



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA**

**Colma Town Hall
1198 El Camino Real
Colma, CA 94014**

**Wednesday, July 10, 2019
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATIONS

- Introduction of new Facility Attendant Adanna Bellot and Recreation Leaders Mariah Esquivel, Andrea Ortega, Vincent Martin, and Rebecca Walton
- Peninsula Clean Energy Reach Codes

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 June 26, 2019 Regular Meeting.
2. Motion to Accept Report of Checks Paid for June 2019.
3. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2019.

NEW BUSINESS

4. LEAGUE OF CALIFORNIA CITIES CONFERENCE VOTING DELEGATE

Consider: Motion Designating a Voting Delegate for the Annual League of California Cities Conference in October 2019.

5. EL CAMINO REAL IMPROVEMENT PLAN – TECHNICAL ADVISORY COMMITTEE

Consider: Motion to Appoint Two City Council Members to Participate in the Technical Advisory Committee (TAC) Meetings for El Camino Real Bicycle and Pedestrian Improvement PLAN.

6. UPDATE TO SOCIAL MEDIA POLICY – COLMA ADMINISTRATIVE CODE

Consider: Motion to Adopt a Resolution Amending Subchapter 1.17 of the Colma Administrative Code, Relating to the Town's Social Media Policy.

STUDY SESSION

7. VALUE BASED CODE OF CONDUCT

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, June 26, 2019
7:00 PM**

CALL TO ORDER

Mayor Joanne F. del Rosario called the meeting to order at 7:02 p.m.

Council Present –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, Chief of Police Kirk Stratton, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, 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 Gonzalez 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

- Chief of Police Kirk Stratton introduced and swore in Officer Luis Melendrez.
- The Mayor presented a proclamation in honor of LGBTQ+ Pride Month.

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 12, 2019 Regular Meeting.
2. Motion to Accept the Fiscal Year 2018-19 Third Quarter Financial Report Through March 31, 2019 and Authorizing a Copy to be Posted on the Town's Website.
3. Motion to Adopt a Resolution Adopting the FY 2019-20 Appropriation Limit.

Action: Vice Mayor Goodwin moved to approve the Consent Calendar items #1 through #3; 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			

PUBLIC HEARING

4. ENGINEER’S REPORT OF SEWER SERVICE CHARGES FOR FY 2019-20

Public Works Director Brad Donohue presented the staff report. Mayor del Rosario opened the public hearing at 7:22 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Gonzalez made a motion to Adopt a Resolution Overruling Protests to and Adopting Engineer’s Report On Sewer Service Charges for Fiscal Year 2019-20, Directing the City Engineer to File a Copy of the Engineer’s Report With the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll; and directing the City Attorney to remove alternative direction in the resolution; 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	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
	5	0			

NEW BUSINESS

5. COLMA ADMINISTRATIVE CODE – FLAG POLICY

City Attorney Christopher Diaz presented the staff report. Mayor del Rosario opened the public comment period at 7:34 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Vice Mayor Goodwin made a motion to Motion to Adopt a Resolution Adding Subchapter 1.18 to the Colma Administrative Code, Relating to the Display of Flags on Town Property; 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 Fiscaro	✓				
Raquel Gonzalez		✓			
	4	1			

Action: Council Member Fiscaro made a motion to Adopt a Resolution Directing Town Staff to Fly the LGBT/Pride Commemorative Flag at Town Hall for the remaining days of June 2019; 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 Fiscaro	✓				
Raquel Gonzalez		✓			
	4	1			

6. **PARKING ALONG JUNIPERO SERRA BOULEVARD**

City Manager Brian Dossey presented the staff report. Mayor del Rosario opened the public comment period at 7:58 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro made a motion to Direct Staff to Analyze and Study the Feasibility of Providing On-Street Parking Along Junipero Serra Boulevard (JSB) Northbound From 990 Serramonte to the First Driveway Entering the Serra Center; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

7. **LOADING ZONE ON HILLSIDE BOULEVARD**

Director of Public Works Brad Donohue presented the staff report. Mayor del Rosario opened the public comment period at 8:10 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro made a motion to Adopt a Resolution Adding Subsection 6.2.2 Loading Zone on the Westerly Side of Hillside Boulevard from Sandhill Road Extending South 150 Feet, to the Colma Parking Code as it Relates to the Stopping, Standing or Parking of Vehicles Within the Town of Colma; 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 Fiscaro	✓				
Raquel Gonzalez	✓				
	5	0			

Mayor del Rosario announced that Council Member Gonzalez had a question for the City Attorney. Council Member Gonzalez indicated that she had been confused regarding item 5 on the agenda and had intended to vote No on item 5a but Aye on item 5b. She asked if she could correct her vote. The City Attorney advised that Council could reconsider the item if someone made a motion to do so.

Action: Council Member Fiscaro made a motion to reconsider the motion to Adopt A Resolution Directing Town Staff to Fly the LGBT/Pride Commemorative Flag at Town Hall for the remaining days of June 2019; 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 Fiscaro	✓				
Raquel Gonzalez	✓				
	5	0			

COUNCIL CALENDARING

The next Regular Council Meetings will be on Wednesday, July 10, 2019 and Wednesday, July 24, 2019 at 7:00 p.m. at Town Hall.

REPORTS

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

- The Town held a meeting with the Auto Dealers on June 26, 2019; five dealerships were in attendance.
- The Chamber of Commerce Business to Business event will be Saturday, June 29, 2019.
- The Colma Law Enforcement Youth Program (LEYP) held an event for police officers and youth participants to attend the SF Giants game on June 24, 2019.
- The Town's new landscape maintenance contractor is starting mid-July.
- The Town is currently recruiting for a Dispatcher and Recreation Coordinator.

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Caitlin Corley
City Clerk



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49961	6/4/2019	00003	A. S. F. ELECTRIC	7765	5/10/2019	REPLACE EXISTING LIGHT FI	495.00
				7540	5/3/2019	PERMLIGHT TECH FOR STOC	403.00
				7826	5/10/2019	REMOVE ISLAND POWER FO	375.00
49962	6/4/2019	00051	CALIFORNIA WATER SERVICE	6544607057	5/16/2019	6544607057 SW CORNER HIL	566.33
				1727052702	5/14/2019	1727052702 JSB ACROSS FR	225.94
						CSG	90,099.37
49963	6/4/2019	00071	CSG CONSULTANTS, INC.	03/30/19-04/26/1	5/16/2019	MAINTENANCE CONTRACT	602.00
49964	6/4/2019	00254	METRO MOBILE COMMUNICA	190614	6/1/2019	4 KMC41 SPEAKER/MICROPT	402.15
				43543	5/28/2019	PG&E	84.79
49965	6/4/2019	00307	PACIFIC GAS & ELECTRIC	05/21/2019	5/21/2019	02/11/19 BUSINESS WRITING	155.00
49966	6/4/2019	00362	COUNTY OF SAN MATEO	CI18-033	3/27/2019	FIRST-CLASS PRESORT PI #	235.00
49967	6/4/2019	00421	U.S. POSTAL SERVICE	First Class Presc	4/20/2019	SALES TAX SERVICES	5,661.64
49968	6/4/2019	00464	HINDERLITER, DE LLAMAS	0031276	5/23/2019	OFFICE SUPPLIES	967.93
49969	6/4/2019	00830	STAPLES BUSINESS CREDIT	1623769465	4/25/2019	EMPLOYEE ASSISTANCE PRG	99.20
49970	6/4/2019	01036	MANAGED HEALTH NETWORK	IPRM-039349	5/17/2019	8155 20 022 0097028 427 F ST	288.33
49971	6/4/2019	01037	COMCAST CABLE	05/25-06/24 427	5/20/2019	8155 20 022 0097051 Internet	288.33
				05/25-06/24 Intel	5/20/2019	8155 20 022 0002770 1520 HIL	10.94
				05/27-06/26 XFII	5/17/2019	CITY ATTORNEY SERVICES	19,089.95
49972	6/4/2019	01183	BEST BEST & KRIEGER LLP	849596	5/15/2019	CITY ATTORNEY SPECIAL SE	5,242.60
				849597	5/15/2019	EMPLOYEE BENEFITS/TAX	1,546.60
				849598	5/15/2019	TELECOMMUNICATIONS	639.10
				849599	5/15/2019	CELL PHONE SERVICE	1,545.69
49973	6/4/2019	01370	VERIZON WIRELESS SERVICE	19830183675	5/15/2019	TRAP SERVICE	102.71
49974	6/4/2019	01569	DARLING INGREDIENTS INC.,	600:3229373	5/14/2019	STANDARD AND REGULAR SI	149.37
49975	6/4/2019	01687	UNITED SITE SERVICES OF	114-8510648	5/20/2019	8 REPLACEMENT UPS BATTE	2,605.50
49976	6/4/2019	02122	S & J SALES	13758	5/24/2019	18" & 28" HD TRAFFIC CONE-	1,070.81
49977	6/4/2019	02468	ULINE, INC.	108728155	5/16/2019	ADMIN COPY MACHINE RENT	1,362.61
49978	6/4/2019	02499	GE CAPITAL INFORMATION	102134120	5/15/2019	05.28.19 DEPOSIT REFUND	300.00
49979	6/4/2019	02515	FLORES, VICKY	2001563.003	5/28/2019	05.28.19 DEPOSIT REFUND	50.00
49980	6/4/2019	02545	MURRAY, JOHN MICHAEL	2001564.003	5/28/2019	RIMS INTERNET W/SSF	400.00
49981	6/4/2019	02799	WAVE	08861167	5/23/2019	OPEB CONTRIBUTION	141,560.00
49982	6/4/2019	02849	U.S. BANK PARS ACCOUNT, 6	June 2019 OPEE	6/1/2019	LEADERS IN TRAINING & SUM	1,348.48
49983	6/4/2019	02931	PRINT WORKS	1436	5/13/2019	YOGA FOR SENIORS	720.00
49984	6/4/2019	02993	MOSQUEDA VELEZ, VANESSA	5242019	5/24/2019	3 SPLIT TWO-STEAM RECYC	3,214.00
49985	6/4/2019	02999	RECYCLE AWAY, LLC	00013370	5/24/2019		

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
49986	6/4/2019	03015	U.S. BANK CORPORATE PMT	05/22/2019	Gotelli	5/22/2019	CREDIT CARD PURCHASE	1,746.53	
				05/22/2019	Gogan	5/22/2019	CREDIT CARD PURCHASE	1,434.49	
				05/22/2019	Dossey	5/22/2019	CREDIT CARD PURCHASE	969.49	
				05/22/2019	Velasq	5/22/2019	CREDIT CARD PURCHASE	620.21	
				05/22/2019	Pfotent	5/22/2019	CREDIT CARD PURCHASE	373.83	
				05/22/2019	Lum	5/22/2019	CREDIT CARD PURCHASE	294.99	
				05/22/2019	del Ros	5/22/2019	CREDIT CARD PURCHASE	143.07	
				05/22/2019	Strattor	5/22/2019	CREDIT CARD PURCHASE	65.00	5,647.61
49987	6/4/2019	03061	NORTH BAY PETROLEUM	2042250		5/15/2019	PW GAS PURCHASES	411.24	411.24
49988	6/4/2019	03086	TAPCO	1637349		5/21/2019	15 BARRICADE TYPE I, WOOI	1,097.58	
				1636340		5/10/2019	2 ADJUSTABLE SIGN BRACKI	439.12	1,536.70
						5/21/2019	COFFEE & CREAMER	107.04	107.04
49989	6/4/2019	03208	AAA BUSINESS SUPPLIES & I	IP2077032-0		5/31/2019	MAY 2019 SERVICES: CONFE	5,750.00	5,750.00
49990	6/4/2019	03257	THE LEW EDWARDS GROUP	002		5/29/2019	1011B (05/2017) PARTIAL REF	1,233.50	1,233.50
49991	6/4/2019	03265	MILLER PACIFIC, INC	1011B Partial Re		5/29/2019	1306B C&D REFUND (02/2019	1,000.00	1,000.00
49992	6/4/2019	03266	AUTO EXOTICS	1306B C&D Ref		5/27/2019	ETHERNET ACCESS	112.43	112.43
49993	6/4/2019	03267	ACC BUSINESS	191314873		5/30/2019	CREDIT CARD PURCHASE	23.46	23.46
49994	6/4/2019	03268	ESQUIVIAS, DAISY	April 3-4, 2019 R		1/29/2019	06/25/19 SUMMER CAMP 2HR	996.25	996.25
49995	6/4/2019	03269	COLOR ME MINE OF DALY CI	06/25/19 Balanc		5/14/2019	MEDICAL INSURANCE	5,033.00	5,033.00
5676172	6/4/2019	00282	CALIFORNIA PUBLIC EMPLOY	1000000156761					

Sub total for TRI COUNTIES BANK: 303,758.60

36 checks in this report.

Grand Total All Checks:

303,758.60

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49996	6/4/2019	03015	U.S. BANK CORPORATE PMT	5/22/2019	CREDIT CARD PURCHASE	1,883.79	
				5/22/2019	CREDIT CARD PURCHASE	1,734.78	
				5/22/2019	CREDIT CARD PURCHASE	1,290.03	
				5/22/2019	CREDIT CARD PURCHASE	44.90	
				5/22/2019	CORRECT POSTING ERROR	10.49	4,963.99
Sub total for TRI COUNTIES BANK:							4,963.99

1 checks in this report.

Grand Total All Checks:

4,963.99

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49997	6/7/2019	00068	COLMA PEACE OFFICERS 06072019 B	6/7/2019	COLMA PEACE OFFICERS: P/	600.21	600.21
49998	6/7/2019	01164	STATE OF CALIFORNIA, FRAN06072019 B	6/7/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49999	6/7/2019	01340	NAVIA BENEFIT SOLUTIONS 06072019 B	6/7/2019	FLEX 125 PLAN: PAYMENT	458.84	458.84
50000	6/7/2019	01375	NATIONWIDE RETIREMENT S:06072019 B	6/7/2019	NATIONWIDE: PAYMENT	4,550.00	5,500.00
			06072019 M	6/7/2019	NATIONWIDE: PAYMENT	950.00	5,500.00
50001	6/7/2019	02377	CALIFORNIA STATE DISBURS06072019 B	6/7/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
50002	6/7/2019	02944	PEACE OFFICERS RESEARCH06072019 B	6/7/2019	PORAC: PAYMENT	18.00	18.00
50003	6/7/2019	02945	PORAC LEGAL DEFENSE FUN06072019 B	6/7/2019	PORAC LDF: PAYMENT	147.15	147.15
93942	6/7/2019	00521	UNITED STATES TREASURY 06072019 M	6/7/2019	FEDERAL TAX: PAYMENT	911.88	911.88
93943	6/7/2019	01360	VANTAGE TRANSFER AGENT:06072019 M	6/7/2019	ICMA CONTRIBUTION: PAYME	464.42	464.42
93944	6/7/2019	00631	P.E.R.S. 06072019 M	6/7/2019	PERS MISC NON-TAX: PAYME	630.29	630.29
93945	6/7/2019	00282	CALIFORNIA PUBLIC EMPLOY06072019 M	6/7/2019	JUNE 2019 ACTIVE PREMIUM	7,348.84	7,348.84
93946	6/7/2019	00130	EMPLOYMENT DEVELOPMEN06072019 B	6/7/2019	CALIFORNIA STATE TAX: PAY	11,466.77	11,466.77
93947	6/7/2019	00521	UNITED STATES TREASURY 06072019 B	6/7/2019	FEDERAL TAX: PAYMENT	53,697.67	53,697.67
93948	6/7/2019	00282	CALIFORNIA PUBLIC EMPLOY06072019 B	6/7/2019	JUNE 2019 ACTIVE PREMIUM	60,905.57	60,905.57
93949	6/7/2019	00631	P.E.R.S. 06072019 B	6/7/2019	PERS - BUYBACK: PAYMENT	39,698.69	39,698.69
93950	6/7/2019	01360	VANTAGE TRANSFER AGENT:06072019 B	6/7/2019	ICMA CONTRIBUTION: PAYME	4,185.66	4,185.66
Sub total for TRI COUNTIES BANK:						187,355.37	

16 checks in this report.

Grand Total All Checks:

187,355.37

Final Check List
Town of Colma

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50004	6/11/2019	00051	CALIFORNIA WATER SERVICE05/28/2019	5/28/2019	WATER BILL	6,579.72	6,579.72
50005	6/11/2019	00093	CITY OF SOUTH SAN FRANCISCO:517716 517717	5/20/2019	TRAFFIC SIGNAL MAINTENANCE	1,252.50	
50006	6/11/2019	00177	HUMAN INVESTMENT PROJECT06/06/19 Lunche	5/21/2019	TRAFFIC SIGNAL MAINTENANCE	750.00	2,002.50
50007	6/11/2019	00213	STRATTON, KIRK	6/10/2019	06/06/19 ANNUAL LUNCHEON	95.00	95.00
50008	6/11/2019	00307	PACIFIC GAS & ELECTRIC	04/16/19 Flight F 6/3/2019	04/16/19 FBI NATIONAL CONF	230.96	230.96
50009	6/11/2019	00411	TURBO DATA SYSTEMS	5/29/2019	1198 EL CAMINO	7,388.45	
50010	6/11/2019	00649	DAVEY TREE EXPERT COMP913633220	5/24/2019	PG&E	2,311.89	9,700.34
50011	6/11/2019	00830	STAPLES BUSINESS CREDIT 1624147526	5/31/2019	CITATION PROCESSING	385.75	385.75
50012	6/11/2019	01037	COMCAST CABLE	5/24/2019	1190 EL CAMINO TREE PRUN	2,700.00	2,700.00
50013	6/11/2019	01340	NAVIA BENEFIT SOLUTIONS 10193884	5/25/2019	OFFICE SUPPLIES	201.37	201.37
50014	6/11/2019	01995	CELESTE, MIKE L.	5/26/2019	8155 20 022 0094769 TOWN C	14,174.50	14,467.83
50015	6/11/2019	02144	DOMINICA. DE LUCCA DBA DIMay 2019	5/27/2019	8155 20 022 0097069 INTERNI	293.33	
50016	6/11/2019	02257	GARCIA, SAIDA	5/31/2019	SECTION 125 PARTICIPANT &	85.00	85.00
50017	6/11/2019	02274	FRANK AND GROSSMAN LANI4854	6/3/2019	CARDROOM BACKGROUND	1,100.00	1,100.00
50018	6/11/2019	02307	STANDARD PLUMBING SUPPLIJKJ44	6/3/2019	TAE KWON DO	900.00	900.00
50019	6/11/2019	02317	CUS, ERIN	6/4/2019	06.04.19 DEPOSIT REFUND	200.00	200.00
50020	6/11/2019	02515	FLORES, VICKY	5/16/2019	LANDSCAPE MAINTENANCE	9,820.00	9,820.00
50021	6/11/2019	02793	DITO'S MOTORS	6/1/2019	REGAL REPAIR KIT 1.OUR	25.22	25.22
50022	6/11/2019	03191	MAZE & ASSOCIATES	5/16/2019	BOOT CAMP FITNESS	800.00	800.00
50023	6/11/2019	03224	DECORATIVE PLANT SERVICE0013738	6/3/2019	06.04.19 DEPOSIT REFUND	50.00	50.00
50024	6/11/2019	03270	CHAIR PROS	6/4/2019	SERVICE	543.94	
50025	6/11/2019	03272	DUCHENEY CONSTRUCTION, 1290B C&D Refit	5/30/2019	SERVICE	370.82	
50026	6/11/2019	03273	THE HOME DEPOT PRO 494656945	5/30/2019	SERVICE	60.00	974.76
				5/30/2019	OIL & FILTER CHANGE	60.00	
				4/30/2019	ACCOUNTING SERVICES	3,105.00	3,105.00
				6/1/2019	2019 Maintenance Guaranteed,	157.31	157.31
				6/6/2019	2 BT28-D-2014-60-01A-10: MA	1,576.62	1,576.62
				5/31/2019	1290B C&D REFUND (01/2019	1,000.00	1,000.00
				5/30/2019	PAPER SUPPLIES	792.34	792.34
					Sub total for TRI COUNTIES BANK:	56,949.72	

23 checks in this report.

Grand Total All Checks: 56,949.72

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50027	6/11/2019	00051	CALIFORNIA WATER SERVICE05/31/2019	5/31/2019	WATER BILL	137.68	137.68
50028	6/11/2019	00307	PACIFIC GAS & ELECTRIC 0567147369-1	5/31/2019	0567147369-1 JSB S/O SERRA	152.52	152.52
50029	6/11/2019	03061	NORTH BAY PETROLEUM 2046078	5/31/2019	PW GAS PURCHASES	311.38	311.38
50030	6/11/2019	03274	EIDE BAILLY LLP EI00832318	5/28/2019	CARDROOM AUDIT	23,629.92	
			EI00823823	4/29/2019	CARDROOM AUDIT	20,000.00	
50031	6/11/2019	03275	RAGGIO, PATRICIA Tow Refund	6/11/2019	TOW REFUND CPD CASE #19	880.00	43,629.92
							880.00
							45,111.50

Sub total for TRI COUNTIES BANK:

5 checks in this report.

Grand Total All Checks: 45,111.50

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50032	6/18/2019	00013	May 2019	5/31/2019	TIRE SERVICE	170.46	170.46
50033	6/18/2019	00020	119056072	5/31/2019	Spring Water 5 Gal	19.68	19.68
50034	6/18/2019	00112	145931	4/4/2019	HR ACCOUNT #145931	79.00	79.00
			381520	6/5/2019	HR ACCOUNT #145931	32.00	111.00
50035	6/18/2019	00174	HOME DEPOT CREDIT SERV(May 1-23, 2019	5/30/2019	PW SUPPLY PURCHASES	1,373.81	1,373.81
50036	6/18/2019	00181	IEDA	6/1/2019	LABOR RELATIONS CONSUL	1,419.00	1,419.00
50037	6/18/2019	00280	OFFICE DEPOT, INC.	5/28/2019	OFFICE SUPPLIES	140.66	
			326028368001	6/7/2019	DOUBLE SIDED TAPE; FILE F	91.93	232.59
50038	6/18/2019	00364	SMC SHERIFF'S OFFICE	3/31/2019	LAB FEES	1,640.00	1,640.00
50039	6/18/2019	00412	TELECOMMUNICATIONS ENG46015	6/10/2019	Facilities Mgmt & Maintenance	1,328.00	1,328.00
50040	6/18/2019	00414	TERMINEX INTERNATIONAL L386508288	6/14/2019	PEST CONTROL	209.00	209.00
50041	6/18/2019	00534	SMC INFORMATION SERVICE:1YCL11905	6/7/2019	MICRO CHANNEL & LINES	778.08	778.08
50042	6/18/2019	00623	ARAMARK	5/31/2019	UNIFORM SERVICE	562.14	562.14
50043	6/18/2019	01030	STEPFORD, INC.	5/20/2019	MONTHLY SERVICE CONTRA	5,622.00	5,622.00
			1901471	5/20/2019	HOURS IN EXCESS OF CONT	1,201.25	6,823.25
			1901424	5/20/2019	HOURS IN EXCESS OF CONT	1,201.25	8,024.50
50044	6/18/2019	01430	LSA ASSOCIATES, INC.	5/29/2019	APRIL 2019 MISSION RD BICY	3,125.96	3,125.96
50045	6/18/2019	01457	BATERINA, BARBARA	6/10/2019	06.10.19 ARM CHAIR TRAVEL	16.00	16.00
50046	6/18/2019	01565	BAY CONTRACT MAINTENAN(June 2019	6/10/2019	JANITORIAL SERVICES	10,663.93	10,663.93
50047	6/18/2019	02118	BAY AREA NEWS GROUP	5/31/2019	5/22/19 HEARING-VEHICLE RI	113.36	113.36
50048	6/18/2019	02155	OLD DOMINION BRUSH COMF6543290	5/2/2019	16" .040 POLY	461.82	461.82
			6523333	4/12/2019	ELGIN GB REGULAR HEXNUJ	320.00	781.82
			6557191	4/16/2019	CREDIT FOR INCORRECT BR	-672.21	109.61
50049	6/18/2019	02216	RAMOS OIL CO. INC.	5/31/2019	PD GASOLINE PURCHASES 2	1,865.22	1,865.22
			617343	5/10/2019	PD GASOLINE PURCHASES 1	1,574.51	3,439.73
			614292	5/10/2019	PD GASOLINE PURCHASES 1	1,440.97	4,880.70
			615812	5/20/2019	PD GASOLINE PURCHASES 1	1,440.97	6,321.67
50050	6/18/2019	02386	VIBO MUSIC SCHOOL	6/10/2019	MUSIC LESSONS	3,110.00	3,110.00
50051	6/18/2019	02499	GE CAPITAL INFORMATION	5/31/2019	PD COPY MACHINE RENTAL	808.92	808.92
50052	6/18/2019	02625	ARIAS, DANA	6/10/2019	06.10.19 DEPOSIT REFUND	275.00	275.00
50053	6/18/2019	02637	Z.A.P. MANUFACTURING INC. 2623	6/8/2019	10 EA: TYPE K: 18X12 YELLO	1,894.38	1,894.38
			2638	6/13/2019	PRESpaced LEG 2X10-5/8" "I	152.03	2,046.41
50054	6/18/2019	02743	UTILITY TELEPHONE, INC	6/1/2019	INTERNET ACCESS 128070	716.63	716.63

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50055	6/18/2019	02793 DITO'S MOTORS	20241	6/11/2019	SERVICE	855.02	
			20214	6/6/2019	SERVICE	417.84	
			20234	6/10/2019	OIL & FILTER CHANGE, SPAR	360.36	
			20204	6/5/2019	REPLACE BATTERY	178.84	1,812.06
50056	6/18/2019	02827 CORODATA SHREDDING, INC.DN1232208		5/31/2019	SHREDDING SERVICE	98.00	98.00
50057	6/18/2019	02827 CORODATA SHREDDING, INC.RS3080993		5/31/2019	STORAGE, PICKUP/DELIVER	79.10	79.10
50058	6/18/2019	03002 STELLA PAINTING INC.	18-081	5/28/2019	PD PARKING LOT BLACK ME1	4,500.00	4,500.00
50059	6/18/2019	03034 FLEX ADVANTAGE	112028	5/31/2019	FLEX PROCESSING FEES	385.00	
			112096 Credit M	6/30/2019	FLEX PROCESSING FEE ADJI	-105.00	280.00
50060	6/18/2019	03184 FLYNN, FIONA	May 2019 Yoga	6/2/2019	YOGA	460.00	460.00
Sub total for TRI COUNTIES BANK:							47,762.69

29 checks in this report.

Grand Total All Checks: 47,762.69

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50061	6/18/2019	00500	SMC CONTROLLERS OFFICE May 2019	6/4/2019	ALLOCATION OF PARKING PE	2,177.60	2,177.60
50062	6/18/2019	03034	FLEX ADVANTAGE July 2019	6/18/2019	HEALTH REIMBURSEMENT AI	44,923.76	44,923.76
50063	6/18/2019	03060	PREFERRED ALLIANCE, INC. 0147628-IN	4/30/2019	APRIL 2019 NON-RANDOM TE	42.00	42.00
Sub total for TRI COUNTIES BANK:						47,143.36	

3 checks in this report.

Grand Total All Checks: 47,143.36

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50064	6/21/2019	00047	06212019 B	6/21/2019	CLEA: PAYMENT.	269.50	269.50
50065	6/21/2019	01164	STATE OF CALIFORNIA, FRAN06212019 B	6/21/2019	STATE - WAGE GARNISHMEN	450.00	450.00
50066	6/21/2019	01340	NAVIA BENEFIT SOLUTIONS 06212019 B	6/21/2019	FLEX 125 PLAN: PAYMENT	458.84	458.84
50067	6/21/2019	01375	NATIONWIDE RETIREMENT S06212019 B	6/21/2019	NATIONWIDE: PAYMENT	4,550.00	4,550.00
50068	6/21/2019	02224	STANDARD INSURANCE COM06212019 B	6/21/2019	LIFE INSURANCE: PAYMENT	464.50	464.50
50069	6/21/2019	02377	CALIFORNIA STATE DISBURS06212019 B	6/21/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93954	6/21/2019	00130	EMPLOYMENT DEVELOPMEN06212019 B	6/21/2019	CALIFORNIA STATE TAX: PAY	12,116.13	12,116.13
93955	6/21/2019	00521	UNITED STATES TREASURY 06212019 B	6/21/2019	FEDERAL TAX: PAYMENT	57,059.40	57,059.40
93956	6/21/2019	00631	P.E.R.S. 06212019 B	6/21/2019	PERS - BUYBACK: PAYMENT	41,229.42	41,229.42
93957	6/21/2019	01360	VANTAGE TRANSFER AGENT:06212019 B	6/21/2019	ICMA CONTRIBUTION: PAYME	4,279.60	4,279.60
93958	6/21/2019	00068	COLMA PEACE OFFICER'S 06212019 B	6/21/2019	COLMA PEACE OFFICERS: P/	600.21	600.21

Sub total for TRI COUNTIES BANK: 122,348.98

11 checks in this report.

Grand Total All Checks: 122,348.98

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50070	6/26/2019	00003	A. S. F. ELECTRIC	7842	6/10/2019	INSTALL NEW UNDERGROU	1,500.00
				7846	6/7/2019	PD INSTALL ONE 12120-VOLT	1,060.00
50071	6/26/2019	00004	AT&T	000013184287	6/13/2019	C3-A/B-12-10-TS-01	1,607.55
50072	6/26/2019	00020	ASSOCIATED SERVICES INC	119060042	6/1/2019	RENTAL	69.00
				119060041	6/1/2019	Spring Water 5 Gal	9.00
50073	6/26/2019	00051	CALIFORNIA WATER SERVICE	6544607057	6/18/2019	6544607057 S.W. CORNER HI	818.51
				1727052702	6/13/2019	1727052702 JSB ACROSS FR	210.78
50074	6/26/2019	00057	CINTAS CORPORATION #2	May 2019	6/24/2019	CLEANING SERVICE	1,391.62
				May 2019	6/10/2019	OUTSIDE & INSIDE MATS AT	453.66
				04/27/19-05/31/1	6/20/2019	CSG	120,280.49
50075	6/26/2019	00071	CSG CONSULTANTS, INC.	2622PL Deposit	6/5/30/19	2622PL REFUND DEPOSIT BA	120.75
50076	6/26/2019	00081	CYPRESS LAWN CEMETERY	FY 2018-2019 G	6/14/2019	FY 2018-2019 COUNCIL APPR	25,000.00
50077	6/26/2019	00116	DALY CITY/COLMA CHAMBER	LAURETTA PRINTING COMPA	3/11/2019	GOLD FOIL PRINTING ON FO	591.33
50078	6/26/2019	00236	OFFICE DEPOT, INC.	290079141001	3/19/2019	BINDERS, HIGHLIGHTERS, P	111.13
50079	6/26/2019	00280		318991061001	5/22/2019	ENVELOPES, DAWN DISHWA	74.55
				330957770001	6/18/2019	SCOTT TOWELS, RECYCLED	70.15
				330958194001	6/18/2019	2 PK 16GB FLASH DRIVE USE	36.87
				318991611001	5/22/2019	MANILA FF LTR POSITION 2	20.18
50080	6/26/2019	00307	PACIFIC GAS & ELECTRIC	06/18/2019	6/18/2019	PG&E	9,096.06
				06/11/2019	6/11/2019	PG&E	5,185.62
				06/20/2019	6/20/2019	PG&E	91.13
50081	6/26/2019	00364	SMC SHERIFF'S OFFICE	PS-INV103032	4/30/2019	LAB FEES	2,178.00
50082	6/26/2019	00411	TURBO DATA SYSTEMS	29111	11/30/2018	CITATION PROCESSING	350.70
				29691	2/28/2019	CITATION PROCESSING	349.72
				28791	9/30/2018	CITATION PROCESSING	308.05
50083	6/26/2019	01030	STEPFORD, INC.	1901505	6/14/2019	PD 7 EA: HP WORKSTATION ;	13,625.55
				1901504	6/14/2019	3 HP ELITEDESK 800 G4-TOW	7,723.01
50084	6/26/2019	01037	COMCAST CABLE	18519 Stepford	6/24/2019	18519 STEPFORD DUPLICATI	79.00
50085	6/26/2019	01121	CITY OF REDWOOD CITY	06/11-07/10	6/7/2019	8155 20 022 0096715 601 F ST	108.33
				BR52336	5/31/2019	SPRING 2019 SUPERVISORY	700.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50086	6/26/2019	01183	BEST BEST & KRIEGER LLP	852041	6/17/2019	CITY ATTORNEY SERVICES	18,572.00
				852042	6/19/2019	CITY ATTORNEY BASIC SERV	5,163.23
				852043	6/19/2019	CITY ATTORNEY SPECIAL SE	2,215.40
				852045	6/17/2019	CITY ATTORNEY THIRD PART	2,025.90
				852044	6/19/2019	TELECOMMUNICATIONS	1,822.60
50087	6/26/2019	01370	VERIZON WIRELESS SERVICE	9832159425	6/15/2019	CELL PHONE SERVICE	1,545.98
50088	6/26/2019	01399	WESTLAKE ECO SOFT TOUCH	May 2019	6/11/2019	PD CAR WASH	13.95
50089	6/26/2019	02082	VINCE'S OFFICE SUPPLY, INC	May 2019	5/31/2019	OFFICE SUPPLIES	121.75
50090	6/26/2019	02179	HUB INTERNATIONAL OF CA	May 2019	6/15/2019	INSURANCE EVENTS	390.30
50091	6/26/2019	02182	DALY CITY KUMON CENTER	May 2019	6/19/2019	TUTORING	5,760.00
50092	6/26/2019	02216	RAMOS OIL CO. INC.	619349	6/10/2019	RECREATION GASOLINE PUF	60.14
				619002	6/10/2019	ADMIN GASOLINE PURCHASI	46.70
50093	6/26/2019	02330	FOREMOST PROMOTIONS	473475	6/7/2019	COMMUNITY EVENT SUPPLIE	1,652.50
				471653	5/16/2019	COMMUNITY EVENTS: TO PRI	175.00
50094	6/26/2019	02435	CORLEY, CAITLIN	Spring 2019 Tuiti	6/20/2019	SPRING 2019 TUITION REIME	1,000.00
50095	6/26/2019	02499	GE CAPITAL INFORMATION	102258891	6/14/2019	ADMIN COPY MACHINE RENT	1,362.61
				102177086	5/30/2019	REC COPY MACHINE RENTAL	601.18
50096	6/26/2019	02527	SALVANTE, BENJAMIN	2001588.003	6/17/2019	06.17.19 DEPOSIT REFUND	300.00
50097	6/26/2019	02810	ARIAS, GUADALUPE	2001590.003	6/17/2019	06.17.19 MT HERMON ADVEN	28.00
50098	6/26/2019	02952	ALVARADO, JORGE	June 2-14, 2019	6/15/2019	JUEN 2-14, 2019 MEAL & MILE	684.92
50099	6/26/2019	02970	PRODUCTIVE PRINTING & GF	33819	6/12/2019	BUSINESS CARDS	157.69
50100	6/26/2019	03061	NORTH BAY PETROLEUM	2053658	6/15/2019	PW GAS PURCHASES 1-15	308.76
50101	6/26/2019	03107	OYSTER POINT DRAGONS	2019-02	6/18/2019	06.08.19 DRAGON BOATING F	110.00
50102	6/26/2019	03174	MALDONADO, VICTOR	2001587.003	6/17/2019	06.17.19 DEPOSIT REFUND	300.00
50103	6/26/2019	03191	MAZE & ASSOCIATES	32927	5/31/2019	ACCOUNTING SERVICES	1,150.00
50104	6/26/2019	03200	IBEX ENTERPRISES, RESOUF	29534	6/13/2019	3 EACH: FLOAT BOARD 4X6 I	7,211.22
50105	6/26/2019	03204	WATERLOGIC AMERICAS LLC	IN762862W	6/7/2019	SERVICE AGREEMENT 42726	199.48
50106	6/26/2019	03208	AAA BUSINESS SUPPLIES & I	2082060-0	6/18/2019	SUPPLIES	103.31
50107	6/26/2019	03267	ACC BUSINESS	191624934	6/27/2019	ETHERNET ACCESS	674.58
50108	6/26/2019	03273	THE HOME DEPOT PRO	497929869	6/19/2019	PAPER SUPPLIES	601.20
50109	6/26/2019	03277	CONLEY, JAMES	36656P Refund	6/25/2019	36656P REFUND VEHICLE RE	80.00

Sub total for TRI COUNTIES BANK: 247,659.14

40 checks in this report.

Grand Total All Checks:

247,659.14





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Liz Tapia, Recreation Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 10, 2019
 SUBJECT: Recreation Services Department Quarterly Review, April - June 2019

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE SECOND QUARTER OF 2019.

EXECUTIVE SUMMARY

In the second quarter of 2019, a total of 1208 participants attended 54 programs. This represents a decrease of 113 participants from the second quarter of 2018. Staff attributes the decrease to the cancellation of Town Wide Clean Up Day due to rain and Family Field Day due to insufficient participation.

Staff estimates that 39 percent of the population had a current Colma I.D. during the second quarter of 2018, suggesting that residents participated in multiple programs.

There was a total of 100 rentals, which is a decrease of 2 rentals from the second quarter of 2018.

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 146 adults and seniors participated in enrichment programs. This represents an increase of 8 participants from the second quarter of 2018. Staff attributes the increase in participation to new programs like the Tech Talk Series.

- A total of 147 adults and seniors participated in trips and events. This represents a decrease of 94 participants from the second quarter of 2018. Staff attributes the decrease to the cancellation of the Town Blood Drive and low enrollment of adult trips.
- A total of 503 youth and teens participated in Enrichment Programs. This represents a decrease of 50 participants from the second quarter of 2018. Staff attributes the decrease to the second session of Summer Day camp falling into the third quarter.
- A total of 71 youths and teens participated in events and trips. This represents a decrease of 28 participants from the second quarter of 2018. Staff attributes the decrease to the cancellation of teen trips and low enrollment for teen programming.
- A total of 341 youth, adults and seniors participated in Community Programs. This represents an increase of 51 participants from the second quarter of 2018. Staff attributes the increase to the Eggstravaganza event occurring in the current quarter.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 77 different events:

- Resident Rentals (26 social events, 2 meetings and 1 fundraiser)
- Non-Resident Rentals (4 funeral receptions and 5 social events)
- Non-Resident Non-profit Groups (11 programs, and 7 meetings)
- In House Reservations (21 meetings/trainings)

The Sterling Park Recreation Center was rented for 23 different events:

- Sterling Park Resident Rentals (19 social events)
- Sterling Park Picnic Site Rentals (4 picnics)

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, at this year's Eggstravaganza and Earth Day events all cups, plates, forks, knives, and spoons were made from recyclable content.

ATTACHMENTS

- A. 2019 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review
April - June 2019
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Boot Camp Fitness	7	1	Existing
Breakfast Bingo	33	3	Existing
Chair Senior Yoga	9	1	Existing
Colma Community Chorus	Cancelled	1	Existing
Colma Ladies Social	16	3	Existing
Cooking Classes	13	2	Existing
Create Your Own Craft	3	1	Existing
Creskide Villas Activities	24	3	Existing
Golf	Cancelled	3	Existing
Parent and Baby Yoga	Cancelled	1	Existing
Yoga	9	1	Existing
SWEET Scrabble	Cancelled	1	NEW
Tech Talk Series	7	3	NEW
The Biggest Loser	Cancelled	1	Existing
Zumba	8	1	Existing
Zumba Toning	17	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Arm Chair Travel	13	2	Existing
Colma Blood Drive	Cancelled	1	Existing
CPR & First Aid	9	1	Existing
Dragon Boat Paddling for Beginners	1	1	Existing
Financial Seminar – Legend Leadership	Cancelled	1	NEW
Friday Films	28	3	Existing
Golden Gate Fields	14	1	Existing
Japanese Tea Garden	Cancelled	1	NEW
San Francisco Giants Game	16	1	Existing
Senior Luncheon	66	3	Existing
Wine & Canvas	Cancelled	1	Existing

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Ballet, Tap, Jazz & Hip Hop	6	1	Existing
Chamber Orchestra	2	2	Existing
Cooking	4	2	Existing
Dragon Boat Paddling for Beginners	1	1	Existing
Early Childhood Music	Cancelled	1	Existing
Golf	Cancelled	3	Existing
Guitar Workshop	1	2	Existing
Keyboard	8	2	Existing
Kids' Club Afterschool Program	53	4	Existing
Kumon Math Tutoring	99	3	Existing
Kumon Reading Tutoring	82	3	Existing
Leaders in Training – Spring	1	1	Existing
Leaders in Training – Summer	10	1	Existing
Colma LEYP Workshops	4	3	Existing
Parents' Night Out	5	2	Existing
Performance and Stage Class	Cancelled	1	Existing
Private Lessons with Vibo	1	1	Existing
Spring Day Camp Early Morning Care	13	1	Existing
Spring Day Camp	23	1	Existing
Spring Day Camp Afternoon Care	14	1	Existing
Summer Day Camp Early Morning Care	34	1	Existing
Summer Day Camp	78	1	Existing
Summer Day Camp Afternoon Care	32	1	Existing
Tae Kwon Do	31	3	Existing
Traditional Ukulele	Cancelled	1	Existing
Vibo Youth Ensemble	1	1	Existing
Violin Workshop	Cancelled	3	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Alternative Camp Program	1	1	Existing
Colma LEYP – Giants Game	3	1	NEW
Cookies & Canvas	Cancelled	1	Existing
Friday Night Lights – Teen Basketball	Cancelled	1	Existing
Alcatraz Night Tour- Teen Trip	6	1	NEW
Ice Cream Arts & Crafts	9	1	Existing
Open Teen Center	Cancelled	1	Existing
Sandbox VR- Teen Trip	4	1	NEW
San Francisco Giants Game	11	1	Existing
MOCHA Day Camp Trip	37	1	NEW

Community Programs

Program	Registered	Sessions	New or Existing Program
Arbor Day & Earth Day	18	1	Existing
Eggstravaganza	137	1	Existing
Family Field Day	Cancelled	1	Existing
Project Read Learning Wheels	29	2	Existing
Project Read Nutrition Program	65	2	Existing
Project Read Science Club	71	2	Existing
Puppy Play Day	Cancelled	1	<i>NEW</i>
Town Wide Clean Up Day Volunteers & Staff	Cancelled	1	Existing
Town Wide Garage Sale	21	1	Existing

Note: Programs were cancelled due to insufficient participation or inclement weather.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 10, 2019
 SUBJECT: League of California Cities Conference Voting Delegate

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION DESIGNATING A VOTING DELEGATE FOR THE ANNUAL LEAGUE OF CALIFORNIA CITIES CONFERENCE IN OCTOBER 2019.

EXECUTIVE SUMMARY

This year's League of California Cities Annual Conference will be held October 16 - October 18, 2019, in Long Beach, CA. The final day of the conference includes the annual business meeting, where League membership considers and takes action on resolutions that establish League policy. The Council should designate a voting delegate to take part in the business meeting, if someone from the Town will be in attendance.

FISCAL IMPACT

There is no direct fiscal impact associated with this action. Attendance at various conferences is budgeted in the 2019-20 budget.

BACKGROUND

The Town of Colma is a longstanding member of the League of California Cities. In order to participate in voting at the Annual Business Meeting on Friday, October 18, 2019 at 12:30pm, the Town must officially designate a voting delegate. This delegate can be a member of City Council or a Town official, such as the City Manager. Designating a voting delegate will ensure Colma's interests are represented on key policy-related issues that may be considered at the Annual Business Meeting.

Council Adopted Values

Participating in the Annual Business meeting furthers the Council's adopted values of *Responsibility* and *Vision* because providing input on important local, regional and state policy issues protects the Town's long-term financial stability and other interests.

Alternatives

The Council could opt to not designate a voting delegate for the business meeting. Doing so would preclude the Town from having a voice in setting the League's policy initiatives for the upcoming year.

CONCLUSION

Staff recommends Council designate a voting delegate for the League conference.

ATTACHMENTS

- A. Letter from League of California Cities (including voting delegate form)



Council Action Advised by August 30, 2019

June 10, 2019

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 16 - 18, Long Beach**

The League's 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

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- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, October 16, 8:00 a.m. – 6:00 p.m.; Thursday, October 17, 7:00 a.m. – 4:00 p.m.; and Friday, October 18, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, October 4. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2019 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, October 4, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email: _____

Mayor or City Clerk _____
(circle one) (signature)

Date _____ Phone _____

Please complete and return by Friday, October 4, 2019

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 Abdulkader Hashem, Project Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 10, 2019
 SUBJECT: El Camino Real Improvement Plan – Technical Advisory Committee

RECOMMENDATION

Staff recommends that the City Council make the following motion:

APPOINT TWO CITY COUNCIL MEMBERS TO PARTICIPATE IN THE TECHNICAL
 ADVISORY COMMITTEE (TAC) MEETINGS FOR EL CAMINO REAL BICYCLE AND
 PEDESTRIAN IMPROVEMENT PLAN

EXECUTIVE SUMMARY

In April 2019, the City Council directed the City Manager to proceed with retaining Fehr & Peers (the "Consultant") to provide planning services for the preparation of El Camino Real Bicycle and Pedestrian Improvement Plan (the "Plan"). The Plan is funded by the Road Maintenance & Rehabilitation Account (RMRA) Sustainable Communities Grant, funded through SB1 funds.

The Plan will evaluate existing conditions along ECR from the County of San Mateo/Colma border to South San Francisco/Colma border, addressing bicycle, pedestrian and public transportation connectivity deficiencies. The Plan will develop a conceptual strategy to incorporate various improvements to enhance mobility, accessibility and connectivity for all modes of transportation along the El Camino Real (ECR) corridor.

The Town in coordination with the Consultant is assembling a Technical Advisory Committee (TAC) for the Plan. The TAC will include representation from Town Staff, Colma Police Department, Caltrans, South San Francisco, Daly City, BART, SamTrans, San Mateo County and Silicon Valley Bike Coalition, in addition to Colma business community, to ensure all key stakeholders are involved in decision making process throughout the project.

Staff is recommending the appointment of two City Council members to participate in the Technical Advisory Committee meetings and the recommendation/decision making process.

FISCAL IMPACT

None

BACKGROUND

The Town has been allocated \$199,192 in State funds from the Road Maintenance & Rehabilitation Account (RMRA) – Sustainability Communities Programs. The Restricted Grant Agreement (RGA) was executed with CalTrans on 9/26/2018 for administrating this project under Agreement No. 74A1080. This RGA shall expire on 2/28/2021.

On April 10, 2019, the City Council adopted a resolution of retaining Fehr & Peers to work on the preparation of El Camino Real Bicycle and Pedestrian Improvement Plan.

The objective of the Plan is to develop a strategy that will improve safety and mobility for pedestrians, bicyclist and public transportation hubs and facilities along El Camino Real. The Plan will address deficiencies and set goals and planning practices to improve and enhance roadway facilities for all modes of transportation.

In compliance with the Sustainable Communities Grant requirement, the Plan should engage the local community and stakeholders in the decision-making process and Plan implementation. All segments of the community, including disadvantaged communities, neighboring cities, Caltrans, and transit agencies are encouraged to be part of the Plan strategy, making sure that all sectors of the local community are represented. If City Council agrees two members from the City Council will be appointed to participate in the TAC meetings.

ANALYSIS

The Town in coordination with the Consultant is assembling a Technical Advisory Committee (TAC) for El Camino Real Bicycle and Pedestrian Improvement Plan. The TAC will include representation from Town of Colma, Colma Police Department, Caltrans, South San Francisco, Daly City, BART, SamTrans, San Mateo County and Silicon Valley Bike Coalition, in addition to Colma business community.

The TAC members will bring expertise, vision, and commitment to participate in meeting throughout the duration of the project.

The assembled committee will meet on three different occasions, 1-2 hours for a weekday afternoon meeting. There is not a defined schedule for TAC meetings as of now. However, the first meeting is tentatively scheduled for September 2019. The other two meetings will be in Spring and Summer 2020 (see Attachment A).

Town Staff have been working with the Consultant in identifying the key stakeholders and solicit their participation. Accordingly, the following individuals have been nominated/contacted to participate in the TAC meetings and decision-making process of the Plan:

1. Caltrans – Elliot Goodrich/Becky Frank
2. Town Council Members – *To be determined this evening*
3. Town Staff – Engineering Department- Abdulkader Hashem, Representative of the Planning & Administration Department.
4. Colma Police Department – *To be determined*
5. City of South San Francisco – Toni Rozzi
6. Daly City – Jimmy Fu
7. BART – Tim Chan
8. SamTrans – Gwen Buckley (Also involved in Grand Boulevard Initiative-GBI)
9. San Mateo County – Brian Oh
10. Silicon Valley Bike Coalition – Emma Shlaes
11. Colma Business Community – *Lucky Chances/Home of Peace (to be confirmed)*

Staff will proceed with the assembly of the above TAC members, unless directed otherwise by the Council

Alternatives

City Council could recommend not appointing two Council members to the TAC. This is not recommended, City Council participation would be a valuable component to the TAC, giving and sharing insights that reflect the Colma residential and business community as it relates to their mobility and transportation needs.

Council Adopted Values

The El Camino Real Bicycle and Pedestrian Improvement Plan is **visionary**, because it involves putting a conceptual plan along with a strategy that will provide safe, attractive and sustainable paths of travel for those who walk, bike or use public transportation to and from work along ECR.

CONCLUSION

Staff recommends that the City Council appoint by motion two City Council members to participate in the Technical Advisory Committee meetings for El Camino Real Bicycle and Pedestrian Improvement Plan throughout the project.

ATTACHMENTS

- A. El Camino Real Bicycle and Pedestrian Improvement Plan – Technical Advisory Committee Meeting Schedule



ATTACHMENT A


Project Timeline

El Camino Real Pedestrian Bicycle and Pedestrian Improvement Plan


July 3, 2019


Task #	Task Title	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21
1 Project Initiation																								
1.1	Staff Coordination/Progress Meetings				★			★			★			★			★				★			
1.2	Project Kick-off Meeting																							
1.3	Identify Existing Conditions																							
2 Public Outreach																								
2.1	Community Workshop #1						★	★																
2.2	Community Workshop #2													★	★									
2.3	Community Workshop #3																							
3 Bicycle and Pedestrian Improvement Plan																								
3.1	Develop Bike & Ped Improvement Design Concept																							
3.2	Develop Conceptual Design Alternatives																							
3.3	Draft Bicycle and Pedestrian Improvement Plan																							
3.4	Joint Coordination with Caltrans																							
3.5	Identify Potential Funding Sources																							
3.6	Final Bicycle and Pedestrian Improvement Plan																							
3.7	City Council Adoption																							


 F&P working period

 Town review period

 In-person meeting with Town (6)

 TAC meeting (3)

 Caltrans meeting (2)

 Council meeting (4)





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 10, 2019
 SUBJECT: Update to Social Media Policy – Colma Administrative Code

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION AMENDING SUBCHAPTER 1.17 OF THE COLMA ADMINISTRATIVE CODE,
 RELATING TO THE TOWN'S SOCIAL MEDIA POLICY

EXECUTIVE SUMMARY

Proposed revisions have been made to the Town's Social Media Policy. The intent of the changes are to, among other things, provide direction on branding for the Town's social media sites, clarify what may and may not be posted by the Town to the sites, and clarify under what conditions third-party posts may be taken down from the sites.

FISCAL IMPACT

This project will not materially impact the Town's budget. Staff already operates and maintains the Town's social media sites, and the revisions to the Town's Social Media Policy provide staff additional direction on how to carry out those tasks.

ENVIRONMENTAL

There is no environmental impact associated with this action.

BACKGROUND AND ANALYSIS

From time to time, staff reviews subchapters of the Colma Administrative Code to update them as necessary. Staff has reviewed and revised Subchapter 1.17, the Town's Social Media Policy to, among other things, require that the Town's social media sites be branded with the Town's name and official logo, and be linked to the Town's Website. The changes also give staff additional direction on what may or not be posted on the Town's social media sites. For example, the revisions clarify that staff should not express their own personal views or concerns, but should reflect the views of the Town. Moreover, if council members' photos are posted to a site, the photo should include a majority and up to the full Council as opposed to individual Council members. Additionally, the existing policy does not allow third-party posts to

the Town's social media sites. However, if a site does not allow the Town to disable third-party posts, revisions to the policy provide that the Town may remove posts that include obscene material or include threats of violence or injury to another.

Reasons For the Recommended Action/Findings

Revising the Town's Social Media Policy will provide staff with additional direction and clarity on how the Town's social media sites should be presented to the public and what may be posted to those sites. The updated comment policy will also provide clarity to the public regarding what content the Town may take down, to the extent third-party comments are allowed on the Town's sites.

Council Adopted Values

The City Council's adoption of the resolution is both *responsible* and *fair* as the proposed changes to the Town's Social Media Policy will provide clear rules for all involved in interacting with the Town's social media pages and will ensure timely updates to the policy based on the current state of social media and the law as it applies to social media.

Alternatives

Alternatives are to not adopt the resolution and keep the existing Social Media Policy intact or to direct staff to make alternative revisions to the policy.

CONCLUSION

The City Council should adopt the resolution in order to keep the Town's social media policy updated.

ATTACHMENTS

- A. Resolution

RESOLUTION NO. 2019-_____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION AMENDING SUBCHAPTER 1.17 OF
THE COLMA ADMINISTRATIVE CODE, RELATING TO
THE TOWN'S SOCIAL MEDIA POLICY

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. SUBCHAPTER 1.17 IS AMENDED.

CHAPTER ONE: GENERAL PROVISIONS
SUBCHAPTER 1.17: SOCIAL MEDIA POLICY

1.17.010 Purpose and Scope

(a) This subchapter shall serve as the Town of Colma's Social Media Policy and shall govern the use of Social Media sites used for Town business purposes.

1.17.020 Definitions

"Social Media sites" shall be defined as services through which multiple users can easily publish and share a wide variety of content, including written commentary, pictures, and video/audio files via the Internet. Social Media sites may include Facebook, Twitter, Instagram, LinkedIn, or any other site that meets the definition provided in this subchapter.

1.17.030 General Policy

(a) The City Manager or his/her designee shall review and pre-approve a Town Department's establishment and use of any Social Media site.

(b) All Town Social Media site shall adhere to applicable Federal, State and local laws as well as Town policies and regulations.

(c) All Town Social Media sites are subject to the California Public Records Act. Any and all content on a Town Social Media site, including, but not limited to, subscribers, postings, ~~and~~ comments, and private messages may be considered a public record and ~~could~~ may be subject to public disclosure.

(d) Town Social Media sites shall be maintained by the designated Town of Colma employee(s) and shall be used for Town business purposes only. The Town Social Media Policy governs use of any Town administered Social Media site; regardless of whether the site(s) is (are) accessed from Town computers, computers outside the Town, or mobile devices.

(e) Upon the City Manager's approval, Town Social Media sites shall bear the name and/or official logo of the Town and shall link to the Town's website. Wherever applicable, Town Social Media sites shall be classified and registered with the service provider as "Official" and/or governmental entity sites.

(f) The Ralph M. Brown Act (Brown Act) requires that public agencies deliberate and take action openly. Content and/or comments made by a Town Official via a Social Media site on Town-related issues within their jurisdiction could be subject to the requirements of the Brown Act. Town Elected Officials should refrain from ~~posting simultaneous content or comments~~ corporately discussing, deliberating, or expressing opinions on any Town of Colma-related issue on a Social Media site. Brown Act issues also have the potential to arise on private Social Media sites. As such, Town Elected Officials should also refrain from corporately discussing, deliberating, or expressing opinions on any Town of Colma-related issue on private Social Media sites.

(g) The Town of Colma reserves the right to restrict or remove any content that is in violation of any applicable law or the Town's Social Media Policy. Any content which is removed will be retained by the Town for a reasonable period of time, and will include the time, date, and user name (or screen name) of the content originator, when possible.

(h) All Social Media sites established and administered by the Town of Colma will clearly state that they are sponsored by the Town. Whenever possible, the Town's Social Media sites shall contain links directing users back to the Town's official website for in-depth information, forms, documents, online services, and other information necessary to conduct business with the Town.

(i) The City Manager or his/her designee, are responsible for assigning staff to update, respond to inquiries, and keep information current on Social Media sites.

(j) The Town's policy allows for the posting of pictures by the assigned staff on the Town's Social Media sites. If the assigned staff person desires to post a picture that includes councilmembers, the staff person shall only post pictures with a majority and up to the full City Council. In other words, no picture shall be posted where councilmembers appear in a number less than three.

(k) The objectives for participating in Social Media sites are to:

- (1) Disseminate information to our community and neighboring communities;
- (2) Demonstrate commitment to outreach and engagement and to monitor issues affecting the Town; and
- (3) Build and engage an "online community" of residents and businesses.

(l) All staff time used on Social Media sites shall be for the purposes of conducting Town business only.

(m) Staff shall not express personal views or concerns. Postings shall reflect the view of the Town.

(n) No communications made with the Town through Social Media sites shall be deemed to constitute public comment or legal notice to the Town or any of its agencies, officers, employees, agents or representatives where notice to the Town is required by any federal, state, local laws, rules or regulations. Any comment or notice shall be submitted to the

Town and not through a Social Media site. Information posted to a Town Social Media site will supplement, and not replace, required notices and standard methods of communication.

- (1) No request made through a Town Social Media site shall constitute a request under the Public Records Act. Any request for a public record shall be submitted to the Town and not through a Social Media site.

(o) To ensure compliance with this section and the Policy, the Town shall post on each Social Media Site that all Town business shall be conducted through the Town's website at www.colma.ca.gov.

(p) The Town reserves the right to terminate any Town Social Media site at any time without notice.

1.17.040 Comment Policy

(q) The Town of Colma is committed to serving the online community in a civil and unbiased manner. In order to streamline communication and to the extent feasible, Town Social Media sites will not allow direct comments or postings and the Town establishes its Social Media sites as non-public forums.

(r) In the event that a Social Media Site does not allow for the Town to restrict direct comments or postings, the Town disclaims liability for any direct comments or postings, and reserves the right to remove any direct comments or postings that contain any of the following:

- (1) Comments in support of or opposition to political campaigns or ballot measures;
- (2) Profane or obscene language or content;
- (3) Content that promotes, fosters, or perpetuates discrimination on the basis of ~~creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation~~ race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status;
- (4) Sexual content or links to sexual content;
- (5) Solicitations of commerce;
- (6) Conduct or encouragement of illegal activity;
- (7) Information that may tend to compromise the safety or security of the public or public systems;
- (8) Defamatory statements;

- (9) Content that violates a legal ownership interest, such as a copyright, of another party;
- (10) Threats of violence or injury to any person, property, or organization.

(s) Any Town staff member who finds content on a Town Social Media site that is potentially inappropriate or inconsistent with this Social Media Policy will notify his or her supervisor, who will consult with the City Manager and/or the City Attorney for direction on further handling of the potentially inappropriate or inconsistent content to ensure compliance with the Social Media Policy. The Town disclaims any and all responsibility and liability for any materials that the Town deems inappropriate for posting that cannot be removed in an expeditious and otherwise timely manner.

Town Social Media sites may contain content over which the Town has no control, including but not limited to, advertisements or hyperlinks. The Town does not endorse any hyperlink or advertisement on Town Social Media sites by the social media site's owners, vendors, or partners.

(t) For each Social Media Site subject to subsection (b) above, the Town shall post on the Social Media Site the following information:

- (1) "The Town of Colma reserves the right to remove postings or comments that violate the Town's Social Media Policy that can be found at www.colma.ca.gov in the Administrative Code, Chapter 1, Subchapter 17."

(u) The Town of Colma reserves the right to deny access to a Town Social Media site to any individual who violates the Town of Colma's Social Media Policy at any time, and without prior notice. Any denial of access or "blocking" from a Town Social Media site shall not be based on the viewpoint of the third party individual or entity who posted content to a Social Media site.

1.17.050 Code of Conduct for Town Employees

(v) All employees shall be provided with a copy of this Policy and be directed to familiarize themselves with it.

(w) Employees' use of Town Social Media sites for official business is governed by this Policy, as well as applicable Town Rules and Regulations. Disciplinary action, up to and including dismissal, may be imposed for violation of this Policy. If findings warrant, disciplinary action will be initiated in accordance with all relevant sections of the Town's Personnel Rules and Regulations.

ARTICLE 2. SEVERABILITY.

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

ARTICLE 3. NOT A CEQA PROJECT.

The City Council finds that adoption of this resolution is not a "project," as defined in the California Environmental Quality Act pursuant to CEQA Guideline 15061(b)(3) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

ARTICLE 4. EFFECTIVE DATE.

This resolution shall take effect immediately upon adoption.

Certification of Adoption

I certify that the foregoing Resolution No. 2019-_____ was duly adopted at a regular meeting of said City Council held on July 10, 2019 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 MEETING DATE: July 10, 2019
 SUBJECT: Value Based Code of Conduct

RECOMMENDATION

None. This item is for study only and staff is seeking City Council comments and feedback.

EXECUTIVE SUMMARY

On May 23, 2019 the City Council and Leadership Team participated in a team building exercise where the City Council's Value Based Code of Conduct (attachment A) was reviewed, and consideration given to revise and update the pledge each City Council Member makes towards one another each year.

After compiling the discussion and feedback given from the team building event, staff along with the Mayor have made revisions to the Value Based Code of Conduct (attachment B). Some of the proposed changes involve:

- Additional "In Practice" statements which focus on trust, support, communication and collaboration.
- Including the Leadership Team as part of the pledge.
- Changing the "In Practice" statements from "I" to "We."

Staff is seeking feedback and comments on the proposed changes. Once completed, staff will bring the Value Based Code of Conduct back to the City Council for consideration and adoption.

FISCAL IMPACT

None

BACKGROUND

In December 2009 the City Council adopted the Value Based Code of Conduct as a framework for day-to-day actions and decision-making by the City Council. Over multiple study sessions and discussion, the value-based code of conduct was created as a statement of important

values and the kinds of behaviors that demonstrate how those values are expressed. The emphasis is on the "do's" rather than the "don'ts."

There were three reasons for adopting a value-based code:

- 1) Encourage high standards of behavior by public officials;
- 2) Build public confidence in public officials; and
- 3) Provide a basis for decision-making.

It has been ten years since the adoption of the Value Based Code of Conduct and through discussions with the Mayor, staff felt it would be good to review and potentially edit the document ensuring it remains current, meets Council's goals and reflects their standards.

ANALYSIS

During the May 23, 2019 team building exercise with the City Council and Leadership Team reoccurring themes were discussed around the importance of trust, support, communication and collaboration. During the break out session, the City Council and staff were tasked with drafting statements that supported those values. There was also discussion between the City Council and Leadership Team around the importance of teamwork and how we should all be held to the same values and standards. This led to the inclusion of the Leadership Team to the Value Based Code of Conduct.

Synergy Learning Systems (facilitator of teambuilding exercise) compiled our statements and ideas from the team building exercise and are included in attachment C.

Staff along with the Mayor reviewed the existing Value Based Code of Conduct and without making too many revisions or edits to the original document, added an additional "In Practice" statement to each Value (Fairness, Honesty & Integrity, Responsibility, Vision and Respect). Each newly proposed "In Practice" statement in attachment B is highlighted in yellow and were sourced from statements in attachment C, also highlighted in yellow.

You will notice there was a focus on incorporating statements from the values of Trust, Support, Communication and Collaboration in attachment C, which were common discussion points and themes through the team building exercise.

The Leadership Team has reviewed the newly proposed Value Based Code of Conduct and their edits and changes have been incorporated. At this time staff is seeking feedback and comments on the newly proposed Value Based Code of Conduct.

Once all comments and feedback has been received, staff will bring the updated Value Based Code of Conduct back to the City Council for consideration and adoption.

Council Adopted Values

City Council is acting *responsibly* by reviewing and considering updating the Value Based Code of Conduct. The City Council is also being *visionary* by ensuring the Value Based Code of Conduct remains relevant and consistent the Council goals and standards.

CONCLUSION

Staff recommends the City Council review the newly proposed Value Based Code of Conduct and provide feedback and comments to staff. Once staff has received all comments and feedback, staff will bring the final document back to the City Council for consideration and adoption.

ATTACHMENTS

- A. City Council Value Based Code of Conduct
- B. Proposed City Council Value Based Code of Conduct
- C. Synergy Learning Systems – Value Statements from Team Building Exercise





**TOWN OF COLMA
CITY COUNCIL**

VALUE-BASED CODE OF CONDUCT

Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The purpose of this Code of Values is to promote and maintain the highest standards of personal and professional conduct in the Town's government. Because we seek public confidence in the Town's services and public trust of its decision-makers, the City Council adopts and pledges to follow this Value-Based Code of Conduct:

Fairness

As a representative of the Town of Colma, I am fair and impartial.

In practice:

- I support the public's right to know and promote meaningful public involvement.
- I treat all persons, claims and transactions in a fair and equitable manner.
- I make decisions based on the merits of the issue.

Honesty and Integrity

As a representative of the Town of Colma, I act with honesty and integrity.

In practice:

- I am prepared to make unpopular decisions when my sense of the public's best interest requires it.
- I take responsibility for my actions, even when it is uncomfortable to do so.
- I give credit to others for their contributions to moving our community's interests forward.

Responsibility

As a representative of the Town of Colma, I act in a responsible manner.

In practice:

- I do not use public resources, such as agency staff time, equipment, supplies or facilities, for private gain or personal purposes.
- I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.
- I come to meetings prepared.

Vision

As a representative of the Town of Colma, I look to the future when making decisions.

In practice:

- I promote intelligent and thoughtful innovation in order to forward the Town's policies and services.
- I consider the broader regional and statewide implications of the agency's decisions and issues.
- I understand change can be a stressful but necessary part of the innovative process.

Respect

As a representative of the Town of Colma, I respect my fellow officials, staff and the public.

In practice:

- I treat my fellow officials, staff and the public with patience, courtesy and civility, even when we disagree.
- I focus on the merits in discussions of issues, not personalities, character or motivations.
- I solicit and listen to the views of my fellow officials, staff and the public before making a decision.

Individual Member's Pledge

I affirm that I have read and understand this Code of Values, and I pledge to uphold these values.

Dated _____



**TOWN OF COLMA
CITY COUNCIL AND LEADERSHIP TEAM**

Attachment B

VALUE-BASED CODE OF CONDUCT

Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The purpose of this Code of Values is to promote and maintain the highest standards of personal and professional conduct in the Town's government. Because we seek public confidence in the Town's services and public trust of its decision-makers, the City Council and Leadership Team adopts and pledges to follow this Value-Based Code of Conduct:

Fairness

As representatives of the Town of Colma, we are fair and impartial.

In practice:

- We support the public's right to know and promote meaningful public involvement.
- We support each other in health, wellness, work-life balance, and foster mindfulness by treating each other with care and compassion.
- We treat all persons, claims and transactions in a fair and equitable manner.
- We make decisions based on the merits of the issue.

Honesty and Integrity

As representatives of the Town of Colma, we act with honesty and integrity.

In practice:

- We are prepared to make unpopular decisions when our sense of the public's best interest requires it.
- We take responsibility for our actions, even when it is uncomfortable to do so.
- We are open, honest and transparent in our communication.
- We acknowledge, recognize, give credit and trust each other for our contributions to moving the community's interests forward.

Responsibility

As representatives of the Town of Colma, we act in a responsible manner.

In practice:

- We do not use public resources, such as agency staff time, equipment, supplies or facilities, for private gain or personal purposes.
- We develop strong relationships with our community, and encourage collaboration with our residents, businesses, and fellow Town representatives and staff.
- We make decisions after prudent consideration of the financial impact, considering the long-term financial needs of the agency, especially its financial stability.
- We come to meetings prepared and ready to contribute thoughtfully.

Vision

As representatives of the Town of Colma, we look to the future when making decisions.

In practice:

- We promote intelligent and thoughtful innovation in order to forward the Town's policies and services.
- We endeavor to anticipate future needs and are adaptable and flexible when faced with unforeseen circumstances.
- We consider the broader regional and statewide implications of the agency's decisions and issues.
- We understand change can be a stressful but a necessary part of the innovative process.

Respect

As representatives of the Town of Colma, we respect one another and the public.

In practice:

- We treat one another and the public with patience, courtesy and civility, even when we disagree.
- We focus on the merits in discussions of issues, not personalities, character or motivations.
- We share our ideas freely, are open-minded and value others' ideas and opinions, and listen to suggestions before making a decision.
- We work to build trust with one another and the community to foster an inclusive, supportive and open environment.

Member's Pledge

We affirm that we have read and understand this Code of Values, and pledge to uphold these values.

City Council

Mayor, Joanne F. del Rosario

Vice Mayor, John Irish Goodwin

Council Member, Diana Colvin

Council Member, Helen Fisicaro

Council Member Raquel "Rae" Gonzalez

Leadership Team

City Manager, Brian Dossey

Chief of Police, Kirk Stratton

Administrative Services Director, Pak Lin

City Clerk, Caitlin Corley

Recreation Manager, Liz Tapia

Police Commander, Sherwin Lum

City Attorney, Chris Diaz

City Engineer, Cyrus Kianpour

Public Works Director, Brad Donohue

City Planner, Michael Laughlin

Dated _____



Trust

- We maintain trust and respect to foster an inclusive, supportive and open environment
- Council trusts staff and staff trusts council
- We trust each other enough to bring up difficult issues
- We forgive mistakes and use them as learning opportunities

Support

- We acknowledge, recognize and appreciate others
- We ask for and offer help when we see its needed
- We support each other in health, wellness and work life balance
- We support each other in mindfulness and being in the moment
- We treat each other with care and compassion

Visionary

- We anticipate future needs and are adaptable in areas of improvement
- We are all committed to reaching a common goal
- We have a common best interest
- We are always striving for excellence
- We are pro-active; we plan our work together, identify goals and take action
- We recognize and celebrate when goals are met

Communication

- We are open, honest and transparent in our communication
- Yes... And
- We use the skills of active listening
- We communicate what's not going well and engage in difficult conversations
- We are open-minded and value others ideas and opinions and are open to suggestions
- We share our ideas freely

Collaboration

- We explore and discover hidden talents in the team that are not currently being utilized
- We encourage collaboration within and outside our team
- We strive to collaborate everyday
- We develop relationships with community within the town hall, residents and businesses
- We engage in collaborative and innovative experiences with each other and in groups

