



**AGENDA
REGULAR MEETING**

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

**Wednesday, December 9, 2015
CLOSED SESSION – 6:00 PM
REGULAR SESSION – 7:00 PM**

CLOSED SESSION – 6:00 PM

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators

Agency Negotiator: Sean Rabé, City Manager
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association

PLEDGE OF ALLEGIANCE AND ROLL CALL

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

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

2. Motion to Accept the Minutes from the November 12, 2015 Regular Meeting.
3. Motion to Accept the Minutes from the November 30, 2015 Special Meeting.
4. Motion to Accept the Minutes from the December 1, 2015 Special Meeting.
5. Motion to Approve Report of Checks Paid for November 2015.
6. Motion to Adopt an Ordinance an Ordinance Amending Subchapter 5.11 of the Colma Municipal Code, Relating to Water Efficient Landscape Requirements Pursuant to CEQA Guidelines 15061(b)(3) and 15308 (second reading).
7. Motion to Adopt a Resolution Authorizing the Over Hire of One Police Officer for a Six Week Period from January 25, 2016 to March 7, 2016.

8. Motion to Adopt a Resolution Supporting the Submittal an Application for the Measure "A" Pedestrian and Bicycle Program Funding Related to the Hillside Boulevard Pedestrian/Bicycle Safety Improvement Project.

NEW BUSINESS

9. **CLIMATE ACTION PLAN ANNUAL REPORT AND SUSTAINABILITY RECOGNITION**

Consider: Motion to Accept the Climate Action Plan (CAP) Progress Report.

10. **AWARD OF TOWN HALL MASS GRADING AND FOUNDATION PROJECT**

Consider: Motion to Adopt a Resolution Awarding Construction Contract to Farrallon Company Inc. for the Mass Grading and Site Improvement Project for the Colma Town Hall Renovation Project Pursuant to CEQA Guidelines 15303, 15331 and 15332.

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

Consider: Motion Confirming Designation of the Mayor as the Voting Member for the Council of Cities, Designating an Alternate Voting Member, and Giving the Voting Member Discretion on Any and All Matters to be Considered.

12. **CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2016**

Consider: Motion Approving Committee Assignments for 2016 and Granting to the Appointee Discretion in Voting on Matters Brought Before the Committee.

PUBLIC HEARING

13. **PERMANENT MEDICAL MARIJUANA ORDINANCE**

Consider: Motion to Introduce an Ordinance Amending Sections 5.01.080 and 5.03.350 of the Colma Municipal Code, to Prohibit Marijuana Cultivation, Pursuant to CEQA Guideline 15061(b)(3), and Waive a Further Reading of the Ordinance.

14. **TOWN OWNED AFFORDABLE HOUSING TIME RESTRICTION**

Consider: Motion to Adopt a Resolution Amending Subchapter of 2.03 of the Colma Municipal Code, Relating to Town Owned Affordable Housing, Pursuant to CEQA Guideline 15061(b)(3).

STUDY SESSION

15. **HISTORIC RESOURCES ELEMENT**

This is a study session; 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, 1188 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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CLOSED SESSION

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators

Agency Negotiator:	Sean Rabé, City Manager
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association

There is no staff report for this item.



**MINUTES
REGULAR MEETING**

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

Thursday, November 12, 2015

Closed Session – 6:00 p.m.

Presentation – 7:00 p.m.

Regular Session – 7:30 p.m.

CALL TO ORDER

Mayor Joanne F. del Rosario called the Regular Meeting of the City Council to order at 7:03 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 Christopher Diaz, Chief of Police Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Police Commander Sherwin Lum and City Clerk Caitlin Corley were in attendance.

REPORT FROM CLOSED SESSION

Mayor del Rosario reported that during Close Session, Council gave direction to staff regarding labor negotiations.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda. None were request. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Fisicaro moved to adopt the agenda; 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			

PRESENTATION

- Council recognized and congratulated the following employees on their service anniversaries:

Sergeant Roger Jordan	20 years
Accounting Technician Jeanne O'Brien	15 years
Police Dispatcher Monique Kendrick	15 years
Police Officer Sonny Mercado	15 years
Human Resources Manager Lori Burns	10 years
Maintenance Technician Vicente Gonzalez	10 years
Accounting Technician Cassandra Woo	1 year
City Manager Sean Rabé	1 year
Police Officer Jay Rosset	1 year
Police Officer Kim Trask	1 year
Police Officer Mark Francisco	1 year
Recreation Coordinator Cynthia Morquecho	1 year
Recreation Leader Jovana Toscano	1 year
Recreation Leader Micha Dela Cruz	1 year

- Director of Recreation Brian Dossey introduced two new employees, Facility Attendant Vanessa Navarro and Recreation Leader Alexis Moran.
- Director of Recreation Brian Dossey presented the winners of the Town's Halloween Decorating Contest.
- Council recognized Dorothy Hillman on the occasion of her retirement from the Colma Historical Association. She received a certificate recognizing her years of service and a donation to the Historical Association of \$150 in her name.
- Council presented a proclamation recognizing WWII Veteran Alice Letcavage, in honor of Veteran's Day and the 70th Anniversary of the Second World War.

There was a break for coffee and cake from 7:46 p.m. to 8:03 p.m. The Council returned to the dais with the exception of Council Member Helen Fisicaro. City Attorney Christopher announced that Council Member Fisicaro had decided not to participate in the Community Choice Energy discussion due to the fact that she was previously employed by PG&E.

- Supervisor Carol Groom, Seth Baruch and Kirsten Pringle of the San Mateo County Office of Sustainability gave a presentation on Community Choice Energy.

Council Member Fisicaro returned to the dais following the presentation.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 8:26 p.m. and seeing no one come forward, she closed the public comment period.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the October 14, 2015 Regular Meeting.
3. Motion to Accept the Minutes from the October 28, 2015 Special Meeting.
4. Motion to Approve Report of Checks Paid for October 2015.
5. Motion to Adopt an Ordinance Amending Subchapter 1.17 of the Colma Municipal Code, Relating to Emergency Preparedness (second reading).

6. Motion to Adopt a Resolution Authorizing City Manager to Execute Addendum 1 to MIG/TRA Contract for Environmental Services.
7. Motion to Approve 2014-2016 Strategic Plan Status Update.

Action: Vice Mayor Colvin moved to approve the Consent Calendar items #2-7; 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			

PUBLIC HEARING

8. WATER EFFICIENT LANDSCAPE ORDINANCE

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:36 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Colvin moved to Adopt an Urgency Ordinance Amending Chapter 5.11 of the Colma Municipal Code, Relating to Water Efficient Landscape Requirements Pursuant to CEQA Guidelines 15061(b)(3) and 15308; 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			

Action: Vice Mayor Colvin moved to Introduce an Ordinance Amending Chapter 5.11 of the Colma Municipal Code, Relating to Water Efficient Landscape Requirements Pursuant to CEQA Guidelines 15061(b)(3) and 15308, and waive a further reading of the ordinance; 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			

STUDY SESSION

9. PROPOSALS TO PROVIDE RECYCLABLES, ORGANIC WASTE AND GARBAGE COLLECTION AND PROCESSING SERVICES, ESPECIALLY THE PROPOSED RATES

Council Member Helen Fisicaro announced that due to an ongoing legal issue between her husband's company and a subcontractor for South San Francisco Scavenger Company, she has decided to recuse herself. She stepped down from the dais and did not participate in the discussion. Special Projects Manager Roger Peters presented the staff report.

Mayor del Rosario opened the public comment period at 9:00 p.m. Carl Mennie, General Manager of Republic Services and Paul Formosa, CFO of South San Francisco Scavenger made comments. The Mayor closed the public comment period at 9:03 p.m. Council discussion followed.

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

COUNCIL CALENDARING

There will be a Special City Council Reorganization Meeting on **Tuesday, December 1, 2015 at 6:30 p.m.**

The next Regular City Council Meeting will be **Wednesday, December 9, 2015 at 7:00 p.m.**

REPORTS

Helen Fisicaro

CORA Domestic Violence Awareness Lunch, 10/29

Raquel "Rae" Gonzalez

Connect15 Conference, 11/5

Joseph Silva

Council of Cities Dinner, hosted by Woodside, 10/23

City Manager Sean Rabé reported on the following topics:

- There was a Community Meeting on Sterling Park Parking Issues on Tuesday, November 10, 2015.
- Staff has received bids for the demolition portion of the Town Hall Renovation Project; bid will be awarded by November 20, 2015.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor del Rosario at 9:15 p.m. in memory of David Hammons, nephew of City Manager Sean Rabé.

Respectfully submitted,

Caitlin Corley
City Clerk



**MINUTES
SPECIAL MEETING**

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

**Monday, November 30, 2015
3:00 p.m.**

CALL TO ORDER

Mayor del Rosario called the Special Meeting of the City Council for the Town of Colma to order at 3:00 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, Director of Public Works Brad Donohue, Chief of Police Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Michael Laughlin, Assistant Engineer Dave Bishop and City Clerk Caitlin Corley were in attendance.

PRESENTATION

1. GROUNDBREAKING CEREMONY FOR TOWN HALL RENOVATION

Mayor del Rosario made introductory comments regarding the Town Hall Project. City Manager Sean Rabé briefly discussed the financing of the project. Public Works Director Brad Donohue briefly discussed the project details and timeline.

The Mayor and City Council officially broke ground on the project by swinging sledgehammers into the building.

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

ADJOURNMENT

Mayor del Rosario adjourned the Special Meeting at 3:16 p.m. and invited everyone to stay for light refreshments.

Respectfully Submitted,

Caitlin Corley
City Clerk



**MINUTES
SPECIAL MEETING**

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

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

CALL TO ORDER

Mayor del Rosario called the Special Meeting of the City Council to order at 6:31 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.

INTRODUCTIONS

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

Dennis Fisicaro, Former Mayor
Mary Brodzin, Former Council Member
Maureen O’Conner, President of the Colma Historical Association
Richard Rochetta, Board Secretary of the Colma Historical Association
Pat Hatfield, President Emeritus of the Colma Historical Association
Dorothy Hillman, Treasurer Emeritus of the Colma Historical Association
Sandie Arnott, San Mateo County Treasurer
Manny Reburiano, Vice President of the Colma Daly City Chamber of Commerce

Mayor del Rosario introduced the following Town of Colma Staff members:

Sean Rabé, City Manager
Kirk Stratton, Police Chief
Brian Dossey, Director of Recreation Services
Brad Donohue, Director of Planning and Public Works
Cyrus Kianpour, City Engineer
Michael Laughlin, City Planner
Lori Burns, Human Resources Manager
Caitlin Corley, City Clerk

REMARKS BY OUT-GOING MAYOR

Mayor del Rosario made remarks as the out-going Mayor. The City Council presented her with a gavel, proclamation, flowers and a donation to the Colma Historical Association in her honor.

NOMINATION AND APPOINTMENT OF MAYOR

Mayor del Rosario called upon the Council to make nominations for Mayor. Council Member Helen Fisicaro nominated Diana Colvin for Mayor; the nomination was seconded by Council Member Gonzalez. There were no other nominations, and Mayor del Rosario closed the nominations for Mayor and called for a vote.

Action: Council Member Fisicaro moved to select Diana Colvin as 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	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

ADMINISTRATION OF THE OATH OF OFFICE TO NEW MAYOR

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

NOMINATION AND APPOINTMENT OF VICE MAYOR

Mayor Colvin called upon the Council to make nominations for Vice Mayor. Council Member del Rosario nominated Helen Fisicaro for Vice Mayor; the nomination was seconded by Council Member Silva. There were no other nominations, and Mayor Colvin closed the nominations for Vice Mayor and called for a vote.

Action: Council Member del Rosario moved to select Helen Fisicaro as Vice Mayor, and 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	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 Fisicaro introduced her guests and gave her remarks as the in-coming Vice Mayor.

PRESENTATIONS

Maureen O'Conner, President of the Colma Historical Association presented out-going Mayor del Rosario with a certificate and flowers.

Manny Reburiano, Vice President of the Colma/Daly City Chamber of Commerce, thanked out-going Mayor del Rosario and congratulated Colvin and presented both with flowers from the Chamber of Commerce.

SIGNING OF THE VALUES BASED CODE OF CONDUCT

Mayor Colvin said, "We will now sign the Value Based Code of Conduct. The purpose of this Code is to promote and maintain the highest standards of personal and professional conduct in the Town's government. Because we seek public confidence in the Town's services and public trust of its decision-makers, the City Council adopts and pledges to follow this Value-Based Code of Conduct."

Each member of the Council signed the pledge.

ADJOURNMENT

Mayor Colvin adjourned the Special Meeting at 7:15 p.m., and invited everyone to join the Council in the reception that followed.

Respectfully submitted,

Caitlin Corley
City Clerk



apChkLst

11/03/2015 8:55:49AM

FinalCheck List
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42776	11/3/2015	00020	ASSOCIATED SERVICES INC Sept 2015	9/30/2015	SUPPLIES	141.75	141.75
42777	11/3/2015	00051	CALIFORNIA WATER SERVICE6544607057	10/20/2015	6544607057 SW Corner Hillside	465.52	465.52
42778	11/3/2015	00140	FIRST NAT BANK OF NO CA	10/21/15 Dossey	10/21/2015 CREDIT CARD CHARGE	3,587.54	
				10/21/15 Morque	10/21/2015 CREDIT CARD CHARGE	2,806.26	
				10/21/15 Rabe	10/21/2015 CREDIT CARD CHARGE	1,887.16	
				10/21/15 Gogan	10/21/2015 CREDIT CARD CHARGE	1,875.80	
				10/21/15 Pfoent	10/21/2015 CREDIT CARD CHARGE	225.60	
				10/21/15 Stratfor	10/21/2015 CREDIT CARD CHARGE	118.57	
				10/21/15 Lum	10/21/2015 CREDIT CARD CHARGE	107.49	
42779	11/3/2015	00188	IRVINE & JACHENS INC	1142	10/27/2015 #519E Flat Badge Silver Color t	262.15	10,608.42
42780	11/3/2015	00307	PACIFIC GAS & ELECTRIC	0092128195-2	10/20/2015 0092128195-2	2,099.62	262.15
				9248309814-8	10/21/2015 9248309814-8	265.44	
				2039987372-6	10/19/2015 2039987372-6	11.91	
				9956638930-2	10/19/2015 9956638930-2	10.21	2,387.18
42781	11/3/2015	00362	COUNTY OF SAN MATEO	CI15-0053	10/27/2015 9/29 & 10/1 Word Intermediate	100.00	100.00
42782	11/3/2015	00432	VISION SERVICE PLAN	Nov 2015	10/21/2015 VISION SERVICE PLAN	980.72	980.72
42783	11/3/2015	01030	STEPFORD, INC.	1502051	10/20/2015 MONTHLY SERVICE CONTRA	5,380.00	
				1502072	10/20/2015 Sept 2015 Hours in Excess of C	292.50	5,672.50
42784	11/3/2015	01291	SAN MATEO COUNTY	11/01/15 1st Inst	11/1/2015 MOSQUITO ABATEMENT ASS	93.71	93.71
42785	11/3/2015	01370	VERIZON WIRELESS SERVICE	9753971735	10/15/2015 CELL PHONE SERVICE	1,233.03	1,233.03
42786	11/3/2015	01378	ASTRO JUMP OF SAN MATEO	28524	11/2/2015 10/23/15 40' Obstacle	250.00	250.00
42787	11/3/2015	02198	BAYSIDE PRINTED PRODUCT	101586	10/27/2015 550 Holiday Party Invitations	313.74	313.74
42788	11/3/2015	02258	KIM, SEUNG NAM	Oct 3-24, 2015 C	10/24/2015 GOLF LESSONS	125.00	125.00
42789	11/3/2015	02352	GUTIERREZ, IMELDA	2000300.003	10/26/2015 10/26/15 Deposit Refund	300.00	300.00
42790	11/3/2015	02499	GE CAPITAL INFORMATION	TI95677656	10/21/2015 COPY MACHINE RENTAL	1,365.74	1,365.74
42791	11/3/2015	02686	RABE, SEAN	10/07/15 Reimbu	11/2/2015 10/7/15 Apple Phone Case Reir	53.23	53.23
42792	11/3/2015	02699	NISHITA, KEVIN	Oct 18-22, 2015	10/25/2015 Oct 18-22, 2015 CSTI Mileage	412.64	819.52
				CSTI Hotel Reim	10/25/2015 Oct 19-22, 2015 CSTI Hotel Re	406.88	256.44
42793	11/3/2015	02739	ZEBOHEAD AUTOMOTIVE	INC00002893	10/27/2015 11 Ford Crown Vic #5 Ignition S	256.44	343.09
42794	11/3/2015	02817	MORQUECHO, CYNTHIA	Oct 18-22, 2015	10/27/2015 Oct 18-22, 2015 CSTI Training	343.09	86.50
42795	11/3/2015	02827	CORODATA SHREDDING, INC.	DN1108886	9/30/2015 SHREDDING SERVICE ADMIN	86.50	
b total for FIRST NATIONAL BANK OF DALY CITY:						25,858.24	

Page: 1

20 checks in this report.

Grand Total All Checks:

25,858.24

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42796	11/6/2015	00004	AT&T	10/13/2015	PHONE BILL	1,563.00	1,563.00
42797	11/6/2015	00005	ABAG PLAN CORPORATION	8/31/2015	August 2015 Property Damage	5,000.00	5,000.00
42798	11/6/2015	00013	ANDY'S WHEELS & TIRES	Oct 2015	TIRE SERVICE	177.40	177.40
42799	11/6/2015	00025	ALLIED HEATING & AIR COND	10/30/2015	08/01/15-01/31/16 Semi-annual	2,704.00	2,704.00
42800	11/6/2015	00051	CALIFORNIA WATER SERVICE	10/29/2015	WATER BILL	6,368.06	6,368.06
42801	11/6/2015	00069	SOUTH SAN FRANCISCO POLICE	Nov 18, 2015	Records & Supp	140.00	140.00
42802	11/6/2015	00181	IEDA	11/1/2015	LABOR RELATIONS CONSUL	1,279.00	1,279.00
42803	11/6/2015	00254	METRO MOBILE COMMUNICA	11/1/2015	Nov 2015 Maintenance Contrac	602.00	602.00
42804	11/6/2015	00307	PACIFIC GAS & ELECTRIC	10/23/2015	0567147369-1 JSB s/o Serram	133.11	133.11
42805	11/6/2015	00364	SMC SHERIFF'S OFFICE	10/31/2015	LAB FEES	1,528.39	1,528.39
42806	11/6/2015	00394	TENNANT	10/14/2015	Sentinel 7461 Power Sweeper/f	947.00	
				10/14/2015	Model 8200 Sweeper/Scrubber,	564.00	1,868.00
				10/20/2015	10/14/15 Flat Rate Visit	357.00	
				10/24/2015	Office Depot	1,306.11	1,306.11
42807	11/6/2015	00449	BANK OF AMERICA	10/29/2015	10/29/15 Withdrawal Refund Ar	8.00	8.00
42808	11/6/2015	00693	DEGUIA, PRISCILLA	11/3/2015	11/03/15 Deposit Refund	300.00	300.00
42809	11/6/2015	00808	QUITEVIS, ZENAIDA	10/24/2015	2/PK SEB Reman Toner, 5 Tab	350.27	350.27
42810	11/6/2015	00830	STAPLES BUSINESS ADVANT	June 7-9, 2016	June 7-9, 2016 Training Manag	66.00	66.00
42811	11/6/2015	00831	SANTA ROSA JR. COLLEGE	Nov 2015	COMCAST CABLE TV	9,188.18	
42812	11/6/2015	01037	COMCAST CABLE	10/25-11/24 Intel	8155 20 022 0097051 Internet	284.02	
				11/02/15-12/01/1	INTERNET 1198 & 1199 EL CA	239.02	
				10/25-11/24 427	HIGH SPEED INTERNET 427 f	234.02	9,945.24
42813	11/6/2015	01101	TERRYBERRY COMPANY LLC	B93541	Employee Recognition Gift Hon	384.22	
				B99020	Employee Recognition Gift Kate	187.50	571.72
42814	11/6/2015	01265	HITECH SYSTEMS, INC.	6865	08/01/15-07/31/16 SNARE UV I	618.69	618.69
42815	11/6/2015	01284	HERNANDEZ, SERENA	2000308.003	11/03/15 Deposit Refund	150.00	
				2000309.003	11/03/15 Deposit Refund	125.00	275.00
42816	11/6/2015	01308	EEL RIVER FUELS, INC.	434084	10/31/2015 PW GAS PURCHASES	421.59	421.59
42817	11/6/2015	01340	NAVIA BENEFIT SOLUTIONS	10034412	10/31/2015 SECTION 125 PARTICIPANT F	85.00	85.00
42818	11/6/2015	01472	DELATORRE, MARIELA	2000302.003	10/27/2015 10/27/15 Deposit Refund	150.00	150.00
42819	11/6/2015	01552	FORTE PRESS CORPORATIO	152899	10/20/2015 3 sets of 250 ea. Business Card	309.76	309.76
42820	11/6/2015	01995	CELESTE, MIKE L.	15-1101	10/30/2015 October 10-29, 2015 Cardroom	880.00	880.00
42821	11/6/2015	02082	VINCE'S OFFICE SUPPLY, INC	Oct 2015	10/30/2015 OFFICE SUPPLIES	146.41	146.41
42822	11/6/2015	02144	DOMINIC A. DE LUCCA DBA	D1594	10/27/2015 TAE KWON DO	1,100.00	1,100.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42823	11/6/2015	02182	DALY CITY KUMON CENTER	Oct 2015	11/3/2015 TUTORING	5,250.00	5,250.00
42824	11/6/2015	02274	FRANK AND GROSSMAN LANI149779	11/1/2015	11/1/2015 LANDSCAPE MAINTENANCE	10,363.00	10,363.00
42825	11/6/2015	02499	GE CAPITAL INFORMATION T11058617012	10/27/2015	10/27/2015 Toner Container Return Box	20.71	20.71
42826	11/6/2015	02681	PONCE, EVA	11/3/2015	11/03/15 Deposit Refund	50.00	50.00
42827	11/6/2015	02769	COMCAST SPOTLIGHT, LP	11/09/15-12/27/1	11/09/15-12/27/15 Shop in Coln	10,000.00	10,000.00
42828	11/6/2015	02793	DITO'S MOTORS	12942	9/23/2015 2009 Ford Explorer Change Eni	199.50	
				12936	11/4/2015 2015 Ford Explorer Change Oil	40.00	239.50
42829	11/6/2015	02799	WAVE	Nov 2015	10/23/2015 RIMS INTERNET W/SSF	400.00	400.00
42830	11/6/2015	02851	BERTUMEN, ELIZABETH N.	Sept 8-Oct 27, 21	10/28/2015 Sept 8-Oct 27, 2015 Hula & Tar	512.50	512.50
42831	11/6/2015	02885	FIRST KICK SCOOTERS INC.	10/27/15 Depositi	10/27/2015 Deposit for Zero DSP 13.0 Mot	5,000.00	5,000.00
42832	11/6/2015	02886	READY REFRESH BY NESTLE05J0034299321	10/20/2015	10/20/2015 BOTTLED WATER SERVICE	51.87	51.87
b total for FIRST NATIONAL BANK OF DALY CITY:							69,784.33

37 checks in this report.

Grand Total All Checks:

69,784.33

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42833	11/13/2015	00068	COLMA PEACE OFFICER'S	11/13/2015	B	652.14	652.14
42834	11/13/2015	00631	P.E.R.S.	11/13/2015	B	23,465.09	
				11/13/2015	B	9,600.33	
				11/13/2015	M	610.44	33,675.86
42835	11/13/2015	01340	NAVIA BENEFIT SOLUTIONS	11/13/2015	B	515.78	515.78
42836	11/13/2015	01360	VANTAGE TRANSFER AGENT	11/13/2015	B	3,417.00	
				11/13/2015	M	650.00	4,067.00
42837	11/13/2015	01375	NATIONWIDE RETIREMENT	11/13/2015	S349361 B	5,883.00	
				11/13/2015	M	700.00	6,583.00
42838	11/13/2015	02377	CALIFORNIA STATE DISBURS	11/13/2015	B	553.84	553.84
93301	11/13/2015	00521	UNITED STATES TREASURY	11/13/2015	M	907.56	907.56
93303	11/13/2015	00130	EMPLOYMENT DEVELOPMEN	11/13/2015	B	7,104.62	7,104.62
93304	11/13/2015	00521	UNITED STATES TREASURY	11/13/2015	B	38,232.07	38,232.07
o total for FIRST NATIONAL BANK OF DALY CITY:							92,291.87

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11/12/2015 1:04:39PM

Final Check List
Town of Colma

Page: 2

9 checks in this report.

Grand Total All Checks:

92,291.87

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42839	11/17/2015	00057	CINTAS CORPORATION #2	Oct 2015	10/30/2015 CLEANING SERVICE	1,180.35	1,180.35
42840	11/17/2015	00057	CINTAS CORPORATION #2	8402474697	10/30/2015 First Aid Supplies 1188 El Cami	239.79	
				8402474671	10/30/2015 First Aid Supplies PW	182.96	422.75
42841	11/17/2015	00077	SMC HEALTH SERVICES	AC1516-Colma	11/4/2015 FY 2015-16 Animal Control Cos	30,098.00	30,098.00
42842	11/17/2015	00091	CITY OF BRISBANE	11/20/15 Dinner	11/16/2015 11/20/15 Council of Cities Dinne	100.00	100.00
42843	11/17/2015	00112	DEPARTMENT OF JUSTICE	129713	11/4/2015 FINGERPRINT APPLICATIONS	1,031.00	1,031.00
42844	11/17/2015	00130	EMPLOYMENT DEVELOPMENT	284848832	10/28/2015 UNEMPLOYMENT INSURANC	2,700.00	2,700.00
42845	11/17/2015	00169	JENKINS, HEIDI	1443	11/10/2015 PLANT MAINTENANCE	520.00	520.00
42846	11/17/2015	00254	METRO MOBILE COMMUNICA	37073	11/3/2015 PVP Wireless Microphone & Ce	1,715.43	1,715.43
42847	11/17/2015	00293	PENINSULA CONFLICT RESOL	15-16 Grar	11/16/2015 FY 2015-16 Council Approved C	1,312.00	1,312.00
42848	11/17/2015	00307	PACIFIC GAS & ELECTRIC	3007220528-6	11/3/2015 3007220528-6 1199 El Camino	3,404.99	1,312.00
				6991706865-7	11/2/2015 6991706865-7 1190 El Camino	418.89	
				0576889222-5	11/3/2015 0576889222-5 1180 El Camino	279.71	
				0035222590-8	11/3/2015 0035222590-8 1180 El Camino	24.08	4,127.67
42849	11/17/2015	00357	SIERRA DISPLAY, INC.	20150	9/8/2015 64 CDC BC-301 3' Natural Wre	12,356.10	12,356.10
42850	11/17/2015	00388	SONITROL	1275834-IN	11/1/2015 427 F ST. MONTHLY MONITO	109.00	109.00
42851	11/17/2015	00412	TELECOMMUNICATIONS ENG	43965	11/10/2015 Facilities Mgmt & Maintenance	1,328.00	1,328.00
42852	11/17/2015	00414	TERMINEX INTERNATIONAL	L349721138	11/15/2015 PEST CONTROL	463.00	
				349721139	11/15/2015 601 F St. 10/02/15	59.00	522.00
42853	11/17/2015	00433	GRAINGER INC	9879350198	10/28/2015 5 Dimming Blalast, 120--277 Vc	676.51	676.51
42854	11/17/2015	00500	SMC CONTROLLERS OFFICE	FY 2015-2016 L	11/9/2015 FY 2015-2016 LAFCO Share	1,430.00	1,430.00
42855	11/17/2015	00500	SMC CONTROLLERS OFFICE	Oct 2015	11/5/2015 Oct 2015 Allocation of Parking I	1,277.10	1,277.10
42856	11/17/2015	00791	KEARNS, MELISSA	2000311.003	11/4/2015 11/04/15 Zumba FlexReg Refu	8.25	8.25
42857	11/17/2015	00830	STAPLES BUSINESS ADVANT	78036664632	10/31/2015 3 12 Sparta Dish Brush	310.73	310.73
42858	11/17/2015	00978	CASTRO, RUDOLFO	2000316.003	11/9/2015 11/09/15 Deposit Refund	50.00	50.00
42859	11/17/2015	01118	SWRCB ACCOUNTING OFFIC	WD-0112667	11/2/2015 COLMA STORM WATER	4,579.00	
				WD-0114721	11/2/2015 COLM CITY CS	2,088.00	6,667.00
42860	11/17/2015	01184	PENINSULA UNIFORMS & E	Q1Oct 2015	10/31/2015 #117214 Dress Jacket lke: Elim	589.08	589.08
42861	11/17/2015	01367	DUO DANCE ACADEMY	Oct 2015	11/17/2015 DANCE CLASSES	540.00	540.00
42862	11/17/2015	01399	WESTLAKE TOUCHLESS CAR	Oct 2015	11/1/2015 PD CAR WASH	35.80	35.80
42863	11/17/2015	01417	KUEHNE, TINA	2000314.003	11/6/2015 11/06/15 Withdrawal Refund Fri	4.00	4.00
42864	11/17/2015	01450	SAN MATEO LAWN MOWER	151034	10/7/2015 Sprav. Poly Sack, 12 In. Chain,	262.63	262.63
42865	11/17/2015	01457	BATERINA, BARBARA	2000310.003	11/4/2015 11/04/15 Withdrawal Refund St	4.00	4.00
42866	11/17/2015	01511	GONZALEZ, JOSE	2000318.003	11/9/2015 11/09/15 Deposit Refund	300.00	300.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42867	11/17/2015	01526	GONZALEZ, VICENTE N.	11/07/15 Work B	11/07/15 Work Boots Reimburs	130.00	130.00
42868	11/17/2015	01552	FORTE PRESS CORPORATION	11/13/2015	Business Cards: Officer J. Ross	201.12	201.12
42869	11/17/2015	01745	WILLIAM D. WHITE CO., INC.	10/27/2015	PD Gate Controls Tested and P	549.25	549.25
42870	11/17/2015	02012	VACCARO, BRANDON	11/12/2015	PD Dept Photo Shoot, Individua	1,690.00	1,690.00
42871	11/17/2015	02167	RAMSEY, ERIK	Aug-Sept 2015 F	August - Sept 2015 Retiree Mex	303.00	303.00
42872	11/17/2015	02216	RAMOS OIL CO. INC.	10/10/2015	GASOLINE PURCHASES	1,011.81	
				10/31/2015	GASOLINE PURCHASES	993.69	
				10/20/2015	GASOLINE PURCHASES	741.16	
				10/31/2015	GASOLINE PURCHASES	29.77	
				10/10/2015	GASOLINE PURCHASES	16.47	2,792.90
42873	11/17/2015	02342	FLORES, NELSY	11/09/2015	11/09/15 Deposit Refund	50.00	50.00
42874	11/17/2015	02382	GONZALEZ, MARIA	11/09/2015	11/09/15 Deposit Refund	300.00	300.00
42875	11/17/2015	02398	ADVANCED BUSINESS FORM	11/09/2015	3-Pt. Revised Moving Citations	371.57	371.57
42876	11/17/2015	02416	NAVARRO, JUAN JOSE	11/04/2015	11/04/15 Refund Rental Fees	650.00	
				11/04/2015	11/04/15 Deposit Refund	300.00	950.00
42877	11/17/2015	02443	SUN RIDGE SYSTEMS, INC.	11/10/2015	10/01/15-09/30/16 RIMS Annua	16,851.00	16,851.00
42878	11/17/2015	02491	DALY CITY YOUTH HEALTH C	11/16/2015	FY 2015-16 Council Approved C	5,000.00	5,000.00
42879	11/17/2015	02499	GE CAPITAL INFORMATION	11/06/2015	COPY MACHINE RENTAL	810.78	
				11/05/2015	COPY MACHINE RENTAL	492.68	1,303.46
42880	11/17/2015	02510	REGIONAL GOVERNMENT	10/31/2015	CONTRACT P. RANKIN	7,663.50	7,663.50
42881	11/17/2015	02714	MARCHETTI, DAWN	10/16/15 Lunch I	10/16/15 Lunch Reimbursemen	17.00	17.00
42882	11/17/2015	02742	WOO, CASSANDRA	10/07/15 Clipper	10/07/15 Clipper Card Reimbur	11.30	11.30
42883	11/17/2015	02743	UTILITY TELEPHONE, INC	Nov 2015	INTERNET ACCESS 128070	698.16	698.16
42884	11/17/2015	02777	ARG CONSERVATION SERVIC	716B Refund C&D	716B Refund C&D (01/23/15)	1,000.00	1,000.00
42885	11/17/2015	02817	MORQUECHO, CYNTHIA	11/13/15 Reimbu	Color Me Mine/Colma Ladies S	39.50	39.50
42886	11/17/2015	02824	R3 CONSULTING GROUP, INC	11/2/2015	PROCUREMENT ASSISTANCE	8,445.00	8,445.00
42887	11/17/2015	02887	BELCHER, EHLE, MEDINA & A	11/11/2015	PD Consulting Services 2015-0	4,035.96	4,035.96
42888	11/17/2015	02888	WEST BAY ALANO CLUB	FY 2015-16 Grar	FY 2015-16 Council Approved C	3,000.00	3,000.00
b total for FIRST NATIONAL BANK OF DALY CITY:						125,080.12	

50 checks in this report.

Grand Total All Checks:

125,080.12

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42889	11/23/2015	00051	CALIFORNIA WATER SERVICE1727052702	11/13/2015	1727052702 JSB across from F	185.83	185.83
42890	11/23/2015	00093	CITY OF SOUTH SAN FRANCISCO:516267	11/12/2015	DISPATCH SERVICES	8,626.09	8,626.09
			516279	11/12/2015	TRAFFIC SIGNAL MAINTENANCE	1,052.65	9,678.74
42891	11/23/2015	00149	FASTRAK INVOICE PROCESS1691532493523	11/10/2015	10/21/15 GG Bridge Toll PW	7.25	7.25
42892	11/23/2015	00174	HOME DEPOT CREDIT SERVICE10/30/2015	10/30/2015	09/29-10/29 PW Purchases	1,014.03	1,014.03
42893	11/23/2015	00282	CALIFORNIA PUBLIC EMPLOY1896	11/16/2015	MEDICAL INSURANCE	95,732.54	95,732.54
42894	11/23/2015	00307	PACIFIC GAS & ELECTRIC 0512181543-4	11/3/2015	0512181543-4	2,432.62	
			0678090639-9	11/13/2015	0678090639-9 S/E Corner Hillside	49.33	
			9593452526-2	11/13/2015	9593452526-2 1500 Hillside Blv	26.13	
42895	11/23/2015	00357	SIERRA DISPLAY, INC. 20157	11/3/2015	2015 Holiday Season Second Ir	4,300.00	2,508.08
42896	11/23/2015	00411	TURBO DATA SYSTEMS 23626	10/31/2015	CITATION PROCESSING	260.05	4,300.00
42897	11/23/2015	00534	SMC INFORMATION SERVICE1YCL11510	11/10/2015	MICRO CHANNEL & LINES	1,255.50	260.05
42898	11/23/2015	00812	SMCCMA 12/14/15 Lunche	11/19/2015	12/04/15 SMC City Managers A	185.00	1,255.50
42899	11/23/2015	00830	STAPLES BUSINESS ADVANT78036755244	11/7/2015	Sheet Protectors, Post-It 3x3, T	316.98	185.00
42900	11/23/2015	00907	MERRIE OLDE CHRISTMAS C,247	11/16/2015	12/05/15 Costumed Vocal Quar	295.00	316.98
42901	11/23/2015	01030	STEPFORD, INC. 1502086	10/30/2015	Replacement Power Supply for	239.99	295.00
			1502093	11/9/2015	Town Server Software Renewal	65.00	
42902	11/23/2015	01036	MANAGED HEALTH NETWORK3200074425	11/16/2015	EMPLOYEE ASSISTANCE PRO	118.00	304.99
42903	11/23/2015	01037	COMCAST CABLE 11/11-12/10 601	11/7/2015	HIGH-SPEED INTERNET 601 I	104.02	118.00
42904	11/23/2015	01183	BEST BEST & KRIEGER LLP 760068	10/9/2015	CITY ATTORNEY SERVICES	16,826.49	104.02
			760067	11/9/2015	CITY ATTORNEY SERVICES	1,100.00	
			760069	11/9/2015	CITY ATTORNEY SERVICES	576.00	
			760070	11/9/2015	CITY ATTORNEY SERVICES	468.00	
42905	11/23/2015	01308	EEL RIVER FUELS, INC. 438196	11/15/2015	PW GAS PURCHASES	63.56	18,970.49
42906	11/23/2015	01344	PROJECT READ July - Sept 2015	11/17/2015	PROJECT READ	2,350.00	63.56
42907	11/23/2015	01414	VERANO HOMEOWNERS ASS12	12/1/2015	VERANO OWNERS ASSOCIAT	295.00	2,350.00
42908	11/23/2015	01549	BURNS, LORI 10/21/15-11/18/15	11/18/2015	10/2 & 11/12 REIMBURSEMEN	56.42	295.00
42909	11/23/2015	01565	BAY CONTRACT MAINTENANCE11/15/15	11/10/2015	JANITORIAL SERVICES	7,215.28	56.42
42910	11/23/2015	01645	SOLORZANO, JULIO 2000320.003	11/16/2015	11/16/15 Deposit Refund	300.00	7,215.28
42911	11/23/2015	01687	UNITED SITE SERVICES OF 114-3482240	11/11/2015	STANDARD AND REGULAR SI	118.98	300.00
42912	11/23/2015	01706	PADILLA, MICHAELA 2000322.003	11/16/2015	11/16/15 Deposit Refund	50.00	118.98
42913	11/23/2015	01813	JON'S FLAGS & POLES INC. F74156	8/7/2015	(12) 4 x 6 Ft. Town of Colma Fl	1,506.60	50.00
42914	11/23/2015	02058	ZAPANTA, CECILIA 2000324.003	11/16/2015	11/16/15 Adult Holiday Party Wi	10.00	1,506.60
42915	11/23/2015	02118	BAY AREA NEWS GROUP 0000918419	10/31/2015	Notice to Bid Demolition of Tow	163.50	10.00
							163.50

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42916	11/23/2015	02224	STANDARD INSURANCE COMDec 2015	11/16/2015	LIFE INSURANCE	225.50	225.50
42917	11/23/2015	02623	BLOEBAUM, CYNTHIA Nov 18, 2015 Co	11/19/2015	COOKING CLASSES	890.00	890.00
42918	11/23/2015	02827	CORODATA SHREDDING, INC.DN110950	10/31/2015	SHREDDING SERVICE ADMIN	78.00	78.00
42919	11/23/2015	02827	CORODATA SHREDDING, INC.RS2756091	10/31/2015	Oct 2015 Storage	47.74	47.74
42920	11/23/2015	02850	NEVAREZ, ALICIA 2000323.003	11/16/2015	11/16/15 Deposit Refund	50.00	50.00
42921	11/23/2015	02863	PLACEWORKS, INC. 57624	10/31/2015	Oct 2015 435-455 Serramonte	17,708.08	17,708.08
42922	11/23/2015	02864	MOBILE MODULAR MANAGEM854110	10/26/2015	10/26/15-11/24/15 24 x 60 HCD	657.27	1,066.24
			850140	10/20/2015	10/20/15-11/18/15 8 x 20 Office	408.97	
42923	11/23/2015	02884	AV INTEGRATORS, INC. 2636	11/10/2015	1520 Hillside Audio DSP Progr	2,241.75	2,241.75
42924	11/23/2015	02889	COVANTA ENERGY, LLC 015049STani	10/8/2015	Certificate of Evidence Destruct	151.67	151.67
b total for FIRST NATIONAL BANK OF DALY CITY:						169,824.82	

36 checks in this report.

Grand Total All Checks: 169,824.82

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42925	11/25/2015	00047	C.L.E.A.	11/25/2015	CLEA: PAYMENT	343.00	343.00
42926	11/25/2015	00068	COLMA PEACE OFFICER'S	11/25/2015	COLMA PEACE OFFICERS: P/	652.14	652.14
42927	11/25/2015	00631	P.E.R.S.	11/25/2015	PERS - BUYBACK: PAYMENT	23,290.05	
				11/25/2015	PERS MISC NON-TAX: PAYME	9,603.85	32,893.90
42928	11/25/2015	01340	NAVIA BENEFIT SOLUTIONS	11/25/2015	FLEX 125 PLAN: PAYMENT	515.78	515.78
42929	11/25/2015	01360	VANTAGE TRANSFER AGENT'S	11/25/2015	ICMA CONTRIBUTION: PAYME	3,417.00	3,417.00
42930	11/25/2015	01375	NATIONWIDE RETIREMENT S	11/25/2015	NATIONWIDE: PAYMENT	5,883.00	5,883.00
42931	11/25/2015	02224	STANDARD INSURANCE COM	11/25/2015	LIFE INSURANCE: PAYMENT	335.70	335.70
42932	11/25/2015	02377	CALIFORNIA STATE DISBURS	11/25/2015	WAGE GARNISHMENT: PAYM	553.84	553.84
93305	11/25/2015	00130	EMPLOYMENT DEVELOPMEN	11/25/2015	CALIFORNIA STATE TAX: PAY	7,323.24	7,323.24
93306	11/25/2015	00521	UNITED STATES TREASURY	11/25/2015	FEDERAL TAX: PAYMENT	38,037.59	38,037.59
o total for FIRST NATIONAL BANK OF DALY CITY:							89,955.19

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Final Check List
Town of Colma

Page: 2

10 checks in this report.

Grand Total All Checks:

89,955.19

Page: 2

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42933	11/30/2015	00020	ASSOCIATED SERVICES INC	Oct 2015	11/25/2015 SUPPLIES	135.50	135.50
42934	11/30/2015	00117	DELTA DENTAL OF CALIFORNIA	BE001418228	12/1/2015 DENTAL INSURANCE	12,233.00	12,233.00
42935	11/30/2015	00236	LAURETTA PRINTING COMPANY	27787	11/23/2015 1000 Envelopes Reg #10	184.88	184.88
42936	11/30/2015	00309	PAUL'S FLOWERS	10336	10/31/2015 3 Plants for Colma Historical	163.50	163.50
42937	11/30/2015	00362	COUNTY OF SAN MATEO	C115-0059	11/23/2015 10/28/15 Grammar & Punctuati	120.00	120.00
42938	11/30/2015	00432	VISION SERVICE PLAN	Dec 2015	11/19/2015 VISION SERVICE PLAN	980.72	980.72
42939	11/30/2015	00623	ARAMARK	Oct 2015	10/31/2015 UNIFORM SERVICE	409.36	409.36
42940	11/30/2015	00778	CASTILLO, ANA	2000326.003	11/20/2015 11/20/15 Holiday Party Withdra	40.00	40.00
42941	11/30/2015	01076	API CONSULTING	15-11	11/25/2015 RECORDS MANAGEMENT	8,260.00	8,260.00
42942	11/30/2015	02123	TYLER TECHNOLOGIES, INC.	045-147581	12/1/2015 01/01/16-12/31/16 Financials S	19,277.96	19,277.96
42943	11/30/2015	02132	WOLLMAN, JASON	Nov 16-18 Reiml	11/22/2015 Nov 16-18, 2015 IA School Mile	95.80	95.80
42944	11/30/2015	02516	HOLST, EVELYN	2000329.003	11/23/2015 11/23/15 Deposit Refund	300.00	300.00
42945	11/30/2015	02890	PEJI, MARK	2000327.003	11/23/2015 11/23/15 Refund Deposit	150.00	150.00
b total for FIRST NATIONAL BANK OF DALY CITY:						42,350.72	42,350.72

13 checks in this report.

Grand Total All Checks:

42,350.72



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

**AN ORDINANCE AMENDING SUBCHAPTER 5.11 OF THE
 COLMA MUNICIPAL CODE, RELATING TO WATER EFFICIENT LANDSCAPE
 REQUIREMENTS PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15308**

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

There is a need to adopt this ordinance in order to ensure Town-wide compliance with state imposed requirements relating to landscape water use. The State of California continues to be in an extreme historic period of drought and has been so since 2013. In an effort to reduce water consumption, Governor Jerry Brown issued an Executive Order on April 1, 2015 (EO B-29-15) directing the California Department of Water Resources to update the State's Model Efficient Water Landscape Ordinance through expedited regulation. The California Water Commission approved the revised Ordinance on July 15, 2015 in an effort to ensure the protection of water in California.

The Town of Colma was incorporated to protect cemetery land uses that comprise 76% of the Town's land area. The State's Model Water Efficient Landscape Ordinance does not provide any guidance for the use of turf (along with less water intensive plantings) in newly improved cemetery areas. The Town's Ordinance will implement the State's Ordinance with two modifications that will allow cemeteries to meet the spirit and intent of the State's Ordinance to reduce water consumption. The Town's Ordinance will allow for the continuation of a groundwater recharge credit currently permitted against Estimated Total Water Use (ETWU). In addition, cemeteries will be permitted to retrofit existing portions of landscape with more efficient irrigation or lower water use plantings to offset any new turf areas to comply with the maximum ETWU. These additional credits will ensure water is protected while still recognizing the importance of turf and landscaping that exist within the cemeteries in the Town.

ARTICLE 1. CMC SUBCHAPTER 5.11 AMENDED.

Subchapter 5.11 shall be and hereby is amended as follows:

5.11 Water Efficient Landscape Regulations

5.11.010 Findings and Purpose

(a) The City Council hereby finds:

- (1) that the waters of the state are of limited supply and are subject to ever increasing demands;
- (2) that the continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;
- (3) that it is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;

(4) that landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(5) that landscape design, installation, maintenance and management can and should be water efficient;

(6) that Section 2 of Article X of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served and the right does not and shall not extend to waste or unreasonable method of use.

(7) all cities and counties are required to either adopt the updated model water efficient landscape ordinance (the "Model Ordinance") or adopt their own water efficient landscape ordinance that is as effective in conserving water as the Model Ordinance, by December 1, 2015;

(8) This ordinance is as effective in conserving water as the Model Ordinance. For the most part, the Town has only made minor changes to the Model Ordinance to better reflect the Town's internal structure and existing requirements, procedures, and processes. In addition, to better recognize the unique topography of the Town where cemeteries, which comprise approximately 76% of the Town's land area are mostly landscaped with permeable surfaces, this ordinance promotes groundwater recharge by giving cemeteries a groundwater recharge credit against Estimated Total Water Use, as defined in Subchapter 5-11. In addition, this ordinance promotes the upgrading and retrofitting of irrigation systems in cemeteries by giving cemeteries a retrofit credit against Estimated Total Water Use, as defined in Subchapter 5-11. These changes do not impact or otherwise change the water efficient landscape regulations contained in the Model Ordinance;

(9) Landscapes are essential to the quality of life in Colma by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(10) Cemetery development, operation and maintenance that are done in compliance with the stormwater management requirements of Chapter 3.10 of the Colma Municipal Code enhance water quality and utilize land such that rainfall is captured to produce a public resource and benefit through groundwater recharge; and

(b) Consistent with these findings, the purposes of this ordinance are to:

(1) Promote the values and benefits of landscapes, including cemetery landscapes, while supporting landscape practices that integrate and go beyond the conservation and efficient use of water;

(2) Establish a structure for planning, designing, installing, maintaining and managing water efficient landscapes in new construction and rehabilitated projects by

encouraging the use of a watershed approach that requires cross-sector collaboration of industry, government and property owners to achieve the many benefits possible, while recognizing the special landscape management needs of and public benefits provided by cemeteries;

(3) Establish provisions for water management practices and water waste prevention for existing landscapes;

(4) Use water efficiently without waste by setting a Maximum Applied Water Allowance as an upper limit for water use and reduce water use to the lowest practical amount;

(5) Promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;

(6) Encourage local agencies and water purveyors to use economic incentives that promote the efficient use of water, such as implementing a tiered-rate structure; and

(7) Encourage local agencies to designate the necessary authority that implements and enforces the provisions of the Model Water Efficient Landscape Ordinance or its local landscape ordinance.

(c) Landscapes that are planned, designed, installed, managed and maintained with the watershed based approach can improve California's environmental conditions and provide benefits and realize sustainability goals. Such landscapes will make the urban environment resilient in the face of climatic extremes. Consistent with the legislative findings and purpose of the Ordinance, conditions in the urban setting will be improved by:

(1) Creating the conditions to support life in the soil by reducing compaction, incorporating organic matter that increases water retention, and promoting productive plant growth that leads to more carbon storage, oxygen production, shade, habitat and esthetic benefits.

(2) Minimizing energy use by reducing irrigation water requirements, reducing reliance on petroleum based fertilizers and pesticides, and planting climate appropriate shade trees in urban areas.

(3) Conserving water by capturing and reusing rainwater and graywater wherever possible and selecting climate appropriate plants that need minimal supplemental water after establishment.

(4) Protecting air and water quality by reducing power equipment use and landfill disposal trips, selecting recycled and locally sourced materials, and using compost, mulch and efficient irrigation equipment to prevent erosion.

(5) Protecting existing habitat and creating new habitat by choosing local native plants, climate adapted non-natives and avoiding invasive plants. Utilizing integrated pest management with least toxic methods as the first course of action.

[History: formerly § 5.1101; ORD. 448, 12/9/92; ORD. 458, 12/9/92; ORD. 456, 8/1/93; ORD. 638, 12/14/05; ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. 697, 6/8/11; ORD. XXX, XX/XX/XX]

5.11.020 Applicability

(a) After December 1, 2015 and consistent with Executive Order No. B-29-15, this ordinance shall apply to all of the following landscape projects:

(1) new development projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review;

(2) rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check, or design review;

(3) Existing landscapes

(i) Existing landscapes must only comply with Sections 5.11.150 ("Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis"); 5.11.220 ("Waste Water Prevention"), and 5.11.180 ("Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes") of this subchapter; and

(4) Cemeteries

(i) New and rehabilitated cemeteries must only comply with Sections 5.11.070 ("Water Efficient Landscape Worksheet"), 5.11.075 ("Groundwater Recharge Credit and Retrofit Credit for Cemeteries"), 5.11.140 ("Post-Installation Landscape and Irrigation Maintenance Schedule"), 5.11.150 ("Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis") and 5.11.220 ("Waste-Water Prevention") of this subchapter; and

(ii) Existing cemeteries must only comply with Sections 5.11.075 ("Groundwater Recharge Credit and Retrofit Credit for Cemeteries"), 5.11.150 ("Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis"), 5.11.180 ("Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes"), and 5.11.220 ("Waste-Water Prevention") of this subchapter.

(b) Any project with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this subchapter or conform to the prescriptive measures contained in Section 5.11.130;

(c) For project using treated or untreated graywater or rainwater captured on site, any lot or parcel within the project that has less than 2,500 sq. ft. of landscape and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with treated or untreated graywater or through stored rainwater captured on site is subject only to Section 5.11.130 (a)(5).

(d) This ordinance does not apply to:

- (1) Registered local, state or federal historical sites;
- (2) Ecological restoration projects that do not require a permanent irrigation system;
- (3) Mined-land reclamation projects that do not require a permanent irrigation system; or
- (4) Existing plant collections, as part of botanical gardens and arboretums open to the public.

(c) A landscape design plan for projects in fire prone areas and fuel modification zones shall comply with requirements of the Colma Fire Protection District and the California Department of Forestry and Fire, where applicable.

[History: formerly § 5.1102; ORD. 448, 12/9/92; ORD. 638, 12/14/05; ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. 697, 6/8/11; ORD. XXX, xx/xx/xx]

5.11.030 Definitions.

The following definitions shall apply for the purposes of this chapter:

- (a) "applied water" means the portion of water supplied by the irrigation system to the landscape.
- (b) "automatic irrigation controller" means a timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers are able to self-adjust and schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.
- (c) "backflow prevention device" means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.
- (d) "Certificate of Completion" means the certificate required to be completed and submitted to the Town certifying that the landscape project has complied with the provisions of the water efficient landscape regulations contained in this ordinance.
- (e) "certified irrigation designer" means a person certified to design irrigation systems by an accredited academic institution, a professional trade organization, or other program such as the U.S. Environmental Protection Agency's WaterSense irrigation designer certification program and Irrigation Association's Certified Irrigation Designer program.
- (f) "certified landscape irrigation auditor" means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.
- (g) "check valve" or "anti-drain valve" means a valve located under a sprinkler head, or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off.

- (h) "common interest developments" means community apartment projects, condominium projects, planned developments, and stock cooperatives pursuant to California Civil Code Section 1351.
- (i) "compost" means the safe and stable product of controlled biologic decomposition of organic materials that is beneficial to plant growth.
- (j) "conversion factor (0.62)" means the number that converts acre-inches per acre per year to gallons per square foot per year.
- (k) "distribution uniformity" means the measure of the uniformity of irrigation water over a defined area.
- (l) "drip irrigation" means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.
- (m) "ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.
- (n) "effective precipitation" or "usable rainfall" or "Eppt" means the portion of total precipitation which becomes available for plant growth.
- (o) "emitter" means a drip irrigation emission device that delivers water slowly from the system to the soil.
- (p) "established landscape" means the point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one or two years of growth.
- (q) "establishment period of the plants" means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth. Native habitat mitigation areas and trees may need three to five years for establishment.
- (r) "Estimated Total Water Use" or "ETWU" means the total water used for the landscape as described in Section 5.11.070.
- (s) "ET adjustment factor" (ETAF) means a factor of 0.55 for residential areas and 0.45 for non-residential areas, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. The ETAF for a new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0. The ETAF for existing non-rehabilitated landscapes is 0.8.
- (t) "evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.
- (u) "flow rate" means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

(v) "flow sensor" means an inline device installed at the supply point of the irrigation system that produces a repeatable signal proportional to flow rate. Flow sensors must be connected to an automatic irrigation controller, or flow monitor capable of receiving flow signals and operating master valves. This combination flow sensor/controller may also function as a landscape water meter or submeter.

(w) "friable" means a soil condition that is easily crumbled or loosely compacted down to a minimum depth per planting material requirements, whereby the root structure of newly planted material will be allowed to spread unimpeded.

(x) "Fuel Modification Plan Guideline" means guidelines from a local fire authority to assist residents and businesses that are developing land or building structures in a fire hazard severity zone.

(y) "graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers. Health and Safety Code Section 17922.12.

(z) "hardscapes" means any durable material (pervious and non-pervious).

(aa) "hydrozone" means a portion of the landscaped area having plants with similar water Needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

(bb) "infiltration rate" means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

(cc) "invasive plant species" means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.

(dd) "irrigation audit" means an in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule. The audit must be conducted in a manner consistent with the Irrigation Association's Landscape Irrigation Auditor Certification program or other U.S. Environmental Protection Agency "Watersense" labeled auditing program.

(ee) "irrigation efficiency" or "IE" means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The irrigation efficiency for purposes of this ordinance are 0.75 for overhead spray devices and 0.81 for drip systems.

(ff) "irrigation survey" means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.

(gg) "irrigation water use analysis" means an analysis of water use data based on meter readings and billing data.

(hh) "landscape architect" means a person who holds a license to practice landscape architecture in the state of California Business and Professions Code, Section 5615.

(ii) "landscape area" means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

(jj) "landscape contractor" means a person licensed by the state of California to construct, maintain, repair, install, or subcontract the development of landscape systems.

(kk) "Landscape Documentation Package" means the documents required under Section 5.11.050.

(ll) "landscape project" means the total area of landscape in a project as defined in "landscape area" for the purposes of this ordinance, meeting requirements under Section 5.11.020.

(mm) "landscape water meter" means an inline device installed at the irrigation supply point that measures the flow of water into the irrigation system and is connected to a totalizer to record water use.

(nn) "lateral line" means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.

(oo) "local agency" means a city or county, including a charter city or charter county, that is responsible for adopting and implementing the ordinance. The local agency is also responsible for the enforcement of this ordinance, including but not limited to, approval of a permit and plan check or design review of a project.

(pp) "local water purveyor" means any entity, including a public agency, city, county, or private water company that provides retail water service.

(qq) "low volume irrigation" means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

(rr) "main line" means the pressurized pipeline that delivers water from the water source to the valve or outlet.

(ss) "master shut-off valve" is an automatic valve installed at the irrigation supply point which controls water flow into the irrigation system. When this valve is closed water will not be supplied to the irrigation system. A master valve will greatly reduce any water loss due to a leaky station valve.

(tt) "Maximum Applied Water Allowance" or "MAWA" means the upper limit of annual applied water for the established landscaped area as specified in Section 5.11.070. It is based upon the area's reference evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas are subject to the MAWA with an ETAF not to exceed 1.0. $MAWA = (ET_o) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$.

(uu) "median" is an area between opposing lanes of traffic that may be unplanted or planted with trees, shrubs, perennials, and ornamental grasses.

(vv) "microclimate" means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

(ww) "mined-land reclamation projects" means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

(xx) "mulch" means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel or decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

(yy) "new construction" means, for the purposes of this ordinance, a new building with a landscape or other new landscape, such as a park, playground, or greenbelt without an associated building.

(zz) "non-residential landscape" means landscapes in commercial, institutional, industrial and public settings that may have areas designated for recreation or public assembly. It also includes portions of common areas of common interest developments with designated recreational areas.

(aaa) "operating pressure" means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.

(bbb) "overhead sprinkler irrigation systems" or "overhead spray irrigation systems" means systems that deliver water through the air (e.g., spray heads and rotors).

(ccc) "overspray" means the irrigation water which is delivered beyond the target area.

(ddd) "parkway" means the area between a sidewalk and the curb or traffic lane. It may be planted or unplanted, and with or without pedestrian egress.

(eee) "permit" means an authorizing document issued by local agencies for new construction or rehabilitated landscapes.

(fff) "pervious" means any surface or material that allows the passage of water through the material and into the underlying soil.

(ggg) "plant factor" or "plant water use factor" is a factor, when multiplied by ETo, estimates the amount of water needed by plants. For purposes of this ordinance, the plant factor range for very low water use plants is 0 to 0.1, the plant factor range for low water use plants is 0.1 to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant factor range for high water use plants is 0.7 to 1.0. Plant factors cited in this ordinance are derived from the publication "Water Use Classification of Landscape Species". Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).

(hhh) "project applicant" means the individual or entity submitting a Landscape Documentation Package required under Section 5.11.060, to request a permit, plan check, or design review from the local agency. A project applicant may be the property owner or his or her designee.

(iii) "rain sensor" or "rain sensing shutoff device" means a component which automatically suspends an irrigation event when it rains.

(jjj) "record drawing" or "as-builts" means a set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor.

(kkk) "recreational area" means areas, excluding private single family residential areas, designated for active play, recreation or public assembly in parks, sports fields, picnic grounds, amphitheaters and/or golf courses, tees, fairways, roughs, surrounds and greens.

(III) "recycled water", "reclaimed water", or "treated sewage effluent water" means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and water features. This water is not intended for human consumption.

(mmm) "reference evapotranspiration" or "ETo" means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year, and is an estimate of the evapotranspiration of a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the Maximum Applied Water Allowance so that regional differences in climate can be accommodated.

(nnn) "Regional Water Efficient Landscape Ordinance" means a local Ordinance adopted by two or more local agencies, water suppliers and other stakeholders for implementing a consistent set of landscape provisions throughout a geographical region. Regional ordinances are strongly encouraged to provide a consistent framework for the landscape industry and applicants to adhere to.

(ooo) "rehabilitated landscape" means any re-landscaping project that requires a permit, plan check, or design review, meets the requirements of Section 5.11.020, and the modified landscape area is equal to or greater than 2,500 square feet.

(ppp) "residential landscape" means landscapes surrounding single or multifamily homes.

(qqq) "runoff" means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope.

(rrr) "soil moisture sensing device" or "soil moisture sensor" means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.

(sss) "soil texture" means the classification of soil based on its percentage of sand, silt, and clay.

(ttt) "Special Landscape Area" (SLA) means an area of the landscape dedicated solely to edible plants, recreational areas, areas irrigated with recycled water, or water features using recycled water.

(uuu) "sprinkler head" means a device which delivers water through a nozzle.

(vvv) "static water pressure" means the pipeline or municipal water supply pressure when water is not flowing.

(www) "station" means an area served by one valve or by a set of valves that operate simultaneously.

(xxx) "swing joint" means an irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.

(yyy) "submeter" means a metering device to measure water applied to the landscape that is installed after the primary utility water meter.

(zzz) "turf" means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

(aaaa) "valve" means a device used to control the flow of water in the irrigation system.

(bbbb) "water conserving plant species" means a plant species identified as having a very low or low plant factor.

(cccc) "water feature" means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of water features is included in the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or stormwater best management practices that are not irrigated and used solely for water treatment or stormwater retention are not water features and, therefore, are not subject to the water budget calculation.

(dddd) "watering window" means the time of day irrigation is allowed.

(eeee) "WUCOLS" means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, and the Department of Water Resources 2014.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xx, xx/xx/xx]

5.11.040 Enforcement and Administration.

(a) The City Engineer or designee is authorized to administer and enforce the provisions of this ordinance for the Town.

(b) The Town may delegate to, or enter into a contract with, a local agency, local water purveyor, or other person to implement and administer any or all of the requirements contained in this ordinance on behalf of the Town.

(c) All departments, officials, or public employees, vested with the duty or authority to issue licenses, permits, or certificates of occupancy where required by law, shall conform to the provisions of this ordinance. No such permit or license for buildings, uses, or purposes where the same would be in conflict with the provisions of this ordinance shall be issued. Any such permit or license, if issued in conflict with the provisions hereof, shall be null and void.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.050 Compliance with Landscape Documentation Package.

(a) Submission of Landscape Documentation Package. Prior to the issuance of any permits or the approval of any plan check or design review for landscape projects subject to this subchapter, a project applicant shall submit a Landscape Documentation Package that complies with all applicable provisions of this subchapter to the City Engineer for review and approval.

(b) Certification of Compliance. The Landscape Documentation Package shall include a certification by a landscape professional stating that the landscape design and water use calculations have been prepared by or under the supervision of the landscape professional and are certified to be in compliance with the provisions of this subchapter.

(c) Review of Landscape Documentation Package. The City Engineer shall review the Landscape Documentation Package submitted by the project applicant and shall approve or deny the Landscape Documentation Package. If the City Engineer denies the Landscape Documentation Package, he shall provide the applicant with written notice of denial and the reasons therefore, and information regarding reapplication, appeal, or other assistance. If the City Engineer approves the Landscape Documentation Package, he may direct the issuance of a permit, plan check approval, or design review for the project applicant, as applicable.

(d) Action Upon Approval of Landscape Documentation Package. Upon approval of the Landscape Documentation Package by the City Engineer, the project applicant shall:

(1) record the date of the permit received, where applicable, in the Certificate of Completion;

(2) submit a copy of the approved Landscape Documentation Package along with the record drawings, and any other information to the property owner or his/her designee; and

(3) submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

(e) Verification of compliance of the landscape installation with the approved plans, and all requirements set forth in this subchapter shall be obtained through a Certificate of Completion in conjunction with a certificate of occupancy or any other final approvals and/or permit required for the project.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.060 Elements of the Landscape Documentation Package.

(a) The Landscape Documentation Package shall include the following six (6) elements:

(1) project information, which shall include, without limitation:

(i) date;

(ii) project applicant;

(iii) project address (if available, parcel and/or lot number(s));

(iv) total landscape area (square feet), including a breakdown of turf and plant material;

(v) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed);

(vi) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well;

(vii) checklist of all documents in Landscape Documentation Package;

(viii) project contacts to include contact information for the project applicant and property owner;

(ix) The following statement signed by the project applicant: "I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package";

(2) Water Efficient Landscape Worksheet (see Section 5.11.070);

(3) soil management report (see Section 5.11.080);

(4) landscape design plan (see Section 5.11.090);

- (5) irrigation design plan (see Section 5.11.100); and
- (6) grading design plan (see Section 5.11.110).

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.070 Water Efficient Landscape Worksheet.

(a) A project applicant shall complete a Water Efficient Landscape Worksheet, which he/she shall obtain from the City Engineer or City Clerk, which contains information on the plant factor, irrigation method, irrigation efficiency, and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The Estimated Total Water Use (ETWU) is calculated based on the plants used and irrigation method selected for the landscape design. ETWU must be below the MAWA.

(1) The ETo value of 39.07 shall be used for Colma. This value may be updated from time to time based on the current reference evapotranspiration data, such as from the California Irrigation Management System ("CIMIS") Reference Evapotranspiration Zones Map, Department of Water Resources.

(b) Water budget calculations shall adhere to the following requirements:

(1) The plant factor used shall be from WUCOLS or from horticultural researchers with academic institutions or professional associations as approved by the California Department of Water Resources (DWR). The plant factor ranges from 0 to 0.1 for very low water using plants, 0.1 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

(2) All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.

(3) All Special Landscape Areas shall be identified and their water use calculated as Described in the worksheet below.

(4) ETAF for new and existing (non-rehabilitated)_Special Landscape Areas shall not exceed 1.0.

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required element of the Landscape Documentation Package.

Reference Evapotranspiration (ET_o) 39.07

Hydrozone # /Planting Description ^a	Plant Factor (PF)	Irrigation Method ^b	Irrigation Efficiency (IE) ^c	ETAF (PF/IE)	Landscape Area (sq, ft.)	ETAF x Area	Estimated Total Water Use (ETWU) ^e
Regular Landscape Areas							
				Totals	(A)	(B)	
Special Landscape Areas							
				1			
				1			
				1			
				Totals	(C)	(D)	
			ETWU Total				
			Maximum Allowed Water Allowance (MAWA)^e				

^aHydrozone #/Planting Description

E.g.

1.) front lawn

2.) low water use plantings

3.) medium water use planting

^bIrrigation Method

overhead spray

or drip

^cIrrigation Efficiency

0.75 for spray head

0.81 for drip

^dETWU (Annual Gallons Required) =

ET_o x 0.62 x ETAF x Area

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

^eMAWA (Annual Gallons Allowed) = (ET_o) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)]

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .55 for residential areas and 0.45 for non-residential areas.

ETAF Calculations

Regular Landscape Areas

Total ETAF x Area	(B)
Total Area	(A)
Average ETAF	$B \div A$

Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas

Total ETAF x Area	(B+D)
Total Area	(A+C)
Sitewide ETAF	$(B+D) \div (A+C)$

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.075 Groundwater Recharge and Retrofit_Credit for Cemeteries.

(a) Cemeteries within the Town of Colma shall be eligible for a groundwater recharge credit which shall: (i) be applied to reduce the ETWU calculated for any cemetery property subject to Section 5.11.070; and (ii) taken into account in any Irrigation Audit, Irrigation Survey or Irrigation Water Use Analysis for any cemetery subject to Section 5.11.150.

(b) The groundwater recharge credit for cemeteries shall be available, and calculated, as set forth in the Town of Colma Guidelines for Implementation of the Water Efficient Landscape Regulations.

(c) Cemeteries within the Town of Colma shall be eligible for a retrofit credit. Whenever a cemetery improves irrigation efficiency in a portion of an existing cemetery or when an area previously devoted to turf is converted to a low water use planting area, this water savings can be used to offset MAWA for new landscaping. The retrofit credit shall: (i) be applied to reduce the ETWU calculated for any cemetery property subject to Section 5.11.070; and (ii) taken into account in any Irrigation Audit, Irrigation Survey or Irrigation Water Use Analysis for any cemetery subject to Section 5.11.150.

(d) The retrofit credit for cemeteries shall be available, and calculated, as set forth in the Town of Colma Guidelines for Implementation of the Water Efficient Landscape Regulations.

[History: ORD. 697, 6/8/11; ORD. xxx, xx/xx/xx]

5.11.080 Soil Management Report.

(a) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:

(1) Submit soil samples to a laboratory for analysis and recommendations.

(i) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.

(ii) The soil analysis shall include:

(A) soil texture;

(B) infiltration rate determined by laboratory test or soil texture infiltration rate table;

(C) pH;

(D) total soluble salts;

(E) sodium;

(F) percent organic matter; and

(G) recommendations.

(iii) In projects with multiple landscape installations (i.e. production home developments) a soil sampling rate of 1 in 7 lots or approximately 15% will satisfy this requirement. Large landscape projects shall sample at a rate equivalent to 1 in 7 lots.

(2) The project applicant, or his/her designee, shall comply with one of the following:

(i) If significant mass grading is not planned, the soil analysis report shall be submitted to the City Engineer as part of the Landscape Documentation Package; or

(ii) If significant mass grading is planned, the soil analysis report shall be submitted to the City Engineer as part of the Certificate of Completion.

(3) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.

(4) The project applicant, or his/her designee, shall submit documentation verifying implementation of the soil analysis report recommendations to the City Engineer with Certificate of Completion.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.090 Landscape Design Plan.

(a) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. A landscape design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

(1) Plant Material

(i) Any plant may be selected for the landscape, provided the Estimated Total Water Use in the landscape area does not exceed the Maximum Applied Water Allowance. Methods to achieve water efficiency shall include one or more of the following:

(A) protection and preservation of native species and natural vegetation;

(B) selection of water-conserving plant, tree, and turf species, especially local native plants;

(C) selection of plants based on local climate suitability, disease and pest resistance;

(D) selection of trees based on applicable local tree ordinances or tree shading guidelines, and size at maturity as appropriate for the planting area;

(E) selection of plants from local and regional landscape program plant lists; and

(F) selection of plants from local Fuel Modification Plan Guidelines.

(ii) Each hydrozone shall have plant materials with similar water use, with the exception of hydrozones with plants of mixed water use, as specified in Section 5.11.100(a)(2)(iv).

(iii) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. Methods to achieve water efficiency shall include one or more of the following:

(A) use the Sunset Western Climate Zone System which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;

(B) recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure (e.g., buildings, sidewalks, power lines);

(C) allow for adequate soil volume for healthy root growth;

(D) consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

(iv) Turf is not allowed on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of

vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 = slope percent).

(v) High water use plants, characterized by a plant factor of 0.7 to 1.0, are prohibited in street medians.

(vi) A landscape design plan for projects in fire-prone areas shall address fire safety and prevention and shall comply with all requirements of the Colma Fire Protection District and the California Department of Forestry and Fire. A defensible space or zone around a building or structure is required per Public Resources Code Sections 4291(a) and (b). Avoid fire-prone plant materials and highly flammable mulches. Refer to the local Fuel Modification Plan guidelines.

(vii) The use of invasive plant species, such as those listed by the California Invasive Plant Council, is strongly discouraged.

(viii) The architectural guidelines of a common interest development shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

(2) Water Features shall comply with the following:

(i) Recirculating water systems shall be used for water features.

(ii) Where available, recycled water shall be used as a source for decorative water features.

(iii) Surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.

(iv) Pool and spa covers are highly recommended.

(3) Soil Preparation, Mulch and Amendments:

(i) Prior to the planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need meet this requirement.

(ii) Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 5.11.080).

(iii) For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than 6% organic matter in the top 6 inches of soil are exempt from adding compost and tilling.

(iv) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To

provide habitat for beneficial insects and other wildlife, up to 5 % of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.

(v) Stabilizing mulching products shall be used on slopes that meet current engineering standards.

(vi) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.

(vii) Organic mulch materials made from recycled or post-consumer shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

(4) The landscape design plan, at a minimum, shall:

(i) delineate and label each hydrozone by number, letter, or other method;

(ii) identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation;

(iii) identify recreational areas;

(iv) identify areas permanently and solely dedicated to edible plants;

(v) identify areas irrigated with recycled water;

(vi) identify type of mulch and application depth;

(vii) identify soil amendments, type, and quantity;

(viii) identify type and surface area of water features;

(ix) identify hardscapes (pervious and non-pervious);

(x) identify location, installation details, and 24-hour retention or infiltration capacity of any applicable stormwater best management practices that encourage on-site retention and infiltration of stormwater. Project applicants shall refer to the local agency or regional Water Quality Control Board for information on any applicable stormwater technical requirements. Stormwater best management practices are encouraged in the landscape design plan and examples are provided in Section 5.11.190.

(xi) identify any applicable rain harvesting or catchment technologies as discussed in Section 5.11.190 and their 24-hour retention or infiltration capacity;

(xii) identify any applicable graywater discharge piping, system components and area(s) of distribution;

(xiii) contain the following statement of certification signed by a landscape professional: "I have complied with the criteria of the subchapter and applied them for the efficient use of water in the landscape design plan."

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.100 Irrigation Design Plan.

(a) This section applies to landscaped areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period. For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package:

(1) System

(i) Landscape water meters, defined as either a dedicated water service meter or private submeter, shall be installed for all non-residential irrigated landscapes of 1,000 sq. ft. but not more than 5,000 sq.ft. (the level at which *Water Code* 535 applies) and residential irrigated landscapes of 5,000 sq. ft. or greater. A landscape water meter may be either:

(A) a customer service meter dedicated to landscape use provided by the local water purveyor; or

(B) a privately owned meter or submeter.

(ii) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data using non-volatile memory shall be required for irrigation scheduling in all irrigation systems.

(iii) If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.

(A) If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.

(B) Static water pressure, dynamic or operating pressure. and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design

stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.

(iv) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.

(v) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency (such as a mainline break) or routine repair.

(vi) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable provisions of the Colma Municipal Code or County regulations (i.e., public health) for additional backflow prevention requirements.

(vii) Flow sensors that detect high flow conditions created by system damage or malfunction are required for all non-residential landscapes and residential landscapes of 5000 sq. ft. or larger.

(viii) Master shut-off valves are required on all projects except landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.

(ix) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non- irrigated areas, hardscapes, roadways, or structures.

(x) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.

(xi) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.

(xii) The irrigation system must be designed and installed to meet, at a minimum, the irrigation efficiency criteria as described in Section 5.11.070 regarding the Maximum Applied Water Allowance.

(xiii) All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(xiv) It is highly recommended that the project applicant or local agency inquire with the local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.

(xv) In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone.

(xvi) Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.

(xvii) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations.

(xviii) Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to hardscapes or in high traffic areas of turfgrass.

(xix) Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.

(xx) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(xxi) Overhead irrigation shall not be permitted within 24 inches of any nonpermeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:

(A) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(B) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or

(C) the irrigation designer specifies an alternative design or technology, as part of the Landscape Documentation Package and clearly demonstrates strict adherence to irrigation system design criteria in this Section (5.11.100). Prevention of overspray and runoff must be confirmed during the irrigation audit.

(xxii) Slopes greater than 25% shall not be irrigated with an irrigation system with an application rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no

runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

(2) Hydrozone requirements:

(i) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.

(ii) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

(iii) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree.

(iv) Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:

(A) plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or

(B) the plant factor of the higher water using plant is used for calculations.

(v) Individual hydrozones that mix high and low water use plants shall not be permitted.

(vi) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve, and assign a number to each valve. Use this valve number in the hydrozone information table (see Section 5.11.070(a)(1)). This table can also assist with the irrigation audit and programming the controller.

(b) The irrigation design plan, at a minimum, shall contain:

(1) location and size of separate water meters for landscape;

(2) location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;

(3) static water pressure at the point of connection to the public water supply;

(4) flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;

(5) irrigation schedule parameters necessary to program start timers as specified in the landscape design;

(6) the following statement of certification signed by a landscape professional: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan".

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xx, xx/xx/xx]

5.11.110 Grading Design Plan.

(a) For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Documentation Package. A comprehensive grading plan prepared by a civil engineer for other permits required for this project satisfies this requirement. In addition to the provisions contained herein, the grading plan shall comply with all applicable provisions of the Colma Municipal Code, including, without limitation, Chapter 5.07.

(1) The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:

- (i) height of graded slopes;
- (ii) drainage patterns;
- (iii) pad elevations;
- (iv) finish grade; and
- (v) stormwater retention improvements, if applicable.

(2) To prevent excessive erosion and runoff, it is highly recommended that project applicants:

- (i) grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;
- (ii) avoid disruption of natural drainage patterns and undisturbed soil; and
- (iii) avoid soil compaction in landscape areas.

(3) The grading design plan shall contain the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan" and shall bear the signature of a licensed professional as authorized by law.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.120 Certificate of Completion and Landscape Installation.

(a) Landscape project installation shall not proceed until: (1) the project applicant has deposited all applicable permit and application processing fees with the Town in accordance with the Town's fee schedule; (2) the landscape documentation package has been approved by the City Engineer; and (3) all required permits have been issued.

(b) The project applicant shall notify the Town at the beginning of the installation work, and at intervals, as necessary, for the duration of the landscape project work to schedule all required inspections.

(c) The Certificate of Completion for the landscape project shall be obtained through the certificate of occupancy or other final project approval issued by the Town. The requirements for the final approval include submittal of:

(1) project information sheet that contains:

- (i) date;
- (ii) project name;
- (iii) project applicant name, telephone, and mailing address;
- (iv) project address and location; and
- (v) property owner name, telephone, and mailing address;

(2) a Certificate of Completion shall be completed using the form obtained from the City Engineer or City Clerk, and shall include: (i) certification by a landscape professional that the landscape project has been installed per the approved Landscape Documentation Package; and (ii) the following statement: "The landscaping has been installed in substantial conformance to the design plans, and complies with the provisions of the Water Efficient Landscape Regulations for the efficient use of water in the landscape."

(3) certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape professional that the landscape project has been installed per the approved Landscape Documentation Package;

(i) where there have been significant changes made in the field during construction, these "as-built" or record drawings shall be included with the certification;

(ii) A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.

(4) irrigation scheduling parameters used to set the controller(s);

(5) an irrigation audit report from a certified irrigation auditor; and

(6) a soil analysis report, if not submitted with Landscape Documentation Package and documentation verifying implementation of soil report recommendations.

(d) At the option of the Town, the project applicant shall submit to the City Engineer one or more of the following: (a) documentation of enrollment in regional or local water purveyor's water conservation and/or drought response programs; (b) documentation that the MAWA and EAWU information for the landscape project has been submitted to the local water purveyor, may be required at the option of the Town.

(e) The project applicant shall:

- (1) submit the signed Certificate of Completion to the City Engineer for review;
- (2) ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.

(f) The City Engineer shall:

- (1) receive the signed Certificate of Completion from the project applicant;
- (2) approve or deny the Certificate of Completion. If the Certificate of Completion is denied, the City Engineer shall provide the applicant with a written notice of denial including the reasons therefore, and information regarding reapplication, appeal, or other assistance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xx, xx/xx/xx]

5.11.130 Prescriptive Compliance Option

This section details an additional manner to comply with this subchapter. In order for a project applicant to make use of this prescriptive compliance option, the project must meet the applicability criteria for this section as detailed in Section 5.11.020, and the applicant shall comply as follows:

(a) Compliance with all of the following items is mandatory and must be documented on a landscape plan in order to use this prescriptive compliance option:

- (1) Submit a Landscape Documentation Package with the criteria detailed in Section 5.11.060(a)(1) and including the applicant's signature and date with the statement, "I agree to comply with the requirements of the prescriptive compliance option to the MWEL0".
- (2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);
- (3) Plant material shall comply with all of the following;
 - (i) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;

- (ii) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.
- (4) Turf shall comply with all of the following:
- (i) Turf shall not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;
 - (ii) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;
 - (iii) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.
- (5) Irrigation systems shall comply with the following:
- (i) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.
 - (ii) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.
 - (iii) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
 - (iv) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.
 - (v) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. "Landscape Irrigation Sprinkler and Emitter Standard," All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.
 - (vi) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.
- (6) For non-residential projects with landscape areas of 1,000 sq. ft. or more, a private submeter(s) to measure landscape water use shall be installed.
- (b) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.140 Landscape and Irrigation Maintenance Schedule.

(a) Landscapes shall be maintained to ensure water use efficiency in accordance with this Code and any applicable Town, state, regional or local water purveyor water conservation and/or drought response laws, rules, policies, and regulations. A regular maintenance schedule shall be submitted with the Certificate of Completion.

(b) A regular maintenance schedule shall include, but not be limited to, routine inspection; auditing; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; topdressing with compost, replenishing mulch; fertilizing; pruning; weeding in all landscape areas, and removing and obstruction to emission devices. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

(c) Repair of all irrigation equipment shall be done with the originally installed components or their equivalents or with components with greater efficiency.

(d) A project applicant is encouraged to implement established landscape industry sustainable Best Practices for all landscape maintenance activities.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.150 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

(a) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

(b) In large projects or projects with multiple landscape installations (i.e. production home developments) an auditing rate of 1 in 7 lots or approximately 15% will satisfy this requirement.

(c) For new construction and rehabilitated landscapes projects that were installed before December 1, 2015, as described in Section 5.11.020 (Applicability):

(1) the project applicant shall submit an irrigation audit report with the Certificate of Completion to the City Engineer that may include, but is not limited to: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule, including configuring irrigation controllers with application rate, soil types, plant factors, slope, exposure and any other factors necessary for accurate programming;

(2) the Town shall administer programs that may include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Allowance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.160 Irrigation Efficiency.

For the purpose of determining Estimated Total Water Use, average irrigation efficiency is assumed to be 0.75 for overhead spray devices and 0.81 for drip system devices.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.170 Recycled Water.

(a) The installation of recycled water irrigation systems shall allow for the current and future use of recycled water.

(b) All recycled water irrigation systems shall be designed and operated in accordance with all applicable local and State laws.

(c) Landscapes using recycled water are considered Special Landscape Areas. The ET Adjustment Factor for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.175. Graywater Systems.

(a) Graywater systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All graywater systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards. Refer to Section 5.11.020 (d) (Applicability) for the applicability of this ordinance to landscape areas less than 2,500 square feet with the Estimated Total Water Use met entirely by graywater.

[History: ORD. xxx, xx/xx/xx]

5.11.180 Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes.

The Town may by mutual agreement designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this subchapter, and may define each entity's specific responsibilities relating to this subchapter.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.190 Stormwater Management and Rainwater Retention.

(a) Stormwater management practices minimize runoff and increase infiltration which recharges groundwater and improves water quality. It is strongly encouraged that all landscape and grading design plans implement stormwater best management practices in order to minimize runoff and to increase on-site rainwater retention and infiltration.

(b) Project applicants shall refer to the Colma Municipal Code Chapter 3.10, or to the Regional Water Quality Control Board for information on any applicable stormwater technical requirements.

(c) All planted landscape areas are required to have friable soil to maximize water retention and infiltration. Refer to Section 5.11.090.

(d) It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from either: the one inch, 24-hour rain event or (2) the 85th percentile, 24-hour rain event, and/or additional capacity as required by any applicable local, regional, state or federal regulation.

(e) It is recommended that storm water projects incorporate any of the following elements to improve on-site storm water and dry weather runoff capture and use:

(1) Grade impervious surfaces, such as driveways, during construction to drain to vegetated areas.

(2) Minimize the area of impervious surfaces such as paved areas, roof and concrete driveways.

(3) Incorporate pervious or porous surfaces (e.g., gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.

(4) Direct runoff from paved surfaces and roof areas into planting beds or landscaped areas to maximize site water capture and reuse.

(5) Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.

(6) Incorporate infiltration beds, swales, basins and drywells to capture storm water and dry weather runoff and increase percolation into the soil.

(7) Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.200 Public Education.

(a) Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management and maintenance that save water is encouraged in the community.

(1) The Building Department or water supplier/purveyor shall provide information to owners of permitted renovations and new, single-family residential homes regarding the design, installation, management, and maintenance of water efficient landscapes based on a water budget.

(b) Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this ordinance.

(1) Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. Signage shall include information about the site water use as designed per the local ordinance; specify who designed and installed the water efficient landscape; and demonstrate low water use approaches to landscaping such as using native plants, graywater systems, and rainwater catchment systems.

(2) Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.210 Environmental Review.

The project applicant shall comply with the California Environmental Quality Act (CEQA), as appropriate.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.220 Water-Waste Prevention – Runoff Prohibited.

(a) No property owner or person responsible for overseeing a landscape irrigation plan shall allow runoff caused by inefficient landscape irrigation to occur on any parcel within the Town of Colma. Impermissible runoff, for purposes of this section, shall include, without limitation, runoff leaving the target landscape due to low head drainage; overspray; or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures.

(b) The City Engineer may modify restrictions regarding overspray and runoff if:

(1) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(2) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.225 Existing Landscapes Over One Acre In Size

(a) This section shall apply to all existing landscapes that were installed before December 1, 2015 and are over one acre in size.

(1) For all landscapes that have a water meter, the local agency shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: $MAWA = (0.8) (ET_o)(LA)(0.62)$.

(2) For all landscapes that do not have a meter, the local agency shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.

(b) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.

[History: ORD. xxx, xx/xx/xx]

5.11.230 Effective Precipitation.

The City Engineer may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate Maximum Applied Water Allowance:

$MAWA = (ET_o - Eppt) (0.62) [(0.55 \times LA) + (0.45 \times SLA)]$ for residential areas.

$MAWA = (ET_o - Eppt) (0.62) [(0.45 \times LA) + (0.55 \times SLA)]$ for non-residential areas.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.235 Reporting.

The Town shall be required to report on the implementation and enforcement of this subchapter in accordance with the Department of Water Resources' requirements.

[History: ORD. xxx, xx/xx/xx]

5.11.240 Cost Recovery.

(a) In addition to the costs which may be recovered pursuant to the Colma Municipal Code, and in order to recover the costs of the water efficient landscape regulatory program set forth in this ordinance, the City Council may, from time to time, fix and impose by resolution fees and charges. The fees and charges may include, but are not limited to, fees and charges for:

(1) any visits of an enforcement officer, or other city staff or authorized representative of the city for time incurred for inspections of property;

(2) any monitoring, inspection, and surveillance procedures pertaining to enforcement of this ordinance;

(3) enforcing compliance with any term or provision of this ordinance;

(4) any other necessary and appropriate fees and charges to recover the cost of providing the Town's water efficient landscape regulatory program.

(b) The City Engineer or his or her designee shall serve an invoice for costs upon the person or responsible person who is subject to a notice of violation, a cease and desist order, or an administrative compliance order. An invoice for costs shall be immediately due and payable to the Town of Colma. If any person or responsible person fails to either pay the invoice for costs or appeal successfully the invoice for costs within 10 days of receiving the notice, then the

Town may institute collection proceedings. The invoice for costs may include reasonable attorneys' fees.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

ARTICLE 2. SEVERABILITY.

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

ARTICLE 3. NOT A CEQA PROJECT.

The City Council finds that adoption of this ordinance is not a "project," as defined in the California Environmental Quality Act(CEQA) 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. Any future development subject to this Ordinance will undergo independent discretionary review and independent CEQA analysis. Further, this ordinance is also exempt from environmental review pursuant to State CEQA Guideline 15308 as an action taken by state ordinance, to assure the maintenance and protection of the environment.

ARTICLE 4. EFFECTIVE DATE.

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

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on November 12, 2015, and duly adopted at a regular meeting of said City Council held on December 9, 2015 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Kirk Stratton, Chief of Police
VIA: Sean Rabé, City Manager
MEETING DATE: December 9, 2015
SUBJECT: Police Officer Over Hire

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING THE OVER HIRE OF ONE POLICE OFFICER FOR A SIX WEEK PERIOD FROM JANUARY 25, 2016 TO MARCH 7, 2016.

EXECUTIVE SUMMARY

The proposed resolution would allow the Colma Police Department to hire one additional officer, in excess of its approved staffing level, in order to ensure a soon to be vacant position is filled in advance, prior to it being vacant on March 7, 2016. This will ensure staffing needs are met, will reduce overtime costs, and allow for the new hire to train in advance of being placed into the field.

FISCAL IMPACT

Staff researched the financial impact for over hiring one police officer for a six week period from January 25, 2016 to March 7, 2016. The Colma Police Department has a police patrol budget of \$3,323,740 and the cost to over hire one officer for this time period would be approximately \$14,587.03. This includes salary, wages and benefits. The current 2015-2016 police patrol budget can absorb this additional cost associated with over hiring.

ANALYSIS

The City Council has authorized for the Colma Police Department to have 11 police officer positions pursuant to the adoption of the Town's 2015-2016 budget. One of those positions will soon become vacant with Officer Martin Corona's pending retirement date of March 7, 2016. The Colma Police Department has identified a police officer candidate who is scheduled to graduate from the police academy on January 21, 2016. If the City Council chooses to adopt the resolution authorizing the over-hiring by one police officer position, this candidate could be hired by the Town and could begin the field training program on January 25, 2016. The training program is a 16-week program designed to prepare an officer for solo status. Hiring this

candidate to start employment six weeks prior to Officer Corona's retirement will allow the police department to meet staffing needs in advance.

Recruitment and hiring is an extensive process that can take up to six months. This does not include the amount of time necessary to train an officer once they are hired. This process, called the field training program, can take another 16 weeks to prepare an officer to work as a solo police officer. Because of the amount of time involved with recruitment and the potential impact on overtime costs for existing officers if the soon to be vacant position remains vacant during this recruitment process, staff is recommending that the City Council authorize the over hiring of one police officer position. Doing so will ensure that the Police Department is fully staffed and allow time for necessary training for the new officer.

Council Adopted Values

Approval of the proposed resolution is consistent with the Council's value of *responsibility* because doing so allows the police department to continue to provide quality public safety services.

Alternatives

The Council could choose to not approve the resolution. This action is not recommended, however, because doing so would create a police officer vacancy for an extended period of time. This vacancy creates the need to fill shifts with the use of overtime when needed.

CONCLUSION

Staff recommends Council approve resolution to over hire one police officer for a total of six weeks at an approximate cost of \$14,587.03

ATTACHMENTS

- A. Resolution

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

**RESOLUTION AUTHORIZING THE OVER HIRE OF ONE POLICE OFFICER FOR A SIX
WEEK PERIOD FROM JANUARY 25, 2016 TO MARCH 7, 2016.**

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

1. Background

- (a) On June 10, 2015, the City Council of the Town of Colma approved the 2015-2016 fiscal year budget.
- (b) Included within this fiscal year budget is a staffing plan for the Colma Police Department that sets the number of police officers at a total of eleven.
- (c) The Colma Police Department will soon have a vacant police officer position with the pending retirement of a current police officer. The position will become vacant on March 7, 2016.
- (d) In anticipation of this vacancy, the Colma Police Department would now like to hire a potential candidate to begin in advance of this vacancy. As this will increase the staffing level above eleven officers, City Council approval is required.

2. Order

- (a) The City Council hereby approves the over hiring of one additional police officer in excess of that identified in the 2015-2016 fiscal year budget from January 25, 2016 to March 7, 2016.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on December 9, 2015 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 VIA: Sean Rabé, City Manager
 MEETING DATE: December 9, 2015
 SUBJECT: Measure A Pedestrian and Bicycle Grant Application

Staff recommends that City Council adopt the following resolution:

RESOLUTION SUPPORTING THE SUBMITTAL AN APPLICATION FOR THE MEASURE "A"
 PEDESTRIAN AND BICYCLE PROGRAM FUNDING RELATED TO THE HILLSIDE BOULEVARD
 PEDESTRIAN/BICYCLE SAFETY IMPROVEMENT PROJECT

EXECUTIVE SUMMARY

Several years ago when Lawndale was constructed, pedestrian and bicycle traffic on Hillside Boulevard increased from Serramonte Boulevard to Lawndale. The reasons why for such increases, Pedestrians and bicyclist have been using this route of travel for personal exercise, a safe route to the local high school and BART, while also providing access to the local businesses in the area. If the Measure "A" Pedestrian-Bicycle Grant package was approved, a substantial portion of the sidewalk, bike path and safety enhancements from Serramonte Boulevard to Lawndale Boulevard would be covered in this grant proposal. The proposed improvements would now complete a safe path of travel along Hillside Boulevard from the Daly City boarder to the South San Francisco Boarder. Staff has prepared and will submit the Measure "A" Funding Application to meet the December 18, 2015 deadline. Staff is requesting that City Council endorse this much needed improvement and approve a resolution supporting the funding application.

FISCAL IMPACT

The estimated cost of construction for the Hillside Boulevard Pedestrian/Bicycle Safety Enhancement Project (Serramonte Boulevard South to Lawndale Boulevard) is estimated to be in the range of \$2.2 million. If the County Transportation Authority approves the submitted grant application, \$700,000 of the estimated project cost would be offset (see table below).

Estimated Total Project Cost	\$2,200,000
Measure A Grant (if approved)	\$700,000
Town's Remaining Contribution to Project	\$1,500,000

BACKGROUND

On November 2, 2004, the voters of San Mateo County approved the continuation for an additional 25 years of the collection and distribution of the half-cent transactions and use tax to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A). The San Mateo County Transportation Authority (TA) issued a call for qualified projects to be submitted to the TA for the Measure A Pedestrian and Bicycle Program by December 18, 2015.

The TA requires that the governing board of the submitting agency pass a resolution in support grant application. The Town is requesting \$700,000 in San Mateo County Measure A Pedestrian and Bicycle Program funds for the Hillside Boulevard Pedestrian/Bicycle Safety Improvement Project. The TA requires the Town to commit to the completion of new bike lanes, pedestrian sidewalks, ADA ramps and crosswalks including the commitment of any matching funds needed for implementation.

The Town's approved Capital Improvement Plan (CIP) identified various improvements to Hillside Boulevard, to be completed in three phases. Phase I of III of the project (Hoffman Street to Serramonte Boulevard) was completed in 2015, and included full roadway rehabilitation, additional sidewalk and bike paths, street lighting, various safety enhancements and a stormwater bioretention system with drought resistant planting.

Phase II and III includes much of the same improvements as Phase I. The portion of Hillside Boulevard from the southern property line of Lucky Chances to Lawndale Boulevard is lacking adequate sidewalks, pedestrian/street lighting and accessibility enhancements. Phase II and III will remedy these issues. A bioretention storm drainage system will also be built to capture and reuse the storm water runoff.

With the completion of the Lawndale Boulevard project, Hillside Boulevard has become a popular route of travel for pedestrians and dog walkers, joggers and bicyclists. With pedestrian and bicyclist interest as a means of alternative transportation continuing to grow, there is a need to improve the roadway to accommodate these uses.

Phase II and III of the Hillside Boulevard improvements include the following:

- A continuous sidewalk from Serramonte Boulevard to Lawndale Boulevard
- A series of pop out exercise stations (six to eight stations) along the roadway
- Pedestrian/street lighting the length of the western side of the roadway
- High visibility crosswalks, similar to the crosswalk at the Colma Community Center
- Continuous bike paths on both sides of the roadway
- Compliant accessibility ramps and removal of any architectural accessibility barriers
- A series of landscaped bioretention areas to filter stormwater runoff

Council Adopted Values

Applying for this funding is the responsible thing to do because it decreases the financial burden of the project on the Town, while still allowing much needed safety improvements to be built on Hillside Boulevard.

Sustainability Impact

This project is consistent with the Town's sustainability and Complete Streets Program goals.

Alternatives

The City Council could deny the request and ask staff to withdraw the grant application and wait till future opportunities to pursue these roadway enhancements. Doing so is not recommended, however, because the Town could miss funding opportunities for this important project.

CONCLUSION

Staff recommends that the City Council adopt the attached Resolution.

ATTACHMENTS

- A. Measure A Pedestrian and Bicycle Program Funding Application
- B. Resolution



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

**RESOLUTION SUPPORTING THE HILLSIDE BLVD PEDESTRIAN AND BICYCLE SAFETY
ENHANCEMENT PROJECT AND SUBMITTING AN APPLICATION FOR MEASURE A
PEDESTRIAN AND BICYCLE PROGRAM FUNDING FOR THE PROJECT**

WHEREAS, there is a lack of safe pedestrian crosswalks, sidewalks and lighting along this section of Hillside Blvd.; and

WHEREAS, the Hillside Blvd. Pedestrian and Bicycle Safety Enhancement Project addresses the lack of safe pedestrian access by including new crosswalks, sidewalks and lighting; and

WHEREAS, it will cost approximately \$2.2 million dollars to implement the project scope; and

WHEREAS, the City wishes to sponsor the implementation of the project scope; and

WHEREAS, the City seeks \$700,000 dollars for the safety enhancements for the project; and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, TA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on November 10, 2015; and

WHEREAS, TA requires a governing board resolution from the Town in support of the Town's application for \$700,000 in San Mateo County Measure A Pedestrian and Bicycle Program funds for pedestrian and bicycle enhancements; and

WHEREAS, TA requires a governing board resolution from the Town committing the Town to the completion of the pedestrian and bicycle safety enhancements, including the commitment of matching funds in the amount of \$1,500,000 needed for implementation; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Colma

1. Directs staff to submit an application for TA Measure A Pedestrian and Bicycle Program funds for \$700,000 for the Hillside Blvd. Pedestrian and Bicycle Safety Enhancement Project.
2. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber any TA Measure A Pedestrian and Bicycle Program funds awarded.

3. Let it be known the Town commits to the completion of project, including the commitment of \$1,500,000 of matching funds needed for implementation, if awarded the requested TA Measure A Program funds.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on December 9, 2015 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Lori Burns, Human Resources Manager
Kathleen Gallagher, Sustainability Programs Manager
Michael Laughlin, City Planner
VIA: Sean Rabé, City Manager
MEETING DATE: December 9, 2015
SUBJECT: Climate Action Plan Progress Report

RECOMMENDATION

Staff recommends that the City Council adopt the following motion:

MOTION TO ACCEPT THE CLIMATE ACTION PLAN (CAP) PROGRESS REPORT

EXECUTIVE SUMMARY

This report provides annual progress on the CAP and the implementation of sustainability programs. City Council and Staff recognize that the only way to achieve the reduction goals outlined in the CAP is with the support and partnership of our residents, businesses and utility providers, including PG&E and CalWater. In addition to annotating the Town's advancement towards its greenhouse gas reduction target, City Council will present certificates of achievement to those residents and business leaders who have taken steps to reduce their carbon footprints.

FISCAL IMPACT

Resources approved in the 2015-16 budget are used to implement CAP projects. When feasible and cost effective, conservation strategies are seamlessly integrated into Town operations and capital improvement projects, usually with projected long term cost savings associated with reduced energy and water consumption. In addition, the City Council allocated \$20,000.00 in the 2015-2016 FY for the residential water rebate program.

BACKGROUND

The Town's dedication to sustainability preceded City Council's May 2013 adoption of its CAP. The CAP guides the Town's dedication to greenhouse gas (GHG) reduction targets under State

Assembly Bill 32¹. Also, the CAP allows the Town to focus its sustainability actions and quantify the results. To confirm that the Town is on track to meet its GHG reduction targets, Colma completed its 2010 Community Greenhouse Gas Inventory Report² which confirmed that the Town is on target to meet reduction targets. The Inventory showed a Community GHG reduction of 11% or 3,669 tons from the 2005 baseline to 2010. This significant reduction takes the Town more than half way to its 20% by 2020 reduction goal. The Town is anticipating significant reductions in the next GHG inventory due to the business and the Town's lighting retrofit projects that occurred this year and in 2014.

ANALYSIS

A significant accomplishment for the Town this year was the receipt of four Beacon Spotlight Awards for Community Greenhouse Gas Emissions Reductions, Agency Energy Savings, Natural Gas Savings, and Sustainability Best Practices. The award levels were as follows:

- Community GHG Reductions: Gold Level- 11% reductions
- Agency Energy Savings: Platinum level, 29% reductions
- Natural Gas Savings: Platinum level, 22% reductions
- Sustainability Best Practices: Platinum level

Staff continues to participate in monthly meetings with the San Mateo County Regionally Integrated Climate Action Plan (RICAPS) group and collaborates with San Mateo County Energy Watch, CalRecycle, CalWater, and Resource Conservation Group (for water conservation programs with the cemeteries), CCE, Joint Venture Silicon Valley's Climate Protection Task Force and others to cost effectively implement sustainability practices in Colma.

The Town continues to make significant progress towards increasing sustainability. Below is a list of the progress made in 2015:

2015 CAP Progress Highlights

<i>CAP Program</i>	<i>2015 Progress</i>
Energy Efficiency, Water Conservation and Green Building	
Residential Energy and Water Efficiency	<ul style="list-style-type: none"> • Included sustainability information in LiveWire (Community Newsletter) • Updated and distributed handouts for residents • Promoted sustainability and distributed materials at National Night Out • Established residential water rebate program • Recognized one residential water efficient landscaping project

¹ AB 32 (California's Global Warming Solutions Act of 2006), requires statewide greenhouse gases (GHGs) to be reduced 15% below current levels (as measured in 2005), by the year 2020.

² Prepared by DNV GL through the RICAPS program of the City/County Association of Governments of San Mateo County.

	<ul style="list-style-type: none"> • Promoted and participated in the US Mayors Water Conservation Challenge for the third consecutive year, building momentum and awareness • Adopted small rooftop solar system ordinance
Commercial Energy and Water Efficiency	<ul style="list-style-type: none"> • Hosted lunch meeting for cemetery managers on water efficiency and the Town's water efficient landscape ordinance • Heavily promoted the Energy Watch energy assessment and retrofit program to small businesses • Connected PG&E with Lucky Chances to facilitate assessment and energy upgrades • Adoption of PACE financing resolution to offer businesses a choice in lenders
Planning, Land Use and Increased Opportunities for Alternative Transportation	
Increase bicycle lanes and implement walkability and bicycling in new projects and renovations	<ul style="list-style-type: none"> • None in 2105. In 2014, the Town installed 1.3 miles of bicycle lanes on Mission Road and completed the Hillside Blvd. Improvement project
Update the General Plan to be consistent with the CAP	<ul style="list-style-type: none"> • General Plan update in process, Housing Element adopted in January 2015, which places new housing close to transit
Recycling and Waste Reduction	
Increase recycling and waste diversion to meet 80% diversion rate	<ul style="list-style-type: none"> • Included recycling and waste diversion requirements in new RFP • Partnered with Allied Waste of Daly City, South San Francisco Scavengers and Saint Vincent de Paul to conduct the fourth Annual Town Clean-Up Day resulting in the collection 5.39 tons of reusable and recyclable items as well as trash. Forty-three volunteers and Town staff picked-up trash and recyclable items while walking various areas of Town • Collaborated and met with three current haulers to discuss meeting the requirements of AB 341, SB 1016 and other recycling requirements.
Implement single use bag ban and polystyrene ban	<ul style="list-style-type: none"> • Supported county-wide plastic bag ordinance – bag fee increased to .25 effective January 1, 2015
Municipal Programs	

Develop and implement a Town Sustainability Policy	<ul style="list-style-type: none"> Continued purchasing of 30% recycled personal hygiene paper products Ongoing evaluation of products and consideration of shared purchasing where feasible
Promote commute alternatives for Town employees and the public	<ul style="list-style-type: none"> Provided a "Ride Your Bike To Work" Break Station and encouraged the Great Race Challenge in conjunction with Commute.org and Peninsula Traffic Congestion Relief Alliance Town initiated pre-tax commuter benefits
Replace 100% street, signal, park and parking lot lighting with energy efficient lighting	<ul style="list-style-type: none"> Completed energy efficient lighting upgrades in all facilities using PG&E OBF
Adopt Green Building Ordinance for new Town-sponsored projects and major renovations.	<ul style="list-style-type: none"> LEED Silver equivalency features will be required in Town Hall Remodel plans
Expand tree planting on public properties and use native and drought tolerant trees/plantings	<ul style="list-style-type: none"> Installed a drought tolerant demonstration garden for residents and businesses to get ideas about native and drought tolerant plant materials. Stopped watering medians
Establish method to integrate CAP measures into Town projects and day-to-day decisions.	<ul style="list-style-type: none"> Re-energized Police Bike patrol Replaced one Police vehicle with more fuel efficient model Purchase of hybrid Town pool car Received BAAQMD grant to supplement purchase of electric motorcycle
Solar and Renewable Energy Installations	
	<ul style="list-style-type: none"> No new solar installations this year

Council Adopted Values

Increasing sustainability 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

As described in this report, the benefits of CAP implementation are to (1) reduce the Town's carbon footprint, (2) increase the Town's quality of life for residents, businesses and visitors and (3) save energy, water and money and reduce waste to landfill.

Alternatives

The Council could not accept the status update and could, instead, direct Staff to bring back additional information on CAP programs.

CONCLUSION

The Town's Leadership Team and Sustainability Group will continue to work on implementing programs that will further climate action goals. The plans for 2016 include (1) continuing outreach to cemeteries to assist them in reducing energy and water, and reduce operational costs; (2) explore the impact of a centralized purchasing system for municipal operations to ensure compliance with sustainability policy; (3) retrofit Town-owned buildings using PGE on bill financing and rebate opportunities; (4) continue employee commuter benefits program; (5) promoting PACE financing options for businesses; (6) continuing to work with businesses on waste, water and energy reduction programs; (7) look for efficiency in Town Hall plan; (8) carefully monitor and implement new California Green Building Code; and (8) Work with new selected contractor to successfully implement new recycling, organics, and waste collection services.

ATTACHMENT

A. Climate Action Program Implementation Chronology



Town of Colma Climate Action Plan Implementation Chronology

City Council's commitment to sustainability was established prior to the development of a formal Climate Action Plan and the current focus on reducing local greenhouse gas emissions. The three largest contributors to greenhouse gas emissions are (1) energy (2) solid waste and (3) transportation. Under Council's leadership, the Town has been conducting business in a way that considers natural resources and environmental impacts for many years. Town policies, operations and projects reflect a genuine concern for the health of our community and planet.

The following examples illustrate the Town's climate protection efforts to ensure that future generations and natural ecosystems are stable and even thrive.

2015

- PD purchased energy efficient car to replace a less efficient Crown Victoria
- Resident(s?) replaced lawn with efficient landscaping receiving technical assistance and rebate from CalWater
- Town began offering employees Pre-tax Commuter benefits
- Participated in US Mayors Water Conservation Challenge
- Town installed water efficient demonstration garden
- Purchased hybrid Town pool car
- Stopped watering medians
- Received BAAQMD grant to supplement purchase of electric motorcycle
- Completed energy efficient lighting upgrades in all facilities using PG&E OBF
- Received Beacon Spotlight Awards for Community Greenhouse Gas Emissions, Agency Energy Savings, Natural Gas Savings, and Sustainability Best Practices
- Released RFP for waste hauling services that include enhanced recycling opportunities including organic collection
- Launched a \$500 maximum rebate program for residential water efficient upgrades
- Heavily promoted the Energy Watch energy assessment and retrofit program to small businesses
- Met with Cemetery Managers to provide education on the new state water efficiency landscape ordinance and to discuss future opportunities for water and energy conservation

- Facilitated meeting between PG&E for energy audit and energy upgrades at Lucky Chances
- Worked with County on the Community Choice Energy program
- Presented to City Council PACE Financing resolution
- Adopted a small rooftop solar energy system ordinance

2014

- Installed 1.3 miles of bike lanes on Mission Road reducing GHG by 2 metric tons
- Participated in US Mayors Water Conservation Challenge
- Hosted a CalWater sustainable landscaping workshop
- Began the Hillside Blvd. improvement project which included; new bike lanes, LED street lighting, sidewalk improvement and the installation of the Town's first public works rain gardens.
- Led the Town's annual Town-wide Clean-Up and Garage Sale Day.
- Managed a Colma Creek Clean-Up project.
- Initiated a Town-wide irrigation study.
- Staffed a table to reach out to residents regarding conservation efforts at home at National Night Out Event.
- Re-energized Police Bike Patrol.
- Replaced three police vehicles with more fuel efficient models.
- Retrofitted remaining Town-owned street lights with LED technology using PG&E's on bill financing.
- Commuter Benefits Orientation Breakfast
- Recycled content on personal hygiene paper products
- Plastic Bag Ordinance – bag fee increasing to .25
- Sustainability Policy – personal hygiene products will have 30% recycle content
- Parking lot lighting retrofitted – both shopping centers and many auto dealerships

- Holy Cross – 75 new trees, bottles water replaced with filtered, energy efficient lighting retrofit saving up to 7k per year
- Recognized 9 commercial energy efficient retrofit projects, 2 residential solar installations, 4 residential drought tolerant landscape projects, 3 residential window replacement projects and one commercial sustainable operations commendation
- Installation of two Volta electric vehicle charging stations at Serra Center.
- PD's October installation of automated reporting system reduced printing of police reports by 60%.

2013

- Retrofitted a total of 63 exterior bollard fixtures in City Hall, Creekside Villas and Hillside Blvd Museum and Community Center parking lots
- Added stewardship to employee evaluations
- Adopted a Sustainability Policy to encourage staff to purchase recycled content materials (e.g. copy paper, legal pads, etc.) and utilize other green practices.
- Implemented a Business Greening Program, developing working partnerships with San Mateo County Energy Watch Program, PG&E, CalWater, the Bay Area Water Supply and Conservation Agency (BAWSCA) and our local waste hauling franchises.
- Added a new sustainability resource link to the Town's website for the Town's Colma Green webpage.
- Included sustainability information in the local monthly LiveWire publication and quarterly in the Town's business newsletter "Colma Works."
- Capitalized on Chamber events where sustainable resourcing information can be presented to local businesses such as the major employer breakfast.
- Held a workshop for Colma's Auto Dealerships to provide dealerships with energy efficiency strategies unique to their business which included presentations from PG&E and Right Lights.
- Conducted a waste/diversion audit with hauler at all Town facilities. Several landfill receptacles were replaced with recycling containers and single stream recycling labels with added to all recycling containers.

2012

- Held a Bicycle Rodeo in partnership with Commute.org to encourage a safe alternate to driving to school, work and shopping.

- Introduced by reference the County of San Mateo's polystyrene foodware ordinance and single use bag ordinance.
- Completed 2010 government operations greenhouse gas inventory.
- Passed "Complete Streets" resolution which requires deliberation of all modes of travel when public works projects are considered.
- Replaced annuals with native plants in municipal landscaping whenever possible.
- Offered composting at Town-sponsored events.
- Created a Town-paid Sewer Cost Subsidy based on reduced water usage.
- Offered "green" audits to local businesses. Completed two to date.

2011

- Published the "Colma Green" page on the town website providing businesses and residents easy access to energy efficiency, water conservation and recycling information and up to date information on rebates and other programs.
- Initiated a Water Conservation Outreach Campaign – Senior luncheon, Recreation Trips, Council Meeting, Target Nightout.

2010

- Re-establish Police Bicycle Patrol in Town shopping centers and neighborhoods.
- Held the first annual Town-wide Clean-Up Day and Garage Sale which included dispatching volunteers to various sections of the Town for litter pick-up, no cost extra residential trash disposal, shredding services, e-waste and hazardous waste collection.
- Participated in Commute.org's Race for Clean Air, a campaign which encourages and rewards employees for exploring alternate modes of transportation when commuting. This has become an annual event.
- Eliminated/restricted single-serve beverages at all Town sponsored functions
- Retrofitted lighting in all Town facilities to energy efficient fixtures.
- Required all events held in Town facilities to recycle.
- Assessed Town-wide irrigation systems and made adjustments to timers and nozzles to reduce water usage. Stopped irrigation on established trees.
- Completed 2005 baseline greenhouse gas inventories for government operations and community.

2009

- Redesigned Town Website to reduce use of paper and allow remote access to important Town documents.
- Revised annual Business Registration process to facilitate electronic filing and communication.
- Greened the Annual Town Picnic by using all recycled or reusable serving wear, encouraged recycling, educated attendees on waste reduction and offered recreation activities that highlighted energy conservation.
- Staffed an energizer station for the region's Ride Your Bike to Work Day (now an annual event).
- Launched a pilot program to compare and contrast energy efficient streetlights – Retrofit 32 LED and 30 Induction lamps using Energy Efficiency Conservation Block Grant Program adopted by the California Energy Commission
- Held a campaign to increase residential recycling campaign called Colma Can.

2008

- Passed a resolution committing to the U.S. Mayors' Climate Protection Agreement, Sierra's Club Cool Cities Program and the Silicon Valley Climate Protection Partnership.

2005

- Salvaged and replanted mature palm trees instead of discarding and purchasing new trees.
- Made recycling available at of city offices and facilities.
- Led the Town's first annual Earth Day community event stressing conservation and sustainability.

Previous

- Installed brick pavers in the roadways instead of asphalt in residential streets, increasing permeability and reducing heat absorbtion.
- Installed rubberized surfacing at all Town park playground area.
- Utilized public transportation for community outings whenever possible.
- Instituted annual Colma Creek clean-up.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 VIA: Sean Rabé, City Manager
 MEETING DATE: December 9, 2015
 SUBJECT: Award of Town Hall Mass Grading and Foundation Project

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AWARDING CONSTRUCTION CONTRACT TO FARRALLON COMPANY INC. FOR THE MASS GRADING AND SITE IMPROVEMENT PROJECT FOR THE COLMA TOWN HALL RENOVATION PROJECT PURSUANT TO CEQA GUIDELINES 15303,15331 AND 15332

EXECUTIVE SUMMARY

The proposed resolution would authorize a construction contract with Farrallon Company Inc. for the mass grading, foundation and various site improvements for the Town Hall Renovation Project. This phase of work includes: the remaining minor demolition to existing site improvements, over excavating the site and re-compacting the earth to meet seismic stability standards, structurally underpinning the existing building, and constructing various retaining and foundation walls for the new Town Hall facility addition.

FISCAL IMPACT

The proposed construction contract award is in the amount of \$992,450. Pursuant to Public Contract Code Section 7104, the Town is required to allow for change orders in the contract if certain unforeseen conditions are encountered as provided for in State law. Staff is also recommending that the City Council authorize the City Manager to review and approve any additional potential change orders that would cover conditions outside of Public Contract Code Section 7104 in a 15 percent contingency amount.

BACKGROUND

In March of 2015, staff recommended and City Council approved the architectural contract for Ratcliff to start and complete the design drawings for the New Town Hall Campus. During the design process both the Town and Architect have encountered various obstacles ranging from unstable soil conditions, unforeseen structural requirements, and costs estimates that required additional value engineering to keep project costs in line. Staff along with the Architect

determined that breaking the project into phases will assist us in moving the project forward to help meet our substantial completion date of December 2016.

For project expediency, the project has been broken down into several phases of work, as outlined below:

Phase I

The demolition of the existing 1986 addition and various site improvements to the existing Town Hall facility was approved in late November of 2015 and is expected to be complete by the later part of December 2015.

Phase II

This phase will include some minor demolition of existing site conditions, over excavating the area of the existing parking lot to depth of approximately eleven feet, placing and re-compacting the removed soil to the design elevations to accommodate the new addition, underpinning (installing foundation supports) to portions of the historical 1941 building, and installing foundation and retaining walls for the new addition. This phase of work is expected to take place late December and be completed by March of 2016, (weather pending). This is the action before Council at this time.

Phase III and IV

These phases are in design at this time. Phase III, the major part of the construction project, building, site work, landscaping and etc., is nearing the completion of the design. Plans for this portion of the work are expected to go to bid in February of 2016, with a construction contract to be awarded in later March or early April of 2016.

Phase IV of the project is what is commonly known as FF&Es (furniture, fixtures and equipment). This portion of the project has been separated and will be bid out individually because doing so will allow for more design time and Council review. It will also allow for a more complete bidding process. This phase is anticipated to be completed in the Spring of 2016.

ANALYSIS

Scope Of Work

The Mass Grading and Site Improvement (Phase II) contract includes all the labor, material and equipment to perform the following: Minor demolition, groundwater dewatering to a approximate depth of 15-16 feet below existing finish grade, securing and installing permanent support for the existing 1941 structure as determined by the structural engineer, excavating the area of the existing parking lot and other to a depth of 11 feet or as specified by the Soils Engineer of record, rebuilding the excavated area with native and imported soil and re-compact to the satisfaction of the Soils Engineer. Constructing and installing foundation and retaining walls for the New Town Hall addition and courtyard area.

Competitive Bidding

On November 5, 2015 staff advertised the Project for construction bids with a local newspaper of general circulation and with several locally based Builders' Exchanges. A pre-bid meeting was held on November 12, 2015 and bids were publicly opened on November 24, 2015. Three bids were received. A bid tabulation summary showing the list of contractors and the bid amounts is included as Attachment B.

A bid protest was filed from Minerva Construction (Exhibit "C") stating that Farrallon Company Inc. (the apparent low bid) was negligent in listing what the protesting contractor felt should be defined as specialty work and that needed to be performed by a subcontractor. Farrallon Company did not list subcontractors for the specified work as it is self-performing the work that is being contested. Farrallon did respond to the claim in letter form, disputing the claim and noting it will comply with all local and State laws, (Exhibit "D").

Staff sent the written protest to the City Attorney's office for an opinion either supporting or overruling the protest. The City Attorney's Office opined that the protest was overruled for reasons as stated in Exhibit "E". Staff has sent a written response to Minerva Construction overruling Minerva's bid protest.

Farrallon Company Inc. has been determined by Staff to be the lowest responsible and responsive bidder. Staff reviewed Farrallon Company Inc.'s bid submittal and qualifications, called references, and found Farrallon Company Inc.'s qualifications to be satisfactory in meeting the project specification requirements.

Council Adopted Values

Approval of the proposed resolution is the *responsible* action because Council has considered the fiscal impact of awarding the contract to the lowest responsible bidder. Approving the resolution is also the *fair* action because Council has considered the bid protest and has found it to be unwarranted.

Sustainability Impact

The New Town Hall Campus will meet or exceed the latest standards of the California Building Code (Green Code) while striving to meet the mandates and recommendations of the Town of Colma's Climate Action Plan.

Alternatives

The City Council could choose to not approve the resolution awarding the bid to Farrallon Company, Inc. Doing so, however, is not recommended because the company is the lowest responsible bidder for the work required.

CONCLUSION

Staff recommends Council approves the attached resolution.

ATTACHMENTS

- A. Resolution
- B. Bid Tabulation
- C. Minerva Bid Protest
- D. Farrallon Company's Response to Bid Protest
- E. Opinion from City Attorney's Office Regarding Protest

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

**RESOLUTION AWARDING CONSTRUCTION CONTRACT TO FARRALLON
COMPANY, INC. FOR THE MASS GRADING AND SITE IMPROVEMENT
PROJECT FOR THE COLMA TOWN HALL RENOVATION PROJECT,
PURSUANT TO CEQA GUIDELINE 15303,15331 AND 15332**

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

1. Background.

(a) On November 5, 2015, the Town advertised in a local newspaper of general circulation, and with several locally based Builders' Exchanges, Phase II of the Town Hall Renovation Project, consisting of Mass Grading and Site Improvement Work.

(b) A pre-bid meeting was held on November 12, 2015 and bids were publicly opened on November 24, 2015. A total of three bids were received.

(c) Town staff reviewed the three bids and determined that Farrallon Company, Inc. submitted the lowest responsible and responsive bid.

(d) On November 25, 2015, the Town received a bid protest from the second lowest bidder, Minerva Construction, Inc., regarding Farrallon Company's listing of subcontractors.

(e) On December 1, 2015, the Town received Farrallon Company's response to the bid protest submitted by Minerva Construction, Inc.

(f) The City Attorney's office, in conjunction with Town staff, reviewed the bid protest and has determined that such protest has no implications under state or local law that would prohibit the Town from considering Farrallon Company, Inc. in awarding the contract.

(g) Overall, the contract was competitively bid in accordance with the Town's Purchasing Ordinance and the Public Contract Code and the City Council is authorized to award the contract to Farrallon Company, Inc.

2. Findings. The City Council finds that the construction contract for Mass Grading and Site Improvement Project for the Colma Town Hall Renovation Project, should be awarded to Farrallon Company, Inc. because it was the lowest responsible and responsive bidder.

3. Order.

(a) The City Council hereby awards a construction contract to Farrallon Company, Inc. for the Mass Grading and Site Improvement Project for the Colma Town Hall Renovation Project in the amount of \$992,450, subject to the City Manager's successful negotiation and execution of the contract.

(b) If the City Manager determines, in his sole discretion, that the contract cannot be

successfully negotiated, this Resolution shall not preclude the Town from taking any other action necessary to perform the work, including contacting with the next lowest responsible, responsive bidder, re-bidding the work, or taking any other action authorized by state or local law.

(c) The City Manager is hereby authorized to negotiate and execute a contract on behalf of the Town of Colma.

(d) Notwithstanding the limitations provided for in the Town's Purchasing Ordinance, the City Manager is also authorized to execute any amendments to the original contract, and approve any change orders not required by state law, in an amount up to 15% of the total value of the contract or 15% of \$992,450, for a total potential change order amount of up to \$148,867.50.

Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on December 9, 2015 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

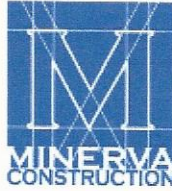
BASE BID SCHEDULE A (No Walls Concept)				Bidders					
NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	Farralon Co. Inc.		Minerva Construction		Interstate Grading & Paving	
				UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST
A1.	Mobilization	LS	1	\$ 9,000.00	\$ 9,000.00	\$ 17,500.00	\$ 17,500.00	\$ 366,000.00	\$ 366,000.00
A2.	Demolition, Recycling and Off-haul of fill, AC Paving, Concrete, Trees and other miscellaneous metals	LS	1	\$ 75,000.00	\$ 75,000.00	\$ 70,000.00	\$ 70,000.00	\$ 106,000.00	\$ 106,000.00
A3.	Underpinning of the existing 1941 Building for Zones A thru C	LF	90	\$ 550.00	\$ 49,500.00	\$ 1,000.00	\$ 90,000.00	\$ 1,400.00	\$ 126,000.00
A4.	Remove and Recompect Existing Fill (to 95% Relative Compaction) Below Level 1 within 5 feet	CY	4000	\$ 24.50	\$ 98,000.00	\$ 25.00	\$ 100,000.00	\$ 28.00	\$ 112,000.00
A5.	Import of fill needed to replace the exported unsuitable	CY	600	\$ 30.00	\$ 18,000.00	\$ 30.00	\$ 18,000.00	\$ 38.00	\$ 22,800.00
A6.	Shoring Systems for Deep Excavations	LS	1	\$ 105,000.00	\$ 105,000.00	\$ 175,000.00	\$ 175,000.00	\$ 350,000.00	\$ 350,000.00
A7.	Dewatering Systems for Deep Excavations	LS	1	\$ 59,000.00	\$ 59,000.00	\$ 10,000.00	\$ 10,000.00	\$ 200,000.00	\$ 200,000.00
A8.	Storm Drain Manhole	EA	1	\$ 5,500.00	\$ 5,500.00	\$ 7,000.00	\$ 7,000.00	\$ 5,700.00	\$ 5,700.00
A9.	6" Storm Drain and Sewer Cleanouts	EA	6	\$ 150.00	\$ 900.00	\$ 650.00	\$ 3,900.00	\$ 200.00	\$ 1,200.00
A10.	Storm Drain 6 – inch PVC Piping	LF	230	\$ 32.00	\$ 7,360.00	\$ 70.00	\$ 16,100.00	\$ 47.00	\$ 10,810.00
A11.	Storm Drain 4 – inch PVC Sub drain System where not part	LF	130	\$ 38.00	\$ 4,940.00	\$ 50.00	\$ 6,500.00	\$ 62.00	\$ 8,060.00
A12.	Storm Drain Catch Basins	EA	2	\$ 3,000.00	\$ 6,000.00	\$ 2,800.00	\$ 5,600.00	\$ 2,000.00	\$ 4,000.00
A13.	Sewer Manhole	EA	1	\$ 5,500.00	\$ 5,500.00	\$ 7,000.00	\$ 7,000.00	\$ 5,700.00	\$ 5,700.00
A14.	6" Sewer Pipe (SDR 26)	LF	210	\$ 32.00	\$ 6,720.00	\$ 100.00	\$ 21,000.00	\$ 90.00	\$ 18,900.00
A15.	Site Erosion Control	LS	1	\$ 3,600.00	\$ 3,600.00	\$ 7,000.00	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID SCHEDULE A					\$ 454,020.00		\$ 554,600.00		\$ 1,347,170.00

BASE BID SCHEDULE B (No Walls Concept)				Bidders					
NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST
B1.	Additional Mobilization	LS	1	\$ 1,200.00	\$ 1,200.00	\$ 500.00	\$ 500.00	\$ 100.00	\$ 100.00
B2	Additional Demolition, Recycling and Off-haul of fill, AC Paving, Concrete, and other miscellaneous metals including Railing and top 2 feet of retaining Wall.	LS	1	\$ 22,500.00	\$ 22,500.00	\$ 9,000.00	\$ 9,000.00	\$ 13,000.00	\$ 13,000.00
B3	Additional Underpinning of the existing 1941 Building for	LF	50	\$ 550.00	\$ 27,500.00	\$ 640.00	\$ 32,000.00	\$ 1,400.00	\$ 70,000.00
B4	Remove and Recompect Existing Fill (to 95% Relative Compaction) Below Level 1 to 5 feet Elevation 184 to existing grade.	CY	400	\$ 24.50	\$ 9,800.00	\$ 40.00	\$ 16,000.00	\$ 28.00	\$ 11,200.00
B5	Additional Import of fill needed to replace the exported unsuitable material to restore existing grades.	CY	60	\$ 30.00	\$ 1,800.00	\$ 50.00	\$ 3,000.00	\$ 38.00	\$ 2,280.00
B6	Additional Shoring Systems for Deep Excavations and Backfill as needed to prevent sloughing adjacent to excavation and beneath 1941 building.	LS	1	\$ 65,000.00	\$ 65,000.00	\$ 1,500.00	\$ 1,500.00	\$ 67,000.00	\$ 67,000.00
B7	Additional Dewatering Systems for Deep Excavations and Backfill as needed to lower groundwater table to 5 foot below bottom of excavation per geotechnical report.	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 500.00	\$ 500.00	\$ 40,000.00	\$ 40,000.00
B8	Additional Site Erosion Control	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00
TOTAL BASE BID SCHEDULE B					\$ 137,300.00		\$ 63,000.00		\$ 203,780.00

BID SCHEDULE 1 (Walls Included Concept)									
NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST
1.1	Additional Mobilization	LS	1	\$ 6,200.00	\$ 6,200.00	\$ 4,000.00	\$ 4,000.00	\$ 120,000.00	\$ 120,000.00
1.2	Concrete Retaining Walls and Footings Type <u>S-A</u> , including water proofing, reinforcing strip and back drain system, cleanout installation, and temporary bracing	LF	<u>105</u>	\$ 650.00	\$ 68,250.00	\$ 1,100.00	\$ 115,500.00	\$ 2,200.00	\$ 231,000.00
1.3	Concrete Retaining Walls and Footings Type <u>S-B</u> , Or bidders may bid on Type S-B Alternate Cantilever	LF	20	\$ 1,600.00	\$ 32,000.00	\$ 1,750.00	\$ 35,000.00	\$ 2,500.00	\$ 50,000.00
1.4	Concrete Retaining Walls and Footings Type <u>S-C</u> , including	LF	41	\$ 2,300.00	\$ 94,300.00	\$ 1,850.00	\$ 75,850.00	\$ 3,200.00	\$ 131,200.00
1.5	Import of fill needed to fill from grade to pad elevations as shown on plan after wall installations. This item also	CY	<u>1500</u>	\$ 30.00	\$ 45,000.00	\$ 20.00	\$ 30,000.00	\$ 38.00	\$ 57,000.00
1.6	Pour 5-inch slab on grade at basement level to provide lateral support to walls prior to backfill behind retaining walls	SF	<u>3500</u>	\$ 12.60	\$ 44,100.00	\$ 25.00	\$ 87,500.00	\$ 30.00	\$ 105,000.00
1.7	Concrete Retaining Walls and Footings Type <u>S-D</u> , including water proofing, reinforcing strip, back drain system	LF	<u>20</u>	\$ 810.00	\$ 16,200.00	\$ 1,650.00	\$ 33,000.00	\$ 830.00	\$ 16,600.00
TOTAL BASE BID SCHEDULE 1					\$ 306,050.00		\$ 380,850.00		\$ 710,800.00

BID SCHEDULE 2 (Walls Included Concept)									
NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST
2.1	Additional Mobilization	LS	1	\$ 4,600.00	\$ 4,600.00	\$ 500.00	\$ 500.00	\$ 30,000.00	\$ 30,000.00
2.2	Additional Concrete Retaining Walls and Footings Type <u>S-B</u> Or bidders may bid on Type S-B Alternate Cantilever Option	LF	45	\$ 1,620.00	\$ 72,900.00	\$ 500.00	\$ 22,500.00	\$ 2,500.00	\$ 112,500.00
2.3	Additional Import of fill needed to fill from grade to pad	CY	250	\$ 30.00	\$ 7,500.00	\$ 35.00	\$ 8,750.00	\$ 38.00	\$ 9,500.00
2.4	Additional 5-inch slab on grade at basement level	SF	800	\$ 12.60	\$ 10,080.00	\$ 35.00	\$ 28,000.00	\$ 30.00	\$ 24,000.00
TOTAL BASE BID SCHEDULE 2					\$ 95,080.00		\$ 59,750.00		\$ 176,000.00
BIDDER'S GRAND TOTAL					\$ 992,450.00		\$ 1,058,200.00		\$ 2,437,750.00

MINERVA CONSTRUCTION, INC.
58 AQUAVSITA WAY, SAN FRANCISCO CA 94131
Ph: (415) 766 7474 Fax: (415) 840 0244



November 25, 2015

Town of Colma
1198 El Camino Real,
Daly City CA 94014

Re: Mass Grading and Site Improvements Project - Colma Town Hall

Mr. Dave Bishop:

This letter is hereby submitted as our firm's Bid Protest for the above referenced project. Specifically, we are protesting the current apparent low bid submitted by Farallon Company.

Farallon Company was required to list all Sub-contractors whom will perform work in an amount in excess of $\frac{1}{2}$ of 1 percent of the total bid as defined in Contract Documents 'Information for Bidders' Pg 5, item 10, and in accordance with California Public Contracting Code Section 4100.

The Contract Documents clearly indicate the performance of reinforcement steel work. All walls and footings contain rebar. This rebar is complex, including hair pins and form savers. Three separate Sub-contractors quoted this project (see exhibit A attached).

This work clearly falls within the craft jurisdiction for reinforcement steel work. Farallon Company did not list a Sub-contractor for the reinforcement steel portion of this contract. As Farallon Company does not hold a C-50 Reinforcing Steel License, this work cannot be self performed (ref. exhibit B attached CSLB document). The cost of this work is in the range of \$90,000 to \$155,000, as indicated in the attached quotations from Mission City Rebar, Rebar International, and Shepard Steel, which is 9.1%, 12.5% and 15.7% respectively of Farallon's bid amount. The maximum amount of work that could be performed without exceeding the $\frac{1}{2}$ % listing threshold would be \$4,962.

It should be noted that an employee working for Farallon Company who holds a C-50 license will not satisfy the listing requirement for the California Public Contracting Code Section 4100. The employee's license is not transferrable to the employer. The employee can, however, work as a Sub-contractor provided they perform less than $\frac{1}{2}$ of 1 percent of the work. If Contractors were allowed to simply hire an employee with a qualifying license after a bid, it would make the listing of Sub-contractors nearly meaningless by circumventing the Public Contracting Code. Also, per Code 4105, a Second Tier Sub-contractor to a currently listed Sub-contractor should not be an option.

A Specialized Waterproofing Sub-contractor is also required on this project. In Specification Section 07 13 00 1.5 C. it requires that the 'Installer has had a minimum of five years successful experience' and that the 'Install has been licensed or approved by sheet membrane waterproofing manufacturer, and certified by the manufacturer as having the necessary expertise to install the specified system'.

After much research we found a Sub-contractor meeting these requirements in Sure-Clean. Sure-Clean quoted this specialized water proofing system at \$136,870. It is our understanding that the Town specifically put these requirements in place and added a 10 year warranty to ensure the highest quality installion.

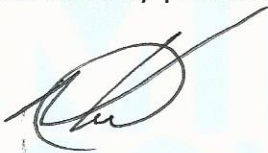
We formally request a Farallon experience statement and manufacturer's install license.

Not listing Sub-contractors at bid time and being allowed to add at a later date gives the Contractor an unfair advantage. It allows more time to source alternative and more cost effective methods than was possible in the time between addendum and bid day. With this in mind we would hope the Town hold the Contractors accountable to the California Public Contracting codes.

We respectfully request that the bid submitted by Farallon Company be determined nonresponsive, and that the bid submitted by Minerva Construction be determined the lowest responsible bid. Please do not hesitate to contact me at (415) 766-7474, should you have any questions regarding this matter.

Sincerely,

Noel Kearney | Minerva Construction



cc Minerva File

cc Town of Colma – Fax: 650 757 8890 (Dave Bishop)

cc Farallon Company – e-mail (Fernando Oliveira)

EXHIBIT A ①

EST #: L 015417

Page 1 of 1

542 McGraw Ave.
Livermore, CA 94551
Ph: (925) 449-6999
Fx: (925) 447-8797



400 Reed St #95
Santa Clara, CA 95050
Ph: (408) 727-6999
Fx: (408) 727-7051

State Lic. No. 273978

ESTIMATE PROPOSAL

JOB NAME: MASS GRADING PACKAGE COLMA TOWN HALL
ADDR:
CITY: DALY CITY, CA

SPECIFICALLY PER SHEETS DATED 10/23/2015
AX-100, AX-101
ADDEN.#: 1

SECTION: <None>

ESTIMATOR: JOHN GONZALES

BID DATE: 11/24/2015 TIME:10:00 AM

Type:	Conditions	
INCLUDE:	ELEVATOR PIT & LN 2 WALL IN ITEM #1.4. REINFORCING STEEL INSTALLED PER SHEETS DESCRIBED ABOVE.	
EXCLUDE:	COUPLERS. THREADED BARS. WELDING, PIPE PENETRATIONS, AND SHUT OFFS. REINFORCING WELDED TO MISCELLANEOUS IRON. BOND AND TEST FEES. HANDLING OF EXISTING REINFORCING. PROTECTION OF REINFORCING STEEL PER CAL/OSHA. SPECIAL INSURANCE PREMIUMS.	
CONDITION:	G.C. TO PROVIDE SUFFICIENT JOBSITE SHADE PER CAL/OSHA. MCR IS NOT RESPONSIBLE FOR COSTS, IMPACTS OR LIQUIDATED DAMAGES AS A RESULT OF MATERIAL SHORTAGES CAUSED BY FACTORS OR MARKET COND BEYOND OUR REASONABLE CONTROL AND/OR MATERIAL INCREASES EXCEEDING 5%. IF A WAIVER OF SUBROGRATION IS REQUIRED ADD 1% (\$250 MINIMUM). G.C. TO PROVIDE LINES, GRADES, TEMPLATES, DOWEL LAYOUT AND FIELD MEASUREMENTS. G.C. TO PROVIDE LANE CLOSURE AND TRAFFIC CONTROL AS NEEDED. SAFE AND DIRECT ACCESS REQUIRED WITHIN 50' OF WORK TO BE PERFORMED. BASED ON MINIMUM DIMENSIONS. RETENTION IS DUE THIRTY (30) DAYS AFTER COMPLETION OF OUR WORK. RETENTION IS EXCLUDED ON ALL CONTRACTS UNDER \$5,000.00. PROGRESS PAYMENTS DUE & PAYABLE THIRTY (30) DAYS AFTER RECEIPT OF INVOICE.	
#	ITEM	PRICING
01	SCH 1: BID #1.2-WALLS TYPE S-A	\$25,456.00
02	SCH 1: BID #1.3-WALLS TYPE S-B	\$7,595.00
03	SCH 1: BID #1.4-WALLS TYPE S-C	\$23,661.00
04	SCH 1: BID #1.6-5" SOG (3,500 SF)	\$10,427.00
05	SCH 1: BID #1.7-WALLS TYPE S-D	\$3,996.00
06	SCH 2: BID #2.2-WALLS TYPE S-B	\$16,478.00
07	SCH 2: BID #2.4-5" SOG (800 SF)	\$2,440.00

Please keep this form in a handy place.

* WE ARE BONDABLE *
* EQUAL OPPORTUNITY EMPLOYER *

* WE ARE A UNION COMPANY *
* WE QUALIFY AS AN MBE BUSINESS *

Public Works Contractor Registration Number 1000002302

Quotations are subject to change without notice. All sales, contracts, or
Agreements subject to strikes, accidents, or causes beyond the company's control.
Prices are good for thirty (30) days unless otherwise noted.



Shepard Steel Co., Inc.

REINFORCING STEEL CONTRACTORS

320 VICTORY AVE., SOUTH SAN FRANCISCO, CA 94080-6302

PHONE (650) 873-4040 * FAX (650) 873-8816 * LIC. #698120 C50 AB

CERTIFIED: PUC REGIONAL LOCAL BUSINESS & MICRO LOCAL BUSINESS ENTERPRISE #CMD101815796

CERTIFIED: STATE OF CALIFORNIA SMALL BUSINESS #1290880

CERTIFIED: DPW/DIR REG.# 1000000139

*** BID PROPOSAL ***

TO: Prospective Bidders	BID DATE: 11/24/15 10:00
PROJECT: Colma Town Hall Site Improvements	ADDENDUM NOTED: #1
REINFORCING STEEL INSTALLED PER DRAWING# AX-101 & Addendum #1 Sketches, Degenkolb	
BASE BID PRICE: SEE ATTACHMENT "A"	

We propose to supply and install all reinforcing steel for the above named project, except where noted. Price quoted includes tax. The following terms and conditions should be included on any forthcoming contract or purchase order:

Bid Good Through 12/31/15 .

- The quoted bid price (s) will be held firm through above date. In the event that this project is not completed by the date listed above, Shepard reserves the right to renegotiate any labor or material increases.
- Shepard Steel shall not be responsible for any delays resulting from material shortages and shall be compensated for increases in material prices occurring from date of bid submission to installation date.
- Shepard Steel shall be compensated for any acceleration in schedule resulting from manpower/material shortages.
- The general contractor is to provide all Layout, Lines, Grades, Elevations, Templates, and scaffolding in place. G.C. to provide Contract Drawings and specifications at no cost and free parking and crane service at jobsite.
- Bars through existing structures, anchor bolt ties and grout dowels are F.O.B. jobsite.
- Progress payments are due and payable as required by law or within 30 calendar days after presentation (which ever is less). Retention is due 30 calendar days after substantial completion of our work. Interest at the rate of 1.5% per month will be charged for monies held beyond this time period.
- RETENTION IS EXCLUDED FOR ALL CONTRACTS UNDER \$5,000.00.**
- Our limit for liability Insurance is \$5,000,000.00.
- Bid amounts listed herein reflect savings or credits from using OCIP INSURANCE if applicable.
- This proposal is based on a normal eight- hour day, five-day workweek.
- Payment for change orders approved by Contractor, shall not be dependent upon Contractor receiving payment from Owner. Also, payment for Change Order work shall be in accordance with item #6 above.
- Bid based on a maximum of _____ move-ins/deliveries. Add the sum of \$400.00 for each additional move-in/delivery.

SPECIFIC TERMS AND CONDITIONS REQUIRED BY THIS PROJECT:

1.	Assume 48 Bar Diameter Lap.
2.	Assume 5: SOG is #5 @ 12" e.w.
3.	

Continued on Page 2

Shepard Steel Co., Inc.

REINFORCING STEEL CONTRACTORS

320 VICTORY AVE., SOUTH SAN FRANCISCO, CA 94080-6305

PHONE (650) 873-4040 * FAX (650) 873-8816 * LIC. #698120

CERTIFIED: PUC REGIONAL LOCAL BUSINESS & MICRO LOCAL BUSINESS ENTERPRISE HRC #101515796

CERTIFIED: STATE OF CALIFORNIA SMALL BUSINESS # 1290880

CERTIFIED: DPW/DIR REG. #1000000139



ATTACHMENT A

#Colma Town Hall Site Improvement

November 24, 2015 10:00

Bid Item	Description	Total
1.2	Conc. Wall Type S-A 105'-0" L.F.	\$47,080.00
1.3	Conc. Wall Type S-B 20'-0" L.F.	\$18,880.00
1.4	Conc. Wall Type S-C 41'-0" L.F.	\$30,810.00
1.6	5" Slab On Grade 3,500 S.F.	\$14,090.00
1.7	Conc. Wall Type S-D 20'-0" L.F.	\$ 7,888.00
2.2	Conc. Wall Type S-B 45'-0" L.F.	\$33,540.00
2.4	5" Slab on Grade, 800 S.F.	\$ 3,690.00

All Bid Items Are Based on Addendum #1 Bid Forms Quantities.

CA LIC #983536
 CUCP DBE FIRM #41306
 CA PWC REG #1000026003



BID PROPOSAL
CONCRETE REINFORCING

PROJECT: MASS GRADING & SITE IMPROVEMENTS DATE: 11/24/2015
 TO: MINERVA CONSTRUCTION LOCATION: COLMA, CA
 ATTENTION: NOEL KEARNEY ESTIMATE NO: E2014.155
 PHONE: EST. CONTACT: JUSTYN SCHOLZE
 FAX: EST. PHONE: 415.305.6091

WE ARE SUBMITTING FOR YOUR CONSIDERATION, THE FOLLOWING BID FOR THE **FURNISH & INSTALLATION** OF THE REINFORCING STEEL ON THE ABOVE REFERENCED PROJECT. WE PROPOSE TO INSTALL **REINFORCING STEEL** IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS INsofar AS THEY APPLY TO THE SCOPE OF WORK BEING QUOTED. THIS PROPOSAL IS NOT SUBJECT TO UPWARD OR DOWNWARD REVISION BY APPLICATION OF ANY ESCALATOR OR DE-ESCALATOR.

REBAR INTERNATIONAL RESERVES THE RIGHT TO RENEGOTIATE PRICE INCREASES FOR ANY MATERIAL SHIPMENTS AND OR PLACING AFTER 3/31/2016.

<u>BID ITEM</u>	<u>BID ITEM</u>	<u>UoM</u>	<u>EST QTY</u>	<u>COST/UNIT</u>	<u>TOTAL</u>
	BAR REINF. (RET WALL & FOOTING)	1	1	\$ 124,000.00	\$ 124,000.00
GRAND TOTAL					\$ 124,000.00

NOTES:

APPROXIMATE PRICES ARE BASED ON A TOTAL OF LUMP SUM AND/OR UNIT PRICED ITEMS PER ATTACHED SHEET. WE RESERVE THE RIGHT TO MODIFY/NEGOTIATE AMENDMENTS TO ANY CUSTOMER ISSUED FORMS OF AGREEMENT AS REQUIRED TO PROPERLY DESCRIBE SCOPE OF WORK, PRICING, AND MUTUALLY AGREED TERMS AND CONDITIONS. NO BACK-CHARGES WILL BE ACCEPTED WITHOUT PRIOR WRITTEN AGREEMENT.

SPECIFIC NOTES & INCLUSIONS:

1. PRICE BASED ON ADDENDUM #1 DRAWINGS (ONLY)

SPECIFIC EXCLUSIONS:

1. INSTALLATION OF FEMALE-END FORMSAVERS
2. HOISTING
3. CURBS, GUTTERS, AND STAIRS

STANDARD CONDITIONS OF BID:

1. PROPOSAL IS BASED ON A 5 DAY 40 HOUR WORKWEEK PER EMPLOYEE. WORKWEEK IS MONDAY - FRIDAY 6:00AM - 5:00PM.
2. MATERIAL IS TO BE DETAILED, LISTED, FABRICATED, BUNDLED, AND SHIPPED PER THE RECOMMENDATIONS IN THE CRSI, AND SHALL COINCIDE WITH THE CONCRETE POUR JOINTS SUPPLIED BY CONTRACTOR.
3. TERMS: NET CASH 30 DAYS. 1 1/2% LATE FEE PER MONTH AFTER 30 DAYS.
4. PRICE IS FIRM FOR 30 DAYS FROM DATE OF PROPOSAL.
5. PRICES IF SEPARATE ARE NOT FOR SEPARATE ACCEPTANCE.
6. PRICE INCLUDES A 1-HOUR MAXIMUM FOR PRE-EMPLOYMENT SAFETY AND ORIENTATION.

DRAWINGS & SPECS:

DATED:
 DESCRIPTION: AS SHOWN ON REVISED PLAN (BID ADDENDA #1 DATED 11.17.2015)
 SPECIFICATION:
 ENGINEER:

STANDARD EXCLUSIONS:

C-50 - Reinforcing Steel Contractor

California Code of Regulations

Title 16, Division 8, Article 3. Classifications

A reinforcing steel contractor fabricates, places and ties steel mesh or steel reinforcing bars (rods), of any profile, perimeter, or cross-section, that are or may be used to reinforce concrete structures.

Authority cited: Sections 7008 and 7059, Reference: Sections 7058 and 7059 (Business and Professions Code)



FARALLON

C O M P A N Y

C.S.L. #512844



EXHIBIT "D"

Can you build it?...We can build it!

P.O. Box 848 Novato CA 94948 Phone # (415) 892-7760 FAX # (415) 892-6871

December 1, 2015

Public Works Department
Town of Colma
1198 El Camino Real
Colma, CA 94014

To Whom It May Concern:

Farallon Company has 30 years experience performing all phases of structural concrete construction and water proofing for residential, commercial and public works applications, by our, in house construction crew. Farallon Company has never experienced a project that required a specific sub-contractor to perform rebar or water proofing construction. We did not interpret the project plan documents or specifications to require specific license qualifications, other than the A Contractor's License that Farallon Company holds, to perform the rebar or the water proofing on this project.

I did some research on the Certification of the water proofing product that we always use for these applications, Paraseal, Manufactured by Tremco Commercial Sealants and Waterproofing, 3735 Green Rd., Beachwood, OH 44122. I verified with the factory representative for the Northern California Area, Richard Blach, phone #925-989-2490, that the company does not certify installers of their product, or certify installation of their product on a project. He stated that he does pre-construction job site meetings to educate on the installation process. He also stated that plans will occasionally require a special inspection to certify proper installation. In all of my experience installing this product, I have never had problem with product failure, or that the waterproofing required a certification from a special inspector.

The rebar in structural concrete routinely requires a special inspection certification, which we always complete without. problems. Farallon Company will complete the building of this project per California State Law, per Project plans and specifications.

Sincerely,

Fernando Oliveira
President
Farallon Company



BBK
BEST BEST & KRIEGER
 ATTORNEYS AT LAW

Memorandum

To: Brad Donohue, Director of Public Works **File No.:** 25977.00130
 Town of Colma
From: Tyree K. Dorward
Date: December 3, 2015
Re: Bid Protest on Mass Grading and Site Improvements Project - Colma Town Hall

Pursuant to the Town of Colma's ("Colma") request, we reviewed the bid protest dated November 25, 2015, submitted to Colma by Minerva Construction, Inc. ("Minerva") protesting the apparent low bid submitted by the Farallon Company ("Farallon") for the Mass Grading and Site Improvements project ("Project"), as well as the November 30, 2015 response submitted by Farallon. After review of the bid protest and the response, we believe that Minerva's bid protest is without merit and can accordingly be rejected by Colma.

In its protest, Minerva alleges that Farallon's bid is non-responsive for two reasons:

1. Farallon does not hold a C-50 specialty contractor's license for reinforcing steel work and did not list a subcontractor to perform such work.
2. Farallon does not did not list a subcontractor to perform certain waterproofing work.

We understand Farallon holds "A" and "B" contractor's licenses. However, Minerva appears to allege that since Farallon does not possess the specialty license for the steel work and does not list a licensed subcontractor for either the steel work or specialty waterproofing work, Farallon's bid is non-responsive. Farallon responded to these allegations by simply stating that it possessed the appropriate licenses to complete all such work and would be self-performing the work in question.¹ Most importantly, Farallon confirmed that it would complete the Project in accordance with applicable California law and the requirements of the plans and specifications.

In reviewing each of the issues raised by Minerva, first we address the licensing issue. Pursuant to California Code of Regulations § 834(a), a contractor holding an "A" license can contract to perform all or any part of a project that falls under the "A" classification, as defined in Business & Professions Code § 7056, which states:

¹ Farallon also confirmed that it would provide the waterproofing installation in accordance with the requirements of the bid documents and had many years of experience installing the waterproofing product at issue.
 25977.00130\22309289.1

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ATTORNEYS AT LAW

A general engineering contractor is a contractor whose principal contracting business is in connection with fixed works requiring specialized engineering knowledge and skill, including the following divisions or subjects...excavating, grading, trenching, paving and surfacing work and cement and concrete works...

In other words, an “A” contractor can contract to build a public work such as the Project if the work is part of a “fixed work” requiring specialized engineering knowledge and skill including but not limited to the projects encompassed under the non-exhaustive list in § 7056. Further, the California Attorney General has opined that “the holder of a general contractor’s license may accept a contract covering only one particular field of endeavor, and he need not secure an additional supplemental specialty classification covering a particular field, and he may do the entire work himself if he desires.” *See Oddo v. Hedde*, (1950)) 101 Cal. App. 2d 375 (citing 3 Ops.Cal.Atty.Gen. 311.) Here, the Project clearly includes the grading and site preparation type of work contemplated by the “fixed work” definition applicable to “A” license holders.

As to the waterproofing issue, Farallon’s response confirms it can and will provide the waterproofing installation work in accordance with the plans and specifications and California law. Moreover, Farallon appears to have ample experience performing such work in the past in accordance with California law. Thus, Minerva cannot and does not cite any legal authority that establishes that Farallon cannot self-perform the work as it has stated in its bid.

In addition, under California law, Colma has substantial discretion to waive minor irregularities and/or deviations in the bids. (*MCM Construction v. City and County of San Francisco* (1998) 66 Cal.App.4th 359, 374.) As stated by the *MCM* court, ultimately in determining responsiveness, bids

...must be evaluated from a practical rather than a hypothetical standpoint, with reference to the factual circumstances of the case. They must also be viewed in light of the public interest, rather than the private interest of a disappointed bidder. 'It certainly would amount to a disservice to the public if a losing bidder were to be permitted to comb through the bid proposal or license application of the low bidder after the fact, [and] cancel the low bid on minor technicalities, with the hope of securing acceptance of his, a higher bid. Such construction would be adverse to the best interests of the public and contrary to public policy.' [Citations omitted.] (*Id.* at 375.)

Colma is only compelled to reject a bid as non-responsive where the irregularity/deviation impacts the bid price, and/or would otherwise provide the bidder an

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unfair competitive advantage, such as a mistake that would allow the bidder to withdraw its bid without forfeiting its bid bond. (*See Menefee v. County of Fresno*, (1985) 163 Cal.App.3d 1175.)

Here, Minerva's bid protest fails to identify any material deviation and/or competitive bid advantage. Furthermore, Farallon's response confirms that its bid is responsive and that it can complete the work in accordance with California law. Therefore, to the extent that Minerva's allegations even identify any deviation, such deviation(s) does not impact Farallon's bid price or otherwise provide Farallon with an impermissible competitive advantage. Thus, such deviation(s) may be waived and Minerva's bid protest may be rejected as without merit.

Accordingly, we believe Colma may proceed with formally rejecting Minerva's bid protest and awarding the Project contract to the apparent low bidder, Farallon. In addition, we recommend Colma provide a copy of this memorandum to Minerva to provide notice of Colma's intent to formally reject Minerva's bid protest at the next board meeting.

Should you have any additional questions regarding the foregoing, please do not hesitate to contact me.

Tyree K. Dorward
of BEST BEST & KRIEGER LLP





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Sean Rabé, City Manager
 MEETING DATE: December 9, 2015
 SUBJECT: Council of Cities and City Selection Committee

RECOMMENDATION

Staff recommends that the City Council adopt the following motion:

MOTION CONFIRMING DESIGNATION OF THE MAYOR AS THE VOTING MEMBER FOR
 THE COUNCIL OF CITIES, DESIGNATING AN ALTERNATE VOTING MEMBER, AND
 GIVING THE VOTING MEMBER DISCRETION ON ANY AND ALL MATTERS TO BE
 CONSIDERED

EXECUTIVE SUMMARY

The San Mateo Council of Cities will meet on December 18, 2015 to elect its officers, to make appointments to certain Regional Boards, and to conduct other business. According to the Council's bylaws, all Council Members from a city are participating members of the Council of Cities, but only the Mayor, or the Mayor's alternate, is a voting member. By practice, the Mayors of each city are members of the City Selection Committee, which has been delegated the authority to make appointments to certain Regional Boards.

This motion will confirm the designation of the Mayor as the voting member of the Council of Cities and its City Selection Committee, designate an alternate to the Mayor, and grant the voting member discretion in voting on any and all matters.

FISCAL IMPACT

This action has no fiscal impact.

BACKGROUND

The Town of Colma City Council is a participant in the San Mateo County Council of Cities and the City Selection Committee. The Council of Cities meets once per month to discuss items of interest to the region and provide networking opportunities for elected officials from the cities of San Mateo County. The members of the San Mateo County Council of Cities are all of the elected officials from the cities in the County, as well as the Board of Supervisors of San Mateo County.

The City Selection Committee meets several times per year, usually immediately before a Council of Cities business meeting, and elects representatives from among the group of interested elected officials to serve on County-wide committees and boards, such as the San Mateo County Transportation Authority (SMCTA), and the Bay Area Air Quality Management District Board. Only one designated representative from each city is on the City Selection Committee, usually the Mayor. The City Selection Committee meets for the sole purpose of voting for the elected officials who will serve on County-wide committees and to elect the officers to the Council of Cities for the upcoming year.

ANALYSIS

The bylaws of the San Mateo Council of Cities provides that each Council Member is a participating member of the Council, that each city shall have one vote, and that the Mayor, or an alternate designated by the city, is the voting member for that city.

The proposed motion would confirm the designation of the Mayor as the Town's voting representative to the City Selection Committee and would appoint an alternate as voting member in case of the Mayor's absence.

The proposed motion would also confirm that the voting member has the discretion to vote on any matter before the Council of Cities. The voting member may seek and hear input and opinions of fellow Council members, but is not bound to vote in accordance with any instructions from fellow council members. Attached to this staff report for discussion are a list of the vacant assignments and positions.

Council Adopted Values

This recommendation is consistent with the *Vision* category from the Council's adopted values from the Values-Based Code of Conduct. The Mayor will vote to select committee members and board representatives that may have a direct impact on regional issues that are of interest to the Town of Colma.

Alternative

The alternative to giving the Mayor discretion to vote at the City Selection Committee meeting is to require the Mayor to vote in a manner consistent with the directions of the City Council. While this alternative is technically feasible, it is not a workable alternative when there are several potential candidates or issues to be voted on. The more candidates or issues there are to be voted on, the more complicated and unworkable this alternative becomes.

CONCLUSION

Staff recommends that the City Council adopt the proposed motion.

ATTACHMENTS

- A. List of Commission/Committee vacancies
- B. Letters of Interest
- C. Proxy Designation Form

City Selection Committee Meeting
December 18, 2015

Commission/Committee	Vacancies	Seeking Appointment/Reappointment
Bay Area Air Quality Management District (BAAQMD) COMPENSATED	1 seat available that will represent All Cities	1. David Canepa, Daly City
Housing Endowment and Regional Trust (HEART) NOT COMPENSATED	2 seat available that will represent All Cities, except Daly City	1. Rick Bonilla, San Mateo
San Mateo County Transportation Authority (SMCTA) COMPENSATED	1 seat available that will represent Northern Cities	1. David Canepa, Daly City
San Mateo County Transportation Authority (SMCTA) COMPENSATED	1 seat available that will represent Central Cities	1. Maureen Freschet, San Mateo
San Mateo County Transportation Authority (SMCTA) COMPENSATED	1 seat available that will represent All Cities	1.

San Mateo County Council of Cities 2015 Officers	Vacancies	Seeking Appointment/Reappointment
Chairperson	1 seat	1.
Vice Chairperson	1 seat	1.



OFFICE OF THE CITY COUNCIL



330 West 20th Avenue
San Mateo, California 94403-1338
Telephone (650) 522-7048
FAX: (650) 522-7041
www.cityofsanmateo.org

December 1, 2015

Re: Appointment to HEART Board of Directors

Dear Honorable Mayor and City Council Colleagues,

I write to request your consideration and support for appointment to the HEART Board of Directors.

As a community activist and deeply involved volunteer for many years in San Mateo, I am very interested in affordable housing. Since my appointment by the San Mateo City Council to the Bay Meadows and Transportation Corridor Citizens Advisory Committee in 2001, I have been working to create a mix of housing opportunities that allow for residents of different income levels to become part of San Mateo.

My City Council External Agency assignments include ABAG, C/CAG CMEQ Committee, HOPE, Commute.org, and the SBWMA . These assignments put me at the intersection of transportation planning, County traffic congestion relief, homelessness, and waste collection and diversion.

With my experience on the City's Public Works and Planning Commissions and my background in construction, I believe I have the right mix of experience to be an active member of this board as we strive to meet one of the most pressing needs in San Mateo County today.

I am proud of the excellent work my fellow Councilmember and former Mayor Jack Matthews has done representing San Mateo on the HEART Board over many years. I would be deeply honored by your appointment to succeed him on the HEART Board of Directors. Please feel free to call me at (650) 430-9171 or email me at rbonilla@cityofsanmateo.org if you would like to discuss my candidacy.

I sincerely appreciate your support.

Rick Bonilla
City of San Mateo Council Member



CITY COUNCIL

RAYMOND A. BUENAVENTURA
DAVID J. CANEPA
JUDITH A. CHRISTENSEN
MICHAEL P. GUINGONA
SAL TORRES

PATRICIA E. MARTEL
CITY MANAGER

K. ANNETTE HIPONA
CITY CLERK

DANCA M. HALVORSON
CITY TREASURER

PHONE (650) 991-8008



OFFICE OF THE CITY COUNCIL
CITY OF DALY CITY

333 – 90TH STREET
DALY CITY, CA 94015-1895

November 19, 2015

RE: City Selection Committee Appointment to Bay Area Air Quality Management District (BAAQMD)

Dear Honorable Mayor and City Council Members:

I write to request your consideration and support for my reappointment as the San Mateo County representative to the Bay Area Air Quality Management District Board of Directors. It has been an honor and privilege to serve the residents of San Mateo County on the Air District Board for the last year.

During those 12 months, I have worked diligently to represent the collective interest of San Mateo County cities and our residents to address the growth of harmful vehicular emissions and other industrial pollutants. Managing air quality in this region is of significant importance to me, and I know to each of you. The ever-increasing population in our region has a direct impact on traffic growth and congestion which contributes to increased harmful emissions. Thus, I have been committed to ensuring the effective alignment of air quality improvement goals and strategies to reduce harmful emissions.

Among the accomplishments during the past year that the BAAQMD Board and I are proud to share are the following:

- Allocated \$14M to accelerate electric vehicle fleet incentives, including the purchase of new plug-in electric heavy-duty vehicles and electric buses, neighborhood electric vehicles and electric motorcycles, and expansion of the Bay Area's network of electric charging stations at workplaces, multi-family developments, and key public locations. Of course, the Air District is committed to encouraging electric vehicle adoption by public agencies and developing a regional network of charging stations where the electric vehicle users can conveniently recharge, making electric vehicles a viable fleet option.
- Authorized \$20M to support the CalTrain electrification project which aims to reduce the impact of this important regional transportation system to zero emissions along the 51 mile corridor between San Francisco and San Jose. The Air District's funding contribution toward this \$1.53B project is made possible through the Mobile Source Incentive Fund, which is collected from a \$2 fee on motor vehicles registered in the Bay Area.

RE: City Selection Committee Appointment to Bay Area Air Quality Management District (BAAQMD)
November 19, 2015
Page 2 of 2

- Developed and approved a Climate Strategy to achieve a 20% reduction in harmful greenhouse gasses.
- Established a Regional Bike Sharing Program that will encourage the use of bicycles as an alternative form of transportation by making bicycles readily accessible to potential riders.

These and other efforts that the Air District Board will undertake in the coming year offer the potential for many improved air quality benefits to San Mateo County cities. I am deeply committed to being our regional voice on the Air District Board and ensuring that San Mateo County and its cities are the recipients of an equitable allocation of funds for projects that benefit our residents.

Thank you in advance for your kind consideration of my reappointment to the Bay Area Air Quality Management District Board of Directors. You have my ongoing commitment to protect the public's health, to enhance air quality in our region and to address global climate change by encouraging additional activities to reduce harmful greenhouse gasses in the Bay Area.

Sincerely,

A handwritten signature in cursive script that reads "David J. Canepa". The signature is written in black ink and is positioned above the printed name.

David J. Canepa
Councilmember

CITY COUNCIL

RAYMOND A. BUENAVENTURA
DAVID J. CANEPA
JUDITH A. CHRISTENSEN
MICHAEL P. GUINGONA
SAL TORRES



OFFICE OF THE CITY COUNCIL
CITY OF DALY CITY

333 – 90TH STREET
DALY CITY, CA 94015-1895

PATRICIA E. MARTEL
CITY MANAGER

K. ANNETTE HIPONA
CITY CLERK

DANCA M. HALVORSON
CITY TREASURER

PHONE (650) 991-8008

November 19, 2015

RE: Appointment to the San Mateo County Transportation Authority

Dear Honorable Mayor and City Council Members:

I write to request your consideration and support for my reappointment to the San Mateo County Transportation Authority (TA) as the North County representative. Since my appointment to the TA in March of 2013, it has been my honor to work diligently on behalf of the cities throughout San Mateo County. Much has been accomplished for the benefit of your city and it would be a sincere privilege to continue to serve you for the next two years.

During my tenure as a TA Board member, I have worked collaboratively with the entire Board to ensure that funds continue to be allocated broadly for transportation initiatives that provide the greatest impact for our collective constituents, including shuttle services, railroad/grade separation projects, and bicycle/pedestrian projects. Additionally, I continue to fully support funding to maintain CalTrain as a reliable and convenient regional public transportation system that also helps to alleviate traffic congestion on our already over-burdened freeway corridors.

Among the many accomplishments that my colleagues on the TA Board and I are proud to highlight are:

- Adopted guiding principles for funding of grade separation projects, which provided significant support to cities that have openly expressed interest in proceeding with much-needed projects including South San Francisco, San Bruno, Millbrae, Burlingame, San Mateo, Redwood City, Menlo Park, Atherton and East Palo Alto.
- Adopted a new five-year strategic plan that streamlined and clarified the protocol by which local entities can apply for funding during the TA Call for Projects process.
- Broke ground on a \$72M project to reconstruct the Hwy 101/Broadway interchange, the most needed project along this important transportation corridor.
- Allocated \$750,000 for Menlo Park to study much-needed grade separation alternatives on Ravenswood Avenue.
- Allocated \$5M to support a community shuttle program in partnership with SamTrans and Commute.org.
- Approved and allocated \$5M for twenty-three bicycle/pedestrian projects across the County.
- Led the support for allocating \$108M toward highway projects around the County, including major freeway interchanges on Hwy 101 at Woodside Road, Willow Road, Holly Street, and Hwy 92 at El Camino Real, as well as the study of future congestion relief projects along the Hwy 101 corridor.

RE: Appointment to the San Mateo County Transportation Authority
November 19, 2015
Page 2 of 2

- Approved a \$64M budget in June of this year that included funds for local streets and roads, major highway improvements, congestion relief projects and bicycle/pedestrian projects countywide.
- Urged support for a \$49M allocation of TA funds to South San Francisco for a \$59M project providing safety improvements at the CalTrain Station and to build a new pedestrian underpass connecting the east side of the City with its burgeoning downtown.

All of these projects have resulted in measurable improvement to the streets and highway corridors that serve residents throughout San Mateo County. With your support, I will continue to be a champion of allocating funds for important transportation safety and improvement projects benefitting all of the county's cities.

It would be an honor to continue as your representative on the Transportation Authority Board, and I will continue to work diligently for an equitable distribution of funds that benefit all of our residents.

Your positive consideration and support of my reappointment at the City Selection Committee meeting in December is very much appreciated.

Sincerely,

A handwritten signature in cursive script, reading "David J. Canepa".

David J. Canepa
Councilmember



November 9, 2015

Re: Appointment to the San Mateo County Transportation Authority

Dear Honorable Mayor and City Council Colleagues,

I am deeply gratified for the widespread encouragement I have received to pursue the vacant seat on the San Mateo County Transportation Authority representing the Central Judicial Cities. I am excited at the prospect of representing you and serving the citizens of San Mateo County on this important body dealing with the pressing issue of our time. With your support, I will enthusiastically commit myself to addressing our shared challenges and seeking long-range solutions that will benefit all of our communities and make San Mateo County a transportation model for the Bay Area.

My tenure on the Planning Commission and City Council and as Mayor of San Mateo this year have been marked by a compelling interest in the causes of the strangling traffic congestion and the dramatic impacts such congestion is having on commerce, the environment, and the quality of life we enjoy on the Peninsula and on our Coast. Having just spent weeks going door-to-door during a successful reelection campaign, I am acutely aware that traffic congestion is a primary concern of our residents. While San Mateo sits at the crossroads of our major highways, and feels the impacts keenly, this is clearly a regional issue affecting all of us, and requires regional solutions. I am very eager to be actively engaged in that process.

I am fortunate that my recent professional retirement permits me to devote the necessary time to this significant role, and I welcome the opportunity to participate in the critical work of the TA including reductions in commute corridor congestion, programs to meet the mobility needs of our disabled communities, providing mobility alternatives that will help reduce single occupant vehicle usage, improving mass transit and expanding bicycle and pedestrian access throughout our County.

My work on numerous local and County-wide initiatives, including affordable housing and other difficult issues of the day, has demonstrated my effectiveness as a consensus builder and someone who works collaboratively with an inclusive approach that considers all of the stakeholders. While a Planning Commissioner, I reviewed and recommended approval of key elements of the San Mateo Rail Corridor Transit Oriented Development Plan. That plan centers around the need for effective rail service in San Mateo County. My service on the Grand Boulevard Initiative is a parallel effort to successfully work together as a regional body to develop and implement strategies for the revitalization of the El Camino Corridor and the sustainability of the surrounding communities. These activities have at their heart the essential need to expand and enhance our transportation network.

Re: Appointment to the San Mateo County Transportation Authority

November 9, 2015

Page 2

The City of San Mateo is grateful to the SMCTA for the numerous improvements and upgrades they have spearheaded to benefit our County. We have been well served by Terry Nagel from Burlingame for the past five years, and I would be deeply honored by your appointment to succeed her in the Central Cities seat on the Transportation Authority Board. Please feel free to call me at (650) 520-3070 or email me at mfreschet@cityofsanmateo.org if you would like to discuss my candidacy.

I sincerely appreciate your support.

A handwritten signature in cursive script that reads "Maureen Freschet".

Maureen Freschet
Mayor of San Mateo

***SAN MATEO COUNTY
CITY SELECTION
COMMITTEE***

*Elizabeth Lewis, Chairperson
Marie Chuang, Vice Chairperson*

*Sukhmani Purewal, City Selection Secretary
400 County Center
Redwood City, CA 94063
(650) 363-1802*

TO: Sukhmani Purewal, Secretary
City Selection Committee

SUBJECT: Alternate to the City Selection Committee

I _____, Mayor of the City/Town of _____,
hereby appoint Councilmember _____, to serve as my
alternate to the City Selection Committee meeting(s).

In the absence of my appointee, I then appoint: **(Please choose one)**

_____ Councilmember _____ to represent me

_____ Vice-Mayor and each Councilmember in order of seniority

(You must check only ONE of the following options)

My alternate is to serve for the:

_____ meeting only
_____ Date

_____ duration of my term of office as Mayor

_____ I do not choose to appoint an alternate

Signature of Mayor Date

Please return to:

Sukhmani Purewal, Secretary
City Selection Committee
Hall of Justice, 400 County Center / CMO 105
Redwood City, CA 94063

Or Fax to 650 363-1916 or bring to the meeting

If you should have any questions please do not hesitate to call me (650) 363-1802





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Caitlin Corley, City Clerk
VIA: Sean Rabé, City Manager
MEETING DATE: December 9, 2015
SUBJECT: City Council Committee Assignments for 2016

RECOMMENDATION

Staff recommends that the City Council determine the Council Member Committee Assignments for 2016, and adopt the following motion:

MOTION APPROVING COMMITTEE ASSIGNMENTS FOR 2016 AND GRANTING TO THE APPOINTEE DISCRETION IN VOTING ON MATTERS BROUGHT BEFORE THE COMMITTEE.

EXECUTIVE SUMMARY

In addition to their primary role as Elected Officials of the Town of Colma, the City Council Members serve on a variety of committees that involve the direct participation of its members in a host of local and regional issues and organizations. It is the Town's practice for the Council to review and modify committee assignments when a new Mayor is selected.

FISCAL IMPACT

This action has no fiscal impact.

BACKGROUND

After the Reorganization of the City Council, Council Members review the committee assignments of the previous term and consider changes. Attached is a worksheet showing the current committee assignments, approved by the City Council on December 10, 2014.

CONCLUSION

Staff recommends that the City Council determine the Council Member Committee Assignments for 2016, adopt a motion approving Committee Assignments for 2016 and grant to the appointee discretion on voting matters brought before the committee.

ATTACHMENTS

A. Council Committee Assignments 2015 Worksheet



City Council Committee Assignments for 2016

Committee Name	2015 Primary	2015 Secondary	2016 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		
Closing the Jobs/Housing Gaps Task Force (MEETS 4 TH WEDNESDAY, 7AM AT THE SAN MATEO COUNTY DEPARTMENT OF HOUSING)	Fiscaro			
Point of Contact for the San Mateo County Energy Strategy Program (NO MEETINGS SCHEDULED AT THIS TIME)	Fiscaro			

These positions are not compensated.





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Christopher J. Diaz, City Attorney
VIA: Sean Rabé, City Manager
MEETING DATE: December 9, 2015
SUBJECT: Marijuana Cultivation Ordinance

RECOMMENDATION

Staff recommends that the City Council introduce the following ordinance:

AN ORDINANCE AMENDING SECTIONS 5.01.080 AND 5.03.350 OF THE COLMA MUNICIPAL CODE, TO PROHIBIT MARIJUANA CULTIVATION, PURSUANT TO CEQA GUIDELINE 15061(b)(3)

EXECUTIVE SUMMARY

The proposed ordinance would amend the Town's Municipal Code to prohibit medical marijuana manufacturers, cultivation and delivery services. In addition, it would amend the definitions within Section 5.01.080 to more closely track the language used by the legislature in the recently passed legislation known as the Medical Marijuana Regulation and Safety Act.

FISCAL IMPACT

The proposed ordinance will have no fiscal impact on the Town as it concerns general policy and procedure making of which no financial gain or loss would flow to the Town.

BACKGROUND

As you know, the Town currently prohibits medical marijuana dispensaries from operating in the Town. Further, earlier this year, the City Council adopted a moratorium preventing medical marijuana growing, cultivation, and processing operations from establishing in the Town. This moratorium is set to expire in April of 2016.

The State Legislature recently passed three bills regarding medical marijuana, otherwise known as the Medical Marijuana Regulation and Safety Act. These three bills, Assembly Bill 243, 266, and Senate Bill 643, allow cities to regulate medical marijuana through local land use control. The Act also establishes various agencies and safety efforts at the State level to address the impending likely legalization of marijuana in California.

In order to ensure the Town has regulations in place regarding marijuana growing, cultivation, and processing operations, and in light of the newly enacted Medical Marijuana Regulation and Safety Act, the City Attorney's office has prepared an ordinance to broaden the Town's approach to medical marijuana uses that will not only prohibit marijuana dispensaries, but also marijuana manufacturing, cultivation, distribution, and delivery services.

ANALYSIS

The Town's Municipal Code currently bans medical marijuana dispensaries. In addition, pursuant to the Town's adoption of its moratorium earlier this year, medical marijuana growing, cultivation, and processing operations are prohibited from establishing in the Town. This moratorium, however, is set to expire in April of 2016. Further, many anticipate that marijuana use will be legalized in California based on the many pending propositions that have qualified for the general election to be held in November of 2016.

The California legislature recently adopted the Medical Marijuana Regulation and Safety Act. The Act establishes, at the state level, certain state agencies that will be tasked with regulating marijuana. Although the Act is primarily focused on establishing state-wide controls over marijuana, it more importantly explicitly recognizes the rights of cities to regulate and ban cultivation, transportation, and distribution of medical marijuana.

First, the Act confirms that cities have the right to exercise local land use control to ban or prohibit medical marijuana dispensaries. This right was first recognized by the California Supreme Court in 2013 in *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.* (2013) 56 Cal. 4th 729. In addition to confirming the rights of cities to ban and prohibit medical marijuana dispensaries, the Act also recognizes the rights of cities to regulate or ban the cultivation and distribution of medical marijuana. This right had been recognized by the California Court of Appeal in *Maral v. City of Live Oak* (2013) 221 Cal.App.4th 975. However, as this case was not a California Supreme Court case, it was not controlling legal authority state-wide.

Although the Act allows municipalities to ban dispensaries, and ban cultivation, manufacturing, transportation, and distribution of marijuana within their jurisdictions, it requires that cities adopt an ordinance to this effect. The Act provides that if a City has not adopted such an ordinance by March 1, 2016, then cultivation in that City will be subject only to state law on this issue.¹ Thus, if a proposed marijuana cultivation operation seeks to operate in the Town after March 1, 2016, and the Town has not adopted an ordinance on this issue prior to this date, a proposed cultivation operation need only obtain state approval to operate in the Town.

In an effort to address cultivation issues prior to March 1, 2016, the City Attorney's Office is bringing forth an ordinance that would effectively prohibit not only marijuana dispensaries, but also marijuana manufacturing, cultivation and delivery services. In particular, the proposed ordinance would:

- Include a new expanded definition for cannabis that more closely tracks the definition of cannabis used in the Act.

¹ It is possible that this deadline provision will be repealed and allow for cities to regulate cultivation operations at any time.

- Includes new definitions for dispensary, manufacturer, cultivation, and delivery. Again, these definitions are added to more closely track the definitions used in the Act, as well as to expand the types of uses prohibited in the Town's Municipal Code.
- The previous prohibition on medical marijuana dispensaries has now been expanded to include not only a prohibition on dispensary operations, but also a prohibition on any marijuana manufacturing, cultivation, and delivery within the Town.

The cultivation, transportation, and distribution of marijuana can create problems relating to public health, public safety, crime, water quality, air quality, and excess energy consumption. Marijuana uses can create nuisance activity such as loitering and criminal activity in business and residential districts. Cultivation can create odor concerns, cause excess energy use, create water quality concerns, and impair building maintenance and safety. For example, the increased moisture necessary to grow indoors can create excessive mold growth and structural damage. Additionally, the equipment utilized to grow indoors can pose a risk of fire and electrical hazards due to dangerous electrical alterations and uses. Further, inadequate ventilation combined with the use of pesticides and fertilizers in an enclosed space can lead to chemical contamination within structures.

It is worth noting that some cities are allowing limited cultivation in the following forms:

- Outdoor cultivation in residential areas with limited numbers of plants and owner authorization if a tenant resides on the property, so long as plants are enclosed, screened, and five feet from the property line;
- Indoor cultivation only with no outdoor cultivation with the issuance of a conditional use permit.

Alternatives

The City Council could choose not to introduce the ordinance or could seek changes to the ordinance to allow limited cultivation in the Town. Doing nothing, however, is not recommended as the State will have regulatory control over cultivation and delivery operations starting March 1, 2016 if no action is taken. This would mean that the Town may have limited rights to oppose any such operations in the Town after this date.

CONCLUSION

Staff recommends the City Council introduce and adopt the ordinance.

ATTACHMENTS

- A. Ordinance



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

**AN ORDINANCE AMENDING SECTIONS 5.01.080 AND 5.03.350 OF THE
 COLMA MUNICIPAL CODE, TO PROHIBIT MARIJUANA CULTIVATION
 PURSUANT TO CEQA GUIDELINE 15016(b)(3)**

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

ARTICLE 1. RECITALS.¹

- (a) In 1996, the voters of the State of California approved Proposition 215 (codified as Health & Safety Code Section 11362.5 et seq. and entitled "The Compassionate Use Act of 1996"); and
- (b) The intent of Proposition 215 was to enable seriously ill Californians to legally possess, use, and cultivate marijuana for medical use under state law; and
- (c) In 2003, the California Legislature adopted SB 420, the Medical Marijuana Program ("MMP"), codified as Health and Safety Code Section 11362.7 et seq., which permits qualified patients and their primary caregivers to associate collectively or cooperatively to cultivate marijuana for medical purposes without being subject to criminal prosecution under the Penal Code; and
- (d) Neither the Compassionate Use Act ("CUA") nor the MMP require nor impose an affirmative duty or mandate upon local governments to allow, authorize, or sanction the establishment of facilities that cultivate or process medical marijuana within its jurisdiction; and
- (e) In May 2013, the California Supreme Court issued its decision in *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.* (2013) 56 Cal. 4th 729, holding that cities have the authority to regulate or ban outright medical marijuana land uses; and
- (f) Under the Federal Controlled Substances Act, codified in 21 U.S.C. Section 801 et seq., the use, possession, and cultivation of marijuana are unlawful and subject to federal prosecution without regard to a claimed medical need; and
- (g) On October 9, 2015, Governor Jerry Brown signed the "Medical Marijuana Regulation and Safety Act" ("Act") into law; and
- (h) The Act becomes effective January 1, 2016 and contains provisions that allow for local governments to regulate certain activities thereunder; and

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

(i) The Act contains a provision which sets forth that the State shall become the sole authority for regulation under certain parts of the Act, unless local governments have "land use regulations or ordinances regulating or prohibiting the cultivation of marijuana..." (Health and Safety Code §11362.777(c)(4); and

(j) Several California cities have reported negative impacts of marijuana cultivation, processing, and distribution uses, including offensive odors, illegal sales, and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems associated with mold, fungus, and pests; and

(k) Marijuana plants, as they begin to flower and for a period of two months or more, produce a strong odor, that is detectable far beyond property boundaries if grown outdoors; and

(l) The strong smell of marijuana creates an attractive nuisance, alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery, or armed robbery; and

(m) The indoor cultivation of marijuana has potential adverse effects to the health and safety of the occupants; including structural damage to the building due to increased moisture and excessive mold growth which can occur and can pose a risk of fire and electrocution; additionally, the use of pesticides and fertilizers can lead to chemical contamination within the structure; and

(n) The Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use recognizes that the cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that nearby homes or businesses may be negatively impacted by nuisance activity such as loitering or crime; and

(o) Based on the experiences of other cities, these negative effects on the public health, safety, and welfare are likely to occur, and continue to occur, in the City due to the establishment and operation of marijuana cultivation, processing, and distribution uses; and

(p) The City's Municipal Code ("Code") does not address the cultivation, processing, delivery and distribution of medical cannabis; and

(q) Based on the findings above, the potential establishment of cannabis dispensaries, cultivation, cannabis manufacturers and delivery of cannabis uses in the City without regulation poses a current and immediate threat to the public health, safety and welfare in the City due to the negative land use and other impacts of such uses as described above; and

(r) The issuance or approval of business licenses, subdivisions, use permits, variances, building permits, or any other applicable entitlement for cannabis dispensaries, cultivation, cannabis manufacturers and delivery of cannabis will result in the aforementioned threat to public health, safety, or welfare.

ARTICLE 2. INCORPORATION OF RECITALS.

The City Council hereby finds that all of the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

ARTICLE 3. CMC SECTION 5.01.080 AMENDED.

Section 5.01.080 shall be and hereby is amended as follows:

"Cannabis means all parts of the plant Cannabis sativa Linnaeus, Cannabis indica, or Cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from marijuana. "Cannabis" also means marijuana as defined by Section 11018 of the Health and Safety Code as enacted by Chapter 1407 of the Statutes of 1972.

Cannabis dispensary means a facility where cannabis, cannabis products, or devices for the use of cannabis or cannabis products are offered, either individually or in any combination, for retail sale, including an establishment that delivers cannabis and cannabis products as part of a retail sale.

Cannabis manufacturer means a person that conducts the production, preparation, propagation, or compounding of manufactured cannabis, or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages medical cannabis or cannabis products or labels or relabels its container

Cannabis Cultivation means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

Cannabis Delivery means the commercial transfer of cannabis or cannabis products, and includes origination or termination within the City as well as a delivery business.

~~Medical Marijuana Dispensary means any facility or location, whether fixed or mobile, where medical marijuana is made available to or distributed by or distributed to one (1) or more of the following: a primary caregiver, a qualified patient, or a patient with an identification card, as those terms are defined in California Health and Safety Code Section 11362.5 et seq. A "Medical Marijuana Dispensary" shall not include the following uses, as long as the location of such uses is otherwise regulated by this Code or applicable law: a clinic licensed pursuant to Chapter 1 of Division 2 of the Health and Safety Code; a healthcare facility licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code; a facility licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code; a residential care facility for persons with chronic life threatening illness licensed pursuant to Chapter 3.01 of Division 2 of the Health and Safety Code; a residential care facility for elderly licensed pursuant to Chapter 3.2 of Division 2 of the Health and Safety Code; a residential hospice, or a home health agency licensed pursuant to~~

~~Chapter 8 of Division 2 of the Health & Safety Code, as long as such use complies strictly with applicable law, including but not limited to, Health & Safety Code Section 11362.5 et seq."~~

ARTICLE 4. CMC SECTION 5.03.350 AMENDED.

Section 5.03.350(c) is hereby amended to read as follows:

"(c)The following uses are prohibited in all districts: amusement parks or centers, circuses, carnivals, outdoor theaters, race tracks, commercial recreation centers, stockyards, the slaughtering of animals, and ~~medical marijuana dispensaries,~~ cannabis dispensaries, cannabis manufacturers, cannabis cultivation, cannabis distribution, and cannabis delivery services."

ARTICLE 5. 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 6. 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 7. 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.

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Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on December ____, 2015 and duly adopted at a regular meeting of said City Council held on January ____, 2016 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: December 9, 2015
 SUBJECT: Town Owned Affordable Housing Time Restriction

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AMENDING SUBCHAPTER 2.03, OF THE COLMA ADMINISTRATIVE CODE,
 RELATING TO TOWN OWNED AFFORDABLE HOUSING, PURSUANT TO CEQA GUIDELINE
 15061(b)(3)

EXECUTIVE SUMMARY

The proposed resolution would amend Colma Administrative Code Subchapter 2.03 relating to Town Owned Affordable Housing. The proposed amendment would add in language to limit any tenancy in a Town Owned Affordable Housing unit to a total term of five years. Further, the proposed amendment would include language to include a rent floor to indicate the lowest rent the Town will accept from an affordable housing tenant consistent with affordable housing regulations. Finally, the proposed amendment would not change the maximum rent that can be imposed on a tenant, thereby ensuring that rent remains affordable consistent affordable housing regulations.

FISCAL IMPACT

The proposed resolution is not expected to have a financial impact on the Town. It may cause a positive impact by adding in a rent floor that will limit the bottom rent the Town can receive from a tenant occupying the affordable housing unit. Previously, the Town's policy did not include a rent floor and instead allowed the rent to drop consistent with a tenant's income.

ANALYSIS

The Town owns one affordable housing unit that is currently rented. In an effort to ensure that low income families and individuals are provided an equal opportunity to live in Colma, staff is suggesting the adoption of an amendment to the Town's existing affordable housing policy to limit the term of any tenancy to a total of five years. Language is included in various areas in the policy to accomplish this task. Staff believes that allowing for new tenants to enjoy living in Colma at an affordable rate is important so that those in need can flourish and thrive in the

Town. The amendment would allow a new tenant to reside in the Town affordable housing unit for five years. At the conclusion of this five-year period, this tenant would not be re-eligible to rent the unit, unless no other qualified tenant materialized. The unit could then be re-rented to another tenant in need that meets the affordability restrictions. By allowing for five-year turnover in the unit, staff believes that the greatest number of individuals and families will be benefitted with the opportunity to live in Colma at an affordable rate.

In addition to imposing a five-year term on any tenancy in the Town affordable housing unit, new language is included in Section 2.03.080(b)(iii) to include a new rent floor to indicate the lowest rent the Town will accept from an affordable housing tenant consistent with affordable housing regulations. Previously, the lowest rent the Town would accept dropped consistent with a tenant's income. This meant, the rent could drop to zero if a tenant's income dropped to zero. With this proposed amendment, the Town will always be guaranteed a minimum rent for the unit even if a tenant's income drops. This approach is consistent with federal, state and local affordable housing regulations.

Alternatives

The City Council could choose not to adopt the resolution. Doing so is not recommended, however, as it would mean that a tenant could reside in the Town affordable housing unit for their entire lifetime and that other individuals and families in need would not be provided an equal opportunity to live in Colma at an affordable rent. Further, it is also not recommended as it would mean the Town would continue to be exposed to a risk of zero rent if a tenant's income also dropped to zero.

CONCLUSION

Staff recommends the City Council adopt the resolution.

ATTACHMENTS

- A. Resolution

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

RESOLUTION AMENDING SUBCHAPTER 2.03, OF
THE COLMA ADMINISTRATIVE CODE,
RELATING TO TOWN OWNED AFFORDABLE
HOUSING PURSUANT TO CEQA GUIDELINE
15061(B)(3)

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. CAC SECTION 2.03.040 AMENDED.

Section 2.03.040 is hereby amended as follows:

2.03.040. Rental Policy.

It is the policy of the Town of Colma to rent, lease, or permit occupancy of an Inclusionary Unit only to Eligible Persons, as defined herein, at the Affordable Rent specified herein, and for a limited five-year duration that shall be specified in any lease agreement entered into by the Town and Eligible Persons.

ARTICLE 2. CAC SECTION 2.030.050 AMENDED.

Section 2.03.050 subsection (d) is hereby added as follows, with all other subsections consecutively re-lettered:

2.03.050. Qualifications of Eligible Persons.

(d) Persons who previously rented or leased the Designated Inclusionary Unit, immediately prior to it becoming available, shall not be eligible to re-rent or re-lease the Designated Inclusionary Unit unless no other Eligible Person applies.

ARTICLE 3. CAC SECTION 2.03.080 AMENDED.

Section 2.03.080(b)(iii) is hereby amended as follows:

(iii) Is ~~not less than~~ at least thirty percent (30%) of thirty percent (30%) of the median income for San Mateo County, adjusted for Household size appropriate for the unit.

ARTICLE 4. CAC SECTION 2.03.090 AMENDED.

Section 2.03.090(c) is hereby added as follows, with all other subsections consecutively re-lettered:

(c) *Time Restriction.* A tenant occupying the Inclusionary Unit shall do so only for a five-year duration pursuant to the terms of the lease or rental agreement between the Town and the tenant. The tenant shall not be eligible for relocation costs of any kind at the conclusion of this five-year period.

ARTICLE 5. SEVERABILITY.

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

ARTICLE 6. NOT A CEQA PROJECT.

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

ARTICLE 7. EFFECTIVE DATE.

This resolution shall take effect immediately upon adoption.

Certification of Adoption

I certify that the foregoing resolution was duly adopted at a regular meeting of said City Council held on December 9, 2015 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, 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: December 9, 2015
 SUBJECT: Historical Resources Element

RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks comments, questions, impressions and opinions from each Council member regarding issues and concerns. The Council's comments regarding the Historical Resources Element will help staff in completing the adoption draft of the document.

EXECUTIVE SUMMARY

As part of the General Plan update process, the Town is updating the 1999 Historical Resources Element. Staff has worked with Heather Hines from the M-Group on the update. The revised element includes a detailed "context statement" which outlines the history and physical development of the town. The revised element sets the community vision for preservation and includes revised policies that are attainable over the next 20 years. The policies focus on preservation of known resources, promotion and education. The revision removes policies related to Planning Department initiation of historic nomination efforts in favor of a policy which supports designation by private property owners.

FISCAL IMPACT

Revision of the Historical Resources Element is part of the Planning Department work plan and the contract with the M-Group was included in the 2014-2015 FY CIP budget and is included in the 2015-2016 CIP FY budget.

BACKGROUND

The preparation of an Historical Resources Element is not one of the state required seven general plan elements. California Government Code Section 65303 permits the inclusion of additional elements. The Town of Colma conducted an Historical Resources Inventory in 1992. This inventory was used in the preparation of the 1999 Historical Resources Element. Jurisdictions like Colma which have many historical resources have prepared similar general plan elements.

The current Historical Resources Element provides solid information on the Town's history, significant resources and preservation goals. However, the element has a cumbersome and technical format which is hard to follow. In addition, most of the goals that were established in 1999 have not been accomplished. Since staff is currently working on a comprehensive update of the General Plan, it was felt that the information in the element could be rearranged and updated for ease of use and reference.

ANALYSIS

The document begins with a "Context Statement" which establishes the history of the Town and its physical development. The Context Statement is chronological in nature so that the reader can gain an understanding of the periods in Colma's history and historical resources that are associated with each period. In the existing 1999 element, information on historic preservation programs and designations is included in the text of the document. In the new draft, this information has now been placed in an appendix so the focus can remain on the context statement, inventory and policies.

The most significant change between the existing Historical Resources Element and the current draft is a change in the recommended programs and policies. For discussion purposes, staff is providing an overview of policies and programs to remain, policies recommend for removal, and new policies. All are in summary form with comments, where appropriate.

Policies and Programs to Remain

Policy HR-2: Acknowledge historic preservation principles as an equal component in the planning and development process.

- Program 2a: Continue to provide design flexibility as part of the development review process for projects involving or potentially impacting historic or cultural resources.

Comment: This policy is similar to existing policy 5.08.226 which encourages use of the design review process for review of structures in potential historic districts or adjacent to historic structures.

- Program 2b: Adopt zoning code modifications to establish a separate design review process when modifications are considered to structures listed as historic or potentially historic in this plan. The process should reference and require consistency with the Secretary of the Interior's Standards for Rehabilitation for all projects involving significant historic resources.

Comment: This program is similar to policy 5.08.223 which recommends use of nationally established rehabilitation standards.

- Program 2e: Utilize the Historic Building Code to encourage and facilitate thoughtful restoration, rehabilitation, and adaptive reuse of Colma's historically significant structures.

Comment: This policy is similar to existing policy 5.08.211 which encourages rehabilitation and continued use or reuse of historic structures.

Policy HR-4: Work with the Colma Historical Association as a partner in local preservation.

- Program 4c: The Colma Historical Association should continue to be used as in an advisory role for discretionary review projects involving cultural sites and historic resources in the Town of Colma.

Comment: This is similar to existing policy 5.08.222 which encourages consultation with the Historical Association when a proposed development project involves a resource.

Policy HR-5: Foster awareness, appreciation and celebration of Colma's unique historic and cultural heritage and educate and encourage preservation of these resources.

- Program 5a: Create and maintain a historic preservation webpage on the Town of Colma or Colma Historical Association website that includes information on Colma's historic and cultural resources, resource listings, white papers or other helpful and informative resources.

Comment: This is a broader program than existing policy 5.08.225 which encourages the maintenance and updating of the Historic Resources Inventory. This is also an update to policies 5.08.231 and 5.08.232 for the Town to provide information to the public and to support the Historical Association in their efforts to expand historical knowledge.

- Program 5f: Train town staff to provide technical assistance to property owners concerning the sensitive maintenance, rehabilitation and restoration of historic resources.

Comment: This program is similar to policy 5.08.223 which recommends use of nationally established rehabilitation standards. It is also similar to policy 5.08.224 which encourages use of the California State Historical Building Code.

Policy HR-6: The town shall lead by example and encourage sensitive preservation of all town owned resources by using best practices.

- Program 6a: The Town shall continue to act as stewards of Colma's history in its rehabilitation and on-going maintenance of historic town owned buildings, sites, and structures consistent with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties.

Comment: This program is similar to policy 5.08.223 which recommends use of nationally established rehabilitation standards.

Policies and Programs Proposed to Be Removed

- 5.08.212 Important historic resources should be protected through designation by the Town of Colma.

Comment: Since 1999, this policy has never been utilized. In addition, the policy may require designation of resources against the will of the property owner. This policy has

been replaced with a policy where the Town will play a supportive role in designations. This policy is proposed to be deleted.

- 5.08.213 State or Federal recognition should be sought by applying for designation. Nomination should be made for public buildings and private buildings where property owners concur.

Comment: As mentioned for policy 5.08.212, above, this policy implies an active role by the Town in filing applications for designation. Town Hall and the Historical Museum could be designated at state and federal levels, but the process is cumbersome and time consuming and has not been pursued in the past.

- 5.08.221 A Historic Preservation Ordinance and "HR" combining zone should be used to identify historic resources. Protection of historic resources should be provided by use of the design review procedure.

Comment: An HR combining zone would require a rezoning procedure which may be controversial with property owners and cemeteries. Protection of historic resources can occur by use of the existing inventory, a demolition ordinance and the existing design review ordinance.

- 5.08.233 Colma should maintain communication with the State Office of Historic Preservation and other preservation agencies to disseminate information about historical resources in Colma.

Comment: This level of communication is not required, and this policy is proposed to be deleted. Communication with preservation agencies is only required when a specific resource is being considered for nomination, modification or demolition.

New Policies

Policy HR-1: Ensure that future plans, ordinances, and City programs are complimentary to the historic preservation goals and policies contained within this plan.

- Program 1a: Ensure internal consistency between the Historic Preservation Element and other elements in the Colma General Plan.
- Program 1b: Recognize historic and cultural resources as an essential part of the Town's heritage.
- Program 1c: Balance historic preservation goals with economic development goals
- Program 1d: Promote architectural innovation by encouraging projects that promote architectural quality and innovative solutions rather than conformity to standard designs.

Policy HR-2: Acknowledge historic preservation principles as an equal component in the planning and development process.

- Program 2c: Adopt zoning code modifications to establish consideration of economic hardship for owners of historic resources with specific criteria and administrative review process.
- Program 2d: Continue to use the California Environmental Quality Act (CEQA) as part of the development review process to analyze potential impacts to historic and cultural resources and offer mitigation to minimize negative impacts.
- Program 2f: Consider zoning code modifications to build in flexibility for minor code deviations (parking requirements, setbacks, building height, lot coverage, etc.) if such flexibility would result in a more historically appropriate design without negatively impacting the neighborhood.
- Program 2g: The Town of Colma encourages and will provide support to property owners who wish to apply for designation of their properties as a California Historical Landmark, a California Point of Historical Interest, and/or inclusion in the National Register of Historical Places. In addition, the Town encourages and will provide support in the documentation and preservation of Cultural Landscapes.

Policy HR-3: Prevent destruction of properties that add historical or cultural value to Colma's unique history.

- Program 3a: Adopt a demolition ordinance requiring discretionary review for all demolitions involving structures that are 50 years old or older.
- Program 3b: Support the goals and objectives of the most current California Historic Preservation Plan.
- Program 3c: Encourage community participation in surveys, nominations and landmark hearings.
- Program 3d: Promote adaptive re-use of buildings.
- Program 3e: Consider establishing a local designation ordinance and associated process to identify and protect Colma's historic resources.

Policy HR-4: Work with the Colma Historical Association as a partner in local preservation.

- Program 4a: Continue to work collaboratively with the Colma Historical Association in efforts to protect and promote the unique history of Colma.
- Program 4b: Support the Colma Historical Association in their continued oversight of Colma's Museum.
- Program 4d: Encourage the Colma Historical Association to continue to provide resources for residents and applicants wishing to learn more about particular sites or the Town's history as a whole.
- Program 4e: Improve awareness of historic preservation goals and activities at town functions by setting up a booth or table or other similar public outreach activities.

- Program 4f: Identify educational opportunities and encourage attendance by Town Staff and the Colma Historical Association members to maintain awareness of current preservation issues.

Policy HR-5: Foster awareness, appreciation and celebration of Colma's unique historic and cultural heritage and educate and encourage preservation of these resources.

- Program 5b: Establish a self-guided tour to lead visitors (motorists and pedestrians) by key historic and cultural resources in the Town of Colma.
- Program 5c: Create a printable PDF map of the self-guided tour and post the map on the Colma Historical Association webpage as well as provide printed copies at Colma's Historical Museum, City Hall, Visitor Center and other appropriate locations.
- Program 5d: Create unique "historic Colma route" signs along the route of the self-guided tour to further identify it.
- Program 5e: Promote awards programs and other forms of public recognition for projects of architectural merit that contribute positively to the community.
- Program 5g: Property owners are encouraged to seek private foundation grants to fund historic preservation projects in the town.
- Program 5h: Explore Community Development Block Grant funds as a potential funding source for rehabilitation of historic resources.

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* because it proactively creates policies to recognize and preserve Colma's historical resources.

Sustainability Impact

Consideration and eventual adoption of an updated Historical Resources Element, and implementation of the policies and programs, furthers the goal of utilizing existing structures rather than expending new resources and energy on new construction. Existing buildings contain "embedded energy" which includes materials, energy used in construction equipment and labor that are lost with demolition.

Alternatives

None

CONCLUSION

Staff recommends the City Council discuss the Historical Resources Element and the policy and program recommendations after staff's presentation.

ATTACHMENT

- A. Draft 2015 Historical Resources Element





2015 HISTORICAL RESOURCES ELEMENT

TOWN OF COLMA GENERAL PLAN



DRAFT



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Railroad Station

PURPOSE

The California Government Code allows for the development of optional General Plan Elements. The Code (Section 65303(J)) permits the inclusion of an Historical Resources Element for the identification, protection and management of sites and structures exhibiting architectural, historical, archaeological and cultural significance. A Historical Resources Element is particularly appropriate for Colma due to its rich history and large number of historic resources.

The Historic Resource Element sets forth a systematic program for the preservation of Colma's historic and cultural heritage reflected in characteristics that combine to form a distinct and exceptional cultural setting. The inclusion and adoption of a Historic Preservation Element illustrates the integral role that preservation plays in the larger planning process and aids in the assurance that historic and cultural resources will be considered in concert with other key General Plan elements. The inclusive and holistic approach to planning provides a long range vision that encourages a culturally, socially, environmentally and economically rich town that is able to evolve while retaining tangible links to the past, providing for a better quality of life and a prosperous future.

PAST PRESERVATION EFFORTS

In December of 1992 the Town of Colma commissioned its first Historic Resource Inventory in order to identify historic resources of local, state and national significance. The Inventory identified buildings, structure, sites, objects and districts related to Colma's rich agricultural history, residential and commercial development and especially that of its unique cemetery landscape. The inventory has encouraged consideration and recognition of historic and cultural resources in Colma's subsequent planning decisions.



The private sector has also played an integral role in the preservation of Colma's heritage. In July of 1993, a group of concerned community members founded the Colma Historical Association with the mission of preserving, protecting and promoting the unique heritage of Colma. The association acts as the impromptu advising body to the Town's planning office while advocating for and providing guidance on historic preservation related issues. The organization also played an instrumental role in the preservation of the historic "Old Colma (School House) Railroad Station" when it was threatened to be demolished as a result of the construction of Bay Area Transit Administration facilities. The Historical Association now houses their offices in the former Mount Olivet Cemetery building on Hillside Boulevard, and the Old Colma (School House) Railroad Station has been relocated and restored adjacent to the museum. In addition to the museum building and station, there is a blacksmith shop and a freight building.

Passive preservation of Colma's intangible heritage has also occurred through the continuity of uses and industry that played a large role historically and continues to do so today. Colma continues to support florists, stonemasons and commercial businesses established in its early days. These types of businesses have continued the legacy of those who came before, and perhaps without even knowing it, have contributed greatly to the preservation of Colma's intangible heritage.

CONTEXT STATEMENT

Colma valley has been inhabited for centuries. The Ohlone/Costanonoan tribes took advantage of the natural resources connected to Colma Creek and San Bruno Mountain for sustenance. The El Camino Real was established through the Colma valley in the late 1700's as a primary traveling route for the Spanish, eventually connecting the Spanish missions. Further settled in the 1850s, the Town of Colma has evolved since this time and has accumulated rich and distinct layers of significance. These layers are still visible in the varied land use, spatial organization, biotic resources, architectural forms, and practices which are reflective of Colma's varied and unique heritage. As the only known necropolis in the United States, Colma exhibits a rich and diverse array of historic agricultural, commercial, industrial and funerary resources and it is the composite of these resources that imbues the landscape with meaning.

Setting

The town of Colma is located in the far northern portion of the San Francisco Peninsula, in San Mateo County, along the eastern foothills of the Santa Cruz Mountain Range. In 1850 Colma referred to a section of land extending from the Southern border of San Francisco south



Mount Olivet Cemetery Building





to the boarder of the Buri Buri Rancho (currently Chestnut Avenue/ Westborough area) and from the western portion of San Bruno Mountain east to the Pacific Ocean (parts of present-day Daly City and Pacifica). Colma was incorporated in 1924, primarily to protect cemetery interests. A series of annexations in the twentieth century altered Colma's boundaries so that, today, Colma is comprised of approximately 1.9 square miles bounded by Daly City on the north, San Bruno Mountain to the east, South San Francisco in the south and Junipero Serra Boulevard on the West. Being both isolated and connected at once, Colma's position in the San Francisco Peninsula and proximity to the City of San Francisco greatly influenced its development through the nineteenth and twentieth centuries. A rolling landscape made up of rich sandy loam soil and a mild climate with coastal fog and a variety of rich resources made the area that would one day be Colma both a challenging and appealing one from the very beginning.

Early Settlement

At the time of European contact in the eighteenth century, the Native American population known as the Ohlone—an umbrella term referring to upwards of forty distinct and autonomous small tribes located in the San Francisco Bay Area— had inhabited the Northern California Peninsula, from South San Francisco to Belmont for more than 4000 years. Prior to the arrival of the Spanish, Northern California supported one of the densest populations of Native Americans north of Mexico. The Ohlone tribes were hunter-gatherers, and at the time of European exploration, there were thought to be more than forty permanent Ohlone villages and almost as many temporary villages located along the San Francisco Bay. Yet, the arrival of the Spanish in the eighteenth century led to the loss and displacement of the Ohlone peoples. Today, the presence of the Ohlone population





around Colma is evidenced by the presence of middens and shell mounds found throughout San Mateo County.

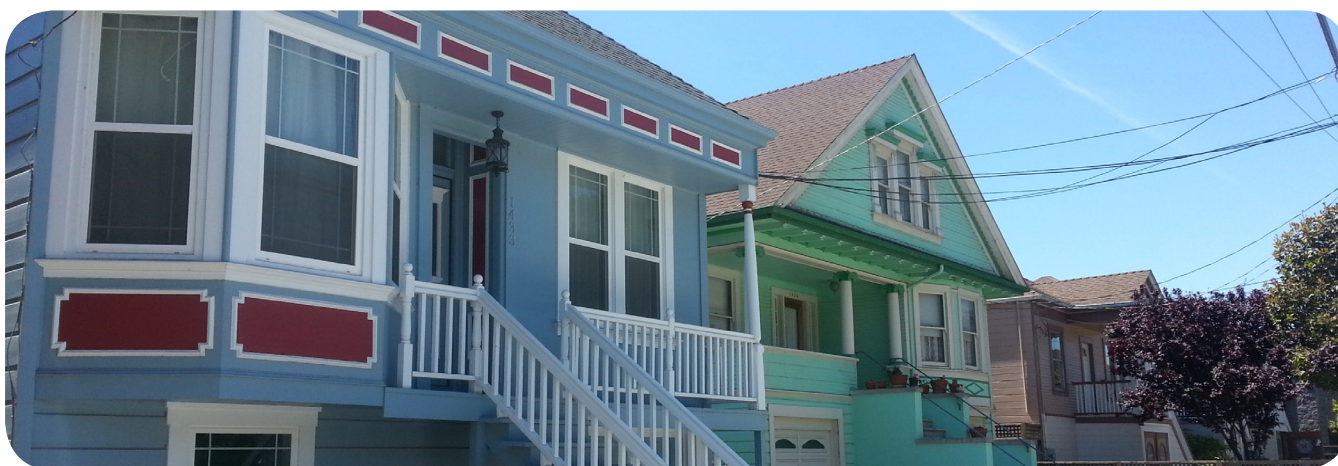
In 1821, more than 15,000 acres of land bounded by South San Francisco, the Pacific Ocean and the San Bruno Mountains became part of the Buri Buri Land Grant, granted to Jose De la Cruz Sanchez by Jose Castro. For more than two decades the Buri Buri Rancho served as grazing land and would eventually support a thriving cattle industry. Yet, the discovery of Gold at Sutter's Mill in 1848 and the rapid migration of new settlers to California spelled the beginning of the end for the Mexican ranchos, most of which were completely dismantled within two decades. The rapid breakup of the Mexican Ranchos was largely a result of the Preemption Act passed by Congress in 1841, which allowed for those squatting on federal lands to purchase up to 160 acres on which to establish a farm. Those newly migrated to California began applying those rights established by the Preemption Act to not only federally owned lands, but also to the California Ranchos. Land disputes ensued as the new immigrants continued to encroach upon the lands of the Rancheros.

The subsequent passage of the Gwin Act in 1851 placed the legal burden of proving the validity of land grants on the Rancheros. If the validity of the land grant was not proven within two years the land would then pass to public domain. The cost of litigation led to the Rancheros losing the vast majorities of their land. By 1865 the Buri Buri Rancho was owned by 65 individuals with only 5% remaining in the hands of Jose De La Cruz Sanchez.

Agricultural Context

The European Settlement that began in the 1850s established Colma as an important agricultural epicenter. From its earliest days Colma





Lagomarsino Farm Buildings



existed as a crossroads, connecting the cities of the San Francisco Peninsula. Located only eight miles south of San Francisco, the Town of Colma held a strategic location with a rapidly burgeoning market just beyond its borders. As a gateway town, Colma acted as provider for the growing Bay Area population in many ways and this role was especially visible in the context of agriculture.

The earliest settlers established farms and ranches, many of which were self-sustaining. Among the first to settle the area of Colma were Irish immigrants who cultivated potatoes throughout the 1850s up until 1877, with many of the larger operations employing Chinese Coolies. The relatively short-lived potato industry came to an abrupt end when blight attacked the potato crop and killed all the potatoes before they were harvested. A handful of Irish potato farmers continued to farm the blight-resistant potato varietal known as the Garnet Chili, yet the potato industry never did return to its former proportions. Many of the Irish left Colma after the failure of the potato industry and sold off their lands to other eager immigrants. The next wave of immigrant farmers came between 1908-1942, many of whom were of Italian descent. These immigrants produced cabbage, Brussels sprouts, artichokes, beets, turnips and carrots. It was largely in part to the newly immigrated Italians that the agriculture, floriculture and livestock industries flourished.

Floriculture proved to be one of the most successful endeavors; however, it was not without its challenges. The unique microclimate of Colma, characterized by a dense fog, posed a challenge for even the hardiest of flowers. However, those that were able to withstand the cold and fog thrived. Among the survivors was the Ulrich Brunner Rose which produced large, bright red blossoms. Gardeners soon discovered that, like the Ulrich Brunner Rose, California Violets thrived in the unique climate and distinct soils liked by potatoes and strawberries.



The cultivation of violets remained the mainstay of Colma's floriculture industry from 1908 to 1942. By 1916, upwards of 450 acres of land were exclusively used for the cultivation of violets with the Lagomarsino family being one of the most prolific producers of violets in Colma. It was estimated that in 1916, one hundred bunches of violets were taken to and sold in San Francisco every day. Some accounts recall that the popularity of Colma's violets extended all the way to Kansas and Missouri where they could be found at flower stands.

In addition to the ubiquitous violets, other common flower varieties grown in Colma were: dahlias (*Dahlia Variabilis*), marigolds (*Tagetes*) African marigolds (*Tagetes Lucida*), chrysanthemums (*Chrysanthemum Indicum*), marguerites (*Argyranthemum Frutescens*), and strawflowers (*Helichrysum Mill*). By 1920 roughly 20% of the land in Northern San Mateo County was used for floriculture. The cultivation of ferns also gained popularity in the twentieth century. Florists and Gardeners increasingly began using greenhouses which not only allowed for a more consistent and greater output of flowers, but also allowed for the cultivation of ferns. In 1936 it was reported that "Colma and San Francisco supplied the entire Pacific Coast with cut ferns, 80% of them coming from Colma." Floriculture existed largely as a family affair and spanned generations. Notable families involved with floriculture in Colma and nearby Daly City included; the Podesta, Conci, Raggio, Lagomarsino, Ottoboni, Tealdi, Garibaldi, Pappas and McLennan families.

In 1926 many of the large ranches and dairies, once the predominant presence in Colma, began to be subdivided to accommodate the increasingly popular "small farms" consisting of 1-2 acres plots. These "small farms" were intended to support vegetable and truck farming, and many raised poultry or grew profitable, high yield crops like berries, tomatoes, artichokes, and other similar crops. Other small farm owners also established hog ranches, as the cool, foggy climate proved conducive to hog raising. The small hog raising operations continued until just after WWII. They were replaced with the subsequent wave of residential and commercial development.





Ottoboni Residence

Beginning in the mid-twentieth century the earlier layers of the landscape began to fade. Between 1924 and the early 1960s the Ottoboni flower beds gave way to residential development where the E St. houses now sit. Colma's agriculture industry retained a presence in Colma up until 1971, when the last remaining farm, the Cerruti farm, moved elsewhere. Today, little physical evidence remains of Colma's agricultural heritage. The Lagomarsino farm buildings c.1908/1918, (the most intact example of a family farmstead dating to the agricultural period) and the Ottoboni residence, c.1904, (the only extant resource from the Ottoboni nursery operation) exist as the sole relicts giving a nod to an earlier iteration of Colma.



Matstrup Jensen Residence

Commercial Development

In the mid/late 1850s, when Colma was served by the Overland In the mid/late 1850s, when Colma was served by the Overland Stagecoach route that connected San Francisco to San Jose, commercial activity developed at the intersections of Mission Road (now El Camino Real) and San Pedro Road. At the confluence of the two main roads the Colma Pioneer School House was constructed in 1856 followed by the construction of a nearby railroad depot, known as the "School House Station" in 1863. The School House Station served the San Francisco and San Jose Railroad, or, what later became the Southern Pacific Railroad. As the second stop south of San Francisco, the School House Station commonly featured farmers and teamsters embarking the train on their way to San Francisco.





E Street Historic District

Not far from the station, an early settler, Joseph Hill, developed a general store that would soon become an impromptu community center providing basic necessities while also housing an extensive bar and a post office. The commercial development spread out from there and a butcher shop, blacksmiths, saloon, and grange hall followed suit; two unsuccessful attempts were made at establishing a shoe factory and a fuse factory.

As a result of Colma's role as a crossroads and waypoint, saloons and roadhouses had a strong presence early on as some of the first commercial businesses. In 1890, six of Colma's twenty businesses were saloons and by 1915, fifteen of the forty-nine businesses were saloons. Many of the saloons and eateries were located along Mission Road, a main thoroughfare. One notable early building was the Brooks and Carey Saloon, established in 1883. Sold in 1929, the saloon became known as Molloy's and still serves the Colma community today.

Residential Development

Early Colma was largely characterized by agricultural uses, and then by cemeteries. As a result, residential development lagged behind that of other Bay Area cities. In the aftermath of the 1906 Earthquake many refugees made their way from San Francisco to Colma where they constructed basic shacks and re-located buildings that they later augmented with new construction; the Pets Rest Cemetery Office at 1905 Hillside Blvd is one of the few examples of residential development constructed during this time. The Lagomarsino farm houses also remain as some of the few remaining residential





structures dating to the period from 1908-1918. In 1911, the City of Daly City incorporated, annexing land formerly under Colma's jurisdiction, including Colma's Business District, the western sand dunes and a portion of Colma's hills.

Little development took place in the first half of the twentieth century and the development that occurred post-WWII included residences relocated from San Francisco. A number of residences that now line E Street and F Street were moved from the Alemany Boulevard area of San Francisco during the construction of Interstate 280. Today, Colma's built heritage exhibits a wide variety of architectural styles including examples of Gothic Revival, Richardsonian, Romanesque, Spanish Eclectic, Neo-Byzantine and Art-Moderne.

Residential development exploded in San Francisco and northern San Mateo County beginning in the mid 1940's due to the demand created by returning WWII Veterans. The Sterling Park residential neighborhood (on the site of the former Rosia Ranch), located in the northern part of Colma was largely developed during this time. The Servicemen's Readjustment Act of 1944, known informally as the G.I. Bill, was a law that provided a range of benefits for returning World War II veterans (commonly referred to as G.I.s). Benefits included low-cost mortgages, low-interest loans to start a business, cash payments of tuition and living expenses to attend university, high school or vocational education, as well as one year of unemployment compensation. The G.I. Bill allowed servicemen and their families to purchase these recently built homes.

Cemetery Development

Between January of 1848 and December 1849, San Francisco's population increased from 1,000 inhabitants to roughly 20,000 inhabitants and by 1856 that number had more than doubled. The rapid population growth in San Francisco brought on by the Gold Rush created an impending need for the creation of more cemeteries; by the 1880s San Francisco housed 26 cemeteries (29 total including three established after 1880), many of which had already reached or were about to reach capacity. By this time the burials were largely confined to the area in or very near to Lone Mountain near what was then the edge of San Francisco. However, as San Francisco's population grew and expanded west and south into the "Outside Lands" there developed a very politically and emotionally fueled debate over how to reconcile the two opposing land use needs. Ultimately, it was decided that an alternative location would be the preferred solution.

In the late 19th and early 20th centuries it was generally agreed by the cemetery owners, including Masonic and fraternal organizations, religious groups and non-denominational groups, that Colma's



proximity and ease of access made it a favorable location to relocate existing burials and also house future burials. The reasons for eviction and relocation of San Francisco's cemeteries had roots in larger cultural and political movements that defined the period. The primary impetus could be found in the ideals of the Rural Cemetery Movement and the recent formalization of urban planning, the latter of which simply fueled the relocation because it allowed for more proactive development and improved infrastructure to those areas which formerly had little value beyond that of burial grounds.

The simultaneous popularity of the Rural Cemetery movement further encouraged the relocation of cemeteries out of urban centers to what people deemed a more acceptable distance away. The Rural Cemetery Movement was firmly established in the United States by the 1830's with the earliest American example being Mount Auburn Cemetery outside of Boston; by 1863 the Rural Cemetery movement had arrived on the west Coast with the establishment of Oakland's Mountain View Cemetery. It was the Rural Cemetery movement that eventually set the stage for America's public parks. For hundreds of years burials were often intramural, located within city limits, in a church yard or a commons. However, the rapid urbanization that took place during the 19th and 20th centuries, made the practice of intramural burials unsustainable or at the very least, unappealing. Overcrowding, unsanitary conditions, and an overall morbidity



Laurel Hill Monument in Colma, where burials were relocated to from Laurel Hill Cemetery in San Francisco



Laurel Hill Cemetery in San Francisco (no longer in existence)

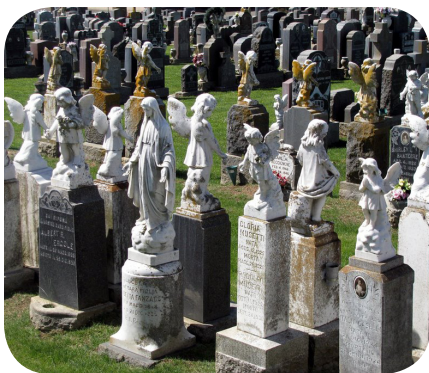




Holy Cross Family Crypts



Statue in Holy Cross



Monuments in Italian Cemetery

associated with early cemeteries provided an impetus for a new kind of cemetery. The Rural Cemetery movement encouraged the placement of cemeteries outside of city limits with wide spacing between burials and an expansive, park-like landscape. The relocation and subsequent role that Colma came to play as a necropolis can be largely attributed to the ideas and sentiments that characterized this movement.

Cemeteries located within cities, including San Francisco, began to be seen as thwarters of progress. The City fathers wanted to utilize the land for its most profitable and highest use. San Francisco's residents, land speculators and politicians wanted progress and did not believe that cemeteries had much to offer in that respect. Over several years burials were moved further and further to the outskirts of San Francisco, some being exhumed and re-buried up to three times. Many would find their final resting place eight miles outside the City of San Francisco in the town of Colma.

The earliest cemetery developed in Colma was Holy Cross, constructed on a former potato patch in 1887. It is rumored that Archbishop Riordan, who acquired and blessed the land as a burial ground, never consecrated the cemetery in the anticipation of its possible future relocation—reflecting the frequency with which cemeteries were removed and relocated. Holy Cross, however, never moved and six more nineteenth century cemeteries were developed within a little over ten years and have not moved. The Cemeteries were clustered on either side of Mission Road (now El Camino Real and Mission Road to the south) with the eastern portions reaching Hillside Boulevard



and those on the west abutting Junipero Serra Boulevard. A listing of cemetery establishment dates can be found in Table HR-1.

The early cemeteries reflected mainstream cultural trends, but also represented the diverse and colorful ethnic and religious makeup of the San Francisco Peninsula. Among Colma's early cemeteries was the Italian Cemetery, established by Societa Italiana di Mutua Beneficenza in 1899. The Italian Cemetery, like other ethnic cemeteries that would succeed it, reflected endemic traditions, visible in the spatial organization, vegetation, and burials. Rather than mirroring any American trend, the Italian cemetery adapted the geometric layout and above ground entombment along with the traditional pruning methods used in the cemeteries of Florence and Genoa. It also employed architectural styles common to Italy, especially that of the Romanesque style.

Besides illustrating cultural heritage and religious traditions, cemeteries also have a way of displaying class distinctions and are often telling of socio-economic history. In addition to the rather grand, ornate and well-kept cemeteries there was also a Potters field (named Sunset View), established c.1907, reserved for those of lesser means and for orphans, strangers and others. The term "Potter's Field" is thought to stem from the fact that pot makers would dig for clay in areas not conducive to agriculture and it was, of course, these same lands that were used for the burial of the unfortunate and unknown. Located on the outskirts of towns or in a segregated area these burial sites were often unmarked or denoted by simple wooden grave markers.

The pace of cemetery development in Colma only accelerated when the San Francisco City Fathers passed Ordinance 25 on March 26, 1900, prohibiting any future burials in the City and County of San Francisco. The San Francisco Mayor, James D Phelan, was as much an advocate for development as he was for the City Beautiful Movement and it was under his tenure that cemeteries in San Francisco were outlawed. At the turn of the century six more cemeteries were established in rather rapid succession. A listing of cemetery establishment dates can be found in Table HR-1.

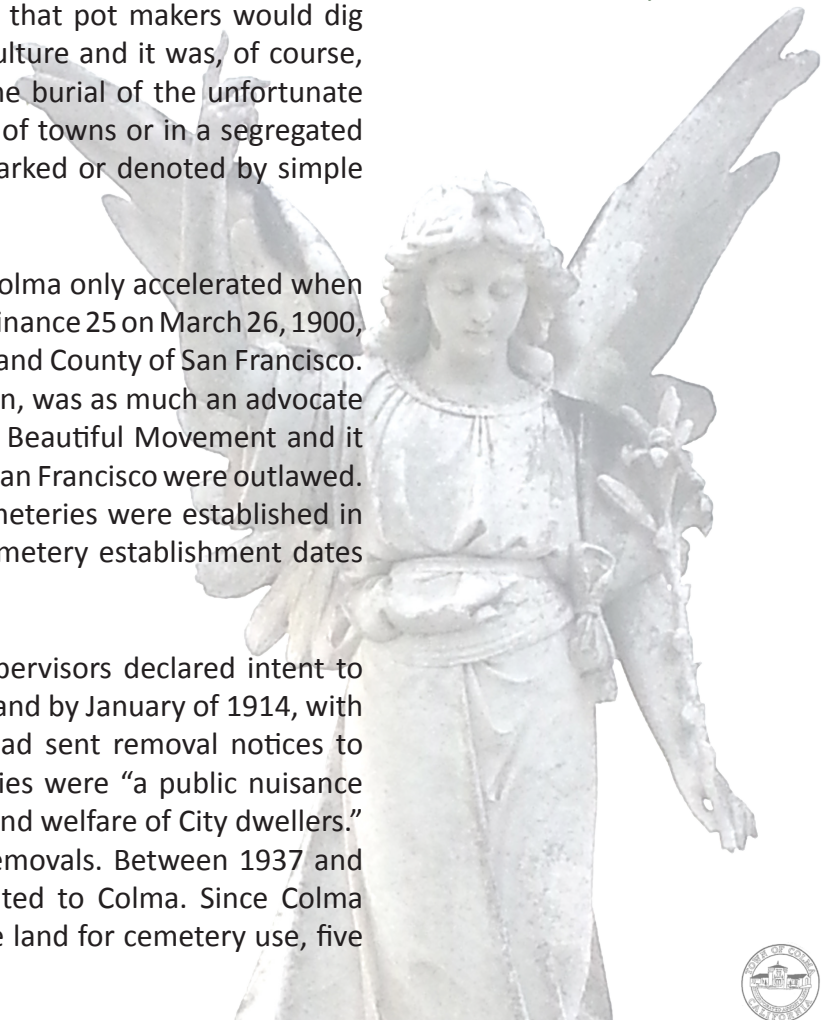
In 1912 the San Francisco Board of Supervisors declared intent to evict all cemeteries in their jurisdiction, and by January of 1914, with the passage of ordinance 2597, they had sent removal notices to all cemeteries stating that the cemeteries were "a public nuisance and a menace and detriment to health and welfare of City dwellers." Subsequent legal battles delayed the removals. Between 1937 and 1941, all remaining graves were relocated to Colma. Since Colma was considered a safe place to purchase land for cemetery use, five



Italian Cemetery



Fugazi Family Mausoleum in Italian Cemetery



RESERVED FOR TABLE HR-1



RESERVED FOR TABLE HR-1





*Noble Chapel in Cypress Lawn
Memorial Park*



additional cemeteries were established since San Francisco outlawed cemeteries and the town's incorporation in 1924.

The worry of further annexation by Daly City or San Francisco combined with the fear that the burial evictions and relocation would continue as a recurrent theme, Colma's cemetery owners, led by "the Father of Colma," Mattrup Jensen, chartered "The Associated Cemeteries" and sought incorporation. The town, then referred to as Lawndale, was incorporated on Aug 5, 1924. On November 17, 1941 Lawndale was renamed to Colma since there was already a city named Lawndale in Southern California.

The seventeen Cemeteries in Colma chronicle the American Cemetery Movement and also embody distinct historical and cultural trends through the unique spatial organization, grave markers and architecture. Cypress Lawn Cemetery, for example, tangibly chronicles the American Cemetery Movement of the late nineteenth century to the present, with the eastern portion exhibiting winding pathways with intentional views and vistas, a park like landscape and monumental entry; whereas the western portion is illustrative of the subsequent Memorial Park movement, defined by less ornate and simplified headstones equally spaced over a large lawn-like landscape. Many of Colma's cemeteries such as Woodlawn, Olivet, Greek Orthodox, Japanese, Greenlawn, Serbian and Pet's Rest are singular in their significance. Home of Peace cemetery, established in 1888, remains the oldest and largest Jewish cemetery in the west. The relocation of San Francisco's cemeteries to Colma not only brought a rich variety of significant funerary architecture including monuments, mausoleums, and the remains of many very significant figures, but also associated practices and uses. The presence of cemeteries brought florists, gardeners, stone-cutters, and laborers to Colma. The traditional use of Colma's unique landscape has encouraged a strong sense of continuity, both tangible and intangible. Many of the early established funerary-related businesses are still run by descendants of their first proprietors; three generations of Delucchis have and continue to operate a flower shop in Colma. Bocci and Sons Stone Carvers, although having changed ownership, is still in operation over 150 years later. Donohoe and Carroll monuments, established in 1885, also continues under family ownership. V. Fontana Company has been in continuous operation since 1921.

BENEFITS OF PRESERVATION

The loss of historic fabric dilutes the unique character, sense of place and feeling that sets one place apart from another. Preservation of historic buildings, structures, sites and the larger cultural landscape makes sense for a variety of reasons. Cultural resources link the

present form of the Town to the community's roots and evolution. Resources may include objects, buildings, structures, districts, trees and landscapes which relate to and evoke Colma's past. From an economic perspective, restoration provides skilled jobs for local builders and income for local suppliers and businesses. Heritage tourism provides jobs in the service sector, supports commercial businesses and would encourage visitors to patronize the expanded retail, entertainment and dining sector proposed as part of Colma's Economic Development Plan. From an environmental perspective, restoration and reuse of materials reduce the materials going to landfills and also lessen depletion of raw materials such as timber. From a social perspective, preservation of historic neighborhoods contributes to diversity in our community and provides a variety of housing to satisfy a wide range of income levels at different stages of life. Below is a listing of some of the benefits of historic preservation:

Cultural Benefits

Having many and varied historic resources make the community culturally richer for having the tangible presence of past eras and architectural styles.

Economic Benefits

Economic benefits include:

- Revenue increase – When historic buildings and cultural sites are protected and made the focal point of revitalization, property values and tax revenues increase; highly skilled jobs are created; a strong concentration of local businesses is encouraged; and opportunities for heritage tourism are created.
- Stability of residential and commercial areas and cemetery sites - The Town's special character can be a powerful tool for the economy as well as community identity. When public policy clearly favors preservation and good design this gives a level of stability that helps attract investment.
- Cost and Time Savings - Fixing up a historic building and deteriorated landscape often costs less and takes less time to complete than constructing new facilities of the same size for the same use.
- Conservation of Natural Resources - As opposed to new construction, rehabilitation uses a smaller amount of building materials and less energy. Preservation is often the "sustainable option"
- Economic Growth - A strong visual identity helps attract visitors, customers, and businesses.

Social Benefits

Historic preservation encourages community pride and mutual concern for the local historic building stock and cultural landscapes.



-
- Intrinsic Value – historic structures and appropriate landscape features with value for their own sake.
 - Continuity – historic structures and good landscaping provide a sense of permanence and well-being.
 - Understanding – historic buildings and structures give an enhanced understanding of who we are, where we have been, and where we might be going.

Educational Benefits

Historic and cultural resources are also worth preserving based on their utility as an educational force. The Town supports the development of community education programs to promote historic preservation. Such programs create awareness and appreciation of Colma's history. Recognition of historic resources will foster a greater enjoyment of the town and greater support for historic preservation efforts.

The community will only become aware of the benefits of historic preservation and the Town's commitment to historic preservation through continued community outreach efforts. The Colma Historical Association seeks to educate citizens about current historic resources and benefits of preservation. Information is disseminated through publications, presentations, walking tours, special events and other media. Technical information relating to the preservation and rehabilitation of historic resources as well as locations or organizations where additional historic data could be obtained can be provided by the Town's Planning staff and the Colma Historical Association.

The combination of education and recognition can foster individual and community pride for local preservation efforts. Community recognition when combined with local incentives can become a strong tool for promoting preservation.

Planning Benefits

The protection of historic resources has benefits to the Town in its long term plan. Historic Resources are vital to the community and provide a unique sense of place. Historic resources also provide the context and backdrop for new development.

Environmental Benefits

Historic preservation through the use of rehabilitation and restoration, and the reuse of existing buildings and sites is an intrinsically "green" practice as opposed to demolition.





The Stone Building at Holy Cross Cemetery

CHALLENGES AND OBSTACLES

Colma's continuing landscape, defined by a rich array of funerary resources dating from the late nineteenth century until the present, has the exceptional ability to illustrate evolution of cultural trends and practices over time. The unique sense of continuity seen through Colma's resources is one that is becoming increasingly scarce. A number of challenges exist that threaten the integrity of Colma's unique resources and that of its larger cultural landscape:

- Limited guidance available to inform future development efforts and ensure compatibility with existing historic and cultural resources.
- Absence of funding set aside to encourage and enable historic preservation efforts.
- Paucity of preservation-related education for private property owners who, in the absence of robust preservation policy, act as the primary stewards of the resources.
- Failure to understand Colma's historic resources as assets.

INCENTIVES FOR PRESERVATION

There are numerous local, state, and federal preservation programs in place to encourage commercial and residential property owners to repair, restore, or rehabilitate historic properties. Incentives are important to the success of the Town's historic preservation program. Incentives and funding can be a successful catalyst for revitalization. If



financial incentives are in place, the Town can offer an offset to denial of a project when economic hardship threatens the preservation of a historic resource.

In the case of Colma's cemetery sites, non-profit organizations or mutual benefit associations can be formed to help with the preservation and rehabilitation of cemetery structures and grounds and provide much needed funding. These nonpartisan and nondenominational groups can serve as a neutral party in planning for the cemetery's preservation and maintenance and can partner on projects with local historic societies and civic groups. Importantly, as a secular organization, a mutual benefit association or nonprofit would be eligible for state and federal funding from which a religious group might be exempt. Such an organization would have the ability to establish a community financial institution or cemetery maintenance district. It should be noted, however, that although a mutual benefit corporation can be non-profit or not-for-profit, it cannot obtain IRS 501(c)(3) non-profit status (exemption from federal income tax) as a charitable organization and is distinct in U.S. law from public-benefit nonprofit corporations and religious corporations. Funds obtained by these organizations can be used for the rehabilitation, acquisition or on-going maintenance of cemetery property.

Listed below is a summary of several preservation incentives and funding opportunities, please also see the Appendix for a more detailed description of the programs listed below and an additional list of non-profit and corporate funding organizations and websites:

The Mills Act

The Mills Act provides for up to 50% reduction in property taxes in exchange for the rehabilitation, preservation, and long-term maintenance of historic buildings. Buildings qualified to apply for the Mills Act include landmarks and all buildings listed individually or as contributors to a district in the National Register of Historic Places. The Mills Act allows the Town of Colma to enter into contracts with private property owners of qualified historic properties to provide a property tax reduction in exchange for the owners agreeing to preserve, rehabilitate and maintain their historic properties. Property taxes under a Mills Act agreement are individually calculated by the County Tax Assessor and can be reduced as much as 50%, an amount that the owner can use to maintain, restore, or rehabilitate a historic building or property. A Mills Act contract is for an initial period of ten years and is automatically renewed each year on its anniversary date. The benefit may be passed on to subsequent owners. The program is available for both residential and income-producing properties. Mills Act historic property contracts usually have provisions for



Hills of Eternity Memorial Park





rehabilitating a property with specification for complying with the Secretary of the Interior's Standards for Rehabilitation. This property tax reduction is usually most beneficial to owners who have made recent purchases.

Federal Tax Credits

A 20% income tax credit program is administered jointly by the U.S. Department of the Interior and Department of the Treasury. The program is available for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service, to be certified historic structures. The State Historic Preservation Offices and the National Park Service review the rehabilitation work to ensure that it complies with the Secretary's Standards for Rehabilitation. The Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken. Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit (but may be eligible for a 10% tax credit). The following information pertains to the 20% federal tax credit for the rehabilitation of historic properties:

- The amount of credit available under this program equals 20% of the qualifying expenses of the rehabilitation.
- The tax credit is only available to properties that will be used for a business or other income-producing purpose.
- The building needs to be certified as a historic structure by the National Park Service.

Rehabilitation work has to meet the Secretary of the Interior's Standards for Rehabilitation, as determined by the National Park Service.

Preservation Easements

Property owners with buildings listed on the National Register can gain significant tax savings by adding a preservation easement to their historic building. This easement ensures the preservation of a property's significant architectural features while allowing the owner to still occupy and use the building. The property owner authorizes a non-profit organization sustaining the easement the authority to review exterior alterations to the building. The non-profit entity thereby assumes responsibility for protecting the historic and architectural integrity of the property. Easements are recorded on the property deed in perpetuity. Preservation easements limit future owners of a building from demolishing the building or altering it in a way that negatively impacts its architectural features. In this way, Preservation Easements provide for the permanent protection of historic buildings.



California Historical Building Code (CHBC)

A State-adopted building code, the CHBC provides an alternative for the preservation or rehabilitation of buildings designated as “historic.” These regulations are intended to facilitate repair or accommodate a change of occupancy so as to preserve a historic resource’s original or restored architectural features, and allows the Town of Colma to approve reasonable alternatives to the standard requirements for historic buildings. Issues addressed by the CHBC include: use and occupancy; means of egress; archaic materials and methods of construction; fire protection; alternative accessibility provisions; mechanical, plumbing, and electrical requirements; and alternative structural regulations. The code allows some non-conforming conditions to remain without modification. The Town of Colma may use the CHBC for qualifying historic resources at the request of the property owner, to meet code requirements for both interior and exterior rehabilitation. Town staff offers assistance to the property owner in applying the CHBC to their individual project.

Community Development Block Grants (CDBG)

CDBG money can be used to provide loans or grants for qualifying rehabilitation projects, which may involve historic buildings.

Preserve America

Preserve America is a federal initiative that encourages and supports community efforts to preserve cultural and natural heritage. The program includes community and volunteer recognition, grants, and awards, as well as policy direction to federal agencies. Grants focus on economic and educational opportunities related to heritage tourism. Grant amounts range from \$20,000 to \$250,000, and must be matched one to one. The Preserve America Grants program complements other federal funding, by helping local communities develop resource management strategies and sound business practices for the continued preservation and use of heritage assets. Funding is available in five activity categories: research and documentation; planning; interpretation and education; promotion; and training.

Zero or low interest revolving loans

The Town can identify low interest loans for improvement and restoration of designated historic resources through cooperation from private consortiums, banks or revolving funds.

Zoning Incentives

Zoning incentives promote historic preservation by allowing flexibility from some zoning requirements if such flexibility will allow a superior project involving a historic resource. Examples include flexibility from rigid setback requirements, building height, or lot coverage.



GOALS, POLICIES, AND PROGRAMS

Goal G-1: Historic Preservation

Identify, recognize and protect Colma's unique cultural heritage through the implementation of policies and programs that maintain the character and identity of the community, enhance the quality of the built environment, encourage awareness and appreciation for its history and culture, and contribute to its economic vitality.

Policy HR-1: Ensure that future plans, ordinances, and City programs are complimentary to the historic preservation goals and policies contained within this plan.

Program 1a: Ensure internal consistency between the Historic Preservation Element and other elements in the Colma General Plan.

Program 1b: Recognize historic and cultural resources as an essential part of the Town's heritage.

Program 1c: Balance historic preservation goals with economic development goals.

Program 1d: Promote architectural innovation by encouraging projects that promote architectural quality and innovative solutions rather than conformity to standard designs.

Policy HR-2: Acknowledge historic preservation principles as an equal component in the planning and development process.

Program 2a: Continue to provide design flexibility as part of the development review process for projects involving or potentially impacting historic or cultural resources.

Program 2b: Adopt zoning code modifications to establish a separate design review process when modifications are considered to structures listed as historic or potentially historic in this plan. The process should reference and require consistency with the Secretary of the Interior's Standards for Rehabilitation for all projects involving significant historic resources.



Program 2c: Adopt zoning code modifications to establish consideration of economic hardship for owners of historic resources with specific criteria and administrative review process.

Program 2d: Continue to use the California Environmental Quality Act (CEQA) as part of the development review process to analyze potential impacts to historic and cultural resources and offer mitigation to minimize negative impacts.

Program 2e: Utilize the Historic Building Code to encourage and facilitate thoughtful restoration, rehabilitation, and adaptive reuse of Colma's historically significant structures.

Program 2f: Consider zoning code modifications to build in flexibility for minor code deviations (parking requirements, setbacks, building height, lot coverage, etc.) if such flexibility would result in a more historically appropriate design without negatively impacting the neighborhood.

Program 2g: The Town of Colma encourages and will provide support to property owners who wish to apply for designation of their properties as a California Historical Landmark, a California Point of Historical Interest, and/or inclusion in the National Register of Historical Places. In addition, the Town encourages and will provide support in the documentation and preservation of Cultural Landscapes.

Policy HR-3: Prevent destruction of properties that add historical or cultural value to Colma's unique history.

Program 3a: Adopt a demolition ordinance requiring discretionary review for all demolitions involving structures that are 50 years old or older.

Program 3b: Support the goals and objectives of



the most current California Historic Preservation Plan.

Program 3c: Encourage community participation in surveys, nominations and landmark hearings.

Program 3d: Promote adaptive re-use of buildings.

Program 3e: Consider establishing a local designation ordinance and associated process to identify and protect Colma's historic resources.

Policy HR-4: Work with the Colma Historical Association as a partner in local preservation.

Program 4a: Continue to work collaboratively with the Colma Historical Association in efforts to protect and promote the unique history of Colma.

Program 4b: Support Colma's Historical Association in their continued oversight of Colma's Museum.

Program 4c: The Colma Historical Association should continue to be used as in an advisory role for discretionary review projects involving cultural sites and historic resources in the Town of Colma.

Program 4d: Encourage the Colma Historical Association to continue to provide resources for residents and applicants wishing to learn more about particular sites or the Town's history as a whole.

Program 4e: Improve awareness of historic preservation goals and activities at town functions by setting up a booth or table or other similar public outreach activities.

Program 4f: Identify educational opportunities and encourage attendance by Town Staff and the Colma Historical Association members to maintain awareness of current preservation issues.



Policy HR-5: Foster awareness, appreciation and celebration of Colma's unique historic and cultural heritage and educate and encourage preservation of these resources.

Program 5a: Create and maintain a historic preservation webpage on the Town of Colma or Colma Historical Association website that includes information on Colma's historic and cultural resources, resource listings, white papers or other helpful and informative resources.

Program 5b: Establish a self-guided tour to lead visitors (motorists and pedestrians) by key historic and cultural resources in the Town of Colma.

Program 5c: Create a printable PDF map of the self-guided tour and post the map on the Colma Historical Association webpage as well as provide printed copies at Colma's Historical Museum, City Hall, Visitor Center and other appropriate locations.

Program 5d: Create unique "historic Colma route" signs along the route of the self-guided tour to further identify it.

Program 5e: Promote awards programs and other forms of public recognition for projects of architectural merit that contribute positively to the community.

Program 5f: Train town staff to provide technical assistance to property owners concerning the sensitive maintenance, rehabilitation and restoration of historic resources.

Program 5g: Property owners are encouraged to seek private foundation grants to fund historic preservation projects in the town.

Program 5h: Explore Community Development Block Grant funds as a potential funding source for rehabilitation of historic resources.



Policy HR-6: The town shall lead by example and encourage sensitive preservation of all town owned resources by using best practices.

Program -6a: The Town shall continue to act as stewards of Colma's history in its rehabilitation and on-going maintenance of historic town owned buildings, sites, and structures consistent with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties.



APPENDIX A: DEFINITIONS

Adaptive re-use: a use for a structure or landscape other than its historic use, normally entailing some modification of the structure or landscape.

Building: an enclosed structure with walls and a roof, created to serve some residential, industrial, commercial, agricultural, or other human use.

Character-defining feature: a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, objects, vegetation, spatial relationships, views, furnishings, decorative details, and materials may be such features.

Cultural landscape: a geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values. There are four general kinds of cultural landscape, not mutually exclusive. The four types are:

1. Designed Landscape – Consciously designed or laid out by a landscape architect, master gardener, architect or horticulturist.
2. Vernacular Landscape – A landscape that evolved through use by the people whose activities or occupancy shaped the landscape.
3. Historic Site – A landscape significant for its association with a historic event, activity or person.
4. Ethnographic Landscape – A landscape containing a variety of natural and cultural resources that the associated people define as a heritage resource.

Cultural resource: an aspect of a cultural system that is valued by or significantly representative of a culture or that contains significant information about a culture. A cultural resource may be a tangible entity or a cultural practice.

Culture: a system of behaviors (including economic, religious, and social), beliefs (values, ideologies), and social arrangements.

Design: the combination of elements that create the form, plan, space, structure, and style of a historic property.

Documentation: drawings, photographs, writings, and other media that depict cultural and natural resources.

Evaluation: process by which the significance of a property is judged and eligibility for National Register of Historic Places (or other designation) is determined.

Feature (historic): (1) a prominent or distinctive aspect, quality, or characteristic of a historic property; (2) a historic property.

Historic character: the sum of all visual aspects, features, materials, and spaces associated with a property's history.

Historic district: a local or national geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, landscapes, structures, or objects, united by past events or aesthetically by plan or physical developments. A district may also be composed of individual elements separated geographically but linked by association or history. (See National Register Bulletin 15.)



Historic property: a district, site, structure, or landscape significant in American history, architecture, engineering, archeology, or culture; an umbrella term for all entries in the National Register of Historic Places.

Historic site: the site of a significant event, prehistoric or historic occupation or activity, or structure or landscape whether extant or vanished, where the site itself possesses historical, cultural, or archeological value apart from the value of any existing structure or landscape; see cultural landscape.

Historic significance: the meaning or value ascribed to a structure, landscape, object, or site based on the National Register criteria for evaluation. It normally stems from a combination of association and integrity.

In-kind: in the same manner or with something equal in substance having a similar or identical effect.

Integrity: the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during its historic or prehistoric period; the extent to which a property retains its historic appearance.

Inventory: a list of cultural resources, usually of a given type and/or in a given area.

Material: the physical elements that were combined or deposited to form a property. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

Protection: action to safeguard a historic property by defending or guarding it from further deterioration, loss, or attack or shielding it from danger or injury.

Preservation: the act or process of applying measures to sustain the existing form, integrity, and material of a historic structure, landscape or object. Work generally focuses upon the ongoing preservation maintenance and repair of historic materials and features, rather than extensive replacement and new work.

Reconstruction: the act or process of depicting, by means of new work, the form, features, and detailing of a non-surviving historic structure or landscape, or any part thereof, for the purpose of replicating its appearance at a specific time and in its historic location.

Rehabilitation: the act or process of making a compatible use for a historic structure through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural and architectural values.

Repair: action to correct deteriorated, damaged, or faulty materials or features of a structure or landscape.

Restoration: the act or process of accurately depicting the form, features, and character of a historic structure, landscape, or object as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Secretary of the Interior Standards: See http://www.nps.gov/history/local-law/arch_stnds_8_2.htm

Setting: the physical environment of a historic property; the character of the place in which the property played its historical role.

State historic preservation officer (SHPO): an official within each state appointed by the governor to administer the state historic preservation program and carry out certain responsibilities relating to federal undertakings within the state.





Structure: a constructed work, usually immovable by nature or design, consciously created to serve some human activity. Examples are buildings of various kinds, monuments, dams, roads, railroad tracks, canals, millraces, bridges, tunnels, locomotives, nautical vessels, stockades, forts and associated earthworks, Indian mounds, ruins, fences, and outdoor sculpture.

APPENDIX B: HISTORIC RESOURCE EVALUATION

The 1992 Historic Resource Inventory (HRI) developed as a joint project with the cooperation of the City of Colma, the San Mateo County Historical Association and the San Mateo County Historic Resources Advisory Board. The intent of the HRI was to develop a comprehensive citywide survey of all cultural resources to inform subsequent planning decisions. At that time 58 resources were identified and evaluated based on significance and potential eligibility for the National or State Registers of Historic Places.

However, because the HRI was performed more than twenty years ago, this list can no longer be considered a comprehensive list. The 1992 HRI (below) is useful as a reference, but because it may not include all potentially eligible resources and may not reflect the most current significance evaluation it should not be considered a comprehensive inventory of all significant historic and cultural resources in Colma.

PLANNING AREA	RESOURCE NAME	ARCHITECTURAL STYLE	DATE OF CONSTRUCTION	STREET ADDRESS	NAT'L REG STATUS/ SIGNIFICANCE CRITERIA
					LOCAL DESIGNATION
4:El Camino Corridor	Salem Memorial Park Office/ Chapel	Art Moderne and Exotic Revival	1936-1940/1986	1171 El Camino Real	5S2
					None
		An interesting example of divergent architectural forms drawing from Neo-Babylonian and Roman styles which work together to communicate a contemporary Moderne style representative of the 1930s.			
4: El Camino Corridor	City Hall/ Civic Building	Spanish Eclectic	1937	1198 El Camino Real	3S; A, C(c)
					None
		Designed by Resing & McGinness of San Francisco in 1936, the City Hall's Spanish Eclectic style was actually influenced by the "City Father," Mattrup Jensen who had been inspired by the Ross, California Town Hall c. 1928.			

National Register Status:

3S: Eligible for the National Register

4S8: May become eligible for separate listing in the National Register when other properties, which provide more significant examples of the historical or architectural associations connected to this property are demolished or otherwise lost their architectural integrity.

5S2: Not eligible for the national Register, but of local interest because it is likely to become eligible for separate listing or designation under a local ordinance that has not yet been written.

7: Not Evaluated

National Register Significance Criteria:

A = Representative of Events of Broad Pattern of History





B = Associated with Important Persons

C = Architectural Significance

(a) Significant Type, Period, or Method of Construction

(b) Work of a Master



6: Mission Road	Lagomarsino Farm Houses/ Residential	Neoclassical Rowhouses	1908-1918	1431 -1457 Mission Rd.	3S B, C(a) None
		These 6 residences constitute the largest and only remaining concentration of residential housing constructed in Colma between 1906 and 1914. They also exist as the most intact example of the family farmstead from Colma's agricultural heyday. The farm houses retain integrity as constructed by the New Era building Co. to a remarkable degree.			
6: Mission Road	Holy Cross/ Cemetery	Rural Cemetery	1886	1595 Mission Rd.	3S None
		Holy Cross was established by the Catholic Church in 1887. The gateway entrance and lodge for Holy Cross Cemetery, designed in the Richardsonian Romanesque style, is the oldest remaining building ensemble of the first cemetery to be established in Colma.			
6: Mission Road	Molloy's Tavern/ Commercial	Vernacular	1883	1655 Mission Rd.	3S; A None
		Originally opened as the Brooksville Hotel in 1883, what is now Molloy's Tavern is the oldest commercial establishment in continuous operation in Colma. The building has been a hostelry, speakeasy, and pub.			
7: Cemetery	Woodlawn Entry/ Office	Romanesque	1904/1948	1000 El Camino Real	3S;C(a,c) None
		Designed by SF Architect Thomas Patterson Ross, the Woodlawn Entry and Office combines elements of the late Gothic Revival with those of HH Richardson. The employment of structural concrete as a framework was one of the earlier uses of the new building technology. The Woodlawn office is considered to possess the highest artistic value of any like architectural features in Colma or perhaps the State.			
7: Cemetery	Home of Peace/ Cemetery	Jewish Cemetery	1889	1299 El Camino Real	5S2 None
		The oldest and largest Jewish Cemetery in the West, Founded by the Emanu-El Congregation in 1850. The original cemetery was located at Vallejo and Gough Streets in San Francisco. The Funerary architecture of this cemetery draws its inspiration from near eastern design			

National Register Status:

3S: Eligible for the National Register

4S8: May become eligible for separate listing in the National Register when other properties, which provide more significant examples of the historical or architectural associations connected to this property are demolished or otherwise lost their architectural integrity.

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C = Architectural Significance

(a) Significant Type, Period, or Method of Construction

(b) Work of a Master



7:Cemetery	Hills of Eternity/ Mausoleum	Moderne; Neo Byzantine	1934	1301 EL Camino Real	5S2 None
		As one of the two examples of Neo-Byzantine in Colma, the reinforced concrete mausoleum exhibits a marked reference to the Moderne style in the horizontal and vertical grooves and use of chevron moldings. The mausoleum was designed by the architecture firm of Samuel Hyman and Abraham Appleton.			
7:Cemetery	Cypress Lawn/ Cemetery	Garden Cemetery/ Memorial Park	1892	1370 El E Camino Real	3S None
		Among the last great rural cemeteries built in the 19 th Century, Cypress lawn includes 87 family mausoleums and many impressive monuments. B.J.S Cahill's Roman Renaissance Community Mausoleum represents the largest collection of art glass in America. This cemetery particularly, provides a visual chronicle of the American Cemetery Movement to the present			
7:Cemetery	Italian Cemetery	Traditional Italian Cemetery	1899	540 F St.	3S None
		Established by the Italian Mutual Benefit Society in 1899, the Italian Cemetery reflects many architectural and funerary features endemic to Italy. Many of the architectural features are a product of ethnic Italian architects from San Francisco.			
7:Cemetery	Olivet Cemetery Office	Mission Revival	1896-1904	1500 Hillside Bldg.	3S; A, C(c) None
		The office best represents the contributions of the Abbey Land and Improvement Company to the City of Colma. The Mission Revival office was designed by the Corporation's Vice President, SF Architect William H Crim. The building has received a number of alterations and additions over time, but retains its original character.			

National Register Status:

3S: Eligible for the National Register

4S8: May become eligible for separate listing in the National Register when other properties, which provide more significant examples of the historical or architectural associations connected to this property are demolished or otherwise lost their architectural integrity.

5S2: Not eligible for the national Register, but of local interest because it is likely to become eligible for separate listing or designation under a local ordinance that has not yet been written.

7: Not Evaluated

National Register Significance Criteria:

A = Representative of Events of Broad Pattern of History

B = Associated with Important Persons

C = Architectural Significance

(a) Significant Type, Period, or Method of Construction

(b) Work of a Master



7:Cemetery	Olivet Memorial Park/ Cemetery	Picturesque Cemetery	1896	1601 Hillside Blvd.	4S8 None
		Olivet Memorial Park is significant as a model modern cemetery thanks to efforts made by its long time superintendent, Mattrup Jensen. In years under his leadership Olivet received new concrete crypts and liners; modern crematories; and new standard columbarium and incendiary with "Jensen" front doors. A notable feature of the cemetery is the segregation of cemetery sections based on vocation or interests.			
7:Cemetery	Pet's Rest Office	Vernacular	1908	1905 Hillside Blvd.	5S2 None
		One of the few remaining examples of post-1906 earthquake residential buildings remaining in Colma. In 1907 the Colma area became a center for resettlement for San Franciscans affected by the earthquake. This building is representative of that era of buildings in its narrow pent roof, recessed entry with double angled bays. In 1947 the house was purchased to establish the Pet's Rest Cemetery.			
7:Cemetery	Old Colma Railroad Station	Vernacular RR Depot	1860's	1506 Hillside Blvd.	3S, A,C(c) None
		Estimated to be built in the early 1860's by the San Francisco and San Jose Railroad, the Old Colma Railroad Station is considered a relic of Colma's gardening era. For a time, this railroad stop served as the most important stopping place between the town of San Mateo and the City of San Francisco.			
8: Sterling Park	Filipini Residence	Spanish Eclectic	1934	7701 Mission St.	5S2 None
		The single family residence exists as the best remaining example of the Spanish Eclectic style in Colma, so popular before WWII. The residence was constructed in 1934 by Joseph Ragni, a Daly City Contractor who was also responsible for the remodeling of the Bocci and Sons business office, at the same time.			

National Register Status:

3S: Eligible for the National Register

4S8: May become eligible for separate listing in the National Register when other properties, which provide more significant examples of the historical or architectural associations connected to this property are demolished or otherwise lost their architectural integrity.

5S2: Not eligible for the national Register, but of local interest because it is likely to become eligible for separate listing or designation under a local ordinance that has not yet been written.

7: Not Evaluated

National Register Significance Criteria:

A = Representative of Events of Broad Pattern of History




B = Associated with Important Persons

C = Architectural Significance

(a) Significant Type, Period, or Method of Construction

(b) Work of a Master



8: Sterling Park	E Street Residences	Row house	c.1924 – c.1935	464 -471 E St.	5S2 None
		Spanish Eclectic and Arte Moderne in style, these row houses were moved from Alemany Boulevard in San Francisco prior to/ during the construction of Hwy 280. Typically 1 and 2 story residences dating from the 1920s to 1950s. Based on the gradual relocation of San Francisco Row houses to Colma they present an erroneous sense that they were part of the original growth of the City. They do play in important role in explaining the evolution of Colma. (Also see listing below for F Street Residences)			
8: Sterling Park	Ottoboni Residence	Craftsman	1904	417 F St.	3S; A,B None
		In 1902 the Ottoboni Family, recently emigrated from Italy, established the first nursery in the area near El Camino Real and F Street, and by doing so initiated what would become a booming flower industry in the area. The Ottoboni home served as the original office for the Pioneer nursery.			
8: Sterling Park	Pelton "Cheap" Building	Vernacular	1883**	437 F St.	5S2 None
		A relatively intact example of the "Cheap Dwellings" designed by San Francisco architect, John Pelton in the early 1880s. This house like many of those on E street was moved from Alemany Boulevard in SF. It is one of the few remaining examples of this style to survive.			
8: Sterling Park	F Street Residences	Row House	c.1924 – c.1935		Unknown None
INSERT PHOTO		Spanish Eclectic and Arte Moderne in style, these row houses were moved from Alemany Boulevard in San Francisco prior to/ during the construction of Hwy 280. Typically 1 and 2 story residences dating from the 1920s to 1950s. Based on the gradual relocation of San Francisco Row houses to Colma they present an erroneous sense that they were part of the original growth of the City. They do play in important role in explaining the evolution of Colma. Note: None of the Houses on F Street are included in the historic inventory, so register status is not known. Likely 5S2, similar to the E Street houses.			

National Register Status:

3S: Eligible for the National Register

4S8: May become eligible for separate listing in the National Register when other properties, which provide more significant examples of the historical or architectural associations connected to this property are demolished or otherwise lost their architectural integrity.

5S2: Not eligible for the national Register, but of local interest because it is likely to become eligible for separate listing or designation under a local ordinance that has not yet been written.

7: Not Evaluated

National Register Significance Criteria:

A = Representative of Events of Broad Pattern of History




B = Associated with Important Persons

C = Architectural Significance

(a) Significant Type, Period, or Method of Construction

(b) Work of a Master



8: Sterling Park	Japanese Cemetery	Cemetery	1902	1300 Hillside Blvd.	7
					None
		A small cemetery, unique for its absence of trees and lawn crowded with monuments. It is the final resting place for hundreds of Japanese who were relocated from San Francisco's Laurel Hill Cemetery in 1940. A number of notable Japanese are buried here including the tomb of Makoto Hagiwara and family who built the Japanese Tea Garden in Golden Gate Park.			
9: Bart Area	Matstrup Jensen Residence	Vernacular/ added Neoclassical features	1903/1941	649 F St.	3S; A,B
					None
		The home of Matstrup Jensen from 1903-1945. The home was designed and built by Matstrup Jensen who was considered the "Father of Modern Colma". Later he remodeled the house based on ante bellum residences he had seen while traveling in the American South. The residence is representative of Matstrup's many contributions to the Town of Colma.			
9: Bart Area	Bocci Monuments/ Commercial	Vernacular	1904/1934	7778 Mission St.	3S; A, B
					None
		Bocci & Sons served as one of the first monument shops established in Colma. First constructed in 1904, the building was remodeled in 1934 when local contractor Joseph Ragni built the new office façade. The descendants of Leopoldo Bocce continue to operate the business and it is now among the oldest cemetery related business in continuous operation in Colma.			

*467,469 and 471 E St. were moved From Alemany Boulevard in San Francisco in the 1960s

** 437 F St was moved from Alemany Boulevard in 1964

National Register Status:

3S: Eligible for the National Register

4S8: May become eligible for separate listing in the National Register when other properties, which provide more significant examples of the historical or architectural associations connected to this property are demolished or otherwise lost their architectural integrity.

5S2: Not eligible for the national Register, but of local interest because it is likely to become eligible for separate listing or designation under a local ordinance that has not yet been written.

7: Not Evaluated

National Register Significance Criteria:

A = Representative of Events of Broad Pattern of History

B = Associated with Important Persons

C = Architectural Significance

(a) Significant Type, Period, or Method of Construction

(b) Work of a Master



RESERVED FOR PLANNING AREA #4 MAP



RESERVED FOR PLANNING AREA #6 MAP



RESERVED FOR PLANNING AREA #7 MAP



RESERVED FOR PLANNING AREA #8 MAP



RESERVED FOR PLANNING AREA #9 MAP



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APPENDIX C: LEGAL CONTEXT FOR HISTORIC PRESERVATION

FEDERAL CONTEXT

National Historic Preservation Act

The National Historic Preservation Act (NHPA), enacted in 1966, established the National Register of Historic Places under the Secretary of the Interior, authorized funding for state programs with provisions for pass-through funding and participation by local governments, created the Advisory Council on Historic Preservation, and established a review process for protecting cultural resources. The NHPA provides the legal framework for most state and local preservation laws.

The NHPA established the Section 106 review procedure to protect historic and archaeological resources that are listed in or eligible for listing in the National Register of Historic Places from the impacts of projects by a federal agency or projects funded or permitted by a federal agency. Federal Highway and HUD-funded Community Development Block Grant projects are examples of those subject to Section 106 review.

Additionally, the NHPA was amended in 1980 to create the Certified Local Government (CLG) program, administered through the State Office of Historic Preservation (OHP). This program allows for direct local government participation and integration in a comprehensive statewide historic preservation planning process. Cities and counties with CLG status may compete for preservation funds allocated by Congress and awarded to each state.

National Register of Historic Places

National Register of Historic Places is the nation's official list of cultural resources worthy of preservation. It is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect historic and archeological resources. The National Register is maintained by the Keeper of the Register within the National Park Services Division. The National Register program also includes National Historic Landmarks, which is limited only to properties of significance to the nation.

STATE CONTEXT

California Register of Historic Places

The California Register of Historical Resources was established in 1992, through amendments to the Public Resources Code. It serves as an authoritative guide to be used by state and local agencies, private groups, and citizens to identify the state's historical resources and to indicate what properties are to be protected from substantial adverse change. The California Register includes resources that are formally determined eligible for, or listed in, the National Register, State Historical Landmarks numbered 770 or higher; Points of Historical Interest recommended for listing by the



State Historical Resources Commission (SHRC); resources nominated for listing and determined eligible in accordance with criteria and procedures adopted by the SHRC, and resources and districts designated as City or county landmarks when the designation criteria are consistent with California Register criteria.

The State of California Office of Historic Preservation administers the California Register program. As a recipient of federal funding, that office meets the requirements of the National Historic Preservation Act with a State Historic Preservation Officer who enforces a designation and protection process, maintains a system for surveys and inventories, and provides for adequate public participation in its activities.

California Environmental Quality Act (CEQA) – Public resources Code 21000-21178

CEQA is a regulatory process enacted in 1970 with the intention to inform decision makers and the public of potential significant environmental impacts of proposed developments. Projects which may cause a substantial adverse effect to historic resources or archaeological sites are subject to the provisions of CEQA. The CEQA review process identifies potential significant impacts as well as alternatives or mitigation measures to avoid or reduce these impacts.

CEQA was amended in 1992 to define historical resources as those listed in (or determined eligible for listing in) the California Register; a resource included in a local register of historical resources or identified as significant in a historical resource survey that meets certain requirements; and any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be significant. Generally, a resource is considered to be historically significant if it meets the criteria for listing in the California Register. However, a lead agency under CEQA is not precluded from determining a resource is significant that is not listed in (or determined eligible for listing in) the California Register, not included in a local register, or identified in a historical resources survey as a historical resource, as defined in the Public Resources Code. According to CEQA all buildings constructed over 50 years ago may be historical resources and proposed alterations require some level of environmental review. CEQA has been further amended to clarify that a project that may cause a substantial adverse change in the significance of a historical resource if it is a project that may have a significant effect on the environment. Demolition and destruction are obvious significant impacts. It is more difficult to assess when change, alteration, or relocation crosses the threshold of substantial adverse change. The state CEQA guidelines provide that a project that demolishes or alters those physical characteristics of a historical resource that convey its historical significance or its character-defining features, then it



can be considered to materially impair the resource's significance. However, a project that conforms to the *U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties* can generally be considered to be a project that will not cause a significant impact.

LOCAL CONTEXT

General Plan

State law offers local governments the flexibility to prepare optional General Plan elements that address topics of concern to them; historic preservation is identified as one of these optional elements. Since all elements of the General Plan have equal legal status, the Historic Resources is as important as each of the other elements. Historical resources, unlike most other resources, can never be recovered once altered or demolished; therefore, preservation must be considered a legitimate land use concern. The Town of Colma's historic buildings and sites can be affected by encroaching land uses, deterioration and neglect. The Town utilizes the Historical Resources Element to identify, establish and protect sites and structures of architectural, historical, archeological and cultural significance, including significant landscaping.

Town of Colma Municipal Code

Chapter Five of the Colma Municipal Code establishes a design review (DR) zone for the Town per Section 5.03.040(d). The DR zone may be combined with all base zones to achieve a consistent site, landscape and building design theme in those area where it is applied. However, pursuant to Code Section 5.03.300, the requirements of the DR zone do not apply to construction of structures on parcels with existing buildings having recognized historical merits, or construction of new buildings on cemetery grounds where, were the development to conform to the DR standards, the design would clash with the existing improvements having recognized historical or architectural merit. All grading or building permit design plans are submitted to the City Planner for review. An approval determination is made by Zoning Administrator and/or City Council.

APPENDIX D: SECRETARY OF THE INTERIOR STANDARDS

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation of cultural resources listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility, the Secretary of the Interior's Standards for Historic Preservation Projects were developed in 1976. They consisted of seven sets of standards for the acquisition, protection, stabilization, preservation, rehabilitation, restoration, and reconstruction of historic buildings.

Since their publication in 1976, the Secretary's Standards have



been used by State Historic Preservation Officers and the National Park Service to ensure that projects receiving federal money or tax benefits were reviewed in a consistent manner nationwide. The principles embodied in the Standards have also been adopted by hundreds of preservation commissions across the country in local design guidelines.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will



be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX E: STANDARDS AND TREATMENTS FOR CULTURAL LANDSCAPES

The Secretary of the Interior's Standards for the Treatment of Historic Properties and the Guidelines for the Treatment of Cultural Landscapes provide guidance to cultural landscape owners, stewards and managers, landscape architects, preservation planners, architects, contractors, and project reviewers prior to and during the planning and implementation of project work.

In all treatments for cultural landscapes, the following general recommendations and comments apply:

1. *Before undertaking project work, research of a cultural landscape is essential:* Research findings help to identify a landscape's historic period(s) of ownership, occupancy and development, and bring greater understanding of the associations that make them significant. Research findings also provide a foundation to make educated decisions for project treatment, and can guide management, maintenance, and interpretation. In addition, research findings may be useful in satisfying compliance reviews (e.g. Section 106 of the National Historic Preservation Act as amended).
2. *There is no single way to inventory a landscape, the goal of documentation is to provide a record of the landscape as it exists at the present time, thus providing a baseline from which to operate:* All component landscapes and features that contribute to the landscape's historic character should be recorded. The level of documentation needed depends on the nature and the significance of the resource. For example, plant material documentation may ideally include botanical name or species, common name and size. To ensure full representation of existing herbaceous plants, care should be taken to document the landscape in different seasons. This level of research may most often be the ideal goal for smaller properties, but may prove impractical for large, vernacular landscapes.
3. *Assessing a landscape as a continuum through history is critical in assessing cultural and historic value:* By analyzing the landscape, change over time—the chronological and physical “layers” of the landscape—can be understood. Based on analysis, individual features may be attributed to a discrete period of introduction, their presence or absence substantiated to a given date, and therefore the landscape's significance and integrity evaluated. In addition, analysis allows the property to be viewed within the context of other cultural landscapes.
4. *In order for the landscape to be considered significant, character-*



defining features that convey its significance in history must not only be present, but they also must possess historic integrity: Location, setting, design, materials, workmanship, feeling and association should be considered in determining whether a landscape and its character-defining features possess historic integrity.

5. *Preservation planning for cultural landscapes involves a broad array of dynamic variables:* Adopting comprehensive treatment and management plans, in concert with a preservation maintenance strategy, acknowledges a cultural landscape's ever-changing nature and the interrelationship of treatment, management and maintenance.

Treatments for Cultural Landscapes

Prior to undertaking work on a landscape, a treatment plan or similar document should be developed. The four primary treatments identified in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, are:

1. Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.
2. Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical or cultural values.
3. Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
4. Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Landscape treatments can range from simple, inexpensive preservation actions, to complex major restoration or reconstruction projects. Generally, preservation involves the least change, and is the



most respectful of historic materials. It maintains the form and material of the existing landscape. Rehabilitation usually accommodates contemporary alterations or additions without altering significant historic features or materials, with successful projects involving minor to major change. Restoration or reconstruction attempts to recapture the appearance of a property, or an individual feature at a particular point in time, as confirmed by detailed historic documentation. These last two treatments most often require the greatest degree of intervention and thus, the highest level of documentation.

In all cases, treatment should be executed at the appropriate level, reflecting the condition of the landscape, with repair work identifiable upon close inspection and/or indicated in supplemental interpretative information. When repairing or replacing a feature, every effort should be made to achieve visual and physical compatibility. Historic materials should be matched in design, scale, color and texture.

A landscape with a high level of integrity and authenticity may suggest preservation as the primary treatment. Such a treatment may emphasize protection, stabilization, cyclical maintenance and repair of character-defining landscape features. Changes over time that are part of the landscape's continuum and are significant in their own right may be retained, while changes that are not significant, yet do not encroach upon or erode character may also be maintained. Preservation entails the essential operations to safeguard existing resources.

Rehabilitation is often selected in response to a contemporary use or need—ideally such an approach is compatible with the landscape's historic character and historic use. Rehabilitation may preserve existing fabric along with introducing some compatible changes, new additions and alterations. Rehabilitation may be desirable at a private residence in a historic district where the homeowner's goal is to develop an appropriate landscape treatment for a front yard, or in a public park where a support area is needed for its maintenance operations.

When the most important goal is to portray a landscape at an exact period of time, restoration is selected as the primary treatment. Unlike preservation and rehabilitation, interpreting the landscape's continuum or evolution is not the objective. Restoration may include the removal of features from other periods and/or the construction of missing or lost features and materials from the reconstruction period. In all cases, treatment should be substantiated by the historic research findings and existing conditions documentation. Restoration and re-construction treatment work should avoid the creation of a landscape whose features did not exist historically. For example, if features from an earlier period did not co-exist with extant features from a later period that are being retained, their restoration would not be appropriate.

In rare cases, when evidence is sufficient to avoid conjecture, and no



other property exists that can adequately explain a certain period of history, reconstruction may be utilized to depict a vanished landscape. The accuracy of this work is critical. In cases where topography and the sub-surface of soil have not been disturbed, research and existing conditions findings may be confirmed by thorough archeological investigations. Here too, those features that are intact should be repaired as necessary, retaining the original historic features to the greatest extent possible. The greatest danger in reconstruction is creating a false picture of history.

False historicism in every treatment should be avoided. This applies to individual features as well as the entire landscape. Examples of inappropriate work include the introduction of historic-looking benches that are actually a new design, a fanciful gazebo placed in what was once an open meadow, executing an unrealized historic design, or designing a historic-looking landscape for a relocated historic structure within “restoration.”

APPENDIX F: FUNDING OPPORTUNITIES - ORGANIZATIONS AND WEBSITES

Incentive	For Further Information:
CLG Grant (Historic Preservation Fund Grant)	http://www.ohp.parks.ca.gov/?Page_id=21239
CDBG Grant (Non-Entitlement)	http://www.hcd.ca.gov/fa/cdbg/
Home Depot Foundation Grant	http://www.homedepotfoundation.org/
National Endowment For The Humanities Grant	http://www.Neh.Gov/Grants
Preservation Tech & Training Grant	http://Ncptt.Nps.Gov/Grants/
Johanna Favrot Fund	http://www.Preservationnation.Org/Resources/Find-Funding/Special-Funds/Johanna-Favrot-Fund.Html
Peter H Brink Leadership Fund	http://www.preservationnation.org/resources/find-funding/special-funds/the-peter-h-brink-leadership.html#.U2fJZ2dLuf4
American Express Partners In Preservation	http://Partnersinpreservation.Com/
CA Council for The Humanities Grant For Ethno-History	http://www.Calhum.Org/Grants/Community-Stories-Grant



CA Farmland And Conservancy Easement Program	http://www.conservation.ca.gov/dlrp/cfcp/Pages/Index.aspx
Natural Heritage Preservation Tax Credit Of 2000	https://www.wcb.ca.gov/Programs/TaxCredit.aspx
Mills Act Tax Abatement	http://ohp.parks.ca.gov/?page_id=21412
Federal Tax Credit for Income Producing Properties (20%)	Http://Www.Nps.Gov/Tps/Tax-Incentives/Before-You-Apply.Htm
CA State Historic Tax Credit (Pending)	Http://Ohp.Parks.Ca.Gov/?Page_Id=27495
Federal Non- Historic Building Tax Credit (10%)	Http://Www.Nps.Gov/Tps/Tax-Incentives/Taxdocs/About-Tax-Incentives-2012.Pdf
Archaeological Institute Of America Site Preservation Grant	Http://Www.Archaeological.Org/Grants/706
FHA Flexible Housing Loan	
New Market Tax Credit	Http://Ntcicfunds.Com/Tax-Credit-Basics/New-Markets-Tax-Credits/
The Richard and Julia Moe Foundation for Statewide & Local Partners	http://www.preservationnation.org/resources/find-funding/special-funds/moe-fund-grant-guidelines.html#.U2fM0WdLuf4
National Trust for Historic Preservation Fund Grant	http://www.preservationnation.org/resources/find-funding/preservation-funds-guidelines-eligibility.html#.U2fNJGdLuf4
Hart Family Fund for Small Towns	http://www.preservationnation.org/resources/find-funding/special-funds/hart-fund.html#.U2fNb2dLuf4
National Trust Loan Fund	http://allieddirectory.mainstreet.org/listing/detail.php?id=156#info
National Heritage Area Funds	http://www.nps.gov/history/heritageareas/REP/heritage.html
Historic Building Code	Http://Ohp.Parks.Ca.Gov/?Page_Id=21410



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