



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA  
Wednesday, April 12, 2023  
CLOSED SESSION - 6:00 PM  
REGULAR SESSION – 7:00 PM**

*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](mailto: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.

## **CLOSED SESSION – 6:00PM**

### **1. In Closed Session pursuant to Government Code § 54957, PUBLIC EMPLOYMENT**

Title: City Manager

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

## **ADOPTION OF AGENDA**

## **PRESENTATION**

- Proclamation in honor of National Poetry Month
- 50<sup>th</sup> Wedding Anniversary Recognition of Dianne and Roy Chiappari
- 50<sup>th</sup> Wedding Anniversary Recognition of Bill and Perky Ramroth

## **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**

2. Motion to Accept the Minutes from the March 22, 2023 Regular Meeting.
3. Motion to Approve Report of Checks Paid for February 2023.
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2023.
5. Motion to Adopt a Resolution to Amend the FY 2022-23 Budget and Authorizing: (1) the Payment of \$1.0 Million to CalPERS as Supplemental Pension Payments Including Authorizing the City Manager to Execute and Submit the Additional Unfunded Accrued Liability Payment Form to CalPERS; and (2) \$800,000 to the PARS' 115 Trust for Pension, Pursuant to CEQA Guideline 15061.
6. Motion to Adopt a Resolution Declaring the Futility of Public Bidding and Delegating Authority to the City Manager to Approve and Execute a Reimbursement Agreement with South San Francisco for Roadway Resurfacing Work on Hillside Boulevard and Lawndale Boulevard and Approving a Capital Improvement Plan Budget Amendment to CIP #906 from \$320,000 To \$337,645, Pursuant to CEQA Guideline 15301.

## **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 650-997-8300 or email a request to [citymanager@colma.ca.gov](mailto:citymanager@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.

1. **In Closed Session pursuant to Government Code § 54957, PUBLIC  
EMPLOYMENT**

Title: City Manager



**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Town Hall Council Chamber  
1198 El Camino Real, Colma CA  
Also Accessible via Zoom.us  
**Wednesday, March 22, 2023**  
**7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor del Rosario called the meeting back to order at 7:00 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin, Council Members Ken Gonzalez, Carrie Slaughter and Helen Fisicaro were all present.

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

The Mayor announced, "Regarding Public Comment: Members of the public who are here in person are requested to complete a yellow speaker card and submit it to the City Clerk. Those of you on Zoom may make public comments by using the "raise hand" feature in Zoom or, if calling in by phone, by pressing \*9 on the telephone keypad. The City Clerk will unmute your microphone and allow you to speak. Comments should be kept to three minutes or less."

**ADOPTION OF THE AGENDA**

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

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

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

**PRESENTATION**

- Laura Walsh, the Town's representative on the San Mateo County Mosquito and Vector Control District Board of Trustees introduced a presentation by Dr. Rachael Curtis-Robles, Public Health Education and Outreach Officer for the district.

## PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:19 p.m. and seeing no one request to speak, she closed the public comment period.

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 2, 2023 Special Meeting.
2. Motion to Accept the Minutes from the March 8, 2023 Regular Meeting.
3. Motion to Adopt a Resolution Accepting Auditor's Reports and Financial Statements for the Fiscal Year Ending June 30, 2022, Pursuant to CEQA Guideline 15378.
4. Motion Accepting the F Street Retaining Wall Project as Complete, Directing the Director of Public Works to File a Notice of Completion for the Project with the San Mateo County Recorder's Office.
5. Motion Accepting the 2022 Mission Road Crosswalk Improvement Project as Complete, Directing the Director of Public Works to File a Notice of Completion for the Project with the San Mateo County Recorder's Office.
6. Motion Accepting the 2022 Annual Report on the Implementation of the General Plan, Including the Housing Element Pursuant to CEQA Guideline 15378.
7. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute an Agreement with Mark Thomas in the Amount of \$981,737.11 for the El Camino Real Bicycle and Pedestrian Improvement Project, Project Study Report-Project Development Support (PSR-PDS) Pursuant to CEQA Guideline 15306.

**Action:** Council Member Fiscaro moved to approve the consent calendar items #1 through 7; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓			Item #5 Only	
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fiscaro	✓				
	5	0			

## STUDY SESSION

### 8. OTHER POST EMPLOYMENT BENEFITS LIABILITIES UPDATE

Administrative Services Director Pak Lin presented the staff report. The Mayor opened the public comment period at 7:34 p.m. and seeing no one request to speak, the Mayor closed the public comment. Council discussion followed.

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

## NEW BUSINESS

### 9. PRESENTATION BY THE RETAIL COACH

City Manager Brian Dossey introduced a presentation by Austin Farmer of The Retail Coach. The Mayor opened the public comment period at 8:20 p.m. and seeing no one request to speak, the Mayor closed the public comment period. Council discussion followed.

**Action:** Vice Mayor Goodwin moved to Accept the Presentation by The Retail Coach; the motion was seconded by Council Member Fisicaro and carried by the following vote:

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

### 10. APPROVING THE 2023-25 STRATEGIC PLAN

City Manager Brian Dossey presented the staff report. The Mayor opened the public comment period at 9:00 p.m. and seeing no one request to speak, the Mayor closed the public comment period. Council discussion followed.

**Action:** Council Member Fisicaro moved to Adopt a Resolution Amending Subchapter 1.03 of the Colma Administrative Code, Relating to the Value Based Code of Conduct Pursuant to CEQA Guideline 15061; the motion was seconded by Council Member Slaughter and carried by the following vote:

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

**Action:** Vice Mayor Goodwin moved to Approve the 2023-2025 Strategic Plan as Presented by Staff Pursuant to CEQA Guideline 15061; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

## COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, April 12, 2023 at 7:00pm at Town Hall.

## REPORTS

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

- In regard to Vice Mayor Goodwin's question during the San Mateo County Mosquito and Vector Control District presentation, Dr. Rachael Curtis-Robles reached out to inform the City Manager that the construction site on Mission Road is being regularly monitored by their staff.
- City Manager Brian Dossey will be out of the office from March 23 through April 1, 2023; Administrative Services Director Pak Lin will be Acting City Manager on March 24, 2023, and Chief Munsey will be Acting City Manager from March 24 through March 31, 2023.
- The Eggstravaganza will be on Saturday, April 8 at 9am at Sterling Park Recreation Center.

## ADJOURNMENT

Mayor del Rosario adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



apCkHist  
04/05/2023 8:14AM

**Check History Listing**  
Town of Colma

Page: 1

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56231	03/07/2023	00003 A. S. F. ELECTRIC	C	03/31/2023	2193	02/23/2023	998.75	998.75
56232	03/07/2023	03170 ACTION TOWING AND ROA	C	03/31/2023	76535	02/21/2023	300.00	300.00
56233	03/07/2023	00020 ASSOCIATED SERVICES IN	C	03/31/2023	123030027	03/01/2023	40.00	
			C	03/31/2023	123030026	03/01/2023	9.00	49.00
56234	03/07/2023	03447 NIKOLE AZZOPARDI			2023 InnerPersReimb	02/10/2023	28.03	28.03
56235	03/07/2023	01565 BAY CONTRACT MAINTEN/	C	03/31/2023	28935	02/22/2023	2,740.50	
			C	03/31/2023	28934	02/22/2023	2,661.35	
			C	03/31/2023	28931	02/22/2023	2,661.35	
			C	03/31/2023	28936	02/22/2023	1,552.45	
			C	03/31/2023	28932	02/22/2023	633.64	
			C	03/31/2023	28937	02/22/2023	221.30	
			C	03/31/2023	28933	02/22/2023	193.34	10,663.93
56236	03/07/2023	03565 CHEFS TOYS LLC	C	03/31/2023	Ord#1075645	03/03/2023	12,305.25	12,305.25
56237	03/07/2023	02702 JUAN COVARRUBIAS	C	03/31/2023	2002455.003	02/22/2023	100.00	100.00
56238	03/07/2023	00649 DAVEY TREE EXPERT COM	C	03/31/2023	917331284	02/18/2023	1,750.00	1,750.00
56239	03/07/2023	02793 DITO'S MOTORS	C	03/31/2023	27499	03/01/2023	630.17	
			C	03/31/2023	27495	02/28/2023	108.71	738.88
56240	03/07/2023	02935 EMCOR SERVICES-MESA E	C	03/31/2023	940013163	02/22/2023	1,147.00	1,147.00
56241	03/07/2023	00709 LORENA FLORES	C	03/31/2023	2002460.003	03/01/2023	50.00	50.00
56242	03/07/2023	02515 VICKY FLORES	C	03/31/2023	2002456.003	02/22/2023	890.00	890.00
56243	03/07/2023	03568 RAPHAEL GARCIA			2002461.003	03/01/2023	50.00	50.00
56244	03/07/2023	02544 LOURDES GATCHALIAN	C	03/31/2023	2002463.003	03/01/2023	740.00	740.00
56245	03/07/2023	02499 GE CAPITAL INFORMATION	C	03/31/2023	5066876947	03/01/2023	1,494.21	1,494.21
56246	03/07/2023	02499 GE CAPITAL INFORMATION	C	03/31/2023	106974017	02/20/2023	287.32	287.32
56247	03/07/2023	01511 JOSE GONZALEZ	C	03/31/2023	2002457.003	02/22/2023	80.00	80.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56248	03/07/2023	02605 SAUL GUERRERO	C	03/31/2023	02/23 EE Reimb	02/27/2023	266.93	266.93
56249	03/07/2023	00181 IEDA	C	03/31/2023	24070	03/01/2023	1,628.05	1,628.05
56250	03/07/2023	03051 CLAUDIA LOPEZ	C	03/31/2023	2002454.003	02/22/2023	275.00	275.00
56251	03/07/2023	03567 RACHEL LOTILLA	C	03/31/2023	2002459.003	03/01/2023	485.00	485.00
56252	03/07/2023	03379 LUIS MELENDREZ	C	03/31/2023	2/5-2/8/23 REIMB	02/15/2023	294.60	294.60
56253	03/07/2023	00254 METRO MOBILE COMMUNI	C	03/31/2023	47068	03/01/2023	627.34	1,229.34
			C	03/31/2023	230313	03/01/2023	602.00	
56254	03/07/2023	03289 JOSHUA MORENO	C	03/31/2023	01/23 Moreno Reimb	02/14/2023	76.61	76.61
56255	03/07/2023	01340 NAVIA BENEFIT SOLUTION	C	03/31/2023	10674146	02/28/2023	200.70	200.70
56256	03/07/2023	03157 NEW ALPHA TWO	C	03/31/2023	24430	03/01/2023	285.00	285.00
56257	03/07/2023	03557 O'CONNOR & COMPANY	C	03/31/2023	0223-15	02/28/2023	800.00	800.00
56258	03/07/2023	00280 ODP BUSINESS SOLUTION	C	03/31/2023	290488434001	02/09/2023	60.92	75.54
			C	03/31/2023	292136603001	02/07/2023	14.62	
56259	03/07/2023	02763 OPENGOV, INC.	C	03/31/2023	INV00010044	03/01/2023	17,115.00	17,115.00
56260	03/07/2023	00307 PACIFIC GAS & ELECTRIC	C	03/31/2023	02/23/2023	02/23/2023	2,967.52	2,967.52
56261	03/07/2023	02926 INC PRECISION BODY SHC	C	03/31/2023	20686	02/27/2023	255.00	255.00
56262	03/07/2023	02970 PRODUCTIVE PRINTING &	C	03/31/2023	36641	02/27/2023	183.75	183.75
56263	03/07/2023	03566 EDITH RUVALCABA	C	03/31/2023	2002453.003	02/22/2023	200.00	200.00
56264	03/07/2023	00500 SMC CONTROLLERS OFFI	C	03/31/2023	03.02.2023	03/02/2023	3,423.80	3,423.80
56265	03/07/2023	00364 SMC FORENSIC LAB	C	03/31/2023	PS-INV104205	02/28/2023	1,208.00	1,208.00
56266	03/07/2023	03002 STELLA PAINTING INC.	C	03/31/2023	Job #21-254	02/21/2023	28,500.00	34,500.00
			C	03/31/2023	Job #21-295	02/21/2023	6,000.00	
56267	03/07/2023	00411 TURBO DATA SYSTEMS	C	03/31/2023	39671	02/28/2023	2,012.88	2,012.88
56268	03/07/2023	03015 U.S. BANK CORPORATE PM	C	03/31/2023	02/22/2023	02/22/2023	13,689.44	13,689.44

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56269	03/07/2023	02903 CLAUDIA VARGAS	C	03/31/2023	2002462.003	03/01/2023	240.00	240.00
56270	03/10/2023	01375 NATIONWIDE RETIREMEN	C	03/31/2023	03102023 B	03/10/2023	6,035.90	
			C	03/31/2023	03102023 M	03/10/2023	2,100.00	8,135.90
56271	03/10/2023	01340 NAVIA BENEFIT SOLUTION	C	03/31/2023	03102023 B	03/10/2023	2,090.49	2,090.49
56272	03/10/2023	02944 ASSOCIATION OF CALIFOF	C	03/31/2023	03102023 B	03/10/2023	45.00	45.00
56273	03/10/2023	02945 PORAC LEGAL DEFENSE F	C	03/31/2023	03102023 B	03/10/2023	168.00	168.00
56274	03/14/2023	00003 A. S. F. ELECTRIC	C	03/31/2023	2228	02/22/2023	2,165.95	2,165.95
56275	03/14/2023	03267 ACC BUSINESS	C	03/31/2023	230418525	02/27/2023	679.66	679.66
56276	03/14/2023	02787 AECO SYSTEMS, INC.	C	03/31/2023	55369	02/28/2023	510.00	510.00
56277	03/14/2023	00051 CALIFORNIA WATER SERV	C	03/31/2023	02/28/23 BILL DATE	02/28/2023	3,934.85	3,934.85
56278	03/14/2023	00978 RUDOLFO CASTRO	C	03/31/2023	2002466.003	03/06/2023	300.00	300.00
56279	03/14/2023	00093 CITY OF SOUTH SAN FRAN	C	03/31/2023	519264	02/23/2023	2,250.00	2,250.00
56280	03/14/2023	03539 CLARK PEST CONTROL			32854242	03/06/2023	135.00	
					32854243	03/06/2023	135.00	270.00
56281	03/14/2023	01037 COMCAST CABLE	C	03/31/2023	03/01-03/31 XFINITY	02/26/2023	15,641.96	15,641.96
56282	03/14/2023	02182 DALY CITY KUMON CENTE	C	03/31/2023	February 2023	02/28/2023	1,790.00	1,790.00
56283	03/14/2023	02662 DAVE'S CARPET INSTALLA			1230	02/14/2023	5,112.42	5,112.42
56284	03/14/2023	02793 DITO'S MOTORS	C	03/31/2023	27531	03/06/2023	198.50	198.50
56285	03/14/2023	03034 FLEX ADVANTAGE	C	03/31/2023	155010	02/28/2023	210.00	210.00
56286	03/14/2023	02499 GE CAPITAL INFORMATION	C	03/31/2023	106969481	02/17/2023	513.17	
			C	03/31/2023	106969483	02/17/2023	274.76	787.93
56287	03/14/2023	02589 GOLDEN BAY CONSTRUCT	C	03/31/2023	10097-1F	02/27/2023	95,707.27	95,707.27
56288	03/14/2023	01829 GOVERNMENT FINANCE O			300145300	02/28/2023	160.00	160.00
56289	03/14/2023	00433 GRAINGER INC	C	03/31/2023	9627945836	03/03/2023	347.27	347.27

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56290	03/14/2023	00229 LORENA GUZMAN	C	03/31/2023	2002464.003	03/06/2023	84.00	84.00
56291	03/14/2023	00174 HOME DEPOT CREDIT SEF	C	03/31/2023	JAN 31-Feb 06 2023	02/27/2023	550.05	550.05
56292	03/14/2023	03273 HOME DEPOT PRO, THE	C	03/31/2023	732824750	02/24/2023	1,319.24	1,319.24
56293	03/14/2023	00289 PATRIA KYLES	C	03/31/2023	2002465.003	03/06/2023	300.00	300.00
56294	03/14/2023	00222 LEAGUE OF CA CITIES	C	03/31/2023	INV-02102	02/15/2023	200.00	200.00
56295	03/14/2023	03157 NEW ALPHA TWO			24500	03/08/2023	285.00	285.00
56296	03/14/2023	03061 NICK BARBIERI TRUCKING	C	03/31/2023	CL09016	02/15/2023	319.78	319.78
56297	03/14/2023	00280 ODP BUSINESS SOLUTION	C	03/31/2023	301983510001	03/02/2023	75.80	
			C	03/31/2023	300421402001	03/02/2023	46.23	
			C	03/31/2023	301974393001	03/02/2023	18.17	140.20
56298	03/14/2023	03551 QUENCH USA, INC	C	03/31/2023	INV05504334	03/07/2023	238.30	238.30
56299	03/14/2023	02216 RAMOS OIL CO. INC.	C	03/31/2023	846555	02/28/2023	1,665.07	1,665.07
56300	03/14/2023	00534 SMC INFORMATION SERVI			1YCL12302	02/28/2023	82.25	82.25
56301	03/14/2023	00830 STAPLES BUSINESS CRED	C	03/31/2023	1647245370	02/25/2023	798.80	798.80
56302	03/14/2023	01865 THYSSENKRUPP ELEVATC	C	03/31/2023	3007132600	03/01/2023	4,032.00	4,032.00
56303	03/14/2023	03075 SUAN MERAZ VARELA			2002467.003	03/06/2023	50.00	50.00
56304	03/14/2023	02799 WAVE (ASTOUND)	C	03/31/2023	103745301-0010023	03/01/2023	474.62	474.62
56305	03/21/2023	03034 FLEX ADVANTAGE	C	03/31/2023	2023-04-RETIRE	03/20/2023	58,842.44	58,842.44
56306	03/21/2023	03546 JUDIT ABARCA			2002472.003	03/13/2023	300.00	300.00
56307	03/21/2023	00020 ASSOCIATED SERVICES IN	C	03/31/2023	123032841	03/15/2023	118.46	118.46
56308	03/21/2023	00004 AT&T	C	03/31/2023	0019604348	03/01/2023	34.34	34.34
56309	03/21/2023	03334 LLC AT&T MOBILITY NATIO	C	03/31/2023	287296200335X031023	03/02/2023	2,532.15	2,532.15
56310	03/21/2023	01565 BAY CONTRACT MAINTEN/	C	03/31/2023	29089	03/10/2023	2,740.50	
			C	03/31/2023	29085	03/10/2023	2,661.35	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
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			C	03/31/2023	29090	03/10/2023	1,552.45	
			C	03/31/2023	29086	03/10/2023	633.64	
			C	03/31/2023	29091	03/10/2023	221.30	
			C	03/31/2023	29087	03/10/2023	193.34	10,663.93
56311	03/21/2023	01183 BEST BEST & KRIEGER LLF	C	03/31/2023	960280	03/14/2023	21,121.20	
			C	03/31/2023	960277	03/14/2023	5,147.12	
			C	03/31/2023	960276	03/14/2023	561.60	26,829.92
56312	03/21/2023	00054 C/CAG	C	03/31/2023	20642	07/01/2022	11,288.00	11,288.00
56313	03/21/2023	03539 CLARK PEST CONTROL			32854245	03/14/2023	145.00	
					32854241	03/14/2023	135.00	280.00
56314	03/21/2023	00851 COLMA FIRE DISTRICT SOI	C	03/31/2023	03/17/2023	03/17/2023	60.00	60.00
56315	03/21/2023	02827 CORODATA SHREDDING, II	C	03/31/2023	RS3476914	02/28/2023	83.18	83.18
56316	03/21/2023	03570 CHARMAGNE CRUZ			2002474.003	03/15/2023	30.00	30.00
56317	03/21/2023	02317 ERIN CUS	C	03/31/2023	9/24/22-01/21/23	03/06/2023	1,600.00	1,600.00
56318	03/21/2023	03224 DECORATIVE PLANT SERV	C	03/31/2023	0031004	03/01/2023	157.45	157.45
56319	03/21/2023	02793 DITO'S MOTORS	C	03/31/2023	27563	03/13/2023	3,941.28	3,941.28
56320	03/21/2023	03569 GABRIELLA FISICARO	C	03/31/2023	2002468.003	03/13/2023	50.00	50.00
56321	03/21/2023	00280 ODP BUSINESS SOLUTION	C	03/31/2023	301411804001	03/07/2023	30.20	30.20
56322	03/21/2023	00307 PACIFIC GAS & ELECTRIC	C	03/31/2023	3007220528-6	03/09/2023	4,386.25	
			C	03/31/2023	0576889222-5	03/09/2023	162.27	4,548.52
56323	03/21/2023	02926 INC PRECISION BODY SHC			21041	03/15/2023	80.00	80.00
56324	03/21/2023	02886 READY REFRESH BY NEST	C	03/31/2023	03C0036457661	03/08/2023	28.99	28.99
56325	03/21/2023	00349 SEGALE & CERINI INC.			17477	02/28/2023	20,075.00	
					17478	02/28/2023	634.00	20,709.00
56326	03/21/2023	00683 SMC PUBLIC SAFETY COM			CLMA-MSS 23-02	03/01/2023	1,674.75	1,674.75

Check History Listing  
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56327	03/21/2023	00345 SMC SHERIFF'S OFFICE			Apr 20-21 2023	03/10/2023	450.00	450.00
56328	03/21/2023	00388 SONITROL	C	03/31/2023	332873	03/06/2023	1,143.11	1,143.11
56329	03/21/2023	01030 STEPFORD, INC.	C	03/31/2023	2301152	03/14/2023	249.99	249.99
56330	03/21/2023	00412 TELECOMMUNICATIONS E			48129	03/10/2023	1,652.50	1,652.50
56331	03/21/2023	03407 TMW & ASSOCIATES, INC.	C	03/31/2023	15% Maint Surety	03/15/2023	203,862.75	203,862.75
56332	03/21/2023	02849 6746050100 U.S. BANK PAF	C	03/31/2023	2023-03 OPEB	03/21/2023	128,788.00	257,576.00
			C	03/31/2023	2023-04 OPEB	03/21/2023	128,788.00	
56333	03/21/2023	01687 UNITED SITE SERVICES OI	C	03/31/2023	INV-01518587	03/16/2023	168.16	168.16
56334	03/21/2023	03075 SUAN MERAZ VARELA			2002471.003	03/13/2023	230.00	230.00
56335	03/21/2023	02946 AMANDA VELASQUEZ	C	03/31/2023	3/14-3/15 2023 REIMB	03/16/2023	93.52	93.52
56336	03/21/2023	01745 WILLIAM D. WHITE CO., IN	C	03/31/2023	460018	03/15/2023	1,981.54	1,981.54
56337	03/24/2023	00047 C.L.E.A.			03242023 B	03/24/2023	216.00	216.00
56338	03/24/2023	01375 NATIONWIDE RETIREMEN	C	03/31/2023	03242023 B	03/24/2023	5,098.40	5,098.40
56339	03/24/2023	01340 NAVIA BENEFIT SOLUTION	C	03/31/2023	03242023 B	03/24/2023	1,650.49	1,650.49
56340	03/24/2023	02224 STANDARD INSURANCE C			03242023 B	03/24/2023	511.00	511.00
94818	03/10/2023	00130 EMPLOYMENT DEVELOPM	C	03/31/2023	03102023 M	03/10/2023	150.00	150.00
94819	03/10/2023	00521 UNITED STATES TREASUR	C	03/31/2023	03102023 M	03/10/2023	1,262.15	1,262.15
94820	03/10/2023	00631 P.E.R.S.	C	03/31/2023	03102023 M	03/10/2023	781.29	781.29
94821	03/10/2023	01360 MISSIONSQUARE RETIREM			03102023 M	03/10/2023	493.26	493.26
94822	03/10/2023	00282 CALIFORNIA PUBLIC EMPL	C	03/31/2023	03102023 M	03/10/2023	4,797.14	4,797.14
94823	03/10/2023	00130 EMPLOYMENT DEVELOPM	C	03/31/2023	03102023 B	03/10/2023	15,632.06	15,632.06
94824	03/10/2023	00521 UNITED STATES TREASUR	C	03/31/2023	03102023 B	03/10/2023	68,862.58	68,862.58
94825	03/10/2023	00282 CALIFORNIA PUBLIC EMPL	C	03/31/2023	03102023 B	03/10/2023	69,759.44	69,759.44

Check History Listing  
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
94826	03/10/2023	00631 P.E.R.S.	C	03/31/2023	03102023 B	03/10/2023	49,470.89	49,470.89
94827	03/10/2023	01360 MISSIONSQUARE RETIREM			03102023 B	03/10/2023	6,827.15	6,827.15
94828	03/10/2023	00068 COLMA PEACE OFFICER'S			03102023 B	03/10/2023	613.45	613.45
94832	03/24/2023	00130 EMPLOYMENT DEVELOPM	C	03/31/2023	03242023 B	03/24/2023	14,155.47	14,155.47
94833	03/24/2023	00521 UNITED STATES TREASUR	C	03/31/2023	03242023 B	03/24/2023	65,648.03	65,648.03
94834	03/24/2023	00631 P.E.R.S.	C	03/31/2023	03242023 B	03/24/2023	49,123.73	49,123.73
94835	03/24/2023	01360 MISSIONSQUARE RETIREM			03242023 B	03/24/2023	6,793.02	6,793.02
94836	03/24/2023	00068 COLMA PEACE OFFICER'S			03242023 B	03/24/2023	613.45	613.45
120022	03/07/2023	00282 CALIFORNIA PUBLIC EMPL	C	03/31/2023	100000017088262	02/14/2023	6,953.25	6,953.25
120031	03/07/2023	01037 COMCAST CABLE	C	03/31/2023	2/27-3/26 XFINITY	02/17/2023	10.94	10.94
120032	03/07/2023	01037 COMCAST CABLE	C	03/31/2023	2/25-3/24 427 F St	02/20/2023	246.72	246.72
120033	03/14/2023	00307 PACIFIC GAS & ELECTRIC	C	03/31/2023	9248309814-8 23Feb23	02/23/2023	513.39	513.39
120034	03/14/2023	00307 PACIFIC GAS & ELECTRIC	C	03/31/2023	0567147369-1 1Mar23	03/01/2023	189.96	189.96
120036	03/21/2023	01037 COMCAST CABLE	C	03/31/2023	03/02-04/01 1199 EL	02/27/2023	251.72	251.72
120037	03/21/2023	01037 COMCAST CABLE	C	03/31/2023	3/11-4/10 601 F St	03/07/2023	118.72	118.72

first Total: 1,246,162.92

133 checks in this report

Total Checks: 1,246,162.92







# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Angelika Abellana, Recreation Manager  
VIA: Brian Dossey, City Manager  
MEETING DATE: April 12, 2023  
SUBJECT: Recreation Services Department Quarterly Review, January - March 2023

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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 2023.

## EXECUTIVE SUMMARY

In the first quarter of 2023, a total of 506 participants attended 41 programs. This represents a decrease of 112 participants from the first quarter of 2022. Staff attributes the decrease due to the winter storms during the first quarter of this year that has affected participants ability to attend programs. In addition, the storm delayed the start and participation of new programs such as Zumba Gold and Evening Zumba.

Staff estimates that 27 percent of the population had a current Colma I.D. during the first quarter of 2023.

There was a total of 55 rentals, which is an increase of 36 rentals from the first quarter of 2022.

As the Recreation Department shifts from the post-pandemic state, staff continues to modify programs to align with health recommendations and guidelines. This quarter, staff offered a Reading Across America program in partnership with Project Read and Colma Police Department for children to pick up a free book, create an art project and listen to a story. Staff offered two new programs focusing on terrariums and succulents.

As we move into summer, staff will increase the number of allotted children in the Day Camp Program and offer more low cost/free Community Events.

## **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 125 adults and seniors participated in enrichment programs. This represents an increase of 32 participants from the first quarter of 2022. Staff attributes the increase in our Chair Yoga, Bootcamp and Zumba classes.
- A total of 121 adults and seniors participated in trips and events. This represents a decrease of 69 participants from the first quarter of 2022. Staff attributes the decrease in participation to the “pick-up” portion of our Hybrid Senior Luncheon
- A total of 64 youth and teens participated in Enrichment Programs. This represents an increase of 5 participants from the first quarter of 2022. Staff attributes the increase to the offering of additional contract classes for the youth such as Vibo Music and Duo Dance.
- No youth and teens participated in events and trips. This is the same number of participants for the first quarter of 2022. Staff attributes the deficient participation due to neighboring schools offering activities onsite at school that are more accessible.
- A total of 196 youth, adults and seniors participated in Community Programs. This represents a decrease of 80 participants from the first quarter of 2022. Staff attributes the decrease due to the cancellation of Colma Family Game Night and small decrease in participation to our Food Pantry deliveries due to residents being out of town.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 54 different events:

- Resident Rental (1 fundraiser and 18 social events)
- Colma Non-Profit (1 Fundraiser)
- Non-Resident Rental (4 Funeral, 1 Meeting, 2 Social events)
- Non-Resident Non-Profit (2 Fundraisers)
- In House Reservations (8 Police Department Training/Meeting)
- Non-Resident Non-Profit Kitchen only (17 reservations)

The Sterling Park Recreation Center was rented for 11 different events:

- Sterling Park Resident Rental Reservations (11 social events)

## **ATTACHMENTS**

- A. 2023 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review  
January - March 2023  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Arm Chair Travel	32	1	Existing
Boot Camp Fitness	8	1	Existing
Breakfast and Bingo	20	1	Existing
Friday Films	7	1	Existing
Ladies Social	16	1	Existing
Let's Get Crafty	Cancelled	3	Existing
Mixtiso Happy Chair Yoga	7	1	Existing
Zumba - Evening	9	1	<b>NEW</b>
Zumba Gold	7	1	<b>NEW</b>
Zumba Toning	19	2	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
De Young Museum	9	1	<b>NEW</b>
Senior Luncheon	88	3	Existing
Succulent Workshop	7	1	<b>NEW</b>
Terrariums & Cider	17	1	<b>NEW</b>
Wine and Canvas	Cancelled	1	Existing

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Duo Dance - Ballet	1	2	Existing
Duo Dance – Combo Any Level	0	2	Existing
Duo Dance – Intro to Latin	0	2	<b>NEW</b>
Duo Dance – K Pop	0	2	<b>NEW</b>
Duo Dance – Lyrical	0	2	Existing
Duo Dance – Pop	0	2	Existing
Duo Dance – Tap	0	2	Existing
Guitar Workshop for Beginner	Cancelled	1	Existing
Kid's Club After School Program	1	5	Existing
Kumon Math Tutoring	20	3	Existing
Kumon Reading Tutoring	15	3	Existing
Presidents Week Camp	10	1	Existing
Tae Kwon Do	9	1	Existing
Vibo Music – Guitar	Cancelled	2	Existing
Vibo Music - Piano	3	2	Existing
Winter Camp – Session 2	5	1	Existing

**Youth and Teen Events & Trips**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Dessert and Arts & Crafts	Cancelled	1	Existing
Ice Skating at Union Square	Cancelled	1	<b><i>NEW</i></b>
Movement Belmont – Teen Trip	Cancelled	1	Existing
Open Teen Center	Cancelled	1	Existing
Parents Night Out	Cancelled	3	Existing
Queen of Colma Tea Party	Cancelled	1	Existing
San Jose Sharks - Teen Trip	Cancelled	1	<b><i>NEW</i></b>

**Community Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Colma Game Night	Cancelled	1	Existing
Food Pantry Delivery Program	185	3	Existing
Read Across America with Project Read	11	1	<b><i>NEW</i></b>



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: April 12, 2023  
 SUBJECT: CalPERS Supplemental Payment and PARS Transfer

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## RECOMMENDATION

Staff recommends that the City Council adopt:

A RESOLUTION TO AMEND THE FY 2022-23 BUDGET AND AUTHORIZING: (1) THE PAYMENT OF \$1.0 MILLION TO CALPERS AS SUPPLEMENTAL PENSION PAYMENTS INCLUDING AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT THE ADDITIONAL UNFUNDED ACCRUED LIABILITY PAYMENT FORM TO CALPERS; AND (2) \$800,000 TO THE PARS' 115 TRUST FOR PENSION, PURSUANT TO CEQA GUIDELINE 15061.

## EXECUTIVE SUMMARY

On February 22, 2023, the City Council directed staff to schedule a \$1.0 million supplemental pension contribution to CalPERS and to transfer \$0.8 million to PARS 115 Trust. Staff coordinated with a CalPERS Actuary and Attachment B contains the supplemental payment authorization form and the impact of the supplemental payment. Page 1 of Attachment B shows that the \$1.0 million supplemental contribution will reduce the FY 2023-24 Employer Unfunded Liability Payment by \$114,655. Page 3 of Attachment B (highlighted in yellow) shows the reduction in the balance from 6/30/2022 to 6/30/2023; from \$1.24 million to \$174,000.

The next step is to schedule the payment to CalPERS on April 20, 2023 and to PARS on April 25, 2023.

## FISCAL IMPACT

The \$1.8 million pension contribution was a result of general fund surplus from FY 2021-22. The surplus remains in the Town's Pension Trust (Fund 72) until a final decision is made. This action will reduce the Town's Fund 72 reserve balance. This action will also reduce future unfunded annually accrued pension liability (UAAL); and the Town's pension plan will reach 100% funded status a year earlier.

## BACKGROUND

During the FY 2022-23 Budget development, the City Council directed staff to make a supplemental payment of \$1.0 million to CalPERS and to research the best strategy for the

remaining \$0.8 million, whether to transfer the remaining \$0.8 million to the Town's 115 Trust or to pay it to CalPERS. Supplemental payments to CalPERS will directly reduce the Town's unfunded pension liability, whereas transferring funds to 115 Trust helps the Town stabilize budgetary needs during economic downturns.

On February 22, 2023, Staff partnered with GovInvest in completing the analysis and presented to the City Council the different funding options. The feedback from the City Council meeting was to make a \$1.0 million supplemental contribution to CalPERS and to transfer \$0.8 million to PARS pension trust.

## **ANALYSIS**

Staff reached out to CalPERS to schedule the supplemental contribution on April 20, 2023. The \$1.0 million supplemental contribution will be applied to the June 30, 2014 Assumption Change, as listed on the Schedule of Amortization Bases in Attachment B. The supplemental contribution will reduce the Town's unfunded liability payment for FY 2023-24 by \$114,655; reduced from \$666,834 to \$552,179 per Page 1 of Attachment B.

In addition, staff will schedule a payment of \$800,000 to PARS to be applied to the Town's 115 Pension Trust.

## **Council Adopted Values**

Authorizing the City Manager to sign and the Finance department to make the \$1.0 million payment to CalPERS and \$0.8 million to PARS aligns with the Town's Responsibility and Visionary behavioral values. This action also aligns with the Town's 2023-2025 Strategic Plan to enhance the Town's financial resilience.

## **Alternatives**

The Council may direct Staff to make alterations to the funding strategies.

## **CONCLUSION**

Staff recommends the City Council adopt a resolution authorizing the \$1.0 million supplemental payment to CalPERS and \$0.8 million to PARS Pension Trust.

## **ATTACHMENTS**

- A. Resolution
- B. CalPERS Supplemental Payment Letter

**RESOLUTION NO. 2023-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AMENDING THE FY 2022-23 BUDGET AND AUTHORIZING: (1) THE PAYMENT OF \$1.0 MILLION TO CALPERS AS SUPPLEMENTAL PENSION PAYMENTS INCLUDING AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT THE ADDITIONAL UNFUNDED ACCRUED LIABILITY PAYMENT FORM TO CALPERS; AND (2) \$800,000 TO THE PARS' 115 TRUST FOR PENSION, PURSUANT TO CEQA GUIDELINE 15061.**

The City Council of the Town of Colma does resolve as follows.

**1. Background**

- (a) The Town of Colma offers guaranteed benefits at employees' retirement, which creates unfunded liabilities;
- (b) The City Council held a study session on February 22, 2023 to discuss options for reducing future unfunded pension liabilities;
- (c) On February 22, 2023, the City Council directed staff to return to the City Council with an agenda item allowing the City Council to make a \$1.0 million supplemental contribution to CalPERS and to transfer a \$800,000 to the PARS 115 Trust
- (d) The approval of the payments to CalPERS and PARS requires immediate actions in 2022-23 and therefore requires a budget amendment.

**2. Order**

- (a) The City Council hereby amends the Fiscal Year 2022-23 Budget as follows:
  - Increase PERS Safety Employees (72-600-52002) by \$1.0 million to be paid to CalPERS; and
  - Increase PARS Contribution (72-37059) by \$800,000.
- (b) The City Manager is hereby authorized to execute and submit the Additional Unfunded Accrued Liability Payment Form to CalPERS in making the \$1.0 million payment to CalPERS.

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**NOT A CEQA PROJECT.**

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

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**EFFECTIVE DATE.**

This resolution shall take effective immediately upon adoption.

### Certification of Adoption

I certify that the foregoing Resolution No. 2023-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on April 12, 2023, by the following vote:

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

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

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

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




**California Public Employees' Retirement System**
**Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

March 17, 2023

CalPERS ID: 1705206551  
 Employer Name: TOWN OF COLMA  
 Rate Plan: SAFETY PLAN [1026]

Re: Lump Sum Payment to reduce the Unfunded Accrued Liability

Dear Requestor:

As requested, information on the fiscal year 2023-24 employer contribution requirement following your lump sum payment is shown below.

**If you are aware of others interested in this information (e.g., payroll staff, county court employees, port districts), please inform them.**

The information is based on the most recent annual valuation and assumes payment by *April 20, 2023* and no further contractual or financing changes taking effect before June 30, 2023. The Unfunded Accrued Liability (UAL) will be reduced or eliminated by a lump sum payment in the amount of **\$1,000,000**. The payment will be applied to the Assumption Change 06/30/2014 base(s).

**There will be no change to your FY 2022-23 contributions.**


Valuation as of June 30, 2021	Pre-Payment	Post-Payment
Projected 6/30/2023 Total Unfunded Liability	\$5,515,277	
Payment on April 20, 2023	\$1,000,000	
<b>Revised 6/30/2023 Total Unfunded Liability</b>		<b>\$4,502,407</b>
FY 2023-24 Employer Contributions		
Base Total Normal Cost for Formula	34.64%	34.64%
Surcharges for Class 1 Benefit		
a) FAC 1	1.46%	1.46%
Phase out of Normal Cost Difference	<u>0.00%</u>	<u>0.00%</u>
Plan's Total Normal Cost	36.10%	36.10%
Formula's Expected Employee Contribution Rate	<u>8.99%</u>	<u>8.99%</u>
Employer Normal Cost Rate	27.11%	27.11%
Payment on Assumption Change 06/30/2014	\$134,325	\$19,670
Payment on all other bases	<u>\$532,509</u>	<u>\$532,509</u>
Employer Unfunded Liability Payment	\$666,834	\$552,179

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.

	Fiscal Year
<b>Required Employer Contribution</b>	<b>2023-24</b>
Employer Normal Cost Rate	27.11%
<i>Plus</i>	
Required Payment on Amortization Bases	
<i>Paid either as</i>	
1) Monthly Payment	\$46,014.92
<i>Or</i>	
2) Annual Prepayment Option*	\$534,311
<p><i>The total minimum required employer contribution is the <b>sum</b> of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) <b>plus</b> the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (<b>which must be received in full no later than July 31</b>).</i></p>	

To initiate this payment, the enclosed Lump Sum Payment Request must be completed and returned to the CalPERS Fiscal Services Division with payment by Electronic Funds Transfer (EFT) or wire transfer by April 20, 2023. A copy should be sent to us.

If you have questions, please call 888 CalPERS (or 888-225-7377).



JULIAN ROBINSON, FSA, EA, MAAA  
Senior Actuary, CalPERS

## Schedule of Amortization Bases

Reason for Base	Date Est.	Ramp Level 2023-24	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/21	Expected Payment 2021-22	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Minimum Required Payment 2023-24
SHARE OF PRE-2013 POOL UAL	06/30/13	No Ramp		2.80%	14	1,883,504	162,181	1,843,978	166,641	1,797,155	168,024
NON-INVESTMENT (GAIN)/LOSS	06/30/13	100%	Up/Down	2.80%	22	(30,500)	(2,126)	(30,377)	(2,185)	(30,185)	(2,191)
INVESTMENT (GAIN)/LOSS	06/30/13	100%	Up/Down	2.80%	22	2,476,655	172,659	2,466,635	177,407	2,451,027	177,901
NON-INVESTMENT (GAIN)/LOSS	06/30/14	100%	Up/Down	2.80%	23	25,452	1,727	25,398	1,774	25,292	1,777
INVESTMENT (GAIN)/LOSS	06/30/14	100%	Up/Down	2.80%	23	(1,953,896)	(132,546)	(1,949,782)	(136,191)	(1,941,622)	(136,454)
SIDE FUND	2013 or Prior	No Ramp		2.80%	1	234,914	242,997	(235)	0	(251)	(259)
ASSUMPTION CHANGE	06/30/14	100%	Up/Down	2.80%	13	1,285,820	129,297	1,239,635	1,112,948	173,764	19,670
NON-INVESTMENT (GAIN)/LOSS	06/30/15	100%	Up/Down	2.80%	24	(4,870)	(322)	(4,868)	(331)	(4,857)	(331)
INVESTMENT (GAIN)/LOSS	06/30/15	100%	Up/Down	2.80%	24	1,291,837	85,425	1,291,400	87,774	1,288,506	87,870
NON-INVESTMENT (GAIN)/LOSS	06/30/16	100%	Up/Down	2.80%	25	(279,422)	(14,615)	(283,319)	(18,771)	(283,186)	(18,776)
INVESTMENT (GAIN)/LOSS	06/30/16	100%	Up/Down	2.80%	25	1,674,131	87,564	1,697,480	112,465	1,696,683	112,495
ASSUMPTION CHANGE	06/30/16	100%	Up/Down	2.80%	15	515,902	37,961	511,753	48,757	496,165	49,204
NON-INVESTMENT (GAIN)/LOSS	06/30/17	100%	Up/Down	2.80%	26	21,845	858	22,444	1,176	22,755	1,469
INVESTMENT (GAIN)/LOSS	06/30/17	100%	Up/Down	2.80%	26	(859,829)	(33,790)	(883,377)	(46,292)	(895,607)	(57,837)
ASSUMPTION CHANGE	06/30/17	100%	Up/Down	2.80%	16	683,975	37,239	692,001	51,017	686,334	64,301
NON-INVESTMENT (GAIN)/LOSS	06/30/18	80%	Up/Down	2.80%	27	127,836	3,398	133,017	5,237	136,650	6,972
INVESTMENT (GAIN)/LOSS	06/30/18	80%	Up/Down	2.80%	27	(271,116)	(7,207)	(282,104)	(11,107)	(289,809)	(14,787)
ASSUMPTION CHANGE	06/30/18	80%	Up/Down	2.80%	17	1,038,999	37,888	1,070,496	58,394	1,082,943	78,417
METHOD CHANGE	06/30/18	80%	Up/Down	2.80%	17	234,614	8,555	241,727	13,186	244,537	17,707
NON-INVESTMENT (GAIN)/LOSS	06/30/19	No Ramp		0.00%	18	154,173	14,069	150,117	14,069	145,785	13,822
INVESTMENT (GAIN)/LOSS	06/30/19	60%	Up Only	0.00%	18	131,452	2,874	137,421	5,748	140,825	8,467
NON-INVESTMENT (GAIN)/LOSS	06/30/20	No Ramp		0.00%	19	107,632	0	114,951	10,509	111,907	10,320
INVESTMENT (GAIN)/LOSS	06/30/20	40%	Up Only	0.00%	19	620,984	0	663,211	14,528	693,296	28,499
RISK MITIGATION OFFSET	06/30/21	No Ramp		0.00%	1	(885,756)	0	(945,987)	0	(1,010,314)	(1,044,100)
RISK MITIGATION	06/30/21	No Ramp		0.00%	1	863,159	(11,899)	934,151	(12,232)	1,010,314	1,044,100
NON-INVESTMENT (GAIN)/LOSS	06/30/21	No Ramp		0.00%	20	(134,194)	0	(143,319)	0	(153,065)	(13,764)
NET INVESTMENT (GAIN)	06/30/21	20%	Up Only	0.00%	20	(2,918,112)	0	(3,116,544)	0	(3,328,469)	(71,544)
ASSUMPTION CHANGE	06/30/21	No Ramp		0.00%	20	189,102	(9,298)	211,570	(9,558)	235,834	21,207
<b>TOTAL</b>						<b>6,224,291</b>	<b>812,889</b>	<b>5,807,473</b>	<b>1,644,963</b>	<b>4,502,407</b>	<b>552,179</b>

This schedule assumes an additional discretionary payment is made in the amount and by the date stated on page 1 of this letter.

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## Additional UAL Payment Request

Please complete and return this form by either mail or e-mail.

<b>Mail</b>	CalPERS – FRAS Cash and Payments Processing Unit P.O. Box 942703 Sacramento, CA 94229-2703
<b>E-mail</b>	FCSD_public_agency_wires@calpers.ca.gov

Payment may be made by EFT or wire transfer.

Payments may be made by Electronic Funds Transfer (EFT) through myCalPERS or by wire transfer through the State Treasurer's Office.

Visit [Managing the Unfunded Accrued Liability](#) for payment instructions which are located on our website [www.calpers.ca.gov](http://www.calpers.ca.gov) under the **Employers** tab and **Actuarial Resources** section.

Employer Name: TOWN OF COLMA

CalPERS ID: 1705206551

Member Group or Plan: SAFETY PLAN

Rate Plan ID: 1026

Amount: **\$1,000,000**

Purpose:	Pay Down Unfunded Liability
Base(s) to which payment is applied:	Assumption Change 06/30/2014

In recognition of our payment please revise our required employer contribution effective July 1, 2023:

Name and Title (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: April 12, 2023  
 SUBJECT: Agreement with South San Francisco for Hillside Boulevard and Lawndale Boulevard Improvements

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

RESOLUTION DECLARING THE FUTILITY OF PUBLIC BIDDING AND DELEGATING AUTHORITY TO THE CITY MANAGER TO APPROVE AND EXECUTE A REIMBURSEMENT AGREEMENT WITH SOUTH SAN FRANCISCO FOR ROADWAY RESURFACING WORK ON HILLSIDE BOULEVARD AND LAWDALE BOULEVARD AND APPROVING A CAPITAL IMPROVEMENT PLAN BUDGET AMENDMENT TO CIP #906 FROM \$320,000 TO \$337,645, PURSUANT TO CEQA GUIDELINE 15301

## EXECUTIVE SUMMARY

The Town of Colma's (Town) Capital Improvement Plan (CIP) has identified Hillside Boulevard from Lawndale Boulevard to approximately 400 feet south of Serramonte Boulevard for roadway resurfacing (slurry seal) (Hillside Boulevard Resurfacing Work). The City of South San Francisco (SSF) is constructing several improvements on Hillside Boulevard from Lincoln Street to Lawndale Boulevard within SSF's jurisdictional boundaries (SSF Project).

The SSF Project involves work related to new signals, bike lanes, lane reduction (road diet) and surface treatment. The SSF Project's road diet work consists of minor roadway repair work, slurry sealing and restriping and mirrors work that the CIP identified as necessary for the Hillside Boulevard Resurfacing Work. As a result, Town staff contacted SSF staff to determine if the contractor performing the roadway resurface treatment work for the SSF Project would perform that same work for the Hillside Boulevard Resurfacing Work, subject to reimbursement by the Town.

The contractor and SSF agreed and intend to issue a change order for the SSF Project that would include compensation for the performance of the Hillside Boulevard Resurfacing Work. The proposed Hillside Boulevard Resurfacing Work would include resurfacing the east bound direction of Lawndale Boulevard from Mission Road to Hillside Boulevard. Staff and the City Attorney are currently negotiating an agreement that would reimburse SSF for payments made

to the contractor to perform the Hillside Boulevard Resurfacing Work within the Town's jurisdictional boundaries (Reimbursement Agreement). The Reimbursement Agreement would require that SSF administer the contract for the benefit of the Town in return for the Town compensating SSF an amount not to exceed **\$337,645** which reflects the actual costs to compensate the contractor to perform the work.

## **FISCAL IMPACT**

In the Town's Annual Roadway Rehabilitation Program CIP #906, the City Council approved a \$320,000 budget for the Hillside Boulevard Resurfacing Work. Staff is now recommending that City Council approve a construction budget adjustment that consists of: (1) \$293,605 for construction; and (2) an increase in the construction contingency from 10% (\$29,360) to 15% (\$44,040) for a total project budget of \$337,645. The proposed increase in contingency (\$14,680) will be funded through CIP Reserves.

<b><u>Cost</u></b>	<b><u>Amount</u></b>
<b>Construction Contract Budget</b>	<b>\$293,600</b>
<b>Contingency (15%)</b>	<b>\$44,040</b>
<b>Total Construction Budget</b>	<b>\$337,645</b>

## **BACKGROUND**

It has been over 20 years since the Town has performed surface maintenance work on the roadway of Hillside Boulevard (Lawndale to 400 feet south of Serramonte Boulevard). During that time, the Town has only performed minor repairs to that portion of Hillside, predominantly dig outs and crack sealing. Surprisingly, the roadway has performed well, but now needs minor surface maintenance. The east bound direction of Lawndale will require minor repairs and maintenance, crack sealing and surface road sealing (slurry coat) to increase the life of that portion of Lawndale.

When Town staff became aware of the SSF Project, Staff contacted SSF staff to determine if SSF would consider asking the contractor performing work on the SSF Project—which stops at Hillside and Lawndale—to continue performing that work up to approximately 400 feet south of Serramonte Boulevard, which would cover the Hillside Boulevard Resurfacing Work. Staff determined that the Town would benefit from this structure through cost efficiencies arising from utilizing the pricing that SSF generated when it went out to bid for SSF Project, and because the contractor performing that work for SSF is already mobilized with subcontractors capable and ready to perform the Hillside Boulevard Resurfacing Work.

Town staff along with the City Attorney's office have been working with SSF staff and their legal team to negotiate a Reimbursement Agreement mutually acceptable to the parties and to determine whether this structure would be lawful. A public entity is exempted from competitively bidding a public project when the governing body finds that "the nature of the subject of the contract is such that competitive proposals would be unavailing or would not produce an advantage, and the advertisement for competitive bid would thus be undesirable, impractical, or impossible." (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631, 637.) Council can reasonably find that competitively bidding the Hillside



Boulevard Resurfacing Work would not produce an advantage and would be impractical for the reasons detailed in the resolution. In short, the cost efficiencies generated through SSF's contractor's performance of the Hillside Boulevard Resurfacing Work supports a finding that there would be no advantage to the Town generated by the Town's competitive bidding of the Hillside Boulevard Resurfacing Work and that competitively bidding would be impractical.

The Reimbursement Agreement is nearly finalized with the parties' respective attorneys working to finalize minor adjustments to the agreement. Thus, Town staff is requesting that City Council delegate authority to the City Manager to approve and execute a Reimbursement Agreement, in a form approved by the City Attorney, so that SSF's contractor can perform the Hillside Boulevard Resurfacing Work.

## **ANALYSIS**

The Annual Roadway Rehabilitation CIP Project for fiscal year 2023-24 was to address the various minor repairs and maintenance needs for a portion of Hillside Boulevard, (Attachment B) and Lawndale Boulevard, (Attachment C). The project will address:

- Remove all existing thermoplastic street stripping and pavement marking (street stripping roadway legends, parking stall markings, etc.)
- Roadway crack sealing (filling existing cracks in the roadway with an asphalt emulsion that prevents water infiltration into the roadway sub-base).
- Minor dig out and repairs (where degradation in the road has appeared and that portion of the roadway needs to be removed and replaced).
- Apply a slurry seal on the proposed portions Hillside Boulevard and Lawndale Boulevard (a slurry seal is a maintenance treatment that prolongs the life of asphalt at a fraction of the cost of full pavement (structural) repair; the slurry material consists of fine, crushed aggregate (rock), asphalt, and water that cures over a few hours in warm weather).
- Re-install street stripping and pavement markings.

The requested increase to the contingency from 10% to 15% is precautionary so that sufficient funds are allocated to accommodate additional costs caused by unforeseen conditions, to the extent necessary. Contingency funds not used to pay SSF's contractor will be returned to the CIP Reserve Fund.

## **Council Adopted Values**

If approved, City Council is taking a *visionary* approach in working with our municipal neighbor to create cost efficiencies generated by SSF's competitive bidding process to best use the Town's financial resources.

## **Alternatives**

The City Council can choose not to delegate authority to the City Manager on the Reimbursement Agreement, and direct staff to independently solicit bids for the performance of the Hillside Boulevard Resurfacing Work. Staff does not recommend this approach in light of the

fact that competitively bidding the Hillside Boulevard Resurfacing Work would not produce an advantage as SSF has bid this project under all applicable public bidding laws.

## **CONCLUSION**

Staff recommends that the City Council adopt a resolution (**Attachment A**) delegating authority to the City Manager to approve and enter into a Reimbursement Agreement with SSF, in a form approved by the City Attorney, for the performance of the Hillside Boulevard Resurfacing Work and a CIP Budget amendment to CIP #906 from \$320,000 to \$337,645.

## **ATTACHMENTS**

- A. Resolution
- B. Site map of Hillside from Lawndale to 400 feet south of Serramonte Blvd.
- C. Site map of east bound direction of Lawndale from Mission Rd. to Hillside Blvd.

**RESOLUTION NO. 2023-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DECLARING THE FUTILITY OF PUBLIC BIDDING AND DELEGATING  
AUTHORITY TO THE CITY MANAGER TO APPROVE AND EXECUTE A REIMBURSEMENT  
AGREEMENT WITH SOUTH SAN FRANCISCO FOR ROADWAY RESURFACING WORK  
ON HILLSIDE BOULEVARD AND LAWNDALE BOULEVARD AND APPROVING A  
CAPITAL IMPROVEMENT PLAN BUDGET AMENDMENT TO CIP #906 FROM \$320,000  
TO \$337,645, PURSUANT TO CEQA GUIDELINE 15301**

The City Council of the Town of Colma hereby resolves:

**1. Background**

- (a) The Town elected to be subject to the California Uniform Public Construction Cost Accounting Act (Pub. Cont. Code, § 22000 et seq.), which, among other things, allows the Town to informally bid public construction work under \$200,000, but requires that the Town formally bid construction projects exceeding that amount consistent with Public Contract Code section 20162. (Pub. Cont. Code, § 22032, subd. (a).)
- (b) Notwithstanding the foregoing bidding requirements, California law provides that a public entity does not need to competitively bid a project if the governing body finds that "the nature of the subject of the contract is such that competitive proposals would be unavailing or would not produce an advantage, and the advertisement for competitive bid would thus be undesirable, impractical, or impossible." (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631, 637; see *Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694.)
- (c) The Town's Capital Improvement Plan ("**CIP**") has identified Hillside Boulevard from Lawndale Boulevard to approximately 400 feet south of Serramonte Boulevard for roadway resurfacing work (slurry seal) ("**Hillside Boulevard Resurfacing Work**") and the Council, in the Town's Annual Roadway Rehabilitation Program CIP #906 ("**CIP 906**"), approved a \$320,000 budget for the Hillside Boulevard Resurfacing Work, that included: (1) **\$293,605** for construction; and (2) a construction contingency of 10% in the amount of **\$29,360** to cover unexpected and unforeseen project costs ("**Initial Budget**").
- (d) The City of South San Francisco ("**SSF**") is currently constructing several improvements on Hillside Boulevard from Lincoln Street to Lawndale Boulevard within SSF's jurisdictional boundaries ("**SSF Project**"), which includes minor roadway repair work, slurry sealing and restriping and mirrors work that the CIP identified as necessary for the Hillside Boulevard Resurfacing Work. SSF competitively bid the SSF Project and awarded the contract for the SSF Project to Ray's Electric of Oakland, California ("**SSF Contractor**").
- (e) SSF and Town staff coordinated and SSF and the SSF Contractor agreed that: (1) the SSF Contractor would be willing to perform the Hillside Boulevard Resurfacing Work under the SSF Project contract through SSF's issuance of a chance order in the amount of **\$337,645** ("**Change Order Cost**"); (2) SSF would administer the Hillside Boulevard Resurfacing Work under the contract for the SSF Project for the benefit of the Town; and (3) SSF and

the Town would negotiate and enter into an agreement providing for the Town's reimbursement of the Change Order Cost to SSF ("**Reimbursement Agreement**").

- (f) The Change Order Cost exceeds the Initial Budget because it would include a 15% construction contingency in the amount of **\$44,040** and requires an amendment to budget for CIP 906 that Town staff determined may be funded through CIP reserves ("**Adjusted Budget**").

## **2. Findings**

- (a) The City Council finds that entering into a Reimbursement Agreement with SSF for the SSF Contractor's performance of the Hillside Boulevard Resurfacing Work is in the best interests of the Town and is the most efficient manner of performing the Hillside Boulevard Resurfacing Work.
- (b) The City Council finds that competitively bidding the Hillside Boulevard Resurfacing Work would not produce an advantage to the Town and would not serve purposes of competitive bidding because:
  - (i) SSF has already competitively bid the work that will be performed in the Hillside Boulevard Resurfacing Work in compliance with public bidding laws and, therefore, the Change Order Costs reflect costs that are competitive, reasonable, and were the result of open and fair competition.
  - (ii) The Town's competitive bidding of Hillside Boulevard Resurfacing Work will not likely result in costs lower than the Change Order Costs because of cost efficiencies generated by utilizing the SSF Contractor and its subcontractors who are already mobilized and performing substantially similar work for a price that was the result of a competitive process.
  - (iii) Competitively bidding the Hillside Boulevard Resurfacing Work will result in undue and unnecessary delay to performing necessary road maintenance work without achieving lower costs.
  - (iv) The SSF Contractor and its subcontractors are already mobilized and performing work substantially similar to, and in the immediate vicinity of, the Hillside Boulevard Resurfacing Work.

## **3. Approval and Authorization**

- (a) The City Council approves a CIP Budget amendment that increases the Initial Budget for the Hillside Boulevard Resurfacing Work in CIP 906 by **\$14,680** to an amount not to exceed the Adjusted Budget (**\$337,645**).
- (b) The Council delegates authority to the City Manager, or its designee, to approve and execute a final Reimbursement Agreement with SSF in an amount not to exceed the Adjusted Budget (**\$337,645**), subject to review and approval by the City Attorney.

### Certification of Adoption

I certify that the foregoing Resolution 2023-\_\_ was duly adopted at a regular meeting of said City Council held on April 12, 2023 by the following vote:

Names	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Ken Gonzalez					
Carrie Slaughter					
Helen Fisicaro					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

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






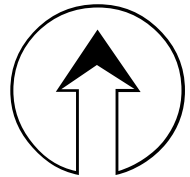


Town of Colma

# Slurry Seal Hillside Blvd Colma

**LEGEND**

 2022 Slurry Seal Limits



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Feet

Sheet 1 of 3






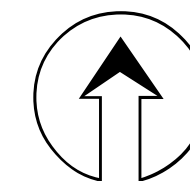


Town of Colma

# Slurry Seal Hillside Blvd Colma

## LEGEND

 2022 Slurry Seal Limits



0 175 350  
Feet

Sheet 2 of 3








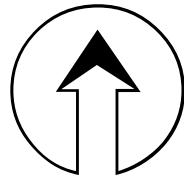
Town of Colma

# Slurry Seal Hillside Blvd Colma

Lawndale Blvd

**LEGEND**

 2023 Slurry Seal Limits



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Sheet 3 of 3





