

**MINUTES
REGULAR MEETING**

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

**Thursday, July 11, 2013
7:30 p.m.**

CALL TO ORDER

Mayor Joanne F. del Rosario called the Regular Meeting of the City Council to order at 7:55 p.m.

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

Staff Present – City Manager Laura Allen, City Attorney Roger Peters, Police Chief Jon Read, Director of Public Works Brad Donohue, Recreation Services Director Brian Dossey, City Planner Michael Laughlin and Administrative Technician III Caitlin Corley were in attendance.

Also Present – City Treasurer Laura Walsh was in attendance.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda. Council Member Fisicaro moved to add the following item to the agenda because there was need to take immediate action and the need came to the attention of the City Council subsequent to the agenda being posted:

Motion to Adopt a Resolution Appointing William C. Norton as Interim City Manager and Approving Employment Contract.

Action: Council Member Fisicaro moved to adopt the amended agenda; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

REPORT FROM CLOSED SESSION

Mayor del Rosario reported that at a closed session meeting on July 9, 2013, the Council decided to appoint William C. Norton as Interim City Manager, subject to approval of an Employment Contract at a regular meeting of the City Council.

PRESENTATIONS

Council presented Ceferina Malimban with flowers and a certificate in honor of her 90th birthday.

Police Chief Jon Read introduced and swore in new Police Officer Jose Garcia.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 8:08 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 12, 2013 Regular Meeting.
2. Motion to Accept the Minutes from the June 19, 2013 Special Meeting.
3. Motion to Approve Report of Checks Paid for June 2013.
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2013.
5. Motion to Adopt a Resolution Authorizing License Agreement with the Daly City Public Library Associates.
6. Motion Suspending the Annual Rent Adjustment in 2013 for the Senior Housing Complex.
7. Motion to Adopt a Resolution Accepting Work, Authorizing Notice and Certification of Completion, and Directing Payment of Retention Funds for the Hillside Boulevard Pavement Rehabilitation Project.
8. Motion to Adopt a Resolution Authorizing Contract with Vavrinek, Trine, Day & Co., LLP for Payroll and Accounting Services.
9. Motion to Adopt a Resolution Authorizing Contract with Regional Government Services Authority for Financial Management and Analysis Services.
10. Motion to Adopt a Resolution Amending Subchapter 1.03 of the Colma Administrative Code, Relating to the Town’s Investment Policy.

Action: Council Member Fiscaro moved to approve the Consent Calendar items #1 through 10; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

NEW ITEM – INTERIM CITY MANAGER

City Attorney Roger Peters presented the staff report. Council Discussion followed.

Action: Council Member Fiscaro moved to adopt a Resolution Appointing William C. Norton as Interim City Manager and Approving Employment Contract; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

PUBLIC HEARING

11. BUSINESS LICENSE CHANGES

City Manager Laura Allen presented the staff report. Mayor del Rosario opened the public hearing at 8:16 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Silva moved to introduce an Ordinance Amending Colma Municipal Code Section 4.01.060, Relating to Business Registrations and to waive a further reading of the ordinance; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

12. WIRELESS COMMUNICATIONS FACILITIES ORDINANCE

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:32 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Silva moved to introduce an Ordinance Adding Subchapter 5.17 to the Colma Municipal Code, Relating to Wireless Communications Facilities, and to waive a further reading of the ordinance; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

13. **CYPRESS LAWN PHASE 4 GRADING, TREE REMOVAL AND PROJECT DESIGN**

Council Member Fisicaro announced that she had a conflict of interest in item #13 because her husband has done work for Cypress Lawn and she therefore recused herself from discussing or voting on the matter and stepped down from the dais.

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:49 p.m. Ken Varner, president of Cypress Lawn made a short presentation. The Mayor closed the public hearing at 8:52 p.m. Council discussion followed.

Action: Council Member Colvin moved to adopt a Resolution Approving Mitigated Negative Declaration for Grading, Tree Removal Permit, Design Review, Street Vacation and Lot Line Adjustment at Cypress Lawn, 1701 Hillside Boulevard; the motion was seconded by Vice Mayor Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

Action: Council Member Colvin moved to adopt a Resolution Approving Tree Removal Permit and Design Review for Phase Four Improvements at Cypress Lawn, 1701 Hillside Boulevard; the motion was seconded by Vice Mayor Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

Council Member Fiscaro returned to the dais.

14. **1850 EL CAMINO REAL OFFICE BUILDING**

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 9:04 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Fiscaro moved to adopt an Ordinance Adopting an Amended Zoning Map and Approving a Planned Development Zone for 1850 El Camino Real; the motion was seconded by Vice Mayor Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

Action: Council Member Fiscaro moved to adopt Resolution Approving Conditional Use Permit, Project Design, And Tree Permit for an Office Building at 1850 El Camino Real; the motion was seconded by Vice Mayor Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

15. **SANITARY SEWER SERVICE CHARGES – ENGINEER’S REPORT**

Director of Public Works and Planning Brad Donohue presented the staff report. Mayor del Rosario opened the public hearing at 9:21 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed and Council stated that they’d like to change the proposed resolution as follows:

- In section 2, “Findings”, delete the “Alternative” clause
- On section 3, “Order,” use *Option 1* and delete Option 2.

Action: Council Member Fisicaro moved to adopt a Resolution Overruling Protests to and Adopting Engineer’s Report on Sewer Service Charges for Fiscal Year 2013-2014 with stated changes, and Directing the City Engineer to File a Copy of the Engineer’s Report with the San Mateo County Tax Collector; the motion was seconded by Vice Mayor Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

COUNCIL CALENDARING

The next Regular City Council Meeting will be on **Wednesday, September 11, 2013 at 7:30 p.m.** at the Colma Community Center.

REPORTS

Council Members reported on the events listed below:

Joanne F. del Rosario

Colma Historical Association Business Mixer, 6/27

Joe Silva

Colma Historical Association Business Mixer, 6/27

Council of Cities Dinner hosted by South San Francisco, 6/28

Diana Colvin

Colma Historical Association Business Mixer, 6/27

Helen Fisicaro

Colma Historical Association Business Mixer, 6/27

Rae Gonzalez

Council of Cities Dinner hosted by South San Francisco, 6/28

ADJOURNMENT

The meeting was adjourned by Mayor del Rosario at 9:26 p.m. in memory of Maria Fisicaro, Steve Waldo and Don Molteni.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Caitlin Corley".

Caitlin Corley
Administrative Technician III