



**AGENDA
REGULAR MEETING**

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

Wednesday, January 14, 2015 at 7:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Presentation to Holiday Decorating Contest Winner
- Introduction of new Administrative Technician Darcy De Leon
- Introduction and Swearing in of new Sergeant Kevin Nishita
- Introduction and Swearing in of new Commander Sherwin Lum

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 December 9, 2014 Special Meeting.
2. Motion to Accept the Minutes from the December 10, 2014 Regular Meeting.
3. Motion to Approve Report of Checks Paid for December 2014.
4. A Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2014.
5. Motion to Adopt a Resolution Approving Staff Changes for the City Manager's Office.
6. Motion to Adopt a Resolution Approving the First Revised and Restated Joint Exercise of Powers Agreement for the San Mateo County Operational Area Emergency Services Organization.
7. Motion to Adopt 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) (second reading).

PUBLIC HEARING

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

Consider: Motion to Adopt a Resolution Approving an Amended Planned Development (PD) Conditional Use Permit For an Assisted Living Facility at 203-207B Collins Avenue.

9. 2015 HOUSING ELEMENT ADOPTION

Consider: Motion to Adopt a Resolution Adopting an Addendum Pursuant to the Requirements of the California Environmental Quality Act and Adopting the 2015 Housing Element.

10. BUILDING CODE ORDINANCE

Consider: Motion to Adopt 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.

OLD BUSINESS

11. ADULT HOLIDAY EVENT

Consider: Motion Giving Direction to Staff Regarding Potential Holiday Event in 2015.

STUDY SESSION

12. GENERAL PLAN SAFETY ELEMENT AND NOISE ELEMENT

This item is 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.

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**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Town Hall, 1198 El Camino Real
Colma, CA 94014

**Tuesday, December 9, 2014
6:30 p.m.**

CALL TO ORDER

Mayor Fiscaro called the Special Meeting of the City Council to order at 6:47 p.m.

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

INTRODUCTIONS

Mayor Fiscaro welcomed the audience and acknowledged local dignitaries and elected officials in attendance:

Adrienne Tissier, San Mateo County Supervisor
Sandie Arnott, San Mateo County Treasurer
Dennis Fiscaro, Former Mayor
Mary Brodzin, Former Council Member
Frossana Vallerga, Former Mayor
Judith Christensen, Daly City Council Member
Deputy Consul Jaimon Ascalon of the Philippine Consulate General
Mark Chekal-Bain, District Director for Assemblymember Phil Ting
Mark Nagales, Constituent Services Director for Congresswoman Jackie Speier
Georgette Sarles, Daly City Colma Chamber of Commerce
Pat Hatfield, President of the Colma Historical Museum

Mayor Fiscaro introduced the following Town of Colma Staff members:

Sean Rabé, City Manager
Roger Peters, City Attorney
Kirk Stratton, Police Chief
Brian Dossey, Director of Recreation Services
Brad Donohue, Director of Planning and Public Works
Michael Laughlin, City Planner
Lori Burns, Human Resources Manager

PRESENTATION OF THE MAYOR’S DIVERSITY AWARD

Mayor Fiscaro presented Rebecca Lugtu of Sweet Dreams Bakery with a proclamation in honor of being selected as the Diversity Award Recipient.

ADOPTION OF THE RESOLUTION DECLARING RESULTS OF NOVEMBER 4, 2014 ELECTION

Mayor Fiscaro stated, "Because I am one of the persons who ran for re-election to the Council, I have asked the Vice Mayor to handle this portion of the agenda," and turned the meeting over to Vice Mayor Gonzalez.

Vice Mayor Gonzalez called on City Clerk Sean Rabé to read the certified results of the election.

Action: Council Member Colvin moved to Adopt a Resolution Declaring the Results of the General Municipal Election held on November 4, 2014, and such other matters as provided by law; the motion was seconded by Council Member Silva and carried by the following vote:

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

ADMINISTRATION OF OATHS OF OFFICE TO RE-ELECTED COUNCIL MEMBERS

Vice Mayor Gonzalez called Dr. Herbert Lee to administer the Oath of Office to Re-elected Council Member Joanne F. del Rosario. After taking her Oath, Council Member del Rosario introduced her family and made remarks.

Vice Mayor Gonzalez called Supervisor Adrienne Tissier to administer the Oath of Office to Re-elected Council Member Helen Fiscaro. After taking her Oath, Council Member Fiscaro introduced her family and made remarks.

Vice Mayor Gonzalez turned the meeting back over to Mayor Fiscaro.

REMARKS BY OUT-GOING MAYOR

Mayor Fiscaro made remarks as the out-going Mayor. The City Council presented her with a gavel, proclamation, flowers and a donation to the North Peninsula Food Pantry and Dining Center of Daly City in her honor.

NOMINATION AND APPOINTMENT OF MAYOR

Mayor Fiscaro called upon the Council to make nominations for Mayor. Vice Mayor Gonzalez stated, "The Council typically rotates through the positions of Mayor and Vice Mayor based on seniority. Going by seniority, this would be my year to serve as Mayor. Unfortunately, due to work and family commitments, I won't be able to serve as Mayor. I therefore nominate the next in the rotation, Council Member Joanne F. del Rosario for Mayor." The nomination was seconded by Council Member Colvin.

There were no other nominations, and Mayor Fiscaro closed the nominations for Mayor. Mayor Fiscaro called for a vote.

Action: Vice Mayor Gonzalez moved to select Joanne F. del Rosario as Mayor, and the motion was seconded by Council Member Colvin and carried by the following vote:

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

ADMINISTRATION OF THE OATH OF OFFICE TO NEW MAYOR

Out-going Mayor Fiscaro called Former Mayor Frossana Vallergera to the podium to administer the Oath of Office to the new Mayor. After receiving the Oath of Office, Mayor del Rosario introduced her guests and gave her remarks as the in-coming Mayor.

NOMINATION AND APPOINTMENT OF VICE MAYOR

Mayor del Rosario called upon the Council to make nominations for Vice Mayor. Council Member Silva stated, "The Council typically rotates through the positions of Mayor and Vice Mayor based on seniority. Going by seniority, this would be my year to serve as Vice Mayor. Unfortunately, due to work and family commitments, I won't be able to serve as Vice Mayor. I therefore nominate the next in the rotation, Council Member Diana Colvin for Vice Mayor." The nomination was seconded by Council Member Gonzalez.

There were no other nominations, and Mayor del Rosario closed the nominations for Vice Mayor. Mayor del Rosario called for a vote.

Action: Council Member Silva moved to select Diana Colvin as Vice Mayor, and 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	✓				
Joseph Silva	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
	5	0			

ADMINISTRATION OF THE OATH OF OFFICE TO VICE MAYOR

Mayor del Rosario called City Manager Sean Rabé, to the podium to administer the Oath of Office to the new Vice Mayor. After receiving the Oath of Office, Vice Mayor Colvin introduced her guests and gave her remarks as the in-coming Vice Mayor.

PRESENTATIONS

Georgette Sarles, CEO and President of the Colma/Daly City Chamber of Commerce, thanked out-going Mayor Fiscaro and congratulated Mayor del Rosario and presented flowers from the Chamber of Commerce.

Richard Rocchetta of the Colma Historical Association presented out-going Mayor Fiscaro with a certificate and flowers.

SIGNING OF THE VALUES BASED CODE OF CONDUCT

Mayor del Rosario gave each member of the Council a Values Based Code of Conduct and each member of the Council signed the pledge.

ADJOURNMENT

Mayor del Rosario adjourned the Special Meeting at 7:46 p.m., and invited everyone to join the Council in the reception that followed.

Respectfully submitted,

Caitlin Corley
Administrative Technician III

**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,

Caitlin Corley
Administrative Technician III

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40882	12/2/2014	00004	000005937102	11/13/2014	C602221371777	2,486.40	
					AT&T		
40883	12/2/2014	00036	000005937379	11/13/2014	6509973409097	92.16	2,651.22
40884	12/2/2014	00071	000005937378	11/13/2014	6509970105804	72.66	1,486.28
40885	12/2/2014	00093	00082251	11/12/2014	375 ea: Guest Hang Tag Parkin	1,486.28	135,910.75
40886	12/2/2014	00112	Sept 27-Oct 31, 12/1/2014	12/1/2014	CSG	135,910.75	854.64
40887	12/2/2014	00117	CITY OF SOUTH SAN FRANCISCO	11/20/2014	TRAFFIC SIGNAL MAINTENANCE	854.64	98.00
40888	12/2/2014	00150	DEPARTMENT OF JUSTICE	11/15/2014	FINGERPRINT APPLICATIONS	98.00	12,233.00
40889	12/2/2014	00307	DELTA DENTAL OF CALIFORNIA	12/1/2014	DENTAL INSURANCE	12,233.00	28.18
			FEDERAL EXPRESS	11/21/2014	SHIPPING CHARGES	28.18	1,955.54
			PACIFIC GAS & ELECTRIC	11/20/2014	PG&E	1,955.54	11.23
				11/19/2014	PG&E	11.23	9.87
				11/19/2014	PG&E	9.87	1,344.37
40890	12/2/2014	00464	HINDERLITER, DE LLAMAS	11/24/2014	SALES TAX SERVICES	1,344.37	71.42
40891	12/2/2014	00830	STAPLES BUSINESS ADVANTAGE	11/15/2014	2015 Desktop Calendar 22x17	71.42	4,153.75
40892	12/2/2014	01030	STEPFORD, INC.	11/14/2014	October 2014 Hours in Excess	4,153.75	65.00
				11/20/2014	Subscription VMware vSphere 5	65.00	300.00
40893	12/2/2014	01201	ZAPANTA, HEZEKIEL	11/24/2014	11/24/14 Deposit Refund 11/23/	300.00	300.88
40894	12/2/2014	01312	MOSS RUBBER AND EQUIPMENT	11/19/2014	Vest Liner 2XL & L, Hi Vis Jack	300.88	1,863.50
40895	12/2/2014	01370	VERIZON WIRELESS SERVICE	11/15/2014	CELL PHONE SERVICE	1,863.50	658.15
40896	12/2/2014	01514	ACTION SPORTS	11/24/2014	72 Navy/Ash Colma Staff Shirts	658.15	300.00
40897	12/2/2014	01847	PARADA, JEANETTE	11/24/2014	11/24/14 Deposit Refund 11/22/	300.00	18,653.08
40898	12/2/2014	02123	TYLER TECHNOLOGIES, INC.	12/1/2014	Jan 1-Dec 31, 2015 Financials	18,653.08	1,700.00
40899	12/2/2014	02144	DOMINICA DE LUCCA DBA D1381	11/22/2014	TAE KWON DO	1,700.00	640.00
40900	12/2/2014	02274	FRANK AND GROSSMAN LANI	11/19/2014	Remove Vegetation, Soil, & Irrig	640.00	275.00
				11/20/2014	Inspect & Replace Irrigation Val	275.00	6.00
40901	12/2/2014	02535	CARTER, JENNIFER	11/21/2014	11/21/14 Insufficient Registratio	6.00	36.87
40902	12/2/2014	02782	GONZALEZ, JOSEPH	11/22/2014	11/22/14 Cirque Du Soleil Milea	36.87	185,606.73
					b total for FIRST NATIONAL BANK OF DALY CITY:	185,606.73	

21 checks in this report.

Grand Total All Checks:

185,606.73

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40903	12/9/2014	00004	AT&T	11/20/2014	2312714310437 10/20/14-11/15	232.56	232.56
40904	12/9/2014	00013	ANDY'S WHEELS & TIRES	11/30/2014	TIRE SERVICE	1,973.04	1,973.04
40905	12/9/2014	00051	CALIFORNIA WATER SERVICE	11/26/2014	WATER BILL	4,610.78	4,610.78
40906	12/9/2014	00057	CINTAS CORPORATION #2	8401767952	First Aid Supplies Admin.	226.85	
				8401767928	PW First Aid Supplies	56.80	283.65
40907	12/9/2014	00095	CLEARLITE TROPHIES	74275	B-GW-M-10" Walnut Gavel w/B	47.96	47.96
40908	12/9/2014	00140	FIRST NAT BANK OF NO CA	11/20/14 Ramos	CREDIT CARD CHARGE	3,508.15	
				11/20/14 Dossey	CREDIT CARD CHARGE	3,085.37	
				11/20/14 Morque	CREDIT CARD CHARGE	1,797.69	
				11/20/14 Gogan	CREDIT CARD CHARGE	1,562.53	
				11/20/14 Jordan	CREDIT CARD CHARGE	350.02	
				11/20/14 Pfoth	CREDIT CARD CHARGE	134.50	
				11/20/14 Silva	CREDIT CARD CHARGE	78.19	
				11/20/14 Rabe	CREDIT CARD CHARGE	36.17	10,552.62
40909	12/9/2014	00144	FLOWERLAND FLORAL SHOP	12/5/2014	Presentation Bouquet Chief's V	54.50	54.50
40910	12/9/2014	00169	JENKINS, HEIDI	1439	PLANT MAINTENANCE	650.00	650.00
40911	12/9/2014	00181	IEDA	19873	LABOR RELATIONS CONSUL	1,242.00	1,242.00
40912	12/9/2014	00213	STRATTON, KIRK	Dec 3-4, 2014 M	Dec 3-4, 2014 SMCPCSA Conf	52.66	52.66
40913	12/9/2014	00254	METRO MOBILE COMMUNICA	141208	Dec 2014 Maintenance Contrac	602.00	602.00
40914	12/9/2014	00256	PFOTENHAUER, MICHAEL	Dec 2-4 Meals & Mileage	Dec 2-4, 2014 Meals & Mileage	106.59	106.59
40915	12/9/2014	00307	PACIFIC GAS & ELECTRIC	9248309814-8	11/20/2014 9248309814-8 601 F St.	247.02	
				0567147369-1	11/24/2014 0567147369-1 JSB S/O Serran	122.83	369.85
40916	12/9/2014	00352	SERRAMONTE FORD, INC.	Nov 2014	11/30/2014 CAR REPAIR	44.41	44.41
40917	12/9/2014	00364	SMC SHERIFF'S OFFICE	CL04205	10/31/2014 LAB FEES	321.67	
				CL04255	11/30/2014 LAB FEES	141.67	463.34
40918	12/9/2014	00388	SONITROL	W104884-IN	11/25/2014 427 F ST. MONTHLY MONITO	118.00	
				1259503-IN	12/1/2014 427 F ST. MONTHLY MONITO	109.00	227.00
40919	12/9/2014	00432	VISION SERVICE PLAN	Dec 2014	11/20/2014 VISION SERVICE PLAN	980.72	980.72
40920	12/9/2014	00449	BANK OF AMERICA	11/24/2014	11/24/2014 CREDIT CARD CHARGE	558.70	558.70
40921	12/9/2014	00460	SMC JOBS FOR YOUTH	FY 2014-15 Grant	FY 2014-15 Grant Donation	500.00	500.00
40922	12/9/2014	00500	SMC CONTROLLERS OFFICE	November 2014	Nov 2014 Allocation of Parking	946.20	946.20
40923	12/9/2014	00830	STAPLES BUSINESS ADVANT	8032248397	11/22/2014 SEB Reman Toner HP 12A, Sta	193.13	193.13
40924	12/9/2014	01036	MANAGED HEALTH NETWORK	3200062894	10/17/2014 EMPLOYEE ASSISTANCE PRG	118.00	118.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40925	12/9/2014	01037	Dec 2014	11/26/2014	COMCAST CABLE TV	22,442.32	
			Nov 25-Dec 24, ;	12/5/2014	INTERNET 1520 HILLSIDE BL	275.70	
			12/02/14-01/01/1	11/27/2014	INTERNET 1198 & 1199 EL CA	230.70	
			Nov 25-Dec 24, ;	11/20/2014	INTERNET 427 F ST.	225.70	
			8155 20 022 000	11/22/2014	427 F ST. NEW CONVERTER	15.00	23,189.42
40926	12/9/2014	01308	348900	11/30/2014	PW GAS PURCHASES	182.26	182.26
40927	12/9/2014	01340	10008843	11/30/2014	SECTION 125 PARTICIPANT F	50.00	50.00
40928	12/9/2014	01367	Nov 2014	12/8/2014	DANCE CLASSES	715.00	715.00
40929	12/9/2014	01480	12337	10/1/2014	Jan 1-Dec 31, 2015 Law Enforc	2,450.00	2,450.00
40930	12/9/2014	01557	8810	12/4/2014	CALOPPS Two Time Postings I	300.00	300.00
40931	12/9/2014	01680	NBS GOVERNMENT FINANCE 101400159	11/25/2014	USER FEE CONSULTING SER	2,386.25	2,386.25
40932	12/9/2014	01808	THIRD DEGREE COMMUNICA Jan 12-15, 2015	12/9/2014	Jan 12-15, 2015 Interview &	425.00	425.00
40933	12/9/2014	01856	AMERICAN ASPHALT REPAIR #2 Final Pmt Ret	11/18/2014	#2 Final Payment Release Rete	7,300.15	7,300.15
40934	12/9/2014	01865	THYSSENKRUPP ELEVATOR 3001469446	12/1/2014	12/01/14-11/30/15 Gold-Full	3,305.74	3,305.74
40935	12/9/2014	01972	LORAL LANDSCAPING, INC 68722	11/25/2014	Fall Tree Work at Community C	24,652.00	24,652.00
40936	12/9/2014	02078	CINTAS CORPORATION NO. 2DGS38291603	11/30/2014	DOCUMENT DESTRUCTION	48.58	48.58
40937	12/9/2014	02082	VINCE'S OFFICE SUPPLY, INC Nov 2014 #2110;	11/28/2014	OFFICE SUPPLIES	572.77	
			Nov 2014 #2109.	11/28/2014	OFFICE SUPPLIES	422.93	995.70
40938	12/9/2014	02182	DALY CITY KUMON CENTER Nov 2014	12/5/2014	TUTORING	4,330.00	4,330.00
40939	12/9/2014	02216	RAMOS OIL CO. INC.	11/20/2014	GASOLINE PURCHASES	1,082.33	
			995028	11/30/2014	GASOLINE PURCHASES	1,024.76	
			996507	11/10/2014	GASOLINE PURCHASES	908.00	3,015.09
			993470	12/1/2014	LANDSCAPE MAINTENANCE	9,770.00	9,770.00
40940	12/9/2014	02274	FRANK AND GROSSMAN LANI148697	12/3/2014	12/03/14 Mileage Reimburseme	18.59	18.59
40941	12/9/2014	02397	DIETERLE, LINDA	12/1/2014	RIMS Final Acceptance Paymei	42,014.75	42,014.75
40942	12/9/2014	02443	SUN RIDGE SYSTEMS, INC. 3855	12/17/2014	COPY MACHINE RENTAL	866.56	
40943	12/9/2014	02499	GE CAPITAL INFORMATION TF93650008	11/25/2014	COPY MACHINE RENTAL	492.68	1,359.24
			93658046	12/1/2014	12/01/14 Insufficient Registratio	4.00	4.00
40944	12/9/2014	02681	PONCE, EVA	11/30/2014	Nov 2014 Pre-kickoff Implemen	2,437.50	2,437.50
40945	12/9/2014	02716	COM-STRAT, LLC DBA	12/5/2014	Replaced Battery 11 Ford Crow	173.96	
40946	12/9/2014	02739	ZEBOHEAD AUTOMOTIVE INC000002588	12/20/2014	Oil Service 11 Ford Crown Vic v	46.87	220.83
			000002587	12/5/2014	Nov 14 & 21, 2014 Mileage Reil	4.70	4.70
40947	12/9/2014	02742	WOO, CASSANDRA	12/1/2014	12/01/14 Event Cancelled Refu	650.00	650.00
40948	12/9/2014	02783	AGUILAR, GRISELDA	12/1/2014	12/01/14 Deposit Refund 11/29/	300.00	300.00
40949	12/9/2014	02784	BAUTISTA, CHERRY	12/1/2014	12/01/14 Deposit Refund 11/29/	50.00	50.00
40950	12/9/2014	02785	JONES, MARGARITA	12/1/2014	12/01/14 Deposit Refund 11/29/		

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40951	12/9/2014	02786	LOPEZ, JOEL	12/1/2014	12/01/14 Deposit Refund 11/30/	300.00	300.00
40952	12/9/2014	02787	AECO SYSTEMS, INC.	11/12/2014	Test/Repair Existing Fire Alarm	3,663.00	3,663.00
b total for FIRST NATIONAL BANK OF DALY CITY:						158,947.51	

50 checks in this report.

Grand Total All Checks: 158,947.51

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40953	12/12/2014	00068	121214 B	12/12/2014	COLMA PEACE OFFICERS: PAY	729.52	729.52
40954	12/12/2014	00631	121214 B	12/12/2014	PERS - BUYBACK: PAYMENT	33,619.31	
			121214 B	12/12/2014	PERS MISC NON-TAX: PAYME	14,030.03	
			121214 M	12/12/2014	PERS MISC NON-TAX: PAYME	918.26	48,567.60
40955	12/12/2014	01340	121214 B	12/12/2014	FLEX-PLAN SERVICES, INC	481.14	481.14
40956	12/12/2014	01360	VANTAGE TRANSFER AGENT:121214 B	12/12/2014	FLEX 125 PLAN: PAYMENT	3,905.91	
			121214 M	12/12/2014	ICMA CONTRIBUTION: PAYME	650.00	4,555.91
40957	12/12/2014	01375	NATIONWIDE RETIREMENT S:121214 B	12/12/2014	ICMA CONTRIBUTION: PAYME	5,750.00	
			121214 M	12/12/2014	NATIONWIDE: PAYMENT	650.00	6,400.00
40958	12/12/2014	02377	CALIFORNIA STATE DISBURS:121214 B	12/12/2014	NATIONWIDE: PAYMENT	553.84	553.84
93137	12/12/2014	00521	UNITED STATES TREASURY	12/12/2014	WAGE GARNISHMENT: PAYM	953.48	953.48
93138	12/12/2014	00130	EMPLOYMENT DEVELOPMENT	12/12/2014	FEDERAL TAX: PAYMENT	15.42	15.42
93140	12/12/2014	00130	EMPLOYMENT DEVELOPMENT	12/12/2014	STATE DI/SUI TAX: PAYMENT	7,739.43	7,739.43
93141	12/12/2014	00521	UNITED STATES TREASURY	12/12/2014	CALIFORNIA STATE TAX: PAY	36,505.29	36,505.29
					FEDERAL TAX: PAYMENT		
o total for FIRST NATIONAL BANK OF DALY CITY:							106,501.63

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40959	12/16/2014	00004	AT&T	12/1/2014	4 Voice Mail Ports Nov 2014	799.52	799.52
40960	12/16/2014	00057	CINTAS CORPORATION #2	12/15/2014	CLEANING SERVICE	751.34	751.34
40961	12/16/2014	00174	HOME DEPOT CREDIT SERV	11/30/2014	PW Purchases Oct 30-Nov 25,	1,299.29	1,299.29
40962	12/16/2014	00214	KSM PRINTING	12/11/2014	200 Officer Attempt Service Lat	67.80	67.80
40963	12/16/2014	00307	PACIFIC GAS & ELECTRIC	12/5/2014	0576889222-5 1180 El Camino	321.09	321.09
				12/4/2014	6991706865-7 1190 El Camino	254.30	254.30
				12/5/2014	0035222590-8 1180 El Camino	23.91	23.91
40964	12/16/2014	00366	CRITICAL REACH	12/15/2014	Jan - Dec 2015 APBnet Crime I	285.00	285.00
40965	12/16/2014	00391	SUSTAINABLE SAN MATEO C	12/9/2014	FY 2014-2015 Grant Donation	3,000.00	3,000.00
40966	12/16/2014	00412	TELECOMMUNICATIONS ENG	12/10/2014	Facilities Mgmt & Maintenance	1,328.00	1,328.00
40967	12/16/2014	00534	SMC INFORMATION SERVICE	12/9/2014	MICRO CHANNEL & LINES	1,322.25	1,322.25
40968	12/16/2014	00623	AUS WEST LOCKBOX	11/30/2014	UNIFORM SERVICE	355.84	355.84
40969	12/16/2014	00652	INNVISION SHELTER NETWOI	12/9/2014	FY 2014-2015 Grant Donation	3,000.00	3,000.00
40970	12/16/2014	00714	SMC ASSESSOR-COUNTY CL	12/10/2014	2015 HOUSING ELEMENT NO	2,260.00	2,260.00
40971	12/16/2014	00778	CASTILLO, ANA	12/5/2014	12/05/14 Event Cancelled	200.00	200.00
40972	12/16/2014	00779	CASTRO, ESTHER	12/8/2014	12/08/14 Deposit Refund 12/07,	300.00	300.00
40973	12/16/2014	00830	STAPLES BUSINESS ADVANT	11/29/2014	Sandisk 16GB USB, Folder TT	118.09	118.09
40974	12/16/2014	01183	BEST BEST & KRIEGER LLP	12/3/2014	CITY ATTORNEY SERVICES	19,225.03	19,225.03
40975	12/16/2014	01399	WESTLAKE TOUCHLESS CAR	12/1/2014	PD CAR WASH	8.95	8.95
40976	12/16/2014	01414	VERANO HOMEOWNERS ASS	11/2015	VERANO OWNERS ASSOCIAT	295.00	295.00
40977	12/16/2014	01548	HEART OF SAN MATEO COUN	8/5/2014	FY 2014-2015 Administrative F	533.00	533.00
40978	12/16/2014	01685	STADTLER LANDSCAPING	12/9/2014	PLANT MAINTENANCE	240.00	240.00
				12/9/2014	PLANT MAINTENANCE	120.00	120.00
40979	12/16/2014	01967	DEL ROSARIO, EDUARDO	12/8/2014	12/08/14 Deposit Refund 12/06,	50.00	50.00
40980	12/16/2014	02190	GOGAN, REA	12/10/2014	12/10/14 Sgt's Assessment Reil	40.15	40.15
40981	12/16/2014	02198	BAYSIDE PRINTED PRODUCT	12/5/2014	Recreation Guide Jan - April 20	805.10	805.10
40982	12/16/2014	02258	KIM, SEUNG NAM	Nov 2014	GOLF LESSONS	500.00	500.00
40983	12/16/2014	02399	REVELES, CORI	12/8/2014	12/08/14 Deposit Refund 12/07,	50.00	50.00
40984	12/16/2014	02635	VOLUNTEERS IN MEDICINE	12/9/2014	FY 2014-2015 Grant Donation	2,050.00	2,050.00
40985	12/16/2014	02676	DYETT & BHATIA, URBAN AN	12/4/2014	URBAN DESIGN & GENERAL	1,000.00	1,000.00
40986	12/16/2014	02743	UTILITY TELEPHONE, INC	Dec 2014	INTERNET ACCESS 128070	663.17	663.17
40987	12/16/2014	02778	WHITAKER, DAVID L	12/10/2014	GUITAR CLASS	150.00	150.00
40988	12/16/2014	02789	ABBOTT, SUSAN	12/4/2014	12/06/14 Balloon Twister Chrisi	175.00	175.00

b total for FIRST NATIONAL BANK OF DALY CITY: 41,591.83

30 checks in this report.

Grand Total All Checks:

41,591.83

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
40989	12/22/2014	00002	12/01/2014	12/1/2014	PHONE BILLS	119.88	119.88
40990	12/22/2014	00020	Nov 2014	11/30/2014	SUPPLIES	141.75	141.75
40991	12/22/2014	00034	100405	12/16/2014	12/16/14 MEDICAL ISSUE REF	5.00	5.00
40992	12/22/2014	00044	11161	11/30/2014	11/22/14 Tow for Det. White Ca	65.00	65.00
40993	12/22/2014	00050	259	12/11/2014	March 10-11, 2015 Leadership	557.00	557.00
40994	12/22/2014	00051	1727052702	12/12/2014	1727052702 JSB across from F	109.69	109.69
40995	12/22/2014	00054	9076	12/5/2014	C/CAG Annual NPDES Fees	3,051.26	3,051.26
40996	12/22/2014	00071	Nov 1-28, 2014	12/15/2014	CSG	99,488.23	99,488.23
40997	12/22/2014	00093	Nov 1-28, 2014	12/10/2014	CSG	8,358.61	8,358.61
40998	12/22/2014	00112	515905	12/10/2014	DISPATCH SERVICES	1,630.00	1,630.00
40999	12/22/2014	00214	069778	12/4/2014	FINGERPRINT APPLICATIONS	105.68	105.68
41000	12/22/2014	00282	24990	12/16/2014	100 Vehicle Warning Stickers 6	97,619.79	97,619.79
41001	12/22/2014	00307	3007220528-6	12/15/2014	MEDICAL INSURANCE	2,556.99	2,556.99
41002	12/22/2014	00351	0512181543-4	12/26/2014	PG&E	1,856.37	4,413.36
41003	12/22/2014	00360	100383	12/15/2014	12/15/14 Event Cancelled Refu	710.00	710.00
41004	12/22/2014	00411	22200	12/19/2014	FY 2014-15 Grant Donation	500.00	500.00
41005	12/22/2014	00414	22200	11/30/2014	CITATION PROCESSING	157.05	157.05
41006	12/22/2014	00421	340606535	12/17/2014	PEST CONTROL	50.00	50.00
41007	12/22/2014	00659	Bulk Mailing Pos	12/16/2014	Bulk Mailing Postage #1433	1,500.00	1,500.00
41008	12/22/2014	00851	INV160739	12/12/2014	10 each: 45 Auto 230 GR-, 40 S	305.22	305.22
41009	12/22/2014	01030	12/19/14 Council	12/22/2014	12/19/14 Council of Cities Dimn	560.00	560.00
			1402385	12/1/2014	MONTHLY SERVICE CONTRA	5,380.00	5,380.00
			1402393	12/1/2014	Corp Yard Dell SonicWALL TZ;	988.04	988.04
			1402432	12/15/2014	Nov 2014 Hours in Excess of C	761.25	761.25
			1402440	12/15/2014	30 3' Male-Male RJ-45-CAT-5 p	128.29	128.29
			12/11-01/10 601	12/7/2014	INTERNET 601 F ST.	98.95	98.95
			100384	12/15/2014	12/15/14 Deposit Refund 12/13,	50.00	50.00
			Dec 1-15, 2014	12/22/2014	PW GAS PURCHASES	311.16	311.16
			11/12/14 Mileage	11/30/2014	Pmt #4 Hillside Blvd Improve	584,191.86	584,191.86
			11/12/14 Mileage	11/12/2014	11/12/14 Mileage Reimburse	8.90	8.90
			Dec 2014	12/10/2014	JANITORIAL SERVICES	8,114.11	8,114.11
			IN600:2556385	12/9/2014	TRAP SERVICE CHARGE	79.71	79.71
			114-2536151	12/4/2014	STANDARD AND REGULAR SI	118.98	118.98
			7	12/16/2014	PD Photo: 1 11x14 and 700 Cu:	1,376.13	1,376.13

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41019	12/22/2014	02224	STANDARD INSURANCE COM Jan 2015	12/15/2014	LIFE INSURANCE	225.50	225.50
41020	12/22/2014	02251	RECORD XPRESS OF CA, LLC0827075	11/30/2014	STORAGE, WORKORDERS, I	172.86	172.86
41021	12/22/2014	02386	VIBO MUSIC SCHOOL Sept 4-Dec 13, 2	12/15/2014	Sept 4-Dec 13, 2014 Fall Music	1,634.00	1,634.00
41022	12/22/2014	02499	GE CAPITAL INFORMATION T193746624	12/5/2014	COPY MACHINE RENTAL	1,536.90	1,536.90
41023	12/22/2014	02510	REGIONAL GOVERNMENT SE4570	11/30/2014	CONTRACT C. FRANCIS	1,500.00	1,500.00
41024	12/22/2014	02542	KEYSTONE (US) MANAGEMENT23328274	12/6/2014	Jan 1-March 31, 2015 Fire Syst	361.98	361.98
41025	12/22/2014	02614	CALIFORNIA CITY MANAGEMENT FY 2014-15 Men	12/22/2014	FY 2014-15 Membership Dues:	400.00	400.00
41026	12/22/2014	02623	BLOEBAUM, CYNTHIA Dec 17, 2014 Cc	12/18/2014	COOKING CLASSES	425.00	425.00
41027	12/22/2014	02718	GUERRERO, SAUL 11/17/14 Meal &	12/18/2014	11/17/14 Meal & Mileage Force	41.14	41.14
41028	12/22/2014	02762	CORNERSTONE EARTH GRO16667 Pmt #2	11/14/2014	Pmt #2 Work Completed to Nov	1,246.80	1,246.80
41029	12/22/2014	02788	LUNA-SEVILLA, MARGARET-RSept 24-Dec 3, 2	12/4/2014	Sept 24-Dec 3, 2014 Zumba Cl	450.00	450.00
41030	12/22/2014	02790	SAN PEDRO, SUZETTE 100385	12/15/2014	12/15/14 Deposit Refund 12/13,	300.00	300.00
41031	12/22/2014	02791	SHAPIRO, ROBERT 12/26/14	12/10/2014	12/26/14 Balloon Twisting & Ma	350.00	350.00
41032	12/22/2014	02792	TOY, MICHAEL 10035	12/9/2014	12/06/14 Balloon Twisting	200.00	200.00
41033	12/22/2014	02793	DITO'S MOTORS 614B Refund C8	12/16/2014	614B Refund C & D (11/20/13)	1,000.00	1,000.00
41034	12/22/2014	02794	SORIANO SMITH, RHIANNON 31767P Live Sce	12/18/2014	31767P Live Scan Refund	32.00	32.00
41035	12/22/2014	02795	ROSSET, JAY Nov 17-18 Meals	12/22/2014	Nov 17-18 Meals & Mileage SF:	89.80	89.80

b total for FIRST NATIONAL BANK OF DALY CITY: 831,020.88

47 checks in this report.

Grand Total All Checks: 831,020.88

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41036	12/26/2014	00047	12262014 B	12/26/2014	CLEA: PAYMENT	441.00	441.00
41037	12/26/2014	00068	12262014 B	12/26/2014	COLMA PEACE OFFICERS: P/	729.52	729.52
41038	12/26/2014	00631	12262014 B	12/26/2014	PERS - BUYBACK: PAYMENT	37,034.22	
			12262014 B	12/26/2014	PERS MISC NON-TAX: PAYME	13,730.50	50,764.72
41039	12/26/2014	01340	12262014 B	12/26/2014	FLEX-PLAN SERVICES, INC	481.14	481.14
41040	12/26/2014	01360	12262014 B	12/26/2014	VANTAGE TRANSFER AGENT:12262014 B	3,905.91	3,905.91
41041	12/26/2014	01375	12262014 B	12/26/2014	NATIONWIDE RETIREMENT S:12262014 B	5,750.00	5,750.00
41042	12/26/2014	02224	12262014 B	12/26/2014	STANDARD INSURANCE COM 12262014 B	298.70	298.70
41043	12/26/2014	02377	12262014 B	12/26/2014	CALIFORNIA STATE DISBURSI12262014 B	553.84	553.84
93144	12/26/2014	00130	12262014 B	12/26/2014	EMPLOYMENT DEVELOPMEN 12262014 B	7,459.51	7,459.51
93145	12/26/2014	00521	12262014 B	12/26/2014	UNITED STATES TREASURY 12262014 B	34,663.05	34,663.05
o total for FIRST NATIONAL BANK OF DALY CITY:						105,047.39	

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41044	12/31/2014	00004	000006042306	12/13/2014	AT&T 11/13/14 - 12/12/14	2,473.32	2,545.92
			000006042582	12/13/2014	AT&T 11/13/14 - 12/12/14	72.60	1,031.96
41045	12/31/2014	00051	CALIFORNIA WATER SERVICE6544607057121	12/17/2014	SVC 11/15/14 - 12/16/14	1,031.96	382.87
41046	12/31/2014	00057	CINTAS CORPORATION #2 8401836383	12/12/2014	12/08/14 Svc, Acct#10499602	382.87	1,005.06
41047	12/31/2014	00093	CITY OF SOUTH SAN FRANCISCO	12/16/2014	Nov 2014 Maintenance	1,005.06	2,633.52
41048	12/31/2014	00140	FIRST NAT BANK OF NO CA	12/21/2014	Credit Card Acct#8656	2,633.52	43.25
41049	12/31/2014	00307	PACIFIC GAS & ELECTRIC	12/15/2014	Electric Charges 11/14/14 - 12/14/14	43.25	26.88
			9593452526212	12/15/2014	Electric Charges 11/14/14 - 12/14/14	26.88	10.60
			2039987372612	12/18/2014	Electric Charges 11/19/14 - 12/18/14	10.60	9.53
			9956638930212	12/18/2014	Electric charges 11/19/14 - 12/18/14	9.53	401.00
41050	12/31/2014	00414	TERMINEX INTERNATIONAL L340476830	12/16/2014	Pest Control 11/3-4/2014, Work	401.00	553.14
41051	12/31/2014	00619	LUM, SHERWIN	12/23/2014	LAPD Leadership Academy Tra	553.14	604.97
41052	12/31/2014	00659	ADAMSON POLICE PRODUCT INV161661	12/22/2014	45 AUTO 230 GR FMJ	604.97	50.00
41053	12/31/2014	00807	CACHUELA, ERLINDA	12/22/2014	12/20/14 Facility Rental Deposi	50.00	446.69
41054	12/31/2014	00928	CLEAN SOURCE, INC.	12/15/2014	Tissue, Towel, Liner, Bleach	446.69	118.00
41055	12/31/2014	01036	MANAGED HEALTH NETWORK3200064415	12/17/2014	EAP 6	118.00	4,875.00
41056	12/31/2014	01076	API CONSULTING	12/12/2014	Nov 2014 Records Mgmt Svc	4,875.00	130.47
41057	12/31/2014	01184	PENINSULA UNIFORMS & EQ106776	12/26/2014	Gold buttons, name patch, svc :	130.47	111.29
			106775	12/26/2014	Sgt.stripes, Remove/Sew Patch	111.29	28.00
41058	12/31/2014	01276	GONZALEZ, RAE	12/23/2014	Refund	28.00	360.00
41059	12/31/2014	01352	SESAC, INC.	12/12/2014	2014 Annual Licence Fee	360.00	105.00
41060	12/31/2014	01652	AU ELECTRIC CORPORATION144785	12/15/2014	Commercial Digital Monitoring	105.00	1,034.03
41061	12/31/2014	01745	WILLIAM D. WHITE CO., INC.	12/15/2014	Main gate chain replacement	1,034.03	56.00
41062	12/31/2014	01860	ROQUE, ELIZABETH	12/22/2014	Refund Check - Entry Error	56.00	660.00
41063	12/31/2014	01995	CELESTE, MIKE L.	12/27/2014	12/12-26/2014 Cardroom Back	660.00	1,092.45
41064	12/31/2014	02216	RAMOS OIL CO. INC.	12/20/2014	Acct#24959	1,092.45	1,930.00
41065	12/31/2014	02274	FRANK AND GROSSMAN LANI40445590	12/16/2014	Demolition and Planting	1,930.00	1,066.00
			40445591	12/16/2014	Planting, Bark	1,066.00	6.00
41066	12/31/2014	02332	AUGUSTINE, DEBORAH	12/19/2014	Refund - insufficient registrarior	6.00	6.00
41067	12/31/2014	02535	CARTER, JENNIFER	12/19/2014	Refund - Insufficient Registratio	6.00	150.00
41068	12/31/2014	02561	VELASCO, ROSA	12/22/2014	Refund - Facility Rental Deposi	150.00	75.00
41069	12/31/2014	02583	CRIME SCENE CLEANERS, IN60430	12/13/2014	Squad room and bathroom	75.00	1,000.00
41070	12/31/2014	02742	WOO, CASSANDRA	12/23/2014	Fall 2014 Registration Reimbur:	1,000.00	51.98
41071	12/31/2014	02795	ROSSET, JAY	12/29/2014	12/5/14 Training	51.98	

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
41072	12/31/2014	02796	BARRAZA, MILTON	12/22/2014	Refund - Facility Rental Deposit	150.00	150.00
b total for FIRST NATIONAL BANK OF DALY CITY:							22,750.61

29 checks in this report.

Grand Total All Checks: 22,750.61

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STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, Director of Recreation Services
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 14, 2015
 SUBJECT: Recreation Services Department Quarterly Review, October - December 2014

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE FOURTH QUARTER OF 2014.

EXECUTIVE SUMMARY

In the fourth quarter of 2014, a total of 1,184 participants attended more than 52 programs. This represents an increase of 40 participants from the fourth quarter of 2013.

Staff estimates that 31% of the population had a current Colma I.D. during the 4th quarter of 2014 suggesting that residents participated in multiple programs.

There were a total of 61 rentals, which is a decrease of four rentals from the third quarter of 2014.

BACKGROUND

Participation

The Recreation Services Department offered programs, activities, events and trips for all age groups during the past quarter. Below is a summary of participation levels by demographic:

- A total of 107 Adults & Seniors participated in Enrichment Programs. This represents an increase of 49 participants from the 4th quarter of 2013. The increase is due to the addition of the Sustainable Landscaping program.

- A total of 230 Adults & Seniors participated in Trips & Events. This represents an increase of 35 participants from the 4th quarter of 2013. Staff attributes the increase to greater participation in the Adult/Senior outings.
- A total of 358 Youths & Teens participated in Enrichment Programs. This represents a decrease of 25 participants from the 4th quarter of 2013. Staff attributes the decrease to the cancellation of the Tot Gym and jam program.
- A total of 236 Youths & Teens participated in Events & Trips. This represents a decrease of 13 participants from the 4th quarter of 2013. Staff attributes the decrease to fewer participants in the Teen Fright Night and Levi's Stadium Tour.
- A total of 253 Youths, Adults and Seniors participated in Community Programs. This represents a decrease of 12 participants from the 4th quarter of 2013.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 47 different events:

- Resident Rentals (21 social events and two HOA meetings)
- Resident Non-profit group (one Candidates Night)
- Non-Resident Non-profit Groups (one luncheon, two meetings and two fundraiser)
- Non-resident (two funerals)
- In House Reservations (16 meetings/trainings)

The Sterling Park Recreation Center was rented for 14 different events:

- Sterling Park Resident Rentals (13 social events & one Picnic)

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, all instructor contracts are e-mailed instead of printed and sent via U.S. mail. Also, when food and beverages are provided staff uses recyclable products.

ATTACHMENTS

- 2014 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review
October – December 2014
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Abs & Core Strength	Cancelled	1	Existing
Cooking Classes	26	3	Existing
Color Me Mine	Cancelled	1	<i>NEW</i>
Creekside Villas Activities	14	3	Existing
Discover Ukulele	Cancelled	1	Existing
Distracted Driving	4	1	<i>NEW</i>
Emergency Preparedness	Cancelled	1	Existing
Featured Puzzle of the Month	Cancelled	1	<i>NEW</i>
Full Body Conditioning	Cancelled	1	Existing
Golf	5	3	Existing
Hatha Yoga	15	1	Existing
Jewelry Design Pearl Knotting	Cancelled	1	Existing
Sustainable Landscaping	35	1	<i>NEW</i>
Zumba	8	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
16 th Annual SF Hip Hop Dance Fest	4	1	<i>NEW</i>
Breakfast with Santa	46		Existing
Cirque Du Soleil (Kurios)	35	1	<i>NEW</i>
Great Dickens Fair	25	1	Existing
Levi's Stadium Tour	28		<i>NEW</i>
Murder Mystery Dinner	25	1	Existing
San Francisco Moving Movie Tour	21	1	<i>NEW</i>
Senior Luncheon (Thanksgiving)	25	1	Existing
Senior Holiday Luncheon	21	2	Existing

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Ballet, Tap & Hip Hop	11	13	Existing
Broadway Musical Groups	1	1	Existing
Chess Wizards	Cancelled	1	Existing
Cooking	9	2	Existing
Discover Ukulele	Cancelled	2	Existing
Golf	8	3	Existing

Guitar Workshop	9	2	Existing
Keyboard	6	2	Existing
Kids' Club Afterschool Program	58	5	Existing
Kumon Math Tutoring	78	3	Existing
Kumon Reading Tutoring	60	3	Existing
Parents' Night Out	Cancelled	3	Existing
Straight & Strong Forever – Youth Yoga	4	1	NEW
Tae Kwon Do	60	3	Existing
Tot Gym & Jam	Cancelled	3	Existing
Violin Workshop	1	1	Existing
Winter Day Camp – Early Morning Care	14	1	Existing
Winter Day Camp	25	1	Existing
Winter Day Camp – Afternoon Care	14	1	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
16 th Annual SF Hip Hop Dance Fest	11	1	NEW
Breakfast with Santa	63	1	Existing
Halloween Parade	56	1	Existing
Ice Cream Arts & Crafts	9	2	Existing
Levi's Stadium Tour	4	1	NEW
Pumpkin Carving Party	39	1	Existing
Teen Fright Night	22	1	Existing
Teen Holiday Event	32	1	Existing

Community Programs

Program	Registered	Sessions	New or Existing Program
Colma Game Night	65	1	Existing
Holiday Crafts Night	57	1	Existing
Project Read Learning Wheels	67	6	Existing
Project Read Nutrition Program	33	3	Existing
Project Read Science Club	31	3	Existing

Note: Programs were cancelled due to insufficient participation.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: January 14, 2015
 SUBJECT: City Manager Office Staffing Modification

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING STAFF CHANGES FOR THE CITY MANAGER'S OFFICE

EXECUTIVE SUMMARY

The attached resolution creates a new part-time, casual employee position in the City Manager's Office called Special Project Management Analyst. This is a project-specific job classification intended to provide project management on a limited-term basis (typically lasting no more than six months). The individual in this position will work no more than 20 hours per week, with no fringe benefits. There is no specific hourly wage set for this classification; rather, the hourly wage would be set with each appointment. It is also recommended that the creation of the position be retroactive to January 9, 2015, in order to maintain business continuity.

FISCAL IMPACT

As noted above, there is no hourly wage set for this classification. Should the Council approve this staffing modification, I intend to appoint recently-retired City Attorney Roger Peters to the newly-created position. Mr. Peters will be paid \$50 per hour upon appointment. If he were to work the full 20 hours per week through the end of the fiscal year (six months), the fiscal impact would be approximately \$33,000. The same amount (\$33,000) will be budgeted for the first half of Fiscal Year 2015/16. It is unlikely that Mr. Peters will work the full 20 hours per week on a routine basis, however, so the actual fiscal impact is likely to be less.

Funding for this position will come from the City Manager's Department budget. It is anticipated that there will be enough budgetary savings at the end of the fiscal year to cover the position.

BACKGROUND

Pursuant to the Town's Municipal Code at Section 1.03.010(d), the City Manager may not hire employees beyond the number and classifications shown in the Town's budget or in a separate resolution establishing the authorized staffing level for the Town. This action item is intended to modify the staffing levels in the City Manager's Office and establish a new Special Project Management Analyst position.

As the Council knows, Roger Peters retired as City Attorney effective December 31, 2014. There are a number of outstanding issues that I believe Mr. Peters is critical to the resolution of, however. He is willing to continue working for the Town on a limited, part-time basis, until those issues are completed. There are three primary projects that he will be working on:

1. Cable television franchise
2. Solid waste collection franchise
3. Serra Center water system issues

The best way for the Town to resolve these outstanding issues is for Mr. Peters to work as a part-time employee in the City Manager's Office, under direction of the City Manager. As such, I have proposed the creation of a temporary Special Project Management Analyst position, with the intent of hiring Mr. Peters to fill the position should the Council approve the staffing modifications. It is also recommended the creation of the position be retroactive to January 9, 2015, to provide for business continuity.

ANALYSIS

The creation of the new part-time position (see attached job description) allows flexibility in the City Manager's Office to complete the three projects listed above. Once these three projects are completed, Mr. Peters' employment with the Town will cease. Both Mr. Peters and I believe the bulk of the work on these three projects will be completed by the end of calendar year 2015 – thus, this new position will also be budgeted for the first half of Fiscal Year 2015/16 (for a total of \$66,000 to be split between the two fiscal years).

This change will bring the City Manager Office's staffing levels to the following:

- One fulltime City Manager (filled)
- One fulltime Assistant City Manager (unfilled and not in budget)
- One fulltime Human Resources Manager (filled)
- Two fulltime Accounting Technicians (filled)
- One fulltime Administrative Technician III (filled)
- One part-time Administrative Technician I (filled)
- One part-time Special Project Management Analyst (proposed to be filled)

Values

Approval of the recommended staffing modification is consistent with the Council's value of *responsibility* because it provides stability in wrapping up key projects that will have a lasting impact on the Town's operations and its residents.

Alternatives

The Council could choose to not approve the recommended staffing modification. Doing so, however, would result in an inordinate negative impact to the City Manager's workload. The Town would also lose the institutional knowledge that Mr. Peters would bring to the mentioned projects.

CONCLUSION

Staff recommends adoption of the attached resolution approving staffing modifications in the City Manager's Office.

ATTACHMENTS

- A. Resolution
- B. Job Description

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

**RESOLUTION APPROVING STAFF CHANGES
FOR THE CITY MANAGER'S OFFICE**

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

1. Background

(a) Currently, the City Manager's Office staff positions consist of one full-time City Manager (filled), one full-time Assistant City Manager (unfilled and not in Town budget), one full-time Human Resources Manager (filled), two full-time Accounting Technicians (filled), one full-time Administrative Technician III (filled), and one part-time Administrative Technician I (filled).

(b) To provide the City Manager's Office with greater flexibility in completing various outstanding projects, staff is recommending the establishment of a new Special Project Management Analyst position.

(c) The new staffing plan would consist of one full-time City Manager (filled), one full-time Assistant City Manager (unfilled and not in Town budget), one full-time Human Resources Manager (filled), two full-time Accounting Technicians (filled), one full-time Administrative Technician III (filled), one part-time Administrative Technician I (filled), and one part-time Special Project Management Analyst.

(d) The Special Project Management Analyst will primarily work on three outstanding projects, including the cable television franchise issues, solid waste collection franchise issues, and Serra Center water system issues.

(e) The recommended change will increase Town cost but provide continuity and institutional knowledge for Town operations.

(f) The Town's staffing plan is approved each year as part of its annual budget, and the 2014-2015 budget needs to be amended to effect the recommended changes.

2. Order

(a) The staffing plan approved in the Town's 2014-2015 FY budget is amended, retroactive to January 9, 2015, as follows:

(i) The City Manager's office is authorized the following full-time positions: one full-time City Manager, one full-time Human Resources Manager, two full-time Accounting Technicians, one full-time Administrative Technician III; and

(ii) The following part-time positions: one part-time Administrative Technician I and one part-time Special Project Management Analyst.

(b) The City Council intends to continue its practice of adopting an annual FY budget containing an approval for staffing of the City Manager’s Office. Upon adoption of such a budget resolution, this resolution shall be deemed repealed.

Certification of Adoption

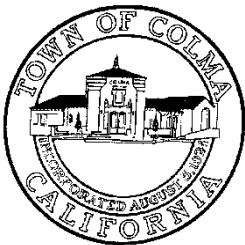
I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on January 14, 2015 by the following vote:

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



SPECIAL PROJECT MANGEMENT **ANALYST**

FLSA Status: Non-Exempt
Adopted: January 2015

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general direction of the City Manager, performs assignments related to special projects requiring significant analytical and writing skills. Direction of staff is not a primary responsibility; however, it may be required on a project or day-to-day basis. Incumbent may exercise independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

This is a project-specific, hourly management position reporting to the City Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Coordinates, oversees, and performs professional-level administrative support work in such areas as: program development and oversight, project coordination, public and media information, contract administration and management analysis
- Manages a variety of projects and plans; perform administrative detail work and maintain appropriate records and statistic; monitor progress and evaluate work
- Organizes and facilitates community and other meetings; prepares and delivers oral presentations and reports to local groups and governmental bodies
- Conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes
- Reviews changes in laws, regulations, and guidelines for their effect upon departmental activities; evaluates the effect of such changes and recommends changes to policies and procedures as required for compliance
- May direct or supervise the work of a small support staff on a project; plans, assigns, and reviews work
- Counsels and advises management staff on programmatic matters
- Prepares a variety of written correspondence, including staff reports, memoranda, letters, and contracts
- Represents the Town at meetings with members of the City Council, other government agencies, community organizations and members of the public

- Consults with and assists Department Heads in solving problems and developing new policies and procedures
- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of project management, administrative analysis, and report preparation
- Principles and practices of customer service
- Pertinent Federal, State, and local laws and regulations
- Principles and practices of team building and leadership
- Principles of supervision, training and performance evaluation
- Legislative procedures and recent court decisions and their effects on Town operations
- Methods and techniques for effective public relations

Ability to:

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Maintain accurate records and database systems
- Maintain confidentiality, professionalism, tact and composure at all times, including stressful or sensitive situations
- Work effectively as part of a group or team and achieve common goals
- Interpret, apply and explain relevant laws, regulations, policies and procedures
- Evaluate situations, analyze problems, identify alternative solutions and propose practical recommendations
- Take initiative and exercise sound independent judgment within established guidelines
- Handle multiple priorities, organize workload and meet strict deadlines
- Prepare clear and concise reports, correspondence, and other written materials
- Prepare and present staff reports at City Council meetings
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited college or university with a bachelor's degree in human resources, business administration, public administration, or a closely related field.
- Experience: Four years of progressively more responsible professional, paraprofessional, or related experience in providing a variety of administrative, management, and/or budgetary experience, preferably in a public agency setting

LICENSES, CERTIFICATES, REGISTRATION

Licenses: Possession of a valid California Driver's License

Certificates: Certification in professional specialty areas may be considered in meeting the education and training guidelines.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Work extended and/or flexible hours in order to attend Board and other public meetings
- Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; provide facilitation or training and handle public information emergency situations
- Work under pressure to complete a variety of written reports within specific timeliness
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Perform all duties on the job description except those determined to be incidental

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STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: January 14, 2015
 SUBJECT: First Revised and Restated Joint Exercise of Powers Agreement for the San Mateo County Operational Area Emergency Services Organization

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING THE FIRST REVISED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT FOR THE SAN MATEO COUNTY OPERATIONAL AREA EMERGENCY SERVICES ORGANIZATION

EXECUTIVE SUMMARY

The proposed first revised and restated JPA agreement updates the previous JPA agreement to reflect current laws and to make other clarifying changes. It has been extensively vetted through the San Mateo County Emergency Managers Group, San Mateo County Police Chiefs, San Mateo County Fire Chiefs, San Mateo County City Managers Group and the various city attorneys representing the respective participating City members of the San Mateo County Emergency Services Council (ESC)/JPA. It is now ready for Council review and approval.

FISCAL IMPACT

There is no new fiscal impact with the approval of the revised and restated JPA because the funding formula has not been changed from the prior JPA agreement.

BACKGROUND

The County of San Mateo created the Emergency Services Council with the mission to provide planning, preparedness, public information, training, and Federal/State intergovernmental emergency services coordination for the 20 cities/towns within San Mateo County, as well as for County government. The Emergency Services Council enables these cities and the County to respond to, minimize the impact of, and recover from a major emergency, disaster, or homeland security incident with the least possible loss of life or property. On April 3, 1997, the Emergency Services Council created the San Mateo County Operational Area Joint Powers Agreement establishing the San Mateo County Operational Area Emergency Services Organization.

ANALYSIS

The original JPA agreement from 1997 governing the Town's participation in the ESC was outdated and in need of revision. The entire landscape of the Homeland Security and Emergency Services field has drastically changed since 2001 and the agreement that governs how San Mateo County provides Emergency Services needs to reflect current laws, rules, directives, orders and trends. This agreement has been updated to reflect the current relationships between the County of San Mateo and the participating cities and other partners to provide a clear understanding of the mission of the Emergency Services Council and the Emergency Coordinators within the County, cities and other participating partner agencies/jurisdictions.

Substantial changes from the 1997 agreement include:

1. The addition of commonly used terminology and definitions (such as "command", "emergency" and "emergency management")
2. Improved explanation of the provisions of the Organization, its authority, composition, function, operations, and powers
3. Inclusion of National Response Framework and National Incident Management System (NIMS)
4. More accurate alignment of the Agreement with the Joint Exercise of Powers Act (Government Code Section 6500 *et seq.*)
5. An expansive outline of member agencies (municipalities) and participating partners (e.g. Red Cross, Fire Chiefs Association, Emergency Managers Association)

Upon approval by all members of the ESC, the ESC will formally approve the JPA (estimated to occur at either the January or February ESC meeting).

Values

Approval of the first revised and restated JPA agreement is consistent with the Council's values of Responsibility and Vision because the JPA provides an important function regarding the Town's safety and fiscal stability in the event of a significant emergency event.

Alternatives

The Council could chose to not approve the first revised and restated JPA agreement or direct staff to request revisions to the agreement. Doing so could compromise the Town's participation in the ESC and the JPA which is strongly discouraged.

CONCLUSION

Staff recommends approval of the attached resolution approving the First Revised And Restated Joint Exercise Of Powers Agreement For The San Mateo County Operational Area Emergency Services Organization.

ATTACHMENTS

- A. Resolution
- B. Joint Powers Agreement

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

**RESOLUTION APPROVING THE FIRST REVISED AND RESTATED JOINT EXERCISE OF
POWERS AGREEMENT FOR THE SAN MATEO COUNTY OPERATIONAL AREA
EMERGENCY SERVICES ORGANIZATION**

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

1. Background

(a) The Town of Colma is a party in the San Mateo County Operational Area Joint Powers Agreement, a joint powers authority established pursuant to California Government Code Section 6500 *et seq.*

(b) The original Joint Exercise of Powers Agreement was approved and executed in 1997.

(c) The First Revised and Restated Joint Exercise of Powers Agreement updates and modernizes the previous agreement to achieve compliance with both State and Federal emergency management systems. The revisions were an effort by the San Mateo Area Operation of Emergency Services, along with other San Mateo County representatives.

(c) The City Council desires to approve the First Revised and Restated Joint Exercise of Powers Agreement to continue to be a member of the joint powers authority, and to ensure the Town's safety in the event of a significant emergency.

2. Order

The City Council hereby authorizes the Mayor to execute the First Revised and Restated Joint Exercise of Powers Agreement for the San Mateo Operational Area Emergency Services Organization.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-XX was duly adopted at a regular meeting of the City Council of the Town of Colma held on January 14, 2015, by the following vote:

///

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///

///

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk

**First Revised and Restated
Joint Exercise of Powers Agreement
San Mateo County Operational Area Emergency Services Organization**

THIS JOINT POWERS AGREEMENT (“Agreement”) is made as of the Effective Date by and between the public entities set forth below, creating the San Mateo County Operational Area Emergency Services Organization Authority (“Organization”).

Each public entity executing this Agreement shall be referred to individually as a “Member Agency,” with all referred to collectively as “Member Agencies.”

RECITALS

Whereas the Member Agencies’ goal is to establish a unified emergency services organization; and

Whereas the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes.

Whereas the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities; and

Whereas the Member Agencies agree that the collective goal is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

Whereas the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act, California Government Code Section 6500 *et seq.* (“Act”).

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Member Agencies as herein contained, the Member Agencies agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose

This Agreement creates an entity to exercise the powers shared in common by the Member Agencies to engage in local and regional cooperative planning and coordination and delivery of services. As part of this Organization’s purpose, Member Agencies seek to meet or exceed the current Emergency Response Planning and Management Capabilities within the Operational Area. Further, Member Agencies seek to support existing regional Public Information and Notification Systems, and to continue to support the regional hazardous materials emergency response program. Such purposes are to be accomplished and the Members Agencies’ common powers exercised as set forth in this Agreement.

1.02 Creation of Authority

Pursuant to the Joint Exercise of Powers Act, the Member Agencies hereby create a public entity to be known as the “San Mateo County Operational Area Emergency Services Organization Authority” (“Organization.”) The Organization shall be a public entity separate and apart from the Member Agencies. The geographic jurisdiction of the Organization is all territory within the geographic

boundaries of the Member Agencies; however, the Organization may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Organization

Membership in the Organization is limited to public entities, as defined by the Joint Exercise of Powers Act, located or operating within San Mateo County that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Organization (including, but not limited to financial, personnel, equipment, or other resources) as approved by the Emergency Services Council.

1.04 Participating Members/Partners in the Organization

Participation in the Organization is intended to ensure cooperative emergency planning and response; all participating Member Agencies and partners are expected to attend all regular and special meetings of the Emergency Services Council, encourage active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this Agreement.

1.05 Powers of the Organization

The Organization may purchase, lease, own and/or dispose of property and equipment and enter into contract(s), as required to satisfy the purposes of this Agreement. The Organization may employ agents and/or employees, operate works and improvements, sue and be sued in its own name, and invest surplus funds.

Article II- COMMON TERMINOLOGY

2.01 Terminology Defined

Not all vocabulary of technical terms listed in the Agreement is used in the Agreement. In part, the terms are included as a resource to further clarify terminology utilized in documentation, field operations and/or applicable subject matter.

2.02 All-Hazards: “Grouping classification encompassing all conditions, environmental or manmade, that have the potential to cause injury, or death; damage to or loss of equipment, infrastructure services, or property; or alternately causing functional degradation to societal, economic or environmental aspects. Annotation: All-hazards preparedness ensures that if a disaster occurs, people are ready to get through it safely, and respond to it effectively. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included ‘direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency – war.” (DHS, *Lexicon*, October 23, 2007, p. 1)

2.03 Catastrophe: An event during which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

2.04 Community Emergency Response Team (CERT): “Community Emergency Response Team” (CERT) training is one way for citizens to prepare for an emergency. CERT training is designed to prepare people to help themselves, their families and their neighbors in the event of a catastrophic disaster. Because emergency services personnel may not be able to help everyone immediately, residents can make a difference by using the training obtained in the CERT course to save lives and protect property. (DHS, *National Response Framework* (Comment Draft). DHS, September 10, 2007, p. 18)

2.05 Command: The act or directing and or controlling by virtue of explicit legal, agency or delegated authority. The term “Command” may also refer to the Incident Commander.

2.06 Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

2.07 Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

2.08 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

2.09 Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

2.10 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

2.11 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and/or property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

2.12 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law;) regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107–296, 116 Stat. 2135 (2002).

2.13 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and/or property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

2.14 National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

2.15 National Response Framework: This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

2.16 Operational Area: An intermediate level of the state emergency services organization, consisting of the County and all political subdivisions within the county area. In a state of emergency, the operational area shall serve as a link in the system of communications and coordination between the political subdivisions comprising the operational area and the Regional or State Emergency Operations Center.

2.17 Preparedness: Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

2.18 Recovery: The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; and post-incident reporting and development of initiatives to mitigate the effects of future incidents.

2.19 Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

2.20 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

2.21 Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management

community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA,) the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies and local governments are required to use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Article III – GOVERNANCE

3.01 Composition of the Council

The Organization shall be administered by the Emergency Services Council (“Council”) consisting of the following members:

- a) A member of the San Mateo County Board of Supervisors, who shall be designated by the Supervisors.
- b) Each governing body of a Member Agency shall annually select and appoint a representative to serve on the Council and may select and appoint an alternate representative. Each representative and alternative representative must be a member of the governing body of the Member Agency.
- c) The Chair of the Emergency Services Council shall be the representative from the Board of Supervisors.
- d) A Vice-Chair shall be selected by the Council.

3.02 General Purpose of the Organization

The general purpose of the Organization is to:

- a) Provide structure for administrative and fiscal policies and procedures;
- b) Identify and pursue funding sources;
- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all committee activities.

3.03 Specific Responsibilities of the Council

The specific responsibilities of the Council shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, Emergency Plans, programs and agreements, in addition to the basic agreements as deemed necessary to carry out the purpose of the Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Organization. Upon review and approval of the annual budget by the Council, each Member Agency shall recommend the budget to the governing body of the Member Agency for the purpose of securing from each the appropriations in accordance with each Member Agency's identified allocation (via Budget Sheets.)
- e) Each Member Agency's Executive Officer shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in the San Mateo County Emergency Managers Association. Should the identified Coordinator change at any time during the year, the Member Agency shall advise the Director of Emergency Services within 30 days-
- d) If a Member Agency participates in a contract relationship for the provision of emergency services, it is still required to name a local emergency coordinator to the Emergency Managers Association who will assure the continuity of communication between the Member Agency, the County Office of Emergency Services (OES) and the Organization.

3.04 Meetings of the Organization.

- a) **Regular Meetings:** The Council shall approve a schedule for its regular meetings provided, however, that the Council shall hold at least one regular meeting quarterly. The Council shall fix the date, hour and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member Agency at the first meeting of the fiscal year.
- b) **Special Meetings:** Special meetings of the Council may be called in accordance with the Brown Act by the Chair, a majority of the Council or the Director.
- c) **Call, Notice and Conduct of Meetings:** All meetings of the Council, including without limitation, regular, adjourned regular and special meetings, shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 *et seq.* As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member Agency. Any Member Agency may request that an item be considered for placement on the Agenda by submitting the request to the Director of Emergency Services.
- d) Meetings of the Council shall be conducted by the Chair or by the Vice-Chair in the absence of the Chairperson. In the absence of both Chair and Vice-Chair, the meeting shall be chaired by member of the Council selected by a majority vote of the Council.

3.05 Minutes

The Secretary of the Organization shall cause to be kept a digital recording of each meeting, which shall be posted on the SMC OES Website. The Secretary will create brief summary written minutes for approval by the Council.

3.06 Voting

All power of the Organization shall reside with the Council. Each Member Agency shall have one vote. A Member Agency's alternate representative may participate and vote in the proceedings of the Council only in the absence of that Member Agency's regular representative. No absentee ballot or proxy voting is permitted.

3.07 Quorum; Required Votes; Approvals

A quorum of the Council is a majority of the representatives of the Member Agencies of the Organization. If the number of Member Agencies is an even number, a majority is fifty percent of the Member Agencies, plus one. The Council may not take any substantive action without a majority of the Member Agencies voting to take that action. Action on non-substantive procedural matters may be taken by a majority of a quorum.

Article IV – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

4.01 Participating Partners

In order to ensure cooperative emergency planning and response, the following may be invited to attend, as non-voting members, all regular and special meetings of the Council, participate in the development of plans and training programs, and otherwise assist in supporting the implementation of this Agreement:

- a) A representative of the American Red Cross to be invited by the Chair with the approval of the Council.
- b) One representative each from the San Mateo County Fire Chiefs Association and the San Mateo County Police Chiefs and Sheriff Association as may be invited by the Chair with approval of the Council.
- c) One representative for Water Districts as may be invited by the Chair with approval of the Council.

- d) One representative for Sanitary Districts as may be invited by the Chair with approval of the Council.
- e) One representative for the San Mateo County Harbor District as may be invited by the Chair with approval of the Council.
- f) One representative for the Port Authority as may be invited by the Chair with approval of the Council.
- g) One representative for San Mateo County Transit District as may be invited by the Chair with approval of the Council.
- h) One representative for Pacific, Gas and Electric Company as may be invited by the Chair with approval of the Council.
- i) One representative for the Office of Education as may be invited by the Chair with approval of the Council.
- j) One representative for the Hospital Consortium as may be invited by the Chair with approval of the Council.
- k) One representative for the EMS Agency as may be invited by the Chair with approval of the Council.
- l) One representative for the San Mateo Emergency Managers Association as may be invited by the Chair with approval of the Council.

Should other interested parties be identified for participation, the Organization shall consider a written request for participation and may be invited by the Chair with approval of the Council.

4.02 Treasurer

The Treasurer of the County of San Mateo shall be the Treasurer of the Organization. The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Organization from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act.

4.03 Auditor and Financial Accountability

The Organization will ensure financial accountability as required by Section 6505 of the Government Code. The Organization will ensure that audits are conducted as required by that Section. Unless the Council votes to appoint a separate auditor, audits will be conducted by auditor selected to conduct the audit of the Sheriff's Office. In the event that the Council selects a separate auditor, the full cost of the audit will be the responsibility of the Organization.

The Auditor shall perform the functions of auditor for the Organization and shall make or cause an independent annual audit of the accounts and records of the Organization by a certified public accountant, in compliance with the requirements of the Joint Exercise of Powers Act and generally accepted auditing standards.

4.04 Legal Counsel

The San Mateo County Counsel's Office shall be the legal counsel for the Organization. To the extent permitted by the Joint Exercise of Powers Act, the Organization may change, by resolution, the legal counsel to the Organization. The full cost of outside legal counsel will be the responsibility of the Organization.

4.05 Secretary to the Organization

The San Mateo County Office of Emergency Services shall provide a Secretary and administrative support to the Organization.

4.06 Contractors

The Organization shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary to carry out the purposes of the Organization. The Organization will be responsible for any/all incurred costs.

4.07 Committees

The Organization may form and dissolve Committees as determined by the Council.

4.08 Director of Emergency Services

The Sheriff or his/her designee is the Director of the San Mateo County Area Office of Emergency Services (“Director”). The SMC Area Office of Emergency Services is responsible for the on-going operation of the San Mateo County Operational Area and is also responsible for achieving the purposes of the Organization as follows:

- a) Emergency Response - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Plans and Operations - preparation, development, coordination, and integration of compatible and complimentary unified area-wide emergency plans for approval by the State of California and adoption by the Council.
- c) Communications - coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning systems, and other situational awareness tools.
- d) Public Education and Information - coordination and support of an area-wide public education and information program.
- e) Training and Exercise - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100 of the California Government Code and volunteers. The Member Agencies will be responsible for the training and exercise of their identified employees; however, OES will provide needed support as requested.
- f) Grant Program Administration - coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) General Administration - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.
- h) The Organization does not intend to acquire title to any property. But in the event that it does, pursuant to Section 6505.1 of the Government Code, the Organization designates the Director to handle that property. In the event that the Organization does acquire title to property, the Director will obtain a bond in the amount determined by the contracting parties.

4.09 Staffing Reimbursement

The County Office of Emergency Services is a bureau of the Sheriff’s Office, staffed by sworn officers and other civil service employees of the County of San Mateo appointed by the Sheriff. The Office of Emergency Services supports the purposes of the Organization. A portion of the cost of Office of Emergency Services staff is reimbursed by the Organization in an amount determined by the funding allocation in this Agreement.

Article V – BUDGET AND COST-SHARING

In consideration of the mutual promises herein contained, it is hereby agreed that the cost of maintaining the Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal “matching funds,” state grants, and other service revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 1. The county shall pay 50% of the remaining balance.
 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities’ share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities divided into one-half of the total of the city’s share of the budget equals a factor in mils.
 - b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city.
- c) For the purpose of this Agreement the total assessed valuation of real and personal property in all Member Agencies shall be the most recent such total maintained by the offices of the County Assessor.
- d) The figures used for population in each city shall be determined by a method and from a source that is mutually acceptable to the majority of members.
- e) It is understood and agreed that the financial obligations incurred by the Member Agencies under the provisions of this Agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the Member Agencies representing 25% or more of the county’s population do not approve the budget in any fiscal year, the proposed budget will be referred back to the Director and the Finance Committee for revision and recommendation. If no resolution can be reached by the committee, the Member Agencies may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any Member Agency shall be financially responsible for that portion of the budget unilaterally adopted. Any Member Agency that does not meet its financial commitment under the adopted budget will lose its voting status and/or other such privileges of membership as determined by the Council.
- g) It is further agreed that any excess in federal or state funds, in any year, shall be reviewed by the Finance Committee, who will then make a recommendation to the Council, as to the disposition of the excess funds.
- h) With respect any Member Agency that is not a City or the County , the amount to be contributed is determined by a negotiation between those Member Agencies and the Director Emergency Services and must be approved by the Council. A letter memorializing the agreed contribution will be an attachment to this Agreement.

Article VI - INSURANCE

- a) The County shall add the Organization and Emergency Services Council to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the Agreement. Member Agencies understand that the County is partially self-insured. Unless the Organization decides otherwise, County shall provide for the defense of any claims or litigation within the self-insured retention. Legal representation by the County will ordinarily be provided by the County Counsel.

- b) Any out-of-pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula as described in Article V (b).

Article VII - EFFECTIVENESS

This Agreement shall be effective upon its execution by all Member Agencies. It is effective as to new Members Agencies upon adoption and approval by the Council and by the new Member Agency's governing body. This Agreement shall continue in effect until terminated as provided herein.

Article VIII – TERM AND TERMINATION

8.01 Withdrawal by Members

- a) Any Member Agency may withdraw from this Agreement by written notice given by such Member Agency to all other Member Agencies, which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice, a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective Member Agency may enter or re-enter the organization by petition to the Council by its governing body, and majority approval of the petition by the Council. Upon approval, the new Member Agency must agree in writing to all terms of this Agreement.
- c) Should a Member Agency withdraw less than 120 days prior to the commencement of the fiscal year, the withdrawal will be effective but that Member Agency will be responsible for its calculated contribution for that year pursuant to Article V.
- d) Should a Member Agency give required notice and withdraw from the Agreement, the prior contribution of that Member Agency will be divided equally by formula among the remaining Member Agencies.

8.02 Termination of Organization and Disposition of Surplus Money and Property

This Agreement shall terminate effective upon a vote of the Council, the County and by at least eleven (11) cities representing the majority of the population of the County. In the event that the Organization ceases to exist, surplus funds will be returned consistent with Section 6512 of the Government Code in proportion to the contributions made. The Organization does not intend to acquire title to any property. But in the event that it does, title to all property acquired by the Organization, shall be owned by the County of San Mateo to be used for "County Wide" purposes.

8.03 Amendments

Any proposed Amendments to this Agreement may be recommended by the Council but must be ratified by each Member Agency's governing body.

8.04 Review of this Agreement

The Council will conduct a review of this Agreement in 2020 and every five years thereafter to determine whether any changes to the Agreement are necessary or advisable. In the event that the Council concludes that changes should be made, each Member Agency representative will take those recommended changes to the governing body of the Member Agency for ratification.

8.05 Bylaws

The Council may, from time to time, adopt and/or amend Bylaws for the conduct of its affairs; provided the purpose is consistent with this Agreement and/or are necessary and appropriate.

Article IX - MISCELLANEOUS PROVISIONS

9.01 Notices

It shall be the responsibility of the Sheriff or his/her designee to ensure all notices are provided to Member Agencies and posted in compliance with the legal requirements of the Agreement.

9.02 Severability

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.03 Supersession

It is mutually understood and agreed by the Member Agencies that this Agreement supersedes the 1997 San Mateo County Operational Area Joint Powers Agreement, any previous agreements on this subject matter and any amendments thereto.

9.04 Assignment

No Member Agency shall assign any rights or obligations under this Agreement without the prior written consent of the Council.

9.05 Governing Law

This Agreement is made and to be performed in the State of California, and as such, California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

9.06 Headings

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

9.07 Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which shall constitute this Agreement.

9.08 No Third Party Beneficiaries

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Members Agencies, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

9.09 Filing of Notice of Agreement

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

9.10 Conflict of Interest Code

The Organization shall adopt a conflict of interest code as required by law. Member Agencies understand that representatives and alternate representatives are listed on the Organization's Conflict of Interest Code and will be responsible for filing a Form 700 with the Organization.

9.11 Indemnification

The Organization shall defend, indemnify and hold harmless each Member Agency (and each Member Agency's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of the Organization or its officers, agents or employees.

Each Member Agency shall defend, indemnify and hold harmless the other Member Agencies (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

9.12 Dispute Resolution/Legal Proceedings

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Member Agencies and/or the Organization.

9.13 Authorization to Enter Into Agreement

Each party warrants that the person signing this Agreement on its behalf is authorized to bind that party to this Agreement.

9.14 Confirmation of Jurisdictional Authority

By signing this Agreement, the Member Agencies retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual Member Agency's jurisdictional authority.

9.15 Participation Understanding

The Member Agencies understand that to facilitate proper emergency response, each public entity has an important role to play. By adopting this Agreement, the Member Agencies recognize the importance of that role. Descriptions of the activities that are expected of each Member Agency are contained in Attachment A to this Agreement. Attachment A may be modified by a majority of the Council at a meeting of the Organization.

(SIGNATURES ARE ON FOLLOWING PAGE)

IN WITNESS WHEREOF, each Member Agency has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

Signatories	Resolution/Action Number	Date of Adoption
Atherton		
Belmont		
Brisbane		
Burlingame		
Colma		
Daly City		
East Palo Alto		
Foster City		
Half Moon Bay		
Hillsborough		
Menlo Park		
Millbrae		
Pacifica		
Portola Valley		
Redwood City		
San Bruno		
San Carlos		
San Mateo		
South San Francisco		
Woodside		
County of San Mateo		

ATTACHMENT A
SUPPLEMENTAL AGREEMENT

The following list of responsibilities was developed by a sub-committee of the Emergency Managers Association of San Mateo County. The determined need is to assure the Member Agencies meet the basic functional needs of the communities within San Mateo County during a disaster. To determine the readiness of Member Agencies to respond to an emergency, each Member Agency agrees to participate in an annual survey or other mechanism, developed by the EMA Policy & Continuity Working Group, to gather preparedness data from Member Agencies. An evaluation shall be presented to the Emergency Services Council as set forth in section 1.01 of this Supplemental Agreement.

Article I – MEMBER AGENCY RESPONSIBILITIES AND TRAINING

1.01 Emergency Preparedness and Planning Standards

The Member Agencies shall each accept primary responsibility for the readiness within their respective jurisdictions and development of disaster preparedness plans which shall be compatible with and complimentary to the area-wide emergency planning and organization, formulated pursuant to this Agreement. As such, each Member Agency agrees that it will adhere to current state and federal NIMS/SEMS requirements.

The Director will provide an annual report of each Member Agency’s attainment towards the current State and federal NIMS/SEMS requirements, as well as assist the Member Agencies in working towards full compliance.

1.02 Information Reporting

Member Agencies of the Organization shall report on the agreed adopted standards, cited in Section 1.01 of this Supplemental Attachment, annually to the Director of the Office of Emergency Services, who will compile the information and report to the Council at its January meeting.

a. The following is an example of the type of information to be collected annually; other formats may be developed or used as needed. Adopt an Emergency Operations Plan and Annexes, review and update no less than every three years												
	City/Town	Percentage Complete										
1		0	10	20	30	40	50	60	70	80	90	100

b. Have a Local Hazard Mitigation Plan, internally reviewed annually and provide updates as required, and approved by FEMA. (Currently no less than every five years.												
	City/Town	Percentage Complete										
		0	10	20	30	40	50	60	70	80	90	100

c. Participate in the Operational Area Multi-year Training and Exercise Plan												
	City/Town	Percentage Complete										
		0	10	20	30	40	50	60	70	80	90	100

d. Adopt use of the Homeland Security Exercise and Evaluation Program (HSEEP)												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

e. Participate in meetings and activities including the Emergency Managers Association (EMA)												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

f. Participate in Training and Exercises												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

g. Prepare and maintain necessary plans and agreements to facilitate emergency sheltering												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

1.03 Training and Exercises

A Training and Exercise Plan is a means to establishing a standard of readiness and initiates a basic knowledge and capability skill set. Full participation by Member Agency Emergency Managers and other Operational Area stakeholders is important to developing a multi-year training program. Training and exercise planning and development will be the responsibility of the EMA T&E Group to accommodate the needs of the stakeholders. Full commitment and participation by the Member Agencies and participating partners will also be recommended in at least one annual exercise, in some capacity, to ensure the preparedness level of our Operation Area. Further, Member Agencies agree to support the NIMS compliance of each of their jurisdictions.

1.04 Recommended Training for the Governing Bodies of Member Agencies

In an effort to ensure NIMS Compliance and a standardized understanding among Member Agencies, the following training curriculum, **is recommended for representatives of each Member Agencies' governing bodies:**

- a) 100: Introduction to ICS or equivalent
- b) FEMA IS 700.a: NIMS An Introduction
- c) ICS-402: Incident Command System (ICS) Overview for Executives/Senior Officials(G402)

1.05 Local Coordinator Responsibilities

All Member Agencies have adopted this Agreement with a commitment to engage in local and regional cooperative planning, coordination and delivery of services. Each Member Agency will provide local support via staff with primary and/or secondary responsibilities including, but not limited to the following:

- a) Management/Coordination of the Local Emergency Operations Center (EOC) – (functional and support services.)

- b) Provide liaison support to the County Emergency Operations Center (EOC) Director or his/her designee in emergency or disaster situations.
- c) Oversee the preparation and prepare and modify elements of the local Emergency Operations Plan and Disaster Recovery Plan to ensure compatibility with the Operational Area Emergency Operations Plan and Annexes.
- d) Develop relationships with representatives of local departments, public and private support and relief agencies, business, educational, homeowners' and other groups regarding emergency services; prepare specialized plans designed to meet the needs of various sections of the community.
- e) Prepare and disseminate training materials to ensure effective response in a disaster situation;
- f) Develop, train and maintain community engagement, through programs such as Community Emergency Response Team (CERT)
- g) Develop relationships with representatives of other emergency management and response agencies and organizations; review legislation, regulations and other documentation to ensure that the City is in compliance with such regulations and avail itself of all financial and other resources.
- h) Respond to the Emergency Operations Center when it is activated; ensure that appropriate documents are available at the center and provide liaison and coordinative support as required.

1.06 Operational Area District Coordinator Responsibilities

In addition to the roles and responsibilities identified in Section 4.09, The Director of Emergency Services will provide staff in direct support of the Local Coordinators. These Operational Area District Coordinators are not intended to replace local staff, as they do not have the required authority within local jurisdictions to operate as the primary coordinators. They will, however, provide the following services, which include but are not limited to:

- a) Develop, review and update emergency operations plans.
- b) Develop, review and update detailed standard operating procedures, checklists and resource documents.
- c) Compile data and prepare program papers and progress reports for the jurisdictions served.
- d) Compile and review jurisdictional data in support of the annual Standards Review.
- e) Support a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- f) Act as information, education and/or resource officer for the jurisdictions served.
- g) Speak to civic groups, clubs, and organizations to promote emergency services programs, encouraging public understanding and support. Notify local jurisdiction when appropriate.
- h) Work cooperatively with other office staff on area-wide projects and in training programs.
- i) Develop relationships with representatives of other emergency management and response agencies and organizations, review legislation, regulations and other documentation to ensure that the County is in compliance with such regulations and avail itself of all financial and other resources.

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

**AN OMNIBUS ORDINANCE ADDING COLMA MUNICIPAL CODE SECTION
1.03.105 (CITY TREASURER) AND AMENDING SECTIONS 1.05.020
(INFRACTIONS), 4.04.130 (FOOD VENDING VEHICLES), 1.06.180
(NEGOTIATED CONTRACTS), 1.06.200 (PROFESSIONAL SERVICES
CONTRACTS), SECTIONS 1.06.260 THROUGH 1.06.290 (CONTRACTS FOR
PUBLIC PROJECTS), AND 5.03.090 (C ZONE)**

The City Council of the Town of Colma ordains as follows:

Article 1. CMC § 1.03.105 Added

Section 1.03.105 of the Colma Municipal Code is hereby added to state as follows:

1.03.105 City Treasurer's Duties.

(a) *City Council.* The City Council has ultimate authority and direction over all Town finances and investments.

(b) *City Manager.* The City Manager is responsible for the overall management of the financial affairs of the Town.

(c) *City Treasurer.* Subject to the City Manager's overall management and supervision, the City Treasurer shall manage the day-to-day accounting and cash management functions of the Town; receive and safely keep Town funds; transfer Town funds from or to the different Town accounts; pay Town obligations; receive and hold bonds or other security instruments; establish and maintain a system of internal controls over Town assets; and submit financial reports to the City Council on a timely basis. The City Council has assigned specific investment authority to the City Treasurer, as specified in the Colma Administrative Code. The City Treasurer may establish accounts at banks, on conditions approved by the City Council, to pay the principal and interest of bonds, to pay any warrant that has been presented for payment, or to fund any electronic disbursement of funds from the treasury of the local agency. The City Treasurer may, with Council approval, deposit other funds and transfer deposits among City accounts. The City Treasurer may make an annual report to the City Council on the City's investment policy. He or she may also make quarterly reports to the City Manager, the City's auditor and the City Council on the Town's investments.

Article 2. CMC § 1.05.020 Amended

Section 1.05.020 of the Colma Municipal Code is amended to state as follows:

1.05.020 Infractions.

(a) Except for actions required of officials of the Town of Colma in the ordinary course of employment, whenever in this Code or in any other ordinance or resolution of the City an action is prohibited or is made or declared to be unlawful or an offense, or the doing of an act is required or the failure to do any act is declared to be unlawful, the violation of such provision of this Code or any City ordinance or resolution shall be an infraction.

(b) Wherever it states in the Colma Municipal Code that a violation of a city ordinance is a misdemeanor, the Town may prosecute the violation as an infraction.

(c) Each infraction shall be punishable by a fine as follows:

(1) For the first violation of an ordinance, \$100.00 plus assessments;

(2) For the second violation of the same ordinance within 12 months, \$200.00 plus assessments; and

(3) For each additional violation of the same ordinance within 12 months, \$500.00 plus assessments.

(4) Notwithstanding any other provision in this Code, a violation of any applicable building and safety code determined to be an infraction is punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding five hundred dollars (\$500) for a second violation of the same ordinance within one year; (3) a fine not exceeding one thousand dollars (\$1,000) for each additional violation of the same ordinance within one year of the first violation.

Article 3. CMC Section 1.06.080 Amended

Paragraph (j) of section 1.06.180 of the Colma Municipal Code is amended to state as follows:

(j) Purchases of goods or services by contract arrangement and agreement for cooperative purchasing programs with the state, the county, or any other public or municipal corporation of the state, provided that the agency, if a county, or any other public or municipal corporation of the state, has adopted purchasing policies in accordance with California Government Code section 54202, or purchases of goods or services directly from a vendor at a price established by a competitive bid by another public jurisdiction in substantial compliance with sections this subchapter, even if the city had not joined with that public agency in a cooperative purchase;

Article 4. CMC Section 1.06.200 Amended

Section 1.06.200 of the Colma Municipal Code is amended to read as follows:

(a) Notwithstanding any other provision of this ordinance, the Awarding Authority may negotiate and enter into a professional services contract with any professional service provider meeting the prescribed qualifications, without competitive bidding.

(b) The Awarding Authority's selection of a professional services provider shall be based on demonstrated competence, the professional qualifications necessary for the satisfactory performance of the required services, and fair and reasonable prices to the Town of Colma.

(c) The Awarding Authority shall establish the professional competence and qualifications necessary to be possessed by a professional services provider in order to be awarded a proposed professional services contract. Criteria for determining the competence and qualifications of the provider shall include, but shall not be limited to, the following:

- (1) Ability, capacity and skills necessary to perform service;
- (2) Ability to meet time requirements imposed by project;
- (3) Character, integrity and reputation through a reference check;
- (4) Previous experience with the vendor; and
- (5) Sufficiency of financial resources needed to perform the services.

(d) The City Manager may develop and maintain a procedure whereby professional services providers may periodically submit statements of qualifications and performance data for pre-approval by the City Manager or City Council.

[Reference: GOV'T CODE § 4526]

[History: Formerly § 1.06.190; Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord 734 (7/9/14).]

Article 5. CMC Sections 1.06.260 through 1.06.290 Amended**1.06.260 Scope**

This division shall apply to all public projects, as defined by the California Public Contract Act in sections 20161 and 22002.

[References: Publ. Cont. Code §§ 22002, 22003, and 22030]

[History: Formerly part of § 1.06.210; Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord 734 (7/9/14).]

1.06.270 Competitive Bidding; Selecting the Contractor

(a) This section and section 1.06.280 shall apply to all public projects, as defined by section 22002 of the Public Contract Act. "Public project" means the construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting, repainting or repair work involving any publicly owned, leased, or operated facility. "Facility" means any plant, building, structure, ground facility, real property, streets and highways, or other public work improvement. "Public project" does not include maintenance work.

(b) Public projects of forty-five thousand dollars (\$45,000) or less may be performed by the employees of a public agency under force account procedures, by negotiated contract, or by purchase order.

(c) Public projects of one hundred seventy-five thousand dollars (\$175,000) or less may be let to contract by informal bid procedures as set forth in the Uniform Act and section 1.06.280 of this Code.

(d) Public projects in excess of one hundred seventy-five thousand dollars (\$175,000) shall be let to contract by formal bid procedure as set forth in the section 1.06.290 of this Code.

(e) If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the City Council may by passage of a resolution by four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

(f) The City Council shall approve plans, specifications and working details for all public works projects exceeding \$175,000.

(g) Competitive bidding shall not apply where, after rejecting bids, the City Council has passed a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies can be furnished at a lower price in the open market.

[References: CAL. GOV'T CODE §§ 22032 *et seq.*; CAL. PUB. CONT. CODE § 22002]

[History: Formerly part of § 1.06.210; Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord 734 (7/9/14).]

1.06.280 Informal Bids for Public Projects

(a) The purpose of this section is to implement the election set forth in Colma City Council Resolution 99-03 to be subject to the Uniform Construction Cost Accounting Act, (hereinafter, the "Uniform Act") and to implement the informal bidding procedures set forth in section 22032, *et seq.*, of the Public Contract Code for contracts described in section 1.06.270(b).

(b) This section shall be used for all contracts for public projects subject to informal bid procedures under section 1.06.270(c) and may be used when contracting for "maintenance work" or when contracting for any other work which does not fall within the definition of "public project," as defined in Section 1.06.270. In the event of a conflict between this section and section 1.06.290, this section shall apply.

(c) The Director of Public Works shall maintain a list of qualified contractors identified according to category of work. The list shall satisfy the minimum criteria determined by the Uniform Construction Cost Accounting Commission for the development and maintenance of the contractors list.

(d) Where a public project to be performed is subject to the provisions of this ordinance, the Director of Public Works shall mail a notice inviting informal bids not less than 10 calendar days before bids are due to all contractors for the category of work to be bid, as shown on the list developed in accordance with the preceding paragraph and to all construction trade journals specified by the California Uniform Construction Cost Accounting Commission for San Mateo County. Additional contractors and/or construction trade journals may be notified at the discretion of the department soliciting bids; provided however that (1) if there is no list of qualified contractors maintained by the Town for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission; and (2) if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(e) The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for submission of bids.

(f) Competitive bidding shall be based on specifications approved by the Awarding Authority. The original specifications shall be filed in the office of the City Clerk and copies thereof shall be on file in that office and the office of the City Manager for public inspection. The notice inviting bids to purchase shall be advertised upon the authority of the City Manager and such advertising shall be published one time in a newspaper of general circulation in San Mateo County, and in addition, invitations to bid shall be mailed to prospective vendors at the discretion of the City Manager. The bids submitted shall be received and publicly opened by the city clerk at the time designated.

(g) The open bids shall be available for public inspection from the time opened until the award has been made by the awarding authority. The City Manager shall tabulate all bids received.

(h) If in the opinion of the awarding authority none of the bids is satisfactory, then the awarding authority may, in its sole and absolute discretion, reject all of the bids, provided that prior to rejecting all bids and declaring that a project can be more economically performed by employees of the Town, the Town shall furnish a written notice to an apparent low bidder. The notice shall inform the bidder of the Town's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the City Council intends to reject the bid. Thereafter, the awarding authority may invite new bids using new or different specifications.

[History: Formerly parts of §§ 1.06.210 and -220; Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord 734 (7/9/14).]

1.06.290 Formal Bids for Public Projects

(a) This section shall apply to all public projects, as defined by section 20161 of the Public Contract Act. "Public project" means (1) a project for the erection, improvement, painting, or repair of public buildings and works; (2) work in or about streams, bays, etc.; (3) street or sewer work, except maintenance or repair; and (4) furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

(b) Except as otherwise provided in this chapter or where the Awarding Authority determines that competitive bidding is infeasible or impractical, when a contract has the value specified in section 1.06.270(d), the City Council shall award a contract in accordance with the formal competitive bidding process described in this section.

(c) The notice inviting bids shall include a general description of the goods to be purchased and bond requirements, if any, and shall state where bid blanks and specifications may be secured and the time and place for opening bids. It shall incorporate by reference all other bid documents.

(d) Notice inviting bids shall be given as follows:

(1) The notice shall be published in a newspaper designated pursuant to section 1.08.050 of the Colma Municipal Code at least once not less than 14 days before the date of opening of the bids.

(2) The notice shall also be mailed by first class mail or facsimile to responsible prospective suppliers known to the Town of Colma or who have requested their names be considered. The notices shall be mailed or sent not less than 14 days before the date of opening of the bids.

- (3) The notice shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified by the Uniform Construction Cost Accounting Commission for San Mateo County. The notice shall be sent at least 15 calendar days before the date of opening the bids.
- (4) The Town may give such other notice as it deems proper.
- (e) When deemed necessary by the City Manager, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return of bid security provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within 15 days after the notice of award of contract has been mailed, unless the Town of Colma is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest bidder; the amount of the lowest bidder's security may be applied by the Town of Colma to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.
- (f) Sealed bids shall be submitted to the address identified in the notice inviting bids and shall be identified as bids on the envelope.
- (g) Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open to public inspection during regular business hours for a reasonable period of time. No bidder may withdraw his bid for a period of at least 90 days after the date set for the opening thereof. Bids received after the time set for the opening of bids shall be returned unopened to the bidder.
- (h) In its sole discretion, the City Council may reject any and all bids presented and re-advertise for bids or exclude any item or items from the award of bid or waive any informalities in a bid, provided that prior to rejecting all bids and declaring that a project can be more economically performed by employees of the Town, the Town shall furnish a written notice to an apparent low bidder. The notice shall inform the bidder of the Town's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the City Council intends to reject the bid.
- (i) Contracts shall be awarded by the City Council to the lowest responsive, responsible bidder except as otherwise provided in this chapter.
- (j) If two or more bids are received for the same total amount or unit price, quality and service being equal, the City Council may accept the one it chooses or accept the lowest bid made by negotiations with the bidders after the bid opening.
- (k) The City Council may require a performance bond before entering a contract in such amount as it shall find reasonably necessary to protect the best interest of the Town of Colma. If the City Council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

(l) If no bids are received in response to an invitation for competitive bids, a contract may be negotiated with any qualified person.

(m) If the apparent successful bidder fails to meet deadlines for submitting documents required by the notice inviting bids or instructions to bidders, the City Council may award a contract to the next lowest bidder meeting all requirements.

(n) If a contract let pursuant to the provisions of this chapter is terminated because of breach by the contractor, the City Council may complete the project by negotiated contract with any qualified individual or firm.

[History: Formerly § 1.06.220; Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord 734 (7/9/14).]

Article 6. CMC Section 4.04.130 Repealed

Section 4.04.130 of the Colma Municipal Code is repealed.

Article 7. CMC Section 5.03.090 Amended

Section 5.03.090 of the Colma Municipal Code entitled "C Zone" is amended to read as follows:

5.03.090 Uses in "C" Zone

- (a) The following use is permitted in the "C" zone: an emergency shelter.
- (b) The following uses may be permitted in the "C" Zone upon issuance of a use permit in accordance with the procedures set forth:
- (1) A commercial establishment;
 - (2) A single family dwelling or a multiple dwelling up to six units, provided the proposed residential density does not exceed that specified in the Colma General Plan;
 - (3) Residential Planned Development on land identified in the Colma General Plan as suitable for residential uses, provided the proposed residential density does not exceed that specified in the Colma General Plan;
 - (4) Supportive housing;
 - (5) Transitional housing;
 - (6) A light industrial establishment;
 - (7) Communications structures;

- (8) Commercial center;
- (9) Retail Merchandising Unit; and
- (10) Such other uses which are found by the City Council to be of a similar nature to the above described uses.

[History: formerly § 5.314; ORD. 234, 3/14/79; ORD. 309, 2/13/85; ORD. 425, 7/10/91; Ord. 506, 3/12/97; ORD. 638, 12/14/05; ORD. 720, 5/8/13; ORD. 728, 10/9/13]

Article 8. 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 9. 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 10. Effective Date.

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

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on December 10, 2014, and duly adopted at a regular meeting of said City Council held on _____, 2014 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					
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: January 14, 2015
 SUBJECT: 203-207B Collins Avenue – Assisted Living Facility

RECOMMENDATION

Staff recommends that the City Council adopt:

**RESOLUTION APPROVING AN AMENDED PLANNED DEVELOPMENT (PD)
 CONDITIONAL USE PERMIT FOR AN ASSISTED LIVING FACILITY AT 203-207B
 COLLINS AVENUE**

EXECUTIVE SUMMARY

Claremont Retirement Management Services (the "Applicant"), is seeking a Conditional Use Permit (CUP) amendment to operate an assisted living facility at the former Home Sweet Home site that has been vacant since early 2011. The Applicant is assuming the existing state license for assisted living from the previous owner. In addition to allowing the operation of an assisted living facility, approval of the CUP amendment will clarify the uses of the two smaller buildings at 207A and 207B from adult day care and second-hand shop uses to office or storage use, both of which are consistent with the Planned Development zoning for the site.

FISCAL IMPACT

Re-occupancy of the assisted living facility will result in a minor increase in Town expenses associated with basic utilities and services.

BACKGROUND

The City Council rezoned the project site as Planned Development in 1992 (Ordinance 439), and the property was developed, with occupation of the buildings in 1995. The buildings consist of a 34 room, 57 bed senior care facility and two small commercial buildings with 20 parking spaces. The commercial buildings were previously used for senior day care, resident storage and a second hand shop approved by a separate CUP (Resolution 2009-28). The entire facility closed in 2011 and it has not been in active use since that time. Home Sweet Home was a non-medical facility licensed by the Community Care Division of the State. Staff personnel were not

allowed to treat residents, and called 911 for medical emergencies. Meals were provided to residents in a common dining area.

In June of 2000, the City Council rezoned the adjacent vacant parcel at 203 Collins Avenue as Planned Development for a 28 room skilled nursing facility (Ordinance 574). At this same time, the City Council approved a CUP amendment to allow a skilled nursing facility (Resolution 2000-34). This facility was never built. This CUP amendment also repealed various prior CUPs issued for this site and consolidated the uses into one CUP.

The Applicant is an experienced residential care company that is proposing to reopen the facility for assisted living with the same number of beds. The Applicant is working with the State Department of Social Services to transition the existing care license into their name. The two buildings in front of the main facility at 205 Collins Avenue (207A and 207B Collins Avenue) will be used for administrative offices in support of the facility. The vacant lot where the skilled nursing facility was proposed to be built (203 Collins Avenue) will remain vacant, and there are no plans to develop it at this time. Any exterior changes to the building or parking would require an amendment to the existing Planned Development zoning, and an amended CUP would be required. The new facility name will be "Peninsula Reflections."

The operator anticipates a daytime staff of 12 people from 7:30 a.m. to 3:30 p.m.; a late afternoon and evening staff of 7 until 11:30 p.m.; and an overnight staff of 2 on weekdays. Weekend daily staff will drop from 12 to 7 during the daytime, and remain at 7 for evenings and 2 for overnight hours. These staffing levels are comparable to the staffing levels when Home Sweet Home was in operation.

ANALYSIS

CEQA Determination

This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA). The application was determined to be exempt pursuant to Section 15301 Class 1(a) of the state CEQA Guidelines which permits the operation of an existing private structure not involving expansion of the use.

Conditional Use Permit Amendment

Approval of the CUP amendment will consolidate and amend the existing CUP approved via Resolution No. 2000-34 and the CUP approved via Resolution 2009-28 to clarify the uses allowed on the project site and impose appropriate conditions related to these uses. In particular, the CUP amendment will allow the operation of an assisted living facility, and clarify the uses at the two smaller buildings located at 203 and 207 Collins Avenue. The prior CUPs listed these buildings for adult day care and second-hand shop. The CUP amendment will clarify that these two buildings will be used for office or storage use.

Conditions have been included in the CUP amendment to address allowed uses, maintenance of the site, fire/life safety and deliveries to the project site. Approval of the CUP amendment will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance. Allowing a senior assisted living facility is consistent with the Zoning Ordinance and General Plan as further stated below.

Recommended findings for approval of the CUP amendment are as follows:

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

Discussion: The proposed use is consistent with the General Plan and Zoning Ordinance of the Town of Colma. The subject property is designated in the General Plan for Executive/Administrative uses. The General Plan contains a goal to encourage facilities which provide care for senior citizens (Colma Administrative Code Section 5.02.216). The Colma Zoning Ordinance allows medical service offices, professional business offices and such other uses as the City Council finds are of a similar nature as the uses specified in the Colma Municipal Code (Section 5.317(b)).

- b) Granting the CUP amendment 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 the CUP amendment will not be detrimental to the public health, safety or welfare because the facility is residential in nature, with limited or no resident driving. The use is beneficial since it provides a facility for local seniors to live when needed. The facility is located adjacent to existing commercial and office uses, and there is no evidence that the proposed use will affect these neighboring uses.

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

Discussion: Granting the CUP amendment will allow for a reoccupation of an existing structure that has been vacant for over three years. Given the minimal level of activity that will be occurring on the site and the provision of adequate parking for staff and guests, surrounding properties will not be impacted. Therefore, existing property uses, large or small, will not be detrimentally affected by the proposed use.

- d) Granting the CUP amendment will not constitute a grant of a 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: The CUP amendment will authorize a use consistent with the Planned Development Zone. As a CUP is required for any use in the Planned Development Zone, approval of the CUP amendment would not constitute the granting of a 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. The Colma Zoning Ordinance allows uses such as the proposed assisted living facility that are similar in nature to uses specified in the Zoning Ordinance for development in the E zone.

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

Discussion: Section 5.320 of the Colma Zoning Ordinance allows flexibility in the mix of land uses, building setbacks and other design aspects to reflect unique situations, and the original building was built under the Town's Planned Development zoning provisions

and is an attractive functional facility. The assisted living use is not a conventional residential use and is not subject to residential density or parking standards. As previously stated, the General Plan contains a goal to encourage facilities which provide care for senior citizens (Colma Administrative Code Section 5.02.216). Therefore, the City Council is satisfied that the proposed use conforms to the purpose and intent of the General Plan and Zoning Ordinance.

- f) The use will not constitute a nuisance to neighboring persons or properties.

Discussion: The CUP amendment is conditioned to ensure that all activities related to the assisted living facility use will not negatively impact adjoining commercial and office uses. Specifically, the CUP is conditioned to require property and landscape maintenance; to maintain an assistance and evacuation plan; and to regulate truck deliveries. The proposed use will provide required parking on-site for employees and visitors.

Values

Approval of the CUP amendment is consistent with the Council value of *responsibility* because the project has been carefully reviewed and conditioned so that it will be consistent with adopted development policies and regulations, and compatible within its setting.

Sustainability Impact

The project will be consistent with the recently adopted Climate Action Plan. The project is a reoccupation of an existing building which reuses an existing resource.

Alternatives

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

1. Approve the CUP amendment with additional or amended conditions.
2. Deny the CUP amendment.

CONCLUSION

Staff recommends that the City Council approve the CUP amendment with conditions.

ATTACHMENTS

- A. Resolution 2015-_____, Approving Amended Conditional Use Permit
- B. Site/First Floor Plan with Addresses

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

**RESOLUTION APPROVING AN AMENDED PLANNED DEVELOPMENT (PD)
CONDITIONAL USE PERMIT FOR AN ASSISTED LIVING FACILITY AT
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 hereby resolve as follows:

1. Background

(a) Claremont Retirement Management Services has submitted an application for an Amendment to the existing Planned Development (PD) Use Permit under the Zoning Code of the Town of Colma to use the property at the above-referenced addresses and Assessor's Parcel Numbers 008-421-170,180,190 ("Subject Properties") for an assisted living facility.

(b) A Notice of Public Hearing was duly posted on the three official bulletin boards of the Town and in a conspicuous place on or near the subject property and was duly mailed to the persons to whom given, as required by law, and a public hearing was conducted on this matter on January 14, 2015.

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

2. Findings

The City Council hereby finds that:

Findings Relating to CEQA Review

(a) Pursuant to the Section 15301, Class 1(a) of the State CEQA Guidelines, the project is Categorically Exempt from further environmental review because the project will entail the use of an existing private structure involving a negligible expansion of use.

Findings Relating to a Conditional Use Permit (CMC § 5.03.410)

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

Discussion: The proposed use is consistent with the General Plan and Zoning Ordinance of the Town of Colma. The subject property is designated in the General Plan for Executive/Administrative uses. The General Plan contains a goal to encourage facilities which provide care for senior citizens (Colma Administrative Code Section 5.02.216). The

Colma Zoning Ordinance allows medical service offices, professional business offices and such other uses as the City Council finds are of a similar nature as the uses specified in the Colma Municipal Code (Section 5.317(b)).

- (c) Granting the CUP amendment 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 the CUP amendment will not be detrimental to the public health, safety or welfare because the facility is residential in nature, with limited or no resident driving. The use is beneficial since it provides a facility for local seniors to live when needed. The facility is located adjacent to existing commercial and office uses, and there is no evidence that the proposed use will affect these neighboring uses.

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

Discussion: Granting the CUP amendment will allow for a reoccupation of an existing structure that has been vacant for over three years. Given the minimal level of activity that will be occurring on the site and the provision of adequate parking for staff and guests, surrounding properties will not be impacted. Therefore, existing property uses, large or small, will not be detrimentally affected by the proposed use.

- (e) Granting the CUP amendment will not constitute a grant of a 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: The CUP amendment will authorize a use consistent with the Planned Development Zone. As a CUP is required for any use in the Planned Development Zone, approval of the CUP amendment would not constitute the granting of a 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. The Colma Zoning Ordinance allows uses such as the proposed assisted living facility that are similar in nature to uses specified in the Zoning Ordinance for development in the E zone.

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

Discussion: Section 5.320 of the Colma Zoning Ordinance allows flexibility in the mix of land uses, building setbacks and other design aspects to reflect unique situations, and the original building was built under the Town's Planned Development zoning provisions and is an attractive functional facility. The assisted living use is not a conventional residential use and is not subject to residential density or parking standards. As previously stated, the General Plan contains a goal to encourage facilities which provide care for senior citizens (Colma Administrative Code Section 5.02.216). 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: The CUP amendment is conditioned to ensure that all activities related to the assisted living facility use will not negatively impact adjoining commercial and office uses. Specifically, the CUP is conditioned to require property and landscape maintenance; to

maintain an assistance and evacuation plan; and to regulate truck deliveries. The proposed use will provide required parking on-site for employees and visitors.

3. Amended Planned Development Use Permit Granted Subject to Conditions

The City Council hereby grants an Amended Conditional Use Permit to use property located at 203-207B Collins Avenue (APN's 008-421-170,180 and 190) ("Subject Properties"), for an assisted living facility and ancillary uses, subject to the general conditions set forth in this Resolution and the following project-specific conditions set forth below.

- (a) Resolutions 2000-34 and 2009-28 are hereby amended in their entirety to read as provided herein.
- (b) The uses allowed on the Subject Properties is as follows:
 - Vacant lot, APN 008-421-170: Surface parking;
 - 205 Collins Avenue (assisted living facility, APN 008-421-180): One 34-Bedroom residential care facility in one building with reception, manager's office, conference room, multi-purpose room, kitchen, dining room, laundry room, television room and beauty services salon for up to 57 residents; and
 - 203 and 207A&B Collins Avenue (commercial buildings, APN 008-421-190): Administrative Offices, meeting space and storage measuring a cumulative total of approximately 2,600 square feet.

Any additional uses, including an increased level of skilled elderly care, are prohibited unless an amendment to this Use Permit is obtained.

- (c) The Permittee shall maintain landscaping on the site, and keep the vacant property on the corner of Collins Avenue and El Camino Real free from weeds, garbage, and any other debris.
- (d) If the Permittee wishes to paint the exterior of the building, color samples shall be submitted to the City Planner for review and approval prior to painting.
- (e) The Permittee shall provide and maintain parking striping and signage for onsite parking spaces and required disabled parking spaces.
- (f) Prior to the operation of the assisted living facility, the Permittee shall submit an Emergency Evacuation Plan to the Fire Marshal. The Evacuation Plan shall describe procedures, staffing, and equipment to evacuate all or part of the facility in the event of fire, earthquake or other disaster. Approval by the Fire Marshal of the training portion of the plan is required prior to occupancy. The Permittee shall implement and be prepared to follow the Emergency Evacuation Plan at all times.
- (g) Prior to the operation of the assisted living facility, the Permittee shall submit an Emergency Assistance Plan to the Fire Marshal. The Emergency Assistance Plan shall describe the procedures, training, staffing and equipment necessary to provide assistance to residents not requiring an emergency response from paramedics. Approval by the Fire Marshal of the training portion of the plan is required prior to occupancy. A goal of the plan shall be to reduce 911 calls generated by the facility. The Permittee shall implement and be prepared to follow the Emergency Assistance Plan at all times.

(h) The Permittee, owner, or operator, shall ensure the fire and alarm system is monitored by a central station monitoring company approved by the Fire Marshal.

(i) The Permittee, owner or operator shall be responsible for regular refuse disposal and shall not allow for the accumulation of trash or other debris on the premises.

(j) The Permittee, owner or operator shall ensure that delivery trucks and moving vans are not parked on Collins Avenue or El Camino Real or in the access aisles of the parking lots on the project site for loading and unloading purposes during regular business hours. Truck parking is limited to the Collin's Avenue street parking area between the project driveways, outside of the no-parking zones. Parking or loading is prohibited in all no parking zones (red painted curb areas).

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 this Conditional Use Permit null and void.

(a) *Duty to Comply With Laws.* 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. 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. Without limiting the foregoing:

(i) A building permit shall be required for all improvements to the building except surface treatments such as carpet and paint.

(ii) 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.

(iii) All signs must comply with the Town's sign regulations, as set forth in Colma

Municipal Code, subchapter 4.07.

(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 or 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 the City Council of the Town of Colma held on January 14, 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 Fisicaro					
Raquel Gonzalez					
Joseph Silva					
<i>Voting Tally</i>					

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

Permittee

The undersigned agrees to comply with each and every condition set forth in this resolution.

Dated: _____
[Printed Name of Permittee]

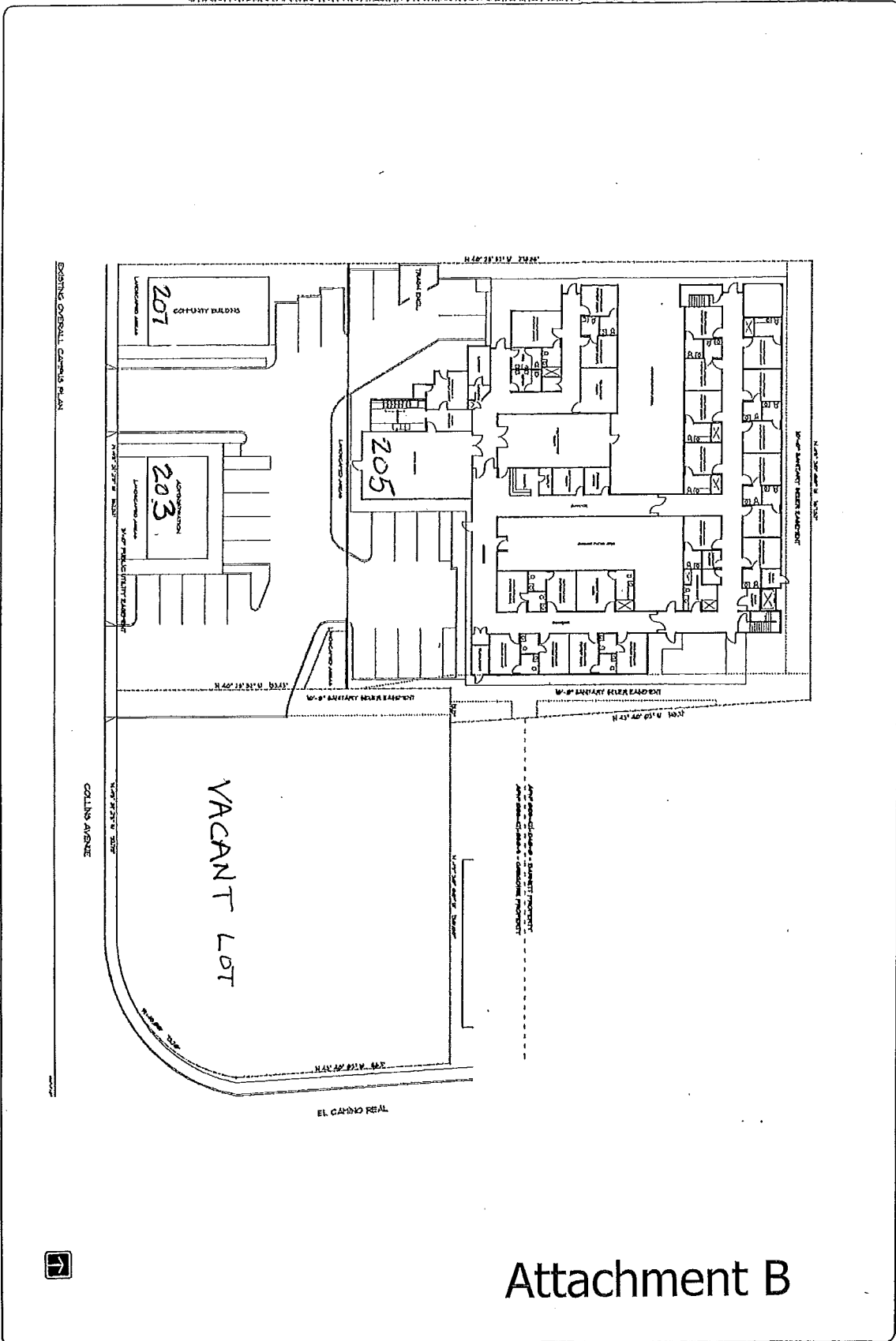
Property Owner

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

Dated: _____
[Printed Name of Property Owner]

[Notarization of Property Owner's signature recommended]

ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS ARE TO THE CENTERLINE OF THE STRUCTURE UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE STRUCTURE UNLESS OTHERWISE NOTED.



Attachment B

EX1.0
 Site: R2.1
 Scale: 1/8" = 1'-0"
 Date: 10/14/07

EXISTING SITE PLAN
R2.1 - RESIDENTIAL CARE FACILITY FOR THE ELDERLY
 405 Collins Avenue, Colton, California 94311

ROBERT C. COOPER ARCHITECTURE
 1000 S. GATEWAY AVENUE
 COLTON, CALIFORNIA 94311
 (925) 261-1111

RCG
 ARCHITECTURE

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STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 14, 2015
 SUBJECT: 2015 Housing Element Adoption

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

**RESOLUTION ADOPTING AN ADDENDUM PURSUANT TO THE
 REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT
 AND ADOPTING THE 2015 HOUSING ELEMENT**

EXECUTIVE SUMMARY

Since the City Council's October 14, 2014 public hearing on the draft Housing Element, staff has been working with the State Department of Housing and Community Development (HCD) to finalize a draft of the 2015 Housing Element that will be certified by HCD. HCD has indicated in its correspondence, attached, that they have approved the Town's draft 2015 Housing Element. In addition to minor textual changes (shown in green and blue highlighting in the draft document), the following more substantive changes were made to the draft since Council review in October of 2014:

- *Quantified Objectives (pg. 125):* A new table was added which indicates that in the eight-year implementation period, up to 76 units are expected through new construction; seven units are expected to be rehabilitated through the implementation of various programs; and up to four units are expected to be conserved or preserved.
- *Reasonable Accommodation (pgs. 74, 75 and Policy 4.1 pg. 116):* HCD is requiring that the Town implement a minor amendment to the existing Reasonable Accommodation ordinance to be consistent with fair housing laws.
- *Setting dates for implementation of various programs and goals.* HCD requested dates to complete studies or implement policies. This includes: Green Building Ordinance (December 2018 to study need for amendments); Minor Housing Repair Grant (December 2018 to study and implement); and Low Interest Loan Program (December 2017 to study and implement).

In accordance with the California Environmental Quality Act (CEQA), staff prepared an addendum to the Mitigated Negative Declaration that was adopted in 2012 for the 2009 Housing Element. As discussed in the addendum, the 2015 Housing Element will not create any new environmental impacts, cause any increased environmental impacts, and no new or different mitigation is available, than that already analyzed and disclosed in the 2012 Mitigated Negative Declaration.

FISCAL IMPACT

Adoption and Implementation of the Housing Element will not require an adjustment to the Town's budget.

BACKGROUND

State law mandates that all cities in the San Francisco Bay Area have a state certified Housing Element by the end of January 2015. The Housing Element must take into account the housing needs assessment numbers allocated to the jurisdiction by the Association of Bay Area Government (ABAG) for the years 2015 through 2023. Planning Staff has worked with San Mateo County jurisdictions and consultants in the preparation of the Draft Housing Element. Sections of the document include updated demographic information that is common to all San Mateo County jurisdictions. Failure to adopt a revised Housing Element by the end of January 2015 (or within the 120 day grace period offered by the state) would require that the Town update its Housing Element twice as often (every four years). Updating the Housing Element every four years is not efficient or beneficial to the Town since significant time and expense is required for each update.

In October, the City Council held a public hearing to take comments and discuss the key programs and policies to maintain, provide and remove barriers to the production of housing, including affordable housing. The City Council discussed the key policies, affirmed its understanding of those policies, and directed staff to transmit the draft 2015 Housing Element to the State Department of Housing and Community Development (HCD).

The General Plan Housing Element is one of nine state-mandated General Plan elements but is the only one subject to review and approval by a state agency. HCD has preliminarily approved the draft as having satisfied their requirements for including policies and programs for housing as well as identifying sites for the 59 units assigned to Colma through the 2015-2023 Regional Housing Needs Allocation process (see attached letter dated December 4, 2014, Attachment C). When adopted by the City Council, the Housing Element will be sent back to HCD for certification. After certification, staff will begin to implement the policies.

ANALYSIS

Addendum to Mitigated Negative Declaration

Prior to adopting the Housing Element, the City Council will need to adopt an Addendum to the 2012 Mitigated Negative Declaration adopted for the current 2009 Housing Element.

Pursuant to State CEQA Guideline 15164, an Addendum to a previously adopted Mitigated Negative Declaration is appropriate for a project, such as the 2015 Housing Element, so long as the project would not result in new environmental impacts, increased environmental impacts, and no new or different mitigation is available than that already analyzed in the 2012 Mitigated Negative Declaration. The 2015 Housing Element does not increase or change the potential housing sites in the Town identified in the 2009 Housing Element and analyzed in the 2012 Mitigated Negative Declaration. Instead, the 2015 Housing Element merely encompasses minor policy and program changes from those identified in the 2009 Housing Element and analyzed in the 2012 Mitigated Negative Declaration.

Because the policies and programs themselves do not result in a physical change in the environment, none of the minor changes in the policies or programs has the potential to create new or increased significant impacts. Further, the mitigation measures provided for in the 2012 Mitigated Negative Declaration would continue to be applicable to reduce all potential environmental effects associated with physical development on the identified housing sites to less than significant.

A notice of availability was sent or emailed to various agencies and housing groups, and the Addendum and 2012 Mitigated Negative Declaration were posted on the Town's website.

The City Council must consider the Addendum and the 2012 Mitigated Negative Declaration prior to adopting the 2015 Housing Element. The following sections summarize the available housing sites identified in the 2009 and 2015 Housing Element and the impacts of the development of these sites.

The 63 units that are identified in the draft Housing Element include the following sites:

- Sterling Park: A total of 12 sites are available in the Sterling Park neighborhood for single-family residences.
- Sandblaster's Property: A total of 13 residential units were proposed above commercial space in 2007. Plans were put on hold in 2007 due to the economy.
- Bocci Property: A preliminary development proposal for 24 units with ground floor retail was submitted to the Town and was considered to be a feasible level of development for the site. Again, due to the economy, development of the property was not pursued.
- Holy Cross Property: Holy Cross cemetery owns a triangular piece of property along Mission Road that is separated from the rest of the cemetery by the BART right-of-way. The site was determined to be appropriate for 26 units.

Based on the potential development of these sites, the 2012 Mitigated Negative Declaration addressed potential impacts and recommended mitigation measures in the following areas that would continue to be applicable to the 2015 Housing Element:

- Biological Resources

Due to the presence of trees on and surrounding the Holy Cross site, a raptor study would be required if construction is to occur between February 1 and August 31 of any given year.

- Cultural Resources

Due to the possibility of archaeological remains at the Bocci, Sandblaster's and Holy Cross sites, an archaeological report will be required prior to start of construction on any of these three sites. A second standard mitigation measure that would apply to all sites (and all construction in Colma or the state for that matter) is that if archaeological materials are found as part of the construction process, a professional will be brought in to assess the find and make recommendations for the project.

- Air Quality

Two mitigation measures are included. One relates to construction practices such as watering to control dust, covering of truck beds and limiting idling of vehicles to no more than 5 minutes. The second would apply to the Bocci Site and possibly the Sandblaster's site. The mitigation measure would require submittal of a study relating to potential health risks if either project is within 200 feet of the BART emergency generators.

- Noise

Since the Bocci, Sandblaster's and Holy Cross properties are all in higher noise areas, an acoustical report would be required prior to a building permit to mitigate potential noise to future residents, and appropriate design features would need to be incorporated into the building.

- Mandatory Findings of Significance

With the implementation of the requirement for a study relating to potential health risks related to the siting of housing in close proximity to the BART emergency generators (for the Bocci and possibly the Sandblaster's site) and with the requirement for an acoustical study for noise impacts for three of the project sites, implementation of the housing projects will not a substantial adverse effect on human beings, either directly or indirectly.

Since all of the potential impacts related to the development of the housing sites can be mitigated, and no new housing sites are being proposed in the 2015 Housing Element, no additional environmental review beyond an Addendum to the 2012 Mitigated Negative Declaration is required.

Housing Element

As mentioned, the 2015 Housing Element contains policies and programs that encourage housing and support affordable housing. In addition, state law requires that the Town must allow homeless shelters in at least one zoning district, and allow supportive and transitional housing in existing neighborhoods without additional restrictions or the requirement for a Conditional Use Permit. Below is a summary of the key policies included in the 2015 document with comments on implementation steps:

- Inclusionary Housing Ordinance Policy

The Town of Colma currently has an inclusionary housing ordinance which requires developers to provide a percentage of units in market rate developments for low-income residents. Due to recent case law, this ordinance is currently not being implemented. To provide additional legal support for this ordinance, the Town is working with other San Mateo County jurisdictions on a study that will identify the impact of market rate housing and commercial development on housing costs and availability. This study will identify impact fees that the Town can impose on market rate housing and commercial developments.

- Reasonable Accommodation

In 2010, the Town adopted a reasonable accommodation ordinance (Subchapter 5.15 of the Municipal Code) based on a model ordinance previously approved by HCD. The ordinance allows a person with a disability to request that the Town consider modification of zoning laws or building codes in order to provide equal access to housing. Unfortunately, HCD has found that a few provisions in the current ordinance do not show proper deference to the applicant, and is recommending that these provisions be removed from the ordinance after the 2015 Housing Element is adopted.

- Homeless Shelters

In 2007, the State Legislature passed a Senate Bill (SB 2) which requires jurisdictions to analyze the unmet need for emergency homeless shelters. Government Code Section 65583(a) (4) requires the identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use permit. The City Council amended the zoning code to allow for this type of housing in March of 2013. An emergency shelter is allowed in any Commercial (C) zone.

- Supportive and Transitional Housing.

Pursuant to SB 2, the City must explicitly permit transitional and supportive housing and treat these land uses identically to other residential uses in the same zone. For example, a multi-family transitional housing use in a multi-family zone should be treated the same as any other multi-family use proposed

in the zone. The City Council amended the zoning code to allow for this type of housing in March of 2013.

- Minor Housing Repair Grant Program.

The draft Housing Element (Program 7.2) includes a recommendation to conduct a study of reinstating this program by December of 2018. The goal of reinstating the policy would be to maintain existing housing stock by offering assistance.

- Low Interest Loan Program.

The draft Housing Element (Program 7.4) recommends a study to determine the feasibility of this type of program by December of 2017. The goal of this policy would be to be able to offer low interest loans to very-low, low and moderate income homeowners who wish to make improvements to their homes.

General Plan Text Amendment

At the October public hearing, staff indicated that the Town will need to amend language in the Land Use Element which places a limitation of 50 on the number of residential permits that can be issued within a calendar year. This policy proved problematic with the development of the Verano project, and will likely cause problems in the near future if more than one of the housing sites develops within a calendar year. This amendment will come back to the City Council for consideration in early 2015 along with appropriate environmental analysis.

Values

The recommendation is consistent with the Council value of *vision* in considering the broader regional and statewide implications of the Town's decisions and issues.

Sustainability Impact

Adoption of the 2015 Housing Element is consistent with the Town's Climate Action Plan and sustainability goals. The Housing Element supports housing on in-fill sites within the Town. Additional housing close to transit will promote higher use of public transit and thereby reduce greenhouse gas emissions.

Alternative

The City Council could chose to not to adopt the Addendum to the 2012 Mitigated Negative Declaration and not adopt the 2015 Housing Element. Doing so, however, would put the Town in non-compliance with state law that requires an adopted Housing Element by January 31, 2015. In addition, the Town would be ineligible for One Bay Area Grant (OBAG) funds for public works projects.

CONCLUSION

Staff recommends that the City Council Adopt the Addendum to the 2012 Mitigated Negative Declaration and Adopt the 2015 Housing Element as-is or with changes and to direct staff to forward the final document to HCD.

Once certified by HCD, the Colma Administrative Code will be amended by the replacement of the 2009 Housing Element with the adopted 2015 Housing Element.

ATTACHMENTS

- A. Resolution Adopting an Addendum and Adopting the 2015 Housing Element
- B. December 4, 2014 Letter from Department of Housing and Community Development
- C. Addendum and 2012 Mitigated Negative Declaration
- D. 2015 Housing Element

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RESOLUTION NO. 2015-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA
RESOLUTION ADOPTING AN ADDENDUM PURSUANT TO THE
REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT
AND ADOPTING THE 2015 HOUSING ELEMENT

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

1. Background

(a) Government Code Section 65580 of the State Planning and Zoning Law requires every jurisdiction to adopt a Housing Element.

(b) In accordance with Section 65583 of the California Government Code, "Housing Element Content," the Town of Colma has prepared a General Plan Housing Element Update, which provides detailed background information, an assessment of housing needs, an analysis of adequate sites, resources, and constraints for residential development, an analysis of special needs housing, an analysis of housing for the homeless, and the description of the goals and policies for the creation of new residential development and the preservation of existing housing stock.

(c) The California State Department of Housing and Community Development (HCD) prepared its estimate of population growth affecting the San Francisco Bay Area, and in 2007 the Association of Bay Area Governments (ABAG) assigned a Regional Housing Need Number of 59 Units to the Town of Colma for the period 2015-2023.

(d) As required by Government Code 65352, on September 19, 2014 the Town of Colma sent notices of availability of the Draft Housing Element to neighboring cities, special districts, local agencies, school districts, the Local Agency Formation Commission (LAFCO), the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), public utility companies and additional agencies, property owners and organizations. Correspondence was received and considered by the City Council.

(e) As required by Government Code 65352.3, the Town of Colma consulted with California Native American Tribes. The four tribes were contacted on September 19, 2014. No comments were received.

(f) On September 19, 2014, the Town posted a Notice Availability of the Draft Housing Element on the three official Town Bulletin Boards;

(g) On September 19, 2014 the Town posted a copy of the Draft Housing Element for public review on the Town's website.

(h) No public comments were received as a result of the posting of the notice or posting on the Town's website.

(i) On October 8, 2014 the City Council considered the 2015 Draft Housing Element at a Public Hearing.

(j) On October 8, 2014 the City Council directed the City Manager to submit the Administrative Draft Housing Element to HCD with modifications. The October 2014 Administrative Draft Housing Element was submitted to HCD for their formal comment.

(k) HCD provided a preliminary acceptance letter dated December 4, 2014.

(l) The 2015 Housing Element was updated to include modifications recommended by HCD and was made available for public review on December 18, 2014.

(m) In full compliance with the California Environmental Quality Act ("CEQA"), staff reviewed and analyzed the 2015 Housing Element and determined the changes to the 2015 Housing Element, from the 2009 version of the Housing Element, were minor. As the 2009 Housing Element was analyzed in a Mitigated Negative Declaration adopted by the City Council in 2012, staff determined that an Addendum to the 2012 Mitigated Negative Declaration was the appropriate environmental document for the 2015 Housing Element consistent with State CEQA Guideline 15164.

(n) Notice of the Public Hearing to consider the adoption of the 2015 Housing Element and Addendum was posted on the Town's three official bulletin boards on December 19, 2014. The 2015 Housing Element was posted on the Town's website on December 18, 2014.

(o) Notice of the Public Hearing to consider the adoption of the 2015 Housing Element and Addendum was sent or emailed on December 18, 2014 to neighboring cities, special districts, local agencies, school districts, the Local Agency Formation Commission (LAFCO), the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), public utility companies and additional agencies and housing organizations.

2. Findings

The City Council finds that:

(a) The facts stated in the foregoing recitals are true and correct;

(b) The Town of Colma provided opportunities for public input as well as for public agency and public notification in the preparation and adoption of the 2015 Housing Element, as set forth in paragraphs 1(d) through 1(h) and 1(n) and 1(o), above;

(c) The Town of Colma followed all required procedures before adopting the 2015 Housing Element, including CEQA, as set forth in paragraphs 1(h), 1(m), and 1(n) above;

(d) The 2015 Housing Element promotes orderly land use and is in the best interest of the community for the future;

(e) The 2015 Housing Element does not satisfy the personal desires of a particular landowner to the detriment of the Town;

(f) The 2015 Housing Element promotes public safety, comfort, convenience, and public welfare by continuing to identify suitable sites for new housing and the needs of current and future residents for services related to housing;

(g) Approval of the 2015 Housing Element does not conflict with adopted goals of the community; and

(h) Approval of the 2015 Housing Element is permitted and also required by state law and is consistent with local ordinances.

3. CEQA Findings

(a) Pursuant to State CEQA Guideline 15164, an Addendum to a previously adopted Mitigated Negative Declaration is appropriate for a project, such as the 2015 Housing Element, so long as the project would not result in new environmental impacts, increased environmental impacts, and no new or different mitigation is available than that already analyzed in the 2012 Mitigated Negative Declaration. The 2015 Housing Element does not increase or change the potential housing sites identified in the 2009 Housing Element and analyzed in the 2012 Mitigated Negative Declaration. Instead, the 2015 Housing Element merely encompasses minor policy and program changes from those identified in the 2009 Housing Element and analyzed in the 2012 Mitigated Negative Declaration.

(b) The City Council has considered the Addendum along with the 2012 Mitigated Negative Declaration, and on the basis of substantial evidence, hereby finds that:

(i) the 2015 Housing Element is composed of only minor changes from the Town's previous 2009 Housing Element, and these minor changes will not result in any new or increased environmental impacts from those already disclosed and analyzed in the 2012 Mitigated Negative Declaration;

(ii) there are no substantial changes with respect to the circumstances under which the 2015 Housing Element is proposed to be adopted that cause any new or increased environmental impacts from those already disclosed and analyzed in the 2012 Mitigated Negative Declaration. In particular, only a few years has passed since the City Council's adoption of the 2012 Mitigated Negative Declaration and no changes have occurred in the vicinity of the proposed housing sites such that new or increased environmental impacts would result;

(iii) no new information of substantial importance has become available that shows any new or increased environmental impacts from those already disclosed and analyzed in the 2012 Mitigated Negative Declaration, and no new or different mitigation measures are now available to further reduce the impacts identified in the 2012 Mitigated Negative Declaration. The mitigation measures identified in the 2012 Mitigated Negative Declaration would continue to apply to the 2015 Housing Element and will reduce all potential impacts to a level of insignificance.

(c) The City Council hereby adopts the Addendum to the 2012 Mitigated Negative Declaration in full compliance with CEQA and consistent with CEQA Guideline 15164.

4. Orders

NOW THEREFORE BE IT ORDERED AS FOLLOWS:

(a) The City Council specifically adopts the 2015 Housing Element and authorizes the City Planner to forward the draft to the HCD for its review and certification.

(b) The City Council hereby rescinds the 2009 Housing Element adopted by Resolution 2012-40.

(c) Effective upon of a certificate from the Department of Housing and Community Development documenting that the 2015 Housing Element is in substantial compliance with the law, the Colma Administrative Code shall be amended by replacing the existing subchapter 5.05, "Housing Element," with the "2015 Housing Element", and the City Clerk shall post on the Town's website the revised Colma Administrative Code.

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 January 14, 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

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



December 4, 2014

Mr. Michael P. Laughlin, City Planner
Planning Department
Town of Colma
1190 El Camino Real
Colma, CA 94014

Dear Mr. Laughlin:

RE: Review of the Town of Colma's 5th Cycle (2015-2023) Draft Housing Element

Thank you for submitting the Town of Colma's draft housing element update which was received for review on November 3, 2014, along with additional revisions received on November 19 and 24, 2014. Pursuant to Government Code (GC) Section 65585(b), the Department is reporting the results of its review. Our review was facilitated by various communications with you.

The Department conducted a streamlined review of the draft housing element based on the Town of Colma meeting all eligibility criteria detailed in the Department's Housing Element Update Guidance. The Town also utilized the pre-approved 21 Elements needs assessment.

The draft housing element with revisions meets the statutory requirements of State housing element law. The draft housing element with revisions will comply with State housing element law (GC; Article 10.6) when they are adopted and submitted to the Department, in accordance with GC Section 65585(g).

To remain on an eight year planning cycle, pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) the Town must adopt its housing element within 120 calendar days from the statutory due date of January 31, 2015 for ABAG localities. If adopted after this date, GC Section 65588(e)(4) requires the housing element be revised every four years until adopting at least two consecutive revisions by the statutory deadline. For more information on housing element adoption requirements, please visit our Department's website at: http://www.hcd.ca.gov/hpd/hrc/plan/he/he_review_adoptionsteps110812.pdf.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the Town must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate.

The Department appreciates your efforts and dedication in preparation of the housing element and looks forward to receiving Colma's adopted housing element. If you have any questions or need additional technical assistance, please contact Jess Negrete, of our staff, at (916) 263-7437.

Sincerely,

A handwritten signature in black ink, appearing to read "P. McDougall", with a stylized flourish at the end.

Paul McDougall
Housing Policy Manager

C. Addendum and 2012 Mitigated Negative Declaration

Available on the Town's website:

<http://www.colma.ca.gov/index.php/forms-a-documents/planning-department-1/general-plan-update-1>

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D. 2015 Housing Element

Available on the Town's website:

**[http://www.colma.ca.gov/index.php/forms-a-documents/planning-department-1/
general-plan-update-1](http://www.colma.ca.gov/index.php/forms-a-documents/planning-department-1/general-plan-update-1)**

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STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, Interim City Attorney
 Michael Cully, Building official
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 14, 2015
 SUBJECT: Colma Building Codes

RECOMMENDATION

Staff recommends that the City Council adopt:

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.

EXECUTIVE SUMMARY

The proposed ordinance would adopt the following model codes by reference as the Colma Building Codes:

- 2013 California Administrative Code
- 2013 California Building Code, with Chapter 1
- 2013 California Electrical Code
- 2013 California Mechanical Code
- 2013 California Plumbing Code
- 2013 California Energy Code
- 2013 California Residential Code
- 2013 California Green Building Standards Code
- 2013 California Fire Code
- 2013 California Referenced Standards Code
- 2013 California Existing Building Code
- 2013 California Historical Building Code
- 1997 Uniform Housing Code, and
- 1997 Uniform Code for the Abatement of Dangerous Buildings

The proposed ordinance would also amend the California Electrical Code by requiring a disconnect switch for all electrical signs with a dual master switch.

The new codes will make buildings safer, more energy efficient and more sustainable.

FISCAL IMPACT

Adoption of this ordinance has no fiscal impact on the Town's finances.

BACKGROUND

On December 10, 2014, the City Council introduced the proposed ordinance, waived a further reading of the ordinance, and scheduled a public hearing for its January 14, 2014 City Council meeting consistent with state law procedures for adopting an ordinance by reference.

The California Health and Safety Code requires local governments to adopt the most recent editions of the model codes related to construction. Alternatively, if a local government chooses not to adopt the most recent model code, the codes adopted by the California Building Standards Commission become applicable to the local jurisdiction. The Town adopted the model codes in 1993 and has amended them in piecemeal fashion from time to time. Meanwhile, the Town's Building Official has been applying the model codes to all construction activities requiring any type of building permit. The occurrence of two circumstances has made this an opportune time to adopt a comprehensive amendment to the Town's building codes – the adoption of the 2013 edition of the California Building Standards Code by the California Building Standards Commission and the imminent release of a study of the Town's building and construction fee schedule by an outside consultant retained by the Town.

The California Building Standards Commission adopts and amends the model codes and then publishes them as the California Building Standards Code (Title 24 California Code of Regulations). These codes are revised annually and reprinted every three (3) years. The 2013 Edition of the California Code of Regulations, Title 24, should now be adopted by the Town:

- 2013 California Administrative Code
- 2013 California Building Code, with Chapter 1
- 2013 California Electrical Code

- 2013 California Mechanical Code
- 2013 California Plumbing Code
- 2013 California Energy Code
- 2013 California Residential Code
- 2013 California Green Building Standards Code
- 2013 Colma Fire Code
- 2013 California Referenced Standards Code
- 2013 California Existing Building Code
- 2013 California Historical Building Code

In addition to the California Building Standards Code, cities and towns can adopt other model codes not included within the California Building Standards Code to assist in its implementation. For example, staff recommends that the Town adopt the 1997 Edition of the Uniform Housing Code and the 1997 edition of the Uniform Code for the Abatement of Dangerous Buildings.

The Town may adopt an amendment to the state-approved codes. Any changes to the State amended code must be filed with and approved by the California Building Standards Commission and must be necessary because of local climatic, geographic or topographical conditions.

SPECIAL PROCEDURE

Government Code Section 50022.3 establishes the following procedure for adopting another code by reference, which is different from our usual procedure. This procedure requires that at the first meeting to consider the ordinance, the Council introduce the ordinance, waive a further reading, and order a public hearing to be conducted. The City Council undertook these actions at its December 10, 2014 City Council meeting and set the public hearing for January 14, 2014.

In full compliance with Government Code Section 50022.3, notice of the public hearing was published twice in a local newspaper at least 14 days before this public hearing.

The City Council may adopt the ordinance at the conclusion of the public hearing.

ANALYSIS

Some of the more significant changes in 2013 edition include:

- The California Green Building Code now applies to all residential additions and alterations – where before it was only for entirely new residential structures. While the Green Building Code did cover commercial buildings for alterations and additions – but the threshold has been reduced to include additions of 1,000 square feet or more, or a valuation of \$200,000.00 – previously it was 2,000 square feet – or \$500,000.00 in valuation.
- The California Electrical Code now requires that all electrical receptacles installed in residential dwellings are the new “tamper-resistant” to prevent children from inserting foreign objects into the receptacles, among other requirements.

- The California Energy Code has dramatically increased the energy conservation/efficiency requirements across the board – for both commercial and residential. Including, code complying testing for any new HVAC duct work over 40 feet in length, this will impact furnace replacements. With increased minimum insulation levels and window U values, the new California Energy Code will improve new home energy efficiency by about 30%. California is on schedule to require zero net energy homes by 2020. This code is a step in that direction.
- The provisions of the California Building Code for Disabled Access have been revised to start bringing them more in line with the Federal ADA requirements.
- The California Plumbing Code now requires much more water conserving fixtures. This is separate from recent legislation that was enacted wherein all plumbing fixtures within a dwelling unit may be required to be replaced when performing any improvements to that dwelling.

The new codes will make buildings safer, more efficient and more sustainable. The proposed ordinance will adopt the State-amended codes with one amendment based on local conditions.

The ordinance will also adopt the additional model administrative code to assist in implementing the State amended code, which will make it easier for out-of-state designers to comply with the Town's Municipal Code.

Amendment to California Electrical Code

The Building Official recommends that section 600.6 of the California Electrical Code, entitled, "Within Sight of the Sign," be amended by adding the following:

"Where power to sign circuits are regulated by a master or house lighting controller for more than two separate signs, each separate sign shall have a disconnect switch located upon the sign or at an immediately adjacent gutter."

The reason for this amendment is to provide safety for anyone working on electrical billboards, particularly the electrical tenant signs at 280 Metro Center where the electrical power to a sign is connected to one of two master controllers. Under this setup, turning off power to one sign does not necessarily turn off power to another sign. An electrician working on a sign may injure himself because he mistakenly thought the electrical power was off, when in fact that might not be the case. The proposed amendment would require a separate disconnect switch for each sign, which would assure the safety of anyone working on the billboard sign.

Under state law, this amendment is only effective if the City Council finds that local climatic, geographic or topographical conditions make the amendment necessary. Staff suggests that the following facts justify the proposed amendment. Colma is subject to frequent periods of heavy fog, limiting visibility for emergency responders. Additionally, the coastal fog, because of its proximity to the Pacific Ocean, brings salt vapor which causes premature rust and oxidation of

exposed metals, especially electrical cabinets. For this reason, an amendment requiring separate disconnect switches is warranted.

Amendment to California Fire Code

The Town is adopting the 2013 Uniform Fire Code with the same amendments that were adopted by the Colma Fire Protection District. The amendments include requirements that all premises must have identification numbers that meet specified size requirements and all new buildings that meet certain specified criteria must be equipped with automatic sprinkler systems.

Under state law, this amendment is only effective if the City Council finds that local climatic, geographic or topographical conditions make the amendment necessary. Staff suggests that the following facts justify the proposed amendment.

(1) *Topography.* A large portion of the residential community is built on hills, with roadways less than the required width which tend to slow response times for fire apparatus, and this same terrain complicates firefighter access to those buildings. Numerous areas are heavily treed with thick vegetative undergrowth, creating increased fuel loading during the summer months.

(2) *Geography.* Colma is located in seismic zone 4 and within 2 miles of the San Andreas fault and is spread out over opposing sides of a major freeway restricting access to those areas by only two available over-crossings within the jurisdiction.

(3). *Climate.* Colma is subject to frequent periods of heavy fog, limiting visibility.

Values

Acting to protect the health and safety of building occupants is the best indicator of a responsible action by the Council. Adopting the 2013 Colma Building Code, with the proposed amendment to the Electrical Code, will make buildings safer, more efficient and will help to preserve the Town's resources.

Sustainability Impact

Adoption of the 2013 California Energy Code and the 2013 California Green Building Standards Code is consistent with the Town's sustainability goals.

Alternatives

One alternative would be to not adopt the ordinance. In that case, the codes adopted by the California Building Standards Commission would become applicable to all construction in the Town.

Another alternative would be to adopt the ordinance, but without the amendment to the California Electrical Code. This course of action could lead to an electrician injuring himself because he mistakenly thought the electrical power was off, when in fact that might not be the case.

CONCLUSION

The City Council should hold a public hearing and accept any comments from the public. At the conclusion of this public hearing, the City Council should adopt the ordinance.

ATTACHMENTS:

- A. Ordinance

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

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

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

ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY

The City Council of the Town of Colma finds as follows.

- (a) Pursuant to Government Code Section 50022.1 et seq. the Town may adopt by reference the California Building Standards Code, 2013 Edition as provided in Title 24 of the California Code of Regulations, and other codes, including, without limitation, the Uniform Housing Code and the Uniform Code for the Abatement of Dangerous Buildings.
- (b) The California Building Standards Commission ("Commission") recently adopted the 2013 Edition of the California Building Standards Code.
- (c) California Health and Safety Code Section 17958.7 and 18941.5 authorize cities to adopt the California Building Standards Code with modifications determined to be reasonably necessary because of local climatic, geological or topographical conditions; It is necessary and appropriate to adopt and provide for the administration of a Building Code, Electrical Code, Mechanical Code, Plumbing Code, Energy & Environmental Code, Fire Prevention Code, Existing Buildings Code, Reference Standards Code, Historic Buildings Code, Housing Code, and Dangerous Buildings Code for the Town of Colma, and further finds that such codes should be codified in the Town of Colma Municipal Code as hereinafter set forth.

(d) Title 25, section 52 of the California Code of Regulations empowers the Town to use its own abatement procedures so long as these procedures are equivalent to the procedures contained in Title 25 sections 48 through 70 of the California Code of Regulations, and provided such procedures provide an efficient and effective procedure for the abatement of substandard conditions with fairness to both owners and residents.

(e) The Uniform Code for the Abatement of Dangerous Buildings provides efficient and effective procedures for the abatement of substandard buildings, structures and nuisances that are fair and equitable to both owners and residents and are equivalent to the procedures contained in Title 25 of the California Code of Regulations to serve the purpose intended therein.

(f) The City Council desires to adopt the California Building Standards Code, 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, for safety, health and welfare relating to property maintenance within the Town of Colma, (collectively, the "Codes"); together with the necessary amendments to assure the Codes are tailored to the particular safety needs of the Town as required by its unique climatic, geological and topographical conditions;

(g) Local climatic, geographic or topographical conditions make it necessary to amend section 600.6 of the Electrical Code, *Within Sight of the Sign*, because Colma is subject to frequent periods of heavy fog, limiting visibility for emergency responders. The coastal fog, because of its proximity to the Pacific Ocean, brings salt vapor which causes premature rust and oxidation of exposed metals, especially electrical cabinets. For this reason, an amendment requiring separate disconnect switches is warranted.

(h) The following local climatic, geographic or topographical conditions make it necessary to amend the Fire Code:

(1) *Topography.* A large portion of the residential community is built on hills, with roadways less than the required width which tend to slow response times for fire apparatus, and this same terrain complicates firefighter access to those buildings. Numerous areas are heavily treed with thick vegetative undergrowth, creating increased fuel loading during the summer months.

(2) *Geography.* Colma is located in seismic zone 4 and within 2 miles of the San Andreas fault and is spread out over opposing sides of a major freeway restricting access to those areas by only two available over-crossings within the jurisdiction.

(3) *Climate.* Colma is subject to frequent periods of heavy fog, limiting visibility.

(i) The Building Official has recommended that changes and modifications be made to the Codes, which are necessary for administrative clarification and to establish administrative standards for the effective enforcement of the building standards of the Town of Colma and do not modify a building standard pursuant to California Health & Safety Code Section 17958, 17958.7, and/or 18941.5; and

(j) The Town published notice of a public hearing pursuant to California Government Code Section 6066 on _____, and _____.

(k) The Town held a public hearing on January 14, 2015, at which time all interested persons had the opportunity to appear and be heard on the matter of adopting the Codes as amended herein.

(l) At least one copy of each of the Codes adopted by reference by this ordinance were available for public inspection at the office of the City Clerk fifteen days preceding the public hearing pursuant to Government Code Section 50022.6.

(m) Any and all other legal prerequisites relating to the adoption of this ordinance have occurred.

ARTICLE 2. SUBCHAPTER 5.04 AMENDED

Subchapter 5.04 of the Colma Municipal Code is amended and restated in its entirety to read as provided herein.

ARTICLE 3. SUBCHAPTER 5.04, DIVISION 1 - GENERAL

The following sections are added to subchapter 5.04, Building and Construction, of the Colma Municipal Code as "Division 1 – General."

Subchapter 5.04 - Building and Construction Regulations

Division 1: General

5.04.010 Application

(a) The provisions of this subchapter shall hereafter apply to the construction, alteration, moving, repair and use or maintenance of any building or structure, site, and the equipment therein, within the Town of Colma.

(b) This Code shall be the primary source of regulations for the construction, addition to, alteration, repairs, relocations, or reconstruction of any building or any portion thereof including any electrical, mechanical, gas, plumbing, or fire protection equipment installed on any property or used on or within any building, and for the maintenance of existing buildings. It shall be unlawful for any person to perform any of the above in conflict with the provisions of this subchapter and the codes referred to in herein.

5.04.020 Conflicts with Other Laws, Rules, etc.

In the event of any conflict between the Colma Building Codes and any law, rule or regulation of the State of California, that requirement – which establishes the higher standard of safety – shall govern. Failure to comply with such standard of safety shall be a violation of the Colma Building Code.

5.04.030 Titles

The term, “Colma Building Codes,” means the collection of laws and regulations described in this subchapter, while the term, “Colma Building Code,” refers to the particular code adopted by section 5.04.050 of this subchapter.

5.04.040 [Reserved]

ARTICLE 4. SUBCHAPTER 5.04, DIVISION 2 – COLMA BUILDING CODE

The following sections are added to subchapter 5.04 of the Colma Municipal Code as “Division 2 – Colma Building Codes.”

Division 2: Colma Building Codes

5.04.050 Colma Building Code Adopted

The 2013 Edition of the California Building Code contained in Part 2 of Title 24 of the California Code of Regulations, including Chapter 1, which incorporates and amends the 2012 Edition of the International Building Code published by the International Code Council, with the changes, additions, and deletions set forth in the following section, is adopted by reference as the Colma Building Code.

5.04.060 Administration of Colma Building Codes

The following provisions of Chapter 1 of the California Building Code are hereby amended to read as follows:

(a) Section 101.1 Amended.

Section 101.1 is amended to state as follows: “These regulations shall be known as the Colma Building Code, hereinafter referred as ‘this code’.”

(b) Section 103 Amended.

All references in section 103 to “Department of Building Safety” shall be deemed to refer to the Building Department of the Town of Colma.

(c) Section 103.1 Amended.

All references in section 103.1 to “Department of Building Safety” shall be deemed to refer to the Building Department of the Town of Colma.

(d) Section 103.2 Amended.

Section 103.2 is amended to state as follows: "The Building Official shall be appointed by the City Manager."

(d) Section 105.5 Amended.

Section 105.5, "Expiration," is amended to state as follows:

105.5 Expiration.

(a) Every permit issued by the Building Official under the provisions of this Code shall expire by limitation and become null and void if:

(1) the building or work authorized by such permit is not commenced within one hundred eighty (180) days from the date of such permit;

(2) the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred eighty (180) days; or

(3) the building or work authorized by such permit is not completed within two (2) calendar years from the issuance date of the permit.

(b) The permit holder shall adequately demonstrate to the Building Official that work has not been suspended or abandoned for a period of 180 days, or greater, by requesting and obtaining an inspection of any of those items identified in, and required by Section 109. Before such work can be recommenced, a new permit, or a renewed permit as specified below, shall be first obtained. No permit shall be renewed more than once.

(c) For permits where work has not commenced, a renewed permit may be obtained provided that: (1) no changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) a fee equal to one half the amount required for a new permit is paid.

(d) For permits where work had commenced and was subsequently suspended or abandoned, a renewed permit may be obtained provided that: (1) No changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) a fee equal to one half the amount required for a new permit is paid, except that where construction

has progressed and has been approved to the point whereby only a final inspection is required, a fee equal to one quarter the amount required for a new permit shall be paid.

(e) For permits where construction activities have exceeded two (2) years beyond the issuance date or any extension thereof, a renewed permit is required. The renewed permit shall not be issued unless the permittee signs an agreement committing to complete the building, or at a minimum to complete all exterior work including but not limited to painting and landscaping, within a reasonable period of time as determined by the Building Official. The permittee shall post a completion bond in the estimated amount of the work remaining to be done.

(f) Any permittee holding an unexpired permit may apply for an extension of the time within which work under that permit may be continued when, for good and satisfactory reasons, he was unable to complete the work within the time required by this Section. The Building Official may extend the time for completion by the permittee for a period not exceeding six (6) calendar months upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented completion of the construction the work. No permit shall be extended more than once. The Building Official may require the permittee to sign an agreement committing to complete the work within a reasonable period of time as determined by the Building Official and to post a completion bond in the estimated amount of the work remaining to be done.

(g) If the permittee fails to complete the work of construction within the time required, the permittee is subject to a civil penalty in addition to any other legal or equitable remedy available to the Town. The Building Official is authorized to abate any unsafe condition or nuisance created by such incomplete work. The amount of the civil penalty shall not to exceed fifty dollars (\$50.00) per day for the first sixty (60) days, seventy-five dollars (\$75.00) per day for the next sixty (60) days, and one hundred dollars (\$100.00) per day thereafter. In setting the amount of the civil penalty, the following factors shall be considered: 1) whether the delay was beyond the control of the permittee, 2) any other justifiable reason for the delay, 3) the degree to which the construction site reduces property values, 4) the appearance of the construction site, 5) the estimated cost of the remaining work and the overall project cost, 6) any other reasonable factor that bears on the appropriateness of the amount of the civil penalty. Any permittee may appeal the imposition of a civil penalty to the City Council. The Council shall hold a public hearing and determine whether there is a justifiable reason for all or a part of the delay and whether the amount of the civil fine is reasonable.

(e) Section 109.2 Amended.

Section 109.2, "Schedule of Permit Fees," is amended to state as follows:

For any work on buildings or structures which requires a permit and/or plan review, fees shall be paid in accordance with Resolutions and Ordinances that are established by action of the City Council of the Town of Colma, including Resolution 93-12.

The determination of value or valuation under any of the provisions of this Code shall be made by the Building Official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment.

(f) Section 109.4 Amended.

Section 109.4, "Work Commencing Before Permit Issuance," is amended by adding thereto the following:

That fee, for commencing work prior to permit issuance, may be equal to up to ten times the permit fee to a maximum amount of \$ 5,000.00 as determined by the Building Official. This fee is in addition to the permit costs and any additional investigative fees.

(g) Section 110.1 Amended.

Section 110.1, "General," is amended by adding thereto the following:

Survey Stakes shall be provided prior to first inspection, and maintained so they are clearly visible until after the Certificate of Occupancy has been issued, except for repair or remodeling work which does not relate to setback requirements.

(h) Appendix C Adopted.

Appendix C, "Group U Agricultural Buildings," is adopted as part of the Colma Building Code.

(i) Appendix H Adopted.

Appendix H, "Signs," is adopted as part of the Colma Building Code.

(j) Appendix I Adopted.

Appendix I, "Patio Covers," is adopted as part of the Colma Building Code.

5.04.070 Colma Residential Code adopted

The 2013 Edition of the California Residential Code contained in Part 2.5 of Title 24 of the California Code of Regulations, including Chapter 1, which incorporates and amends the 2012 Edition of the International Residential Code published by the International Code Council, with the following changes, additions, and deletions set forth in the following section, is adopted by reference as the Colma Residential Code

5.04.080 Administration of Colma Residential Code

The following provisions of Chapter 1 of the California Building Code are hereby amended to read as follows:

(a) Section R103 Amended.

Section R103, "Department of Building Safety," is amended by replacing the phrase, "Department of Building Safety", with the phrase "Building Department of the Town of Colma."

(b) Section R103.2 Amended.

Section R103.2 is amended to state as follows: "The Building Official shall be appointed by the City Manager."

(c) Section R105.5 Amended.

Section R105.5, "Expiration," is amended to state as follows:

105.5 Expiration.

(a) Every permit issued by the Building Official under the provisions of this Code shall expire by limitation and become null and void if:

(1) the building or work authorized by such permit is not commenced within one hundred eighty (180) days from the date of such permit;

(2) the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred eighty (180) days; or

(3) the building or work authorized by such permit is not completed within two (2) calendar years from the issuance date of the permit.

(b) The permit holder shall adequately demonstrate to the Building Official that work has not been suspended or abandoned for a period of 180 days, or greater, by requesting and obtaining an inspection of any of those items identified in, and required by Section 109. Before such work can be recommenced, a new

permit, or a renewed permit as specified below, shall be first obtained. No permit shall be renewed more than once.

(c) For permits where work has not commenced, a renewed permit may be obtained provided that: (1) no changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) a fee equal to one half the amount required for a new permit is paid.

(d) For permits where work had commenced and was subsequently suspended or abandoned, a renewed permit may be obtained provided that: (1) No changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) a fee equal to one half the amount required for a new permit is paid, except that where construction has progressed and has been approved to the point whereby only a final inspection is required, a fee equal to one quarter the amount required for a new permit shall be paid.

(e) For permits where construction activities have exceeded two (2) years beyond the issuance date or any extension thereof, a renewed permit is required. The renewed permit shall not be issued unless the permittee signs an agreement committing to complete the building, or at a minimum to complete all exterior work including but not limited to painting and landscaping, within a reasonable period of time as determined by the Building Official. The permittee shall post a completion bond in the estimated amount of the work remaining to be done.

(f) Any permittee holding an unexpired permit may apply for an extension of the time within which work under that permit may be continued when, for good and satisfactory reasons, he was unable to complete the work within the time required by this Section. The Building Official may extend the time for completion by the permittee for a period not exceeding six (6) calendar months upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented completion of the construction the work. No permit shall be extended more than once. The Building Official may require the permittee to sign an agreement committing to complete the work within a reasonable period of time as determined by the Building Official and to post a completion bond in the estimated amount of the work remaining to be done.

(g) If the permittee fails to complete the work of construction within the time required, the permittee is subject to a civil penalty in addition to any other legal or equitable remedy available to the

Town. The Building Official is authorized to abate any unsafe condition or nuisance created by such incomplete work. The amount of the civil penalty shall not to exceed fifty dollars (\$50.00) per day for the first sixty (60) days, seventy-five dollars (\$75.00) per day for the next sixty (60) days, and one hundred dollars (\$100.00) per day thereafter. In setting the amount of the civil penalty, the following factors shall be considered: 1) whether the delay was beyond the control of the permittee, 2) any other justifiable reason for the delay, 3) the degree to which the construction site reduces property values, 4) the appearance of the construction site, 5) the estimated cost of the remaining work and the overall project cost, 6) any other reasonable factor that bears on the appropriateness of the amount of the civil penalty. Any permittee may appeal the imposition of a civil penalty to the City Council. The Council shall hold a public hearing and determine whether there is a justifiable reason for all or a part of the delay and whether the amount of the civil fine is reasonable.

(d) Section R108.2 Amended.

Section R108.2, "Schedule of Permit Fees," is amended to state as follows:

For any work on buildings or structures which requires a permit and/or plan review, fees shall be paid in accordance with Resolutions and Ordinances that are established by action of the City Council of the Town of Colma, including Resolution 93-12.

(e) Section R108.6 Amended.

Section R108.6, "Work Commencing Before Permit Issuance," is amended by adding thereto the following:

That fee, for commencing work prior to permit issuance, may be equal to up to ten times the permit fee to a maximum amount of \$ 5,000.00 as determined by the Building Official. This fee is in addition to the permit costs and any additional investigative fees.

(f) Appendix G Adopted.

Appendix G, "Swimming Pools, Spas and Hot Tubs," is adopted as part of the Colma Residential Code.

(g) Appendix H Adopted.

Appendix H, "Patio Covers," is adopted as part of the Colma Residential Code.

(h) Appendix J Adopted.

Appendix J, "Existing Buildings and Structures," is adopted as part of the Colma Residential Code.

5.04.090 Colma Electrical Code

(a) The 2013 Edition of the California Electrical Code contained in Part 3 of Title 24 of the California Code of Regulations, including Article 89, which incorporates and amends the 2011 Edition of the National Electrical Code published by the National Fire Protection Association, with the following changes, additions, and deletions, is adopted by reference as the Colma Electrical Code.

(b) Section 600.6, "Within Sight of the Sign," is amended by adding thereto the following:

Where power to a Sign Circuit is regulated by a master or house lighting controller for more than two separate signs, each separate sign shall have a disconnect switch located upon the sign or at an immediately adjacent gutter.

5.04.100 Colma Mechanical Code

(a) The 2013 Edition of the California Mechanical Code contained in Part 4 of Title 24 of the California Code of Regulations, including Chapter 1, which incorporates and amends the 2012 Edition of the Uniform Mechanical Code published by the International Association of Plumbing and Mechanical Officials, with the following changes, additions, and deletions set forth, is adopted by reference as the Colma Mechanical Code.

(b) Appendix F, "Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents," is adopted as part of the Colma Mechanical Code.

5.04.110 Colma Plumbing Code

(a) The 2013 Edition of the California Plumbing Code contained in Part 5 of Title 24 of the California Code of Regulations, including Chapter 1, which incorporates and amends the 2012 Edition of the Uniform Plumbing Code published by the International Association of Plumbing and Plumbing Officials, with the following changes, additions, and deletions, is adopted by reference as the Colma Plumbing Code.

(b) Appendix A, "Recommended Rules for Sizing the Water Supply System," is adopted as part of the Colma Plumbing Code.

(c) Appendix B, "Explanatory Notes on Combination Waste and Vent Systems," is adopted as part of *the Colma* Code.

(d) Appendix C, "Alternate Plumbing Systems," is adopted as part of the Colma Plumbing Code.

(e) Appendix D, "Sizing Storm Water Drainage Systems," is adopted as part of the Colma Plumbing Code.

- (f) Appendix I, "Installation Standards," is adopted as part of the Colma Plumbing Code.
- (g) Appendix J, "Combination of Indoor and Outdoor Combustion and Ventilation Opening Design," is adopted as part of this Code.
- (k) Appendix K, "Potable Rainwater Catchment Systems," is adopted as part of the Colma Plumbing Code.

5.04.120 Colma Energy Conservation Code

The 2013 Edition of the California Energy Code contained in Part 6 of Title 24 of the California Code of Regulations is adopted by reference as the Colma Energy Conservation Code.

5.04.130 Colma Historic Buildings Code

The 2013 Edition of the California Historic Buildings Code contained in Part 8 of Title 24 of the California Code of Regulations is adopted by reference as the Colma Historic Buildings Code.

5.04.140 Colma Fire Prevention Code

(a) The 2013 Edition of the California Fire Code contained in Part 9 of Title 24 of the California Code of Regulations, including Chapter 1, which incorporates and amends the 2012 Edition of the International Fire Code published by the International Code Council, with the following changes, additions, and deletions, is adopted by reference as the Colma Fire Prevention Code.

(b) Chapter 1 Division II, Administration, is adopted, in its entirety, for the administration and enforcement of the provisions of the Colma Fire Prevention Code, excepting amendments as provided herein:

(1) Delete section 103.1, *General*.

(2) Replace section 103.2, *Appointment*, with the following:

103.2 Fire Code Official. The Colma Building Official shall serve as the Fire Code Official (aka, the Fire Marshal) and may delegate the responsibilities under this Code to qualified personnel retained by the Town.

(3) Replace section 105.3.3, *Occupancy Prohibited Before Approval*, with the following:

SECTION 105.3.3 FIRE DISTRICT APPROVAL REQUIRED.

No final inspection by the Building Official shall be made for occupancy of new or altered construction for uses regulated by the State Fire Marshal as listed in Chapter 1, Administration, Section 1.11, and no certificate of occupancy shall be issued and no occupancy or temporary occupancy shall be granted until the installation of the prescribed fire protection features and access ways have been completed and approved by the fire code official.

(4) Amend section 105.4, *Construction Documents*, to read as follows:

SECTION 105.4 CONSTRUCTION DOCUMENTS. Construction documents shall be in accordance with this section. When required by the fire code official, plans submitted to the local building official for a permit shall also be reviewed by the fire code official to determine compliance with this code. Upon review a written report shall be returned to the local building official listing deficiencies or compliance with the code.

- (5) Amend section 109.3, *Violation Penalties*, to read as follows:

SECTION 109.3 VIOLATION PENALTIES. Persons who violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or falsification of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable as set forth in section 1.05.010 of the Colma Municipal Code.

- (6) Adopt Chapter 4, *Emergency Planning and Preparedness*, in its entirety.

- (7) Amend the last sentence of Section 505, *Premises Identification*, to read as follows:

Numbers typically shall be a minimum of 4 inches in height with a minimum stroke of 0.5 inches for individual residential structures, and a minimum of 6 inches for commercial structures with a minimum stroke of 0.75 inches, or other approved sizes based on distances from roadways. In multi-tenant buildings, with rear doors, addresses shall also be posted upon those tenant space doors at the rear of the building. The numerals on rear doors may be 4 inches in height and 0.5 inches in stroke.

- (8) Add new section 507.5.7, *Fire Hydrant Standards*, to read as follows:

SECTION 507.5.7 FIRE HYDRANT STANDARDS. All fire hydrants to be installed, or replaced, shall be new, UL listed, or equivalent, wet-barrel type having a minimum of two 2-1/2 inch and one 4-1/2 inch outlets equipped with national standard threads.

- (9) Add new section 507.5.8, *Identification of Hydrants*, as follows:

SECTION 507.5.8 IDENTIFICATION OF HYDRANTS. With respect to fire hydrants located on public streets in commercial areas on public streets and on private access roadways where curbs exist, the curbs shall be painted red or otherwise appropriately marked for a distance of fifteen feet (15') in either direction from any hydrant and not less than three feet (3') on any one side. On public streets in residential areas the fifteen feet

may be reduced to five feet – when approved by the Fire Code Official.

(10) Amend section 903, *Automatic Sprinkler Systems*, by replacing sections 903.2 through 903.2.10.1 with the following:

SECTION 903 AUTOMATIC SPRINKLER SYSTEMS.

903.2 WHERE REQUIRED. Notwithstanding the provisions of this Code or the provisions of any other codes applicable within the Town of Colma, an approved automatic fire extinguishing system shall be installed in the following:

- A. All new non-residential buildings having a total floor area of one thousand five hundred square feet or more, or;
- B. All new residential buildings, or;
- C. All new buildings or structures thirty feet (30') or more in height as defined in the California building code, or;
- D. Buildings or structures which are three (3) stories or more, irrespective of height, or;
- E. All group h occupancies, or;
- F. All new habitable basements, regardless of floor area, or;
- G. Existing residential structures which undergo any alteration or addition, or combination thereof, within a five (5) year period, wherein the area of alteration and/or addition, or combination thereof, exceeds seventy-five percent (75%) of the existing floor area, or;
- H. Existing non-residential structures which undergo any addition or alteration, or combination thereof, within a five (5) year period, wherein the area of alteration and/or addition, or combination thereof, exceeds seventy-five percent (75%) of the existing floor area, or;
- I. Non-residential buildings which undergo a change of use which results in a more hazardous occupancy classification as determined by the fire code official.

SPRINKLER EXCEPTIONS:

- 1. Mausoleum and columbarium structures as defined in the Cemetery Act, State of California; and

2. Where this code or the California Building Code, California Code Of Regulations Title 24, Part 2 is more restrictive.

903.2.1 AREA SEPARATION WALLS. The use of area separation walls may be used for area increases in accordance with the California Building Code, but shall not be used to negate the requirements for an automatic fire extinguishing system as required by this section.

(11) Add section 903.3.1.3.1, *NFPA 13D Sprinkler System Installation*:

903.3.1.3.1 INSTALLATION REQUIREMENTS. In addition to the requirements of NFPA 13D the following policy shall be followed:

PLAN REVIEW –

1. Applicant shall provide a copy of a recent (within past 6 months) water flow test report. The test report shall be supplied by the water purveyor and printed on the water purveyor's letterhead.

2. A two-head calculation is required for occupancies up to 3600 sq ft. When a single family residence cannot meet California minimum water flow or access requirements, additional water flow and/or sprinkler head calculations may be required.

INSTALLATION –

1. Approved back flow assemblies shall be installed in accordance with water department requirements.

2. Water meter size shall be not less than 1 inch, with equal size service unless the authority having jurisdiction makes exceptions.

3. When a hanger is being supported by a composite wood truss, pipe hangers shall have backing nuts on all threaded rods.

4. Approved annunciation devices shall be provided at locations designated by the authority having jurisdiction, BOTH EXTERIOR AND INTERIOR. External devices shall be an approved audible and visual sprinkler flow alarm. All notification appliances shall receive primary power from the kitchen refrigerator circuit.

5. The inspector's test valve shall be provided at the far remote-side of the system away from the riser AND BE CLEARLY IDENTIFIED.

6. The location of the riser shall be in accordance with the authority having jurisdiction and shall conform with any local Planning Department requirements.

7. Attic (pilot) heads, for fire detection, shall be installed in attics with greater than 30 inches of vertical space and have access for storage, or if mechanical equipment is in the attic. Sprinkler heads shall be located at the attic access point and spaced every 30 feet on center at the ridgeline.

8. Sprinkler system main drains and Inspector's Test drains, SHALL BE CLEARLY IDENTIFIED, AND shall either discharge into a Sanitary Sewer or a landscape area large enough to contain the system contents, in accordance with Provisions of Municipal Regional Stormwater Permit.

INSPECTION REQUIREMENTS -

Inspections by the authority having jurisdiction shall consist of not less than:

1. A rough-installation inspection and hydro test, prior to concealing any components.

2. The hydro test shall be performed at 200 psi for a period of not less than 2 hours.

3. Underground piping system shall be flushed prior to connecting to the sprinkler riser.

4. Where concealed sprinkler heads are used a pre-final inspection shall be performed prior to the installation of the concealing plates to verify no presence of contaminants.

5. A Final inspection.

(12) Replace *section 903.4.2, Alarms*, with the following:

903.4.2 ALARMS. An approved audible and visual sprinkler flow alarm shall be provided on the exterior of the building in an approved location. An audible and visual sprinkler flow alarm shall be provided in the interior of the building in a normally occupied location. Multi-tenant buildings shall be provided with an audible and visual sprinkler flow alarm, manual pull station within each tenant space. Multi-story buildings, regardless of tenancy, shall be provided with an audible and visual sprinkler flow alarm and manual pull station at each floor level, in an approved location. All bathrooms shall be provided with visual notification appliances

(13) Replace *903.4.3, Floor Control Valves*, with the following:

903.4.3 FLOOR CONTROL VALVES. Approved supervised indicating control valves and water-flow switches shall be provided at the point of connection to the riser on each floor in multi-level buildings.

EXCEPTION: within individual dwelling units.

(14) Add item # 6 to section 1006.3:

6. All bathrooms, and paths of egress from those bathrooms to an exit discharge.

(c) THE following appendix chapters are adopted;

Appendix B	Fire-Flow Requirements for Buildings
Appendix C	Fire Hydrant Locations and Distribution
Appendix C	Fire Hydrant Locations And Distribution (For Schools)
Appendix D	Fire Apparatus Access Roads
Appendix F	Hazard Ranking
Appendix I	Fire Protection Systems – Noncompliant Conditions
Appendix J	Emergency Responder Radio Coverage

5.04.150 Colma Existing Buildings Code

The 2013 Edition of the California Existing Buildings Code contained in Part 10 of Title 24 of the California Code of Regulations is adopted by reference as the Colma Existing Buildings Code.

5.04.160 Colma Green Building Standards Code

(a) The 2013 Edition of the California Green Building Standards Code contained in Part 11 of Title 24 of the California Code of Regulations, with the following changes, additions, and deletions, is adopted by reference as the Colma Green Building Standards Code.

(b) Section 4.408, "Construction Waste Reduction, Disposal and Recycling," is amended by deleting Sections 4.408.1 through 4.408.5 and adding a new Section 4.408.1 to state as follows:

4.408.1 All construction and demolition work within the Town of Colma shall be in compliance with sections 5.04.260 through 5.04.350 of the Colma Municipal Code.

(c) Section 5.408, "Construction Waste Reduction, Disposal and Recycling," is amended by deleting Sections 5.408.1 through 5.408.1.4 and adding a new Section 4.408.1 to state as follows:

5.408.1 All construction and demolition work within the Town of Colma shall be in compliance with sections 5.04.260 through 5.04.350 of the Colma Municipal Code.

5.04.170 Colma Referenced Standards Code

The 2013 Edition of the California Referenced Standards Code contained in Part 12 of Title 24 of the California Code of Regulations is adopted by reference as the Colma Referenced Standards Code. At least one copy of said code is on file in the office of the Building Official and shall at all times be maintained by the Building Official for use and examination by the public.

5.04.180 Colma Housing Code

(a) The 1997 Edition of the Uniform Housing Code published by the International Conference of Building Officials, with the following changes, additions, and deletions, is adopted by reference as the Colma Housing Code.

(b) Section 203.1 is hereby deleted.

(c) Section 302 ("Fees") is amended in its entirety to read as follows:

Whenever work is required to be done under the provisions of this code, a building, plumbing, electrical or mechanical permit may be required by the Building Official prior to commencement of the work. Fees may be assessed pursuant to permit fee resolutions adopted by the City Council from time to time. If abatement proceedings are initiated against a property to gain compliance with the provisions of this code, all costs associated with the abatement shall be paid by the property owner pursuant to the provisions of subchapter 2.01 of the Colma Municipal Code.

(d) Section 1001.2 ("Inadequate Sanitation") is amended by adding the following:

16. Lack of an approved potable waster supply.

5.04.190 Colma Abatement of Dangerous Buildings Code

The 1997 Edition of the Uniform Code for the Abatement of Dangerous Buildings as published by the International Council of Building Officials, as published by the International Code Council is adopted by reference as the Colma Abatement of Dangerous Buildings Code.

5.04.200 Interpretation

The provisions of these Codes are enacted for the public health, safety, and welfare and are to be liberally construed to obtain the beneficial purposes thereof as specified in Chapter 1 Division II "Administration" of the Colma Building Code.

5.04.210 Codes Available to the Public

A complete set of the above referenced Codes shall be maintained in the Building Department and shall be made available for review by the public.

ARTICLE 5. SUBCHAPTER 5.04, DIVISION 3

The following sections are added to subchapter 5.04 of the Colma Municipal Code as "Division 3, "Hours of Construction."

Division 3: Hours of Construction

5.04.220 Standard Hours of Construction

(a) The City Council finds that regulation of construction noise is necessary to protect the public health and safety, and that construction noise at early or late times of the day is a nuisance to neighboring properties.

(b) As used in this subchapter, "construction" means any and all acts associated with the building, erection, creation, production, conversion, modification, or improvement to create any residential, commercial or industrial structure.

(c) Within any residential zone, including Planned Developments that include residential uses, or within a radius of 500 feet there from, no person shall operate equipment or perform any construction or repair work on any building, structure, or other project, where the operation of the equipment, or the performance of construction or repair work generates noises in excess of 85 decibels, as measured at the property line, between the following hours/days:

Monday Through Friday	7:00 PM through 7:00 AM
Saturday and Sundays	5:00 PM through 9:00 AM
Colma observed Holidays	5:00 PM through 9:00 AM

The Building Official may grant an exception for special conditions when requested in writing and approved by the Building Official. The above requirements do not apply to emergency repair work, work for public utility and street repair, street sweeping, garbage collection and emergency response warning systems.

(d) Within all other zones, construction hours shall be assigned on a project-by-project basis by the Building Official, or as established within a project's Conditions of Approval, based on evaluation of potential noise-related impacts on surrounding uses.

[History: Formerly § 5.04.110; Ord 661, 9/12/07]

5.04.230 ADA Access During Construction

No person shall conduct any construction or repair work that interferes with or encroaches upon the public right-of-way unless that person establishes and maintains an accessible path of travel

during construction for use by person with disabilities and posts adequate signage directing users to that path.

[History: Ord 713, 10/10/12]

ARTICLE 6. SUBCHAPTER 5.04, DIVISION 4

The following sections are added to subchapter 5.04 of the Colma Municipal Code as "Division 4, Enforcement."

Division 4: Enforcement

5.04.240 Enforcement Responsibilities

(a) The Building Official of the Town of Colma, or the Building Official's authorized representative, shall enforce the provisions of this Code, acting for and on behalf of the Town of Colma.

(b) Pursuant to Section 13146, Health and Safety Code, the responsibility for the enforcement of building standards adopted by the State Fire Marshal and contained within these codes, relating to fire and panic safety and other regulations of the Office of the State Fire Marshal as they apply to Group R, Division 3 One and Two Family Dwellings, shall be delegated to the Building Official of the Town of Colma.

5.04.250 Violation and Penalties

(a) A willful violation of a lawful order of the Building Official issued pursuant to the Colma Building Codes is a misdemeanor, punishable as set forth in subchapter 1.05 of the Colma Municipal Code.

(b) A violation of any other provision of this subchapter is an infraction, punishable as set forth in subchapter 1.05 of the Colma Municipal Code, including paragraph (c)(4) of section 1.05.020..

(c) A violation of this subchapter shall also be deemed to be a public nuisance under section 2.01.060 of the Colma Municipal Code, and may be abated pursuant to the procedures set forth in subchapter 2.01 of the Code. The costs of abatement shall become a lien upon the property involved. Notwithstanding any other provision in subchapter 2.01, the authority granted the Code Enforcement Officer in subchapter 2.01 may also be exercised by a Colma Building Official. Specifically, but without limitation, the Colma Enforcement Officer or the Colma Building Official may issue Administrative Citations in accordance with the procedures set forth in subchapter 2.01 of the Colma Municipal Code.

ARTICLE 7. SUBCHAPTER 5.05 RENUMBERED AS SUBCHAPTER 5.04, DIVISION 5

(a) Subchapter 5.05 of the Colma Municipal Code is renumbered as Division 5 of Subchapter 5.04; the sections of the Colma Municipal Code shown in the following table under the column headed "Current" are renumbered as shown under the column headed "New" in the following

table; and the title of each of said sections are amended as shown under the column headed "Title" in the following table:

Division 5: Recycling and Diversion of Construction and Demolition Debris

Current	New	Title
5.05.010	5.04.260	Finding and Purpose
5.05.020	5.04.270	Definitions
5.05.030	5.04.280	Salvage and Recovery
5.05.040	5.04.290	Diversion Requirements
5.05.050	5.04.300	Information Required Before Issuance of Permit
5.05.060	5.04.310	Deposit Required
5.05.070	5.04.320	Exemption from Diversion and Deposit Requirements
5.05.080	5.04.330	Administrative Fee
5.05.090	5.04.340	In-Site Practices
5.05.100	5.04.350	Reporting

Sections 5.05.100 and 5.05.110 of the Colma Municipal Code are repealed

ARTICLE 8. OTHER SECTIONS AMENDED²

(a) *CMC Section 1.01.100 Amended*

Section 1.01.100 of the Colma Municipal Code is amended by deleting the paragraph beginning with the term "National Building Codes" and adding the following paragraph in alphabetical order:

Building Codes shall mean and refer to the provisions of the California Building Code, California Electrical Code, California Energy Code, California Existing Buildings Code, California Fire Code, California Green Building Code, California Historic Building Code, California Mechanical Code, California Plumbing Code, California Reference Standards, Uniform Abatement of Dangerous Buildings Code and the Uniform Housing Code.

(b) *CMC Section 1.03.060 Amended*

Paragraph (b) of Section 1.03.060, entitled "Building Official," is amended to state as follows:

(b) The duties of the Building Official shall be those now or hereafter fixed by the laws of the State of California, The Colma Building Code and the City Manager.

(c) *CMC Section 4.07.215 Added*

The Colma Municipal Code is amended by adding thereto section 4.07.215, to state as follows:

4.07.215 Building Permit Required. No person shall construct, enlarge, alter, move, demolish, convert, occupy, equip, use, or maintain any structure with a sign without first obtaining a building permit issued by the Building Official. Each such sign shall be constructed in accordance with the applicable provisions of the Building Codes as set forth in Chapter Five, Subchapter Four of the Colma Municipal Code.

(d) *CMC Section 4.07.220 Amended*

Paragraph (b) of Section 4.07.220 of the Colma Municipal Code is amended to state as follows:

4.07.220(b) No Permit Required. A Sign Permit is not required for any temporary non-commercial sign erected, installed or maintained in conformity with this ordinance. No person shall construct, enlarge, alter, move, demolish, convert, occupy, equip, use, or maintain any structure with a temporary sign without first obtaining a building permit issued by the Building Official. Each such temporary sign shall be constructed in accordance with the applicable provisions of the Building Codes set forth in Subchapter Four of Chapter Five of the Colma Municipal Code.

(e) *CMC Section 5.01.020 Amended*

Paragraph (d) of section 5.01.020 of the Colma Municipal Code is amended to state as follows:

(d) Obtain a Building permit, and all related approvals, in accordance with this Chapter and all applicable requirements of Subchapters 5.04 and 5.07 of Chapter 5 of the Colma Building Code.

(f) *CMC Section 5.03.250 Amended*

Paragraph (c) of section 5.03.250 of the Colma Municipal Code is amended to state as follows:

(c) All buildings must be constructed to the specifications of the Colma Building Code, or with respect to a Manufactured Home, in conformance with the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 USC section 5401 and following).

(g) *CMC Section 5.03.260 Amended*

Paragraph (c) of section 5.03.260 of the Colma Municipal Code is amended to state as follows:

(c) All building must be built to the specifications of the Colma Building Code or, with respect to a Manufactured Home, in conformance with the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 USC section 5401 and following).

(h) *CMC Section 5.12.110 Amended*

Paragraph (e) of section 5.01.020 of the Colma Municipal Code is amended to state as follows:

(f) Requirements for Certificate of Occupancy/ Final Inspection

(1) No temporary or permanent certificate of occupancy shall be issued or final inspection approved for any dwelling unit in a residential development project until the developer has satisfactorily completed the requirements hereunder, i.e., on-site construction of affordable units, alternative equivalent action(s) or payment of the housing in-lieu fee.

(2) No temporary or permanent certificate of occupancy shall be issued or final inspection approved for a dwelling unit described as exempt from the requirements of this Subchapter in section 5.12.040 above until the developer has made a showing acceptable to the City Manager that such an exemption is appropriate.

ARTICLE 9. FILING OF ORDINANCE

The City Clerk is hereby directed to file a copy of this Ordinance with the California Building Standards Commission of the State of California

ARTICLE 10. LIABILITY

The provisions of the Codes shall not be construed as imposing upon the Town of Colma any liability or responsibility for damage to persons or property resulting from defective work, nor shall the Town of Colma, or any official, employee or agent thereof, be held as assuming any such liability or responsibility by reason of the review or inspection authorized by the provisions of the Codes of any permits or certificates issued under the Codes.

ARTICLE 11. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections,

subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

ARTICLE 12. CEQA COMPLIANCE

The City Council finds that the changes made to the Codes are enacted to mitigate the threats posed to public peace, health and safety from earthquakes, high winds and fire. Therefore, it can be seen with certainty that adoption of this ordinance will not have a significant adverse effect on the environment and is therefore exempt from California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines.

The City Planner is directed to file a notice of exemption within five (5) days of the adoption of this ordinance.

ARTICLE 13. PUBLICATION

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.

ARTICLE 14. EFFECTIVE DATE

This ordinance shall take effect thirty (30) days following its adoption by the City Council.

Certification of Adoption

I certify that the foregoing Ordinance No.____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on December 10, 2014, and adopted at a regular meeting of the City Council of the Town of Colma held on_____, 2014, by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, Director of Recreation Services
 VIA: Sean Rabé, City Manager
 MEETING DATE: January 14, 2015
 SUBJECT: 2015 Adult Holiday Event

STAFF RECOMMENDATION

None. The purpose of this agenda item is to update the Council and receive direction on the following questions:

- (1) Should the Town should host a Holiday Event in 2015?
- (2) If so, should the event be:
 - (a) An Open House at the Colma Community Center for all members of the community?
 - (b) A Reception for adults only at the Colma Community Center?
 - (c) A Holiday Party for adults only at the South San Francisco Conference Center?
 - (d) Other?

The Council's decision should be set forth in a motion, which will be used to guide staff in planning program events in fiscal year 2015-16.

EXECUTIVE SUMMARY

At the April 2014 meeting City Council directed the City Manager to bring the Adult Holiday Event back to City Council for consideration for an event in 2015.

Staff has prepared an analysis of three types of Holiday Events for Council to consider and provide feedback:

- Holiday Open House Event at the Community Center (community event)
- Holiday Reception for adults at the Community Center
- Adult Holiday event at the South San Francisco Conference Center

Staff describes each event which includes associated costs, pros and cons, and participation fees.

The costs to host these events ranges from \$18,000 to \$35,000. It was suggested that a Holiday Event for adults could take the place of the Town Picnic event, and that each event

rotate from year to year. Staff is seeking feedback and direction on how to fund an adult Holiday event.

FISCAL IMPACT

Staff estimates a Holiday Event for adults to range from \$18,000 to \$35,000 depending on the type event Council directs staff to coordinate.

BACKGROUND

The City Council cancelled the Adult Holiday Event in 2009 and 2010 due to the state of the economy. At the April 2014 meeting City Council directed the City Manager to bring the Adult Holiday Event back to City Council for consideration for an event in 2015.

Prior to the cancellation of the 2009 Adult Holiday Event, the program was held at the South San Francisco Conference Center for six years beginning in 2003. Below is a table showing event attendance, revenues, expenses and average cost per person for each year.

Year	Attendance	Revenue	Expense	Average cost per person
2003	261	\$2,560	\$37,000	\$141
2004	295	\$2,200	\$51,000	\$173
2005	318	\$2,750	\$52,500	\$165
2006	333	\$2,900	\$57,000	\$171
2007	300	\$2,500	\$59,000	\$196
2008	273	\$2,400	\$45,000	\$164

Recreation Department Expenditures by Population

The Council has a policy of subsidizing recreation programs at 40-75% for adults and 70-85% for seniors, youths and teens depending on the type of program, as well as providing programs and services to all populations equitably. For additional details please see Attachment A.

The Recreation Services Department program expenditures for FY 2013-14 were \$222,405. A percentage breakdown of expenditures by population is below. For additional details please see Attachment B.

- Adult & Senior Programs 20%
- Senior only Programs 7%
- Youth Programs 46%
- Teen Programs 9%
- Community Programs 13%
- Economic Development 5%

Youth and teen programs make up 55% of the department expenditures whereas adult and senior programs make up 27% of the department expenditures. This is typical for municipal recreation departments because the youth and teen populations are considered those most in need of these programs.

The Recreation Services Department program budget for FY 2014-15 is \$251,000 and as of October 31, 2014, expenditures by population are tracking similar to FY 2013-14.

Below is an analysis of the three types of Holiday Events for Council to consider and provide feedback.

ANALYSIS

1. Holiday Open House at the Colma Community Center

An Open House event at the Colma Community Center would be available to Colma residents, Town Staff and the members of the Colma Fire Protection District. Single adults would be allowed to bring one non-resident guest. The event would include appetizers, wine and non-alcoholic beverages, raffle prizes, and entertainment such as holiday carolers, youth dance performances, visits with Santa, activities for children, and a tree lighting ceremony.

The Colma Community Center is tentatively reserved for this event for Saturday, December 12, 2015 from 5:00pm-9:00pm.

An Open House Event at the Colma Community Center can accommodate up to 190 participants. There is seating for 80-90 in the Banquet Room along with appetizer and beverage stations, dessert table, entertainment and a reception area. The lobby and conference room would be used for reception space and activities for children.

A 30-foot by 30-foot tent could be rented and placed in front of the Community Center for overflow seating and reception space. There could be a covered walkway from the Community Center to the tent. The additional tent space can accommodate up to 50 people.

Staff estimates the Colma Community Center with an outdoor tent can accommodate up to 250 participants throughout an Open House Event because guests will come and go during the event. Staff does not anticipate having over 225 participants in the facility at any given time during an Open House Event.

Cost

Staff estimates an Open House Holiday Event at the Colma Community Center to be \$20,000 (equal to the Town Picnic) which would equal to \$80 per person with an attendance of 250 participants.

Item	Cost
Marketing Materials (Flyers, postage, etc)	\$1,000
Food & Beverage (appetizers, gourmet coffees and cake)	\$7,000
Decorations (includes outdoor tree rental)	\$3,000
Entertainment (carolers, Duo Dance and Vibo performers)	\$2,000
Rentals (overflow tent, lights and heaters)	\$4,000
Gifts & Supplies (arts & crafts, general gift & raffle prizes)	\$3,000
TOTAL	\$20,000

Under the Recreation Services Department fee structure, there will be no cost to residents to participate. This is primarily due to the fact that the event is open to all populations and is being held at a Town facility.

PRO's

- Use of Town facility
- Location
- Bring program in-house
- Cost is equal to Town Picnic
- No participation fee

CON'S

- Limited space
- Weather can be an issue
- Some guests will be outside in a tent
- Not an Adult only event

2. Adult Holiday Reception at the Colma Community Center

The event would be similar to the recommended Open House Event with the following changes:

- Invite Adults and seniors only.
- Reception with dancing.
- Charge Colma participation fee (\$20 for adults and \$12 for Seniors).
- Change entertainment from family oriented performers to DJ for dancing.
- No tree lighting ceremony or visits with Santa.
- Serve Beer and Wine.
- Schedule the event from 5:00pm-10:00pm.

The Colma Community Center is tentatively reserved for this event for Saturday, December 12, 2015.

Participants may stay longer during a Reception-style event causing crowding in and around the Community Center. The Colma Community Center with an outdoor tent can comfortably accommodate 225 participants for a Reception-style event. However, if attendance exceeds 225 participants at any given time during the event guests may become uncomfortable due to over-crowding.

Cost

Staff estimates a Holiday Event (reception & dancing) at the Colma Community Center is \$18,000. Based on 250 participants, staff estimates the per person cost to be \$72 per person.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, postage, etc)	\$1,000
Food & Beverage (appetizers, gourmet coffees and cake)	\$7,000
Decorations	\$2,500
Entertainment (DJ)	\$1,000
Rentals (overflow tent, lights and heaters)	\$4,000
Gifts & Supplies (general gift & raffle prizes)	\$2,500
TOTAL	\$18,000

Under the Recreation Services Department fee structure, the cost of this program will be \$18 (25% of cost) for adults and \$11 (15% of cost) for seniors and disabled. This is primarily due to the fact that the event is open to adults and seniors only and is being held at a Town facility.

PRO'S

- Use of Town facility
- Location
- Bring program in-house
- Cost is less than the Town Picnic
- Adult only event

CON'S

- Limited space
- Weather can be an issue
- Some guests will be outside in a tent
- Not everyone will be able to sit down
- Participation fee

3. South San Francisco Conference Center

Host a dinner dance event at the South San Francisco Conference Center similar to 2008 event. The Conference Center salons E & J will accommodate up to 300 guests and is available on December 12, 2015.

Cost

With small changes from previous years (no formal invitations, fewer decorations, no transportation, cash bar, and less food), staff estimates the cost of the event at the Conference Center to be \$35,000 with 250 participants. Based on 250 participants, the per person is \$140 per person.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$2,000
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$23,000
Decorations (centerpieces & holiday scenes-props)	\$7,000
Entertainment (DJ)	\$1,000
Gifts & Supplies (general gift)	\$2,000
TOTAL	\$35,000

Under the Recreation Services Department fee structure, the cost of this program will be \$84 (60% of cost) for adults and \$42 (30% of cost) for seniors and disabled. This is due to the fact that the event is open to adults and seniors only and is not being held at a Town facility. Based on the cost to the resident, staff has concerns over meeting minimum registration requirements.

PRO'S

- It's comfortable
- Everyone is together in one room
- Dinner Dance event
- Adult only event

CON'S

- Cost to Town
- Participation fee
- Event will not be in Town

Alternative

Do not host an Adult Holiday event and instead Host the Annual Town Picnic in 2015.

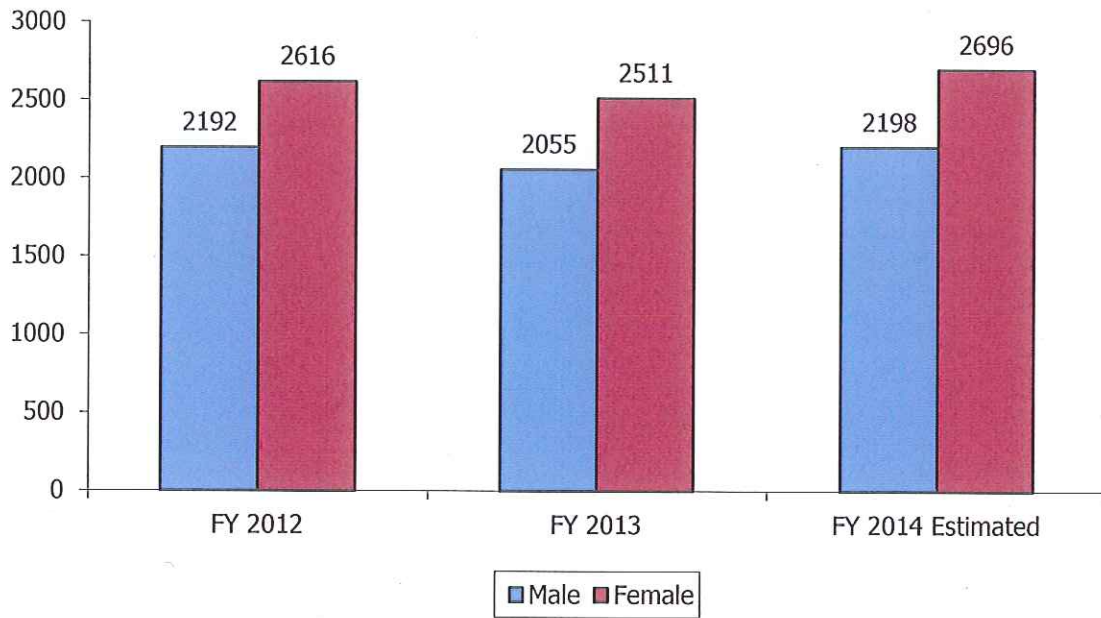
SUMMARY

Staff seeks comments, questions, and opinions from each Council member regarding the matters described in this report. Council's direction will be used to guide staff relating to event programming in fiscal year 2015-16.

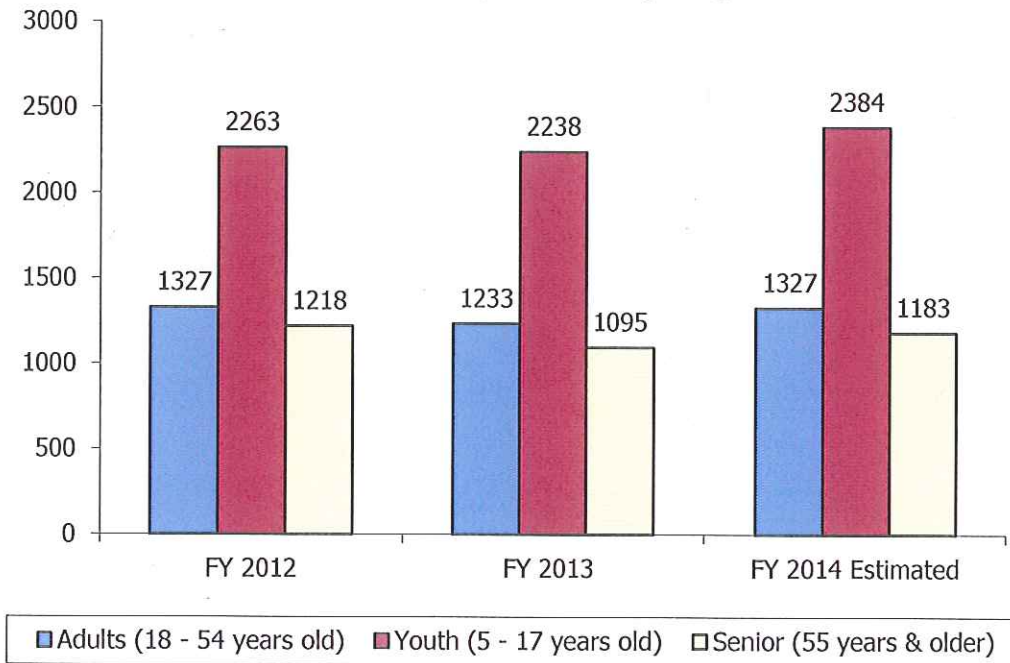
ATTACHMENT

- A. Participation table by gender and age for fiscal years 2011-12 thru 2013-14.
- B. Expenditure table by population for fiscal year 2013-14.

Participation by Gender



Participation by Age



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Expenditure table detailing program spending for FY2014 (July 1, 2013 – June 30, 2014)

Population	Adult & Senior	Senior	Youth	Teen	Community & Family	Econ Dev.
Account						
Project Read			\$3,900	\$3,000		
Special Events					\$9,017	
Picnic (Food trucks)					\$18,402	
Holiday Events		\$732	\$2,000	\$1,500		
Day Camp			\$15,749	\$4,300		
Theater Events	\$3,108					
Sporting Events	\$2,000		\$248	\$200		
Teen Events				\$3,160		
Youth Events			\$6,552			
Recreation Programs	\$8,100	\$10,900	\$9,900	\$4,300		
Holiday Commercial						\$10,500
Contracted Classes	\$30,335 (includes combined Adult & Senior programs)	\$4,565	\$66,637 (includes combined Youth & Teen programs)	\$3,300		
TOTAL	43,543	16,197	104,986	19,760	27,419	10,500
PERCENTAGE	20%	7%	46%	9%	13%	5%

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STAFF REPORT

TO: Mayor and Members of the City Council Michael
 FROM: P. Laughlin, AICP, City Planner Sean Rabé, City
 VIA: Manager
 MEETING DATE: January 14, 2015
 SUBJECT: General Plan Safety Element and Noise Element

RECOMMENDATION

This item is a study session for informational purposes only. No action is required.

EXECUTIVE SUMMARY

As part of the General Plan update process, the Town will be updating the Safety Element and the Noise Element. As a preliminary step in these updates, staff is providing information to the City Council explaining the purpose of these two elements. The Safety and Noise Elements share the goal of avoiding environmental hazards. Staff will be presenting recent hazard maps at the study session that will be used in the updated General Plan.

DISCUSSION

Noise Element

The Noise Element is intended to describe the existing and projected future noise environments in Colma so that harmful and annoying sound levels can be avoided. In the Noise Element major noise sources are identified, noise levels throughout the community are recorded, the effects of noise on the community are discussed, and ways to minimize unwanted noise are outlined. The key updates for the Noise Element are as follows:

- Update current and projected noise maps;
- Identify new noise sources; and,
- Include new policies to address new noise sources

State Law requires the Noise Element to identify noise problems in the community through guidelines established by the Office of Noise Control in the State Department of Health Services. Colma's Noise Element must analyze and quantify current and projected noise levels for all of the following sources:

- Highways and freeways;
- Primary arterials and major local streets;

- Passenger and freight on-line railroad operations and ground rapid transit systems;
- Commercial, general aviation, heliport, helistop, and military airport operations, aircraft overflights, jet engine test stands, and all other ground facilities and maintenance functions related to airport operation;
- Local industrial plants, including, but not limited to, railroad classification yards;
- Other ground stationary noise sources identified by local agencies as contributing to the community noise environment.

Noise contours shall be shown for all of these sources and stated in terms of community noise equivalent level (CNEL) or day-night average level (Ldn). The noise contours must be prepared on the basis of noise monitoring or by following generally accepted noise modeling techniques for the various sources.

The noise contours shall be used as a guide for establishing a pattern of land uses in the Land Use Element that minimizes the exposure of community residents to excessive noise. The Noise Element shall include implementation measures and possible solutions that address existing and foreseeable noise problems, if any. The adopted Noise Element shall serve as a guideline for compliance with the state's noise insulation standards.

The primary noise source in Colma is vehicular traffic on major thoroughfares. Peak noise levels are generated by traffic on Interstate 280, El Camino Real, along Serramonte and Junipero Serra Boulevards, and along Hillside Boulevard. To a lesser extent the noise environment is influenced by traffic on Colma Boulevard, Collins Avenue, Mission Road, Lawndale Boulevard, and F Street. Staff will present the newly prepared existing noise conditions map at the study session.

Once future land use policies are created (using input from the Council and residents), the noise consultant will generate a Projected Noise Contours map for future noise. A future noise conditions narrative will be added along with recommended polices to complete the draft Noise Element.

Safety Element

The Safety Element is intended to reduce public harm resulting from geologic and other hazards. Seismic, geologic and man-made hazards are identified and described, and policies and programs are presented to prepare for, prevent, and respond to these potential hazards.

The key forthcoming updates for the Safety Element are as follows:

- Update safety hazard maps;
- Identify new safety hazards; and,
- Include new policies to address new safety hazards

State Law requires the Safety Element to identify hazardous conditions and to prepare and implement policies to minimize risks to public health, safety and property. The specific hazards required to be discussed in the Colma Safety Element are:

- Seismically-induced surface rupture;

- Ground shaking;
- Ground failure;
- Liquefaction;
- Slope instability and subsidence;
- Flooding;
- Wildland and urban fires.

State law requires the Division of Mines and Geology, the Department of Conservation and the State Board of Forestry and Fire Protection, to review the draft Safety Element. Further, prior to adoption, the Town must consult with the Office of Emergency Services and submit one copy of its draft Safety Element to the California Geological Survey for review.

Below is a description of key hazards:

Seismic Hazards

Surface rupture is when fault rupture extends to the Earth's surface. Surface rupture is unlikely to occur in Colma because it is typically limited to a narrow zone along a fault, and the mapped faults within or in very close proximity to Colma are not known to be active.

Ground shaking is the primary effect of an earthquake which may be experienced in Colma. Most of the homes in Colma are single-family dwellings that are of standard wood frame construction. Wood frame houses typically have a good record of performance in strong earthquakes, although older homes may experience chimney failure or become separated from their foundations.

Ground failure is a secondary effect of an earthquake, which may occur anytime after an earthquake or aftershock. Historic data indicates that ground failures could occur along Colma Creek, the westerly edge of Sterling Park, the slopes behind the auto dealerships north of Serramonte Boulevard, and along the steeper slopes abutting San Bruno Mountain.

Liquefaction, a common phenomenon during major earthquakes, is the temporary transformation of saturated cohesionless soils (such as sand, silt or gravel) to a liquefied state as a result of seismic ground shaking. Liquefaction typically occurs where the groundwater level is high, and areas of high liquefaction susceptibility in Colma exist along the entire length of Colma Creek and El Camino Real, on both sides of the right-of-way.

Geologic Hazards

Slope instability is associated with landslides and mudslides. Colma has a small landslide deposit on the slope behind the auto dealerships, north of Serramonte Boulevard. Landslides are not abundant in Colma.

Flooding

Historically, flooding frequently occurred on El Camino Real at F Street, on El Camino Real at Mission Road, and in other localized segments of Colma Creek. Improvements to the Colma Creek drainage channel have greatly reduced creek flooding. Accordingly, Colma has been

determined by the Federal Emergency Management Agency (FEMA) to be only minimally flood-prone and therefore not included on FEMA's official Flood Zone Maps.

Fire Hazards

Urban fire hazards pose the greatest threat to life and property. The types of structures posing the most significant fire hazards within the Town are structures built prior to 1940 which have substandard wiring and heating systems.

Wildland fire hazard areas are determined by the California Department of Forestry (CDF). The CDF has rated the San Bruno Mountain Park and the adjacent underdeveloped areas of Colma as areas of moderate fire hazard.