that are no longer standard issue may be sold by the City Manager at its fair market value to any Colma peace officer, any retired Colma peace officer, or any person who is an active or retired peace officer of any public entity within San Mateo County, in that order of preference, or to a licensed gun dealer, provided that the sale is in compliance with all other provisions of federal or state law regarding the sale of guns.

(b) Any Police Department service weapon that cannot be sold pursuant to paragraph (a) shall be destroyed.

[History: ORD. 722, 6/12/13]



Town of Colma
Surplus Inventory List
December 20, 2018

No.	Quantity	Item	Color	Description	Photo
1	16	Office Chair	Dark blue/black frame	Upholstered seat and back	1
2	27	Office Chair	Dark blue/black frame	Upholstered seat and back with arms	2
3	10	Office Chair	Dark blue/black frame	Upholstered seat and back with arms & wheels	3
4	4	Office Chair	Burgandy/wood frame	Upholstered seat and back	4
5	6	Office Chair	Purple paisley	Upholstered black frame & arms	5
6	3	Office Chair	Brown leather	Black frame arms and wheels	6
7	1	Office Chair	Red	Upholstered black frame & arms/wheels	7
8	1	Office Chair	Grey	Upholstered black frame & arms/wheels	8
9	1	Wood podium		Council Chamber	9
10	1	4-shelf armoire	Oak	Wood	10
11	1	36-inch	Cherry wood	Work table with drawer	11
12	7	Office furniture desk	Cherry wood	Kimball; with drawers and return	12
13	1	48-inch office bookcase	Cherry wood	Kimball; 4-shelf	none
14	1	36-inch office filing cabinet	Cherry wood	Kimball	none
15	3	Web-back office task chair	Black	Arms & wheels	15
16	1	Executive office chair	Brown leather	Arms & wheels	none
17	1	36-inch bookcase	Cherry wood	4-shelf	17
18	2	Office Chair	Black	Upholstered with arms/wheels	18
19	1	Office Chair	Blue	Upholstered black frame & arms/wheels	none
20	1	Bookcase	Cherry wood	Kimball; 4-shelf	20
21	2	Office Chairs	Orange paisley	Upholstered; wood frame with arms	21
22	1	Free standing coat closet	Cherry wood front	metal frame	22
23	1	Free standing supply cabinet	Black	metal; 5-shelf	23
24	1	48-inch file cabinet	Beige	Hon; 4-drawer	24
25	1	48-inch work table	Cherry wood		25
26	1	5-foot side board table	Oak	With drawers	26
27	1	7-foot side board table	Cherry wood	With file drawers and cabinets	27
28	1	Large free standing credenza	Cherry wood		28

Town of Colma
Surplus Inventory List
December 20, 2018

No.	Quantity	Item	Color	Description	Photo
29	1	Three level decorative ceramic fountain	Burgandy		29
30	6	Chair	Wood finish	Upholstered wood frame	30
31	1	Table top podium	Dark Walnut		31
32	1	Microwave	Black	Sharp	32
33	1	48x48 encased white board	Cherry wood		33
34	1	4ft x 8ft conference table	Cherry wood		34
35	2	Leather executive office chair	Black leather	Wood frame	35
36	1	36-inch display case	Cherry wood		36
37	1	5ft kitchen table with leaf	Cherry wood		37
38	1	4ft armoire	Naughty pine		38
39	1	5ft wide tv/armoire	Golden oak		none
40	1	36-inch filing cabinet	Beige	5-drawer	none
41	1	Charboiled used bbq	Black	Propane	41
42	1	Office Chair	Beige pasley	Upholstered black frame & arms/wheels	42
43	4	10ft canopies		Wood frame	43
44	1	2 basket gas fryer	Stainless steel	Wolf	44
45	1	HP copier		Color laserjet 850N	45
46	1	Paper Folding unit		DF 500 pitney bowes	46
47	1	12ft conference table/dais	Walnut		none
48	10	Misc. compost & recycle bins			48
49	1	Speed limit radar trailer			49
50	1	Sign board radar trailer			50
51	36	Plastic file boxes			51
52	1	Five drawer file cabinet	Hon		52

Town of Colma
2019 Surplus Property Photos



Item No. 1 – Blue Office Chair



Item No. 2 – Black Office Chair



Item No. 3 – Black Office Task Chair



Item No. 4 – Burgundy Office Task Chair



Item No. 5 – Purple Paisley Office Task Chair



Item No. 6 – Brown Leather Office Task Chair



Item No. 7 - Red Office Chair



Item No. 8 – Grey Office Task Chair



Item No. 9 – Wood Podium



Item No. 10 – Armoire



Item No. 11 – Wood Table



Item No. 12 – Desk



Item No. 15 – Black Web Back Office Chair



Item No. 17 – Wood Book Case



Item No. 18 – Black Office Chair



Item No. 20 – Cherry Wood Bookcase



Item No. 21 – Orange Paisley Office Chair



Item No. 22 – Office Coat Closet



Item No. 23 – Supply Cabinet



Item No. 24 – File Cabinet



Item No. 25 – Work Table

Item No. 26 – Side Board Table



Item No. 27 – Side Board Table



Item No. 28 – Free Standing Credenza

Item No. 29 – Decorative Fountain





Item No. 30 – Chair



Item No. 31 – Table Top
Podium



Item No. 32 – Microwave Oven



Item No. 33 – Wood Encased
Whiteboard



Item No. 34 – Conference
Table



Item No. 35 – Leather Executive Office Chair



Item No. 36 – Display Case



Item No. 37 – Kitchen Table



Item No. 38 – Armoire



Item No. 41 – BBQ



Item No. 42 – Beige Paisley
Office Chair



Item No. 43 – Canopies



Item No. 44 – Wolf – 2 Basket
Fryer



Item No. 45 – HP Copier



Item No. 46 – Paper Folder



Item No. 48 – Compost/Recycle Bins



Item No. 49 – Speed Limit Radar Trailer



Item No. 50 – Sign Board Radar Trailer



Item No. 51 – Plastic File Boxes

Item No. 52 – File Cabinet







STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael Laughlin AICP, City Planner
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 9, 2019
 SUBJECT: Residential Smoking Ordinance Study Session

RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks comments, questions, impressions, opinions and direction from the City Council.

EXECUTIVE SUMMARY

As a follow-up to the Study Session held by the City Council in March of 2018, surveys were sent to residential property owners and tenants asking their opinion about various potential residential smoking policies. Based on the survey results, the City Council should consider if an ordinance amendment is recommended or if no additional local regulation is recommended at this time.

FISCAL IMPACT

None.

BACKGROUND

In March of 2018, the City Council held a study session to consider various types of potential local smoking regulations. In attendance were representatives of the San Mateo County Smoking Coalition and Breathe California. The Council directed staff to receive input from the community about smoking policies. In addition, the City Council directed staff to prepare a smoking ordinance for the creation of 20' buffer zones from entrances and exits to commercial businesses, outdoor eating areas, bus stops, ATM's and at Special Events. Since the ordinance went into effect in late September, staff has provided outreach and door stickers for Colma businesses.

On July 11, 2018, the City Council received a presentation from Breathe California about smoking in multi-family residential buildings.

In October of 2018, the San Mateo County Grand Jury requested information from jurisdictions about their existing residential smoking policies. A letter was submitted to the Grand Jury in response, and a report back to the Grand Jury will be provided by the end of January 2019.

ANALYSIS

Multi-Family Apartments and Multi-Family Residences

Since this study session focuses on Multi-Family and attached Single-Family/Townhouses, the following information is repeated from the March study session. Below is an inventory of multi-family housing in Colma:

Unit Type	Number of properties	Number of Units
Apartment (5+ units)*	2	23
Fourplex	2	8
Triplex	7	21
Duplex or home w/ADU	36	72
Condominium	1	7
Townhouses	2	81
	Total	212

*One of the properties is a town owned 18-unit senior apartment complex where the lease prohibits smoking in units.

In considering provisions for multi-family residential, it is important to distinguish between types of structures. The Town has a number of duplexes, tri-plexes, four-plexes and some apartments – with a majority in the Sterling Park neighborhood. These are typically in one building with shared walls. They may or may not have shared systems or utilities. Older multi-family buildings typically have shared single walls or ceilings and/or unsealed heating ducts that can allow for the passage of smoke. Some San Mateo County cities (such as Belmont) have adopted residential smoking restrictions that restrict smoking only in buildings where there is a shared ceiling/floor and shared single walls. Some San Mateo County ordinances exempt duplexes or homes with accessory dwelling units (ADU’s) and define multi-family as 3 or more units. If this level of restriction is applied in Colma, it would only apply to approximately 34 units. Some property owners and management companies prohibit smoking through lease restrictions, as will be discussed in the survey results, below.

The Town has one condominium project on lower B Street. The seven units and ground floor offices are in two buildings. These units have separate walls between units and do not share common systems – they have their own gas, electric and heating systems and are effectively townhomes (with the exception of the ground floor office area in one of the front building).

The Town has two attached single-family or townhouse style residential communities – Hoffman and Verano. In each of these developments, units are freestanding with their own exterior walls which abut one another. They do not share building systems or utilities. Since the exterior walls are not shared, some ordinances in San Mateo County exempt these types of developments from the interior smoking prohibition (Daly City) while some do not (Foster City).

Residential Survey Results

Three separate surveys were sent to multi-family property owners, owners of common interest developments (condominiums, attached residential and townhouses), and renters. Three surveys were sent to vary the types of questions asked. A full summary of each survey is included in attachments A, B and C to this report.

Below is a further summary of the results, with a combination of the surveys for common questions:

Lease Restrictions for Rented Units

The purpose of this question on both the rental owner survey and the renter survey was to determine the extent of units where smoking is already restricted. A majority of the rental units managed or owned by those that responded to the survey indicated that their units are covered by a lease restriction that prohibits smoking (just over 50%). Of the renters that responded, a majority indicated that they are prohibited from smoking in their unit. Due to the number of respondents (and potential overlap of units in the two surveys), it is not possible to determine the total number of rental units with smoking lease restrictions.

Support for a smoking ordinance that prevents smoking in a rental unit

A majority of owners or managers of rental units would support an ordinance that prevents smoking in a rental unit. This response may be due to the fact that many of the units have no smoking lease restrictions, or that the landlord can defer to the Town for enforcement under an ordinance (or cite the ordinance in a lease). A majority of renters also support this type of ordinance provision.

Support a smoking ordinance that prevents smoking within 20 feet of the entrance to a unit

A majority of owners or managers of rental units would support an ordinance that prevents smoking within 20' to the entrance of a unit. A majority of renters would also support this type of ordinance provision. A majority of the owners in common interest developments also support this type of ordinance provision.

Support for a smoking ordinance that prevents smoking within 20 feet from a window, separate balcony, private outdoor patio or deck

A majority of owners or managers of rental units would support an ordinance that prevents smoking within 20' from a window, balcony, patio or deck. A majority of renters would also support this type of ordinance provision. A majority of the owners

in common interest developments also support this type of ordinance provision (and limiting smoking in a common area that is within 20' of a window, door or private outdoor living area).

Support for smoking restrictions on private balconies or patio areas in a common ownership interest community

A majority of the owners in common interest developments support this type of ordinance provision, which would prevent smoking on private (exclusive use) patios or balconies due to the close proximity to adjoining units and the windows on adjoining windows.

Support a smoking restriction that prevents smoking inside a residence in a common interest development (where the owner is typically the occupant of the unit)

The owners in common interest developments were evenly divided on this type of ordinance provision, with those in opposition feeling that it violates property rights.

Support for residential smoking restrictions to be adopted by the Town of Colma instead of any restrictions adopted by an HOA policy agreed upon by a majority of owners

A majority of common interest property owners indicated that they would prefer residential smoking restrictions adopted by the Town of Colma (14 respondents) as opposed to HOA policy (7). Seven respondents do not want any smoking restrictions to be adopted.

Enforcement

Under most ordinances, enforcement is through complaints filed by individuals impacted by smokers that are not adhering to state or local regulations. The San Mateo County Tobacco Education Coalition (TEC) may also receive complaints about ordinance violations in a San Mateo County jurisdiction. If an ordinance is adopted in Colma, the TEC will assist the Town with education and mediation services. The TEC has indicated that they are able to resolve issues most of the time so that enforcement is not needed. If enforcement is needed, it would be carried out by the Police Department and the Code Enforcement Officer (depending on the time of day the complaint is received and if the complaint includes a threat of violence or an additional extenuating circumstance). Typically, a violation of a smoking ordinance is an infraction and a public nuisance, subject to a fine of one hundred dollars (\$100.00) for the first offense, a fine of two hundred dollars (\$200.00) for a second offense committed within one year, and a fine of five hundred dollars (\$500.00) for a third and each additional offense committed within one year. Enforcement may also occur through administrative citation and fine.

Council Adopted Values

The study session is consistent with the Council value of responsibility because it allows the City Council to consider aspects of a residential smoking policy.

CONCLUSION

The City Council is encouraged to ask questions and provide direction to staff. Specifically, staff would like the City Council to discuss and consider the following questions:

1. Should the Town expand smoking policy to include aspects of multi-family or common interest residential?
2. Should the Town consider indoor smoking restrictions for multi-family apartments, where there are shared walls and floors/ceilings?
3. Should the Town consider restrictions for indoor smoking in Townhomes and Condominiums, even if there are no shared walls, floors or building systems?
4. Should the Town consider buffer zones at residential building entrances?
5. Should the Town consider restrictions for smoking within proximity to windows, balconies, patios or decks?
6. Should the Town consider restrictions for smoking on multi-family or common interest owned balconies, patios or decks?

After the discussion, the Council should direct staff if there are desired next steps.

ATTACHMENTS

- A. Multi-family Property Owner Survey
- B. Common Interest Development Survey
- C. Renter Survey



Multi-Family Property Owner Smoking Survey Results

On May 15, 2018 staff sent a survey to 59 property owners and managers who have rental units in Colma. A total of 17 responses were received, representing 48 rented units. Below is a summary of the responses by question asked:

1. Do you currently have a lease restriction in place that prevents smoking in your rental unit(s)?

Yes: 9 (representing 20 units). **No: 7 (representing 22 units).** Remaining did not respond or indicated that they do not currently rent out their unit.

2. Would you support a smoking ordinance that prevents smoking in your rental unit(s)?

Yes: 14 (representing 33 units). No: 4 (representing 14 units).

3. Would you support a smoking ordinance that prevents smoking within 20 feet or 30 feet of the entrance to your unit?

Yes: 10 (representing 28 units). No: 4 (representing 13 units).

4. Would you support a smoking ordinance that prevents smoking within 20 feet or 30 feet of a window, separate balcony, private outdoor patio or deck?

Yes: 10 (representing 28 units). No: 4 (representing 13 units).

5. Do you currently have a lease restriction in place that prevents subletting or which prevents the short-term rental of a unit by a tenant?

Yes: 12 (representing 36 units). No: 4 (representing 6 units). Remaining did not respond.

6. Do you support the short-term rental of unit(s) for 30 days or less?

Yes: 6 (representing 5 units). **No: 11 (representing 37 units).** Remaining did not respond.

Please feel free to provide any additional comments about smoking policies that the Town should or should not adopt:

- In favor of all smoking restrictions in unit and around unit.
- If favor of smoking restrictions since smoking causes property damage
- Trick is trying not to tell owners what they can do with or on their own properties (smoking).

- No cultivation or smoking of Cannabis.

Please feel free to provide any additional comments about short-term rental policies that the Town should or should not adopt:

- Don't support short-term rentals
- Owners should be allowed to rent for any period they want (long or short term)
- Owners, not tenants, should be able to rent for long or short term
- Town should allow short term rental and not intrude on owner rights

Please let me know if you have any questions.

Property Owners in HOA Development Smoking Survey Results

On August 2018 staff sent a survey to 89 property owners in common interest developments to obtain information about types of smoking restrictions they would support, and, if the Town or their HOA should implement policies. A total of 28 responses were received. Below is a summary of the responses by question asked:

1. Would you support smoking restrictions on private balconies or patio areas in your community?

Yes: 16. No: 11. Remaining did not respond.

2. Would you support a smoking restriction that prevents smoking inside your residence?

Yes: 14. No:14.

3. Would you support a smoking restriction that prevents smoking within 20 feet from the entrance to your home?

Yes: 19. No: 8. Remaining did not respond.

4. Would you support a smoking restriction that prevents smoking in a common area that is within 20 feet from any window, separate balcony, private outdoor patio or deck?

Yes: 21. No: 5. Remaining did not respond.

5. If smoking Restrictions are to be adopted, would you prefer that any restrictions be adopted by an HOA policy agreed upon by a majority of owners, or, by restrictions adopted by the Town of Colma?

I would prefer smoking restrictions as an HOA policy: 7.

I would prefer smoking restrictions adopted by the Town of Colma: 14.

I do not want any smoking restrictions to be adopted: 7.

6. Do you support the short term rental of unit(s) for 30 days or less?

Yes: 13. **No: 15.**

Please feel free to provide any additional comments about smoking policies that the Town should or should not adopt:

- Smoking policies violate a person's rights.
- HOA's should enforce anti-smoking policies.
- Town should adopt smoking restrictions.

- Smoking restrictions violate Owners rights on their property.
- Owner supports restrictions because of health issues.

Please feel free to provide any additional comments about short-term rental policies that the Town should or should not adopt:

- The Town should allow short term rentals because short term rentals can help struggling home Owners.
- Short term rental restrictions violate Owners rights on their property.
- Owners should be able to rent out their home if they choose to.
- Short term rentals are not beneficial, Owner prefers long term rental.
- Owner prefers short term rentals because it provides an option for international students.

Please let me know if you have any questions.

Renter Smoking Survey Results

On October 31, 2018 staff sent a survey to 79 households that rent units in Colma. A total of 13 responses were received. Below is a summary of the responses by question asked:

1. Is smoking by you or a guest currently permitted in your unit?

Yes: 5. **No: 8.** This means that some or a slight majority of units in Colma have lease restrictions that already prevent smoking in the unit.

2. Would you support a smoking ordinance that prevents smoking in your unit?

Yes: 8. No: 5.

3. Would you support a smoking ordinance that prevents smoking within 20 feet to the entrance to your unit?

Yes: 7. No: 6.

4. Would you support a smoking ordinance that prevents smoking within 20 feet of a window, common walkway, separate balcony, private outdoor patio or deck?

5. **Yes: 7.** No: 6.

Please feel free to provide any additional comments about residential smoking policies that the Town should or should not adopt:

- Recreational cannabis is legal and is permitted to be smoked without a doctor's approval.
- Smoking in my home or on my deck is none of your business. A non-smoking ordinance cannot force any homeowner not to smoke on their property.
- This is not a police state and my property is none of your business.
- Thank you for doing something fast. Children have to smell the tobacco.
- A smoke free environment would be beneficial to all.

