



**AGENDA
REGULAR MEETING**

City Council of the Town of Colma

**Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014**

Wednesday September 10, 2014 at 7:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Legislative Brief by Assembly Member Phil Ting
- Introduction of New Accounting Technician Cassandra Woo
- Introduction and Swearing in of New Police Officer Kim Trask
- Proclamation in Honor of Prostate Cancer Awareness Month
- Recognition of Honor Roll Students
- Presentation of Colma Financial Transparency Tool – Opengov.org

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the July 9, 2014 Regular Meeting.
2. Motion to Accept the Minutes from the August 18, 2014 Special Meeting.
3. Motion to Approve Report of Checks Paid for July 2014.
4. Motion to Approve Report of Checks Paid for August 2014.
5. Motion to Adopt a Resolution Amending Subchapter 3.06 of the Colma Administrative Code, Relating to Personnel Policies, Leaves.

NEW BUSINESS

6. NON PROFIT GRANT REQUESTS

Consider: Resolution Determining Eligibility for Grant Funding, Approving Grants to Eligible Organizations, Finding That Each Approved Grant Serves a Public Purpose, And Authorizing Contracts with Each Eligible Organization for the Use of Town Funds.

PUBLIC HEARING

7. LOT LINE ADJUSTMENT ORDINANCE

Consider: Motion to Adopt an Ordinance Amending the Colma Municipal Code, Section 5.02.020 and 5.02.030, Relating to Lot Line Adjustments.

8. CIRCULATION ELEMENT ADOPTION

Consider: Motion to Adopt a Resolution Amending the Circulation Element of the Town of Colma General Plan.

COUNCIL CALENDARING

REPORTS

Mayor/City Council

City Manager

Mayor Helen Fisicaro

Sean Rabé

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Brian Dossey, ADA Coordinator, at 650-997-8300 or brian.dossey@colma.ca.gov. Please allow two business days for your request to be processed.

**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Colma Community Center, 1520 Hillside Boulevard
Colma, CA 94014

**Wednesday, July 10, 2014
7:30 p.m.**

CALL TO ORDER

Mayor Helen Fiscaro called the Regular Meeting of the City Council to order at 7:49 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, Joseph Silva and Diana Colvin were all present.

Staff Present – City Manager Sean Rabé, City Attorney Roger Peters, Director of Public Works Brad Donohue, Recreation Services Director Brian Dossey, Acting Police Chief Kirk Stratton, City Planner Michael Laughlin, Assistant City Attorney Christopher Diaz and Administrative Technician III Caitlin Corley were in attendance.

Also Present – City Treasurer Laura Walsh was also present.

ADOPTION OF THE AGENDA

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

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

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

PRESENTATIONS

Council presented resident Richard Brewer with a certificate and a plant in honor of his 70th birthday.

Mayor Fiscaro swore in Acting Chief of Police Kirk Stratton.

PUBLIC COMMENTS

Mayor Fiscaro opened the public comment period at 7:59 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 11, 2014 Regular Meeting.
2. Motion to Accept the Minutes from the June 26, 2014 Special Meeting.
3. Motion to Approve Report of Checks Paid for June 2014.
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2014.
5. Motion to Adopt a Resolution Approving a Second Amended Conditional Use Permit for Property at 1715 Mission Road.
6. Resolution Calling and Giving Notice of the General Municipal Election to be Held on November 4, 2014, for the Election of Two City Council Members and Related Matters.
7. Motion to Adopt an Ordinance Repealing Subchapter 1.09 Relating to Criminal History Information, and 1.15, Relating to Employment of Police Officers, of the Colma Municipal Code (second reading).
8. Motion to Adopt an Ordinance Amending the Colma Municipal Code, Subchapter 1.06 (Purchasing and Contracting) and Subchapter 1.14 (Claims Against the Town of Colma) (second reading).

Action: Council Member Colvin moved to approve the Consent Calendar items #1 through 8; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

NEW BUSINESS

9. ADOPTION OF 2014-2016 STRATEGIC PLAN

City Manager Sean Rabé presented the staff report. Mayor Fiscaro opened the public comment period at 8:08 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Silva moved to Approve the 2014-2016 Strategic Plan as Presented by Staff; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

PUBLIC HEARING

10. APPROVAL OF ENGINEER'S REPORT FOR SANITARY SEWER SERVICE CHARGES

Director of Public Works Brad Donohue presented the staff report. Mayor Fiscaro opened the public hearing at 8:13 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Silva moved to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year-2015, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo county Tax Collector, And Authorizing the County Tax Collector to Place The Charges on the Property Tax Roll and directing the City Attorney to Strike Alternative Language in the Resolution; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

STUDY SESSION

11. INFLATABLE ADVERTISING IN COMMERCIAL ZONES

City Planner Michael Laughlin presented the staff report. Mayor Fiscaro opened the public comment period at 8:20 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

12. CIRCULATION ELEMENT UPDATE

City Planner Michael Laughlin presented the staff report. Mayor Fiscaro opened the public comment period at 8:20 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Vice Mayor Gonzalez moved to set Public Hearing on the 2014 Circulation Element for September 10, 2014; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

COUNCIL CALENDARING

There will be a Special City Council Meeting on Monday, August 18, 2014 at 5:00p.m. at the Colma Community Center.

The next Regular City Council Meeting will be on Wednesday, September 10, 2014 at 7:30p.m. at the Colma Community Center.

REPORTS

Council Members reported on the events listed below:

Helen Fiscaro

HIP Housing Annual Luncheon, 6/13
Jackie Speier's Rising Sea Level Meeting, 6/27
Jobs for Youth Brainstorming Session, 7/9

Raquel Gonzalez

Council of Cities Dinner hosted by San Mateo, 6/27

Joseph Silva

Council of Cities Dinner hosted by San Mateo, 6/27

Diana Colvin

Daly City Relay for Life, 6/22

Director of Recreation Services Brian Dossey gave an update on the Town's 90th Anniversary Celebration plans.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor Fiscaro at 9:16 p.m. in memory of Ira Ruskin, former Assembly Member and Red Wood City Mayor; Don Herger, former PG&E employee ; Carmen Meyer, and Don Seyranian, longtime Bay Area residents.

Respectfully submitted,

A handwritten signature in cursive script that reads "Caitlin Corley".

Caitlin Corley
Administrative Technician III

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**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Colma Community Center, 1520 Hillside Blvd.
Colma, CA 94014

**Monday August 18, 2014
5:30 p.m.**

CALL TO ORDER

Mayor Helen Fiscaro called the Special Meeting of the City Council to order at 5:44 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, Joseph Silva and Diana Colvin were all present.

Staff Present – City Manager Sean Rabé, City Attorney Roger Peters, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Michael Laughlin, Human Resources Manager Lori Burns, Associate Planner Turhan Sonmez, Assistant City Engineer David Bishop, and Administrative Technician III Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

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

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

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

CONSENT CALENDAR

1. Motion to Adopt a Resolution Accepting Work, Authorizing Notice and Certificate Of Completion, and Directing Payment of Retention Funds for the ADA Work Along Mission Road and Colma Blvd.
2. Motion to Adopt a Resolution Supporting the Submittal of an Application to the Metropolitan Transportation Commission for Regional Competitive Active Transportation Program (ATP) Grant for Construction of Hillside Boulevard Improvements Project, Phases II and III.

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

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

OLD BUSINESS

3. TOWN HALL RENOVATION PROJECT

City Manager Sean Rabé presented the staff report and introduced the consultants from Ratcliff. Council discussion followed.

Action: Council Member del Rosario moved Direct the City Manager to Enter into Contract Negotiations with the Architect (Ratcliff) for Phase II Design Development of the Project; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

The Mayor called for a recess at 7:00 p.m. The meeting resumed at 7:15 p.m.

STUDY SESSION

4. URBAN DESIGN STUDY SESSION

City Planner Michael Laughlin presented the staff report and introduced the consultants from Dyett & Bhatia Urban & Regional Planners. Council discussion

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

ADJOURNMENT

The meeting was adjourned by Mayor Fiscaro at 8:50 p.m. in memory of legendary comedian Robin Williams.

Respectfully submitted,



Caitlin Corley
Administrative Technician III

Final Check List
Town of Colma

apChkLst
07/01/2014 10:55:16AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39980	7/1/2014	00005	ABAG PLAN CORPORATION 1049410	4/19/2014	FY 2014-15 ABAG Dues	967.00	967.00
39981	7/1/2014	00117	DELTA DENTAL OF CALIFORNBEO00852442	7/1/2014	DENTAL INSURANCE	11,480.20	11,480.20
39982	7/1/2014	00282	CALIFORNIA PUBLIC EMPLOY1457	6/17/2014	MEDICAL INSURANCE	89,672.39	89,672.39
39983	7/1/2014	00345	SMC SHERIFF'S OFFICE Oct 22-24 Gang	6/15/2014	Oct 22-24, 2014 Gang Symposi	225.00	225.00
39984	7/1/2014	00388	SONITROL 1249429-IN	6/1/2014	July 2014 Monthly Monitoring	109.00	109.00
39985	7/1/2014	00432	VISION SERVICE PLAN July 2014	6/19/2014	VSP	932.88	932.88
39986	7/1/2014	00544	INTERNATIONAL INSTITUTE CS. Rabe Membe	6/12/2014	S. Rabe Annual Full Membershi	145.00	145.00
39987	7/1/2014	00812	#26198 C. Corle 6/12/2014	6/12/2014	#26198 C. Corley Annual Memt	85.00	85.00
39988	7/1/2014	01030	FY 2014-15 Due: 3/28/2014	3/28/2014	FY 2014-15 Annual Dues for	50.00	50.00
			1401593	5/20/2014	July 2014 Monthly Contract	5,220.00	5,220.00
			1401596	5/20/2014	July 2014 Bandwidth Sterling P;	259.95	259.95
			1401594	5/20/2014	July 2014 Bandwidth Communit	259.95	259.95
			1401595	5/20/2014	July 2014 Bandwidth PD	259.95	259.95
39989	7/1/2014	01414	VERANO HOMEOWNERS ASS7	7/1/2014	July 2014 Verano H/O Associati	265.00	265.00
39990	7/1/2014	01431	CSAC EXCESS INSURANCE A 15100006	7/1/2014	FY 2014-15 Primary Workers'	155,274.00	155,274.00
			15100136	7/1/2014	FY 2014-15 Excess Workers' C	74,974.00	74,974.00
39991	7/1/2014	01652	AU ELECTRIC CORPORATION139050	6/16/2014	July 1-Sept 30, 2014 Commerci	105.00	105.00
39992	7/1/2014	02220	GIBSONHOUSE MYSTERY PE 11/01/14	6/23/2014	11/1/14 Deposit Mystery Perfor	500.00	500.00
39993	7/1/2014	02224	STANDARD INSURANCE COM July 2014	6/16/2014	LIFE INSURANCE	209.00	209.00
39994	7/1/2014	02294	CRISTANDO HOUSE, INC. 29651	6/16/2014	Post and STC Supervisory Upd.	279.00	279.00
39995	7/1/2014	02421	ALLIANCE FOR INNOVATION, AFI30387414	5/13/2014	FY 2014-15 Annual Participatio	1,020.00	1,020.00
39996	7/1/2014	02542	KEYSTONE (US) MANAGEMEM22100321	6/7/2014	July 1-Sept 30, 2014 Fire Syste	361.98	361.98
39997	7/1/2014	02729	WORD, RICHARD L. July 30-Aug 1, 2014	5/5/2014	July 30-Aug 1, 2014 Police Chic	498.00	498.00
b total for FIRST NATIONAL BANK OF DALY CITY:						343,152.30	

18 checks in this report.

Grand Total All Checks: 343,152.30

Fy 2013-14

Final Check List
Town of Colma

apChkLst
07/08/2014 11:08:05AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39998	7/8/2014	00004	000005501605	6/20/2014	AT&T	230.99	230.99
39999	7/8/2014	00051	CALIFORNIA WATER SERVICE	6/27/2014	WATER BILL	7,978.10	7,978.10
40000	7/8/2014	00057	CINTAS CORPORATION #2	6/20/2014	PW First Aid Supplies	211.16	211.16
40001	7/8/2014	00093	CITY OF SOUTH SAN FRANCISCO	6/25/2014	TRAFFIC SIGNAL MAINTENANCE	1,701.98	1,701.98
40002	7/8/2014	00111	DEPARTMENT OF CONSERVATION	6/30/2014	SMIP FEES	24.64	24.64
40003	7/8/2014	00140	FIRST NAT BANK OF NO CA	6/20/2014	CREDIT CARD CHARGE	4,232.18	
			06/20/14 Ramos	6/20/2014	CREDIT CARD CHARGE	2,167.70	
			06/20/14 Morque	6/20/2014	CREDIT CARD CHARGE	1,993.78	
			06/20/14 Gogan	6/20/2014	CREDIT CARD CHARGE	894.54	
			06/20/14 Strattor	6/20/2014	CREDIT CARD CHARGE	639.11	
			06/20/14 Pfofent	6/20/2014	CREDIT CARD CHARGE	149.09	
			06/20/14 Rabe	6/20/2014	CREDIT CARD CHARGE	117.94	
40004	7/8/2014	00307	PACIFIC GAS & ELECTRIC	6/25/2014	0567147369-1 JSB S/O Serran	302.38	10,194.34
40005	7/8/2014	00311	PITNEY BOWES INC.	7/3/2014	04/01/14-06/30/14 Postage Mel	285.03	302.38
40006	7/8/2014	00352	SERRAMONTE FORD, INC.	6/30/2014	CAR REPAIR	2,074.15	285.03
40007	7/8/2014	00449	BANK OF AMERICA	6/24/2014	CREDIT CARD CHARGE	462.39	2,074.15
40008	7/8/2014	00709	FLORES, LORENA	6/30/2014	06/30/14 Deposit Refund 6/29/1	300.00	462.39
40009	7/8/2014	00955	DIVISION OF THE STATE	7/8/2014	April - June 2014 Disability Acct	19.50	300.00
40010	7/8/2014	01184	PENINSULA UNIFORMS & EQ	6/30/2014	#99910 Marchetti Dress Jacket	353.66	19.50
40011	7/8/2014	01308	EEL RIVER FUELS, INC.	6/30/2014	PW GAS PURCHASES	367.08	353.66
40012	7/8/2014	01450	SAN MATEO LAWN MOWER	6/6/2014	Rake, Head	52.01	367.08
40013	7/8/2014	01462	JACOBSON, RUTH	7/1/2014	06/30/14 Ceramics Workshop E	658.00	52.01
40014	7/8/2014	01552	FORTE PRESS CORPORATION	6/24/2014	500 ea. Business Cards: Vega	198.94	658.00
			151886	6/24/2014	500 Business Cards Dave Bish	152.25	
			51895	6/25/2014	Deep Cleaning of Community R	400.00	
40015	7/8/2014	01565	BAY CONTRACT MAINTENANCE	6/25/2014	Re-Program Existing Fire-Lite F	495.00	351.19
40016	7/8/2014	01652	AU ELECTRIC CORPORATION	6/25/2014	Re-Program Existing Fire Pane	347.50	400.00
			140269	6/25/2014	Re-Program Existing Bosch Pai	347.50	
			140270	6/25/2014	Re-Program Existing Notifier Pa	347.50	
			140271	6/25/2014	Re-Program Existing Radionics	347.50	
			140272	6/25/2014	Re-Program Existing Ademco F	195.00	
			140274	6/25/2014	PLANT MAINTENANCE	240.00	2,080.00
40017	7/8/2014	01685	STADTLER LANDSCAPING	7/2/2014	PLANT MAINTENANCE	120.00	360.00
			4374	7/2/2014	PLANT MAINTENANCE	1,485.00	
			4373	7/2/2014	June 9-29, 2014 Cardroom Bac		1,485.00
40018	7/8/2014	01995	CELESTE, MIKE L.	6/30/2014			

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40019	7/8/2014	02082	VINCE'S OFFICE SUPPLY, INC	6/30/2014	OFFICE SUPPLIES	1,010.62	1,010.62
40020	7/8/2014	02144	DOMINICA. DE LUCCA DBA D1329	6/23/2014	TAE KWON DO	1,400.00	1,400.00
40021	7/8/2014	02179	HUB INTERNATIONAL OF CA	7/1/2014	INSURANCE EVENTS	566.86	566.86
40022	7/8/2014	02182	DALY CITY KUMON CENTER	6/30/2014	TUTORING	4,145.00	4,145.00
40023	7/8/2014	02216	RAMOS OIL CO. INC.	7/8/2014	PD GASOLINE PURCHASES	1,344.60	
				6/10/2014	PD GASOLINE PURCHASES	1,200.50	
				6/30/2014	PD GASOLINE PURCHASES	1,139.25	3,684.35
40024	7/8/2014	02244	CALIFORNIA BUILDING STAN	6/30/2014	April - June 2014 BSASRF Fee:	10.00	10.00
40025	7/8/2014	02447	BASTO, BENJAMIN	6/30/2014	06/30/14 Deposit Refund 6/28/1	300.00	300.00
40026	7/8/2014	02499	GE CAPITAL INFORMATION T	6/25/2014	1505881-1009545A3 Rec Copy	1,019.74	
				6/20/2014	COPY MACHINE RENTAL	866.56	1,886.30
40027	7/8/2014	02605	GUERRERO, SAUL	6/26/2014	Bicyclye Patrol Shorts Reimbur	54.50	54.50
40028	7/8/2014	02677	METROPOLITAN PLANNING G	6/24/2014	HISTORIC RESOURCES & GE	1,762.50	1,762.50
40029	7/8/2014	02716	COM-STRAT, LLC DBA	6/30/2014	Weekly Project Update Calls, S	2,291.25	2,291.25
40030	7/8/2014	02738	TOLOSA, ALEENA	6/30/2014	06/30/14 Schedule Issue Refun	504.00	504.00
40031	7/8/2014	02740	FIGLIETTI, CRYSTAL	6/30/2014	06/30/14 Deposit Refund 6/29/1	50.00	50.00
40032	7/8/2014	02741	TANGAAN, JUDITH	6/30/2014	06/30/14 Deposit Refund 6/28/1	80.00	80.00

b total for FIRST NATIONAL BANK OF DALY CITY: 47,636.98

35 checks in this report.

Grand Total All Checks:

47,636.98

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40033	7/8/2014	00181	19622	7/1/2014	July 2014 Labor Relations Cons	1,242.00	1,242.00
40034	7/8/2014	00254	METRO MOBILE COMMUNICA140712	7/1/2014	July 2014 Maintenance Contrac	602.00	602.00
40035	7/8/2014	00421	#1433 Bulk Maili	7/1/2014	#1433 Bulk Mailing Postage	2,500.00	2,500.00
40036	7/8/2014	01030	1401740	6/20/2014	August 2014 Monthly Contract	5,220.00	
			1401741	6/20/2014	August 2014 Bandwidth Commi	259.95	
			1401742	6/20/2014	August 2014 Bandwidth PD	259.95	
			1401743	6/20/2014	August 2014 Bandwidth Sterlinç	259.95	
40037	7/8/2014	01037	July 2014	6/26/2014	July 2014 #8155 20 022 00947f	22,445.50	5,999.85
40038	7/8/2014	01687	COMCAST CABLE	6/19/2014	06/19/14-07/16/14 Standard & f	118.98	22,445.50
40039	7/8/2014	02532	UNITED SITE SERVICES OF	6/4/2014	FY 2014-2015 Membership Ref	465.00	118.98
40040	7/8/2014	02739	CALIFORNIA ASSOCIATION FC866	7/7/2014	11 Ford Crown Vic Replaced Ba	153.49	465.00
			ZEBOHEAD AUTOMOTIVE INC000002426				153.49
b total for FIRST NATIONAL BANK OF DALY CITY:							33,526.82

8 checks in this report.

Grand Total All Checks: 33,526.82

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40041	7/11/2014	00068	07112014B	7/11/2014	COLMA PEACE OFFICERS: P/	652.14	652.14
40042	7/11/2014	00631	07112014B	7/11/2014	PERS - BUYBACK: PAYMENT	34,463.80	
			07112014B	7/11/2014	PERS MISC NON-TAX: PAYME	13,009.68	
			07112014M	7/11/2014	PERS MISC NON-TAX: PAYME	918.28	48,391.76
40043	7/11/2014	01340	07112014B	7/11/2014	FLEX 125 PLAN: PAYMENT	481.14	481.14
40044	7/11/2014	01360	07112014B	7/11/2014	ICMA CONTRIBUTION: PAYME	2,883.00	
			07112014M	7/11/2014	ICMA CONTRIBUTION: PAYME	650.00	3,533.00
40045	7/11/2014	01375	07112014B	7/11/2014	NATIONWIDE: PAYMENT	5,100.00	
			07112014 M	7/11/2014	NATIONWIDE: PAYMENT	650.00	5,750.00
40046	7/11/2014	02377	07112014B	7/11/2014	WAGE GARNISHMENT: PAYM	600.00	600.00
93071	7/11/2014	00521	07112014M	7/11/2014	FEDERAL TAX: PAYMENT	953.48	953.48
93072	7/11/2014	00130	07112014M	7/11/2014	STATE DI/SUI TAX: PAYMENT	15.42	15.42
93074	7/11/2014	00130	07112014B	7/11/2014	CALIFORNIA STATE TAX: PAY	7,073.50	7,073.50
93075	7/11/2014	00521	07112014B	7/11/2014	FEDERAL TAX: PAYMENT	37,090.86	37,090.86

b total for FIRST NATIONAL BANK OF DALY CITY: 104,541.30

10 checks in this report.

Grand Total All Checks: 104,541.30

Fy 2013-2014

Final Check List
Town of Colma

apChkLst
07/14/2014 1:08:43PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40047	7/15/2014	00004	000005479390	7/10/2014	AT&T	2,495.98	
			000005479669	7/10/2014	AT&T	89.87	
			000005479668	7/10/2014	AT&T	66.04	2,651.89
40048	7/15/2014	00013	June 2014	6/30/2014	TIRE SERVICE	381.76	381.76
40049	7/15/2014	00038	BROADMOOR LUMBER & PLY	6/30/2014	GATOR DUST SAHARA BEIGE	195.02	195.02
40050	7/15/2014	00044	BROADMOOR TOW	6/30/2014	June 2014 Tire Change	35.00	35.00
40051	7/15/2014	00057	CINTAS CORPORATION #2	6/27/2014	Ultra One P/F latex Gloves XL	181.49	181.49
40052	7/15/2014	00169	JENKINS, HEIDI	7/10/2014	PLANT MAINTENANCE	390.00	390.00
40053	7/15/2014	00174	HOME DEPOT CREDIT SERV	6/29/2014	June 4-26, 2014 PW Purchases	936.48	936.48
40054	7/15/2014	00211	KELLY-MOORE PAINTS	6/30/2014	PAINT AND SUPPLIES	170.84	170.84
40055	7/15/2014	00307	PACIFIC GAS & ELECTRIC	7/14/2014	PG&E	283.13	
			6991706865-7	7/6/2014	PG&E	250.43	
			0576889222-5	7/14/2014	PG&E	17.21	550.77
			00352222590-8	7/3/2014	June 2014 Allocation of Parking	718.70	718.70
40056	7/15/2014	00500	SMC CONTROLLERS OFFICE	6/27/2014	UNIFORM SERVICE	466.00	466.00
40057	7/15/2014	00623	AUS HAYWARD-SAN JOSE	6/28/2014	Premium Staples, Avery Laser I	160.66	160.66
40058	7/15/2014	00830	STAPLES BUSINESS ADVANT	7/10/2014	CITY ATTORNEY SERVICES	34,171.17	34,171.17
40059	7/15/2014	01183	BEST BEST & KRIEGER LLP	6/30/2014	SECTION 125 PARTICIPANT F	50.00	50.00
40060	7/15/2014	01340	FLEX-PLAN SERVICES, INC	7/3/2014	PROJECT READ	1,175.00	1,175.00
40061	7/15/2014	01344	PROJECT READ	7/7/2014	DANCE CLASSES	605.00	605.00
40062	7/15/2014	01367	DUO DANCE ACADEMY	7/1/2014	PD CAR WASH	26.85	26.85
40063	7/15/2014	01399	WESTLAKE TOUCHLESS CAR	7/2/2014	June 2014 User Fee Consulting	992.50	992.50
40064	7/15/2014	01680	NBS GOVERNMENT FINANCE	6/26/2014	Stratton Nameplate 2"x10"x1/16	40.48	40.48
40065	7/15/2014	01878	PRIORITY ARCHITECTURAL	6/30/2014	DOCUMENT DESTRUCTION	92.54	
40066	7/15/2014	02078	CINTAS CORPORATION NO. 2	6/30/2014	DOCUMENT DESTRUCTION	48.58	141.12
			DG38266066	10/18/2013	Replaces Ck #39469 dated 03/	6.00	6.00
40067	7/15/2014	02332	AUGUSTINE, DEBORAH	9/11/2013	Replaces Check 38462 dated 0	180.00	180.00
40068	7/15/2014	02654	SEOUL ON WHEELS, INC.	7/9/2014	COLMA TOWN HALL RENOVA	59,705.50	59,705.50
40069	7/15/2014	02730	THE RATCLIFF ARCHITECTS				

b total for FIRST NATIONAL BANK OF DALY CITY: 103,932.23

23 checks in this report.

Grand Total All Checks: 103,932.23

FY 2013-2014

Final Check List
Town of Colma

apChkLst
07/15/2014 10:19:37AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40070	7/15/2014	00054	FY 2013-2014 N	1/29/2014	FY 2013-2014 Water Pollution F	2,983.54	2,983.54
40071	7/15/2014	02722	ENVIRONMENTAL SCIENCE A:108865	7/2/2014	SERRAMONTE FORD PROJEI	15,223.21	15,223.21
b total for FIRST NATIONAL BANK OF DALY CITY:							18,206.75

2 checks in this report.

Grand Total All Checks:

18,206.75

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40072	7/16/2014	00051	CALIFORNIA WATER SERVICE09444444444444444444	7/1/2014	09444444444 1180-1190 El Cam	45.68	
			3422893362	7/1/2014	3422893362 1520 Hillside Blvd.	45.68	
			5793906861	7/1/2014	5793906861 1199 El Camino R	30.45	121.81
40073	7/16/2014	00054	C/CAG	7/7/2014	FY 2014-2015 General Fund As	10,557.00	10,557.00
40074	7/16/2014	00060	CITY OF SOUTH SAN FRANCISCO	7/14/2014	FY 2014-2015 Annual Sewer Ci	817,134.38	817,134.38
40075	7/16/2014	00214	KSM PRINTING	7/8/2014	250 Sets 3 pt. NCR 2 Sided,	227.32	
			24851	7/8/2014	200 Sets 3 pt. NCR Notice of C	150.69	
			24860	7/8/2014	200 Sets 3 pt. NCR Notice of C	150.69	
			24861	7/8/2014	200 Sets 3 pt. NCR Notice of C	150.69	
40076	7/16/2014	00272	NSMC SANITATION DISTRICT	7/14/2014	FY 2014-2015 Annual Sewer Ci	46,578.20	46,578.20
40077	7/16/2014	00388	SONITROL	7/1/2014	August 2014 Monthly Monitorin	109.00	109.00
40078	7/16/2014	00412	TELECOMMUNICATIONS ENG	7/10/2014	Facilities Management & Mainte	1,328.00	1,328.00
40079	7/16/2014	00778	CASTILLO, ANA	7/7/2014	07/07/14 Deposit Refund 07/06,	50.00	
			92424	7/7/2014	07/07/14 Deposit Refund 07/06,	30.00	80.00
			92425	7/7/2014	07/07/14 Deposit Refund 07/06,	30.00	346.63
40080	7/16/2014	00830	STAPLES BUSINESS ADVANT	7/5/2014	Sharpies, Binder Clips, Brother	346.63	346.63
40081	7/16/2014	01030	STEPFORD, INC.	7/9/2014	Sonicwall Support Renewal Exp	330.00	330.00
40082	7/16/2014	01038	ALLIANT INSURANCE SERVIC	7/9/2014	FY 2014-2015 Difference in Coi	131,564.00	131,564.00
40083	7/16/2014	01066	SAN MATEO REGIONAL NETV	7/10/2014	Web Site Hosting Including DNI	40.00	40.00
40084	7/16/2014	01180	LETCAVAGE, ALICE	7/7/2014	07/07/14 Schedule Issue Refun	14.00	14.00
40085	7/16/2014	01269	MAS MODERN MARKETING, I	7/8/2014	1000 Lollipops Drug Free	251.15	251.15
40086	7/16/2014	01414	VERANO HOMEOWNERS ASS	8/1/2014	August 2014 Verano Owners As	265.00	265.00
40087	7/16/2014	01472	DELATORRE, MARIELA	7/7/2014	07/07/14 Deposit Refund 7/6/14	300.00	300.00
40088	7/16/2014	01593	FLORES, JOAQUIN	7/7/2014	07/07/14 Deposit Refund 7/5/14	300.00	300.00
40089	7/16/2014	01860	ROQUE, ELIZABETH	7/11/2014	07/11/14 Insufficient Registratio	14.00	14.00
40090	7/16/2014	02026	CATALON, JOEL	7/7/2014	07/07/14 Deposit Refund 7/5/14	80.00	80.00
40091	7/16/2014	02251	RECORD XPRESS OF CA, LLC	6/30/2014	July 2014 Storage	182.19	182.19
40092	7/16/2014	02643	ENVIRONMENTAL SYSTEMS	7/15/2014	10/0/14-09/30/15 ArcGIS Stan	1,567.50	1,567.50
40093	7/16/2014	02739	ZEBOHEAD AUTOMOTIVE INC	7/9/2014	05 Ford Crown Vic #3 Replacec	1,021.69	1,021.69
			000002431	7/7/2014	Detective Vehicle (White) Servir	425.11	1,446.80
			000002427				

b total for FIRST NATIONAL BANK OF DALY CITY: 1,013,138.36

22 checks in this report.

Grand Total All Checks: 1,013,138.36

Fy 2013-2014

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40094	7/22/2014	00004	AT&T 000005526266	7/1/2014	JUNE 2014 Port Base VM Opt	799.52	799.52
40095	7/22/2014	00020	ASSOCIATED SERVICES INC 114053975	6/1/2014	H&C BOTTLED WATER MTN	96.00	96.00
			114053310	6/1/2014	OASIS HOT & COLD WATER-1	27.00	
			114061382	6/13/2014	SPRING WATER 5 GAL	6.25	129.25
40096	7/22/2014	00025	ALLIED HEATING & AIR COND 36562	6/30/2014	AUG13-JAN14 HVAC EQUIPM	1,010.00	1,010.00
40097	7/22/2014	00051	CALIFORNIA WATER SERVICE JUNE 2014	7/15/2014	6/13/14 - 7/14/14 WATER	159.12	159.12
40098	7/22/2014	00057	CINTAS CORPORATION #2 JUNE 2014	7/10/2014	JUNE 2014 CLEANING	448.44	448.44
40099	7/22/2014	00071	CSG CONSULTANTS, INC. May 31-June 30,	7/11/2014	CSG	107,739.44	107,739.44
40100	7/22/2014	00112	DEPARTMENT OF JUSTICE 042311	6/30/2014	JUNE 2014 FINGERPRINT API	1,188.00	1,188.00
			044171	6/30/2014	JUNE 2014 FINGERPRINT API	96.00	1,284.00
40101	7/22/2014	00307	PACIFIC GAS & ELECTRIC 30072205286	7/6/2014	30072205286 1199 EL CAMINO	2,937.62	2,937.62
			05121815434	7/6/2014	05121815434 EL CAMINO & F	2,402.91	5,340.53
40102	7/22/2014	00411	TURBO DATA SYSTEMS 21587	6/30/2014	JUNE 2014 CITATION PROCES	65.23	65.23
40103	7/22/2014	00414	TERMINEX INTERNATIONAL L 336292415	6/2/2014	06/02/2014 PEST CONTROL 1	153.00	153.00
40104	7/22/2014	01076	API CONSULTING 14-06 COLMA	7/14/2014	JUNE 2014 SPECIAL PROJ SV	5,193.75	5,193.75
40105	7/22/2014	01569	DARLING INTERNATIONAL IN(6002496923	7/7/2014	JUNE 2014 1520 HILLSIDE EN	79.71	79.71
40106	7/22/2014	01764	RAMOS, EDEN 91034	6/17/2014	06/17/2014 REFUND	200.00	200.00
40107	7/22/2014	02118	CA NEWSPAPERS PARTNERS0000785248	6/30/2014	06/18/14 - 06/25/14 SEWER S	325.28	325.28
40108	7/22/2014	02274	FRANK AND GROSSMAN LANI40445280	6/30/2014	PLANTING JSB & SERRAMON	5,000.00	5,000.00
			40445281	6/30/2014	GRAVEL INSTALLATION COLI	1,500.00	6,500.00
40109	7/22/2014	02317	CUS, ERIN APRIL 26 - JULY	7/15/2014	APRIL 26 - JULY 12, 2014 CON	1,250.00	1,250.00
40110	7/22/2014	02589	GOLDEN BAY CONSTRUCTION I08348	6/26/2014	ADA UPGRADES COLMA BLVI	81,078.70	81,078.70
40111	7/22/2014	02612	WBE NETWORK SYSTEMS, IN 161691	6/30/2014	LABOR DIAGNOSE AND REPA	290.00	290.00
40112	7/22/2014	02742	WOO, CASSANDRA 31101P REFUND	6/20/2014	31101P LIVE SCAN REFUND	25.00	25.00
40113	7/22/2014	02745	VRS CATERING CONNECTION 15518	6/12/2014	06/09/14 5 BOX LUNCHES	74.12	74.12
40114	7/22/2014	02746	UNITED STORM WATER, INC. SW29338	6/30/2014	CPS & ARS FABRICATION ANI	22,138.39	22,138.39

b total for FIRST NATIONAL BANK OF DALY CITY: 234,283.48

21 checks in this report.

Grand Total All Checks: 234,283.48

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40115	7/22/2014	00002	AT&T	7/1/2014	AT&T	108.92	108.92
40116	7/22/2014	00005	ABAG PLAN CORPORATION	32PREM14.15	FY 2014-2015 Premium	98,424.00	98,424.00
40117	7/22/2014	00057	CINTAS CORPORATION #2	8401282743	PW First Aid Supplies	50.24	50.24
40118	7/22/2014	00093	CITY OF SOUTH SAN FRANCISCO	515729	July 2014 Dispatch Services	8,358.61	8,358.61
40119	7/22/2014	00192	INTELLIGENT PRODUCTS INC	179713A	12 Mutt Mitt Hangable Header,	895.80	895.80
40120	7/22/2014	00236	LAURETTA PRINTING COMPANY	26204	100 Black Vertical Centered Go	380.63	380.63
40121	7/22/2014	00282	CALIFORNIA PUBLIC EMPLOY	1477	August 2014 Medical Insurance	90,221.60	90,221.60
40122	7/22/2014	00339	SALVADOR, FEM	92957	07/14/14 Deposit Refund 7/11/1	300.00	300.00
40123	7/22/2014	00394	TENNANT	912452203	Power Sweeper Repair	1,325.05	1,325.05
40124	7/22/2014	00928	CLEAN SOURCE, INC.	1490318-00	Paper and Cleaning Products	472.10	472.10
40125	7/22/2014	01037	COMCAST CABLE	July 2014 601 F	July 2014 601 F Street Internet	95.70	95.70
40126	7/22/2014	01307	O'CONNOR, MAUREEN	93091	07/15/2014 Schedule Issue Refun	14.00	14.00
40127	7/22/2014	01308	EEL RIVER FUELS, INC.	315204	July 1-15, 2014 PW Gasoline P	384.83	384.83
40128	7/22/2014	01367	DUO DANCE ACADEMY	July 2014 Dance	July 2014 Dance Camp	200.00	200.00
40129	7/22/2014	01461	DOSSEY, BRIAN	July 19, 2014 Co	July 19, 2014 Costco Reimburs	391.68	391.68
40130	7/22/2014	01472	DELATORRE, MARIELA	July 15-16, 2014	JULY 15-16, 2014 REIMBURSE	86.33	478.01
40131	7/22/2014	01565	BAY CONTRACT MAINTENANCE	July 2014	07/14/14 Deposit Refund 7/13/1	150.00	150.00
40132	7/22/2014	01840	HOSS, GARY B.	07/11/2014	JANITORIAL SERVICE	7,838.19	7,838.19
40133	7/22/2014	02274	FRANK AND GROSSMAN LANI	148195	July 6 & 9, 2014 Polygraph Intel	500.00	500.00
40134	7/22/2014	02303	MALDONADO, VICTOR	92958	LANDSCAPE MAINTENANCE	9,770.00	9,770.00
40135	7/22/2014	02332	AUGUSTINE, DEBORAH	93039	07/14/14 Deposit Refund 7/12/1	300.00	300.00
40136	7/22/2014	02498	WORKPLACE ANSWERS, LLC	INV0917	07/14/14 Insufficient Registratio	11.00	11.00
40137	7/22/2014	02595	VELASCO, VANESA	92961	FY 2014-2015 Ethics in the Wo	1,200.00	1,200.00
40138	7/22/2014	02623	BLOEBAUM, CYNTHIA	07/16/2014 Cool	07/14/14 Deposit Refund 7/12/1	50.00	50.00
40139	7/22/2014	02686	RABE, SEAN	07/17/14 Reimbu	07/16/14 East Coast 4th of July	400.00	400.00
40140	7/22/2014	02739	ZEBOHEAD AUTOMOTIVE INC	000002443	07/17/14 Financial Planning Lur	68.41	68.41
40141	7/22/2014	02743	UTILITY TELEPHONE, INC	000002445	11 FCV #6 Oil Service and Rep.	304.84	304.84
40142	7/22/2014	02744	PADILLA, JAIRO	July 2014	08 FCV #5 Replaced Water Pui	253.31	253.31
				92960	INTERNET ACCESS	464.19	464.19
					07/14/14 Deposit Refund 7/13/1	50.00	50.00
b total for FIRST NATIONAL BANK OF DALY CITY:						223,069.43	

28 checks in this report.

Grand Total All Checks: 223,069.43

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40143	7/25/2014	00047	07252014B	7/25/2014	CLEA: PAYMENT	392.00	392.00
40144	7/25/2014	00068	07252014B	7/25/2014	COLMA PEACE OFFICERS: P/	652.14	652.14
40145	7/25/2014	00631	07252014B	7/25/2014	PERS - BUYBACK: PAYMENT	33,589.01	
40146	7/25/2014	01340	07252014B	7/25/2014	PERS MISC NON-TAX: PAYME	13,120.34	46,709.35
40147	7/25/2014	01360	07252014B	7/25/2014	FLEX 125 PLAN: PAYMENT	481.14	481.14
40148	7/25/2014	01375	07252014B	7/25/2014	ICMA CONTRIBUTION: PAYME	2,883.00	2,883.00
40149	7/25/2014	02224	07252014B	7/25/2014	NATIONWIDE: PAYMENT	5,100.00	5,100.00
40150	7/25/2014	02377	07252014B	7/25/2014	LIFE INSURANCE: PAYMENT	298.70	298.70
93078	7/25/2014	00130	07252014B	7/25/2014	WAGE GARNISHMENT: PAYM	600.00	600.00
93079	7/25/2014	00521	07252014B	7/25/2014	CALIFORNIA STATE TAX: PAY	7,274.63	7,274.63
					FEDERAL TAX: PAYMENT	40,418.88	40,418.88
b total for FIRST NATIONAL BANK OF DALY CITY:						104,809.84	104,809.84

10 checks in this report.

Grand Total All Checks: 104,809.84

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40151	7/30/2014	00110	DEPARTMENT OF TRANSPORSL141049	7/15/2014	APRIL-JUNE 2014 SIGNALS &	2,441.47	2,441.47
40152	7/30/2014	00534	SMC INFORMATION SERVICE1YCL11406	7/20/2014	MICROWAVE & MESSAGE SV	1,342.42	1,342.42
40153	7/30/2014	01330	CITY OF SAN BRUNO 003585	6/30/2014	JUNE 2014 PAYROLL SPECIAL	2,952.00	2,952.00
b total for FIRST NATIONAL BANK OF DALY CITY:						6,735.89	6,735.89

3 checks in this report.

Grand Total All Checks:

6,735.89

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40154	7/31/2014	00004	000005567965	7/13/2014	06/13/2014 - 07/12/2014 AT&T	2,509.54	
			000005568244	7/13/2014	06/13/2014 - 07/12/2014 AT&T	91.47	
			000005568243	7/13/2014	06/13/2014 - 07/12/2014 AT&T	66.02	2,667.03
40155	7/31/2014	00051	000005564607057	7/18/2014	CALIFORNIA WATER SERVICE	2,101.09	2,101.09
40156	7/31/2014	00057	8401282768	7/11/2014	CINTAS CORPORATION #2	243.50	243.50
40157	7/31/2014	00215	272148308	7/18/2014	FEDEX OFFICE AND PRINT	28.25	
40158	7/31/2014	00307	00921281952	7/22/2014	PACIFIC GAS & ELECTRIC	2,272.53	
			92483098148	7/22/2014	601 F ST 6/19-7/21 GAS & ELE	225.65	
			06780906399	7/16/2014	S/E CORNER HILLSIDE AT LA'	54.95	
			95934525262	7/16/2014	1500 HILLSIDE BLVD #B 6/16-	29.55	
			99566389302	7/21/2014	NXT TO 540 B ST 5/19-7/20 EL	20.49	
			20399873726	7/21/2014	OPPOSITE 507 D ST 6/19-7/20	12.35	2,615.52
40159	7/31/2014	00334	85744	7/24/2014	S.B.R.P.S.T.C.	195.00	195.00
40160	7/31/2014	00345	POSTPLANIVO	7/29/2014	SMC SHERIFF'S OFFICE	275.00	275.00
40161	7/31/2014	00422	AL14070874	7/20/2014	UNDERGROUND SERVICE	152.94	152.94
40162	7/31/2014	00585	RUIZ0714A	7/23/2014	RUIZ, JIM	500.00	500.00
40163	7/31/2014	00822	93380	7/21/2014	GOMEZ, SARA	300.00	300.00
40164	7/31/2014	01039	SHI17967	7/11/2014	CONTRA COSTA COUNTY	205.00	205.00
40165	7/31/2014	01224	TC 0714	7/21/2014	SAN MATEO COUNTY SHERIFSMCO	400.00	400.00
40166	7/31/2014	01370	9728655981	7/15/2014	VERIZON WIRELESS SERVICE	841.56	841.56
40167	7/31/2014	01497	93886	7/28/2014	DUNGO, JOAN	50.00	50.00
40168	7/31/2014	01687	1142169137	7/17/2014	UNITED SITE SERVICES OF	118.98	118.98
40169	7/31/2014	01923	363758810080	7/18/2014	SPRINT	580.88	580.88
40170	7/31/2014	02052	93885	7/28/2014	OROZCO, VRINA	50.00	50.00
40171	7/31/2014	02224	COM2014 AUGUST	7/15/2014	STANDARD INSURANCE	214.50	214.50
40172	7/31/2014	02308	93628	7/24/2014	LU, JEANINE	21.00	21.00
40173	7/31/2014	02320	93884	7/28/2014	SANCHEZ, FATIMA	300.00	300.00
40174	7/31/2014	02443	CONF323	7/24/2014	SUN RIDGE SYSTEMS, INC.	530.00	530.00
40175	7/31/2014	02625	93378	7/21/2014	ARIAS, DANA	50.00	50.00
40176	7/31/2014	02712	PLU1	7/21/2014	EPS, INC., DBA EXPRESS	44,196.68	44,196.68
40177	7/31/2014	02747	93381	7/21/2014	OGOY, ESTRELLA	300.00	300.00
			93379	7/21/2014	07/21/14 REFUND FOR 07/19/	25.00	
40178	7/31/2014	02749	SI101236	7/16/2014	HUBB SYSTEMS, LLC	2,479.75	2,479.75
40179	7/31/2014	02750	RTS44418	7/8/2014	XPRESSMYSELF.COM LLC	622.84	622.84
					STATE LAW STOP FOR PEDE		

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40180	7/31/2014	02751	MMANC	7/23/2014	MMANC FULL MEMBER RENE	75.00	75.00
o total for FIRST NATIONAL BANK OF DALY CITY:							60,139.52

27 checks in this report.

Grand Total All Checks: 60,139.52

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40181	7/31/2014	01565	BAY CONTRACT MAINTENANK125311	7/23/2014	05/30/14 and 06/19/14 Cleanin	2,150.07	2,150.07
40182	7/31/2014	01653	KAISER FOUNDATION HEALTH320900249196	7/9/2014	06/17/14 HEARING TESTS	90.00	90.00

b total for FIRST NATIONAL BANK OF DALY CITY: 2,240.07

2 checks in this report.

Grand Total All Checks:

2,240.07

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40183	8/1/2014	00093	CITY OF SOUTH SAN FRANCISCO:515733	7/25/2014	Replace Streetlight Pole damag	4,002.80	
			515735	7/25/2014	June 2014 Traffic Signal Mainte	1,443.24	5,446.04
40184	8/1/2014	01378	ASTRO JUMP OF SAN MATEO:27042	7/10/2014	04/04/14 Rental Rock Climb Sli	250.00	
			27220	6/5/2014	06/13/14 Rental 4 in 1 #1	200.00	
			27219	6/5/2014	06/09/14 Rental XL Funhouse	165.00	
			27041	3/26/2014	03/31/14 Rental Panel Jump	125.00	740.00
b total for FIRST NATIONAL BANK OF DALY CITY:						6,186.04	

2 checks in this report.

Grand Total All Checks:

6,186.04

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40185	8/1/2014	00004	000005590237	7/20/2014	06/20/14 - 07/19/14 Svc	197.86	197.86
40186	8/1/2014	00051	AT&T CALIFORNIA WATER SERVICE3890644444072	7/29/2014	06/27/14 - 07/28/14 Svc	1,189.17	1,189.17
			1861936147072	7/29/2014	06/27/14 - 07/28/14 Svc	1,108.59	1,108.59
			0490644444072	7/29/2014	06/27/14 - 07/28/14 Svc	1,085.13	1,085.13
			3644457157072	7/29/2014	06/27/14 - 07/28/14 Svc	772.98	772.98
			9679761976072	7/29/2014	06/27/14 - 07/28/14 Svc	700.15	700.15
			6690644444072	7/29/2014	06/27/14 - 07/28/14 Svc	561.21	561.21
			9670644444072	7/29/2014	06/27/14 - 07/28/14 Svc	484.32	484.32
			4470644444072	7/29/2014	06/27/14 - 07/28/14 Svc	405.13	405.13
			7690644444072	7/29/2014	06/27/14 - 07/28/14 Svc	269.88	269.88
			0880644444072	7/29/2014	06/27/14 - 07/31/14 Svc	206.32	206.32
			0990644444072	7/29/2014	06/27/14 - 07/28/14 Svc	151.38	151.38
			6514815036072	7/29/2014	06/27/14 - 07/31/14 Svc	126.77	126.77
			1860644444072	7/29/2014	06/27/14 - 07/28/14 Svc	108.61	108.61
			5961461904072	7/29/2014	06/27/14 - 07/28/14 Svc	98.20	98.20
			4786680946072	7/29/2014	06/27/14 - 07/28/14 Svc	83.74	83.74
			1790644444072	7/29/2014	06/27/14 - 07/28/14 Svc	82.60	82.60
			0790644444072	7/29/2014	06/27/14 - 07/28/14 Svc	76.24	76.24
			8670644444072	7/29/2014	06/27/14 - 07/28/14 Svc	75.87	75.87
			4879544444072	7/25/2014	06/25/14 - 07/24/14 Svc	66.99	66.99
			3650644444072	7/29/2014	06/27/14 - 07/28/14 Svc	55.42	55.42
			7993557115072	7/29/2014	06/27/14 - 07/28/14 Svc	39.46	39.46
			9690644444072	7/29/2014	06/27/14 - 07/28/14 Svc	31.72	31.72
40187	8/1/2014	00055	Colma	7/31/2014	07/01/14 - 06/30/15 ERP Svcs	483.00	483.00
40188	8/1/2014	00140	FIRST NAT BANK OF NO CA	7/21/2014	06/20/14 - 07/21/14 R.Gogan	122.72	122.72
40189	8/1/2014	00307	PACIFIC GAS & ELECTRIC	7/25/2014	06/25/14 - 07/24/14 Junipero S	325.52	325.52
40190	8/1/2014	01378	ASTRO JUMP OF SAN MATEO27221	7/1/2014	07/11/14 Obstacle Course, 300l	400.00	400.00
40191	8/1/2014	02082	VINCE'S OFFICE SUPPLY, INC.July 2014 #2109	7/31/2014	07/03/14 IN-1215946	827.94	827.94
40192	8/1/2014	02359	BOWEN, TIMOTHY D.	7/22/2014	07/21-25/2014 Course#30231	2,250.00	2,250.00
40193	8/1/2014	02644	ALMETEK INDUSTRIES, INC.	7/24/2014	SDS4R0231BLRDX Bay Fish/M	371.28	371.28
40194	8/1/2014	02706	FREDCO MARKETING	7/30/2014	Hillside Project Directional Sign.	278.40	278.40
40195	8/1/2014	02749	HUBB SYSTEMS, LLC	7/18/2014	Mounting Solution for Display ai	4,349.10	4,349.10

b total for FIRST NATIONAL BANK OF DALY CITY: 17,385.70

11 checks in this report.

Grand Total All Checks:

17,385.70

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40196	8/5/2014	00140	07/21/14 Dossey	7/21/2014	CREDIT CARD CHARGE	5,435.03	
			07/21/14 Ramos	7/21/2014	CREDIT CARD CHARGE	4,761.84	
			07/21/14 Morque	7/21/2014	CREDIT CARD CHARGE	2,892.49	
			07/21/14 Pfortent	7/21/2014	CREDIT CARD CHARGE	179.42	13,268.78
40197	8/5/2014	00181	19672	8/1/2014	LABOR RELATIONS CONSULT	1,242.00	1,242.00
40198	8/5/2014	00254	METRO MOBILE COMMUNICA140806	8/1/2014	August 2014 Maintenance Cont	602.00	602.00
40199	8/5/2014	00363	SMC NARCOTICS TASK FORCFY 2014-15 City	7/24/2014	FY 2014-15 City Contribution	3,322.00	3,322.00
40200	8/5/2014	00449	BANK OF AMERICA	7/24/2014	CREDIT CARD CHARGE	2,845.41	2,845.41
40201	8/5/2014	00830	STAPLES BUSINESS ADVANT/8030703652	7/26/2014	Copy Paper, Label Tape	179.59	179.59
40202	8/5/2014	01037	COMCAST CABLE August 2014	7/26/2014	COMCAST CABLE	22,445.50	22,445.50
40203	8/5/2014	01184	PENINSULA UNIFORMS & EQ100880	7/31/2014	Stratton 4 Stars	16.35	16.35
40204	8/5/2014	01995	CELESTE, MIKE L.	7/31/2014	July 3-28, 2014 Cardroom, Bac	1,870.00	1,870.00
40205	8/5/2014	02216	RAMOS OIL CO. INC.	7/31/2014	PD GASOLINE PURCHASES	1,495.01	
				7/20/2014	PD GASOLINE PURCHASES	1,209.67	
				7/10/2014	PD GASOLINE PURCHASES	1,112.74	
40206	8/5/2014	02499	GE CAPITAL INFORMATION TE92863651	7/23/2014	COPY MACHINE RENTAL	990.49	3,817.42
40207	8/5/2014	02583	CRIME SCENE CLEANERS, IN:59762	8/1/2014	Clean & Disinfect Drying Cabine	150.00	990.49
40208	8/5/2014	02739	ZEBOHEAD AUTOMOTIVE INC000002462	8/1/2014	11 Ford Crown Vic Brake Pad S	446.92	150.00
			000002461	7/31/2014	09 Ford Explorer 6 qts oil & oil f	41.17	488.09
o total for FIRST NATIONAL BANK OF DALY CITY:							51,237.63

Final Check List
Town of Colma

apChkLst
08/06/2014 1:54:51PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40209	8/8/2014	00068	080814 B	8/8/2014	COLMA PEACE OFFICERS: PAY	652.14	652.14
40210	8/8/2014	00631	080814 B	8/8/2014	PERS - BUYBACK: PAYMENT	33,982.14	
			080814 B	8/8/2014	PERS MISC NON-TAX: PAYME	12,938.27	
			08082014 M	8/8/2014	PERS MISC NON-TAX: PAYME	918.26	47,838.67
40211	8/8/2014	01340	080814 B	8/8/2014	FLEX 125 PLAN: PAYMENT	481.14	481.14
40212	8/8/2014	01360	080814 B	8/8/2014	ICMA CONTRIBUTION: PAYME	2,883.00	
			08082014 M	8/8/2014	ICMA CONTRIBUTION: PAYME	650.00	3,533.00
40213	8/8/2014	01375	080814 B	8/8/2014	NATIONWIDE: PAYMENT	5,100.00	
			08082014 M	8/8/2014	NATIONWIDE: PAYMENT	650.00	5,750.00
40214	8/8/2014	02377	080814 B	8/8/2014	WAGE GARNISHMENT: PAYM	600.00	600.00
93084	8/8/2014	00521	08082014 M	8/8/2014	FEDERAL TAX: PAYMENT	953.48	953.48
93085	8/8/2014	00130	08082014 M	8/8/2014	STATE DI/SUI TAX: PAYMENT	15.42	15.42
93087	8/8/2014	00130	080814 B	8/8/2014	CALIFORNIA STATE TAX: PAY	7,532.83	7,532.83
93088	8/8/2014	00521	080814 B	8/8/2014	FEDERAL TAX: PAYMENT	40,935.89	40,935.89

total for FIRST NATIONAL BANK OF DALY CITY: 108,292.57

10 checks in this report.

Grand Total All Checks:

108,292.57

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40215	8/7/2014	00117	DELTA DENTAL OF CALIFORNIA	8/1/2014	DENTAL INSURANCE	11,480.20	11,480.20
40216	8/7/2014	00432	VISION SERVICE PLAN	7/21/2014	August 2014 Vision Service Pla	932.88	932.88
40217	8/7/2014	00775	PANIAGUA, RUBY	8/5/2014	REFUND	24.00	24.00
40218	8/7/2014	00779	CASTRO, ESTHER	8/4/2014	REFUND	41.00	41.00
40219	8/7/2014	01238	VEGA, MARTA	8/5/2014	REFUND	300.00	300.00
40220	8/7/2014	01276	GONZALEZ, RAE	8/5/2014	REFUND	31.00	31.00
40221	8/7/2014	02216	RAMOS OIL CO. INC.	8/4/2014	REFUND	24.00	55.00
40222	8/7/2014	02332	AUGUSTINE, DEBORAH	7/20/2014	Admin Gas 7/15/14	38.65	38.65
40223	8/7/2014	02520	BEGGS, ERLINDA	8/4/2014	REFUND	24.00	24.00
				8/5/2014	REFUND	50.00	50.00
o total for FIRST NATIONAL BANK OF DALY CITY:							12,945.73

9 checks in this report.

Grand Total All Checks: 12,945.73

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40224	8/12/2014	00364	SMC SHERIFF'S OFFICE CL04083	6/30/2014	LAB FEES	141.73	141.73
40225	8/12/2014	02521	VAVRINEK, TRINE, DAY & CO, 0107314-IN	6/30/2014	JUNE 2014 ACCOUNTING SEI	1,380.00	1,380.00

b total for FIRST NATIONAL BANK OF DALY CITY: 1,521.73

2 checks in this report.

Grand Total All Checks:

1,521.73

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08/12/2014 2:57:41PM

Final
Final-Check List
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40236	8/12/2014	02748	KARGBO, HENRIETTA	31073P Live Sca	7/24/2014 31073P LIVE SCAN 06/22/14 R	7.00	7.00
total for FIRST NATIONAL BANK OF DALY CITY:						7.00	7.00

Page: 1

1 checks in this report.

Grand Total All Checks:

7.00

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40227	8/13/2014	00002	August 2014	8/1/2014	AUGUST 2014 AT&T	120.08	120.08
40228	8/13/2014	00013	July 2014	7/31/2014	July 2014 Car Service	1,007.32	1,007.32
40229	8/13/2014	00020	114070822	7/1/2014	JULY 2014 RENTAL - PD	96.00	
			114070159	7/1/2014	JULY 2014 RENTAL - TOWN H	27.00	
			114072824	7/16/2014	SPRING WATER 5GAL	12.50	135.50
40230	8/13/2014	00044	11041	7/31/2014	JULY 2014 TOW	325.00	325.00
40231	8/13/2014	00050	554	8/4/2014	FY2013/2014 Annual CPCA Me	315.00	315.00
40232	8/13/2014	00051	815064444073	7/31/2014	06/27/14-07/28/14 SVC	21.32	21.32
40233	8/13/2014	00112	047153	8/5/2014	July 2014 Fingerprint, Child Abu	1,459.00	1,459.00
40234	8/13/2014	00140	07/21/14 Rabe	7/21/2014	CREDIT CARD CHARGE	2,447.99	2,447.99
40235	8/13/2014	00174	July 2014	7/30/2014	JULY 2014	410.56	410.56
40236	8/13/2014	00211	July 2014	7/31/2014	JULY 2014	184.42	184.42
40237	8/13/2014	00254	051980	8/1/2014	CONTROL & POWER CABLES	353.16	353.16
40238	8/13/2014	00307	0576892225080	8/5/2014	07/04/14 - 08/04/14 ELECTRIC	283.21	
			6991706865708	8/4/2014	07/03/14 - 08/03/14 ELECTRIC	270.72	
			0035222590808	8/5/2014	07/04/14 - 08/04/14 Electric Chr	20.14	
			86047	8/11/2014	12/2-4/2014 COURSE FEE - M	195.00	574.07
40239	8/13/2014	00334	FY13/14 Fee	8/7/2014	FY13/14 LIVE SCAN J65 FEE	4,820.00	195.00
40240	8/13/2014	00364	CL04095	7/31/2014	Flat Fee Contribution	4,146.31	
			CL04116	7/31/2014	FORENSIC LAB TESTS	149.67	9,115.98
40241	8/13/2014	00411	21755	7/31/2014	June-July 2014 Citations	31.11	31.11
40242	8/13/2014	00414	L337164555	7/7/2014	07/07/14 PEST CONTROL	306.00	306.00
40243	8/13/2014	00500	July 2014	8/4/2014	July 2014 Parking Penalty Alloc	206.00	206.00
40244	8/13/2014	00534	1YCL11407	8/7/2014	JULY 2014 ISD SVCS	1,322.25	1,322.25
40245	8/13/2014	00539	0000185264	7/25/2014	Annual Maintenance - Town Ha	287.50	
			0000185266	7/25/2014	Annual Maintenance - Hillside	242.50	607.50
40246	8/13/2014	00623	0000185265	7/25/2014	Annual Maintenance - Sterling F	77.50	
40247	8/13/2014	00716	July 2014	7/25/2014	July 2014 Svc	338.76	338.76
40248	8/13/2014	01030	SMCPCSA Picini	8/11/2014	09/10/14 Picnic Lotti & Tognetti	30.00	30.00
			1401865	7/21/2014	Sep14 Svc Chrg - Town Hall Su	5,220.00	5,999.85
			1401867	7/21/2014	Sep14 Svc Chrg - Town Hall Me	259.95	
			1401866	7/21/2014	Sep14 Svc Chrg - Hillside	259.95	
			1401868	7/21/2014	Sep14 Svc Chrg - Sterling Park	259.95	

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40249	8/13/2014	01036	MANAGED HEALTH NETWORK 3200060367	7/17/2014	Aug14 EAP 6	118.00	
			3200060366	7/11/2014	July14 EAP 6	118.00	236.00
40250	8/13/2014	01265	HITECH SYSTEMS, INC.	7/11/2014	08/01/14 - 07/31/15 SNARE UV	618.69	618.69
40251	8/13/2014	01299	BRODZIN, MARY	8/6/2014	08/06/14 Medical Issue Refund	10.00	10.00
40252	8/13/2014	01308	EEL RIVER FUELS, INC.	7/31/2014	06/30/14 - 07/29/14 Public Worl	494.77	494.77
40253	8/13/2014	01340	FLEX-PLAN SERVICES, INC	7/31/2014	July14 201401-Sec.125 Fee	50.00	50.00
40254	8/13/2014	01399	WESTLAKE TOUCHLESS CAR July 2014	8/1/2014	July 2014 PD Carwash	102.75	102.75
40255	8/13/2014	01552	FORTE PRESS CORPORATIO 51953	7/29/2014	Business Card Master Sheets, 1	2,087.57	2,087.57
40256	8/13/2014	01569	DARLING INTERNATIONAL IN 6002504283	7/28/2014	07/21/14 Community Ctr Energ	79.71	79.71
40257	8/13/2014	01685	STADTLER LANDSCAPING	8/8/2014	July14 Rec Dept. Indoor Plant	120.00	120.00
40258	8/13/2014	02042	CINTAS CORPORATION # 2	7/31/2014	07/29/14 Community Ctr Syster	334.01	334.01
40259	8/13/2014	02078	CINTAS CORPORATION NO. 2	7/31/2014	07/21/14 PD Svc Minimum	48.58	48.58
40260	8/13/2014	02082	VINCE'S OFFICE SUPPLY, INC July 2014	7/31/2014	July 2014 Community Ctr Svc	532.40	532.40
40261	8/13/2014	02122	S & J SALES	7/20/2014	08/20/14 - 08/20/15 FE 7KVA P	1,900.00	1,900.00
40262	8/13/2014	02179	HUB INTERNATIONAL OF CA	7/31/2014	07/10/14 Event Insurance	128.04	128.04
40263	8/13/2014	02182	DALY CITY KUMON CENTER	7/31/2014	July 2014 Math	2,020.00	
			July 2014 Readir	7/31/2014	July 2014 Reading	1,935.00	3,955.00
40264	8/13/2014	02274	FRANK AND GROSSMAN LAN 148294	8/1/2014	Aug14 Landscape Maintenance	9,770.00	9,770.00
40265	8/13/2014	02308	LU, JEANINE	8/6/2014	08/06/14 Schedule Issue Refun	37.00	37.00
40266	8/13/2014	02499	GE CAPITAL INFORMATION T 92879369	7/25/2014	07/20/14 - 08/19/14 Rec Ctr Co	492.68	492.68
40267	8/13/2014	02510	REGIONAL GOVERNMENT SE 4313	7/31/2014	July 2014 Svcs	2,250.00	2,250.00
40268	8/13/2014	02520	BEGGS, ERLINDA	8/11/2014	08/11/14 Rental Deposit Refunc	300.00	300.00
40269	8/13/2014	02650	AMERICAN REPROGRAPHICS 1028404	7/25/2014	07/22/14 Hillside CIP#10.350	2,194.68	2,194.68
40270	8/13/2014	02686	RABE, SEAN	08/04/14	07/31/14 - 08/01/14 Mileage	119.62	119.62
40271	8/13/2014	02710	PABLICO, MARBING	8/11/2014	08/11/14 Rental Deposit Refunc	300.00	300.00
40272	8/13/2014	02716	COM-STRAT, LLC DBA	7/31/2014	07/11-10/2014 RFP Review	2,193.75	2,193.75
40273	8/13/2014	02743	UTILITY TELEPHONE, INC	8/1/2014	Aug14 Internet Access	429.95	429.95
40274	8/13/2014	02752	VALDERRAMA, ROSA ANNA	8/1/2014	08/01/14 DEPOSIT REFUND F	150.00	150.00
40275	8/13/2014	02753	DP TRADING INC.	7/21/2014	Lapel Pins - 90th Year	603.50	603.50

b total for FIRST NATIONAL BANK OF DALY CITY: 55,044.57

49 checks in this report.

Grand Total All Checks: 55,044.57

apChkLst
08/19/2014 9:00:05AM

Final Check List
Town of Colma

FY 2013 - 2014

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
40276	8/19/2014	00057	June 2014 #464- 1401792	8/13/2014	CLEANING SERVICE	273.60	273.60
40277	8/19/2014	01030		7/21/2014	June 2014 7 Hours in Excess o	1,015.00	1,015.00
b total for FIRST NATIONAL BANK OF DALY CITY:						1,288.60	1,288.60

2 checks in this report.

Grand Total All Checks:

1,288.60

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40278	8/19/2014	00002	AT&T	8/1/2014	AT&T	799.52	799.52
40279	8/19/2014	00051	CALIFORNIA WATER SERVICE	8/1/2014	0944444444 1180-1190 El Cam	45.68	45.68
				8/1/2014	3422893362 1520 Hillside Blvd.	45.68	45.68
				8/1/2014	5793906861 1199 El Camino	30.45	121.81
40280	8/19/2014	00057	CINTAS CORPORATION #2	8/13/2014	CLEANING SERVICE	722.04	722.04
40281	8/19/2014	00093	CITY OF SOUTH SAN FRANCISCO	8/11/2014	August 2014 Dispatch Services	8,358.61	8,358.61
40282	8/19/2014	00112	DEPARTMENT OF JUSTICE	8/5/2014	July 2014 Fingerprint Applicants	196.00	196.00
40283	8/19/2014	00221	LCC PENINSULA DIVISION	8/18/2014	09/05/14 Annual Breakfast: See	20.00	20.00
40284	8/19/2014	00307	PACIFIC GAS & ELECTRIC	8/5/2014	PG&E	3,321.58	3,321.58
				8/5/2014	PG&E	2,515.81	5,837.39
40285	8/19/2014	00388	SONITROL	8/1/2014	Sept 2014 Monthly Monitoring 4	109.00	109.00
40286	8/19/2014	00412	TELECOMMUNICATIONS ENG	8/10/2014	Facilities Mgmt & Maintenance	1,328.00	1,328.00
40287	8/19/2014	01030	STEPFORD, INC.	8/7/2014	July 2014 7 Hours in Excess of	725.00	725.00
40288	8/19/2014	01066	SAN MATEO REGIONAL NET	8/10/2014	Web Site Hosting including DN	40.00	40.00
40289	8/19/2014	01183	BEST BEST & KRIEGER LLP	8/8/2014	July 2014 City Attorney Service	16,216.69	16,216.69
40290	8/19/2014	01276	GONZALEZ, RAE	8/14/2014	08/14/14 Insufficient Class	7.00	7.00
40291	8/19/2014	01330	CITY OF SAN BRUNO	8/12/2014	July 2014 Payroll Specialist	3,608.00	3,608.00
40292	8/19/2014	01414	VERANO HOMEOWNERS ASS	9/1/2014	Sept 2014 Verano Home Owner	265.00	265.00
40293	8/19/2014	01856	AMERICAN ASPHALT REPAIR	4/23/2014	Mission Road Improvements	138,702.85	138,702.85
40294	8/19/2014	02144	DOMINIC A. DE LUCCA DBA	8/14/2014	July 2014 Tae Kwon Do	1,200.00	1,200.00
40295	8/19/2014	02198	BAYSIDE PRINTED PRODUCT	8/12/2014	Sept - Dec 2014 Recreation Gu	833.21	833.21
40296	8/19/2014	02475	CACHUELA, KRISTINE ANNE	8/13/2014	08/13/14 Schedule Issue Refun	14.00	14.00
40297	8/19/2014	02499	GE CAPITAL INFORMATION	8/5/2014	1505881-1009545A5 Admin Co	1,536.90	1,536.90
				7/4/2014	COPY MACHINE RENTAL	1,536.90	3,073.80
40298	8/19/2014	02646	GRANT, PAULINE E.	8/14/2014	June 18, July 30, & August 13	210.00	210.00
40299	8/19/2014	02749	HUBB SYSTEMS, LLC	8/7/2014	4 Havis Trunk Tray for Crown V	784.80	784.80
40300	8/19/2014	02754	JAIN, VIVEK	8/14/2014	31122P Refund Overpayment	7.00	7.00
40301	8/19/2014	02755	QAISER, SHAIKH	7/27/2014	31214P Refund Overpayment	24.00	24.00
40302	8/19/2014	02756	MISHA, ANSEL	8/12/2014	31143P Refund Overpayment	42.00	42.00
b total for FIRST NATIONAL BANK OF DALY CITY:						183,245.72	183,245.72

25 checks in this report.

Grand Total All Checks: 183,245.72

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40303	8/22/2014	00047	082214 B	8/22/2014	CLEA: PAYMENT	392.00	392.00
40304	8/22/2014	00068	082214 B	8/22/2014	COLMA PEACE OFFICERS: P/	652.14	652.14
40305	8/22/2014	00631	082214 B	8/22/2014	PERS - BUYBACK: PAYMENT	33,768.18	
			082214 B	8/22/2014	PERS MISC NON-TAX: PAYME	13,001.37	46,769.55
40306	8/22/2014	01340	082214 B	8/22/2014	FLEX-PLAN SERVICES, INC	481.14	481.14
40307	8/22/2014	01360	082214 B	8/22/2014	VANTAGE TRANSFER AGENT:082214 B	2,758.00	2,758.00
40308	8/22/2014	01375	082214 B	8/22/2014	NATIONWIDE RETIREMENT S:082214 B	5,100.00	5,100.00
40309	8/22/2014	02224	082214 B	8/22/2014	STANDARD INSURANCE COM:082214 B	290.70	290.70
40310	8/22/2014	02377	082214 B	8/22/2014	CALIFORNIA STATE DISBURS:082214 B	600.00	600.00
93093	8/22/2014	00130	082214 B	8/22/2014	EMPLOYMENT DEVELOPMEN:082214 B	7,012.89	7,012.89
93094	8/22/2014	00521	082214 B	8/22/2014	UNITED STATES TREASURY	39,372.66	39,372.66
o total for FIRST NATIONAL BANK OF DALY CITY:							103,429.08

10 checks in this report.

Grand Total All Checks: 103,429.08

Fy 2013-2014

Final Check List
Town of Colma

apChkLst
08/25/2014 12:51:42PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40311	8/26/2014	00130	EMPLOYMENT DEVELOPMENT	April - June 2014	8/11/2014	April - June 2014 Unemployment	112.00
b total for FIRST NATIONAL BANK OF DALY CITY:						112.00	112.00

1 checks in this report.

Grand Total All Checks:

112.00

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40312	8/26/2014	00004	AT&T	8/13/2014	AT&T	2,438.78	
			000005656846	8/13/2014	AT&T	94.38	
			000005657125	8/13/2014	AT&T	72.66	2,605.82
			000005657124	8/13/2014	AT&T	195.13	195.13
40313	8/26/2014	00051	CALIFORNIA WATER SERVICE	8/14/2014	1727052702 JSB across from F	231.75	
40314	8/26/2014	00057	CINTAS CORPORATION #2	8/8/2014	Admin First Aid Supplies	214.58	
			8401391274	8/8/2014	PW First Aid Supplies	11,856.60	446.33
40315	8/26/2014	00117	DELTA DENTAL OF CALIFORNIA	9/1/2014	DENTAL INSURANCE	26.32	11,856.60
40316	8/26/2014	00215	FEDEX OFFICE AND PRINT	8/15/2014	August 8, 2014 Evidence Shipr	91,588.55	26.32
40317	8/26/2014	00282	CALIFORNIA PUBLIC EMPLOY	8/14/2014	HEALTH INSURANCE	58.76	91,588.55
40318	8/26/2014	00307	PACIFIC GAS & ELECTRIC	8/15/2014	PG&E	54.98	
			06782090639-9	8/15/2014	PG&E	90.00	113.74
40319	8/26/2014	00612	CITY & COUNTY OF SAN FRAI	8/20/2014	Sept 3, 2014 Bicycle Patrol: Ric	50.00	90.00
40320	8/26/2014	00779	CASTRO, ESTHER	8/18/2014	08/18/14 Deposit Refund 8/16/1	30.00	50.00
40321	8/26/2014	00822	GOMEZ, SARA	8/18/2014	08/18/14 Deposit Refund 8/17/1	38,218.55	30.00
40322	8/26/2014	01030	STEPFORD, INC.	8/12/2014	Network Upgrade Phase 1	4,566.88	
			1401939	8/12/2014	Network Upgrade Phase 2~	118.00	42,785.43
			1401940	8/12/2014	EMPLOYEE ASSISTANCE PRG	95.70	118.00
40323	8/26/2014	01036	MANAGED HEALTH NETWORK	Aug 11-Sept 10,	COMCAST CABLE TV	110.00	95.70
40324	8/26/2014	01037	COMCAST CABLE	8/18/2014	Nov 3, 2014 Why Policy Matters	30.00	110.00
40325	8/26/2014	01219	PUBLIC SAFETY TRAINING	8/19/2014	08/19/14 Schedule Issue Refun	517.18	30.00
40326	8/26/2014	01284	HERNANDEZ, SERENA	8/15/2014	PW GAS PURCHASES	362.24	517.18
40327	8/26/2014	01308	EEL RIVER FUELS, INC,	8/22/2014	JULY 25- AUG 14, 2014 REIME	8,114.11	362.24
40328	8/26/2014	01549	BURNS, LORI	8/25/2014	JANITORIAL SERVICES	102.00	8,114.11
40329	8/26/2014	01565	BAY CONTRACT MAINTENAN	8/18/2014	08/18/14 Schedule Issue Refun	231.08	102.00
40330	8/26/2014	01601	DELA CRUZ, MARIA THERESA	8/20/2014	1 16x16x3/4 Steel Plate Grate	240.00	231.08
40331	8/26/2014	01638	R. A. METAL PRODUCTS INC.	8/8/2014	PLANT MAINTENANCE	580.88	240.00
40332	8/26/2014	01685	STADTLER LANDSCAPING	8/18/2014	PD CONNECTION	1,200.00	580.88
40333	8/26/2014	01923	SPRINT	8/13/2014	Tree Work on Lower D St.	13,073.93	1,200.00
40334	8/26/2014	01972	LORAL LANDSCAPING, INC	9/6/2014	09/06/14 Town Picnic Catering	188.32	13,073.93
40335	8/26/2014	02020	JAMES STANDFIELD CATERI	7/31/2014	JULY 10-23, 2014 PUBLIC NO	214.50	188.32
40336	8/26/2014	02118	CA NEWSPAPERS PARTNERS	8/15/2014	LIFE INSURANCE	150.00	214.50
40337	8/26/2014	02224	STANDARD INSURANCE COM	7/31/2014	STORAGE, WORKORDERS, I	300.00	150.00
40338	8/26/2014	02251	RECORD XPRESS OF CA, LLC	8/18/2014	08/18/14 Deposit Refund 8/16/1	88.00	300.00
40339	8/26/2014	02303	MALDONADO, VICTOR	8/19/2014	June 30-Aug 18, 2014 Zumba C		88.00
40340	8/26/2014	02375	DE GALINDO, YENIS COTUA	June 30-Aug 18,			

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40341	8/26/2014	02521	VAVRINEK, TRINE; DAY & CO, 0107600-IN	7/31/2014	July 2014 Accounting Services	630.00	630.00
40342	8/26/2014	02542	KEYSTONE (US) MANAGEMENT22520489	8/11/2014	08/11/14 Service Call	284.00	284.00
40343	8/26/2014	02576	KENNAN, CYNTHIA 95595	8/18/2014	08/18/14 Schedule Issue Refun	70.00	70.00
40344	8/26/2014	02604	LOPEZ, FRANK L. COLMA0906201	8/25/2014	09/06/14 Picnic Chair Massage	900.00	900.00
40345	8/26/2014	02623	BLOEBAUM, CYNTHIA August 20, 2014	8/21/2014	COOKING CLASSES	400.00	400.00
40346	8/26/2014	02683	E2 CONSULTING ENGINEERS CACOL2424-00	8/13/2014	June 28-July 25, 2014 Item #2 I	4,850.00	4,850.00
40347	8/26/2014	02722	ENVIRONMENTAL SCIENCE A-109567	8/18/2014	SERRAMONTE FORD PROJE	6,407.03	6,407.03
40348	8/26/2014	02749	HUBB SYSTEMS, LLC SI-101191	7/7/2014	7 VXS11002 Verus Recorder S)	80,037.81	80,037.81
40349	8/26/2014	02757	ESTRELLA, OGOY 95587	8/18/2014	08/18/14 Deposit Refund 8/17/1	300.00	300.00
40350	8/26/2014	02758	NGUYEN, ANNE MARIE ANH P31231P Refund	8/15/2014	31231P Refund Due to Billing N	25.00	25.00
40351	8/26/2014	02760	A & S SOUTHWOOD UPHOLSTERS 1944	8/15/2014	3pc Settee & Chairs	581.94	581.94

b total for FIRST NATIONAL BANK OF DALY CITY: 269,989.64

40 checks in this report.

Grand Total All Checks: 269,989.64

Bank : first FIRST NATIONAL BANK OF DALY

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
40352	8/26/2014	01541	Sept 11-12, 2014	8/26/2014	Sept 11-12, 2014 NORCAL HR	150.00	150.00
					b total for FIRST NATIONAL BANK OF DALY CITY:		150.00

1 checks in this report.

Grand Total All Checks: 150.00



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Roger Peters, City Attorney

VIA: Sean Rabé, City Manager

MEETING DATE: September 10, 2014

SUBJECT: FMLA Leave

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AMENDING SUBCHAPTER 3.06 OF THE COLMA ADMINISTRATIVE CODE,
RELATING TO PERSONNEL POLICIES, LEAVES

EXECUTIVE SUMMARY AND ANALYSIS

The proposed resolution would re-format and re-number sections of subchapter 3.06 of the Colma Administrative Code, delete overlapping text, and make one, clarifying change in wording. In section 3.06.210, "Permitted Reasons for FMLA Leave," clauses (5) and (6) are amended to as follows:

<i>Current version</i>	<i>Proposed amended version</i>
(5) "Qualifying exigency" arising out of the fact that an employee's spouse, child or parent is on covered active duty or called to active duty status (under FMLA only, not CFRA); or	(5) Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or has been notified of an impending call or order to covered active duty status, as set forth in section 3.06.290 of this subchapter; or
(6) For any reason set forth in the section entitled, "Service Member Family and Medical Leave".	(6) To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember, as set forth in section 3.06.290 of this subchapter.

Attached to the resolution is a clean copy of subchapter 3.06, without any markings or redlining.

FISCAL IMPACT

None.

CONCLUSION

Staff recommends that the Council adopt the proposed resolution.

ATTACHMENTS

- Resolution

**RESOLUTION NO. 2014-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AMENDING SUBCHAPTER 3.06 OF THE COLMA ADMINISTRATIVE
CODE, RELATING TO PERSONNEL POLICIES, LEAVES**

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. CAC SUBCHAPTER 3.06 AMENDED. ¹

Subchapter 3.06 of the Colma Administrative Code is amended in its entirety to read as stated in the attached Exhibit A, which is incorporated into this Resolution.

ARTICLE 2. SEVERABILITY.

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

ARTICLE 3. NOT A CEQA PROJECT.

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

ARTICLE 4. EFFECTIVE DATE.

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

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 10, 2014, by the following vote:

Name	Counted toward Quorum	Not Counted toward Quorum

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Sean Rabé, City Clerk

CHAPTER THREE: PERSONNEL POLICIES

SUBCHAPTER 3.06: LEAVES

Division 1: General

3.06.010 Inconsistent Actions; Failure to Return to Work

An employee may not take any action during a leave of absence that is inconsistent with an intention to return to employment with the Town, such as accepting employment with another employer or failing without authorization to return after expiration of leave. An employee who takes any action during his or her leave of absence that is inconsistent with an intention to return to employment with the Town may be terminated.

3.06.020 Exhaustion of Paid Leave

An employee who is absent from work may be required to use his or her accrued and available paid leave to the extent allowed by law and these policies.

[History: Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.030 General Rule for Accruing Leave

(a) An employee must be in paid status in order to earn and accrue paid leave of any type. An employee who has exhausted all paid leave shall not earn any paid leave until he or she has returned to paid status.

(b) An employee will not accrue vacation or sick leave, nor will the employee be paid for holidays that occur during the employee's leave of absence except during those periods when the employee is on paid sick leave, Personal Leave or compensatory time off.

3.06.040 Unpaid Leave of Absence

(a) An employee taking an unpaid leave of absence may request or be required to use his or her accumulated and available sick leave, Personal Leave, or compensatory time off.

(b) An employee is not entitled to an unpaid leave of absence except as expressly provided in this Subchapter or where granted by the City Manager for good cause.

3.06.050 Coordination of Benefits

(a) Workers Compensation and State Disability Insurance benefits will be integrated with paid leaves described in this Subchapter so that an employee does not receive over 100 percent of the employee's regular pay.

(b) When an employee is eligible for benefits under the Workers Compensation Act or the State Disability Act, he/she will use his/her accrued sick leave or other paid leave pro rata to the expected benefit payment.

(c) Payments under a long-term disability insurance policy are not subject to coordination of benefits by the Town but may be reduced by the insurance carrier.

3.06.060 Conflicting Provisions

In the event of a conflict between the provisions of this Subchapter and any collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall apply. Without limiting the generality of the foregoing, the following sections of this Subchapter shall not apply to employees represented by a Recognized Employee Organization: 3.06.080, 3.06.090(d), 3.06.110, 3.06.210, and 3.06.260.

3.06.070 General Rules of Eligibility; Prorated Paid Leave

(a) Except as expressly provided herein, regular and probationary employees are eligible for paid leaves provided in this Subchapter, while casual and temporary employees are not eligible for paid leave.

(b) Paid leave for a part-time employee shall be prorated according to the employee's Full-Time Equivalency.

3.06.080 [Reserved]

Division 2: Holidays

3.06.090 Holiday Leave

(a) Regular and probationary employees are entitled to holiday pay as provided in this section. Town holidays are set forth in section 1.01.050 of the Colma Municipal Code.

(b) An exempt employee who observes a Town holiday shall be entitled to his or her regular monthly salary.

(c) A non-exempt employee who was in paid status the workday before and the workday after a Town holiday shall be paid for the holiday. If the non-exempt employee worked full-time, the employee shall be paid for a full day. If the non-exempt employee worked part-time, the employee's holiday pay shall be prorated at his or her Full-Time Equivalency.

(d) Regular and probationary employees required to work on a Town holiday will be paid an amount equal to one and one-half times his or her regular rate of pay, which shall be in addition to holiday pay to which he or she is entitled.

3.06.100 [Reserved]

Division 3: Sick Leave

3.06.110 Sick Leave Eligibility

- (a) A regular or probationary full-time employee who is in full-time paid status shall earn paid sick leave at the rate of eight hours per month.
- (b) A regular or probationary part-time employee who is in paid status shall earn sick leave prorated at his or her Full-Time Equivalency.
- (c) While an eligible employee is using sick leave to which he or she is entitled, the employee will be paid at his or her regular rate of pay for each hour of sick leave used.
- (d) An eligible employee may accrue sick leave up to a maximum of 1,040 hours. An employee who has accrued 1,040 hours of unused sick leave shall not earn additional sick leave unless and until he or she has an accrued balance of less than 1,040 hours of unused sick leave.

3.06.120 When Sick Leave May Be Used

- (a) An eligible employee may use his or her sick leave for any of the following reasons:
 - (1) An illness or injury which makes the employee unable to fully perform the essential functions of his or her job duties;
 - (2) For an appointment with a health care provider or for a medical procedure, provided that if the appointment or procedure is foreseeable, the employee must have made a reasonable effort to schedule it during non-work hours and so as not to unduly disrupt the Town's operations;
 - (3) To care for a newborn child or a newly placed child; or
 - (4) To care for a child, grandchild, parent, parent-in-law, grandparent, sibling, spouse or Registered Domestic Partner who is ill.
- (b) Notwithstanding the foregoing, the maximum amount of sick leave which an employee may use to care for a spouse, child, grandchild, parent, parent-in-law, grandparent, sibling or Registered Domestic Partner shall be six months' worth of his or her accrued and available sick leave in a calendar year.
- (c) For purposes of this section:
 - (1) A "child" is a biological, foster or adopted child, a stepchild, a legal ward, a child of a Registered Domestic Partner, or a child of a person standing in the place of a parent; and

(2) A "parent" is a biological, foster, or adoptive parent, a stepparent, or a legal guardian.

[Reference: Labor Code § 233]

[History: Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.130 Conversion or Payment for Unused Sick Leave

Upon separation of employment with the Town, an employee is not entitled to be paid for his or her accrued and unused sick leave except as follows: an employee who is eligible for and who has applied for retirement under CalPERS within 60 days of separation from the Town of Colma may, at the employee's option, convert unused and accrued sick leave to additional PERS service credit or be paid for unused and accrued sick leave, provided that the number of hours to be converted or paid shall not exceed 1,040 hours.

3.06.140 Sick Leave Not to Extend Family and Medical Leave

Nothing in this Division shall extend the maximum period of leave to which an employee is entitled under the California Family Rights Act (CFRA), the federal Family and Medical Leave Act (FMLA), or this Subchapter, whether or not the employee received sick leave compensation during that period.

3.06.150 Reporting Requirements

(a) Any employee taking sick leave shall notify his or her supervisor in accordance with rules established by the City Manager. An employee who is on sick leave shall keep his or her supervisor advised as to his or her condition and expected date of return to duty. A non-exempt employee shall report sick leave taken on his or her time sheet, and an exempt employee shall report sick leave taken on his or her Exception Report.

(b) An eligible employee who is on sick leave for a period exceeding three consecutive days may be required to provide a certificate from his or her health care provider verifying the need for the absence from work and releasing the employee to return to duty. Except where sick leave is taken for an occupational disability, the certificate need not disclose the underlying diagnosis of the patient's condition.

(c) The Town may require the employee to participate in a fitness-for-duty examination by a doctor selected by the Town before allowing the employee to return to work.

3.06.160 Prevention of Sick Leave Abuse

(a) The City Manager shall establish guidelines for identifying and correcting abuse of sick leave.

(b) If sick leave abuse is identified, corrective action will be taken, including requiring the employee to submit a doctor's statement for each use of sick leave or to participate in a fitness-for-duty examination by a doctor selected by the Town.

3.06.170 [Reserved]

Division 4: Family and Medical Leave

3.06.180 Family and Medical Leaves of Absence

(a) The Town provides Family and Medical Leave benefits that are more generous than, and are consistent with, state (the California Family Rights Act – "CFRA") and federal (the Family and Medical Leave Act – "FMLA") leave laws. Specifically, the Town, in its discretion, provides Family and Medical Leave as set forth in this Division, even though there may be fewer than 50 employees at a facility, which is the threshold for providing Family and Medical Leave under law. To the extent that the law does not require the Town to provide Family and Medical Leave, this division may be repealed at the discretion of the City Council. U.S. Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the implementing regulations for the California Family Rights Act (CFRA) may be used to supplement the provisions in this division. Unless otherwise provided by this Division, "leave" under this policy shall mean leave pursuant to FMLA and CFRA, as FMLA and CFRA leave shall run concurrently when permitted by law.

(b) To the extent that the law requires the Town to provide Family and Medical Leave, the respective rights and obligations of the Town and its employees are set forth in the following provisions and implementing federal and state regulations.

[Reference: 29 C.F.R. 825.100 et seq.]

[History: Formerly § 3.06.150(a); Adopted by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.190 Definitions for this Division

As used in this division, the following words and phrases shall mean as prescribed:

"12-month period" means a rolling 12-month period measured backward from the date the leave is taken and continuous with each additional leave day taken; a "single 12-month period" means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered military service member and ends 12 months after that date.

"Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child as well as a child for whom the employee has stood in loco parentis (in place of parents).

"Covered active duty" means:

- (1) In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; or

(2) In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.

“Covered military service” member means:

(1) A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness; or

(2) A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

“Domestic Partner,” as defined by Family Code §§297 and 299.2, shall have the same meaning as “Spouse” for purposes of CFRA Leave.

“Health care provider” means:

(1) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;

(2) Individuals duly licensed as a physician, surgeon or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treat or supervise treatment of a serious health condition;

(3) Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;

(4) Nurse practitioners and nurse mid-wives, clinical social workers and physician assistants who are authorized to practice under California State law and who are performing within the scope of their practice as defined by California State law;

(5) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston Massachusetts; and

(6) Any health care provider from whom an employer or group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

“Leave” means leave pursuant to FMLA and CFRA.

“Next of Kin of a covered military service member” means the nearest blood relative other than the covered military service member’s spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the covered military service member by court decree or statutory provisions, siblings, grandparents, aunts and uncles and first cousins unless the covered military service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA.

“Outpatient status” means, with respect to a covered military service member, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control if members of the Armed Forces are receiving medical care as outpatients.

“Parent” means the biological, adoptive, step or foster parent of an employee or an individual who stands or stood in loco parentis (in place of parents) to an employee when the employee was a child. This term does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves any of the following (except for certain injuries or illnesses incurred by a member of the Armed Forces as defined later in this section):

- (1) Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity (i.e. inability to work or perform other regular daily activities due to the serious health condition, treatment involved or recovery there from); or
- (2) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - (A) A period of incapacity (i.e., inability to work or perform other regular daily activities) due to serious health condition of more than three full consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - (i) Treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances are certified by a health care provider, a nurse or by a provider of health care services (e.g. a physical therapist) under orders of or on referral by a health care provider. The first in-person treatment visit must take place within seven days of the first day of incapacity; or
 - (ii) Treatment by a health care provider on at least one occasion which must take place within seven days of the first day of incapacity and results in a regimen of continuing treatment under the supervision of the health care provider. This includes a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter and can be initiated

without a visit to a health care provider, it does not constitute a regimen of continuing treatment.

(B) Any period of incapacity due to pregnancy or for prenatal care. This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave (see section 3.06.300 *et seq.*, of this subchapter).

(C) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which requires periodic visits (defined as at least twice a year) for treatment by a health care provider or by a nurse, continues over an extended period of time (including recurring episodes of a single underlying conditions), and may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave, even if the absence lasts only one day.

(D) A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or eligible family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

(E) Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, whether for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment. "Serious Injury or Illness," in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty and was aggravated by service in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed Forces) and that manifested itself before or after the member became a veteran.

[References: Cal. Family Code §§ 297 and 299.2; 29 CFR § 114]

[History: Formerly § 3.06.150(b); Adopted by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.200 Eligibility and Duration

(a) To be eligible for Family and Medical Leave, an employee must have at least 12 months of service with the Town and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin.

(b) Except as provided in this subchapter with regard to certain types of military-related family or medical leave, employees may take up to a maximum of 12 workweeks of Family and Medical Leave within a 12-month period. The Town uses a "rolling" 12-month period to determine an employee's eligibility for leave. The 12-month period is measured backward from the date an employee uses any family leave.

[History: Formerly § 3.06.150(c); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.210 Permitted Reasons for Leave

An employee eligible for Family or Medical Leave under this Division may take a leave of absence for any of the following reasons:

- (1) The birth of a child of the employee and to care for a newborn;
- (2) The placement of a child with an employee in connection with the adoption or foster care of a child by the employee;
- (3) To care for a child, parent, spouse or Registered Domestic Partner who has a serious health condition;
- (4) Due to the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her position;
- (5) Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or has been notified of an impending call or order to covered active duty status, as set forth in section 3.06.290 of this subchapter; or
- (6) To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember, as set forth in section 3.06.290 of this subchapter.

[History: Formerly § 3.06.150(d); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.220 Procedure for Obtaining Medical and Family Leave

(a) *Advanced Notice.* Whenever possible, the employee must provide at least 30 days advance written notice of the employee's need to take a leave of absence under this Division for foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or an eligible member of the employee's family). If an employee requests a leave of absence that is foreseeable because of a scheduled medical procedure, the employee must make a reasonable effort to schedule it so that it will not unduly disrupt Town operations, subject to the approval of the employee's health care provider. For events which are unforeseeable, the employee must notify the City Manager and his or her supervisor, at least verbally, as soon as the employee learns of the need for the leave.

(b) *Request for Leave.* Regardless of the nature of the leave of absence and in addition to the advanced notice, an employee must submit a written Request for Leave of Absence to the City Manager, with a copy to his or her supervisor, as soon as possible. The employee must also submit written certification from the patient's health care provider, or another qualified person approved by the City Manager, containing the following information:

- (1) The date on which the qualifying condition began or will begin;
- (2) The probable duration of the qualifying condition; and
- (3) In situations where the leave is due to the employee's own condition, a statement that, due to the employee's serious health condition, the employee is (or will be) unable to perform the essential functions of the employee's position; or
- (4) In situations where the leave is needed to care for a family member having a serious health condition, the date of commencement of the serious health condition, the probable duration of the condition, an estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the child, parent, or spouse, and confirmation that the serious health condition warrants the participation of the employee.

(c) *Recertification.* In all cases, recertification may be required if the employee requests an extension beyond the original certification.

(d) *Qualifying Exigency Leave.*

- (1) The first time an employee requests qualifying exigency leave, the employee must provide a copy of the covered military service member's active duty orders or other documentation issued by the military which indicates that the covered military service member is on covered active duty or call to active duty status in a foreign country and the dates of the covered military service member's active duty service.
- (2) An employee must provide a copy of new active duty orders or similar documentation if the need qualifying exigency leave arises out of a different active duty or call to active duty status of the same or different covered military member.

(e) *Incomplete Medical Certification.* If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. If an employee fails to provide a medical certification within the timeframe established by this policy, the Town may delay the taking of FMLA/CFRA leave until the required certification is provided.

(f) *Second Opinion.* If the Town has reason to doubt the validity of a certification of the employee's own medical condition, the Town may require a medical opinion of a second health care provider chosen and paid for by the Town. The health care provider designated by the Town will not be the one who is employed on a regular basis by the Town. If the second opinion is different from the first, the Town may require the opinion of a third provider jointly approved by the Town and the employee, but paid for by the Town. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a second or third medical opinion sought.

[History: Formerly § 3.06.150(e), (f), and (g); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.230 Intermittent Schedule

(a) Family or Medical Leave may be taken intermittently (in blocks of time or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee's family member and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is fifteen (15) minutes.

(b) If an employee requests intermittent leave or leave on a reduced-time leave schedule, the employee also must provide certification of the medical necessity for either kind of leave, its expected duration, and, if applicable, the date on which the patient's medical treatment is to be given and the duration of the treatment. If an appropriate medical certification is provided, an employee may take medical leave on an intermittent basis or use a reduced-time schedule, that is, work fewer hours per day or per week than the employee's usual schedule requires.

[History: Formerly § 3.06.150(h); Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.240 Additional Time

If the employee needs additional family or medical leave after the time stated in the employee's original certification, the employee must submit re-certification containing the information outlined above.

[History: Formerly § 3.06.150(i); Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.250 Periodic Reports

If an employee is granted a family or medical leave of absence, he or she may be required to provide periodic status reports, as requested by the Town, which certify the patient's continuing serious health condition and expected date of return to work.

[History: Formerly § 3.06.150(j); Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.260 Non-compliance

Failure to comply with these rules is grounds for, and may result in, deferral or denial of the requested leave.

[History: Formerly § 3.06.150(k); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.270 Compensation and Benefits

(a) FMLA leave is unpaid leave, but during the leave period, the employee can or may be required to use other forms of paid leave as set forth in this subchapter.

(b) If an employee is on Family and Medical Leave for his or her own serious health condition, the employee must use any accrued paid leave, to the extent allowed by other Town policies, during the unpaid portion of the leave (unless the employee is on leave that also qualifies as pregnancy disability leave, in which case the employee is required to use accrued sick leave and has the option of whether to use accrued vacation). For any period of time that the employee is eligible for and is receiving outside wage replacement benefits (e.g., short- or long-term disability benefits, SDI, and/or workers' compensation benefits), the Town will apply accrued paid leave as a supplement to the wage replacement benefit on a pro-rated basis to bring the employee to full compensation.

(c) If an employee is on Family and Medical Leave to care for a family member with a serious health condition, the employee is required to use accrued paid leave to the extent allowed by other Town policies. For any period of time that the employee is eligible for and is receiving outside wage replacement benefits (e.g., California paid family leave), the Town will apply accrued paid leave as a supplement to the wage replacement benefit on a pro-rated basis to bring the employee to full compensation.

(d) If an employee is on Family and Medical Leave to bond with a new baby, the employee must use all accrued paid leave to the extent allowed by other Town policies. For any period of time that the employee is eligible for and is receiving outside wage replacement benefits (e.g., California paid family leave), the Town will apply accrued paid leave as a supplement to the wage replacement benefit on a pro-rated basis to bring the employee to full compensation.

(e) In any event, if all paid leave is exhausted, Family and Medical Leave will continue on an unpaid basis for the remainder (if any) of the available 12 weeks. Any Family and Medical Leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week

leave entitlement. During any period of unpaid leave (i.e. when not using accrued paid leave), employees will not continue to accrue paid leave and will not be paid for holidays that occur during the unpaid leave.

(f) An employee taking Family and Medical Leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Town will continue to make the same premium contribution as if the employee had continued working, and the employee is expected to continue to pay his or her share of the monthly premiums. The continued participation in health benefits begins on the date leave first begins. Employees are eligible for a maximum of 12 weeks of FMLA benefits continuation during any 12-month period. If leave lasts longer than 12 weeks, then the employee will be placed on COBRA and can opt for continued coverage at his or her own expense. An employee who does not return from leave may be required, under certain circumstances provided by the law, to reimburse the Town for any employee contributions paid by the Town while the employee was on unpaid leave.

[History: Formerly § 3.06.150(l); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.280 Special Rules for Birth, Adoption or Foster Care Placement of a Child

Leave may be taken for the birth, adoption, or foster placement of a child (i.e. "baby bonding" leave) within one year of the birth or placement of the child with the employee. The basic minimum duration of baby bonding leave is two weeks. An employee may take baby bonding leave for at least one day, but less than two weeks, on two occasions. In addition, employees whose spouses or co-parents are also employed by the Town are entitled to a combined total of 12 weeks of baby bonding leave.

[History: Formerly § 3.06.150(m); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.290 Service Member Family and Medical Leave

(a) *Eligibility.* Eligible employees are entitled to unpaid "Service Member Family and Medical Leave" in the following instances:

(1) *Military Qualifying-Exigency Leave.* Eligible employees with a spouse, child, or parent on active duty or called to active duty in the National Guard or Reserves in support of a contingency operation may take up to the normal 12 weeks of leave because of any "qualifying exigency." For purposes of this policy, "qualifying exigency" includes: short-notice deployment, military events and related activities, childcare and school activities, finance and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the employer and the employee. This leave is available only to families of service members in the National Guard or Reserves – not to families of service members in the Regular Armed Forces.

(2) *Military Caregiver Leave.* An eligible employee who is the spouse, son, daughter, parent, or next-of-kin of a covered service member (includes a current member of the Regular Armed Forces as well as the National Guard or Reserves) may take up to 26 weeks of leave within a twelve-month period to care for such a service member with a serious injury or illness incurred in the line of active duty or which existed before the beginning of the military member's active duty and was aggravated in the line of duty while on active duty. For purposes of this type of leave, the 12-month period begins on the first day the employee takes leave for this purpose and ends 12 months thereafter. This leave entitlement applies on a per-covered service member, per injury basis. Leave to care for an injured or ill service member – when combined with other FMLA-qualifying leave – may not exceed 26 weeks in a single 12-month period.

(b) *Duration.*

(1) For a qualifying exigency, an employee is entitled to a maximum of 12 weeks leave (when combined with leave for any other qualifying reason) in accordance with the rolling 12-month period measured backward.

(2) To care for an ill or injured service member, an eligible employee is entitled to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the single 12-month period that starts when the leave begins. During this 12-month period, an employee is entitled to no more than 12 weeks of leave for any qualifying reason other than caring for a service member.

(c) *Other Military Leave Entitlements.* The Town also complies with any applicable leave entitlements provided by any state or local law. Where allowed, military leave under this policy runs concurrently with these other leaves.

(d) *Procedures.* Except in the case of exigency leave for short-notice deployment, the employee shall follow the procedures set forth in section 3.06.190.

[References: 29 CFR 825.126]

[History: Adopted by Res 2014-04, 2/13/14]

3.06.300 Return to Work and Reinstatement

(a) *Right to Reinstatement.* Upon return from a Family and Medical Leave or a Service Member Family and Medical Leave, an employee will be reinstated to his or original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, an employee is not entitled to reinstatement if one of the following conditions exists:

(1) The employee's job has ceased to exist for legitimate business reasons;

(2) The employee's job could not be kept open or filled by a temporary employee without substantially undermining the Town's ability to operate safely and efficiently;

(3) The employee has directly or indirectly indicated the employee's intention not to return to the employee's job;

(4) The employee is no longer able to perform the essential functions of the employee's job with or without reasonable accommodation; or

(5) The employee is no longer qualified for the job.

(b) *Ability to Perform.* When the employee is ready to return to work from an authorized leave of absence under this Division, and where the leave was due to the employee's own condition, the employee must present certification from the employee's physician that the employee is able to safely perform all of the essential functions of the employee's position, or can do so with reasonable accommodation. The Town may require the employee to participate in a fitness-for-duty examination by a doctor selected by the Town before allowing the employee to return to work.

(c) *Placement in Similar Position.* If the Town cannot reinstate an eligible employee to the employee's position held before leave was taken, the Town will offer the employee a substantially similar position provided that:

(1) A substantially similar position exists and is available;

(2) Filling the available position would not substantially undermine the Town's ability to operate safely and efficiently; and

(3) The employee is qualified for the position.

(d) *Key employee.* A key employee, as defined by 29 C.F.R. 825.217, may not be entitled to reinstatement.

[Reference: 29 C.F.R. 825.100 et seq.]

[History: Formerly § 3.06.150(n), (o), (p) and (q); Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.310 [Reserved]

Division 5: Pregnancy Disability Leave

3.06.320 Eligibility and Terms of Leave

(a) Pursuant to the California Fair Employment and Housing Act (FEHA), a female employee is entitled to an unpaid pregnancy disability leave during the time that the employee is actually disabled on account of pregnancy, childbirth, or related medical conditions, up to a maximum period of four months (Pregnancy Disability Leave).

(b) The employee may take this leave, as needed, for all disabilities related to each pregnancy. Specifically, the employee may take time off for necessary prenatal or postnatal

care, as well as for conditions such as severe morning sickness, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, childbirth, loss or end of pregnancy, and recovery from childbirth.

(c) An employee may request a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she provides the Town with medical certification from her health care provider. In addition to other possible forms of reasonable accommodation, a pregnant employee may transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties, if she so requests, and the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated. However, the Town is not required to create additional employment that would otherwise not be created, discharge other employees, transfer another employee with more seniority, violate a collective bargaining agreement, or promote any employee (including the pregnant employee) to a position for which the employee is not qualified.

[History: Formerly § 3.06.160(a), (h); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.330 Procedure

(a) *Advanced Notice.* Whenever possible, the employee must provide at least 30 days advance written notice of the employee's need to take a Pregnancy Disability Leave. If an employee requests a leave of absence that is foreseeable because of a scheduled medical procedure, the employee must make a reasonable effort to schedule it so that it will not unduly disrupt Town operations, subject to the approval of the employee's health care provider. For events which are unforeseeable, the employee must notify the City Manager and her supervisor, at least verbally, as soon as the employee learns of the need for the leave.

(b) *Request for Leave and Certification.* As soon as possible, the employee must also submit to the City Manager, with a copy to her supervisor, a written Request for Leave of Absence accompanied by a written statement from the patient's health care provider, or another qualified person approved by the City Manager, verifying the employee's pregnancy disability or the medical advisability of a temporary transfer to a less strenuous or hazardous position or job duties, and stating: the date on which the employee became disabled due to pregnancy, childbirth or related medical condition or the date on which the need for a transfer became medically advisable; the probable duration of the period(s) of disability or the duration of the need for a transfer; and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.

(c) The Town may require re-certification if the employee requests an extension beyond the original certification.

(d) If there is any change in the information contained in the health care provider's statement, the employee must report these changes promptly to the City Manager.

[History: Formerly § 3.06.160(d), (e), (f); Adopted by Res 2011-08, 4/13/2011; Amended by 2014-04, 2/13/14]

3.06.340 Length of Leave

Normally, full-time employees are granted unpaid leave for the period of actual disability, up to a maximum of four (4) months (i.e., the number of days or hours the employee would work in four calendar months [17 $\frac{1}{3}$ weeks]). For full-time employees, this period is typically 88 working days. Part-time and/or variable schedule employees are granted unpaid leave on a pro-rata or proportional basis. The leave benefits available under this policy are "per pregnancy" rather than "per year." Pregnancy Disability Leave runs concurrently with leave under the federal Family and Medical Leave Act (FMLA), but not with leave under the California Family Rights Act (CFRA), which is a separate leave benefit.

[History: Formerly § 3.06.160(a); Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

3.06.350 Intermittent Leave

(a) Pregnancy Disability Leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Such leave may be taken intermittently, or on a reduced-hours schedule, when medically necessary as determined by the employee's health care provider. The smallest increment of time that can be used for such leave is 15 minutes.

(b) The Town may transfer the employee to an alternative position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternative position.

[History: Formerly § 3.06.160(b); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.360 Compensation and Benefits

(a) Generally, employees taking pregnancy disability leave will be treated the same as other similarly situated employees taking disability leave.

(b) Pregnancy disability leave is unpaid leave, but during the leave period, the employee can or may be required to use other forms of paid leave as set forth in section 3.06.250.

(c) When an eligible employee is on pregnancy disability leave running concurrent with FMLA leave, the Town will continue the employee's group health care benefits for up to a maximum of 12 workweeks under the same terms and conditions as applied prior to the leave of absence as outlined in Section 3.06.250.

(d) During a Pregnancy Disability Leave, the employee shall accrue seniority and participate in employee benefit plans (e.g. short- or long-term disability plans, pension and retirement plans, etc.) to the same extent and under the same conditions as would apply to any other

unpaid disability leave granted by the Town for any reason other than a pregnancy-related disability. Specifically:

- (1) The employee shall retain employee status during the period of the Pregnancy Disability Leave, and the leave shall not constitute a break in service for purposes of longevity and/or seniority under any collective bargaining agreement or employee benefit plan; and
 - (2) Medical, Dental and Vision coverage will continue during Pregnancy Disability Leave in the same manner as if the employee was actively at work. This means that the employee will be responsible for her contributing premium payments for the entire length of the leave. Failure to timely pay the employee share could result in termination of benefits.
- (e) An employee taking Pregnancy Disability Leave must use all accrued sick leave before continuing on an unpaid basis. An employee may substitute accrued vacation, compensatory time and floating holidays before continuing leave on an unpaid basis. Substituted paid leave time will be counted toward the four-month (i.e., 88 working days) entitlement. The employee may also be eligible for State Disability Insurance, in which case sick leave and (where requested) other leave will be applied pro rata to bring the employee to full compensation.
- (f) Except while using accrued Town-paid leave, employees on Pregnancy Disability Leave will not continue to accrue additional sick leave or vacation time and will not be paid for holidays during the leave.
- (g) Except as provided in paragraph (e)(ii) above, the employee will need to make arrangements to pay her portion of benefits for any time during which an employee is on unpaid leave.

[Reference: 2 CCR 7291.11(b)(2)]

[History: Formerly § 3.06.160(g); Adopted by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.370 Coordination with FMLA and CFRA Leaves

FMLA leave may run concurrently with Pregnancy Disability Leave, however, CFRA leave does not run based on disability due to pregnancy. Upon the birth of a child, an eligible female employee may request CFRA bonding leave. CFRA bonding leave need not be taken right after the baby is born, but must be concluded within one year of the child's birth.

[History: Formerly § 3.06.160(c); Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011]

3.06.380 Reinstatement

- (a) Generally, an employee is entitled to be reinstated to the same position at the end of the leave upon release to return to work by her health care provider, subject to any exceptions allowed under applicable law.
- (b) In order that the Town can properly schedule an employee's return to work, an employee on Pregnancy Disability Leave should provide the City Manager with at least two weeks' advance notice of the date she intends to return to work.
- (c) When a Pregnancy Disability Leave ends, the Town will reinstate an employee to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions, in accordance with state and federal law, e.g. 2 Code of California Regulations section 7291.10(c)(1) and (2). However, an employee has no greater right to reinstatement than if the employee had been continuously at work rather than on leave or transferred. For example, if an employee on Pregnancy Disability Leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of Pregnancy Disability Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.
- (d) Employees returning from Pregnancy Disability Leave must submit a health care provider's verification of their fitness to return to work.
- (e) If an employee fails to report to work promptly at the end of the Pregnancy Disability Leave (or any approved additional leave commencing after Pregnancy Disability Leave), the Town will assume that the employee has "voluntarily resigned."

[Reference: 2 CCR § 7291 et seq.]

[History: Formerly § 3.06.160(j); Adopted by Res 2011-08, 4/13/2011; Amended by Res 2014-04, 2/13/14]

3.06.390 [Reserved]

Division 6: Personal Leaves

3.06.400 Eligibility for Vacation Leave

- (a) A regular or probationary full-time employee who is in paid status shall earn vacation leave as follows:
- (1) From date of hire through the fifth year of continuous service with the Town, at the rate of 80 hours per year;
 - (2) From the sixth through the tenth year of continuous service with the Town, at the rate of 120 hours per year;

(3) From the eleventh through the fifteen year of continuous service with the Town, at the rate of 160 hours per year; and

(4) After fifteen years of continuous service with the Town, at the rate of 200 hours per year.

(b) A regular or probationary part-time employee who is in paid status shall earn vacation leave prorated at his or her Full-Time Equivalency (FTE).

(c) A regular or probationary part-time employee shall accrue vacation time at the end of each pay period.

(d) An employee may not take vacation leave until completion of six months of service without the City Manager's approval.

(e) Upon resignation or retirement from Town employment, an employee shall be paid at the normal rate of pay for his or her unused vacation time.

[History: Formerly § 3.06.170; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.410 Administering Vacation Leave

(a) An employee must submit a written request to take vacation leave to his or her Department Director for approval a reasonable time prior to the commencement of the requested vacation.

(b) A Department Director must submit a written request to take vacation leave to the City Manager for approval a reasonable time prior to the commencement of the requested vacation.

(c) The City Manager shall provide reasonable advance notice to the City Council before he or she takes vacation leave.

(d) The person reviewing a request for vacation shall consider the requirements of the Town and the efficiency of Town operations as well as the wishes of the employee.

(e) An employee may accrue unused vacation time up to two times the number of hours the employee may earn in one year. Once an employee has accrued the maximum number of hours of unused vacation time, the employee shall not earn any additional vacation time.

(f) An employee may cash out a portion of his or her accrued vacation on an annual basis, provided that:

(1) The employee has in excess of 160 hours of accrued vacation by the last day of the last pay period in July;

(2) The employee makes such an election in writing to the Human Resources Division between August 1 and August 15;

- (3) The election is non-revocable;
- (4) The payout is processed on the first pay date in September;
- (5) The pay rate used is the employee's base rate as of September 1;
- (6) The employee must have a minimum balance of 80 hours after the payout; and
- (7) The employee has taken at least 40 consecutive vacation hours off in the previous twelve months from August 1.

[History: Formerly § 3.06.180; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.420 Management Leave

- (a) All unrepresented, exempt, regular employees placed in the *Managerial, Professional and Confidential Employees Unit* pursuant to the Town's Employer-Employee Relations Resolution (Resolution 98-40 or any successor EERR), shall annually be granted 80 hours of management leave, up to a maximum of 80 hours ("cap").
- (b) Management leave shall be credited to an eligible employee in advance, as follows:
 - (1) In a prorated amount on the date of hire; and
 - (2) In the full amount on January 1 of each calendar year thereafter.
- (c) The Town shall grant each eligible employee ten days of management leave per year, less the employee's management leave balance at close of business on December 31, if any. Management leave shall be earned and accrued on January 1 of each year only. If an employee has a management leave balance at close of business on December 31, that balance shall be carried over to January 1, and the number of hours of management leave that will be granted to an employee will be ten days minus the balance carried over from December 31 to January 1.
- (d) On termination of employment, any unused management leave shall be paid.

[History: Formerly § 3.06.190; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.430 Floating Holidays

- (a) Beginning on January 1 following the date of hire, the Town shall grant each regular or probationary, non-exempt, full-time employee placed in the managerial, professional and confidential employees unit or in the maintenance unit, as described in the Town's employer-employee relations resolution (Colma Administrative Code, Subchapter 3.09), three floating holidays each calendar year less the employee's floating holiday balance at close of business on December 31, if any, as provided in this section.

(b) Floating holidays shall be earned and accrued on January 1 of each year only. If an employee has a floating holiday balance at close of business on December 31, that balance shall be carried over to January 1, and the number of hours of floating holidays that will be granted to an employee will be three days minus the balance carried over from December 31 to January 1.

(c) A regular or probationary part-time employee who is in paid status shall be granted floating holidays as provided in paragraphs (a) and (b), prorated at his or her Full-Time Equivalency (FTE), rounded to the nearest quarter hour.

(d) A newly hired employee, non-exempt, full-time employee in the managerial, professional and confidential employees unit or in the maintenance unit shall be granted floating holidays as provided in paragraphs (a) and (b), prorated from the date of hire to the following December 31, rounded to the nearest quarter hour.

(e) On termination of employment, the Town shall pay the employee any unused floating holidays.

[History: Formerly § 3.06.200; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.440 Bereavement Leave

(a) A regular or probationary employee in paid status shall receive up to three work days off with pay as bereavement leave to arrange and/or attend funeral activities for a member of his or her immediate family. For purposes of this section only, "immediate family" means whether related by blood, marriage or registered domestic partner, the spouse/registered domestic partner, child, grandchild, sibling, parent and grandparent of the employee.

(b) A regular or probationary part-time employee in paid status shall earn bereavement leave prorated at his or her Full-Time Equivalency (FTE).

[History: Formerly § 3.06.250; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.450 [Reserved]

Division 7: Leaves for Public Duties

3.06.460 Election Officer Leave

(a) An employee may take unpaid leave to serve as an Election Officer in a local, special or statewide election.

(b) An employee who knows or has reason to believe that he or she will be an Election Officer shall give at least five days' advance notice to the employee's supervisor.

(c) An employee may take accrued paid leave, except sick leave, to serve as an Election Officer.

[Reference: Cal. Elections Code § 12312]

[History: Formerly § 3.06.210; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.470 Jury Duty Leave

(a) A regular or probationary employee who is called for jury duty shall be granted paid leave.

(b) Juror leave pay for part-time employees shall be prorated at his or her Full-Time Equivalency.

(c) A probationary employee called to serve on jury duty will have his or her probationary period extended by the same amount of time as required for serving on jury duty.

(d) The employee shall relinquish to the Town all juror fees to the Town, excluding mileage fees.

(e) If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.

[History: Formerly § 3.06.220; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.480 Leave to Attend Court as a Witness

(a) A regular or probationary employee who is required to appear in court or at an administrative proceeding in any action arising out of the course and scope of his or her employment shall be paid as being on duty. The employee shall turn over to the Town any witness fees received by the employee for attendance at court or an administrative hearing. Payments for travel expenses shall be retained by the employee.

(b) A regular or probationary employee who is required to appear in court or at an administrative proceeding in any action not arising out of the course and scope of his or her employment may request or be required to take Personal Leave, and/or compensatory time for any time off.

[History: Formerly § 3.06.230; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.490 Leave Time for Voting

- (a) If a regular or probationary employee does not have sufficient time outside working hours to vote at a federal, statewide or local election, then he or she may, without loss of pay, take off enough working time to enable him or her to vote.
- (b) No more than two hours of the time taken off for voting shall be with pay. If additional time is needed, an employee may request use of his or her available Personal Leave.
- (c) Employees shall give their supervisor at least two business days notice. The supervisor will determine if time off will be allowed at the beginning or end of the shift. If the employee fails to provide proper notice, the employee will be required to use his or her available Personal Leave and/or compensatory time off.

[Reference: Cal. Elections Code § 14000]

[History: Formerly § 3.06.240; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.500 [Reserved]

Division 8: Administrative Leaves

3.06.510 Paid Administrative Leave

- (a) The City Manager may, in his or her sole discretion, place an employee on paid administrative leave on any of the following grounds:
 - (1) Pending investigation and review of a potential disciplinary action;
 - (2) Pending a determination of the employee's fitness for duty; or
 - (3) When the City Manager determines that it is in the best interests of the Town or in the interest of public safety to immediately remove the employee from Town service.
- (b) An employee on paid administrative leave will have a workweek beginning at one minute after midnight Monday and ending at midnight the following Sunday, and must be available for assignment and able to appear in Colma within two hours of notification, Monday through Friday, except holidays, from 8:00 AM until 4:30 PM (excepting lunch time). An employee on paid administrative leave may, at the sole discretion of his or her Department Director, be required to attend court or administrative hearings relating to the Town's affairs or may be required to be present in Colma for an assignment. An employee on administrative leave who is not so available shall not be entitled to pay during that time but may take his or her unused Personal Leave, unused sick leave or compensatory time off.

[History: Formerly § 3.06.260; Adopted by Res 2008-03, 2/13/08; Amended by Res 2011-08, 4/13/2011; Renumbered by Res 2014-04, 2/13/14]

3.06.520 Unpaid Administrative Leave

The City Manager may, after providing the appropriate level of due process, place an employee on unpaid administrative leave, or change paid administrative leave to unpaid administrative leave, in any of the following circumstances:

- (1) When the employee is unable or unwilling to perform the essential functions of his or her job;
- (2) When the employee takes any action which is inconsistent with his or her status as an employee of the Town; or
- (3) When the employee engages in misconduct, on or off-duty, which is detrimental to the public service.

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STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Sean Rabé, City Manager

MEETING DATE: September 10, 2014

SUBJECT: Grant Funding

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING, APPROVING GRANTS TO ELIGIBLE ORGANIZATIONS, FINDING THAT EACH APPROVED GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING CONTRACTS WITH EACH ELIGIBLE ORGANIZATION FOR THE USE OF TOWN FUNDS

EXECUTIVE SUMMARY

The proposed resolution would find that each of the following organizations has met all the criteria and is therefore eligible for grant funding from the Town of Colma, that each approved grant serves a public purpose and is not a gift of public funds, and that grants should be approved and authorized as follows:

Grantee	Proposed Grant Amount
Community Gatepath	\$5,000
Daly City Public Library Associates	\$500
Greater Colma-Daly City Chamber of Commerce	\$45,000
HIP Housing Development Corporation	\$5,000
North Peninsula Food Pantry and Dining Center of Daly City	\$12,500
Peninsula Conflict Resolution Center	\$1,250
Rebuilding Together Peninsula	\$5,000

San Mateo County Jobs for Youth Program	\$500
Sitike Counseling Center	\$6,000
Wilderness School Program/Susan B. Anthony School Project	\$7,000

A total of \$101,312 has been requested by the various entities, while only \$96,800 was allocated in the budget. Since the requested funding amount exceeds the available funding by \$4,512, the council will need to decide levels of funding for each entity. Alternatively, the Council could fund each entity at the requested level and direct staff to bring back a budget amendment to enact this policy decision. Doing so, however, will likely have a negative impact on whatever area of the budget the \$4,512 is pulled from.

Staff recommends that the Council approve the same amount of funding for the various entities as was approved last year (as shown in the table above). Staff recommends this approach because the council, after considering all of its other obligations during the budgeting process, budgeted only \$96,800. While costs have increased for most of the nonprofit organizations, increasing the funding over the budget would negatively impact services to the Town's residents and businesses. Additionally, if the Council increases grants to some applicants based on cost-of-living increases, it will set a precedent for increasing the grants to all applicants on that same basis.

Staff has requested additional information from the other applicants and has notified them that their requests will be considered next month. They are Volunteers in Medicine, San Francisco, dba Clinic by the Bay; InnVision Shelter Network; San Mateo County Community Colleges Foundation; and Sustainable San Mateo County.

FISCAL IMPACT

The 2014-15 budget includes \$96,800 for grant funding.

BACKGROUND

The Town changed the process by which non-profit funding requests should be processed, beginning this fiscal year. This new process, as outlined in subchapter 4.03 of the Colma Administrative Code spells out several requirements for organizations to be funded by the Town.

Grants may be made to three types of organizations: 501(c)(3) charities, government entities, and the Chamber of Commerce. In addition, the organization must meet these requirements: the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma (for example, a food pantry that serves residents of San Mateo County); the organization's governing board must reflect the diverse interests of the community; and the organization must have policies and procedures to assure that the grant's purposes are met.

Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

The amount of a grant must be roughly proportional to the benefit provided by the organization to the Town or its residents or businesses. Thus, the Town of Colma may fund X% of the organization's costs of meals for needy persons if X% of the organization's clients resided in Colma. Conversely, it would be improper to fund 100% of an organization's needs if only X % of its clients came from Colma. This determination does not have to be made with precise mathematical accuracy; rather, this determination should be made in the discretion of the City Council based on substantial supporting evidence.

The \$96,800 in available funding is broken down into two discrete budget line items: \$45,000 allocated to the General Services budget specifically for economic development promotion through the Colma/Daly City Chamber of Commerce (line item *Grants*); and \$51,800 allocated to the City Council budget under the line item of *Donations*.

Historically the Chamber was not required to submit a funding request through the non-profit process as it had a separate contract for funding. However, under the new policy, the Chamber will be required to request funding in the same manner as the other non-profits and will fall under the same form contract that the Town will enter into with other non-profits.

ANALYSIS

The Council must make two determinations with respect to each application: first, that the applicant meets the criteria for an eligible organization set forth in section 4.03.030 of the Colma Administrative Code, and second, that each proposed use of funds will serve a public purpose, as set forth in section 4.03.020 of the Colma Administrative Code. There is substantial evidence in each application to support findings on each of these determinations.

Findings of Organizational Eligibility

Community Gatepath is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide greater independence for persons with special needs and disabilities through education and support services that empower them. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

Daly City Public Library Associates ("Library Associates") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise private funds to supplement public funding of the four branch libraries in Daly City. The Town Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City Chamber of Commerce ("Chamber"), is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, its members' improved serves and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

HIP Housing Development Corporation is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area. Last year's grant by the Town benefitted nine Colma residents.

North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide nutrition and sustenance to anyone in need. The Town Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency of its clients.

Peninsula Conflict Resolution Center ("PCRC") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote positive collaboration and active engagement among people. It facilitates group discussions and trains people in conflict resolution. The Town of Colma is located within its service area, which is all of San Mateo County. PCRC will provide free or low-cost information and referral services, mediation services, and training to all Colma residents.

Rebuilding Together Peninsula is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Using volunteers, its mission is to improve the homes and lives of low-income homeowners. The Town of Colma is located within its service area, which extends from Daly City to Sunnyvale. Typically, Rebuilding Together may repair one home in Colma every year or so.

San Mateo County (Jobs for Youth Program) is a California governmental entity. Jobs for Youth is a program sponsored by San Mateo County. Jobs' mission is to provide all youths with employment services that will assist in gaining necessary job skills. The Town of Colma is

located within its service area. Jobs for Youth has not provided any information about the residencies of its clients.

Sitike Counseling Center ("Sitike") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based substance-abuse counseling and education services. The Town of Colma is located within its service area. Sitike has not provided any information about the residencies of its clients.

Jefferson Union High School District (Wilderness School Program) is a California governmental entity. The Wilderness School Program - Susan B. Anthony School Project is a joint program administered by Jefferson Union High School District. Its mission is to teach high school students leadership skills and responsibility and to provide elementary school children with field trip chaperones, on-site tutors, and positive role models. The project consist of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

Findings of Public Purpose

The expenditure of public funds to pay for community-based program activities for adults with development disabilities in Colma, as requested by *Community Gatepath*, could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant to provide these services.

The expenditure of public funds to pay for leadership training for the Board of Directors, as requested by the *Daly City Public Library Associates* could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services through its Human Resources program. In that case, the Town would likely expend the amount of the grant to provide these services.

The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the *Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City Chamber of Commerce* could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

The expenditure of public funds to support its Home Sharing program, as requested by *HIP Housing Development Corporation*, could be provided by the Town but the Town has chosen otherwise. Last year, HIP Housing provided direct assistance and resources to nine clients in Colma. While it is difficult to predict the level of service that will be provided this year, it is expected that the level will be close to what has been provided in the past. In that case, the Town would likely expend the amount of the grant to provide these services.

The expenditure of public funds to pay for nutrition and sustenance (e.g., three days of staple groceries and a hot meal three nights each week) to needy persons as requested, as requested by *North Peninsula Food Pantry and Dining Center of Daly City* will provide an identifiable benefit to the community at large. In finding that the grant is proportional to the benefit received by the Town and its residents, the City Council has considered not only the cost of food and meals to the recipients but also the cost of providing these services.

The expenditure of public funds to support a staff position to work with its trained volunteers, as requested by *Peninsula Conflicts Resolution Center*, will provide an identifiable benefit to the community at large. In finding that the grant is proportional to the benefit received by the Town and its residents, the City Council has considered not only the cost of food and meals to the recipients but also the cost of providing these services.

The expenditure of public funds to pay for Safe at Home Program, as requested by *Rebuilding Together Peninsula* will provide an identifiable benefit to the community at large. Using volunteers to perform the services, the Safe at Home program assists homeowners with minor home repairs and maintenance such as painting, roof-repair, cleanup, and plumbing and electrical work. Rebuilding Together's goal is to complete repairs on two or three homes in Colma this year. Rebuilding homes that are in disrepair will help prevent blighted neighborhoods, and well-maintained neighborhoods increase property values, increase property taxes, and help reduce code violations which arise when neighborhoods become blighted.

The expenditure of public funds to pay for job preparation workshops, counselling, job placement and internships, as requested by the *San Mateo County Jobs for Youth Program*, will provide an identifiable benefit to the community at large. Specifically, this program will help youths transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. Last year, two Colma residents participated in this program.

The expenditure of public funds to pay for counselling persons with substance abuse and mental health disorders, as requested by Sitike will provide an identifiable benefit to the community at large. Sitike offers a First Offender Drinking Driver program, an outpatient treatment program, a Women's Intensive Day treatment program, and an Anger Management program. Sitike does not track the residencies of its clients. Specifically these programs will help stop the spiral of dependency, which will make the clients better, more informed, and more productive citizens.

The expenditure of public funds to pay for walking field trips, Bay Area field trips, nature lessons, and an overnight camping trip on the mountain, as requested by Jefferson Union High School District for the Wilderness School Program/Susan B. Anthony School Project, will provide an identifiable benefit to the community at large. Specifically, this program educates Colma children, which will make them better, more informed, and more productive citizens.

None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

Values

At the same time, by providing public funds for charitable purposes, the Council is being compassionate to the needs of others. At the same time, by adhering to the Council's policies and procedures, the Council is acting responsibly.

Sustainability Impact

None.

Alternatives

The Council could fund each entity at the requested level and direct staff to bring back a budget amendment. Doing so, however, will have a negative impact on whatever area of the budget the \$4,512 is pulled from.

CONCLUSION

Staff recommends the Council determine the appropriate level of funding for each entity without outspending the budgeted amount for non-profit donations.

ATTACHMENTS

- A. Resolution
- B. Incomplete Grant Applications
- C. Historical Funding Levels
- D. Summary of Application Requests
- E. Applications for Grant Funds

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**RESOLUTION NO. 2014-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING,
APPROVING GRANTS TO ELIGIBLE ORGANIZATIONS, FINDING THAT EACH
APPROVED GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING
CONTRACTS WITH EACH ELIGIBLE ORGANIZATION FOR THE USE OF TOWN
FUNDS**

The City Council of the Town of Colma does hereby resolve as follows:

1. Background

(a) Pursuant to subchapter 4.03 of the Colma Administrative Code and the police power granted to cities by the California Constitution, the Town of Colma may expend public money by making grants upon finding that the organization is eligible for grant funding, the expenditure will serve a public purpose, and for an expenditure that provides benefits to the public and private persons at the same time, there is a direct and substantial benefit to the public with only an incidental benefit to private persons.

(b) To be eligible, an organization must be an IRC 501(c)(3) charity, a governmental entity, or a chamber of commerce. In addition, the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma, the organization's governing board must reflect the diverse interests of the community, and the organization must have policies and procedures to assure that the grant's purposes are met.

(c) Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

(d) An organization may submit a request for determination of eligibility for grant funding, which shall include documents and information described in section 4.03.050 of the Colma Administrative Code. Each year after a determination of eligibility has been made, an organization need only update each item of new or changed information.

(e) An organization may submit an application for a charitable donation for each program or project to be funded.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the requests for determination of eligibility from each of the following organization and finds as follows:

(a) *Community Gatepath*

Discussion. Community Gatepath is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide greater

independence for persons with special needs and disabilities through education and support services that empower them. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

- (b) Daly City Public Library Associates (“Library Associates”) is eligible for grant funding from the Town of Colma.

Discussion. Library Associates is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise private funds to supplement public funding of the four branch libraries in Daly City. The Town Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

- (c) Greater Daly City - Colma Chamber of Commerce, aka Colma/Daly City Chamber of Commerce (“Chamber”), is eligible for grant funding from the Town of Colma.

Discussion: The Chamber is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service (“IRS”) stating that it is exempt from tax under Internal Revenue Code (“IRC”) section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber’s membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber’s programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber’s members and help increase its members’ sales. In turn, its members’ improved serves and increased sales will increase the Town’s tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

- (d) HIP Housing Development Corporation (“HIP Housing) is eligible for grant funding from the Town of Colma.

Discussion. HIP Housing is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area. Last year’s grant by the Town benefitted fourteen Colma residents.

- (e) North Peninsula Food Pantry and Dining Center of Daly City (“Food Pantry”) is eligible for grant funding from the Town of Colma.

Discussion. The Food Pantry is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide nutrition and sustenance to anyone in need. The Town Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency of its clients.

- (f) Peninsula Conflict Resolution Center (“PCRC”) is eligible for grant funding from the Town of Colma.

Discussion. PCRC is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote positive collaboration and active engagement among people. It facilitates group discussions and trains people in conflict resolution. The Town of Colma is located within its service area, which is all of San Mateo County. PCRC will provide free or low-cost information and referral services, mediation services, and training to all Colma residents.

- (g) Rebuilding Together Peninsula is eligible for grant funding from the Town of Colma.

Discussion. Rebuilding Together is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Using volunteers, its mission is to improve the homes and lives of low-income homeowners. The Town of Colma is located within its service area, which extends from Daly City to Sunnyvale. Typically, Rebuilding Together may repair one home in Colma every year or so.

- (h) San Mateo County (Jobs for Youth Program) is eligible for grant funding from the Town of Colma.

Discussion. San Mateo County is a California governmental entity. Jobs for Youth is a program sponsored by San Mateo County. Jobs’ mission is to provide all youths with employment services that will assist in gaining necessary job skills. The Town of Colma is located within its service area. Jobs for Youth has not provided any information about the residencies of its clients.

- (i) Sitike Counseling Center (“Sitike”) is eligible for grant funding from the Town of Colma.

Discussion. Sitike is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based substance-abuse counseling and education services. The Town of Colma is located within its service area. Sitike has not provided any information about the residencies of its clients.

(j) Jefferson Union High School District (Wilderness School Program) is eligible for grant funding from the Town of Colma.

Discussion. Jefferson is a California governmental entity. Wilderness School Program - Susan B. Anthony School Project) is a joint program administered by Jefferson Union High School District. Its mission is to teach high school students leadership skills and responsibility and to provide field trip chaperones, on-site tutors, and positive role models for the elementary school children. The project consist of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

(k) Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

3. Findings of Public Purpose

The City Council has reviewed the applications for grant funds from each of the following organization and finds as follows:

(a) A grant in the amount shown in section 2(a) to the Daly City Public Library Associates will serve a public purpose and is roughly proportional to the benefit received by the Town and its businesses.

Discussion. The expenditure of public funds to pay for leadership training for the Board of Directors, as requested by the Daly City Public Library Associates could be provided by the Town but for the fact that the Town has chosen otherwise. Specifically, the Town could provide these same services through its Human Resources staff. In that case, the Town would likely expend the amount of the grant to provide these services.

(b) A grant in the amount shown in section 2(a) to the Greater Daly City - Colma Chamber of Commerce will serve a public purpose and is roughly proportional to the benefit received by the Town and its businesses.

Discussion. The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the Greater Daly City - Colma Chamber of Commerce could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

(c) A grant in the amount shown in section 2(a) to HIP Housing Development Corporation will serve a public purpose and is roughly proportional to the benefit received by the Town and its businesses.

Discussion. The expenditure of public funds to pay for housing for persons with special need, as requested by HIP Housing could be provided by the Town except that the

Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant to provide these services.

(d) A grant in the amount shown in section 2(a) to North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") will serve a public purpose and is roughly proportional to the benefit received by the Town and its residents.

Discussion. The expenditure of public funds to pay for nutrition and sustenance (e.g., three days of staple groceries and a hot meal three nights each week) to needy persons as requested by the Food Pantry will provide an identifiable benefit to the community at large. In finding that the grant is proportional to the benefit received by the Town and its residents, the City Council has considered not only the cost of food and meals to the recipients but also the cost of providing these services.

(e) A grant in the amount shown in section 2(a) to the Peninsula Conflict Resolution Center ("PCRC") will serve a public purpose and is roughly proportional to the benefit received by the Town and its businesses.

Discussion. The expenditure of public funds to support a staff position to work with PCRC's trained volunteers, as requested by PCRC, will provide an identifiable benefit to the community at large. In finding that the grant is proportional to the benefit received by the Town and its residents, the City Council has considered not only the cost of food and meals to the recipients but also the cost of providing these services.

(f) A grant in the amount shown in section 2(a) to the Rebuilding Together Peninsula will serve a public purpose and is roughly proportional to the benefit received by the Town and its residents.

Discussion. The expenditure of public funds to pay for Safe at Home Program, as requested by Rebuilding Together Peninsula will provide an identifiable benefit to the community at large. Using volunteers to perform the services, the Safe at Home program assists homeowners with minor home repairs and maintenance such as painting, roof-repair, cleanup, and plumbing and electrical work. Rebuilding Together's goal is to complete repairs on two or three homes in Colma this year. Rebuilding homes that are in disrepair will help prevent blighted neighborhoods, and well-maintained neighborhoods increase property values, increase property taxes, and help reduce code violations which arise when neighborhoods become blighted.

(g) A grant in the amount shown in section 2(a) to the San Mateo County Jobs for Youth Program will serve a public purpose and is roughly proportional to the benefit received by the Town and its residents.

Discussion. The expenditure of public funds to pay for job preparation workshops, counseling, job placement and internships, as requested by the San Mateo County Jobs for Youth Program, will provide an identifiable benefit to the community at large. Specifically, this program will help youths transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. Last year, two Colma residents participated in this program.

(h) A grant in the amount shown in section 2(a) to the Sitike Counseling Center (“Sitike”) will serve a public purpose and is roughly proportional to the benefit received by the Town and its residents.

Discussion. The expenditure of public funds to pay for counselling persons with substance abuse and mental health disorders, as requested by Sitike will provide an identifiable benefit to the community at large. Sitike offers a First Offender Drinking Driver program, an outpatient treatment program, a Women’s Intensive Day treatment program, and an Anger Management program. Sitike does not track the residencies of its clients. Specifically these programs will help stop the spiral of dependency, which will make the clients better, more informed, and more productive citizens.

(i) A grant in the amount shown in section 2(a) to the Wilderness School Program/Susan B. Anthony School Project will serve a public purpose and is roughly proportional to the benefit received by the Town and its residents.

Discussion. The expenditure of public funds to pay for walking field trips, Bay Area field trips, nature lessons, and an overnight camping trip on the mountain, as requested by the applicant, will provide an identifiable benefit to the community at large. Specifically, this program educates Colma children, which will make them better, more informed, and more productive citizens.

(j) None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

4. Order

(a) The City Council approves grant funding to each of the following organizations in the amounts shown:

Grantee	Proposed Grant Amount
Community Gatepath	\$5,000
Daly City Public Library Associates	\$500
Greater Colma-Daly City Chamber of Commerce	\$45,000
HIP Housing Development Corporation	\$5,000
North Peninsula Food Pantry and Dining Center of Daly City	\$12,500
Peninsula Conflict Resolution Center	\$1,250

Rebuilding Together Peninsula	\$5,000
San Mateo County Jobs for Youth Program	\$500
Sitike Counseling Center	\$6,000
Wilderness School Program/Susan B. Anthony School Project	\$7,000

(b) Each Grantee must execute a Grant Agreement with the Town before any funds may be paid. The Grant Agreement shall include a statement of the goal or purpose of the Grant, a time within which the goal is expected to be achieved, and reporting requirements.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 10, 2014, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Sean Rabe', City Clerk

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Applicants With Incomplete Requests for Determination of Eligibility for Grant Funding

- (a) *Clinic by the Bay*. Volunteers in Medicine, San Francisco, dba Clinic by the Bay ("Clinic") is eligible for grant funding from the Town of Colma.

Discussion. Clinic by the Bay ("Clinic") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to serve the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is located within its service area. It serves low-income, underinsured adults living in San Francisco and San Mateo counties. There is no data on the number of clinics living in Colma, but it can be assumed that, over time, that number would be in the proportion as Colma's population bears to the population of San Francisco and San Mateo counties (< 1%).

This application should be deferred to October because the Attorney General reports that the applicant's registration filings are delinquent.

- (b) InnVision Shelter Network

Discussion. InnVision is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3).

This application should be deferred to October because the applicant has not filed a request for determination and supporting documents. Also, the Attorney General's website shows a different address for this organization, and this discrepancy should be resolved.

- (c) San Mateo County Community Colleges Foundation is eligible for grant funding from the Town of Colma.

Discussion. San Mateo County Community Colleges Foundation is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise money that funds student scholarships and school programs at the three community colleges in San Mateo County: Cañada College, College of San Mateo (CSM), and Skyline College.

This application should be deferred to October because the applicant has not submitted the IRS letter of exemption. Also, the application and Request for Determination are confusing and ambiguous. The application states that the funds will be used for financial support to faculty and staff devising innovative programs and services, but that the title of the project is the President's Breakfast. It's not clear from the documents whether the organization is applying for and should receive the grant is Skyline College, or the San Mateo County Community Colleges or the San Mateo County Community Colleges Foundation.

Emailed applicant for clarification.

(d) *Sustainable San Mateo County* ("Sustainable SMC") is eligible for grant funding from the Town of Colma.

Discussion. Sustainable SMC is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information.

This application should be deferred to October because the applicant has *not* provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3) and is delinquent in filing required documents with the Attorney General.

Forwarding IRS letter.

Summary of Non-Profit Requests					
Name of Organization	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Requested	Change from previous FY
Alisa Ann Ruch Burn Foundation	\$1,500	\$1,500	\$1,500		(\$1,500)
Clinic by the Bay			\$1,000	\$2,000	\$1,000
Colma - Daly City Chamber of Commerce	\$45,000	\$45,000	\$45,000	\$45,000	\$0
Community Gatepath	\$5,000	\$5,000	\$5,000	\$7,500	\$2,500
Daly City Public Library Associates			\$500	\$1,000	\$500
Human Investment Project (HIP Housing)	\$5,000	\$5,000	\$5,000	\$5,000	\$0
InnVision Shelter Network	\$3,000	\$3,000	\$3,000	\$3,000	\$0
Jefferson Union High School District (Wilderness School)	\$7,000	\$7,000	\$7,000	\$7,000	\$0
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500	\$12,500	\$0
Peninsula Conflict Resolution Center	\$1,250	\$1,250	\$1,250	\$1,312	\$62
Rebuilding Together Peninsula	\$0	\$0	\$5,000	\$5,000	\$0
Sitike Counseling Center	\$6,000	\$6,000	\$6,000	\$7,000	\$1,000
Skyline College President's Innovation Fund	\$500	\$500	\$500	\$500	\$0
SMC Jobs for Youth	\$500	\$500	\$500	\$500	\$0
Sustainable San Mateo County	\$3,000	\$3,000	\$3,000	\$4,000	\$1,000
Total	\$90,250	\$90,250	\$96,750	\$101,312	\$4,562

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Requesting Party	Organization's Purpose	Town's Money Will be Spent On	Number of Colma Residents or Businesses Served	Public Benefit	Amount Requested
Clinic by the Bay	Provide healthcare to low-income, working, uninsured adults	Expanding primary care, continuing to offer Saturday hours, expanding chronic disease management program.	21 residents	Healthcare	\$2,000
Colma - DC Chamber of Commerce	Provide members with business development, networking & resources	Networking events, directory & newsletter	Available for all businesses - Unclear how many Colma businesses are members	Chamber of Commerce	\$45,000
Community Gatepath	Help people with special needs & disabilities gain independence.	Job coaching, Community Event on 10/15/14.	2 businesses	Life & Vocational skills	\$7,500
Daly City Public Library Associates	Supplement public funding of the 4 branch libraries in Daly City.	Leadership training	All residents	Access to programs & books at the library	\$1,000
Human Investment Project	Improving the housing & lives of people in our community	The Home Sharing Program interviews & provides direct assistance & resources	9 residents	Safe, affordable housing	\$5,000
InnVision Shelter Network	Shelter & supportive services for homeless families & single adults.	Stabilization (1-60 days) and interim (2-6 months) housing programs along with individual case management.	5 residents	Housing	\$3,000
Jefferson Union High School District - Wilderness School	To provide field trip chaperones, tutors & positive role models for elementary school students. To teach leadership skills to Wilderness students. Develop community awareness.	Bus Transportation \$3,500 Entrance Fees \$2,000 Chicken & Garden Supplies \$300 Miscellaneous \$1,200	Teens from the Wilderness School and all 3rd Grade Students at Susan B. Anthony School	Education, community & environmental awareness	\$7,000
North Peninsula Food Pantry & Dining Center of Daly City	Provide nutrition & sustenance to anyone in need	Providing groceries & hot meals	Information not tracked - Serve North County	Feeding the hungry	\$12,500
Peninsula Conflict Resolution Center	Facilitates groups & trains people in conflict resolution.	Information, Mediation, Conflict Resolution, Administration, Recruitment & Training Services.	2 residents	Mediation	\$1,312
Rebuilding Together Peninsula	Improve homes of low-income homeowners	Outreach to Colma residents, minor home repairs.	0 Residents	Home Repairs	\$5,000
Sitike Counseling Center	Outpatient substance abuse services.	Grant used to offset operating costs, reducing the amount charged to clients.	7 residents	Community counseling & education	\$7,000
Skyline College President's Innovation Fund	Financial support to faculty/staff devising innovative programs & services.	Resources, Conferences, Speaker Series, Outreach	Over 2,500 from Colma/Daly City	Education	\$500
SMC Jobs for Youth	Provide youth with services in gaining job skills & employment.	Workshops, interviews with youth counselors, job placement, internships	8 Residents - 2 Businesses	Employment services	\$500
Sustainable San Mateo County	Report on the economy, environment & social issues of our county.	Indicators Report	All residents & businesses	Provides information to city officials, residents & businesses	\$4,000
				Total Requests	\$101,312

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Application for Grant Funds FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Colma/Daly City Chamber of Commerce

Contact Person: Georgette Sarles

Address: 355 Gellert Blvd. Suite 138	Daly City	California	94015
Street Address	City	State	Zip Code

Phone Number: 650-755-3900 mail Address: GSarles@dalcymachamber.org

1. Program or Project Title : Grant Funding Applications

2. Amount of Request: \$ 45,000

- a. Total Agency Annual Budget: \$242,583
- b. Number of Agency Employees: 3
- c. Payroll is 25 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

These funds acquired from the Town of Colma are used to operate the Colma-Daly City Chamber of Commerce which maintains certain covenants with the Town of Colma. Such as:

- provide networking opportunities for local business
- ribbon cuttings and grand openings, directory and newsletters
- maintain and make available to Town an automated list of Chamber members that includes the number of employees, contact person, officers and etc.
- to partner with the Colma Historical Association
- to promote the various points of interest, such as selling the City of Souls books and bring publicity to local cemeteries
- continuing to maintain a Colma presence on the internet, which includes the Chamber's website that provides civic information, events and photos
- participating in Mayoral walks
- facilitating business mixers and workshops for the Colma business community
- maintaining a log of incoming request and inquiries regarding the Town of Colma

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

5. Describe the benefit to the Town derived from funding your organization:

Provides the Town with in incubator, that connects with other North San Mateo County Chambers of Commerce, and their local business communities. Thereby, developing a healthy resource center for businesses in Colma, as well as those looking for other locations and relocations. Therefore, the Colma-Daly City Chamber of Commerce attracts more commerce and funds to the Town of Colma.

- a. Number of Colma residents served: 1441
(See address ranges below)
- b. Number of Colma businesses served: ALL

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in last fiscal year and requested or expected for current fiscal year:

FY 2013 - 2014 : \$45,126.62 from the City of Daly City
FY 2014 - 2015 : \$45,126.62 from the City of Daly City

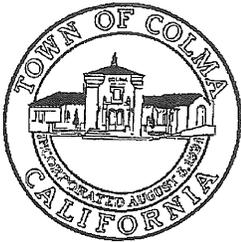
8. Are there any material changes to the information in your Request for Determination of Eligibility for Grant Funding?

- Yes
- No

If yes, provide the correct, updated information: _____

9. Please attach a copy of the following:

- Completed IRS Form 990 for prior fiscal year
- Annual Budget for current fiscal year
- Names and affiliations of directors



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Colma/Daly City Chamber of Commerce

Contact Person: Georgette Sarles

Address:	355 Gellert Blvd. Suite 138	Daly City	California	94015
	Street Address	City	State	Zip Code

Phone Number: 650-755-3900 Email Address: gsarles@dalycity-colmachamber.org

1. Check the appropriate box, and provide the ID number for the organization:

- 501(c)(3) charity Chamber Scholarship Foundation # 20-2654808
- Government entity FEIN # _____
- Chamber of Commerce FEIN # 23-7253580

2. Mission Statement or Goals:

The role of the Chamber of Commerce shall be to encourage business development and networking, providing members with useful information and service. The Chamber shall take an active leadership role in promoting economic, professional, commercial, and civic vitality for our communities, while seeking to preserve the unique qualities that are good for business, and make Colma and Daly City special places to live, work and do business.

3. Outline the geographic area where persons who benefit from your organization are located:

Town of Colma, City of Daly City and the surrounding areas.

4. Is the Town of Colma located within this geographic area? Yes No

5. Summarize the organization's history: _____

The Chamber has been in existence since 1953. It is an affiliation that represents and assist all businesses in their endeavors to promote and build commerce for the entire area that it represents.

6. Describe the population served by the organization, including where the population resides.

All residential and commercial establishment within Colma and Daly City.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

Daly City Colma Chamber of Commerce Bi-Laws (see attached)

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____ If yes, please provide details.

9. Please attach a copy of the following:
- Articles of Incorporation or similar organizational document
 - IRS letter of tax-exempt status, if applicable



**Non-Profit Funding Request Form
FY 2014-15**

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Gatepath

Contact Person: Kim Malhotra, Director of Annual Fund and Giving

Address: 350 Twin Dolphin Dr., Suite 123 Redwood City, CA 94065

Street Address City State Zip Code

Phone Number: (650) 259-0157 Email Address: kmalhotra@gatepath.com

1. Mission Statement: For nearly 95 years, Community Gatepath has been "Turning Disabilities Into Possibilities." Our mission is to create opportunities of greater independence for children, youth and adults with special needs and disabilities through education and support services that empower individuals and families.

2. Amount of Request: \$ 7,500

a. Total Agency Annual Budget: \$ 13,611,535

b. Number of Agency Employees: 180

c. Payroll is 75 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

Community Gatepath is requesting funds to support community-based program activities in Colma for adults with developmental disabilities. These individuals will gain life and vocational skills through hands-on learning experiences and participation in communities near their homes. Approximately 30-40 people will practice day-to-day independent living skills and participate in continuing education at public and private businesses in Colma (e.g., using appropriate communication and financial skills at restaurants and stores, using public transportation, buying groceries and cooking a healthy meal, and accessing community resources). Colma funds will be used for: kitchen rental fees at Colma Community Center, program supplies, transportation fees, instructor salaries, and registration fees for community classes.

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

In FY 2013-2014, we received:

Town of Colma - \$5,000 and City of Burlingame - \$3,330

For FY 2014-2015, we have requested:

Town of Colma - \$7,500 (pending)

City of Burlingame - \$4,800 (received)

City of San Bruno - \$5,000 (expected, pending open grant cycle)

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

Not Applicable

9. Charitable Trust # or EIN # 94-1156502

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Gatepath

Contact Person: Kim Malhotra

Address: 350 Twin Dolphin Drive, Suite 123

Street Address City State Zip Code

Phone Number: 650-259-0157 Email Address: kmalhotra@gatepath.com

1. Check the appropriate box, and provide the ID number for the organization:

501(c)(3) charity Calif. Charitable Trust # 94-1156502

Government entity FEIN # _____

Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

Community Gatepath's mission is to provide opportunities of greater independence for children, youth and adults with special needs and disabilities through education and support services that empower individuals and families.

3. Outline the geographic area where persons who benefit from your organization are located:

Our primary service area is San Mateo County; however, we recently expanded to Santa Clara County when we were selected to operate the Mountain View Childcare Center.

4. Is the Town of Colma located within this geographic area? Yes No

5. Summarize the organization's history: With roots in the community since 1920, we became Poplar ReCare in 1995 through a merger of two local nonprofits; in 2001 we changed our name to Community Gatepath. As a result of recent expansion, we have grown from a \$9.6M operating budget and 135 staff in FY12 to a \$13.6M budget and 180 staff in FY15.

6. Describe the population served by the organization, including where the population resides.

We serve children and adults with special needs and disabilities, and their families. 90% of our

participants are residents of San Mateo County (8% South County, 39% Mid County, and 43%

North County, including 6 residents of Colma) and 10% reside in Santa Clara County.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

Gatepath's accounting policies require any restricted grants to be held in a temporarily

restricted fund until the restrictions are satisfied. At that time, funds are released to the

program/department. Fundraising, accounting, and program staff also convene for a monthly grants

management meeting to discuss the use of awarded grant funds and upcoming opportunities.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ If yes, please provide details.

9. Please attach a copy of the following:

- Articles of Incorporation or similar organizational document
- IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Public Library Associates

Contact Person: Susan Brissenden-Smith

Address: P.O. Bo 3283 Daly City, CA 94015

Street Address City State Zip Code

Phone Number: 650 224-2356 Email Address: info@dcpla.org

1. Mission Statement: The Mission of DCPLA is to raise private funds to supplement public funding of the four branch libraries in Daly City. We accomplish by engaging community and business support and by promoting greater awareness of the library's resources.

2. Amount of Request: \$ 1,000.

a. Total Agency Annual Budget: \$ 30,500 (2013)

b. Number of Agency Employees: 0

c. Payroll is 0 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

The funds will be used to provide leadership training for the Board of Directors under the guidance of the former Executive Director for the Friends of the SF Library. This will enable the board to do a day retreat to plan for 2015 and to expand the expertise of the Board. This Board is very active in assisting the libraries in fundraising. This type of training is key to helping the Board develop and do even more recognizing that the organization is totally volunteer driven.

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The retreat will cost approximately \$2,000 - we will match this grant, if given. The consultant's fee is approximately \$1,500. Other costs are for supplies, refreshments and reference materials for the Board's guidance.

5. Describe the benefit to the Town derived from funding your organization:

The DCPLA since its inception has granted over \$50,000 for programs and equipment at all four public library branches in Daly City. Most recently we funded Mango languages, the Dad's and me program to mention a few. Attached is a detail of all the items/programs funded. These all benefit the Colma residents.

6. Provide a detailed account of how the FY 2013-14 contribution was used:

The \$500 granted to DCPLA in 2013 was used to purchase materials for the libraries. The materials budget has been cut so we are actively fundraising to buy books etc.

- a. Number of Colma residents served: all
(See address ranges below)
- b. Number of Colma businesses served: the libraries have business

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

none

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No XX _____

If yes, please provide details.

9. Charitable Trust # or EIN # 27-3262898

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Public Library Associates

Contact Person: Susan Brissenden-Smith

Address: P. O. Box 3283 Daly City CA 94015
Street Address City State Zip Code

Phone Number: 650 224-2356 Email Address: info@dcpla.org

1. Check the appropriate box, and provide the ID number for the organization:

501(c)(3) charity Calif. Charitable Trust # 27-3262898

Government entity FEIN # _____

Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

to raise private funds to supplement public funding of the Daly City libraries.

This mission is accomplished by the development of community, civic and business support for fundraising, advocacy and innovative programs benefiting our diverse community.

3. Outline the geographic area where persons who benefit from your organization are located:

Daly City, Pacifica, Brisbane residents all benefit from our library resources.

4. Is the Town of Colma located within this geographic area? Yes No

5. Summarize the organization's history: _____

We formed 2 1/2 years ago and have accomplished several things. Our Board of Directors and volunteers have raised over \$50,000 granted to the City for various programs, materials and equipment.

6. Describe the population served by the organization, including where the population resides.

all residents of Daly City and Colma who used the library's resources.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

We utilize Quickbooks to keep track of restricted funding.

We also report to any grantmakers so that they are aware of how their funds are used.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ If yes, please provide details.

9. Please attach a copy of the following:

- Articles of Incorporation or similar organizational document
- IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: HIP Housing

Contact Person: Clarice Veloso

Address: 364 South Railroad Ave. San Mateo, CA 94410
Street Address City State Zip Code

Phone Number: 650.348.6660 Email Address: cveloso@hiphousir

1. Mission Statement: HIP Housing's Mission is to invest in human potential by improving the housing and lives of people in our community. HIP Housing enables people with special needs, either from income or circumstance, to live independent, self-sufficient lives in decent, safe, low-cost homes.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 1,662,919

b. Number of Agency Employees: 19

c. Payroll is 60 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

HIP Housing is requesting funding in support of its' Home Sharing Program, which has been serving the residents of The Town of Colma since 1979.

The program prevents homelessness, provides desperately needed stable and affordable housing to low-income individuals and families,

and helps seniors and those with special needs to remain independent in their home. The Home Sharing Program matches people who have room in

their home to share with individuals who need a place to live at an affordable price. By utilizing existing housing, which is readily available,

the Home Sharing Program finds affordable housing for low-income residents, and provides a realistic solution that enables seniors,

and persons with special needs to maintain both their home and their independence. By utilizing the existing inventory of homes in the area, HIP

Housing's largest program, Home Sharing, provides the low-income residents of The Town of Colma with safe, permanent and affordable housing.

With this creative approach to a very complex issue, the program prevents homelessness, promotes independence, and (see attached)

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

5. Describe the benefit to the Town derived from funding your organization:

In FY 2013-2014, HIP Housing's Home Sharing Program interviewed 2,071 individuals for the program and matched 236 clients in home sharing. The staff also continue to follow up with over 467 additional households who were matched in home sharing arrangements from previous fiscal years. Over 3,198 persons contacted the agency for information about affordable housing. In the Town of Colma during FY 2013-2014, the Home Sharing Program interviewed and provided direct assistance and resources to nine clients who live (see attached)

6. Provide a detailed account of how the FY 2013-14 contribution was used:

HIP Housing is pleased to report that our dedicated home sharing staff have achieved the objectives outlined in our original grant proposal. During Fiscal Year 2013 - 2014, Home Sharing Program staff have: (see attached)

- a. Number of Colma residents served: 9
(See address ranges below)
- b. Number of Colma businesses served: n/a

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

Atherton - \$2,500 – funding approved, Belmont - \$5,000 – funding approved, Brisbane - \$5,000 – funding requested,

Burlingame - \$2,600 – funding approved, Daly City - \$12,000 – funding approved, Foster City - \$5,000 – funding approved ,

Half Moon Bay - \$1,000 – funding approved, Hillsborough - \$2,500 – funding approved, Menlo Park - \$20,000 – funding requested,

Millbrae - \$5,000 – funding approved, Portola Valley - \$3,000 – funding approved, Redwood City - \$15,000 – funding approved,

San Carlos - \$20,000 – funding requested, San Bruno - \$30,000 – funding approved, San Mateo - \$15,000 – funding approved,

South San Francisco - \$9,250 – funding approved, Woodside - \$1,000 – funding approved, County of San Mateo - \$62,500 – funding approved

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

9. Charitable Trust # or EIN # _____

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget

City of Colma Funding Proposal

HIP Housing

August 2014

3. Describe reason for request and how funds will be used:

(Continued)

provides security for seniors.

It also enables the city's vital workforce to find sustainable residency in and around The Town of Colma.

The Home Sharing Program also arranges service exchanges, in which one person provides services, such as cooking, cleaning, and companionship, for seniors and/or persons with disabilities, in exchange for lower or no rent.

Every year, the Home Sharing Program helps to find or maintain housing for more than 700 low-income individuals, helping to bring about positive and lasting change in our communities by preventing homelessness, and enabling people in need to remain in their home. We interview, screen and provide housing assistance to 2,000 persons a year, while placing 250 in home sharing situations and providing follow-up and support to over 400 (individuals matched in previous fiscal years). The program also fields over 3,000 calls from persons inquiring about HIP Housing's programs or other affordable housing opportunities. These individuals receive resources that help them develop a plan to address their affordable housing needs.

The Town of Colma residents who apply to the Home Sharing Program for assistance will have peace of mind because the activities carried out by the Home Sharing Counselors, ensure that the application process is both thorough and secure. Clients first complete a detailed application to make sure that they are matched in compatible living arrangements. Counselors will then conduct thorough interviews to establish each client's specific needs, after which, they carry out local background checks. If a client is homebound, a home visit is scheduled. When clients are matched, Counselors facilitate a discussion between both parties to help them outline their expectations and to agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both parties.

Program staff provides valuable follow up support to clients. Home share matches involving seniors are typically contacted every three months (sometimes more frequently if needed), while others involving non-seniors are contacted twice a year. The result of this incredibly thorough and in-depth process, is that the average home share match lasts more than two years, with others lasting between five and twenty years.

HIP Housing's Home Sharing Program is the only home sharing program offered in San Mateo County, is the largest program in the United States, and one of the few sources of readily available affordable housing in the County. This unique and irreplaceable program, has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

5. Describe the benefit of the Town derived from funding your organization:

(Continued)

or work in Colma, while five Colma residents called our offices to avail of our home sharing services.

During the year, three clients who work in Colma were placed in home sharing arrangements and two clients matched in a previous fiscal year maintained their housing in Colma.

Pat and Pam are Colma residents who both needed help paying their housing expenses.

Pat was having a difficult time searching for an affordable place to live that was close to her work at a local home improvement store. Due to a prior injury and disability, Pat needed to be close to work as she could no longer drive.

With an \$1,800 mortgage payment, Pam needed to help supplement her Social Security and retirement income by working at a Colma retail store. When Pam realized that the extra income wasn't enough to pay her bills, she came to HIP Housing to help her find a housemate that would suit her needs.

In June 2014, Pat and Pam were matched in Home Sharing. Pam is now able to help augment her household expenses thanks to the rent Pat gives her. In turn, Pat is lucky to have an affordable place to live and be within walking distance of work.

6. Provide a detailed account of how the FY 2013-2014 contribution was used

(Continued)

- Prevented homelessness and provided housing services to 2,071 clients (nine Colma clients) in need of housing or a housemate, by interviewing, screening and providing other resources, potentially placing them in home share matches.
- Significantly reduced housing costs for 236 individuals (three in Colma) by matching them in affordable home sharing arrangements.
- Maintained affordable housing arrangements for 467 (two in Colma) clients matched in previous years, providing case management and follow up services.
- Made home visits to 30 frail, disabled, or homebound seniors around San Mateo County.
- Provided housing and counseling services throughout the community in English, Spanish, Mandarin, German, and Tagalog.
- Educated 5,862 people about HIP Housing, with an emphasis on attracting new home providers.
- Sent out 5,472 educational materials on home sharing and conducted presentations where 1,521 people attended.

Targeted Outreach Activities during the grant period to-date

As part of our effort to improve HIP Housing's overall public profile, we have significantly increased our social media presence in recent months. Since September, we have grown our number of Facebook likes by 14%, and engagement on our posts is up from 80% to 93%. HIP Housing opened a Twitter account, which has seen great success in connecting with other organizations, and we have more than doubled our LinkedIn presence, jumping from just 20 followers to 50.

HIP Housing's outreach efforts have expanded far beyond social media. Within the last six months we have been able to increase our presence within the community through presentations, partnerships, and media representation. Our agency has been featured in a number of newsletters and websites for local nonprofits, faith based communities, and state-wide nonprofit organizations. Articles written by HIP Housing staff were published in a local newspaper, EPA Today, and our Executive Director and Community Manager appeared on the talk show "Talking with Henrietta" addressing both the housing crisis and how HIP Housing's programs are responding.

Additionally, HIP Housing has forged new relationships with agencies, such as SFOP/PIA, the City of Menlo Park Social Services team, Sons in Retirement, and Lions Club International, all of which have allowed HIP Housing to connect with their extensive networks.

In recent months, press releases by our agency staff have created a huge amount of interest in the media. Articles focusing on the housing crisis in San Mateo County, and more specifically, how HIP Housing's Home Sharing Program is addressing this crisis, have appeared in newspapers throughout San Mateo County, and in San Francisco. These articles led to a call from NBC Bay Area News, who interviewed HIP Housing's Executive Director for a segment which aired during their prime time evening news program.

These activities, in combination with our social media efforts, has helped HIP Housing to reach a much broader audience, while raising awareness of the Home Sharing Program. Over time, we believe that this will help us connect with significantly more potential home providers.

Population Served

The population served by the Home Sharing Program is incredibly diverse, and represents some of the most vulnerable members of our communities. Of those served by the program during the grant period to-date:

- 97% were low-income, poverty level, or below
- 26% of home seekers were homeless before they applied to the Home Sharing Program
- 29% were seniors and 36% were living with a disability
- 35% were male and 57% were female
- 14% were under the age of 17
- 7% were age 18 – 24
- 50% were age 25 – 61
- 29% were age 62 or older

The individuals behind these statistics are our seniors, our young working families, and people living with disabilities. They are teachers, home health care aides, bank tellers and sales clerks. These people are renters, desperate to find a decent, stable, and affordable home. They are homeowners struggling to meet their mortgage payments each month, and they are seniors who simply want to remain independent in their home.

Over the years, this unique program has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

Having a stable, and affordable place to call home is so much more than just a basic human need, it is central to the stability of families and the community. Without this program, the people we serve would have few, if any options for housing available to them.



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: HIP Housing
Contact Person: Clarice Veloso

Address: 364 South Railroad Ave. San Mateo, CA 94401
Street Address City State Zip Code

Phone Number: 650-348-6660 ext. 308 Email Address: cveloso@hiphousing.org

1. Check the appropriate box, and provide the ID number for the organization:

- 501(c)(3) charity Calif. Charitable Trust # _____
- Government entity FEIN # 94-2154614
- Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

HIP Housing's Mission is to invest in human potential by improving the housing and lives of people in our community. HIP Housing enables people with special needs, either from income or circumstance, to live independent, self-sufficient lives in decent, safe, low-cost homes.

3. Outline the geographic area where persons who benefit from your organization are located:

San Mateo County

4. Is the Town of Colma located within this geographic area? Yes ___ No

5. Summarize the organization's history: See attached

6. Describe the population served by the organization, including where the population resides. See attached

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied. See attached

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No If yes, please provide details.

9. Please attach a copy of the following:
- Articles of Incorporation or similar organizational document
 - IRS letter of tax-exempt status, if applicable

**Request for Determination of Eligibility for Grant Funding
for the Town of Colma
HIP Housing**

5. Summarize the organization's history.

HIP Housing was founded in 1972, with a mission to invest in human potential by improving housing and the lives of people in our community. HIP Housing creates a place to call home for more than 1,400 individuals each year in San Mateo County.

Over the past 41 years, HIP Housing grew from a small organization started by a few individuals who recognized a need for affordable housing into an indispensable cornerstone of the community. Today, HIP Housing provides free services with three distinct programs to individuals and families in need throughout San Mateo County.

Landmarks in our organization's development include the founding of our Home Sharing Program in 1979, the acquisition and rehab of our first affordable housing building in 1989, and the development of our Self Sufficiency Program in 1991. As of 2013, our Home Sharing Program has matched 16,000 people in housing and has become one of the largest home sharing programs in the nation, and a model for other organizations nationwide. We now own and manage 251 units of permanent, affordable housing that serve 450 individuals.

6. Describe the population served by the organization, including where the population resides.

The population served by the Home Sharing Program is incredibly diverse, and represents some of the most vulnerable members of our communities. Of those served by the program during the grant period to-date:

- 97% were low-income, poverty level, or below
- 26% of home seekers were homeless before they applied to the Home Sharing Program
- 29% were seniors and 36% were living with a disability
- 35% were male and 57% were female
- 14% were under the age of 17
- 7% were age 18 – 24
- 50% were age 25 – 61
- 29% were age 62 or older

The individuals behind these statistics are our seniors, our young working families, and people living with disabilities. They are teachers, home health care aides, bank tellers and sales clerks. These people are renters, desperate to find a decent, stable, and affordable home. They are homeowners struggling to meet their mortgage payments each month, and they are seniors who simply want to remain independent in their home.

Over the years, this unique program has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

Having a stable, and affordable place to call home is so much more than just a basic human need, it is central to the stability of families and the community. Without this program, the people we serve would have few, if any options for housing available to them.

7. Describes the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

After over forty years of serving San Mateo County, we have very efficient procedures that ensure the terms and conditions of all of the funds we receive are satisfied.

HIP Housing maintains a database containing information about all clients interviewed and matched in the Home Sharing Program. The information tracked includes income, city name, ethnicity, disability, number of people in family, need for housing resource, age, and other criteria. A separate database is kept to collect information about persons who call the agency for information about housing resources, affordable housing waiting lists, and other housing opportunities.

Home Sharing staff contact clients after they have been placed in home sharing matches, to provide follow up services and support. In order to track the length and success of home share matches and to gather information regarding how matched clients are getting along, regular follow up calls are made. Additionally, client surveys are sent to all of our home sharers annually. This information is entered into the database and monitored by program staff.

This irreplaceable program helps struggling homeowners to avoid foreclosure, it assists renters who have been impacted by foreclosure, and provides a real solution to low-income individuals who simply want a decent, affordable place to call home.



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Environmental Education Program "Wilderness School"

Contact Person: Edward Lopez

Address: 115 First Ave Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-550-7847/415-806-1818 Email Address: ellopez63@yahoo.com

1. Mission Statement: see attached letter

2. Amount of Request: \$ 7,000.00

a. Total Agency Annual Budget: \$ _____

b. Number of Agency Employees: _____

c. Payroll is _____ % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

see attached letter

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

n/a

5. Describe the benefit to the Town derived from funding your organization:

see attached letter

6. Provide a detailed account of how the FY 2013-14 contribution was used:

see attached letter

- a. Number of Colma residents served: _____
(See address ranges below)
- b. Number of Colma businesses served: _____

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

n/a

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

9. Charitable Trust # or EIN # _____

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget

THE COMMUNITY ENVIRONMENTAL EDUCATION PROGRAM

Wilderness School Program

Jefferson Union High School District

Daly City • Pacifica, California

Learning • Doing • Reflecting • Internalizing

115 First Ave
Daly City, CA.
94014
(650) 550-7847

Edward L. Lopez
Teacher

Mission Statement:

Our elementary school students gain field trip chaperones, on-site tutors and positive role models. Our Wilderness students learn and practice leadership skills and responsibility to younger children. Both groups together develop greater community awareness.

We are again writing on behalf of an integrated Wilderness School Program/Susan B. Anthony Elementary School project that began informally over 14 years ago. This joint project has developed and grown with the Town of Colma's financial support. Our Project integrates "at risk" or what we like to call "at-hope" high school students from the Community Environmental Education Program (CEEP, also known as the "Wilderness School") with primary grade students from Susan B. Anthony Elementary School.

During the current school year this project has been coordinated by Edward Lopez of the Wilderness School, Lisa Gray and Ernest Felix of Susan B. Anthony Elementary School. This year our project has and will involve 9 certificated teachers and approximately 150 elementary and high school students. What's new this year is that we have expanded our involvement to the entire elementary school site. In the upcoming year our proposed projects will include:

- Walking field trip to the Wilderness School for "Pumpkin Day."
- Field trip to Elkus Ranch, including a preparatory visit by Wilderness students. Garden visits at the CEEP garden for the additional three 3rd grade classes. Garden visit for the 2nd graders to deliver newly-hatched chicks and harvest plants.
- Field trip to the Lawrence Hall of Science, Berkeley including a preparatory visit by the Wilderness School.
- Hike up San Bruno Mountain and overnight camping trip for two 3rd grade classes.
- Final Celebration in the Wilderness School Garden.

2013-2014 funds from the Town of Colma (Total \$7,000) have specifically been used to pay for CYO and JUHSD bus transportation, museum entrance fees and classes, BART tickets, chicken coop supplies, supplies for the children's garden at CEEP, food supplies for field trip days and camping overnight. In addition have updated and improved our equipment and resources in order to continue to provide the students a quality experience. We are also attempting to purchase most of our supplies by supporting local businesses.

The business office of the Jefferson Union High School District has formally administered these funds. End of the year computer print outs of current year balance sheets will be available in September 2014. Audits of both school districts will also be available in September 2014.

This year we have continued our "walking field trips" to the CEEP garden, our Bay Area field trips with the high school students serving as chaperons, one-on-one tutoring, and small group lessons in the elementary classrooms led by high school students. We are continuing are "San Bruno Mountain project" where high school students study the natural history of San Bruno Mountain, teach the 3rd raders through hikes and lessons, and end the year with an overnight camping trip on the

mountain. Last year three 3rd grade classes participated. This year all we anticipate all 3rd grade classes to participate in the overnight.

All of our activities contribute to better community awareness and responsibility for all students involved. Youth of our community are learning to trust and take care of each other and together they are also taking care of their community. San Bruno Mountain is a community resource right in our backyard; our students will understand how to access and protect this neighborhood resource. Over the years several high school students have used the skills they develop in the program to be hired by the Colma Park and Recreation Department as well as other jobs connecting with youth. In 2012 our efforts with our San Bruno Mountain Overnight program was awarded a J. Russell Kent Award.

We would like to formally request your continued support of \$7,000 for the FY 2014-2015. We anticipate using these funds to:

1. Continue our field trips
2. Buy chicken and garden supplies
3. Support shared meals and camping trip supplies
4. Audio-visual supplies

Our proposed budget for 2013-2014 includes:

\$3,500-bus transportation and public transportation costs for field trips
\$2,000-Entrance fees and student seminar fees
\$ 300-Chicken and garden supplies
\$1,200-Miscellaneous (including picnic and food supplies for students on field trips)
\$7,000-Total

The success of the Wilderness/Susan B. Anthony Project depends on the continued support of the Town of Colma. We thank you for past support and for future consideration.

Most Sincerely,

Edward Lopez
Teacher
Community Environmental
Education Program

Lisa Gray
Teacher
Susan B. Anthony
Elementary School



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Environmental Education Program "Wilderness School"

Contact Person: Edward Lopez

Address: 115 First Ave Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-550-7847/415-806-1818 Email Address: ellopez63@yahoo.com

1. Check the appropriate box, and provide the ID number for the organization:

- 501(c)(3) charity Calif. Charitable Trust # _____
- Government entity FEIN # _____
- Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

see attached letter

3. Outline the geographic area where persons who benefit from your organization are located:

Colma and Daly City

4. Is the Town of Colma located within this geographic area? X Yes ___ No

5. Summarize the organization's history: see attached letter

6. Describe the population served by the organization, including where the population resides.

Our population includes 2nd, 3rd grade and high school students of Colma and Daly City.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

Terms and conditions are met through monthly meetings to discuss how funds are to be spent.

Funds are released and tracked through the Jefferson Union High School District accounting office.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ If yes, please provide details.

9. Please attach a copy of the following:

- Articles of Incorporation or similar organizational document
- IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: North Peninsula Food Pantry & Dining Center of Daly City

Contact Person: Denise Kelly

Address: 31 Bepler St, Daly City CA 94015 - NO MAIL, PLEASE

Street Address City State Zip Code

Phone Number: 650-994-5150 Email Address: fooddc@comcast.net

1. Mission Statement: _____

Provide nutrition and sustenance to anyone in need

2. Amount of Request: \$ 12,500.00

a. Total Agency Annual Budget: \$ 142,942.22

b. Number of Agency Employees: 2 part time

c. Payroll is 21.5 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

We are a small agency serving the hungry in our community.

The economic downturn recovery has not caught up with

the families that we serve so the need for food is still great.

Funds received would be used to support our mission.

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are requesting the same amount as 2013-14

5. Describe the benefit to the Town derived from funding your organization:

Founded in 1989 we have been providing 3 days of shelf stable groceries and a hot meal three nights a week supported by our community.

for Town of Colma to provide direct social services.

6. Provide a detailed account of how the FY 2013-14 contribution was used:

Funds were used to support our programs in 2013-14: 20,159 individuals received 68,429 pounds of groceries through our Food Pantry and 12,028 meals were served in our Dining Center.

- a. Number of Colma residents served: Not currently tracked
(See address ranges below)
- b. Number of Colma businesses served: n/a

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

We have not applied from funding from other cities.

City of Daly City provides the facility for our use at a cost of \$1.00 per year.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

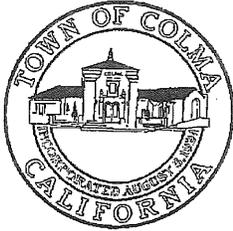
Yes _____ No X _____

If yes, please provide details.

9. Charitable Trust # or EIN # 94-3164510

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: North Peninsula Food Pantry & Dining Center of Daly City

Contact Person: Denise Kelly

Address: 31 Bepler St, Daly City CA 94015 - NO MAIL, PLEASE

Street Address City State Zip Code

Phone Number: 650-994-5150 Email Address: fooddc@comcast.net

1. Check the appropriate box, and provide the ID number for the organization:

501(c)(3) charity Calif. Charitable Trust # 1522247

Government entity FEIN # _____

Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

Provide nutrition and sustenance to anyone in need

3. Outline the geographic area where persons who benefit from your organization are located:

We serve Northern San Mateo County

4. Is the Town of Colma located within this geographic area? Yes No

5. Summarize the organization's history: _____

Founded in 1989 we have been providing 3 days of shelf stable groceries and a hot meal three nights a week supported by our community.

6. Describe the population served by the organization, including where the population resides.

We only keep the statistics that are required from Second Harvest for our Food Pantry:

60% are seniors; 77% are female; 49% Filipino, 29% Hispanic, 9% Asian - Non Filipino

73% of households serve have children. All Food Pantry Clients are San Mateo County Residents.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

**Policies/procedures are established based on the requirements
of each grant received. Grants are not accepted if we are
unable to satisfy any terms and conditions advised.**

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____ If yes, please provide details.

9. Please attach a copy of the following:

Articles of Incorporation or similar organizational document

IRS letter of tax-exempt status, if applicable



**Application for Grant Funds
FY 2014-15**

(Please attach additional sheets of paper if you need more space.)

Name of Organization: PENINSULA CONFLICT RESOLUTION CENTER

Contact Person: ANNE BERS

Address: 16160 S. AMPHLETT BLVD., STE 219 SAN MATEO, CA
Street Address City State Zip Code 94402

Phone Number: 650 573 0330 Email Address: abers@pcrcweb.org
X. 303

1. Program or Project Title: _____

COMMUNITY MEDIATION SERVICES

2. Amount of Request: \$ 1,250 + 5% COLA = \$1312

a. Total Agency Annual Budget: \$ ~ 1.8 M

b. Number of Agency Employees: 26

c. Payroll is ~ 70 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

Please see attached

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

5. Describe the benefit to the Town derived from funding your organization:

- a. Number of Colma residents served: _____
(See address ranges below)
- b. Number of Colma businesses served: _____

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in last fiscal year and requested or expected for current fiscal year:

8. Are there any material changes to the information in your Request for Determination of Eligibility for Grant Funding?

- Yes
- No

If yes, provide the correct, updated information: _____

9. Please attach a copy of the following:

- Completed IRS Form 990 for prior fiscal year
- Annual Budget for current fiscal year
- Names and affiliations of directors
- Proof of organization's tax exempt status (1st application only)

Town of Colma
Application for Grant Funding (FY 2014-15)

Name and address of organization:

Peninsula Conflict Resolution Center (PCRC)
1660 S. Amphlett Blvd., Suite 219, San Mateo, CA 94402
650-513-0330 • Fax 650-513-0335 • www.pcrweb.org

Contact Person:

Michelle Vilchez Executive Director
mvilchez@pcrcweb.org

1. Program Title:

Community Mediation Services.

2. Requested Amount:

The amount of the request is \$1312. This amount is the same as in 2013-14 (\$1250) with the addition of a 5% COLA increase (\$62). The COLA increase is requested in alternate years.

- a. **Total Agency Annual Budget:** Approximately \$1.8 million
- b. **Number of Agency Employees:** 26
- c. **Payroll:** Approximately 70% of the total Annual Budget

3. Reason for request and how funds will be used:

Funding is used to support a staff position to work with PCRC's trained volunteers to provide mediation and related services requested by residents and people who work in Colma and throughout San Mateo County. The contribution from Colma enables PCRC to provide this service to enhance the community of the Town of Colma and throughout San Mateo County.

(See Exhibit A for detailed description of services to be provided.)

4. Reason for increase over prior year:

The 5% COLA increase is requested in alternate years to enable PCRC to keep pace with inflation, attract and retain superior staff and provide free or low-cost services to the public.

5. Describe the benefit to the Town derived from funding your organization.

PCRC provides a wide range of services to residents and businesses in Colma, as outlined in Exhibit A, including the following:

- Personal response and info & referral services to callers with questions regarding a conflict situation,
- A complete, and accessible orientation to PCRC's mediation services
- Access to a mediator with whom to discuss concerns and ask question
- Contact by PCRC to another party or parties to invite them to participate in mediation
- Mediation services when all parties are willing. Typically, a 2-3 hour session, held in a neutral location at a convenient time, facilitated by trained, experienced mediators.
- If no mediation is held, PCRC also offers referrals or consultation for other assistance.
- PCRC supports a pool of over 100 volunteers who provide these and other services
- The Town of Colma also benefits from PCRC outreach and marketing to inform the residents of Colma that the Town supports this service.
- The Town also receives a discount on other services such as training and facilitation.

By funding these services, Colma is making them available at a reduced rate to the user. In addition, Colma demonstrates to its constituents support for the use of conflict resolution processes. We find that having PCRC's services available is a valuable resource to city staff members who are asked to manage conflicts among neighbors, landlords and tenants, families, consumers and businesses, work associates and others in the community. With PCRC to refer situations to, city staff members have an alternative to spending their own time on issues that are not truly city issues to solve.

6. Provide a detailed account of how the FY 13-14 contribution was used.

The funding provided in 2013-14 was used to support the services described above, including two mediation cases from the Town of Colma. One was a landlord/tenant case and the other was a dispute between friends. In addition, we did an outreach presentation the Colma Police Department. We would like to work with the city to determine how to make sure that staff knows when and how to make referrals and the city is getting full benefit of the service.

7. Contributions requested and received from other cities in FY 2013-14 and requested in FY 2014-15:

The following data presents city payments for community mediation services in the current fiscal year. Requests to all cities for the new fiscal year are currently in process. Please note that cities contract for a variety of services from PCRC, selecting from a menu of possibilities. The date of contract initiation, tailoring of services and the city's population size account for the great variation in contract amounts.

<u>Name of City</u>	<u>2013-14 (received)</u>	<u>2014-2015 (anticipated)</u>
Belmont	\$3,000	\$3,000
Brisbane	\$2,048	\$2,150
Burlingame	\$17,670	\$18,554
Daly City	\$6,300	\$6,615
Foster City	\$500	\$1,000
Half Moon Bay	\$3,203	\$3,363
Hillsborough	N/A	\$2,500
Portola Valley	\$1,365	\$1,365
Redwood City	\$23,495	\$23,915
San Bruno	\$9,100	\$9,100
San Mateo	\$35,063	\$36,816
S. San Francisco	\$18,564	\$19,492
San Mateo County	\$8,320	\$8,570

8. Material changes to the information in the Request for Determination of Eligibility?

No.

9. (See attached IRS form 990, Annual Budget, Board of Directors, proof of tax-exempt status.)

Request for Determination of Eligibility for Grant Funding (FY 2014-15)

Name and address of organization:

Peninsula Conflict Resolution Center (PCRC)
1660 S. Amphlett Blvd., Suite 219, San Mateo, CA 94402
650-513-0330 • Fax 650-513-0335 • www.pcrweb.org

Contact Person:

Michelle Vilchez Executive Director
mvilchez@pcrcweb.org

1. Type of Organization:

PCRC is a nonprofit 501 (c)(3) organization.
EIN: 77-0144000

2. Mission Statement:

The mission of the Peninsula Conflict Resolution Center (PCRC) is to promote positive collaboration and active engagement by residents in the communities we serve. To accomplish this mission, PCRC trains people to communicate and solve problems together, facilitates group meetings, builds skills for public participation and, as a neutral third party, assists people in conflict to develop mutually acceptable agreements.

3. Geographic Area Served:

PCRC serves San Mateo County, California and its 20 cities and unincorporated areas.

4. The Town of Colma is located within the geographic area served.

5. History:

Incorporated in 1986, the mission of the Peninsula Conflict Resolution Center (PCRC) is to foster collaborative engagement by bringing people together, facilitating conversation and building these skills in our community. PCRC believes that each of us has the power within us to work through our conflicts. Thousands who have utilized our services have seen that, although conflict can feel difficult, seeing it through can have many positive outcomes.

PCRC is the leading conflict resolution and violence prevention service provider in San Mateo County. Our key initiatives are designed to empower youth, strengthen families and engage communities in the belief that anyone can make a change in their own circumstances with the proper development and support. PCRC uses its core competencies in mediation, facilitation and training to build on the collective strengths of individuals, families and their communities.

The core of PCRC's work is Mediation Services, which provides trained, volunteer mediators who help disputing parties identify issues, uncover needs, communicate effectively and reach mutually beneficial resolutions. Stakeholders include San Mateo County and city staff, County Superior and Small Claims courts, school districts and community-based organizations.

Mediations serve individuals such as neighbors, landlords and tenants, coworkers, family members, consumers and businesses, as well as workplace teams, homeowner associations and other complex, multi-party groups. A partnership with the Department of Probation enables PCRC to provide family reentry conferencing services, helping youth effectively reunite with their families after incarceration through facilitated planning sessions. Of all cases that reach mediation approximately 80% result in a resolution between the parties, and 90% of these agreements are kept over time.

PCRC also provides an array of additional services to residents, community groups, and public and private agencies, including facilitation for community meetings and private groups; community engagement services such as violence prevention through community building, resident involvement in public decision making, leadership development programs, and family engagement in schools; youth development programs and workshops; training in its core competencies, and; outreach to raise public awareness of its programs and services.

6. Population served by the organization and their location:

As of January, 2010, San Mateo County was home to an estimated 754,285 residents, the majority of whom live in cities. There are approximately 255,000 households in San Mateo County. San Mateo County is among the most ethnically diverse in California. As of 2008, 34.2 percent of the population was born in a foreign country compared with 26.8 percent for California and 12.5 percent for the United States. Many of PCRC's programs have an express goal of assisting the underserved, including immigrants, Latinos, Pacific Islanders, and those communities significantly impacted by increases in violence and gang activity.

7. Procedures to ensure terms and conditions of the grant are satisfied.

The PCRC shall provide the services described in Exhibit A. A performance report shall be submitted to the City biannually, at mid-year and year-end. This report shall include a description of all program activity related to this grant for the particular period.

8. Did the organization participate in or intervene in any political campaign?

No

9. Articles of Incorporation and IRS Letter of Tax-Exempt Status

(Please see attached)

EXHIBIT A: Services Provided by PCRC to the Town of Colma (City)

I. What PCRC will provide

Services to be provided through this funding agreement are described below.

A. Information Services

All of the services in this category are unlimited and free of charge.

- 1) **Information and Referral:** A resource person is available by telephone, to assist residents who have specific questions relating to a conflict. Through this conversation the resident may clarify issues of concern, be given specific information about common practices related to their issue of concern and receive a referral to an appropriate agency/resource.
- 2) **Information and Assistance:** A resource person assists the concerned caller to de-escalate feelings, clarify issues and underlying needs, develop possible solution options, and begin to design an approach to dispute resolution.
- 3) **Promotion of Use of Conflict Resolution Services:** PCRC staff and volunteers will make presentations and develop press releases and media coverage. PCRC will provide brochures and other printed materials to be kept in public areas where community members are likely to seek resource information.

B. Mediation Services for Individuals

Some services in this category have a modest fee (see below).

- 1) **One Party Assistance:** A resource person assists a party to a dispute to think through a conflict situation, including clarifying issues and interests of involved parties, exploring approaches to dealing with the situation and solution options and assisting with the selection of an approach to resolution.
- 2) **Conciliation:** Conciliation is the resolution of a conflict through the intervention of a neutral third party, without the disputing parties coming together in a face-to-face mediation. A case development process, involving contacts with both/all involved parties, is initiated and during that process, a resolution of concerns is achieved, to the satisfaction of the involved parties.
- 3) **Mediation:** Mediation through PCRC involves a face-to-face meeting between disputing parties. With the assistance of a panel of trained volunteer mediators, parties work through a non-adversarial problem solving process and attempt to develop a mutually acceptable resolution to the issues of concern. There is a two-fold focus: development of a satisfying and durable agreement and, when appropriate, the preservation of an effective relationship. If a mediation is scheduled, each party is asked to pay \$30.

Through this contract, the City is subsidizing the provision of private mediation services to those who reside or work in the City. These services assist with conflict situations between *individuals*. The types of conflicts may include: landlord/tenant disputes, issues between two neighbors (either owners or renters), consumer disputes, roommate problems, conflicts between friends, plus some domestic or family issues.

PCRC also provides mediation services in more complex situations that involve multiple parties and/or multiple issues. For example: workplace disputes; intra- or extra-organizational conflicts, multi-neighbor disputes or public controversies. See C. Additional Conflict Resolution Services.

C. Additional Conflict Resolution Services

If the City, residents or local organizations use the services described below, this contract provides a 10% discount off of PCRC's standard fee schedule (available upon request).

- 1) **Training:** PCRC offers orientations to city staff about the mediation program and its services as part of the basic contract. In addition, PCRC can train groups in theory and practice of interest-based conflict management, negotiation, communication, and facilitation skills. Training sessions are tailored to the particular needs of the group and have proven useful to city departments heads, front-line staff, commission members, workplace teams, community service providers as well as other groups.
- 2) **Conflict Assessment/Consultation:** PCRC can assist cities, as well as local community organizations and other groups, to assess specific conflict situations, analyze concerns of stakeholders and develop strategies for pro-active and interest based conflict resolution. The conflict assessment process usually involves PCRC contacting stakeholders to gather input and provide information about conflict resolution options. An assessment report can be prepared and provided to the client.
- 3) **Mediation Services for Complex Situations:** PCRC's staff and volunteers provide the same high quality of mediation services in multi-party, multi-issue, complex disputes as we do for individual disputes. This requires a more advanced level of mediation training and experience and more a more intensive preparation process.

Examples of complex mediation situations include: workplace conflict between supervisor and supervisee; workplace issues affecting a whole team; a neighborhood issue involving multiple households; a public controversy in which the City or other institution is involved.

- 4) **Conflict Resolution System Design:** PCRC assists organizations in building internal conflict resolution capacity, i.e. the development of policies and procedures for interest-based dispute prevention and early resolution. This service is tailored to the unique needs of the individual group, but is based on recognized and proven design principles.
- 5) **Design and facilitation of Community Forums, Public Conversations, Dialogues:** Working with local representatives, PCRC assists with the design and facilitation for a wide variety of group sessions in which members of the public are encouraged to participate in dialogue about issues that affect the health and well-being of the community.
- 6) **Facilitation for Committees, Departments, Councils:** PCRC will assist with the design and facilitation of all types of meetings for elected, appointed and civic groups.

- D. Administration of a Community Mediation Program:** In collaboration with the contracting city, PCRC will administer a mediation program responsive to the needs of

the community. PCRC may solicit input from city staff about unique areas of concern to a city and appropriate approaches to program implementation, improvement and promotion.

- E. **Recruitment and training of community volunteers:** PCRC will develop and maintain a pool of trained volunteer mediators, case developers and facilitators to serve the conflict resolution needs of the community. These residents of local communities will become skillful in the interest-based approach to conflict resolution. PCRC volunteers complete a minimum of 25 hours of training, according to regulations that govern programs receiving support from the California Dispute Resolution Trust Fund.

PCRC also offers on-going skill development opportunities to volunteers to improve and enhance their conflict resolution skills. These volunteer will also serve as ambassadors in the community, promoting the ideas of interest-based conflict resolution.



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Rebuilding Together Peninsula

Contact Person: Seana O'Shaughnessy

Address: 841 Kaynyne Street, Redwood City, CA 94063

Street Address	City	State	Zip Code
<u>650-366-6597</u>			
Phone Number: _____	Email Address: <u>seana@rebuildingtc</u>		

1. Mission Statement: Bringing volunteers and communities together to improve the homes and lives of low-income homeowners.

2. Amount of Request: \$ 5,000

- a. Total Agency Annual Budget: \$ 1,658,000
- b. Number of Agency Employees: 9
- c. Payroll is 40 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:
We are requesting funds for our Safe at Home Program. Safe at Home is our
minor home repair program. The program focuses on minor home repairs
costing between \$500-\$2,500, including: home modifications, ramps, grab
bars and handrails, fence repair, painting, clean-up, landscaping, roof repair,
yard clean-up, window repair, minor plumbing and electrical. Safe at Home
repairs are completed by RTP Staff, skilled volunteers and subcontractors.
We hope to complete repairs on 2-3 homes in Colma.

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

5. Describe the benefit to the Town derived from funding your organization:

The work of Rebuilding Together Peninsula support community. By com-

pleting necessary home repairs we help people be able to stay in their own

homes, keeping neighborhoods intact. When we are able to involve volun-

teers from the local community, we strengthen ties. Colma is a close-knit

community, & we provide additional opportunities for people to come together.

6. Provide a detailed account of how the FY 2013-14 contribution was used:

We ended up returning the grant because we did not receive any applications

from residents of Colma. We would like to partner with the City on outreach.

- a. Number of Colma residents served: 0
(See address ranges below)
- b. Number of Colma businesses served: 0

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

County of San Mateo \$160,000; City of Daly City \$30,000; City of South San

Francisco \$35,000; City of San Mateo \$70,000; City of Redwood City \$40,000.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

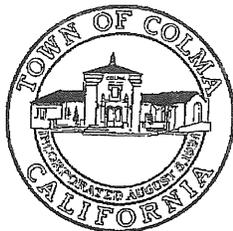
Yes _____ No ^X _____

If yes, please provide details.

9. Charitable Trust # or EIN # 94-3106209

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Rebuilding Together Peninsula

Contact Person: Seana O'Shaughnessy

Address: 841 Kaynyne Street, Redwood City, CA 94063

	Street Address	City	State	Zip Code
Phone Number:	<u>650-366-6597</u>			<u>seana@rebuildingtc</u>
		Email Address:		<u></u>

1. Check the appropriate box, and provide the ID number for the organization:
- 501(c)(3) charity Calif. Charitable Trust # 74377
 - Government entity FEIN #
 - Chamber of Commerce FEIN #

2. Mission Statement or Goals:
Bringing volunteers and communities together to improve the homes and lives
of low-income homeowners.

3. Outline the geographic area where persons who benefit from your organization are located:
We serve Daly City to Sunnyvale.

4. Is the Town of Colma located within this geographic area? Yes No
We were founded in 1989 and are

5. Summarize the organization's history:
celebrating 25 years of service to the Peninsula this year. Over that time we
have worked on over 2000 homes and community centers.

6. Describe the population served by the organization, including where the population resides.

We serve low-income homeowners and other nonprofits. There are low-income homeowners in every neighborhood and community.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

We track the restrictions on any grants that come in (whether they are geographic or program specific). On a quarterly basis we review our progress.

Our auditor also checks that we are meeting grant restrictions when she audits us annually.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ If yes, please provide details.

9. Please attach a copy of the following:

- Articles of Incorporation or similar organizational document
- IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Sitike Counseling Center

Contact Person: Joe Wagenhofer

Address: 306 Spruce Ave, South San Francisco, CA 94080

Street Address City State Zip Code

Phone Number: 650-589-9305 Email Address: info@sitike.org

1. Mission Statement: Our mission is to provide community-based counseling and education in a safe and healing environment that embraces the cultural and emotional needs of every client and to help people find hope, resiliency and life-affirming change.

2. Amount of Request: \$ 7,000

a. Total Agency Annual Budget: \$ 844,694

b. Number of Agency Employees: 17

c. Payroll is 69 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:
(See attached)

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are requesting a higher amount than was awarded in FY2013-14 because many clients continue to be unemployed or are struggling to afford treatment. Failure to complete treatment, if required by a court, may often result in further hardship for clients and their families.

5. Describe the benefit to the Town derived from funding your organization:

(See attached)

6. Provide a detailed account of how the FY 2013-14 contribution was used:

The grant from Town of Colma was used to offset the cost and reduce the amount we must charge our clients. 70% was used for personnel expenses, 8% for rent and 22% for other operating expenses.

- a. Number of Colma residents served: 7
(See address ranges below)
- b. Number of Colma businesses served: None (see attached)

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-14 and requested or expected in FY 2014-15:

Received in FY 2013-2014

City of South San Francisco CDBG \$8,782

Requested or Expected FY 2014-2015

City of South San Francisco CDBG \$10,000

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

N/A

9. Charitable Trust # or EIN # CT-70098, EIN 94-3065810

Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget

Town of Colma
Non-Profit Funding Request Form
FY 2014-15
(Attachments)

Name of Organization: Sitike Counseling Center
Contact Person: Joe Wagenhofer, Executive Director
Address: 306 Spruce Avenue, South San Francisco, CA 94080
Phone Number: (650) 589-9305 Email Address: info@sitike.org

3. Describe reason for request and how funds will be used:

Town of Colma funds will be used to supplement the actual cost of providing services to our clients. We receive partial funding through San Mateo County Behavioral Health & Recovery Services.

We must charge our clients a fee for the services they receive. Town of Colma funding will allow us to charge lower fees to those clients in need, ensuring that they will meet the requirements of completing treatment.

Without these funds, we will be required to charge higher fees than we know our clients can afford, resulting in fewer clients who will be able to complete treatment.

5. Describe the benefit to the Town derived from funding your organization:

Substance abusing clients have numerous health, housing, legal and employment challenges. The large majority of our clients are mandated into our services through the San Mateo County Superior Court or San Mateo County Child Protective Services. Many of our clients have few options for low cost services. The actual cost of providing treatment services have increased with increasing health insurance, worker's compensation and cost of living for personnel.

Providing low cost services ensures that clients can afford treatment and therefore eases the financial burden placed on the family and allows them to meet their court or job related requirements.

Treating substance abuse and mental health disorders has a positive effect on the community at large by reducing lost work days, promoting better work performance, reducing drug dealing, spousal abuse, emergency room visits and paramedic responses, thus reducing the burden of providing City services.

Sitike offers four programs: a First Offender Drinking Driver Program; an Outpatient treatment program that provides individualized treatment and group counseling for adult men and women; a Women's Intensive Day treatment program for pregnant and parenting women (they receive treatment four hours per day, five days per week. We provide transportation to and from the facility and on-site childcare); and an Anger Management Program for adults that consists of 32 hours of counseling and education.

Our objective is to assist people in addressing their substance abuse/mental health and anger issues, intervene in their alcohol and/or drug use and provide them with tools to reduce relapse, recidivism and the perpetuation of violence. There currently are two other providers in the immediate area, Latino Commission and Asian American Recovery Services; however, while similar in their focus they serve a specific cultural and ethnic group. Sitike provides services to these and all other populations in both English and Spanish.

6. Provide a detailed account of how the FY 2013-14 contribution was used:
 - b. Number of Colma businesses served:

Sitike's services are oriented towards individuals rather than businesses. We can serve all Town of Colma businesses by either providing education to the employer or providing treatment to their employees.



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Sitike Counseling Center

Contact Person: Joe Wagenhofer

Address: 306 Spruce Ave, South San Francisco, CA 94080
Street Address City State Zip Code

Phone Number: 650-589-9305 Email Address: info@sitike.org

1. Check the appropriate box, and provide the ID number for the organization:

- 501(c)(3) charity Calif. Charitable Trust # CT-70098
- Government entity FEIN # _____
- Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

Our mission is to provide community-based counseling and education in a safe
and healing environment that embraces the cultural and emotional needs of
every client and to help people find hope, resiliency and life-affirming change.

3. Outline the geographic area where persons who benefit from your organization are located:

Primarily north San Mateo County; some clients live in south
County or out of County.

4. Is the Town of Colma located within this geographic area? Yes No

5. Summarize the organization's history: Sitike was founded in 1988 and we have
provided outpatient substance abuse services for San Mateo County residents.
Since that time we have provided services and improved the lives of over 15,000 clients.

6. Describe the population served by the organization, including where the population resides.

We serve the diverse population of San Mateo County including the Asian and Pacific Islander,

Hispanic, African American and other communities. Most of our clients reside in the North County

cities and towns, including the Town of Colma, Daly City, San Bruno, Brisbane and South San Francisco.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

Sitike's management staff are experienced in nonprofit contract

management and fund accounting. Accounting records are kept in

Quickbooks. An independent audit is conducted each year.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____ If yes, please provide details.

N/A

9. Please attach a copy of the following:

- Articles of Incorporation or similar organizational document
- IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2014-15

(Please attach additional sheets of paper if you need more space.)

Name of Organization: San Mateo County Jobs for Youth

Contact Person: Ruby Tomas

Address: 400 Harbor Blvd. Bldg. B Belmont CA 94002
Street Address City State Zip Code

Phone Number: 650-802-3371 Email Address: Rtomas@smcgov.org

1. Mission Statement: To provide all youth with employment services that will assist them in gaining the necessary job skills to be successful in their employment goals.

2. Amount of Request: \$ 500.00

a. Total Agency Annual Budget: \$ 323,614.00

b. Number of Agency Employees: 3

c. Payroll is 90 % of the Agency's total Annual Budget.

3. Describe reason for request and how funds will be used:

The Jobs for Youth program has a 32-year history of serving all youth 14-21 years of age at no cost to them or employers. Services do not have specific eligibility or income requirements and are available to serve all youth regardless of socio-economic or risk level. Last year, Jobs for Youth served 2658 youth and placed 303 youth in jobs/internships with local employers. Many of these youth are considered at-risk including teens from the juvenile system, continuation schools, and foster youth. Although majority of the youth are low-income, teens from all economic backgrounds participate. Services include:

- Job preparation workshops that teaches youth about job applications, create resumes, and prepare for interviews.
- One-on-One interviews with youth counselors
- Direct job placement to appropriate job (job matching)
- Access to hundreds of jobs directed to youth.
- Internship Opportunities

The Jobs for Youth program is still the only coordinated countywide unsubsidized job development and placement program for youth 14 to 21 years of age in San Mateo County. We need the ongoing support of cities, schools, businesses, and civic organizations to provide the youth of our communities a chance for success. Since the Federal government has dropped their support of youth employment nationwide, it is essential for the people of San Mateo County to come together and support our youth.

4. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

5. Describe the benefit to the Town derived from funding your organization:

The San Mateo County Jobs for Youth program is dedicated to helping all youth transition into adulthood, develop career plans, and gain work experience. Jobs for Youth provides all youth, regardless of socio-economic and risk level, with employment services that will assist them in gaining the necessary job skills to be successful in their employment goals. Youth will learn to become self-sufficient and responsible citizens in the Town of Colma.

- a. Number of Colma residents served: 8
(See address ranges below)
- b. Number of Colma businesses served: 2

Colma Address Ranges

B Street:	401 - 540	F Street	417 - 629
C Street	401 - 564	Hillside Boulevard	1450 - 2710
Clark Ave	350 - 580	Hoffman Court	301 - 321
D Street	429 - 579	Mission Road	1431 - 1655
E Street	401 - 490	Isabelle Circle	1221 - 1359
El Camino Real	1180 - 1222	Mission Road	1263 - 1377

7. List contributions requested and received from other cities in FY 2013-2014 and requested or expected in FY 2014-2015.

City	Requested 2013-2014	Received 2013-2014
Atherton	\$570.00	\$500.00
Belmont	\$1,500.00	
Brisbane	\$500.00	
Burlingame	\$3,000.00	\$900.00
Colma	\$500.00	\$500.00
Daly City	\$5,000.00	\$5000.00
East Palo Alto	\$1,500.00	
Foster City	\$2,000.00	\$500.00
Half Moon Bay	\$500.00	
Hillsborough	\$570.00	\$570.00
Menlo Park	\$1,500.00	
Millbrae	\$3,000.00	
Pacifica	\$1,000.00	
Portola Valley	\$570.00	
Redwood City	\$3,000.00	
San Bruno	\$3,000.00	
San Carlos	\$2,000.00	\$1000.00
San Mateo	\$5,000.00	
South San Francisco	\$5,000.00	
Woodside	\$570.00	

8. Are there any material changes to the information in your Request for Determination of Eligibility for Grant Funding?

- Yes
 No

If yes, please provide details.

9. Please attach a copy of the following:

- Proof of organization's tax exempt status
- Roster of current governing board
- Completed IRS 990 form for the last fiscal year
- Current Year Annual Operating Budget



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: San Mateo County Jobs for Youth

Contact Person: Ruby Tomas

Address: 400 Harbor Blvd. Bldg. B Belmont, CA 94403

Street Address City State Zip Code

Phone Number: 650-802-3371 Email Address: Rtomas@smcgov.org

1. Check the appropriate box, and provide the ID number for the organization:

501(c)(3) charity Calif. Charitable Trust # 94-6000532

Government entity FEIN # _____

Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

To provide all youth with employment services that will assist them
in gaining the necessary job skills to be successful in their employment goals.

3. Outline the geographic area where persons who benefit from your organization are located:

San Mateo County

4. Is the Town of Colma located within this geographic area? Yes No

5. Summarize the organization's history: _____

6. Describe the population served by the organization, including where the population resides.

Jobs for Youth Serves youth ages 14-21 years old regardless of their socio-economic background.

Many of these youth are considered at-risk including teens from the juvenile system, continuation schools, and foster youth. Although majority of the youth are low-income, teens from all economic backgrounds participate.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

Jobs for Youth has performance measures and program evaluations in place to help us ensure the terms and conditions of all grants are satisfied.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ If yes, please provide details.

9. Please attach a copy of the following:

- Articles of Incorporation or similar organizational document
- IRS letter of tax-exempt status, if applicable

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STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Roger C. Peters, City Attorney
Christopher J. Diaz, Assistant City Attorney

VIA: Sean Rabé, City Manager

MEETING DATE: September 10, 2014

SUBJECT: Lot Line Adjustments

RECOMMENDATION

Staff recommends that the City Council adopt:

AN ORDINANCE AMENDING THE COLMA MUNICIPAL CODE, SECTION
5.02.020 AND 5.02.030, RELATING TO LOT LINE ADJUSTMENTS

EXECUTIVE SUMMARY

Under the Town's existing ordinance, a lot line adjustment means an adjustment of the boundaries of two or more adjacent parcels. The proposed ordinance would amend this definition to be consistent with state law; i.e. that the maximum number of parcels that can be adjusted is four, and that all parcels must be "adjoining", not merely close to each other. The proposed ordinance would also provide clarifying language as to when a lot line adjustment is allowed, the procedures involved, and the required application materials needed for the Town to process an application.

FISCAL IMPACT

The adoption and implementation of this ordinance will allow the Town to process lot line adjustments consistent with state law. No fiscal impacts are anticipated other than staff time to process a lot line adjustment when an application is received.

ANALYSIS

The California Subdivision Map Act (the "Act") exempts lot line adjustments from compliance with the Act so long as a proposed adjustment meets the definition of lot line adjustment in the Act. Under prior law, the Act defined lot line adjustments to mean an adjustment of the boundaries of two or more adjacent parcels. The State Legislature amended this definition to mean an adjustment of the boundaries of four or fewer existing adjoining parcels. The Town has been processing applications in compliance with existing state law.

The ordinance attached to this staff report would amend the Town's existing Subdivision Ordinance to include a definition of lot line adjustment consistent with state law. The ordinance would also make clarifying language changes as to when a lot line adjustment is allowed, the procedures involved, and the required application materials needed for the Town to process an application. In general, lot line adjustments are allowed and exempt from the requirements of the Act when the following conditions are met:

1. The adjustment is between four or fewer existing adjoining parcels;
2. Land is proposed to be taken from one parcel and added to an existing adjoining parcel;
3. No additional parcels are created;
4. The resulting parcels comply with the provisions of the Town's Subdivision Ordinance, the Zoning Ordinance, the General Plan, and the Building Code; and
5. The resulting parcels do not interfere with existing utilities, infrastructure, or easements, or the lot line adjustment approval is conditioned to avoid such interference.

Prior to 2009, the City Planner was authorized to approve applications for lot line adjustments. In that year, the authority was transferred to the City Engineer. The proposed ordinance would transfer the authority back to the City Planner.

Values

The City Council's adoption of the ordinance would be the *responsible* thing to do as it would ensure consistency with state law.

Sustainability Impact

None.

Alternatives

The City Council could choose not to adopt the ordinance. However, the existing lot line adjustment provisions in the Town's Subdivision Ordinance would continue to be inconsistent with state law provisions.

CONCLUSION

Staff recommends that the City Council adopt the attached ordinance to ensure consistency with state law.

ATTACHMENTS

- A. Ordinance

ORDINANCE NO. _____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**AN ORDINANCE AMENDING THE COLMA MUNICIPAL CODE, SECTIONS 5.02.020
AND 5.02.030, RELATING TO LOT LINE ADJUSTMENTS**

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

ARTICLE 1. COLMA MUNICIPAL CODE SECTION 5.02.020 AMENDED.

The term "Lot Line Adjustment" in Section 5.02.020 of the Colma Municipal Code entitled "Definitions" is amended to read as follows, with all other definitions remaining:

5.02.020 Definitions

Lot Line Adjustment shall mean an adjustment of the boundaries of ~~two or more adjacent~~ four or fewer existing adjoining parcels ~~which takes land from one parcel and adds it to an adjacent~~ where the land taken from one parcel is added to an adjoining parcel, provided that and where a greater number of parcels than originally existed is not thereby created.

[Reference: GOV'T CODE § 66412(d)]

ARTICLE 2. COLMA MUNICIPAL CODE SECTION 5.02.030 AMENDED.

Section 5.02.030 of the Colma Municipal Code entitled "Lot Line Adjustments" is hereby amended to read as follows:

5.02.030 Lot Line Adjustments.

- (a) A lot line adjustment shall be permitted if all of the following conditions are met:
- (1) The adjustment is between four or fewer existing adjoining parcels;
 - (2) Land is proposed to be taken from one parcel and added to an existing adjoining parcel;
 - (3) No additional parcels are created;
 - (4) The resulting parcels comply with the provisions of this subchapter, the Zoning Ordinance, the General Plan, and the Building Code; and
 - (5) The resulting parcels do not interfere with existing utilities, infrastructure or easements, or the lot line adjustment approval is conditioned to avoid such interference.

- (b) An application for a Lot line Adjustment shall include the following:
- (1) A completed application;
 - (2) Recent (within 60 days) preliminary title report on all lots whose lines are being adjusted;
 - (3) Current deeds for all lots whose lines are being adjusted. If the parcels to be adjusted are owned by a corporation or limited liability company, the signature of an officer(s) authorized to bind the entity is required;
 - (4) Two copies of a full-size site plan (20-scale), and two copies of a half-size site plan on 11 x 17 paper showing at a minimum:
 - i. Topographical information;
 - ii. Existing boundary information;
 - iii. Existing monuments found;
 - iv. Existing and proposed lot lines;
 - v. All structures on the property including raised decks, retaining walls and fences;
 - vi. Setbacks;
 - vii. Square footage of each structure on the lots;
 - viii. Lot coverage;
 - ix. Floor area ratio;
 - x. Assessor parcel numbers (APN);
 - xi. Utility information, including the location of existing utilities and utility easements;
 - xii. Existing easements.
 - (5) Three copies of new plat maps, new legal descriptions for the adjusted lots, and corresponding legal descriptions of transferred areas ~~revised deeds;~~
 - (6) ~~A plot plan showing the location of the old and new lot lines;~~
 - (7) Closure calculations for the transferred area and the adjusted parcels;

- (8) Copies of any reference maps and record documents used in the preparation of the plat maps, site plan and legal descriptions;
- (9) ~~A diagram showing the proposed change and the relationship between the new lot line and any existing structures on properties affected by the change;~~
- (10) Any other information determined to be necessary for review of the proposed work adjustment;
- (11) A record of survey, if required by Business and Professions Code section 8762; and
- (12) Required fee(s).

(c) The City ~~Engineer~~ Planner shall determine the completeness of the application within thirty (30) days of its submittal. ~~Once the application has been determined complete, the City Engineer shall distribute the lot line adjustment request for review and comment to the Planning Department and other appropriate departments or agencies.~~

(d) ~~Once an application is deemed complete Within thirty (30) days of a determination that the application is complete, the City Planner~~ City Engineer shall either approve the lot line adjustment, approve with conditions, or deny the lot line adjustment subject to the time periods in the Permit Streamlining Act.

(e) No tentative map, parcel map or final map shall be required as a condition to the approval of a lot line adjustment. The City Planner ~~Engineer~~ may not impose conditions or exactions on the approval of a lot line adjustment except:

- (1) To conform with the Subdivision Map Act, the Town's General Plan, any applicable Specific Plan, and the Town's Zoning and Building Codes;
- (2) To require the prepayment of real property taxes prior to the approval of the lot line adjustment;
- (3) To facilitate the relocation of existing utilities, infrastructure or easements; and
- (4) To indemnify and hold harmless the City.

(f) Upon approval of the application, the Town shall prepare deeds reflecting the lot line adjustment and shall require the applicant to execute the deeds. The Town shall have final review and approval over the deeds prior to recordation. the applicant shall provide the Town with copies of the recorded grant deeds, which reflect the approved lot line adjustment.

~~(g) Upon receipt by the Town of recorded deeds reflecting the new configuration, the City Engineer shall issue either a Certificate of Compliance or a Conditional Certificate of Compliance as required, indicating the Town's acceptance and approval of the request.~~

(g) ~~Appeals shall be processed in~~ A decision to grant or deny an application for a lot line adjustment may be appealed in accordance with section 1.02.270 of the Colma Municipal Code.

[*History:* formerly § 5.203; ORD. 212, 6/8/77; ORD. 301, 8/08/84; ORD. 326, 12/11/85; ORD. 364, 1/13/88; ORD. 638, 12/14/05; ORD. 674, 2/11/09]

[*Reference:* Gov't Code § 66412(d)]

ARTICLE 3. Severability.

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

ARTICLE 4. Not A CEQA Project.

The City Council finds that adoption of this Ordinance 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 to ensure consistency with state law. Further, as no current lot line adjustment application is pending before the Town, any analysis of the effects of future lot line adjustments would be speculative.

ARTICLE 5. Effective Date.

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

Certificate of Adoption

I certify that the foregoing Ordinance No. _____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on September 10, 2014 and duly adopted at a regular meeting of said City Council held on _____, 2014 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

 Helen Fiscaro, Mayor

Attest: _____
 Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, City Planner

VIA: Sean Rabé, City Manager

MEETING DATE: September 10, 2014

SUBJECT: Circulation Element Adoption

RECOMMENDATION

Staff recommends that the City Council adopt:

**RESOLUTION AMENDING THE CIRCULATION ELEMENT OF THE TOWN OF COLMA
GENERAL PLAN**

EXECUTIVE SUMMARY

The proposed resolution would update the Circulation Element of the General Plan, assuming that there will be no growth, land use changes, new projects or development beyond that permitted under the Town's 1999 General Plan or current Zoning and that all contemplated projects would occur within the existing right-of-way. The proposed resolution would amend the Town's existing Circulation Element and meet grant-eligibility criteria by:

- Updating information, images and tables;
- Removing projects completed since 1999;
- Revising, clarifying and deleting some of the policies;
- Adding Complete Streets policies and information; and
- Adding some specific complete streets projects within the existing right-of-way.

The primary purpose of this interim update is to add "Complete Streets Policies" so that the Town may be eligible for future OBAG funding.

BACKGROUND

After the State of California adopted the Complete Streets Act in 2008 (AB 1358), the Town responded by adopting its own Complete Streets Policy in the fall of 2012. In past years, this Policy was sufficient for securing eligibility for OBAG funding cycles, but in 2015 it no longer will be. Beginning in 2015, MTC will require the General Plan of each local jurisdiction to identify how the jurisdiction will accommodate the circulation of all users of the roadway.

On July 9, 2014 the City Council conducted a Study Session on a draft of the Circulation Element, made comments on the draft and set the public hearing to adopt the element for September 10, 2014. Since the Study Session, staff has determined that several policies initially planned to be deleted be retained to clarify existing Town policy until . A final list of policies recommended to be included in the document is included in Exhibit B.

The Metropolitan Transportation Commission (MTC) recently adopted new eligibility requirements for cities and counties seeking funding through the One Bay Area Grant (OBAG) program. In order to be eligible for the next round of OBAG funding (currently anticipated in 2015), jurisdictions must have General Plans with approved Circulation Elements that comply with AB 1358 (the Complete Streets Act of 2008), by January 31, 2015. As a result of this directive, Staff has updated the 1999 Circulation Element for Council's review. Since the Town is currently in the midst of a comprehensive update to its General Plan, this is a minor/interim update. A full update to the Circulation Element will occur with the future comprehensive update of the General Plan.

Simply, the term "Complete Streets" means streets that are safe and convenient for vehicles, bicyclists, and pedestrians. The term describes an integrated transportation network that's designed and built for all motorists, including truckers and operators of public transportation, and all pedestrians, including persons with disabilities, seniors, children, youth, and families. Increasingly, the use of state and federal transportation funding is tied to including complete street elements into the design of improvement projects. If complete streets components cannot be accommodated in the improvement for whatever reason, a statement of the reasons why a component was not included must be publically disclosed.

FISCAL IMPACT

Adoption of the Circulation Element will not require an adjustment to the Town's budget.

ANALYSIS AND DISCUSSION

The primary purpose of this interim update to the Circulation Element is to add complete streets policies so that the Town may be eligible for future OBAG funding. Staff used as much original text from the 1999 Circulation Element as possible and incorporated principles directly from the Town's existing Complete Streets Policy. This update assumes no growth, land use changes, new projects or development beyond that permitted under the Town's 1999 General Plan or current Zoning. Additionally, all contemplated projects (such as restriping to add bicycle lanes or the addition of sidewalks) would occur within the existing right-of-way.

The proposed 2014 Circulation Element includes discussions and policy recommendations on the following projects:

- Hillside Phase 1 Improvements, which will add sidewalks and bike lanes from Hoffman Street to Serramonte Boulevard;
- The San Mateo County 2011 Bicycle Plan, where feasible, for designated lanes within Colma;
- Improvements on Mission Road that have added Class II and Class III bicycle lanes (project scheduled to begin the first week of July 2014);
- El Camino Real improvements, which will add bicycle lanes and sidewalks where feasible (sidewalks are already noted as a policy in the 1999 Circulation Element); and
- Re-configuration of the El Camino Real/Mission Road intersection to allow for improved pedestrian and bicycle safety (this is an existing policy in the 1999 Circulation Element).

The following resolution would remove or modify these existing policies from the 1999 Circulation Element (as shown on pages 34-37 of the Draft Circulation Element) (see Exhibit B for specific changes):

- Deletion of policy 5.03.714. This policy requires the maintenance of Olivet Parkway as a public road. The extension of Serramonte Boulevard, which handles traffic between El Camino Real and Hillside Boulevard, made this policy obsolete. Olivet Parkway (with the exception of a 100' section from El Camino Real) was abandoned as a roadway and deeded to the adjacent property owner in exchange for property where the Colma Community Center was built. Thus, this policy no longer applies.
- Deletion of policy 5.03.715. This policy relates to the Hickey Boulevard Extension. This project was implemented with the creation of Lawndale Boulevard.
- Modification of policy 5.03.17 (now policy 5.03.15) to clarify that the street abandonment process is applicant-driven, and that applications will be reviewed on the merit of the application. The policy adds that the street proposed for abandonment will not, in the foreseeable future, be required to serve a public purpose.
- Modification of policy 5.03.23 regarding sidewalks. Changes to the sidewalk segments listed are as follows:
 - Sidewalks have been installed on the west side of El Camino from Collins Avenue to Cypress Lawn, and this language has been deleted.
 - Junipero Serra Boulevard was improved without sidewalks on the west side due to right-of-way limitations and adjacency to Highway 280 and has been deleted.
 - The sidewalk for the west side of El Camino Real between the Greek Cemetery driveway and the BART station is described using Olivet Parkway which is on the east side of El Camino Real. This reference has been changed to the Greek Cemetery driveway which is on the west side.

- Deletion of policy 5.03.734 regarding street tree planting on Junipero Serra Boulevard in conjunction with median landscaping and pedestrian facilities. This work is complete.
- Deletion of policy 5.03.736 regarding private landscaping after the completion of County Flood Control projects. These projects have been completed, and landscaping has been restored.
- Modification of Policy 5.03.743 to seek Town participation in the future improvement of only the south half of the SFPUC right-of-way behind Kohl's. This recognizes that a fenced off well building will be constructed on the south half in 2015.

The draft Circulation Element that the City Council considered on July 9, 2014 included several policies proposed for deletion which staff is now recommending remain in the document and be reconsidered with the comprehensive update, as follows:

- Policy 5.03.713. This policy relates to the location of street parking and time limitations. This policy is implemented through Administrative Code by the setting of street parking time zones.
- Policy 5.03.724. This policy requires that loading and unloading activities take place outside of the public right-of-way. This is a standard consideration in the review of new development projects.
- Policy 5.03.725. This policy requires accessibility upgrades for both private and public projects. The Town has an American's with Disability Act (ADA) transition plan to prioritize public projects. Accessibility requirements for private projects are dictated by the building code.
- Policy 5.03.727. This policy recommends the establishment of a "plan line" for Hillside Boulevard for future improvements. Since plans have been drafted for improvements along Hillside Boulevard, establishing of a plan line is not necessary. This policy is recommended to be clarified to note that the improvement of Hillside Boulevard will occur in phases. It is anticipated that the last improvement to Hillside Boulevard would be sidewalks on the east side between Sand Hill Road and Lawndale Boulevard since this area is currently agricultural and has no pedestrian traffic (and would likely not have any pedestrian traffic even if sidewalks were installed). This improvement would occur when Holy Cross develops its property in the future.
- Policy 5.03.751. This policy recognizes El Camino Real, Hillside Boulevard and the Junipero Serra Freeway as scenic routes and recommends detailed mapping of these corridors. This policy has not been implemented to date, but states the Town's policy intent to preserve scenic corridors.

Staff provided a notice of availability of the Draft Circulation Element to numerous public agencies (including MTC, ABAG, CCAG, Fish and Game, Army Corp of Engineers, Caltrans, and four Native American Tribes.). To date, no comments have been received on the draft document. In addition, staff provided a public notice to all of these agencies of the adoption hearing.

A more in-depth look at circulation improvements and connections will occur as part of the comprehensive General Plan update currently under way.

CEQA EXEMPTION

In Staff's opinion, this amendment to the Circulation Element is exempt from review under the California Environmental Quality Act ("CEQA") because it can be seen with certainty that "there is no possibility that the [amendments] may have a significant effect on the environment." (14 Cal Code Regs §15061(b)(3).) The amendments reflect that certain existing policies in the Circulation Element have now been satisfied and, therefore, no longer need be included in the Element. They also serve as factual clarifications to existing policies in order to more accurately convey the intent of these policies. Accordingly, the City Council should find that there is no possibility that the amendments may have a significant effect on the environment and adopt the CEQA exemption included in the resolution.

COUNCIL ADOPTED VALUES

The recommendation is consistent with the Council value of *vision* in considering the broader regional and statewide implications of the agency's decisions and issues.

CONCLUSION

Staff recommends the City Council adopt a motion to adopt the attached resolution which approves the 2014 Circulation Element.

EXHIBITS

- A. Resolution, including draft Circulation Element
- B. Table Showing Proposed Changes to Circulation Element Policies

RESOLUTION NO. 2014-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION AMENDING THE CIRCULATION ELEMENT OF THE
TOWN OF COLMA GENERAL PLAN**

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

1. Background

(a) Government Code Section 65302 of the State Planning and Zoning Law requires every jurisdiction to adopt a Circulation Element.

(b) The Metropolitan Transportation Commission (MTC) recently adopted new eligibility requirements for cities and counties seeking funding through the One Bay Area Grant (OBAG) program. In order to be eligible for the next round of OBAG funding, which is anticipated in 2015, the Circulation Element of a jurisdiction's General Plan must comply with AB 1358, Complete Streets Act of 2008, by January 31, 2015.

(c) On May 19, 2014, the Town of Colma sent notices of availability of the draft Circulation Element to neighboring cities, special districts, local agencies, school districts, the Local Agency Formation Commission (LAFCO), the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), MTC, Caltrans, public utility companies and additional agencies, as required by Government Code 65352. No comments or responses were received from these agencies, individuals or groups.

(d) As required by Government Code 65352.3, the Town of Colma consulted with California Native American Tribes by making a request for consultation. The Native American Heritage Commission provided a list of four Tribes to contact. The four tribes were contacted on May 19, 2014 and no comments were received.

(e) On May 19, 2014, the Town posted a Notice Availability of the draft Circulation Element on the three official Town Bulletin Boards and posted a draft Circulation Element on the Town's website.

(f) No public comments were received as a result of the posting of the notice or posting on the Town's website.

(g) On July 9, 2014 the City Council considered the 2014 draft Circulation Element at a Study Session, and set the public hearing for the adoption of the Circulation Element for September 10, 2014.

(h) Notice of Public Hearing to consider the adoption of the Circulation Element was posted on the Town's three official bulletin boards on August 29, 2014. The updated draft Circulation Element was posted on the Town's website on August 29, 2014.

2. Findings

The City Council finds that:

- (a) The facts stated in the foregoing recitals are true and correct;
- (b) The Town of Colma provided opportunities for public input as well as for public agency and public notification in the preparation and adoption of the Circulation Element Update, as set forth in paragraphs 1(c) through 1(h), above;
- (c) The Town of Colma followed all required procedures before adopting the General Plan Circulation Element Update, as set forth in paragraphs 1(c) through 1(h), above;
- (d) The proposed Circulation Element promotes orderly land use and is in the best interest of the community for the future;
- (e) The proposed Circulation Element does not satisfy the personal desires of a particular landowner to the detriment of the Town;
- (f) The proposed Circulation Element promotes public safety, comfort, convenience, and public welfare by identifying policies and improvements to improve mobility by all users of the Town's circulation system;
- (g) Approval of the Circulation Element does not conflict with adopted goals of the community; and
- (h) Approval of the Circulation Element is permitted and also required by state law and is consistent with local ordinances.

3. CEQA Exemption

The City Council finds and determines with certainty that the amendments to the 1999 Circulation Element to comply with the State of California Complete Streets Act of 2008 (AB1358) are exempt from review under the California Environmental Quality Act ("CEQA") pursuant to California Code of Regulations Title 14, Chapter 3, section 15061(b)(3), which states "the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment," commonly known as the "common sense exemption." This exemption is applicable here because "it can be seen with certainty that there is no possibility that the [amendments] may have a significant effect on the environment." (14 Cal Code Regs §15061(b)(3).) The amendments reflect that certain existing policies in the Circulation Element have now been satisfied and, therefore, no longer need be included in the Element. They also serve as factual clarifications to existing policies in order to more accurately convey the intent of these policies. Accordingly, the City finds that there is no possibility that the amendments may have a significant effect on the environment and thus the amendments are exempt from CEQA.

4. Orders

NOW THEREFORE BE IT ORDERED AS FOLLOWS:

(a) The Circulation Element of the Town of Colma General Plan is amended in its entirety to read as set forth in the attached Exhibit A.

(b) The City Council rescinds Resolution 1999-22.

(c) Colma Administrative Code is amended by replacing the existing subchapter 5.03, "Circulation Element," with the "2014 Circulation Element", which is Exhibit A to this Resolution, and the City Clerk shall post the revised Colma Administrative Code on the Town's website.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 10, 2014, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

 Helen Fisicaro, Mayor

Attest: _____
 Sean Rabé, City Clerk

Attachments: Exhibit A, 2014 Circulation Element

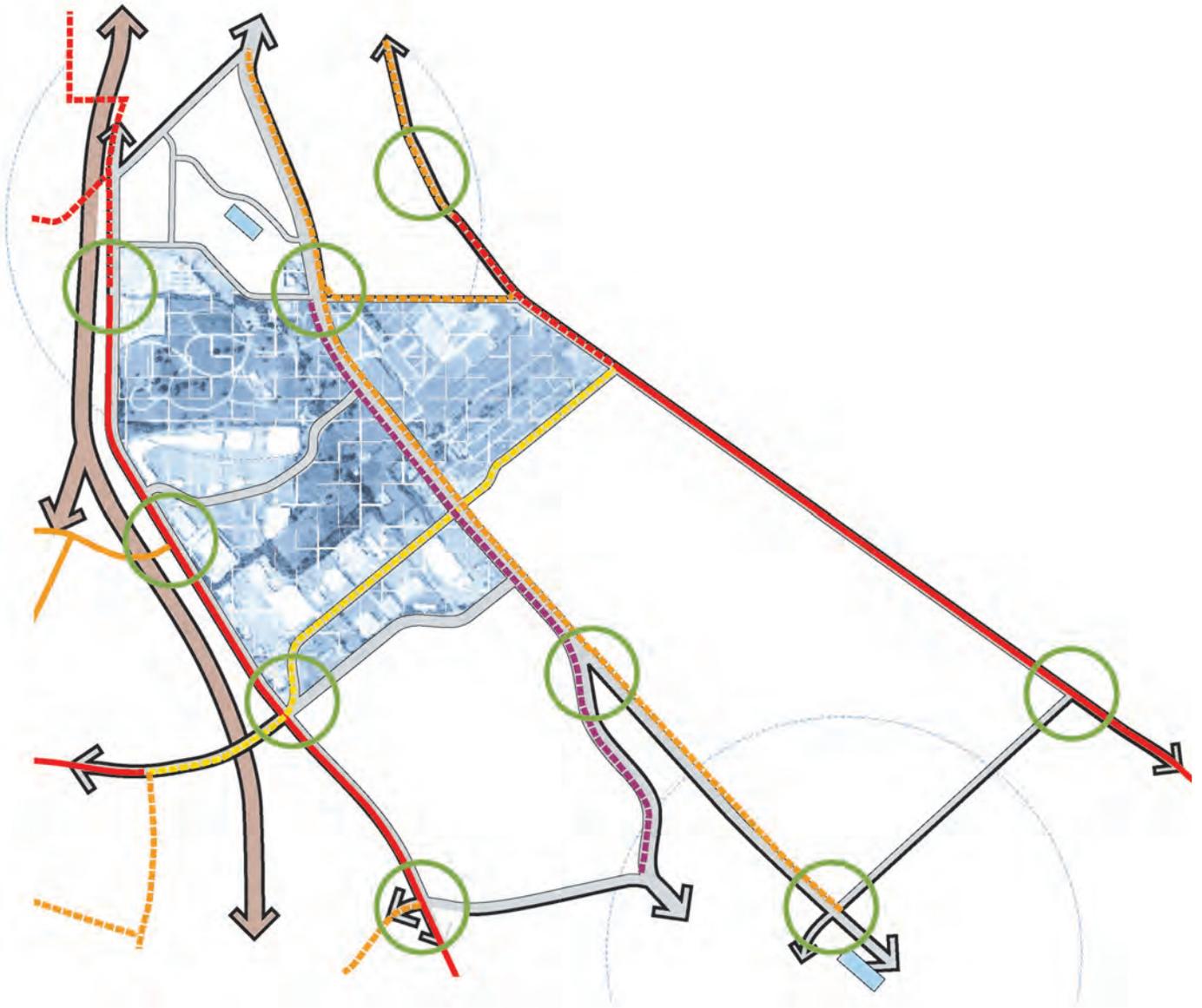
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2014

CIRCULATION ELEMENT

TOWN OF COLMA GENERAL PLAN



Adopted by Colma City Council
on September 10, 2014
Resolution 2014 -



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5.03.000 INTRODUCTION

5.03.010 PURPOSE

The goals of the Circulation Element are to identify facilities for the safe, efficient, and environmentally responsible movement of people and goods through the Town, ensure these facilities reflect the land uses contemplated by the Land Use Element, and ensure a range of transportation options are available throughout the Town. The element accomplishes these goals by describing the Town's existing circulation, identifying areas where improvements are required, and proposing policies and tasks to improve circulation. It includes a plan of the streets and highways designed to serve the community in the most efficient manner. Colma's system is shown on the Land Use Map (Exhibit LU-2). Guidelines are given for the appropriate location, size and overall design of roads. Various improvements are recommended. Included are provisions for pedestrian and bike facilities and transportation for the entire community.

The California Complete Streets Act requires that Colma plan a multimodal transportation network that allows for effective travel by motor vehicle, foot, bicycle, and transit to key destinations within the community and the larger region. The law emphasizes that cities prioritize the construction of public improvements that accelerate development of a balanced, multimodal transportation network. The element accomplishes this goal in-part through a Complete Streets Policy. The Town of Colma is committed to improving mobility whenever possible as capital improvement projects or private developments are considered. Exhibit C-8 shows the locations of existing and future bikeways.

The element also defines certain scenic roads in Colma and recommends measures to maintain and improve their scenic qualities. Entry points to Colma are identified along selected routes. Landscaping and other treatments are recommended to enhance



these gateways to the community. Scenic routes and gateways are shown on the Scenic Routes Map (Exhibit C-1).

5.03.020 RELATION TO OTHER ELEMENTS

The Circulation Element is primarily related to the Land Use, Housing, Safety and Open Space Elements. Circulation routes must consider the accommodation of public utilities, the intensity and pattern of land use, and the provision of logical connections among destination points, retail areas, memorial park locations, as well as concentrations of residential and employment groups to be served.

5.03.100 CIRCULATION SYSTEM

The street system within Colma is structured around State Highway 82, (El Camino Real) and Interstate Highway I-280, (Junipero Serra Freeway) which carry traffic into and out of Town. The internal street system consists of arterial streets, collector streets and local streets. Usable road width, sight distance, and travel speed generally decrease as one moves from major highways to local streets. Overall, the amount of total traffic affecting Colma is anticipated to increase by 2-3% per year on most streets as a result of increased development in Colma and in the surrounding areas. This incremental increase in traffic volume creates pressure for road widening, installation of turn lanes along certain roads, and the installation of stop signs and signals at certain intersections. In the following section each of the major components is analyzed, its operating characteristics are described and recommendations for improvements are given. Table C-1 summarizes the operating characteristics of the system.

5.03.101 Capacity and Level of Service (LOS)

The **Capacity** of a roadway is the maximum number of vehicles that can be handled in one hour by a given section of road under prevailing conditions. The conditions which affect capacity include physical conditions, such as width of roadway, number of lanes, alignment, grade and surface condition, and operating conditions, such as number of trucks and buses, traffic interruptions and distribution characteristics of traffic into lanes. See Table C-1.

“**Level of Service (LOS)**” describes the general operating conditions that a driver will experience while driving on a particular street or highway. Six levels of service are used to describe the driving experience under various speeds and traffic volume conditions. It is typically the measure of operating conditions at road intersections. Levels of service range from A to F, with A being a condition of free movement, low traffic volumes and high speeds. Level F is a situation of low operating speed, high volumes and stoppages. With Level F conditions, traffic volumes are below capacity. Levels of Service



**TABLE C-1
OPERATING CHARACTERISTICS OF COLMA'S ROADWAYS**

ROADWAY	# of Lanes	Speed Limit	Side walks	Use Levels			Scenic Corridor?	Entry Gateways?
				Peak Hour (veh/hr)	Vehicle Capacity (veh/hr)	Percent of Capacity		
MAJOR HIGHWAYS								
Interstate Hwy 280								
North of Serramonte Blvd	12	65	N/A	18,100	21,600	84%	Yes	No
South of Serramonte Blvd	10	65	N/A	15,100	18,000	84%	Yes	No
Hwy 82 (El Camino Real)								
Northern and Central Section (north of Mission Road)	6	40	east side, portions of west side	2,950	9,000	33%	Yes	Yes
Southern Section	4	40	east side, portions of west side	1,550	6,000	26%	Yes	Yes
ARTERIAL STREETS								
Junipero Serra Boulevard	4-5	40	portions east side	2,050	6,100	34%	No	No
Serramonte Boulevard	4	25	Yes	1,430	3,000	48%	No	Yes
Mission Road	2	30	Yes	620	2,400	26%	No	Yes
Hillside Boulevard	2-4	40	portions	1,180	2,400	49%	Yes	Yes
COLLECTOR STREETS								
Collins Avenue	2	25	portions both sides	400	2,335	17%	No	No
Colma Boulevard	2-4	25	north side	640	5,950	11%	No	No
D & F Streets	2-4	25	Yes				No	No
Clark Avenue	2	25	Yes				No	No

Source: Traffic Counts, Fall 2013



B-E are gradations of progressively worsening conditions. Level of Service C, which is characterized by stable flow but where speed and maneuverability is limited by higher volumes, and Level of Service D, characterized by very limited maneuverability and long delays where traffic flow is approaching an unstable condition, are the generally accepted standard for Planning applications. Colma should seek to achieve LOS D or better. Levels of Service E and F should be tolerated during peak demand periods. See Table C-2.

5.03.110 MAJOR HIGHWAYS

5.03.111 Interstate Highway 280 (Junipero Serra Freeway)

Interstate Highway 280 provides access to Colma at three locations - Hickey Boulevard, Serramonte Boulevard and D Street at Junipero Serra Boulevard. Hickey Boulevard is a full interchange with on- and off-ramps for both northbound and southbound traffic. The

TABLE C-2 LEVEL OF SERVICE AT KEY COLMA INTERSECTIONS		
INTERSECTION	PEAK HOUR	LOS
Serramonte Boulevard at Junipero Serra Boulevard	5:00 – 6:00 PM	E
Serramonte Boulevard at El Camino Real	5:15 – 6:15 PM	C
Colma Boulevard at El Camino Real	5:15 – 6:15 PM	A
Colma Boulevard at Junipero Serra Boulevard	5:30 – 6:30 PM	B
Junipero Serra Boulevard at Southgate Avenue	5:15 – 6:15 PM	B

Source: Traffic Counts, Fall 2013

Serramonte Boulevard interchange provides a northbound on-ramp and a southbound off-ramp only. A northbound off-ramp exists in the vicinity of D Street at Junipero Serra Boulevard in Daly City.

There are weaving conflicts between the Serramonte Boulevard on-ramp traffic and the I-280 traffic accessing the D Street (Eastmoor) and Highway 1 off-ramps. These conflicts could be reduced by constructing a fly-over for Highway 1 traffic.

5.03.112 State Highway 82 (El Camino Real)

State Highway 82 is a major north/south route extending from San Francisco, south to San Jose. North of F Street it becomes Mission Street; south of F Street it becomes El Camino Real. Highway 82 bisects the Town of Colma with three lanes in each direction, narrowing to two lanes in each direction south of Mission Road. Most of El Camino has a 28-foot wide landscaped median. There are overhead electric, telephone, and cable TV lines along both sides of the street starting just south of F Street to the Town’s southern boundary. On-street parking is allowed, but few vehicles park along El Camino Real





The “Y” at El Camino Real and Mission Road

because of the small number of business frontages and available off-street parking. Sidewalks have been installed on the entire east side of the roadway, but the west side lacks sidewalks north of the Greek Cemetery Driveway and south of Cypress Lawn (which transitions into the jurisdiction of South San Francisco). Ultimately, sidewalks should be constructed on both sides of the street along the entire length of El Camino Real. Although El Camino Real is a designated bicycle route, there are no marked bicycle lanes and no sidewalk or bicycle facilities have been provided north from South San Francisco into Colma. Because Highway 82 is a State Highway, state approval must be obtained for driveway and utility encroachments.

Left turns from Collins Avenue and from various cemetery entrance driveways onto El Camino Real can be dangerous at times due to the width of El Camino Real (three lanes in each direction) and at times the high speeds of traffic. The wide median is important for the protection it provides. Median landscaping improvements must not obscure lines of sight. Controls on left-turn movements should be considered. Likewise, access to parcels fronting El Camino Real south of Mission Road is potentially hazardous due to poor visibility caused by the curvature of the road, and the relatively high speed of traffic. Left turns to and from these parcels should be restricted. Access to parcels with frontage on both El Camino Real and Mission Road should be restricted to Mission Road. In general, additional driveway encroachments to El Camino Real should be discouraged to protect the greenbelt appearance and to promote traffic safety. Where possible, access should be from other streets.

Future projects included in the Colma Capital Improvement Program for the El Camino Real include upgrading and signaling the merging of El Camino Real and Mission Road, commonly known as the “Y.”

5.03.113 Scenic Corridors - Major Highways

The State of California has identified I-280 as a State Scenic Highway from the Santa Clara County line to the San Bruno City limit. The section from the San Bruno City limit north through Colma is an Eligible State Scenic Highway – not officially designated. Although the State has no jurisdiction over development in Colma, local consideration should be given to what is visible from the highway. For the most part there is a sense of open space that prevails except in the vicinity of Serramonte Boulevard where Colma’s commercial core is concentrated.

While traveling on I-280, San Bruno Mountain is a major focal point to views east of the freeway. The existing backdrop of trees along most cemetery boundaries provides an important buffer at the edge of urban development. As long as the Town’s open space character is maintained by retaining large tree buffers and adding





El Camino Real

new landscaping with future development, the view of Colma from the freeway will remain nearly the same.

Landscaping along El Camino Real adds to the road's scenic quality and successfully reinforces Colma's open space character. The median is landscaped with lawn, which contributes a greenbelt theme. This should be enhanced with other landscape elements to create a distinctive appearance through Colma. Tree planting along the roadway and undergrounding of the overhead utility lines is recommended to better define the corridor and further contribute to the road's scenic quality. Site planning criteria for development along the El Camino Real scenic corridor should be adopted in order to maximize the visual effects of landscaping.

5.03.114 Entry Gateways

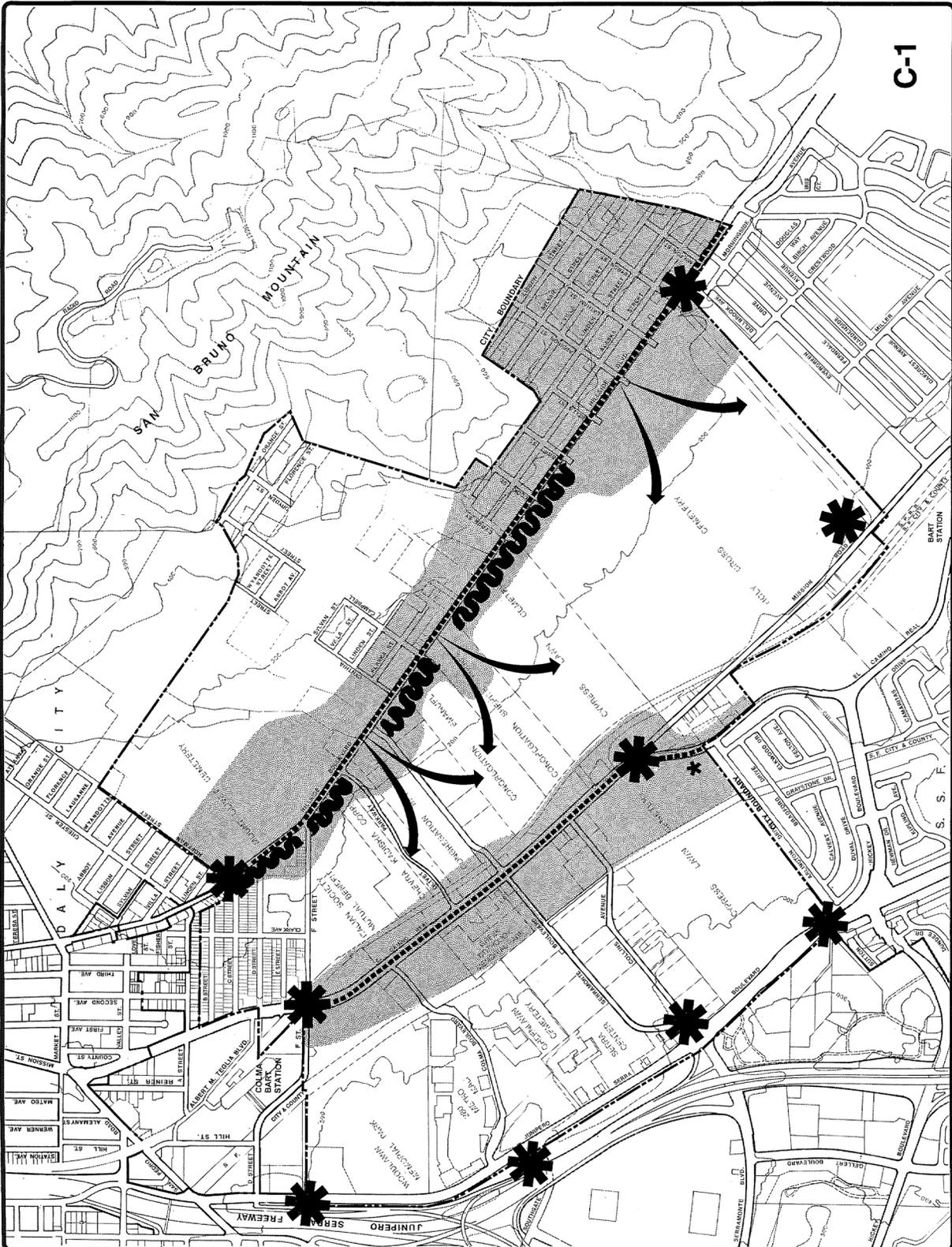
Colma's image is dependent on what is seen from the road as people approach and move into the Town. A key feature of Colma's General Plan is the recognition of natural gateways to the community along specified routes. Colma's separate identity and sense of containment is strengthened by nine gateway locations:

- El Camino Real - North: In median near intersection of B Street
- El Camino Real - South: At Mission Road, in landscaped area forming "T" intersection
- Serramonte Boulevard: At northeast corner of Junipero Serra Boulevard
- Junipero Serra Boulevard – North: In median near northern Town boundary
- Junipero Serra Boulevard – South: In median at southern Town boundary
- Junipero Serra Boulevard: At southwest corner of Southgate Avenue
- Hillside Boulevard – North: In median near Hoffman Street
- Hillside Boulevard – South: In median north of Lawndale Boulevard
- Old Mission Road – South: At northeast corner of Lawndale Boulevard



TOWN OF COLMA GENERAL PLAN	
SCENIC ROUTES	
	Scenic Routes
	Gateways
	Views
	Focal Point
	Visual Buffer (Blocks Views)
	Approximate Limit of Scenic Corridor
	Area Viewed in Foreground From Scenic Routes

SCALE IN FEET
0 400 800 1200





Colma Entry Gateway

Most of Colma’s natural gateway locations are formally identified with landscaping and a stone sign which reads, “Welcome to Colma,” but there are some locations which haven’t yet been formally identified due to anticipated capital improvement projects or intersection reconfigurations. Appropriate landscaping and a stone sign reading, “Welcome to Colma,” should be installed at the following remaining locations:

- El Camino Real - South: At Mission Road, in landscaped area forming “Y” intersection
- Hillside Boulevard – North: In median near Hoffman Street (scheduled for installation in 2014-2015)
- Hillside Boulevard – South: In median north of Lawndale Boulevard

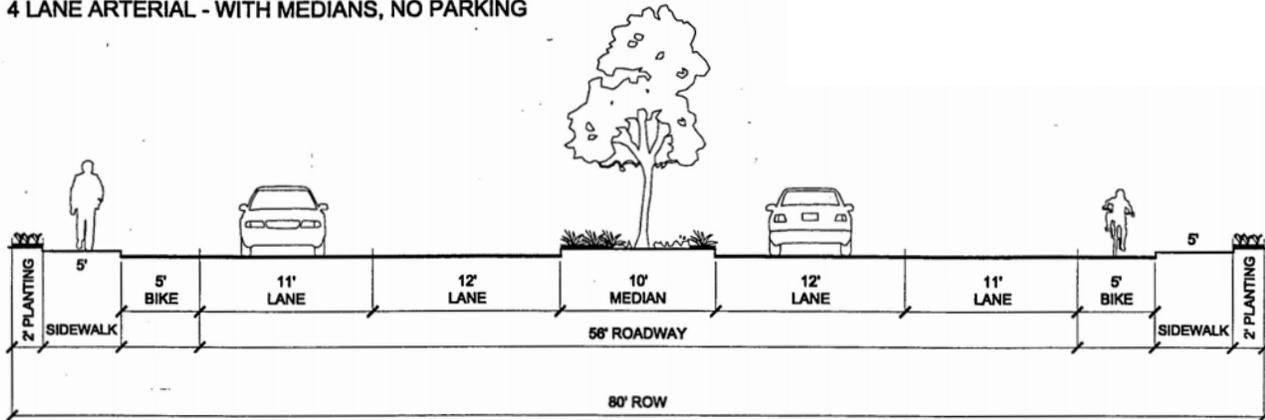
The nine gateway locations are shown on Exhibit C-1.

5.03.150 ARTERIAL STREETS

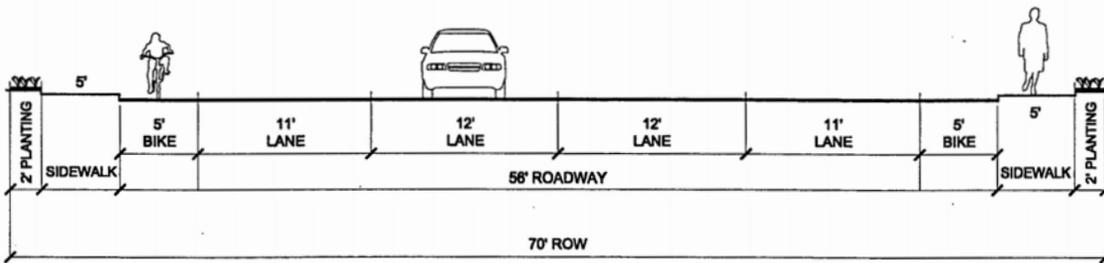
Arterial streets connect Colma’s residential, commercial and cemetery districts and provide a link to surrounding communities. Arterials also act as alternative north-south routes should the major highway system be blocked. Arterial streets should ideally contain two lanes in each direction with no on-street parking, sidewalks at least five feet wide on both sides of the street and a minimal number of access points. A planting strip should be created adjacent to the sidewalk to enhance the appearance of the road. Existing arterial streets in Colma may not be built to this standard but any future arterials should have a minimum 70 foot right-of-way with a minimum roadway width of 56 feet curb to curb including medians. Some flexibility will be



4 LANE ARTERIAL - WITH MEDIANS, NO PARKING



4 LANE ARTERIAL - WITHOUT MEDIAN, NO PARKING



2 LANE ARTERIAL - WITH PARKING

Note: A Class I Bikeway could be created by substituting a Bikeway for parking along one side of the roadway.

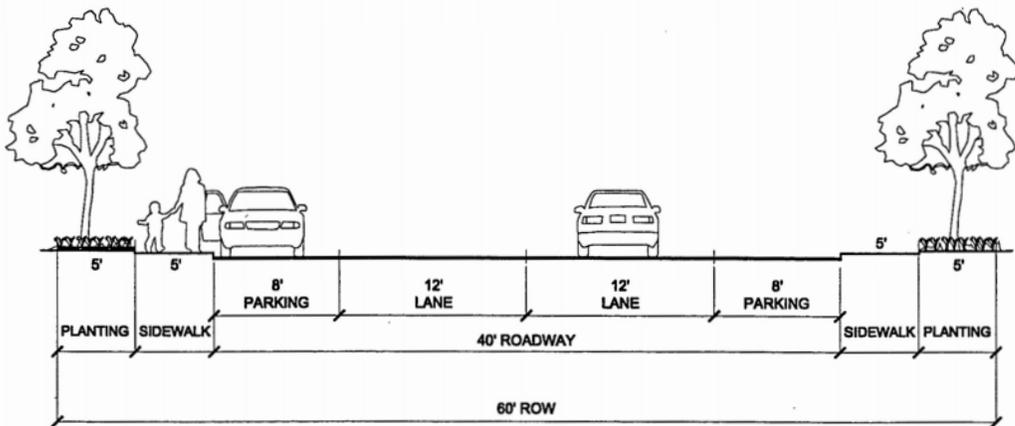


EXHIBIT C-2: Recommended Minimum Arterial Roadway Standards



needed to match new work to old work in the field.

5.03.151 Junipero Serra Boulevard

Junipero Serra Boulevard (JSB) is a north/south arterial street extending from Daly City, through Colma, and into South San Francisco. Traffic signals are located at Serramonte Boulevard, the entrance to the Serra Shopping Center, Southgate Avenue and Colma Boulevard. JSB has four lanes of traffic that travel in north and south directions, with occasional right-turning lanes. The four lanes of traffic are divided by raised landscape medians. A sidewalk exists along the vast majority of the east side of the street, along with bicycle paths that run the entire length of JSB within the Town of Colma. On-street parking is prohibited along the entire length of Junipero Serra.



Junipero Serra Boulevard

5.03.152 Serramonte Boulevard

Serramonte Boulevard is a four lane collector street extending from St. Francis Boulevard in Daly City to Hillside Boulevard in Colma. There is a partial interchange with I-280 consisting of a southbound off-ramp and a northbound on-ramp. Colma’s major retail core, which includes auto dealerships and shopping centers, is centered on Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real.



Serramonte Boulevard

There are sidewalks along both sides of Serramonte between Junipero Serra Boulevard and El Camino Real, and along the south side only from El Camino Real to Hillside Boulevard. Currently the low level of pedestrian activity and the presence of an existing cemetery on the north side of the road minimizes the need to develop a sidewalk on both sides. However, the addition of a sidewalk on the north side will be considered when upgrades to Serramonte Boulevard are needed.

Parking is not allowed along any portions of Serramonte Boulevard. The lack of left turn lanes to driveways along Serramonte Boulevard is a potential source of congestion. Loading and unloading of car carriers or other vehicles on the street is prohibited.

About 700 feet west of El Camino Real, Serramonte Boulevard passes over a parcel owned by the San Francisco Water Company. A portion of this parcel has the potential to be an open space amenity. Landscaping should be required against the retaining wall at the west edge of the property, along the east edge of the site for runoff percolation and along the Collins Avenue and Serramonte Boulevard frontages. The Town should work with the San Francisco Water Company to determine what improvements are possible.

5.03.153 Mission Road

Mission Road is a two-lane road which connects from El Camino Real in Colma to Chestnut Avenue in South San Francisco. Mission





Mission Road



Hillside Boulevard



Lawndale Boulevard

Road is used as an alternate to El Camino from many sections of South San Francisco. Access to Mission Road from El Camino Real is controlled by a stop sign. Left turns from Mission Road into the south bound lane of El Camino Real are prohibited because of poor sight lines and fast-moving traffic; instead, motorists must make a u-turn at one of several median breaks on El Camino Real. On-street parking is allowed on both sides of Mission Road, although there are time restricted zones in some areas. Most of this route has sidewalks along both sides of the street. Auto repair uses in this area result in heavy demand for parking both on-and off-street. A program of restriping to add bicycle lanes coupled with sidewalk and landscape improvements is recommended to improve bicycle, pedestrian and traffic safety and visual appearance. Street tree planting, special sidewalk and pavement treatments, street furniture, and decorative street lights could be done as part of a utility undergrounding/street beautification program.

5.03.154 Hillside Boulevard

Hillside Boulevard is a north-south arterial roadway connecting Daly City near the San Francisco city limits, through Colma, to Highway 101 in South San Francisco. Hillside Boulevard has been striped for two lanes through Colma. Traffic signals are located at Olivet Parkway, Serramonte Boulevard, and Lawndale Boulevard. The intersections at F Street and at Hoffman Street are controlled by stop signs. Sidewalks are going to be installed on both sides of Hillside Boulevard between Serramonte Boulevard and Hoffman Street (these Phase 1 improvements from Hoffman Street to Serramonte Boulevard are scheduled for construction in the latter half of 2014, see Exhibit C-3). Future capital improvement plans will incorporate a continuous sidewalk from Serramonte Boulevard on the west side of the roadway to Lawndale Boulevard. Hillside Boulevard is a designated bicycle route with marked bicycle lanes.

5.03.155 Lawndale Boulevard

Lawndale is a east/west connector between Hillside Boulevard and Mission Road. Pacific Gas and Electric Company have installed gas and electric transmission lines the entire length of Lawndale Boulevard.

5.03.156 Scenic Corridor - Arterial Streets

Hillside Boulevard is designated a scenic corridor in Colma. It is located at a higher elevation than the rest of the Town. Therefore, the drive along Hillside provides unique foreground views of San Bruno Mountain and panoramic views of Colma, South San Francisco, and Daly City.

The view to the east along the Hillside Boulevard corridor is mostly of San Bruno Mountain and open space, including flower growing plots, cemeteries, and a few houses. The view to the west overlooks Colma



and its surrounding communities (refer to the Scenic Route Map). Part of this view is blocked by roadside fencing and vegetation, which emphasizes the view to the east. Consequently this adds variety and interest to Hillside Boulevard.

As one travels along Hillside Boulevard there is a rural character to the corridor. There is a sense of separation from the urban development that surrounds Colma. This atmosphere should be protected if any development occurs along the Hillside Boulevard scenic corridor. Special care should be given to the landscape treatment associated with future uses along this route.



Collins Avenue

5.03.200 COLLECTOR STREETS

Collector streets serve the important function of transferring traffic from local traffic generators such as shopping and employment areas to the arterials. Collector streets do not form a continuous system -- otherwise there would be a tendency to use them as arterials. The Plan for Colma includes collectors serving the Sterling Park residential area and the Core Commercial area.



Colma Boulevard

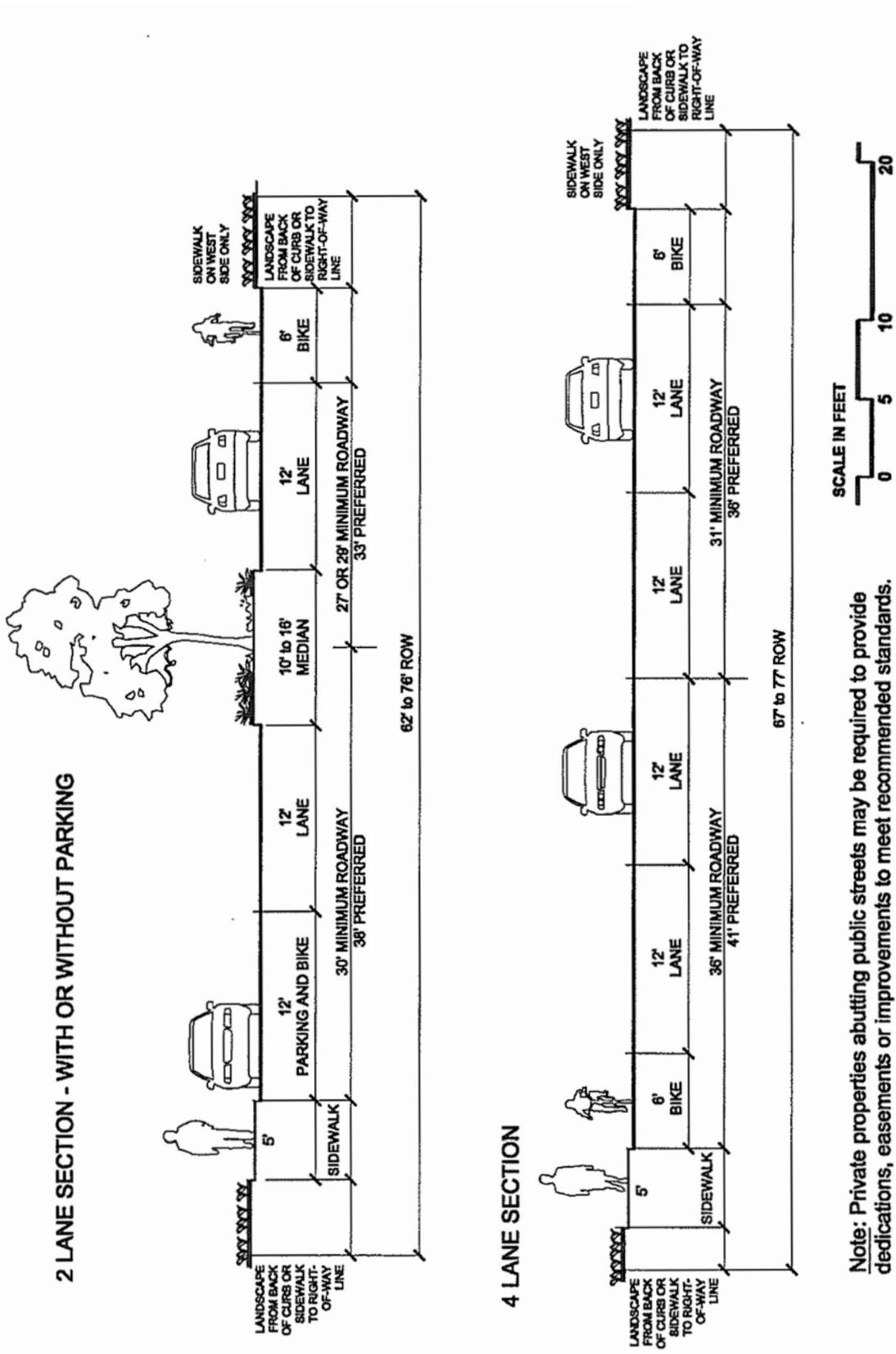
The recommended standard for two-lane collectors is a 50-foot right-of-way with a minimum 36-foot wide roadway, curb to curb. Collector streets should have a five foot wide sidewalk on both sides of the street. Four-lane collectors should have at least a 60 foot right-of-way with a minimum 46-foot wide roadway curb-to-curb. A planting strip should be created adjacent to the sidewalks to enhance the appearance of the road. Existing collector roadways serving Colma have not been built to these standards, but any future collectors should be. Some flexibility will be needed to match new work to old work in the field.

5.03.210 Collins Avenue

Collins Avenue is a two-lane road which connects El Camino Real at its east end with Serramonte Boulevard at its west end. There is an existing sidewalk along Collins Avenue on the south side of the street near Junipero Serra Boulevard. In the western portion of Collins Avenue, parking is allowed only along the south side of the street. The eastern portion has a wider roadway, sidewalks and parking lanes on both sides of the street in accordance with the Collins Avenue Plan Line specifications (refer to Exhibit C-5). Collins Avenue descends from west to east and is bordered by a steep downslope along most of its north side.

The Town requires improvements to Collins Avenue as a condition of approval of new development projects. Improvements have occurred incrementally and some segments of the street still need to be improved.

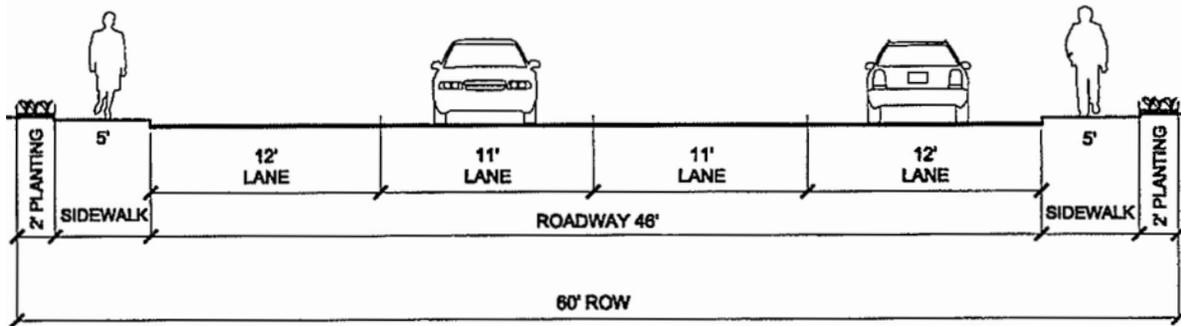




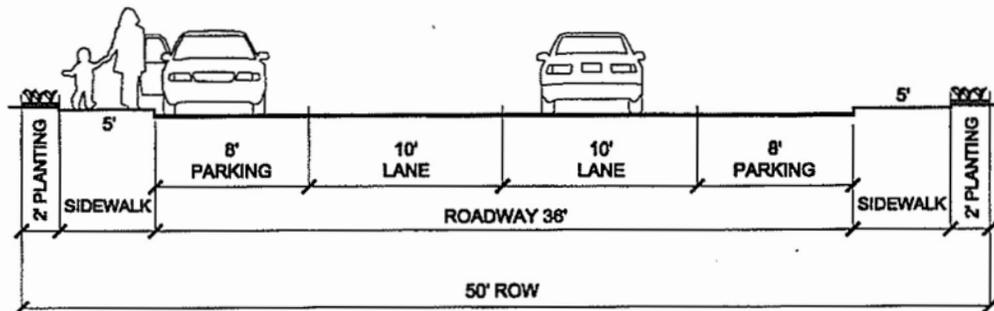
Note: Private properties abutting public streets may be required to provide dedications, easements or improvements to meet recommended standards.

EXHIBIT C-3: Hillside Boulevard Recommended Standards

4 LANE - NO PARKING



2 LANE WITH PARKING



Note: Private properties abutting public streets may be required to provide dedications, easements or improvements to meet recommended standards.



EXHIBIT C-4: Recommended Minimum Collector Roadway Standards

5.03.211 Colma Boulevard

Colma Boulevard is a collector connecting Junipero Serra Boulevard with El Camino Real. It has two lanes in each direction but widens to four lanes at the west end for access to abutting commercial uses. No on-street parking is allowed. A sidewalk exists on the entire north side of the street. On the south side there is no sidewalk in front of the Greenlawn Paupers' Cemetery.

5.03.212 D Street and F Street

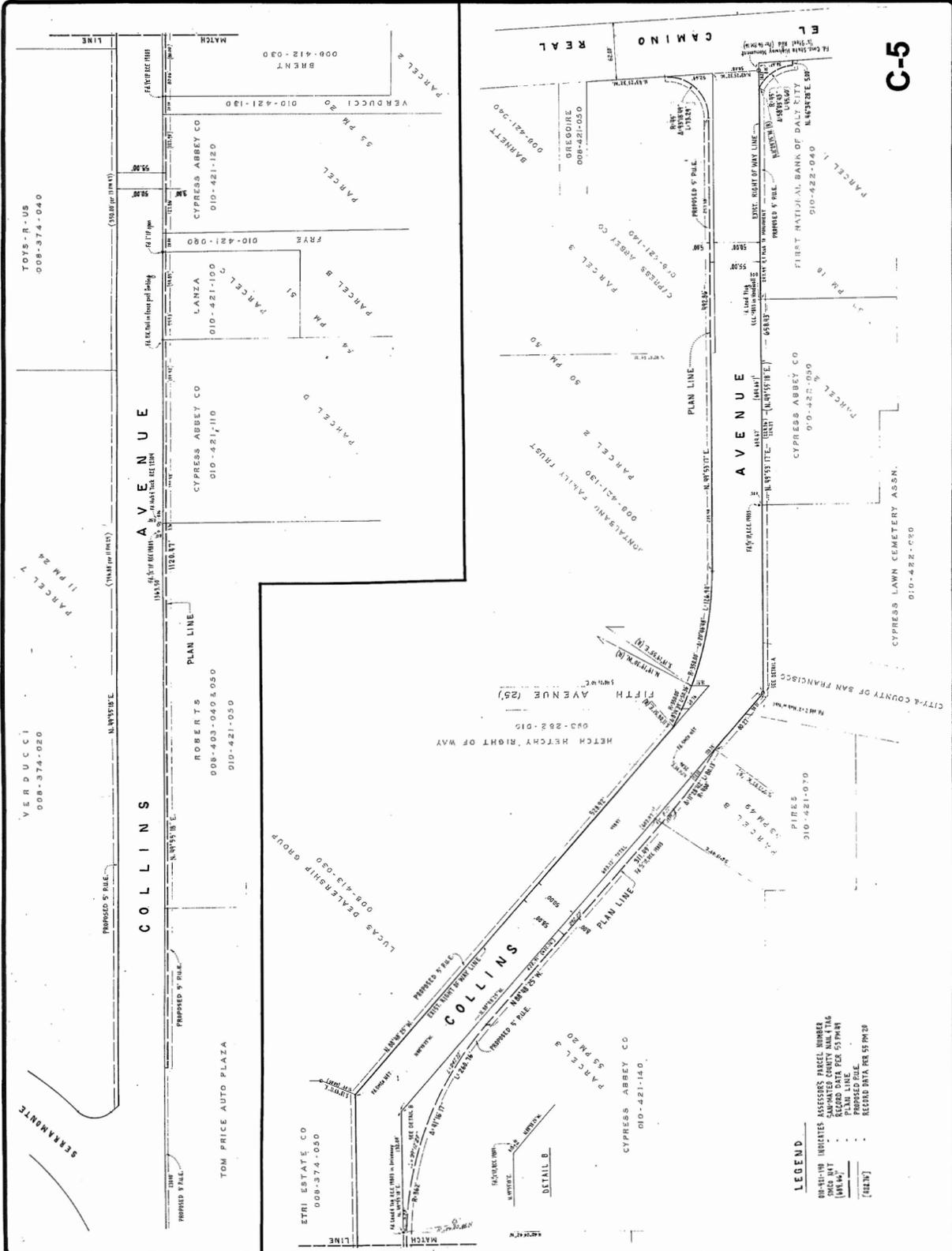
F Street provides access to the Sterling Park neighborhood between Hillside Boulevard and El Camino Real. As part of the Sterling Park Street Beautification Program, this segment has received improvements such as street trees, ornamental light fixtures, underground utilities and special paving.

West of El Camino Real, F Street turns northwest, passes by the Colma



TOWN OF COLMA
GENERAL PLAN

PLAN LINE FOR
COLLINS AVE.



C-5

LEGEND
 00-90-100 INDICATES ASSESSORS' PARCEL NUMBER
 SHADY HATCH INDICATES SAMHARTER COUNTY MAIL LITIGATION
 [DATE] RECORD DATE PER 557PM 44
 [DATE] PROPOSED DATE
 [DATE] RECORD DATE PER 557PM 20



BART station, merges with D Street, and ultimately leads to Junipero Serra Boulevard and an I-280 on-ramp. Approximately two-thirds of this segment is part of unincorporated San Mateo County, not within the Colma Town Limits.

On-street parking is allowed on the F Street portion between Hillside and El Camino Real, and along some portions between El Camino Real and Junipero Serra Boulevard. The intersections at El Camino Real are not aligned, so in effect the two segments function as two different streets. There is a signal at El Camino Real serving the western segment and a stop sign at El Camino Real serving the eastern segment.



Clark Avenue

5.03.213 Clark Avenue

Clark Avenue is two-lane residential collector street running north/south between A Street in San Mateo County and F Street in Colma (Clark Avenue extends further north to Fisher Street in Daly City). Clark Avenue to A Street is a principal route in and out of the Sterling Park residential area, particularly for residents on D and E Streets. Sidewalks are provided and parking is allowed on both sides of the street.



Sterling Park Streetscape

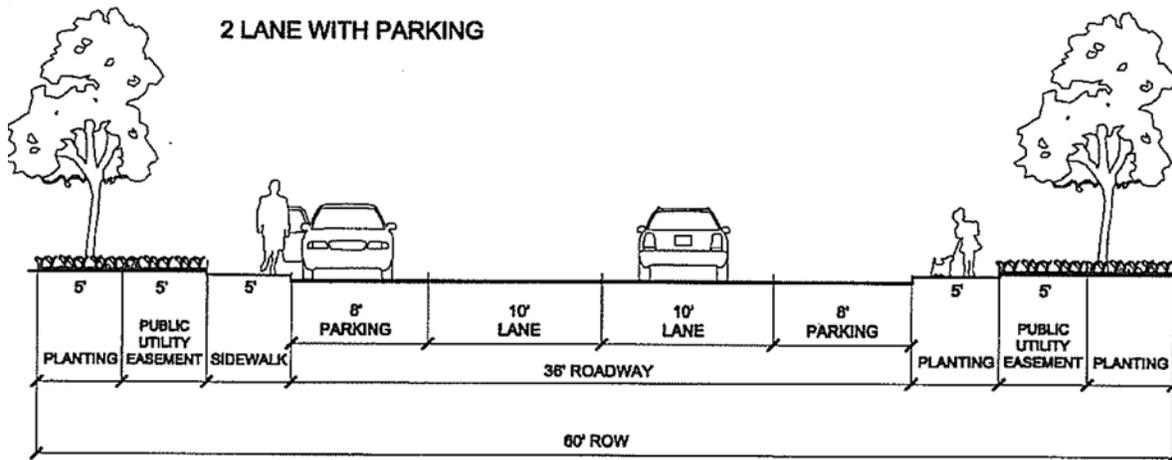
5.03.250 LOCAL STREETS

The function of local streets is to provide access directly to abutting property. Local streets play an important secondary role as locations for utilities, locations for easements, open space for light and air, and firebreaks between buildings. Through traffic from one part of the Town to another is not intended to be carried on local streets.

The recommended standard for any new two-lane local residential street consists of a 60 foot right-of-way with a paved surface 36 feet wide, curb to curb. Road width can be reduced in special cases where no on-street parking is allowed (minimum road width is 28 feet). Sidewalks should be constructed on both sides of local residential streets, measuring at least five feet wide.

In 1998 the local streets in the Sterling Park neighborhood were upgraded through the Sterling Park Street Beautification Program. Due to existing constraints the improvements resulted in a 30 foot curb-to-curb distance within a 60 foot right-of-way. Initially conceived of as a utility undergrounding project, the program has resulted in the installation of street trees, ornamental light fixtures, and special paving. These improvements have significantly improved the appearance of the neighborhood, demonstrating how public works projects can be used to enhance neighborhoods.





Note: Private properties abutting public streets may be required to provide dedications, easements or improvements to meet recommended standards.

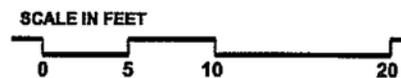


EXHIBIT C-6: Recommended Minimum Local Street Standards

5.03.251 Private Streets

Private streets may be permitted for planned residential, commercial or cemetery developments in Colma. The improved width of private roads should be designed to accommodate the level of traffic the road is expected to carry. The minimum standard for a private road with no on-street parking is a 24 foot wide paved surface from curb to curb. All curbs should be vertical to facilitate drainage and cleaning.

5.03.252 “Paper” Streets

The Cypress Hills District has a series of public easements remaining from when the land was originally platted for development. Although the streets were never built, a number of lots within the platted area were sold speculatively. These lots, known as “in-holding” lots, have not been developed, but nevertheless the Town is obliged to maintain the paper streets as a theoretical means of access. The paper streets remain on the County Assessor’s maps. The Town supports land owner applications to abandon paper streets that do not provide access to in-holding lots, are not needed for utility purposes or are redundant with other paper streets. Applications are typically considered along with Lot Line Adjustment requests.

5.03.253 Cypress Hills Access Road (Proposed)

Within Cypress Lawn Memorial Park, a loop road will eventually extend from the cemetery entrance at Hillside/Serramonte to the Hillside/golf driving range access driveway that leads back to Hillside Boulevard. This access loop is intended to provide emergency access to cemetery properties and the base of San Bruno Mountain. The



road will be a private road, available for police and fire emergency use but general public access will be restricted.

5.03.254 Decommissioned Landfill/Park Access Road

Access to the decommissioned Hillside Landfill is provided by a two-lane road (Sand Hill Road; privately owned road). If the decommissioned landfill is redeveloped in the future, this access road will become the entrance to the site. The actual configuration and routing of the road may change depending on final end uses and conformance to accessibility and emergency access standards.

5.03.300 STREET TREES

Street trees can improve Colma's appearance and provide a link between cemetery/open space and developed areas, especially where new development occurs. Street trees can enhance the building scale and soften the visual impact of development in new and existing areas, and can also act as a moderator to Colma's windy climate. Street trees are an important element of landscape plans and should be required as a condition of private development, where possible. A street tree program should be implemented along arterial and collector streets, where needed. The Town's Climate Action Plan encourages/mandates the planting of street trees when street projects or opportunities exist.

5.03.350 PARKING

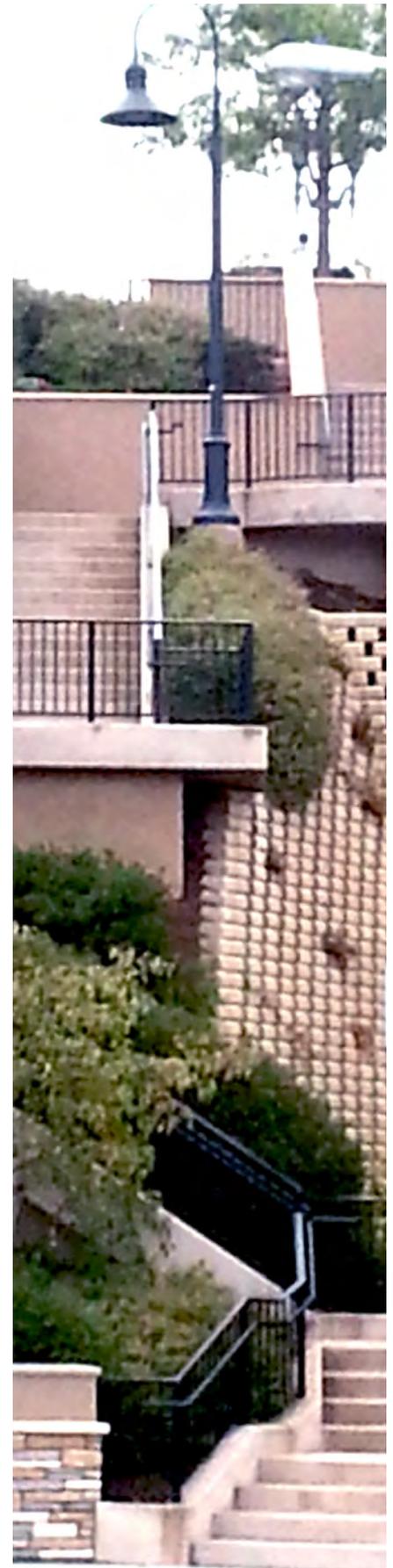
5.03.351 Off-Street Parking

Colma's Zoning Ordinance specifies the size and amount of off-street parking required for various types of land uses. Off-street parking keeps the roadways clear, reducing potential conflicts and facilitating traffic movement. To the maximum extent possible all parking should be off-street in Colma. On-street parking, where available, should be oriented primarily to short-term convenience use.

5.03.352 Facilities for the Disabled

The State of California Administrative Code requires that parking spaces for disabled persons be provided near the entrance to public buildings, business developments and multiple unit residential projects. Colma uses these standards for its off-street parking requirements for the disabled.

Curb ramps are essential for facilitating wheelchair access along City sidewalks and at street crossings. These facilities should be constructed at every street intersection whether signalized or not. Wheelchair access should also be incorporated where driveways



cross sidewalks.

SamTrans provides Redi-Wheels, a service for disabled patrons. It is a curb-to-curb service for residents of San Mateo County who are unable to use the regular bus service. In addition, some SamTrans buses on local routes are equipped with wheelchair lifts.

5.03.400 RECREATIONAL TRAILS

5.03.410 PEDESTRIAN TRAILS AND WALKWAYS

The Town should encourage the provision of pedestrian trails and walkways where opportunities arise. Opportunities include walkways along the open sections of Colma Creek, and a pedestrian path along the San Francisco Water Company right-of-way between Serramonte Boulevard and Collins Avenue. Likewise, the Town should maintain its sidewalk policy, which requires new development projects to provide sidewalks as a condition of development. Future improvements to still be considered or constructed are:

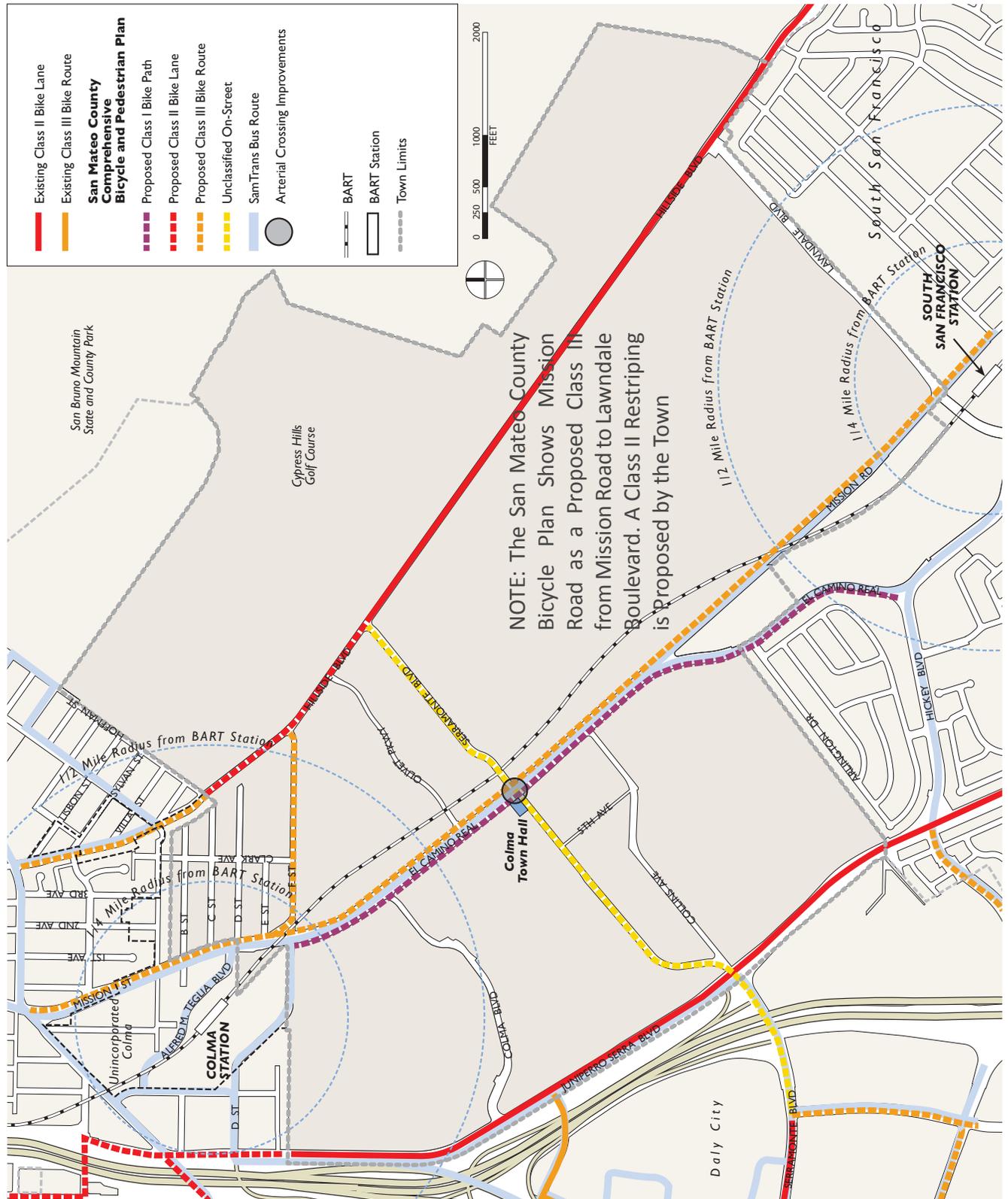
1. Hillside Boulevard between Hoffman and Serramonte (Phase I Hillside Improvement Project), which includes accessibility upgrades, bike lanes, street parking, a sidewalk on the east side (there already exists a sidewalk on the west side), high visibility crosswalks, pedestrian and vehicular lighting, and landscaping consisting of rain gardens and street trees, were approved as part of the Capital Improvement Plan in 2013. Improvements will extend between Serramonte Boulevard and Lawndale Boulevard when funding becomes available.
2. North side of Serramonte Boulevard from El Camino Real to Hillside Boulevard;
3. West side of Junipero Serra Boulevard between Serramonte Boulevard and Southgate Avenue.

5.03.420 BICYCLE FACILITIES

For the addition of bicycle lanes to existing streets, San Mateo County has prepared and adopted a comprehensive San Mateo County Comprehensive Bicycle and Pedestrian Plan (September, 2011 – prepared by C/CAG). This plan includes proposed segments in Colma. Within Colma, existing bicycle facilities are currently limited to a Class II lane along a Hillside Boulevard and Junipero Serra Boulevard; however, there are several proposed segments in the County’s Plan that the Town will consider adding when improvements are made to existing roadways. These include:



EXHIBIT C-7: Bicycle and Transit Facilities



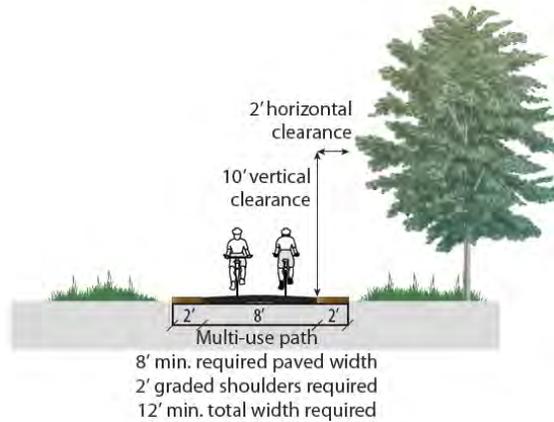
Source: CalTrans Design Standards for Bicycle Facilities, 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan, Dyett and Bhatia, Town of Colma



EXHIBIT C-8: CalTrans Design Standards for Bicycle Facilities

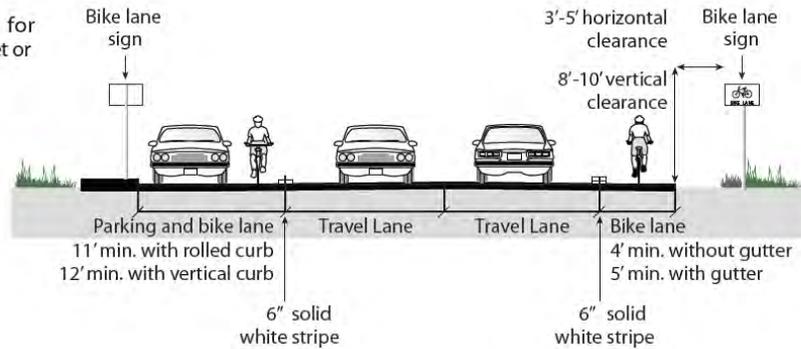
CLASS I Multi-Use Path

Provides a completely separated right of way for the exclusive use of bicycles and pedestrians with crossflow minimized.



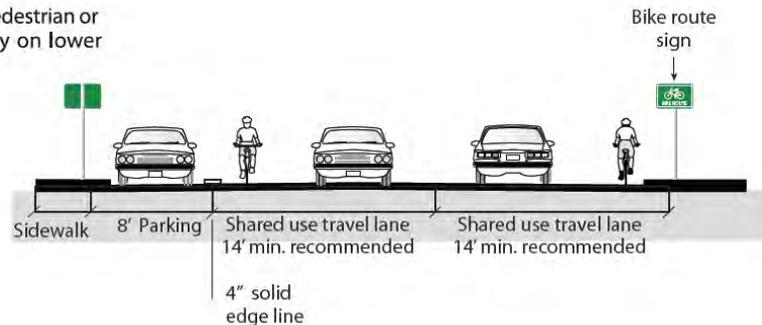
CLASS II Bike Lane

Provides a striped lane for one-way bike travel on a street or highway.



CLASS III Bike Route Signed Shared Roadway

Provides for shared use with pedestrian or motor vehicle traffic, typically on lower volume roadways.



Source: CalTrans Design Standards for Bicycle Facilities, 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan



1. South San Francisco BART to Colma BART: Class 1 multi-use path – right-of-way yet to be determined, roughly along the west side of El Camino. This may involve use of the right-of-way of multiple agencies.

2. Class II lanes along all of Hillside Boulevard.

3. Mission Road/El Camino: Class 2 and 3 bike route along Mission Road and El Camino Real into Daly City and South San Francisco.

4. F Street between Hillside and El Camino: Class 3 bike route (would not have pavement markings due to brick streets), signs only.

5. Serramonte Boulevard between Hillside Boulevard and Junipero Serra: Unclassified on-street. Since Serramonte is narrow, steep and with high traffic volumes, any designated bike use would need to be studied.



Bicycle Rack at Community Center

5.03.421 Bikeway Classifications

Class 1: Bike Path. A separate right-of-way for bicyclists and pedestrians with minimal automobile cross-flow, a minimum two-way paved width of eight feet.

Class 2: Bike Lane. A dedicated five foot wide, one-way, striped lane for bicyclists within the existing street right-of-way, for bicyclists which allows for vehicle parking, pedestrians, and automobile crossflows.

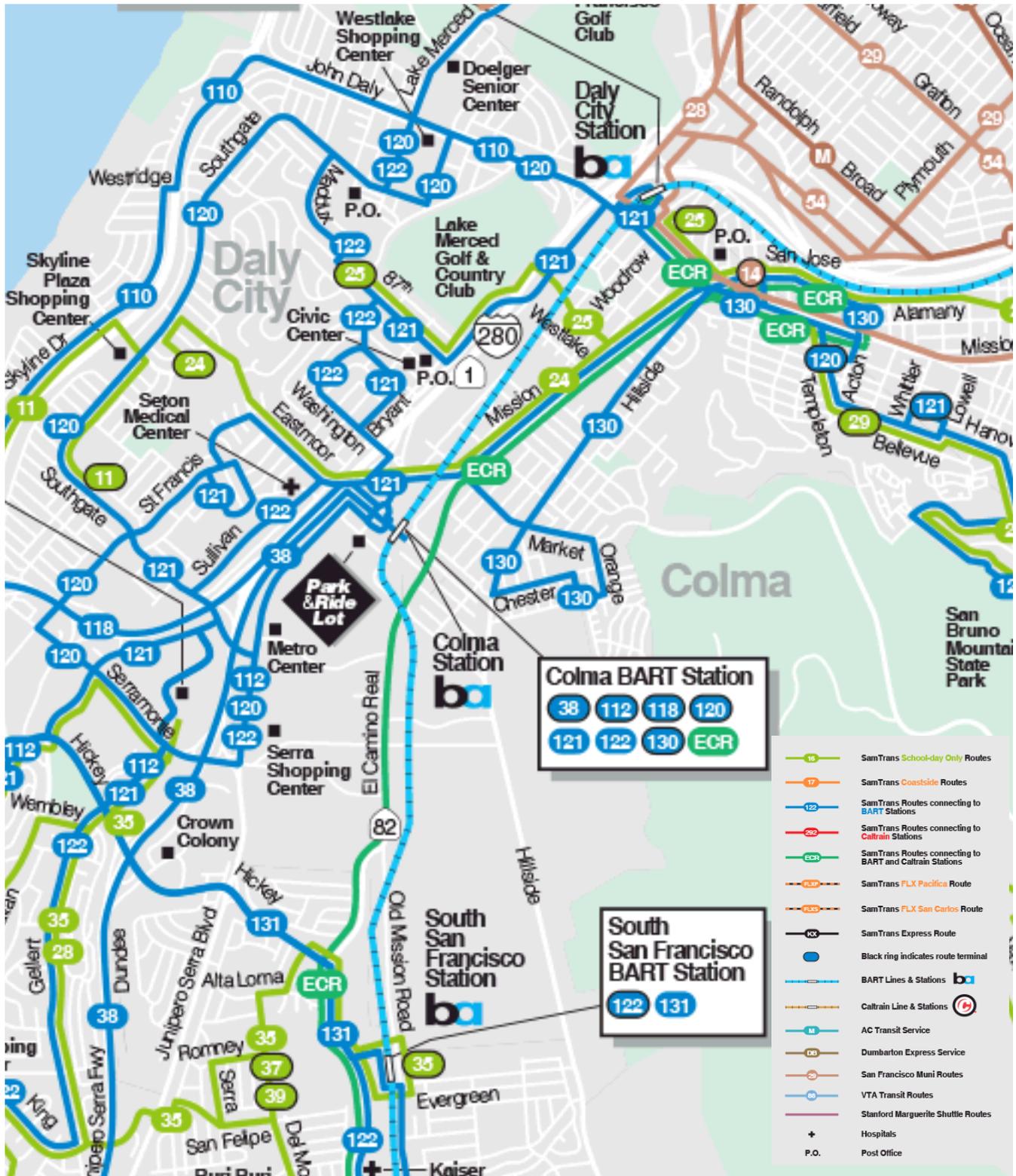
Class 3: Bike Route. Shared right-of-way with signage and possibly pavement markings which delineate shared use of the roadway with vehicles and pedestrians.

Unclassified on-street lanes would allow for bicycles, but may not have any regular improvements or signage. See Exhibit C-7 for bicycle facility design standards.

5.03.500 TRANSPORTATION FACILITIES AND PROGRAMS

The public road system allows schedule and routing flexibility for those who use it. In contrast, transportation facilities (such as public transit) provide for the movement of goods and people generally along fixed routes and on a fixed schedule. Colma is fortunate to have

EXHIBIT C-9: SamTrans Bus Route Map



Source: San Mateo County Transit District



access to three different modes of public transportation: air, rail, and bus. In addition, Colma residents and workers can take advantage of paratransit opportunities. The Town also has a Transportation System Management program.

5.03.510 PUBLIC TRANSPORTATION

5.03.511 Air Transit

San Francisco International Airport is located approximately six miles from Colma, east of Highway 101 and adjacent to the Cities of San Bruno and Millbrae. The airport is a major regional passenger and cargo air terminal and the seventh most active commercial airfield in the world. It can be reached by Colma residents via private auto, SamTrans bus, and BART.

5.03.512 San Mateo County Transit Facilities

San Mateo Transit District (SamTrans) provides bus service throughout San Mateo County with connections to the Colma, Daly City, and South San Francisco BART Stations, San Francisco International Airport, Peninsula CalTrain Stations, San Francisco Greyhound Depot, and Downtown San Francisco's TransBay Terminal. It also provides access to Santa Clara County Transit, with connections in Menlo Park and Palo Alto.

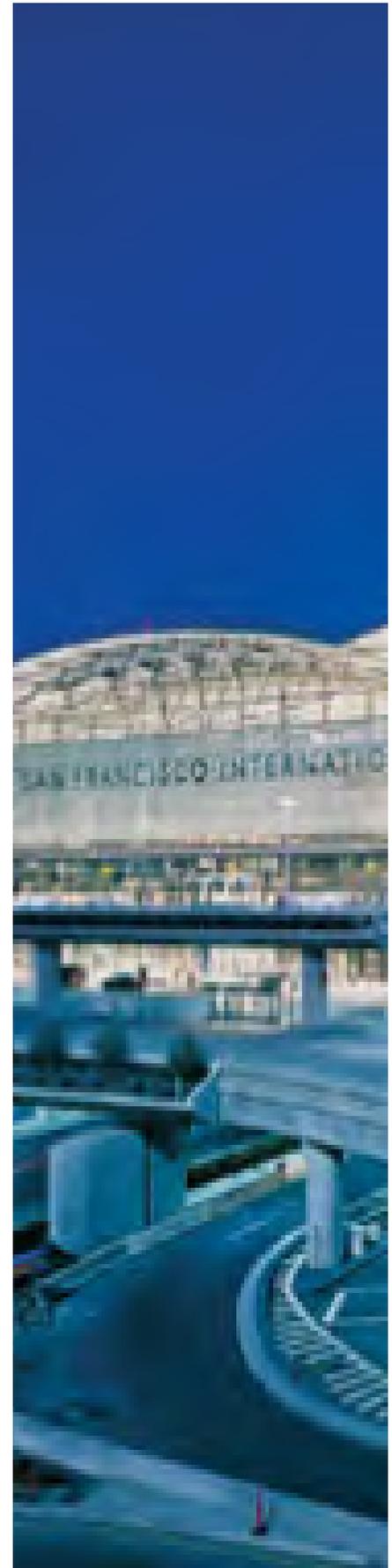
Colma residents can catch SamTrans Mainline Routes along El Camino Real or SamTrans Local Routes along El Camino Real and Junipero Serra Boulevard. Senior citizens and disabled patrons may ride anywhere in the County for a reduced fare.

5.03.513 Bay Area Rapid Transit (BART)

The Bay Area Rapid Transit District (BART) runs trains north and south through the Colma station. North bound trains pass through Daly City and San Francisco stations on their way to the East Bay (East Bay destinations include Richmond, Pittsburg/Baypoint, Dublin and Fremont), and south bound trains pass through South San Francisco, San Bruno, and Millbrae stations on their way to San Francisco International Airport. Trains run Monday through Friday from 4:00 A.M. to midnight and on Saturday and Sunday from 6:00 A.M. to midnight. The Colma BART station is located at Mission Street and Albert M. Teglia Boulevard, just north of the Colma Town Limits. The station has parking for 1400 automobiles.

5.03.514 BART to San Francisco International

In 2003, an 8.7 mile BART extension to the San Francisco International Airport was completed. In Colma, the extension follows the former route of the SRR. This route runs roughly parallel to El Camino Real from F Street to the Mission Road "Y", then roughly parallels Mission Road to the South San Francisco city limits. The extension



Source: 2014 JetHub LLC





is underground (using cut-and-cover construction) along its entire length through Colma. The right-of-way is landscaped with a variety of trees and groundcover so that the existence of BART is virtually undetectable, supporting Colma's greenbelt theme. BART stations are in operation at South San Francisco, San Bruno, Millbrae, and within the airport at the International Terminal. The Millbrae station is "intermodal," providing a direct connection to CalTrain.

5.03.515 CalTrain

CalTrain, operated by the Peninsula Corridor Joint Powers Board, provides passenger rail service to the Peninsula cities, extending from San Francisco to San Jose and Gilroy. Trains run Monday through Friday from 5:00 A.M. to midnight, Saturday from 7:00 A.M. to midnight, and Sunday from 8:00 A.M. to 10:00 P.M. Colma's nearest CalTrain station is located approximately four miles away in South San Francisco. The station can be reached by Colma residents via private auto, SamTrans, cycling, or via BART through Millbrae's BART/CalTrain intermodal station.

5.03.516 Paratransit

Paratransit can best be described as participant or provider scheduled, collective transit using smaller vehicles such as vans and automobiles. Colma is fortunate to have many types of paratransit available for the benefit of citizens, employees and customers of local establishments. The following are examples of paratransit operating in Colma:

5.03.516.1 511.org. 511 is managed by a partnership of public agencies led by the Metropolitan Transportation Commission, the California Highway Patrol, and the California Department of Transportation. 511 was developed with the mission to provide comprehensive, accurate, reliable and useful multimodal travel information to meet the needs of Bay Area travelers. All Bay Area transit agencies are partners, so users can find resources for all modes of transport around the Bay Area.

5.03.516.2 Redi-Wheels. SamTrans provides on-call, curb to curb service for disabled and elderly residents of San Mateo County. Total ridership has increased steadily since its first year of service in 1980.

5.03.516.3 Airport Shuttle Services. Numerous airport shuttle services provide pickup service from or to a home or business in Colma to or from San Francisco International Airport. Airport shuttles provides a cost effective and efficient alternative to driving and parking for airport transfers.

5.03.516.4 Taxis. Private taxi companies are another form of paratransit in Colma. Colma is served by taxicab companies located in Pacifica, Daly City, unincorporated Daly City and South San Francisco. Cumulatively, there are over fifty (50) cabs available for these nearby companies to serve Colma. Due to the difficulty in monitoring taxi



companies and current satisfactory service, it is the current policy of the Town to discourage the establishment of a new taxi service in Colma.

5.03.516.5 Auto Dealer Shuttles. Many of the local auto dealers provide a shuttle service to customers who are having auto repair work done on their cars. These shuttles assist individuals who live or work in Colma or neighboring communities.

5.03.517 Transportation System Management (TSM)

Transportation System Management seeks to limit expansion of parking and roadway improvements in favor of meeting future transportation demand by better usage of existing facilities. TSM includes such measures as car pooling, van pooling, variable work hours, high occupancy vehicle lanes, park and ride facilities, parking management, and facilities for bicycle commuters. TSM techniques generally serve to meet increased demand without large scale investments to increase capacity. The Town of Colma currently has a TSM ordinance which outlines the responsibilities and opportunities of the program within the bay area. Employers of 25 or more individuals are encouraged to participate in the program to provide information and alternatives to employees to reduce automobile dependence. The Town seeks to establish bicycle paths when possible.

5.03.520 CONGESTION MANAGEMENT

New development projects should be reviewed for their impacts on the transportation infrastructure. The impact of a specific project can vary depending on its relationship to roadways and public transportation facilities.

If a new or redeveloped project is projected to add a net 100 or more trips during any peak period (defined as 6-10AM and/or 3-7PM), a report must be made to the City/County Association of Governments of San Mateo County (C/CAG).

Local jurisdictions must ensure that the developer and/or tenants will mitigate all of the new peak hour trips generated by the project by selecting one or more of the options that follow. It is up to the local jurisdiction working together with the project sponsor to choose the methods that will be compatible with the intended purpose of the project. Additional measures to those listed below may be proposed for consideration by C/CAG in advance of approving the project, this list is not all inclusive:.

1. Reduce the scope of the project so that it will generate less than 100 peak hour trips.
2. Build adequate roadway and/or transit improvements so that





the added peak hour trips will have no measurable impact on the Congestion Management Program roadway network.

3. Contribute an amount per peak hour trip to a special fund for improvements to the Congestion Management Program roadway network. This amount will be set annually by C/CAG based on a nexus test.

4. Require the developer and all subsequent tenants to implement Transportation Demand Management programs that mitigate the new peak hour trips. A list of acceptable programs and the equivalent number of trips that are mitigated will be provided by C/CAG annually. Programs can be mixed and matched so long as the total mitigated trips is equal to or greater than the new peak hour trips generated by the project. These programs, once implemented, must be on-going for the occupied life of the development. Programs may be substituted with prior approval of C/CAG, so long as the number of mitigated trips is not reduced. Additional measures may be proposed to C/CAG for consideration. Also there may be special circumstances that warrant a different amount of credit for certain measures. These situations can also be submitted to C/CAG in advance for consideration.

5.03.600 SCENIC ROUTES MAP

5.03.610 SCENIC ROUTES

El Camino Real, Hillside Boulevard, and Junipero Serra Boulevard have been defined as scenic routes through Colma. Key visual features of each have been described on the Scenic Routes Map. A generalized view corridor is shown along each of the routes. A more detailed analysis of each route, for the purpose of establishing precise boundaries for these corridors, is beyond the scope of the General Plan, but an analysis with specific corridor plans should be prepared in the future. The width of the corridor should be maximized when scenic quality is high, and minimized where existing development forms the visual boundary (see Exhibit C-1).

3.611 Protection of the Scenic Corridors

Every effort should be made to protect the overall visual experience along each of the identified scenic corridors, primarily through enforcement of sensitive site planning. Distant, panoramic views of Colma and its environs can be appreciated in a number of locations. In these locations (see Exhibit C-1), first priority should be in keeping buildings out of the corridor so that views are not blocked. In some cases, noise compatibility planning will support this approach. Where development is permitted in the corridor, landscaping should be required to screen views of buildings, and to quickly cover any scars





left from grading. The open quality of views should be retained by concentrating landscape materials near the objects to be screened rather than by creating a wall of vegetation adjacent to the road.

5.03.620 CRITERIA FOR SITE PLANNING IN SCENIC CORRIDORS

Each development project within scenic corridors should be located, sited and designed to carefully fit within its environment. The scenic character of the site should be maintained as much as possible. The following criteria can be applied to development proposals in meeting the above stated goals.

5.03.621 Site Planning

5.03.621.1 All roads, buildings and other structural improvements or land coverage should be located, sited and designed to fit the natural topography.

5.03.621.2 All development should be sited and designed to minimize the impacts of noise, light, glare and odors on adjacent properties and the community-at-large.

5.03.621.3 No use, development or alteration should create uniform, geometrically-terraced building sites which are contrary to the natural land form or which substantially detract from the scenic and visual quality of the Town.

5.03.621.4 Development should not contribute to the instability of the parcel or adjoining lands, and all structural proposals including excavation, proposed roads and other pavement should adequately compensate for adverse subsurface conditions. Roads and structures should not be located where downward lateral forces can adversely effect a slope or creek bank.

5.03.622 Paved Areas

5.03.622.1 The number of access roads to a Scenic Corridor shall be minimized wherever possible. Development access roads shall be combined, with the intent of minimizing intersections with scenic roads.

5.03.622.2 Small, separate parking areas are preferred to single large parking lots.

5.03.622.3 Paved areas should be integrated into the site, related to their structure,

and should be landscaped to reduce their visual impact from scenic corridors. Textured paving should be considered.

5.03.623 Landscaping and Views

5.03.623.1 Public views within and from Scenic Corridors should be protected and enhanced, and development should not be allowed to significantly obscure, detract from, or negatively affect the quality of these views. Vegetative screening may be used to mitigate such impacts.

5.03.623.2 Selective clearing of vegetation, which allows the display of important public views may be permitted.

5.03.623.3 Wherever possible, vegetation removed during construction should be replaced. Vegetation for the stabilization of graded areas or for replacement of existing vegetation shall be selected and located to be compatible with surrounding vegetation, and should recognize climatic, soil and ecological characteristics of Colma.

5.03.623.4 A smooth transition should be maintained between development and adjacent open areas through the use of natural landscaping and plant materials which are native or appropriate to the area.

5.03.623.5 Screening, as required under these design criteria, should not consist of solid fencing, rather it should be of natural materials of the area, preferably vegetation appropriate to the area in conjunction with low earth berms.

5.03.624 Architecture

5.03.624.1 The design of the structure should be appropriate to the use of the property and in harmony with the shape, size and scale of adjacent buildings in the community.

5.03.624.2 The architectural style of new buildings should incorporate a Spanish Mediterranean design theme with pitched roofs and varied horizontal planes to create shadows. Exceptions may be approved where this approach would clash with existing structures having historical or architectural merit.

5.03.624.3 Highly reflective surfaces and colors are discouraged.

5.03.625 Signs

5.03.625.1 No signs should be permitted within the front setback, or on rooftops. Billboard signs and pole signs should not be permitted within scenic corridors.

5.03.625.2 Signs appropriate for use in a scenic corridor are small identification signs, small building face signs and monument signs. Night lighting should be limited to direct spot lighting.



5.03.626 Utilities

5.03.626.1 Overhead utility lines should be placed underground to reduce the visual impact along scenic corridors.

5.03.626.2 Underground utility lines will be required for all new public and private developments.

5.03.626.3 Public utility structures shall be designed and sited so as to have an uncluttered appearance, subordinate to the setting.

5.03.700 ADOPTION DRAFT CIRCULATION ELEMENT POLICES

The following policies are set forth to help guide decision making with regard to circulation, transportation, and scenic routes in Colma. Programs necessary for the implementation of those polices are described following the policies section.

5.03.710 CIRCULATION SYSTEM		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.711	Commercial and industrial truck traffic, except for trucks serving local business, should be limited to highways or arterial streets for movement through the Town.	The City Engineer will require appropriate routes consistent with this policy.
5.03.712	Improvements to Collins Avenue consistent with the Plan Line for Collins Avenue should continue to be implemented as a condition of approval of new development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.713	On-street parking should typically be prohibited except on local streets. On-street parking, where necessary to support commercial businesses, should be oriented primarily to short-term use for the convenience of patrons.	Areas with prohibited or restricted on-street parking are designated with painted curbs and/or signs. The Public Works Department will maintain these designations. The City Engineer will recommend changes when applicable.
5.03.714	A loop road allowing access for emergency vehicles should be included in any future development of the Cypress Hills area. The road should connect the Serramonte Boulevard extension through the Cypress Lawn Hillside Campus to the current golf course access road.	The City Planner will make recommendations consistent with this policy to developers during the design review process. If the property is developed for open space use the road may be private and restricted as to general public access. The road may be installed in increments as land adjoining the right-of-way is improved.
5.03.715	The Town shall favorably consider street abandonment applications for paper streets that do not provide access to in-holding lots, are not needed for utility purposes, or are redundant with other paper streets, and will not in the foreseeable future serve a public purpose.	The City Planner and City Engineer will identify streets that meet the policy's criteria and make recommendations for abandonment to the City Council based on the merits of the abandonment application.
5.03.720 COMPLETE STREETS POLICES		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.721	Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.



5.03.722	Pedestrian sidewalks or walkways should be constructed typically along all streets. These should be done as a requirement of private development, <u>where possible</u> .	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.723	Sidewalks should be constructed where they do not presently exist, where feasible, on: <ul style="list-style-type: none"> • the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station • one side of Hillside Boulevard • the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard • the south side of Collins Avenue 	Projects will be considered as part of on-going CIP projects. For improvements on El Camino Real, Caltrans coordination will be required.
5.03.724	All loading and unloading of trucks associated with commercial uses should take place out of the road right-of-way in order to avoid potential conflicts with through traffic	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.
5.03.725	Facilities for disabled persons should be constructed in Colma including specified parking spaces, curb ramps at street crossings, sidewalk clearance around obstacles and sidewalk transitions at driveway crossings.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.
5.03.726	Additional driveway access points to El Camino Real and to arterial and collector streets should be discouraged in order to promote traffic safety and retain landscape corridors. Where possible, access should be developed from other streets.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.727	The long term improvement of Hillside Boulevard should include sidewalks and landscaping.	Sidewalks and landscaping are proposed in improvements between Serramonte Boulevard and Hoffman Street. Sidewalks are proposed between Serramonte Boulevard and Lawndale Boulevard on the west side of the street. Existing sidewalk sections exist on the east side of Hillside Boulevard between Serramonte Boulevard and Sand Hill Road. Sidewalk on the east side of Hillside Boulevard between Sand Hill Road and Lawndale Boulevard would be required at the time of property development by the property owner.
5.03.728	The intersection of Mission Road and El Camino Real should be reconfigured to improve safety and to permit left turns from Mission Road onto El Camino Real.	The City Engineer will coordinate with Caltrans on an appropriate configuration. Any necessary funding will be considered in a future CIP.
5.03.729	The Town should strive to maintain a Level of Service D or better for all intersections. Levels of E or F should be tolerated during peak periods.	The City Planner and City Engineer will consider and require mitigation, where feasible, to the traffic impacts of new development projects in Colma and proposed in adjoining jurisdictions.



5.03.730 TOWN IMAGE		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.731	<p>Colma recognizes six major gateways to the Town:</p> <ul style="list-style-type: none"> • El Camino Real at the intersection of F Street • El Camino Real and Mission Road • Serramonte Boulevard and Collins Avenue where they intersect Junipero Serra Boulevard • Hillside Boulevard at the intersection of F Street • Hillside Boulevard at Lawndale Boulevard • Mission Road at Lawndale Boulevard <p>The Town's gateways should be enhanced and maintained with appropriate landscaping and to strengthen Colma's identity. Gateway elements (such as a sculpture or distinctive architecture) should be included at each gateway. The gateway elements should have a consistent theme. Improvements should be included as an element of private development, where appropriate.</p>	<p>The City Planner will make recommendations for the installation of new gateway signs and landscaping consistent with this policy to the City Council whenever a new development project or a CIP project is proposed that will allow for implementation. Remaining gateways to implement include:</p> <ul style="list-style-type: none"> • El Camino Real and Mission Road (which can be implemented when the intersection is reconfigured or improved, or property at 1988 Mission Road is developed) • Hillside Boulevard at the intersection of F Street (to be implemented in Summer 2014) • Hillside Boulevard at Lawndale Boulevard (to be implemented when the southern section of Hillside Boulevard is improved)
5.03.732	<p>Street trees should be planted along Colma's street system. Trees should be selected from a plant list approved by the City Council in order to create a unifying theme. Street trees should be planted as a requirement of private development, where such developments involve the public street frontage.</p>	<p>The City Planner will designate preferred trees for each street and make recommendations to the City Council for new development projects.</p>
5.03.733	<p>A utility undergrounding/street beautification program should be carried out for Mission Road in conjunction with the provision of additional off-street parking to improve visual appearance and traffic safety.</p>	<p>Undergrounding and beautification of Mission Road will be considered in as a future Capital Improvement Program project when funds become available.</p>
5.03.734	<p>Overhead transmission lines should be placed underground in order to improve the visual quality of all roadways.</p>	<p>Utility undergrounding will be considered in a future Capital Improvement Program.</p>
5.03.740 BICYCLE AND RECREATION IMPROVEMENTS		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.741	<p>Bicycle lanes should be clearly marked on all designated bicycle routes.</p>	<p>The Town will implement, where feasible, San Mateo County's Comprehensive Bicycle and Pedestrian Master Plan (2011) when projects are being considered under the CIP. In addition, the Town will add Class II and class II bicycle markings and improvements to Mission Road, where feasible.</p>
5.03.742	<p>The Town should seek ways to implement bikeways along El Camino Real, and Hillside Boulevard.</p>	<p>Consistent with the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan (2011), the Town will consult with Caltrans when improvements are being considered for El Camino Real in order to add bicycle lanes where feasible. Future phases of improvements to Hillside Boulevard will consider, where feasible, the addition of bikeways.</p>



5.03.743	The Town should work with the San Francisco Water Company to see what landscaping improvements are possible on the Water Company right-of-way between Serramonte Boulevard and Collins Avenue.	Securing of an access easement and landscaping of portions of the Water Company right-of-way on the Collins Avenue side shall be considered in the future. The Serramonte half of the right-of-way is proposed to be developed with a wellhouse structure that will be fenced for security.
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5.03.750 SCENIC ROUTES

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.751	The Town recognizes El Camino Real, Hillside Boulevard, and the Junipero Serra Freeway as scenic routes. Detailed studies and mapping of the scenic routes should be undertaken as necessary to define precise corridor boundaries. Standards for site planning within scenic corridors should be adopted.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.

5.03.800 PROGRAMS FOR CIRCULATION ELEMENT IMPLEMENTATION

Circulation Element policies are intended to be implemented using both existing and proposed action programs. Reference is made as to whether the program is existing or proposed and the responsibility for program operation.

5.03.810 COMPLETE STREETS POLICY

5.03.811 Complete Streets Principles

(1) *Complete Streets Serving All Users.* The Town of Colma is committed to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families.

(2) *Context Sensitivity.* In planning and implementing street projects, departments and agencies of the Town of Colma shall consider local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements to be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks,



refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and traffic calming circles, transit bulb outs, and road diets.

(3) *Complete Streets Routinely Addressed by All Departments.* All relevant departments and agencies of the Town of Colma shall work towards making Complete Streets practices a routine part of everyday operations, and seek opportunities to improve streets and the transportation network for all categories of users through Complete Streets policies. The following projects provide opportunities to implement Complete Streets policies: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping/related features.

(4) *All Projects and Phases.* Complete Streets infrastructure shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C. 1 of this policy).

5.03.812 Implementation

(1) *Plan Consultation and Consistency.* Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except when such consistency cannot be achieved without negative consequences. In such instances, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation.

(2) *Street Network/Connectivity.* As feasible, the Town of Colma shall incorporate Complete Streets features into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.

(3) *Bicycle and Pedestrian Advisory Committee Consultation.* Since the Town of Colma is a jurisdiction of fewer than 10,000 people, and does not have a Bicycle and Pedestrian Advisory Committee, the Capital Improvement Program (CIP) committee comprised of representatives of the Town's Public Works, Engineering, Planning, Police, Recreation



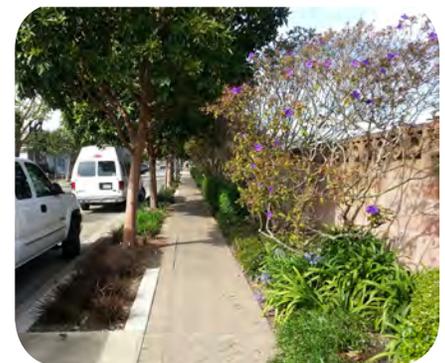
Pedestrian

Source: 2014 Dog Breed Info Center



Bicyclists

Source: 2014 Atlas Obscura



Sterling Park Streetscape



Services and Finance Departments shall make determinations on the modes of transit to be considered with improvements being contemplated by the Town. The Committee may seek outside input from the community or other groups as part of their decision making process.

(4) *Evaluation.* All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of the Town of Colma are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

5.03.813 Exemptions

(1) *Leadership Approval for Exemptions.* Projects that seek Complete Streets exemptions must provide written finding of why accommodations for all modes that were not included in the project and signed off by the Public Works Director or equivalent high level staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel.

5.03.820 SUBDIVISION ORDINANCE

(EXISTING; AMENDMENT RECOMMENDED)

The Town's Subdivision Ordinance should be amended to include standards consistent with the Circulation Policies set forth in the General Plan, including policies relating to protection of scenic corridors.

5.03.821 Responsibilities

City Planner

Reviews tentative and final subdivision maps; coordinates the review process.

Department Heads

Comment on development proposals; suggest conditions for project approval.

Public Works Director/City Engineer

Provide input regarding project suitability.

Interested Citizens

Provide input regarding project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings set forth in the



ordinance.

5.03.830 ZONING ORDINANCE (EXISTING - AMENDMENT RECOMMENDED)

The Zoning Ordinance sets forth minimum development standards including parking facilities, provisions for the disabled, and site plan standards. The Design Review zone should be amended so that site planning criteria for uses in scenic corridors is made part of the Zoning Ordinance.

5.03.831 Responsibilities

City Planner

Evaluation of projects per standards; coordinates the review process.

Department Heads

Comment on development proposals; suggest conditions for project approval.

Interested Citizens

Provide input regarding project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings set forth in the ordinance.

5.03.840 CAPITAL IMPROVEMENT PROGRAM (EXISTING)

The City Council has approved a Capital Improvement Program for implementing many of the projects described in the General Plan.

5.03.841 Responsibilities

City Engineer/Public Works Director

Evaluation of projects per standards; coordinates the review process.

Department Heads

Comment on development proposals; suggest conditions for project approval.

City Planner

Provide input regarding project suitability, consistency with the General Plan and Complete Streets Policies .

Interested Citizens

Provide input regarding project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings set forth in the ordinance.

5.03.850 TRANSPORTATION MANAGEMENT (EXISTING)

Local representation on County-wide and regional transportation agencies should be continued. The Planning Department should provide information to citizens on the availability of transit and the benefits of transportation management systems. Local incentives for participation in Transportation System Management should be considered.

5.03.860 CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) CONGESTION MANAGEMENT PROGRAM (EXISTING)

Under the policies of the Congestion Management Program (CMP), all land use changes or new developments that are projected to generate a net (subtracting existing uses that are currently active) 100 or more trips during any peak period (defined as 6-10AM and/or 3-7PM) must be reported to C/CAG.

5.03.861 Responsibilities

City Planner

Evaluation of projects per standards. If projects meet CMP review criteria, the City Planner reports to C/CAG and coordinates the review process.



Department Heads

Comment on C/CAG conformance options; suggest conditions for project approval.

City Engineer/Public Works Director

Provide input regarding conformance options and project suitability.

Interested Citizens

Provide input regarding conformance options and project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings.



TABLE SHOWING PROPOSED CHANGES TO CIRCULATION ELEMENT POLICIES WITH UNDERLINING OR STRIKE-THROUGH MARKINGS

5.03.710 CIRCULATION SYSTEM¹		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.711	Commercial and industrial truck traffic, except for trucks serving local business, should be limited to highways or arterial streets for movement through the Town.	The City Engineer will require appropriate routes consistent with this policy.
5.03.712	Improvements to Collins Avenue consistent with the Plan Line for Collins Avenue should continue to be implemented as a condition of approval of new development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.713	On-street parking should typically be prohibited except on local streets. On-street parking, where necessary to support commercial businesses, should be oriented primarily to short-term use for the convenience of patrons.	Areas with prohibited or restricted on-street parking are designated with painted curbs and/or signs. The Public Works Department will maintain these designations. The City Engineer will recommend changes when applicable.
5.03.714	Olivet Parkway should be retained as a public road unless findings can be made that alternate routes are available to carry existing and anticipated future traffic	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.715	The Town should work with San Mateo County and the City of South San Francisco to achieve early implementation of the Hickey Boulevard extension between Mission Road and Hillside Boulevard. Colma should facilitate the EIR process and work with Holy Cross Cemetery to devise a mitigation strategy for impacts that may be identified. Construction of additional public roads between El Camino Real and Hillside Boulevard should be discouraged unless a significant public purpose is demonstrated.	The City Planner will cooperate with San Mateo County and the City of South San Francisco to facilitate the EIR. The City Planner will suggest mitigation strategies to Holy Cross Cemetery and make recommendations accordingly. The City Planner will review proposals for additional public roads between El Camino Real and Hillside Boulevard and make recommendations to the City Council.
5.03.7164	A loop road allowing access for emergency vehicles should be included in any future development of the Cypress Hills area. The road should connect the Serramonte Boulevard extension through the Cypress Lawn Hillside Campus to the current golf course access road.	The City Planner will make recommendations consistent with this policy to developers during the design review process. If the property is developed for open space use the road may be private and restricted as to general public access. The road may be installed in increments as land adjoining the right-of-way is improved.
5.03.71 75	Whenever possible, The Town should abandon <u>shall favorably consider street abandonment applications</u> for paper streets that do not provide access to in-holding lots, are not needed for utility purposes, or are redundant with other paper streets, and will not in the foreseeable future serve a public purpose.	The City Planner and City Engineer will identify streets that meet the policy's criteria and make recommendations for abandonment to the City Council based on the merits of the <u>abandonment application.</u>

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes are not identified, including grammatical corrections, formatting and minor changes in wording without regulatory effect. All markings will be removed from the final version that is adopted by the City Council.

5.03.720 COMPLETE STREETS POLICIES TRAFFIC AND PEDESTRIAN SAFETY

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.721	Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.722	Pedestrian sidewalks or walkways should be constructed typically along all streets. These should be done as a requirement of private development, <u>where possible.</u>	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.723	Sidewalks should be constructed where they do not presently exist, <u>where feasible, on:</u> <ul style="list-style-type: none"> • <u>the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station</u> • <u>one side of Hillside Boulevard</u> • <u>the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard</u> • <u>the south side of Collins Avenue</u> 	<u>Projects will be considered as part of on-going CIP projects. For improvements on El Camino Real, Caltrans coordination will be required.</u>
5.03.724	All loading and unloading of trucks associated with commercial uses should take place out of the road right-of-way in order to avoid potential conflicts with through traffic.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.
5.03.725	Facilities for disabled persons should be constructed in Colma including specified parking spaces, curb ramps at street crossings, sidewalk clearance around obstacles and sidewalk transitions at driveway crossings.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.
5.03.726	Additional driveway access points to El Camino Real and to arterial and collector streets should be discouraged in order to promote traffic safety and retain landscape corridors. Where possible, access should be developed from other streets.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.727	A Plan Line should be adopted for The long term improvement of Hillside Boulevard to facilitate the ability to develop <u>should include</u> sidewalks on both sides of the street and landscaping.	This project is included in the Town's 1998/99-2002/03 Capital Improvement Program and the project is subject to environmental review. The Town will alert affected property owners at such time as any design and/or environmental review process begins. <u>Sidewalks and landscaping are proposed in improvements between Serramonte Boulevard and Hoffman Street. Sidewalks are proposed between Serramonte Boulevard and Lawndale Boulevard on the west side of the street. Existing sidewalk sections exist on the east side of Hillside Boulevard between Serramonte Boulevard and Sand Hill Road. Sidewalk on the east side of Hillside Boulevard between Sand Hill Road and Lawndale Boulevard would be required at the time of property development by the property owner.</u>

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.728	The intersection of Mission Road and El Camino Real should be reconfigured to improve safety and to permit left turns from Mission Road onto El Camino Real.	The City Engineer will coordinate with Caltrans on an appropriate configuration. <u>Any necessary funding will be considered in a future CIP.</u>
5.03.729	The Town should strive to maintain a Level of Service D or better for all intersections. Levels of E or F should be tolerated during peak periods.	The City Planner and City Engineer will consider and require mitigation, where feasible, to the traffic impacts of new development projects in Colma and proposed in adjoining jurisdictions.
5.03.730 TOWN IMAGE		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.731	<p>Colma recognizes six major gateways to the Town:</p> <ul style="list-style-type: none"> • El Camino Real at the intersection of F Street • El Camino Real and Mission Road • Serramonte Boulevard and Collins Avenue where they intersect Junipero Serra Boulevard • Hillside Boulevard at the intersection of F Street • Hillside Boulevard at Lawndale Boulevard • Mission Road at Lawndale Boulevard <p>The Town's gateways should be enhanced and maintained with appropriate landscaping and to strengthen Colma's identity. Gateway elements (such as a sculpture or distinctive architecture) should be included at each gateway. The gateway elements should have a consistent theme. Improvements should be included as an element of private development, where appropriate.</p>	<p><u>The City Planner will make recommendations for the installation of new gateway signs and landscaping consistent with this policy to the City Council whenever a new development project or a CIP project is proposed that will allow for implementation. Remaining gateways to implement include:</u></p> <ul style="list-style-type: none"> • <u>El Camino Real and Mission Road (which can be implemented when the intersection is reconfigured or improved, or property at 1988 Mission Road is developed)</u> • <u>Hillside Boulevard at the intersection of F Street (to be implemented in Summer 2014)</u> • <u>Hillside Boulevard at Lawndale Boulevard (to be implemented when the southern section of Hillside Boulevard is improved)</u>
5.03.732	Street trees should be planted along Colma's street system. Trees should be selected from a plant list approved by the City Council in order to create a unifying theme. Street trees should be planted as a requirement of private development, where such developments involve the public street frontage.	The City Planner will designate preferred trees for each street and make recommendations to the City Council for new development projects.
5.03.733	A utility undergrounding/street beautification program should be carried out for Mission Road in conjunction with the provision of additional off-street parking to improve visual appearance and traffic safety.	Undergrounding and beautification of Mission Road will be considered in as a future Capital Improvement Program project when funds become available.
5.03.734	A street tree planting program should be carried out for Junipero Serra Boulevard in conjunction with median landscaping and pedestrian facilities to improve the visual appearance and performance of this important arterial.	Portions of this project are included in the Town's 1998/99-2002/03 Capital Improvement Program. The City Planner will make further recommendations to the City Council for new development projects.

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.7354	Overhead transmission lines should be placed underground in order to improve the visual quality of all roadways.	Utility undergrounding will be considered in a future Capital Improvement Program.
5.03.736	The private proposals for landscaping at the entrances to the Old Mission Road District should be renewed once the planned County flood Control Projects are completed in the area	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.

5.03.740 BICYCLE AND RECREATION IMPROVEMENTS

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.741	Bicycle lanes should be clearly marked on all designated bicycle routes.	<u>The Town will implement, where feasible, San Mateo County's Comprehensive Bicycle and Pedestrian Master Plan (2011) when projects are being considered under the CIP. In addition, the Town will add Class II and class II bicycle markings and improvements to Mission Road, where feasible.</u>
5.03.742	The Town should seek ways to implement bikeways along El Camino Real, and Hillside Boulevard.	<u>Consistent with the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan (2011), the Town will consult with Caltrans when improvements are being considered for El Camino Real in order to add bicycle lanes where feasible. Future phases of improvements to Hillside Boulevard will consider, where feasible, the addition of bikeways.</u>
5.03.743	The Town should work with the San Francisco Water Company to see what landscaping improvements are possible on the Water Company right-of-way between Serramonte Boulevard and Collins Avenue.	<u>Securing of an access easement and landscaping of portions of the Water Company right-of-way on the Collins Avenue side shall be considered in the future. The Serramonte half of the right-of-way is proposed to be developed with a wellhouse structure that will be fenced for security.</u>

5.03.750 SCENIC ROUTES

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.751	The Town recognizes El Camino Real, Hillside Boulevard, and the Junipero Serra Freeway as scenic routes. Detailed studies and mapping of the scenic routes should be undertaken as necessary to define precise corridor boundaries. Standards for site planning within scenic corridors should be adopted.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.