



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA  
Wednesday, April 13, 2022  
7:00 PM**

*The City Council meeting will be conducted virtually pursuant to the provisions of Assembly Bill 361 amending the Ralph M. Brown Act and Government Code Section 54953(e) (and without compliance with section 54953(b)(3)) related to conducting public meetings during the COVID-19 pandemic based on the current State of Emergency and the existing State recommendations on social distancing. The Council Chambers will not be open to the public for this City Council meeting.*

*Members of the public may view the meeting by attending, via telephone or computer, the Zoom Meeting listed below:*

**Join Zoom Meeting:** <https://us02web.zoom.us/j/81289976261>  
**Passcode: 074407**

**Meeting ID: 812 8997 6261**  
**Passcode: 074407**

**One tap mobile**  
**+16699006833,,81289976261#,,,,,0#,,074407# US (San Jose)**  
**+13462487799,,81289976261#,,,,,0#,,074407# US (Houston)**

**Dial by your location**  
**+1 669 900 6833 US (San Jose)**  
**+1 346 248 7799 US (Houston)**  
**+1 253 215 8782 US (Tacoma)**  
**+1 312 626 6799 US (Chicago)**  
**+1 929 205 6099 US (New York)**  
**+1 301 715 8592 US (Germantown)**

**Meeting ID: 812 8997 6261**  
**Passcode: 074407**

**Find your local number:** <https://us02web.zoom.us/u/kco5bgxkcc>

*Members of the public may provide written comments by email to the City Clerk at [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov) before or during the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words. Verbal comments will also be accepted during the meeting.*



## **PLEDGE OF ALLEGIANCE AND ROLL CALL**

## **ADOPTION OF AGENDA**

## **PRESENTATION**

- Proclamation in recognition of Arbor Day
- Proclamation in recognition of National Poetry Month

## **PUBLIC COMMENTS**

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time. Comments on Agenda Items will be heard when the item is called.

## **CONSENT CALENDAR**

1. Motion to Accept the Minutes from the March 23, 2022 Regular Meeting.
2. Motion to Accept the Minutes from the April 5, 2022 Special Meeting.
3. Motion to Approve Report of Checks Paid for March 2022.
4. Motion to Adopt an Ordinance Amending Chapter 4, Business Activities, and Chapter 5, Planning, Zoning, Use & Development of Land & Improvements of the Colma Municipal Code Relating to Family Day Care Homes (second reading).
5. Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings.
6. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2022.

## **PUBLIC HEARING**

### **7. ORDINANCE RESTRICTING PET ACCESS TO PUBLIC PLAYGROUND EQUIPMENT**

*Consider:* Motion to Introduce and Waive Further Reading of an Ordinance Amending Chapter 2.07, Prohibited Activities at Parks and Recreational Facilities, of the Colma Municipal Code Relating to Restricting Pet Access to Public Playground Equipment.

## **STUDY SESSION**

### **8. FY 2022-23 BUDGET**

*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 on the Town's website [www.colma.ca.gov](http://www.colma.ca.gov) or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call Caitlin Corley, City Clerk at 650-997-8300 or email a request to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Pak Lin, ADA Coordinator, at 650-997-8300 or [pak.lin@colma.ca.gov](mailto: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  
Meeting Held Remotely via Zoom.us  
**Wednesday, March 23, 2022**  
**7:00 PM**

### PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Helen Fisicaro called the meeting to order at 7:00 p.m.

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

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

The Mayor announced, “Welcome to another of our completely remote Council Meeting. As always, we are accepting public comments through email or the zoom chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you.”

### ADOPTION OF THE AGENDA

Mayor Fisicaro asked if there were any changes to the agenda; none were requested. She asked for a motion to adopt the agenda.

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

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

### PRESENTATION

- Laura Walsh, Town Representative on the San Mateo County Mosquito and Vector Control District Board of Trustees introduced a presentation by District Lab Manager Angie Nakano on recent District happenings.



## PUBLIC COMMENTS

Mayor Fisicaro opened the public comment period at 7:19 p.m. and seeing no one come forward to speak, she closed the public comment period.

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 9, 2022 Regular Meeting.
2. Motion Accepting the Fiscal Year 2021-22 Annual Investment Report through December 31, 2021.
3. Motion Approving Bid Document Package, Authorizing Staff to Solicit Informal Bids for the F Street Pavement Rehabilitation Project, and Authorizing the City Manager to Approve Changes to the Bid Package as Needed or Required.
4. Motion Accepting the 2021 Annual Report on the Implementation of the General Plan, Including the Housing Element.

**Action:** Council Member Goodwin moved to approve the consent calendar items #1 through #4; the motion was seconded by Council Member Colvin and carried by the following vote:

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

## PUBLIC HEARING

### 5. 2040 GNERAL PLAN UPDATE ADOPTION AND EIR CERTIFICATION

City Planner Farhad Mortazavi presented the staff report. Mayor Fisicaro opened the public hearing at 7:36 p.m. and seeing no one request to speak she closed the public hearing. Council discussion followed.

**Action:** Council Member Goodwin moved to Adopt a Resolution of the City Council of the Town of Colma Adopting Environmental Findings Pursuant to the California Environmental Quality Act, Certifying the Environmental Impact Report (SCH #2020069005) for the Town of Colma 2040 General Plan Update, Adopting a Statement of Overriding Considerations, Adopting the Mitigation Monitoring and Reporting Program, and Adopting the Town of Colma 2040 General Plan Update; 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	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

## 6. FAMILY DAY CARE HOME ORDINANCE

Deputy City Attorney Anne Branham presented the staff report. Mayor Fiscaro opened the public hearing at 7:48 p.m. and seeing no one request to speak she closed the public hearing. Council discussion followed.

**Action:** Council Member Goodwin moved to Introduce and Waive Further Reading of an Ordinance Amending Chapter 4, Business Activities, and Chapter 5, Planning, Zoning, Use & Development of Land & Improvements of the Colma Municipal Code Relating to Family Day Care Homes; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

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

## COUNCIL CALENDARING

The next City Council Meeting will be on Wednesday, April 13, 2022 at 7:00 p.m.

## REPORTS

Mayor Fiscaro reported that she would be attending the 100<sup>th</sup> Anniversary Celebration of Jefferson High School on Saturday, March 26, 2022.

City Manager Brian Dossey gave an update on the following topics:

- There will be two community meetings on the possible new sewer service charges on April 5, 2022 at 12:30pm and 6pm via Zoom. Notices will be sent out to all residents and property owners.
- Assemblymembers Ting and Mullin will be hosting a coffee break to meet with constituents on April 8, 2022 in the Town Hall Lobby.



## **ADJOURNMENT**

Mayor Fisicaro adjourned the meeting at 7:58 p.m. in memory of Chris Wilcoxon, husband of Talia Serefidden, manager at the Colma Starbucks.

Respectfully submitted,

Caitlin Corley  
City Clerk



**MINUTES  
SPECIAL MEETING**

City Council of the Town of Colma  
Meeting Held Remotely via Zoom.us  
**Thursday, April 5, 2022  
12:30 PM**

**PROPOSED NEW SEWER COLLECTION SYSTEM CHARGES**

City Manager Brian Dossey opened the Community Meeting at 12:41 p.m.

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

Staff Present – City Manager Brian Dossey, Director of Public Works Brad Donohue, and City Clerk Caitlin Corley were in attendance.

City Manager Brian Dossey and Doug Dove of Bartle Wells made the presentation on the Proposed New Sewer Collection System Charges. City Manager Brian Dossey asked if there were any questions at 1:02 p.m. Resident Maureen O'Connor asked a question.

The meeting was adjourned at 1:12 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk







## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54368	3/1/2022	00051	CALIFORNIA WATER SERVICE02/16/2022	2/16/2022	CA WATER	701.65	
			02/11/2022	2/22/2022	CA WATER	138.50	840.15
54369	3/1/2022	00064	COLMA FLORAL SHOP	2/25/2022	PINK AZELEA GET-WELL FLO	81.56	81.56
54370	3/1/2022	00087	CITY OF DALY CITY	2/23/2022	COST SHARE OF ELECTRICA	177.44	177.44
54371	3/1/2022	00117	DELTA DENTAL OF CALIFORN	3/1/2022	DENTAL INSURANCE	13,550.40	13,550.40
54372	3/1/2022	00307	PACIFIC GAS & ELECTRIC	2/17/2022	1198 EL CAMINO	4,150.61	
			02/17/2022	2/17/2022	PG&E	95.16	4,245.77
54373	3/1/2022	00432	VISION SERVICE PLAN	2/19/2022	VISION SERVICE PLAN	1,054.93	
			814467095	2/19/2022	VSP COBRA	25.73	1,080.66
54374	3/1/2022	00649	DAVEY TREE EXPERT COMP	2/14/2022	TREE SERVICE	1,000.00	1,000.00
54375	3/1/2022	00714	SMC ASSESSOR-COUNTY CL	2/23/2022	FILING ENVIRONMENTAL IMF	3,589.25	3,589.25
54376	3/1/2022	01030	STEPFORD, INC.	2/16/2022	PD REPLACEMENT DATA 911	10,921.14	
			2201064	2/20/2022	MONTHLY CONTRACT SERVI	7,262.00	
			2201124	2/16/2022	RECREATION LAPTOPS FOR	5,719.01	
			2201059	2/16/2022	STERLING PARK FRONT DES	1,952.96	
			2201011	2/11/2022	JAN 2022 PW SUPERVISOR L	1,743.75	
			2106928	2/16/2022	AZZOPARDI HP RR03048XL-P	233.61	
			2201068	2/21/2022	AZZOPARDI LOGITECH C920	98.37	27,930.84
54377	3/1/2022	01036	MANAGED HEALTH NETWORK	2/14/2022	EMPLOYEE ASSISTANCE PRO	99.20	99.20
54378	3/1/2022	01037	COMCAST CABLE	2/17/22-03/16/2	8155 20 022 0188769 HD TECI	44.58	44.58
54379	3/1/2022	01370	VERIZON WIRELESS SERVICE	2/15/2022	CELL PHONE SERVICE	342.09	342.09
54380	3/1/2022	01653	KAISER PERMANENTE MEDIC	2/9/2022	HEALTH & SAFETY SERVICES	685.00	685.00
54381	3/1/2022	01687	UNITED SITE SERVICES OF	2/18/2022	STANDARD AND REGULAR S	168.03	168.03
54382	3/1/2022	02082	VINCE'S OFFICE SUPPLY, INC	1/4/2022	OFFICE SUPPLIES	204.70	204.70
54383	3/1/2022	02119	GRANT, CHRISTOPHER	2/22/2022	JAN 24-FEB 4, 2022 SUPERVI	301.86	301.86
54384	3/1/2022	02224	STANDARD INSURANCE COMM	2/14/2022	LIFE INSURANCE	216.82	216.82
54385	3/1/2022	02337	AXON ENTERPRISES, INC.	11/30/2021	2021 CORE+ CORE BWC, TA	15,727.91	
			INUS034683	11/1/2021	DYNAMIC BUNDLE: 10GB EVI	568.50	16,296.41
54386	3/1/2022	02499	GE CAPITAL INFORMATION	2/17/2022	A11 TOWN HALL COPY MACH	513.17	513.17
54387	3/1/2022	02566	STARVISTA	1/31/2022	FIRST CHANCE PROGRAM	3,396.84	3,396.84
54388	3/1/2022	02637	Z.A.P. MANUFACTURING INC.	2/24/2022	Custom Sign	350.31	350.31
54389	3/1/2022	02793	DITO'S MOTORS	2/15/2022	OIL & FILTER CHANGE	125.32	125.32
54390	3/1/2022	02849	U.S. BANK PARS ACCOUNT, 6	3/1/2022	OPEB CONTRIBUTION	126,504.00	126,504.00
54391	3/1/2022	02877	GUERRERO, CESAR	2/22/2022	02.22.22 DEPOSIT REFUND	80.00	80.00



FinalCheck List  
Town of Colma

apChkLst  
02/28/2022 10:35:39AM

(Continued)

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54392	3/1/2022	03061	NICK BARBIERI TRUCKING, LI2311324	2/15/2022	PW GAS PURCHASES 1-15	435.55	435.55
54393	3/1/2022	03157	NEW ALPHA TWO	7/16/2020	TOW 2017 JEEP CHEROKEE	570.00	
			18388	6/8/2020	TOW	285.00	
			18240	11/20/2020	TOW 2017 PRIUS 480 COLLIN	285.00	
			18337	7/3/2020	TOW 2017 HONDA ACCORD	285.00	
			18389	2/24/2021	TOW 2016 FORD EXPLORER	285.00	
			18919	8/11/2021	TOW 2017 FORD EXPLORER	285.00	
			20146	9/15/2021	TOW 2016 FORD EXPLORER	285.00	
			20364	11/29/2021	TOW 2018 FORD EXPLORER	285.00	
			20911	2/11/2022	TOW 1996 SUBURBAN NORT	285.00	2,850.00
			21430	3/1/2022	MAINTENANCE GUARANTEE	157.45	157.45
54394	3/1/2022	03224	DECORATIVE PLANT SERVICE	2/15/2022	PW PURCHASES	927.30	
54395	3/1/2022	03273	THE HOME DEPOT PRO	2/10/2022	PW PURCHASES	143.85	1,071.15
54396	3/1/2022	03335	SAN MATEO COUNTY FLOOD FY2021-2022	2/15/2022	FY2021-2022 START-UP FUND	25,000.00	25,000.00
54397	3/1/2022	03341	FERRO, SYLVIA	2/22/2022	02.22.22 COVID RENTAL FEE	200.00	200.00
3012022	3/1/2022	00282	CALIFORNIA PUBLIC EMPLOY	2/14/2022	MEDICAL INSURANCE	6,156.87	6,156.87
Sub total for TRI COUNTIES BANK:						237,695.42	



31 checks in this report.

Grand Total All Checks:

237,695.42



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54398	3/8/2022	00003	A. S. F. ELECTRIC	2/24/2022	01.22.22 ELECTRICIAN & BOC	705.00	705.00
54399	3/8/2022	00013	ANDY'S WHEELS & TIRES	2/28/2022	TIRE SERVICE	35.00	35.00
54400	3/8/2022	00071	CSG CONSULTANTS, INC.	2/15/2022	CSG	106,856.56	106,856.56
54401	3/8/2022	00111	DEPARTMENT OF CONSERVATION	2/28/2022	SMIP FEES	279.84	279.84
54402	3/8/2022	00181	IEDA	3/1/2022	LABOR RELATIONS CONSULT	1,573.00	1,573.00
54403	3/8/2022	00254	METRO MOBILE COMMUNICATIONS	3/1/2022	MAINTENANCE CONTRACT	602.00	602.00
54404	3/8/2022	00307	PACIFIC GAS & ELECTRIC	2/23/2022	PG&E	1,842.40	
				2/9/2022	PG&E	1,695.75	
54405	3/8/2022	00349	SEGALE & CERINI INC.	2/28/2022	IRRIGATION REPAIRS	1,631.75	3,538.15
54406	3/8/2022	00831	SANTA ROSA JUNIOR COLLEGE	2/24/2022	FEB 22-24, 2022 FTO UPDATE	26.50	26.50
54407	3/8/2022	00955	DIVISION OF THE STATE	2/28/2022	DISABILITY ACCES & EDUCATION	3.60	3.60
54408	3/8/2022	01023	PRIORITY 1	2/25/2022	SUV #9 2" BLANK PLATE. REI	459.89	459.89
54409	3/8/2022	01037	COMCAST CABLE	2/26/2022	8155 20 022 0094769 TOWN C	15,257.73	
				2/20/2022	8155 20 022 0097051 Internet	241.72	
				2/20/2022	8155 20 022 0097028 427 F ST	241.72	
				2/17/2022	8155 20 022 0002770 1520 HIL	10.94	15,752.11
54410	3/8/2022	01340	NAVIA BENEFIT SOLUTIONS	2/28/2022	SECTION 125 PARTICIPANT &	117.70	117.70
54411	3/8/2022	01629	R. J. RICCIARDI INC., CPAS	2/28/2022	AUDIT SERVICES	1,780.00	1,780.00
54412	3/8/2022	01995	CELETTA INVESTIGATIVE SEF22-0301	3/1/2022	CARDROOM BACKGROUND	660.00	660.00
54413	3/8/2022	02182	DALY CITY KUMON CENTER	3/1/2022	TUTORING	1,790.00	1,790.00
54414	3/8/2022	02244	CALIFORNIA BUILDING STANDARDS	2/28/2022	BSASRF	56.00	56.00
54415	3/8/2022	02499	GE CAPITAL INFORMATION	3/1/2022	TH COPY FEES	1,095.24	1,095.24
54416	3/8/2022	02499	GE CAPITAL INFORMATION	2/18/2022	A10 CCC COPY MACHINE	274.76	
				2/18/2022	A9 PD COPY MACHINE RENT,	274.76	549.52
54417	3/8/2022	02585	NHAADVISORS, LLC	3/2/2022	FY 2020-21 CONTINUING DIS	2,100.00	2,100.00
54418	3/8/2022	02763	OPENGOV, INC.	3/1/2022	BUDGETING & PLANNING	17,115.00	17,115.00
54419	3/8/2022	02877	GUERRERO, CESAR	3/2/2022	03.02.2022 DEPOSIT REFUND	80.00	80.00
54420	3/8/2022	03060	PREFERRED ALLIANCE, INC.	1/31/2022	PRE-EMPLOYMENT	84.00	84.00
54421	3/8/2022	03113	AIRGAS USA, LLC	2/18/2022	SURVEYORS VEST LIME (2) N	65.41	65.41
54422	3/8/2022	03157	NEW ALPHA TWO	2/27/2022	2014 MAZDA TOW FROM NOF	285.00	285.00
54423	3/8/2022	03164	EDGEWORTH INTEGRATION	12/30/2021	SERVICE CALL TO LOOK AT L	1,164.85	1,164.85
54424	3/8/2022	03267	ACC BUSINESS	2/27/2022	ETHERNET ACCESS	665.67	665.67
54425	3/8/2022	03403	ARCO AB LLC	12/7/2021	2016 FOD EXPLORER INSTAL	220.00	220.00
54426	3/8/2022	03423	ROBERT L LOTTI II, DBA RLL	1/14/2022	BACKGROUND INVESTIGATIO	1,350.00	1,350.00



## Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54427	3/8/2022	03440	BARTLE WELLS ASSOCIATES617A-1002	2/4/2022	DEC 2021 SEWER SERVICE F	9,615.00	9,615.00
54428	3/8/2022	03453	ALVAREZ, JOSEPH	2/28/2022	02.28.22 DEPOSIT REFUND	200.00	200.00
54429	3/8/2022	03454	DANELUZ, MARIA	2/28/2022	02.28.22 DEPOSIT REFUND	275.00	275.00

Sub total for TRI COUNTIES BANK:

170,731.79



32 checks in this report.

Grand Total All Checks:

170,731.79



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54430	3/11/2022	01340	NAVIA BENEFIT SOLUTIONS 03112022 B	3/11/2022	DEPENDENT CARE: PAYMEN	1,626.91	
			03112022 B	3/11/2022	FLEX 125 PLAN: PAYMENT	997.78	2,624.69
54431	3/11/2022	01375	NATIONWIDE RETIREMENT S03112022 B	3/11/2022	NATIONWIDE: PAYMENT	4,773.40	
			03112022 M	3/11/2022	NATIONWIDE: PAYMENT	1,150.00	5,923.40
54432	3/11/2022	02377	CALIFORNIA STATE DISBURS03112022 B	3/11/2022	WAGE GARNISHMENT: PAYM	547.84	547.84
54433	3/11/2022	02944	PEACE OFFICERS RESEARCH03112022 B	3/11/2022	PORAC: PAYMENT	33.00	33.00
54434	3/11/2022	02945	PORAC LEGAL DEFENSE FUN03112022 B	3/11/2022	PORAC LDF: PAYMENT	168.00	168.00
94572	3/11/2022	00521	UNITED STATES TREASURY 03112022 M	3/11/2022	FEDERAL TAX: PAYMENT	895.27	895.27
94573	3/11/2022	01360	MISSIONSQUARE RETIREMEN03112022 M	3/11/2022	ICMA CONTRIBUTION: PAYME	464.42	464.42
94574	3/11/2022	00631	P.E.R.S. 03112022 M	3/11/2022	PERS MISC NON-TAX: PAYME	871.61	871.61
94575	3/11/2022	00282	CALIFORNIA PUBLIC EMPLOY03112022 M	3/11/2022	MARCH 2022 ACTIVE PREMIL	8,121.73	8,121.73
94576	3/11/2022	00130	EMPLOYMENT DEVELOPMEN03112022 B	3/11/2022	CALIFORNIA STATE TAX: PAY	14,949.98	14,949.98
94577	3/11/2022	00521	UNITED STATES TREASURY 03112022 B	3/11/2022	FEDERAL TAX: PAYMENT	66,385.90	66,385.90
94578	3/11/2022	00282	CALIFORNIA PUBLIC EMPLOY03112022 B	3/11/2022	MARCH 2022 ACTIVE PREMIL	67,569.97	67,569.97
94579	3/11/2022	00631	P.E.R.S. 03112022 B	3/11/2022	PERS - BUYBACK: PAYMENT	46,899.04	46,899.04
94580	3/11/2022	01360	MISSIONSQUARE RETIREMEN03112022 B	3/11/2022	ICMA CONTRIBUTION: PAYME	6,199.92	6,199.92
94581	3/11/2022	00068	COLMA PEACE OFFICER'S 03112022 B	3/11/2022	COLMA PEACE OFFICERS: P/	613.45	613.45

Sub total for TRI COUNTIES BANK:

222,268.22



15 checks in this report.

Grand Total All Checks:

222,268.22



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54435	3/15/2022	00004	AT&T	3/1/2022	C3-A/B-12-10-TS-01	808.93	808.93
54436	3/15/2022	00051	CALIFORNIA WATER SERVICE	2/28/2022	WATER BILLS	7,535.34	7,535.34
54437	3/15/2022	00174	HOME DEPOT CREDIT SERVICE	2/27/2022	PW SUPPLY PURCHASES	965.98	965.98
54438	3/15/2022	00307	PACIFIC GAS & ELECTRIC	2/23/2022	PG&E	298.76	
			03/01/2022	3/1/2022	PG&E	196.69	495.45
54439	3/15/2022	00364	SMC FORENSIC LAB	2/28/2022	LAB FEES	540.00	540.00
54440	3/15/2022	00388	SONITROL	3/1/2022	MONTHLY MONITORING	1,109.81	1,109.81
54441	3/15/2022	00411	TURBO DATA SYSTEMS	2/28/2022	CITATION PROCESSING	879.23	879.23
54442	3/15/2022	00414	TERMINEX INTERNATIONAL	3/10/2022	PEST CONTROL	258.00	258.00
54443	3/15/2022	00464	HINDERLITER, DE LLAMAS	3/2/2022	SALES TAX SERVICES	2,395.06	2,395.06
54444	3/15/2022	01037	COMCAST CABLE	03/02/22-04/01/2	8155 20 022 0097069 INTERNI	246.72	246.72
54445	3/15/2022	01340	NAVIA BENEFIT SOLUTIONS	2/24/2022	SEC.125 FUNDING DEPOSIT	4,224.34	4,224.34
54446	3/15/2022	01414	VERANO OWNERS ASSOCIAT4	4/1/2022	VERANO OWNERS ASSOCIAT	350.00	350.00
54447	3/15/2022	01865	THYSSENKRUPP ELEVATOR	3/1/2022	3.1.22 - 2.28.23 GOLD FULL M	4,032.00	4,032.00
54448	3/15/2022	02216	RAMOS OIL CO. INC.	2/28/2022	PD GASOLINE PURCHASES 2	2,150.29	
			787346	2/10/2022	PD GASOLINE PURCHASES 1	2,146.43	
			788786	2/20/2022	PD GASOLINE PURCHASES 1	1,626.79	
			789156	2/20/2022	RECREATION GASOLINE PUF	89.69	6,013.20
54449	3/15/2022	02438	TALAVERA, ANGEL D.	3/7/2022	03.07.22 DEPOSIT REFUND	300.00	300.00
54450	3/15/2022	02793	DITO'S MOTORS	3/11/2022	REPLACE BATTERY	243.80	243.80
54451	3/15/2022	02827	CORODATA SHREDDING, INC.	2/28/2022	STORAGE	66.96	66.96
54452	3/15/2022	03015	U.S. BANK CORPORATE PMT	02/22/22	CREDIT CARD CHARGE	2,464.98	
			02/22/22 Azzopa	2/22/2022	CREDIT CARD CHARGE	2,463.48	
			02/22/22 Lum	2/22/2022	CREDIT CARD PURCHASE	2,058.75	
			02/22/22 Esquivi	2/22/2022	CREDIT CARD CHARGE	1,992.59	
			02/22/22 Gotelli	2/22/2022	CREDIT CARD CHARGE	1,318.81	
			02/22/22 Dossey	2/22/2022	CREDIT CARD CHARGE	954.78	
			02/22/22 De Leo	2/22/2022	CREDIT CARD CHARGE	841.91	
			02/22/22 Abellan	2/22/2022	CREDIT CARD CHARGE	681.05	
			02/22/22 Lin	2/22/2022	CREDIT CARD CHARGE	315.76	
			02/22/22 Velasq	2/22/2022	CREDIT CARD PURCHASE	306.11	
			02/22/22 Navarr	2/22/2022	CREDIT CARD CHARGE	67.60	13,465.82
54453	3/15/2022	03022	RANGEL, LAURA	3/7/2022	03.07.22 DEPOSIT REFUND	50.00	50.00
54454	3/15/2022	03034	FLEX ADVANTAGE	2/28/2022	FLEX PROCESSING FEES	195.00	195.00







23 checks in this report.

Grand Total All Checks:

60,844.72



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54458	3/15/2022	00112	DEPARTMENT OF JUSTICE	3/2/2022	PD ACCOUNT #140503	264.00	264.00
54459	3/15/2022	00534	SMC INFORMATION SERVICE	2/28/2022	MICROWAVE MUX DSO	82.25	82.25
54460	3/15/2022	00830	STAPLES BUSINESS CREDIT	2/25/2022	OFFICE SUPPLIES	997.32	997.32
54461	3/15/2022	02799	WAVE	3/2/2022	RIMS INTERNET W/SSF	400.00	400.00
54462	3/15/2022	03034	FLEX ADVANTAGE	3/15/2022	HRA RETIREES	56,135.05	56,135.05
54463	3/15/2022	03446	LAW ENFORCEMENT PSYCH	2/28/2022	POST-CONDITIONAL OFFER	400.00	400.00
Sub total for TRI COUNTIES BANK:							58,278.62



6 checks in this report.

Grand Total All Checks:

58,278.62



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54464	3/22/2022	00003	A. S. F. ELECTRIC	9626	3/10/2022	CORP YARD INSTALL NEW LE	8,904.75
				9676	3/11/2022	PD REPLACE TEN EMERGEN	1,539.85
				9627	3/10/2022	COUNCIL CHAMBER INSTALL	828.75
54465	3/22/2022	00004	AT&T	000017910170	3/13/2022	C3-A/B-12-10-TS-01	1,508.51
54466	3/22/2022	00020	ASSOCIATED SERVICES INC	122030029	3/1/2022	WATERLOGIC RENTAL	40.00
				122030028	3/1/2022	MTN H/C BWC	9.00
54467	3/22/2022	00055	CORA	ColmFY21-22	3/4/2022	7/01/21-6/30/22 ERP SERVICE	504.00
54468	3/22/2022	00057	CINTAS CORPORATION #2	4113009661	3/10/2022	REC CENTER MAT CLEANING	322.65
54469	3/22/2022	00093	CITY OF SOUTH SAN FRANCISCO	518756	3/30/2022	TRAFFIC SIGNAL MAINTENANCE	1,044.00
54470	3/22/2022	00188	IRVINE & JACHENS INC	3852	3/9/2022	ADD TOP RIBBON TO BADGE	98.89
54471	3/22/2022	00280	OFFICE DEPOT, INC.	228167950001	2/28/2022	OFFICE SUPPLIES	238.88
				232265874001	3/10/2022	OFFICE SUPPLIES	35.18
54472	3/22/2022	00307	PACIFIC GAS & ELECTRIC	03/09/2022	3/9/2022	PG&E	274.06
54473	3/22/2022	00345	SMC SHERIFF'S OFFICE	April 25-29, 2022	3/15/2022	MELENDREZ BASIC TRAFFIC	3,782.43
54474	3/22/2022	00349	SEGALE & CERINI INC.	17011	2/28/2022	LANDSCAPE SERVICES	125.00
54475	3/22/2022	00412	TELECOMMUNICATIONS ENG	47545	3/10/2022	Facilities Mgmt & Maintenance	19,163.00
54476	3/22/2022	00500	SMC CONTROLLERS OFFICE	February 2022	3/3/2022	ALLOCATION OF PARKING PE	1,515.00
				July 2021	8/3/2021	ALLOCATION OF PARKING PE	2,975.90
				August 2021	9/1/2021	ALLOCATION OF PARKING PE	2,920.40
				January 2022	2/2/2022	ALLOCATION OF PARKING PE	2,820.00
				December 2021	1/5/2022	ALLOCATION OF PARKING PE	2,812.90
				June 2021	7/2/2021	ALLOCATION OF PARKING PE	2,691.90
				May 2021	6/4/2021	ALLOCATION OF PARKING PE	2,500.90
				September 2021	10/5/2021	ALLOCATION OF PARKING PE	2,474.90
				November 2021	12/3/2021	ALLOCATION OF PARKING PE	2,269.70
				October 2021	11/2/2021	ALLOCATION OF PARKING PE	2,190.30
54477	3/22/2022	00563	PETTY CASH	03/15/2022	3/15/2022	REPLACE STERLING PARK \$:	1,997.40
54478	3/22/2022	00649	DAVEY TREE EXPERT COMP	916366607	3/21/2022	TREE SERVICE	20.00
				916369792	3/21/2022	TREE SERVICE	3,595.00
54479	3/22/2022	00683	SMC PUBLIC SAFETY COMM	CLMA-MSS 22-C	3/1/2022	MESSAGE SWITCH QUARTER	1,465.00
54480	3/22/2022	01023	PRIORITY 1	8673	3/14/2022	INSTALL HINT MOUNT FOR 21	1,714.25
54481	3/22/2022	01037	COMCAST CABLE	03/11-04/10 601	3/7/2022	8155 20 022 0096715 601 F ST	1,114.74
54482	3/22/2022	01183	BEST BEST & KRIEGER LLP	929727	3/15/2022	CITY ATTORNEY SERVICES	113.72
				929728	3/15/2022	CITY ATTORNEY SPECIAL SE	19,859.00
							3,285.70
							23,144.70
							25,654.30
							20.00
							5,060.00
							1,714.25
							1,114.74
							113.72
							19,859.00
							3,285.70



## Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54483	3/22/2022	01565	BAY CONTRACT MAINTENANCE March 2022	3/10/2022	JANITORIAL SERVICES	10,442.63	
54484	3/22/2022	01919	27145	3/10/2022	COVID-19 BASE LINE DECON	7,885.10	18,327.73
54485	3/22/2022	02082	COLLICUTT ENERGY SERVICE 70912	3/17/2022	REPLACE BLOCK HEATER & I	1,613.18	1,613.18
			VINCE'S OFFICE SUPPLY, INC 1735712	3/14/2022	OFFICE SUPPLIES	128.64	
			1729893	2/3/2022	OFFICE SUPPLIES	11.40	140.04
54486	3/22/2022	02182	DALY CITY KUMON CENTER February 2022	3/17/2022	TUTORING	1,500.00	1,500.00
54487	3/22/2022	02352	GUTIERREZ, IMELDA 2002229.003	3/14/2022	03.14.22 DEPOSIT REFUND	300.00	300.00
54488	3/22/2022	02443	SUN RIDGE SYSTEMS, INC. 6959	3/11/2022	RIMS CIBRS REPORTING SOI	2,600.00	2,600.00
54489	3/22/2022	02793	DITO'S MOTORS 25467	3/8/2022	SERVICE	642.86	
			25460	3/7/2022	OIL & FILTER CHANGE	182.16	
			25515	3/17/2022	OIL & FILTER CHANGE	74.37	
			25470	3/9/2022	OIL & FILTER CHANGE	53.36	952.75
54490	3/22/2022	02877	GUERRERO, CESAR 2002230.003	3/14/2022	03.14.22 DEPOSIT REFUND	50.00	50.00
54491	3/22/2022	02993	MOSQUEDA VELEZ, VANESSA Jan 13-Mar 10, 2	3/16/2022	CHAIR YOGA	800.00	800.00
54492	3/22/2022	03204	WATERLOGIC AMERICAS LLC 1295134	3/7/2022	SERVICE AGREEMENT 42726	226.42	226.42
54493	3/22/2022	03273	THE HOME DEPOT PRO 673032082	3/9/2022	PW PURCHASES	562.70	562.70
54494	3/22/2022	03334	AT&T MOBILITY NATIONAL AC287296200335X	3/2/2022	WIRELESS	1,797.92	1,797.92
54495	3/22/2022	03338	SYNAPSE TECHNOLOGIES, IN 1601	3/14/2022	LASERFICHE SERVER RME, /	4,794.00	4,794.00
54496	3/22/2022	03441	MARVIN GARDENS CATERING 13927	3/16/2022	46 BEEF & 1 VEGETARIAN SH	963.59	963.59
Sub total for TRI COUNTIES BANK:						131,109.93	



33 checks in this report.

Grand Total All Checks:

131,109.93



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54497	3/25/2022	00047	C.L.E.A.	3/25/2022	CLEA: PAYMENT	196.00	196.00
54498	3/25/2022	01340	NAVIA BENEFIT SOLUTIONS	3/25/2022	FLEX 125 PLAN: PAYMENT	997.78	
				3/25/2022	DEPENDENT CARE: PAYMENT	626.91	1,624.69
				3/25/2022	NATIONWIDE: PAYMENT	4,773.40	4,773.40
54499	3/25/2022	01375	NATIONWIDE RETIREMENT S	3/25/2022	LIFE INSURANCE: PAYMENT	437.00	437.00
54500	3/25/2022	02224	STANDARD INSURANCE COM	3/25/2022	WAGE GARNISHMENT: PAYM	547.84	547.84
54501	3/25/2022	02377	CALIFORNIA STATE DISBURS	3/25/2022	CALIFORNIA STATE TAX: PAY	13,788.56	13,788.56
94584	3/25/2022	00130	EMPLOYMENT DEVELOPMEN	3/25/2022	FEDERAL TAX: PAYMENT	61,871.25	61,871.25
94585	3/25/2022	00521	UNITED STATES TREASURY	3/25/2022	PERS - BUYBACK: PAYMENT	46,842.47	46,842.47
94586	3/25/2022	00631	P.E.R.S.	3/25/2022	ICMA CONTRIBUTION: PAYME	6,216.40	6,216.40
94587	3/25/2022	01360	MISSIONSQUARE RETIREMEN	3/25/2022	COLMA PEACE OFFICERS: P/	613.45	613.45
94588	3/25/2022	00068	COLMA PEACE OFFICER'S	3/25/2022			
Sub total for TRI COUNTIES BANK:							136,911.06



apChkLst  
03/23/2022

1:15:33PM

Final Check List  
Town of Colma

Page: 2

10 checks in this report.

Grand Total All Checks:

136,911.06



## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54502	3/29/2022	00051	CALIFORNIA WATER SERVICE6544607057	3/17/2022	CA WATER	765.38	
			1727052702	3/14/2022	CA WATER	229.57	994.95
54503	3/29/2022	00117	DELTA DENTAL OF CALIFORN BE004884117	4/1/2022	DENTAL INSURANCE	13,926.80	13,926.80
54504	3/29/2022	00307	PACIFIC GAS & ELECTRIC	3/17/2022	1198 EL CAMINO	4,052.44	
			03/17/2022	3/10/2022	PG&E	1,692.95	
			03/21/2022	3/21/2022	PG&E	97.90	5,843.29
54505	3/29/2022	00432	VISION SERVICE PLAN	3/19/2022	VISION SERVICE PLAN	1,106.39	
			814693255	3/19/2022	VSP COBRA	25.73	1,132.12
54506	3/29/2022	00623	ARAMARK	3/23/2022	UNIFORM SERVICE	539.60	
			January 2022 Ur	3/23/2022	UNIFORM SERVICE	431.68	
			February 2022 U	3/23/2022	UNIFORM SERVICE	63.60	
			January 2022	3/23/2022	FIRST AID SUPPLIES	63.60	
			February 2022	2/28/2022	FIRST AID SUPPLIES	63.60	1,098.48
54507	3/29/2022	01036	MANAGED HEALTH NETWORKIPRM-070708	4/1/2022	EMPLOYEE ASSISTANCE PRG	99.20	99.20
54508	3/29/2022	01037	COMCAST CABLE	3/12/2022	8155 20 022 0188769 HD TECI	44.58	44.58
54509	3/29/2022	01184	PENINSULA UNIFORMS & EQIFebruary 2022	2/28/2022	UNIFORMS	2,142.21	2,142.21
54510	3/29/2022	01355	THE BANK OF NEW YORK ME04/15/2022 P&I	3/21/2022	COP PAYMENT P&I	209,784.38	209,784.38
54511	3/29/2022	01370	VERIZON WIRELESS SERVICEf9901886717	3/15/2022	CELL PHONE SERVICE	342.09	342.09
54512	3/29/2022	01565	BAY CONTRACT MAINTENANCE(27236	3/17/2022	COVID-19 BASE LINE DECON	1,615.00	1,615.00
54513	3/29/2022	02224	STANDARD INSURANCE COMApril 2022	3/15/2022	LIFE INSURANCE	227.32	227.32
54514	3/29/2022	02383	TOSCANO, JESSICA	3/18/2022	03.18.22 DEPOSIT REFUND	184.88	184.88
54515	3/29/2022	02499	GE CAPITAL INFORMATION	3/11/2022	A12 STERLING PARK COPY M	76.15	76.15
54516	3/29/2022	02788	LUNA-SEVILLA, MARGARET-R43	3/24/2022	ZUMBA CLASSES	315.00	315.00
54517	3/29/2022	02886	READY REFRESH BY NESTLE02C0036457661	3/9/2022	BOTTLED WATER SERVICE 0	132.92	132.92
54518	3/29/2022	02935	EMCOR SERVICES-MESA ENE940007060	3/18/2022	EOC HEATING/COOLING ISSI	798.00	798.00
54519	3/29/2022	03009	MUTT MITT	3/25/2022	MUTTT MITT	1,811.78	1,811.78
54520	3/29/2022	03061	NICK BARBIERI TRUCKING, LI2317672	3/15/2022	PW GAS PURCHASES 1-15	814.47	814.47
54521	3/29/2022	03342	TOSCANO, JOVANA	3/23/2022	03.23.22 DEPOSIT REFUND	300.00	300.00
Sub total for TRI COUNTIES BANK:						241,683.62	



20 checks in this report.

Grand Total All Checks: 241,683.62



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

**AN ORDINANCE AMENDING CHAPTER 4, BUSINESS ACTIVITIES, AND CHAPTER 5, PLANNING, ZONING, USE & DEVELOPMENT OF LAND & IMPROVEMENTS OF THE COLMA MUNICIPAL CODE RELATING TO FAMILY DAY CARE HOMES**

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) On September 5, 2019, Governor Newsom signed SB 234 (Skinner, Chapter 244) into law, amending the Health and Safety Code relating to family daycare homes, including requiring all local ordinances to treat family daycare homes as a residential use of property; and

(b) Pursuant to Health and Safety Code section 1597.45(a), a small or large family daycare home shall be considered a residential use of property by right for purposes of all Town ordinances, including zoning ordinances; and

(c) Pursuant to Health and Safety Code section 1597.45(b), the Town cannot impose a business license, fee, or tax on a small or large family daycare home; and

(d) The use of a home as a small or large family daycare home does not constitute a change of occupancy for purposes of the State Housing Law or local building codes; and

(e) Health and Safety Code section 1596.78(a) defines a "family daycare home" to mean a "facility that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family daycare home or a small family daycare home"; and

(f) Health and Safety Code section 1596.78(b) defines a "large family daycare home" as a facility that provides care, protection, and supervision for 7 to 14 children..." and section 1596.78(c) defines a "small family daycare home" as a facility that provides care, protection, and supervision for eight or fewer children..."; and

(g) This Ordinance will conform the Colma Municipal Code to state law; and

(h) The City Council held a duly noticed public hearing on March 23, 2022 at which time all interested persons were allowed to address the City Council regarding adoption of this ordinance.

**ARTICLE 2. CMC SECTION 4.01.140 AMENDED.**

Section 4.01.140(c)(3) of the Colma Municipal Code is hereby amended and restated to read as follows:



**"4.01.040 Exclusions and Exemptions.**

...

(c) *Categorical Exemptions.* Notwithstanding anything to the contrary herein, the following businesses, trades or professions shall be exempt from the provisions of this ordinance and shall not be required to register and pay a business registration tax:

...

(3) Small and large family day care homes, as those terms are defined by Health and Safety Code section 1596.78, as that section may be amended from time to time.

..."

**ARTICLE 3. CMC SECTION 5.03.070 AMENDED.**

Section 5.03.070(a)(3) of the Colma Municipal Code is hereby amended and restated to read as follows:

**"5.03.070 "R" Zone.**

(a) The following uses are permitted on land located within the "R" Zone:

...

(3) Small and large family day care homes, as those terms are defined by Health and Safety Code section 1596.78, as that section may be amended from time to time.

..."

**ARTICLE 4. PORTION OF CMC SECTION 5.03.070 REPEALED**

Subsection (b)(4) of Section 5.03.070, requiring a use permit for large family day care homes in the "R" Zone, is hereby repealed in its entirety from the Colma Municipal Code.

**ARTICLE 5. CMC SECTION 5.03.080 AMENDED.**

Section 5.03.080(a)(3) of the Colma Municipal Code is hereby amended and restated to read as follows:

**"5.03.080 "R-S" Zone.**

(a) The following uses are permitted on land located within the "R-S" Zone:



...

(3) Small and large family day care homes, as those terms are defined by Health and Safety Code section 1596.78, as that section may be amended from time to time.

..."

#### **ARTICLE 6. PORTION OF CMC SECTION 5.03.080 REPEALED**

Subsection (b)(2) of Section 5.03.080, requiring a conditional use permit for large family day care homes in the "R" Zone, is hereby repealed in its entirety from the Colma Municipal Code.

#### **ARTICLE 7. CMC SECTION 5.03.085 REPEALED IN ITS ENTIRETY**

Section 5.03.085 of the Colma Municipal Code, "Large Family Day Care Homes," is hereby repealed in its entirety and replaced with the word "Reserved."

#### **ARTICLE 8. CMC SECTION 5.03.232 AMENDED**

Section 5.03.232(e) is hereby amended and restated to read as follows:

##### **"5.03.232 Home Office Use – Purpose and Recitals.**

...

(e) This subchapter is consistent with the Town of Colma General Plan, which provides on page LU-8 that "Residential Land designated for residential purposes can be used for single family homes, small and large family day care facilities, group residential facilities, supportive/transitional housing, home offices and cottage food operations as allowed uses."

#### **ARTICLE 9. RETROACTIVE APPLICATION.**

The modifications to Sections 4.01.040, 5.03.070, 5.03.080, and 5.03.232, and the repeal of portions of 5.03.070, 5.03.080 and the entirety of Section 5.03.085, shall be retroactively effective as of January 1, 2020.

#### **ARTICLE 10. EFFECTIVE DATE.**

This ordinance takes effect thirty (30) days after adoption.

#### **ARTICLE 11. SEVERABILITY.**

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of this ordinance that can be given effect without the invalid provision or application and, to this extent, the provisions of this ordinance are hereby declared to be severable.



## ARTICLE 12. CEQA.

The City Council's adoption of this Ordinance is not a project subject to the California Environmental Quality Act pursuant to CEQA Guideline 15061(b)(3) as it can be seen with certainty that the proposed adoption will not have a significant effect on the environment primarily because the amendment removes the requirement for a use permit and/or conditional use permit for large family day care homes, and regardless of the use permit requirement, state law already establishes that CEQA does not apply to either large or small family day care homes pursuant to CEQA Guideline 15274 and California Health & Safety Code 1597.45(d). Thus, the City Council's action is not anticipated to have any impact under CEQA primarily because the State has already decided that CEQA does not apply to large or small family day care homes.

### 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 23, 2022, and adopted at a regular meeting of the City Council of the Town of Colma held on April 13, 2022, by the following vote:

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

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

\_\_\_\_\_  
Helen Fisicaro, Mayor

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Christopher J. Diaz, City Attorney  
VIA: Brian Dossey, City Manager  
MEETING DATE: April 13, 2022  
SUBJECT: Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO RECONFIRM FINDINGS AND DETERMINATIONS UNDER RESOLUTION NO. 2021-33 AND ASSEMBLY BILL 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS

## EXECUTIVE SUMMARY

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means.

The provisions in the Brown Act that were suspended by the Governor's Executive Order are contained at Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, that the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations
- Each teleconference location must be identified on the actual agenda
- Each teleconference location shall be accessible to the public
- A quorum of the legislative body must be in the jurisdiction

With the Governor's Executive Order, the four above requirements were suspended allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the



City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers, staff, and the public, all joining from remote virtual locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual meetings until September 30, 2021.

With the expiration of the Governor's Executive Order along with the uncertainty that surrounded the Governor's potential recall, the State Legislature also took the remote meeting issue into its own hands through the adoption of Assembly Bill 361, which is explained more in depth in the Analysis section below.

On October 13, 2021 the City Council adopted Resolution No.2021-33 making findings under AB 361 that state or local officials continue to recommend social distancing measures to prevent the spread of COVID-19 and including reference in particular to Cal-OSHA regulation 3205, which recommends physical distancing in the workplace. By motion and majority vote, the City Council may renew the findings of Resolution No. 2021-33 to continue to hold virtual meetings pursuant to AB 361.

## **ANALYSIS**

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either:

- (1) state or local officials have imposed or recommended measures to promote social distancing; or
- (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

The Governor by executive order signed on September 20, 2021, suspended the effective date of AB 361 to October 1, 2021. As a result, if the City desires to have virtual meetings on or after October 1, 2021, it must do so consistent with the requirements of AB 361.

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation.
2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the



agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the City Council must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees.

The above conditions continue to exist at this time, and staff recommends the City Council by motion reconfirm the findings and determinations made in Resolution No. 2021-33 so that the City Council may continue to meet virtually under AB 361.

Lastly, it is important to note that AB 361 is optional. If the City Council wishes, it may meet in person. In addition, hybrid meetings are permissible where Council attends in person and the public attends remotely via Zoom.

## **FISCAL IMPACT**

The City Council's motion to continue with virtual meetings will maintain the status quo and no financial impact is anticipated.

## **ENVIRONMENTAL ISSUES**

The City Council's approval of a motion to reconfirm findings does not constitute a project under the California Environmental Quality Act (CEQA) Guideline 15378(b)(5) as it constitutes an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment. Further, virtual meetings are likely to reduce certain impacts associated with vehicular travel related to in-person public meetings.

## **RECOMMENDATION**

Move to reconfirm the findings and determinations made in Resolution No. 2021-33 and under Assembly Bill 361 for the continuation of virtual meetings.









# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Angelika Abellana, Recreation Manager  
VIA: Brian Dossey, City Manager  
MEETING DATE: April 13, 2022  
SUBJECT: Recreation Services Department Quarterly Review, January - March 2022

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## RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT  
PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE FIRST QUARTER OF 2022.

## EXECUTIVE SUMMARY

In the first quarter of 2022, a total of 618 participants attended 28 programs. This represents a decrease of 413 participants from the first quarter of 2021. Staff attributes the decrease due to the surge of COVID-19 cases in San Mateo County, and the temporarily closures of Town facilities. While staff realizes these numbers do not reflect traditional recreation services programming, however it is important to demonstrate the continued service to the community during the COVID-19 pandemic.

Staff estimates that 29 percent of the population had a current Colma I.D. during the first quarter of 2022.

There was a total of 19 rentals, which is an increase of 17 rentals from the first quarter of 2021.

Due to COVID-19 pandemic and surge in cases, the Town of Colma temporarily closed the facilities from January 5, 2022, to February 14, 2022. Staff modified fitness programs to be held in person and outdoors. After the temporary closure, staff held Friday Films and Breakfast and Bingo in person.

As we move into the Summer, staff plans to offer more in-person programming depending on the state of the pandemic.



## **BACKGROUND**

### Participation

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

- A total of 93 adults and seniors participated in enrichment programs. This represents an increase of 8 participants from the first quarter of 2021. Staff attributes the increase to Chair Yoga, Bootcamp and Zumba classes changing their location to outdoors during the closure.
- A total of 190 adults and seniors participated in trips and events. This represents an increase of 25 participants from the first quarter of 2021. Staff attributes the increase due to the rise in participation of the Senior Luncheon deliveries and in person Friday Films.
- A total of 59 youth and teens participated in Enrichment Programs. This represents a decrease of 6 participants from the first quarter of 2021. Staff attributes the decrease due to the surge in Covid 19 cases. Many parents expressed not feeling comfortable with sending their children to in person programs.
- A total of 0 youths and teens participated in events and trips. This represents a decrease of 32 participants from the first quarter of 2021. Staff attributes the decrease to due to the surge in Covid 19 cases.
- A total of 276 youth, adults and seniors participated in Community Programs. This represents and decrease of 408 participants from the first quarter of 2021. Staff attributes the decrease due to the change in frequency of Food Pantry Deliveries to once a month.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 19 different events:

- Resident Rental (1 fundraiser and 8 social events)
- Non-Resident Non-Profit (1 Fundraiser)
- In House Reservations (2 Blood Drives)

The Sterling Park Recreation Center was rented for 7 different events:

- Sterling Park Resident Rental Reservations (7 social events)

## **ATTACHMENTS**

- A. 2022 Recreation Services Department Quarterly Review – Participation Detail



**Recreation Services Department Quarterly Review  
January - March 2022  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Arm Chair Travel	4	1	Existing
Boot Camp Fitness	7	1	Existing
Biggest Loser Challenge	Cancelled	1	Existing
Colma Ladies Social	6	1	Existing
Happy Chair Yoga	10	1	Existing
Let's Get Crafty	27	1	Existing
Virtual Breakfast and Bingo	28	1	Existing
Zumba	11	1	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Friday Films	9	1	Existing
Breakfast and Bingo	26	1	Existing
Senior Luncheon Deliveries	137	3	Existing
Paint with Your Mate	18	1	<b>NEW</b>
Ping Pong Pals	Cancelled	1	<b>NEW</b>

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Duo Dance Academy	3	1	Existing
Kid's Club After School Program	15	5	Existing
Kumon Math Tutoring	17	3	Existing
Kumon Reading Tutoring	14	3	Existing
PNO to GO	Cancelled	1	Existing
Presidents Day Camp	10	1	Existing

**Youth and Teen Events & Trips**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Kid's BINGO	Cancelled	1	<b>NEW</b>
Dessert and Arts and Crafts	Cancelled	1	Existing
Open Teen Center	Cancelled	1	Existing
Stagecoach Greens (Teen Trip)	Cancelled	1	<b>NEW</b>
Teen Holiday Party Day in the Snow	Cancelled	1	Existing



**Community Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Family Pottery Party	Canceled	1	<i><b>NEW</b></i>
Food Pantry Delivery Program	249	1	Existing
Tiny Toys Story Time	Cancelled	1	<i><b>NEW</b></i>
Virtual Family Bingo	27	1	Existing

Note: Programs were cancelled due to COVID-19.





# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Christopher J. Diaz, City Attorney  
Anne Branham, Deputy City Attorney  
VIA: Brian Dossey, City Manager  
MEETING DATE: April 13, 2022  
SUBJECT: Ordinance Restricting Pet Access to Public Playground Equipment

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## RECOMMENDATION

Staff recommends that the City Council introduce the following:

ORDINANCE AMENDING CHAPTER 2.07, PROHIBITED ACTIVITIES AT PARKS AND RECREATIONAL FACILITIES, OF THE COLMA MUNICIPAL CODE RELATING TO RESTRICTING PET ACCESS TO PUBLIC PLAYGROUND EQUIPMENT

## ANALYSIS

In response to members of the public who have felt that it is unsafe to allow their children to access the playground equipment at Sterling Park Recreation Center because pet owners were allowing their pets to access the playground equipment at the same time, despite manufacturer guidance to the contrary, this ordinance would prohibit pet access to any such playground equipment. The ordinance would do so by establishing a new subdivision (21) of section 2.07.060 of the Colma Municipal Code, which presently sets forth a series of prohibited activities at Town parks and recreational facilities.

## FISCAL IMPACT

The proposed ordinance might result in some additional code enforcement duties for current staff, but it is anticipated that any such additional duties may be carried out within the existing staffing budget and will not require any additional funds. The Town may wish to, but is not required to, post some new signage at the Sterling Park Recreation Center indicating that pets are not allowed on the playground equipment, which would cost an estimated \$350-\$400.

## ENVIRONMENTAL

Adoption of the proposed ordinance is not a project subject to the California Environmental Quality Act, pursuant to CEQA Guidelines 15060(c)(2), because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment, and 15060(c)(3), because



the activity is not a project as defined in Section 15378 of the Guidelines. Thus, the City Council's action is not anticipated to have any impact under CEQA.

### **Council Adopted Values**

The City Council's introduction and ultimate adoption of the ordinance is consistent with the value of *responsibility* as the ordinance ensures the general safety and welfare of all persons who use the Town's park and recreation facilities.

### **Alternatives**

The City Council could choose not to introduce the ordinance or may choose to propose changes or omit some of the rules presented. At a minimum, the Council should introduce the ordinance, but may discuss any changes. Introducing the ordinance with or without changes will ensure the general safety and well-being to the users of Town parks and recreation facilities.

### **CONCLUSION**

Staff recommends that the City Council introduce and waive first reading of the ordinance.

### **ATTACHMENTS**

- A. Ordinance



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

**AN ORDINANCE AMENDING CHAPTER 2.07, PROHIBITED ACTIVITIES AT PARKS  
AND RECREATIONAL FACILITIES, OF THE COLMA MUNICIPAL CODE RELATING TO  
RESTRICTING PET ACCESS TO PUBLIC PLAYGROUND EQUIPMENT**

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

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**ARTICLE 1. RECITALS.**

The City Council of the Town of Colma finds:

(a) The Colma Municipal Code presently regulates certain conduct with respect to access to and use of Town parks and other recreational facilities, so that all persons may have optimum enjoyment of such facilities; and

(b) The Town now wishes to place a prohibition on pet access to the playground equipment in the Sterling Park Recreation Center, in order to ensure the safety and wellbeing of children and other persons accessing the park; and

(c) The Town finds that regulating the conduct of pets and their responsible persons within the Sterling Park Recreation Center is in the best interests of the health, safety, and general welfare of the residents of Colma. Further, the Town of Colma believes that limiting pet access to the playground equipment within Sterling Park Recreation Center serves the public interest by preventing safety accidents and ensuring the public health, safety, and welfare of the community.

**ARTICLE 2. INCORPORATION OF RECITALS.**

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

**ARTICLE 3. CMC SECTION 2.07.060(21) ADDED.**

A new subdivision (21) of Section 2.07.060 of the Colma Municipal Code is hereby added to read as follows:

**"2.07.060 Prohibited Acts.**

No person shall engage in the following prohibited acts or uses in a Park or Recreational Facility:

...

- (21) Allowing any pet or other animal within the control or possession of a Person using the Park to access, use, or otherwise interact with any portion of the Park which includes a Playground."



#### **ARTICLE 4. EFFECTIVE DATE.**

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

#### **ARTICLE 5. SEVERABILITY.**

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of this ordinance that can be given effect without the invalid provision or application and, to this extent, the provisions of this ordinance are hereby declared to be severable.

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

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

#### **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 April 13, 2022, and adopted at a regular meeting of the City Council of the Town of Colma held on \_\_\_\_\_, by the following vote:

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

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

\_\_\_\_\_  
Helen Fisicaro, 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: April 13, 2022  
SUBJECT: FY 2022-23 Budget Study Session

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## RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks City Council feedback and direction on:

- Programs included in the FY 2022-23 Budget
- Authorization to use unassigned general fund reserves to bridge the gap in FY 2022-23 for capital needs.

## EXECUTIVE SUMMARY

Part of the annual budget process includes the review of the preliminary budget for the new fiscal year—the first of three budget study sessions. Feedback from the first budget study session impacts the development of the proposed budget, scheduled for presentation on May 11, 2022.

The FY 2022-23 preliminary budget projects total revenues to be \$23.2 million, with \$19.1 million in the general fund. The FY 2022-23 expenditure budget is \$24.7 million, with \$18.6 million in the general fund and \$4.4 million in the capital program. The resulting general fund operating surplus is \$0.5 million. After transfers to sewer and debt, the Town's general fund surplus is \$0.2 million. The FY 2022-23 preliminary budget also includes general fund transfers totaling \$2.3 million to the various capital programs.

The City Council will be asked for their comments and review of the FY 2022-23 Budget. There will be three more presentations to the City Council on the FY 2022-23 Budget. Those presentations are scheduled for, April 11 (Presentation of FY 2022-23 thru FY 2026-27 Capital Program), May 11 (Presentation of 2022-23 Proposed Budget), and June 8 (Council Review and Adoption of 2022-23 Proposed Budget).

## FISCAL IMPACT

City Council review and direction on the FY 2022-23 Budget and Financial Plan preliminary report will not impact the current FY 2021-22 Budget.



## BACKGROUND

The Budget is an annual planning tool that communicates priorities and sets the Town's operating and spending policy for the year. The City Manager is responsible for presenting a budget to the City Council according to Colma Administrative Code Section 4.01 Division 2. The financial objective of the Budget is to ensure that there are sufficient funds to meet ongoing spending. Special projects and Capital programs, where spending is generally one-time in nature, typically can utilize reserves.

The Budget Development Process begins in February of each year with the mid-year financial update and budget review. For FY 2021-22, the mid-year financial update was presented to the City Council and the public as part of the February 23, 2022 Regular City Council meeting. The mid-year financial update shows that the Town is financially healthy, revenues are expected to meet or exceed budget, and expenditures to stay within budget.

The FY 2022-23 budget development began on March 2, 2022, where budget instructions and development guidelines were communicated to all departments. While there are indicators that the COVID-19 virus is beginning to weaken in its deadliness, the Town's FY 2022-23 budget philosophy remains cautiously optimistic that the Town will be operating at 100% come July 1, 2022. Therefore, the FY 2022-23 budget is developed with the assumption that operations will restore to pre-pandemic levels with the flexibility to pivot in the event of another COVID-19 surge. Similarly, revenues are budgeted more conservatively in comparison to prior years.

## ANALYSIS

The Town's preliminary budget is as follows:

Table 1: Summary of Activities		Special		Vehicle		Enterprise	
Town-wide Financial		Revenues &	Capital	Replacement	Funds		
For FY 2022-23	General Funds	Debt Funds	Funds	Fund			Total
<b>Operating Activities</b>							
Revenues	\$ 19,082,055	\$ 353,976	\$ 1,978,177	\$ 255,000	\$ 1,481,262	\$	\$ 23,150,470
Expenditures	18,566,729	528,302	4,360,925	220,000	1,109,025		24,784,981
<b>Operating Surplus / (Deficit)</b>	<b>515,326</b>	<b>(174,326)</b>	<b>(2,382,748)</b>	<b>35,000</b>	<b>372,237</b>		<b>(1,634,512)</b>
<b>Net Transfers In/(Out)</b>							
Transfers to Capital Programs	(2,250,925)	(220,000)	2,470,925				-
Transfers to Operating Programs	(346,409)	297,569	-	-	48,840		-
<b>Change in Fund Balance</b>	<b>(2,082,008)</b>	<b>(96,757)</b>	<b>88,177</b>	<b>35,000</b>	<b>421,077</b>		<b>(1,634,512)</b>

Total General Fund operating deficit plus net operating transfers is \$2.08 million. The Town's General Fund is obligated to fund the debt payment and sewer operations. Assuming for capital investment transfers of \$2.25 million, the total General Fund reserves needed in FY 2022-23 is \$2.0 million. Table 2 below summarizes the projected reserve balances at June 30, 2023 for each fund category.



Table 2: Summary of Reserves		Special	Capital	Vehicle	Enterprise	
Town-wide Financial	General Funds	Revenues &	Funds	Replacement	Funds	Total
For FY 2022-23		Debt Funds		Fund		
<b>Fund Balance</b>						
Committed Reserve						
Budget Stabilization	15,000,000					15,000,000
Debt Reduction	600,000					600,000
Accrued Leave Payout	889,070					889,070
Assigned Reserve						
Litigation	100,000					100,000
Insurance	100,000					100,000
Disaster Response & Recovery	750,000					750,000
Other Assigned Reserve		476,328	1,524,063	823,970	928,860	3,753,220
Unassigned Reserve	4,920,565					4,920,565
<b>Projected Fund</b>						
<b>Balance @ 6/30/2023</b>	<b>\$ 22,359,635</b>	<b>\$ 476,328</b>	<b>\$ 1,524,063</b>	<b>\$ 823,970</b>	<b>\$ 928,860</b>	<b>\$ 26,112,855</b>

## General Fund Revenues

		[a]		[b]	[b]-[a]	[b]/[a]-1
Table 3: Revenues Summary		2021-22	2021-22	2021-22	2022-23	Change in Budget
General Funds (11, 12, 19)	Budget	Thru Feb	Est. Actual	Preliminary	\$	%
<b>Revenues by Categories</b>						
Sales tax	12,000,000	7,094,112	12,700,000	13,081,000	381,000	3%
Cardroom tax	3,512,000	2,553,782	4,008,325	4,212,000	203,675	5%
Property and other taxes	787,308	449,386	759,000	788,190	29,190	4%
Licenses and permits	281,176	113,092	235,442	308,106	72,664	31%
Fines and forfeitures	94,000	74,812	86,914	94,000	7,087	8%
Use of money and property	277,685	30,147	182,951	301,902	118,951	65%
Revenues from other agencies	328,020	(174,291)	197,630	48,020	(149,610)	-76%
Charges for current services	196,362	41,900	159,344	192,837	33,493	21%
Other revenues	54,713	63,698	41,200	56,000	14,800	36%
<b>Total Revenues</b>	<b>17,531,264</b>	<b>10,246,638</b>	<b>18,370,806</b>	<b>19,082,055</b>	<b>711,249</b>	<b>4%</b>

Per our discussions with HdL, the Town's tax consultant, the Town will receive close to \$13.0 million in sales tax revenues by June 30, 2022 and close to \$13.5 million by June 30, 2023. Due to uncertainties surrounding inflation, supply shortages, the war in Ukraine, and the COVID-19 Omicron surge, staff wanted to remain conservative with the sales tax projection for FY 2021-22 and FY 2022-23.

Cardroom taxes have also been restored to pre-pandemic levels in FY 2021-22. While FY 2021-22 is projected to be a little over \$4.0 million, the FY 2022-23 budget of \$4.2 million is the pre-pandemic budget for cardroom taxes.



## General Fund Expenditures

			[a]	[b]	[b]-[a]	[b]/[a]-1
Table 4: Expenditures Summary						
General Funds (11, 12, 19)	2021-22 Budget	2021-22 Thru Feb	2021-22 Est. Actual	2022-23 Preliminary	Change in Budget	
					\$	%
<b>Expenditures by Category</b>						
Salaries, Wages, & Benefits	11,737,434	7,591,788	10,255,094	10,766,517	511,423	5%
Supplies & Services	2,870,498	1,821,984	3,936,533	4,350,962	414,430	11%
Professional & Contract Services	3,093,779	1,386,103	2,816,185	3,148,798	332,613	12%
Capital Outlay	-	-	28,368	50,452	22,084	78%
ISF Allocation	250,000	-	250,000	250,000	-	0%
<b>Total Expenditures</b>	<b>17,951,711</b>	<b>10,799,874</b>	<b>17,286,179</b>	<b>18,566,729</b>	<b>1,280,550</b>	<b>7%</b>

The FY 2022-23 preliminary budget is \$1.28 million more than the FY 2021-22 Estimated Actual. While the FY 2021-22 budget was developed at full operational capacity, the Town did not deploy all its budgeted programs in FY 2021-22. The reasons include staffing shortages due to vacancies and injuries, and cancelled programs due to COVID-19 surges.

Comparing budget to budget, the FY 2022-23 preliminary budget is \$0.6 million, or 3%, more than the FY 2021-22 budget. The preliminary budget includes CPI and COLA adjustments, as well as the programs listed in Table 5. While the programs below are part of the \$18.6 million FY 2022-23 preliminary budget, staff is seeking feedback on program priorities for the year.

Table 5	
Strategic Plan Focus Area	FY 2022-23 Budget Programs
<b>Resiliency</b> <i>Ensure long term Financial health, Workforce development, Emergency preparedness and Climate adaptation</i>	<ul style="list-style-type: none"> <li>• Grant, advocacy and earmark consulting services (\$72,000);</li> <li>• Self-sustaining sewer enterprise fund – Town's sewer fee portion plus water incentive program (\$48,840);</li> <li>• Student Aide/Internship Program (\$34,464);</li> <li>• Online employee portal (\$10,000);</li> <li>• Employee wellness, training, and coaching (\$40,000)</li> <li>• COVID response (\$72,000);</li> <li>• Contribution to unfunded liabilities               <ul style="list-style-type: none"> <li>◦ Pension (\$499,944);</li> <li>◦ OPEB (\$1,545,456);</li> <li>◦ Accrued Leave Payout (\$109,061)</li> </ul> </li> </ul>
<b>Operations</b> <i>Increase Civic engagement, Transparency and use of Technology</i>	<ul style="list-style-type: none"> <li>• Codification of Municipal Code (\$27,500);</li> <li>• Additional cell phones for police services (\$14,700);</li> <li>• Police cameras annual subscriptions (\$82,000) – body worn, in car, and license plate readers;</li> </ul>
<b>Economic Development</b> <i>Create Placemaking &amp; Develop marketing strategy</i>	<ul style="list-style-type: none"> <li>• Economic development program, including the use of consultants to help fill retail vacancies and commercial development (\$55,000);</li> </ul>



Table 5 Strategic Plan Focus Area      FY 2022-23 Budget Programs	
<b>Community</b> <i>Build upon our Community identity &amp; Maintain quality of life</i>	<ul style="list-style-type: none"> <li>City Council donation increased by \$10,000 (\$100,000);</li> <li>Town facilities improvements (\$217,000);</li> <li>Recreation programs (\$189,200, i.e. Holiday Events, Picnic, Concerts, Community Fair, Day Camp, Senior programs, etc.)</li> </ul>
<b>Capital Program</b>	<ul style="list-style-type: none"> <li>The Town's capital program is scheduled for the April 27, 2022 Regular City Council meeting for public review and discussion.</li> </ul>

In addition to the programs above, the Town's financial software provider, Tyler Technologies, has notified staff that they will phase out support on the Town's current financial software, Eden, with a sunset date of March 1, 2027. The FY 2022-23 preliminary budget includes an increase to its audit preparation services budget from \$50,000 to \$75,000. While staff will focus on securing a new financial system, the audit preparation services will complete the fiscal year's closing entries, coordinate with the Town's auditor, and will prepare the Town's Annual Comprehensive Financial Report and other regulatory reports. The financial system replacement will be discussed during the CIP study session.

## Transfers Summary

Table 6 shows the current fund transfers planned for FY 2022-23. Total transfers out from General Fund is \$2.6 million. General fund continues to support 100% of debt service expenditures. As for the sewer transfers, the \$48,840 represents the Town's portion of sewer usage cost and the cost of supporting the water incentive program. The budgeted transfer to sewer operations is substantially less than prior years, because the budget assumes that the sewer enterprise fund will be self-sustaining beginning July 1, 2022. Additional sewer fee reduction programs will increase the General Fund's transfer to the sewer operation.

Transfers from Gas Tax (21), Measure A (22), and Measure W (26) are to support the Town's Annual Roadway Rehabilitation Program.

Table 6: Summary of Transfers Town-wide Financial For FY 2022-23	Transfers To				
	Debt Service	Capital (Non-Street)	Street Capital	Sewer	Total
<b>Transfers From</b>					
General Fund (11)	\$ 297,569	\$ 1,152,025	\$ 1,098,900	\$ 48,840	\$ 2,597,334
Gas Tax (21)			80,000		80,000
Measure A (22)			80,000		80,000
Measure W (26)			60,000		60,000
<b>Total Transfers</b>	297,569	1,152,025	1,318,900	48,840	2,817,334

## General Fund Reserves

Table 7 below shows the Town's projected reserve balances at June 30, 2023 based on the conservative projections above.



Table 7: Reserves Summary		Actual	Projected		
General Fund		FY 2020-21	FY 2021-22	FY 2022-23	Change in Fund
Categories	Reserves Name and Fund No.	Balance	Balance	Balance	Balance
			[a]	[b]	[b] - [a]
Restricted	OPEB Trust (71)	\$ 5,712,224	\$ 5,712,224	\$ 5,712,224	\$ 0
	Pension Trust (72)	1,930,267	1,930,267	1,930,267	0
Committed	Budget Stabilization (12)	12,000,000	15,000,000	15,000,000	0
	Debt Reduction (12)	600,000	600,000	600,000	0
	Accrued Leave Payout Reserve (12)	431,341	431,341	528,541	97,200
Assigned	Litigation Reserve (11)	100,000	100,000	100,000	0
	Insurance Reserve (11)	100,000	100,000	100,000	0
	Disaster Reserve (11)	750,000	750,000	750,000	0
Unassigned	Unassigned (11, 19)	10,422,528	7,460,302	5,378,294	(2,082,008)
Total General Fund Reserves (Incl 115 Trusts)		\$ 32,046,360	\$ 32,084,134	\$ 30,099,326	\$ (1,984,808)
Total General Fund Reserves (excl 115 Trusts)		\$ 24,403,869	\$ 24,441,643	\$ 22,456,835	\$ (1,984,808)

## Next Steps

The timeline for the FY 2022-23 Budget are as follows:

4/27/2022	FY 2022-23 Capital Improvement Program study session
5/11/2022	FY 2022-23 Proposed Operating and Capital Budget
6/8/2022	FY 2022-23 Budget Adoption and GANN Limit Report
Jul-Aug	Prepare applications for the GFOA and CSMFO budget review and award process

## Reasons for the Recommended Action/Findings

Providing for early public discussion of the Town's Financial Plan allows an opportunity for staff to evaluate and incorporate any comments from the City Council and new items that may not be included in the baseline budget.

## Council Adopted Values

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

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

## Alternatives

In addition to providing feedback on the items listed under Proposed Increases and Other Discussion Matters, the City Council may provide direction to staff on budgetary items to add or be removed.



## **CONCLUSION**

Staff is requesting comments from the Council and the public on the Preliminary Budget Report. A second Budget Study Session will be held on April 27, 2022 that will focus on the Capital Improvement Program. A third Budget Study Session will be held on May 11, 2022. A public hearing to adopt the FY 2022-23 Proposed Budget will be held on June 8, 2022. A more detailed budget document will be provided in advance of these meetings.

## **ATTACHMENTS**

None



