



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

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

**Wednesday, March 11, 2020
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATIONS

- Proclamation in Honor of Women's History Month - Sgt. Dawn Marchetti
- Introduction of New Administrative Technician Abigail Dometita

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 February 26, 2020 Regular Meeting.
2. Motion to Approve the Report of Checks Paid for February 2020.
3. Motion Accepting the 2019 Annual Report on the Implementation of the General Plan, Including the Housing Element.
4. Motion to Introduce the Following Ordinance by Title Only and Waive a Further Reading of the Ordinance: an Ordinance Amending Colma Municipal Code Subchapter 5.04 to Exceed the Minimum Building Code Standards for Building Electrification and EV Charging Infrastructure, and Set the Public Hearing Date for April 8, 2020.
5. Motion Accepting the Fiscal Year 2019-20 Mid-Year Financial Report Through December 31, 2019 and Authorizing a Copy to be Posted on the Town's Website.

NEW BUSINESS

6. ADULT HOLIDAY PARTY

Consider: Motion Directing the City Manager to: (1) Plan and Coordinate an Adult Holiday Event in December 2020; (2) Set the Participation Fee for the Adult Holiday Party at \$15 for Adults and \$10

for Seniors and Disabled; and (3) Plan and Coordinate the Annual Town Picnic for September 12, 2020.

STUDY SESSION

7. CALIFORNIA CARDROOM GAMING ASSOCIATION JOINT POWERS AGREEMENT

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, February 26, 2020

7:00 PM

CALL TO ORDER

Mayor John Irish Goodwin called the meeting to order at 7:01 p.m.

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

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, City Planner Michael Laughlin, and Administrative Technician Darcy De Leon were in attendance.

ADOPTION OF THE AGENDA

Mayor Goodwin asked if there were any changes to the agenda; Council Member Fisicaro requested to pull Item #3 from the consent calendar to be discussed after the approval of the consent calendar. He asked for a motion to adopt the agenda with the requested changes.

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

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin					✓
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

PRESENTATION

- Mayor John Irish Goodwin presented a proclamation to honor Silicon Valley Quilts of Valor, a non-profit organization that sews quilts to gift to veterans across the Bay Area.
- City Manager Brian Dossey presented the C.A.P.E. participants certificates of completion:
 - Robin Cohen
 - Charlie Day
 - Maureen O'Connor
 - Teena Rodriguez
 - Laura Walsh
 - Tom Walsh

- Chief of Police Kirk Stratton and Commander Lum introduced and swore in Community Service Officer Rickie Breaux and Sergeant Saul Guerrero.

There was a brief break from 7:22 p.m. to 7:27 p.m.

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:28 p.m. and seeing no one come forward to speak, he closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the February 13, 2020 Special Meeting.
2. Motion Accepting the Fiscal Year 2019-20 Quarterly Financial Report Through September 30, 2019 and Authorizing a Copy to be Posted on the Town’s Website.
3. [Pulled from Consent Calendar]
4. Motion to Adopt a Resolution to Establish Hourly Compensation for Intern and Student Aide Positions and Add to the Salary Schedule.
5. Motion to Adopt a Resolution Accepting Auditor’s Reports and Financial Statements for the Fiscal Year Ending June 30, 2019.

Action: Council Member Fiscaro moved to approve the Consent Calendar items #1, 2, 4, and 5; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin					✓
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

3. Motion to Adopt a Resolution Amending Subchapter 4.03 of the Colma Administrative Code, Relating to the Grants and Donations Policy.

Council Member Fiscaro had several questions about the proposed policy changes; she also requested that the timeline for conditional grantees to be shortened from 90 days to 60 days. Council discussion followed.

Action: Council Member Fiscaro moved Adopt a Resolution Amending Subchapter 4.03 of the Colma Administrative Code, Relating to the Grants and Donations Policy; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin					✓
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

NEW BUSINESS

6. HOUSING LAW UPDATE

City Attorney Christopher Diaz presented to Council. Mayor Goodwin opened the public comment period at 7:59 p.m. and seeing no one come forward to speak, he closed the public comment period. Council discussion followed.

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

STUDY SESSION

7. LAWNDALE BOULEVARD AND EL CAMINO REAL MEDIAN LANDSCAPING

Director of Public Works Brad Donohue presented staff report along with Reed Dillingham from Dillingham Associates. Mayor Goodwin opened the public comment period at 8:37 p.m. Residents Maureen O'Connor and Thomas Taylor made comments. Public comment was closed at 8:41 p.m. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular City Council Meeting will be on Wednesday, March 11, 2020 at 7pm here at Town Hall.

REPORTS

John Goodwin

Seton Hospital Town Hall Meeting, 2/8/20

Banfield Pet Hospital grand opening, 2/22/20

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

- Facebook Town Hall page was launched and now live
- El Camino Real Bicycle and Pedestrian Improvement Plan meetings on March 4, 5, & 6
- Neighborhood Watch meeting on March 3
- Shredding and Compost community event on March 7

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Goodwin adjourned the meeting at 9:02 p.m. in memory of Willie Healey, longtime resident and Linda Gotelli-Velarde, sister of Public Works Maintenance Supervisor Louis Gotelli.

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51211	2/4/2020	00004	AT&T	1/13/2020	C3-A/B-12-10-TS-01	1,668.19	1,668.19
51212	2/4/2020	00086	CITY OF BURLINGAME	1/29/2020	01/31/20 COUNCIL OF CITIES	130.00	130.00
51213	2/4/2020	00093	CITY OF SOUTH SAN FRANCISCO	1/22/2020	DISPATCH SERVICES	23,877.00	23,877.00
51214	2/4/2020	00110	DEPARTMENT OF TRANSPORTS	1/14/2020	SIGNALS & LIGHTING	822.95	822.95
51215	2/4/2020	00112	DEPARTMENT OF JUSTICE	1/6/2020	HR ACCOUNT #145931	81.00	81.00
51216	2/4/2020	00222	LEAGUE OF CA CITIES	1/13/2020	MEMBERSHIP DUES	1,148.00	1,148.00
51217	2/4/2020	00280	OFFICE DEPOT, INC.	1/24/2020	OFFICE SUPPLIES	147.97	147.97
51218	2/4/2020	00307	PACIFIC GAS & ELECTRIC	1/21/2020	PG&E	98.84	98.84
51219	2/4/2020	00311	PITNEY BOWES INC.	1/14/2020	#0012828896 POSTAGE METE	506.57	506.57
51220	2/4/2020	00649	DAVEY TREE EXPERT COMPAN	1/13/2020	TREE PRUNING COMMUNITY	1,680.00	1,680.00
51221	2/4/2020	01036	MANAGED HEALTH NETWORK	1/17/2020	EMPLOYEE ASSISTANCE PRG	99.20	99.20
51222	2/4/2020	01552	FORTE PRESS CORPORATION	1/24/2020	BUSINESS CARDS - SGT. SAI	229.95	229.95
51223	2/4/2020	01565	BAY CONTRACT MAINTENAN	1/23/2020	STRIP AND WAX ALL TILES C	450.00	450.00
51224	2/4/2020	01995	CELESTE, MIKE L.	1/29/2020	CARDROOM BACKGROUND	1,100.00	1,100.00
51225	2/4/2020	01997	CHAIX COMPANY	1/7/2020	REPAIR DAMAGED GUIDE RA	1,460.00	1,460.00
51226	2/4/2020	02398	ADVANCED BUSINESS FORM	1/10/2020	2,000 4-PT. PARKING CITATIO	675.31	675.31
51227	2/4/2020	02495	CROWE, MICHAEL	1/27/2020	01.27.20 DEPOSIT REFUND	300.00	300.00
51228	2/4/2020	02606	F. FERRANDO & CO.	1/16/2020	1500 COLMA BLVD. REMOVE	2,266.00	2,266.00
51229	2/4/2020	02637	Z.A.P. MANUFACTURING INC.	1/28/2020	36X6-1/2 "ETERNAL HOME PK	308.13	308.13
51230	2/4/2020	02697	VIGIL, SELINA	1/27/2020	01.27.20 DEPOSIT REFUND	220.00	220.00
51231	2/4/2020	02849	U.S. BANK PARS ACCOUNT, 6	2/1/2020	OPEB CONTRIBUTION	134,115.00	134,115.00
51232	2/4/2020	02935	EMCOR SERVICES-MESA ENE	1/13/2020	TROUBLESHOOT SERVER R	1,116.25	1,116.25
51233	2/4/2020	02970	PRODUCTIVE PRINTING & GR	1/13/2020	TROUBLESHOOT DAIKIN CEI	371.00	1,487.25
51234	2/4/2020	03061	NORTH BAY PETROLEUM	1/21/2020	BUSINESS CARDS JOHN GO	136.56	136.56
51235	2/4/2020	03208	AAA BUSINESS SUPPLIES & I	1/15/2020	PW GAS PURCHASES 1-15	338.87	338.87
51236	2/4/2020	03224	DECORATIVE PLANT SERVICE	1/22/2020	SUPPLES	79.23	79.23
51237	2/4/2020	03267	ACC BUSINESS	2/1/2020	MAINTENANCE GUARANTEEI	157.31	157.31
51238	2/4/2020	03318	DILLINGHAM ASSOCIATES	1/27/2020	ETHERNET ACCESS	674.58	674.58
51239	2/4/2020	03329	JAMES CACCIA PLUMBING IN	1/22/2020	DEC 2019 LAWDALE & EL C	2,957.50	2,957.50
2042020	2/4/2020	00282	CALIFORNIA PUBLIC EMPLOY	1/27/2020	1410B CANCELLATION REFU	287.00	287.00
				1/14/2020	MEDICAL INSURANCE	5,208.80	5,208.80
Sub total for TRI COUNTIES BANK:						182,711.21	

30 checks in this report.

Grand Total All Checks: 182,711.21

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51240	2/13/2020	00003	A. S. F. ELECTRIC	8190	2/3/2020	CCC RETROFIT 12 RECESSE	2,745.00
51241	2/13/2020	00013	ANDY'S WHEELS & TIRES	Jan 2020	1/31/2020	TIRE SERVICE	177.52
51242	2/13/2020	00038	BROADMOOR LUMBER & PLY	Jan 2020	1/31/2020	PW PURCHASES	62.12
51243	2/13/2020	00051	CALIFORNIA WATER SERVICE	01/28/2020	1/28/2020	WATER BILL	2,503.24
51244	2/13/2020	00057	CINTAS CORPORATION #2	Jan 2020	1/31/2020	CLEANING SERVICE	2,092.26
51245	2/13/2020	00093	CITY OF SOUTH SAN FRANCISCO	518007	1/28/2020	TRAFFIC SIGNAL MAINTENAN	750.00
51246	2/13/2020	00112	DEPARTMENT OF JUSTICE	419870	12/4/2020	PD ACCOUNT #140503	827.00
				413568	1/10/5190	PD ACCOUNT #140503	720.00
				407276	10/3/2019	PD ACCOUNT #140503	711.00
				425624	1/6/2020	PD ACCOUNT #140503	266.00
51247	2/13/2020	00130	EMPLOYMENT DEVELOPMENT	Oct - Dec 2019	2/5/2020	UNEMPLOYMENT INSURANC	1,962.00
51248	2/13/2020	00174	HOME DEPOT CREDIT SERV	12/30/19-01/29/2	1/30/2020	PW SUPPLY PURCHASES	637.62
51249	2/13/2020	00185	INTERNATIONAL ASSOCIATIO	0098763	12/4/2019	2020 MEMBERSHIP DUES K S	190.00
51250	2/13/2020	00188	IRVINE & JACHENS INC	3066	2/4/2020	#521E UNIFORM BADGE SILV	214.24
51251	2/13/2020	00254	METRO MOBILE COMMUNICA	200213	2/1/2020	MAINTENANCE CONTRACT	602.00
51252	2/13/2020	00307	PACIFIC GAS & ELECTRIC	01/24/2020	1/24/2020	PG&E	2,478.38
				01/30/2020	1/30/2020	0567147369-1 JSB S/O SERRA	204.17
51253	2/13/2020	00357	SIERRA DISPLAY, INC.	24965	11/5/2019	FBGT-6 24" 4 LOOP RED PRE	1,594.36
51254	2/13/2020	00365	SMCLETMA C/O BURLINGAME	2020 Membershi	2/3/2020	2020 MEMBERSHIP DUES R. I	125.00
51255	2/13/2020	00414	TERMINEX INTERNATIONAL	L393606586	2/13/2020	PEST CONTROL	216.00
				393606587	2/13/2020	601 F St.	70.00
51256	2/13/2020	00553	PACIFIC NURSERIES	SI-416816	2/5/2020	ANIGOZANTHOS FLAVIDUS, (166.81
51257	2/13/2020	00623	ARAMARK	Jan 2020	1/31/2020	UNIFORM SERVICE	432.00
51258	2/13/2020	00649	DAVEY TREE EXPERT COMP	A914292504	1/27/2020	TREE REMOVAL 464 D ST.	750.00
51259	2/13/2020	01037	COMCAST CABLE	Feb 2020	1/26/2020	8155 20 022 0094769 TOWN C	15,217.99
				02/02/20-03/01/2	1/27/2020	8155 20 022 0097069 INTERNI	295.06
				01/25-02/24 427	1/20/2020	8155 20 022 0097028 427 F ST	290.06
				01/25-02/24 Intel	1/20/2020	8155 20 022 0097051 Internet	290.06
				01/27-02/26 XFII	1/17/2020	8155 20 022 0002770 1520 HIL	10.94
51260	2/13/2020	01340	NAVIA BENEFIT SOLUTIONS	10232569	1/31/2020	SECTION 125 PARTICIPANT 8	675.00
51261	2/13/2020	01569	DARLING INGREDIENTS INC.,	10891840	1/25/2020	TRAP SERVICE	102.71
51262	2/13/2020	02082	VINCE'S OFFICE SUPPLY, INC	1623717	1/30/2020	OFFICE SUPPLIES	158.96
51263	2/13/2020	02144	DOMINIC A. DE LUCCA DBA	DIJan 2020	2/1/2020	TAE KWON DO	700.00
51264	2/13/2020	02155	OLD DOMINION BRUSH COMI	F6731585	8/27/2019	16" .040 POLY 21-161531	595.95

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51265	2/13/2020	02182	DALY CITY KUMON CENTER Dec 2019	2/6/2020	TUTORING	5,905.00	5,905.00
51266	2/13/2020	02183	EWING IRRIGATION PRODUC 8987944	1/25/2020	12IN .9 GPH 500FT, STAPLES	290.31	290.31
51267	2/13/2020	02190	GOGAN, REA Feb 5-6, 2020 R	2/7/2020	FEB 5-6, 2020 MILEAGE & TIP	38.79	38.79
51268	2/13/2020	02216	RAMOS OIL CO. INC. 675723	1/31/2020	PD GASOLINE PURCHASES 2	1,894.66	
			672853	1/10/2020	PD GASOLINE PURCHASES 1	1,639.51	
			674264	1/20/2020	PD GASOLINE PURCHASES 1	1,407.27	4,941.44
51269	2/13/2020	02499	GE CAPITAL INFORMATION 5058720056	2/1/2020	QUARTERLY COPY BILLING	406.48	406.48
51270	2/13/2020	02499	GE CAPITAL INFORMATION 103229880	1/27/2020	PD COPY MACHINE RENTAL	274.44	
			103235408	1/29/2020	REC COPY MACHINE RENTAL	274.44	548.88
			42804	1/30/2020	REMOVE & REPLACE DAMAG	2,828.00	
			42806	1/30/2020	REMOVE & REPLACE DAMAG	2,256.00	
			42805	1/30/2020	REMOVE AND REPLACE DAM	1,692.00	
			Feb 5, 2020	2/6/2020	COOKING CLASSES	400.00	6,776.00
51272	2/13/2020	02623	BLOEBAUM, CYNTHIA			400.00	400.00
51273	2/13/2020	02660	FEISTER, WILLIAM J.	01/07/20	01/07/20 POLICE OFFICER PF	450.00	450.00
51274	2/13/2020	02799	WAVE 103745301-0007	1/31/2020	RIMS INTERNET W/SSF	400.00	400.00
51275	2/13/2020	02827	CORODATA SHREDDING, INC. RS3147443	1/31/2020	STORAGE, PICKUP/DELIVER	53.41	53.41
51276	2/13/2020	02935	EMCOR SERVICES-MESA ENE013539497	2/4/2020	1198 EL CAMINO JAN 1-APRIL	4,800.00	
			013539493	2/4/2020	1199 EL CAMINO HVAC PREV	2,766.50	
			013539081	1/31/2020	NEW EVIDENCE CABINET VE	1,918.00	
			013539492	2/4/2020	1520 HILLSIDE BLVD. HVAC P	1,800.00	
			013539496	2/4/2020	1180 EL CAMINO HVAC PREV	1,680.00	
			013539495	2/4/2020	1500 HILLSIDE BLVD. HVAC P	733.33	
			013539494	2/4/2020	427 F STREET HVAC PREVEN	363.33	14,061.16
51277	2/13/2020	03003	WARWICK CONSTRUCTION II 1388B Refund C	2/5/2020	1388B C&D REFUND (10/2019)	1,487.50	1,487.50
51278	2/13/2020	03015	U.S. BANK CORPORATE PMT 01/22/20 ABELL	1/22/2020	CREDIT CARD PURCHASE	1,110.65	
			01/22/20 Lin	1/22/2020	CREDIT CARD PURCHASE	616.58	
			01/22/20 De Leo	1/22/2020	CREDIT CARD PURCHASE	573.50	
			01/22/20 Corley	1/22/2020	CREDIT CARD PURCHASE	114.63	
			01/22/20 Jordan	1/22/2020	CREDIT CARD PURCHASE	60.00	2,475.36
51279	2/13/2020	03061	NORTH BAY PETROLEUM 2121374	1/31/2020	PW GAS PURCHASES	259.35	259.35
51280	2/13/2020	03125	REY-COLOMBO, INC. 1933	2/5/2020	02/05/20 LUNCH FOR 45	543.45	543.45
51281	2/13/2020	03173	PLAN JPA PLAN-2019-344	12/4/2019	CLAIMS	3,387.75	3,387.75
51282	2/13/2020	03262	FEHR & PEERS Nov 2019	1/10/2020	BIKE PEDESTRIAN IMPROVEI	6,711.35	6,711.35

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51283	2/13/2020	03281	GACHINA LANDSCAPE MANA(F176435	2/1/2020	MAINTENANCE CONTRACT	13,398.93	
			F176033	1/31/2020	WORK ORDER	880.04	
			F176035	1/31/2020	WORK ORDER	696.00	
			F176032	1/31/2020	WORK ORDER	586.70	
			F176034	1/31/2020	WORK ORDER	235.00	15,796.67
51284	2/13/2020	03330	Dec 2019	12/31/2019	DEC 2019 POLYGRAPH SERV	300.00	300.00
51285	2/13/2020	03331	40053P Refund (2/6/2020	40053P REFUND DOJ FEE OV	2.00	2.00
51286	2/13/2020	03332	37058P Refund (2/11/2020	37058P REFUND DOJ FEE OV	2.00	2.00
51287	2/13/2020	03333	40157P Refund (2/6/2020	40157P REFUND DOJ FEE OV	49.00	49.00
Sub total for TRI COUNTIES BANK:						104,119.35	

48 checks in this report.

Grand Total All Checks: 104,119.35

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51288	2/14/2020	01164	STATE OF CALIFORNIA; FRAN02142020 B	2/14/2020	STATE - WAGE GARNISHMEN	1,241.97	1,241.97
51289	2/14/2020	01340	NAVIA BENEFIT SOLUTIONS 02142020 B	2/14/2020	DEPENDENT CARE: PAYMEN	589.69	
			02142020 B	2/14/2020	FLEX 125 PLAN: PAYMENT	473.46	1,063.15
51290	2/14/2020	01375	NATIONWIDE RETIREMENT S02142020 B	2/14/2020	NATIONWIDE: PAYMENT	4,350.00	
			02142020 M	2/14/2020	NATIONWIDE: PAYMENT	950.00	5,300.00
51291	2/14/2020	02377	CALIFORNIA STATE DISBURS02142020 B	2/14/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94123	2/14/2020	00521	UNITED STATES TREASURY 02142020 M	2/14/2020	FEDERAL TAX: PAYMENT	911.05	911.05
94124	2/14/2020	01360	VANTAGE TRANSFER AGENT;02142020 M	2/14/2020	ICMA CONTRIBUTION: PAYME	464.42	464.42
94125	2/14/2020	00631	P.E.R.S. 02142020 M	2/14/2020	PERS MISC NON-TAX: PAYME	660.21	660.21
94126	2/14/2020	00282	CALIFORNIA PUBLIC EMPLOY02142020 M	2/14/2020	FEBRUARY 2020 ACTIVE PRE	7,498.96	7,498.96
94127	2/14/2020	00130	EMPLOYMENT DEVELOPMEN02142020 B	2/14/2020	CALIFORNIA STATE TAX: PAY	13,244.95	13,244.95
94128	2/14/2020	00521	UNITED STATES TREASURY 02142020 B	2/14/2020	FEDERAL TAX: PAYMENT	60,329.92	60,329.92
94129	2/14/2020	00631	P.E.R.S. 02142020 B	2/14/2020	PERS - BUYBACK: PAYMENT	42,596.94	42,596.94
94130	2/14/2020	01360	VANTAGE TRANSFER AGENT;02142020 B	2/14/2020	ICMA CONTRIBUTION: PAYME	4,967.17	4,967.17
94131	2/14/2020	00282	CALIFORNIA PUBLIC EMPLOY02142020 B	2/14/2020	FEBRUARY 2020 ACTIVE PRE	68,346.55	68,346.55
94132	2/14/2020	00068	COLMA PEACE OFFICERS' 02142020 B	2/14/2020	COLMA PEACE OFFICERS: P/	554.90	554.90

Sub total for TRI COUNTIES BANK:

208,051.57

14 checks in this report.

Grand Total All Checks:

208,051.57

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51292	2/19/2020	00020	ASSOCIATED SERVICES INC	120015684	1/30/2020	DBL CAPACITY WATER FILTE	96.22
51293	2/19/2020	00057	CINTAS CORPORATION #2	Jan 2020	1/31/2020	OUTSIDE & INSIDE MATS AT	342.64
51294	2/19/2020	00112	DEPARTMENT OF JUSTICE	431442	2/5/2020	PD ACCOUNT #140503	177.00
51295	2/19/2020	00213	STRATTON, KIRK	Feb 11, 2020 Re	2/11/2020	02/11/20 8-BALL ASSOCIATIOI	30.00
51296	2/19/2020	00280	OFFICE DEPOT, INC.	436393359001	1/30/2020	OFFICE SUPPLIES	239.01
				439725666001	2/6/2020	OFFICE SUPPLIES	69.19
51297	2/19/2020	00293	PENINSULA CONFLICT RESOIF	FY 2019/2020 G	10/31/2019	FY 2019/2020 COUNCIL APPR	1,380.00
51298	2/19/2020	00307	PACIFIC GAS & ELECTRIC	02/10/2020	2/10/2020	PG&E	2,932.57
51299	2/19/2020	00339	SALVADOR, FEM	2001836.003	2/4/2020	02.04.20 DEPOSIT REFUND	300.00
51300	2/19/2020	00388	SONITROL	1346744	2/4/2020	MONTHLY MONITORING	1,109.81
51301	2/19/2020	00411	TURBO DATA SYSTEMS	31830	1/31/2020	CITATION PROCESSING	438.93
51302	2/19/2020	00412	TELECOMMUNICATIONS ENG	46400	2/10/2020	Facilities Mgmt & Maintenance	1,328.00
51303	2/19/2020	00414	TERMINEX INTERNATIONAL L	17380706	2/18/2020	TERMITE BAITING SERVICE F	384.00
51304	2/19/2020	00830	STAPLES BUSINESS CREDIT	1627476089	1/25/2020	OFFICE SUPPLIES	317.91
51305	2/19/2020	01414	VERANO HOMEOWNERS ASS3		3/1/2020	VERANO OWNERS ASSOCIAT	335.00
51306	2/19/2020	01687	UNITED SITE SERVICES OF	114-9784208	1/24/2020	STANDARD AND REGULAR SI	160.24
51307	2/19/2020	02216	RAMOS OIL CO. INC.	676153	1/31/2020	RECREATION GASOLINE PUF	52.24
51308	2/19/2020	02317	CUS, ERIN	12/21/19-02/08/2	2/10/2020	BOOT CAMP FITNESS	700.00
51309	2/19/2020	02352	GUTIERREZ, IMELDA	2001834.003	2/3/2020	02.03.20 DEPOSIT REFUND	300.00
				2001833.003	2/3/2020	02.03.20 DEPOSIT REFUND	60.00
				2001837.003	2/6/2020	02.06.20 DEPOSIT REFUND	50.00
51310	2/19/2020	02477	RANGEL, VICTOR	505875006	2/1/2020	COPY FEES	579.80
51311	2/19/2020	02499	GE CAPITAL INFORMATION	5199	1/31/2020	FIRST CHANCE PROGRAM	3,180.60
51312	2/19/2020	02566	STARVISTA	20632	2/1/2020	FIRE ALARM MONITORING	480.00
51313	2/19/2020	02787	AECO SYSTEMS, INC.	20624	2/1/2020	FIRE & BURGLAR PANIC ALAI	525.00
				21614	2/11/2020	REPLACE BATTERY	189.32
51314	2/19/2020	02793	DITO'S MOTORS	21629	2/13/2020	SERVICE	122.70
				21626	2/13/2020	SERVICE	28.00
51315	2/19/2020	02822	MORENO, EMELY	2001840.003	2/10/2020	02.10.20 DEPOSIT REFUND	50.00
51316	2/19/2020	02829	CARDOSA, MARIAN	2001839.003	2/10/2020	02.10.20 DEPOSIT REFUND	300.00
51317	2/19/2020	02888	WEST BAY ALANO CLUB	FY 2019/2020 G	1/16/2020	COUNCIL APPROVED GRANT	2,500.00
51318	2/19/2020	03018	ROMERO, AVA	2001838.003	2/10/2020	02.10.20 VALENTINE'S DAY C	10.00
51319	2/19/2020	03022	RANGEL, LAURA	2001841.003	2/10/2020	02.10.20 DEPOSIT REFUND	50.00
51320	2/19/2020	03034	FLEX ADVANTAGE	March 2020	2/19/2020	HEALTH REIMBURSEMENT AI	52,336.34

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51321	2/19/2020	03106	CALDERON, MICHAEL	2/3/2020	02.03.20 DEPOSIT REFUND	50.00	50.00
51322	2/19/2020	03184	FLYNN, FIONA	2/18/2020	YOGA	690.00	690.00
51323	2/19/2020	03334	AT&T MOBILITY NATIONAL	1/2/2020	Dec 17, 2019 - Jan 2, 2020 Wir	1,691.79	1,691.79
51324	2/19/2020	03335	SAN MATEO COUNTY FLOOD	2/10/2020	FY 19-20 START-UP FUNDING	25,000.00	25,000.00
51325	2/19/2020	03336	SAVAGE TRAINING GROUP	2/13/2020	04.24.20 COMMUNICATION S	675.00	675.00
Sub total for TRI COUNTIES BANK:						98,781.31	

34 checks in this report.

Grand Total All Checks: 98,781.31

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51326	2/25/2020	00004	AT&T	2/13/2020	C3-A/B-12-10-TS-01	1,636.02	1,636.02
51327	2/25/2020	00051	CALIFORNIA WATER SERVICE	2/12/2020	1727052702 JSB ACROSS FR	73.99	73.99
51328	2/25/2020	00117	DELTA DENTAL OF CALIFORNIA	3/1/2020	DENTAL INSURANCE	13,362.20	13,362.20
51329	2/25/2020	00181	IEDA	2/1/2020	LABOR RELATIONS CONSULT	1,469.00	1,469.00
51330	2/25/2020	00254	METRO MOBILE COMMUNICA	2/18/2020	KENWOOD KMC-72W REMO1	805.05	805.05
51331	2/25/2020	00307	PACIFIC GAS & ELECTRIC	2/10/2020	0512181543-4 LIGHTS & SIGN	2,061.76	2,061.76
51332	2/25/2020	00364	SMC SHERIFF'S OFFICE	1/31/2020	LAB FEES	2,178.00	2,178.00
51333	2/25/2020	00534	SMC INFORMATION SERVICE	1/15/2020	MICRO CHANNEL & LINES	667.12	667.12
51334	2/25/2020	00553	PACIFIC NURSERIES	2/7/2020	GAZANIA DAYBREAK MIX, CC	127.00	127.00
51335	2/25/2020	00614	DENINA, PERLA	2/18/2020	02.18.20 DEPOSIT REFUND	50.00	50.00
51336	2/25/2020	00623	ARAMARK	1/31/2020	FIRST AID SUPPLIES TOWN F	130.32	130.32
					FIRST AID SUPPLIES PD	65.20	
					FIRST AID SUPPLIES CORP Y	65.20	
					FIRST AID SUPPLIES COMM	65.20	
					FIRST AID SUPPLIES STERLII	65.20	
51337	2/25/2020	01030	STEPFORD, INC.	1/29/2020	MONTHLY SERVICE CONTRA	5,622.00	391.12
51338	2/25/2020	01036	MANAGED HEALTH NETWORK	3/1/2020	EMPLOYEE ASSISTANCE PRO	99.20	5,622.00
51339	2/25/2020	01037	COMCAST CABLE	2/7/2020	8155 20 022 0096715 601 F ST	110.06	99.20
					8155 20 022 0188769 HD TECI	55.19	
51340	2/25/2020	01565	BAY CONTRACT MAINTENAN	2/10/2020	JANITORIAL SERVICES	165.25	165.25
51341	2/25/2020	01629	R. J. RICCIARDI INC., CPAS	1/31/2020	AUDIT SERVICES	10,663.93	10,663.93
51342	2/25/2020	01643	AUSTRIA, HELEN	2/20/2020	02.20.20 DEPOSIT REFUND	8,130.00	8,130.00
					02.20.20 DEPOSIT REFUND	350.00	
51343	2/25/2020	01653	KAISER FOUNDATION HEALTH	2/20/2020	02.20.20 DEPOSIT REFUND	300.00	650.00
51344	2/25/2020	02224	STANDARD INSURANCE COM	2/20/2020	HEALTH & SAFETY SERVICE	721.00	721.00
51345	2/25/2020	02443	SUN RIDGE SYSTEMS, INC.	2/13/2020	LIFE INSURANCE	215.00	215.00
51346	2/25/2020	02788	LUNA-SEVILLA, MARGARET-R35	2/18/2020	10.01.19-09.30.20 RIMS ANNU	17,578.00	17,578.00
51347	2/25/2020	02829	CARDOSA, MARIAN	2/21/2020	ZUMBA CLASSES	150.00	150.00
51348	2/25/2020	02935	EMCOR SERVICES-MESA ENE	2/18/2020	02.18.20 DEPOSIT REFUND	300.00	300.00
					FEB 4-5, 2020 HEATING ISSU	1,039.00	
					JAN 28-29, 2020 UNIT C REPL	798.95	
51349	2/25/2020	02970	PRODUCTIVE PRINTING & GR	2/20/2020	BLUE CASE CARDS	136.56	1,837.95
51350	2/25/2020	03034	FLEX ADVANTAGE	1/31/2020	FLEX PROCESSING FEES	175.00	136.56
51351	2/25/2020	03060	PREFERRED ALLIANCE, INC.	12/31/2019	PRE-EMPLOYMENT	42.00	175.00
51352	2/25/2020	03191	MAZE & ASSOCIATES	1/31/2020	ACCOUNTING SERVICES	1,920.00	42.00
							1,920.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51353	2/25/2020	03208	AAA BUSINESS SUPPLIES & IN2128485-0	2/18/2020	SUPPLIES	176.66	176.66
51354	2/25/2020	03273	THE HOME DEPOT PRO 535188791	2/11/2020	TURKISH RECYCLEABLE TOI	1,109.22	
			535882823	2/14/2020	C.S. C2 500 DEGRESR CLNR	257.45	1,366.67
51355	2/25/2020	03334	AT&T MOBILITY NATIONAL AC287296200335X	2/2/2020	Dec 17, 2019 - Jan 2, 2020 Wfir	1,235.89	1,235.89
51356	2/25/2020	03337	SAN FRANCISCO GIANTS BASE June 25, 2020	2/18/2020	50 LOWER BOX 129, ROWS 3	2,003.50	2,003.50
51357	2/25/2020	03338	SYNAPSE TECHNOLOGIES, IN 1327	2/18/2020	LASERFICHE LICENSE & LSA	36,071.21	36,071.21
51358	2/25/2020	03339	RAMIREZ, ALEJANDRO 2001845.003	2/18/2020	02.18.20 DEPOSIT REFUND	50.00	50.00
Sub total for TRI COUNTIES BANK:						112,131.08	

33 checks in this report.

Grand Total All Checks: 112,131.08

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51359	2/25/2020	00020	ASSOCIATED SERVICES INC	120020281	2/1/2020	RENTAL	40.00
				120020280	2/1/2020	Spring Water 5 Gal	9.00
51360	2/25/2020	00432	VISION SERVICE PLAN	808783899	2/19/2020	VISION SERVICE PLAN	1,132.12
51361	2/25/2020	00955	DIVISION OF THE STATE	Oct - Dec 2019	2/24/2020	DISABILITY ACCES & EDUCA	31.20
				April - June 2019	2/24/2020	DISABILITY ACCES & EDUCA	9.20
				July - Sept 2019	2/24/2020	DISABILITY ACCES & EDUCA	7.20
Sub total for TRI COUNTIES BANK:							1,228.72

3 checks in this report.

Grand Total All Checks: 1,228.72

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51362	2/28/2020	00047	02282020 B	2/28/2020	CLEA: PAYMENT	196.00	196.00
51363	2/28/2020	01340	02282020 B	2/28/2020	DEPENDENT CARE: PAYMENT	589.69	
			02282020 B	2/28/2020	FLEX 125 PLAN: PAYMENT	473.46	1,063.15
51364	2/28/2020	01375	02282020 B	2/28/2020	NATIONWIDE RETIREMENT S:02282020 B	4,550.00	4,550.00
51365	2/28/2020	02224	02282020 B	2/28/2020	STANDARD INSURANCE COM:02282020 B	625.50	625.50
51366	2/28/2020	02377	02282020 B	2/28/2020	CALIFORNIA STATE DISBURS:02282020 B	871.38	871.38
94135	2/28/2020	00130	02282020 B	2/28/2020	EMPLOYMENT DEVELOPMEN:02282020 B	12,290.35	12,290.35
94136	2/28/2020	00521	02282020 B	2/28/2020	UNITED STATES TREASURY	56,784.04	56,784.04
94137	2/28/2020	00631	02282020 B	2/28/2020	P.E.R.S.	43,002.41	43,002.41
94138	2/28/2020	01360	02282020 B	2/28/2020	VANTAGE TRANSFER AGENT:02282020 B	4,990.23	4,990.23
94139	2/28/2020	00068	02282020 B	2/28/2020	COLMA PEACE OFFICER'S	554.90	554.90
Sub total for TRI COUNTIES BANK:							124,927.96

10 checks in this report.

Grand Total All Checks: 124,927.96



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 Jonathan Kwan, Associate Planner
 VIA: Brian Dossey, City Manager
 MEETING DATE: March 11, 2020
 SUBJECT: 2019 General Plan and Housing Element Annual Report

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE 2019 ANNUAL REPORT ON THE IMPLEMENTATION OF THE GENERAL PLAN, INCLUDING THE HOUSING ELEMENT

EXECUTIVE SUMMARY

Each year, the Town is required to submit an annual report on the implementation of the General Plan and Housing Element to the State. Prior to staff sending the report to the state, the City Council must accept the report.

FISCAL IMPACT

The preparation of the 2019 Annual Report on the status of implementation of the General Plan and Housing Element does not have an impact on the Town's adopted budget.

BACKGROUND

California Government Code Section 65400 requires that an Annual Report be prepared that details the status of implementation of the General Plan and the Housing Element. This report is to be submitted to the City Council, the Governor's Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD) before April 1 each year.

ANALYSIS

The Colma General Plan was adopted in 1999. Some policies are quite outdated and are evidence of our need for a General Plan update. However, many of the policies still apply. The discussion below highlights actions that have been taken in 2019 with regard to each element:

Housing Element

The following list summarizes the highlights of the Housing Element:

- The construction of the 66-unit veteran's affordable housing project was completed and occupied in 2019. The project completion satisfies the low and very low affordable housing production goal for the 8-year Housing Element cycle.
- The only housing category where Colma has not produced any units is in the moderate category.
- The last of the B Street homes received a certificate of occupancy in March of 2019.
- Colma continues to provide funding to programs such as the Human Investment Project, and Lifemoves as discussed in the Housing Element.
- Colma approved a loan to HEART for approximately \$225,000.00 of uncommitted affordable housing development impact fees for the purpose of initiating affordable housing projects throughout San Mateo County. The funds will remain with the Town until the Town is approached with a proposal from HEART for the use of the funds.
- The number of section 8 units in the Town increased from 8 to 68 units in 2019 with the completion of the Colma Veteran's Village project.

Additional information about Housing Element compliance can be found in Tables B and D of the attached Annual Progress Report.

Circulation Element

No policy implementation occurred this year on the General Plan Circulation Element. However, the Town completed a Systemic Safety Analysis Report to identify safety improvements and the Serramonte Collins Master Plan in 2019. The Town is moving forward with improvement plans for Mission Road. Construction is anticipated to begin in Spring 2020. In addition, the Town is preparing a Bicycle and Pedestrian plan for El Camino Real, which is anticipated to be complete in late 2021.

Land Use Element

No policy implementation occurred this year on the General Plan Land Use Element.

Open Space and Conservation Element

The Town renovated the Sterling Park Playground which completed in 2019. In addition, the Town was certified as a Tree City for a second year and will continue to apply for Tree City status in 2020.

Noise Element

No policy implementation occurred this year on the General Plan Noise Element.

Safety Element

No policy implementation occurred this year on the General Plan Safety Element.

Historical Resources Element

No policy implementation occurred this year on the General Plan Historical Resources Element.

2023-2031 Housing Element

Separate from the 2040 General Plan Update, the Town is required to update the Housing Element for the 2023-2031 housing cycle (6th Cycle) by December 2022. Based on the Regional Housing Needs Assessment (RHNA) allocations in other parts of the State, Staff is anticipating the RHNA allocation to be double of the last RHNA allocation. Staff is also anticipating that job-rich and transit-rich communities will receive higher allocations. Below is the anticipated schedule for the 2023-2031 Housing Element Update:

- Spring 2020 - HCD releases number for the region
- May 2020 - Draft Blueprint (which may affect RHNA allocations)
- July 2020 - Draft methodology / hints at allocations
- Sep 2020 - Final Blueprint
- March 2021 - Final methodology / draft allocations
- Sep 2021 - Final allocations
- Dec 2022 - Housing Elements due

Council Adopted Values

The Annual Report on the General Plan complies with the Council's commitment to ***Responsibility*** through the periodic review of the implementation of adopted policies and programs.

Sustainability Impact

A motion to accept the 2019 annual report on the implementation of the general plan will have no impact on sustainability.

Alternatives

The City Council could take no action. Doing so is not recommended, however, because the Town would not be in compliance with the requirements of Government Code Section 65400 to submit an annual report.

CONCLUSION

Staff recommends that the City Council, by motion, accept the 2019 Annual Report on the status of Implementation of the General Plan and Housing Element.

ATTACHMENTS

- A. 2019 Annual Element Progress Report, Tables A-G

Jurisdiction	Colma	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	20				31						31	
	Non-Deed Restricted												
Low	Deed Restricted	8				34						34	
	Non-Deed Restricted												
Moderate	Deed Restricted	9											9
Above Moderate	Non-Deed Restricted	22			6	4						10	12
Total RHNA		59											
Total Units					6	69						75	21

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Colma	
Reporting Year		2019 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.1 Manufactured Housing Design Standards	Allows for construction of single family residences at lower costs, thereby <u>reducing the cost of housing.</u>	Ongoing.	Ordinance 720 adopted in 2013. Planning Department is responsible for making developers aware of this provision.
Program 1.2 General Plan Consistency Review and Annual Report	Increase awareness to decision makers of annual progress toward meeting Housing Element Goals.	Ongoing.	Continue internal consistency review annually and make report available to the public.
Program 2.1 Second Unit Ordinance	To increase the number of second dwelling units; and To encourage the development of second units in areas of the town where they are permitted or conditionally permitted (C and R zones).	Ongoing.	Accessory Dwelling Unit Ordinance adopted in 2017. Planning Department is responsible for providing information to prospective developers in areas where second units are permitted.
Program 3.1 Planned Development Districts and Mixed Use.	To optimize the use of developable land to maximize the General Plan density of each developable site; and To allow for implementation of Density Bonus provisions when appropriate.	Ongoing.	Planning Department is responsible for the review of planned development applications. City Council is responsible for the adoption of planned development rezones.
Program 3.2 Density Bonus Provisions for Affordable Housing.	To increase the supply of housing units through the use of density bonus provisions.	Ongoing.	Density Bonus Ordinance Adopted in 2005. Planning Department continues to make developers aware of density bonus provisions.
Program 3.3 High-Density Housing Near Colma and South San Francisco BART Stations.	To facilitate the development of housing units and affordable housing units in proximity to the BART station.	Ongoing.	Ongoing provision of information to prospective property buyers
Program 3.4 Planner Responsibility to Promote Affordable Housing and Mixed-Use.	To assist in the development of affordable units	Ongoing.	Ongoing implementation of existing program.
Program 3.5 Planned Development Zoning Provisions for Single Family Attached Development.	To optimize the use of developable land to maximize the General Plan density of each developable site; and To allow for implementation of Density Bonus provisions when appropriate.	Ongoing.	Ongoing enforcement of existing ordinance and standards.
Program 3.6 Ensure No Net Loss of Required Units.	To assure that all units identified in the Housing Element will be built on <u>designated sites or alternative sites.</u>	Ongoing.	Ongoing provision of information to developers and enforcement of the no net loss provision.
Program 3.7 Inclusionary Housing.	To create new affordable housing units <u>both for rent and for sale.</u>	Complete. .	Inclusionary Housing Ordinance adopted in 2005. <u>Nexus Study and Housing Impact Fees adopted 2016</u>
Program 4.1 Reasonable Accommodations Ordinance Public Information, Ordinance Amendment and Monitoring	To assure that reasonable accommodation is made for individuals to have equal access to housing.	Ongoing.	Town amended ordinance in 2007. The Planning Department continues to monitor the implementation of the Town's codes, policies and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions and all fair housing laws.
Program 4.2 Senior Housing.	To maintain affordable housing for seniors <u>within the community.</u>	Ongoing.	Town of Colma Administration and the Department of Public Works responsible for <u>maintenance/management of the facility.</u>
Program 4.3 Emergency Shelters.	Allowance for an emergency shelter	Ongoing.	Planning Department responsible for advising a potential developer of an emergency shelter of the zoning provisions. Building Department responsible for processing <u>building permit.</u>
Program 4.4 Inform local developers of opportunities to provide transitional and <u>supportive housing.</u>	Allowance for transitional and supportive housing	Ongoing.	Planning Department is continuing to provide information regarding the Town's transitional and supportive housing opportunities to local developers through counter handouts and interactions. Information is also on the Town's website.
Program 4.5 Amend the Zoning Code within one year of adoption of the Colma Housing Element to clarify that transitional and supportive housing is considered a residential use of the property, subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.	Allowance for transitional and supportive housing in residential zones	Ongoing.	Municipal Code amended in 2013. Planning Department to inform those that make inquiries to the Planning Department of the provisions.
Program 4.6. Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.	To assure that equal access and opportunities are provided to persons with disabilities for housing.	Ongoing.	-
Program 5.1 Knowledgeable Housing Referral.	To assure that referrals can be made to provide equal access to housing.	Ongoing.	Planning Department is responsible for the ongoing management of the existing program.

Jurisdiction	Colma
Reporting Period	2019 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Michael P. Laughlin, City Planner, CSG Consultants
Jonathan Kwan, Associate Planner, CSG Consultants
VIA: Brian Dossey, City Manager
MEETING DATE: March 11, 2020
SUBJECT: Introduction of Reach Code Ordinance

RECOMMENDATION

Staff recommends that the City Council take the following actions:

(1) Introduce the following ordinance by title only and waive a further reading of the ordinance:

AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SUBCHAPTER 5.04 TO EXCEED THE MINIMUM BUILDING CODE STANDARDS FOR BUILDING ELECTRIFICATION AND EV CHARGING INFRASTRUCTURE

(2) Set the public hearing date for April 8, 2020.

EXECUTIVE SUMMARY

At the direction of the City Council, staff has prepared an Ordinance which amends the Building Code to exceed State standards by requiring higher levels of building electrification and Electric Vehicle (EV) charging infrastructure for new construction to reduce greenhouse gas (GHG) emissions. The amendments affect commercial and non-commercial properties differently as noted in the staff report.

FISCAL IMPACT

None. The ordinance would only apply to the construction of new buildings and not remodels or tenant improvements. The Town does not benefit financially directly or indirectly from the codes applied to new construction.

BACKGROUND

The Town recently adopted the 2019 California building codes. Unless further amended, these codes will remain in effect for the next three years.

At the October 9, 2019 City Council meeting, the Council directed the City Manager to sign a letter of intent to Peninsula Clean Energy (PCE), agreeing to participate in a model Reach code development process to reduce GHG emissions and help the Town meet climate-related state mandates such as Senate Bill 32 (SB 32).

SB 32 is a state mandate that requires jurisdictions in California, including the Town, to reduce emissions by 40% below 1990 levels (or 51% below 2005 levels) by 2030. According to the 2016 GHG inventory, the majority of the Town's GHG emissions, over 95%, are accounted for in the energy usage and transportation sectors. In order to comply with SB 32, the Town must reduce GHG emissions significantly in those two sectors.

Residents and businesses in the Town receive electricity from Peninsula Clean Energy (PCE,) which procures 50 percent renewable energy and 90 percent greenhouse gas (carbon) free electricity at a cost slightly less than PG&E. This creates a significant Reach Code opportunity to reduce future GHG emissions in new buildings by discouraging or eliminating the use of natural gas. This can be accomplished by incentivizing and/or requiring new buildings to use more electric appliances to utilize the clean renewable electricity available rather than natural gas. PCE has a goal to be 100 percent greenhouse gas free by 2021, which would mean all new all-electric buildings and all EVs that are recharged with this electricity would be GHG free by 2021. This maximizes the use of clean and renewable energy currently available and would significantly reduce GHG emissions from the energy usage and transportation sectors.

It is also important to note that as the State and region quickly move toward renewable energy, future regulation will likely require electrification of buildings, particularly through retrofit requirements. Addressing electrification now for new buildings avoids hardships and costs for building owners in the future. The state is already requiring that power providers achieve 100 percent greenhouse gas (carbon) free electricity by 2045 (Senate Bill 100).

ANALYSIS

The proposed Reach codes were developed from PCE's model Reach codes. Staff considered the feasibility, cost-effectiveness, and significant greenhouse gas reductions (providing the greatest environmental benefit) of the Reach codes.

The proposed Reach codes only apply to new construction and do not affect additions and remodels. As the City Council is aware, Colma has very little available land for new developments. There are only two small sites by the BART station available for a few multi-family units, and only one single-family homesite. The proposed Reach codes would only affect the new construction or the complete redevelopment of existing buildings on commercial properties. The Reach codes may not apply to a significant number of new buildings.

Electrical Vehicle (EV) Charging Infrastructure

The proposed Reach code to be adopted by the Town will add new definitions for Electric Vehicle Charging Station, Level 1 EV Ready Space, and Level 2 EV Ready Space.

- Electric Vehicle Charging Station (EVCS) means a parking space that includes installation of electric vehicle supply equipment with a minimum capacity of 30 amperes connected to a circuit serving a Level 2 EV Ready Space. EVCS installation may be used to satisfy a Level 2 EV Ready Space requirement.
- A Level 1 EV Ready Space is parking space served by a complete electric circuit with a minimum of 110/120 volt, 20-ampere capacity including electrical panel capacity,

overprotection device, a minimum 1" diameter raceway that may include multiple circuits as allowed by the California Electrical Code, wiring, and either a) a receptacle labelled "Electric Vehicle Outlet" with at least a ½" font adjacent to the parking space, or b) electric vehicle supply equipment.

- A Level 2 EV Ready Space is a parking space served by a complete electric circuit with 208/240 volt, 40-ampere capacity including electrical panel capacity, overprotection device, a minimum 1" diameter raceway that may include multiple circuits as allowed by the California Electrical Code, wiring, and either a) a receptacle labelled "Electric Vehicle Outlet" with at least a ½" font adjacent to the parking space, or b) electric vehicle supply equipment with a minimum output of 30 amperes.

The 2019 Building Code requirements and the proposed Reach codes regarding EV charging is summarized in the table below:

Use	2019 Building Code EV Charging Requirements	Proposed Colma EV Charging Requirements
Single Family	One Level 2 EV circuit	Require one level 2 EV Ready Parking Space and one Level 1 EV Ready Parking Space.
Multi Family	10% of all units to be Level 2 EV capable.	Require 15% of all units shall have a level 2 EV Ready Parking Space.
Multi Family (if >50% of units are affordable)	10% of units be Level 2 EV capable. (No change between affordable and market rate.)	Require 10% of all units to be Level 2 EV Capable. (No additional requirement beyond the 2019 code.)
Non-residential	# of Level 2 EV Ready parking spaces based on total number of parking spaces as noted in Section 5.106.5.3 of the California Green Building Standards Code (as noted below).	Require # of Level 2 EV Ready parking spaces based on total number of parking spaces as noted in Section 5.106.5.3 of the California Green Building Standards Code (as noted below). If an EV Ready parking space is required, require a minimum of 1 Level 2 EV Charger to be installed.

Table 5.106.5.3.3:

Total Number of Actual Parking Spaces	Number of Required EV Charging Spaces
0-9	0
10-25	1
26-50	2
51-75	4
76-100	5
101-150	7
151-200	10
201 and over	6 percent of total

In certain cases, an insufficient electrical supply may drastically increase costs of meeting the EV Charging Reach Codes by developers. The proposed ordinance includes a provision to allow for certain projects to be exempt from the EV Charging Reach Codes if circumstances make it infeasible. The burden would be on the applicant to show infeasibility and the Building Official would grant the exemption.

Electrification Amendments

The proposed amendments will add new definitions for All-Electric Buildings and Mixed-Fuel buildings.

The 2019 Building Code requires that a separate electrical circuit be located by water heaters to allow owners to switch over to an electric water heater easily. The proposed Reach code would require the same for all large natural gas appliances in both residential and non-residential, new construction. A dedicated electrical circuit would be required for all large appliances such as water heaters, clothes dryers, cooktops, heat pumps, etc. This would incentivize new construction to be built as All-Electric buildings because the electrical circuit is required even if a natural gas appliance is being used.

An additional provision to require solar panels on non-residential projects based on the size of the development is included in the ordinance.

A summary of the proposed Reach codes regarding building electrification is below.

Use	2019 Building Code Electrification Requirements	Proposed Amendment
Residential	<ul style="list-style-type: none"> Dedicated 120V, 20-amp circuit with receptacle next to water heaters with breaker space on the panel Solar Ready Zone – sized to offset annual kWh consumption Energy Design Rating (EDR) 	<ul style="list-style-type: none"> Require dedicated circuits for large appliances (water heater, clothes dryers, cooktops, heat pumps, etc.). Natural gas appliances are allowed but still require a dedicated circuit with a minimum 30 amperage requirement with an outlet. Solar Ready Zone – sized to offset annual kWh consumption. Energy Design Rating
Non-residential	<ul style="list-style-type: none"> Performance Pathway – Compliance Margin Solar ready zone if less than 3 habitable stories 	<ul style="list-style-type: none"> Require dedicated circuits for large appliances (water heater, clothes dryers, cooktops, heat pumps, etc.). Natural gas appliances are allowed but still require a dedicated circuit with a minimum 30 amperage requirement with an outlet. 3kW solar photovoltaic system on non-residential buildings with less than 10,000 square feet of gross floor area 5kW solar photovoltaic system for non-residential buildings with greater than 10,000 square feet of gross floor area <p>Exception: as an alternative to the solar photovoltaic system, require a solar thermal system with a minimum 40 square feet collector area</p>

CEQA

The adoption of the ordinance is not a project under the requirements of the California Environmental Quality Act, together with related State CEQA Guidelines (collectively, "CEQA") because it has no potential for resulting in a physical change to the environment. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility that the action approved may have a significant effect on the environment. CEQA applies only to actions which have the potential for causing a significant effect on the

environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. In this circumstance, the proposed action would have no or only a de minimis effect on the environment. The Ordinance is also exempt from CEQA under CEQA Guidelines section 15308, because it is a regulatory action for the protection of the environment. The foregoing determination is made by the City Council in its independent judgment.

Council Adopted Values

The adoption of Reach codes to reduce GHG emissions is consistent with the Council value of *vision* and *responsibility*, because it considers public health and safety of the residents and businesses in Town.

Sustainability Impact

Amending the Municipal Code to exceed State standards for EV charging and building electrification is likely to have a positive impact on sustainability due to an overall reduction in GHG emissions if the production of electricity is cleaner than burning of natural gas. In addition, the amendments support California State mandate to reduce GHG emissions by 40% of 1990 levels by 2030.

Alternatives

The City Council has the option of not adopting the ordinance. If the ordinance is not adopted the Town will not adopt Reach codes. This not recommended since the Town is required to significantly reduce GHG emissions by 2030. In addition, the City Council accepted assistance and funding from PCE to prepare reach codes.

CONCLUSION

Staff recommends the City Council introduce the ordinance, waive the first reading, and set a public hearing for the ordinance.

ATTACHMENTS

- A. Ordinance



ORDINANCE NO. _____

OF THE CITY COUNCIL OF THE TOWN OF COLMA

AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SUBCHAPTER 5.04 TO EXCEED THE MINIMUM BUILDING CODE STANDARDS FOR BUILDING ELECTRIFICATION AND EV CHARGING INFRASTRUCTURE

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

ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY

The City Council of the Town of Colma finds:

(a) Pursuant to Government Code Section 50022.1 *et seq.*, the Town may adopt by reference the California Building Standards Code, 2019 Edition as provided in Title 24 of the California Code of Regulations.

(b) The City Council adopted an ordinance amending Chapter 5, Subchapter 4 of the Town of Colma Municipal Code, adopting by reference the 2019 edition of the California Building Standards Code (California Code of Regulations, Title 24), consisting of the 2019 California Building Code, the 2019 California Residential Code, the 2019 California Electrical Code, the 2019 California Mechanical Code, the 2019 California Plumbing Code, the 2019 California Fire Code, the 2019 California Energy Code, the 2019 California Green Building Standards Code, the 2019 California Historical Building Code, the 2019 California Existing Building Code and the 2019 California Referenced Standards Code; the 1997 Edition of the Uniform Housing Code; and the 2018 International Property Maintenance Code, together with certain additions, amendments and deletions, on January 8, 2020.

(c) The City Council wishes to further amend portions of the 2019 California Energy Code and 2019 California Green Building Code to reduce greenhouse gas emissions.

(d) The following local climatic, geographic or topographical conditions make it necessary to amend the Codes for all amendments of the California Energy Code and California Green Building Standards Code set forth below:

(1) Energy efficient buildings promote public health and welfare by reducing carbon emissions and providing for more sustainable buildings.

(2) Sea level rise as a result of global warming poses a threat to regional transportation and wastewater infrastructure situated adjacent to the San Francisco Bay and building electrification combined with low carbon power generation will reduce greenhouse gas emissions, which contribute to global warming.

(3) The Town adopted a Climate Action Plan, which includes the goal of reducing carbon emissions from fossil fuels to help curb global warming. Methods include increasing building efficiency, conservation and substituting renewable energy for fossil fuel energy sources.

(e) The changes and modifications made to the Codes are reasonably necessary due to local climactic conditions as set forth in this Ordinance pursuant to California Health & Safety Code Section 17958, 17958.5, 17958.7 and 18941.5.

(f) Pursuant to Public Resources Code Section 25402.1(h)(2), Section 10-106 Locally Adopted Energy Standards of the California Administrative Code, Title 24 of the California Code of Regulations, Part I, and the California Energy Commission's submission and approval process, the City Council also finds that the amendments to the 2019 California Energy Code will save energy and are cost-effective within the Town.

(g) The City Council affirms that such modifications will result in designs that consume no more energy than that permitted under the 2019 California Energy Code.

(h) The Town published notice of a public hearing pursuant to California Government Code Section 6066.

(i) The Town held a public hearing on April 8, 2020, at which time all interested persons had the opportunity to appear and be heard on the matter of adopting the Codes as amended herein.

(j) At least one copy of each of the Codes adopted by reference by this ordinance were available for public inspection at the office of the City Clerk fifteen (15) days preceding the public hearing pursuant to Government Code Section 50022.6.

(k) Any and all other legal prerequisites relating to the adoption of this ordinance have occurred.

ARTICLE 2. SUBCHAPTER 5.04 AMENDED

Sections 5.04.120 and 5.04.160 of subchapter 5.04 of the Colma Municipal Code are hereby repealed and restated in their entirety to read as provided herein. All other sections remain unchanged.

ARTICLE 3. SUBCHAPTER 5.04, DIVISION 2 – COLMA BUILDING CODES

The following sections are added to subchapter 5.04 of the Colma Municipal Code as "Division 2 – Colma Building Codes."

Division 2: Colma Building Codes

5.04.120 Colma Energy Conservation Code

(a) The 2019 Edition of the California Energy Code, contained in Part 6 of Title 24 of the California Code of Regulations, with the following changes, additions, and deletions, is adopted by reference as the Colma Energy Conservation Code.

(b) Section 100.0(e)(2)(A) "Scope" of the California Energy Code is amended to state as follows:

Sections applicable to particular buildings. TABLE 100.0-A and this subsection list the provisions of Part 6 that are applicable to different types of buildings covered by Section 100.0(a)

2. Newly constructed buildings.

A. All newly constructed buildings. Sections 110.0 through 110.12 apply to all newly constructed buildings within the scope of Section 100.0(a). In addition, newly constructed buildings shall meet the requirements of Subsections B, C, D, or E, as applicable and shall be an All-Electric Building as defined in Section 100.1(b).

Exception: Natural gas appliances may be used if the natural gas appliance locations are also wired for future electric appliance installation. They shall include the following:

1. A dedicated circuit, phased appropriately for each appliance with a minimum 30 amperage requirement (see manufacturer's recommendations) with an electrical receptacle or junction box that is connected to the electric panel with conductors of adequate capacity, extending to within 3 feet of the appliance and accessible with no obstructions. Appropriately sized conduit may be installed in lieu of conductors.
2. Both ends of the unused conductor or conduit shall be labeled with the words "For Future Electric Appliance" and be electrically isolated.
3. A reserved circuit breaker space shall be installed in the electrical panel adjacent to the circuit breaker for the branch circuit and labeled for each circuit, an example is as follows (i.e. "For Future Electric Range").
4. All electrical components, including conductors, receptacles, junction boxes, or blank covers, related to this section shall be installed in accordance with the California Electrical Code.

(c) Section 100.1(b) "Definitions" of the California Energy Code is amended by adding the following definitions to read as follows:

All-Electric Building or All-Electric Design: A building or building design that has no natural gas or propane plumbing installed within the building, and that uses electricity as the source of energy for its space heating, water heating, cooking appliances, and clothes drying appliances. All Electric Buildings may include solar thermal pool heating.

(d) The first paragraph in Section 110.2 "Mandatory Requirements for Space-Conditioning Equipment" of the California Energy Code is amended to state as follows:

110.2 Certification by Manufacturers. Any space-conditioning equipment listed in this section, meeting the requirements of 100(e)(2)(A), may be installed

only if the manufacturer has certified to the Commission that the equipment complies with all the applicable requirements of this section.

(e) The first paragraph of subsection (a) in Section 110.3 "Mandatory Requirements for Service Water-Heating Systems and Equipment" of the California Energy Code is amended to state as follows:

110.3 Certification by Manufacturers. Any service water-heating system or equipment listed in this section, meeting the requirements of 100(e)(2)(A), may be installed only if the manufacturer has certified to the Commission that the system or equipment complies with all the applicable requirements of this subsection for that system or equipment.

(f) The first paragraph of subsection (a) in Section 110.4 "Mandatory Requirements for Pool and Spa Systems and Equipment" of the California Energy Code is amended to state as follows:

110.4 Certification by Manufacturers. Any pool or spa heating system or equipment, meeting the requirements of 100(e)(2)(A), may be installed only if the manufacturer has certified that the system or equipment has all of the following:

(g) The first paragraph in Section 110.5 "Natural Gas Central Furnaces, Cooking Equipment, Pool and Spa Heaters, and Fireplaces: Pilot Lights Prohibited" of the California Energy Code is amended to state as follows:

110.5 Any natural gas system or equipment, meeting the requirements of 100(e)(2)(A), listed below may be installed only if it does not have a continuously burning pilot light:

(h) The title of Section 110.10 "Mandatory Requirements for Solar Ready Buildings" of the California Energy Code is amended to Section 110.10 "Mandatory Requirements for Solar Ready Buildings and Solar Panel System Requirements for New Buildings."

(i) Item 4 of Section 110.10(a) "Covered occupancies" of the California Energy Code is amended to state as follows:

4. Nonresidential buildings with three habitable stories or fewer, other than healthcare facilities, shall comply with the requirements of Sections 110.10(b) through 110.10(d) and 110.10(f).

(j) Section 110.10(f) "Mandatory Solar Installations" is added to the California Energy Code to state as follows:

Section 110.10(f) Mandatory Solar Installations. Solar Photovoltaic Systems shall be installed as follows:

1. New non-residential buildings with less than 10,000 square feet of gross floor area shall provide a minimum of a 3-kilowatt photovoltaic system.

2. New Non-residential buildings greater than or equal to 10,000 square feet of gross floor area shall provide a minimum of a 5-kilowatt photovoltaic system.

Exception: As an alternative to a photovoltaic system, all non-residential buildings may provide a solar hot water system (solar thermal) with a minimum collector area of 40 square feet.

5.04.160 Colma Green Building Standards Code

(a) The 2019 Edition of the California Green Building Standards Code, contained in Part 11 of Title 24 of the California Code of Regulations, with the following changes, additions, and deletions, is adopted by reference as the Colma Green Building Standards Code.

(b) Section 202 "Definitions" of the California Green Building Standards Code is amended by adding the following definitions to read as follows:

Level 1 EV Ready Space: A parking space served by a complete electric circuit with a minimum of 110/120 volt, 20-ampere capacity including electrical panel capacity, overprotection device, a minimum 1" diameter raceway that may include multiple circuits as allowed by the California Electrical Code, wiring, and either a) a receptacle labelled "Electric Vehicle Outlet" with at least a ½" font adjacent to the parking space, or b) electric vehicle supply equipment (EVSE).

Level 2 EV Ready Space: A parking space served by a complete electric circuit with 208/240 volt, 40-ampere capacity including electrical panel capacity, overprotection device, a minimum 1" diameter raceway that may include multiple circuits as allowed by the California Electrical Code, wiring, and either a) a receptacle labelled "Electric Vehicle Outlet" with at least a ½" font adjacent to the parking space, or b) electric vehicle supply equipment (EVSE) with a minimum output of 30 amperes.

Electric Vehicle Charging Station (EVCS): A parking space that includes installation of electric vehicle supply equipment (EVSE) with a minimum capacity of 30 amperes connected to a circuit serving a Level 2 EV Ready Space. EVCS installation may be used to satisfy a Level 2 EV Ready Space requirement.

(c) Section 4.106.4.1 through Section 4.106.4.1.1 of the California Green Building Standards Code is amended to state as follows:

4.106.4.1 New one- and two-family dwellings and townhouses with attached private garages. For each dwelling unit, install a Level 2 EV Ready Space and Level 1 EV Ready Space.

Exception: For each dwelling unit with only one parking space, install a Level 2 EV Ready Space.

4.106.4.1.1 Identification. The raceway termination location shall be permanently and visibly marked as "Level 2-EV Ready."

(d) Section 4.106.4.2 "New Multifamily Dwellings" of the California Green Building Standards Code is amended to state as follows:

4.106.4.2 New multifamily dwellings. If residential parking is available, 15% of dwelling unit parking spaces shall be Level 2 EV Ready Spaces. Calculations for the required number of spaces shall be rounded up to the nearest whole number.

Exception: For multifamily housing projects with 50% or greater affordable housing units, 10% of dwelling unit parking spaces shall be Level 2 EV Ready Spaces.

Notes:

1. Load balancing systems may be installed to increase the number of EV chargers or the amperage or voltage beyond the minimum required. Load balancing does not allow installing less electrical panel capacity than would be required without load balancing.

2. Installation of Level 2 EV Ready Spaces above the minimum number required level may offset the minimum number Level 1 EV Ready Spaces required on a 1:1 basis.

3. The requirements apply to multifamily buildings with parking spaces including: a) assigned or leased to individual dwelling units, and b) unassigned residential parking.

4. In order to adhere to accessibility requirements in accordance with California Building Code Chapters 11A and/or 11B, it is recommended that all accessible parking spaces for covered newly constructed multifamily dwellings are provided with Level 1 or Level 2 EV Ready Spaces.

(e) The first paragraph in Section 5.106.5.3.1 "Single charging space requirements" of the California Green Building Standards Code is amended to state as follows:

5.106.5.3.1 Single charging space requirements. When only a single charging space is required per Table 5.106.5.3.3, a Level 2 EV Ready Space is required at the time of construction and be installed in accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to the following:

(f) The first paragraph in Section 5.106.5.3.2 "Multiple charging space requirements" of the California Green Building Standards Code is amended to state as follows:

When multiple charging spaces are required per Table 5.106.5.3.3, a minimum of one a Level 2 EV Ready Space is required to be installed at the time of construction. Raceway(s) is/are required to be installed for all remaining parking spaces. A Level 2 EV Ready Space and raceway(s) shall be installed in

accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to the following:

(g) Section 5.106.5.3.4 "Identification" of the California Green Building Standards Code is amended as follows:

The raceway termination location shall be permanently and visibly marked as "EV Ready."

(h) Section 4.408 "Construction Waste Reduction, Disposal and Recycling" of the California Green Building Standards Code is amended by deleting Sections 4.408.1 through 4.408.5 and adding a new Section 4.408.1 to state as follows:

4.408.1 All construction and demolition work within the Town of Colma shall be in compliance with sections 5.04.260 through 5.04.350 of the Colma Municipal Code.

(i) Section 5.408 "Construction Waste Reduction, Disposal and Recycling" of the California Green Building Standards Code is amended by deleting Sections 5.408.1 through 5.408.1.4 and adding a new Section 5.408.1 to state as follows:

5.408.1 All construction and demolition work within the Town of Colma shall be in compliance with sections 5.04.260 through 5.04.350 of the Colma Municipal Code.

ARTICLE 4. FILING OF ORDINANCE

The City Clerk is hereby directed to file a copy of this Ordinance with the California Building Standards Commission and the California Energy Commission of the State of California.

ARTICLE 5. LIABILITY

The provisions of the Colma Building Codes shall not be construed as imposing upon the Town of Colma any liability or responsibility for damage to persons or property resulting from defective work, nor shall the Town of Colma, or any official, employee or agent thereof, be held as assuming any such liability or responsibility by reason of the review or inspection authorized by the provisions of the Colma Building Codes of any permits or certificates issued under the Codes.

ARTICLE 6. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

ARTICLE 7. CEQA COMPLIANCE

The adoption of the ordinance is not a project under the requirements of the California Environmental Quality Act, together with related State CEQA Guidelines (collectively, "CEQA") because it has no potential for resulting in a physical change to the environment. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility that the action approved may have a significant effect on the environment. CEQA applies only to actions which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. In this circumstance, the proposed action would have no or only a de minimis effect on the environment. The Ordinance is also exempt from CEQA under CEQA Guidelines section 15308, because it is a regulatory action for the protection of the environment. The foregoing determination is made by the City Council in its independent judgment.

ARTICLE 8. PUBLICATION

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within fifteen (15) days of its passage.

ARTICLE 9. EFFECTIVE DATE

This ordinance shall take effect thirty (30) days following its adoption by the City Council. Notwithstanding the foregoing, those provisions requiring approval by the California Energy Commission shall take effect upon the granting of such approval.

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Certification of Adoption

I certify that the foregoing Ordinance No.____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on March __, 2020, and adopted at a regular meeting of the City Council of the Town of Colma held on March _____, 2020, by the following vote:

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

Dated: _____

John Irish Goodwin, Mayor

Attest: _____

Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: March 11, 2020
 SUBJECT: FY 2019-20 Mid-Year Financial Report (July 2019 – December 2019)

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE FISCAL YEAR 2019-20 MID-YEAR FINANCIAL REPORT THROUGH DECEMBER 31, 2019 AND AUTHORIZING A COPY TO BE POSTED ON THE TOWN'S WEBSITE.

EXECUTIVE SUMMARY

Mid-Year financial reports serve as a communication tool on the financial health of the Town. It offers early warnings of potential financial concerns. In review of the Town's finances through December 31, 2019, General Fund revenues and expenditure are trending to meet the 2019-20 budget. The report does not include City Council approved budget amendments after December 31, 2019.

FISCAL IMPACT

Although there are some deviations based on timing, overall revenue and expenses are tracking as expected with the current Budget.

ANALYSIS

Staff reviewed the revenues and expenditures recorded during the first half of the Fiscal Year. The review includes a comparison of activities from July 2019 through December 2019 to the FY 2019-20 Adopted Budget and to the prior year's transactions for the same period. This serves as early indicators of the Town's financial health and budgetary concerns.

The attached Mid-Year Financial Report focuses on the General Fund, as the fund records most of the Town's operations. The 2019-20 General Fund budget projected revenues at \$17.7 million and appropriated \$17.0 million in operating expenditures and transfers of \$1.80 million to support Capital Projects (\$1,317,000), Debt Service (\$297,369), and Sewer Operations (\$160,700).

Approximately 45% of the budgeted revenue was collected and 49% of the budgeted expenditures were spent in the first six months. Both general fund revenues and expenditures

are trending consistently comparing them to the same period in FY 2018-19. More details on revenues and expenditures trends are described in Attachment A.

Reasons for the Recommended Action

Acceptance of the report provides disclosure of current year revenue and expenditure trends.

COUNCIL ADOPTED VALUES

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

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

CONCLUSION

Staff is requesting that the City Council receive and file the report and direct staff to post a copy to the Town website.

ATTACHMENT

- A. 2019-20 Mid-Year Financial Report through December 31, 2019



FY 2019-20 FINANCIAL REPORT

(JULY 1, 2019 – December 31, 2019)

The mid-year financial update communicates the Town's financial health through the first half of the fiscal year. It is also the starting point in the development of the next year's annual budget.

GENERAL FUND: BUDGET VS ACTUAL

Through December 31, the Town received \$7,902,000 in general fund revenues and spent \$8,243,000 in operating expenditures. Small capital purchases are made as part of operations but capital improvements and purchases larger than \$10,000 are recorded in the capital, internal service, and enterprise funds.

Comparing this year to last year, the general fund revenues and expenditures are trending consistently to the same period in FY 2018-19.

General Fund Revenues

As shown in Table 1 (RIGHT), 45% of the general fund revenues is received in the first half of the year. Consistent with the same period in FY 2018-19, **sales tax** and **cardroom tax** revenues represent 41% and 54% of total budget, respectively.

Total **sales tax** revenues through December 31, 2019 is \$4,679,000. At 41% of budget, total sales tax revenues is trending slightly behind the same period in FY 2018-19. This is due to the growing number of vacancies in the 280 Metro Shopping Center and the two vacant lots along AutoRow. The prior year's sales tax revenues also included a one-time catchup distribution of FY 2017-18 sales tax revenues in the first half of FY 2018-19.

Cardroom tax of \$2,313,000 represents six months of payments, consistent with the prior year. Each payment has been higher than the prior year. However, the Town continues to be cautious with this revenue stream as threats continue to be an issue. City Council continues to attend the California Gambling Control Commission meetings to voice our opposition to additional card game restrictions on cardroom establishments. The restrictions would only allow certain high revenue generating card games to be offered at tribal owned casinos and disallow such games in non-tribal cardroom establishments.

GENERAL FUND (IN THOUSANDS)	2018-19 Actuals			2019-20 Budget to Actuals		
	Thru 6/30/19	Thru 12/31/18	% of Actual	Budget	Thru 12/31/19	% of Budget
REVENUES:						
SALES TAX	12,067	5,249	44%	11,400	4,679	41%
CARDROOM TAX	4,521	2,100	46%	4,264	2,313	54%
PROPERTY AND OTHER TAXES	772	371	48%	752	341	45%
USE OF MONEY AND PROPERTY	560	318	57%	610	289	47%
OTHER REVENUES	475	191	40%	710	278	39%
REVENUES TOTAL	18,395	8,229	45%	17,736	7,902	45%
EXPENDITURES (BY CATEGORIES):						
SALARY, WAGES, & BENEFITS	9,692	5,181	53%	11,044	5,725	52%
PROFESSIONAL & CONTRACT SERVICES	2,273	1,008	44%	3,049	1,100	36%
SUPPLIES & SERVICES	1,114	528	47%	1,373	554	40%
FACILITY OPERATIONS	555	216	39%	721	236	33%
INSURANCE (LIABILITY / PROPERTY)	655	603	92%	741	623	84%
CAPITAL OUTLAY	46	10	21%	43	6	14%
EXPENDITURES TOTAL	14,336	7,547	53%	16,972	8,243	49%
OTHER FINANCING SOURCES IN (OUT):						
NET TRANSFERS	(3,332)	(3,171)	95%	(1,775)	(1,406)	79%
OTHER FINANCING SOURCES TOTAL	(3,332)	(3,171)	95%	(1,775)	(1,406)	79%
NET CHANGE IN GENERAL FUND	726	(2,489)	-343%	(1,011)	(1,748)	173%

General Fund Expenditures

Overall General Fund expenditures are 49% of total budget. The two largest categories are **salary, wages, & benefits** and **insurance**. The Town paid in full unfunded pension liabilities in July to save \$30,312 in interest payments for the year. As for **insurance**, the Town pays workers compensation, general liability and property insurances in the first quarter of the year. In general, insurance increased by 5% due to claim loss history.

The Town's General Fund also supports the capital program, debt services, sewer operations, and city properties. The FY 2019-20 budget includes a \$1,317,000 transfer for capital projects, \$297,369 transfer for debt services payments and management, and \$160,700 transfer for sewer operations. Capital transfers are done at the beginning of the year and based on budget, whereas debt service and sewer is transferred throughout the year and based on actual spending. [See Capital Program Update for more information.](#)

Reasonable Accommodations. 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 (ADA). Any person with a disability, who requires a modification or accommodation to view the document, should direct such request to Pak Lin, ADA Coordinator, at 650-997-3800 or pak.lin@colma.ca.gov. Please allow two business days for your request to be processed.

FUND BALANCE SUMMARY – ALL FUNDS

Total Fund Balance at December 31, 2019 is \$28.3 million excluding trusts and \$33.9 million including trusts. Ignoring the trust funds, revenues for all funds total \$8.61 million and expenditures total \$10.05 million. Due to when invoices are due and when taxes are distributed, the Town maintains a \$4.0 million to \$7.0 million balance in the checking accounts and maintains the rest in less liquid investment portfolios. Additionally, the general fund supports debt service payments and sewer operation. The cash transfer from general fund to debt service occurs twice a year and the transfer to sewer occurs at the end of the year based on actual spending needs.

FUND TITLE		Fund	Fund Balance @ 7/1/19	Revenues YTD 12/31/19	Expenditures YTD 12/31/19	Net Transfers In/(Out)	Net Change in Fund Balance	Fund Balance @ 12/31/19
GENERAL FUND	GENERAL FUND	11						
	LITIGATION RESERVE		100,000	0	0	0	0	100,000
	INSURANCE RESERVE		100,000	0	0	0	0	100,000
	DISASTER RESERVE		750,000	0	0	0	0	750,000
	UNASSIGNED		10,982,278	7,901,808	(8,243,421)	(1,317,000)	(1,658,614)	9,323,664
	GENERAL FUND RESERVE	12				0	0	
	BUDGET STABILIZATION		12,000,000	0	0	0	0	12,000,000
	DEBT REDUCTION		600,000	0	0	0	0	600,000
	ACCRUED LEAVE PAYOUT RESERVE		650,000	0	0	0	0	650,000
	GENERAL FUND TOTAL		25,182,278	7,901,808	(8,243,421)	(1,317,000)	(1,658,614)	23,523,664
SPECIAL FUNDS	GAS TAX	21	59,321	31,747	(7,814)	0	23,933	83,254
	MEASURE A	22	242,757	31,152	0	0	31,152	273,909
	HOUSING IMPACT FEES	25	259,681	0	0	0	0	259,681
	PUBLIC SAFETY GRANTS	27	10,532	0	(3,667)	0	(3,667)	6,865
	COPS GRANT	29	145,464	101,250	(98,967)	0	2,283	147,747
	SPECIAL FUNDS TOTAL		717,755	164,149	(110,448)	0	53,701	771,456
CAPITAL	CAPITAL IMPROVEMENT	31	1,310,417	626	(184,157)	1,272,000	1,088,469	2,398,886
	STREET CAPITAL	32	1,690,440	31,282	(315,682)	45,000	(239,400)	1,451,040
	CAPITAL FUNDS TOTAL		3,000,857	31,908	(499,838)	1,317,000	849,069	3,849,926
DEBT	COP DEBT SERVICE	43	2,620	59	(90,734)	89,405	(1,270)	1,350
	DEBT FUND TOTAL		2,620	59	(90,734)	89,405	(1,270)	1,350
ISF	VEHICLE / FLEET REPLACEMENT ISF	61	634,930	1,116	(70,973)	0	(69,857)	565,073
	INTERNAL SERVICE FUND (ISF) TOTAL		634,930	1,116	(70,973)	0	(69,857)	565,073
ENTERPRISE	SEWER OPERATING	81	0	425,472	(948,234)	0	(522,762)	(522,762)
	SEWER CAPITAL	82	11,732	0	(1,294)	0	(1,294)	10,438
	CITY PROPERTIES	83	90,482	81,019	(89,186)	0	(8,167)	82,315
	ENTERPRISE FUND TOTAL		102,214	506,491	(1,038,714)	0	(532,224)	(430,010)
TOTAL FOR ALL FUNDS (NON TRUST)			29,640,654	8,605,531	(10,054,129)	89,405	(1,359,193)	28,281,461
TRUST	OPEB TRUST	71	4,108,440	806,323	(663,784)	0	142,539	4,250,979
	RETIREMENT TRUST	72	1,056,122	381,921	(1,482)	0	380,439	1,436,561
	TRUST FUNDS TOTAL		5,164,562	1,188,244	(665,266)	0	522,978	5,687,540
TOTAL FOR ALL FUNDS (NON TRUST)			34,805,216	9,793,774	(10,719,395)	89,405	(836,215)	33,969,001

ADDITIONAL DETAILS AND INFORMATION

This format was prepared by the Finance Department to highlight in summary fashion key indicators of the Town Financial performance. Additional Financial Reports and Budgets – including earlier Quarterly Financial Reports, Audits and Budgets – are also available on the Town website www.colma.ca.gov. This report will also be posted on the Town website after it has been reviewed by the City Council.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Liz Tapia, Recreation Services Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: March 11, 2020
 SUBJECT: 2020 Adult Holiday Event

STAFF RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION DIRECTING THE CITY MANAGER TO: (1) PLAN AND COORDINATE AN ADULT HOLIDAY EVENT IN DECEMBER 2020; (2) SET THE PARTICIPATION FEE FOR THE ADULT HOLIDAY PARTY AT \$15 FOR ADULTS AND \$10 FOR SENIORS AND DISABLED; AND (3) PLAN AND COORDINATE THE ANNUAL TOWN PICNIC FOR SEPTEMBER 12, 2020

EXECUTIVE SUMMARY

The purpose of this agenda item is to update the Council on the Adult Holiday Event and Town Picnic and receive direction on the following questions:

- (1) Should the Town relocate The Adult Holiday Event in 2020?
- (2) If so, should the event be hosted at:
 - (a) Fairview Crystal Springs – Burlingame with a budget of \$30,000
 - (b) Farallon Room – Skyline College with a budget of \$34,000
 - (c) Hilton Bayfront – Burlingame with a plated budget of \$33,60
 - (d) South San Francisco Conference Center with a budget of \$36,000

In December 2019, the Recreation Services Department planned and coordinated the Adult Holiday Event for the fifth time at the South San Francisco Conference Center since 2015. Due resident feedback, staff has reached out and spoken with several new venues, and based on their availability and willingness to work with the Town, staff is recommending the City Council choose between 4 viable options and make a motion directing the City Manager to host the Adult Holiday Event in 2020.

Due to the cost of the Adult Holiday Event and the policies surrounding how the Recreation Services Department sets participation fees, staff is recommending the City Council temporarily

amend the fee structure for the Adult Holiday Event making it more affordable for the residents to participate.

Also, based on participation and resident feedback, staff is recommending the City Council direct the City Manager to plan and coordinate the annual Town Picnic. The picnic has been the Town's signature community event for the past several years.

FISCAL IMPACT

Staff estimates a Holiday Event for adults and seniors to cost between \$30,000 and \$36,000 at one of the proposed venues.

Staff estimates the Town Picnic at the Sterling Park Recreation Center to cost approximately \$19,000.

By hosting both events in Fiscal Year 2020-21, staff estimates an increase of approximately \$1,500 to the Recreation expenditures budget depending on the chosen venue. Staff is increasing the Holiday Party budget in anticipation of higher costs from vendors in 2020 and anticipates the Town Picnic budget to remain at the same cost as last year.

BACKGROUND

Due to the recession, the Adult Holiday Event was cancelled from 2009 – 2014. From 2015 to 2019 the City Council directed the City Manager to host the Adult Holiday Event at the South San Francisco Conference Center.

The South San Francisco Conference Center has been an ideal location for the Adult Holiday Event for the following reasons:

- Proximity to Colma
- Ability to accommodate 250 people
- Diversity and flexibility of menu options
- Sufficient parking and transportation accommodations
- Ability to provide quiet area
- Willingness to work with budget

Based on the research that was conducted in 2019, and resident feedback, staff concluded the residents would like to see a change in venue. Staff recommends that the City Council choose between four possible choices:

- Fairview Crystal Springs – Burlingame with a budget of \$30,500
- Farallon Room – Skyline College with a budget of \$33,500
- Hilton Bayfront – Burlingame with a plated budget of \$33,100
- South San Francisco Conference Center with a budget of \$34,500

Please see attachment A for venue comparisons.

2019 Adult Holiday Event Re-cap

The 2019 Adult Holiday Event was very successful. Approximately 230 residents and staff participated, and staff received many positive comments. Participants enjoyed hand passed

appetizers, buffet dinner, complimentary wine, photo booth, Live Band and DJ entertainment and a quiet lounge area with hot chocolate and cookies. The total cost for the Adult Holiday Event was \$ 33,826, slightly under budget. The reason for the costs being under budget is due to direct savings in areas of printing, decoration, DJ entertainment, and an error in corkage fee waived by the venue. Even though the event was successful, staff did here concerns over the lack of variety in venues.

ANALYSIS

Adult Holiday Event

1. Fairview Crystal Springs – Burlingame with a budget of \$30,500

Fairview Crystal Springs has a newly renovated Banquet Room and Bar overlooking green views of the golf course, as well as the lush Pacific Ridge. The holiday package is all inclusive providing greater cost effectiveness and less staff preparation. The venue has Friday, December 4, 2020 available, however they are unable to hold this date. Please see attachment B for the Fairview Crystal Springs proposal and photos.

Cost

With similar expenses to the previous year’s holiday events, staff estimates the cost of the event at Fairview Crystal Springs to be \$30,500 with 235 participants. Based on 235 participants, the per person is \$130.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$23,000
Decorations (centerpieces & holiday scenes-props)	Included
Entertainment (DJ)	Included
Band	\$3,500
Supplies	\$500
Busses	\$3,000
TOTAL	\$30,500

PRO’s

- New venue
- Cost Savings -all inclusive
- Generous menu selection
- Very accessible, all one level

CON’s

- Friday Evening
- Early in the month
- Craft Night would need to be rescheduled
- Lounge may still be noisy (next to main room)

2. Farallon Room – Skyline College with a budget of \$33,500

The Farallon Room at Skyline College is perched cliffside in San Bruno, overlooking the Pacific Ocean and hills below. The new location boasts floor to ceiling windows, two fireplaces, and a semi-enclosed patio. The venue has Saturday, December 12, 2020 available.

Cost

With similar expenses to the previous holiday event, staff estimates the cost of the event at the Farallon Room – Skyline College to be \$33,500 with 235 participants. Based on 235 participants, the per person is \$143. Please see attachment C for the Farallon Room proposal and photos.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$23,000
Decorations (centerpieces & holiday scenes-props)	\$2,000
Entertainment (DJ)	\$1,000
Band	\$3,500
Supplies	\$500
Busses	\$3,000
TOTAL	\$33,500

PRO's

- State of the art new venue
- Saturday on hold
- Proximity to Colma

CON's

- Less party time – 4 hours
- Beer & Wine only
- Staff would need to purchase all beverages ahead of time
- No lounge or cookie service

3. Hilton Bayfront – Burlingame with a plated budget of \$33,100

The Hilton's Ballroom is a great space for a large celebration, featuring a festively decorated ballroom, dramatic color changing wall, dedicated space for one party, lounge area and a newly renovated lobby. The venue has Friday, December 18, 2020 available.

Cost

With similar expenses to the previous year's holiday event, staff estimates the cost of the event at the Hilton – Burlingame will be \$33,500 with 235 participants. Based on 235 participants, the per person is \$141. Please see attachment D for the Hilton Bayfront proposal and presentation.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$23,600
Decorations (centerpieces & holiday scenes-props)	\$1,000
Entertainment (DJ)	\$1,000
Band	\$3,500
Supplies	\$500
Busses	\$3,000
TOTAL	\$33,100

PRO's

- New venue
- Free Parking
- Room rates for those who'd like to stay

CON's

- Late Friday date in December
- Farthest of all the choices from Colma

4. South San Francisco Conference Center with a budget of \$35,500

Based on the reasons stated in the background section of this report, its availability and willingness to work with the Town, the South San Francisco Conference Center is also a desirable venue for the 2020 Adult Holiday Event. The Conference Center is also prepared to offer the same menu for a slightly higher fee from 2019; costs are estimated to go up in 2020. The venue has Saturday, December 12, 2020 on hold for the Town.

Cost

With similar expenses to the previous holiday event, staff estimates the cost of the event at the South San Francisco Conference Center will be \$35,500 with 235 participants. Based on 235 participants, the per person is \$151. Please see attachment E for the South San Francisco Conference Center 2019 menus and Final Cost Invoice.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$26,000
Decorations (centerpieces & holiday scenes-props)	\$1,000
Entertainment (DJ)	\$1,000
Band	\$3,500
Supplies	\$500
Busses	\$3,000
TOTAL	\$35,500

PRO's

- Saturday Date reserved
- Familiarity
- Easy working relationship

CON's

- Same venue
- Anticipated Higher pricing

Town Picnic

Over the past several years the Town Picnic has been the Town's signature community event, and at one point there was discussion of alternating the picnic with the Adult Holiday Event; however, there was concern over the picnic losing its appeal if it was alternated from year to year. Therefore in 2017 and 2018 staff was able to downsize the picnic and reduce the cost to \$17,00 in 2017 and \$18,000 in 2018. Since the introduction of the adult holiday event, staff has downsized and successfully hosted the annual Town of Colma picnic event.

Staff estimates the Town Picnic at the Sterling Park Recreation Center can be coordinated again in 2020 at the same cost in 2019 - \$19,000.

Alternatives

1. Do not relocate the Adult Holiday Party venue and continue to host annual events at the current budget.
2. Do not host an Adult Holiday Event and instead host the Annual Town Picnic in 2020.

SUMMARY

Staff seeks comments, questions, and opinions from each Council member regarding the matters described in this report. Council's direction will be used to guide staff relating to event programming in fiscal year 2020-21.

Based on participation and feedback staff is recommending City Council direct the City Manager to coordinate an Adult Holiday Event and Town Picnic in 2020, and to choose a new venue or confirm the December 12, 2020 reservation at the South San Francisco Conference Center for the Adult Holiday Event.

Due to the cost of the Adult Holiday Event and the policies surrounding how the Recreation Services Department sets participation fees, staff is recommending the City Council to temporarily amend the fee structure for the Adult Holiday Event making it more affordable for the residents to participate.

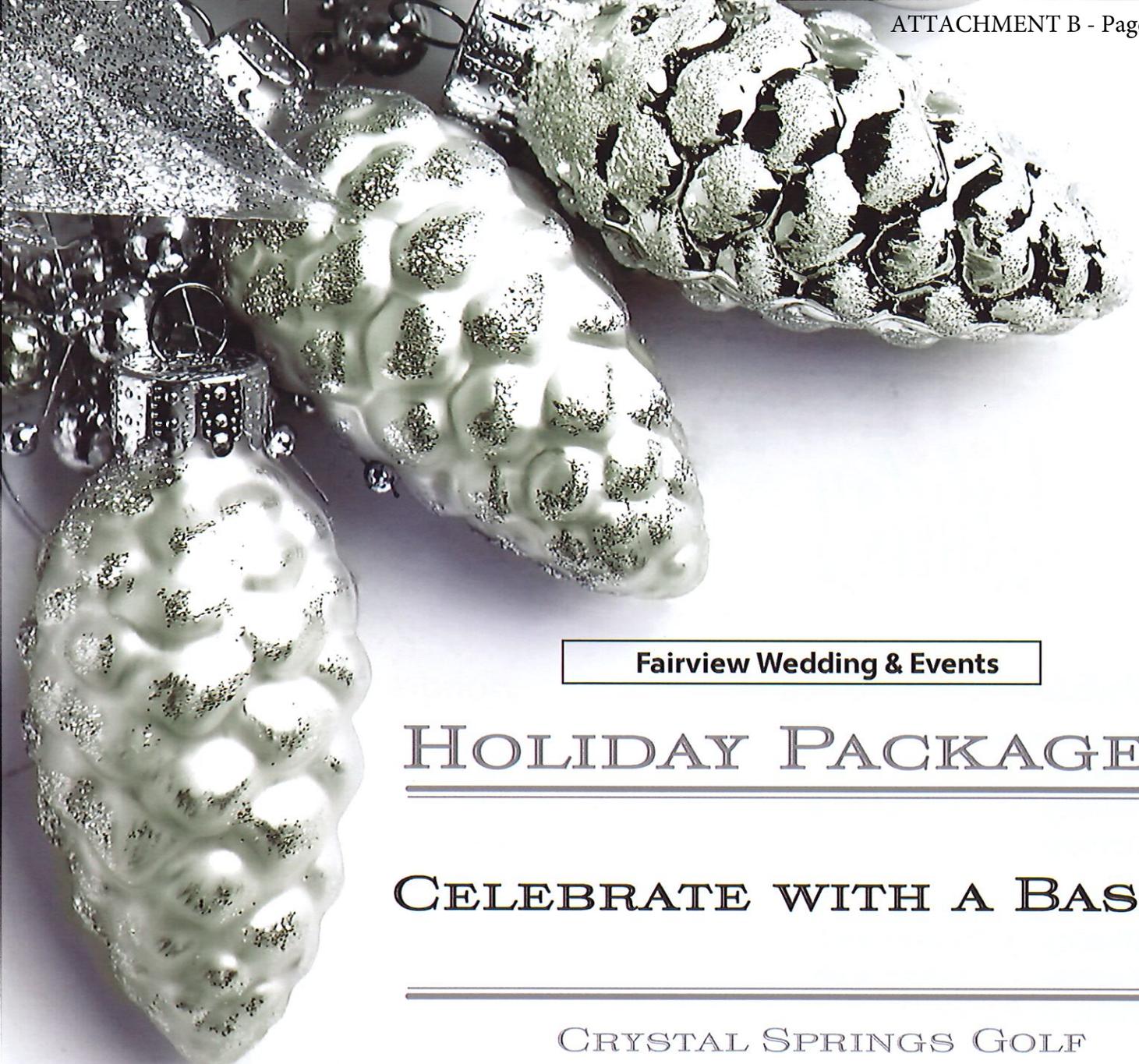
ATTACHMENTS

- a) 2020 Adult Holiday Event Venue Matrix
- b) Fairview Crystal Springs Proposal and photos
- c) Hilton Bayfront Proposal (omitting appetizers), Room rates and presentation
- d) Farallon Room Banquet Menu, Estimates and photos
- e) South San Francisco Conference Center Proposal and Final Cost Invoice



2020 Adult Holiday Event Venue Matrix

Venue	Distance from Colma	Availability	Capacity	Lounge Area	F&B + Room Rental Cost	F&B Details	Staff Comments	Total Cost (F&B, Transportation, DJ/Band, Decorations, Corkage/Wine, Misc.)	Recommendation
Fairview Crystal Springs - Burlingame	12 Miles	Friday, 12/4/2020	280	Buffet area would convert to lounge area after dinner, free cookie service	\$23,000	Menu includes, 4 passed appetizers, 4 salads, bread & butter, 2 entrees, carved prime rib, displayed dessert bar, hosted wine on tables, sodas & juice, no-host cash bar	The F&B cost is inclusive of DJ, Décor, centerpieces. The view is spectacular and parking lot is spacious with easy bus and ADA access.	\$30,500	Could work for Town, but not available on Saturday
Farallon Room - Skyline College	7 miles	Saturday, 12/12/2020	240	No	\$23,000	Includes four appetizers, one starter salad, one bread, any three entrée options with appropriate accompaniments included. Hosted Beverages, Beer & Wine (Ticket system) No spirits. Party Hours 6p-10p	Room has a beautiful view and is ADA accessible. No option for lounge area. Parking is Free with provided code. Party hours would only be 4 hours 6p-10p.	\$33,500	Could work for Town, 1 hour less party time, no spirits, no lounge
Hilton - Burlingame	12 Miles	Friday, 12/18/2020	500	Yes	Plated - \$23,600 Buffet - \$27,600	3 passed appetizers, Plates: One starter, entrée selection, choice of dessert. Served with dinner rolls coffee, tea, dessert and champagne toast. Cash bar. Wine on tables with corkage fee. Hosted non-alcoholic beverages.	This venue has plenty of space and is providing a lounge room and cookie & coffee service free of charge. Would not have to share lobby area with another party. Parking is free. Hotel is offering room rates at \$99 for the night. Only availability is on a Friday evening closer to Holiday.	\$33,100 - \$37,100	Could work for Town, but not available on Saturday
Sir Francis Drake Hotel - San Francisco	10 Miles	N/A	N/A	N/A	N/A	N/A	No Response	N/A	No
SSF Conference Center	5 Miles	Saturday, 12/12/2020	280	Yes	\$26,000	3 appetizers, buffet with two salads, two entrees, pasta, two sides, rolls, and family style desserts plus sundae bar. Hosted non-alcoholic beverages - cash bar	Good fit for Town, location and room space works, the food is good and they are familiar with our needs. By providing transportation parking should be less of an issue.	\$35,500	Could work for Town, but same venue with increased fees



Fairview Wedding & Events

HOLIDAY PACKAGES

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Holiday Cheer Package

Services Include:

DJ & MC

Holiday Decor, Linens, & Centerpieces

Food & Beverage:

Display of Cheeses and Vegetable Crudites with Spinach Ranch Dip.

Buffet Service

***Choose two entrees served with two sides, four salads, and dinner rolls
Holiday dessert***

Bar Service

One hour hosted bar

\$55* per person

Both Packages Served with Coffee/Tea/Punch

*** all pricing subjected to service charge and taxes. Minimums may apply.**

Holiday Bash Package

Services Include:

DJ & MC

Holiday Decor, Linens, Centerpieces, & Holiday Specialty Lights

Food & Beverage:

Choose four appetizers

Buffet Service

***Choose two entrees and choice of carved meat (including Prime Rib) served with two sides, four salads, and dinner rolls
Holiday Dessert***

Bar Service

Hosted bar

\$75* per person



Summary of Charges

as of 02/18/2020

12/4/20

General Event Information

Event Name: Tapia Holiday Party
 Event Day/Date:
 Event Time: -
 Contact Name: Liz Tapia
 Contact Address:
 Contact Phone: (650) 985-5691
 Contact Email: liz.tapia@colma.ca.gov

Event Details

Booked # of Guests: 235
 Guaranteed # of Guests:
 Minimum \$ Guarantee: \$10,000.00
 Deposit Amount:
 Deposit Received: No

Sale Items

Item	Description	Quantity	Price	Ext Price	Service Charge	Sales Tax	Total	
Crystal - Security Fee	Security Guard is not subject to Service Charge in California	1	\$300.00	\$300.00	\$0.00	\$27.75	\$327.75	
Crystal - Manual Item	Free Cookie Service - Late Night Snack	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Crystal - Holiday Bash 2019	Holiday Bash Package - DJ/MC service, Holiday Decor, UpLights, Centerpieces, Food & Beverage Service: 4 appetizers, Buffet; 4 salads, Bread & Butter Service, Two Entrees, Carved Prime Rib, Holiday Dessert Bar Service: Hosted Bar (Wine on Tables, and Sodas, Juice) Self Service Coffee & Tea, Lemonade station	235	\$70.00	\$16,450.00	\$3,619.00	\$1,856.38	\$21,925.38	
					\$16,750.00	\$3,619.00	\$1,884.13	\$22,253.13
Less: Deposit(s) Received							(\$0.00)	
Less: Add'l Payment(s) Received							(\$0.00)	
Amount Due:							\$22,253.13	

Amanoel Bedjan,
 Signature and Date:

Liz Tapia on behalf of Tapia Holiday Party
 Signature and Date:











Event Estimate Balance Sheet

Name Town of Colma Holiday Celebration Date December 18,2020
 Address _____ Time _____
 City _____ Attn: _____

FOOD SERVICE	QTY	PRICE		
Plated Holiday Dinner Menu	235	\$58.00	\$ 13,630.00	\$ 13,630.00
Ice Cream Bar	100	\$15.00	\$ 1,500.00	\$ 1,500.00
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ 0.00	\$ 0.00
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
			Total Food	\$ 15,130.00
				\$ 15,130.00
BEVERAGES				
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
			Total Bev	\$ -
				\$ -
AUDIO VISUAL				
_____	0	\$0	\$ -	\$ -
_____	0	\$0	\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
			Total AV	\$ -
				\$ -
MISCELLANEOUS SERVICE				
Bartender fee (tx)		\$ -	\$ -	\$ -
Ceremony (tx)			\$ -	\$ -
Linen Upgrades (tx)			\$ -	\$ -
Complimentary Event Parking (tx)		\$ -	\$ -	\$ -
			Total Misc.	\$ -
				\$ -



Food, Beverage, AV	\$ 15,130.00
Miscellaneous	\$ -
Total F&B, AV, Misc.	\$ 15,130.00
24% Service Charge	\$ 3,631.20
Total Taxable	\$ 18,761.20
9.5% Sales Tax	\$ 1,688.51
Estimated Total Due	\$ 20,449.71

Event Estimate Balance Sheet

Name Town of Colma Holiday Celebration Date December 18,2020
 Address _____ Time _____
 City _____ Attn: Angelika Abellana

FOOD SERVICE	QTY	PRICE		
Buffet Holiday Dinner Menu	235	\$72.00	\$ 16,920.00	\$ 16,920.00
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
Total Food			\$ 16,920.00	\$ 16,920.00
BEVERAGES				
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
_____			\$ -	\$ -
Total Bev			\$ -	\$ -
AUDIO VISUAL				
_____	0	\$0	\$ -	\$ -
_____	0	\$0	\$ -	\$ -
_____			\$ -	\$ -
Total AV			\$ -	\$ -
MISCELLANEOUS SERVICE				
Bartender fee (tx)		\$ -	\$ -	\$ -
Ceremony (tx)			\$ -	\$ -
Linen Upgrades (tx)			\$ -	\$ -
Complimentary Event Parking (tx)		\$ -	\$ -	\$ -
Total Misc.			\$ -	\$ -



Food, Beverage, AV	\$ 16,920.00
Miscellaneous	\$ -
Total F&B, AV, Misc.	\$ 16,920.00
24% Service Charge	\$ 4,060.80
Total Taxable	\$ 20,980.80
9.5% Sales Tax	\$ 1,888.27
Estimated Total Due	\$ 22,869.07

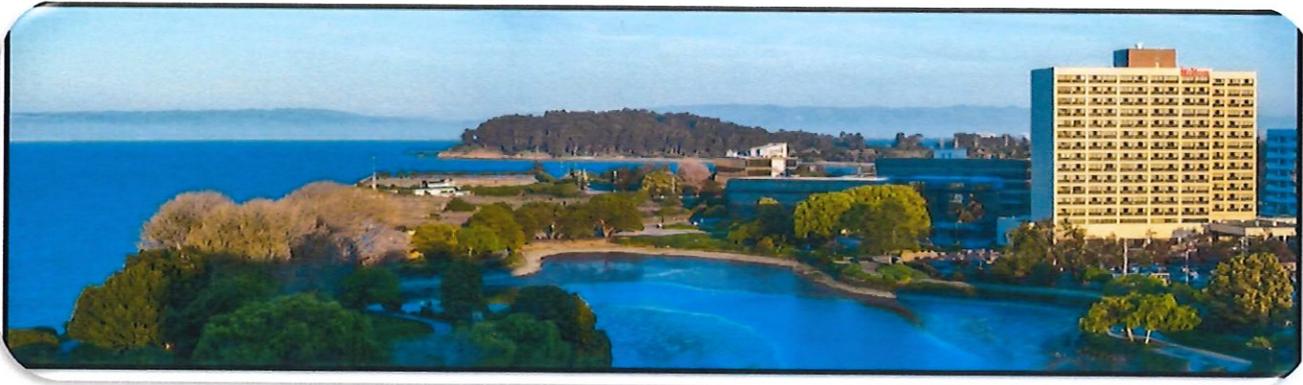
Event Estimate Balance Sheet

Name Town of Colma Holiday Celebration Date December 18,2020
 Address _____ Time _____
 City _____ Attn: Angelika Abellana

FOOD SERVICE	QTY	PRICE		
Buffet Holiday Dinner Menu	235	\$72.00	\$ 16,920.00	\$ 16,920.00
Ice Cream Bar	100	\$15.00	\$ 1,500.00	\$ 1,500.00
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ 0.00	\$ 0.00
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
			Total Food	\$ 18,420.00
				\$ 18,420.00
BEVERAGES				
_____	0	\$0.00	\$ -	\$ -
_____	0	\$0.00	\$ -	\$ -
_____			\$ -	\$ -
			Total Bev	\$ -
				\$ -
AUDIO VISUAL				
_____	0	\$0	\$ -	\$ -
_____	0	\$0	\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
			Total AV	\$ -
				\$ -
MISCELLANEOUS SERVICE				
Bartender fee (tx)		\$ -	\$ -	\$ -
Ceremony (tx)			\$ -	\$ -
Linen Upgrades (tx)			\$ -	\$ -
Complimentary Event Parking (tx)		\$ -	\$ -	\$ -
			Total Misc.	\$ -



Food, Beverage, AV	\$ 18,420.00
Miscellaneous	\$ -
Total F&B, AV, Misc.	\$ 18,420.00
24% Service Charge	\$ 4,420.80
Total Taxable	\$ 22,840.80
9.5% Sales Tax	\$ 2,055.67
Estimated Total Due	\$ 24,896.47



Town of Colma Holiday Celebration

February 21, 2020

Thank you for the opportunity to bid on the **Town of Colma Holiday Celebration**. I am delighted to say that we currently have the sleeping rooms available on the dates of Friday December 18, 2020. Please accept the following proposal for your consideration. Confirmation of this special pricing is based upon availability at the time of booking.

HOTEL FEATURES

Hilton San Francisco Airport Bayfront offers a comfortable setting for your attendees:

- 400 spacious and modern rooms with bay or city views. Each room offers convenient amenities including Hilton Serenity beds, workspace, WiFi, coffee maker and HDTV's.
- 11,000 sq. ft. of flexible meeting & banquet space.
- *Complimentary Shuttle Service* to/from San Francisco Intl Airport
- *Complimentary Shuttle Service* to/from Downtown Burlingame- www.burlingamedowntown.org
- Windows on the Bay restaurant & Fire|Vine and Grill & Bar
- In-room dining available 24 hours a day
- On Site Business Center open 24hrs
- On Site Fitness Center and Indoor Pool

GUEST ROOM BLOCK:

Currently, we are able to accommodate the following requirements:

Day	Date	Group Rate	Total Rooms
Friday	December 18, 2020	\$99.00	10
Saturday	December 19, 2020	Check Out	Check Out

The current Occupancy tax is 12% plus \$1.00 CVB Fee, and \$.10 CA Tourism Fee.

Concessions

- ✓ Discounted overnight parking @ \$10.00/flat
- ✓ Complimentary guest room internet

Please note no group rooms and/or meeting space are currently being held. Should you wish for the Hilton San Francisco Airport Bayfront to place a tentative hold on these above guest room(s) please let us know by March 20th, 2020 to secure your proposed group block.

I look forward to speaking and working with you soon! I'll be in contact to answer any questions you may have.

Best Regards,

Cara Allan

Sales Manager

Hilton San Francisco Airport Bayfront

Email: cara.allan@hiltonsfo.com

phone: (650) 373 4003

Hilton San Francisco Airport Bayfront

600 Airport Boulevard

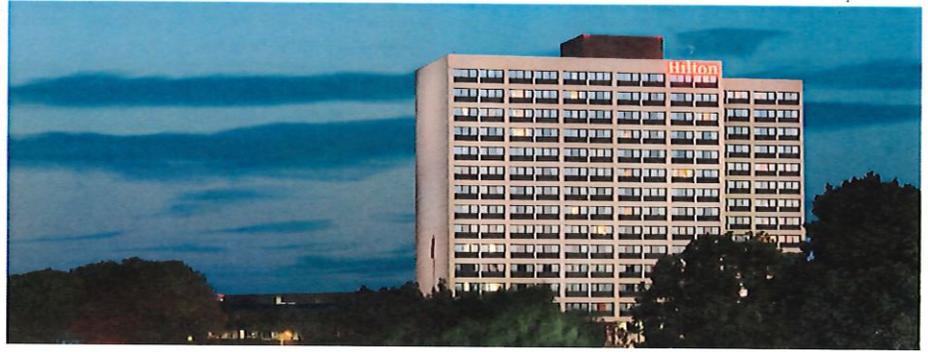
Burlingame, CA 94010

United States

Tel: 650-340-8500



650-373-4042 |
sales@hiltonsfo.com



LOCATION

Hilton San Francisco Airport Bayfront is conveniently located between downtown San Francisco and the hub of technology, Silicon Valley. Within minutes of San Francisco International Airport, this hotel features amenities designed to keep you efficient, effective, and rested.

Take advantage of complimentary shuttle service to and from San Francisco International Airport.

Discover a hotel surrounded by water and greenery with the convenience of an airport location. Just outside the front door are picturesque walking trails along the San Francisco Bay and lagoon.

Whether it is business or leisure in San Francisco, a bio-tech connection in South San Francisco, or to visit one of the many companies that call Silicon Valley home, the Hilton San Francisco Airport Bayfront offers something for all travelers.

OUR FACILITIES

FITNESS CENTER

Stay fit while traveling. Our fitness center is equipped with treadmills, elliptical machines and bikes. Guests will also find strength and flexibility equipment, mats and room to stretch.

INDOOR POOL

Take a swim in our indoor heated salt water pool. Refresh after a busy day or entertain the kids.

BUSINESS CENTER

The business center is open 24 hours a day to meet the needs of corporate guests and leisure travelers alike. Complimentary high speed internet access and printing are available.



MEETINGS AND EVENTS

Hilton San Francisco Airport Bayfront is the ideal setting for everything from elegant weddings to productive corporate meetings. More than 12,000 square feet of flexible meeting space is broken up into well-appointed rooms and pre-function areas. Some of the features include:

- 12 functional meeting rooms
- Custom built-in lighting capabilities
- In-house audio/visual support and equipment
- High speed wireless internet
- T1 lines and ceiling mounted LCD projectors in most rooms

From a small social gathering to a large business meeting, our knowledgeable team members and online planning tools help ensure a successful and unforgettable event.

EAT AND DRINK

FIRE | VINE GRILL AND BAR

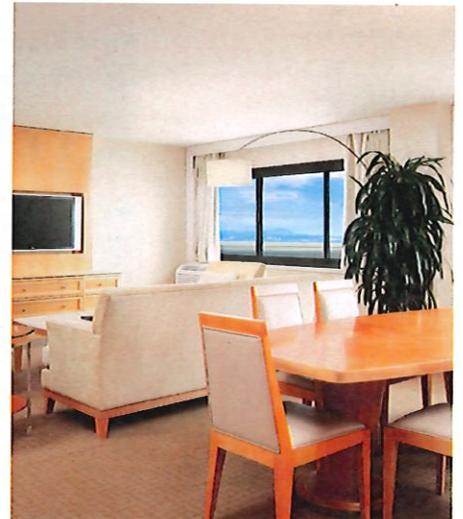
Enjoy American-style cuisine and casual fare in Fire | Vine Grill. Featuring lunch and dinner, our menu includes mouthwatering dishes and every day comfort food sure to both delight and nourish you. Relax and unwind at the Fire | Vine Bar while sipping your favorite cocktail. It is the perfect spot for fun, relaxation and gathering with colleagues or friends.

WINDOWS ON THE BAY

Start your day with breakfast in Windows on the Bay. Open daily offering a full buffet and a la carte menu.

IN ROOM DINING

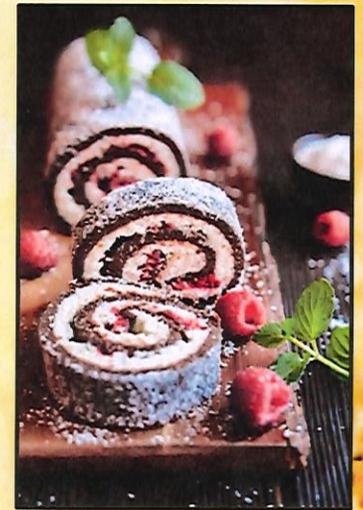
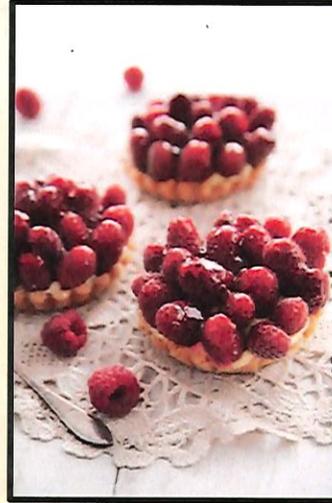
Stay in and enjoy the convenience of 24-hour room service.



OUR ROOMS

Step into spacious, contemporary style rooms showcasing breathtaking views over the San Francisco Bay and surrounding park. All of our rooms offer ample counter and storage space, extra outlets and windows that open. Bathrooms feature elevated vanities with large counter space and premium bath amenities. Executive floors with private lounge overlooking the Bay.

2019 Holiday Menu



Included in all our holiday packages:

- ✧ Holiday Decor
- ✧ Votive Candles and Round Mirror Centerpieces
- ✧ Color Choice for Wall Lighting
- ✧ Champagne Toast
- ✧ Dance Floor and Entertainment Staging
- ✧ Complimentary Parking
- ✧ Dedicated Professional Catering Sales Manager



Tray Passed Hors d'oeuvres

50 pieces per order

- * Pepper Crusted Beef Tenderloin, Boursin Cheese, Polenta Round - \$300
- * Roasted Eggplant, Tapenade on Toast - \$215
- * Bay Shrimp & Scallop Ceviche Shooter - \$325
- * Mini Crab Cake with Roasted Gilroy Garlic Aioli - \$325
- * Vegetable Samosa with Tamarind Sauce - \$215
- * Spinach, Sundried Tomato, Goat Cheese Filo Pouch - \$215
- * Asian Style Chicken Skewers - \$225
- * Mushroom Phyllo Purse - \$225

Mac N' Cheese Bar

Chopped Applewood Smoked Bacon, Poached Lobster Meat, Chives, Shredded Cheese
\$10 per person

Slider Bar

Beef Sliders, Smoked Cheddar, Caramelized Onions, Marinated Grilled Mushrooms, Applewood Smoked Bacon, Pickles, Horseradish Aioli
\$8 per person

Prime Rib Carving Station

Herb-rubbed Prime Rib, Au Jus, Horseradish Sauce
\$485 ~ serves 40; \$150 Carver Fee

Baby It's Cold Outside

Christmas Cookies, Coffee, Cocoa, Marshmallows, Assorted Flavored Syrups, Whipped Cream, Cinnamon, Chocolate Chips, Peppermint Candy and Crumbled Grahams
\$7 per person

Reception Display Enhancement

Serves 50 people

Artisan Cheese

Selection of Local Cheese, Dried Fruit, Fresh Baked Bread and Flatbread Crackers - \$390

Vegetable Crudité Platter

Fresh and Grilled Seasonal Vegetables with Bloomsdale Spinach Dip - \$325

Local Fruit Display

Sliced and Whole Fruit, Honey Greek Yogurt Dip - \$375

Stations

All pricing is subject to a 24% service charge and applicable sales tax.



Holiday Plated Dinner

Plated dinner includes rolls with butter, freshly brewed coffee, Tazo teas, dessert and champagne toast

SELECT ONE STARTER

Roasted Beet Salad

roasted gold & red beets, wilted rainbow chard, laurel cheneel goat cheese, aged balsamic vinegar, extra virgin olive oil

Bloomsdale Farms Spinach Salad

caramelized cipollini onions, Enoki mushrooms, white balsamic vinaigrette

Baby Romaine Salad

local baby romaine, shaved parmesan cheese, house-made croutons, Caesar dressing

Butter Lettuce Salad

dried cranberries, Point Reyes bleu cheese, candied pecans, champagne vinaigrette

SELECT ENTRÉE

Grilled Citrus Free Range Cornish Game Hen

herb jus, roasted root vegetable, quinoa pilaf - \$58

Macadamia Nut Crusted Halibut

young coconut and pineapple relish, brown basmati rice, baby carrots - \$62

Molasses Glazed Sliced Pork Tenderloin

granny smith apple marmalade, grilled polenta cake - \$56

Teriyaki Marinated Skirt Steak

roasted tomato, Yukon mash- \$58

Grilled Grass Fed Filet of Beef

watercress chimichurri, sweet potato cake - \$68

VEGETARIAN OPTIONS

Curry Roasted Cauliflower Steak

red pepper quinoa, grilled asparagus, roasted vegetables

Butternut Squash Ravioli

brown butter sage sauce

SELECT ONE DESSERT

Cranberry Tart with Cinnamon Cream

Pumpkin Cheesecake

Black Forest Truffle Cake

Red Velvet "Santa's Hat"

Mini Yule Log

All pricing is subject to a 24% service charge and applicable sales tax.



Holiday Buffet Dinner

Buffet dinner includes artisan bread with butter, freshly brewed coffee, Tazo teas, dessert and champagne toast

Select Two Starters, Two Entrees and Two Sides – \$72 per person

Select Three Starters, Three Entrees and Two Sides - \$82 per person

SELECT STARTERS

Winter Bella Key Salad

butter lettuce, radicchio, dried cranberries, candied pecans, crumbled goat cheese, blood orange dressing

Classic Caesar Salad

hearts of romaine, shaved parmesan, herb croutons, house-made Caesar dressing

Roasted Beet & Greens Salad

Bay Shrimp & Scallop

ceviche, avocado, cucumber

Panzanella Salad

Spinach & Tortellini Salad

SELECT ENTREES

Char-Broiled Hangar Steak

watercress chimichurri

Slow Roasted NY Sirloin

seasonal mushroom ragout

Roasted Mary's Chicken

Garlic and lemon

Grilled Swordfish

Provençal sauce

Roasted Salmon

tarragon cream sauce

Butternut Squash Ravioli

brown butter sage sauce

All pricing is subject to a 24% service charge and applicable sales tax.

Holiday Buffet Dinner...continued

SELECT TWO SIDES

Oven Roasted Baby Potatoes

Candied Yams

Yukon Mash Potato

Roasted Butternut Squash

Potato Gratin

Roasted Winter Root Vegetables

Wild Rice Pilaf

Haricot Vert with Sliced Almonds

Steamed Brown Rice

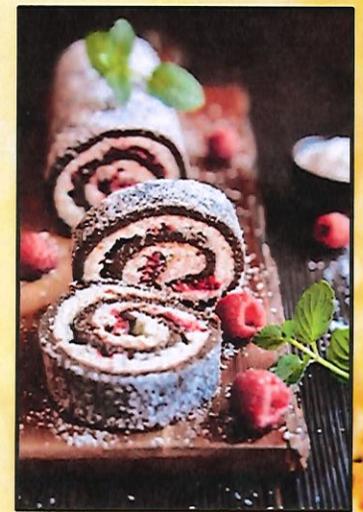
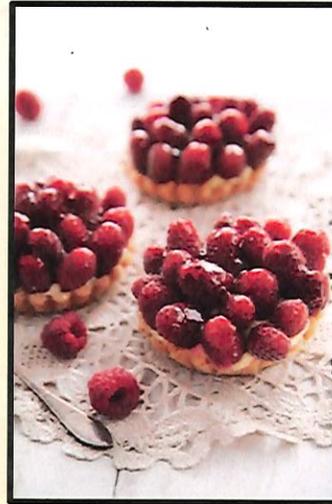
Braised Seasonal Greens

DESSERT

Lavish display of holiday pastries

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Roasted Winter Root Vegetables

Wild Rice Pilaf

Haricot Vert with Sliced Almonds

Steamed Brown Rice

Braised Seasonal Greens

DESSERT

Lavish display of holiday pastries

All pricing is subject to a 24% service charge and applicable sales tax.

Beverage List

A \$150 bartender fee, per bar, will apply for all bars. One bartender per every 100 guests.
Service charge and tax will be added to hosted bars.

PRICING

Bar Selection	Hosted	Cash
Super Premium Cocktail	\$12	\$14
Premium Cocktail	\$10	\$12
Standard Cocktail	\$ 9	\$11
Imported Brew	\$ 7	\$ 8
Domestic Beer	\$ 6	\$ 7
House Wine	\$ 8	\$10
Soft Drinks	\$ 4	\$ 5
Fruit Juice	\$ 4	\$ 5

SUPER PREMIUM BAR PACKAGE

one hour - \$30pp
two hours - \$37pp
three hours - \$45pp
four hours - \$52pp

PREMIUM BAR PACKAGE

one hour - \$25pp
two hours - \$32pp
three hours - \$40pp
four hours - \$47pp

CALL BAR PACKAGE

one hour - \$22pp
two hours - \$29pp
three hours - \$36pp
four hours - \$42pp

DOMESTIC BREWS

Budweiser, Bud Light, Coors Light

IMPORTED BREWS

Heineken, Amstel Light, Corona,
Anchor Steam, Lagunitas Pale Ale
Sierra Nevada Pale Ale

HOUSE WINES

Sycamore Lane Chardonnay
Sycamore Lane Merlot
Sycamore Lane Cabernet Sauvignon

*Additional wines available on request

SUPER PREMIUM BRANDS

Grey Goose Vodka
Bacardi 151 Rum
Makers Mark Bourbon
Seagram's VO Whiskey
Johnny Walker Black Scotch
Don Julio Tequila
Hendrick's Gin

PREMIUM BRANDS

Stolichnaya Vodka
Bacardi Gold Rum
Jack Daniel's Bourbon
Crown Royal Whiskey
Johnny Walker Red Scotch
Patron Silver Tequila
Bombay Sapphire Gin

CALL BRANDS

Smirnoff 80 Vodka
Bacardi Silver Rum
Jim Beam Bourbon
Seagram's 7 Whiskey
Dewar's Scotch
Call Brand Tequila
Beefeater's Gin

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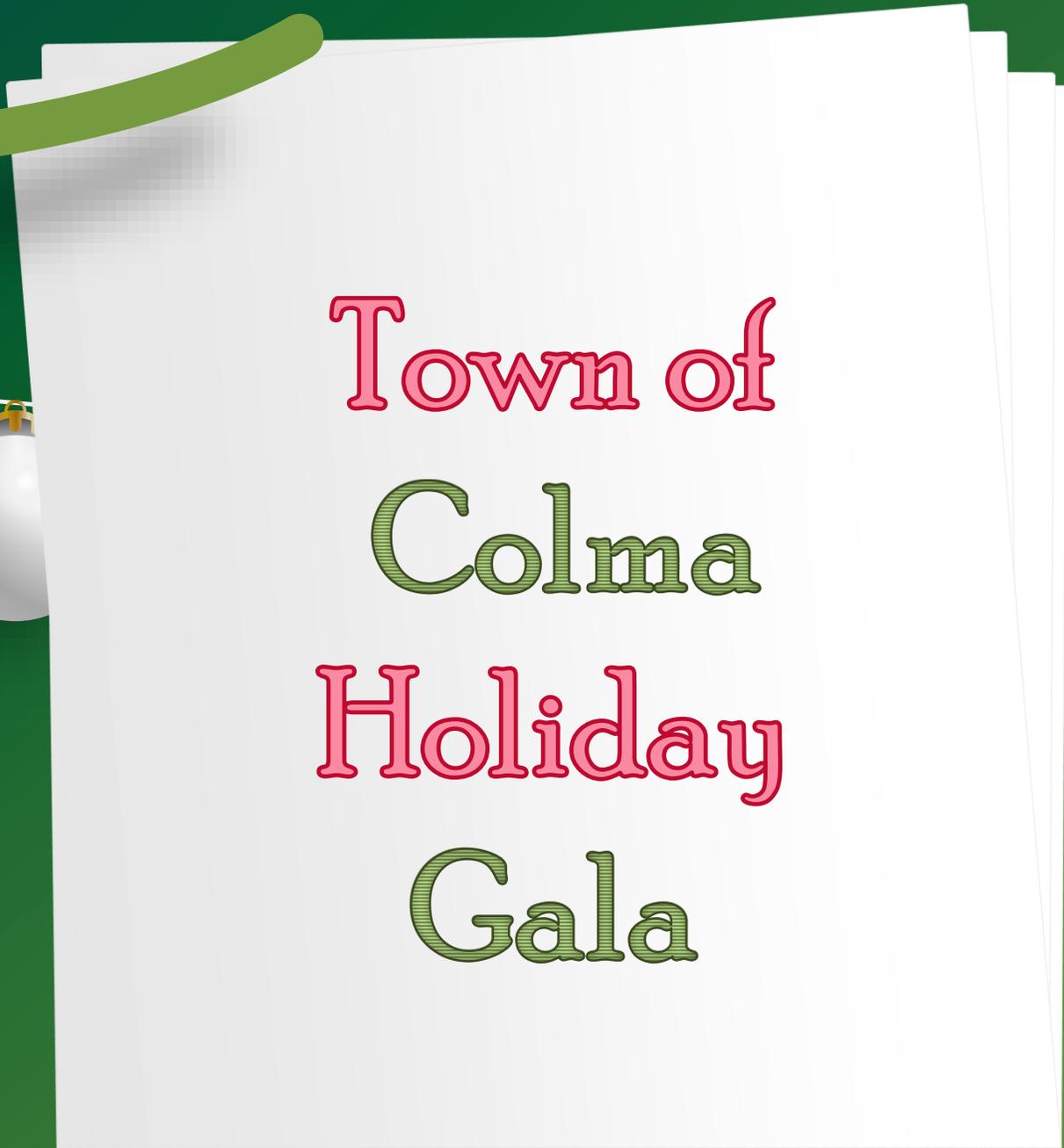
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Smirnoff 80 Vodka
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Seagram's 7 Whiskey
Dewar's Scotch
Call Brand Tequila
Beefeater's Gin

All pricing is subject to a 24% service charge and applicable sales tax.



Town of
Colma
Holiday
Gala



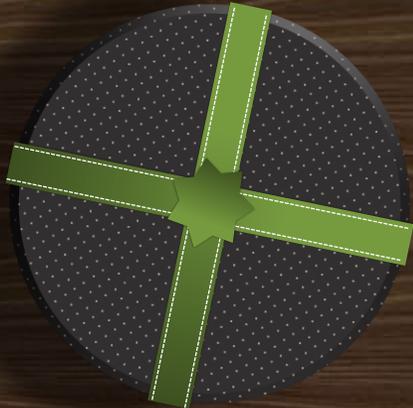
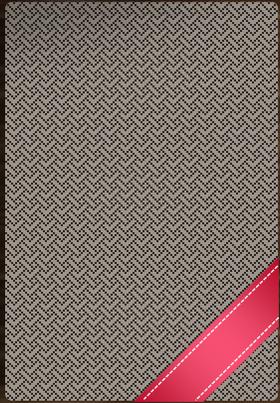
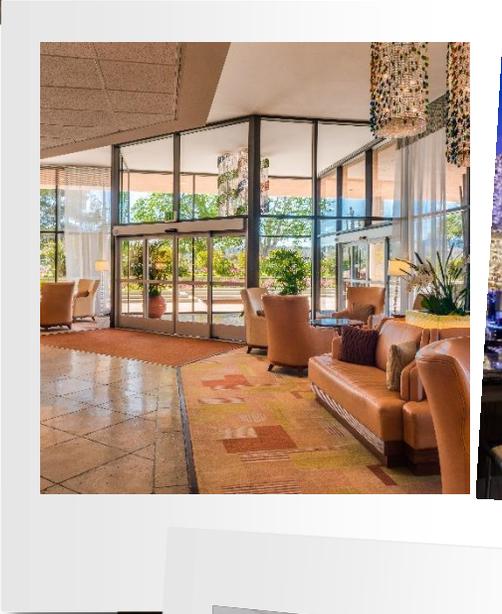
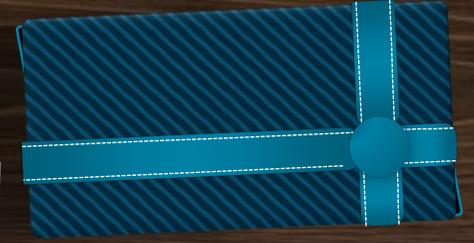
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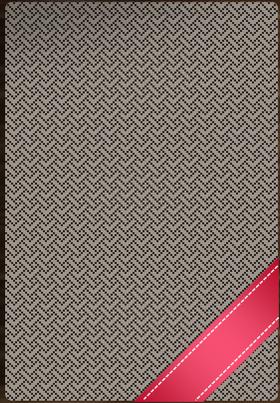
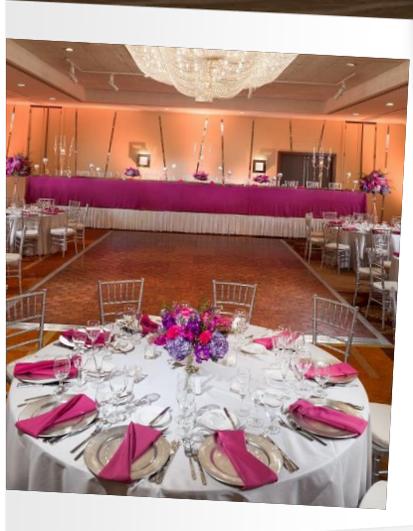
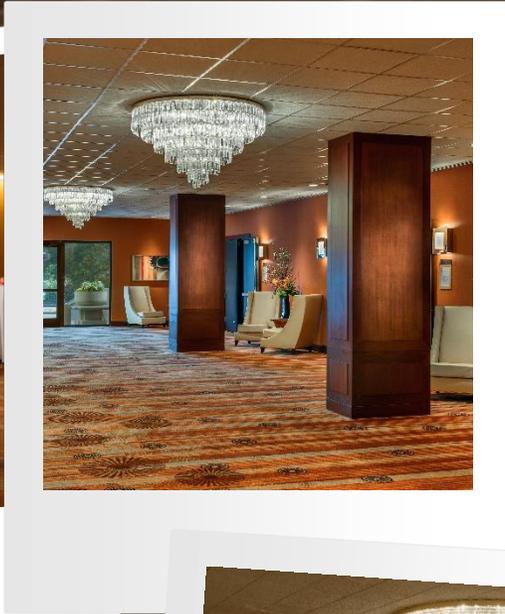
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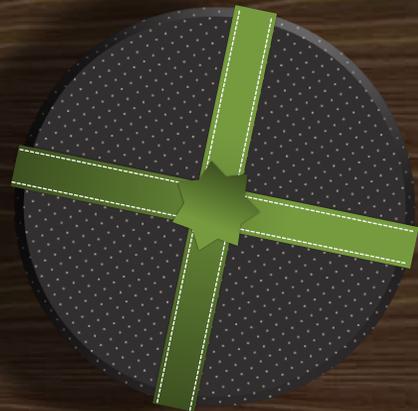
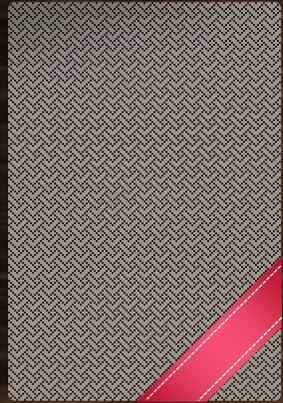
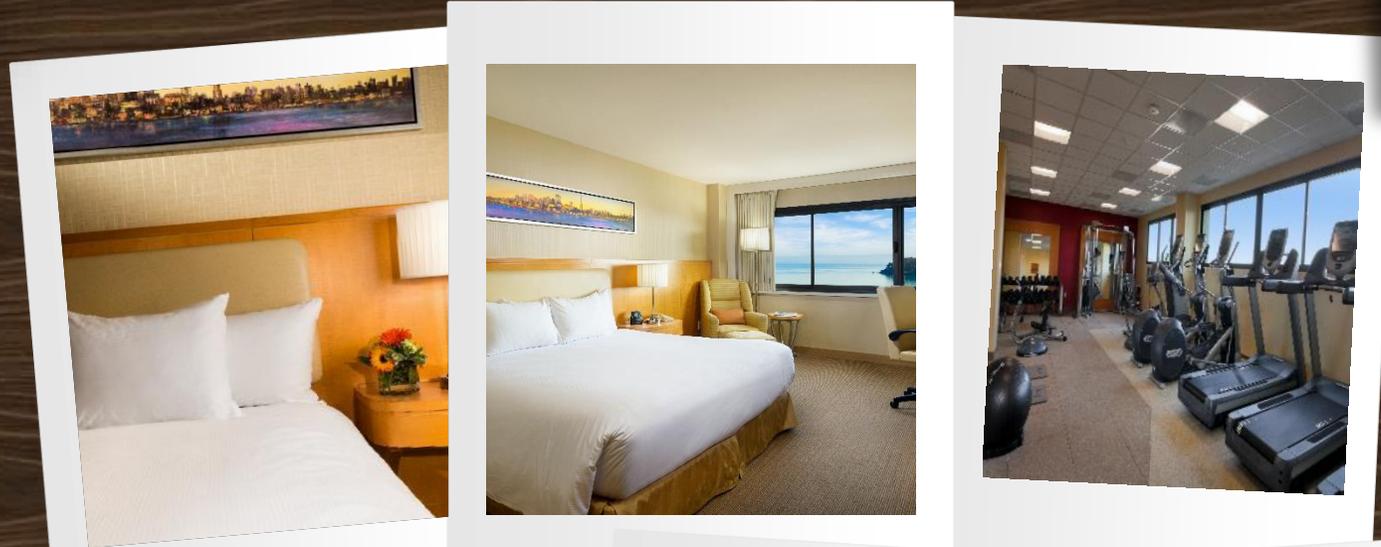
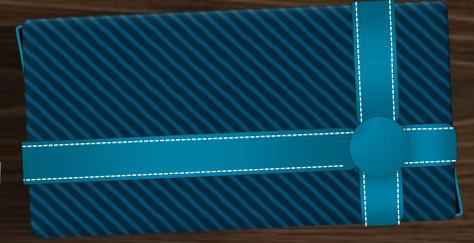
Hotel Lobby & Restaurant



Ballroom & Foyer



Guest Rooms & Fitness Center





Hilton

SAN FRANCISCO AIRPORT BAYFRONT

Appreciates
Your
Business

Thank
You!





Banquet Menu Package

Includes four appetizers, one starter salad, one bread, any three entrée options with appropriate accompaniments included. See dessert page for selections. 100 person minimum.

\$44.00* per person (assisted buffet)

*additional charge for menu upgrades

Please add \$8.00 per person for seated service

\$0.75 per person wedding cake cutting fee

Inquire for champagne toast options + fees.

12% service charge will be added to food service total (prior to addition of rentals, furniture setup, & taxes)

Tax not included.

Includes water & iced tea carafes at each table for dinner service. Water & iced tea station with single-use cups after dinner. Coffee & tea station after dinner. White buffet table linens included.

Standard place settings included for parties up to 250. Includes one ea. water goblet, dinner fork, dinner knife, dessert fork, salad plate, dinner plate, cake plate, white napkin. Fees associated with additional barware, China, flatware, colored linens/napkins, etc. will be added to final balance at the rental rate (rented as required by meal order and guest count). Typical rental \$0.60 per rental item.

Hors D'Oeuvres

Mini Loaded Potatoes **v** + bacon, add \$0.50pp

Assorted Miniature Quiches **v**

Coconut Shrimp with Remoulade

Coconut Chicken Skewers with Remoulade

Antipasto Skewers **v**

Sesame Chicken Brochette with Teriyaki Sauce

Chicken Brochette with Peanut Sauce

Cocktail Meatballs (Marinara, Teriyaki, or Swedish)

Bacon Wrapped Jalapeño Stuffed Chicken Bites

Mini Beef Wellington with Creole Mustard

Mushroom & Cheese Tartlet **v**

Cucumber Cup with Shrimp Salad

Fresh Petite Pizza: Sundried Tomato & Mozzarella **v** or Pesto Chicken

Mozzarella and Sundried Tomato Bruschetta **v**

Classic Fresh Tomato Bruschetta **v**

Lemon, Ricotta, Basil, & Honey Crostini **v**

Mini Beef Empanadas

Petite Baked Brie in Phyllo Pouch **v**

Spanakopita **v**

Pineapple & Kielbasa Brochettes

Miniature Samosas **v**

Fried Veggie Spring Rolls **v**

Fresh Fruit Skewers **vc**

Tarragon Deviled Eggs **v**

Melon & Mozzarella Bites **v** + prosciutto, add \$0.50pp

Grilled Vegetable Platter **vc**

Domestic Cheese and Crackers, Cubed Colby, Cheddar, and Pepper Jack **v**

Premium Platter of assorted soft & hard cheeses garnished with fruit, nuts, & fig spread* add \$3.00 pp **v**

*Prices & regulations subject to change with or without notice until signed contract is in force
(v) vegetarian

Salads

(includes sliced baguettes or artisan rolls)

Mesclun Mixed Greens Salad **V**

Grape Tomato, Maytag Blue Cheese, Olive Oil and Balsamic Vinegar

Simple Caesar Salad

Romaine Lettuce with Shredded Parmesan, Croutons, and Caesar Dressing

Traditional Greek Salad **V**

Cucumber Salad with Tomato, Onion, and Feta Dressing

Beet Salad **V**

with Red & Golden Beets, Goat cheese, and Mustard Vinaigrette

Caprese Salad **V**

Tomato, Fresh Mozzarella, and Basil

Mains

Poultry

Frenched Cut Chicken with Balsamic Onion Cream Sauce

Chicken Breast with Sundried Tomato Beurre Blanc

Chicken Piccata

Chicken Marsala

Frenched Cut Chicken with Cherry Pinot Noir Reduction

Chicken Parmigiana

Chicken Kiev

Seafood

Grilled Cod with Rosemary Olive Relish

Coconut Crusted Tilapia topped with Mango Salsa

Cod with Cherry Tomato & Caper White Wine Sauce

Garlic Jumbo Shrimp Brochettes* Add \$1.00pp

Pecan Crusted Trout with Lemon Caper Cream Sauce Add \$1.00pp

Red Snapper with Herbed Butter

Salmon with Creamy Lemon Dill* Add \$2.00pp

Herb Crusted Salmon* Add \$2.00pp

Salmon with Brown Sugar Mustard Glaze* Add \$2.00pp

Teriyaki Salmon* Add \$2.00pp

Pork

Pesto Stuffed Pork Loin

Apple Stuffed Pork

Pork St. Croix

Herb Crusted Roasted Pork Tenderloin

BBQ Rub Roasted Pork Tenderloin

Beef

Santa Maria Tri Tip

Carved Roast Beef (buffet only)

Angus Filet Mignon with Demi-Glace* Add \$2.00pp

Prime Rib with Creamy Horseradish* Add \$2.00pp

Filet Mignon with Green Peppercorn* Add \$2.00pp

Teriyaki Skirt Steak* Add \$2.00pp

Vegetarian **V**

Butternut Squash & Spinach Lasagna

Ratatouille Lattice Add \$2.00pp

Jumbo Ravioli Aglio e Olio with Spinach & Mushrooms

Eggplant Parmesan

Quinoa Mélange Stuffed Portobello **VG** by request

Spaghetti Squash Marinara in the Half Shell (seated service only, **VG** by request)

*Prices & regulations subject to change with or without notice until signed contract is in force.

Rates applicable to events at Skyline College

V vegetarian **VG** vegan



Dessert

Package includes coffee & tea station and complimentary sheet cake

Premium Desserts

If upgrading to premium desserts, sheet cake no longer included

Simple Dessert Buffet* Add \$1.00pp

A variety of gourmet brownies, fresh baked cookies, and miniature cheesecakes

Cupcake Assortment* Add \$3.50pp

Variety of gourmet cupcakes. Chocolate Fudge, Red Velvet, Vanilla Rainbow, Pink Cap, Strawberry, Carrot. Seasonal flavors may be available upon request. Variety subject to limitations based on guest count.

Ice Cream Sundae Bar* Add \$3.75pp (includes glass sorbet cup & teaspoon rentals)

Up to 3 ice cream flavors scooped by Pacific Dining staff, followed by a variety self-serve toppings (# of flavors available dependent on guest count)

Topping Samples

Chocolate Syrup	Whipped Cream	Nuts	Caramel Syrup	Gummy Bears
M&Ms	Crushed Pineapple	Oreos	Cherries	Chocolate Chips

Root Beer Floats* Add \$3.75pp (includes glass Irish coffee mug & long spoon rentals)

Mug Root Beer with Vanilla ice cream scooped by Pacific Dining staff in a 10 oz Irish Coffee Mug

Individual 3" Cakes* Add \$7.50pp+

Seated Service Only. Inquire for flavors.

Petite Dessert Display* Add \$4.50pp

Sample Assortment:

Macarons	Petite Cheesecakes	Petits Fpurs
Petite Cream Puffs	Lemon Bars	Gourmet Brownies
Mini Tart Variety	Chocolate Covered Strawberries	Fresh Baked Cookies

Client supplied desserts permitted pending approval. Additional charge may apply.

Dessert selection may incur additional flatware and/or China rentals.

*Prices & regulations subject to change with or without notice until signed contract is in force.

Rates applicable to events at Skyline College

V vegetarian **VG** vegan



THE FARALLON ROOM AT SKYLINE COLLEGE

Room Rental Fee

Mon-Thurs \$3900 (includes room setup, available in-house furniture, event insurance)

Fri-Sun \$4700 (includes room setup, available in-house furniture, event insurance)

Includes complementary access to enclosed terrace.

7 Consecutive Hours of Rental Time

3 hours Setup, 1 hour Cleanup / Breakdown

4 hours Event Time. Additional hour available for weddings, auctions, & “dry” events. Additional fees apply.

Daytime events end no later than 5p. Weekday evening events end no later than 10p.

Saturday evening events end no later than 11p. Sunday events end no later 4p.

Bar Regulations

Bartender \$45 per hour (4 hr minimum: 1 hr setup, 2 hours service, 1 hour cleanup)

Barback \$25 per hour (4 hr minimum: 1 hr setup, 2 hours service, 1 hour cleanup)

Security required at current officer rate. \$300* per minimum 4 hr shift. Additional hours pro-rated.

Client provides all alcohol, mixers, garnishes. \$0.50 / drink & \$3 / pre-set wine bottle corkage fee applies.

Glassware rentals apply as needed.

Sun-Fri Beer + Wine only. +\$175 flat fee

Hard liquor permitted on Saturdays only, + \$375 flat fee

Alcohol (beer or wine and/or liquor) only allowed if using in-house catering services by Pacific Dining Food Service Management. No exceptions.

See banquet menu for in-house catering options.

Outside catering incurs additional fees & regulations. Inquire for details.

Amenities

Portable bar. Lounge seating.

Up to 280 black stacking chairs.

Up to 25 72” round tables + up to 20 72” banquet tables + up to 8 tall kiosk bar tables – as space allows.

LCD screens & podium for presentation. Microphone. Plug in for laptop for background music.

More complex Audio Visual requirements may result in ITS labor fees. \$300*+

Linen & upgraded chairs rented at cost thru in-house catering services. Prices vary by selection.

Parking included. Client responsible for providing parking code to guests in advance and guests responsible for using code to acquire permit at parking permit kiosks.

Final guest count & payment due no later than 10 days prior to event date.

Prices & regulations subject to change with or without notice until signed contract is in force.



















**SOUTH SAN FRANCISCO
CONFERENCE CENTER**

FINAL INVOICE

Event Name: Town of Colma 2019 Holiday Party

Event ID: 4491-1

Invoice #: 19-12456

26 December 2019

Town of Colma
1198 El Camino Real
Colma, California 94014

Summary:

CHARGES				
	Charges	Catering Service Charge (22 %)	CA State Sales Tax (9.75%)	Total
Room Rental	\$2,750.00	\$0.00	\$0.00	\$2,750.00
Food & Beverage	\$15,159.00	\$3,334.98	\$1,803.16	\$20,297.14
Event Services	\$1,148.00	\$0.00	\$0.00	\$1,148.00
Event Security	\$754.00	\$0.00	\$0.00	\$754.00
Totals	\$19,811.00	\$3,334.98	\$1,803.16	\$24,949.14
			Payments Received	(\$24,949.14)
			Balance Due	\$0.00



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ssfconf.com

Initials: _____
Page 1 of 2

Payments:

Payment Date	Amount	Payment Method	Payment Type	Description
12/26/2019	\$24,949.14	Check	Final Payment	Check #51020, Check Date 12/17/2019

Details:

Saturday, December 14, 2019 - 6:00pm-12:00am - Banquet			
Description	Qty	Price	Total
Room Rental	1	\$750.00	\$750.00
Hot Chocolate and Cookie Package	30	\$20.00	\$600.00

Saturday, December 14, 2019 - 6:00pm-12:00am - Reception and Dinner			
Description	Qty	Price	Total
Room Rental	1	\$2,000.00	\$2,000.00
Dance Floor, Individual Piece (24' X 24')	64	\$7.00	\$448.00
Staging	4	\$50.00	\$200.00
100 Amp Service - 5 x 20 AMP Outlets	1	\$500.00	\$500.00
Grand Dinner Buffet	235	\$58.00	\$13,630.00
Corkage Fee	28	\$10.00	\$280.00
Hosted Soft Bar ONLY	121	\$4.00	\$484.00
Hosted Soft Bar - VOSS bottled water (each)	33	\$5.00	\$165.00
SSF Police Officer (6.50 hours)	1	\$116.00	\$754.00

Total Amount Due Upon Request of Service. 1.5% Interest Charge Per Month Past Due.

For more information or assistance regarding this invoice, contact Katie Leung, Chief Financial Officer, 650.877.3994 or KLeung@ssfconf.com



SOUTH SAN FRANCISCO
CONFERENCE CENTER

Celebrations

MENU

All prices are subject to 22% taxable service charge & current sales tax. Prices subject to change without notice.
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SOUTH SAN FRANCISCO **CONFERENCE CENTER**

The South San Francisco Conference Center is pleased to have an opportunity to be part of your event whether you are planning a conference, convention, social event, or wedding, you can be assured that we will exceed all your expectations.

Our extensive experience and exceptional culinary creativity combine to provide you with menus designed to make your event memorable. All menu items are prepared on site in our full-service kitchen using only the finest ingredients.

Should a special theme or setting be part of your plan, we can help make your vision a reality. We are happy to work with you to create a customized menu to fit your needs, including vegan and vegetarian options.

Please let us know what we can do for you. We are at your service. Sincerely,

Catering Department

South San Francisco Conference Center

All prices are subject to 22% taxable service charge & current sales tax. Prices subject to change without notice.
255 South Airport Boulevard, South San Francisco, California 94080 | T: 650.877.5200 | E catering@ssfconf.com

www.ssfconf.com

Included in your Celebration

We are pleased to offer you an array of options to make your celebration a most memorable event.

- *Full Service throughout the Event*
- *Room Rental, and Applicable Conference Center Changes*
- *Choice of Time Frame for your Event: 11:00am to 4:00pm or 6:00pm to 11:00pm*
- *Table Linens with Appropriate Skirting*
- *All China and Silverware*
- *Centerpieces: Mirror Tiles, Hurricane Lamps and Votive Candles*
- *Cake Cutting and Serving (if applicable)*
- *Complimentary Parking*
- *Security*

Prices are subject to a 22% service charge and applicable CA sales tax.

Complete bar service and bar packages, including distilled spirits, wines, beer and soft drinks can be provided for your event. Please contact our Director of Catering for prices and selections.

**For large events, time frames may be waived*

**Room minimums may apply*

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255 South Airport Boulevard, South San Francisco, California 94080 | T: 650.877.5200 | E catering@ssfconf.com

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Hors d' Oeuvres

~ VEGETARIAN~

COLD

BRUSCHETTA POMODORA

Roma Tomatoes, Garlic and Virgin Olive Oil Infused with Fresh Basil then Served with Toasted Crostini

\$7 per person

CHEESE PLATTER

Imported and Domestic Cheeses Displayed on a Tray and Served with Assorted Crackers and Fruit Garnish

\$10 per person

FRESH FRUIT

Variety of Seasonal Fruits Presented on a Tray

\$9 per person

VEGETABLE PLATTER

Assortment of Fresh Seasonal Vegetables Presented on a Tray with Dipping Sauce

\$8 per person

PEAR AND GORGONZOLA CROSTINIS

\$8 per person

FRESH SEASONAL FRUIT SKEWERS WITH YOGURT DIP

\$7 per person

FRESH FIGS STUFFED WITH GORGONZOLA CHEESE

\$8 per person

BRUSCHETTA CAPRESE

Sliced Mozzarella Cheese, Basil, Tomatoes Served on a Crostini and Drizzled with a Balsamic Reduction

\$8 per person

~MEATS~

ARAM SANDWICHES

Assorted Meats and Cheeses on Lavosh (Thin Armenian bread) with Lettuce & Tomatoes then Rolled and Sliced to Finger Sandwiches

\$8 per person

ANTIPASTO MISTO SKEWERS

Marinated Artichoke Hearts, Mozzarella Cheese, Salami, Cherry Tomatoes and Olives

\$8 per person

~SEAFOOD~

INDIVIDUAL PRAWN COCKTAILS

\$15 per person

FRESH SHRIMP CEVICHE

Served Chilled on Top of a Fried Tortilla Shell

\$12 per person

CRAB AND SHRIMP BRUSCHETTA

Dungeness Crab and Shrimp Served on a Toasted Crostini

\$9 per person

SMOKED SALMON WITH LEMON AND CAPERS

Served on Sliced Baguette with Herb Cream Cheese

\$13 per person

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Hors d' Oeuvres

HOT VEGETARIAN

BAKED BRIE AND APRICOT COMPOTE

\$8 per person

STUFFED MUSHROOMS

Sautéed Mushroom Caps Filled with Our Special Vegetarian Stuffing

\$8 per person

GRILLED GARLIC POLENTA

Topped with Melted Mozzarella & Tomato Tapenade

\$8 per person

PASTA DINNER BAR

Penne Pasta with Mushroom, Tomatoes, Cream Sauce, Pasta Primavera, Our famous Caesar Salad and Garlic Croutons, Freshly Baked Rolls and Butter

\$15 per person

AVOCADO EGG ROLLS

Served with a Plum Dipping Sauce

\$7 per person

ARTICHOKE & SPINACH DIP

Served with Warm Crostini's

\$7 per person

ARANCINI

Stuffed with Spinach and Cheese (Rice Croquettes)

\$7 per person

ROASTED VEGETABLES THAI WONTON PACKETS

\$7 per person

INDIVIDUAL TARTLETS

With Walnuts, Brie & Grape Salsa

\$7 per person

MOZZARELLA FRITTER WITH ASSORTED DIPS

\$7 per person

*HOUSE-MADE FOCACCIA SQUARES

Caramelized Onions, Goat Cheese & Roasted Pine Nuts

\$8 per person

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SEAFOOD

PROSCIUTO-WRAPPED PRAWNS

Jumbo Prawns Wrapped with thin Italian Ham and Topped with a Light Apricot Citrus Glaze

\$15 per person

CRAB & SHRIMP CAKES (HOUSE SPECIALTY)

\$10.00 per person

COCONUT SHRIMP

Served with Apricot Chili Sauce

\$13 per person

CRAB WONTONS

Served with Tangy Orange Aioli

\$9 per person

PEANUT CURRY CHICKEN SALAD IN WONTON CUPS

Curry Chicken Salad in a Baked Wonton Cup

*Contains Nuts

\$7 per person

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Hors d' Oeuvres

~MEAT~

PEPPERED BEEF TENDERLOIN

Slices with Light Horseradish Sauce Served on
Baguettes

\$9 per person

FILET MIGNON SLIDERS SERVED ON HAWAIIAN STYLE BREAD

\$13 per person

CROSS RIB ROAST CARVING STATION

Cross Rib Roast Carved to Order and Served with
Freshly Baked Rolls and a Selection of Condiments
(Minimum of 100 people, carver included)

\$15 per person

STEAK SKEWERS & GORGONZOLA AND ROASTED RED PEPPERS

\$9 per person

POT STICKERS

Served with Ginger Garlic and Hoisin Sauce

\$8 per person

BBQ SESAME CHICKEN

Chicken Drumettes Sautéed in BBQ Sauce with
Sesame Seeds

\$8 per person

DICED CHICKEN AND MOZARELLA TARTLETS

\$8 per person

~ SWEETS ~

CHEESECAKE POPSICLES

\$6 per person

ASSORTED PETIT FOURS

\$8 per person

CHOCOLATE FOUNTAIN

(chef's choice dipping items)

\$13 per person

(2 Hours Service)

ASSORTED DESSERT STATION

(CHEF'S CHOICE)

\$10 per person

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Seated Service Menu

~Salads~
(Choice of One)

SPINACH SALAD

Fresh Mix of Leafy Spinach Garnished with Red Seedless Grapes, Sliced Hard Boiled Eggs and Cheddar Cheese. Served with a Light Citrus Vinaigrette Dressing

CLASSIC CAESAR SALAD

Made with Crisp Romaine Lettuce, Shaves Asiago and Parmesan Cheese, Garlic Roasted Croutons and Tossed with Classic Caesar Dressing (Additional: Bay Shrimp for \$2.00 per person)

HOUSE SALAD

House Mix of Spring Lettuce, Endives, Candied Walnuts, Fresh Sliced Red delicious Apples and Crumbled Blue Cheese. Served with a Balsamic Vinaigrette Dressing

MIXED GREEN SALAD

Traditional Spring Salad with Cherry Tomatoes, Sliced Cucumbers, Cheddar Cheese, Shredded Carrots and Crunchy Croutons. Tossed with a Choice of Ranch, Italian, Thousand Island or Blue Cheese Dressing

RASPBERRY SPRING SALAD (SEASONAL)

Spring Greens Garnished with Fresh Raspberries, Crumbled Gorgonzola Cheese and Juicy Orange Wedges. Tossed in Tangy Raspberry Vinaigrette Dressing

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Seated Service Menu

~ENTREES~

FILET MIGNON

Our Finest Steak Hand Cut by Our Chefs and Served with a Velvety Mushroom Demi-Glace Sauce.

\$55 per person

MIXED GRILL

An Unbeatable Trio for the Indecisive Eater. A 4 oz. Choice Filet, 4 oz. Chicken Marsala and Three Juicy Prawns, all Served on One Satisfying Plate.

\$57 per person

PRIME RIB

Tender, Slow Roasted Prime Rib that is Sure to Satisfy even the Heartiest Appetite. Served with Au Jus.

\$50 per person

NEW YORK STEAK

A Mouth Watering Favorite. Choice New York Strip Steak, Marinated in Fresh Herbs, Garlic and Worcestershire Sauce for 24 hours & Expertly Grilled.

\$48 per person

STUFFED SOLE

Filet of Sole Stuffed with our Original Crab and Shrimp Mix and Topped with Monterey Jack Cheese. Baked in the Oven and Served with a Meuniere Butter Sauce.

\$45 per person

GRILLED SALMON

Fresh Salmon, Grilled until it Simply Melts in your Mouth. Serve with a Light Lemon Butter Sauce.

\$47 per person

ENCRUSTED MAHI-MAHI

Fresh Mahi-Mahi Encrusted in an Assortment of Breadcrumbs & Shredded Asiago cheese. Served with Fresh Home-Made Tropical Chutney.

\$47 per person

STUFFED CHICKEN MEDALLIONS

Succulent and Generously Proportioned Chicken Breast Medallions Stuffed with a Florentine Mixture of Fresh Spinach and Swiss cheese.

\$42 per person

CHICKEN MARSALA

An Ever-Popular Italian Tradition. A Large Boneless Chicken Breast Sautéed with Button Mushrooms and the Distinctive Flavor of Sweet Marsala Wine.

\$42 per person

CHICKEN CHARDONNAY

A Large Boneless Chicken Breast Sautéed with Reduction Sauce of Chardonnay Wine and Shallots

\$42 per person

EGGPLANT LASAGNA

A Vegetarian Classic. Tender Grilled Eggplant Layered between Gourmet Flat Pasta, Monterey Jack, Ricotta and Mozzarella Cheeses & Traditional Marinara Sauce.

\$37 per person

STUFFED PORTABELLO MUSHROOM

A Large Grilled Portobello Mushroom Stuffed with a Delectable Combination of Breadcrumbs and Fresh Roasted Vegetables. Topped with a Thin Slice of Monterey Jack Cheese and a Zesty Tomato Sauce

\$37 per person

FRESH MIXED VEGETABLE EN CROUTE

A Colorful Medley of Sautéed Mushrooms, Zucchini, Carrots, Onions and Assorted Peppers, Encased in a Delicate Puff Pastry & Baked to Perfection.

\$33 per person

FLAT IRON STEAK

Choice of Flat Iron Steak Grilled to Perfection and Topped with Butter, Garlic and Thyme

\$46 per person

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Grand Buffet

~Cold~

Traditional Caesar Salad
House Salad
Waldorf Salad
Fresh Fruit Display (Seasonal)
Roasted Vegetable Pasta Salad
Mozzarella, Tomato and Cucumber Salad

~Hot~

Chicken Toscano (Bone -in)
Stuffed Sole
Roast Pork Loin
Assorted Fresh Mixed Vegetables
Penne Pasta Ala Domenico
Rice Pilaf

Freshly Baked Rolls, Coffee Service

\$55 per person

~Additional~

PRIME RIB CARVER

\$12 per person

CROSS RIB ROAST CARVER

\$10 per person

ASSORTED DESSERT BAR

\$10 per person

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Desserts

**ALL DESSERTS ARE HOUSE MADE
BY OUR CHEF ON SITE**

CHOCOLATE FUDGE TORTE

An Exquisite Cream Cheese and Berry Filling Between Layers of Flourless Chocolate Cake. Topped with a Rich Chocolate Ganache
\$6.50 per person

INDIVIDUAL CHEESECAKE

A Timeless Favorite that Needs No Ornamentation. Round, Fluffy Cheesecake on Buttery Graham-Cracker Crust. Original, Lemon Chiffon or Raspberry.
\$6.50 per person

LEMON ZEST CREME TORTE

A Piquant Palate Pleasing Mixture of Cream Cheese and Fresh Lemon Zest Between Layers of Moist White Cake
\$6 per person

ESPRESSO AND IRISH CREAM TIRAMISU

A Rich, Whipped Filling Envelope by Ladyfingers Soaked in Espresso and Irish Cream. Topped with Dark Chocolate Shavings
\$6 per person

CARAMEL CUSTARD

A Divine Traditional Cream Custard Served with a Caramelized Sugar Sauce.
\$6 per person

CREME PUFF OR ÉCLAIR (CHOOSE ONE)

A Light Pastry Shell Stuffed with a Luscious Mixture of Italian Cream and Whipped Cream. Eclairs are Dipped in Rich Dark Chocolate.
\$5.50 per person

LEMON CURD TART

A Delicious Zesty Lemon Curd filled Crispy Tart Topped with Candied Lime Zest
\$7 per person

STRAWBERRY TIRAMISU

Exquisite Rich Creamy Mascarpone and Strawberries Enveloped by Ladyfingers on a Pyramid Shape
\$7 per person

GRILLED PEACHES WITH HONEY MASCARPONE (SEASONAL)

Ripe Yellow Peaches Marinated in Bourbon, then Grilled Topped with a Honey Mascarpone
\$8 per person

QUINOA BERRY MOUSSE

A Fusion of Quinoa Grains Drizzled Dark Chocolate Seasonal Berry Mousse
\$8 per person

PUMPKIN CRÈME BRULEE (SEASONAL)

Pumpkin Custard Inside a Mini Pumpkin with a Hint of Frangelico
\$8 per person

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Reception Package

Minimum of 50 people

Mini Crab & Shrimp Cakes

Bite Sized Dungeness Crab & Bay Shrimp Cakes Served with Tangy Lemon Aioli & Classic Cocktail Sauce

Baked Brie & Apricot Compote

A Heavenly Combination of Soft Imported Warm Brie on Sweet Apricot Compote Encased in a Buttery Puff Pastry

Grilled Vegetable Platter with Hummus

(GF, Vegan)

Stuffed Mushroom

Button Mushroom Caps Filled with a Savory Medley of Roasted Vegetables & Spinach
(GF, Vegan)

Steak Skewers with Gorgonzola & Roasted Red Peppers

USDA Choice Juicy Steak Sliced Thin & Grilled; Finished in the Oven with Melted Gorgonzola Cheese & Roasted Red Peppers

Homemade Pesto Panini

Homemade Italian Focaccia Bread Stuffed with Pesto & Monterey Jack Cheese
Baked Until the Cheese is Perfectly Melted

Grilled Chicken Sliders with Corn Relish

Individual Shrimp Ceviche

\$42 per person

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Grand Reception Package

~ Minimum of 50 people ~

Lobster Ceviche Shooters

Shrimp Cocktail Display

with Cocktail Sauce, Thai Sweet Chili Lime Dipping Sauce & Citrus Zest Sauce

Beef Tenderloin Sliders

Steak Skewers with Gorgonzola Sauce

Grilled Chicken Satay

Imported Charcuterie

with Assorted Breads and Fruits

Spinach Dip & Pita Chips

Vegan Asparagus Puff and Hummus Dipping Sauce

Caprese Bruschetta

Assorted Petit Fours

\$55 per person

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Premium Reception Package

~ Minimum of 50 people ~

Lobster Ceviche Shooters

Shrimp Cocktail Display

Served with Cocktail Sauce, Thai Sweet Chili
Lime Dipping Sauce & Orange Citrus Zest Sauce

Smoked Cajun Prawns with Creole Sauce

Grilled Octopus

Served with fresh Chimichurri Sauce Lemon Herbed Scallops

Crab and Shrimp Cakes with Lemon Aioli

Ahi Tuna on Wonton Crisp

with Horseradish Cream

Mini Beef Wellington Bites Ginger

Honey Short Ribs Minty

Lolli- Lamb Chops

Steak Skewers with Gorgonzola Sauce

Chicken Satay

with Tamarind sauce

Beef Tenderloin Sliders

Grilled Chicken Sliders with Corn Relish

Prime Rib Carving Station

Served with Au Jus, Freshly Baked Rolls, Horseradish, Creamy garlic
Sauce and Harissa Sauce

Charcuterie Board

with Assorted Breads and Fruits

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Premium Reception Package Cont'd

Mini Brie Puff Delight

Ham and Cheese Skewer

Asparagus and Asiago Deviled Eggs

**Grilled Cheese Sandwich with
Tomato Bisque Shooter**

Grilled Vegetable Stuffed Mushrooms

**Caprese Skewer Boat with Balsamic
Reduction**

Spinach and Artichokes Wontons

Caesar Salad and Garlic Croutons

Cheese Arancini's with Sicilian Sauce

Vegetable Crudit  with Assorted Dipping Sauces

Grilled Seasonal Vegetables

Cheesecake Popsicle

Assorted Macaroons Petit Fours

Assorted Mini Cannolis

(Pistachio, Strawberry, Chocolate) Cr me Brulee

Mango Mousse Biscotti Bar

Baileys Cookies and Cream Parfait

\$110 per person

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Hosted Bar & Wine Service Package

Hosted Well Bar

\$8 Per Person for 2 Hour Service
Additional \$3 Per Person for Each Additional Hour
With a Maximum of 5 Hours

Hosted Call Bar

\$10 Per Person for 2 Hour Service
Additional \$4 Per Person for Each Additional Hour
With a Maximum of 5 Hours

Hosted Premium Bar

\$14 Per Person for 2 Hour Service
Additional \$5 Per Person for Each Additional Hour
With a Maximum of 5 Hours

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Beer & Wine Service

House Wine
\$30 per Bottle

House Champagne
\$8 per flute
\$30 per Bottle

Bar Prices

Premium Drinks	\$10
Call Drinks	\$9
Well Drinks	\$8
Wine per glass	\$8
Domestic Beer	\$5
Imported Beer	\$6
Water	\$5
Sodas & Juice	\$3

Flat Bartender Fee of \$200 per bartender for 4 hours of service

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STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 MEETING DATE: March 11, 2020
 SUBJECT: California Cities Gaming Authority

RECOMMENDATION

This item is a study session for information purposes only. No City Council action is required; however, staff seeks comments, questions, impressions and opinions from Council members and members of the public regarding the California Cities Gaming Authority.

EXECUTIVE SUMMARY

In January of this year, the Town of Colma was invited to join the newly founded California Cities Gaming Authority (CCGA), a joint powers authority which was formed to protect the interests of cities state-wide with licensed card rooms. The CCGA is recruiting approximately seventeen other cities to be a part of the CCGA Joint Powers Authority (JPA). Currently, there are two member cities who make up the JPA (City of Gardena and City of Inglewood).

As you may know the Attorney General and Director of the California Bureau of Gambling Control are threatening to revoke licensed games and possibly enact new regulations on the rotation of the payer-dealer position in cardrooms throughout the state. If both changes are made, they will negatively impact a significant amount of the Town's cardroom revenues.

Joining the CCGA will give the Town a united voice in Sacramento when issues pertaining to the cardroom arise; however, there is no guarantee the CCGA will always be able to convince law makers to side with CCGA member interests.

The purpose of tonight's study session is to review and obtain feedback on the possibility of joining the CCGA.

FISCAL IMPACT

If the City Council directs staff to return with the CCGA JPA for consideration and adoption, the fiscal year cost is \$30,000.

BACKGROUND

Over the last two years Lucky Chances Casino has operated with the threat of change in the player-dealer position and the withdrawal of previously approved Blackjack games. On two

separate occasions over the past two years the Mayor of Colma has spoken before the Bureau of Gambling Control at statewide workshops regarding the proposed changes. At each workshop the Mayor informed the Bureau that if the proposed changes are implemented, the Town's revenues would be significantly impacted, and that the Town would not be able to provide vital services to the community and jobs will be lost. Even though several of these workshops have been held all over the state of California, and thousands of cardroom workers and representatives from cities have spoken before the Bureau, there appears to be no changes in the proposed gaming language. This is very concerning for cardrooms and the cities that have cardrooms. The player-dealer position and potential withdrawal of previously approved Blackjack games are the top priority for the CCGA.

The CCGA was formed in November 2019 by the City of Gardena and the City of Inglewood in an effort to give cities one collective voice when cardroom issues arise with the Attorney General or Bureau of Gambling Control. Currently the cardrooms have a collective voice through lobbyists and public affairs groups, however the cities do not. The CCGA is recruiting cities with small to medium size cardrooms (20-80 tables); by working together the cities can be more effective when advocating for proposed changes that impact our cardrooms. Having individual cities of cardrooms represent themselves at meetings and workshops is sometimes difficult, inconsistent, and mixed messaging can sometimes be communicated, often making decision making more difficult for lawmakers.

ANALYSIS

The objective of tonight's study session is to review, discuss, and provide input on whether the Town should consider joining the CCGA JPA. Please find attached; attachment A - the letter inviting the Town to join the CCGA, attachment B – the CCGA JPA Agreement, attachment C – the addendum to the CCGA JPA admitting the Town of Colma. Also attached, attachment D is the CCGA Statement of Facts Roster of Public Agencies Filing with the State of California.

CCGA JPA Organization

The CCGA is made up of four (4) paid consultants, an executive director, attorney, treasurer and analyst. The JPA is not a CalPERS agency and there are no employees. The purpose of the CCGA is to protect member cities interests and to monitor the activities of the California Gambling Control Commission, the California Bureau of Gambling Control, and the Department of Public Health Office of Problem Gambling. The CCGA advocates for policies that support and protect the cities interests, revenues, and right to govern and opposes policies that are contrary to those by educating lawmakers.

The CCGA will be able to advocate for the Town along with other cities on not only current issues facing cardrooms but also future challenges such as the introduction of sports wagering. Tribal casinos have introduced sports wagering in the State of California but are advocating to prohibit sports wagering in non-tribal casinos/cardrooms.

The CCGA can represent the Town and its member agencies in stakeholder meetings, meetings with the Attorney General and Director of the Bureau of Gambling Control, draft legal responses (attachment E), as well as testify before commissions and boards in Sacramento advocating for our interests.

CCGA Board and Meetings

The CCGA JPA will meet one time per month in a member city on a rotating basis. Due to the challenges with geography, cities will be able to call in to the meetings. All meetings will be public and are required to be subject to the Brown Act. The Mayor or a member of the City Council will represent the Town on the CCGA Board. Based on the business items and approved programs the CCGA consultants will work with member agency city managers to complete action items from the Board.

Withdrawal from the CCGA

Member agencies may withdraw from the CCGA at any time with a 30-day written notice. However, any withdrawing member shall be obligated to contribute its pro-rata portion of the annual contribution and its pro-rata share of the liabilities of the CCGA for the fiscal year in which the withdraws become effective.

Annual Cost to be a Member

The current cost to join the CCGA JPA is \$30,000 per fiscal year. If more member agencies join the CCGA, the cost could go down. As stated before, there are benefits in joining, most importantly having one collective voice for multiple cardrooms state-wide; however, that does not guarantee the CCGA will always be able to convince law makers to side with CCGA member interests.

In speaking with representatives from Lucky Chances, they indicated that they would support the Town's participation in the JPA.

Staff is seeking answers to the following questions.

- Should staff bring the addendum adding the Town of Colma to the CCGA JPA at a future City Council meeting?
- Should staff bring back more information, if so, what specifically?
- Would Council like to wait and see how many other cities join the CCGA before staff brings the addendum before City Council?
- Should the Town do nothing?

The Executive Director, Rudy Bermudez of the CCGA will be present at the March 11 Council meeting so he will be able to answer any questions you may have.

Council Adopted Values

The staff report is consistent with the Council value of ***responsibility*** by taking comments, input and feedback from the public and staff to review and consider the pros and cons to joining the CCGA JPA.

CONCLUSION

The City Council is encouraged to ask questions about the possibility of the Town joining the CCGA JPA during the study session presentation.

ATTACHMENTS

- A. Letter inviting the Town to join the CCGA
- B. CCGA JPA Agreement
- C. Addendum to CCGA Agreement admitting the Town of Colma
- D. CCGA Statement of Facts Roster of Public Agencies Filing with the State of California
- E. Legal Letter from CCGA to Director of Gambling Control



CALIFORNIA CITIES GAMING AUTHORITY

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / EMAIL: CCGACTIES@GMAIL.COM / PHONE (310) 217-9503

January 27, 2020

Brian Dossey, City Manager
City of Colma
1198 El Camino Real
Colma, CA 94014

Dear City Manager Dossey:

I am writing to invite your city, the City of Colma, to join the California Cities Gaming Authority, a joint powers authority.

The California Cities Gaming Authority (CCGA) is chartered as a Joint Powers Authority under California State law, under the authorization granted in California Government Code, Section 6500. The CCGA was formed to protect the interests of the 66 cities state-wide with licensed medium and small card rooms, its residents, local businesses, and their employees.

The CCGA is dedicated to protecting and promoting the interests and economic concerns of its member cities. The employment, development opportunities, and revenue generated by licensed card room in our cities help fund city services such as police and fire services, park maintenance, recreation, senior and youth services, and road repair. The jobs created in our cities by our licensed card rooms provide a stable source of high-quality living wage employment opportunities for our residents.

To protect our member cities, the CCGA monitors the activities of the State Legislature and State Regulatory Agencies, such as the California Gambling Control Commission, the California Bureau of Gambling Control, and the California Department of Public Health Office of Problem Gambling; and it engages in public policy issues. The CCGA advocates for policies that support and protect the cities' interests, revenues, and right to govern and opposes policies that are contrary to those by educating policymakers.

In 2019, our Chair, Executive Director, and General Counsel participated on behalf of cities with card rooms in the following activities:

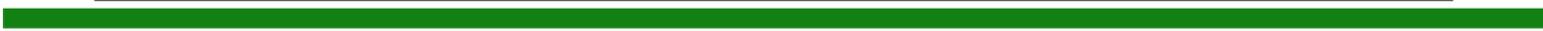
- Testified at all seven of the California Attorney General's Bureau of Gambling Control workshops regarding regulations on the rotation of the player-dealer position and the withdrawal of Blackjack game approvals.
- Testified at the California Gambling Control Commission workshop on the proposed changes to the advertising regulations for card rooms.

- Testified at the Senate Governmental Organization Committee Informational Hearing on “Gambling in California” in the State Capitol.
- Testified during the Senate Budget Subcommittee #5 and Assembly Budget Subcommittee #5 Hearings on the California Attorney General’s Department of Justice, Bureau of Gambling Control budget.
- Participated as a panel member during the Joint Legislative Oversight Hearing of the Legislative Audit Committee, Senate Governmental Organization Committee and Assembly Governmental Organization Committee on the Bureau of Gambling Control and California Gambling Control Commission: their Licensing Processes are Inefficient and Foster Unequal Treatment of Applicants (Report Number 2018–132) at the State Capitol.
- Met with California Attorney General Xavier Becerra, and a number of times with California Bureau of Gambling Control, Director Stephanie Shimazu.
- Met with Assembly and Senate Legislative leadership and key Committee Members and their staffs, educating them on the issues and the effects on cities and the residents they serve.
- Met with Governor Gavin Newsom’s Tribal Negotiations Advisor Anna Naimark on the tribal impact on cities.
- Participated in numerous Card Room Stakeholder meetings in Sacramento.

With the threat of the California Attorney General and the Director of the California Bureau of Gambling Control to revoke licensed games played in our city’s licensed card rooms, the 2019 legislative year was a challenging one. For a majority of cities throughout the state with licensed card rooms, the withdrawal of game approvals for California Games, like blackjack, would be a devastating financial blow to city revenues, the local community non-profits that are supported by card room donations, and the card room itself. Just the threat of withdrawing game approvals for California Games stifled numerous cities’ plans for economic development surrounding card rooms and it prevented the sale of some card rooms also negatively affecting cities abilities to generate future revenue.

The 2020 legislative year is anticipated to be even more challenging. While the threat of revoking licensed games is still looming, there is an effort by the tribes to enact sports wagering in the State of California. The current tribal sports wagering effort would prohibit cities of any opportunity to generate revenue from sports wagering and bar their licensed card room from participating in sports wagering. These new revenues for our cities could be used to fund the vital city services our residents use and need.

The Director of the Bureau of Gambling Control is also attempting to enact new draconian regulations on the rotation of the player-dealer position. These new regulations would make card games unplayable, forcing patrons to abandon card rooms in our cities. This would ultimately



force card rooms out of business and deprive our cities of critical revenue. Also being raised this year will be an effort to increase local control, our city's individual rights to enact ordinances overseeing the operation of our local licensed card rooms; a policy we must protect and enhance. We must also remain vigilant in monitoring any effort to move internet poker and e-sports forward, as well as monitor any legislation and/or policies that would affect our cities' revenue and jobs derived from gaming in our cities.

The viability of our cities is dependent upon all of our card room cities working together as one. Please consider joining the California Cities Gaming Authority. The CCGA meets monthly and the annual dues are \$30,000 a year. Our Executive Director, Rudy Bermudez, will be contacting you soon.

If I can answer any questions please do not hesitate to contact me at (310) 217-9503 or by email at tcerda@cityofgardena.org or please contact Rudy Bermudez at (562) 305-5556 and by email at rudybermudez@msn.com. Thank you.

Sincerely,



Tasha Cerda
Chair, California Cities Gaming Authority and Mayor of the City of Gardena



JOINT EXERCISE OF POWERS AGREEMENT

creating the

CALIFORNIA CITIES GAMING AUTHORITY

("CCGA")

This Joint Exercise of Powers Agreement ("Agreement") is made and entered into on its Effective Date by and among the Cities that approve and execute this Agreement (collectively called the "Parties" or individually called a "Party").

RECITALS

- A. The Parties to this Agreement all have an interest in the successful and orderly operation of the card casinos or card rooms in their respective cities due to the profound economic and social impacts of the card casinos or card rooms on each Party and its residents.
- B. The Parties all have adopted gaming ordinances by which they authorize, license, regulate and tax card casinos or card rooms within their respective jurisdictions.
- C. The Parties all have an interest in promoting and protecting the operation of card casinos or card rooms in their respective jurisdictions as well as in the gaming industry.
- D. The Parties all have inherent powers to act for the benefit of the health and general welfare of their residents and businesses.
- E. The exercise of these powers can achieve the most beneficial and extensive outcomes for the Parties and their respective residents and businesses through the formation and operation of a joint exercise of powers authority.
- F. Each of the Parties is authorized to contract with each other for the joint exercise of these common powers under Article I, Chapter 5, Division 7, Title I, commencing with Section 6500 of the Government Code of the State of California.

COVENANTS

The Parties agree as follows:

I.

DEFINITIONS

1.1 For the purpose of this Agreement, the following words shall have the following meanings:

- (a) "Agreement" means this joint exercise of powers agreement.
- (b) "Authority" or "California Cities Gaming Authority" or "CCGA" means the joint exercise of powers authority created by this Agreement.
- (c) "Card Casino" or "Card Room" mean those facilities in which card games are authorized to be played by each respective Member in its city and by the California Gambling Control Commission.
- (d) "Effective Date" means the date upon which this Agreement is approved and executed by any two municipalities or local entities. "Effective Date" also means the date upon which this Agreement is approved and executed by any additional municipality or local entity through an Addendum to this Agreement. "Effective Date" further means the date upon which an Amendment to this Agreement is approved and executed by the then Parties to the Authority.
- (e) "Fiscal Year" means July 1 through June 30 or such other period as the Board of Directors shall establish.
- (f) "Gaming" means gambling activities that historically have been authorized by local government; gambling activities which become permitted under state law at, arising from or related to a location where gambling activities have been authorized by local government, or gambling activities that state law permits a license to conduct where the licensee previously has conducted gambling activities under a license issued by a local government.
- (g) "Original Members" means the cities of Gardena and Inglewood.
- (h) "Party" or "Member" mean each entity that becomes a signatory to this Agreement directly or through an Addendum to this Agreement.

1.2 Rules of Construction

- (a) Unless the context clearly requires otherwise:
 - (i) The plural and singular forms include the other;
 - (ii) "Shall," "will," "must," and "agrees" are each mandatory;
 - (iii) "may" is permissive;
 - (iv) "or" is not exclusive;
 - (v) "includes" and "including" are not limiting; and
 - (vi) "between" includes the ends of the identified range.
- (b) The masculine gender shall include the feminine and neuter genders and vice versa.
- (c) Except as specifically provided herein, reference to any law, statute, ordinance, regulation or the like means such law as and when adopted, amended, modified, codified or reenacted, in whole or in part and in effect from time to time, including any ordinance, rule or regulation promulgated thereunder.

II.

JOINT POWERS AND PURPOSES

- 2.1 **Powers Related to Gaming.** Each Member has in common the powers to contract, legislate, license, regulate and tax gaming including card casinos or card rooms in its jurisdiction. The purpose of this Agreement is to jointly exercise any or all of these common powers and such additional powers as may be authorized by law, now or in the future, as appropriate, to establish, enhance, preserve and promote gaming in each Member's jurisdiction, and throughout the state, in order to generate economic development, employment, municipal revenues and other benefits that each Member derives or may derive from gaming for itself and its residents.
- 2.2 **Power to Lobby.** Each Member also has the power to lobby the California Legislature and the Congress about legislation that affects or relates to gaming within its jurisdiction and throughout the state and to lobby state and federal

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governmental agencies and regulatory bodies such as the California Gambling Control Commission, the Department of Justice, the Bureau of Gaming Control, the Department of Consumer Affairs and the Bureau of Indian Affairs regarding approvals, licensing, regulations and other activities that affect or relate to gaming within each Member's jurisdiction and throughout the state. Thus, the purpose of this Agreement is to also jointly exercise the power to lobby state and federal governmental entities and officials in order to establish, enhance, preserve and promote gaming in each Member's jurisdiction and throughout the state and to protect gaming from threats and activities inimical to gaming.

2.3 **General Powers.** The Authority shall have the powers common to its Members and is hereby authorized to do all acts necessary or desirable to accomplish its purposes, including the following:

- (a) To make and enter into contracts including an Addendum to this Agreement to admit new Members;
- (b) To incur debts, liabilities or other obligations which are not debts, liabilities or obligations of any Member;
- (c) To employ agents and employees;
- (d) To acquire, construct, manage, maintain and operate any building, works or improvements;
- (e) To acquire, hold, lease or dispose of property, personal or real;
- (f) To sue or be sued in its own name; and
- (g) To exercise all powers necessary or desirable to carry out the purposes of the Authority as set forth in this Agreement, or in any Addendum or Amendment to this Agreement, or in any ordinance or resolution adopted by the Board of Directors.

2.4 **Compliance with State Law.** The Authority shall comply with the laws of the State of California including the Ralph Brown Act.

2.5 **Board of Directors.** All of the powers of the Authority shall be exercised by a Board of Directors. On an annual basis, at its first meeting of each fiscal year or as otherwise directed by the Board or soon thereafter, the Board shall:

- (a) Organize the Board of Directors;

- (b) Adopt a plan of projects and activities for the ensuing year;
 - (c) Adopt a budget for the CCGA for the ensuing fiscal year; and
 - (d) Establish an annual appropriations limit for the CCGA.
- 2.6 **Officials.** The Authority shall operate through an executive director and a general counsel whom the Board of Directors shall appoint. The Board may contract for such officials.
- 2.7 **Consultants.** The Board may hire consultants as may be necessary or desirable to achieve the purposes of this Agreement including the projects and activities of the Authority.
- 2.8 **Rules.** The Board may adopt, by ordinance or resolution, such rules and regulations for the conduct of its affairs as it deems desirable or necessary.
- 2.9 **Code of Conduct.** The Board shall adopt a code of conduct that shall regulate the conduct of its Directors, Officials, Employees, Consultants and Agents including the grounds for removal of Directors whether Regular or Alternate.

III.

ORGANIZATION

- 3.1 **Creation.** There hereby is created a public entity separate from its Members, which is named the "California Cities Gaming Authority" ("CCGA"). The CCGA is formed by this Agreement pursuant to the provisions of Article I, Chapter 5, Division 7, Title 1 commencing with Section 6500, of the Government Code of the State of California. The Authority shall continue in existence unless and until it is dissolved as set forth in Article VIII hereof.
- 3.2 **Membership.** The Members of the Authority shall be the Original Parties to this Agreement and any new Member that executes an Addendum to this Agreement by which the new Member agrees to the provisions of this Agreement and by which the then existing Parties agree to admit the new Member, and which have not withdrawn from the Authority pursuant to the provisions of Article IX hereof.
- 3.3 **Member Names.** The names, type of entity, and addresses of the Members shall be those set forth in this Agreement and in any Addendum or Amendment hereto.

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creating the
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("CCGA")**

- 3.4 **Board of Directors.** The Authority shall be governed by a Board of Directors ("Board") comprised of one member of the Legislative Body of each Member.
- 3.5 **Appointment of Directors.** Within thirty (30) days after the Effective Date of this Agreement as to the Original Members or the Effective Date of an Addendum as to a new Member, each Member shall appoint by resolution of its Legislative Body, one of its members to serve as Director of the Board ("Regular Director") and one of its other members ("Alternate Director") to serve in the absence of the Regular Director. Each Member shall transmit the resolution by which it has appointed a Regular Director and an Alternate Director to the Authority. Each Regular Director shall hold office from the first meeting of the Board after his or her appointment until a qualified successor is appointed. Each Director shall serve at the pleasure of the Legislative Body of the Member making the appointment and any Director may be removed at any time by the same Legislative Body.
- 3.6 **Voting.** Each Member shall vote on each and every agenda item or other matter before the Board. Each Member shall have one vote on each agenda item or other matter before the Board even where a Member's Regular Director and Alternate Director both attend the same meeting. A vote of a majority of the Board shall be necessary to transact the business of the Authority. Where a Director abstains from voting on an agenda item or other matter before the Board, such abstention shall constitute a "yes" vote on the item or matter before the Board to which the Director abstained except when a Director abstains on approving the minutes of a meeting of the Board that the Director did not attend.
- 3.7 **Principal Office.** The principal office of the Authority shall be established by resolution of the Board.
- 3.8 **Meetings.** The Board shall hold one regular meeting each month unless directed otherwise by a resolution of the Board. The Board shall meet at each Member's City Hall and rotate the meeting place among the several City Halls, or at such other places as designated by resolution of the Board. The Board shall adopt an annual schedule of its regular meetings by resolution of the Board. The first regular meeting of the Board shall be held within thirty (30) days from the Effective Date of this Agreement. In addition, special meetings of the Board may be called by the Chairperson or by a majority of the Regular Directors by delivering written notice to each Director in the manner set forth in the Brown Act (Government Code Section 54956). All meetings of the Board may be adjourned to a time and place certain by a majority of the Directors present at the meeting at the time of the order of adjournment.

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- 3.9 **Quorum.** In order to transact business and conduct the affairs of the Board, a quorum of its Members shall be in attendance; and a quorum of its Members means the presence of a majority of the Members.
- 3.10 **Officers.** The Directors of the Board shall appoint the following officers from among its members: Chairperson, Vice Chairperson and Secretary. The Treasurer of the Authority shall be the Treasurer of the City of Gardena, the Treasurer of the City of Inglewood, an officer or employee of the Authority, or a certified public accountant, as determined by the Board, for the term and on the conditions provided herein. The Treasurer shall also serve as the Auditor. The Board shall have the power to appoint such additional officers as it deems necessary or desirable. All checks drawn on the Authority's accounts shall be signed by the Chairperson or the Vice Chairperson, and by the Treasurer.
- 3.11 **Terms.** The Chairperson, Vice Chairperson and Secretary shall hold office for a period of one fiscal year commencing July 1 and ending on June 30; provided that any Director so appointed may continue to hold said Office for successive terms at the discretion of the Board and, provided further, that any such Director shall continue to hold said Office until replaced by another Director. However, the Chairperson, Vice Chairperson and Secretary appointed in the first year of the Authority shall hold office during the fiscal year in which the appointment is made and continue through the subsequent fiscal year ending on June 30.
- 3.12 **Qualifications.** In order to be qualified to serve as a Director and Officer of the Board, a Director shall be a validly-serving member of a Member's legislative body and shall have been appointed as a Director to the Authority by a resolution of a Member's legislative body. A Member's legislative body shall be the sole judge of its Member's qualifications to serve as a Director of the Authority.
- 3.13 **Duties of Officers.** The duties of the Officers of the Authority are described below:
- (a) **Chairperson.** The Chairperson shall have the power to preside over the meetings of the Authority that includes the discretion to change the order of discussion of agenda items or matter before the Board, determine the order and time of debate on agenda items or matters before the Board, call for a vote on agenda items or other matters, and to make any motion. The Chairperson shall sign all contracts, ordinances, resolutions, and orders of the Board, which signature shall be required to validate such official documents and actions of the Authority. The Chairperson shall also perform such duties imposed or required by law and those duties designated by the Board.

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- (b) **Vice Chairperson.** The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. However, the Chairperson shall not assume the duty of signing documents for the Authority unless the Chairperson is unavailable for a period longer than seven (7) days.
- (c) **Secretary.** The Secretary shall cause minutes of all Board meetings to be kept and provide copies thereof to all of the Directors once approved within fourteen (14) days following each Board meeting; provided that minutes shall not be taken of any closed session. The Secretary may delegate the duty of preparing such minutes. The Secretary shall also attest to the signature of the Chairperson and Vice Chairperson on all official documents of the Authority. The Secretary shall also perform such other duties as may be assigned by the Board.

3.14 **Treasurer.** The Treasurer shall do all of the following:

- (a) Receive and receipt for all money of the Authority and place it in the treasury so designated to the credit of the Authority by the Board.
- (b) Be responsible, upon his or her official bond, for the safekeeping and disbursement of all Authority money so held by him or her.
- (c) Pay, when due, out of the money of the Authority held by him or her, all sums payable on outstanding bonds and coupons of the Authority.
- (d) Pay any other sums due from the Authority money, or any portion thereof, only upon warrants of the Treasurer.
- (e) Verify and report in writing on the first day of July, October, January and April of each year to the Authority and to the Parties to this Agreement, the amount of money he or she holds for the Authority, the amount of receipts since his or her last report, and the amount paid out since his or her last report. Alternatively, the Board may require the Treasurer to verify and report such information each month.
- (f) Be bonded; and the amount of his or her bond shall be designated and fixed in the budget for each fiscal year pursuant to Government Code Section 6505.1 by the Board.

3.15 **Privileges and Immunities.** All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, workman's compensation, and other benefits which apply to the activity of officers,

agents or employees of any such public agency when performing their respective functions within the territorial limits of their respective public agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of Article 1, Chapter 5, Division 7, Title 1 of the Government Code.

- 3.16 **Government Claims Act.** For purposes of any claim that may be made or any action that may be instituted against any Director, Officer or Official of the Authority, such person shall be considered an "employees" of the Authority pursuant to the Government Claims Act under Division 3.6, Title 1 of Government Code commencing at Section 810.
- 3.17 **Indemnification.** Each and every Director, Officer, Official and employee of the Authority shall be provided a defense pursuant to Part 7, Division 3., Title 1 of the California Government Code commencing with Section 995.

IV.

FINANCING

- 4.1 **Annual Contribution.** The Authority shall be financed by an annual contribution from the Members in an amount that is not less than \$210,000 per fiscal year, which amount shall be used to pay the operating expenses of the Authority. The Board of Directors may increase the amount of the required annual contribution set forth above provided that the annual contribution shall not exceed \$420,000 unless and until the legislative body of each Member authorizes a higher annual contribution. Upon becoming a Party to this Agreement, each Member shall be obligated to pay a pro-rata share of the then established annual contribution provided that no Member shall be obligated to pay more than \$30,000 per fiscal year as its pro-rata portion of the annual contribution unless and until the Authority has seven (7) Members.
- 4.2 **Payment of Annual Contribution.** Each Member shall pay a pro-rata share of the annual contribution to the Authority based on the number of Members to this Agreement. The first annual contribution shall be payable within thirty (30) days following the Effective Date of this Agreement provided that the Board may prorate the amount of the annual contribution based on the number of months remaining in the fiscal year in which the Authority shall have been formed. Thereafter, the annual contribution for each fiscal year shall be payable within thirty (30) days of the commencement of fiscal year or July 1, 2020. Each Member shall be invoiced for its pro-rata portion of the annual contribution no later than June 30 of each year.

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- 4.3 **Revenues.** The Authority may also be financed by contributions from card casino or card rooms including any card casino or card room licensed by any Member. The Authority may also be financed from fees or taxes imposed on any card casino or card room licensed by any Member or by the Authority. No card casino or card room may become a party to this Agreement, a Member of the Authority or have a vote on the Board.
- 4.4 **Excess Revenue.** Any excess revenue collected from any Member or other source by the Authority shall be applied to reduce the operating expenses of the Authority in the following fiscal year.
- 4.5 **Budget Reserves.** The Board shall determine on an annual basis, prior to the beginning of the fiscal year, a level of reasonable cash reserves to be accumulated by the Authority. This reserve shall be accumulated from revenues collected in excess of all actual expenses of the Authority.

V.

STRICT ACCOUNTABILITY

- 5.1 **Strict Accountability.** The Treasurer shall provide for the strict accountability of all funds of the Authority and report of all receipts and disbursements. The Treasurer shall maintain full books and accounts for the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities. In particular, the Treasurer shall comply with the requirement of the strict accountability for joint powers authorities in Article 1, Chapter 5, Division 7, Title 1 of the Government Code.
- 5.2 **Audit.** Pursuant to Government Code Section 6505, the Auditor shall contract with a certified public accountant to make an annual audit of the accounts and records of the Authority that shall comply with the minimum requirements prescribed by the Controller for special districts under Government Code Section 26909 and shall conform to generally accepted auditing standards; provided that the Board may, by unanimous vote, replace the annual special audit with an audit covering a two-year period. The cost of said audits shall be borne by the Authority. When such an audit is made, a report thereof shall be filed with each Member of the Authority and the County Auditor within 12 months of the end of the fiscal year or years under examination.
- 5.3 **Custodian of Records.** By resolution, the Board shall appoint a custodian of records who will maintain, store and safeguard the Authority's financial and legal documents and produce them upon the Board's request.

VI.

LIABILITIES OF THE AUTHORITY

- 6.1 **Liabilities.** The debts, liabilities and obligations of the Authority shall be the debts, liabilities or obligations of the Authority alone and not of the Members, including ex officio Members. However, a Member separately may contract for, or otherwise assume responsibility for specific debts, liabilities, or obligations of the Authority, and no other Member then shall be liable, therefore.

VII.

ADDITION AND WITHDRAWAL OF MEMBERS

- 7.1 **Admission of Members.** Additional governmental entities may become Members of the Authority upon such terms and conditions as may be provided by the Board with the consent of two-thirds vote of the Board, and evidenced by the execution of a written Amendment to this Agreement by all Members, including the additional Member. The addition of new Members shall not affect any other rights of existing Members without the consent of all affected Members.
- 7.2 **Voluntary Withdrawal.** Any Member may withdraw from the Authority at any time upon giving each of the other Members written notice thirty (30) days prior to the effective date of its desired withdrawal; provided, however, that any withdrawing Member shall be obligated to contribute its pro-rata portion of the annual contribution and its pro-rata share of the liabilities of the Authority for the fiscal year in which it withdraws becomes effective.
- 7.3 **Expulsion of Members.** A majority of the Directors may expel a Member upon a finding that a Member has failed to pay its annual contribution or that a Member, through its legislative body, has taken a position contrary to a position taken by the Board or a position that is inimical to the interests of the Authority.

VIII.

DISSOLUTION

- 8.1 **Term.** The Authority shall continue in existence unless and until dissolved in accordance with the terms of this Article VIII.

Joint Exercise of Powers Agreement
creating the
CALIFORNIA CITIES GAMING AUTHORITY
("CCGA")

- 8.2 **Dissolution.** The Authority shall not be dissolved until all of the current funds of the Authority are applied to the current debts and liabilities of the Authority. The current funds of the Authority shall not include the annual contribution of any subsequent fiscal year even where the invoices for the pro-rata annual contributions have been submitted to the Members.
- 8.3 **Dissolution Vote.** Subject to Section 8.2 above, the Authority may be dissolved by a majority affirmative vote of the Board.
- 8.4 **Disposition of Property Upon Dissolution.** Upon dissolution of the Authority, any surplus funds on hand shall be returned to the then Members in proportion to the annual contributions made. Upon an affirmative vote to dissolve in accordance with Section 8.3 above, the Board shall offer any asset, rights and interests of the Authority for sale to the Members at not less than Fair Market Value. In the event that two or more Members of the Authority wish to purchase any asset, the Member who offers the highest price shall have the right to purchase the asset. If no such sale is consummated within a reasonable period of time, the Board shall then offer the asset, rights and interests for sale to any other third party for good and adequate consideration which shall not be less than Fair Market Value. The net proceeds from any sale shall be distributed among the then Members in proportion to the contributions made.

IX.

MISCELLANEOUS

- 9.1 **Amendments.** This Agreement maybe amended upon written approval of an Amendment or Addendum by all Members. The approval by a Member of an Amendment or Addendum to this Agreement shall not be effective until a certified copy of the resolution of the legislative body of the Member is filed with the Secretary of the Authority, together with a fully executed original of such Amendment.
- 9.2 **Notice.** Any notice required to be given or delivered hereunder shall be delivered via the United States Postal Service.
- 9.3 **Choice of Law.** This Agreement shall be governed by the laws of the State of California.
- 9.4 **Severability.** If one or more clauses, sentences, paragraphs or provisions of this Agreement shall be held to be unlawful, invalid or unenforceable, it is hereby agreed by the Members that the remainder of the Agreement shall not be affected thereby.

Joint Exercise of Powers Agreement
creating the
CALIFORNIA CITIES GAMING AUTHORITY
("CCGA")

9.5 **Initial Notice.** Within thirty (30) days of the Effective Date of this Agreement, the Authority shall cause a notice of the Agreement to be prepared in the manner set forth in Section 6503.5 of the Government Code and filed with the Office of the Secretary of State.

9.6 **Additional Notices.** Within thirty (30) days of the Effective Date of any Amendment or Addendum to this Agreement, the Authority shall prepare and file with the Office of the Secretary of State the notice required by Section 6503.5 of the Government Code.

IN WITNESS WHEREOF, the Parties do hereby agree to the full performance of the terms set herein.

CITY OF GARDENA

By: Tasha Cerda
Tasha Cerda

Title: Mayor

Date: _____

ATTEST:

By: Mina Semenza
Mina Semenza

Title: City Clerk

Date: _____

APPROVED AS TO FORM:

By: Peter L. Wallin
Peter L. Wallin

Title: City Attorney

Date: 11/16/2019

CITY OF

By: _____

Title: _____

Date: _____

ATTEST:

By: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

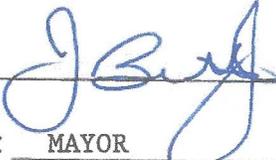
By: _____

Title: _____

Date: _____

IN WITNESS WHEREOF the Parties do hereby agree to the full performance of the terms set herein.

CITY OF INGLEWOOD

By: 
Title: MAYOR
Date: 11-13-19

ATTEST:

By: 
Title: DEPUTY CITY CLERK
Date: 11/13/19

APPROVED AS TO FORM:

By: 
Title: CITY ATTORNEY
Date: 11/13/19

CITY OF

By: _____
Title: _____
Date: _____

ATTEST:

By: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

By: _____
Title: _____
Date: _____

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF GARDENA)

I, **MINA SEMENZA**, City Clerk of the City of Gardena, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution, being **Resolution No. 6422** duly passed and adopted by the City Council of said City of Gardena, approved and signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of said City Council held on the **12th day of November, 2019**, and that the same was so passed and adopted by the following roll call vote:

AYES: COUNCIL MEMBERS TANAKA, MEDINA AND HENDERSON
 AND MAYOR CERDA

NOES: NONE

ABSENT: MAYOR PRO TEM KASKANIAN

for Becky Romero
City Clerk of the City of Gardena, California

(SEAL)



ADDENDUM TO
CALIFORNIA CITIES GAMING AUTHORITY
JOINT EXERCISE OF POWERS AGREEMENT
TO ADMIT THE CITY OF COLMA

This Addendum Agreement (“Addendum”) to the California Cities Gaming Authority Joint Exercise of Powers Agreement (“Agreement”) is made and entered into by and between the City of Gardena, the City of Inglewood, and the City of Colma (hereafter called “Party” and “Parties”).

RECITALS

A. The California Cities Gaming Authority, a joint powers authority, was established on November 13, 2019 by the execution of a Joint Exercise of Powers Agreement between the City of Gardena and the City of Inglewood.

B. Section 7.1 of the Joint Exercise of Powers Agreement provides for the admission of additional governmental entities as Members of the Authority upon the terms and conditions provided by the Board and the consent of a two-thirds vote of the Board.

C. Section 7.1 of the Joint Exercise of Powers Agreement also provides for the admission of additional governmental entities as Members of the Authority upon the execution of an Addendum to the Agreement whereby the proposed Member and each Member of the Authority agree to the admission of the proposed Member and to be bound by the terms of the Agreement and an Addendum.

D. The Board of Directors of the California Cities Gaming Authority has consented to admit the City of Colma as a Member to the California Cities Gaming Authority subject to the terms and conditions herein and the execution of this Addendum by the City of Colma and the Members of the Authority upon a two-thirds vote of the Board.

E. The City Council of the City of Colma has voted to become a Member of the California Cities Gaming Authority subject to the terms and conditions herein and to be bound by the terms of the Agreement and this Addendum.

NOW, THEREFORE, the Parties hereto agree as follows:

1. The recitals herein are true and correct.
2. The Joint Exercise of Powers Agreement of the California Cities Gaming Authority is incorporated herein and made a part hereof.
3. The City of Gardena and the City of Inglewood hereby agree to admit the City of Colma as a Member to the California Cities Gaming Authority and to be bound by the terms and conditions of this Addendum.

4. The City of Colma hereby agrees to be bound by the terms and conditions of the Agreement as though it had duly executed the Agreement and the terms and conditions of this Addendum. The City of Colma specifically agrees that:

- (a) It will participate actively in the governance of the Authority and it acknowledges that the Authority shall be governed by a Board of Directors.
- (b) It will designate one of its council members to serve as a Regular Director of the Board of Directors of the Authority and to attend its meetings.
- (c) It will designate another of its council members to serve as an Alternate Director of the Board of Directors in the absence of its Regular Member.
- (d) It will pay its pro-rata share of the annual contribution of the amount set forth in Paragraph 4.1 of the Agreement to the Authority in the manner set forth in Paragraph 4.2 of the Agreement.

5. Each party hereto enters into this Addendum on the date its Presiding Officer signs it; and this Addendum shall be effective on the date that it is last signed by a Presiding Officer of a party hereto. Each party hereto understands and agrees that this Addendum effectively modifies the Agreement in that the City of Colma is hereby added as a Member to the Authority with a seat on the Board of Directors of the Authority and agrees that the City of Colma is deemed to have signed the Agreement.

6. Each party may sign this Addendum on a separate page and each such signature page shall constitute the whole hereof.

CITY OF GARDENA

CITY OF INGLEWOOD

By: _____

By: _____

Its Mayor

Its Mayor

Date: _____

Date: _____

Attest: City Clerk

Attest: City Clerk

By: _____

By: _____

Approved: City Attorney

Approved: City Attorney

By: _____

By: _____

CITY OF COLMA

By: _____

Its Mayor

Date: _____

Attest: City Clerk

By: _____

Approved: City Attorney

By: _____

CITY OF

By: _____

Its Mayor

Date: _____

Attest: City Clerk

By: _____

Approved: City Attorney

By: _____





State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING

(Government Code section 53051)

FILED
Secretary of State
State of California
NOV 19 2019

(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: California Cities Gaming Authority, a joint powers authority

Nature of Update: _____

County: Los Angeles

Official Mailing Address: c/o City Manager, City of Gardena
1700 West 162nd Street, Gardena, California 90247

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): Chair

Name: Tasha Cerda Address: 1700 West 162nd Street, Gardena, California 90247

Secretary or Clerk (Indicate Title): Secretary

Name: Ralph L. Franklin Address: One Manchester Boulevard, Inglewood, California 90301

Members:

Name: Tasha Cerda Address: 1700 West 162nd Street, Gardena, California 90247

Name: Ralph L. Franklin Address: One Manchester Boulevard, Inglewood, California 90301

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME Jimmy L. Gutierrez
ADDRESS 12616 Central Avenue
CITY:STATE/ZIP Chino, California 91710

November 13, 2019

Date

Signature

Jimmy L. Gutierrez, General Counsel

Typed Name and Title



State of California
Secretary of State

FILE NO. 2476

FILED
Secretary of State
State of California
NOV 19 2019

NOTICE OF A JOINT POWERS AGREEMENT
(Government Code section 6503.5)

(Office Use Only)

Instructions:

- 1. Complete and mail to: Secretary of State, P.O. Box 942870, Sacramento, CA 94277-2870.
2. Include filing fee of \$1.00.
3. Do not include attachments, unless otherwise specified.
4. A copy of the full text of the joint powers agreement and amendments, if any, must be submitted to the State Controller's office. For address information, contact the State Controller's office at www.sco.ca.gov.

Name of the agency or entity created under the agreement and responsible for the administration of the agreement: California Cities Gaming Authority, a joint powers authority

Agency's or Entity's Mailing Address: c/o City Manager, City of Gardena
1700 West 162nd Street, Gardena, California 90247

Title of the agreement: Joint Exercise of Powers Agreement

The public agencies party to the agreement are (if more space is needed, continue on a separate sheet and attach it to this form):

(1) City of Gardena

(2) City of Inglewood

(3)

Effective date of the agreement: November 13, 2019

Provide a condensed statement of the agreement's purpose or the powers to be exercised: The Authority will exercise the powers of the member entities to establish, enhance, preserve, and promote gaming in each member's jurisdiction, and throughout the state, in order to generate economic development, employment, municipal revenues and other benefits that each member derives or may derive from gaming for itself and its residents

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME Jimmy L. Gutierrez
ADDRESS 12616 Central Avenue
CITY/STATE/ZIP Chino, California 91710

November 13, 2019

Date

Signature

General Counsel

Typed Name and Title

JIMMY L. GUTIERREZA Law Corporation

December 16, 2019

Stephanie Shimazu
Director of Bureau of Gambling Control
Department of Justice
P.O. Box 168024
Sacramento, CA 95816-8024

Re: Proposed Regulation on Rotation of the Player Dealer Position

Dear Ms. Shimazu:

I write in response to your December 3, 2019 letter and the proposed regulation enclosed with the letter. The proposed regulation governs rotation of the player-dealer position in controlled games.

I represent the California Cities Gaming Authority, a joint powers authority (“hereinafter CCGA”). CCGA objects to the proposed regulation on the ground that it conflicts with Penal Code section 330.11 and Business & Professions Code section 19805, subdivisions (c) and (ag). CCGA further objects that propounding the regulation would violate the separation of powers.

General Rules Governing Regulations

An administrative regulation must “be within the scope of authority conferred and in accordance with standards prescribed by other provisions of law.” (Gov. Code, § 11342.1.) Whenever a state agency has authority to adopt regulations to carry out the provisions of a statute, “no regulation adopted is valid or effective unless consistent and not in conflict with the statute and reasonably necessary to effectuate the purpose of the statute.” (Gov. Code, § 11342.2.)

Further, apart from these statutory limits, an administrative agency’s rule-making power does not permit the agency to exceed the scope of authority conferred on the agency by the Legislature. (*GMRI, Inc. v. California Dept. of Tax & Fee Administration* (2018) 21 Cal.App.5th 111, 124.) The agency may not use a rule or regulation to vary or enlarge the terms of a legislative enactment. (*Ibid.*) The agency may not compel that to be done that lies outside the statute’s scope, and that cannot be said to be reasonably necessary or appropriate to subserving or promoting the statute’s

interests and purposes. (*Ibid.*) “[A] regulation which impairs the scope of a statute must be declared void.” (*Ibid.*)

Finally, Article III, section 3 of the California Constitution requires separation of powers, limiting the authority of one of the three branches of government to arrogate to itself the core functions of another branch. (*Carmel Valley Fire Protection Dist. v. State* (2001) 25 Cal.4th 287, 297.) Although the separation of powers doctrine permits the Legislature to delegate some quasi-legislative or rulemaking authority to administrative agencies, the agency “has only as much rulemaking power as is invested in it by statute.” (*Id.* at p. 299.)

The Proposed Regulations Conflict with Statutes Governing Player-Dealer Positions

Presumably, the Bureau would promulgate the proposed regulation as part of its duties to implement the Gambling Control Act, Business & Professions Code section 19800 et seq. (“the Act”). (See Bus. & Prof. Code, § 19826, subd. (f) [Department of Justice’s responsibility “[t]o adopt regulations reasonably related to its functions and duties as specified in this chapter”].) However, the Bureau fails to show that it has the authority to adopt regulations on the rotation of the player-dealer position.

Business & Professions Code section 19805, which sets forth the definitions that apply to the Act, includes this definition of a “banking game” or “banked game”:

“(c) “Banking game” or “banked game” does not include a controlled game if the published rules of the game feature a player-dealer position and provide that this position must be continuously and systematically rotated amongst each of the participants during the play of the game, ensure that the player-dealer is able to win or lose only a fixed and limited wager during the play of the game, and preclude the house, another entity, a player, or an observer from maintaining or operating as a bank during the course of the game. *For purposes of this section, it is not the intent of the Legislature to mandate acceptance of the deal by every player* if the department finds that the rules of the game render the maintenance of or operation of a bank impossible by other means. The house shall not occupy the player-dealer position.” (Emphasis added.)

Business & Professions Code section 19805 also defines a “Player-dealer”:

“Player-dealer” and “controlled game featuring a player-dealer position” refer to a position in a controlled game, as defined by the approved rules for that game, in which seated player participants are afforded the temporary opportunity to wager

against multiple players at the same table, provided that the position is rotated amongst the other seated players in the game.”

Penal Code section 330.11, which defines “banking game” or “banked game” for purposes of Penal Code section 330 (listing prohibited games), sets forth a definition essentially identical to the one above. In particular, section 330.11 also states that, “For purposes of this section *it is not the intent of the Legislature to mandate acceptance of the deal by every player* if the division finds that the rules of the game render the maintenance of or operation of a bank impossible by other means.”

Contrary to these two statutes, the proposed regulation requires acceptance of the deal by every player, even if the division finds that the rules of the game render the maintenance of or operation of a bank impossible by other means. Subdivision (a)(2) of the proposed regulation requires excluding from the game any player who refuses to accept the player-dealer position when it is that player’s turn. Under subdivision (a)(3), if no one accepts the player-dealer position from the person who last occupied it, the game must stop. Further, the regulation does not except a situation where the Bureau finds that the maintenance or operation of a bank is rendered impossible by virtue of the game rules. Subdivision (a)(4) permits the application to submit information to the Bureau to establish that maintaining the bank is impossible by virtue of the game rules; but subdivision (a)(3) requires that the game be halted even if the applicant has sought such a ruling. And nothing in the regulation exempts the applicant from mandating acceptance of the deal by every player, *even if* the Bureau finds that maintaining or operating a bank under the rules of the game is impossible by other means.

The proposed regulation therefore conflicts with these statutes. If the regulation is adopted as is, it would be void. (*GMRI, Inc., supra*, 21 Cal.App.5th 111, 124.)

The Proposed Regulation Violates the Separation of Powers

As shown above, Business & Professions Code section 19805, subdivisions (c) and (ag) and Penal Code section 330.11 set forth a comprehensive definition of when controlled games with rotating player-dealer positions amount to illegal “banking” or “banked” games. These definitions implement the restrictions set forth in Penal Code section 330, and bar the main evil the Legislature intended section 330 to prevent: games in which the House has an interest in the game, because it is acting as banker. (See *Walker v. Meehan* (1987) 194 Cal.App.3d 1290, 1296 [analyzing section 330].)

The courts have repeatedly held that section 330 sets forth the Legislature’s position on banked games; and that the interpretation of the Legislature’s intent in section 330 is an issue of law for the courts. (E.g., *Walker, supra*, at p. 1301 [“the definition of

‘banking or percentage game’ . . . is, without question, one of law”]; *Tibbetts v. Van de Kamp* (1990) 222 Cal.App.3d 389, 395 [“The interpretation of the provisions of section 330 is a question of law to be determined independently by this court”], 396 [“the regulation of gambling in general and of poker games in particular in California is a matter for the Legislature, not the judiciary”]; *Oliver v. County of Los Angeles* (1998) 66 Cal.App.4th 1397, 1403 [whether a game qualifies as a banking game is an issue of law].)

The proposed regulation purports to amend, Business & Professions Code section 19805, subdivisions (c) and (ag) and Penal Code section 330.11’s definition of a “banking” or “banked” game where player-dealers are involved. It would impose additional requirements upon player-dealer rotation. It seeks to further define the rotation necessary. It requires excluding players who refuse the player-dealer position. It stops the game if no one accepts the player-dealer position, even where the statutes would permit the game to continue if the Bureau were to find that the maintenance or operation of a bank is impossible by other means. This amendment to these statutes exceeds the Bureau’s power to promulgate regulations reasonably related to its functions and duties under the Act. It arrogates to the Bureau the Legislature’s power to define permitted banking. It renders illegal conduct that would otherwise be legal under the statutes. That violates separation of powers. (See *Carmel Valley Fire Protection Dist.*, *supra*, 25 Cal.4th 287, 297, 299.)

The proposed regulation also invades the judiciary’s power to interpret the Legislature’s definition of a “banking game.” As the case law shows, the definition of a “banking game” under the statutes is an issue of law for the courts.

For both reasons, the proposed regulation would exceed the Bureau’s power to promulgate regulations.

Conclusion

The proposed regulation would contradict the Legislature’s statutorily-expressed definition of permissible player-dealer games. It would usurp the Legislature’s power to define such games, and the courts’ power to interpret the Legislature’s definition. For these reasons, the CCGA’s position is that the proposed regulation should not proceed through the rule-making process.

Sincerely,

By: _____
Jimmy L. Gutierrez