



**AGENDA
REGULAR MEETING**

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

Wednesday, May 13, 2015 at 7:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

REPORT FROM CLOSED SESSION

PRESENTATION

- National Mayor's Challenge for Water Conservation Raffle
- 95th Birthday Recognition of Alice Letcavage
- Proclamation in Honor of National Public Works Week
- Presentation of Citizen Performance Awards
- Introduction of New Facility Attendants Carl Sanchez and Ruby Gastelum
- Introduction and Swearing In of New Police Officer Daniel Mendoza
- Presentation of Colma Citizens' Advisory Scholarships

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 April 8, 2015 Regular Meeting.
2. Motion to Approve Report of Checks Paid for April 2015.
3. Motion to Adopt an Ordinance Amending Section 1.02.080 of the Colma Municipal Code, Relating to the Start Time of Regular Meetings (second reading).
4. Motion to Adopt an Ordinance Adopting an Amended Zoning Map and Approving a Planned Development Zone for 203-207B Collins Avenue (second reading).

5. Motion to Adopt a Resolution Establishing a Drought Mitigation Rebate Program for Fiscal Year 2014/15 and 2015/16.

NEW BUSINESS

6. **GOLDEN HILL MEMORIAL PARK RECONSIDERATION**

Consider: Motion to Grant the Request for Reconsideration, and Have the Request Be Heard at the June 10, 2015 Council Meeting.

7. **MARIJUANA GROW OPERATIONS INTERIM URGENCY ORDINANCE**

Consider: Motion to Adopt an Interim Urgency Ordinance of The Town of Colma Imposing a Moratorium on the Issuance or Approval of New Permits, Licenses or Other Entitlements to Establish or Operate Marijuana Cultivation Operations, Marijuana Growing Operations, and/or Marijuana Processing Operations.

PUBLIC HEARING

8. **DEVELOPMENT APPLICATION PROCESSING FEES**

Consider: Motion to Adopt a Resolution Amending Colma Administrative Code, Subchapter 1.10, Master Fee Schedule, Relating To Development Application Processing Fees for Staff and Consultant Time.

9. **CYPRESS LAWN FUNERAL HOME**

Consider: Motion to Adopt a Resolution Granting a Conditional Use Permit to Use Existing Facilities for a State Licensed Funeral Establishment at Cypress Lawn Memorial Park.

10. **MASSAGE ORDINANCE**

Consider: Motion to Introduce an Ordinance Repealing and Adding a New Chapter 4.05 of the Colma Municipal Code, Relating to the Regulation of Massage Businesses, and Waive a Further Reading of the Ordinance.

11. **WATER CONSERVATION INCENTIVE PROGRAM**

Consider: Motion to Adopt a Resolution Establishing the Authorized Subsidy at \$100,000 for the Water Conservation Incentive Program in Fiscal Year 2015-16.

12. **2015-16 SEWER RATES**

Consider: Motion to Adopt a Resolution Confirming That Sewer Service Rates for FY 2015-16 Shall be as Set Forth in Sections 3.04.160 and 3.04.170 of the Colma Municipal Code.

13. **ORDINANCE AMENDING SUBCHAPTER 3.07 ELECTION OF SEWER SERVICE CHARGES**

Consider: Motion to Introduce an Ordinance Amending Subchapter 3.07 of the Colma Municipal Code, Relating to Election of Sewer Service Charges, and Waive a Further Reading of the Ordinance.

STUDY SESSION

14. **LANDSCAPE MEDIAN DISCUSSION**

15. **PROPOSED BUDGET FY2015-16**

These items are for discussion only; no action will be taken at this meeting.

COUNCIL CALENDARING

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

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

Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to 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, April 8, 2015

7:30 p.m.

CALL TO ORDER

Mayor Joanne F. del Rosario called the Regular Meeting of the City Council to order at 7:32 p.m.

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

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Police Commander Sherwin Lum, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Associate Planner Turhan Sonmez and Administrative Technician III Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda. Council Member Gonzalez asked that item #6 be pulled from the Consent Calendar to be considered separately. The Mayor asked for a motion to adopt the agenda with the change.

Action: Council Member Silva moved to adopt the agenda with the change; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel “Rae” Gonzalez	✓				
Joseph Silva	✓				
	5	0			

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:36 p.m. Resident Mary Brodzin made a comment. The Mayor closed the public comment period at 7:46.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 11, 2015 Regular Meeting.
2. Motion to Approve Report of Checks Paid for March 2015.

3. Motion to Adopt an Ordinance Amending Colma Municipal Code Chapter 8, Relating to Animals, and Waive a Further Reading of the Ordinance (second reading).
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2015.
5. Motion to Adopt a Resolution Accepting Work, Authorizing the Filing of the Notice of Completion, and Directing Payment of Retention Funds for the Hillside Beautification Project Phase I.
6. [Pulled from Consent Calendar]

Action: Council Member Silva moved to approve the Consent Calendar items #1-5; the motion was seconded by Council Member Fisicaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

6. **Action:** Council Member Silva moved to Approve a Supplemental Appropriation in the Fiscal Year 2014-15 Adopted Budget for Capital Improvement Project #947-Town Hall Renovation Project in the Amount of \$8,371,000; the motion was seconded by Council Member Fisicaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor		✓			
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez		✓			
Joseph Silva	✓				
	3	2			

PUBLIC HEARING

7. GOLDEN HILL MEMORIAL PARK

Associate Planner Turhan Sonmez presented the staff report. Mayor del Rosario opened the public hearing at 7:54 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Gonzalez moved to Adopt a Resolution Granting a Conditional Use Permit For a Funeral Home, Caretaker Unit, and a Monument Shop; Design Review Approval for the Construction of a Funeral Home Building; and a Sign Permit for Entry Signage at Golden Hill Memorial Park; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

8. 203-207B COLLINS AVENUE – ASSISTED LIVING FACILITY

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:05 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Fiscaro made a motion to introduce an Ordinance Adopting an Amended Zoning Map and Approving a Planned Development Zone for 203-207B Collins Avenue and Waive a Further reading of the Ordinance; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

Action: Council Member Fiscaro made a motion to Adopt a Resolution Conditionally Approving Second Amended Planned Development (PD) Conditional Use Permit and Design Review for an Assisted Living Facility at 203-207B Collins Avenue with the added condition that the permittee must fence off the vacant property on the corner of Collins Avenue and El Camino Real within one year of the date of the resolution; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

9. REGULAR MEETING START TIME ORDINANCE

City Attorney Christopher Diaz presented the staff report. Mayor del Rosario opened the public hearing at 8:19 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Colvin moved to Introduce an Ordinance Amending Section 1.02.080 of the Colma Municipal Code, Relating to the Start Time of Regular Meetings, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

10. DEVELOPMENT APPLICATION PROCESSING FEES

City Attorney Christopher Diaz explained that due to the need for staff to obtain further data to support the fee structure proposed, this item would have to be continued to the next meeting. The Mayor opened the public hearing at 8:19 p.m. No one came forward to speak.

Action: Vice Mayor Colvin moved to continue the public hearing on the item to the next Regular City Council Meeting on May 13, 2015; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

STUDY SESSION

11. PROPOSED FISCAL YEAR 2015/16 BUDGET

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 8:43 p.m. and seeing no one come forward to speak she closed the public hearing. Council discussion followed.

This item was for discussion only; no action was taken

COUNCIL CALENDARING

The next Regular City Council Meeting will be on Wednesday, May 13, 2015 at 7:30p.m. at the Colma Community Center.

National Mayor's Water Conservation Challenge is currently taking place from April 1st through April 30th.

REPORTS

Council Members reported on the events listed below:

Joanne F. del Rosario

Chamber of Commerce Crab Feed Fundraiser, 3/12
Historical Association Tea Fundraiser, 3/21

Diana Colvin

Historical Association Tea Fundraiser, 3/21

Helen Fiscaro

Historical Association Tea Fundraiser, 3/21

Raquel "Rae" Gonzalez

Chamber of Commerce Crab Feed Fundraiser, 3/12

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor del Rosario at 8:58 p.m. in memory of Edie Harper, longtime Colma resident, Georgia Bianchi, longtime Colma resident, Albina Garibaldi-Parma, longtime community member who grew up in Colma, Agnes Dolores Fuller, daughter of a San Mateo County Mosquito and Vector Control District committee member, and Officer Michael Johnson, the San Jose Police Officer killed in the line of duty.

Respectfully submitted,

Caitlin Corley
Administrative Technician III

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41571	4/3/2015	00068	04032015 B	4/3/2015	COLMA PEACE OFFICERS: P/	645.52	645.52
41572	4/3/2015	00631	04032015 B	4/3/2015	PERS - BUYBACK: PAYMENT	35,378.66	
			04032015 B	4/3/2015	PERS MISC NON-TAX: PAYME	13,991.32	
			04032015 M	4/3/2015	PERS MISC NON-TAX: PAYME	961.74	50,331.72
41573	4/3/2015	01340	04032015 B	4/3/2015	FLEX 125 PLAN: PAYMENT	538.86	538.86
41574	4/3/2015	01360	04032015 B	4/3/2015	ICMA CONTRIBUTION: PAYME	4,350.00	
			04032015 M	4/3/2015	ICMA CONTRIBUTION: PAYME	650.00	5,000.00
41575	4/3/2015	01375	04032015 B	4/3/2015	NATIONWIDE: PAYMENT	5,050.00	
			04032015 M	4/3/2015	NATIONWIDE: PAYMENT	700.00	5,750.00
41576	4/3/2015	02377	04032015 B	4/3/2015	CALIFORNIA STATE DISBURS: PAYM	553.84	553.84
93209	4/3/2015	00521	04032015 M	4/3/2015	UNITED STATES TREASURY	907.56	907.56
93211	4/3/2015	00130	04032015 B	4/3/2015	EMPLOYMENT DEVELOPMEN	7,370.12	7,370.12
93212	4/3/2015	00521	04032015 B	4/3/2015	UNITED STATES TREASURY	41,616.38	41,616.38

total for FIRST NATIONAL BANK OF DALY CITY: 112,714.00

9 checks in this report.

Grand Total All Checks: 112,714.00

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41577	4/7/2015	00025	ALLIED HEATING & AIR COND 37637	2/28/2015	8/1/14 to 1/31/15 Semi-annual t	1,050.40	
			37602	2/28/2015	Tested Thermostat Functions, S	497.80	1,548.20
41578	4/7/2015	00051	CALIFORNIA WATER SERVICE 03/27/2015	3/27/2015	WATER BILL	4,817.58	4,817.58
41579	4/7/2015	00058	CITY CLERKS ASSN OF CA	July 9-10, 2015	July 9-10, 2015 "Nuts & Bolts" v	200.00	200.00
41580	4/7/2015	00140	FIRST NAT BANK OF NO CA	03/22/15 Ramos	CREDIT CARD CHARGE	2,947.80	
				03/22/15 Morque	Dollartree, Party City, Home De	2,589.65	
				03/22/15 Gogan	CREDIT CARD CHARGE	1,788.79	
				03/22/15 Dossey	CREDIT CARD CHARGE	758.54	
				03/22/15 Lum	CREDIT CARD CHARGE	484.45	
				03/22/15 Pfofent	CREDIT CARD CHARGE	105.50	
				03/22/15 Silva	CREDIT CARD CHARGE	60.46	
				03/22/15 Rabe	CREDIT CARD CHARGE	27.22	8,762.41
41581	4/7/2015	00169	JENKINS, HEIDI	1440	PLANT MAINTENANCE	390.00	
				1441	PLANT MAINTENANCE	130.00	520.00
41582	4/7/2015	00254	METRO MOBILE COMMUNICA 150412	4/1/2015	April 2015 Maintenance Contrar	602.00	602.00
41583	4/7/2015	00258	CELESTE, MIKE	Jan - March 2015	RETIREE MEDICAL REIMBUR	454.50	454.50
41584	4/7/2015	00307	PACIFIC GAS & ELECTRIC	0092128195-2	PG&E	1,596.85	
				9248309814-8	9248309814-8 601 F St.	228.96	
				0567147369-1	0567147369-1 JSB S/O Serrair	95.51	1,921.32
41585	4/7/2015	00311	PITNEY BOWES INC.	367493	POSTAGE METER RENTAL	274.68	274.68
41586	4/7/2015	00331	ROSE & LEONA'S FLOWERS	242707	March 2015 Get Well Floral Arr	109.50	109.50
41587	4/7/2015	00449	BANK OF AMERICA	03/24/15	CREDIT CARD CHARGE	245.40	245.40
41588	4/7/2015	00617	QUINN, COLM	Jan - March 2015	RETIREE MEDICAL REIMBUR	454.50	454.50
41589	4/7/2015	00830	STAPLES BUSINESS ADVANT78033730757	3/21/2015	8.5 x 11 Paper, 3x3 Stickers, Ta	429.69	429.69
41590	4/7/2015	00865	LAZARO, ROMEO B.	2000061.003	03/30/15 Deposit Refund	300.00	300.00
41591	4/7/2015	00955	DIVISION OF THE STATE	Jan - March 2015	Jan - March 2015 Disability Acc	56.10	56.10
41592	4/7/2015	01037	COMCAST CABLE	April 2015	COMCAST CABLE TV	22,682.18	
				03/25/15-04/24/15	INTERNET 1520 HILLSIDE BL	285.45	23,203.33
				04/02/15-05/01/15	INTERNET 1198 & 1199 EL CA	235.70	4,087.50
41593	4/7/2015	01076	API CONSULTING	15-03 Colma	RECORDS MANAGEMENT	4,087.50	1,200.00
41594	4/7/2015	01213	THE KELLER CENTER	Colma FY 2014	FY 2014/2015 Annual Contribut	1,200.00	414.78
41595	4/7/2015	01308	EEL RIVER FUELS, INC.	386753	PW GAS PURCHASES	414.78	55.00
41596	4/7/2015	01340	FLEX-PLAN SERVICES, INC	10018598	SECTION 125 PARTICIPANT F	55.00	118.98
41597	4/7/2015	01687	UNITED SITE SERVICES OF	114-2813620	STANDARD AND REGULAR SI	118.98	

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41598	4/7/2015	01995	15-0401	4/1/2015	March 5-31, 2015 Cardroom Be	1,265.00	1,265.00
41599	4/7/2015	02144	DOMINIC A. DE LUCCA DBA DI431	3/21/2015	TAE KWON DO	1,900.00	1,900.00
41600	4/7/2015	02179	HUB INTERNATIONAL OF CA March 2015	3/31/2015	INSURANCE EVENTS	256.08	256.08
41601	4/7/2015	02258	KIM, SEUNG NAM March 2015 Beg	3/30/2015	GOLF LESSONS	125.00	125.00
41602	4/7/2015	02447	BASTO, INTANONG 2000062.003	3/30/2015	03/30/15 Deposit Refund	50.00	50.00
41603	4/7/2015	02480	ZAPANTA, MARYANN 100517	3/30/2015	03/30/15 Deposit Refund 3/28/1	300.00	300.00
41604	4/7/2015	02499	GE CAPITAL INFORMATION T194406327	3/26/2015	COPY MACHINE RENTAL	1,093.56	
			94394896	3/23/2015	COPY MACHINE RENTAL	866.56	1,960.12
41605	4/7/2015	02743	UTILITY TELEPHONE, INC April 2015	4/1/2015	INTERNET ACCESS 128070	664.75	664.75
41606	4/7/2015	02749	HUBB SYSTEMS, LLC, DBA DASI-102834	3/30/2015	Verus Recorder; 6 Channel IP 1	6,911.39	6,911.39
41607	4/7/2015	02778	WHITAKER, DAVID L 102	3/31/2015	01/12/15-03/30/15 Beginning Te	600.00	600.00
41608	4/7/2015	02819	CENTIMARK CORPORATION 726B Refund C&	3/25/2015	726B Refund C&D (02/27/15)	1,000.00	1,000.00
41609	4/7/2015	02820	NATIONAL DATA & SURVEYING(15-7026	2/4/2015	Machine Counts w/Volume & St	720.00	720.00
41610	4/7/2015	02821	WOODS CONSTRUCTION INC709B Refund C&	4/6/2015	709B Refund C&D (01/08/15)	1,000.00	1,000.00

b total for FIRST NATIONAL BANK OF DALY CITY: 66,527.81

34 checks in this report.

Grand Total All Checks: 66,527.81

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41611	4/14/2015	00004	AT&T	3/13/2015	6509970105804 02/13/15-03/15	92.10	92.10
41612	4/14/2015	00051	CALIFORNIA WATER SERVICE	4/9/2015	WATER BILL	129.92	129.92
41613	4/14/2015	00057	CINTAS CORPORATION #2	4/7/2015	CLEANING SERVICE	740.04	740.04
41614	4/14/2015	00057	CINTAS CORPORATION #2	3/27/2015	PW First Aid Supplies	130.76	130.76
41615	4/14/2015	00071	CSG CONSULTANTS, INC.	Feb 28-Mar 27, 2	CSG	101,627.70	101,627.70
41616	4/14/2015	00089	CITY OF MILLBRAE	04/24/15 Council	04/24/15 Council of Cities Meet	45.00	45.00
41617	4/14/2015	00181	IEDA	20247	LABOR RELATIONS CONSUL	1,242.00	1,242.00
41618	4/14/2015	00192	INTELLIGENT PRODUCTS INC	191399A	12 Mutt Mitt Hangable Header,	902.03	902.03
41619	4/14/2015	00211	KELLY-MOORE PAINTS	March 2015	PAINT AND SUPPLIES	557.59	557.59
41620	4/14/2015	00307	PACIFIC GAS & ELECTRIC	6991706865-7	6991706865-7 1190 El Camino	230.50	230.50
41621	4/14/2015	00334	S.B.R.P.S.T.C.	4/27-5/1 FTO	4/27-5/1 FTO: Grant	115.00	115.00
41622	4/14/2015	00351	TELLEZ, SERENA	2000064.003	04/06/15 Deposit Refund	300.00	300.00
41623	4/14/2015	00352	SERRAMONTE FORD, INC.	March 2015	CAR REPAIR	39.00	39.00
41624	4/14/2015	00364	SMC SHERIFF'S OFFICE	CL04381	LAB FEES	361.67	361.67
41625	4/14/2015	00388	SONITROL	1265615-IN	427 F ST. MONTHLY MONITO	109.00	109.00
41626	4/14/2015	00414	TERMINEX INTERNATIONAL	L343813897	PEST CONTROL	451.00	451.00
41627	4/14/2015	00500	SMC CONTROLLERS OFFICE	March 2015	601 F St. 03/11/15	59.00	510.00
41628	4/14/2015	01030	STEPFORD, INC.	1501299	March 2015 Allocation of Parkir	1,105.70	1,105.70
41629	4/14/2015	01183	BEST BEST & KRIEGER LLP	740687	MONTHLY SERVICE CONTRA	5,380.00	7,974.88
41630	4/14/2015	01399	WESTLAKE TOUCHLESS CARM	March 2015	Threat Management Software F	2,095.60	26,996.55
41631	4/14/2015	01549	BURNS, LORI	1501313	Dell SonicWALL SonicPoint ACI	499.28	17.90
41632	4/14/2015	01685	STADTLER LANDSCAPING	3/24-4/09 Reimb	CITY ATTORNEY SERVICES	26,996.55	74.80
41633	4/14/2015	02002	DIZCO, INC.	4624	REIMBURSEMENT	74.80	360.00
41634	4/14/2015	02082	VINCE'S OFFICE SUPPLY, INC	March 2015 #21	PLANT MAINTENANCE	240.00	300.00
41635	4/14/2015	02182	DALY CITY KUMON CENTER	March 2015	04/03/15 Magic Show	300.00	416.31
41636	4/14/2015	02216	RAMOS OIL CO. INC.	302358	OFFICE SUPPLIES	236.51	4,295.00
				303921	OFFICE SUPPLIES	179.80	4,295.00
				300746	TUTORING	4,295.00	1,333.53
				302510	GASOLINE PURCHASES	1,333.53	1,177.85
					GASOLINE PURCHASES	1,177.85	1,136.00
					GASOLINE PURCHASES	44.64	3,692.02

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41637	4/14/2015	02274	FRANK AND GROSSMAN LANI149089	4/1/2015	LANDSCAPE MAINTENANCE	10,363.00	
			40445731	3/27/2015	Spring/Summer Flowers Replac	1,375.00	
			40445739	3/27/2015	Repair Water Leaks:471 D St, C	330.00	
			40445733	3/27/2015	PD Replace 1 1.5" Valve	275.00	
			40445734	3/27/2015	Colma Museum Repair (2) 1.5"	220.00	12,563.00
41638	4/14/2015	02285	MIRA, DEBBIE	4/7/2015	04/07/15 Tot Gym & Jam Refun	5.00	5.00
41639	4/14/2015	02320	SANCHEZ, FATIMA	4/6/2015	04/06/15 Deposit Refund	150.00	150.00
41640	4/14/2015	02332	AUGUSTINE, DEBORAH	4/8/2015	04/08/15 Egg & Basket Decoral	3.00	3.00
41641	4/14/2015	02491	DALY CITY YOUTH HEALTH C104/30/15 25th Ar	4/10/2015	04/30/15 DCYHC'S 25th Annive	85.00	85.00
41642	4/14/2015	02499	GE CAPITAL INFORMATION T194483066	4/3/2015	COPY MACHINE RENTAL	1,536.90	1,536.90
41643	4/14/2015	02637	Z.A.P. MANUFACTURING INC. 43690	3/31/2015	4 R24 12x18 Sign E.G.	77.19	77.19
41644	4/14/2015	02660	FEISTER, WILLIAM J.	4/1/2015	03/30/15 Pre-Employment Psyc	325.00	325.00
41645	4/14/2015	02696	LIZARDO, YESENIA	4/7/2015	04/07/15 Tot Gym & Jam Refun	5.00	5.00
41646	4/14/2015	02698	HAWKINS HAWKINS CO. INC INV000520	3/26/2015	Adjustable Sign Brackets, for R.	187.39	187.39
41647	4/14/2015	02739	ZEBOHEAD AUTOMOTIVE INC000002718	4/9/2015	11 Ford Crown Vic #6 Replacec	600.31	600.31
41648	4/14/2015	02795	ROSSET, JAY	4/10/2015	4/3/15 Street Racing Course Mk	8.40	8.40
41649	4/14/2015	02799	ASTOUND BROADBAND	3/27/2015	April 2015 RIMS Pt to Pt Fiber I	400.00	400.00

b total for FIRST NATIONAL BANK OF DALY CITY: 168,311.66

39 checks in this report.

Grand Total All Checks: 168,311.66

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41650	4/17/2015	00047	04172015 B	4/17/2015	CLEA: PAYMENT	416.50	416.50
41651	4/17/2015	00068	04172015 B	4/17/2015	COLMA PEACE OFFICERS: P/	645.52	645.52
41652	4/17/2015	00631	04172015 B	4/17/2015	PERS - BUYBACK: PAYMENT	35,369.99	
			04172015 B	4/17/2015	PERS MISC NON-TAX: PAYME	13,400.13	48,770.12
41653	4/17/2015	01340	04172015 B	4/17/2015	FLEX-PLAN SERVICES, INC	538.86	538.86
41654	4/17/2015	01360	04172015 B	4/17/2015	VANTAGE TRANSFER AGENT:04172015 B	4,350.00	4,350.00
41655	4/17/2015	01375	04172015 B	4/17/2015	NATIONWIDE RETIREMENT S:04172015 B	5,125.00	5,125.00
41656	4/17/2015	02224	04172015 B	4/17/2015	STANDARD INSURANCE COM:04172015 B	327.20	327.20
41657	4/17/2015	02377	04172015 B	4/17/2015	CALIFORNIA STATE DISBURS:04172015 B	553.84	553.84
93215	4/17/2015	00130	04172015 B	4/17/2015	EMPLOYMENT DEVELOPMEN:04172015 B	7,227.77	7,227.77
93216	4/17/2015	00521	04172015 B	4/17/2015	UNITED STATES TREASURY	41,473.82	41,473.82

o total for FIRST NATIONAL BANK OF DALY CITY: 109,428.63

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41658	4/20/2015	00071	02/28/15-03/27/15	4/16/2015	02/28/15-03/27/15 Bldg/Inspect	12,199.50	12,199.50
41659	4/20/2015	00093	CITY OF SOUTH SAN FRANCISCO	4/13/2015	DISPATCH SERVICES	8,626.09	8,626.09
41660	4/20/2015	00111	DEPARTMENT OF CONSERVA	4/12/2015	SMIP FEES	509.27	509.27
41661	4/20/2015	00112	DEPARTMENT OF JUSTICE	4/3/2015	FINGERPRINT APPLICATIONS	1,900.00	1,900.00
41662	4/20/2015	00174	HOME DEPOT CREDIT SERV	3/30/2015	PW SUPPLY PURCHASES	1,313.30	1,313.30
41663	4/20/2015	00188	IRVINE & JACHENS INC	4/10/2015	2 ea. Remove Existing Top Ribt	70.85	70.85
41664	4/20/2015	00214	KSM PRINTING	4/8/2015	500 7 3/4" Window Envelopes F	118.05	118.05
41665	4/20/2015	00282	CALIFORNIA PUBLIC EMPLOY	4/15/2015	MEDICAL INSURANCE	95,395.94	95,395.94
41666	4/20/2015	00306	INJURY CONTROL SYSTEMS	3/31/2015	03/31/15 Pre-employment Exan	140.00	140.00
41667	4/20/2015	00307	PACIFIC GAS & ELECTRIC	4/5/2015	PG&E	4,439.63	4,439.63
41668	4/20/2015	00412	TELECOMMUNICATIONS ENG	4/10/2015	Facilities Mgmt & Maintenance	1,328.00	1,328.00
41669	4/20/2015	00534	SMC INFORMATION SERVICE	4/10/2015	MICRO CHANNEL & LINES	1,322.25	1,322.25
41670	4/20/2015	00563	PETTY CASH	04/15/2015	Town Hall Petty Cash Fund Incr	100.00	100.00
41671	4/20/2015	00609	COUNTY OF SAN MATEO	4/17/2015	Parking Citation RFP Consultin	28.29	28.29
41672	4/20/2015	00623	AUS WEST LOCKBOX	3/31/2015	UNIFORM SERVICE	444.80	444.80
41673	4/20/2015	00830	STAPLES BUSINESS ADVANT	3/28/2015	Sandisk Cruzer Glide 8GB & 16	118.50	118.50
41674	4/20/2015	00928	SUPPLYWORKS	4/7/2015	Paper & Towel Supplies	1,151.82	1,151.82
41675	4/20/2015	01030	STEPFORD, INC.	4/10/2015	Server for Sophos Managemen	695.99	695.99
41676	4/20/2015	01037	COMCAST CABLE	04/11-05/10 601	INTERNET 601 F ST.	103.95	103.95
41677	4/20/2015	01183	BEST BEST & KRIEGER LLP	4/8/2015	CITY ATTORNEY SERVICES	11,506.38	
41678	4/20/2015	01414	VERANO HOMEOWNERS ASS5	4/8/2015	CITY ATTORNEY SERVICES	5,818.16	17,978.79
41679	4/20/2015	01569	DARLING INTERNATIONAL IN	5/1/2015	VERANO OWNERS ASSOCIAT	654.25	295.00
41680	4/20/2015	01593	FLORES, JOAQUIN	4/6/2015	TRAP SERVICE CHARGE	79.71	79.71
41681	4/20/2015	01785	DU-ALL SAFETY	4/14/2015	04/14/15 Deposit Refund	300.00	300.00
41682	4/20/2015	01997	CHAIX COMPANY	3/31/2015	3/31/15 Bloodborne Pathogens	450.00	450.00
41683	4/20/2015	02190	GOGAN, REA	4/14/2015	CCC Operable Wall Service Mic	2,445.00	2,445.00
41684	4/20/2015	02198	BAYSIDE PRINTED PRODUCT	4/20/2015	04/23/15 Fil-Am Lunch Inner Pe	375.00	375.00
41685	4/20/2015	02244	CALIFORNIA BUILDING STAN	4/14/2015	Recreation Guide May - August	954.21	954.21
41686	4/20/2015	02251	RECORD XPRESS OF CA, LLC	4/12/2015	Jan - March 2015 BSASRF Fee	82.00	82.00
41687	4/20/2015	02396	SIBILLO, SOPHIA	3/31/2015	STORAGE, WORKORDERS, N	311.25	311.25
41688	4/20/2015	02399	REVELES, CORI	4/13/2015	04/13/15 Deposit Refund	200.00	200.00
41689	4/20/2015	02402	COMMERCIAL SPEEDOMETE	12/8/2014	Replaces Ck #40983 12/08/14 I	50.00	50.00
				3/23/2015	Check Speedometer Accuracy I	132.00	132.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41690	4/20/2015	02510	REGIONAL GOVERNMENT SE 4856	3/31/2015	CONTRACT C. FRANCIS	1,441.00	1,441.00
41691	4/20/2015	02527	SALVANTE, BENJAMIN	4/13/2015	04/13/15 Deposit Refund	200.00	200.00
41692	4/20/2015	02566	STARVISTA	3/31/2015	Jan - June 2015 First Chance F	4,720.50	4,720.50
41693	4/20/2015	02623	BLOEBAUM, CYNTHIA	4/16/2015	COOKING CLASSES	700.00	700.00
41694	4/20/2015	02712	EPS, INC., DBA EXPRESS PLU015275	4/3/2015	Pan & Tilt Camera and 2" Cam	2,550.00	2,550.00
41695	4/20/2015	02749	HUBB SYSTEMS, LLC, DBA DASI102903	4/14/2015	Interview Room Hidden IP Cam	817.50	817.50
41696	4/20/2015	02788	LUNA-SEVILLA, MARGARET-RJan 21-April 8	4/17/2015	JAN 21 - APRIL 8, 2015 ZUMB	336.00	336.00
41697	4/20/2015	02822	MORENO, EMELY	4/14/2015	04/14/15 Deposit Refund	25.00	25.00
41698	4/20/2015	02823	CARRANZA, MICHELLE HEAT:2000073.003	4/14/2015	04/14/15 Deposit Refund	50.00	50.00
41699	4/20/2015	02824	R3 CONSULTING GROUP, INC7516	4/1/2015	Waste Haulers Consulting Worl	2,660.00	2,660.00
41700	4/20/2015	02825	GONZALEZ, LETICIA	4/16/2015	32367P Refund Live Scan Over	32.00	32.00
41701	4/20/2015	02826	O'CONNOR, SHARON	4/15/2015	32420P Refund Live Scan Over	24.00	24.00

b total for FIRST NATIONAL BANK OF DALY CITY: 167,215.19

44 checks in this report.

Grand Total All Checks: 167,215.19

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>
41702	4/23/2015	02251	RECORD XPRESS OF CA, LLC0958508B	4/23/2015	April 2015 Charges, Will Call Ac	1,995.56	1,995.56
o total for FIRST NATIONAL BANK OF DALY CITY:						1,995.56	1,995.56

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41703	4/27/2015	00020	ASSOCIATED SERVICES INC March 2015	3/31/2015	SUPPLIES	148.00	148.00
41704	4/27/2015	00051	CALIFORNIA WATER SERVICE6544607057	4/17/2015	CA WATER	1,190.29	1,190.29
			1727052702	4/14/2015	CA WATER	226.37	
			3997460385	3/31/2015	CA WATER	123.64	1,540.30
41705	4/27/2015	00093	CITY OF SOUTH SAN FRANCISCO:516028	4/2/2015	TRAFFIC SIGNAL MAINTENANCE	1,909.58	1,909.58
41706	4/27/2015	00110	DEPARTMENT OF TRANSPORTS150740	4/13/2015	SIGNALS & LIGHTING	494.88	494.88
41707	4/27/2015	00117	DELTA DENTAL OF CALIFORNIA01147902	5/1/2015	DENTAL INSURANCE	11,856.60	11,856.60
41708	4/27/2015	00177	HUMAN INVESTMENT PROJECTMay 8, 2015 HIP	4/27/2015	May 8, 2015 HIP Housing Annu	180.00	180.00
41709	4/27/2015	00307	PACIFIC GAS & ELECTRIC 0678090639-9	4/16/2015	PG&E	42.56	
			9593452526-2	4/16/2015	9593452526-2 1500 Hillside Blv	24.17	66.73
41710	4/27/2015	00411	TURBO DATA SYSTEMS 22660	3/31/2015	CITATION PROCESSING	290.18	290.18
41711	4/27/2015	00463	FISICARO, HELEN April 17-19 Milea	4/27/2015	April 17-19 Mileage Reimburse	70.15	70.15
41712	4/27/2015	00599	RUGGIERO, EDWARD Jan - March 2015	4/24/2015	RETIREE MEDICAL REIMBUR	454.50	454.50
41713	4/27/2015	00978	CASTRO, RUDOLFO 100519	4/20/2015	04/20/15 Deposit Refund 4/18/1	300.00	300.00
41714	4/27/2015	01030	STEPFORD, INC. 1501355	4/16/2015	HP EliteDisplay E2311-LED	243.33	243.33
41715	4/27/2015	01036	MANAGED HEALTH NETWORK3200068111	4/16/2015	EMPLOYEE ASSISTANCE PRG	118.00	118.00
41716	4/27/2015	01037	COMCAST CABLE 04/27-05/26 XFII	4/17/2015	XFINITY TV	10.11	10.11
41717	4/27/2015	01076	API CONSULTING 15-04 Colma	4/20/2015	RECORDS MANAGEMENT	5,400.00	5,400.00
41718	4/27/2015	01201	ZAPANTA, HEZEKIEL 2000079.003	4/20/2015	04/20/15 Deposit Refund	300.00	300.00
41719	4/27/2015	01308	EEL RIVER FUELS, INC, 390099	4/15/2015	PW GAS PURCHASES	304.96	304.96
41720	4/27/2015	01511	GONZALEZ, JOSE 2000077.003	4/20/2015	04/20/15 Deposit Refund	50.00	50.00
41721	4/27/2015	01565	BAY CONTRACT MAINTENANCE04/10/2015	4/10/2015	JANITORIAL SERVICES	8,114.11	8,114.11
41722	4/27/2015	02150	COLOMBO, EMIL L. AND DORI1013	4/22/2015	4/22/15 Inner Perspectives Lun	394.00	394.00
41723	4/27/2015	02190	GOGAN, REA April 22-23, 2015	4/27/2015	April 22-23, 2015 Reimburseme	37.37	37.37
41724	4/27/2015	02224	STANDARD INSURANCE COMMAY 2015	4/14/2015	LIFE INSURANCE	220.00	220.00
41725	4/27/2015	02382	GONZALEZ, MARIA 2000078.003	4/20/2015	04/20/15 Deposit Refund	50.00	50.00
41726	4/27/2015	02438	TALAVERA, ANGEL D. 2000083.003	4/22/2015	04/22/15 Deposit Refund	300.00	300.00
41727	4/27/2015	02448	ARROWHEAD SCIENTIFIC, IN78339	4/15/2015	Seal Guard Evidence Tape Red	200.62	200.62
41728	4/27/2015	02749	HUBB SYSTEMS, LLC, DBA DA108012	4/22/2015	Verus Solo: 6 Channel IP Auton	817.50	817.50
41729	4/27/2015	02798	GODINEZ, GABRIELA 2000081.003	4/20/2015	04/20/15 Deposit Refund	150.00	150.00
			2000082.003	4/20/2015	04/20/15 Deposit Refund	50.00	200.00
41730	4/27/2015	02828	ALHADI, DEE 32387P Refund	4/22/2015	32387P Refund Live Scan Over	7.00	7.00

b total for FIRST NATIONAL BANK OF DALY CITY: 34,077.92

28 checks in this report.

Grand Total All Checks: 34,077.92

**ORDINANCE NO. ___
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**ORDINANCE AMENDING SECTION 1.02.080 OF THE
COLMA MUNICIPAL CODE, RELATING TO THE START TIME
OF REGULAR MEETINGS**

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

ARTICLE 1. CMC SECTION 1.02.080, REGULAR MEETINGS, AMENDED.

Section 1.02.080(a), Regular Meetings, of Subchapter 1.02, City Council and Mayor, is hereby amended in its entirety to read as follows:

1.02.080 Regular Meetings

(a) The City Council shall meet regularly at 7:30 p.m. on the second Wednesday of each month, at the Colma Community Center, 1520 Hillside Boulevard, Colma, California, then and there to conduct such business as may properly come before it. When the second Wednesday of any month falls on a public holiday, the regular meeting shall be held at 7:30 p.m. The City Council's regular 7:30 p.m. start time can be modified by the City Manager, with the concurrence of the Mayor or other presiding officer, to commence earlier depending upon the volume of business for the City Council to consider at any given meeting. The City Clerk shall provide prior written notice of the adjusted start time consistent with the Ralph M. Brown Act. The City Council's intention is to make use of an earlier start time for closed session purposes or ceremonial type events, with all other regular agenda items continuing to commence at 7:30 p.m.

ARTICLE 2. 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 3. 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.

ARTICLE 4. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on April 8, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk

ORDINANCE NO. _____

**ORDINANCE ADOPTING AN AMENDED ZONING MAP AND
APPROVING A PLANNED DEVELOPMENT ZONE
FOR 203-207B COLLINS AVENUE**

Property Owner: Apollo Fund I, LLC, Donald Kung
Applicant: Claremont Retirement Management Services (CRMS), Brian Walgenbach
Location/APN:
Vacant lot/008-421-170
205 Collins Avenue (assisted living facility)/ 008-421-180
203 and 207A&B Collins Avenue (commercial buildings)/ 008-421-190

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

1. BACKGROUND

(a) The Town received an application from Claremont Retirement Management Services for approval of an Amended Planned Development for the property at 203-207 Collins Avenue, Colma (Assessor's Parcel Numbers: 008-421-170,180,190) to allow for an assisted living facility with memory care, administrative offices, meeting space and storage with associated surface parking. A Planned Development Amendment is required since the current designated use for the vacant lot located at the northeast corner of Collins Avenue and El Camino Real is for a skilled nursing facility that was never constructed. This lot is now proposed for surface parking.

(b) The application was determined to be exempt pursuant to Section 15301 Class 1(a) of the state CEQA Guidelines which permits the minor alteration of an existing private structure with negligible expansion of the use.

(c) The City Council has duly considered said application, the staff report and public comments thereon.

2. FINDINGS

The City Council finds that:

a) That the proposed uses are, in substantial part, generally of conditionally permitted under the zoning classification for the proposed district in existence at the time of the application.

Discussion: The proposed use is consistent with the existing PD District, which was established in 1992 for assisted living.

b) The uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.

Discussion: Adoption of the PD zoning for the site is consistent with and is a logical amendment to the existing PD zoning for the properties which comprise the assisted living complex. The PD Zoning Amendment is consistent with prior uses on the site for

assisted living. The proposed assisted living with memory care use and parking changes will not impact surrounding uses. The net increase in parking will benefit the project and surrounding uses since the project will not impact street parking.

- c) The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.

Discussion: All of the development is served by existing streets with all access from Collins Avenue. Residents of the assisted living facility do not drive, therefore, the only traffic is related to staff and visitors. There is sufficient off-street parking proposed to satisfy anticipated parking demand for employees and guests.

- d) The proposed development can be economically justified at the location proposed.

Discussion: The assisted living facility has been a successful assisted living facility since its establishment in 1995.

- e) The impact created by the development can be absorbed and serviced by the Town.

Discussion: The applicant proposes to staff the assisted living facility on a 24 hour basis and proposes to operate the facility in a manner that will minimize calls for police and fire services. No unusual demands for water and sewer service will occur. Utilities exist in the adjacent street and are available to the property.

3. PLANNED DEVELOPMENT ZONE

This City Council hereby approves and applies the Planned Development (PD) overlay zone to the properties, as shown on the Amended Zoning Map attached hereto and incorporated by reference herein, subject to the standards set forth in the next section.

4. STANDARDS

Development of the site will be subject to the following standards:

(a) *Land Use.* The site may be developed and used for an assisted living facility with memory care and associated office, administrative and storage uses. A Planned Development Use Permit is required for the use.

(b) *Design Review.* The design of the Site Plan and all structures on the site are subject to review and approval in accordance with the Town's Design Review Standards.

(c) *Maximum Building Height.* A three-story building is permitted on the site, not to exceed 36 feet in height. One story buildings are permitted in front of the three-story building, not to exceed 20 feet in height.

(d) *Street Frontage.* A minimum eight (8) foot wide planting strip shall be provided and maintained along the Collins Avenue frontage (except at driveway cuts).

(e) *Off-Street Parking.* The property shall have a minimum of twenty-seven (27) off-street parking spaces, including a minimum of one (2) disabled parking spaces, one of which must be van accessible. Standard spaces shall be no smaller than 9' wide and 18' long and compact spaces shall be no smaller than 8' by 16'. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24' wide. Employees shall use parking spaces behind the gate and in the back portion of the surface parking lot to free up visitor parking spaces in front of the building entrance.

(f) *Open space features.* Development of the site shall include a landscaped patio area enclosed by an ornamental fence and site landscaping.

(g) *Access.* The horseshoe driveway on the site also functions as a fire lane and shall be kept free from vehicles and delivery trucks at all times. A thirty-six (36) wide shared access easement, allowing access from Collins Avenue to the project site and to the adjoining lot to the west is required.

(h) *Minimum Building Setbacks.* The office building shall be set back from the perimeter property boundary of the site. Setbacks shall be varied along the north and east property boundaries. The following distances shall apply:

- (i) From El Camino Real (East): thirty feet;
- (ii) From Collins Avenue (South): five feet;
- (iii) From the northerly boundary line: five feet;
- (iv) From the westerly boundary line, twelve feet;

(i) *Refuse Disposal and Recycling.* Adequate space for storage of standard containers and recycling for depositing trash and recyclable items awaiting pickup shall be provided. The Permittee must subscribe to a regular refuse and recyclable items collection service.

(j) *Site Security.* The operator shall provide site security, including controlled access through the reception area.

5. EXISTING PLANNED DEVELOPMENT APPROVALS REPEALED

Ordinance 439 which established the Planned Development zone which permitted the original construction of the assisted living facility and ancillary structures is hereby repealed.

Ordinance 574 which established a Planned Development which included a skilled nursing facility on the vacant lot is hereby repealed.

6. EFFECTIVE DATE

This ordinance shall be posted as required by law, to wit, upon the three (3) official bulletin boards of the Town of Colma and is to take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No.____ was introduced at a regular meeting of the City Council of the Town of Colma held on April 8, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé
 MEETING DATE: May 13, 2015
 SUBJECT: Drought Mitigation Rebate Program

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ESTABLISHING A DROUGHT MITIGATION REBATE PROGRAM FOR FISCAL
 YEAR 2014/15 AND 2015/16

EXECUTIVE SUMMARY

The attached resolution creates a water conservation rebate program available for Town residents who purchase water-conserving appliances within the Town of Colma. The program runs through the end of Fiscal Year 2016 or until the \$25,000 appropriation has been expended – whichever occurs first. The Department of Public Works will be the responsible department for tracking and administering the program.

FISCAL IMPACT

Adoption of the proposed resolution will have an overall impact on the FY 2014-15 budget of \$5,000 (to be taken from the General Services budget) and will have a \$20,000 impact on the FY 2015-16 budget (again taken from the General Services budget). Some of these impacts will be offset through additional sales tax revenue generated by the purchase of water conservation items.

BACKGROUND

As the Council knows, Governor Brown issued Executive Order B-29-15 on April 1, 2015, which mandated specific water conservation requirements throughout California. The Town has taken this issue very seriously (as evidenced by the landscaping item later in the agenda) and is actively working to provide as much assistance to residents and businesses as possible.

After discussion with Mayor del Rosario about how the Town could help our residents with water conservation, staff has developed a rebate program for those who purchase water-conserving appliances. The program is outlined below.

ANALYSIS

Staff's proposal for the water conservation rebate program is as follows:

1. Only one Town resident per residential parcel or residential unit is eligible for the rebate program. The Department of Public Works will track the residential parcels or units associated with a rebate request.
2. The overall program will total \$25,000 in available funding and will be split between two fiscal years (2014-15 and 2015-16), with \$5,000 allocated to FY 2014-15 and \$20,000 in FY 2015-16.
3. One Town resident per residential parcel or residential unit is eligible for up to a 25 percent rebate for qualifying purchases. The total allowable rebate amount per parcel or unit is \$500.
4. Qualified purchases must meet the following criteria:
 - a. Must be items that provide for water savings, such as high efficiency appliances (laundry machines, dishwashers, etc.), low-flow toilets, shower heads, etc. Eligible appliances and toilets must be on the San Francisco Water District's rebate list found under the Rebates and Incentives tab at www.sfwater.org.
 - b. Items must be purchased within the Town of Colma. A valid receipt is required for all rebates.
 - c. The rebate is for purchased goods only (not labor-related costs).

Reasons For the Recommended Action/Findings

The City Council should adopt the proposed resolution as it will provide Town residents with an incentive to take action to reduce water consumption during the drought. The proposed program provides a number of public benefits that are in line with the Council's values. Specifically, the program lowers the cost of purchasing items that save water by providing a financial incentive for residents to purchase those items, while, at the same time, providing a small revenue increase to the Town from the sales tax generated by the purchase of those items. Overall, the program serves a valid public purpose by encouraging water conservation during the State of California's extreme drought period. Further, the program will generate tax revenue which can be used by the Town to continue to provide vital services and programs for Town residents.

Values

The City Council's adoption of the proposed resolution is both *responsible* and *visionary*. By providing the incentive, the Council is ensuring the cost barrier to conserving water is decreased for Town residents, which is a responsible action to take given the state of the drought and in response to the Governor's Executive Order. This action is also visionary in that it looks towards the future and ensures the Town's residents are as water conscious as possible.

Alternatives

The City Council could choose not to adopt the resolution or could increase or reduce the proposed rebate amount. Staff does not recommend increasing the rebate amount for budgetary reasons.

CONCLUSION

The City Council should adopt the proposed resolution.

ATTACHMENTS

- A. Resolution



**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING A DROUGHT MITIGATION REBATE PROGRAM FOR
FISCAL YEAR 2014/15 AND 2015/16**

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

1. Background

(a) The State of California has been in a water drought since roughly 2013. With the lowest snowpack ever recorded, on April 1, 2015, Governor Jerry Brown issued Executive Order B-29-15 directing the State Water Resources Control Board to implement mandatory water reductions in cities and towns across California to reduce water usage by 25 percent.

(b) In an effort to encourage water conservation, the Town of Colma seeks to establish a Drought Mitigation Rebate Program (the "Program"). This program will allow one Town resident, per parcel or residential unit, to purchase water efficient appliances or items in the Town and submit a valid dated sales receipt to receive a rebate of 25% of the purchase price, up to a total of \$500 in qualifying purchases.

2. Findings

(a) The City Council finds that the establishment of the Drought Mitigation Rebate Program serves a valid public purpose. The Program will encourage water conservation during an extreme historic period of drought in California by encouraging Town residents to purchase and use water efficient appliances and other equipment.

(b) The City Council also finds that the Program provides an additional public purpose by providing a financial benefit to the Town by requiring that all qualifying water conservation purchases be from a business located in the Town thereby generating retail sales tax revenue for the Town.

(c) The City Council further finds that the Program will benefit Town businesses as qualifying water conservation purchases are required to be made at a business located in the Town.

3. Order

(a) The City Council hereby establishes the Drought Mitigation Rebate Program and earmarks \$25,000 for the Program with \$5,000 earmarked for fiscal year 2014-2015 and \$20,000 earmarked for fiscal year 2015-2016, both out of General Services.

(b) The City Council hereby orders that the Drought Mitigation Rebate Program shall operate as follows:

(i) Definitions:

(1) "Eligible Customer" shall be defined as one Town resident per parcel or residential unit.

(2) "Purchase Price" shall be defined as the price the Eligible Customer paid for the Qualifying Purchase, excluding sales tax, as documented by a valid dated sales receipt.

(3) "Rebate" shall be defined as 25% of the Purchase Price for Qualifying Purchases up to a maximum total of \$500 per Eligible Customer.

(4) "Qualifying Purchase" shall be defined as items purchased in the Town limits after May 13, 2015, that provide for water savings, such as high efficiency appliances (laundry machines, dishwashers, etc.), low-flow toilets, shower heads, etc. Eligible appliances and toilets must be on the San Francisco Water District's rebate list found under the Rebates and Incentives tab at www.sfwater.org. Qualifying Purchases shall not include any labor related cost. The Public Works Director, or his or her designee, shall have discretion to determine what qualifies as a Qualifying Purchase.

(ii) Drought Mitigation Rebate Program

(1) In order to obtain a Rebate, an Eligible Customer shall complete and submit a Town form for the Program providing identifying information, along with a valid dated sales receipt for a Qualifying Purchase.

(2) Upon the completion and submission of the Town form and a valid dated sales receipt, the Public Works Director, or his or her designee, shall review the Town form and valid dated sales receipt and make a determination whether to grant the Rebate.

(3) Upon a determination to grant the Rebate, the Public Works Director, or his or her designee, shall grant each Eligible Customer a Rebate of the Purchase Price of a Qualifying Purchase subject to available funds.

(4) Total funds allocated for the program are \$5,000 for fiscal year 2014-2015 and \$20,000 for fiscal year 2015-2016.

(5) The Public Works Director, or his or her designee, shall have the discretion to deny a request for a Rebate for any reason inconsistent with the Program, and shall have the discretion to determine what qualifies as a Qualifying Purchase.

4. CEQA

(a) The City Council finds that adoption of this Program 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 pursuant to CEQA Guideline 15061(b)(3). Further, the proposed Program will reduce water usage thereby having a beneficial impact on the environment.

5. Effective Date

- (a) This resolution shall be effective upon its adoption by the City Council.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on May 13, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____

Sean Rabé, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Request for Reconsideration

RECOMMENDATION

Staff recommends that the City Council make a motion to:

GRANT THE REQUEST FOR RECONSIDERATION, AND HAVE THE REQUEST BE HEARD
 AT THE JUNE 10, 2015 COUNCIL MEETING.

EXECUTIVE SUMMARY

Cypress Lawn Cemetery Association has applied for a Request for Reconsideration of City Council's April 8, 2015 approval of a new funeral home building at Golden Hill Memorial Park. The attached Request for Reconsideration cites concerns about traffic, parking and public utility impacts. It is recommended that the City Council grant the request for reconsideration so that the applicant and staff can present information at the June meeting to address the concerns expressed in the reconsideration request.

BACKGROUND/ANALYSIS

Under Colma Municipal Code Section 1.02.260 Requests for Reconsideration, the Colma Municipal Code provides for a Request for Reconsideration of an action of the City Council. A project applicant or other person or entity with a substantial, direct property interest in the action taken by the City Council may request that the action of the City Council be reconsidered.

When the Request for Reconsideration is brought before the City Council, the City Council shall first vote to either grant or deny the Request for Reconsideration. The motion shall be granted only if at least three council members so vote. If the motion carries, the original matter will be considered at that or another meeting, and a new motion is in order. The matter may be discussed and debated and evidence may be taken, as if the matter were on the floor for the first time. If the Request for Reconsideration is not granted, the prior action taken by the City Council on the matter shall become final.

Cypress Lawn Cemetery Association submitted a written Request for Reconsideration (Attachment A), along with the appropriate fee, on April 17, 2015, and the request specifically stated a property interest and the party's standpoint that the City Council's decision was not supported by evidence; therefore, the submittal was received in accordance with the requirements of Colma Municipal Code Section 1.02.260 Requests for Reconsideration.

ALTERNATIVES

The following courses of action are available to the City Council:

- (1) Grant the Request for Reconsideration and have the original matter be reconsidered at the June 10, 2015 Council Meeting. This option is recommended since it allows for the applicant, staff and Cypress Lawn to present additional information to the City Council.
- (2) Deny the Request for Reconsideration. This alternative is not recommended since the Request for Reconsideration was received in accordance with the requirements of Colma Municipal Code Section 1.02.260 Requests for Reconsideration, and the applicant for the reconsideration has indicated their direct property interest. If the City Council chooses this option, the decision to approve the project stands.

ATTACHMENTS

- A. Request for Reconsideration

ATTACHMENT A

Application for Reconsideration Golden Hill Memorial Park April 8, 2015 Approvals

Cypress Lawn Cemetery Association (“Cypress Lawn”) is located in the vicinity of Golden Hill Memorial Park (“Applicant”), and will be adversely affected by increased traffic resulting from the new improvements proposed by Applicant. Pursuant to Colma Municipal Code § 5.03.420, Cypress Lawn hereby requests that the Town Council reconsider its April 8, 2015 Resolution findings that the development proposed by Applicant (the “Project”) is categorically exempt from the California Environmental Quality Act pursuant to Public Resources Code § 21084(a) and 14 Cal. Code of Regs. § 15300(c) and is consistent with the Colma Municipal Code.

There is a reasonable possibility of significant effects on the environment due to the Project, including but not limited to significant traffic impacts and impacts on public utilities. For example, as a result of the lack of any analysis whatsoever of the additional traffic impacts that will be imposed by the Project there is not substantial evidence in the record to support the Town’s findings that the Project complies with the Zoning Code and will not constitute a nuisance to neighboring persons or properties—as can be plainly seen from the floor plan for the Project the Chapel seats 120, and yet the Project appears to propose approximately 21 off-street parking spaces, plainly insufficient to meet the requirements of Municipal Code § 5.03.350(b). In addition, nothing in the April 8, 2015 Staff Report quantifies the additional demand on potable water supplies that will be necessary to support the Project, and as a result there is not substantial evidence in the record to support the Town’s finding that the Project will not be detrimental to the public health, safety or welfare.

Cypress Lawn reserves the right to present additional materials in support of this Application for Reconsideration in advance of the Town Council’s hearing on the same.

RECEIVED

APR 17 2015

Town of Colma
Planning Dept



TOWN OF COLMA PROJECT PERMIT APPLICATION

Application and Fees (payable to Town of Colma) for:

- | | |
|-----------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Exemption from CEQA | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Negative Declaration (CEQA) | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> EIR (CEQA) | <input type="checkbox"/> Tree Permit |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Grading Plan |
| <input type="checkbox"/> Zoning Reclassification | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Parcel Map/Lot Line Adjustment | <input type="checkbox"/> Design Review |
| <input type="checkbox"/> Subdivision Map (5 or more lots) | <input checked="" type="checkbox"/> Other <u>Reconsideration of Approvals</u> |
| <input type="checkbox"/> Variance | <u>Conditional Use Permit</u> |

Property Address: 2099 Hillside Boulevard

Assessor's Parcel No.: 011-656-160 / 011-360-170 (found on property tax bill)

Existing Zoning Designation of the Project Site: G - Cemetery

Project Description: Application for reconsideration of Categorical Exemption, Conditional Use Permit, Design Review and Sign Permit approved on April 18, 2015. Please see attached.

Applicant

Name: Cypress Lawn Cemetery Association Telephone No.: (650) 550-8808

Mailing Address: 1370 El Camino Real, Colma, CA 94014

Email Address: kvarner@cypresslawn.com

Name of Person or Entity carrying out the Project

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

Property Owner (if other than Applicant)

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

<u>This section to be completed by the Planning Department.</u>	
Application Submittal Checklist:	Date Rec'd Stamp
<input checked="" type="checkbox"/> Fee: \$ <u>100.00</u>	RECEIVED
<input type="checkbox"/> CEQA Fee: \$ _____	APR 17 2015
<input type="checkbox"/> Required Drawings	Town of Colma
<input type="checkbox"/> Supporting Statements	Planning Dept
	Result Rec'd Stamp
	RECEIVED
	APR 17 2015

The Town of Colma Planning Department is open Monday - Friday - 8:00 AM to 5:00 PM
1190 El Camino Real, Colma, CA 94014
Telephone: (650) 757-8888 FAX: (650) 757-8890 Email: planning@colma.ca.gov

RECEIVED

APR 17 2015

Town of Colma
Planning Dept

Initial Study Information

Answer yes or no to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes; attach additional sheets as necessary.

- | | <u>Yes</u> | <u>No</u> | |
|-----|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Change in existing features of lakes, hills or substantial alteration of ground contours? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Change in scenic views or vistas from existing residential areas or from public lands or roads? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Change in pattern scale or character of development? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Create significant amounts of solid waste or litter? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Change in amount of dust, ash, smoke, fumes or odors in the vicinity? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Substantial change in existing noise and vibration levels in the area? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Is the site on filled land or on a slope of ten percent or more? |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Does the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Substantial change in demand for municipal services (police, fire, water, sewer, etc.)? |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)? |

Hazardous Waste and Substances

The project is is not located on a site listed by the state or county as a hazardous waste site. (Lists may be reviewed at the City Planner's office.)

Certificate

I certify under penalty of perjury under the laws of the State of California that I am the applicant an authorized agent for the applicant and that the information set forth in this application and all attachments is true and correct, to the best of my knowledge and belief.

4/17/2015
Date

[Handwritten Signature]
Applicant's Signature

I certify that I am the owner of the property affected by the proposed project and that I am fully aware of this application.

Date

Owner's Signature if other than Applicant





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Marijuana Grow Operations Interim Urgency Ordinance

RECOMMENDATION

Staff recommends that the City Council adopt the following ordinance:

AN INTERIM URGENCY ORDINANCE OF THE TOWN OF COLMA IMPOSING A MORATORIUM ON THE ISSUANCE OR APPROVAL OF NEW PERMITS, LICENSES OR OTHER ENTITLEMENTS TO ESTABLISH OR OPERATE MARIJUANA CULTIVATION OPERATIONS, MARIJUANA GROWING OPERATIONS, AND/OR MARIJUANA PROCESSING OPERATIONS

EXECUTIVE SUMMARY

The proposed ordinance would impose an immediate moratorium on the issuance or approval of any new permits, licenses, or other entitlements to establish or operate marijuana cultivation operations, grow operations, or marijuana processing operations. The ordinance is recommended because of the immediate need to preserve the public health, safety and welfare in the Town of Colma and to allow City staff the time to study the issue and impose appropriate zoning regulations.

FISCAL IMPACT

The proposed ordinance is not anticipated to cause any fiscal impact on the Town.

ANALYSIS

The City Attorney's Office is recommending that the City Council adopt the interim urgency ordinance to impose a moratorium on marijuana cultivation operations, grow operations, and marijuana processing operations in the Town. Based on a review of the Town's Zoning Code, the Town currently prohibits medical marijuana dispensaries in all zones. The current definition for medical marijuana dispensary is as follows:

Medical Marijuana Dispensary means any facility or location, whether fixed or mobile, where medical marijuana is made available to or distributed by or distributed to one (1) or more of

the following: a primary caregiver, a qualified patient, or a patient with an identification card, as those terms are defined in California Health and Safety Code Section 11362.5 et seq. A "Medical Marijuana Dispensary" shall not include the following uses, as long as the location of such uses is otherwise regulated by this Code or applicable law: a clinic licensed pursuant to Chapter 1 of Division 2 of the Health and Safety Code; a healthcare facility licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code; a facility licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code; a residential care facility for persons with chronic life threatening illness licensed pursuant to Chapter 3.01 of Division 2 of the Health and Safety Code; a residential care facility for elderly licensed pursuant to Chapter 3.2 of Division 2 of the Health and Safety Code; a residential hospice, or a home health agency licensed pursuant to Chapter 8 of Division 2 of the Health & Safety Code, as long as such use complies strictly with applicable law, including but not limited to, Health & Safety Code Section 11362.5 et seq.

Although this definition can arguably prohibit marijuana grow operations, out of an abundance of caution, it is recommended that a moratorium be imposed to make it clear that such uses are not allowed pending a potential zoning code amendment.

Government Code Section 65858 allows the Town to impose an immediate moratorium on such uses without notice and a public hearing so long as the proposed interim urgency ordinance is adopted by a four-fifths (4/5) vote of the City Council and is necessary to preserve the public health, safety and welfare. Pursuant to Government Code Section 65858 the proposed interim urgency ordinance would remain in effect for 45 days. The Town has the option of extending the moratorium, after public notice and a public hearing, for up to 10 months and 15 days.

Reasons for the Recommended Action/Findings

The proposed interim urgency ordinance is necessary to protect the public health, safety and welfare in the Town. In particular, the cultivation of marijuana in certain cities has resulted in negative and harmful secondary effects, including armed robberies with shots fired, illegal and hazardous retrofits to properties that pose serious fire risks to the property and surrounding properties including the bypass of electrical meters, installation of additional electrical wiring, incidents with juveniles and young adults, and closure and arrests of operators for violation of both state and federal laws, including seizure of illegal firearms, theft of local electricity supplies from neighborhoods, and theft of the marijuana itself. Medical marijuana grows attract crime and associated violence, result in increased loitering, traffic, noise, and odors.

Values

The City Council's adoption of the proposed interim urgency ordinance is the *responsible* thing to do as it will ensure that potential negative impacts from marijuana cultivation operations, grow operations, and marijuana processing operations are avoided while the Town studies the issue in order to impose appropriate zoning regulations.

Alternatives

The City Council could choose not to adopt the interim urgency ordinance. Doing so is not recommended as there is a risk that the public health, safety, and welfare will be compromised unless appropriate zoning regulations are imposed on marijuana cultivation operations, grow operations, and marijuana processing operations.

CONCLUSION

The City Council should adopt the interim urgency ordinance to protect the public health, safety, and welfare of the Town's residents.

ATTACHMENTS

- A. Interim Urgency Ordinance



ORDINANCE NO. _____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**AN INTERIM URGENCY ORDINANCE OF THE TOWN OF COLMA IMPOSING A
MORATORIUM ON THE ISSUANCE OR APPROVAL OF NEW PERMITS, LICENSES OR
OTHER ENTITLEMENTS TO ESTABLISH OR OPERATE MARIJUANA CULTIVATION
OPERATIONS, MARIJUANA GROWING OPERATIONS, AND/OR MARIJUANA
PROCESSING OPERATIONS**

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

1. Government Code Section 65858 states that the Town may adopt, as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the City Council or Planning Department of the Town is considering or studying or intends to study within a reasonable time, if it is necessary for immediate protection of public safety, health, and welfare.

2. There is an immediate need to study and review potential amendments to the Town Municipal Code relating to the zoning and regulation of marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations in order to establish appropriate zoning regulations. The cultivation of marijuana in certain cities has resulted in negative and harmful secondary effects, including armed robberies with shots fired, illegal and hazardous retrofits to properties that pose serious fire risks to the property and surrounding properties including the bypass of electrical meters, installation of additional electrical wiring, incidents with juveniles and young adults, and closure and arrests of operators for violation of both state and federal laws, including seizure of illegal firearms, theft of local electricity supplies from neighborhoods, and theft of the marijuana itself. Medical marijuana grows attract crime and associated violence, result in increased loitering, traffic, noise, and odors.

3. This interim urgency ordinance will provide the City Council and Planning Department with time to study, draft, and adopt an amendment to the City's Zoning Code, consistent with state and federal laws, to regulate marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations.

4. The City Council hereby enacts this interim urgency ordinance pursuant to California Government Code Section 65858(a) which allows the Town to adopt an interim urgency ordinance by not less than a four-fifths (4/5) vote, to protect the public safety, health, and welfare by prohibiting any uses that may be in conflict with a zoning proposal that the City Council or Planning Department of the Town is considering or studying or intends to study within a reasonable time.

5. The adoption and immediate enactment of this ordinance is necessary for the preservation of the public health, safety, and welfare in order to prevent new permits, licenses or other entitlements to establish marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations that may potentially conflict with and be inconsistent with any amendment to the Zoning Code. The issuance of any new permit, license,

or other entitlement for marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations could result in a risk to the public health, safety and welfare for all the reasons stated in this ordinance.

6. This ordinance establishes a 45 day moratorium on the approval of any new permit, license, or other entitlement to establish marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations in the Town. It is the present intent of the City Council to keep this interim urgency ordinance in effect for 45 days consistent with Government Code Section 65858 or until such time that the City Council extends this interim urgency ordinance in compliance with Government Code Section 65858 or adopts an amendment to the Zoning Code pertaining to marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations.

7. The City Council hereby directs Town staff to study and review potential amendments to the Town’s Zoning Code related to marijuana cultivation operations, marijuana growing operations and/or marijuana processing operations.

8. The City Council finds that adoption of this Interim Urgency 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 that would prohibit a new use and not allow any new uses in the Town.

9. This ordinance is necessary for the immediate preservation of the public health, safety and welfare and shall take effect immediately upon adoption by a four-fifths (4/5) vote.

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Certification of Adoption

I certify that the foregoing Ordinance No. ### was adopted at a regular meeting of the City Council of the Town of Colma held on May 13, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Development Application Processing Fees

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AMENDING COLMA ADMINISTRATIVE CODE, SUBCHAPTER 1.10, MASTER FEE SCHEDULE, RELATING TO DEVELOPMENT APPLICATION PROCESSING FEES FOR STAFF AND CONSULTANT TIME

EXECUTIVE SUMMARY

Pursuant to state law, the Town is authorized to impose fees for the Town's actual staff and consultant costs associated with processing development applications. Currently, the Town is only recovering costs associated with the City Planner's hourly consultant rate imposed upon the Town pursuant to its existing agreement with CSG Consultants, Inc. The proposed resolution would amend the Town's Master Fee Schedule to allow it to recover the actual costs associated with staff and consultant time spent reviewing and processing development applications and impose a deposit amount for City Attorney time.

FISCAL IMPACT

Adoption of the proposed resolution would have a positive effect on the Town's budget as it would allow the Town to impose on a development applicant, the Town's actual costs associated with staff and consultant time spent reviewing and processing a development application. Currently, the Town is only recovering the City Planner's hourly consultant rate.

BACKGROUND

On April 8, 2015, the City Council opened the public hearing and continued this matter to May 13, 2015 to allow staff the time to obtain more information in order to support the proposed fees. Staff has finalized its review of the data and the proposed resolution is ready for adoption.

ANALYSIS

Government Code Sections 66014, 66016 and various other provisions in the State Planning and Zoning laws authorize a city to impose upon a development applicant, the actual costs associated with reviewing and processing a development application.

Currently, the Town is only recovering the costs associated with the City Planner's consultant hourly rate imposed upon the Town pursuant to its existing agreement with CSG Consultants, Inc. The proposed resolution would authorize the Town to recover additional hourly costs, including time spent by the City Manager, Chief of Police, and other consultant staff, including the City Attorney and planning, public works and building and engineering staff.

The hourly rate for consultants, including the City Attorney and planning, public works and building and engineering staff is based on the actual hourly rate the Town pays for these services pursuant to its existing consultant agreements. Thus, the costs imposed upon the development applicant would not exceed the cost to the Town of providing the service in reviewing and processing a development application.

The hourly rate for City employees, such as the City Manager and the Chief of Police, is computed by taking the total compensation for each respective employee (including salary plus benefits) and dividing that number by 2,080 hours to obtain the hourly rate. The 2,080 hour number is the yearly hours associated with full-time employment with the Town based on a 40 hour work week for 52 weeks per year. The hourly rate computed for the City Manager and the Chief of Police is the actual hourly cost to the Town for each of these employees. Thus, the costs imposed upon the development applicant would not exceed the cost to the Town of providing the service in reviewing and processing a development application.

It is anticipated that the City Planner's time will continue to be the bulk of the time spent on standard development applications with minimal input from the City Attorney. However, for more complex development applications, the City Attorney may be more involved, and the City Manager may have input from a policy perspective. The Chief of Police would only spend time on a development application if a proposed development would raise public safety concerns such that his opinion is necessary in order for the City Council to make the required legal findings.

Staff has worked closely with our finance team to ensure adequate recordkeeping so a development applicant is only paying for actual time spent in reviewing and processing its application.

Notice of this public hearing has been provided pursuant to the requirements of Government Code Sections 66014 and 66016, with notice being provided at least 14 days in advance to any person who requested such notice. Additionally, staff also published notice of this hearing for at least 10 days prior to the meeting.

Reasons For the Recommended Action/Findings

The City Council should adopt the proposed resolution as it will ensure the Town recovers all costs associated with staff and consultant time in reviewing and processing a development application. As indicated in the staff report, the costs imposed upon a development applicant

represent the actual hourly costs to the Town in employing or hiring certain consultants. Thus, the costs imposed upon the development applicant would not exceed the cost to the Town of providing the service.

Values

The City Council's adoption of the proposed resolution is both *responsible* and *visionary*. By ensuring the Town is able to recover the costs associated with employee and consultant time in reviewing and processing a development application, the City Council is being responsible with the Town's finances and ensuring cost recovery where legally appropriate. Further, this action is also visionary in that it looks towards the future and ensures the Town recovers costs as authorized by state law.

Alternatives

The City Council could choose not to adopt the resolution or could reduce the amounts imposed to be less than the costs to the Town in providing the service.

CONCLUSION

The City Council should adopt the proposed resolution.

ATTACHMENTS

- A. Resolution



**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AMENDING COLMA ADMINISTRATIVE CODE,
SUBCHAPTER 1.10, MASTER FEE SCHEDULE,
RELATING TO DEVELOPMENT APPLICATION PROCESSING
FEES FOR STAFF AND CONSULTANT TIME**

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. BACKGROUND

(a) Pursuant to Government Code Sections 66014, 66016 and various other provisions in the State Planning and Zoning laws, the Town is authorized to impose upon a development applicant, the Town's actual costs associated with reviewing and processing a development application.

(b) The rates imposed pursuant to this resolution represent the Town's actual costs and do not exceed the estimated amount required to review and process a development application consistent with Government Code Sections 66014 and 66016.

ARTICLE 2. SUBCHAPTER 1.10 AMENDED¹

Subchapter 1.10 of Chapter One of the Colma Administrative Code is hereby amended as follows:

1.10.220	<i>Land Use Development Processing Fees, Planning Services (Deposit Against Actual Cost)</i> . The following deposits will be required for processing applications through the Planning Department to develop property. The initial deposits shown below are due and payable upon filing an application. Additional deposits may be required from time to time to cover actual costs and directly related reimbursable expenses . Any unused deposit will be returned to the applicant. The deposit for an amendment is the same as the fee for an initial application. The total processing fee will not exceed the three times the initial deposit plus reimbursable costs.	
	<i>Type of Permit</i>	<i>Initial Deposit</i>
1.10.222	Design Review, Major (New development or modifications to existing use > 2,000 square feet)	\$4,190

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.

Amended by Res. 2007-06 on 2/21/07;
 Amended by Res. 2008-07 on 2/13/08;
 Amended by Res. 2012-38 on 10/10/12;
 Amended by Res. 2013-32 on 9/11/13

Amended by Res. 2007-21 on 5/16/07;
 Amended by Res. 2012-22 on 6/13/12;
 Amended by Res. 2013-08 on 3/13/13.
 Amended by Res. 2015-__ on __/__/__.

1.10.300	<u>Land Use Development Processing Fees for Staff and Consultant Time.</u> <u>The following fees will be charged for employee staff time and consultant time required to process applications to develop property. These fees are in addition to the processing fees for CEQA and engineering and will be charged against any deposit collected for planning services. The rates below represent the actual costs in reviewing and processing a development application.</u>	
	<u>Title</u>	<u>Rate</u>
1.10.310	City Manager	<u>The hourly rate shall be determined by taking the current total compensation (salary plus benefits) and dividing that number by 2,080 hours, the hours required for a full-time employee working 40 hours a week for 52 weeks per year.</u>
1.10.320	Chief of Police	<u>The hourly rate shall be determined by taking the current total compensation (salary plus benefits) and dividing that number by 2,080 hours, the hours required for a full-time employee working 40 hours a week for 52 weeks per year.</u>
1.10.330	Consultants, including City Attorney, City Planner, and Public Works, Building and Engineering staff	<u>The hourly rate shall be determined by the actual current hourly rate the Town is charged for each consultant pursuant to its existing consultant agreements.</u>

ARTICLE 3. 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 resolution.

ARTICLE 4. 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 5. EFFECTIVE DATE

This resolution shall take effect sixty (60) days after adoption consistent with Government Code Sections 66016 and 66017. The resolution, 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.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 13, 2015, by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Cypress Lawn Funeral Home

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO USE EXISTING FACILITIES FOR A STATE LICENSED FUNERAL ESTABLISHMENT AT CYPRESS LAWN MEMORIAL PARK

EXECUTIVE SUMMARY

Cypress Lawn Memorial Park is requesting a Conditional Use Permit to operate a funeral home at Newall Chapel, an existing facility located on the East Campus of the memorial park (APN# 011-341-700). The proposed Conditional Use Permit would allow Newall Chapel located at 1383 El Camino Real to operate as a funeral sales office, with no preparation or storage of remains occurring onsite. Information and sales made to families for this particular funeral home license would be provided strictly by telephone or via the Internet. There would be no noticeable physical change in operations as a result of the granting of this Conditional Use Permit.

FISCAL IMPACT

This project will have a slight positive impact on the Town's budget since sales tax generated by sales made at the Cypress Lawn will be credited to Colma.

BACKGROUND

Cypress Lawn has two existing Town-approved funeral homes in Colma, at 1370 El Camino Real and 1201 El Camino Real. The facility at 1370 El Camino Real operates as a full-service funeral home, providing preparation and storage of remains onsite, whereas the facility at 1201 El Camino Real operates only as a funeral sales office. The proposed Conditional Use Permit would allow Newall Chapel to operate as an additional funeral sales office, with no preparation or storage of remains occurring onsite.

ANALYSIS

Environmental

This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorical Exempt from further environmental review under Section 15301, Class 1(a), because the application only involves the maintenance of an existing private structure involving only minor expansion of use.

Conditional Use Permit

Cypress Lawn Memorial Park is zoned "G" Cemetery. The Colma Municipal Code requires a Conditional Use Permit for uses "incidental to a cemetery or memorial park use," which includes a licensed funeral establishment.

There is a distinction in state law between cemeteries, crematories, and funeral homes, with each requiring separate licensing. The East Campus of Cypress Lawn is currently licensed to operate a cemetery only, but seeks to be able to provide the services of a licensed funeral home.

A licensed funeral establishment is a place of business devoted exclusively to the preparation and arrangements, financial and otherwise, for the funeral, transportation, burial or other disposition of human remains. Funeral establishments typically are the first point of contact for families which have lost loved ones. State law requires that a licensed funeral establishment shall at all times employ a licensed funeral director to manage, direct, or control its business or profession. Funeral directors help families make arrangements and decisions on the purchase of items and services related to the burial of a loved one. In addition, they arrange for body preparation and periods of visitation for families, if the family so desires. The proposed Conditional Use Permit would only allow for Newall Chapel to operate as a funeral sales office; therefore, preparation and storage of remains will continue to occur only at Cypress Lawn's main mortuary location at 1370 El Camino Real.

Findings

Section 5.03.410 of the Colma Municipal Code requires that certain findings be made for approval of a Use Permit. Proposed findings and a discussion of how the project meets the findings is included in the attached resolution.

VALUES

The recommendation is consistent with the Council value of *fairness* because the recommended decision on the Conditional Use Permit is consistent with how similar requests have been handled. The recommendation is also consistent with the Council value of *responsibility* because the proposed application has been carefully reviewed and conditioned so that it will be consistent with adopted policies and regulations, and is compatible within its setting.

SUSTAINABILITY IMPACT

Having multiple related uses at one location allows for families to make arrangements at one location and could result in fewer vehicle miles traveled.

ALTERNATIVES

The following courses of action are available to the City Council:

- (1) Approve the Use Permit with the recommended conditions of approval.
- (2) Approve the Use Permit with modified or additional conditions of approval. This alternative may increase or reduce restrictions on the Use Permit to satisfy specific City Council concerns.
- (3) Deny the Use Permit. Staff does not recommend this alternative since the use, as conditioned, will not have any negative impacts to the community.

CONCLUSION

Staff recommends the City Council approve the Use Permit with the recommended conditions.

ATTACHMENTS

- A. Resolution



RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO USE
EXISTING FACILITIES FOR A STATE LICENSED FUNERAL
ESTABLISHMENT AT CYPRESS LAWN MEMORIAL PARK**

Property Owner: Cypress Lawn Cemetery Association

Location: 1383 El Camino Real

Assessor's Parcel Numbers: APN's: 011-341-700

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

1. BACKGROUND

(a) Cypress Lawn Memorial Park has submitted an application for a Use Permit under the Zoning Code of the Town of Colma to use the property at the above-referenced address and Assessor's Parcel Numbers 011-341-700 ("Subject Property") for a licensed funeral establishment use in conjunction with the existing cemetery use.

(b) A notice of public hearing was mailed to all property owners within 300 feet of the subject property on May 1, 2015. In addition, a notice of public hearing was posted on the three Town of Colma bulletin boards, on May 1, 2015.

(c) The City Council has considered the Use Permit application, the accompanying staff report, and all relevant evidence presented at the May 13, 2015 public meeting.

2. FINDINGS

The City Council finds that:

Findings Relating to CEQA Review

(a) Pursuant to the Section 15301, Class1(a) of the State CEQA Guidelines, the project is Categorical Exempt from further environmental review because the use will entail the maintenance of an existing private structure involving only a minor expansion of use beyond that already being conducted in the structure.

Findings Relating to Granting a Conditional Use Permit

(b) The proposed use will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

Discussion: The property is designated in the General Plan and Zoning Ordinance for cemetery use. Zoning for the site is "G/DR" Cemetery/Design Review. Within this zoning designation, the Colma Zoning Code allows for a cemetery use and uses incidental to the cemetery use. A funeral establishment is a use that is incidental to a cemetery use. Provided that the proposed funeral home complies with conditions of Use Permit approval, the use would be consistent with the goals and objectives of the Colma

General Plan and the Zoning Ordinance.

- (c) Granting the Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

Discussion: Granting of the Use Permit will not be detrimental to the public health, safety or welfare because the Permittee will only perform activities from the existing facilities during daytime and occasionally during evening hours. No noticeable changes from existing operations will be apparent to the public as most funeral sales will occur by phone or internet. Cypress Lawn Memorial Park sits on a large property and has always been able to accommodate activities on their property in a way that is not detrimental to the public health, safety or welfare. Provided the terms of the Use Permit are met, granting the Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

- (d) Existing property uses, large or small, will not be detrimentally affected by the proposed use.

Discussion: Existing uses will not be detrimentally affected because the proposed funeral home sales activities will be housed completely indoors and located within existing facilities. No structural changes are proposed. Therefore, existing property uses, large or small, will not be detrimentally affected by the proposed use.

- (e) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

Discussion: Because incidental cemetery uses are permitted with a Use Permit on the Subject Property, the Permittee is not requesting any special consideration and the proposed use would be subject to conditions similar to those required of other Use Permits. Therefore, granting the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

- (f) The City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

Discussion: Incidental cemetery uses are allowed in the Cemetery Zone subject to the issuance of a Use Permit. No changes to the existing building are proposed to accommodate the use. Therefore, the City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

- (g) The use will not constitute a nuisance to neighboring persons or properties

Discussion: Conditions of the Use Permit will ensure that all activities related to the use will not negatively impact adjoining uses. The proposed use can be accommodated on-site, within existing facilities. Therefore, the use will not constitute a nuisance to neighboring persons or properties.

3. CONDITIONS OF APPROVAL

- (a) This Use Permit shall allow the property to be used for a licensed funeral establishment.
- (b) The Permittee must maintain compliance with the requirements of the Colma Fire Protection District, including required inspections of the premises. The Permittee must maintain all fire-safety equipment and improvements in good working condition.
- (c) Preparation and embalming of bodies for viewing must not occur at or on the subject property.
- (d) Based on the Permittee's description, sales of funeral related merchandise will be done with printed materials or via telephone or the internet, and no merchandise will be stored onsite. If inventory is brought to the site, at no time shall inventory related to funeral sales block hallways or exits.

4. TERMS

- (a) *Permittee.* As used in this Permit, the word "Permittee" shall mean each person using the Property pursuant to the permit granted herein, including successors to the person first obtaining the permit.
- (b) *Recordable Covenant; Transfer.* The Town may record this Conditional Use Permit with the San Mateo County Recorder. The Permit shall run with the land and shall be freely and automatically transferred to each user of the Property, subject to each of the specific and general conditions herein.
- (c) *Modification or Revocation.* The Town may modify or revoke this Conditional Use Permit should it determine that (a) the Property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the user fails to comply with and satisfy the conditions herein.

5. GENERAL CONDITIONS

This Use Permit is conditioned upon the Permittee and each user of the Property fully and faithfully performing each of the following generally-applicable obligations. Failure to comply with any of these conditions shall render the Conditional Use Permit and Sign Permit null and void.

- (a) *Duty to Comply With Laws.* Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined in the California Building Code. The Permittee and each user must comply with all applicable federal, state and municipal laws, codes and regulations, including the currently adopted California Building and Fire Codes. Specifically, but without limitation, the Permittee must pay the annual Town of Colma Business Registration fee and must keep in effect a Town of Colma Business Registration at all times. A failure to maintain the Colma Business Registration may result in termination of the Use Permit.

(b) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney’s fees, incurred by the Town or held to be the liability of the Town in connection with the Town’s defense of its actions in any proceeding brought in any state or federal court challenging the Town’s actions with respect to the Project, including this Conditional Use Permit.

(c) *Agreement Required.* The Permittee must agree to comply with each and every term and condition herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit. If Permittee is not the property owner, then the property owner must consent to use of the Property on the terms and conditions herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit.

* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on May 13, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Permitee/Property Owner

The undersigned agrees to use of the property on the terms and conditions set forth in this resolution.

Dated: _____

Signature

Printed Name of Property

Owner: _____

[Notarization of Property Owner's signature recommended]





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Massage Ordinance

RECOMMENDATION

Staff recommends that the City Council adopt the following:

MOTION TO INTRODUCE AN ORDINANCE REPEALING AND ADDING A NEW CHAPTER 4.05 OF THE COLMA MUNICIPAL CODE, RELATING TO THE REGULATION OF MASSAGE BUSINESSES, AND WAIVE A FURTHER READING OF THE ORDINANCE

EXECUTIVE SUMMARY

The proposed ordinance would repeal and replace the Town's existing massage business regulations with new regulations consistent with recent changes in state law and consistent with regulations adopted by the San Mateo County Board of Supervisors.

As you may know, the ability of a city or county to regulate massage businesses within its jurisdiction has proven problematic in recent years based on state legislation introduced in 2009. The 2009 legislation required cities and counties to treat massage businesses employing state licensed therapists similar to any other professional service category, including medical offices, law offices, and other similar professions. This requirement for uniform regulation did not take into account the propensity for massage businesses to be a front for prostitution and human trafficking. With no ability for cities and counties to regulate the massage industry in a unique manner, illicit massage businesses have flourished across the state.

In 2014, the legislature introduced new legislation to give back control to local government to regulate the massage industry. The proposed ordinance ensures the Town has more strict control over such establishments consistent with this recent legislation.

FISCAL IMPACT

The proposed ordinance is not anticipated to have a financial impact on the Town's budget. An update to the Town's Master Fee Schedule will be brought forth to the City Council in June to ensure the fee for registering a massage business in the Town does not exceed the reasonable cost of staff time in reviewing a new application.

BACKGROUND

Prior to 2009, the State of California regulated neither massage businesses nor massage professionals. Instead, cities were able to regulate the massage industry by ordinances imposing standards related to hours of operation, sanitary conditions, education and other areas of interest and concern. These regulations varied from jurisdiction to jurisdiction with many local governments exercising their land use and zoning authority to address local concerns associated with massage establishments. With the rise in prominence of several franchise massage businesses, the massage industry began lobbying for the creation of a certification process that emphasized the professionalism of the massage industry.

In 2009, the State Legislature passed the California Massage Therapy Law, or Senate Bill 731. This legislation established the California Massage Therapy Council, a nonprofit charged with issuing voluntary permits for all massage therapists in the state. The law also prohibited cities from regulating massage businesses employing state licensed therapists unless the city applied the regulations to other professional service businesses in the same manner. The bill's intent was to professionalize the massage industry by creating uniform standards for massage practitioners and therapists, with the idea that the massage industry should be treated no better and no worse than any other professional service businesses.

Since 2009, however, illicit massage businesses have flourished throughout the state. Many cities alleged this was a direct result of being unable to regulate massage businesses employing state licensed therapists uniquely. For example, prior to 2009, some cities had distancing restrictions between massage businesses, limited such businesses to certain zones, or had numerical caps on how many massage businesses could operate in a city. Further, cities often had specific operating conditions unique to massage businesses that acted as a deterrent to illicit activities. However, with the introduction of the new law, many cities had to revamp their ordinances and were forced to treat massage businesses employing state licensed therapists in the same manner as medical offices, law offices, and other types of professional service type businesses. As such, cities and counties were unable to regulate an industry that can often be susceptible to criminal activity, including prostitution and human trafficking.

ANALYSIS

Assembly Bill 1147

In 2014, the state legislature crafted new legislation, AB 1147, to return local authority to cities and counties to regulate the massage industry. Under AB 1147, cities and counties will be able to regulate the massage industry uniquely again. While local government can impose certain types of regulations on massage businesses in an effort to deter criminal activity, the Massage Therapy Council will continue to certify massage practitioners.

The Proposed Ordinance

Earlier this year, the County of San Mateo presented its proposed ordinance to the City Manager's group. County Counsel's office also began to present the proposed ordinance to the City Attorney's group. The County's hope is that if all cities in the County adopt the same ordinance, illicit massage businesses will be less likely to attempt to operate in the County. The proposed ordinance has been reviewed by Town staff, including the City Attorney and City

Manager, and it provides the Town with regulatory authority to deter criminal activity in any massage business that seeks to operate in the Town.

Registration Process

The proposed ordinance would require that all massage businesses seeking to operate in the Town register with the Town. The term massage business is defined broadly in the ordinance to include any solo practitioners or an out call massage business or individual with no fixed location of business.

The registration requirement would ensure that the Town has vital information that may become important if illicit activity is suspected at a massage business. In particular, the names of all owners of the business, and all employees and independent contractors must be disclosed. Proof of certification from the Massage Therapy Council must also be disclosed. Any owner of a massage business that is not certified by the Massage Therapy Council is also subject to a background check. Finally, all owners of the business must sign a statement acknowledging that they are responsible for any violations of state or local law.

Upon the submission of the required information, the proposed ordinance allows the Town to issue registration to a business. However, no registration shall be issued for a business at a fixed location if that location was previously used by another massage business that has a suspended or revoked registration, has received a notice of suspension, or has outstanding fines issued under the terms of the ordinance.

Operating Requirements

The proposed ordinance also imposes specific operating requirements on massage businesses in an effort to deter illicit activity. Some of these specific operating conditions include:

- Hours of operation are limited to 7:00 a.m. to 9:00 p.m. with no massage to occur from 9:00 p.m. to 7:00 a.m.
- All services being offered must be clearly posted in the reception area, and no other services can be offered other than those posted.
- Written records of all massage services provided shall be kept by the business and such records shall be open to inspection.
- All massage operators and employees will be required to wear clean non-transparent garments that do not expose certain body parts.
- No alcohol or drugs are allowed in massage businesses.
- No advertising material shall be distributed suggesting alternative services can be offered other than those clearly posted in the reception area.
- No massage is allowed unless a client's genitals are fully covered.
- No curtains, blinds, or other material shall obstruct or blur any windows from the street looking into the reception area of a massage business.

- No massage business shall allow any person to reside within the business or any structures owned, leased, or controlled by the business. This provision is intended to reduce the likelihood of human trafficking.
- No individuals, other than maintenance staff, are allowed in the business between the hours of 11:00 p.m. and 6:00 a.m.

Notification Requirements and Exemptions

The proposed ordinance would also require a massage business to notify the Town if any employees or owners of the business are arrested, resign, are fired, transfer to another business, or if the business or its practitioners violate local, state, or federal law.

The proposed ordinance also acknowledges that certain individuals or businesses should be exempt from the ordinance including:

- Certain medical professionals licensed by the state, including doctors, nurses, or other physical therapists.
- Barbers and beauticians engaging in massaging of the neck, face, scalp, hands or feet.
- Hospitals and other health facilities licensed by the state.
- Sports trainers acting within the scope of their employment with athletes.
- Individuals providing massage at a single event, such as a health fair, festival, or sports event.

Further, outcall massage therapists operating at Lucky Chances would be exempt from certain operating requirements contained within the ordinance due to the fact that the therapists operate on the casino floor.

Enforcement

The proposed ordinance would allow the Town to impose administrative fines on any business in violation of the ordinance. Each violation of the ordinance would constitute a separate violation for which a fine can be issued. Further, each client to whom a massage is provided in violation of the ordinance would also constitute a separate violation.

The proposed ordinance would also allow the Town to suspend or revoke a registration for the following:

- If a massage practitioner is no longer holding a current and valid Massage Therapy Council issued certification.
- If any owner is convicted of certain criminal activity, including various Penal Code provisions regarding prostitution and other types of criminal activity.
- If a material misrepresentation was made on an application for registration.

- If any owner or practitioner has violated any local, state or federal law.

Appeal Process

A massage business owner is allowed to appeal any suspension or revocation to the County License Board. The County has indicated that the fee for an appeal will be \$1,000 based on costs associated with a court report for the hearing, and County staff time associated with attendance at the hearing. In no event will the \$1,000 fee exceed the reasonable cost to the County in providing the appeal hearing consistent with state law requirements.

If the County License Board upholds a revocation, no reapplication from the same business shall be allowed for one year.

Reasons For the Recommended Action

The proposed ordinance represents the best regulatory authority available to prevent and prohibit illicit massage businesses from taking hold in the Town. While a massage business may obtain registration to operate in the Town, if any illicit activity occurs at that establishment, the proposed ordinance would ensure that the Town has the legal authority to suspend or revoke a registration. Further, the operating requirements imposed on all massage businesses will likely deter such illicit activity from occurring and can be used as a basis to revoke or suspend a registration if any business is operating out of compliance with such requirements.

Values

The City Council's adoption of the proposed ordinance is *responsible* as it will ensure that the Town has the best regulations in place to deter illicit activity at massage businesses. Further, it is also consistent with the value of *compassion* as it may deter massage businesses from operating in the Town that may engage in human trafficking and other crimes against women.

Alternatives

The City Council could choose not to introduce and adopt the ordinance or may seek changes to the ordinance. Any changes sought will need to be closely reviewed in order to ensure consistency with state law.

CONCLUSION

The City Council should introduce and adopt the proposed ordinance regulating massage businesses.

ATTACHMENTS

- A. Ordinance



**ORDINANCE NO. ###
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**AN ORDINANCE REPEALING AND ADDING A NEW SUBCHAPTER 4.05
OF THE COLMA MUNICIPAL CODE, RELATING TO
THE REGULATION OF MASSAGE BUSINESSES**

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

ARTICLE 1. FINDINGS

In enacting these regulations the City Council recognizes that massage is a viable professional field offering the public valuable health and therapeutic services. The City Council finds and declares as follows:

- (a) The registration and health and safety requirements imposed by this chapter are reasonably necessary to protect the health, safety and welfare of the citizens of the Town.
 - (b) Massage businesses have been found to present opportunities for acts of prostitution and other unlawful activity, and, in fact, officers have made arrests for prostitution in massage businesses located within the unincorporated areas of the County. Other municipalities within the County have also reported instances where acts of prostitution have occurred in massage businesses.
 - (c) The California legislature and the courts have long recognized the necessity of imposing reasonable regulations and standards for the operation of massage businesses, including but not limited to minimum educational and experience requirements, passage of a practical examination of competence, sanitary conditions, hours of operation, and other operational regulations designed to minimize opportunities for illegal activities and to ensure the protection of the health, safety and welfare of citizens.
 - (d) There is a significant risk of injury to clients of massage businesses by improperly trained or poorly educated massage practitioners.
 - (e) The presence of businesses known or reputed to be places of prostitution or other illegal activity can have an adverse impact on surrounding properties and result in blight, foster further illegal activities, and generally become a public nuisance.
-

ARTICLE 2 SUBCHAPTER 4.05 REPEALED.

Subchapter 4.05 of the Colma Municipal Code, as presently written, is hereby repealed.

ARTICLE 3 NEW SUBCHAPTER 4.05 ADDED

Subchapter 4.05, entitled "Massage Businesses" shall be and hereby is added to Chapter 4 of the Colma Municipal Code entitled "Business Activities," to read as follows:

"Subchapter 4.05 Massage Businesses

4.05.010 Purpose and Intent.

(a) In enacting this chapter, the City Council recognizes that commercial massage therapy is a professional pursuit which can offer the public valuable health and therapeutic services. The City Council further recognizes that, unless properly regulated, the practice of massage therapy and the operation of massage businesses may be associated with unlawful activity and pose a threat to the quality of life in the local community. Accordingly, it is the purpose and intent of this chapter to protect the public health, safety, and welfare by providing for the orderly regulation of businesses providing massage therapy services, discouraging prostitution and related illegal activities carried on under the guise of massage therapy, and establishing certain sanitation, health, and operational standards for massage businesses.

(b) Furthermore, it is the purpose and intent of this chapter to address the negative impacts identified in the City Council's findings to reduce or prevent neighborhood blight and to protect and preserve the quality of the Town of Colma's neighborhoods and commercial districts; and to enhance enforcement of criminal statutes relating to the conduct of operators and employees of massage businesses.

(c) It is the City Council's further purpose and intent to rely upon the uniform statewide regulations applicable to massage practitioners and establishments that were enacted by the State Legislature in 2008 as Business and Professions Code sections 4600 *et seq.* by Senate Bill 731, and amended in 2011 by Assembly Bill 619 and in 2014 by Assembly Bill 1147, to restrict the commercial practice of massage in the Town to those persons duly certified to practice by the California Massage Therapy Council, and to provide for the registration and regulation of massage businesses for health and safety purposes to the extent allowed by law.

4.05.020 Definitions.

For the purposes of this chapter, unless the particular provision or the context otherwise clearly requires, the definitions in this section shall govern the construction, meaning, and application of words and phrases used in this chapter:

(a) *Business* includes, but not by way of limitation, everything about which a person can be employed, and means that which occupies the time, attention, and labor of men and women for the purpose of producing a livelihood or profit, and connotes the efforts of men and women by varied and diverse methods of dealing with each other, to improve their individual economic conditions, and for the purposes of this chapter shall include, without limitation, the advertising and soliciting of massages. The term "business" includes, but is not limited to, a massage practitioner who is the sole owner, operator and employee of a massage business operating as a sole proprietorship, as well as a massage establishment which employs massage practitioners and therapists.

(b) *California Massage Therapy Council* or *CAMTC* means the Massage Therapy Organization formed pursuant to Business and Professions Code section 4600.5.

(c) *Certified Massage Practitioner* means any individual certified by the California Massage Therapy Council as a Certified Massage Therapist or as a Certified Massage Practitioner pursuant to California Business and Professions Code sections 4600 *et seq.*

(d) *Client* means the customer or patron who pays for or receives massage services.

(e) *Compensation* means the payment, loan, advance, donation, contribution, deposit, exchange, or gift of money or anything of value.

(f) *City Planner* means the head of the Planning Division of the Town of Colma and his or her authorized representatives or designees.

- (g) *City Registration Certificate* means a registration certificate issued by the City Planner, in consultation with the Chief of Police, upon submission of satisfactory evidence that a massage business employs or uses only certified massage practitioners pursuant to this Chapter.
- (h) *Employee* means any person employed by a massage business who may render any service to the business, and who receives any form of compensation from the business.
- (i) *Health Officer* means the County Health Officer or his or her authorized representatives or designees.
- (j) *License Board* means the License Board of the County of San Mateo as it is defined and constituted in Chapter 5.04 of the San Mateo County Code.
- (k) *Massage* or *Massage Therapy* means and refers to any method of treating the external parts of the body for remedial, health, or hygienic purposes for any form of compensation by means of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, or stimulating the external parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances; or with or without supplementary aids, such as rubbing alcohol, liniments, antiseptics, oils, powders, creams, lotions, ointments, or other similar preparations commonly used in this practice; or by baths, including but not limited to Turkish, Russian, Swedish, Japanese, vapor, shower, electric tub, sponge, mineral, fomentation, or any other type of bath.
- (l) *Massage Business* means any business that offers massage therapy in exchange for compensation, whether at a fixed place of business or at a location designated by the customer or client through outcall massage services. Any business that offers any combination of massage therapy and bath facilities – including, but not limited to, showers, baths, wet and dry heat rooms, pools and hot tubs – shall be deemed a massage business under this chapter. The term “massage business” includes a Certified Massage Practitioner who is the sole owner, operator and employee of a massage business operating as a sole proprietorship, and would include any Certified Massage Practitioner providing massage on a contract basis at the cardroom in Town.
- (m) *Operator* or *Massage Business Operator* means any and all owners of a massage business.
- (n) *Outcall Massage* means the engaging in or carrying on of massage therapy for compensation in a location other than the business operations address set forth in the massage business’s City Registration Certificate.
- (o) *Owner* or *Massage Business Owner* means any of the following persons:
- (1) Any person who is a general partner of a general or limited partnership that owns a Massage Business.
 - (2) Any person who has a five percent (5%) or greater ownership interest in a corporation that owns a Massage Business.
 - (3) Any person who is a member of a limited liability company that owns a Massage Business.
 - (4) Any person who has a five percent (5%) or greater ownership interest in any other type of business association that owns a Massage Business.

(p) *Person* means any individual, firm, association, partnership, corporation, joint venture, limited liability company, or combination of individuals.

(q) *Practitioner* or *Massage Practitioner* shall be used interchangeably and mean any person who administers Massage to another person, for any form of consideration (whether for the Massage, as part of other services or a product, or otherwise).

(r) *Reception and Waiting Area* means an area immediately inside the front door of the Massage Business dedicated to the reception and waiting of patrons of the Massage Business and visitors, and which is not a Massage Therapy room or otherwise used for the provision of Massage Therapy services.

(s) *Registration* means the registration required by this Chapter to operate a Massage Business.

(t) *School of Massage* means any school or institution of learning that is recognized as an approved school pursuant to Business and Professions Code Division 2, Chapter 10.5, as currently drafted or as may be amended.

(u) *Police Chief* means the Police Chief of the Town of Colma and his or her authorized representatives or designees.

(v) *Sole Proprietorship* means and includes any legal form of business organization where the business owner (sometimes referred to as the "sole proprietor") is the only person employed by that business to provide Massage services.

(w) *Solicit* means to request, ask, demand or otherwise arrange for the provision of services.

4.05.030 CAMTC Certification and Local Registration Required

(a) Individuals. It shall be unlawful for any individual to practice Massage Therapy for compensation as a Sole Proprietorship or employee of a massage business or in any other capacity within the Town of Colma, unless that individual is a Certified Massage Practitioner.

(b) Businesses. It shall be unlawful for any business to provide Massage for compensation within the Town of Colma, unless all individuals employed by the Massage Business to perform Massage, whether as an employee, independent contractor, or sole proprietorship, are Certified Massage Practitioners and said business has obtained a valid City Registration Certificate as provided in this Chapter.

4.05.040 Massage Business Regulation

(a) Application. The registration application for a City Registration Certificate shall include all of the following:

- (1) Legal name of the massage business.
- (2) Address and telephone number of the massage business.
- (3) Legal names of all owners of the massage business.
- (4) A list of all of the massage business's employees and independent contractors who are performing massage and copies of their CAMTC certification.
- (5) Residence address and telephone number of all owners of the massage business.
- (6) Business address and telephone number of all owners of the massage business.

(7) The form of business under which the massage business will be operating (i.e., corporation, general or limited partnership, limited liability company, or other form).

(8) Each owner or operator of the massage business who is not a CAMTC-Certified Massage Practitioner shall submit an application for a background check, including the following: the individual's business, occupation, and employment history for the five (5) years preceding the date of the application; the inclusive dates of such employment history; the name and address of any Massage Business or similar business owned or operated by the individual whether inside or outside the Town of Colma or the County of San Mateo and/or its incorporated cities. The background check shall require fingerprinting at a cost identified in the Town's Master Fee Schedule.

(9) For all owners, a valid and current driver's license and/or identification issued by a state or federal governmental agency or other photographic identification bearing a bona fide seal by a foreign government.

(10) For all owners, a signed statement that all of the information contained in the application is true and correct; that all owners shall be responsible for the conduct of the business's employees or independent contractors providing massage services; and acknowledging that failure to comply with the California Business and Professions Code sections 4600 *et seq.*, any local, state, or federal law, or the provisions of this Chapter may result in revocation of the business's City Registration Certificate.

(b) Issuance. Upon the satisfaction of any Conditional Use Permit zoning requirement, and the provision by the massage business of the foregoing documentation, the City Planner, in consultation with the Chief of Police, shall issue the massage business a City Registration Certificate, which shall be valid for two (2) years from the date of issuance. No reapplication will be accepted within one (1) year after an application or renewal is denied or a certificate is revoked. City Registration Certificates may not be issued to a Massage Business seeking to operate at a particular location if:

(1) another Massage Business is or was operating at that particular location and that Massage Business is currently serving a suspension or revocation pursuant to Section 4.05.110, during the pendency of the suspension or one year following revocation;

(2) another Massage Business is or was operating at that particular location and that Massage Business has received a Notice of Suspension, Revocation or fine issued pursuant to Sections 4.05.100 and 4.05.110, during the ten day period following receipt of the Notice or while any appeal of a suspension, revocation or fine is pending;

(3) another Massage Business is or was operating at that particular location and that Massage Business has outstanding fines issued pursuant to Section 4.05.100 that have not been paid.

(c) Amendment. A massage business shall apply to the Town to amend its City Registration Certificate within thirty (30) days after any change in the registration information, including, but not limited to, the hiring or termination of certified massage practitioners, the change of the business's address, or changes in the owner's addresses and/or telephone numbers.

(d) Renewal. A massage business shall apply to the Town to renew its City Registration Certificate at least thirty (30) days prior to the expiration of said City Registration Certificate. If an application for renewal of a City Registration Certificate and all required information is not timely received and the certificate expires, no right or privilege to provide massage shall exist.

(e) Fees. There shall be a fee for the registration and certification, and for any amendment or renewal thereof that does not exceed the reasonable cost of providing the service. There shall also be a fee for fingerprinting associated with a background check for owners of a Massage Business who are not CAMTC-certified and who are subject to such background checks pursuant to this Chapter. There shall also be a fee for any appeal specified in this Chapter. The provisions of this section shall not prevent the Town from imposing any other existing fees contained in the Town's Master Fee Schedule and/or from establishing any new fees as may be required from time to time.

(f) Transfer. A City Registration Certificate shall not be transferred except with the prior written approval of the City Planner, in consultation with the Chief of Police. A written request for such transfer shall contain the same information for the new ownership as is required for applications for registration pursuant to this section. In the event of denial, notification of the denial and reasons therefore shall be provided in writing and shall be provided to the applicant by personal delivery or by registered or certified mail. A City Registration Certificate may not be transferred during any period of suspension or one year following revocation pursuant to Section 4.05.110, during the ten day period following a Massage Businesses' receipt of a Notice of Suspension, Revocation or fine issued pursuant to Sections 4.05.100 and 4.05.110 or while any appeal of a suspension, revocation or fine is pending. Further, a City Registration Certificate may not be transferred until all outstanding fines issued pursuant to Section 4.05.100 have been paid.

4.05.050 Operating Requirements.

No person shall engage in, conduct, carry on, or permit any Massage within the Town of Colma, unless all of the following requirements are met:

(a) CAMTC-certification shall be worn by and be clearly visible on the Massage Practitioner's person during working hours and at all times when the Massage Practitioner is inside a massage business or providing outcall massage.

(b) Massage shall be provided or given only between the hours of 7:00 a.m. and 9:00 p.m. No massage business shall be open and no massage shall be provided between 9:00 p.m. and 7:00 a.m. A massage commenced prior to 9:00 p.m. shall nevertheless terminate at 9:00 p.m., and, in the case of a massage business, all clients shall exit the premises at that time. It is the obligation of the massage business, to inform clients of the requirement that services must cease at 9:00 p.m.

(c) A list of the services available and the cost of such services shall be posted in the reception area within the massage premises, and shall be described in readily understandable language. Outcall service providers shall provide such a list to clients in advance of performing any service. No owner, manager, operator, or responsible managing employee shall permit, and no massage practitioner shall offer or perform, any service other than those posted or listed as required herein, nor shall an operator or a massage practitioner request or charge a fee for any service other than those on the list of services available and posted in the reception area or provided to the client in advance of any outcall services.

(d) A copy of the CAMTC certificate of each and every Massage Practitioner employed in the business shall be displayed in the reception area or similar open public place on the premises. CAMTC certificates of former employees and/or contractors shall be removed as soon as those massage practitioners are no longer employed by or offering services through the massage business.

(e) For each Massage service provided, every massage business shall keep a complete and legible written record of the following information: the date and hour that service was provided; the service received; the name or initials of the employee entering the information; and the name of the Massage Practitioner administering the service. Such records shall be open to inspection and copying by police officers, or other Town officials charged with enforcement of this chapter. These records may not be used by any Massage Practitioner or operator for any purpose other than as records of service provided and may not be provided to other parties by the Massage Practitioner or operator unless otherwise required by law. Such records shall be retained on the premises of the massage business for a period of two (2) years and be immediately available for inspection during business hours.

(f) Massage businesses shall at all times be equipped with an adequate supply of clean sanitary towels, coverings, and linens. Clean towels, coverings, and linens shall be stored in enclosed cabinets. Towels and linens shall not be used on more than one (1) client, unless they have first been laundered and disinfected. Disposable towels and coverings shall not be used on more than one (1) client. Soiled linens and paper towels shall be deposited in separate, approved receptacles.

(g) Wet and dry heat rooms, steam or vapor rooms or cabinets, toilet rooms, shower and bath rooms, tanning booths, whirlpool baths and pools shall be thoroughly cleaned and disinfected as needed, and at least once each day the premises are open, with a disinfectant approved by the County Health Officer, or the Town. Bathtubs shall be thoroughly cleaned after each use with a disinfectant approved by the County Health Officer, or the Town. All walls, ceilings, floors, and other physical facilities for the business must be in good repair, and maintained in a clean and sanitary condition.

(h) Instruments utilized in performing massage shall not be used on more than one (1) client unless they have been sterilized, using approved sterilization methods.

(i) All massage business operators and their employees, including Massage Practitioners, shall wear clean, non-transparent outer garments. Said garments shall not expose their genitals, pubic areas, buttocks, or chest, and shall not be worn in such manner as to expose the genitals, pubic areas, buttocks, or chest. For the purposes of this section, outer-garments means a garment worn over other garments and does not include garments like underwear, bras, lingerie or swimsuits.

(j) No person shall enter, be, or remain in any part of a massage business while in possession of an open container of alcohol, or consuming or using any alcoholic beverage or drugs except pursuant to a prescription for such drugs. The owner, operator, responsible managing employee, or manager shall not permit any such person to enter or remain upon such premises.

(k) No massage business shall operate as a school of massage, or use the same facilities as that of a school of massage.

(l) No massage business shall place, publish or distribute, or cause to be placed, published or distributed any advertising matter that depicts any portion of the human body that would reasonably suggest to prospective clients that any service is available other than those services listed as an available service pursuant to section 4.05.050(c), nor shall any massage business employ language in the text of such advertising that would reasonably suggest to a prospective client that any service is available other than those services as described in compliance with the provisions of this chapter.

- (m) No massage shall be given unless the client's genitals are, at all times, fully covered. A Massage Practitioner shall not, in the course of administering any massage, make physical contact with the genitals or private parts of any other person regardless whether the contact is over or under the persons clothing.
- (n) Where the business has staff available to assure security for clients, and massage staff are behind closed doors, the entry to the reception area of the massage business shall remain unlocked during business hours when the business is open for business or when clients are present.
- (o) No massage business located in a building or structure with exterior windows fronting a public street, highway, walkway, or parking area shall, during business hours, block visibility into the interior reception and waiting area through the use of curtains, closed blinds, tints, or any other material that obstructs, blurs, or unreasonably darkens the view into the premises. For the purpose of this sub-section, there is an irrebuttable presumption that the visibility is impermissibly blocked if more than 10 percent of the interior reception and waiting area is not visible from the exterior window.
- (p) All signs shall be in conformance with the current ordinances of the Town.
- (q) Minimum lighting consisting of at least one (1) artificial light of not less than forty (40) watts shall be provided and shall be operating in each room or enclosure where massage services are being performed on clients, and in all areas where clients are present.
- (r) Ventilation shall be provided in accordance with applicable building codes and regulations.
- (s) Hot and cold running water shall be provided at all times.
- (t) Adequate dressing, locker and toilet facilities shall be provided for clients.
- (u) A minimum of one (1) wash basin for employees shall be provided at all times. The basin shall be located within or as close as practicable to the area devoted to performing of massage services. Sanitary towels shall also be provided at each basin.
- (v) Pads used on massage tables shall be covered with material acceptable to the County Health Officer, or the Town.
- (w) All massage businesses shall comply with all state and federal laws and regulations for handicapped clients.
- (x) A Massage Practitioner shall operate only under the name specified in his or her CAMTC certificate. A massage business shall operate only under the name specified in its City Registration Certificate.
- (y) No massage business shall allow any person to reside within the massage business or in attached structures owned, leased or controlled by the massage business.
- (z) Other than custodial or maintenance staff, no persons shall be permitted within the premises of a massage business between the hours of 11:00 p.m. and 6:00 a.m.

4.05.060 Inspection by Officials.

The investigating and enforcing officials of the Town of Colma, including but not limited to the Police, Chief of Police, City Planner, and/or County Health Officer, or their designees, shall have the right to enter the premises from time to time during regular business hours for the purpose of making reasonable inspections to observe and enforce compliance with building, fire,

electrical, plumbing or health regulations, and to enforce compliance with applicable regulations, laws, and statutes, and with the provisions of this chapter. A fee may be charged for any safety inspections.

4.05.070 Notifications.

(a) A massage business shall notify the City Planner, or his or her designee, of any changes described in Section 4.05.040 pursuant to the timelines specified therein.

(b) A registrant shall report to the City Planner and the Chief of Police any of the following within 96 hours of the occurrence:

(1) arrests of any employees or owners of the registrant's massage business for an offense other than a misdemeanor traffic offense;

(2) resignations, terminations, or transfers of practitioners employed by the registrant's massage business;

(3) any event involving the registrant's massage business or the massage practitioners employed therein that constitutes a violation of this ordinance or state or federal law.

c) This provision requires reporting to the City Planner and/or Chief of Police even if the massage business believes that the City Planner and/or Chief of Police has or will receive the information from another source.

4.05.080 Exemptions.

(a) The provisions of this chapter shall not apply to the following classes of individuals or businesses while engaged in the performance of their duties:

(1) Physicians, surgeons, chiropractors, osteopaths, nurses or any physical therapists who are duly licensed to practice their respective professions in the State of California and persons working directly under the supervision of or at the direction of such licensed persons, working at the same location as the licensed person, and administering massage services subject to review or oversight by the licensed person.

(2) Barbers and beauticians who are duly licensed under the laws of the State of California while engaging in practices within the scope of their licenses, except that this provision shall apply solely to the massaging of the neck, face and/or scalp, hands or feet of the clients.

(3) Hospitals, nursing homes, mental health facilities, or any other health facilities duly licensed by the State of California, and employees of these licensed institutions, while acting within the scope of their employment.

(4) Accredited high schools, junior colleges, and colleges or universities whose coaches and trainers are acting within the scope of their employment.

(5) Trainers of amateur, semi-professional or professional athletes or athletic teams while engaging in their training responsibilities for and with athletes; and trainers working in conjunction with a specific athletic event.

(6) Individuals administering massages or health treatment involving massage to persons participating in single-occurrence athletic, recreational or festival events, such as health fairs, road races, track meets, triathlons and other similar events; provided, that all of the following conditions are satisfied:

- (A) The massage services are made equally available to all participants in the event;
- (B) The event is open to participation by the general public or a significant segment of the public such as employees of sponsoring or participating corporations;
- (C) The massage services are provided at the site of the event and either during, immediately preceding or immediately following the event;
- (D) The sponsors of the event have been advised of and have approved the provisions of massage services;
- (E) The persons providing the massage services are not the primary sponsors of the event.

(b) Certified Massage Practitioners operating on the premises of the cardroom located in the Town are exempt from the operating requirements contained in Section 4.05.050, with the exception of subsections (c), (e), (h), (l), (m), and (x). This exemption is based on the fact that these Practitioners operate openly on the floor of the cardroom and do not operate in any enclosed or private area.

4.05.090 Unlawful Business Practices may Be Enjoined; Remedies Cumulative.

Any massage business operated, conducted, or maintained contrary to the provisions of this chapter shall constitute an unlawful business practice pursuant to Business & Professions Code Section 17200 *et seq.*, and the City Attorney or District Attorney may, in the exercise of discretion, in addition to or in lieu of taking any other action permitted by this chapter, commence an action or actions, proceeding or proceedings in the Superior Court of San Mateo County, seeking an injunction prohibiting the unlawful business practice and/or any other remedy available at law, including but not limited to fines, attorney's fees and costs. All remedies provided for in this chapter are cumulative.

4.05.100 Administrative Fines.

(a) Violations. Upon a finding by the City Planner that a business has violated any provision of this chapter, the City Planner may issue an administrative fine of up to five hundred dollars (\$500).

(b) Separate Violations. Each violation of any provision of this Chapter shall constitute a separate violation. Each client to whom massage is provided or offered in violation of this chapter shall also constitute a separate violation. Each day upon which a massage business remains open for business in violation of this chapter shall also constitute a separate violation.

(c) Fine Procedures. Notice of the fine shall be served by certified mail with the legal violation and supporting facts. The notice shall contain an advisement of the right to file an appeal with the City Manager or his or her designee contesting the imposition of the fine.

(d) Appeals. Appeals must be requested in writing, and shall provide facts disputing the violation and may be accompanied by declarations and exhibits. Appeals must be addressed to the City Manager and must be received within ten (10) days of the date appearing on the notice of the fine and a copy of the appeal and any supporting materials must be sent to the City Planner. The City Planner may respond to the appeal in writing within ten (10) days of receipt of the appeal and may provide additional evidence in support of the fine. The City Manager may request, in writing, additional evidence from either the Appellant or the City Planner. The

decision of the City Manager shall be based solely on the materials submitted by the Appellant and the City Planner and be provided by certified mail. The City Manager may sustain the fine, overrule the fine or decrease the amount of the fine. However the total fine shall not be reduced below \$500. The decision will constitute a final administrative order with no additional administrative right of appeal.

(e) Failure to Pay Fine. If said fine is not paid within thirty (30) days from the date appearing on the notice of the fine or of the notice of determination from the City Manager after the decision, the fine may be referred to a collection agency within or external to the Town. In addition, any outstanding fines must be paid prior to the issuance or renewal of any registration.

4.05.110 Suspension and Revocation of City Registration.

(a) Reasons. Certificates of registration may be suspended or revoked by the Chief of Police upon finding any of the following grounds:

(1) A Massage Practitioner is no longer in possession of current and valid CAMTC-certification. This subsection shall apply to a sole proprietor or a person employed or used by a massage business to provide massage.

(2) An owner or sole proprietor: is required to register under the provisions of California Penal Code section 290 (sex offender registration); is convicted of California Penal Code sections 266i (pandering), 315 (keeping or residing in a house of ill-fame), 316 (keeping disorderly house), 318 (prevailing upon person to visit a place for prostitution), 647(b) (engaging in or soliciting prostitution), 653.22 (loitering with intent to commit prostitution), 653.23 (supervision of prostitute); has a business permit or license denied, revoked, restricted, or suspended by any agency, board, city, county, territory, or state; is subject to an injunction for nuisance pursuant to California Penal Code sections 11225-11235 (red light abatement); is convicted of a felony offense involving the sale of a controlled substance; is convicted of any crime involving dishonesty, fraud, deceit, violence, or moral turpitude; or is convicted in any other state of an offense which, if committed in this state, would have been punishable as one or more referenced offenses in this subdivision.

(3) The Town determines that a material misrepresentation was included on the application for a certificate of registration or renewal.

(4) Violations of any of the following occurred on the premises of a massage business or were committed by a Massage Practitioner: California Business and Professions Code sections 4600 *et seq.*; any local, state, or federal law; or the provisions of this chapter.

(b) Procedures. Written notice of the suspension or revocation shall be served on the sole proprietor or owners by certified mail with the legal violation and supporting facts. The notice shall contain an advisement of the right to request an appeal hearing before the San Mateo County License Board.

(c) Time Period of Suspension of Permit. The Chief of Police may suspend a registration for a period between five (5) days and the end of the license term, at his or her discretion.

(d) Effective Date of Suspension or Revocation. Suspension or revocation issued pursuant to subsection (b) will be effective ten (10) days from the date appearing on the order, unless a timely appeal is filed in accordance with subsection (e).

(e) Appeal.

(1) The decision of the Chief of Police is appealable to the License Board.

(2) An appeal must be in writing, and be hand-delivered or mailed to the License Board and accompanied by a filing fee of \$1000 that does not exceed the reasonable cost of providing the service.

(3) An appeal must be received by the License Board on or before the effective date of suspension or revocation provided by subsection (d).

(4) The filing of a timely appeal will stay a suspension or revocation pending a decision on the appeal by the License Board.

(5) A hearing shall be scheduled before the License Board within thirty (30) days. Either the Appellant or the Police Chief may request, in writing directed to the Chair of the License Board, a continuance of the hearing. Such requests must be supported by good cause. The decision whether to grant a continuance is at the discretion of the Chair of the License Board, who shall consider whether granting the continuance poses a threat to public health or safety in light of the severity of the violations alleged.

(6) The decision of the License Board shall be a final administrative order, with no further administrative right of appeal or reconsideration. The License Board may sustain a suspension or revocation, overrule a suspension or revocation, reduce a revocation to a suspension and/or reduce the length of a suspension. However no revocation or suspension shall be reduced to a length of less than a five day suspension. Further the License Board may stay the effective date of any suspension for a reasonable time following a hearing.

(f) Reapplication. No reapplication will be accepted within one (1) year after a certificate is revoked.

(g) Evidence. The following rules shall apply to any hearing required by this section. All parties involved shall have the right to offer testimonial, documentary, and tangible evidence bearing on the issues, to be represented by counsel, and to confront and cross-examine witnesses. Any relevant evidence may be admitted if it is the sort of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. Formal rules of evidence and discovery do not apply to proceedings governed by this chapter. Unless otherwise specifically prohibited by law, the burden of proof is on the registrant in any hearing or other matter under this chapter.

4.05.120 Public Nuisance.

It shall be unlawful and a public nuisance for a massage business to be operated, conducted, or maintained contrary to the provisions of this chapter. The Town may exercise its discretion, in addition to or in lieu of prosecuting a criminal action, to commence proceedings for the abatement, removal, and enjoinder of that business in any manner provided by law.

ARTICLE 4 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 5 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.

ARTICLE 6 EFFECTIVE DATE

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within fifteen (15) days of its passage and shall take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on May 13, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Christopher Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: 2015-16 Water Conservation Incentive Program

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$100,000 FOR THE
 WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2015-16

EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The program grants each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

The proposed resolution would approve an authorized subsidy of \$100,000 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year 2015-16 (as a reduction of sewer charge revenue).

Approval of an authorized subsidy of \$100,000 would reduce the sewer service charge for each eligible customer by approximately 10.89% for fiscal year 2015-16.

FISCAL IMPACT

The maximum cost the Town could incur for FY 2015-16 would be \$100,000.00. The maximum expenditure would only be met if every customer met the demands of the of the water conservation program of using the same or less water than the average of the past three years of water usage.

BACKGROUND

By Resolution 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in fiscal

year 2014-15. The program’s purpose was to create an incentive program by promoting water conservation, which if complied with would help ease the cost of increasing sewer service rates.

Resolution 2012-28 provides for implementing the program as follows:

- First, the City Council must approve an authorized subsidy, which shall be included in and approved as part of the Town’s operating budget.
- The City Manager would then calculate the amount by which each eligible customer’s sewer service charge will be reduced in the upcoming fiscal year by dividing the **Authorized Subsidy** by the **Annual Cost of Service**, which is the amount payable by the Town to the sewer service providers. The resulting fraction will be expressed as a percentage and is called the **Individual Sewer Service Discount**.
- The City Manager would also calculate the sewer service charge applicable to each parcel, using the sewer service rate for 2015-16 approved by the Colma City Council.
- Finally, the City Manager must reduce each eligible customer’s sewer service charge by the **Individual Sewer Service Discount**.

ANALYSIS

Authorized Subsidy

The proposed resolution would establish \$100,000 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town’s Annual Cost of Service for providing Town-wide sewer service is estimated to be \$918,347 for FY 2015-16. Using these data, the Individual Sewer Service Discount would be calculated as follows:

Authorized Subsidy	\$100,000.00
Annual Cost of Service (South San Francisco + NCSMSD annual charges)	\$918,347
Individual Sewer Service Discount (Authorized Subsidy divided by Annual Cost of Service)	10.89%

Here’s an example of how this discount would affect an eligible residential customer:

Sewer service charge applicable to parcel	\$442.40
Individual Sewer Service Discount	10.89%
Savings to customer	\$48.17
Net charge to Eligible Customer	\$394.23

It is highly unlikely that every user will qualify as an Eligible Customer. Thus, the maximum cost to the Town could be less than \$100,000. The actual cost will be determined when the Town has compared this year's water usage data with the average of the prior three years.

Values

The Water Conservation Incentive Program serves a valid public purpose by rewarding and encouraging water conservation by both residents and businesses especially in the period of current drought that the State of California is experiencing. The program is *innovative*, providing for an annual sewer subsidy for those who want to conserve a valued natural resource; demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs; and is affordable.

In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

Sustainability Impact

Programs such as the Water Conservation Incentive Program demonstrate what it means to be a sustainable community. Programs such as this bring focus to the importance of conservation.

Alternatives

Several alternatives are available to the Council:

- The Council could lower the proposed Authorized Subsidy, which in turn would lower the Individual Sewer Service Discount to which each Eligible Customer would be entitled. For example, lowering the Authorized Subsidy to \$50,000 would result in each Eligible Customer receiving a 5.44 percent reduction in his or her sewer service charge.
- The Council could raise the proposed Authorized Subsidy, which in turn would increase the Individual Sewer Service Discount to which each eligible customer would be entitled. For example, increasing the Authorized Subsidy to \$150,000 would result in each Eligible Customer receiving a 16.33 percent reduction in his or her sewer service charge.

Staff does not recommend lowering the Authorized Subsidy because the Town can afford the recommended amount of \$100,000 and the residents may expect that amount based on representations made at the time the program was explained to the public. Staff does not recommend raising the Authorized Subsidy because it could raise expectations for the future, and it would be irresponsible to promise a higher authorized subsidy without considering the long-term consequences to the Town.

Next Steps

On or before May 31, 2015, staff will mail notices to all users in the Town of the new service charges to take effect on July 1, 2015. For those customers who qualify for the Water Conservation Incentive Program, the sewer service charge will be reduced by 10.89 percent if

approved by City Council. For those customers who did not meet the conservation goals, the notice will state the user did not qualify for the program.

The City Engineer will then prepare the Annual Engineer's Report which will show the proposed sewer charge for each parcel for 2015-16. The Engineer's Report will be presented to the City Council at the July City Council meeting for approval. Upon approval, the Engineer's Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

CONCLUSION

Staff recommends allocating \$100,000 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town's stance on meeting our sustainability goals.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$100,000 FOR
THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2015-16**

The City Council of the Town of Colma hereby resolves:

1. Background

In July 2012, by Resolution 2012-28, the City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce water consumption -- and that the program is fair and equitable to all users. The Council further finds that, because the amount of the subsidy is determined each year as part of the budget process, it will be affordable.

2. Findings

The City Council finds as follows:

- (a) The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses especially in the current drought period;
- (b) The program is *innovative*, providing for an annual sewer subsidy for those who want to conserve a precious natural resource;
- (c) The program demonstrates the City Council’s commitment to adopting and implementing sustainability policies and programs;
- (d) The proposed Authorized Subsidy described herein is affordable; and
- (e) In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

3. Order

The City Council establishes an Authorized Subsidy of \$100,000 for the Water Conservation Incentive Program for 2015-16 and directs the City Manager to include that amount in the proposed budget for fiscal year 2015-16.

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Certification of Adoption

I certify that the foregoing Resolution No. 2015-___ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 13, 2015, by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Christopher Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: 2015-16 Sewer Rates

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION CONFIRMING THAT SEWER SERVICE RATES FOR FY 2015-16 SHALL BE AS SET FORTH IN SECTIONS 3.04.160 AND 3.04.170 OF THE COLMA MUNICIPAL CODE

EXECUTIVE SUMMARY

In 2011, the City Council amended the Colma Municipal Code and adopted a schedule of maximum sewer rates chargeable to residences and businesses over a period of six years.

The Colma Municipal Code stipulates that the sewer service rates chargeable by the Town shall be the maximum rates set forth in the Code unless the City Council, by resolution, establishes a lower sewer service rate for the upcoming fiscal year. The proposed resolution confirms the sewer rates for Fiscal Year 2015-16 shall be the rates set forth in the Municipal Code.

For businesses, the maximum rate for fiscal year 2015-16, will be the rate charged to the Town by the sewer service provider. For residents, the maximum rate this year will be 80 percent of the rate charged to the Town by the sewer service provider.

The proposed resolution would confirm that the sewer rates for fiscal year 2015-16 shall be the rates forth in the Municipal Code. The Town then prepares the Engineer's Report, which will show the proposed sewer charge for each parcel for FY 2015-16, and places those charges onto the property tax rolls for collection after Council approval in July.

FISCAL IMPACT

The estimated cost to the Town for its share of the sewer service charges for fiscal year 2015-16 is estimated to be \$48,448.

BACKGROUND

The Town of Colma contracts with the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("District") to provide sanitary sewer treatment services to all properties in the Town. The District provides service in the northern part of Town and SSF provides service in the southern part of Town. The Town annually pays SSF and the District for this service out of its General Fund. In turn, the Town charges each property an initial sewer connection charge and an annual sewer service charge, equivalent to the charge levied on the Town for that property by SSF or the District. The Town collects these charges through the County, by placing the charge on the property tax bill for each property, as explained in detail below.

Prior to fiscal year 2011-12 the Town charged residential users a flat rate of \$1.00 per year for sewer service, subsidizing the remainder of each resident's sewer service charge out of the General Fund. The charges imposed on all other types of properties were equal to the charges levied on the Town by SSF or the District for that property.

In 2011, the Council adopted Ordinances 699 and 700, amending the Colma Municipal Code to phase out, over a six-year period, the Town's practice of subsidizing residential sewer service. This action also adopted sewer service rates for the next five years, and adopted a pass-through provision so that all future sewer rate increases by the District and SSF for the next five years would be automatically be included in the rate charged to Colma customers. The Town is now in the fifth year of the six-year phase-out period set forth in the Municipal Code. The percentage payable by each resident will be 80 percent of the pass through rate charged by SSF or the District.

South San Francisco (SSF) has adopted a 4 percent rate increase over the previous year. With this increase, SSF will charge the Town a flat rate annual charge of \$553.00 for each residential unit for sewer service in Fiscal Year 2015-16. According to section 3.04.160(e) of the Municipal Code, the Town passes on to the residential customers that are served by SSF a flat rate annual charge of \$442.40 which amounts to 80 percent of the charge that SSF assesses to each residential unit. The Town is then responsible for paying the remaining 20 percent balance to SSF.

SSF will charge the Town the rates as set forth in section 3.04.160(d) of the Colma Municipal Code for sewer service to each non-residential customer. The Town may then charge those pass-through rates to each non-residential user connected to the SSF sewer system.

The North San Mateo County Sanitation District (District) has given a notice of a 9 percent rate increase over the previous year. The District will charge the Town a rate of \$6.26 per CCF (or 100 cubic feet of water, which equates to 748 gallons) based on January-February water consumption, annualized, to each residential customer for sewer service in 2015-16. According to section 3.04.170(f) of the Colma Municipal Code, the Town may charge up to 80 percent of the District's sewer service rate to each residential customer served by the District in Fiscal Year 2015-16, which would be \$5.008 per CCF, based on the formula detailed above. The 20 percent balance owed to the District is subsidized by the Town.

The District will charge the Town the rates set forth in Section 3.04.170 of the Colma Municipal Code Colma Municipal Code for sewer service to each non-residential customer. The Town may then charge those rates to each non-residential user connected to the District’s sewer system.

ANALYSIS

Calculations of Rates

SSF will charge the Town a flat rate annual charge of \$553 to each residential customer for sewer service in 2015-16. According to section 3.04.160(e) of the Municipal Code, the Town may charge each residential customer served by SSF up to 80 percent of that flat rate charge, which would be a flat rate annual charge of \$442.40 for each residential use. The Town then pays the remaining balance due to SSF out of its General Fund.

SSF will charge the Town the rates set forth in section 3.04.160(d) of the Colma Municipal Code for Sewer Service to each non-residential customer.

Sewer service charges within the District are based on how much water is used within the property on an annual basis. The District establishes a sewer service rate which it passes on to the Town. This year the established rate for sewer service is \$6.26 per CCF. The District also annualizes the water consumption for each customer using a formula which takes the water consumption for each customer during the months of January-February and multiplies the sum of those two months by six, to achieve a calculated yearly amount of water used. January and February are used as the bases of water consumed because those two months are believed to be the months where the least amount of water is used.

The District will charge the Town the rates set forth in Section 3.04.170 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer.

The proposed resolution would set the actual rates for 2015-16 at the maximum rates permitted by the Municipal Code.

Rates for Residential Users

The Town is now in the fifth year of the six-year phase-out period set forth in the Municipal Code as shown in the following table.

<i>Fiscal Year</i>	<i>Percent payable by resident</i>
2011-12	10%
2012-13	25%
2013-14	40%
2014-15	60%
2015-16	80%
2016-17	100%

In 2015-16, the percentage payable by each resident is 80 percent of the pass through rate charged by SSF or the District.

SSF's rates for residential customers is increasing this year by 4 percent, setting the annual charge for sewer service in 2015-16 at \$553 to each residential customer.

The District's rate for residential customers is increasing this year by 9 percent, making the rate for Fiscal Year 2015-16 \$6.26 per CCF with an annual minimum usage charge of \$69.63. At 80 percent, the rate to residents will be \$5.008 per CCF.

Rates for Commercial Customers

The Town charges commercial and industrial users served by SSF and the District the same amount that SSF or the District charges the Town for sewer service. These annual sewer service charges are not subsidized by the Town, nor are they high enough to cover the Town's costs of administering the services. Commercial and industrial users are charged only the direct costs of the service.

There is a 4 percent increase from last year for users serviced by SSF from last year.

Commercial and other non-residential users in the Town serviced by SSF will be charged the rates shown in the following table:

<i>User Group</i>	<i>Basis of Rate Calculation (Unit)</i>	<i>Maximum Rate FY 15-16 \$/Unit/Year</i>
<i>Trailer</i>	Each trailer unit	496.00
<i>Restaurants</i>	100 cubic feet inflow	16.9265
	or effluent	18.8068
<i>Institutional</i>	100 cubic feet inflow	5.9725
	or effluent	6.6346
<i>Light Commercial</i>	100 cubic feet inflow	7.4002
	or effluent	8.2253
<i>Moderate Commercial</i>	100 cubic feet inflow	11.5841
	or effluent	12.8721
<i>Industrial, Monitored</i>		
	Flow:	
	100 cubic feet inflow	4.4343
	or effluent	4.9275
	Chemical Oxygen Demand:	
Pounds	0.4598	
Suspended Solids:		
Pounds	1.4887	
<i>Septage Haulers</i>	Gallons	0.3157

The District's rate for commercial and industrial customers is increasing this year by 9 percent. For Fiscal Year 2015-16 the non-residential sewer service rate is \$6.26 per CCF, with an annual minimum usage charge of \$69.63.

Council Adopted Values

Confirming the rates set forth in the Municipal Code is the *responsible* decision because it is consistent with the Town's long-range financial goals of controlling costs. It is also a *fair* decision because it charges all users of each sewer system the same amount as all other users in that usage category.

Alternatives

An alternative would be to reduce the rates for *all* customers to a set percentage below the proposed 80 percent that is recommended this year. This alternative would be equitable to all customers Town wide; it would also be very costly knowing that you would be subsidizing both residential and commercial communities, thus impacting the Town reserves. This may not be financially sustainable in the long run.

If accepted, a resolution adopting this alternate option would have to be passed before May 31, 2015 to be effective.

Next Steps

On or before May 31, 2015, staff will mail notices to all users in the Town of the new rates to take effect on July 1, 2015. This notice will reflect each user's annual sewer use charge and the amount payable by the Town. If the Water Conservation Incentive subsidy (which is addressed in a separate agenda item) is approved, the notice will also reflect those savings if the owner qualified.

The City Engineer will then prepare the Engineer's Report, which will show the proposed sewer charge for each parcel for FY 2015-16. The Engineer's Report will be presented to the City Council at the July meeting for approval and submittal to the County Assessor's Office for collection on the Property Tax Roles.

CONCLUSION

Staff recommends adopting the recommended resolution to charge residential property owners 80 percent of the rates that are assessed by either South San Francisco or North San Mateo County Sanitation District, and to confirm that the sewer service rates for FY 2015-16 shall be as set forth in sections 3.04.160 and 3.04.170 of the Colma Municipal Code.

ATTACHMENTS

A. Resolution



RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION CONFIRMING THAT SEWER SERVICE RATES FOR 2015-16 SHALL BE AS
SET FORTH IN SECTIONS 3.04.160 AND 3.04.170
OF THE COLMA MUNICIPAL CODE**

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

1. Background

(a) The Town of Colma contracts with the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("District") to provide sanitary sewer services to all properties in the Town; the District provides service in the northern part of Town and SSF provides service in the southern part of Town. The Town pays SSF and the District for this service annually, out of its General Fund. In turn, the Town charges each property in Colma that utilizes, or has access to, the City or District sewer systems, an initial sewer connection charge and an annual sewer service charge, equivalent to the charge levied on the Town for that property by SSF or the District. The Town collects these charges through the County, by placing the charge on the property tax bill for each property, as explained more fully below.

(b) Prior to fiscal year 2011-12 the Town charged residential users a flat rate of \$1.00 per year for sewer service, subsidizing the remainder of each resident's sewer service charge out of the General Fund. The charges imposed on all other types of properties were equal to the charges levied on the Town by SSF or the District for that property.

(c) The subsidy for residential users served, and continues to serve, a valid public purpose – to help make the cost of living in the Town of Colma less expensive. However, due to the fiscal impacts of the subsidy on the Town's budget, and in light of anticipated future increases in sewer rates by both SSF and the District, the City Council decided to phase this subsidy out over a fixed period of time, so that at the end of the phase-out period residents will be paying the Town the same amount as the Town pays to the appropriate sewer service provider.

(d) In 2011, the Council adopted Ordinances 699 and 700 amending Colma Municipal Code, to phase out, over a six-year period, the Town's practice of subsidizing residential sewer service, adopt sewer service rates for the next five years, and adopt a pass-through provision so that future sewer rate increases adopted by the North San Mateo County Sanitation District ("District") and by the City of South San Francisco ("SSF") for the next five years would be automatically be included in the rate charged to Colma customers.

(e) SSF will charge the Town a flat rate charge of \$553.00 to each residential customer for sewer service in 2015-16. Under section 3.04.160(e) of the Colma Municipal Code, the Town may charge each residential customer served by SSF up to 80% of that flat rate charge, which would be a flat rate charge of \$442.40 for each residential use. The Town would pay the remaining balance due to SSF out of its General Fund.

(f) SSF will charge the Town the rates set forth in Section 3.04.160(d) in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer, and the Town may charge that rate to its non-residential customers.

(g) The District will charge the Town a rate of \$6.26 per CCF, based on January-February water consumption, annualized, for each residential customer receiving sewer service from the District in

2015-16. Under section 3.04.170(f) of the Colma Municipal Code, the Town may charge up to 80% of the District's rate for sewer service to each residential customer served by the District. That rate would be \$5.008 per 100 CCF, based on January-February water consumption, annualized, to each residential customer for sewer service in 2015-16. The Town would subsidize the remaining balance due to the District out of its General Fund.

(h) The District will charge the Town the rates set forth in Section 3.04.170 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer.

(i) Staff has recommended that the Council set the actual rates for 2015-16 at the maximum rates permitted by the amended Municipal Code.

(j) The City Council has considered the Staff Report and comments made at the public hearing on this matter on May 13, 2015.

2. Findings

(a) The City Council finds that the sewer service rates for 2015-16 do not exceed the estimated reasonable cost of providing sewer services to residents and businesses in Colma. As to commercial and industrial users served by SSF and the District, the Town charges those users the same amount that SSF or the District charges the Town for sewer service. The rates are not subsidized by the Town, nor are increased to cover the Town's costs of administering the services. Commercial and industrial users are charged only the direct costs of the service. As to residential users, the Town charges those users 80% of the actual cost of providing the service.

(b) The City Council also finds that the discounted rate serves a valid public purpose, that is, to provide affordable housing in Colma by making the cost of living in the Town of Colma less expensive.

3. Order

It is hereby ordered that the sewer service rates for 2015-16 shall be the maximum rates set forth in sections 3.04.160 and 3.04.170 of the Colma Municipal Code, and the City Manager shall give written notice to all properties in the Town of the sewer service rates.

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Certification of Adoption

I certify that the foregoing Resolution No. 2015-___ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 13, 2015, by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Ordinance Amending Subchapter 3.07 Election of Sewer Service Charges

RECOMMENDATION

Staff recommends that the City Council adopt the following motion:

MOTION TO INTRODUCE AN ORDINANCE AMENDING SUBCHAPTER 3.07 OF THE COLMA MUNICIPAL CODE, RELATING TO ELECTION OF SEWER SERVICE CHARGES, AND WAIVE A FURTHER READING OF THE ORDINANCE

EXECUTIVE SUMMARY

The proposed ordinance would amend Subchapter 3.07 of the Town's Municipal Code to:

- Correct an incorrect cross-reference to another subchapter of the Town's Municipal Code; and
- Provide flexibility to staff as to when the City Council can hear and consider the report to impose sewer service charges on the County tax roll.

FISCAL IMPACT

The proposed ordinance would not have a financial impact on the Town, positive or negative.

ANALYSIS

The proposed ordinance would amend Subchapter 3.07 of the Town's Municipal Code relating to the election of sewer service charges. In particular, the proposed ordinance would amend Section 3.07.030 to correct an incorrect cross-reference to another subchapter of the Town's Municipal Code. In addition, the proposed ordinance would amend Section 3.07.070 to provide more flexible language as to when the City Council can hear and consider the report to impose sewer service charges on the County tax roll.

California Health & Safety Code Section 5473.1 provides the legal framework for cities to impose sewer service charges on the County tax roll. Prior to imposing such charges, a city is required to hold a hearing on a report and allow property owners the opportunity to object to

any charge. The report must contain a description of each parcel of real property receiving such services and the amount of the charge for each parcel for the year.

Currently, the Town's Municipal Code requires that the hearing on the report take place at a regular meeting in July. As you know, the Town is scheduled to cancel the regular meeting in July and hold a special meeting a week later. Because of the current language in our Municipal Code, the City Council would be unable to hear the report at a special meeting in July. In an effort to address this issue and provide increased flexibility to staff, revised language is proposed to allow for the report to be heard at a time and place set by the required published notice. This revised language is fully consistent with state law and Health & Safety Code 5473.1 that only requires the report to be heard at a time and place noted in the published notice.

Values

The City Council's adoption of the proposed ordinance is both *responsible* and *visionary* as it will ensure the City Council can hear and consider the report at a special meeting in July, and it will provide flexibility to staff in future years if staff seeks to bring the report to the City Council in June.

Alternatives

The City Council could choose not to introduce and adopt the ordinance, or could seek additional changes to the ordinance.

CONCLUSION

The City Council should introduce and adopt the ordinance.

ATTACHMENTS

- A. Ordinance

ORDINANCE NO. ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA
ORDINANCE AMENDING SUBCHAPTER 3.07 OF THE
COLMA MUNICIPAL CODE, RELATING TO ELECTION
OF SEWER SERVICE CHARGES

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

ARTICLE 1. CMC SECTION 3.07.030 OF SUBCHAPTER 3.07 AMENDED. ¹

Section 3.07.030, Alternate Procedure, of Subchapter 3.07, Election of Sewer Service Charges for Each Fiscal Year, shall be and hereby is amended as follows:

3.07.030 Alternate Procedure

The Council hereby declares that the procedure established herein for the collection of sewer service charges is an alternative procedure which shall be in addition to the authority provided in Subchapter ~~Three~~ Four of Chapter Three of the Colma Municipal Code, and in addition to the authority granted to Colma pursuant to any other law. If, for any reason, any premise having a sewer against which a sewer service charge is prescribed does not appear on the tax roll of the County of San Mateo, Colma shall collect said charge by any other procedure available to Colma pursuant to ordinance or law.

ARTICLE 2. CMC SECTION 3.07.07 OF SUBCHAPTER 3.07 AMENDED.

Section 3.07.070, Hearing on Report, of Subchapter 3.07, Election of Sewer Service Charges for Each Fiscal Year shall be and hereby is amended as follows:

3.07.070 Hearing on Report

~~The regular City Council meeting of July of each year, at the hour of 7:30 p.m., at the regular meeting place of said Council, City Hall, Colma, California, are hereby fixed as the time and place for hearing on said report filed with the City Clerk of Colma; The City Council shall hold a hearing on the report and the Clerk shall publish notice of said hearing and of the filing of said report once a week for two successive weeks prior to the date set for hearing in a weekly newspaper of general circulation within Colma. The notice shall specify the time and place of the hearing.~~

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.

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.

ARTICLE 5. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on May 13, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Brian Dossey, Recreation Services Director
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Landscape Median Discussion

RECOMMENDATION

It is recommended the City Council provide direction to staff regarding potential modifications to the Town's various turf landscaping medians.

EXECUTIVE SUMMARY

The Town of Colma has complied with Governor Brown's order to save water by reducing Right of Way and Town owned facilities landscape irrigation by 25 percent, and, until further notice, has turned off the water to the turf medians on El Camino Real and Lawndale Boulevard. The purpose of this staff report is to enter into a discussion with the City Council regarding the future of the landscaping in the medians along those two roadways.

Key question and discussion points identified by staff are as follows:

1. Turf has been the signature plant on the medians within El Camino Real and Lawndale. However, a significant amount of water is required to keep the Town's large areas of median turf green. Would the City Council consider changing out the current landscaping to a plant material that is less dependent on water and requires less maintenance?
2. Discuss Plant material and landscaping scheme.
3. Discuss duration of project, complete within one year, five years, 10 years or other.

The analysis section of this staff report provides additional detail and follow up questions for each discussion point regarding the median areas.

FISCAL IMPACT

In the short term, approximately \$24,000 annually will be saved in water costs by not irrigating Lawndale Boulevard and El Camino Real; however long-term costs for landscape and irrigation changes to the medians are unknown. Long-term costs will depend on the size and scope of any changes to the landscape medians if the turf is removed and replaced with other plant material.

BACKGROUND

Due to one of the worst droughts on record in California, Governor Brown issued an Executive Order that directed all government agencies to reduce the use of water for landscape purposes by 25 percent and to eliminate any irrigation on roadway medians where ornamental turf (grass) is planted. On April 6, 2015, the Town of Colma complied with the order reducing the irrigation by 25 percent and turning off the water to the landscape medians on El Camino Real and Lawndale Boulevard.

Over time the turf in the medians will turn brown and will remain that way during the drought period, until the watering ban is lifted. In a public outreach effort, staff has made signs to go in the medians, letting the public know why the grass is brown. With a 25 percent cutback in water use on plant and turf material at the various facilities around Town, staff anticipates that the plant material may at times look stressed. However, staff is confident that by monitoring the general health of the landscape areas and making changes and improvements, the majority of the existing plant material will survive during the drought period.

Staff has coordinated with the Town's landscape maintenance contractor, Frank & Grossman, requesting that they continue to maintain the turf by keeping it cut and free of weeds and rodents.

ANALYSIS

Because modifications to the Town's turf medians are likely to be costly and take time to implement, staff thought it prudent to bring this issue before the City Council and the community early in an attempt to begin the necessary exploration of possible solutions and to provide for responsible choices.

As noted above, staff has identified Lawndale Boulevard and El Camino Real as landscaping opportunity sites for the City Council to discuss at this time. Feasibility and cost information will need to be brought back to City Council at future meetings for further discussion and approval.

Lawndale Boulevard.

Lawndale Boulevard is owned and maintained by the Town of Colma and is big enough to potentially be used for other programs outside of landscaping. The median along Lawndale is approximately $\frac{3}{4}$ of a mile in length 25 feet wide. Below are some initial ideas and discussion points for Lawndale.

1. Remove turf and install drought tolerant plant material (i.e. succulents) and/or hardscapes (i.e. paving stones, or other hardscape features).
2. Remove turf and install combination of number 1 above, plus walking path, par course, perimeter traffic guard and parking within the median for pedestrians who would want to use the site for casual exercise.
3. Remove turf and install combination of number 1 and 2, plus an area for car carriers to unload.
4. Remove turf and install combination of 1, 2, and 3, plus install field turf or other form of synthetic grass.
5. Do nothing, leave turf and when/if the drought ends and the restrictions are lifted go back to irrigating turf.

El Camino Real

El Camino Real is owned by the State of California and per a maintenance agreement (1972), the Town of Colma maintains the landscape median. Since the Town does not own the roadway and median, staff must discuss any changes or improvements to the median with CalTrans. El Camino Real is approximately a mile in length with eight turf medians ranging from three feet to 20 feet in width. Below are some initial ideas and discussion points for El Camino Real. It should be noted that the median landscape area on El Camino is not intended to be for pedestrian or recreational use.

1. Remove turf and install drought tolerant plant material (i.e. succulents) and/or hardscapes (i.e. paving stones).
2. Remove turf and install combination of 1, plus install field turf or other form of synthetic grass.
3. Do nothing, leave turf and when/if the drought ends and the restrictions are lifted go back to irrigating turf.

Council Adopted Values

City Council is acting *responsibly* by reducing water use in the Town's landscape programs. The Council is taking a visionary approach to planning the Town's landscaping by holding this discussion during a Council meeting, which allows for community participation on how its local government should respond to change.

Sustainability Impact

By reducing the irrigation to the landscape areas by 25 percent and shutting off the irrigation to landscape medians with ornamental turf, the Town is in compliance with the Governor's Executive order dated April 1, 2015.

CONCLUSION

Town staff has complied with Governor Brown's order to reduce water by reducing the irrigation of landscaping by 25 percent and has turned off the water to the turf medians along El Camino Real and Lawndale Boulevard. Staff is seeking direction and feedback on what the City Council would like to see in the medians along El Camino Real and Lawndale.

Based on City Council feedback, staff will further research the feasibility and estimated costs of futures landscape programs and uses for the medians along Lawndale and El Camino Real.

ATTACHMENTS

- A. Governor Brown's Executive Order

Executive Department
State of California

EXECUTIVE ORDER B-29-15

WHEREAS on January 17, 2014, I proclaimed a State of Emergency to exist throughout the State of California due to severe drought conditions; and

WHEREAS on April 25, 2014, I proclaimed a Continued State of Emergency to exist throughout the State of California due to the ongoing drought; and

WHEREAS California's water supplies continue to be severely depleted despite a limited amount of rain and snowfall this winter, with record low snowpack in the Sierra Nevada mountains, decreased water levels in most of California's reservoirs, reduced flows in the state's rivers and shrinking supplies in underground water basins; and

WHEREAS the severe drought conditions continue to present urgent challenges including: drinking water shortages in communities across the state, diminished water for agricultural production, degraded habitat for many fish and wildlife species, increased wildfire risk, and the threat of saltwater contamination to fresh water supplies in the Sacramento-San Joaquin Bay Delta; and

WHEREAS a distinct possibility exists that the current drought will stretch into a fifth straight year in 2016 and beyond; and

WHEREAS new expedited actions are needed to reduce the harmful impacts from water shortages and other impacts of the drought; and

WHEREAS the magnitude of the severe drought conditions continues to present threats beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

WHEREAS under the provisions of section 8558(b) of the Government Code, I find that conditions of extreme peril to the safety of persons and property continue to exist in California due to water shortage and drought conditions with which local authority is unable to cope; and

WHEREAS under the provisions of section 8571 of the California Government Code, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the drought.

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular Government Code sections 8567 and 8571 of the California Government Code, do hereby issue this Executive Order, effective immediately.

IT IS HEREBY ORDERED THAT:

1. The orders and provisions contained in my January 17, 2014 Proclamation, my April 25, 2014 Proclamation, and Executive Orders B-26-14 and B-28-14 remain in full force and effect except as modified herein.

SAVE WATER

2. The State Water Resources Control Board (Water Board) shall impose restrictions to achieve a statewide 25% reduction in potable urban water usage through February 28, 2016. These restrictions will require water suppliers to California's cities and towns to reduce usage as compared to the amount used in 2013. These restrictions should consider the relative per capita water usage of each water suppliers' service area, and require that those areas with high per capita use achieve proportionally greater reductions than those with low use. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.
3. The Department of Water Resources (the Department) shall lead a statewide initiative, in partnership with local agencies, to collectively replace 50 million square feet of lawns and ornamental turf with drought tolerant landscapes. The Department shall provide funding to allow for lawn replacement programs in underserved communities, which will complement local programs already underway across the state.
4. The California Energy Commission, jointly with the Department and the Water Board, shall implement a time-limited statewide appliance rebate program to provide monetary incentives for the replacement of inefficient household devices.
5. The Water Board shall impose restrictions to require that commercial, industrial, and institutional properties, such as campuses, golf courses, and cemeteries, immediately implement water efficiency measures to reduce potable water usage in an amount consistent with the reduction targets mandated by Directive 2 of this Executive Order.
6. The Water Board shall prohibit irrigation with potable water of ornamental turf on public street medians.
7. The Water Board shall prohibit irrigation with potable water outside of newly constructed homes and buildings that is not delivered by drip or microspray systems.

8. The Water Board shall direct urban water suppliers to develop rate structures and other pricing mechanisms, including but not limited to surcharges, fees, and penalties, to maximize water conservation consistent with statewide water restrictions. The Water Board is directed to adopt emergency regulations, as it deems necessary, pursuant to Water Code section 1058.5 to implement this directive. The Water Board is further directed to work with state agencies and water suppliers to identify mechanisms that would encourage and facilitate the adoption of rate structures and other pricing mechanisms that promote water conservation. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.

INCREASE ENFORCEMENT AGAINST WATER WASTE

9. The Water Board shall require urban water suppliers to provide monthly information on water usage, conservation, and enforcement on a permanent basis.
10. The Water Board shall require frequent reporting of water diversion and use by water right holders, conduct inspections to determine whether illegal diversions or wasteful and unreasonable use of water are occurring, and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. Pursuant to Government Code sections 8570 and 8627, the Water Board is granted authority to inspect property or diversion facilities to ascertain compliance with water rights laws and regulations where there is cause to believe such laws and regulations have been violated. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
11. The Department shall update the State Model Water Efficient Landscape Ordinance through expedited regulation. This updated Ordinance shall increase water efficiency standards for new and existing landscapes through more efficient irrigation systems, greywater usage, onsite storm water capture, and by limiting the portion of landscapes that can be covered in turf. It will also require reporting on the implementation and enforcement of local ordinances, with required reports due by December 31, 2015. The Department shall provide information on local compliance to the Water Board, which shall consider adopting regulations or taking appropriate enforcement actions to promote compliance. The Department shall provide technical assistance and give priority in grant funding to public agencies for actions necessary to comply with local ordinances.
12. Agricultural water suppliers that supply water to more than 25,000 acres shall include in their required 2015 Agricultural Water Management Plans a detailed drought management plan that describes the actions and measures the supplier will take to manage water demand during drought. The Department shall require those plans to include quantification of water supplies and demands for 2013, 2014, and 2015 to the extent data is available. The Department will provide technical assistance to water suppliers in preparing the plans.

13. Agricultural water suppliers that supply water to 10,000 to 25,000 acres of irrigated lands shall develop Agricultural Water Management Plans and submit the plans to the Department by July 1, 2016. These plans shall include a detailed drought management plan and quantification of water supplies and demands in 2013, 2014, and 2015, to the extent that data is available. The Department shall give priority in grant funding to agricultural water suppliers that supply water to 10,000 to 25,000 acres of land for development and implementation of Agricultural Water Management Plans.
14. The Department shall report to Water Board on the status of the Agricultural Water Management Plan submittals within one month of receipt of those reports.
15. Local water agencies in high and medium priority groundwater basins shall immediately implement all requirements of the California Statewide Groundwater Elevation Monitoring Program pursuant to Water Code section 10933. The Department shall refer noncompliant local water agencies within high and medium priority groundwater basins to the Water Board by December 31, 2015, which shall consider adopting regulations or taking appropriate enforcement to promote compliance.
16. The California Energy Commission shall adopt emergency regulations establishing standards that improve the efficiency of water appliances, including toilets, urinals, and faucets available for sale and installation in new and existing buildings.

INVEST IN NEW TECHNOLOGIES

17. The California Energy Commission, jointly with the Department and the Water Board, shall implement a Water Energy Technology (WET) program to deploy innovative water management technologies for businesses, residents, industries, and agriculture. This program will achieve water and energy savings and greenhouse gas reductions by accelerating use of cutting-edge technologies such as renewable energy-powered desalination, integrated on-site reuse systems, water-use monitoring software, irrigation system timing and precision technology, and on-farm precision technology.

STREAMLINE GOVERNMENT RESPONSE

18. The Office of Emergency Services and the Department of Housing and Community Development shall work jointly with counties to provide temporary assistance for persons moving from housing units due to a lack of potable water who are served by a private well or water utility with less than 15 connections, and where all reasonable attempts to find a potable water source have been exhausted.
19. State permitting agencies shall prioritize review and approval of water infrastructure projects and programs that increase local water supplies, including water recycling facilities, reservoir improvement projects, surface water treatment plants, desalination plants, stormwater capture, and greywater systems. Agencies shall report to the Governor's Office on applications that have been pending for longer than 90 days.

20. The Department shall take actions required to plan and, if necessary, implement Emergency Drought Salinity Barriers in coordination and consultation with the Water Board and the Department of Fish and Wildlife at locations within the Sacramento - San Joaquin delta estuary. These barriers will be designed to conserve water for use later in the year to meet state and federal Endangered Species Act requirements, preserve to the extent possible water quality in the Delta, and retain water supply for essential human health and safety uses in 2015 and in the future.
21. The Water Board and the Department of Fish and Wildlife shall immediately consider any necessary regulatory approvals for the purpose of installation of the Emergency Drought Salinity Barriers.
22. The Department shall immediately consider voluntary crop idling water transfer and water exchange proposals of one year or less in duration that are initiated by local public agencies and approved in 2015 by the Department subject to the criteria set forth in Water Code section 1810.
23. The Water Board will prioritize new and amended safe drinking water permits that enhance water supply and reliability for community water systems facing water shortages or that expand service connections to include existing residences facing water shortages. As the Department of Public Health's drinking water program was transferred to the Water Board, any reference to the Department of Public Health in any prior Proclamation or Executive Order listed in Paragraph 1 is deemed to refer to the Water Board.
24. The California Department of Forestry and Fire Protection shall launch a public information campaign to educate the public on actions they can take to help to prevent wildfires including the proper treatment of dead and dying trees. Pursuant to Government Code section 8645, \$1.2 million from the State Responsibility Area Fire Prevention Fund (Fund 3063) shall be allocated to the California Department of Forestry and Fire Protection to carry out this directive.
25. The Energy Commission shall expedite the processing of all applications or petitions for amendments to power plant certifications issued by the Energy Commission for the purpose of securing alternate water supply necessary for continued power plant operation. Title 20, section 1769 of the California Code of Regulations is hereby waived for any such petition, and the Energy Commission is authorized to create and implement an alternative process to consider such petitions. This process may delegate amendment approval authority, as appropriate, to the Energy Commission Executive Director. The Energy Commission shall give timely notice to all relevant local, regional, and state agencies of any petition subject to this directive, and shall post on its website any such petition.

26. For purposes of carrying out directives 2–9, 11, 16–17, 20–23, and 25, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division are hereby suspended. This suspension applies to any actions taken by state agencies, and for actions taken by local agencies where the state agency with primary responsibility for implementing the directive concurs that local action is required, as well as for any necessary permits or approvals required to complete these actions. This suspension, and those specified in paragraph 9 of the January 17, 2014 Proclamation, paragraph 19 of the April 25, 2014 proclamation, and paragraph 4 of Executive Order B-26-14, shall remain in effect until May 31, 2016. Drought relief actions taken pursuant to these paragraphs that are started prior to May 31, 2016, but not completed, shall not be subject to Division 13 (commencing with section 21000) of the Public Resources Code for the time required to complete them.
27. For purposes of carrying out directives 20 and 21, section 13247 and Chapter 3 of Part 3 (commencing with section 85225) of the Water Code are suspended.
28. For actions called for in this proclamation in directive 20, the Department shall exercise any authority vested in the Central Valley Flood Protection Board, as codified in Water Code section 8521, et seq., that is necessary to enable these urgent actions to be taken more quickly than otherwise possible. The Director of the Department of Water Resources is specifically authorized, on behalf of the State of California, to request that the Secretary of the Army, on the recommendation of the Chief of Engineers of the Army Corps of Engineers, grant any permission required pursuant to section 14 of the Rivers and Harbors Act of 1899 and codified in section 48 of title 33 of the United States Code.
29. The Department is directed to enter into agreements with landowners for the purposes of planning and installation of the Emergency Drought Barriers in 2015 to the extent necessary to accommodate access to barrier locations, land-side and water-side construction, and materials staging in proximity to barrier locations. Where the Department is unable to reach an agreement with landowners, the Department may exercise the full authority of Government Code section 8572.
30. For purposes of this Executive Order, chapter 3.5 (commencing with section 11340) of part 1 of division 3 of the Government Code and chapter 5 (commencing with section 25400) of division 15 of the Public Resources Code are suspended for the development and adoption of regulations or guidelines needed to carry out the provisions in this Order. Any entity issuing regulations or guidelines pursuant to this directive shall conduct a public meeting on the regulations and guidelines prior to adopting them.

31. In order to ensure that equipment and services necessary for drought response can be procured quickly, the provisions of the Government Code and the Public Contract Code applicable to state contracts, including, but not limited to, advertising and competitive bidding requirements, are hereby suspended for directives 17, 20, and 24. Approval by the Department of Finance is required prior to the execution of any contract entered into pursuant to these directives.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given to this Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 1st day of April 2015.

EDMUND G. BROWN JR.
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State





STAFF REPORT

Study Session

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: May 13, 2015
 SUBJECT: Proposed Fiscal Year 2015/2016 Budget

STAFF RECOMMENDATION

Provide direction to staff as necessary. No other Council direction is required at this time.

EXECUTIVE SUMMARY

As the Council knows, this is the second of two study sessions on the Fiscal Year 2015/16 Proposed Budget (see attached).

Fiscal Year 2015/16 General Fund revenues are projected to be approximately \$16.58 million, pending any additional information from the Town's sales tax consultants. Additional information regarding anticipated sales tax revenue will be presented at the June meeting.

The anticipated General Fund revenue is an increase of \$567,650 from the FY 2014/15 estimated actual revenue (or about 3.5 percent) and is an increase of 8.5 percent over the original FY 2014/15 budgeted General Fund revenue amount.

Total revenue for all funds is \$16.77 million. This revenue amount includes transfers in of \$1.76 million from unassigned reserves to fund the capital improvement plan for Fiscal Year 2015/16.

The proposed Fiscal Year 2015/16 budget provides a total of \$15.72 million in expenditures, assuming the Council makes no funding changes to the approved Capital Improvement Plan (CIP). This leaves a positive balance (surplus) in the budget of approximately \$1.05 million.

FISCAL IMPACT

The Fiscal Year 2015/16 Proposed Budget totals approximately \$16.77 million. As noted above, preliminary figures show a \$1.05 million surplus projected for FY 2015/16 (with no anticipated changes to the CIP). This includes \$100,000 for the water conservation incentive program (creating a sewer fee subsidy) that the Council approved in July 2012.

BACKGROUND

The Town's fiscal year starts on July 1st and ends on June 30th. During the year the Finance Department works with department heads to address funding issues and monitor expenditures. As you know, staff prepared a Mid-Year Budget Review and presented it to the Council and the public at the February City Council Meeting. That report provided Council with a review of

expenses and revenues halfway through the fiscal year. Council will remember that sales tax numbers were up significantly over what staff originally budgeted.

Staff presented the first draft of the Proposed Fiscal Year 2015/16 Budget at the April 8, 2015 Council meeting. Council expressed no significant concerns at that time; thus, the proposed Fiscal Year 2015/16 Budget before you tonight is a refinement of the previous version.

During March and April, Consulting Finance Director Charles Francis and I met with department heads to review the Town's fiscal status and to provide direction on budget preparation. Generally, departments were told to prepare status-quo budget proposals, keeping expenditures even with Fiscal Year 2014/15 (with the exception of personnel-related costs that departments have no control over, such as medical insurance). This is the same approach taken in Fiscal Year 2014/15 as well. Some personnel changes are being recommended in the City Manager Department, as outlined in the Analysis section below.

The proposed budget before you is meant to provide the City Council and public with the opportunity to discuss the Town's spending plan for next fiscal year. Changes will be made based on Council's review tonight, with the Final Draft Budget (including any revisions) presented during a public hearing held at the June 10, 2015 City Council meeting. At the conclusion of the public hearing, the Council takes action on the budget. The Town is required by law to adopt a budget by June 30th of each year.

ANALYSIS

Budget Preparation Approach

Each department was asked to keep its budget request as close to the Fiscal Year 2014/15 budget as possible. Departments were not asked to absorb medical benefit cost increases, (estimated at 7 percent over estimated Fiscal Year 2014/15) because the Town's revenue picture continues to improve.

The Proposed Fiscal Year 2015/16 Budget does not include any changes that may arise during employee negotiations (which will likely begin in June).

Budget Highlights:

- Committed and assigned reserves remain set per policy.
- Fiscal Year 2015/16 General Fund revenues are projected to be approximately \$16.58 million, pending any additional information from the Town's sales tax consultants. Additional information regarding anticipated sales tax revenue will be presented at the June meeting. The anticipated General Fund revenue is an increase of \$567,650 from the FY 2014/15 estimated actual revenue (or about 3.5 percent) and is an increase of 8.5 percent over the original FY 2014/15 budgeted General Fund revenue amount.
- Total revenue for all funds is \$16.77 million. This revenue amount includes transfers in of \$1.76 million from unassigned reserves to fund the capital improvement plan for Fiscal Year 2015/16. Key revenue points include the following:
 - Sales tax revenue is projected to continue to grow at a 4.9 percent growth overall from the estimated Fiscal Year 2014/15 year-end (or nearly 18.5 percent higher than the original Fiscal Year 2014/15 budget). Car sales are forecasted to remain strong, while retail sales are estimated

- to have a slight increase. The sales tax projection includes a slight dip in revenue from the departing Bed Bath & Beyond store. Staff believes our sales tax projection is conservative.
- Card room tax revenue is budgeted flat from our latest projections, which shows a 3.75 percent decline in revenue from the budgeted amount in Fiscal Year 2014/15.
 - All other revenues are generally projected flat.
 - Total expenses (including the CIP) are budgeted at approximately \$15.72 million, which is roughly \$3.35 million less than the Fiscal Year 2014/15 approved budget (without the revised Town Hall appropriation). It is difficult to compare year-to-year expenditures due to the ongoing capital improvements the Town is undertaking. Removing the capital improvements and debt service for the Town Hall project shows a total \$271,000 increase in spending from our estimated expenditures for Fiscal Year 2014/15. Key expenditure points include the following:
 - Debt service payments are included in the Fiscal Year 2015/16 budget because of the future incurred debt for the Town Hall project.
 - All costs associated with City Treasurer have been moved into the Finance Department budget.
 - An increase in the City Manager department budget of \$54,880 to accommodate increased staffing. The increases are partially offset by the retirement of the departing Administrative Technician III and other tightened budgetary numbers. Proposed staffing changes include the following:
 - Move existing part-time Administrative Technician I to full-time (total budgetary impact of \$54,500)
 - Move existing Administrative Technician III to City Clerk (total budgetary impact of \$11,136)
 - Continuation of Special Projects Manager position at 20 hours per week for six months (total budgetary impact of \$26,913)
 - Purchase of a new Town Hall Administrative vehicle.
 - A significant savings in the City Attorney Department (\$96,000) to reflect the new retainer arrangement with Best Best & Krieger.
 - An increase in the Human Resources Department budget to accommodate a salary survey for upcoming negotiations (\$15,000).
 - Increase to the Recreation Department budget to accommodate the Holiday Party and increased consultant (classes) costs.
 - This budget continues to include a fully-staffed Police Department.
 - Purchase of one new Police Patrol vehicle and possible purchase of one zero-emissions Police motorcycle.

- These vehicle purchases are offset by the consolidation of two vehicle repair line items and savings from switching to a new repair vendor.
- The water conservation incentive program sewer subsidy is funded at \$100,000.
- Sewer revenues are assumed at 80 percent of actual cost, less the water conservation program subsidy.

At this point, revenue in the Fiscal Year 2015/16 Proposed Budget exceeds expenditures by \$1.05 million (with no anticipated changes to the CIP).

Fiscal Year 2015/16 General Fund revenues are projected to be approximately \$16.58 million, pending any additional information from the Town's sales tax consultants. Additional information regarding anticipated sales tax revenue will be presented at the June meeting. The anticipated General Fund revenue is an increase of \$567,650 from the FY 2014/15 estimated actual revenue (or about 3.5 percent) and is an increase of 8.5 percent over the original FY 2014/15 budgeted General Fund revenue amount.

Total revenue for all funds is \$16.77 million. This revenue amount includes transfers in of \$1.76 million from unassigned reserves to fund the capital improvement plan for Fiscal Year 2015/16.

The Proposed Budget revenue estimate assumes sales tax receipts increase to \$10.5 million and card room tax revenue drops to \$3.85 million. The drop in card room revenue reflects the continuing decline that staff has seen since October. Sales tax revenue is estimated conservatively. Staff will receive revised sales tax estimates from the consultants later this month. This information will be presented in the Final Draft Budget.

Staffing Changes

As noted in the expenditure highlights above, this budget includes the following staffing changes in the City Manager's Office:

- Moving the existing Administrative Technician III to City Clerk
- Moving existing part-time Administrative Technician I to full-time
- Continuation of Senior Project Manager at 20 hours per week for six months

This budget continues to leave the Assistant City Manager position vacant.

The Fiscal Year 2015/16 Proposed Budget staffing chart reflects the increase in staffing for the City Manager's Office. Total Town-wide staffing (including full-time equivalents for contract staff) increases from 54 Full-time Equivalents (FTEs) in the Fiscal Year 2014/15 Budget to 54.25 in the Fiscal Year 2015/16 budget. The Fiscal Year 2015/16 Proposed Budget also reflects the change in City Attorney staffing from 1 FTE to .5 FTE due to the new retainer arrangement.

NON-PROFIT DONATION REQUESTS

As the Council knows, the process by which non-profits are granted funding by the Town was modified last year. Thus, the Proposed Budget includes the same level of non-profit funding as last year. Council will allocate the funding after the Final Budget has been approved.

CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2015/16 Proposed Budget includes \$1.76 million in Capital Improvements.

CONCLUSION

Staff is requesting comments from the Council and the public on the Fiscal Year 2015/16 Proposed Budget during the May 13, 2015 Study Session. The Final Draft Budget approval public hearing will be held on June 10, 2015.

Staff is prepared to answer any questions you may have.

ATTACHMENTS:

- A. Proposed Budget





TOWN OF COLMA

FY 2015-16 Proposed Budget

Mayor Joanne F. del Rosario
Vice Mayor Diana Colvin
Council Member Helen Fiscaro
Council Member Raquel "Rae" Gonzalez
Council Member Joseph Silva





FUND #	REVENUE SOURCE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
11	GENERAL FUND					
	TOTAL GENERAL FUND REVENUES	15,314,224	15,926,982	14,806,280	16,014,570	16,582,220
	Transfers to Capital Improvement Fund	(167,700)	(364,031)	(16,046,890)	(16,046,890)	(1,762,000)
	Transfers to COP Debt Service	(957,884)	(11,719,159)	-	-	(308,990)
	Transfers from Special Gas Tax Fund	48,710	60,803	50,750	53,350	43,670
	Transfers from Measure A Fund	56,156	54,682	50,000	50,000	50,000
	Transfers from Debt Service Fund	-	-	-	4,750,000	-
	TOTAL GENERAL FUND REVENUES (NET)	14,293,506	3,959,277	(1,139,860)	4,821,030	14,604,900
21	SPECIAL GAS TAX FUND					
	Revenues from Other Agencies	48,710	60,803	50,750	53,350	43,670
	Transfers to General Fund	(48,710)	(60,803)	(50,750)	(53,350)	(43,670)
	TOTAL SPECIAL GAS TAX FUND	-	-	-	-	-
22	MEASURE A FUND					
	Revenues from Other Agencies	56,156	53,298	50,000	50,000	50,000
	Transfers to General Fund	(56,156)	(54,682)	(50,000)	(50,000)	(50,000)
	TOTAL MEASURE A FUND	-	(1,384)	-	-	-
29	POLICE GRANTS FUND					
	State Police Programs	91,305	90,966	100,000	100,000	100,000
	TOTAL POLICE GRANTS FUND	91,305	90,966	100,000	100,000	100,000
31	CAPITAL IMPROVEMENT FUND					
	Transfers from General Fund	167,700	364,031	16,046,890	16,046,890	1,762,000
	Transfers from Other Funds	-	-	-	-	-
	TOTAL CAPITAL IMPROVEMENT FUND	167,700	364,031	16,046,890	16,046,890	1,762,000
43	COPs DEPT SERVICE FUND					
	Proceeds from COP Issuance	-	-	-	4,750,000	-
	Transfers from General Fund	957,884	11,719,159	-	-	308,990
	Transfers to Other Funds	-	-	-	(4,750,000)	-
	TOTAL COPs DEBT SERVICE FUND	957,884	11,719,159	-	-	308,990
TOTAL REVENUES OF ALL FUNDS		15,510,395	16,132,049	15,007,030	20,967,920	16,775,890

ACCT. #	REVENUE TITLE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>GENERAL FUND-11</u>					
	<u>PROPERTY TAXES & OTHER TAXES</u>					
31001	Secured Taxes	602,858	366,736	350,000	382,600	385,000
31002	Unsecured Taxes	3,197	19,776	3,000	20,000	20,000
31003	SB 813 Taxes	3,084	13,519	3,000	13,500	13,500
31008	Unitary Tax	695	1,353	700	1,400	1,400
31009	Home Owner Property Tax Refunds	364	2,247	400	2,000	2,000
31111	Sales Taxes	6,232,713	6,843,923	6,750,000	7,487,220	9,150,000
31112	Real Estate Transfer	7,425	68,526	5,000	5,000	5,000
31113	Franchise Taxes	105,257	107,020	120,000	110,000	110,000
31114	Business Licenses Taxes	6,575	6,480	6,500	6,500	6,500
31115	Cardroom Taxes	4,703,462	4,140,070	4,000,000	3,850,000	3,850,000
31116	AB 1766 State Reimbursement (25% of Sales Tax Returned)	1,891,139	2,347,093	2,100,000	2,522,970	1,350,000
	TOTAL PROPERTY & OTHER TAXES	13,556,769	13,916,743	13,338,600	14,401,190	14,893,400
	<u>LICENSES & PERMITS</u>					
32001	Building Permits	20,917	16,243	15,000	15,000	20,000
32002	Building Plan Checking	8,306	9,638	5,000	5,000	10,000
32003	Eng. Plan & Map Checking	4,124	13,239	10,000	10,000	10,000
32004	Eng. Permits Inspections	54,142	6,540	1,000	1,000	5,000
32011	Grading Permits	1,021	19,778	5,000	5,000	5,000
32012	Lot Line Adjustments/Subdivisions	6,094	6,714	1,000	15,070	1,000
32014	Use Permits	5,370	5,785	5,000	18,600	10,000
32015	Variance Permits	750	-	-	-	-
32016	Sign Permits	1,630	2,394	2,000	330	2,000
32017	Tree Removal Permits	3,318	1,896	1,000	1,700	1,300
32018	CEQA Fees	1,000	2,000	3,000	105,000	54,000
32019	Design Reviews-Minor	1,300	9,406	2,000	25,000	10,000
32022	Major Project Review	-	-	6,000	-	-
	TOTAL LICENSES & PERMITS	107,972	93,633	56,000	201,700	128,300
	<u>FINES & FORFEITURES</u>					
33001	Vehicle Code	67,301	66,611	60,000	60,000	60,000
33002	Booking Fees	235	-	250	250	250
	TOTAL FINES & FORFEITURES	67,536	66,611	60,250	60,250	60,250

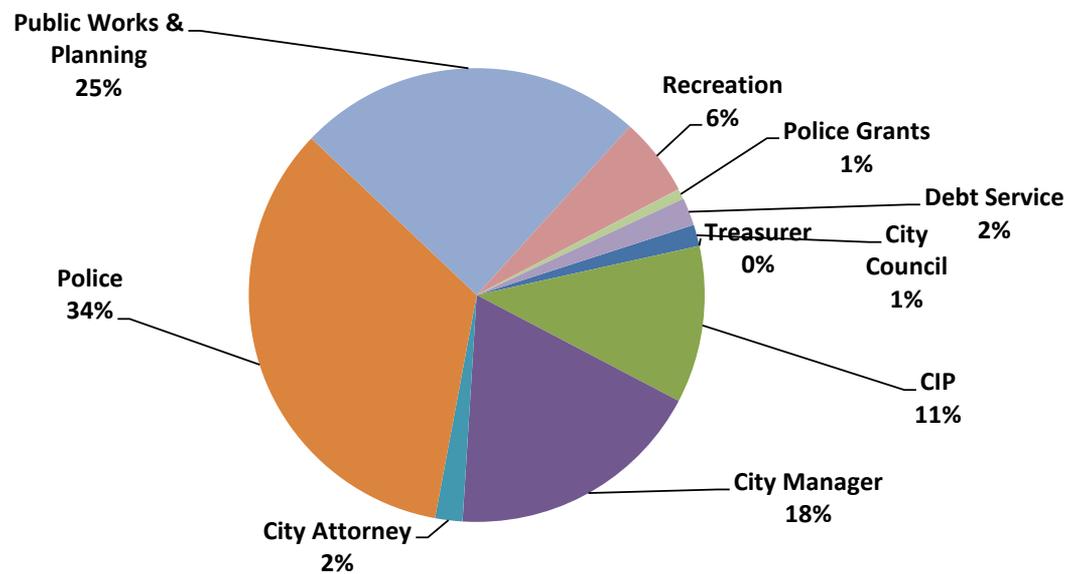
ACCT. #	REVENUE TITLE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	214,746	322,349	150,000	150,000	150,000
34021	Senior Housing Rents	185,774	188,172	135,000	135,000	135,000
34022	1500 Hillside Rents	1	2	1	1	1
34023	City Hall Annex Rents	58,736	41,461	41,000	41,000	41,000
34024	Recreation Center Rents	37,262	57,332	60,000	60,000	60,000
34025	Corp Yard Rent	1	1	1	1	1
34026	Verano 1065 Mission Rd	5,529	5,597	5,700	5,700	5,700
34028	A/V Equipment Rental	1,090	840	1,000	1,000	1,000
	TOTAL USE OF MONEY & PROPERTY	503,139	615,754	392,702	392,702	392,702
	<u>REVENUES FROM OTHER AGENCIES</u>					
35001	Motor Vehicle-in-lieu	101,157	108,874	100,000	100,000	100,000
35002	Traffic and Congestion Relief	2,905	-	3,000	3,000	3,000
35111	State Police Programs	16	4	20	20	20
35112	POST Reimbursements	22,566	20,325	7,500	7,500	7,500
35113	Inner Persepectives Revenues	7,700	10,350	8,750	8,750	8,750
35121	County Grants - Police	5,445	8,234	2,000	2,000	2,000
	<i>Asset Forfeiture / Property Room</i>					
35123	State Grants	5,000	49,000	-	-	-
35131	Measure M	82,207	77,937	75,000	75,000	75,000
	TOTAL REVENUES FROM OTHER AGENCIES	226,996	274,724	196,270	196,270	196,270
	<u>CHARGES FOR CURRENT SERVICES</u>					
36001	Cardroom - Registration	8,300	4,950	8,000	8,000	8,000
36002	Cardroom Renewal Fees	12,450	15,225	13,000	13,000	13,000
36211	Cal Water	14,137	14,137	15,000	15,000	15,000
36221	Sewer Fees	686,002	695,673	600,000	600,000	700,000
36321	Release Impound Vehicles	4,880	3,465	6,000	6,000	6,000
36322	Citation Sign Off	1,020	1,020	1,000	1,000	1,000
36323	Fingerprinting	16,565	23,735	13,000	13,000	13,000
36324	Police Reports	1,550	1,420	1,400	1,400	1,400
36331	Special Police Services	3,414	6,390	2,500	2,500	2,500
36401	Recreation & Park Fees	34,051	37,004	33,000	33,000	35,000
36403	Shows, Tickets, Trip Fees	8,018	9,557	7,000	7,000	8,000
36404	Holiday Fees	1,472	660	660	660	2,500
36406	Summer Camp Fees	18,506	23,801	16,500	16,500	16,500
36410	Historical Association	39	154	100	100	100
	TOTAL CHARGES FOR CURRENT SERVICES	810,404	837,191	717,160	717,160	822,000

ACCT. #	REVENUE TITLE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>OTHER REVENUES</u>					
37001	Sale of Documents	356	750	300	300	300
37011	Sale of Personal Property	1,855	9,325	8,000	8,000	8,000
37021	Insurance Reimbursements	27,796	28,566	20,000	20,000	20,000
37031	Other Reimbursements	2,717	8,254	2,000	2,000	46,000
37032	Cash Over (Short)	20	(276)	-	-	-
37059	Other Miscellaneous Revenues	8,664	75,709	15,000	15,000	15,000
	TOTAL OTHER REVENUES	41,408	122,327	45,300	45,300	89,300
TOTAL GENERAL FUND REVENUES		15,314,224	15,926,982	14,806,280	16,014,570	16,582,220
	<u>TRANSFERS TO OTHER FUNDS</u>					
38004	Transfers to Capital Improvement Fund	(167,700)	(364,031)	(16,046,890)	(16,046,890)	(1,762,000)
38006	Transfers to COPs Debt Service Fund	(957,884)	(11,719,159)	-	-	(308,990)
	TOTAL TRANSFER TO OTHER FUNDS	(1,125,584)	(12,083,190)	(16,046,890)	(16,046,890)	(2,070,990)
	<u>TRANSFER FROM OTHER FUNDS</u>					
39002	Transfers from Spec. Gas Tax Fund	48,710	60,803	50,750	53,350	43,670
39003	Transfers from Measure A	56,156	54,682	50,000	50,000	50,000
39005	Transfers from Debt Service Fund	-	-	-	4,750,000	-
	TOTAL TRANSFERS FROM OTHER FUNDS	104,866	115,484	100,750	4,853,350	93,670
TOTAL GENERAL FUND REVENUES (NET)		14,293,506	3,959,277	(1,139,860)	4,821,030	14,604,900
	<u>SPECIAL GAS TAX FUND - 21</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35201	Gas Tax - 2105	7,936	11,865	8,670	9,500	10,300
35202	Gas Tax - 2106	11,490	11,419	11,550	12,300	10,100
35203	Gas Tax - 2107	12,586	12,625	10,660	11,800	14,100
35204	Gas Tax - 2107.5	1,000	1,000	1,000	1,000	1,000
35205	Gas Tax - 2103	15,698	23,894	18,870	18,750	8,170
	TOTAL REVENUES FROM OTHER AGENCIES	48,710	60,803	50,750	53,350	43,670
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	(48,710)	(60,803)	(50,750)	(53,350)	(43,670)
	TOTAL TRANSFER TO OTHER FUNDS	(48,710)	(60,803)	(50,750)	(53,350)	(43,670)
TOTAL SPECIAL GAS TAX FUND		-	-	-	-	-

ACCT. #	REVENUE TITLE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>MEASURE A FUND - 22</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35301	Measure A Taxes	56,156	53,298	50,000	50,000	50,000
	TOTAL REVENUES FROM OTHER AGENCIES	56,156	53,298	50,000	50,000	50,000
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	(56,156)	(54,682)	(50,000)	(50,000)	(50,000)
	TOTAL TRANSFER TO OTHER FUNDS	(56,156)	(54,682)	(50,000)	(50,000)	(50,000)
TOTAL MEASURE A FUND		-	(1,384)	-	-	-
	<u>POLICE GRANTS - 29</u>					
35111	State Police Programs	91,305	90,966	100,000	100,000	100,000
TOTAL POLICE GRANTS		91,305	90,966	100,000	100,000	100,000
	<u>CAPITAL IMPROVE. FUND - 31</u>					
	<u>TRANSFERS FROM OTHER FUNDS</u>					
39001	Transfers from General Fund	167,700	364,031	16,046,890	16,046,890	1,762,000
	TOTAL TRANSFERS FROM OTHER FUNDS	167,700	364,031	16,046,890	16,046,890	1,762,000
TOTAL CAPITAL IMPROVEMENT FUND		167,700	364,031	16,046,890	16,046,890	1,762,000
	<u>COPs DEBT SERVICE FUND - 43</u>					
	<u>USE OF MONEY & PROPERTY</u>					
37060	Proceeds from COP Issuance	-	-	-	4,750,000	-
	TOTAL USE OF MONEY & PROPERTY	-	-	-	4,750,000	-
	<u>TRANSFERS FROM OTHER FUNDS</u>					
39001	Transfers from General Fund	957,884	11,719,159	-	-	308,990
	TOTAL TRANSFERS FROM OTHER FUNDS	957,884	11,719,159	-	-	308,990
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	-	-	-	(4,750,000)	-
	TOTAL TRANSFER TO OTHER FUNDS	-	-	-	(4,750,000)	-
	TOTAL COPs DEBT SERVICE FUND	957,880	11,719,160	-	-	308,990
GRAND TOTAL OF ALL FUNDS		15,510,391	16,132,050	15,007,030	20,967,920	16,775,890

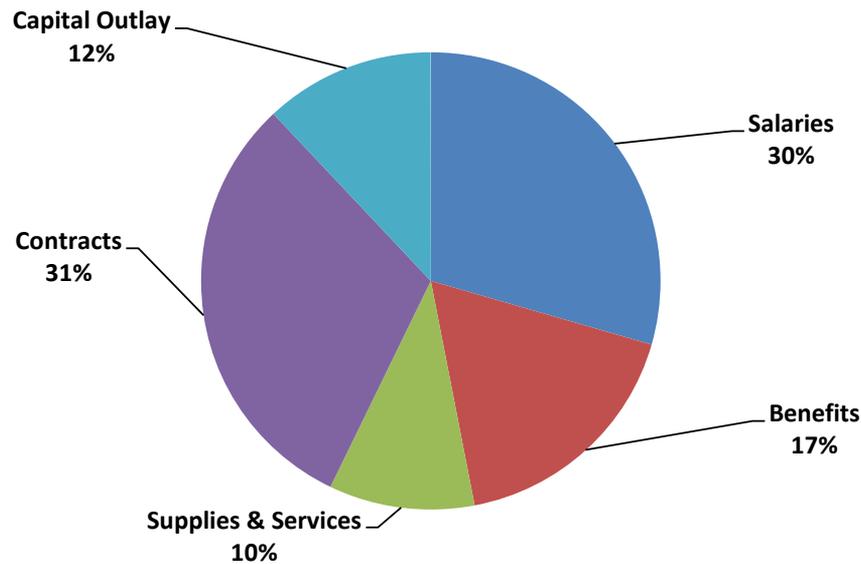
FUND #	DEPARTMENTS/DIVISIONS	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
11	GENERAL FUND					
	110 - CITY COUNCIL	209,123	220,643	239,010	231,800	238,650
	120 - CITY TREASURER	6,608	7,964	5,110	5,110	-
	130 - CITY ATTORNEY	359,957	388,159	401,000	386,000	305,000
	140 - CITY MANAGER/CITY CLERK ADMIN	948,376	972,970	1,059,870	1,018,400	1,116,670
	141 - HUMAN RESOURCES	188,970	195,792	199,540	197,010	217,490
	150 - FINANCE	317,502	257,819	425,070	402,500	410,090
	151 - GENERAL SERVICES	890,540	930,774	-	1,105,750	1,127,040
	210 - POLICE ADMINISTRATION	941,558	840,124	1,044,030	1,015,480	1,027,070
	220 - POLICE PATROL	3,360,711	3,555,969	3,551,630	3,407,060	3,519,540
	230 - POLICE COMMUNICATIONS	927,725	769,019	799,880	811,830	823,880
	310 - PW ADMIN/ENGINEERING/BUILDING	787,408	736,639	878,000	875,000	878,000
	320 - PW MAINTENANCE	1,803,436	1,762,506	1,929,120	1,922,200	1,927,140
	410 - PLANNING	395,809	417,626	422,000	421,000	432,000
	510 - RECREATION SERVICES	757,639	797,258	848,240	845,830	877,690
800's - FACILITY OPERATIONS MAINTENANCE	507,422	510,995	615,900	614,120	629,050	
TOTAL GENERAL OPERATING EXPENDITURES		12,402,784	12,364,257	12,418,400	13,259,090	13,529,310
29	POLICE GRANTS FUND					
	240 - POLICE GRANTS	108,605	114,109	113,610	115,640	116,810
31	CAPITAL IMPROVEMENT FUND					
	900's - CAPITAL IMPROVEMENT PROJECTS	66,899	512,052	16,046,890	16,046,890	1,762,000
43	COPs DEBT SERVICE FUND					
	620 - COPs DEBT SERVICE	959,584	12,677,209	-	-	308,990
TOTAL EXPENDITURES OF ALL FUNDS		13,537,872	25,667,626	28,578,900	29,421,620	15,717,110

FY 2015-16 Expenditures by Department



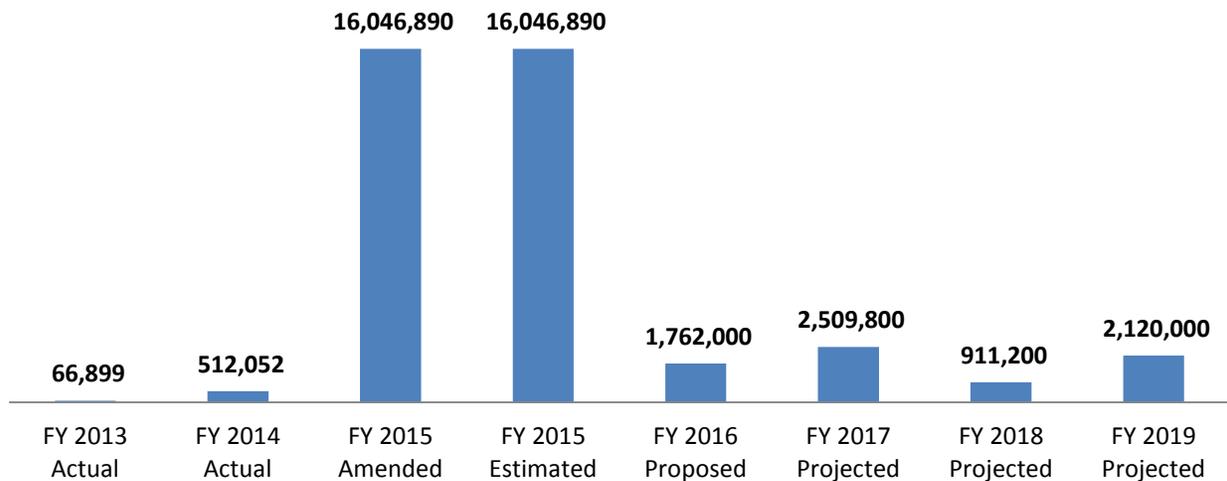
DEPARTMENTS / DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
CITY COUNCIL	63,240	104,110	71,300	-	-	238,650
CITY TREASURER	-	-	-	-	-	-
CITY ATTORNEY	-	-	-	305,000	-	305,000
CITY MANAGER/CITY CLERK ADMIN	371,600	609,470	59,600	45,000	31,000	1,116,670
HUMAN RESOURCES	114,080	63,930	9,480	30,000	-	217,490
FINANCE	137,090	55,000	43,000	175,000	-	410,090
GENERAL SERVICES	-	-	217,500	909,540	-	1,127,040
POLICE ADMINISTRATION	570,990	303,180	69,800	81,100	2,000	1,027,070
POLICE PATROL	2,229,560	1,094,180	118,800	-	77,000	3,519,540
POLICE COMMUNICATIONS	411,940	200,740	146,200	64,000	1,000	823,880
PW ADMIN/ENGINEERING/BUILDING	-	-	8,000	870,000	-	878,000
PW MAINTENANCE	253,240	141,550	16,650	1,510,200	5,500	1,927,140
PLANNING	-	-	-	432,000	-	432,000
RECREATION SERVICES	407,340	135,350	215,000	115,000	5,000	877,690
FACILITY OPERATIONS/MAINTENANCE	-	-	629,050	-	-	629,050
TOTAL GENERAL FUND EXPENDITURES	4,559,080	2,707,510	1,604,380	4,536,840	121,500	13,529,310
POLICE GRANTS FUND	77,700	34,510	4,600	-	-	116,810
CAPITAL IMPROVEMENT FUND	-	-	-	-	1,762,000	1,762,000
COPs DEBT SERVICE FUND	-	-	-	308,990	-	308,990
TOTAL EXPENDITURES OF ALL FUNDS	4,636,780	2,742,020	1,608,980	4,845,830	1,883,500	15,717,110

FY 2015-16 Expenditures by Category



CAPITAL IMPROVEMENT PROJECTS		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
901	Hillside Boulevard Beautification	66,899	145,190	2,010,000	2,010,000	1,070,000
903	Mission Road Improvements	-	6,144	150,000	150,000	50,000
904	El Camino Real and Mission Rd Signalization	-	-	-	-	-
905	Collins Avenue Improvements	-	-	-	-	50,000
911	Serramonte Boulevard Beautification	-	-	-	-	50,000
912	Colma Boulevard Improvements	-	-	-	-	-
932	Colma Creek Channel Repairs	-	-	-	-	50,000
947	Town Hall Campus Renovation	-	75,349	13,000,000	13,000,000	-
954	Corporation Yard Improvements	-	-	-	-	75,000
955	Townwide Irrigation System Enhancements	-	-	25,000	25,000	-
956	Lawndale Blvd Landscape Imp	-	-	100,000	100,000	-
958	Recreation Center Playground Equipment Upgrade	-	-	-	-	-
971	Sanitary Sewer System Assessment	-	53,469	116,530	116,530	-
981	RIMS	-	-	300,000	300,000	-
982	Townwide Telephone Sys Upgrade	-	-	150,000	150,000	-
983	Access Control at Town Facilities	-	-	-	-	10,000
984	Recreation Software Upgrade	-	-	25,000	25,000	-
985	Geographic Information System	-	21,210	28,790	28,790	-
986	Town's IT Infrastructure Upgrades	-	-	55,000	55,000	30,000
991	General Plan Update	-	142,428	42,570	42,570	165,000
992	ADA Transition Plan Upgrades	-	68,263	44,000	44,000	212,000
TOTAL CAPITAL OUTLAY		66,899	512,052	16,046,890	16,046,890	1,762,000

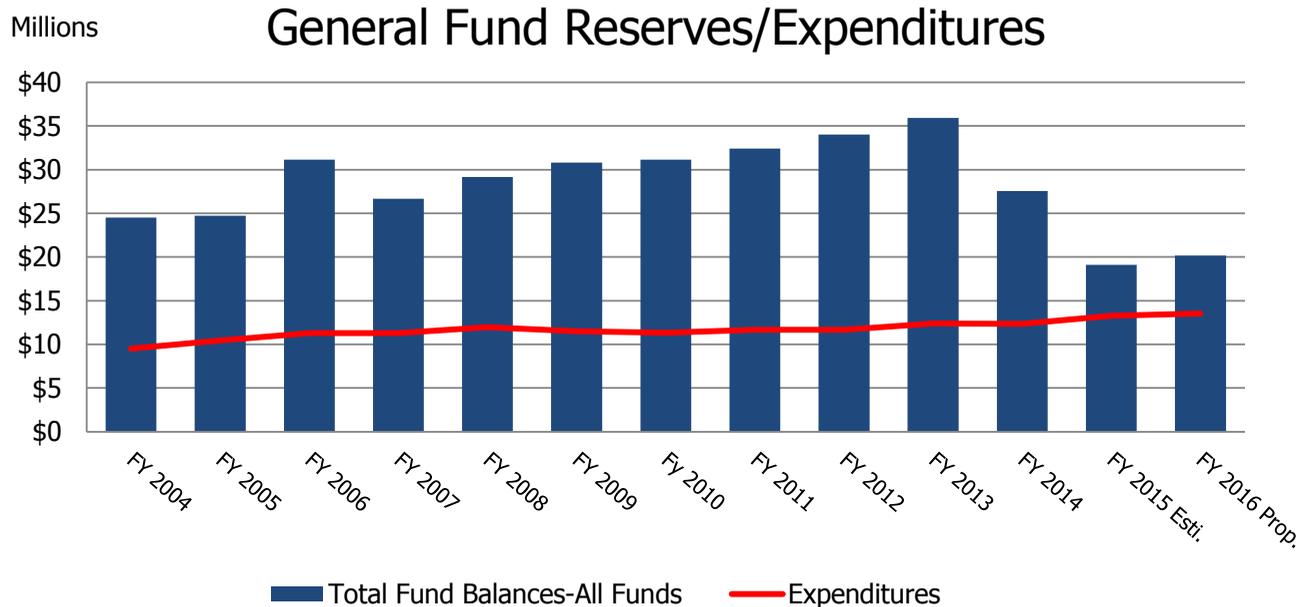
CIP Expenditures



FY 2016-17 PROJECTED	FY 2017-18 PROJECTED	FY 2018-19 PROJECTED
2,330,000	-	-
-	-	-
48,800	561,200	-
-	-	-
-	-	-
-	350,000	-
-	-	2,000,000
-	-	-
75,000	-	-
-	-	-
-	-	-
-	-	120,000
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
56,000	-	-
2,509,800	911,200	2,120,000

FUNDS	Projected Fund Balance 7/1/2015	Revenue	Transfers In (Out)	Total Resources	Total Expenditures	Projected Balance 6/30/2016	Allocated Reserves 6/30/2016	General Reserves 6/30/2016
11 - General Fund	19,029	16,582	(1,969)	33,642	13,529	20,113	16,139	3,973
21 - Gas Tax	-	44	(44)	-	-	-	-	-
22 - Measure A	8	50	(58)	-	-	-	-	-
29 - Police Grants	56	100	-	156	117	39	-	39
31 - CIP	-	-	1,762	1,762	1,762	-	-	-
43 - COPs Debt Service	-	-	309	309	309	-	-	-
TOTAL	19,093	16,776	-	35,869	15,717	20,152	16,139	4,012

Estimated General Fund Reserves for FY 2015-16		
Committed	Debt Reduction	\$618
	Retiree Healthcare	\$1,042
	Budget Stabilization	\$13,529
Assigned	Litigation	\$100
	Insurance	\$100
	Disaster Response and Recovery	\$750
Unassigned		3,973
Total		\$20,113



POSITION TITLE	FY 2010-11 ADOPTED	FY 2011-12 ADOPTED	FY 2012-13 ADOPTED	FY 2013-14 ADOPTED	FY 2014-15 ADOPTED	FY 2015-16 PROPOSED
Town Staffing						
Accountant I	1.00	1.00	1.00	-	-	-
Accounting Technician	0.75	0.75	0.75	0.75	1.80	1.80
Administrative Technician I						1.00
Administrative Technician II/III	2.00	1.50	1.50	1.50	1.50	-
Assistant City Manager / Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk						1.00
City Manager						1.00
City Manager / City Clerk	1.00	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Special Projects Management Analyst						0.25
Vacant, unfunded Assistant City Manager	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
City Manager Department Total	5.75	5.25	5.25	4.25	5.30	6.05
Maintenance Technician I/II/III	3.00	3.00	3.00	3.00	3.00	3.00
Public Works Department Total	3.00	3.00	3.00	3.00	3.00	3.00
Administrative Technician II	1.00	1.00	1.00	1.00	-	-
Part-time Facility Attendant (7 x .5)	3.00	3.00	3.00	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	1.00	1.00	2.00	2.00
Recreation Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Department Total	10.00	10.00	10.00	10.50	10.50	10.50
Administrative Technician III	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	0.75	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	4.00	4.00	4.00	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
Vacant Police Officer	(1.00)	-	-	-	-	-
Vacant, unfunded Police Officer	(1.00)	(2.00)	(2.00)	-	-	-
Police Department Total	24.00	23.75	24.00	25.20	25.20	25.20
Town Total	42.75	42.00	42.25	42.95	44.00	44.75
Contract Staffing						
Building	1.50	1.25	1.25	1.25	1.25	1.25
City Attorney	1.00	1.00	1.00	1.00	1.00	0.50
Engineering	2.50	3.50	3.50	3.50	3.50	3.50
Finance	-	-	-	0.75	0.75	0.75
Planning	1.80	1.80	1.80	2.50	2.50	2.50
Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Contract Total	7.80	8.55	8.55	10.00	10.00	9.50
Total Budgeted Staffing	50.55	50.55	50.80	52.95	54.00	54.25



Departments



DEPARTMENT: CITY COUNCIL
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The City Council is the elected policy-making body for the Town of Colma. The City Council has four key roles, which may be described as legislative, quasi-adjudicatory, quasi-executive, and representative.



- *Legislative:* In its legislative role, the City Council makes laws, which may be in the form of an ordinance or a resolution. Some examples of legislative acts are an Ordinance Regulating the Uses of Land in the Town and an Ordinance Prohibiting Nuisances in the Town.
- *Quasi-executive:* In its quasi-executive role, the Council sets policies for the Town's key staff, much like a Board of Directors of a publicly-held corporation. The Council also sets goals and expectations of the City Manager and City Attorney and determines overall staffing levels for the Town. In a City Manager form of government, council members are not involved in managing the day-to-day operations of the City, leaving that role to the City Manager.
- *Quasi-judicial:* The Council frequently sits as an adjudicatory body. At times, the Council is obligated to hear evidence and make an impartial decision. At others, the Council has some discretion on how to rule. An application for use permit and a request to revoke a use permit are examples of the types of matters that come before the Council in its quasi-judicial role.
- *Representative:* Council members frequently act as the Town's representative before other public agencies. In these cases the member's authority goes only so far as the instructions given to him or her by the entire council. The City Council represents the Town on various local, regional and statewide committees, boards and commissions, such as the San Mateo County Council of Cities.

STAFFING

The City Council is comprised of five members elected at large who serve four-year overlapping terms. Each year, the Council selects a member to act as Mayor.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 0.15% less than the FY 2014-15 Amended Budget because of a decrease in benefits partially offset by an increase in salaries.

110 - CITY COUNCIL		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51001	Elected Officials	48,620	57,460	54,430	54,440	55,440
51009	Deferred Compensation	4,400	5,200	4,800	4,800	4,800
51020	Cash-in-lieu - Medical	2,750	3,250	-	3,000	3,000
	Total Salaries & Wages	55,770	65,910	59,230	62,240	63,240
	BENEFITS					
52001	PERS Misc. Employees	6,651	8,116	8,900	8,905	7,330
52007	Health	76,042	72,837	80,930	72,011	78,050
52008	Dental	9,034	9,034	12,420	11,292	12,420
52009	Life Insurance	360	345	360	330	360
52011	Vision	1,559	1,435	1,710	1,559	1,710
52014	Social Security Employer	3,384	4,009	3,370	3,375	3,440
52015	Medicare Employer	791	938	790	789	800
	Total Benefits	97,820	96,713	108,480	98,260	104,110
TOTAL SALARY WAGES & BENEFITS		153,590	162,623	167,710	160,500	167,350
	SUPPLIES & SERVICES					
60002	Office Supplies	277	400	500	500	500
60005	Special Dept. Expenses <i>Council Reorganization, Community Outreach</i>	5,131	2,710	8,000	8,000	8,000
60007	Donations	45,153	50,250	51,800	51,800	51,800
60010	Conferences & Meetings	2,156	2,399	1,000	1,000	1,000
60016	Council Member A	1,498	1,467	2,000	2,000	2,000
60017	Council Member B	565	345	2,000	2,000	2,000
60018	Council Member C	280	200	2,000	2,000	2,000
60019	Council Member D	40	105	2,000	2,000	2,000
60020	Council Member E	434	145	2,000	2,000	2,000
	Total Supplies & Services	55,533	58,020	71,300	71,300	71,300
TOTAL SUPPLIES & SERVICES		55,533	58,020	71,300	71,300	71,300
DEPARTMENT TOTAL		209,123	220,643	239,010	231,800	238,650

DEPARTMENT: CITY TREASURER
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The duties of the City Treasurer consist mainly of monitoring the Town's investment activities and reporting the results to the City Council. The Treasurer is a signatory on the Town's depository accounts.

STAFFING

The Town appoints a Treasurer (contracted finance manager) to oversee the Town's investment activities because Colma voters changed the role of the Treasurer from that of an elected official to an appointed position in November, 2010.

BUDGET HIGHLIGHTS

There is no FY 2015-16 Proposed Budget because the elected position ended in December and there are no expenses associated with the appointed Treasurer.

120 - CITY TREASURER		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51001	Elected Officials <i>1 @ \$558/mo - 6 months</i>	6,138	7,254	3,350	3,348	-
	Total Salaries & Wages	6,138	7,254	3,350	3,348	-
	<u>BENEFITS</u>					
52014	Social Security Employer	381	450	210	208	-
52015	Medicare Employer	89	105	50	49	-
	Total Benefits	470	555	260	260	-
TOTAL SALARY WAGES & BENEFITS		6,608	7,809	3,610	3,608	-
	<u>SUPPLIES & SERVICES</u>					
60008	Dues & Publications	-	155	500	500	-
60010	Conferences & Meetings	-	-	1,000	1,000	-
TOTAL SUPPLIES & SERVICES		-	155	1,500	1,500	-
DEPARTMENT TOTAL		6,608	7,964	5,110	5,110	-

DEPARTMENT: CITY ATTORNEY

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The City Attorney:

- Provides legal advice to the City Council, City Manager and staff in identifying legal options and strategies for implementing and achieving the goals, policies and objectives of the City Council.
- Attends meetings of the City Council and other advisory committees, as needed.
- Meets regularly with City Manager and staff to discuss proposed programs, policies and activities.
- Prepares or reviews all resolutions, ordinances and contracts for consideration by the City Council.
- Monitors and disposes of pending claims involving potential tort liability.
- Represents the Town in significant litigation matters involving the Town or manages the representation provided by outside counsel.
- Interprets the law for Council Members and staff and renders formal legal opinions.
- Provides training to Council Members and staff on ethics, Brown Act and new laws.
- Provides general legal advice and opinions to the City Council and staff regarding any and all municipal law matters.

The City Attorney's mission is to provide legal advice and support to the City Council and staff to aid them in carrying out their responsibilities.

STAFFING

The Town contracts for City Attorney services equivalent to 0.5 FTE.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the City Attorney's Office engaged in or accomplished the following special projects:

- Guided the Town on changing its City Treasurer from an elected to an appointed position.
- Drafted Administrative Code updates to implement federal criminal background checks for all employees and independent contractors.
- Drafted contract with Ratcliff Architects for Town Hall Renovation Project and guided staff on various issues involving same.
- Revised and updated Grant Non-Profit Donation Process for the Town.
- Drafted lot line adjustment ordinance to ensure consistency with state law.
- Reviewed and revised Mitigated Negative Declaration for Serramonte Ford remodel and prepared resolutions for same.
- Prepared Building Code Ordinance to update all building codes to the 2013 edition.
- Reviewed and analyzed proposed Animal Control Agreement with the County and all the cities in the County.

- Drafted Animal Control Ordinance and Fee update for consistency with the County's provisions.
- Assisted with an update to the Town Parking Code to revise parking regulations on newly finished Hillside Boulevard.
- Drafted a local conflict of interest code update to address new City Manager Department staffing changes.
- Drafted a new bulk cable television services contract.
- Assisted staff in preparing the proper environmental review for the removal of the 50-unit limit in the Land Use Element of the Town's General Plan.
- Drafted Solid Waste Franchise Agreement and assisted with a draft RFP.
- Assisted staff in preparing a revision to the Town's Reasonable Accommodation Ordinance.
- Reviewed and drafted ordinance for prohibited activities in parks.
- Filed a weapons destruction request with the San Mateo County Superior Court for a Welfare and Institutions Code 5150 hold on an individual to ensure the weapon was not returned to the potentially mentally ill individual.
- Assisted the Police Chief with a hearing regarding a Lucky Chances employee registration denial.
- Guided public works staff on new legislation regarding prevailing wage laws and the State Department of Industrial Relations.
- Provided guidance to the City Council on the scope of newly updated Fair Political Practices Commission (FPPC) regulations.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 24% lower than the FY 2014-15 Amended Budget. The Town recently changed its billing arrangement with the Town's Contract City Attorney which is anticipated to lead to cost reductions assuming workload remains consistent with prior years.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Estimated	FY 2015-16 Projected
Ordinances drafted or revised	9	8	13	12
Resolutions drafted or revised	56	55	49	50
Opinions written	19	17	15	20
Staff reports written	16	11	14	15
Staff reports reviewed for legal sufficiency	55	50	40	40
Contracts drafted or revised	16	35	35	20
Code enforcement cases prosecuted	1	0	0	0
Pitchess motions argued	2	0	0	2

130 - CITY ATTORNEY		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	CONTRACTUAL					
71002	Professional Services-City Attorney <i>Fees and reimbursable expenses paid to Best, Best & Krieger</i>	358,290	378,768	390,000	375,000	300,000
71004	Professional Services-Outside Counsel <i>Fees and reimbursable expenses paid to special counsel for employment, code enforcement, litigation, etc.</i>	1,667	9,391	11,000	11,000	5,000
	Total Contractual	359,957	388,159	401,000	386,000	305,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		359,957	388,159	401,000	386,000	305,000
DEPARTMENT TOTAL		359,957	388,159	401,000	386,000	305,000

DEPARTMENT: CITY MANAGER / CITY CLERK

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The City Manager / City Clerk Department contains the central administrative services for the Town. The City Manager also serves as the City Clerk. Department functions include general managerial oversight of departments and Capital Improvement Program (CIP) projects as well as traditional City Clerk functions such as records management, City Council support, and elections. The Assistant City Manager also serves as the Finance Director. This position is vacant.

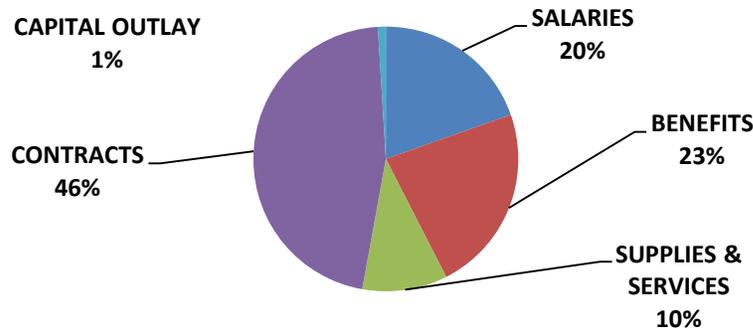
The Department consists of the following divisions:

- Administration
- Human Resources
- Finance, with General Services and Debt Service

Positions include: City Manager, Assistant City Manager, Human Resources Manager, City Clerk, two Accounting Technicians (1.8 FTE), one Administrative Technician and one Senior Project Manager

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
140	ADMINISTRATION*	371,600	609,470	59,600	45,000	31,000	1,116,670
141	HUMAN RESOURCES	114,080	63,930	9,480	30,000	-	217,490
150	FINANCE	137,090	55,000	43,000	175,000	-	410,090
151	GENERAL SERVICES	-	-	217,500	909,540	-	1,127,040
620	DEBT SERVICE -- COPs	-	-	-	308,990	-	308,990
TOTAL EXPENDITURES		622,770	728,400	329,580	1,468,530	31,000	3,180,280

*Benefits number includes retiree benefit costs.



DEPARTMENT: CITY MANAGER / CITY CLERK
DIVISION: ADMINISTRATION
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The Administration Division provides support to residents, members of the City Council and staff. Division functions include front office reception and general administrative support; City Council agenda and packet preparation; Council meeting minutes; records management; and elections.

STAFFING

Positions include the City Manager, the Assistant City Manager, the City Clerk, one Administrative Technician and one 1/4-time Senior Project Manager. Funding for the Assistant City Manager position was removed in the FY 2009-10 Adopted Budget and the position remains unfunded in the FY 2015-16 Proposed Budget.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Administration Division:

- Provided oversight of Town Hall Renovation project including advice on scope of project and funding opportunities.
- Continued to increase the Town's economic visibility through an advertisement in the County's visitor guide and a holiday TV commercial and increased participation in community events.
- Continued to implement the Capital Improvement Plan program as approved by the City Council.
- Held a successful midterm election (including election of two City Council seats).
- Recruited and successfully transitioned to a new City Attorney upon retirement of long-term City Attorney.
- Promoted a Police Department Commander to Chief of Police upon retirement of incumbent.
- Coordinated negotiations for new bulk cable franchise.
- Received a clean audit for FY 2013-14.

For FY 2015-16, the Administration Division goals include:

- Continue project oversight for the Town Hall Renovation project including issuance of new Certificates of Participation for partial project funding.
- Successfully split City Manager and City Clerk positions and appoint current Administrative Technician III to City Clerk.
- Continue assessment of issues compromising the Town's long-term fiscal health.



- Successfully complete labor contract negotiations with the Town’s various employee associations.
- Increase business outreach efforts and economic development.
- Complete request for proposals and enter into a contract for solid waste collection and disposal with one company.
- Continue to implement the City Council’s priorities as outlined in the two-year strategic plan.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget for the Administration Division is 5% higher than the FY 2014-15 Amended Budget due to increased staffing costs and an automobile purchase partially offset by lower benefits because of higher payroll benefit assumptions in the prior fiscal year.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Estimated	FY 2015-16 Projected
Community Recognition:				
• Proclamations prepared	18	19	20	20
• Certificates prepared	130	137	135	130
• Flower arrangements sent	8	10	10	10
Distribute Colma LiveWire newsletters monthly to households	5,500	5,500	5,400	5,400
Respond to all public records requests within the statutory deadline	30	18	16	18
Maintain per capita Sales Tax ranking in State of California	4	4	4	4
Distribute ColmaWorks newsletter to businesses	3	-	3	4

140 - ADMINISTRATION		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>City Manager, City Clerk Administrative Technician I</i>	259,834	270,977	267,400	267,787	342,500
51003	Part-time Staff (<i>Analyst</i>)	31,148	39,362	40,170	35,897	25,000
51004	Comp Time	421	349	300	300	300
51005	Overtime	-	137	200	200	200
51008	Vacation/Sick/Comp Time Payoff	20,407	(19,951)	-	-	-
51009	Deferred Compensation	2,400	1,380	2,400	2,400	2,400
51014	Technology Allowance	1,200	-	1,200	1,200	1,200
	Total Salaries & Wages	315,409	292,254	311,670	307,780	371,600
	BENEFITS					
52001	PERS Misc. Employees	44,268	25,691	58,060	33,564	31,720
52006	Unemployment	4,049	-	-	-	-
52007	Health	24,789	20,827	38,520	26,229	27,010
52008	Dental	4,517	3,576	4,970	4,517	4,970
52009	Life Insurance	144	103	150	132	150
52011	Vision	624	431	690	624	690
52012	Health Club	564	329	-	-	-
52014	Social Security Employer	13,213	18,920	14,730	14,531	18,580
52015	Medicare Employer	4,286	4,532	4,480	4,421	5,350
52017	Retirees Health	336,720	405,891	466,000	466,000	466,000
52018	Retirees Dental	41,969	50,061	55,000	55,000	55,000
	Total Benefits	475,143	530,360	642,600	605,020	609,470
TOTAL SALARY WAGES & BENEFITS		790,552	822,614	954,270	912,800	981,070

140 - ADMINISTRATION		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60001	Public Notices & Advertisements	606	315	200	200	200
60002	Office Supplies	5,523	6,093	7,000	7,000	7,000
60003	Postage	4,311	4,010	5,000	5,000	5,000
60005	Special Dept. Expense	677	183	1,000	1,000	1,000
60008	Dues & Publications	19,421	18,947	35,000	35,000	35,000
	<i>C/CAG - \$5,000 Member Assessment, \$10,000 Congestion Relief, \$5,000 Housing Element LAFCO - \$1,500; SAMCAT- \$2,000 ICMA - \$1,500; ABAG - \$1,500 League of California Cities - \$1,500 City Clerk Association - \$400 SMC City Managers' Assn. - \$300 HEART JPA - \$700 Joint Venture Silicon Valley - \$1,000 Other</i>					
60010	Conferences & Meetings	6,037	1,005	6,000	6,000	6,000
	<i>ICMA Conference Economic Development Conference</i>					
60013	Auto Expense	510	282	400	400	400
	<i>Administration Vehicle</i>					
60031	Election Expenses	68	-	2,000	2,000	2,000
61002	Training	4,496	2,784	3,000	3,000	3,000
	Total Supplies & Services	41,649	33,619	59,600	59,600	59,600
	<u>CONTRACTUAL</u>					
71010	Professional Consulting Services	71,175	113,028	45,000	45,000	45,000
	<i>Records Mgmt. Consultant - \$30,000 State Mandated Cost Recovery - \$3,000 Sales Tax Forecasting - \$5,000 Records Storage, Destruction - \$2,000 Public Relations - \$5,000</i>					
71031	Chamber of Commerce	45,000	-	-	-	-
	Total Contractual	116,175	113,028	45,000	45,000	45,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		157,824	146,647	104,600	104,600	104,600
	<u>CAPITAL OUTLAY</u>					
80002	Automobile Purchase	-	-	-	-	30,000
80200	Furniture	-	3,709	1,000	1,000	1,000
TOTAL CAPITAL OUTLAY		-	3,709	1,000	1,000	31,000
DIVISION TOTAL		948,376	972,970	1,059,870	1,018,400	1,116,670

DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: HUMAN RESOURCES

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

The Human Resources Division is responsible for personnel functions including policy development and compliance, recruitment and retention, compensation and benefits administration, as well as maintaining the Town's website and participation in the Town's energy conservation initiatives. The Division's budget contains program expenses for the annual employee recognition event, citywide training, safety committee activities and professional consulting services including labor negotiations.



STAFFING

The Division contains the Human Resources Manager.

ACCOMPLISHMENTS

During FY 2014-15, the Division accomplished the following:

- Retained and developed the Town's workforce.
- Coordinated the 13th annual Employee Service Recognition awards with 12 individuals honored including one employee with 35 years of service and one with 20 years of service.
- Assisted individual managers and employees with employment-related issues.
- Ensured compliance with local, state and federal employment laws including the changes to the Family Medical Leave Act, Affordable Healthcare Act and California Sick Leave requirements.
- Enhanced the Town's website.
- Facilitated three team building sessions for Leadership Team.
- Implemented Commuter Benefits Program.
- Expanded background checks to include the FBI database.
- Reviewed and revised fiduciary responsibility as it relates to Town's 457 plans.
- Facilitated a CalWater Native Garden class at the Community Center.

Goals for FY 2015-16 are to:

- Promote employee development by facilitating training opportunities, including cross-training.
- Partner with departments to anticipate and respond to changes, priorities and staffing needs.

- Identify and implement cost containment measures related to employee benefits.
- Participate in the implementation of the Town’s efforts to conserve energy and reduce its carbon emissions.
- Complete compensation study of all employee classifications.
- Negotiate memorandums of understanding with the Town’s two bargaining units.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 9% higher than the FY 2014-15 Amended Budget in anticipation of costs related to a compensation study of all employee classifications.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014 -15 Estimated	FY 2015-16 Projected
Circulate Colma Network (employee newsletter) 4x per year	4	4	4	4
Review all job descriptions (19) annually	19	19	3	19
Process personnel actions within 72 hours of receipt of notification	100%	100%	100%	100%
Provide cost-effective employee training sessions 4x per year	4	8	4	6
Complete energy conservation projects 3x per year	3	3	3	3
Convene the Town’s website committee to ensure quality and timeliness of information 2x per year	2	2	2	2

141 - HUMAN RESOURCES		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff	108,015	114,546	112,880	112,876	112,880
	<i>Human Resources Manager</i>					
51008	Vacation/Sick/Comp Time Payoff	(3,402)	-	-	-	-
51009	Deferred Compensation	1,200	1,230	1,200	1,200	1,200
	Total Salaries & Wages	105,813	115,776	114,080	114,080	114,080
	BENEFITS					
52001	PERS Misc. Employees	18,468	20,144	21,340	21,338	21,490
52007	Health	23,333	25,291	28,710	27,541	30,430
52008	Dental	2,258	2,258	2,480	2,258	2,480
52009	Life Insurance	72	69	70	66	70
52011	Vision	312	287	340	312	340
52012	Health Club	470	376	450	450	450
52014	Social Security Employer	6,762	7,170	7,030	7,026	7,030
52015	Medicare Employer	1,582	1,677	1,640	1,643	1,640
	Total Benefits	53,258	57,272	62,060	60,630	63,930
TOTAL SALARY WAGES & BENEFITS		159,071	173,049	176,140	174,710	178,010
	SUPPLIES & SERVICES					
60008	Dues & Publications	585	183	500	500	580
	<i>MMANC & PELRA - \$175</i>					
	<i>Labor Posters - \$400</i>					
60010	Conferences & Meetings	693	1,526	1,800	1,500	2,500
	<i>HRA - \$50</i>					
	<i>NorCalHR - \$500</i>					
	<i>MMANC - \$750,;PELRA - \$,1000</i>					
60013	Auto Expense	350	564	400	400	400
61001	Personnel Recruitments	2,687	3,072	2,000	2,000	2,000
61002	Training	1,114	1,249	2,000	1,500	2,000
	<i>Citywide - \$1,000</i>					
	<i>Safety Committee - \$1,000</i>					
61004	Employee Programs	1,495	1,049	1,700	1,400	2,000
	<i>Annual Recognition Event</i>					
	Total Supplies & Services	6,923	7,644	8,400	7,300	9,480
	CONTRACTUAL					
71010	Professional Consulting Services	22,976	15,100	15,000	15,000	30,000
	<i>Salary Survey - \$15,000</i>					
	<i>IEDA Labor Negotiations - \$15,000</i>					
	Total Contractual	22,976	15,100	15,000	15,000	30,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		29,900	22,744	23,400	22,300	39,480
DIVISION TOTAL		188,970	195,792	199,540	197,010	217,490

DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: FINANCE

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

The Finance Division is responsible for paying the Town's bills, maintaining and reconciling accounts, payroll, responding to vendor and employee inquiries within 24 hours and maintaining related files.

The Assistant City Manager (unfunded position) is the designated Finance Director and is responsible for oversight of the Finance Division and also two non-departmental activities: General Services, which includes all insurance for the Town, utility bill payments and miscellaneous expenditures that are of a general nature; and Debt Service for the new proposed Certificates of Participation to fund the proposed Town Hall Renovation Project.

STAFFING

The Assistant City Manager position remains unfunded, and therefore the supervisory duties of the Finance Division are performed by the City Manager, with the assistance of contract finance personnel. The Finance Division is staffed by two Accounting Technicians (1.8 FTE).

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Finance Division:

- Was instrumental in the Town receiving a clean audit for FY 2013-14.
- Received the Excellence in Budgeting Award from the California Society of Municipal Finance Officers (CSMFO) for the third time and the Distinguished Budget Award from the Government Finance Officers Association (GFOA) for the fourth time, for the FY 2014-15 Adopted Budget.
- Analyzed and provided support to City Manager for preparing financing alternatives for the proposed Town Hall Renovation Project.

For FY 2015-16, the Finance Division goals include:

- Assisting the City Manager in issuing Certificates of Participation for the proposed Town Hall Renovation Project.
- Evaluating the feasibility of and preparing a plan to fund the Town's Other Post Employment Benefit (OPEB) liabilities.
- Implementing GASB 68 that requires that a liability for pension obligations to be recognized on the Town's financial statement's balance sheet and a pension expense be recognized on the income statements.
- Analyzing the GASB 68 pension liabilities and expenses and preparing a plan to mitigate the resulting funding and volatility risk.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 3.5% lower than the FY 2014-15 Amended Budget due to higher payroll benefit assumptions in the prior fiscal year, partially offset by conferences and meetings.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Estimated	FY 2015-16 Projected
Complete 12 required financial reports on-time	100%	100%	100%	100%
Complete 31 required payroll reports on-time	100%	100%	100%	100%
Submit quarterly federal tax returns on-time	100%	100%	100%	100%
Submit six state and county reports on-time	100%	100%	100%	100%
Complete quarterly Investment & Financial Reports on-time			100%	100%

150 - FINANCE		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>Accounting Technician</i>	56,765	43,359	71,150	67,621	71,160
51003	Part-time Staff <i>Accounting Technician</i>	48,857	23,543	65,930	65,928	65,930
51004	Comp Time	1,613	-	-	-	-
51008	Vacation/Sick/Comp Time Payoff	(1,376)	(5,205)	-	-	-
51009	Deferred Compensation	700	-	-	-	-
51018	Administrative Leave	5,895	-	-	-	-
	Total Salaries & Wages	112,452	61,697	137,080	133,550	137,090
	BENEFITS					
52001	PERS Misc. Employees	19,343	11,766	25,670	17,620	17,990
52007	Health	15,116	8,468	38,520	19,336	20,710
52008	Dental	3,764	2,258	4,970	4,517	4,970
52009	Life Insurance	114	69	150	132	150
52011	Vision	546	287	690	624	690
52014	Social Security Employer	7,044	4,148	8,500	8,280	8,500
52015	Medicare Employer	1,648	970	1,990	1,936	1,990
	Total Benefits	47,574	27,966	80,490	52,450	55,000
TOTAL SALARY WAGES & BENEFITS		160,026	89,663	217,570	186,000	192,090

150 - FINANCE		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60004	Computer Expense/Services <i>Eden - \$14,000</i> <i>Stepford Extra Hours</i>	17,497	24,319	30,000	30,000	30,000
60005	Special Dept. Expense <i>Budget award application fees</i> <i>Disability access payments to the State</i>	983	455	1,000	1,000	1,000
60008	Dues & Publications <i>CA Municipal Treasurers Assn. - \$185</i> <i>CA Society of Municipal Finance Officers - \$110</i> <i>Government Finance Officers - \$145</i>	425	-	500	500	1,000
60010	Conferences & Meetings <i>CA Municipal Treasurers Association</i> <i>CA Society of Municipal Finance Officers</i>	736	-	1,000	10,000	11,000
	Total Supplies & Services	19,642	24,774	32,500	41,500	43,000
	<u>CONTRACTUAL</u>					
70010	Auditing Cardroom	44,354	38,025	45,000	45,000	45,000
71001	Auditing - General	19,178	30,400	30,000	30,000	30,000
71010	Professional Consulting Services	74,302	74,957	100,000	100,000	100,000
	Total Contractual	137,834	143,382	175,000	175,000	175,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		157,476	168,156	207,500	216,500	218,000
DIVISION TOTAL		317,502	257,819	425,070	402,500	410,090

DEPARTMENT: CITY MANAGER / CITY CLERK
DIVISION: FINANCE
ACTIVITY: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

ACTIVITY DESCRIPTION

The General Services budget includes expenditures shared by all departments, such as the telephone system, cellular telephones, utilities and insurance. This Activity also includes the cost of funding townwide communications support (basic cable television) for residents.

STAFFING

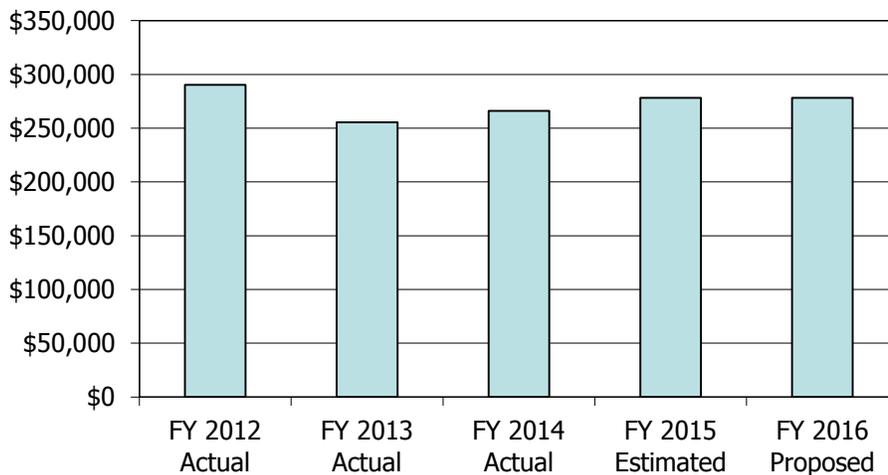
The Finance Division is responsible for General Services. This Activity has no staff.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 2% higher than the FY 2014-15 Amended Budget reflecting higher liability insurance rates. It should be noted that the Bulk Cable Agreement rates are likely to drop in FY 2015-16 due to a renegotiated contract with the service provider. (The renegotiated contract was not in place at the time of budget approval.)

The chart below shows the trend in bulk cable costs since FY 2011-12.

Bulk Cable Agreement



151 - GENERAL SERVICES		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SUPPLIES & SERVICES					
60004	Computer Expenses and Services <i>New Software Purchases Memory, Printer, Ink Cartridges, Stepford Support Services Stepford Additional Services as Required</i>	91,789	80,255	82,500	82,500	82,500
60005	Special Dept. Expense <i>Community Outreach Interior Plant Maintenance First Aid Supplies</i>	2,685	2,470	5,000	5,000	5,000
60011	Communications <i>Cell Phone Charges Internet Emergency Satellite Phones</i>	17,742	18,964	20,000	20,000	20,000
60012	Utilities <i>PG&E Cal Water, Daly City Water</i>	70,663	71,459	65,000	65,000	65,000
60014	Office Equipment Rental <i>Postage and Folding Machines Copier Admin</i>	25,411	22,529	30,000	30,000	30,000
60033	Safety Grant Programs	19,584	1,600	15,000	15,000	15,000
	Total Supplies & Services	227,874	197,277	217,500	217,500	217,500
	CONTRACTUAL					
71010	Professional Consulting Services <i>Mental Health Network (MHN) Section 125-Flex Plan</i>	2,626	2,646	3,000	3,000	3,000
71031	Grants <i>Chamber of Commerce</i>	-	-	45,000	45,000	45,000
71034	Citywide Communication Support <i>Bulk Cable Service</i>	255,512	265,942	278,250	278,250	278,250
74001	Liability Insurance <i>ABAG - Liability, Property, etc - \$103350 (EIA) Workers' Compensation Advance Pay - \$202000+\$95,000-2166-3033 Driver Alliant - Earthquake, Flood - \$138142</i>	373,016	414,715	512,000	512,000	533,290
74004	Claims Litigation	31,511	50,194	50,000	50,000	50,000
	Total Contractual	662,665	733,497	888,250	888,250	909,540
TOTAL SUPPLIES SERVICES & CONTRACTUAL		890,540	930,774	1,105,750	1,105,750	1,127,040
ACTIVITY TOTAL		890,540	930,774	1,105,750	1,105,750	1,127,040

DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: FINANCE

ACTIVITY: DEBT SERVICE
CERTIFICATES OF PARTICIPATION

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

ACTIVITY DESCRIPTION

This Activity shows the budget and expenditures for Certificates of Participation (COPs). COPs are not subject to the provision in state law limiting indebtedness for California cities to 15% of the assessed value of all real and personal property of a city. This is because this statutory limitation applies only to bonded indebtedness of a city payable from the proceeds of taxes levied on property. COPs are collateralized lease payments; not a form of bonded debt.

The Finance Division is responsible for the transfer of funds, which provides the money to the Trustee to make timely payments on principal and interest.

BUDGET HIGHLIGHTS

The City Council approved setting the Town Hall Renovation project budget at \$13 million. New Certificates of Participation in the amount of \$4,750,000 are proposed for partial financing of the Town Hall Renovation Project. The remaining \$8.25 million will be from existing cash reserves. This activity provides for the debt service payments estimated at approximately \$309,000 annually.

The previous Certificates of Participation were issued in 2003 to construct a new police facility and community center. The Colma Community Center opened in November 2004, with a total project cost of \$6.25 million. The Police Facility was completed in November 2005 at a total cost of \$8.89 million. The 2003 COPs were retired in May, 2014.

620 – DEBT SERVICE – COPs		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	CONTRACTUAL					
71010	Prof. Consulting Services - Trustee	1,700	16,837	-	-	-
75001	Debt Principal	385,000	12,100,000	-	-	71,490
75002	Debt Interest	572,884	560,371	-	-	237,500
TOTAL CONTRACTUAL		959,584	12,677,209	-	-	308,990
ACTIVITY TOTAL		959,584	12,677,209	-	-	308,990

DEPARTMENT: POLICE

FUNCTION: PUBLIC SAFETY

FUNDING SOURCE: GENERAL FUND AND STATE OF CALIFORNIA
SUPPLEMENTAL LAW ENFORCEMENT SERVICES
FUND (SLESF)

DEPARTMENT DESCRIPTION

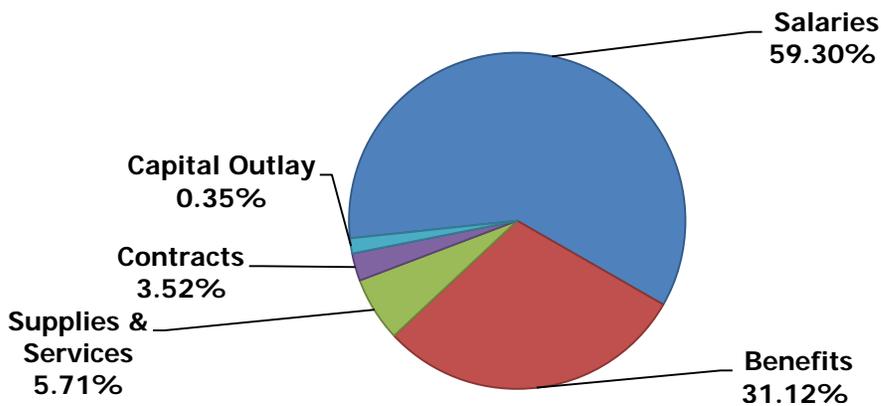
The Police Department consists of the following divisions:

- Administration
- Communication
- Patrol
- Grants

The Department is primarily supported by the General Fund, with the exception of the Community Services Officer (CSO) position which is funded by a SLESF grant from the State of California.

There are a total of 26 positions in the Department, 19 sworn and seven non-sworn (6.2 FTE).

NO.	DIVISION	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
210	ADMINISTRATION	570,990	303,180	69,800	81,100	2,000	1,027,070
220	PATROL	2,229,560	1,094,180	118,800	-	77,000	3,519,540
230	COMMUNICATIONS	411,940	200,740	146,200	64,000	1,000	823,880
240	GRANTS	77,700	34,510	4,600	-	-	116,810
TOTAL EXPENDITURES		3,290,190	1,632,610	339,400	145,100	80,000	5,487,300

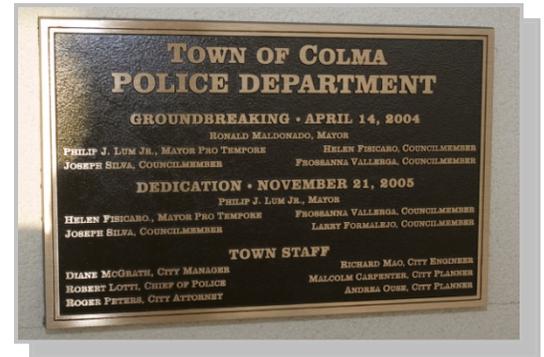


DEPARTMENT: POLICE

DIVISION: POLICE ADMINISTRATION

FUNCTION: PUBLIC SAFETY

FUNDING SOURCE: GENERAL FUND



DIVISION DESCRIPTION

Police Administration provides the planning, direction and oversight control of the Department.

STAFFING

The staffing for this Division includes the Police Chief, a Detective Sergeant, a Detective and an Administrative Technician III.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Division:

- Promoted a Sergeant to Commander.
- Promoted a Police Officer to Detective.
- Hired two Police Officers.
- Installed new records management system, vehicle computers and cameras.
- Purchased and equipped three new Ford Explorers for patrol.
- Hosted National Night Out in partnership with Target.
- Launched a police department blog and Facebook site.
- Participated in two countywide Office of Emergency Services exercises.

During FY 2015-16, the Division will:

- Complete an Emergency Operations Center exercise.
- Continue to host Inner Perspectives, a countywide leadership course for law enforcement officers.
- Expand Neighborhood Watch via social media.
- Implement the Bicycle Patrol Program.
- Collaborate with Recreation Division for youth involvement.
- Continue to host National Night Out.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 1.6% lower than the FY 2014-15 Amended Budget due to lower salaries and benefits, somewhat offset by higher supplies, services and contracts.

210 - POLICE ADMINISTRATION		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>Chief of Police</i> <i>Detective Sergeant</i> <i>Detective Officer</i> <i>Administrative Technician III</i>	351,999	395,531	508,020	496,046	499,280
51003	Part-time Staff <i>Cardroom, Police Academy Related Meetings,</i> <i>Background Checks</i>	3,040	-	-	-	-
51004	Comp Time	-	8,069	9,500	9,500	9,500
51005	Overtime	10,261	5,418	35,000	35,000	30,000
51006	Work Comp, Disability & 4850	40,741	2,928	-	-	-
51007	Holiday	5,410	7,679	11,950	12,063	12,230
51008	Vacation/Sick/Comp Time Payoff	109,934	32,644	10,000	-	10,000
51009	Deferred Compensation	2,950	2,430	3,600	3,600	3,600
51012	Education Incentive	1,000	-	-	6,242	6,380
	Total Salaries & Wages	525,335	454,700	578,070	562,450	570,990
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	13,870	15,217	15,950	15,951	16,060
52002	PERS Safety	116,500	113,325	159,970	157,899	138,460
52007	Health	92,295	67,202	99,300	89,609	98,950
52008	Dental	7,716	6,775	9,940	9,034	9,940
52009	Life Insurance	240	201	290	264	290
52011	Vision	1,117	861	1,370	1,247	1,370
52012	Health Club	-	329	900	475	480
52013	Uniform Allowance	1,760	1,760	2,640	2,640	2,640
52014	Social Security Employer	22,517	22,644	26,760	27,158	27,440
52015	Medicare Employer	7,300	6,686	7,590	7,503	7,550
	Total Benefits	263,316	235,000	324,710	311,780	303,180
TOTAL SALARY WAGES & BENEFITS		788,651	689,700	902,780	874,230	874,170

210 - POLICE ADMINISTRATION		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60003	Postage	1,219	1,557	2,000	2,000	2,000
60004	Computer Supplies <i>IT Expenses, Maintenance Fees, Equip Purchase, Stepford Extra Hours, Sprint</i>	13,003	31,937	20,000	20,000	25,000
60005	Special Dept. Expense <i>Film Process, Cintas First Aid, Printing, Associated Services</i>	8,012	5,582	7,500	7,500	7,500
60008	Dues & Publications <i>Local Committees, Professional Publications, Books and Manuals</i>	5,469	6,300	5,000	5,000	5,000
60010	Conferences & Meetings <i>Local Meetings and Conferences for Admin Personnel</i>	2,825	998	2,500	2,500	2,500
60013	Auto Expense	-	342	-	-	-
61002	Training <i>POST and non-POST training</i>	8,517	2,908	2,500	2,500	3,000
61003	Tuition Reimbursement	-	-	4,000	4,000	2,800
61005	Inner Perspectives	9,042	8,674	8,750	8,750	10,000
63002	Investigations <i>Sketches, Backgrounds, Detectives' Travel, LC Print Cards, New Employee Background Checks</i>	26,433	12,975	9,500	9,500	10,000
63005	Property and Evidence	2,702	1,468	2,500	2,500	2,000
	Total Supplies & Services	77,222	72,741	64,250	64,250	69,800
	<u>CONTRACTUAL</u>					
71011	County Wide Services Contracts <i>Narcotics Task Force - \$4,000 Crime Lab - \$16,000 First Chance - \$12,500 Animal Control - \$30,000 Office of Emergency Services - \$6,035 CORA, Keller Center Other</i>	75,685	77,683	75,000	75,000	81,100
	Total Contractual	75,685	77,683	75,000	75,000	81,100
TOTAL SUPPLIES SERVICES & CONTRACTUAL		152,907	150,424	139,250	139,250	150,900
	<u>CAPITAL OUTLAY</u>					
80001	Equip. Purchases <i>Misc. Detective Equipment/Safety Equipment</i>	-	-	1,000	1,000	1,000
80200	Furniture	-	-	1,000	1,000	1,000
TOTAL CAPITAL OUTLAY		-	-	2,000	2,000	2,000
DIVISION TOTAL		941,558	840,124	1,044,030	1,015,480	1,027,070

DEPARTMENT: POLICE
DIVISION: POLICE PATROL
FUNCTION: PUBLIC SAFETY
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

Police Patrol provides front-line uniform response to calls for police services. Police Patrol addresses neighborhood quality-of-life issues, and responds to all security-related service needs of the community including: threats to life and property, enforcement of traffic laws and investigation of crimes against persons and property.



STAFFING

The Division’s personnel include a Police Commander, four Police Sergeants and 11 Police Officers. As staffing allows, one officer is assigned to a motorcycle on a part-time basis, and officers work a variety of other ancillary assignments including SWAT, San Mateo County Gang Task Force, Bicycle Patrol and STEP (Saturation Traffic Enforcement Program).

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Division:

- Participated in the 2014 DUI Kickoff campaign and deployment for San Mateo County.
- Hosted National Night Out in partnership with Target.
- Participated in the monthly Saturation Traffic Enforcement Program (STEP).
- Attended community events, at least four per officer.
- Participated with the San Mateo County Gang Task Force year-round.
- Honored two officers who received the MADD award for drunk driving arrests.
- Honored one officer for receiving the Lion’s Club service award.
- Responded to over 4,000 calls for service.

During FY 2015-16, the Division will:

- Continue to develop staff for promotional opportunities and specialty positions.
- Participate in a minimum of four community events per officer.
- Continue to promote Neighborhood Watch via social media.
- Continue residential and business checks.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 0.9% lower than the FY 2014-15 Amended Budget due to higher payroll benefit assumptions in the prior fiscal year, partially offset by higher auto expenses.

220 - POLICE PATROL		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>Commander</i> <i>Police Sergeants (4)</i> <i>Police Officers (11)</i>	1,491,779	1,730,660	1,836,390	1,770,985	1,811,720
51004	Comp Time	25,622	36,831	47,500	47,500	45,000
51005	Overtime	180,402	177,459	225,000	225,000	250,000
51006	Workers Compensation, Disability & 4850	11,801	17,644	-	-	-
51007	Holiday	83,972	90,246	84,220	81,653	83,690
51008	Vacation/Sick/Comp Time Payoff	66,708	(12,691)	-	-	20,000
51009	Deferred Compensation	13,400	14,595	19,150	19,150	19,150
51020	Cash In Lieu	3,875	3,575	-	-	-
	Total Salaries & Wages	1,877,558	2,058,318	2,212,260	2,144,290	2,229,560
	BENEFITS					
52002	PERS Safety	531,258	600,108	597,920	548,779	573,530
52006	Unemployment	-	12,844	-	-	-
52007	Health	602,724	370,508	374,650	300,821	316,500
52008	Dental	33,500	36,511	39,750	36,134	39,750
52009	Life Insurance	1,044	1,097	1,160	1,056	1,160
52011	Vision	4,495	4,593	5,490	4,988	5,490
52012	Health Club	1,438	2,254	2,280	2,700	2,700
52013	Uniform Allowance	10,487	12,100	14,080	14,080	14,080
52014	Social Security Employer	107,547	117,346	111,900	111,053	113,240
52015	Medicare Employer	31,211	31,103	28,090	27,107	27,730
	Total Benefits	1,323,703	1,188,462	1,175,320	1,046,720	1,094,180
TOTAL SALARY WAGES & BENEFITS		3,201,261	3,246,780	3,387,580	3,191,010	3,323,740

220 - POLICE PATROL		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60005	Special Dept. Expense <i>Cell Phones, Evidence, Safety Equipment, Video Equipment, Film, Range Supplies, Fire Arms Related Supplies, Miscellaneous Supplies</i>	27,430	19,108	6,000	6,000	12,000
60008	Dues & Publications <i>PESA, Juv Ofc, CPOA, TMA, Official Magazines/Books, Business Cards</i>	737	328	1,250	1,250	1,000
60010	Conferences & Meetings <i>State & Local Meetings/Conference, Seminars, etc.</i>	812	259	800	800	800
60013	Auto Expense <i>Fuel, Tires, Vehicle Repairs, Vehicle Equipment, Car Wash, Towing</i>	52,010	54,889	56,000	56,000	68,000
61002	Training <i>POST & Non POST Training, Special Enforcement, Terrorism Training</i>	9,867	28,017	15,000	15,000	25,000
63001	Booking Fees <i>Booking Fees, Citation Processing</i>	13,383	12,878	12,500	12,500	10,000
63002	Investigations <i>Travel, Sketches, Equipment Rental for Patrol-Related Investigations, Code Enforcement</i>	241	462	2,000	2,000	2,000
	Total Supplies & Services	104,481	115,940	93,550	93,550	118,800
	<u>CONTRACTUAL</u>					
72001	Auto Repair Services <i>Service Contract</i>	50,341	71,635	55,000	55,000	-
	Total Contractual	50,341	71,635	55,000	55,000	-
TOTAL SUPPLIES SERVICES & CONTRACTUAL		154,822	187,575	148,550	148,550	118,800
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchase <i>Weapon Replacement/Purchase, Large Tools and Patrol Equipment</i>	4,628	24,328	15,500	15,500	25,000
80002	Automobile Purchase	-	97,286	-	52,000	52,000
TOTAL CAPITAL OUTLAY		4,628	121,614	15,500	67,500	77,000
DIVISION TOTAL		3,360,711	3,555,969	3,551,630	3,407,060	3,519,540

DEPARTMENT: POLICE
DIVISION: POLICE COMMUNICATIONS
FUNCTION: PUBLIC SAFETY
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

Police Communications handles the clerical and record-keeping duties of the Department and citizen-initiated calls for service.

STAFFING

The positions in this Division are one Dispatch Records Supervisor, three Dispatchers and two Per Diem Dispatchers (0.2 FTE).



ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Division:

- Implemented and trained personnel on new records management system from Sun Ridge.
- Installed and implemented electronic evidence technology.
- Purged over 250 cases from evidence room.
- Attached a tactical dispatcher to special operations countywide.

During FY 2015-16, the Division will:

- Participate in a minimum of four community events.
- Cross train dispatchers for succession.
- Continue involvement with tactical dispatching.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is approximately 3% higher than the FY 2014-15 Amended Budget due to increased salary and benefit costs, partially offset by supplies and services.

230 - POLICE COMMUNICATIONS		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>Dispatch Supervisor & Dispatchers (3)</i>	380,985	331,221	363,050	356,470	360,140
51003	Part-time Staff <i>Per Diem Dispatcher (0.2)</i>	1,499	3,115	5,360	8,042	8,040
51004	Comp Time	6,095	7,253	5,000	5,000	6,000
51005	Overtime	19,458	34,264	22,500	22,500	26,000
51008	Vacation/Sick/Comp Time Payoff	(744)	(1,861)	-	-	-
51009	Deferred Compensation	5,300	3,690	4,450	4,450	4,450
51019	CAD Administrator Incentive Pay	7,266	6,030	-	7,314	7,310
	Total Salaries & Wages	419,859	383,712	400,360	403,780	411,940
	BENEFITS					
52001	PERS Misc. Employees	67,955	54,595	60,410	60,041	60,710
52007	Health	111,392	79,207	77,730	86,709	94,690
52008	Dental	10,163	8,657	9,940	9,034	9,940
52009	Life Insurance	318	258	290	264	290
52011	Vision	1,403	1,076	1,370	1,247	1,370
52013	Uniform Allowance	4,416	2,161	3,990	4,656	4,660
52014	Social Security Employer	26,642	22,742	23,090	23,342	23,570
52015	Medicare Employer	6,472	5,622	5,400	5,459	5,510
	Total Benefits	228,760	174,319	182,220	190,750	200,740
TOTAL SALARY WAGES & BENEFITS		648,619	558,030	582,580	594,530	612,680

230 - POLICE COMMUNICATIONS		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60002	Office Supplies <i>Department Wide Account</i> <i>Document Distruction</i>	9,631	12,224	5,600	5,600	6,000
60004	Computer Supplies <i>CAD/RMS Maintenance</i>	16,795	12,164	40,000	40,000	28,000
60005	Special Dept. Expense <i>Records Purge, Special Dept. Needs,</i> <i>Minor Equipment Repair/Replacement</i>	2,019	2,530	2,500	2,500	2,500
60008	Dues & Publications <i>Comm Managers, Official Manuals Books</i>	-	272	200	200	200
60010	Conferences & Meetings <i>Sun Ridge Conference, Local Meetings</i> <i>and Conferences</i>	364	446	2,000	2,000	2,000
60011	Communications <i>Contract Cost for SSFPD Dispatch</i> <i>Services, Radio Repair/Maintenance</i>	99,185	99,514	100,000	100,000	105,000
61002	Training <i>POST and Non-POST Training, Updates</i>	1,059	1,464	2,000	2,000	2,500
	Total Supplies & Services	129,054	128,614	152,300	152,300	146,200
	<u>CONTRACTUAL</u>					
72003	Equipment Maintenance <i>Message Switch - \$13,750</i> <i>Portable Radios - \$8,250</i> <i>Copy Machine - \$11,500</i> <i>TEA (Radio Console, Lawnet) - \$19,500</i> <i>Microwave Telephone - \$7,000</i> <i>Other</i>	65,850	82,375	64,000	64,000	64,000
	Total Contractual	65,850	82,375	64,000	64,000	64,000
	TOTAL SUPPLIES SERVICES & CONTRACTUAL	194,904	210,989	216,300	216,300	210,200
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchases	84,202	-	500	500	500
80200	Furniture	-	-	500	500	500
	TOTAL CAPITAL OUTLAY	84,202	-	1,000	1,000	1,000
	DIVISION TOTAL	927,725	769,019	799,880	811,830	823,880

DEPARTMENT: POLICE
DIVISION: POLICE GRANTS
FUNCTION: PUBLIC SAFETY
FUNDING SOURCE: STATE OF CALIFORNIA SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF)

DIVISION DESCRIPTION

The Police Grants budget was initiated in late FY 2001-02 to comply with state requirements to separately account for certain annual state-provided funds, which includes the Supplemental Law Enforcement Services Fund (SLESF) for front-line personnel services. This money is used to fund a Community Service Officer (CSO) and cover specific training costs.



STAFFING

The Division consists of one CSO.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Division:

- Provided dispatch relief for an extended period of time.
- Participated in Avoid the 23 DUI campaign.
- Attended four community events.
- Attended Community Service Officer training.
- Conducted 30 child car seat installations and inspections.

During FY 2014-15, the Division will:

- Participate in four community events.
- Provide dispatch relief as needed.
- Assist the Planning Division with code enforcement.
- Participate in Avoid the 23 DUI campaign.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget assumes SLESF funding will continue to be provided from the State and is 2.8% higher than the FY 2014-15 Amended Budget due to higher salary and benefit costs.

240 - POLICE GRANTS		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>Community Service Officer</i>	71,574	75,643	75,000	75,005	75,000
51004	Comp Time	207	499	-	500	500
51005	Overtime	2,157	784	-	1,000	1,000
51008	Vacation/Sick/Comp Time Payoff	(623)	161	-	-	-
51009	Deferred Compensation	1,200	1,230	1,200	1,200	1,200
	Total Salaries & Wages	74,515	78,317	76,200	77,700	77,700
	BENEFITS					
52001	PERS Misc. Employees	12,273	13,391	14,080	14,076	14,180
52007	Health	8,974	9,727	9,800	10,593	11,700
52008	Dental	2,258	2,258	2,480	2,258	2,480
52009	Life Insurance	72	69	70	66	70
52011	Vision	312	287	340	312	340
52014	Social Security Employer	4,609	4,768	4,650	4,650	4,650
52015	Medicare Employer	1,078	1,115	1,090	1,088	1,090
	Total Benefits	29,576	31,616	32,510	33,040	34,510
TOTAL SALARY WAGES & BENEFITS		104,092	109,933	108,710	110,740	112,210
	SUPPLIES & SERVICES					
60005	Special Dept. Expense <i>CSO Supplies/Equipment</i>	1,688	1,833	2,500	2,500	2,200
60013	Auto Expense <i>Fuel, Minor Vehicle Repair, Vehicle Equipment</i>	2,475	2,316	1,900	1,900	1,900
61002	Training <i>CSO Training</i>	350	28	500	500	500
	Total Supplies & Services	4,514	4,176	4,900	4,900	4,600
TOTAL SUPPLIES SERVICES		4,514	4,176	4,900	4,900	4,600
DIVISION TOTAL		108,605	114,109	113,610	115,640	116,810

DEPARTMENT: PUBLIC WORKS & PLANNING

FUNCTION: PUBLIC WORKS & PLANNING

FUNDING SOURCE: GENERAL FUND

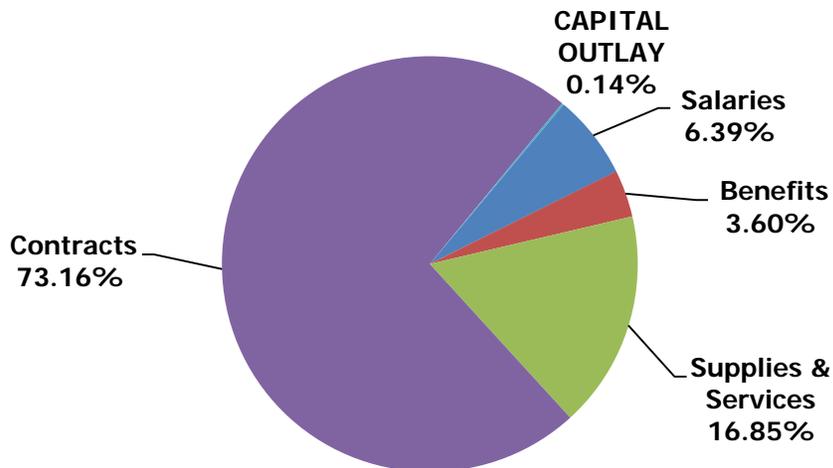
DEPARTMENT DESCRIPTION

The Public Works & Planning Department consists of the following Divisions: Administration / Engineering / Building, Maintenance (which includes contracts for sewer and landscape services) and Planning.

Contract technical professionals as well as three Town employees provide Public Works and Planning services. Department responsibilities include development and implementation of the Town’s Five-Year Capital Improvement Program (CIP); administration and implementation of solid waste recycling and National Pollutant Discharge Elimination System (NPDES) regulations; administration of private land development and building permits; maintenance of all Town-owned facilities and infrastructure; current and advanced planning; and neighborhood and sustainability services.

The Department continues to address traffic and transportation issues; identify and develop future capital improvement projects; improve maintenance and land development services; address the needs of other Town departments as they relate to Public Works and Planning; administer local, state, and federal regulations; administer grants and applications; and maintain the overall operation of the Department.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
310	ADMIN/ENG/BLDG	-	-	8,000	870,000	-	878,000
320	MAINTENANCE	253,240	141,550	16,650	1,510,200	5,500	1,927,140
410	PLANNING	-	-	-	432,000	-	432,000
800	FACILITY OPERATIONS	-	-	629,050	-	-	629,050
TOTAL EXPENDITURES		253,240	141,550	653,700	2,812,200	5,500	3,866,190



DEPARTMENT: PUBLIC WORKS & PLANNING
DIVISION: ADMINISTRATION / ENGINEERING / BUILDING
FUNCTION: PUBLIC WORKS
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

The Division consists of Public Works Administration, Engineering and Building Departments. Contract professionals provide the staffing for the day to day duties that are responsible for the five-year Capital Improvement Program (CIP); the Storm Water NPDES permitting program; annual sewer service charges; solid waste, recycling sustainability programs; sanitary sewer system maintenance and reporting; right of way infrastructure and related projects and performs traffic speed surveys. The Division assists Public Works Maintenance Division and the Police, Recreation and Planning Departments in all aspects of Town infrastructure and facility needs. The Division provides general engineering, consulting and building inspection services; processes building, grading and encroachment permits; and provides plan review and inspection services for land development projects. These activities are partially fee supported.



STAFFING

The Public Works Director leads the Division which contains 4.75 contract FTE.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Division:

- Completed the Hillside Boulevard Beautification Phase I Project.
- Continued work on various sewer main point repairs.
- Analyzed potential revision of the management structure of the Public Works Maintenance Division.
- Installed a new townwide VoIP phone system.
- Installed a fiber optic connection between Town Hall and the Police Department.
- Continued outreach to our residential and commercial communities on water and energy conservation, recycling and solid waste.
- Expanded the Geographical Information System (GIS).
- Worked with the Town's franchise waste haulers regarding mandatory recycling and outreach to commercial businesses.
- Continued to define and eliminate ADA architectural barriers in Town.

- Obtained funding and assisted the Maintenance Division in installation of additional trash capture devices.
- Secured an architectural firm to design the renovation of Town Hall.
- Managed the architectural firm who completed the conceptual design of the Town Hall Renovation Project.
- Represented the Town at local and regional meetings regarding: NPDES, New Development, Public Information & Participation, Integrated Pest Management, Trash Capture Committee, County Storm Water Committee and the Colma Creek TAC & Advisory Committee.
- Developed a Trash Load Reduction Plan to implement trash reduction activities and programs townwide per the Storm Water Municipal Regional Permit (MRP).

For FY 2015-16, the Division will:

- Complete the plans and specifications and start construction on the Town Hall Renovation Project.
- Develop water conservation programs to conserve potable water.
- Research and improve on the Town’s access control system and security features.
- Reassess and update the current 2015-16 Capital Improvement Plan.
- Continue work in sustainable programs to meet our Climate Action Plan goals for 2020.
- Enhance our residential and commercial outreach regarding economical practices that can enhance sustainability and economic growth.
- Work with staff on the selection process to bring in one franchise waste hauler for Townwide services.
- Provide the needed mentoring and oversight for the potential Public Works Maintenance reorganization.
- Start the feasibility study for Serramonte Boulevard Enhancement/Beautification project.
- Study the benefits of a residential sanitary sewer insurance program for residents.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is the same as the FY 2014-15 Amended Budget.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014 -15 Estimated	FY 2015-16 Projected
Processing permit applications within ten working days	100%	100%	100%	100%
Average number of working days to process a permit	10	10	10	10

310 - ADMIN. / ENGINEERING		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	SUPPLIES & SERVICES					
60001	Public Notices	290	157	1,000	500	1,000
60005	Special Dept. Expense	1,457	968	4,000	3,000	4,000
60006	Printing	210	-	-	-	-
60008	Dues & Publications	344	742	1,000	500	1,000
	<i>Purchase Current Building Code</i>					
	<i>Membership Building Class A</i>					
60010	Conferences & Meetings	-	-	2,000	1,000	2,000
	<i>National Pollutant Discharge Elimination System, Countywide Engineers Meeting</i>					
	Total Supplies & Services	2,301	1,867	8,000	5,000	8,000
	CONTRACTUAL					
71005	Prof. Engineering Services - General	607,257	525,938	600,000	600,000	600,000
	<i>Engineering Staff Augmentation</i>					
	<i>Department Administration</i>					
71006	Prof. Bldg/Inspection Svcs.	118,068	145,515	200,000	200,000	200,000
	<i>Building Staff Augmentation</i>					
	<i>Admin./Permit Counter Services</i>					
71010	Professional Consulting Services	59,782	63,319	70,000	70,000	70,000
	<i>Engineering Design and P.W. / Engineering Plan Review</i>					
	<i>Records Management Consultant</i>					
	Total Contractual	785,107	734,772	870,000	870,000	870,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		787,408	736,639	878,000	875,000	878,000
DIVISION TOTAL		787,408	736,639	878,000	875,000	878,000

DEPARTMENT: PUBLIC WORKS & PLANNING
DIVISION: PUBLIC WORKS MAINTENANCE
FUNCTION: PUBLIC WORKS
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

The Maintenance Division is responsible for the upkeep and maintenance of public streets, sidewalks, traffic signals, street lights and public facilities. The Division also manages roadway weed and litter control, graffiti abatement and participates in the NPDES Storm Water Program and responds to sanitary sewer overflows. The Division also assists in managing the landscape and facility janitorial maintenance contracts.

STAFFING

The Division will be comprised of three Maintenance Technicians and one part time superintendent. Division oversight will be administered by the Director of Public Works.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Division:

- Abated sidewalk tripping hazards at various locations townwide.
- Refurbished various street furniture in Sterling Park neighborhood.
- Installed erosion wall on Junipero Serra Boulevard.
- Coordinated the efforts to replace floor coverings at Colma Community Center and Police Station.
- Coordinated the installation of four new garage doors at Creekside Villas.
- Assisted Property manager in various upgrades at Creekside Villas.
- Continued to replace street signs to meet the new standards for retro reflectivity.
- Maintained, cleaned and repaired storm drain catch basins trash capture devices townwide.
- Installed 18 trash capture devices.
- Worked with the County to establish trash management areas throughout the Town to abate trash issues in the right of way and water ways.
- Oversaw repairs and painting of the wood trim at Creekside Villas.
- Refined systems to conserve water use.
- Assisted utility contractor in upgrading streets lights to LED.
- Inspected and certified all Town-owned backflow devices.
- Completed minor construction and painting projects.



For FY 2015-16, the Division goals include:

- Potentially elevate the roles and responsibilities of the Maintenance Technicians.
- Assist Recreation Services Director with landscape maintenance.
- Continue work on meeting the Municipal Regional Permit’s goal in reducing trash and debris in the water ways and maintain the management areas throughout the commercial districts.
- Perform preventative maintenance of equipment and appliances in Town facilities.
- Inspect and certify all Town-owned backflow devices.
- Assist with the implementation of the Town’s ADA improvement program.
- Perform minor construction and painting projects, as needed.

BUDGET HIGHLIGHTS



The FY 2015-16 Proposed Budget is approximately 0.1% lower than the FY 2014-15 Amended Budget. Lower contractual maintenance supervision is mostly offset by minor increases to maintenance workers’ wages and benefits along with annual increases in sewer fees.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014 -15 Estimated	FY 2015-16 Projected
Sweep all the Town’s roadways (23 lane miles) at least once per month, commercial areas twice a month	100%	100%	100%	100%
Respond to maintenance calls within one business day	100%	100%	100%	100%

320 - MAINTENANCE		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51002	Full-time Staff <i>Maintenance Technicians (3)</i>	226,582	240,442	237,040	237,037	237,040
51004	Comp Time	242	118	600	600	600
51005	Overtime	3,453	2,623	2,500	2,500	10,000
51008	Vacation/Sick/Comp Time Payoff	(5,182)	14,590	2,500	-	2,000
51009	Deferred Compensation	3,600	3,690	3,600	3,600	3,600
	Total Salaries & Wages	228,695	261,463	246,240	243,740	253,240
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	38,782	42,306	44,530	44,534	44,850
52007	Health	54,341	59,050	67,230	63,825	69,860
52008	Dental	6,775	6,775	7,450	6,775	7,450
52009	Life Insurance	216	207	220	198	220
52011	Vision	935	861	1,030	935	1,030
52014	Social Security Employer	14,263	15,582	14,700	14,696	14,700
52015	Medicare Employer	3,336	3,644	3,440	3,437	3,440
	Total Benefits	118,649	128,426	138,600	134,400	141,550
TOTAL SALARY WAGES & BENEFITS		347,344	389,889	384,840	378,140	394,790
	<u>SUPPLIES & SERVICES</u>					
60005	Special Dept. Expense <i>Building and Cleaning Supplies, Safety Material and Attire, Uniform Cleaning and Upgrades, Building Materials, Flags, Banners, Signs</i>	12,934	12,183	14,200	14,200	16,000
60010	Conferences & Meetings <i>S.F. Bay Area Maintenance Services Association Workshop, NPDES</i>	-	-	250	150	150
61002	Training <i>Required Safety Seminars</i>	60	-	500	-	500
	Total Supplies & Services	12,994	12,183	14,950	14,350	16,650

320 - MAINTENANCE		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>CONTRACTUAL</u>					
71005	Prof. Engineering Svcs. - General <i>Maintenance Supervisor Staff</i>	207,460	210,474	214,230	176,800	100,000
72003	Equipment Maintenance <i>Equipment</i>	12,754	17,737	17,500	17,500	20,000
73001	Landscape Maintenance <i>Roadway, Median Islands, Town Facilities, Colma Creek Annual Cleaning</i>	157,562	142,713	146,600	143,000	153,300
73002	Streets & Sidewalks <i>Building Materials, Roadway Maintenance/Repair Materials, Contractor Services, ADA</i>	145,054	37,026	100,000	100,000	100,000
73003	Roadway, Weed & Litter Control <i>Weed Abatement Town's ROW, Drain Inlet/Catch Basin Protection, Disposal Fees, Chemicals, Sprayers</i>	11,190	5,480	12,500	9,500	12,500
73004	Street Signs & Pavement Marking <i>Signs, Poles, Anti-Graffiti, Yearly Maintenance/Repairs, Annual Christmas Decorations</i>	26,600	17,491	35,000	35,000	35,000
73005	Traffic Signals & Street Lights <i>SSF Street Light/Signal Division</i>	32,879	45,881	35,000	35,000	35,000
73006	Drainage & Flood Control <i>Yearly Maint., Sandbag Supplies Additional NPDES charges - \$3,500 Additional Trash Capture Devices</i>	9,439	34,131	30,000	30,000	30,000
73007	Sanitary Sewers <i>Sewer Fees Due NSMCSD & SSF</i>	838,804	842,516	863,500	907,909	949,850
73008	Sewer Operation and Maintenance <i>Yearly Maintenance/Repairs</i>	-	-	71,000	71,000	74,550
	Total Contractual	1,441,741	1,353,448	1,525,330	1,525,710	1,510,200
TOTAL SUPPLIES SERVICES & CONTRACTUAL		1,454,736	1,365,631	1,540,280	1,540,060	1,526,850
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchases <i>Replace/Acquire New Equipment & Tools for Right-of-Way Work, Building Maintenance & Construction</i>	1,356	6,986	4,000	4,000	5,500
TOTAL CAPITAL OUTLAYS		1,356	6,986	4,000	4,000	5,500
DIVISION TOTAL		1,803,436	1,762,506	1,929,120	1,922,200	1,927,140

DEPARTMENT: PUBLIC WORKS & PLANNING
DIVISION: PUBLIC WORKS MAINTENANCE
ACTIVITY: FACILITY OPERATIONS & MAINTENANCE
FUNCTION: PUBLIC WORKS
FUNDING SOURCE: GENERAL FUND

ACTIVITY DESCRIPTION

The Facility Operations Activity includes non-personnel operating expenses for all Town facilities, such as janitorial and landscape contract services, water, electricity and pest control.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 2.1% higher than the FY 2014-15 Amended Budget. Energy efficient upgrades at the Colma Police Department along with the facilities, interior and exterior will receive energy efficient upgrades. The various enhancements are anticipated to yield \$9,400 in annual savings. Total project cost for the upgrades is approximately \$45,000 and is funded through PG&E's "On Bill Financing Program."

800 - FACILITIES SUMMARY	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
<u>FACILITY OPERATIONS & MAINTENANCE</u>					
801 Town Hall	87,056	90,367	101,850	97,540	97,600
802 Town Annex	56,216	31,712	38,300	35,940	43,800
803 Sterling Park	42,551	55,573	77,300	75,200	60,650
804 Museum	10,795	18,671	21,200	34,680	25,900
805 Community Center	112,498	92,760	118,000	118,000	129,450
806 Police Station	106,948	117,835	132,850	133,890	149,150
807 Corporation Yard	12,091	27,324	20,850	19,000	21,650
808 Creekside Villas	72,294	68,535	90,900	85,220	86,300
809 Verano	3,686	3,538	7,200	7,200	7,000
810 Bark Park	1,614	3,211	5,150	5,150	5,250
812 Gun Range	1,673	1,470	2,300	2,300	2,300
ACTIVITY TOTAL	507,422	510,995	615,900	614,120	629,050



801 TOWN HALL

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone / Internet Service*	42,417	43,765	52,500	52,440	52,500
90002	Gas and Electricity	9,007	9,195	11,600	14,600	11,600
90003	Water	2,278	1,474	2,500	2,050	2,400
90006	Supplies	2,426	2,725	2,750	2,750	2,300
90007	Janitorial Services	15,386	15,233	17,400	14,700	17,400
90008	Landscaping	5,232	6,194	5,600	5,500	5,700
90009	Pest Control	-	-	1,000	500	500
90010	Security System	565	1,103	1,500	1,500	1,200
90011	Heat/Ventilation/Air Conditioning	2,713	2,883	3,000	1,500	2,000
90012	Building Interior Maintenance & Repair	538	6,734	2,000	1,000	1,000
90013	Building Exterior Maintenance & Repair	6,495	1,060	2,000	1,000	1,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		87,056	90,367	101,850	97,540	97,600

* Does not include mobile phone services.



802 TOWN ANNEX

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	3,541	3,493	5,700	5,000	5,000
90003	Water	4,394	4,164	4,800	4,000	4,600
90006	Supplies	663	595	1,100	1,100	1,100
90007	Janitorial Services	9,140	9,140	10,500	8,900	10,500
90008	Landscaping	5,954	8,412	9,100	9,000	9,400
90009	Pest Control	2,592	2,385	2,600	2,600	2,700
90011	Heat/Ventilation/Air Conditioning	4,166	505	2,000	840	500
90012	Building Interior Maintenance & Repair	141	2,937	1,000	2,000	2,000
90013	Building Exterior Maintenance & Repair	25,625	81	1,500	1,000	3,000
90014	Miscellaneous Maintenance	-	-	-	1,500	5,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		56,216	31,712	38,300	35,940	43,800



803 STERLING PARK

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	3,381	1,721	4,300	3,600	4,300
90003	Water	4,502	4,265	4,500	4,500	4,500
90006	Supplies	3,233	1,377	4,000	4,000	7,150
90007	Janitorial Services	14,929	14,929	16,500	14,500	16,500
90008	Landscaping	8,417	6,780	5,500	5,500	5,700
90009	Pest Control	-	-	500	500	500
90010	Security System	1,200	1,417	1,400	2,000	1,400
90011	Heat/Ventilation/Air Conditioning	-	590	600	600	600
90012	Building Interior Maintenance & Repair	4,648	7,467	21,500	21,500	15,000
90013	Building Exterior Maintenance & Repair	2,241	17,028	18,500	18,500	5,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		42,551	55,573	77,300	75,200	60,650



804 MUSEUM

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	340	350	400	480	400
90003	Water	1,722	1,827	3,000	2,000	2,500
90006	Supplies	1,452	1,093	1,800	1,800	1,300
90007	Janitorial Services	1,676	2,028	2,300	2,100	2,300
90008	Landscaping	3,007	4,734	5,500	5,500	5,700
90009	Pest Control	-	-	500	-	500
90010	Security System	1,530	1,080	1,200	2,000	1,200
90011	Heat/Ventilation/Air Conditioning	500	1,229	2,500	16,800	3,500
90012	Building Interior Maintenance & Repair	397	3,117	500	500	5,000
90013	Building Exterior Maintenance & Repair	171	3,212	3,500	3,500	3,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		10,795	18,671	21,200	34,680	25,900



805 COMMUNITY CENTER

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone and Internet Services	1,060	1,075	1,500	1,500	1,500
90002	Gas and Electricity	18,608	18,503	23,100	21,000	22,000
90003	Water	10,382	6,813	10,700	10,000	9,000
90006	Supplies	5,902	6,679	10,500	10,500	15,600
90007	Janitorial Services	26,238	25,592	28,400	25,100	30,300
90008	Landscaping	3,308	4,914	5,500	5,500	5,700
90009	Pest Control	1,056	989	1,100	1,000	1,150
90010	Security System	2,160	630	1,300	12,000	1,200
90011	Heat/Ventilation/Air Conditioning	3,226	1,000	4,000	3,000	13,300
90012	Building Interior Maintenance & Repair	35,602	24,345	26,900	26,900	18,500
90013	Building Exterior Maintenance & Repair	4,956	2,218	5,000	1,500	11,200
TOTAL FACILITY OPERATIONS & MAINTENANCE		112,498	92,760	118,000	118,000	129,450



806 POLICE STATION

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone	578	722	900	900	900
90002	Gas and Electricity	31,633	30,694	38,000	38,000	38,000
90003	Water	7,229	6,295	7,100	7,100	7,700
90006	Supplies	6,485	5,804	9,400	9,400	8,400
90007	Janitorial Services	25,652	25,592	28,350	28,350	28,350
90008	Landscaping	11,902	13,630	9,100	9,100	11,800
90009	Pest Control	972	827	1,000	1,000	2,100
90010	Security System	1,715	420	2,500	2,500	3,500
90011	Heat/Ventilation/Air Conditioning	1,175	4,283	7,500	7,500	10,300
90012	Building Interior Maintenance & Repair	13,037	12,574	19,000	19,000	19,000
90013	Building Exterior Maintenance & Repair	6,571	16,993	10,000	10,000	19,100
90014	MiscellaneousRepairs	-	-	-	1,035	-
TOTAL FACILITY OPERATIONS & MAINTENANCE		106,948	117,835	132,850	133,885	149,150



807 CORPORATION YARD

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone and Internet Services	-	-	-	-	1,500
90002	Gas and Electricity	2,498	2,568	3,800	3,200	3,000
90003	Water	878	760	1,000	1,400	1,000
90006	Supplies	328	-	500	500	500
90007	Janitorial Services	6,093	6,093	7,350	5,900	7,350
90008	Landscaping	722	1,464	2,000	2,000	2,100
90011	Heat/Ventilation/Air Conditioning	-	-	200	-	200
90012	Building Interior Maintenance & Repair	1,220	791	1,000	1,000	1,000
90013	Building Exterior Maintenance & Repair	351	15,648	5,000	5,000	5,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		12,091	27,324	20,850	19,000	21,650



808 TOWN OF COLMA CREEKSIDE VILLAS

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	6,707	3,816	7,600	4,000	4,500
90003	Water	5,180	6,777	5,500	6,300	5,000
90006	Supplies	47	-	200	20	200
90007	Janitorial	-	-	-	1,800	2,000
90008	Landscaping	7,217	9,276	9,100	9,000	9,400
90009	Pest Control	1,315	1,470	1,500	1,800	1,500
90010	Security System	1,263	1,830	2,000	3,300	2,200
90011	Heat/Ventilation/Air Conditioning	284	504	2,000	1,000	2,000
90012	Building Interior Maintenance & Repair	23,586	19,275	15,000	15,000	15,000
90013	Building Exterior Maintenance & Repair	8,500	6,574	25,000	20,000	20,000
90015	Property Management	18,196	19,013	23,000	23,000	24,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		72,294	68,535	90,900	85,220	86,300



809 VERANO

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90012	Building Interior Maintenance & Repair	304	-	1,500	1,500	1,000
90015	Property Management HOA Dues	3,382	3,538	5,700	5,700	6,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		3,686	3,538	7,200	7,200	7,000



810 BARK PARK

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90003	Water	706	761	1,500	1,500	1,000
90008	Landscaping	902	2,150	3,150	3,150	3,250
90009	Pest Control	-	300	500	500	500
90013	Building Exterior Maintenance & Repair	6	-	-	-	500
TOTAL FACILITY OPERATIONS & MAINTENANCE		1,614	3,211	5,150	5,150	5,250



812 GUN RANGE

		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90006	Supplies <i>Range Improvements</i>	-	-	500	500	500
90014	Miscellaneous Maintenance <i>Portosan Rental</i>	1,673	1,470	1,800	1,800	1,800
TOTAL FACILITY OPERATIONS & MAINTENANCE		1,673	1,470	2,300	2,300	2,300

DEPARTMENT: PUBLIC WORKS & PLANNING

DIVISION: PLANNING

FUNCTION: COMMUNITY DEVELOPMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The Planning Division is responsible for Advanced (long range) Planning, Current Planning (application processing), Climate Action, Economic Development and Neighborhood Services. The Planning staff, in partnership with other Town staff, residents and the business community, implements the community vision for the physical development of Colma, as described in the General Plan. Specific activities include: preparing planning studies to update policies and regulations in light of changing laws and conditions to ensure Colma continues to be a desirable community in which to live, work, visit and recreate; coordination with or participation in County and regional planning efforts to represent Colma's interests; reviewing development proposals to ensure high quality and compatible development; reviewing all building permits for compliance with zoning requirements; enforcing codes and promoting property maintenance; and providing public information about planning and development.



STAFFING

Planning services for the Town are provided by contract and are partially supported by application fees. A professional staff, including the City Planner, an Associate Planner, Sustainability Manager and a Planning Technician, are available to assist the Town on an as-needed basis equal to an average of 2.5 FTE.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Division:

- Completed 2015-2022 Housing Element adoption and certification by the State.
- Updated the Circulation Element to add complete street language.
- Completed Urban Design Study, General Plan Survey and Community Meeting.
- Completed Land Use Element Amendment for removal of the 50-unit cap.
- Completed Climate Action Plan annual review and ongoing program implementation.
- Continued monitoring of City of Daly City development activities surrounding Colma.
- Worked with SFPUC on their seismic upgrade and underground recharge project that includes a well and treatment facilities to the rear of Kohl's.
- Wrote articles for the Colma Works newsletter.
- Continued work with property owners to resolve property maintenance issues.
- Continued participation in the Grand Boulevard Initiative.
- Continued participation in Bay Area Planning Directors Association.

- Processed major development applications including Ford, the Sandblaster’s site and Golden Hill Mortuary.

For FY 2015-16, the Department will:

- Continue the General Plan Update and begin General Plan Environmental Review process.
- Continue to implement 2015 Housing Element programs and policies.
- Present the 2015 General Plan and Housing Element annual reports to the City Council for review and approval.
- Prepare and present an updated Local Hazard Mitigation Plan and Safety Element Annex for City Council adoption.
- Process development applications. Monitor and review plans, development proposals and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Present a development impact fees nexus study to the City Council.
- Continue to implement programs in the Climate Action Plan.
- Continue participation in the Grand Boulevard Initiative.

BUDGET HIGHLIGHTS

The proposed FY 2015-16 Proposed Budget is 2.3% higher than the FY 2014-15 Amended Budget which is fully offset by an increase in revenue. Due to the improved economy, development, tenant improvement and minor permit application activity is anticipated to remain strong.

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014 -15 Estimated	FY 2015-16 Projected
Business registrations reviewed	225	242	249	250
Code compliance cases opened	10	18	12	10
Permits issued administratively: Sign Permit, Temporary Banner Permits, Temporary Use Permits, Administrative Use Permit, Tree Removal Permit and Home Office Permit	27	28	12	25
Permits requiring Council approval: Major Design Review, Variance, Planned Development, Major Use Permit, Parcel Map, Subdivision, Street Vacation	5	4	4	5
Percentage of permits completed in compliance with Permit Streamlining Requirements	100%	100%	100%	100%

410 - PLANNING		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	CONTRACTUAL					
71007	Gen. Services, Public Information, Admin <i>Office Coverage M-F 8am - 5pm Department Administration Support City Council Meetings Executive Team & Other Meetings Budget Manangement & Oversight NPDES - New Development Meetings Community Relations</i>	67,295	57,854	54,000	35,000	35,000
71008	Prof. Planning Services - Current <i>Providing Public Information Mandatory Commercial Recycling Zoning/Compliance for Building Permits Discretionary Permit Processing Environmental Review - CEQA Ensure Compliance w/ Mitigation Measures Business Registration Program</i>	140,208	180,236	140,000	130,000	140,000
71009	Prof. Planning Services - Advanced <i>Strategic Planning Grand Boulevard Initiative Assist with Economic Development Plan Chamber Events Countywide Nexus Study Monitoring Daly City and SSF Developmt Town Hall Remodel Consultants & Fish & Game Posting Fees Newsletters/Articles</i>	135,804	159,874	80,000	43,000	43,000
71010	Professional Consulting Services	-	1,894	-	-	-
71012	Neighborhood Services <i>Code Enforcement, Neighborhood Improvement, Permit Compliance</i>	12,058	17,768	18,000	16,000	17,000
71013	Sustainability Services <i>Climate Action Plan Implementation Internal Staff Coordination and Outreach Participation in RICAPS Program Business Outreach and Education Residential Outreach</i>	-	-	50,000	50,000	50,000
71022	Code Amendments and Legal Mandates <i>Ordinance Amendments, Local Hazard Mitigation Plan Update, Safety Element, General Plan Update, General Plan & Housing Element Annual Report, Legal Mandates</i>	40,445		80,000	147,000	147,000
	Total Contractual	395,809	417,626	422,000	421,000	432,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		395,809	417,626	422,000	421,000	432,000
DIVISION TOTAL		395,809	417,626	422,000	421,000	432,000

DEPARTMENT: RECREATION SERVICES DEPARTMENT

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The Recreation Services Department provides programs, activities and events for Colma residents of all age groups ranging from infants to seniors at two park facilities: Colma Historical Park & Community Center and Sterling Park. Program elements include: Fitness, Enrichment, Special Events, Cultural Events, Sporting Events, Trips and Community Events. It is the goal of the Recreation Services Department to offer a balanced program ensuring all elements are offered to all age groups throughout the fiscal year.



In December 2011, the City Council adopted a policy-based approach to setting recreation fees, which included replacing the current flat rate subsidy system with a system that prioritizes programs according to six criteria set by the City Council. The recommendation detailed a fee structure that would recover approximately 15%-20% of the Recreation Services Department budget including the recreation facilities maintenance budgets. The Department experienced a drop in participation in FY 2012-13; however participation levels rebounded in FY 2013-

14 surpassing participation levels in FY 2010-11 and FY 2011-12. Participation levels are estimated to continue trending upward in FY 2014-15 and FY 2015-16.

In an effort to continue to offer low cost affordable programs, Recreation staff has implemented new in-house programs and services (i.e., Friday Night Films, Movie Mondays for seniors, Walk About Wednesday shopping trips, Senior Wii bowling, and Good Vibes and High Fives group fitness program for adults).

STAFFING

The staffing for this Department includes the Director of Recreation Services, two Recreation Coordinators, seven part-time Facility Attendants and ten part-time Recreation Leaders. In January 2014, City Council approved a staffing change removing the Administrative Technician position and adding a Recreation Coordinator position. The change provides the Department with greater flexibility in terms of scheduling and programming activities. The Recreation Services Director is the Town's ADA Coordinator responsible for implementing the ADA Transition Plan and the Town's Risk Manager, chairing the Safety Committee and ensuring the implementation of risk management activities.

ACCOMPLISHMENTS/GOALS

During FY 2014-15, the Recreation Services Department:

- Installed new online recreation software which manages program registration, facility rentals, Colma I.D. cards, and all department financial data.
- Developed more in-house, cost efficient programs and services at Recreation facilities including:
 - Friday Night Films
 - College Prep Workshop
 - Water Efficient Landscaping Workshop
 - Movie Mondays
 - Good Vibes and High Fives Group Fitness Program
- Completed the Historical Film with the Historical Association.
- Coordinated all events surrounding the Town's 90th anniversary.
- Surpassed the service level (offered more programs and increased participation levels) from FY 2013-14.



For FY 2015-16, the Recreation Services Department will:

- Coordinate the annual Adult Holiday Event.
- Market the community center to the cemeteries to increase after service reception rentals.
- Maintain the same service level (offer same number of programs and meet participation levels) as FY 2014-15.
- Continue to develop and offer more in-house, cost efficient programs and services at Recreation facilities including:
 - 3 on 3 teen Basketball Tournament
 - TGI Fridays for youths and teens
 - Arm chair travel for seniors
 - Creative crafts and card making for adult and seniors
 - Home safety aids for seniors
- Increase overall customer service rating from FY 2014-15.

BUDGET HIGHLIGHTS

The FY 2015-16 Proposed Budget is 3.5% higher than the FY 2014-15 Amended Budget due to step increases for full and part time staff, new sick leave pay and a slightly higher budget (due to increased programming) for part time employees, more funding for class instructors and funding for the adult holiday event. This is partially offset by higher payroll benefit assumptions in the prior fiscal year.

PERFORMANCE MEASURES

Since FY 2009-10, the Recreation Services Department has offered approximately 100 programs with an average of 4,919 residents participating annually.

	Number of Programs Offered	Program Participation
FY 2009-10 Actual	100	4,942
FY 2010-11 Actual	100	4,905
FY 2011-12 Actual	99	4,808
FY 2012-13 Actual	102	4,566
FY 2013-14 Actual	98	5,094
FY 2014-15 Estimated	100	5,200
FY 2015-16 Projected	101	5,300

Customer Service Overall Rating

In December 2014, the Recreation Services Department conducted its annual survey seeking resident feedback for programs, facilities and customer service. Based on these results, the Recreation Services Department experienced a decrease in the service levels that were achieved in FY 2013-14.

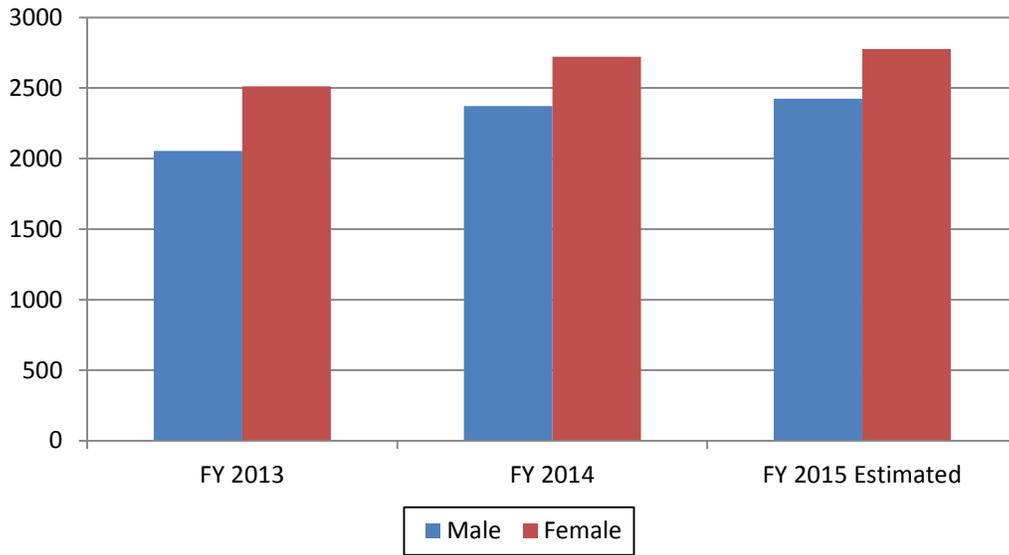
PERFORMANCE MEASURE	FY 2013-14 Actual	FY 2013-14 Actual	FY 2014-15 Projected
Maintain Annual Customer Service Survey Overall Rating	100% of residents responding rated the overall performance of the Recreation Services Department at 9.5. ¹	100% of residents responding rated the overall performance of the Recreation Services Department at 9.0. ¹	100% of residents responding rated the overall performance of the Recreation Services Department at 9.5 ¹

¹ On a scale of one (poor) to ten (exceed expectations).

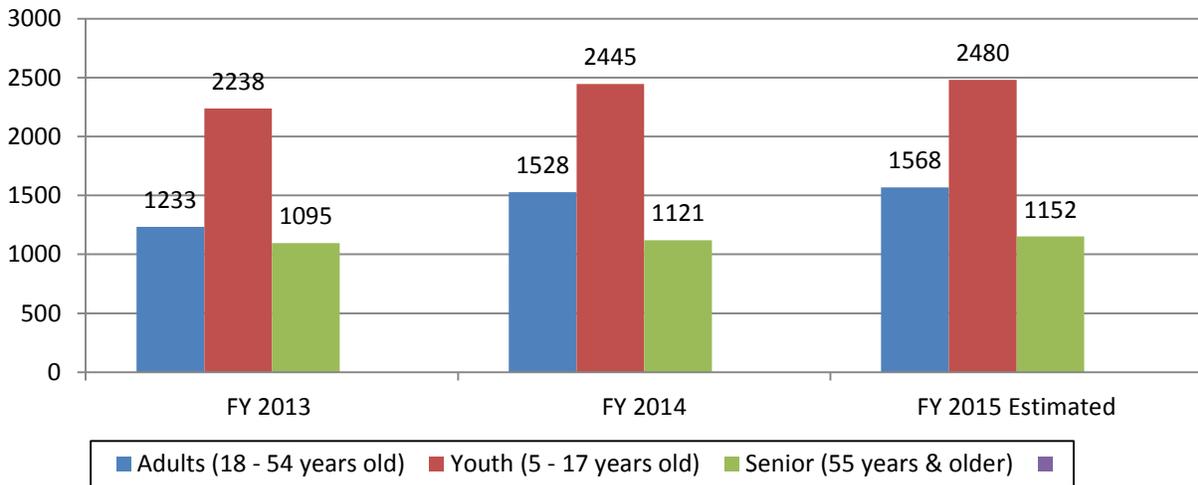
Program Demographics

The Recreation Services Department follows recreation program policies set forth in the Administrative Code. These policies direct staff to develop activities for all demographics in all program elements. Below are graphs that show how the Department has satisfied the Recreation Department Program Guidelines with equitable programming and participation over the past few years. The Department will continue to meet these goals by developing programming attractive to both genders and all age groups.

Participation by Gender



Participation by Age



510 - RECREATION SERVICES		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51002	Full-time Staff <i>Director of Recreation Services Recreation Coordinators (2 FTE)</i>	257,091	252,138	254,520	252,977	257,800
51003	Part-time Staff <i>Recreation Leaders (4 FTE) Facility Attendants (3.5 FTE)</i>	117,430	126,893	137,770	134,436	142,940
51004	Comp Time	641	164	600	-	-
51005	Overtime	1,537	1,195	1,200	2,000	3,000
51008	Vacation/Sick/Comp Time Payoff	(2,733)	2,786	-	-	-
51009	Deferred Compensation	3,600	3,110	3,600	3,600	3,600
	Total Salaries & Wages	377,566	386,286	397,690	393,010	407,340
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	43,886	42,060	40,830	39,623	40,180
52006	Unemployment	(27)	1,294	-	-	-
52007	Health	46,877	50,081	64,010	54,069	55,810
52008	Dental	6,775	6,587	7,450	6,775	7,450
52009	Life Insurance	184	241	220	198	220
52011	Vision	935	742	1,030	935	1,030
52012	Health Club	240	188	-	-	-
52014	Social Security Employer	23,437	24,025	24,320	24,020	24,850
52015	Medicare Employer	5,495	5,619	5,690	5,617	5,810
	Total Benefits	127,801	130,837	143,550	131,240	135,350
TOTAL SALARY WAGES & BENEFITS		505,367	517,123	541,240	524,250	542,690

510 - RECREATION SERVICES		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60002	Office Supplies	4,427	4,313	4,000	5,500	5,000
60003	Postage	3,450	4,220	4,500	5,300	5,000
	<i>Recreation Brochures, Fliers</i>					
60004	Computer Expenses & Services	8,664	9,998	5,000	7,500	6,000
	<i>Colma ID Cards, Ink Cartridges</i>					
	<i>System Upgrades, Memory Upgrades,</i>					
	<i>Additional Stepford Services</i>					
60005	Special Dept. Expense	3,782	4,440	4,000	4,500	6,000
	<i>First Aid Kits, Uniforms</i>					
60006	Printing	2,433	3,010	3,000	4,500	4,000
	<i>Brochure Printing, Business Cards</i>					
60008	Dues & Publications	1,722	2,053	3,000	2,500	3,000
	<i>ICMA, MMANC, CPRS, Music Licensing</i>					
60009	Banking/Credit Card Charges	-	99	1,500	2,000	5,000
60010	Conferences & Meetings	3,736	6,128	6,000	6,500	6,500
	<i>Conferences (CPRS, MMANC), Meeting &</i>					
	<i>Training Supplies for Community Center</i>					
60011	Communications	9,252	9,349	10,000	7,200	6,800
	<i>DSL Lines to Two Community Centers</i>					
60013	Auto Expense	211	138	1,000	500	500
60014	Office Equipment Rental	8,078	7,934	7,500	7,200	7,200
	<i>Ikon Copier Lease</i>					
61003	Tuition Reimbursement	3,000	1,000	1,000	-	-
	Total Supplies and Services	48,754	52,683	50,500	53,200	55,000
	<u>RECREATION EXPENSES</u>					
62001	Community Services	9,864	8,417	15,000	15,500	15,000
	<i>Project Read Literacy Program, Holiday Craft</i>					
	<i>Night, Garage Sale, Town Clean Up</i>					
62002	Picnic	16,555	18,402	20,000	20,230	15,000
	<i>Music, Food, Decorations,</i>					
	<i>Children's Entertainment, Prizes</i>					
62003	Colma Holiday Events	-	-	-	-	25,000
62004	Day Camps	29,003	20,049	33,000	24,000	29,000
	<i>Colma Day Camp (Spring Camp - 5 days,</i>					
	<i>Winter Camp - 7 days, Summer Camp - 50</i>					
	<i>days, Wednesday - Day Camp Trips)</i>					
	<i>Alternative Camps</i>					
62006	Cultural Events	1,536	3,108	3,000	3,750	3,500
	<i>Ballet, Theater Shows, Musicals</i>					
62007	Sporting Events	4,819	2,428	4,500	3,500	4,000
	<i>Baseball Tickets, Basketball Tickets</i>					
62008	Teen Events	8,223	4,660	10,000	11,500	11,000
	<i>Holiday Outing, Spring Outing,</i>					
	<i>Summer Trips (4), Halloween Outing,</i>					
	<i>Tickets, Transportation, Food</i>					

510 - RECREATION SERVICES		FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED	FY 2014-15 ESTIMATED	FY 2015-16 PROPOSED
	<u>RECREATION EXPENSES (continued)</u>					
62009	Children Events <i>Eggstravaganza, Halloween & Holiday Summer Field Trips/Outings</i>	5,394	8,552	10,000	9,000	9,000
62010	Convalescent Holiday Program <i>Home Sweet Home, Entertainment</i>	62	-	-	-	500
62011	Recreation Programs <i>Arts and Crafts Supplies Athletic Equipment Games In House Programs (i.e., Earth Day, Parents Night Out, Senior Lunch, After School, Karaoke Night, Basketball Fundamentals, Friday Night Films, Movie Mondays, Book Club, College Prep) Adult Outings, Senior Outings Family Programs (i.e. Outdoor Movie Night, Family Field Day & BBQ) Holiday Commercial Air Time Colma Game Night, Tot Gym & Jam, Snacks, Transportation Volunteer Lunch & Snacks</i>	36,152	51,832	58,000	58,000	48,000
	Total Recreation Expenses	111,606	117,448	153,500	145,480	160,000
TOTAL SUPPLIES/SERVICES/RECREATION EXPENSES		160,360	170,131	204,000	198,680	215,000
	<u>CONTRACTUAL</u>					
71010	Consulting/Contract Services <i>Kumon Math & Reading Tutoring (\$50K), Tae Kwon Do (\$21K), Yoga (\$11K), Cooking (\$8K), Dance (\$8K), Music (\$8K) Fitness, First Aid/CPR, Legos Workshop, Golf Lessons, Chess Wizards, Zumba, Scrapbooking, Youth Yoga</i>	86,096	104,957	98,000	117,000	115,000
	Total Contractual	86,096	104,957	98,000	117,000	115,000
TOTAL SUPPLIES SERVICES AND CONTRACTUAL		246,456	275,088	302,000	315,680	330,000
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchases <i>Sound System Upgrade</i>	5,816	5,047	5,000	5,900	5,000
TOTAL CAPITAL OUTLAY		5,816	5,047	5,000	5,900	5,000
DEPARTMENT TOTAL		757,639	797,258	848,240	845,830	877,690

