

**MINUTES
REGULAR MEETING**

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

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

CALL TO ORDER

Mayor Joanne F. del Rosario called the Regular Meeting of the City Council to order at 7:31 p.m.

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

Staff Present – City Manager Sean Rabé, City Attorney Roger Peters, Police Chief Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Assistant City Attorney Christopher Diaz, Human Resources Manager Lori Burns, 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; none were requested. She asked for a motion to adopt the agenda.

Action: Vice Mayor Colvin moved to adopt the agenda with the one change; 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 Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:33 p.m. City Manager Sean Rabé thanked staff for the work done to coordinate the Council Reorganization. Clarice Veloso of HIP Housing thanked Council for their support of the organization. The Mayor closed the public comment period at 7:37 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the November 12, 2014 Special Meeting.
2. Motion to Accept the Minutes from the November 12, 2014 Regular Meeting.

3. Motion to Approve Report of Checks Paid for November 2014.
4. Motion to Adopt a Resolution Amending Subchapter 3.05 of the Colma Administrative Code, Relating to Benefits for Employees and Retirees.
5. Motion to Adopt a Resolution Appointing Charles Francis as City Treasurer.
6. Motion to Adopt a Resolution Appointing Christopher Diaz as Interim City Attorney.
7. Motion to Adopt an Ordinance Adding Subchapter 2.07 to the Colma Municipal Code, Prohibited Activities at Parks and Recreational Facilities (second reading).

Action: Council Member Silva moved to approve the Consent Calendar items #1-7; 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 Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

NEW BUSINESS

8. CLIMATE ACTION PLAN PROGRESS REPORT

Human Resources Manager Lori Burns presented the staff report. Mayor del Rosario opened the public comment period at 7:52p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Vice Mayor Colvin moved to accept the Climate Action Plan (CAP) Progress Report; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

The Mayor and City Planner Michael Laughlin presented local businesses and residents with certificates recognizing their achievements in sustainability.

9. **FY 2013-14 BASIC FINANCIAL STATEMENTS**

City Manager Sean Rabé introduced Michael O'Connor of R.J. Ricciardi to give the presentation. Mayor del Rosario opened the public comment period at 8:20 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Accepting Auditor's Report and Finding that the Town was in Compliance with Appropriation Limit for Fiscal year 2013-14; 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			

10. **TOWN HALL FINANCING ALTERNATIVES**

City Manager Sean Rabé presented the staff report. Mayor del Rosario opened the public comment period at 9:02 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Accept City Manager's Report and Recommendation for Financing of Town Hall Improvements; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

11. **BUILDING CODE ORDINANCE**

City Attorney Roger Peters presented the staff report. Mayor del Rosario opened the public comment period at 9:16 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Silva moved to Introduce an Ordinance Amending Chapter 5, Subchapter 4 of the Town of Colma Municipal Code and other related ordinances, adopting by reference the 2013 Edition of the California Building Standards Code (California Code of

Regulations, Title 24), consisting of the 2013 California Building Code, (incorporating and amending the 2012 International Building Code), the 2013 California Residential Code, (incorporating and amending the 2012 International Residential Code), the 2013 California Electrical Code (incorporating the 2011 National Electrical Code), the 2013 California Mechanical Code (incorporating the 2012 Uniform Mechanical Code), the 2013 California Plumbing Code (incorporating the 2012 Uniform Plumbing Code), the 2013 California Fire Code (incorporating the 2012 International Fire Code), the 2013 California Energy Code, the 2013 California Green Building Standards Code, the 2013 California Historical Building Code, the 2013 California Existing Building Code, the 2013 California Referenced Standards Code, the 1997 Edition of the Uniform Housing Code, and the 1997 edition of the Uniform Code for the Abatement of Dangerous Buildings, together with certain additions, insertions, deletions and changes thereto; waive a further hearing of the ordinance; and schedule a public hearing for January 14, 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			

12. POLICY FOR GRANTS TO NONPROFIT

City Attorney Roger Peters presented the staff report. Mayor del Rosario opened the public comment period at 9:33 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved Adopt a Resolution Amending Subchapter 4.03 of the Colma Administrative Code, Relating to Grants and Donations to Nonprofit Organizations; 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			

13. COUNCIL COMMITTEE ASSIGNMENTS

Administrative Technician III Caitlin Corley presented the staff report. Mayor del Rosario opened the public comment period at 9:43 p.m. and seeing no one come forward to speak, she closed the public comment period. The Mayor led the discussion on committee

assignments for Council Members. Below is the list of 2015 Committee Assignments that the Council discussed and proposed:

Committee Name	2015 Primary	2015 Secondary
Office of Emergency Services (EMERGENCY SERVICES COUNCIL, MEETS QUARTERLY 3 RD THURSDAYS IN JANUARY, APRIL, JUNE & SEPTEMBER, , AT 5:30 PM, AT THE HALL OF JUSTICE IN REDWOOD CITY IN JURY ASSEMBLY ROOM)	Colvin	del Rosario
Colma Creek Flood District (MEETS QUARTERLY, 2 ND TUESDAY @ 3PM IN MARCH, JUNE, SEPTEMBER AND DECEMBER AT CITY HALL, SOUTH SAN FRANCISCO)	Fiscaro	Colvin
Peninsula Congestion Relief Alliance - "The Alliance" Board of Directors member (6 X A YEAR, THURSDAY MORNINGS)	Gonzalez	Colvin
C/CAG (2 ND THURSDAY OF THE MONTH, 7PM)	Silva	Colvin
League of California Cities (ANNUAL CONFERENCE, AND WORKSHOPS THROUGHOUT THE YEAR)	All	
San Mateo County Council of Cities (MONTHLY DINNER AND MEETING)	del Rosario is the voting representative	All Council Members can attend
Mayor/Chamber Walks (SCHEDULED BETWEEN THE MAYOR, CITY MANAGER & CHAMBER OF COMMERCE, APPROXIMATELY 5+ OUTINGS)	del Rosario	All other Council Members
City Representative at Colma-Daly City Chamber of Commerce (1-2 MEETINGS A YEAR, AS NEEDED)	del Rosario	Colvin
Legislative Committee (C/CAG) (ONCE PER MONTH, ON 2 ND THURSDAYS AT 5PM)	Silva	
ABAG Representative (GENERAL ASSEMBLY MEETS TWICE PER YEAR APRIL & OCTOBER)	del Rosario	Gonzalez
Housing Endowment and Regional Trust (HEART) Member Agency Committee (MEETS 3 X A YEAR, 4 TH WEDNESDAYS, 2-3PM AT SAN MATEO CITY HALL)	Fiscaro	
Housing and Community Development Commission (HCDC) (MEETINGS ARE DURING THE DAYTIME, AS NEEDED. MORE MEETINGS AT BEGINNING OF THE YEAR. APPOINTED BY CITY SELECTION COMMITTEE)	Fiscaro	
Grand Boulevard Task Force (MEETS 3 RD WEDNESDAY, 10AM-12 NOON, MARCH, JUNE, SEPTEMBER, DECEMBER AT EITHER SAM TRANS IN SAN CARLOS OR CITY HALL IN SANTA CLARA)	Silva	Gonzalez
Sustainable Communities Strategy and Regional Housing Needs Allocation Policy Advisory Committee (NO MEETINGS SCHEDULED AT THIS TIME)	Fiscaro	Silva
Point of Contact for the San Mateo County Energy Strategy Program (NO MEETINGS SCHEDULED AT THIS TIME)	Fiscaro	

Action: Vice Mayor Colvin moved to Approve Committee Assignments for 2015 and Grant to the Appointee Discretion in Voting on Matters Brought Before the Committee; 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			

14. **COUNCIL OF CITIES AND CITY SELECTION COMMITTEE**

Administrative Technician III Caitlin Corley presented the staff report. Mayor del Rosario opened the public comment period at 9:57 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Confirm Designation of the Mayor as the Voting Member for the Council of Cities, Designate an Alternative via the City Selection Proxy Designee Form, and Give the Voting Member Discretion on Any and All Matters to be Considered; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

15. **OMNIBUS ORDINANCE**

Assistant City Attorney Christopher Diaz presented the staff report. Mayor del Rosario opened the public comment period at 10:04 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Gonzalez moved to Introduce an Omnibus Ordinance Adding Colma Municipal Code Section 1.03.105 (City Treasurer) and Amending Sections 1.05.020 (Infractions), 1.06.180 (Negotiated Contracts), 1.06.200 (Professional Services Contracts), Sections 1.06.260 Through 1.06.290 (Contracts For Public Projects), 4.04.130 (Food Vending Vehicles), and 5.03.090 (C Zone), 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			

COUNCIL CALENDARING

The next Regular City Council Meeting will be on Wednesday, January 14, 2014 at 7:30p.m. at the Colma Community Center.

REPORTS

Council Members reported on the events listed below:

Diana Colvin

Carol Klatt Retirement, 12/10

Helen Fiscaro

San Mateo City Council Reorganization, 12/1

Daly City City Council Reorganization, 12/2

Chamber of Commerce Holiday Soiree, 12/4

Labor Holiday Party, 12/5

Breakfast with Santa Event, 12/6

Colma Creek Committee Meeting, 12/9

Carol Klatt Retirement, 12/10

Joseph Silva

Council of Cities Dinner, hosted by Portola Valley, 11/21

Grand Boulevard Initiative Meeting, 11/19

City Manager Sean Rabé reported on the topics below:

- There will be a Special Meeting to honor Roger Peters' retirement from the Town on Thursday, January 8, 2015 at 4:30p.m. at the Colma Community Center.
- The Town received GFOA's Distinguished Budget Award again this year.
- Black Friday sales in Town were good; Target did \$3.5 million in sales that day.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor del Rosario at 10:14 p.m. in memory of Sally Balton and Tamara Grigg.

Respectfully submitted,

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

Caitlin Corley
Administrative Technician III