



**NOTICE OF AND AGENDA FOR
SPECIAL MEETING OF THE CITY COUNCIL
TOWN OF COLMA**

**Wednesday, November 16, 2022
6:00 p.m.**

This City Council meeting will be conducted pursuant to the provisions of Assembly Bill 361 and Government Code Section 54953(e) (and without compliance with section 54953(b)(3) related to conducting public meetings during the COVID-19 pandemic. The City Council, staff and members of the public may participate in the meeting in person at Town Hall or virtually via Zoom Video Conference.

To attend the meeting in person:

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

To participate in the meeting via Zoom Video Conference:

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

Passcode: 074407

Meeting ID: 812 8997 6261

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

To provide Public Comment in person:

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

To provide Public Comment via Zoom Video Conference:

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

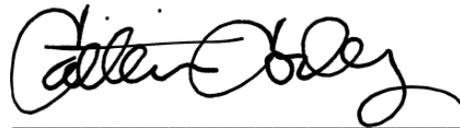
To provide Public Comment in writing:

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before 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.

NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for transacting the following business:

NEW BUSINESS

1. **INTERVIEWS AND SELECTION OF CANDIDATE FOR VACANT CITY COUNCIL SEAT WITH TERM EXPIRING NOVEMBER 2024**
 - a. City Council will conduct interviews with interested persons who have submitted an application for the vacant City Council seat; and
 - b. *Consider.* Motion to appoint one candidate to the vacated City Council seat to serve the remaining term through 2024.



Caitlin Corley, City Clerk

Posted: November 10, 2022



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Brian Dossey, City Manager
Christopher J. Diaz, City Attorney
MEETING DATE: November 16, 2022
SUBJECT: City Council Candidate Selection

RECOMMENDATION

Staff recommends that the City Council:

- a. Conduct interviews with interested persons who have submitted an application for the vacant City Council seat; and
- b. *Consider*: Motion to appoint one candidate to the vacated City Council seat to serve the remaining term through 2024.

EXECUTIVE SUMMARY

At the October 26, 2022, Special City Council meeting, Council directed staff to prepare a recruitment and appointment process for the vacated City Council seat.

Staff opened the recruitment on October 27 and advertised the vacated City Council seat to the residents of Colma.

Five Colma residents submitted letters of intent and will serve applications by the deadline of November 9, 2022.

At the City Council meeting on November 16, City Council will interview the candidates for the vacated City Council seat, and will have the option of appointing one candidate, by motion, to the vacated City Council seat to serve the remaining term through 2024.

FISCAL IMPACT

None

BACKGROUND

On October 18, 2022, Council member Diana Colvin retired from the City Council, creating a vacancy on the City Council for the remainder of her term. Council Member Colvin's term is set to expire in November 2024.

At the October 26 City Council meeting, the City Council decided to proceed with potentially appointing a Colma resident to the vacated seat for the remainder of Council member Colvin's term in lieu of calling a special election. Upon conclusion of the meeting the City Council directed staff to prepare a recruitment and appointment process for the vacated City Council seat.

Staff opened the recruitment on October 27 and advertised the vacated City Council seat to the residents of Colma. Staff advertised the vacated seat through direct mail to the community, the Town's website and social media outlets.

Five Colma residents submitted letters of intent and will serve applications by the deadline of November 9, 2022.

ANALYSIS

The City Council will interview the following candidates for the vacated City Council seat at the November 16, 2022, Special City Council Meeting. Three candidates are returning from the previous appointment process and there are two new candidates.

- Laura Walsh
- Carrie Slaughter
- Charito Casanas
- Matthew Hartogh
- Sharon Dinkin

Upon conclusion of the interviews staff recommends the City Council appoint one of the above-mentioned candidates to the City Council. Once approved by motion, the Mayor will swear in the newly appointed City Council member.

Alternatives

The City Council could choose not to appoint one of the candidates to the City Council and direct staff to prepare a staff report and resolution calling a special election for the vacated City Council seat before December 18, 2022. However, that is not the recommended action.

Council Adopted Values

The City Council is acting *responsibly* by filling the vacated City Council seat as soon as possible through the appointment process and conducting Town business with all five City Council seats filled.

CONCLUSION

Staff recommends that the City Council interview resident candidates and appoint one candidate by motion for the vacated City Council seat.

ATTACHMENTS

A. Resident Applications – Willing to Serve Forms, Letters of Intent and Resumes





**Town of Colma
Willing to Serve Form
City Council Appointed Term
Term Expires November 2024**

*Information provided on this form is public information and may be made available to other applicants, members of the press, or the general public. Applicants should submit this completed form, along with a letter of intent and resume by **Monday, August 29, 2022 at 5:00 p.m.** You may submit application materials in person at Town Hall (1198 El Camino Real) or via email to ccorley@colma.ca.gov.*

NAME: Laura Walsh _____

ADDRESS: [REDACTED] _____ **CITY:** Colma _____ **ZIP CODE:** 94080__

EMAIL ADDRESS: [REDACTED] _____

HOME PHONE: [REDACTED] _____ **CELL PHONE** [REDACTED] _____

HOW LONG HAVE YOU RESIDED IN COLMA? 20 years _____

ARE YOU A REGISTERED VOTER IN SAN MATEO COUNTY? YES NO

ARE YOU ABLE TO ATTEND EVENING MEETINGS? YES NO

ARE YOU ABLE TO ATTEND DAY MEETINGS? YES NO

ARE YOU ABLE TO ATTEND WEEKEND COMMUNITY EVENTS? YES NO

EDUCATIONAL BACKGROUND: Associate of Science Degree in Medical Assisting

Certified Medical Assistant, State and Nationally.

PROFESSIONAL EXPERIENCE: I am the former City Treasurer for the Town of Colma, and current Trustee for the Town of Colma with the San Mateo County Mosquito and Vector Control District. _____

Applications are due by Monday, August 29, 2022 at 5:00 p.m.

AUG 26 '22 AM 10:20

CIVIC ACTIVITIES & COMMUNITY INVOLVEMENT:

Please include any present or past membership on Town or County boards, committees, community groups, organizations, etc.

My civic activities and community involvement began at a young age with Girl Scouts and Job's Daughters in the Masonic halls of the Bay Area. I have participated in Colma Town Cleanups, and I was City Treasurer for my great Town of Colma. I was treasurer as well as parliamentarian on the PTA at both Sunshine Gardens Elementary School as well as at Alta Loma Middle School. I planned community events to include a Walk-A-Thon, candy sales, gift wrap sales, and working Bingo to help to raise money to help my children and their classmates go to Washington DC and New York. At Alta Loma Middle School I was awarded the Principals Award for Outstanding Service. At El Camino High School I was President of the Music Boosters Club. I have worked with Project Read and the South San Francisco Library to raise money to help pay for tutoring for students of all ages.

APPROXIMATELY HOW MANY CITY COUNCIL MEETINGS HAVE YOU ATTENDED IN THE LAST 24 MONTHS? PLEASE DESCRIBE THE REASONS FOR ATTENDANCE OR TOPICS OF INTEREST.

I have attended at least six Council Meetings, three of which were to present about the Mosquito and Vector Control District, as well as to ask about parking permits on Mission Road and for my daughter when she won the Lucky Chances Casino Scholarship, and to ask if the Israeli flag could be flown on Israeli Independence Day.

WHY ARE YOU SEEKING THE APPOINTMENT TO THE CITY COUNCIL?

Please attach an additional page if needed.

I am seeking appointment to the City Council because I am passionate about my town. I love serving the greater community and I would like to have a larger voice in being of service to my community. I have made many friends in my community and I am ready to hit the ground running and do all I can to help make Colma the very best it can be._____

[Redacted Signature]

SIGNATURE

8/26/22

DATE

Please submit this completed form, along with a letter of intent and resume to:

Caitlin Corley, City Clerk
Town of Colma
1198 El Camino Real
Colma, CA 94014
650-997-8300
ccorley@colma.ca.gov

Applications are due by Monday, August 29, 2022 at 5:00 p.m.

August 19, 2022

I would like to be considered for the vacant seat on Town Council. I am passionate about making my town and community the very best it can be.

Laura Walsh

Laura Michelle Walsh, CMA



Objective: To obtain a position as an administrative and clinical assistant in a professional medical practice with a high performing team environment.

Qualifications : Over 33 years experience in progressively more responsible clinical and administrative positions in physician office and hospital settings

- Demonstrated clinical and technical knowledge
- Genuinely caring individual that provides emotional support to patients
- Detail oriented multitasker who get the job done right and on time

Education: A.S Medical Assisting May 2006

City College of San Francisco

Certification: Certified Medical Assistant

Cardiopulmonary Resuscitation (CPR)

Community Emergency Response Training

Skills:

April 2014 to present Certified Medical Assistant

San Mateo Rheumatology

Answering and triaging calls, Scheduling appointments, injection training and administering injections, vital signs, Checking patients in and out, generating referrals stocking and straightening exam rooms, medication renewal, Managing the Doctor's schedule, scanning records electronically medical records management. Experience with Epic, Cadence and MPMG.

November 2012 to April 2014

Drs. Lakowsky and Batlin, Internal Medicine

Answering and triaging calls, exam room support, scheduling tests, administering injections, vital signs, performing EKG'S, urinalysis and eye tests, Checking patients in and out, generating referrals, medication renewal, scanning all done electronically. Experience with Epic, Cadence and MPMG.

December 2011 to June 2012 Medical Records Abstractor

UCSF Medical Center/temp

Abstracting patients family history, medical history, allergies, immunizations, medications and scanning Medical records using Epic and Apex

Affiliations: Former City Treasurer, Town of Colma

Past Co-President of San Francisco Medical Assistants Association





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NAME: Carrie Slaughter

ADDRESS: [REDACTED] CITY: Colma ZIP CODE: 94014

EMAIL ADDRESS: [REDACTED]

HOME PHONE: [REDACTED] CELL PHONE: [REDACTED]

HOW LONG HAVE YOU RESIDED IN COLMA? 7 years

ARE YOU A REGISTERED VOTER IN SAN MATEO COUNTY? YES NO

ARE YOU ABLE TO ATTEND EVENING MEETINGS? YES NO

ARE YOU ABLE TO ATTEND DAY MEETINGS? with advance notice YES NO

ARE YOU ABLE TO ATTEND WEEKEND COMMUNITY EVENTS? YES NO

EDUCATIONAL BACKGROUND:

Master Degree Public Administration, Bachelor Degree Spanish, Multiple Subject Teaching Credential

PROFESSIONAL EXPERIENCE:

- (SFUSD)
- ① San Francisco Unified School District: head Negotiator, Second chair + grievance hearing officer. 2012 to present
 - ② SFUSD - Human Resources 2007-2012
 - ③ SFUSD - Teacher 1988-2007

Applications are due by Monday, August 29, 2022 at 5:00 p.m.

CIVIC ACTIVITIES & COMMUNITY INVOLVEMENT:

Please include any present or past membership on Town or County boards, committees, community groups, organizations, etc.

San Mateo Co. Mosquito Vector Control Board
Hostess/volunteered in Colma Historical Society
Tea Party

APPROXIMATELY HOW MANY CITY COUNCIL MEETINGS HAVE YOU ATTENDED IN THE LAST 24 MONTHS? PLEASE DESCRIBE THE REASONS FOR ATTENDANCE OR TOPICS OF INTEREST.

Attended meeting held by Colma Police - info
session on new laws impacting public safety.
Attended a few council meetings on vector control
+ a community meeting on wildlife in Colma

WHY ARE YOU SEEKING THE APPOINTMENT TO THE CITY COUNCIL?

Please attach an additional page if needed.

I have worked in public service for 30+
years in San Francisco. I would to
continue to serve, by serving the
community of Colma.



SIGNATURE

28 Aug 2022

DATE

Please submit this completed form, along with a letter of intent and resume to:

Caitlin Corley, City Clerk
Town of Colma
1198 El Camino Real
Colma, CA 94014
650-997-8300
ccorley@colma.ca.gov

Carrie Slaughter
[REDACTED]
Colma, CA. 94014
[REDACTED]

August 27, 2022

To: Colma Town Council

From: Carrie Slaughter

Re: City Council Open Seat

I am writing to express my interest in becoming a member of the Colma City Council. I am a native of San Francisco and a current resident and home owner in Colma. I have lived here for 7 years. I expect to remain a resident of Colma for my lifetime.

I have a Master's Degree in Public Administration and have worked for the San Francisco Unified school district for 30 years. Although I have never served in public office, I believe my experience working in the public sector has given me the opportunity to develop skills and abilities that are relevant and applicable to serving on the City Council.

These skills include understanding various federal, state, and local laws to write and negotiate Collective bargaining agreements, applying laws and collective bargaining agreements to adjudicate and resolve labor disputes, working with legal counsel to prepare for arbitration and other matters before the Public Employment Relations Board. I have served on District committees and other District teams to resolve public administration challenges. I am also familiar with the Brown Act and how it governs public meetings.

It has been both an honor and privilege to work in public admiration to serve the people of San Francisco. I am eager and willing to have the honor and privilege to continue my public service by serving the City of Colma and its citizens.

Thank you

Carrie Slaughter

CARRIE SLAUGHTER

EDUCATION

Master of Public Administration	<i>San Francisco State University</i>	2013
National Board Certification, Early Literacy, Spanish Bilingual Emphasis		2007
Bilingual/Bicultural Language and Academic Development Certification (BCLAD)		1992
Multiple Subjects Teaching Credential		1990
Bachelor of Arts Spanish	<i>San Francisco State University</i>	1986

PROFESSIONAL EXPERIENCE

San Francisco Unified School District (SFUSD) 2012 - present

Director of Labor Relations

- Serve as Lead and second chair negotiator for SFUSD at various tables.
- Conducts research necessary to support contract negotiations; uses appropriate negotiation strategies to develop bargaining goals.
- Successfully negotiate settlement agreements for employees' separation, salary disputes and other matters.
- Established and maintains satisfactory labor-management relations and interprets the collective bargaining agreements and advises labor and employee relations professionals at all levels in all aspects of labor and employee relations matters.
- Administer grievance procedures including mediation and work with and supervising the SFUSD staff who provide guidance to constituents as to contract negotiation, interpretation, application, and administration.
- Assist internal and/or external counsel in the preparation of labor arbitration cases and matters before the Public Employment Relations board (PERB).
- Conduct grievance hearings, investigate claims and issue written decisions to collective bargaining agreement grievances including, misconduct, discipline, dismissal, layoffs, separations, pay disputes, performance evaluations and all matters related to collective bargaining agreements. Worked with supervisors/union by providing guidance on disputes.
- Create and conduct trainings on labor law, district policies, collective bargaining agreements, investigations, disciplinary action and performance evaluations. Provide ongoing support and coaching to Assistant Superintendents, site principals, classified supervisors and managers on employee discipline, performance and collective bargaining agreements.

San Francisco Unified School District (SFUSD)

Human Resources Coordinator

2011 – 2012

- Coordinated with managers to memorialize and document employees' unprofessional conduct an unsatisfactory performance.
- Prepared documentation for legal department to use for employee misconduct and performance dismissal.
- Assist supervisors in performance management procedures.
- Trained managers on progressive discipline.
- Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met.
- Wrote and implemented several grants to support District programs.

San Francisco Unified School District (SFUSD)

2007 - 2011

Human Resources Peer Assistance and Review Coach

- Coached teachers with unsatisfactory performance reviews to improve their performance.
- Observed, coached and conducted performance reviews on participating teachers, while documenting all support provided.
- Provided verbal and written reports to Human Resources and Union review panel.
- Recommended further action (dismissal or employment) provided written evidence for the recommendation.
- Prepared written documentation to legal department for dismissal notices.

San Francisco Unified School District (SFUSD)

Spanish Bilingual Elementary School Teacher

1988 - 2007





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NAME: CHARITO CASANAS

ADDRESS: [REDACTED] CITY: COLMA ZIP CODE: 94014

EMAIL ADDRESS: [REDACTED]

HOME PHONE: _____ CELL PHONE [REDACTED]

HOW LONG HAVE YOU RESIDED IN COLMA? Since 2004 or 18 years

ARE YOU A REGISTERED VOTER IN SAN MATEO COUNTY? YES NO

ARE YOU ABLE TO ATTEND EVENING MEETINGS? YES NO

ARE YOU ABLE TO ATTEND DAY MEETINGS? YES NO

ARE YOU ABLE TO ATTEND WEEKEND COMMUNITY EVENTS? YES NO

EDUCATIONAL BACKGROUND:

Associate degree; Various trainings for continuing education credit in Workers comp; various trainings / Seminar for labor rights as part of being involved in the union

PROFESSIONAL EXPERIENCE:

Workers comp claims examiner for 30+ years + ongoing. Shop Steward, Bargaining Team Representative and SF Area Rep for SEIU 1021.

CIVIC ACTIVITIES & COMMUNITY INVOLVEMENT:

Please include any present or past membership on Town or County boards, committees, community groups, organizations, etc.

SEIU 1021 Shop Steward, Bargaining Team rep, Bay Area
SF representative; President of VHHOA,

APPROXIMATELY HOW MANY CITY COUNCIL MEETINGS HAVE YOU ATTENDED IN THE LAST 24 MONTHS? PLEASE DESCRIBE THE REASONS FOR ATTENDANCE OR TOPICS OF INTEREST.

Repair of structural wall on F Street,
4 hr parking limit on Hillside Blvd - parking on street on
Hoffman Street due to families living together in Townhomes/dwelling
places.

WHY ARE YOU SEEKING THE APPOINTMENT TO THE CITY COUNCIL?

Please attach an additional page if needed.

I would like to see the continuity of the
plans of the City Council members and their
projects to come into full fruition


SIGNATURE

11/07/2022
DATE

Please submit this completed form, along with a letter of intent and resume to:

Caitlin Corley, City Clerk
Town of Colma
1198 El Camino Real
Colma, CA 94014
650-997-8300
ccorley@colma.ca.gov

Applications are due by Wednesday, November 9, 2022 at 5:00 p.m.

November 7, 2022

Town of Colma

Attn: City Council Members

1198 El Camino Real,

Colma, CA 94014

Re: Letter of Intent

Dear Honorable City Council Members:

Please consider my application for the Council Member for the Town of Colma, as I would like to see the continuity of our government towards its projects and plans coming into full fruition.

I commend the City Council for approving various projects such as the land-use for Mercy Housing for the Veterans, the street project on Hillside Boulevard, and the "Welcome" signs of the Town of Colma. Whenever I drive by on Mission Road, seeing the residents strolling in their garden, enjoying the sunny side of Colma and their ample parking spaces, it makes me happy to be a Colma resident. I greatly enjoy the beautification of Hillside Boulevard, with its well-maintained landscaping and visible bicycle path. It is a joy to see people walking, jogging and bicycling and feeling safe in the neighborhood. We now have a "Welcome" sign identifying our wonderful town to both residents and visitors alike.

As an appointee for the City Council, I would like to see the ongoing promotion of good health and safety, and growth of the community. I bring integrity into the workplace and the community. I am committed to serve.

I greatly appreciate in participation of the appointment of a City Council Member.

Thank you,

Luz Charito Casanas

Resident



Colma, CA 94014

Charito Casanas

Objective

Colma resident of 18 years and Workers' Compensation Claims Examiner with over 30 years of experience seeking appointment as a City Council Member for the Town of Colma.

Experience

JUNE 2015 - PRESENT

Workers' Compensation Claims Examiner | City and County of San Francisco, Human Resources Dept

2016 - PRESENT

Shop Steward and Bargaining Team for SEIU1021; and SF Area Representative for the Executive Board (2022 to Present) | City and County of San Francisco

MARCH 2022 - PRESENT

Representative for Executive Board of SEIU1021 | City and County of San Francisco

2013 - 2015

Workers' Compensation Claims Examiner | Sedgwick Claims Management Services

2012 - 2013

Workers' Compensation Claims Examiner | Kaiser Permanente

(Additional experience history available upon request.)

Education

ASSOCIATES DEGREE - Sports Coaching | APRIL 1981 | UNIVERSITY OF THE PHILIPPINES

Skills & Abilities

- Communicating effectively with necessary parties to investigate and effectively process workers' compensation claims
- Thoroughly analyze claims to determine if a claim is accepted or denied
- Acting as a liaison between injured workers and medical providers; effectively explaining benefits and procedures to injured workers
- Providing oversight to medical treatments to determine if benefits are optimal for injured workers
- Participating in discussions to determine legal strategies for resolving claims
- Negotiating claim settlements between parties



**Town of Colma
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NAME: MATTHEW HARTOGH

ADDRESS: [REDACTED] COLMA ZIP CODE: 94014

EMAIL ADDRESS: [REDACTED]

HOME PHONE: [REDACTED] CELL PHONE: _____

HOW LONG HAVE YOU RESIDED IN COLMA? 3 YEARS

ARE YOU A REGISTERED VOTER IN SAN MATEO COUNTY? YES NO

ARE YOU ABLE TO ATTEND EVENING MEETINGS? YES NO

ARE YOU ABLE TO ATTEND DAY MEETINGS? YES NO

ARE YOU ABLE TO ATTEND WEEKEND COMMUNITY EVENTS? YES NO

EDUCATIONAL BACKGROUND:
University of California, B.A. Economics

PROFESSIONAL EXPERIENCE:
U.S. ARMY
TECHNICIAN, NORTHERN TELECOM
EXPERIENCE, WHITE HOUSE COMMUNICATIONS
AGENCY

Applications are due by Wednesday, November 9, 2022 at 5:00 p.m.

CIVIC ACTIVITIES & COMMUNITY INVOLVEMENT:

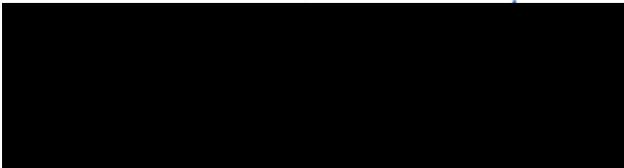
Please include any present or past membership on Town or County boards, committees, community groups, organizations, etc.

APPROXIMATELY HOW MANY CITY COUNCIL MEETINGS HAVE YOU ATTENDED IN THE LAST 24 MONTHS? PLEASE DESCRIBE THE REASONS FOR ATTENDANCE OR TOPICS OF INTEREST.

WHY ARE YOU SEEKING THE APPOINTMENT TO THE CITY COUNCIL?

Please attach an additional page if needed.

*I Am a proud ~~man~~ resident and
I wish to give back to the town which
has so many good people.*



DATE Nov 1, 2022

Please submit this completed form, along with a letter of intent and resume to:

Caitlin Corley, City Clerk
Town of Colma
1198 El Camino Real
Colma, CA 94014
650-997-8300
ccorley@colma.ca.gov

Applications are due by Wednesday, November 9, 2022 at 5:00 p.m.

Nov 1,2022

Matthew Hartogh


Colma Ca, 94014

Dear Honorable Members and City Manager,
"A tranquil and well run American Town."

I wish to contribute to the civic life of the town I love, which has given me much.
That is why I am applying for the open seat.
I have spent much time with my brother and sister veterans, and at risk and homeless
brothers in the peninsula, Now I have been a resident of Colma for 3 years.

Education.

University of California, B.A., Economics
Universite de Geneve, Switzerland, Graduate Work in Econ.

Languages

Fluency in Spanish
Proficiency in Mandarin and Cantonese.

Work experience.

Radio Syndication at American Top 40 Program
Service at U.S. Army, Europe, Heidelberg Germany.
Telecom Tech, for the White House communications Agency.

I have been on Social Security Disability for several Years.

Thank you for your consideration,

Matthew Hartogh

White House Communications Agency

Certificate of Appreciation

Awarded To

Matthew Hartogh

The members of the White House Communications Agency wish to express our sincere appreciation for the outstanding manner in which you provided support to the President of the United States during his visit.

Los Angeles, California 16-17 January 1995

Your unique abilities, coupled with your superb attitude and professionalism, enabled our Agency to provide critical communications for the President and the White House Staff.

17 January 1995

Date



Presidential Communications

DEPARTMENT OF ECONOMICS
217 SOCIAL SCIENCES I
(831) 459-2743; FAX: (831) 459-5900

SANTA CRUZ, CALIFORNIA 95064

July 13, 1998

TO THE COMMITTEE ON ADMISSIONS

Re: Highest Honors in the Major Awarded to Matthew Hartogh (

The Department of Economics awards Honors and Highest Honors to students who have done superior or exceptional work in the major. To ensure that no potentially qualified student is overlooked in the review process, faculty are asked to nominate honors-quality students from a list of graduating seniors each quarter. In addition, faculty indicate any honors-level performance for every economics course at the end of each quarter. Students who receive such recognition are automatically reviewed when they announce their candidacy for graduation. When reviewing files of potential honors recipients the faculty committee looks for a record of excellence in courses offered towards the major, including strong performances in the core courses (*Intermediate Microeconomics, Intermediate Macroeconomics, and Econometrics*). Honors is awarded for work in economics courses which is deemed to be excellent overall. Highest Honors is awarded to those candidates whose work in economics courses is considered to be outstanding or exceptional overall.

Of the 144 bachelor of arts degree candidates in the Department of Economics for the 1997-98 academic year twenty students were awarded Honors or Highest Honors in the major. Matthew Hartogh was one of three students to receive the distinction of Highest Honors in the major from our department.

Sincerely,







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NAME: Sharon J. Dinkin

ADDRESS: [REDACTED] **CITY:** Colma **ZIP CODE:** 94014

EMAIL ADDRESS: [REDACTED]

HOME PHONE: _____ **CELL PHONE** [REDACTED]

HOW LONG HAVE YOU RESIDED IN COLMA? 15 years

ARE YOU A REGISTERED VOTER IN SAN MATEO COUNTY? YES NO

ARE YOU ABLE TO ATTEND EVENING MEETINGS? YES NO

ARE YOU ABLE TO ATTEND DAY MEETINGS? YES NO

ARE YOU ABLE TO ATTEND WEEKEND COMMUNITY EVENTS? YES NO

EDUCATIONAL BACKGROUND:

AA college level

Certified Medical Assistant training

PROFESSIONAL EXPERIENCE:

Extensive customer service positions from associates to manager

Certified medical assistant (expired)

Currently parttime Costco

Religious educator

Applications are due by Wednesday, November 9, 2022 at 5:00 p.m.

CIVIC ACTIVITIES & COMMUNITY INVOLVEMENT:

Please include any present or past membership on Town or County boards, committees, community groups, organizations, etc.

Past member Indivisible group 33 years active in recovery programs

Contributor to Center for Age-Friendly Excellence

Assorted experience in past local, state and national elections as a volunteer

APPROXIMATELY HOW MANY CITY COUNCIL MEETINGS HAVE YOU ATTENDED IN THE LAST 24 MONTHS? PLEASE DESCRIBE THE REASONS FOR ATTENDANCE OR TOPICS OF INTEREST.

Honestly, perhaps 2. A change in my work schedule prevented participation

WHY ARE YOU SEEKING THE APPOINTMENT TO THE CITY COUNCIL?

Please attach an additional page if needed.

Colma Pride. There is a special quality to "being alive in Colma" that seems to be diminished.

By seeking this appointment, I feel I can bring a new perspective. Also by filling out the vacated

term, it would allow me insight to what the operation of the council is, and could be.

It doesn't have to be complicated, just committed.

SIGNATURE



DATE

6 November 2022

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Caitlin Corley, City Clerk
Town of Colma
1198 El Camino Real
Colma, CA 94014
650-997-8300
ccorley@colma.ca.gov

Applications are due by Wednesday, November 9, 2022 at 5:00 p.m.

SHARON J. DINKIN

Town of Colma

Filling in the remainder of Diana Colvin's term

Allow me to introduce myself my name is Sharon Dinkin, residing at 417 B St, Colma, CA 94014.

I am a senior who rents an in-law apartment.

I have a perspective on what I have seen in the years that I have lived in Colma. But it is my perspective only when contemplating applying for this vacant council seat, I began to query my neighbors on the issues that they feel are important today in Colma. These are homeowners who pay taxes and part of that tax is indeed the operating budget of our lovely town.

Of the different issues that came forward pride in our neighborhood seems to be number one, along with concerns on the general plan and direction that Colma seems to be going.

Parking also was a concern with its permits and the lack of enforcement of them. As well as how residents present the front of their houses in our quaint community. We have lovely street signs cobblestone streets and yet some of the front yards are a bit in shambles.

Infrastructure was a huge concern and how we seem to be lacking in certain areas and while trying to build a bigger residential community we are losing some of our town charm.

Should I be considered and accepted to fill out this term would be to look at what people want instead of what I think is the right thing to do. I believe there is always room for new insights and perspectives that do not have any ulterior agendas.

I care about where I live; I have an enormous amount of pride in being a resident of Colma.

The best change comes from listening to others and considering new ideas. I could bring some new direction and input

Most respectfully,

A large black rectangular redaction box covers the signature area. There are some faint blue handwritten marks above and to the right of the box.

Sharon J. Dinkin

Sharon Dinkin

Experienced professional with over 15 years' experience in **building strong customer relations** and **personal caregiving** both in small personal service businesses and large retail organizations. Consistent reputation for proactive resolution of issues, positive client experience, and overall business acumen.

- Customer Service Management
- Caregiving Interaction with Family
- Hiring / Managing Staff
- Chauffeur
- Personal Caregiving / Senior Care
- Administration / Operations
- Administration of medicines / hygiene

EXPERIENCE:

Costco Wholesale

9/2017-Present

Global wholesale membership company.

Member service, front-end assistant, helping cashiers, returning merchandise to proper locations, performing "store walks" insuring food and safety standards are being followed, greeting and insuring members show membership card; at exit door visual verification of purchase count and thanking members. Night "security" confirming safety for employees to leave or enter the building. Started as Night merchandising crew member. Generally helping wherever need.

Chauffer 7x7 Executive Transportation

7/2013 -1/2018

High-end Chauffer service driving financial executives and general public personal driving needs. Outstanding knowledge of the Bay area and Northern California and a high level of integrity to conversations and privacy for clients.

Instructor for "deactivated" Uber drivers. Teaching fundamentals of "safe driving" as well as Uber standards. 7x7 was an outside vendor for Uber.

Eldercare Services

6/2013- 6/2015

Provide personal assisting for this Nationally recognized homecare agency. Work exclusively with a client bed bound at Laguna Honda, San Francisco.

Personal Caregiver

10/2011-4/2013

Companion and personal caregiver to 66-year-old woman with advancing dementia. Hired by client's husband to ensure his wife's health and safety and creatively keep her engaged. (32 hours/week)

- Administer medications, following appropriate protocols.
- Encourages necessary hygiene (shower, dressing) through conversation, compliments and humor.
- Creates simple activities to provide movement and mental engagement away from passive TV viewing.
- Develops trust and works with the family to help them and client make adjustments as her capabilities change.

Pier One Imports, San Francisco, CA

2/2009 – 5/2013

\$1 Billion+ publicly traded global importer of unique home furnishings.

Sales Leader / Manager on Duty

Sales and customer service in rotating departments within the store. Greets customers, explains items' features and benefits, answer questions and resolves customer problems. Responsible for sales quota of Pier One Rewards card. Works shifts from early morning to late evening. (part-time)

- Brought in as Manager on Duty.
- Displays merchandise within guidelines of the *Planogram* visual merchandising guide.
- Perform opening and closing procedures.
- Presented ideas and suggestions for distributing responsibilities amongst management team that had previously been "unassigned" and had fallen to Assistant Manager. Several were adopted.
- During transition of managers due to an unexpected emergency, 3 Sales Leads took care of store for 3-4 weeks while both Store Manager and Assistant Manager were out.
- Actively seeks *win-win* resolutions to customer issues – achieving the customer's satisfaction at the lowest cost to the company. Often pro-active in finding a solution that involves contacting other departments.

Sharon Dinkin

Reel Café Bakery & Catering, San Francisco, CA

1997 - 2009

High quality wholesale cookie and catering company.

Owner / General Manager

- Full P&L responsibility including all ordering, menu planning, food preparation, tracking expenses, administration and business development. Wrote proposals for major sales.
- Built a loyal customer base of 25 business customers including movie houses, cafes and markets and catering for wide range of clients from consulates to private parties. Distribution grew to include Texas, New York and Washington.
- Hired staff and oversaw contractors hired for catering events. Developed relationships with high quality vendors and negotiated contracts with them.
- Provided high touch customer service to clients including overnight FedEx shipments to multiple states and annual film festivals, often involving a lot of last-minute requirements.

Office Depot, San Francisco, CA

2000 - 2002

Global supplier of office products and services.

Customer Service Manager

Responsibility for achieving customer satisfaction. Authority to give discounts, price adjustments and make special delivery arrangements for this busy, high-volume store with large percentage of business customers.

- Supervised Customer Service staff, stock clerks and cashiers. Oversaw both phone and in-store customer service. Maintained compliance with all corporate paperwork requirements.
- Researched and resolved problems of deliveries, missing special orders, products returned, replaced or refunded, all with the goal of having the customer feel heard and having a positive experience.
- Reputation for actively expediting solutions and outstanding follow up with customers.

Shenson's Delicatessen, San Francisco, CA

1997 - 2000

Executive Chef

- Developed recipes, ordered and contracted for supplies.
- Created catering menus with clients.
- Increased revenue 38%.

World Courier Metro Services, Burlingame, CA

1995 - 1997

High volume corporate branch of this national courier company servicing medical and technology customers.

Branch Administrator

- Oversaw all administrative paperwork. Took customer orders, reviewed bills, oversaw month end invoicing, payroll, reporting and transmittal to New York office.
- Instrumental in implementing corporate initiatives.
 - Supervised transition of driver communications from radios to cell phones. Negotiated contracts with cell phone companies.
- Developed new strategy to attract and retain higher quality drivers by offering health insurance and credit unions. Negotiated contracts with health plan providers.
 - Resulted in lowest attrition rate in the Western Region.

Previous Experience:

The majority of previous employment has been customer service driven, emphasizing the ability to research and track information, disseminate information and provide accurate answers, resulting with satisfied customers.

- CBS – Developed a system for the disbursement of limited security credential floor passes for the Democratic National convention without a previous template.
- Certified Medical Assistant for both proctologic and gynecology / obstetric practices.

Sharon Dinkin

- Inventory Control Clerk for orthopedic implant manufacturer.

Computer Skills:

- PC and Mac
- Microsoft Office: Word and Excel
- QuickBooks

Education:

- Los Angeles Valley College
- Medical Assistant coursework, Bryman School

Volunteer:

- **San Francisco Film Festivals**
- **Film Noir Will Call Supervisor**
- **German Gems**
- **Silent Film Festival**
- **San Francisco Lyric Chorus**
- **Resound Chorus**
- **Organized 3-day conferences**
- **Organized 1-day conferences**
- **Crew AIDS Rides**
- **Various areawide environment clean-ups**

References upon request