



**AGENDA
REGULAR MEETING**

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

**Wednesday, July 26, 2017
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Introduction of New Recreation Leader: Sofia Cartagena

PUBLIC COMMENTS

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time.
Comments on Agenda Items will be heard when the item is called.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the July 12, 2017 Regular Meeting.
2. Motion to Adopt an Ordinance Amending Sections 5.03.060 and 5.03.240 of the Colma Municipal Code Conditionally Allowing Vehicle Storage in the G Zoning District (second reading).
3. Motion Approving the Town's Response to the Grand Jury Report Dated June 29, 2017, Regarding Multilingual Access to Outreach Programs.
4. Motion to Adopt a Resolution Appointing the City Manager as the City Treasurer.
5. Motion to Adopt a Resolution Amending Subchapter 1.11 of the Colma Administrative Code, Relating to the Town of Colma Website Policy.

NEW BUSINESS

6. BOARD OF STATE AND COMMUNITY CORRECTIONS GRANT FUNDS

Consider: Motion to Adopt a Resolution Authorizing the Receipt and Allocation of \$30,174 in Board of Corrections Grant Funds to Enhance Homeless Outreach Efforts, Training and High Risk Youth Outreach.

7. PARKING CODE AMENDMENTS

Consider: Motion to Adopt a Resolution Amending Sections 3.3, 3.5, 5.4, and 8.6, and Adding a New Section 5.8 to the Colma Parking Code Relating to the Stopping, Standing or Parking of Vehicles in Various Locations Within the Town of Colma.

PUBLIC HEARING

8. STERLING PARK PARKING PLAN APPROVAL

Consider: Motion to Introduce an Ordinance Amending Colma Municipal Code Section 6.02.020 and 6.02.050 Relating to the Number of Guest Parking Permits and to the Number of Preferential Parking Permits Issues to Qualified Residents, and Waive a Further Reading of the Ordinance.

9. ELECTRIC VEHICLE CHARGING STATION PERMIT PROCESS

Consider: Motion to Introduce an Ordinance Adding Municipal Code Chapter 6.06 Regarding Procedures for Expediting Permit Processing for Electric Vehicle Charging Stations, and Waive a Further Reading of the Ordinance.

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

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Brian Dossey, ADA Coordinator, at 650-997-8300 or brian.dossey@colma.ca.gov. Please allow two business days for your request to be processed.

**MINUTES
REGULAR MEETING**

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

Wednesday, July 12, 2017

7:00 p.m.

CALL TO ORDER

Mayor Helen Fisicaro called the Regular Meeting of the City Council to order at 7:02 p.m.

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

Staff Present – Interim City Manager William C. Norton, City Attorney Christopher Diaz, Administrative Services Director Brian Dossey, Director of Public Works Brad Donohue, Police Chief Kirk Stratton, City Planner Michael Laughlin, City Clerk Caitlin Corley, and Assistant Planner Jonathan Kwan were in attendance.

REPORT FROM CLOSED SESSION

The Mayor announced that the 6:00 p.m. Closed Session had been cancelled due to lack of quorum.

ADOPTION OF THE AGENDA

Mayor Fisicaro asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Colvin moved to adopt the agenda; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PRESENTATIONS

Bike Fix It Station Ribbon Cutting: The Mayor led the meeting outside to the Bike Fix It Station on Hillside Boulevard in front of the Community Center. The Mayor cut the ribbon officially opening the Bike Fix It Station and thanked Kaiser for their generous donation and Town staff for their hard work coordinating the purchase and installation.

PUBLIC COMMENTS

Mayor Fisicaro opened the public comment period at 7:13 p.m. Resident Mary Brodzin made a comment about recreation trips being cancelled due to lack of attendance. Jessica Orepeza of Education First International Language Center made an announcement about

the organization's homestay program and encouraged Colma residents to look into hosting an international student. The Mayor closed the public comment period at 7:21 p.m.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the June 21, 2017 Special Meeting.
3. Motion to Accept the Minutes from the June 28, 2017 Regular Meeting.
4. Motion to Approve Report of Checks Paid for June 2017.
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2017.

Action: Council Member del Rosario moved to approve the Consent Calendar items #2 through 5; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PUBLIC HEARING

6. **CONDITIONAL USE PERMIT – 1651 HILLSIDE BLVD.**

Assistant Planner Jonathan Kwan presented the staff report. Mayor Fisicaro opened the public comment period at 7:31 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed. Council requested the following conditions to the resolution: a condition that parking management ensures event parking does not use Hillside Boulevard, a condition ensuring that a vine or scaling plant is covering the exterior wall, a condition requiring additional outdoor lighting.

Action: Vice Mayor Gonzalez moved to Adopt a Resolution Approving a Conditional Use Permit and Design Review to Allow a Funeral Home Which Includes a New Chapel and Embalming Room Within an Existing Building on a Lot Zoned for Cemetery Use at 1651 Hillside Boulevard (APN: 011-331-190) Pursuant to CEQA Guideline 15301, Class 1(a) and 15301, Class 1(e)(1), with the requested changes; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PUBLIC HEARING

7. G ZONING AMENDMENT

City Planner Michael Laughlin presented the staff report. Mayor Fiscaro opened the public comment period at 7:55 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Colvin moved to Adopt a Resolution Making Findings and Adopting a Negative Declaration in Compliance with the California Environmental Quality Act for an Amendment to the Colma Municipal Code to Allow for Vehicle Storage in the "G" (Cemetery) Zone; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

Action: Vice Mayor Gonzalez moved to Introduce an Ordinance Amending Sections 5.03.060 and 5.03.240 of the Colma Municipal Code Conditionally Allowing Vehicle Storage in the G Zoning District, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

COUNCIL CALENDARING

The next Regular City Council Meeting will be on Wednesday, July 26, 2017 at 7:00 p.m.

REPORTS

Council reported no events.

Interim City Manager Bill Norton reported that several staff members would be attending the Verano Home Owner Association meeting on Thursday, July 13, 2017 to help encourage residents to attend community events and to address some plumbing and sidewalk issues.

ADJOURNMENT

Mayor Fiscaro adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Caitlin Corley
City Clerk

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

**AN ORDINANCE AMENDING SECTIONS 5.03.060 AND 5.03.240 OF THE COLMA
MUNICIPAL CODE CONDITIONALLY ALLOWING VEHICLE STORAGE IN THE G
ZONING DISTRICT**

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

ARTICLE 1. BACKGROUND.

(a) The City Council of the Town of Colma finds that there is a need to provide vehicle storage space for auto dealers. Existing auto dealership lots often have insufficient space to store vehicle inventory that is waiting to be sold. In addition, vehicle storage space used by several dealerships has recently been lost at 435-455 Serramonte Boulevard since this property is currently under construction for a new auto dealership. The City Council has permitted temporary automobile storage at the golf driving range and along San Hill Road (a private driveway leading to the landfill) in an effort to accommodate needed vehicle storage for the Town's auto dealerships. The City Council supports the amendment of the G zoning to allow for longer term vehicle storage upon approval of a Conditional Use Permit which will require proper siting and visual screening of vehicles.

(b) The City Council has reviewed and considered the environmental effects of the proposed zoning text amendment, and, by Resolution 2017-____, has approved a Negative Declaration for the proposed zoning amendment.

(c) Notice of a public hearing on the proposed zoning text amendment was provided to the general public and to any person who has filed written request for such notice, at least 10 days before the hearing.

(d) A public hearing on this matter was held on July 12, 2017, and evidence was taken.

(e) The City Council has reviewed and considered the proposed zoning amendment, the staff report, and evidence presented at the public hearing.

ARTICLE 2. FINDINGS.

The City Council finds that the proposed zoning text amendment is consistent with the adopted General Plan, including but not limited to the following elements and policies:

- **Land Use Element (Section 5.02.140 of the General Plan, pg. 5.02.14)** recognizes that more intensive land uses may take the place of certain cemetery designations and that undeveloped land may be leased or sold for other uses. The General Plan states that such changes may require a General Plan Amendment and zone change, and that maintaining Colma's greenbelt theme throughout such changes can be

accomplished in the way specific development proposals are implemented. The proposed zoning text amendment is necessary to allow off-site vehicle storage of automobile dealership inventory as a more intensive use of G zone designated land. A General Plan Amendment is not necessary because of the proposal's consistency with the adopted General Plan policies as described below. In addition, the proposed vehicle storage use would maintain the Town's greenbelt theme through review of such projects under the conditional use permit process, and through the requirements that the location of the vehicle storage not be in active cemetery use and not be readily visible from any public street in the Town of Colma.

- **Land Use Element (Section 5.02.142 of the General Plan, pg. 5.02.14)** states that Use Permits are required for uses that could detract from the green belt theme if they are not designed and sited properly. Vehicle storage is a use that would require a Use Permit on a lot with a G zoning and the amendment is written so that vehicle storage is required to be screened so that it is not readily visible from a public street.
- **Land Use Policy 5.02.311 (pg. 5.02.32):** Any proposed development in the Town shall balance and use judgment in reviewing the visual effects and the potential impacts of the proposed development, facilitating the tranquil atmosphere required for the Town's memorial parks. Vehicle storage use will require a review of screening methods to assure that the vehicle storage and any paving or surface installation or inventory deliveries will not interfere with the tranquil atmosphere required for the Town's memorial parks.
- **Land Use Policy 5.02.312 (pg. 5.02.32):** The Town should take action to improve civic beauty including tree planning, road median landscaping and enforcement of conditions related to private development projects. Auto dealership vehicle storage projects are not anticipated to involve the construction of any physical structures, and the vehicle storage areas must be screened or located to be readily within view of public streets. Therefore, the zoning text amendment will not interfere with the civic beauty of the Town of Colma.
- **Land Use Policy 5.02.334 (pg. 5.02.35):** Commercial land uses requiring frequent truck deliveries should not be located adjacent to residential or cemetery land uses without a sufficient buffer incorporated into their site plans. Delivery of vehicles by car carrier will not be permitted to occur at the vehicle storage location. Cars will be delivered to dealership or off-site locations before being driven to the storage area. The adequacy of buffers from adjacent cemetery land uses and frequency of automobile inventory deliveries would be considered as part of the review of the application for conditional use permit for each storage location project. No conditional use permit may be issued without meeting the standards contained in Colma Municipal Code Section 5.03.410, including that the granting of the Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to properties or improvements in the vicinity.
- **Circulation Element Policy 5.03.729 (pg. 5.03.35):** The Town should strive to maintain a Level of Service D or better for all intersections. Levels of Service E or F should be tolerated during peak periods. Since vehicle storage requires very few vehicle

trips per day (since cars are retrieved by employees based on a customer request), and even fewer vehicle trips during peak hours (since dealerships typically don't start sales until after 10 a.m. and are open later in the evening), vehicle storage will not degrade the Level of Service at any intersections on Hillside Boulevard or Serramonte Boulevard.

- **Circulation Element Policy 5.03.71 (pg. 5.03.37):** The Town recognizes El Camino Real, Hillside Boulevard and the Junipero Serra Freeway as scenic routes. Figure C-1 in the Circulation Element shows that an area on either side of Hillside Boulevard should be protected as a scenic corridor, with primary views looking west over the cemeteries to the Colma valley and towards the Junipero Serra Freeway. Vehicle storage is a use that would require a Use Permit on a lot with a G zoning and the amendment is written so that vehicle storage is required to be screened so that it is not readily visible from a public street, such as Hillside Boulevard. Therefore, vehicle storage, with required screening, will not visually impact a scenic corridor.
- **Open Space Element– Conservation Policy 5.04.351 (pg. 5.04.18):** The Town should encourage the preservation, care and maintenance of memorial parks and cemeteries. In order to approve a use permit for vehicle storage, the Town would have to find that the location is not in active cemetery use.
- **Open Space Element – Conservation Policy 5.04.352 (pg. 5.04.18):** Conversion of uncommitted cemetery lands to commercial or residential uses should be discouraged unless there is a demonstrated public need for such change. The zoning text amendment would limit vehicle storage to locations that are not in active cemetery use. There is a public need to provide vehicle storage space for automobile dealers. Existing automobile dealership lots often have insufficient space to store vehicle inventory that is waiting to be sold. Compounding this shortage, vehicle storage space used by several dealerships has recently been lost at 435-455 Serramonte Boulevard since this property is now under construction for a new automobile dealership. It is in the public interest to support the economic strength and vitality of Colma's leading business sector, which underpins a key commercial corridor through the Town.
- **Open Space Element – Conservation Policy 5.04.372 (pg. 5.04.20):** The Town should require reclamation of the Hillside Landfill. Providing the opportunity for vehicle storage along the private road (Sand Hill Road) leading to the landfill will support reclamation and closure of the Hillside Landfill by providing a source of revenue to fund closure activities such as mowing, maintaining the liner, maintaining the gas collection system and maintaining the drainage system.
- **Noise Element Policy 5.06.311 (pg. 5.06.15):** The Town should review proposed development with regard to potential noise generation impacts to ensure that the tranquil atmosphere for the Town's memorial parks is maintained. Allowing vehicle storage on lots zoned G and does not inherently call for any construction in the Town of Colma, except potentially temporary activities associated with grading and paving or installation of gravel. Any temporary noise impacts involved in a particular application would be considered and appropriately mitigated in the specific project approval. The noise generated through the operations of a vehicle storage use through transporting, entering and operating the vehicles would be similar to the existing noise generated

from nearby roadways. Overall, the Town finds that the tranquil and quiet atmosphere of the memorial parks will be maintained.

- **Noise Element Policy 5.06.312 (pg. 5.06.15):** Land use decisions should include consideration of the noise compatibility chart and acoustic reports required for all development in locations where noise levels exceed the normally acceptable range for specified land use types. The noise generated through the operations of a vehicle storage use through transporting, entering and operating the vehicles would be similar to the existing noise generated from nearby roadways. According to the 1998 Colma General Plan, daytime noise levels on Hillside Boulevard are approximately 70dBA (A-weighted decibel scale), decreasing to approximately 55dBA moving 500' east of Hillside Boulevard. Typical noise levels generated by newer vehicles operating at slow speeds is approximately 50dBA. Up to 60dBA is considered a normally acceptable exterior noise level for most daytime use activities, including noise in parks, at schools, in residential neighborhoods and in cemeteries. It is likely ambient noise levels on Hillside Boulevard will be higher than individual vehicle trips in cemeteries or on driveways to vehicle storage areas, thus canceling out the noise from individual vehicle trips. Therefore, there will not be a noise compatibility issue with the vehicle storage use and existing cemetery and agricultural uses.

ARTICLE 3. CMC SECTION 5.03.060 AMENDED.¹

Section 5.03.060 of the Colma Municipal Code shall be and hereby is amended as follows:

5.03.060 "G" Zone.

- (a) The following uses are generally permitted on land located within the "G" Zone:
 - (1) A cemetery or memorial park;
 - (2) Agriculture, which is primarily open field;
 - (3) A golf course;
 - (4) A golf driving range.
- (b) The following uses may be permitted by the City Council on land located in the "G" Zone upon issuance of a use permit in accordance with the procedures hereinafter set forth:
 - (1) Any use which now or hereafter may be customarily incident to a cemetery or memorial park use, including flower shops, monument shops, crematoriums, and cemetery corporation yards;

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.

(2) Any use which now or hereafter may be customarily incident to agriculture use, including nurseries, agriculture or flower growing utilizing greenhouses or shade structures, firewood yard, or landscape contractors yard;

(3) Any use which now or hereafter may be customarily incident to a golf course, including clubhouse, sale of golf balls, golf shoes and clothing or golf clubs and equipment, lunch counter, conduct of "pro shop", practice range, practice green, and driving range.

(4) Wireless Communications Facilities, as regulated in Subchapter 5.17.

(5) Off-site vehicle storage of automobile dealership inventory.

Article 4. CMC SECTION 5.03.240 AMENDED.²

Section 5.03.240 of the Colma Municipal Code shall be and hereby is amended as follows:

5.03.240 Restrictions Applicable to "G" Zone.

(a) No commercial or business use of any kind shall be conducted in the "G" Zone, except such uses which are normally considered incidental to or accessory to a cemetery or memorial park, agriculture, or a golf course, or off-site vehicle storage of automobile dealership inventory.

(b) As to any golf course use, the following restrictions shall apply:

(1) Enclosed sanitary facilities shall be provided, with not less than three toilets for men and three toilets for women at each golf course;

(2) Paved parking area shall be provided for 200 automobiles or more, which area shall be located within 100 feet of the clubhouse. A paved two-lane access road is to connect the parking area and public street or road;

(3) No more than one sign advertising a golf course may be maintained or erected.

(c) No building, other than a building used for cemetery purposes, shall exceed a height of thirty-six (36) feet in the "G" District.

(d) Buffering Regulations. A crematorium shall be located such that the retort vents are no closer than 650 feet to the nearest residence and shall be sited, using topography and landscaping, so that the retort vents and delivery entrance cannot be seen from any public right-of-way. If the building can be seen from any public right-of-way, crematoriums shall be incorporated into the design of buildings such as chapels and mausoleums so that the cremation aspect is not apparent. Any crematorium existing prior to the effective date of this

² 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.

ordinance may be maintained and its equipment upgraded provided no retorts are added and the proposed work does not result in greater visibility, from any public right-of-way, of the existing retort vent(s) and delivery entrance.

(e) As to any off-site vehicle storage of automobile dealership inventory, the following restrictions apply:

- (1) The vehicle inventory proposed to be stored shall be limited to vehicles less than 5 years old and in operable condition;
- (2) The location is not in active cemetery use;
- (3) The area proposed for vehicle storage shall not be readily visible from any public street in the Town of Colma, either due to existing physical barriers or through screening proposed to be installed;
- (4) The vehicle storage site shall maintain, and shall not impair, full emergency vehicle access to the site and surrounding areas;
- (5) The area proposed for vehicle storage shall be paved or improved with a minimum three inch gravel surface;
- (6) Off-loading of vehicles from vehicle carriers shall not occur at the vehicle storage site and may only occur where vehicles are normally delivered to the auto dealership;
- (7) The vehicle storage site shall prepare and implement a security plan; and
- (8) The proposed off-site vehicle storage shall not generate significant traffic impacts.

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. CEQA DETERMINATION

Prior to taking action on this project (amending the CMC to allow vehicle storage in the G zone), the City Council adopted a Negative Declaration pursuant to the requirements of the California Environmental Quality Act and found that the project will not have a negative impact on the environment. All projects reviewed under this ordinance and involving discretionary review by the Town will undergo independent California Environmental Quality Act review to the extent required by law.

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.

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 July 12, 2017 and duly adopted at a regular meeting of said City Council held on July 26, 2017 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____

Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kirk Stratton, Chief of Police
 VIA: William Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Grand Jury Response

RECOMMENDATION

Staff recommends that the City Council approve:

MOTION APPROVING THE TOWN'S RESPONSE TO THE GRAND JURY REPORT DATED JUNE 29, 2017, REGARDING MULTILINGUAL ACCESS TO OUTREACH PROGRAMS

EXECUTIVE SUMMARY

The City Council is required under penal code section 933.05 to respond to the Grand Jury Report. The draft response is detailed in the analysis section of this staff report and a draft of the proposed response letter is attached as Attachment B.

FISCAL IMPACT

There are no fiscal implications associated with the approval of the Town's response to the Grand Jury report.

Background

The County Grand Jury is a volunteer body of 19 citizens, selected at random from a pool of nominees, to investigate local governmental agencies and make recommendations to improve the efficiency of local government. The June 29, 2017 Grand Jury report contains findings and recommendations on a number of subjects that are applicable to the Town. The Presiding Judge of the County Superior Court has formally requested that the Town review the report and file a written response indicating the following:

- That the Town agrees or disagrees, in whole or in part, with the findings;
- That the recommendation has been implemented, will be implemented, requires further analysis, or will not be implemented; and
- An explanation of the reason for any disagreement with findings or recommendations.

ANALYSIS

Grand Jury Findings

The proposed June 29, 2017 Grand Jury response, which includes the Grand Jury's findings and recommendations, is attached as Attachment B.

CONCLUSION

Staff recommends that the City Council approve the Town's proposed response to the June 29, 2017 Grand Jury report regarding Multilingual Access To Outreach Programs.

ATTACHMENTS

- A. Copy of Grand Jury report
- B. Draft response letter for June 29, 2017 Grand Jury report



TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212
Tel 650-997-8300 • Fax 650-997-8308

July 26, 2017

City Council

Helen Fiscaro
Mayor

Raquel P. Gonzalez
Vice Mayor

Joanne F. del Rosario
Council Member

John Irish Goodwin
Council Member

Diana Colvin
Council Member

City Officials

Bill Norton
Interim City Manager

Kirk Stratton
Chief of Police

Christopher Diaz
City Attorney

Caitlin Corley
City Clerk

Brian Dossey
Administrative Services
Director

Lori Burns
Human Resources Manager

Brad Donohue
Public Works Director

Michael Laughlin, AICP
City Planner

Cyrus Kianpour
City Engineer

Honorable Leland Davis, III
Judge of the Superior Court
Hall of Justice
400 County Center, 8th Floor
Redwood City, CA 94063-1655

Re: Grand Jury Report: “English Is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access To Outreach Programs?”

Dear Judge Davis, III:

The City Council received the San Mateo Civil Grand Jury report titled, “English Is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access To Outreach Programs?”

The Town was requested to submit comments in regards to the findings and recommendations within 90 days and no later than September 27, 2017.

The report contains findings and recommendations pertaining to the Colma Police Department. The Grand Jury instructed each agency in San Mateo County to respond to findings 1-11 (F1-F11) and for the Colma Police Department to respond to recommendations 1 and 2 (R1, R2).

For the “findings”, the Town was to indicate one of the following;

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, for each Grand Jury “recommendation”, the Town was requested to report one of the following actions;

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope

4. and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
5. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
6. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

The following are responses to findings 1-11 from the Town of Colma;

F1- Approximately 130,019 (17.8%) of residents of San Mateo County self-report that they do not speak English “very well.”

Town Response: The Town of Colma agrees with this finding based on the research conducted by the Grand Jury.

F2- The 17 law enforcement agencies in San Mateo County provide an impressive 170+ outreach programs.

Town Response: The Town of Colma agrees with this finding based on the research conducted by the Grand Jury.

F3- The following nine cities’ police departments’ websites provide access to multiple languages: Daly City, East Palo Alto, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, South San Francisco, and City of San Mateo.

Town Response: The Town of Colma partially disagrees with this finding and believes that the Colma Police Department should be added to the list of nine cities. The Colma Police Department’s website provides access to multiple languages. The “Translate” tab is located at the bottom of every page and contains over 100 languages, thus, the Colma Police Department should be added to this finding as one more agency in San Mateo County that provides multiple languages on its website.

F4- The following four cities’ police departments’ websites have no mention of outreach programs on their websites: Atherton, Brisbane, Colma, Hillsborough.

Town Response: The Town of Colma partially disagrees with this finding. The Colma Police Department website contains outreach programs in an effort to provide community awareness and services and agrees that the outreach program tabs on the website can be improved for better visibility. There are several listed on the home page to include Neighborhood Watch, Crime Trends, Bicycle Safety Tips, The Victim’s Bill of Rights Act, also known as Marcy’s Law, and a Community Safety Guide. Further, the Colma Police Department homepage is directly linked to

Honorable Leland Davis, III

July 26, 2017

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the Colma Police Department social media Facebook page that includes current programs, events and awareness.

F5- All seven of the law enforcement agencies listed below consider the language needs of the attendees when planning community outreach events: Daly City Police Department, East Palo Alto Police Department, Redwood City Police Department, San Bruno Police Department, City of San Mateo Police Department, South San Francisco Police Department, San Mateo County Sheriff's Office.

Town Response: The Town of Colma agrees with this finding based on the Grand Jury's research.

F6- All seven of the law enforcement agencies listed below provide an opportunity for one-on-one interaction with a police officer or a Q&A session with an interpreter on site: Daly City Police Department, East Palo Alto Police Department, Redwood City Police Department, San Bruno Police Department, City of San Mateo Police Department, South San Francisco Police Department, San Mateo County Sheriff's Office.

Town Response: The Town of Colma agrees with this finding based on the Grand Jury's research.

F7- Of the seven law enforcement agencies listed in F6, six provide publication information in more than English: Daly City Police Department, East Palo Alto Police Department, Redwood City Police Department, City of San Mateo Police Department, South San Francisco Police Department, and San Mateo County Sheriff's Office.

Town Response: The Town of Colma agrees with this finding based on the Grand Jury's research and would like to add that the Colma Police Department provides publication information in more than English.

F8- Of the seven law enforcement agencies listed in F6, five sponsor specific outreach events for non-English speaking residents: East Palo Alto Police Department, Redwood City Police Department, City of San Mateo Police Department, South San Francisco Police Department, and San Mateo County Sheriff's Office.

Town Response: The Town of Colma agrees with this finding.

F9- Of the seven law enforcement agencies listed in F6, six work with other police agencies to reach non-English speaking residents for outreach events.

Town Response: The Town of Colma agrees with this finding.

F10- Of the seven law enforcement agencies listed in F6, six provide outreach materials in languages other than English: Daly City Police Department, East Palo Alto Police Department,

Honorable Leland Davis, III

July 26, 2017

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Redwood City Police Department, San Bruno Police Department, South San Francisco Police Department, and San Mateo County Sheriff's Office.

Town Response: The Town of Colma agrees with this finding and would like to add that the Colma Police Department also provides outreach materials in languages other than English.

F11- Of the seven law enforcement agencies listed in F6, six provide onsite interpreters for outreach programs: East Palo Alto Police Department, Redwood City Police Department, San Bruno Police Department, South San Francisco Police Department, and San Mateo County Sheriff's Office.

Town Response: The Town of Colma agrees with this finding based on the Grand Jury's research.

The following are responses to recommendations 1 and 2;

R1 reads, in part, "All law enforcement agencies in San Mateo County shall modify their websites by including multilingual translation capability."

Town Response: The recommendation has already been implemented. The Colma Police Department and the Town of Colma website include multilingual translation capabilities. However, we are taking further action to make the "Translation" tab more visible on every page by relocating this tab to the top portion of each page. We are also reviewing the need to change the word "Translate" to "Select Language" to become more user friendly.

R2 reads, "The law enforcement agencies (Atherton, Brisbane, Colma, Hillsborough) whose websites lack information about their outreach programs shall update their website with the outreach programs available on the home page or provide a prominent link to the outreach programs page, by December 31, 2017.

Town Response: The recommendation has already been implemented. The Colma Police Department website includes outreach programs in an effort to provide community awareness and services. There are several listed on the home page to include Neighborhood Watch, Crime Trends, Bicycle Safety Tips, The Victim's Bill of Rights Act, also known as Marcy's Law, and a Community Safety Guide. Further, the Colma Police Department homepage is directly linked to the Colma Police Department social media Facebook page that includes current programs, events and awareness.

The Colma Police Department would like to expand the answer to question #1 from the original Grand Jury survey and add that the Colma Police Department employs five bilingual officers and a dispatcher who are fluent in Spanish, Tagalog and Cantonese. The Colma Police Department Dispatch Center has the capability to translate any language via the "Language line". Other outreach efforts include multi-language resource pamphlets and forms to include CORA, Community Overcoming Relationship Abuse. The Colma Police Department attempts to provide

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Page 5

bilingual staff members at community outreach events when feasible and one officer is a member of the Filipino American Organization Fil-Am.

Question #1 asked the Colma Police Department to indicate which community events they participate in, and if an event is not listed to please add it to the list.

The Colma Police Department prides itself on community outreach and participates in numerous community events and outreach programs. Additional events include;

National Night Out
Coffee With a Cop
Bicycle Rodeo
Neighborhood Watch Meetings
Driver Safety Seminar
Parents of Teen Drivers
Christmas Toy Drive
Halloween Event
Easter Event
Kops And Kids
Lunch With Seniors
After School Reading Program
Ride-A- Longs
Command Staff Walk
Business District Bike Patrol
Police Station Tours
Town Picnic

On behalf of the Town of Colma, I would like to thank the Grand Jury for their work on this report.

Sincerely,

Helen Fiscaro
Mayor





Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

RODINA M. CATALANO
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
FAX (650) 261-5147
www.sanmateocourt.org

June 29, 2017

Town Council
Town of Colma
1198 El Camino Real
Colma, CA 94014

Re: Grand Jury Report: "English Is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access To Outreach Programs?"

Dear Councilmembers:

The 2016-2017 Grand Jury filed a report on June 29, 2017 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Leland Davis, III. Your agency's response is due no later than September 27, 2017. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
 - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Davis.

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
 - Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
 - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



Rodina M. Catalano
Court Executive Officer

RMC:ck
Enclosure

cc: Hon. Leland Davis
Paul Okada

Information Copy: City Manager



ENGLISH IS NOT OUR ONLY LANGUAGE: ARE LOCAL LAW ENFORCEMENT AGENCIES PROVIDING MULTILINGUAL ACCESS TO OUTREACH PROGRAMS?

ISSUE

San Mateo County currently has approximately 729,543 residents¹ and 305,069 (41.8%) of those residents² self-report that they speak a language other than English as their primary language. Almost half of those people (130,019), self-report that they do not speak English "very well".³

The law enforcement agencies for the 20 cities and towns located in San Mateo County (County), together with the San Mateo County Sheriff's Office, have the responsibility of protecting the County's residents. This responsibility has become more difficult to fulfill as profound demographic changes over the past 25 years have brought an increasing number of people into the County who speak English either as a second language or not at all.

With these statistics in mind, the 2016-2017 San Mateo County Civil Grand Jury (Grand Jury) reviewed the community outreach programs provided by the law enforcement agencies countywide to determine how, or if, these agencies have modified their outreach efforts to include the non-English speaking population.

SUMMARY

The law enforcement agencies in San Mateo County provide an impressive array of outreach events⁴ and are to be commended for having interpreters at many of these programs for the languages widely spoken in the communities they serve. Outreach, for the purposes of this report, is defined as any activity providing services and programs to any population. For law enforcement agencies, outreach includes efforts in community awareness and engagement beyond the provisions of law enforcement services. In addition to delivering programs, outreach has an educational role in that it raises the awareness of existing services.⁵ All residents should have access to these programs.

Awareness of these programs may be limited, however, either by their absence from the law enforcement agencies' websites or the lack of multilingual accessibility on those websites. Promoting these programs through agency websites and extending outreach in multiple languages is essential if English and non-English speaking residents alike are to benefit from them. The Grand Jury believes that including multilingual capability to the websites of the law enforcement agencies in the County may extend the awareness of, and increase the participation in, outreach programs by residents who speak English either as a second language or not at all.

¹ Statistical Atlas. "Languages in San Mateo County." <http://statisticalatlas.com/county/California/San-Mateo-County/Languages>. Accessed May 2017.

² Ibid.

³ Statistical Atlas: All data are based on survey responses and were not verified in any other way.

⁴ Appendix A

⁵ [En.m.wikipedia.org/wiki/Outreach](http://en.m.wikipedia.org/wiki/Outreach). Accessed May 16, 2017.

METHODOLOGY

The Grand Jury conducted a survey of the law enforcement agencies⁶ in San Mateo County to determine what outreach programs they offer and which of those programs are offered in multiple languages. The Grand Jury also reviewed the website for each of the law enforcement agencies to determine if those sites provide information about outreach programs in multiple languages.

This report focuses on the following cities in San Mateo County: Daly City, East Palo Alto, Redwood City, San Bruno, City of San Mateo, South San Francisco, and the cities and unincorporated areas in which the San Mateo County Sheriff's Office has policing responsibilities.⁷ These areas represent 72.6% of the County's population and 84.5% of the total County's residents who self-report that they do not speak English "very well."⁸

The Grand Jury's source for all demographic information is *statisticalatlas.com* as of May 16, 2017. The website indicates data are updated on an ongoing basis. It further indicates data are obtained from surveys and is not verified beyond that.⁹

BACKGROUND

As of May 16, 2017, San Mateo County had 729,543 residents¹⁰ and 305,069 (41.8%) of those residents¹¹ self-report that they speak a language other than English as their primary language. Of those non-English speakers, 130,019, almost half, self-report that they do not speak English "very well." The following chart illustrates the language diversity of the County.

⁶ Atherton, Belmont, Brisbane, Broadmoor, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Mateo Sheriff (includes Half Moon Bay, Millbrae and San Carlos), City of San Mateo and South San Francisco.

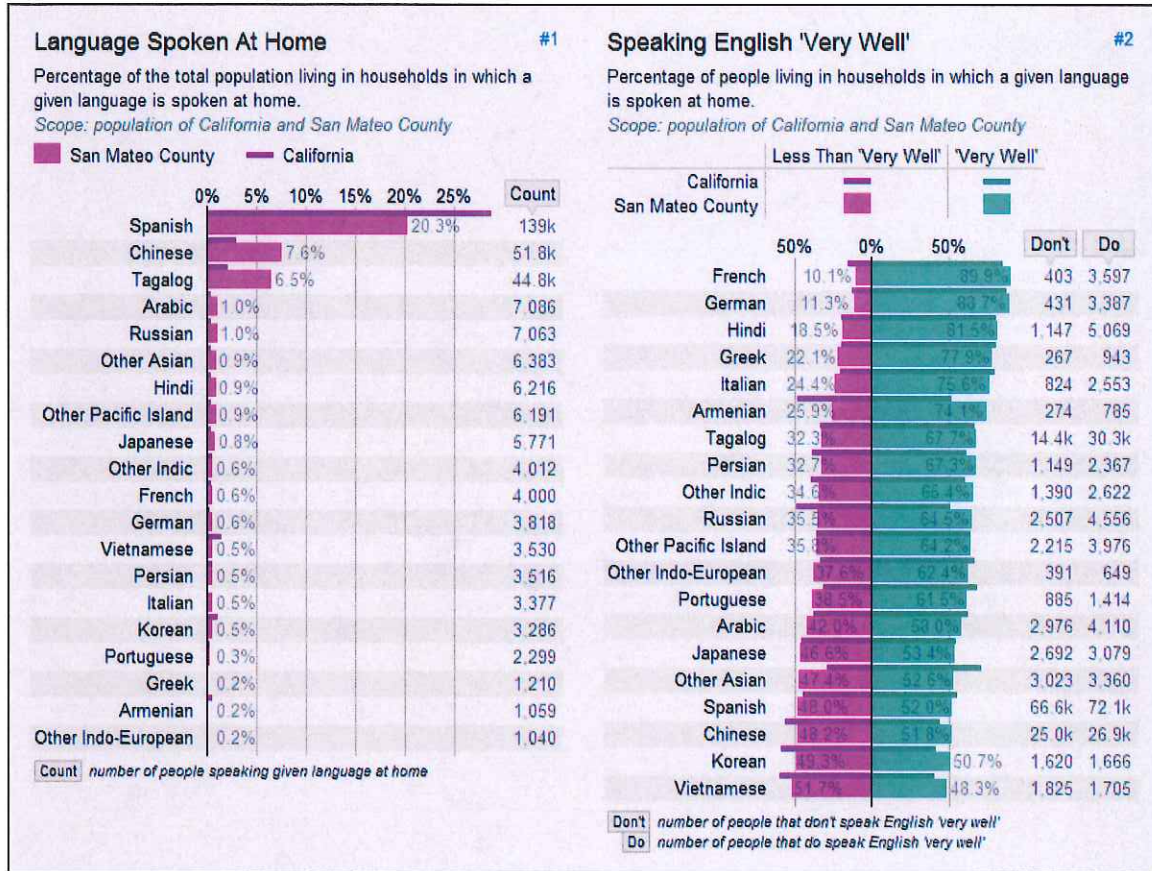
⁷ Includes Half Moon Bay, Millbrae, San Carlos and the unincorporated areas of San Mateo County.

⁸ Statistical Atlas. "Languages in San Mateo County." <http://statisticalatlas.com/county/California/San-Mateo-County/Languages>. Accessed May 2017.

⁹ Ibid.

¹⁰ Statistical Atlas. "Languages in San Mateo County." <http://statisticalatlas.com/county/California/San-Mateo-County/Languages>. Accessed May 2017.

¹¹ Ibid.



As noted, this report concentrates on the areas in the County where languages other than English (such as Spanish, Chinese and Tagalog) are frequently spoken by large segments of the population. The areas represent 72.6% of the County's population and 84.5% of those County residents who self-report that they do not speak English "very well."¹²

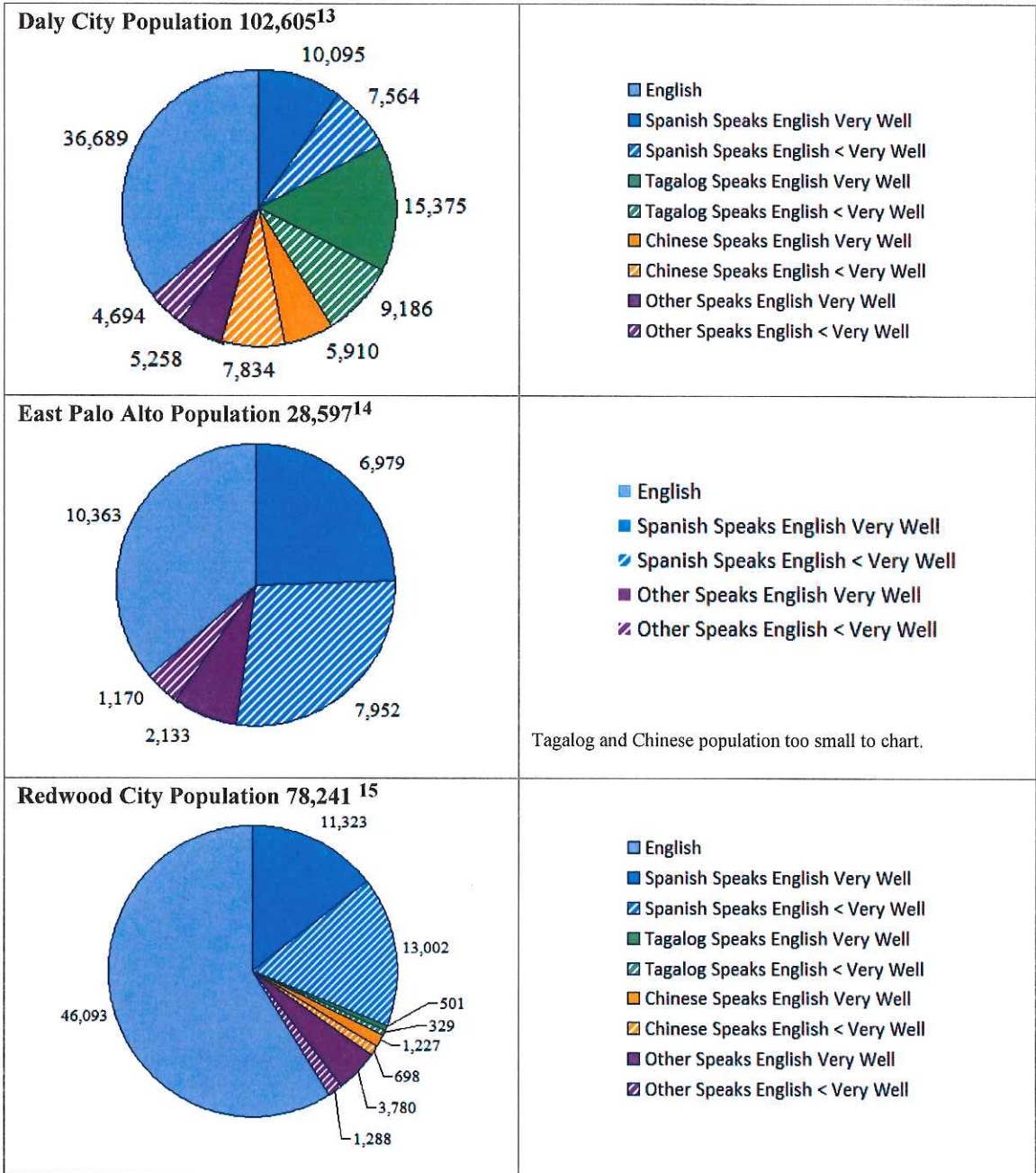
¹² Ibid.

City	Population	# of Individuals Speaking a Language Other Than English at Home				%
		Spanish	Chinese	Tagalog	Other	
Daly City	102,605	17,659	13,744	24,561	9,952	64.2%
East Palo Alto	28,597	14,931	267	204	2,832	63.8%
Redwood City	78,241	24,325	1,925	830	5,068	41.1%
San Bruno	41,581	8,354	2,638	2,699	5,455	46.0%
City of San Mateo	98,601	19,066	6,243	2,568	11,794	40.2%
South San Francisco	64,630	16,307	5,329	6,966	6,990	54.2%
Areas served by the Sheriff†	114,515	18,686	1,122	7,095	9,076	31.4%
Total	528,770	119,328	31,268	44,923	51,167	46.5%

†Includes unincorporated San Mateo County as well as the cities and towns of Half Moon Bay, Millbrae, San Carlos, Portola Valley, and Woodside

As shown above, approximately 46.5% of the residents in these communities speak a language other than English at home. While most of these speakers (136,829 or 55%) self-identify as speaking English “very well,” many (109,857 or 45%) do not. For these residents, participation in city and county law enforcement outreach programs may be limited by the fact that information in their preferred languages is unavailable.

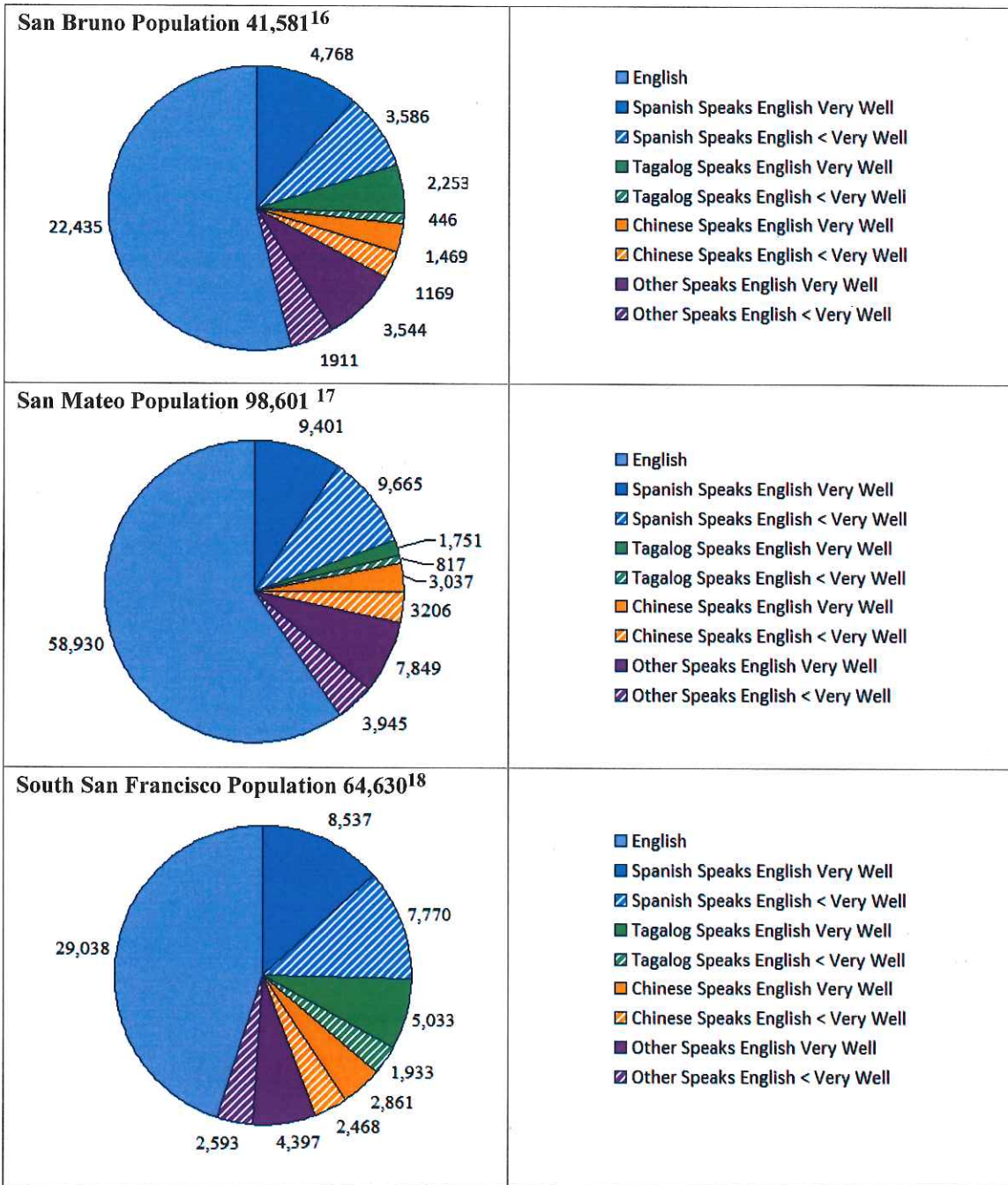
The following charts represent the diversity of English proficiency and languages spoken in these communities.



¹³ Statistical Atlas. "Languages in Daly City, California." <http://statisticalatlas.com/place/California/Daly-City/Languages>. Accessed May 2017.

¹⁴ Statistical Atlas. "Languages in East Palo Alto, California." <http://statisticalatlas.com/place/California/East-Palo-Alto/Languages>. Accessed May 2017.

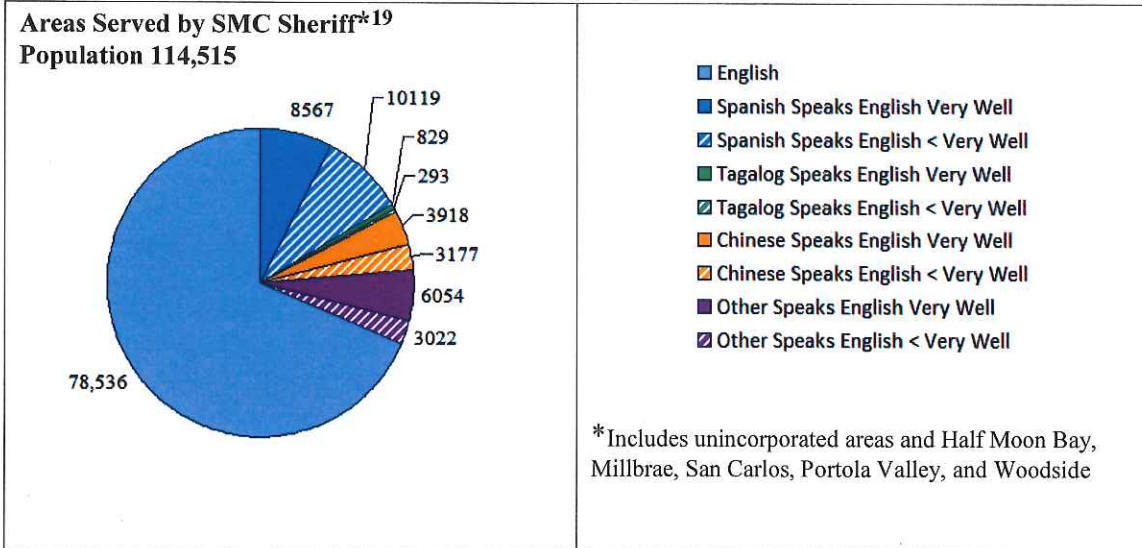
¹⁵ Statistical Atlas. "Languages in Redwood City, California." <http://statisticalatlas.com/place/California/Redwood-City/Languages>. Accessed May 2017.



¹⁶ Statistical Atlas. "Languages in San Bruno, California." <http://statisticalatlas.com/place/California/San-Bruno/Languages>. Accessed May 2017.

¹⁷ Statistical Atlas. "Languages in San Mateo, California." <http://statisticalatlas.com/place/California/San-Mateo/Languages>. Accessed May 2017.

¹⁸ Statistical Atlas. "Languages in South San Francisco, California." <http://statisticalatlas.com/place/California/South-San-Francisco/Languages>. Accessed May 2017.



DISCUSSION

Within the County, 16 law enforcement agencies and the San Mateo County Sheriff’s Office provide local law enforcement.²⁰ Each of these agencies has a website, or a webpage on their respective city’s website, offering information to residents about the outreach programs they provide. In response to its survey, the Grand Jury learned that these agencies collectively offer more than 170 outreach programs to their residents.²¹ These law enforcement agencies are to be commended for having many of their programs in languages other than English to the extent that such languages are spoken in their communities. The Grand Jury recognizes the effort and expense associated with providing numerous valuable outreach programs and making them accessible to non-English speaking residents.

¹⁹ Extrapolated from Statistical Atlas. <http://statisticalatlas.com>. May 2017.

²⁰ Atherton, Belmont, Brisbane, Broadmoor, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Mateo, South San Francisco, San Mateo County Sheriff (includes Half Moon Bay, Millbrae, Portola Valley, San Carlos, and Woodside), da.smcgov.org. Accessed May 4, 2017.

²¹ Appendix A

The pertinent responses from the seven selected law enforcement agencies to the survey conducted by the Grand Jury were as follows:

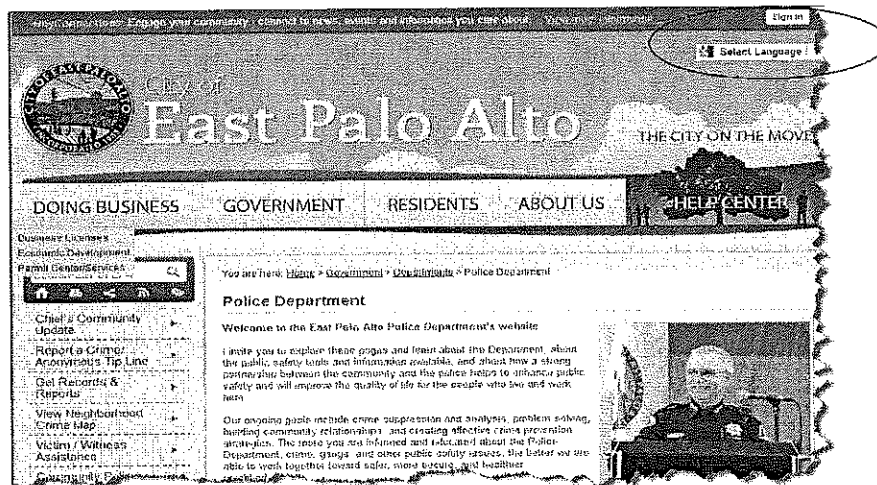
Question	Y	N	Question	Y	N
When planning community events, such as a safety seminar, do you consider the language needs of attendees?			If an event provides an opportunity for one-on-one interaction with a police officer or includes a Q&A session, are interpreters available?		
Daly City	Y		Daly City	Y	
East Palo Alto	Y		East Palo Alto	Y	
Redwood City	Y		Redwood City	Y	
San Bruno	Y		San Bruno	Y	
City of San Mateo	Y		City of San Mateo	Y	
South San Francisco	Y		South San Francisco	Y	
Areas served by the Sheriff*	Y		Areas served by the Sheriff*	Y	
Question	Y	N	Question	Y	N
When publicizing events, do you provide the information in languages other than English?			Does your department sponsor specific outreach events for non-English speaking residents?		
Daly City	Y		Daly City		N
East Palo Alto	Y		East Palo Alto	Y	
Redwood City	Y		Redwood City	Y	
San Bruno		N	San Bruno		N
City of San Mateo	Y		City of San Mateo	Y	
South San Francisco	Y		South San Francisco	Y	
Areas served by the Sheriff*	Y		Areas served by the Sheriff*	Y	
Question	Y	N	Question	Y	N
To enhance these programs, do you work with other police departments, the probation department, youth services, or community organizations to reach non-English speaking or English-as-a-second language residents?			Are accompanying materials for these outreach programs available in languages other than English?		
Daly City		N	Daly City		N
East Palo Alto	Y		East Palo Alto	Y	
Redwood City	Y		Redwood City	Y	
San Bruno	Y		San Bruno	Y	
City of San Mateo	Y		City of San Mateo	Y	
South San Francisco	Y		South San Francisco	Y	
Areas served by the Sheriff*	Y		Areas served by the Sheriff*	Y	

Question	Y	N
Are interpreters available for any of these outreach programs?		
Daly City		N
East Palo Alto	Y	
Redwood City	Y	
San Bruno	Y	
City of San Mateo	Y	
South San Francisco	Y	
Areas served by the Sheriff*	Y	

*Includes unincorporated areas and Half Moon Bay, Millbrae, San Carlos, Portola Valley, and Woodside

Several cities prominently announce their outreach programs on their websites.²² Others provide little or no information about such programs on their websites.²³ The Grand Jury reviewed these websites²⁴ and discovered that only nine of the 17 law enforcement agencies' websites surveyed have multilingual capability.²⁵

The City of East Palo Alto's website is particularly effective in accommodating its residents' language requirements. Notice the top right of the screen has a "Select Language" menu.²⁶



²² Appendix B.

²³ Ibid.

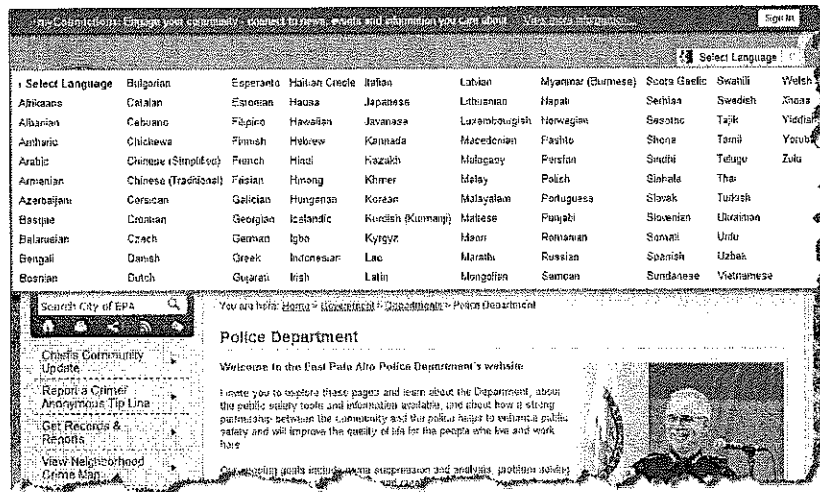
²⁴ Ibid.

²⁵ Daly City, East Palo Alto, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, South San Francisco, and the City of San Mateo,

²⁶ City of East Palo Alto. "Police Department." <http://www.ci.east-palo-alto.ca.us/index.aspx?nid=558>. Accessed May, 2017.

Used with permission.

Clicking on the language menu allows the user to select one of over 100 languages.



Selecting Spanish, for example, will translate most of the website to Spanish.²⁷



The Grand Jury believes that by adding a translation feature to their websites, law enforcement agencies will provide greater access and possibly enable greater participation in outreach programs by non-English speaking residents.

²⁷ Translations are not perfect. For example, certain elements such as images and pdf files will not translate; in some cases (but not always) if the name of the program has initial capitals letters, like Blood Drive, the words are left in English; and words like “drive” (as in “food drive” can be problematic, as “drive” has so many meanings).

FINDINGS

- F1. Approximately 130,019 (17.8%) of the residents of San Mateo County self-report that they do not speak English “very well.”
- F2. The 17 law enforcement agencies in San Mateo County provide an impressive 170+ outreach programs.
- F3. The following nine cities’ police departments’ websites provide access to multiple languages:²⁸
- Daly City
 - East Palo Alto
 - Hillsborough
 - Menlo Park
 - Pacifica
 - Redwood City
 - San Bruno
 - South San Francisco
 - City of San Mateo
- F4. The following four cities’ police departments’ websites have no mention of outreach programs on their websites:
- Atherton
 - Brisbane
 - Colma
 - Hillsborough
- F5. All seven of the law enforcement agencies listed below consider the language needs of the attendees when planning community outreach events:
- Daly City Police Department
 - East Palo Alto Police Department
 - Redwood City Police Department
 - San Bruno Police Department
 - City of San Mateo Police Department
 - South San Francisco Police Department
 - San Mateo County Sheriff’s Office
- F6. All seven of the law enforcement agencies listed below provide an opportunity for one-on-one interaction with a police officer or a Q&A session with an interpreter on site:
- Daly City Police Department
 - East Palo Alto Police Department
 - Redwood City Police Department
 - San Bruno Police Department
 - City of San Mateo Police Department

²⁸ Appendix B

- South San Francisco Police Department
 - San Mateo County Sheriff's Office
- F7. Of the seven law enforcement agencies listed in F6, six provide publication information in more than English:
- Daly City Police Department
 - East Palo Alto Police Department
 - Redwood City Police Department
 - City of San Mateo Police Department
 - South San Francisco Police Department
 - San Mateo County Sheriff's Office
- F8. Of the seven law enforcement agencies listed in F6, five sponsor specific outreach events for non-English speaking residents:
- East Palo Alto Police Department
 - Redwood City Police Department
 - City of San Mateo Police Department
 - South San Francisco Police Department
 - San Mateo County Sheriff's Office
- F9. Of the seven law enforcement agencies listed in F6, six work with other police agencies to reach non-English speaking residents for outreach events:
- East Palo Alto Police Department
 - Redwood City Police Department
 - San Bruno Police Department
 - City of San Mateo Police Department
 - South San Francisco Police Department
 - San Mateo County Sheriff's Office
- F10. Of the seven law enforcement agencies listed in F6, six provide outreach materials in languages other than English:
- Daly City Police Department
 - East Palo Alto Police Department
 - Redwood City Police Department
 - San Bruno Police Department
 - South San Francisco Police Department
 - San Mateo County Sheriff's Office
- F11. Of the seven law enforcement agencies listed in F6, six provide on-site interpreters for outreach programs:
- East Palo Alto Police Department
 - Redwood City Police Department
 - San Bruno Police Department

- City of San Mateo Police Department
- South San Francisco Police Department
- San Mateo County Sheriff's Office

RECOMMENDATIONS

- R1. All law enforcement agencies in San Mateo County shall modify their websites by including multilingual translation capability to potentially increase access and participation in outreach programs by non-English speaking residents by December 31, 2017.
- R2. The law enforcement agencies (Atherton, Brisbane, Colma, and Hillsborough) whose websites lack information about their outreach programs shall update their website with the outreach programs available on the home page or provide a prominent link to the outreach programs page, by December 31, 2017.

REQUEST FOR RESPONSES

Responses to Recommendation 1 are requested from the following:

- Atherton City Council
- Belmont City Council
- Brisbane City Council
- Broadmoor Police Protection District Commission
- Burlingame City Council
- Colma Town Council
- Daly City, City Council
- East Palo Alto City Council
- Foster City, City Council
- Half Moon Bay City Council
- Hillsborough Town Council
- Menlo Park City Council
- Millbrae City Council
- Pacifica City Council
- Portola Valley Town Council
- Redwood City, City Council
- San Bruno City Council
- San Carlos City Council
- San Mateo City Council
- South San Francisco City Council
- San Mateo County Sheriff
- Woodside Town Council

Responses to Recommendation 2 are requested from the following:

- Atherton City Council
- Brisbane City Council
- Colma Town Council
- Hillsborough Town Council

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

APPENDIX A OUTREACH PROGRAMS AVAILABLE

(As Reported by the Police Agencies to the Grand Jury Survey):

Atherton Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids
- Workshop on domestic violence
- Police Ride-a-Long
- Reserve Officer Program

Belmont Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Police Ride-A-Long
- Teen Explorer
- Police Volunteers
- Reserve Police Program

Brisbane Police Department

- Home Safety Program
- Farmer's Market Attendance
- Outings with Kids
- National Night Out
- Coffee with Cops
- Weekly Senior Luncheon
- Police Ride-A-Long
- Active Shooter Awareness for businesses
- Truth About Drugs Presentation
- DUI Awareness for Teens

Broadmoor Police Department

- Outings with Kids
- Halloween event
- Christmas event
- Easter event

Burlingame Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance

- Command Staff Walk
- Police Ride-A-Long
- Teen Explorer Unit
- Reserve Officer Program

Colma Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Outings with Kids

Daly City Police Department

- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids-bowling/hiking
- Workshop of domestic violence
- Police Athletic League
- Police Ride-A-Long
- Teen Explorer
- Reserve Officer Program
- Citizen's Police Academy

East Palo Alto Police Department

- Neighborhood Meet and Greet
- Outings with Kids
- Workshop on Domestic Violence
- Coffee with a Cop
- CLEAN Zones
- Beat Meetings
- Town Hall Meetings
- Book Reading
- Police Athletic League
- Police Ride-A-Long
- Police Volunteers

Foster City Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Coffee with a Cop
- Police Open House
- "Shredfest" Skateboarding event
- Police Ride-A-Long

- Teen Explorer
- Gang Resistance, Education & Training (GREAT)
- Reserve Office Program
- Citizen Police Academy

Hillsborough Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Outings with Kids
- Hillsborough Network Information Sessions and Block Parties
- Bicycle Rodeo
- Police Ride-A-Long
- Parents of Teen Drivers

Menlo Park Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Police Ride-A-Long
- Teen Explorer
- Gang Resistance, Education & Training (GREAT)
- Police Volunteers
- Reserve Officer Program
- Citizen's Police Academy

Redwood City Police Department

- Coffee with Cops
- Citizen Police Academy
- Town Hall Meetings
- Christmas Toy & Box Drive
- Parent Project Class
- Loving Solutions Parent Class

Redwood City (Continued)

- Neighborhood Association Neighborhood Watch meetings
- Juvenile Services presentations, workshops and classes
- Family Intervention
- Anti-Bullying
- Gang Awareness and Prevention

- Diversion Program
- Tattoo Removal Program
- Appropriate Use of Electronic Devices
- Truancy Abatement Program
- Police Athlete League
- Police Ride-A-Long
- Teen Explorer
- Gang Resistance
- Police Volunteers
- Reserve Officer Program
- Citizen's Police Academy
- Social Media
- Volunteers in Policing (VIP)

San Mateo Sheriff's Office

- Neighborhood Meet and Greet
- Outings with Kids
- Police Athletic League
- Police Ride-A-Long
- Teen Explorer
- Police Volunteers
- Reserve Officer Program
- Citizen's Police Academy
- Police Athletic League
- Community Alliance to Revitalize our Neighborhood
- DARE
- Sheriff's Activity League
- Star Camp
- Sheriff's Explorer Program
- Transitioning Animals into Loving Situations (TAILS)

Pacifica Police Department

- Neighborhood Meet and Greet
- Outings with Kids
- Police Ride-A-Long
- Teen Explorer
- Police Volunteers
- Reserve Officer Program

San Bruno Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- National Night Out
- Outings with Kids
- U-Deter High School DUI Education
- Coffee with a Cop
- Neighborhood Watch
- Big Lift Literacy Program
- Chief For A Day
- Community Day
- Police Day

San Mateo Police Department

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids
- Workshop on Domestic Violence
- Coffee with A Cop

**San Mateo Police Department
(Continued)**

- Police Athletic League
- Police Ride-A-Long
- Teen Explorer

- Gang Resistance
- Citizen Police Academy

**South San Francisco Police
Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids
- Citizen's Academy
- National Night Out
- Senior Health Fair
- Safety Fair/Bike Rodeo
- Police Athletic League
- Police Ride-A-Long
- Teen Explorer
- Gang Resistance
- Police Volunteers
- Reserve Police Program
- Hispanic Community Academy
- Youth Academy
- Downtown Bike Patrol
- Dog Walker Watch
- Neighborhood Response Team
- School Liaison Officer Program

APPENDIX B WEBSITES

City/Town	Website	Outreach on Website	Multilingual Website
Atherton	www.ci.atherton.ca.us	N	N
Belmont	www.belmont.gov	Y	N
Brisbane	www.brisbaneca.org	N	N
Broadmoor	www.broadmoorpolice.com	Y	N
Burlingame	www.burlingame.org	Y	N
Colma	www.colma.ca.gov	N	N
Daly City	www.dalycity.org	Y	Y
East Palo Alto	www.ci.east-palo-alto.ca.us	Y	Y
Foster City	www.fostercity.org	Y	N
Hillsborough	www.hillsborough.net	N	Y ²⁹
Menlo Park	www.menlopark.org	Y	Y ³⁰
Pacifica	www.cityofpacifica.org	Y	Y
Redwood City	www.redwoodcity.org	Y	Y
San Bruno	www.sanbruno.ca.gov	Y	Y
South San Francisco	www.ssf.net	Y	Y
City of San Mateo	www.cityofsanmateo.org	Y	Y
San Mateo County Sheriff	www.smesheriff.com	Y	N

Issued: June 29, 2017

²⁹ On second page of website under 911

³⁰ Not prominent



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: William C. Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Appointing City Manager as City Treasurer

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPOINTING THE CITY MANAGER AS THE CITY TREASURER

EXECUTIVE SUMMARY

Staff recommends that the City Council adopt a resolution appointing the City Manager as City Treasurer. Although the City Council previously made a similar appointment by appointing Sean Rabe as the City Treasurer, the proposed resolution shall serve to broaden the appointment to anyone serving in the City Manager role.

FISCAL IMPACT

None

BACKGROUND

At the General Municipal Election conducted in the Town of Colma on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as Section 1.03.100 of the Colma Municipal Code, and took effect on expiration of the term of office of the incumbent City Treasurer, on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election. At that time, Charlie Francis, an outside consultant, and former Town Finance Director, was appointed by the City Council to serve as City Treasurer. He served in that position until he left the consulting business and stopped working with the Town. On September 28, 2016, City Council adopted a resolution appointing Sean Rabé as City Treasurer (Attachment B), and introduced an ordinance amending Section 1.03.105 of Colma Municipal Code to eliminate any oversight the City Manager has over the City Treasurer; the ordinance was adopted on October 12, 2016 (Attachment C).

ANALYSIS

In order to ensure continuity in who serves as the City Treasurer, it is recommended that the City Council appoint an employee as City Treasurer, with the City Manager being the best person to fill that position.

The City Manager can serve as the City Treasurer based on California law. Under California law, Government Code Section 1099, there is a prohibition against holding incompatible offices which concerns a potential clash of two public offices held by a single official. Typically, the prohibition manifests itself when one office exercises jurisdiction over the other office. Thus, the prohibition concerns a conflict between potentially overlapping public duties residing in a single officer. On October 12, 2016 the City Council amended the Municipal Code to eliminate any oversight the City Manager has over the City Treasurer, and vest any authority over the City Treasurer in the City Council, to ensure there is no incompatibility in the two offices.

Values

By adopting the resolution, the City Council is being both *responsible* and *visionary* by looking towards the future and ensuring stability in the City Treasurer position thereby ensuring the safekeeping of the Town's funds.

Alternatives

The City Council could choose to appoint another individual or position as City Treasurer. Doing so is not recommended, however, as no other staff person at the Town exists to readily fill the position.

ATTACHMENTS

- A. Resolution 2017 – xx, Appointing City Manager as City Treasurer
- B. Resolution 2016 – 45, Appointing Sean Rabé as City Treasurer
- C. Ordinance 765 – Amending Municipal Code Regarding City Treasurer's Duties

RESOLUTION NO. 2017-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA
RESOLUTION APPOINTING THE CITY MANAGER AS
THE CITY TREASURER

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

1. Background

(a) At the General Municipal Election held and conducted in the Town of Colma, County of San Mateo, California, on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as section 1.03.100 of the Colma Municipal Code, and took effect on expiration of the term of office of the incumbent City Treasurer, i.e., on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election.

(b) Charlie Francis, an outside consultant and the Town's previous Finance Director, served as the City Treasurer until his departure with the Town. Subsequently after that, Sean Rabe, the previous City Manager, served as the City Treasurer.

(c) In an effort to ensure continuity in who serves in the City Treasurer position, it is recommended that the Council appoint the City Manager to serve as the City Treasurer. Although the City Council previously made a similar appointment by appointing Sean Rabe as the City Treasurer, this resolution shall serve to broaden the appointment to anyone serving in the City Manager role.

(e) The offices of City Manager and City Treasurer are not incompatible under the law because the City Council will continue to maintain control and oversight over the City Treasurer position and the City Manager does not have any legal control over the City Treasurer position based on the current Municipal Code.

2. Order

(a) The City Council hereby appoints the City Manager as City Treasurer of the Town of Colma. This appointment will apply to anyone serving in the role as City Manager.

(b) The term of office shall continue until such time that the Council makes a new appointment.

(c) The City Treasurer's duties shall be fulfilled without any additional compensation beyond that provided for in the duties of City Manager.

3. Effective Date

(a) This resolution shall take effect immediately.

Certification of Adoption

I certify that the foregoing Resolution No. 2017-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 26, 2017 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk

**RESOLUTION NO. 2016-45
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPOINTING SEAN RABÉ AS
CITY TREASURER**

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

1. Background

(a) At the General Municipal Election held and conducted in the Town of Colma, County of San Mateo, California, on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as section 1.03.100 of the Colma Municipal Code, and took effect on expiration of the term of office of the incumbent City Treasurer, i.e., on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election.

(b) Charlie Francis, an outside consultant and the Town's previous Finance Director, served as the City Treasurer until his departure with the Town.

(c) In an effort to ensure continuity in who serves in the City Treasurer position, it is recommended that City Manager Sean Rabé serve as the City Treasurer with the assistance of our Finance staff.

(d) In order to appoint City Manager Sean Rabé as City Treasurer, a Municipal Code amendment is being brought forth to amend the Municipal Code to eliminate any control or oversight the City Manager previously had over the City Treasurer position.

(e) The offices of City Manager and City Treasurer are not incompatible under the law because the City Council will continue to maintain control and oversight over the City Treasurer position and the City Manager does not have any legal control over the City Treasurer position with the pending Municipal Code amendment.

2. Order

(a) The City Council hereby appoints Sean Rabé as City Treasurer of the Town of Colma.

(b) The term of office shall continue until such time that the Council makes a new appointment, or the City Manager indicates a desire to no longer serve in the position.

(c) The City Treasurer's duties shall be fulfilled without any additional compensation beyond that provided for in the duties of City Manager.

3. Effective Date


(a) This resolution shall not be effective until such time that the corresponding Ordinance No. ___ amending Municipal Code Section 1.03.105 is deemed effective which shall be 30 days after the date of adoption (anticipated to be November 11, 2016).

Certification of Adoption


I certify that the foregoing Resolution No. 2016-45 was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 28, 2016 by the following vote:

Name	Voting			Present, Not Voting	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor	X				
Helen Físicaro	X				
Raquel "Rae" Gonzalez	X				
Joseph Silva	X				
Joanne F. del Rosario	X				
Voting Tally	5	0			

Dated 10/12/16



 Diana Colvin, Mayor

Attest: 

 Caitlin Corley, City Clerk

**ORDINANCE NO. 765
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.03.105,
REGARDING THE CITY TREASURER'S DUTIES**

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

ARTICLE 1. RECITALS.

(a) At the General Municipal Election held and conducted in the Town of Colma, County of San Mateo, California on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as section 1.03.100 of the Colma Municipal Code and took effect on expiration of the term of office of the incumbent City Treasurer, i.e. on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election.

(b) Pursuant to said ordinance, the City Council desires to appoint City Manager Sean Rabé as City Treasurer.

(c) The offices of City Manager and City Treasurer are not incompatible because the City Manager does not exercise supervisory authority over the City Treasurer. Rather, that authority is vested in the City Council.

(d) The current Colma Municipal Code ("CMC") grants the City Manager limited authority over the City Treasurer pursuant to CMC Section 1.03.105. To ensure there is no incompatibility between the offices of City Manager and City Treasurer, the City Council desires to amend Section 1.03.105 to vest any authority over the City Treasurer in the City Council.

(e) This ordinance also amends the applicable provisions of the Colma Municipal Code to remove other additional language that is best suited for the Colma Administrative Code.

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 1.03.105 AMENDED.

Section 1.03.105 shall be and hereby is amended as follows:

1.03.105 City Treasurer's Duties.

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

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

(c) *City Treasurer.* Subject to the City Council's overall management and supervision, the City Treasurer shall manage the day-to-day accounting and cash management functions of the Town; receive and safely keep Town funds; transfer Town funds from or to the different Town accounts; pay Town obligations; receive and hold bonds or other security instruments; establish and maintain a system of internal controls over Town assets; and submit financial reports to the City Council on a timely basis, and have the ability to appoint a Deputy Treasurer(s) who can act in the absence of the City Treasurer.

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. NOT A CEQA PROJECT.

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

ARTICLE 6. EFFECTIVE DATE.

This ordinance, 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. 765 was duly introduced at a regular meeting of the City Council of the Town of Colma held on September 28, 2016 and duly adopted at a regular meeting of said City Council held on October 12, 2016 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	X				
Helen Fisicaro	X				
Raquel "Rae" Gonzalez	X				
Joseph Silva	X				
Joanne F. del Rosario	X				
<i>Voting Tally</i>	5	0			

Dated 11/9/16



 Diana Colvin, Mayor

Attest: 

 Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, Administrative Services Director
 Christopher J. Diaz, City Attorney
 VIA: William Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Website Policy Update

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AMENDING SUBCHAPTER 1.11 OF THE COLMA ADMINISTRATIVE
 CODE, RELATING TO THE TOWN OF COLMA WEBSITE POLICY

EXECUTIVE SUMMARY

Earlier this year in an effort to "Increase the use of technology to enhance customer service," staff contracted with a third party to update the Town's website. This new user-first, web-based platform allows for forms to be completed and submitted online; provide better analytics; and greater searching ability. The proposed resolution amending the Town's website policy reaffirms its commitment to providing an avenue for communicating its programs, services, and facilities with the community, but to also allow for:

- The general promotion of trade and commerce in the Town;
- Promote the Town's unique history, landmarks, and environment, and;
- The identity of basic information about qualifying organizations.

The amended policy permits staff to post general information as it pertains to economic development and commercial areas; however, the Town must be cautious to avoid opening up the website to outside users as it could create a limited or designated public forum under First Amendment analysis or constitute a gift of public funds to private entities.

FISCAL IMPACT

None.

BACKGROUND

The City Council has identified “*Increasing the Use of Technology to Enhance Customer Service*” as one of the program goals to the 2017-19 Strategic Plan. This goal is designed to take advantage of opportunities to improve services through the use of technology. One of the action items to this program goal is to improve the Town’s website to allow forms to be completed and submitted online; provide better analytics; and greater searching ability.

Staff contracted with webhosting company Proud City in January 2017, presented the BETA (test) site to the Council in April, and launched the Town’s new website in May. Since that time staff has been working to update the website policy to better align with the new content the Town is now featuring (i.e. Economic Development, Commercial Areas, and Cemetery Information).

ANALYSIS

Staff recommends the City Council adopt the attached resolution amending the Town’s website policy because it specifically outlines what the webmaster can and cannot display in terms of content. For example, the policy allows the webmaster to post content in general terms and locations’ regarding the local business community, but it does not permit the use of business names, trademarks or logos. The proposed policy also allows the Town to identify with its unique history and association with the cemeteries, and provide relevant information for each cemetery as a historical resource.

The policy limits the ability of the Webmaster to post certain materials, consistent with First Amendment principles. Under the First Amendment to the United States Constitution, government is prohibited from abridging free speech. The United States Supreme Court has created the public forum doctrine to organize government-owned places where speech occurs and to define how speech may be regulated by the government in those places. Based on the various types of forums, the Town’s website, like most government websites, is considered a non-public forum, or a forum primarily for government based speech. This means the website is owned and controlled by the Town and is not by tradition or designation a place for public communication or debate. As such, the Town has wide latitude as to how it regulates speech in this forum.

The revised policy ensures the Town’s website remains a non-public forum while still allowing the Town latitude to promote certain government speech activities such as historical resources (cemeteries, history of the Town), general trade and commerce (general information about retail and other shopping in the Town to promote sales tax revenue growth), and entities that contract with the Town to provide a service to its residents (qualifying organizations).

Council Adopted Values

Adoption of the attached resolution is the *responsible* course of action because it ensures compliance with the current website practices for displaying content.

Alternatives

The Council could choose to not adopt the proposed resolution; however this is not recommended, because amending the website policy preserves the Town's right to display content that best fits the needs of the community.

CONCLUSION

Staff recommends City Council adopt the proposed resolution updating the town's website policy.

ATTACHMENTS

- A. Resolution



RESOLUTION NO. 2017-____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION AMENDING SUBCHAPTER 1.11 OF THE COLMA ADMINISTRATIVE
CODE, RELATING TO THE TOWN OF COLMA WEBSITE POLICY**

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. CAC SUBCHAPTER 1-11 AMENDED.¹

Subchapter 11 of Chapter 1 of the Colma Administrative Code entitled "Town of Colma Website Policy" shall be and hereby is amended in its entirety to read as follows:

SUBCHAPTER 1.11 – TOWN OF COLMA WEBSITE POLICY

Division One: General Terms and Conditions of Use

1.11.010 Statement of Website Purpose

(a) In establishing and maintaining an official website, the Town of Colma does not intend to and is not establishing a forum or other means by which public discourse, exchange of opinions, or discussion on issues of any nature may occur. The website is not open to third-parties for the purpose of communicating with the public and nothing in this Website Policy shall be construed to give any person the right to have any copy published or posted to the Town's website, either in form or substance. The sole and limited purpose of the Town of Colma website is for the Town to provide factual information ~~of the Town's choosing to website users regarding resources and services available to the general public from the Town government or from other governmental agencies or qualifying non-profit organizations to the public about or related to:~~

- (1) The Town and its programs, services and facilities, including but not limited to its structure, organization, events, meetings and activities;
- (2) The identity of and basic information about qualifying organizations;
- (3) Programs, services and facilities made available to Colma residents and businesses by other governmental agencies or by qualifying organizations;
- (4) General promotion of trade and commerce within Colma;
- (5) The Town's unique history, landmarks and environment; or
- (6) Programs, services, and facilities that promote or protect the health, welfare and safety of the Town's residents, businesses and property owners.

¹ Substantive changes have been identified as follows: New text has been underlined 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.

(b) The Town of Colma website comprises all documents, databases, log files, web pages and other information residing on any Town-owned or managed web server for any duration of time, temporarily or permanently. This includes but is not limited to information stored in html, asp, Microsoft Word, Adobe pdf, or database storage formats.

1.11.015 Definitions

For purposes of the Town of Colma website and Website Policy, the following terms shall have the meanings ascribed thereto:

"Anonymous Information (AI)" means information that does not identify specific individuals and is automatically transmitted by the website user's browser. This information can consist of, for example: the URL (Uniform Resource Locator or address) of the web page the website user previously visited; the domain names and/or IP addresses which are numbers that are automatically assigned to the website user's computer whenever the website user is connected to the Internet or World Wide Web; the browser version the website user is using to access the website. None of the information can be linked to any individual.

"Mirroring" means duplicating Town website data onto another computer at another location for backup purposes or to be in closer proximity to the user.

"Personally Identifiable Information (PII)" means information that identifies a specific individual or group of individuals, such as name, address, email address, telephone number, or credit/debit card information.

1.11.020 Website Administrator

(a) The City Manager shall act as the administrator to the Town of Colma website ("Webmaster"), and shall, subject to the Town's Website Policy, have sole and absolute discretion over the content of all information published or posted on the Town's website, including all links to external websites (see Division 3 of this Policy).

(b) Except as otherwise stated in this Policy, ~~copy shall only be allowed by or under the supervision of only the Town of Colma Webmaster~~ may place, post or otherwise direct content on the Town's website. Nothing herein shall give the right to any person to have any copy published or posted to the Town's website, either in form or substance.

1.11.030 Logo Permissions

(a) The Town of Colma logo is a service mark of the Town of Colma. Any use of the logo or the materials stored on the Town's website is prohibited without written permission from the Town of Colma. The Town of Colma retains all intellectual property rights, including copyrights, on all text, graphic images and other website content unless otherwise noted. All other service marks, trademarks, or other intellectual property rights mentioned ~~herein~~ on the Town's website are the property of their respective owners and shall not be infringed.

(b) ~~This means that t~~ The following acts or activities are prohibited without prior, written permission from the Town of Colma: (1) modification and/or re-use of text, images or other web content from a Town server; (2) distribution of the Town's web content; (3) duplicating or "mirroring" the Town's information on a non-Town server that is not owned and operated by the Town ~~(mirroring as used herein shall mean duplicating Town website data onto another~~

~~computer at another location for backup purposes or to be in closer proximity to the user; or~~
(4) "framing" of any material on the Town's website.

(c) The Town of Colma website may not include the trademark, service mark or logo of any specific business, or single-out the a specific business by the manner of display of its name in the layout of the document, such as by headlines, captions, type size, typeface, or type color. However, the website may incidentally include the trademark, service mark or logo of any specific business if the purpose is to identify general areas of trade or commerce within the City limits in order to promote economic development within the City and not to promote a specific business (e.g., a car dealership logo is incidentally included in a photo generally promoting Colma's "Auto Row").

1.11.040 Accessibility Policy

(a) The Town is committed to making its website accessible to the largest audience possible and to complying with and upholding the Americans with Disabilities Act ("ADA"), and shall comply with all website accessibility requirements promulgated by the Department of Justice.

(b) Requests for "reasonable accommodations" within the meaning of the ADA should be made to the ADA Coordinator City Manager at 1198 El Camino Real, Colma California, 94014 Monday through Friday 8:00 a.m. to 5:00 p.m. in accordance with sections 1.02.390 to 1.02.420 of the Town's Municipal Code.

[Reference point: ~~Section 508 of Rehabilitations Act of 1998 and Level 1.0 Accessibility Guidelines proposed by World Wide Web Consortium (W3C)~~
<http://www.ada.gov/websites2.html>]

1.11.050 Privacy Policy

(a) The Town of Colma may collect two kinds of user information in connection with the Town of Colma website: Anonymous Information ("AI") and Personally Identifiable Information ("PII").

(b) *Anonymous Information.* ~~AI includes information that does not identify specific individuals and is automatically transmitted by your browser. This information can consist of, for example: the URL (Uniform Resource Locator or address) of the web page you previously visited; the domain names and/or IP addresses which are numbers that are automatically assigned to your computer whenever you are connected to the Internet or World Wide Web; the browser version you are using to access the website. This information is used to help improve the Town of Colma website. None of the information can be linked to any individual. The Town may collect Anonymous Information to help maintain and improve the Town of Colma website.~~

(c) *Personally Identifiable Information.* ~~The Town only may collects PII when necessary to provide services to a user. For example, the Town may collect Personally Identifiable Information from an online application for a permit, entitlement or service from the Town.~~

(1) ~~Town w-Website users can may decline to provide the Town any Personally Identifiable Information at any time. However, if users should choose to withhold requested information, in which case the Town may not be able to~~

provide the online services that are dependent upon the collection of that information. ~~PH could include for example, name; address; email address; telephone number; credit/debit card information.~~ If the Town chooses to collect PH, it shall make every reasonable effort to protect the website user's privacy. ~~The Town restricted access to PH to those employees that will respond to your request and shall not intentionally disclose any PH to any third parties inside or outside the Town except as required by law.~~

- (2) For purposes of the Public Records Act, the Town will treat Personally Identifiable Information that is provided by a website user to the Town through the Town's website in the same manner as it treats Personally Identifiable Information that is provided by a user to the Town through other means. For example, an online application for a land use permit will be considered a public record just as a printed application for land use permit. Thus, under the Public Records Act, Personally Identifiable Information provided to obtain an entitlement, permit or service from the Town would, upon request, be disclosed to third parties, unless the law specifically exempts that Information from disclosure.
- (3) The Town will not sell Personally Identifiable Information to others to allow them to market their products or services to the website user and, except for those records described in the preceding paragraph, the Town will use reasonable efforts not to disclose Personally Identifiable Information to third parties.

(d) *E-mail Addresses.* The Town may store e-mail addresses of website ~~visitors~~ users for the sole purpose of: (1) communicating updates to the Town's website that may be of interest to those e-mail addresses; (2) providing the Town Webmaster with valuable customer feedback to assist in improving the site; or (3) responding to a request for information or other communication that is sent via email (where necessary, email addresses may be forwarded to the appropriate agency within the Town for response.) Email addresses that the Town stores shall not be used for any other purpose, nor sold or disclosed to any person or entity, except where required by law (e.g., the California Public Records Act.) Individuals can prevent email communications regarding new service updates at any time by contacting the Webmaster. The Town restricts access to email addresses to those employees who require the addresses to accomplish the purpose for which the addresses were stored, and shall not intentionally disclose email addresses to any third parties inside or outside the Town except as required by law.

(e) *Data Security.* The Town of Colma is committed to data security and the data quality of personally identifiable information that is either available from or collected by the Town's website and has taken reasonable precautions to protect such information from loss, misuse or alteration. The Town operates "secure data networks" protected by industry standard firewalls and password protection systems. Only authorized individuals have access to the information provided by ~~Town~~ website users. If a Town application accepts credit cards or any other particularly sensitive information for any of its services, it shall encrypt all ordering information, such as user's name and credit card number, in order to protect its confidentiality.

(f) *Access to Personally Identifiable Information.* Unless otherwise prohibited by state or federal law, rule or regulation, Town of Colma website users will be granted the ability to access and correct their ~~PH~~ Personally Identifiable Information. The Town will take reasonable

steps to verify user's identity before granting access to review or make corrections to such information. To review and update that information, users should contact the Webmaster.

(g) *Non-Town Web Sites.* Non-Town websites that are accessed via link on the Town's website may or may not be subject to the Public Records Act or other sections of California Codes or federal law. Visitors to such sites are advised to check the privacy statements of such sites and to be cautious about providing ~~PH~~Personally Identifiable Information without a clear understanding of how the information will be used. Visitors may also wish to consult privacy guidelines such as those recommended by the Online Policy Alliance. See:

<http://www.privacyalliance.org/resources/ppguidelines.shtml>

1.11.060 Disclaimer of Warranties/Legal Notice

(a) The materials and information contained on or obtained from the Town of Colma's website, are distributed and transmitted "as is" without warranties of any kind, either express or implied, including, without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on the Town's website, including information obtained from external links thereon, is provided without any endorsement or representation of any kind as to accuracy, quality, content or completeness by the Town and should be verified by the user. Website content is subject to change without notice as a result of updates and correction; the Town does not warrant that service will be uninterrupted or error free. The Town may make improvements and/or changes in the information or programs described herein at any time.

(b) The Town of Colma is not responsible for viruses or contamination of the hardware, software, peripherals, or properties of a visitor to the Town of Colma website, nor for delays, inaccuracies, errors or omissions resulting from use of, or with respect to, material contained on its web servers including any information posted on or linked, directly or indirectly to or from Town's website.

(c) The Town is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the Town's website and/or the materials contained on the website whether the materials contained on the Town's website are provided by the Town of Colma, or a third party.

(d) No communications made with the Town through the Town of Colma website shall be deemed to constitute public comment or legal notice to the Town or any of its agencies, officers, employees, agents or representatives with respect to any past, existing or potential claim or cause of action regarding the Town or any of its agencies, officers, employees, agents or representatives, where notice to the Town is required by any federal, state or local law, rule or regulation.

Division Two: Website Content

1.11.070 Content Posted on Town of Colma Website

(a) Only the Town of Colma Webmaster may publish or post content to the Town of Colma website. ~~Any~~ Any content published or posted by the Webmaster on ~~the~~ the Town of Colma

website ~~shall~~ must be consistent with the ~~website's~~ statement of purpose set forth in Section 1.11.010 above, and ~~must meet the following standards~~ shall be limited to providing:

- (1) ~~Provide p~~ Public notice of or contain information about government programs, services, facilities, operations, policies, rules or regulations;
- (2) ~~Provide p~~ Public notice of or contain factual information about programs, services, facilities, events and activities that are open to the public and ~~conducted; or sponsored or supported~~ by the Town of Colma;
- (3) ~~Contain~~ information that is of general interest to the public and that reflects a Town of Colma departmental, divisional, or program initiative, range of service or responsibility (e.g., Town of Colma job postings);
- (4) ~~Contain d~~ Directional information about the Town, ~~that is of interest and assistance to the public~~ such as maps, ~~descriptions of services, etc.;~~
- (5) Provide Information about the culture and/or history of the Town of Colma, or promote the safety, health or welfare of Colma residents (e.g., crime alerts) or its environment, including historical landmarks and locations and contact information which may include cemeteries; or
- (6) ~~Provide information about events and activities that are conducted for the principal benefit of residents and businesses in the Town. Listing of the names, addresses and other identifying information about qualifying organizations (defined in Section 1.11.100(a)) and descriptions of goods or services those organizations offer, etc.;~~
- (7) Information that promotes or safeguards the safety or security of Colma residents, businesses and property owners, such as health alerts, information regarding local emergencies, emergency services, and crime alerts;
- (8) Information promoting general trade or commerce within the Town. The website may not single-out a specific business by the manner of display of its name in the layout of the document, such as by headlines, captions, type size, typeface, or type color, provided however, that the website may provide to the public the names and contact information for businesses that contract with the Town to provide public services (e.g., waste hauler) so the public can access these services; and

(b) ~~The Town of Colma~~ Content posted or published by the Webmaster on the Town's website shall not:

- (1) Promote, or feature, advocate, or oppose any initiative, ballot measure, or any candidate for public office at the local, state, or national level;
- (2) Include or feature any topic not encompassed by within the website's statement of purpose of the website as set forth in Section 1.11.010 above;
- (3) Advertise any specific commercial venture, sale, enterprise or activity, except (i) where the advertising copy is an incidental part of promoting general trade or

commerce within the Town or of providing information regarding qualifying organizations, as expressly allowed by this subchapter, or (ii) where the website provides to the public the names and contact information for businesses that contract with the Town to provide public services (e.g., waste hauler) so the public can access these services;

- (4) Include any material that is false, misleading, deceptive, or offensive to the moral standards of the community;
- (5) Include any material that defames or disparages, either pictorially, graphically or otherwise, any person or class of persons; or
- (6) Include any material that advocates or opposes any political or religious subjects, issues, viewpoints or candidates;
- (7) ~~Include any material that disparages or promotes any person or class of persons;~~ Feature any entity that discriminates against or class of persons on the basis of race, religion, color, national origin, handicap, ancestry, sex, sexual orientation or age;
- (8) Publish letters or any other form of editorial content from the public.

(c) Any content posted or published by the Webmaster may be removed from the Town's website at any time without prior notice at the sole discretion of the Webmaster. Any image, notice or other communication providing public notice of an event or other time-limited matter shall be removed from the website within three (3) working days after termination of that event or matter, but may be kept in archival areas of the Town's website in the Webmaster's discretion.

1.11.080 Reports Required by State Law

The Webmaster shall timely post on the Town of Colma website any forms or reports that State or Federal law requires to be posted, including but not limited to, public reporting forms promulgated by the Fair Political Practices Commission (e.g., Form 801).

Division Three: Links to External Websites

1.11.090 Statement of Website Policy on External Links

~~The purpose of this policy is to identify the criteria and conditions by which the Town provides links to external websites from its own website. Consistent with the website's statement of purpose set forth in Section 1.11.010 above, the Town's sole and limited purpose for linking to external websites is for the Town to provide non-political and/or nonreligious information of a factual nature to the public regarding services or resources available to Colma residents within and around the Town from the Town government, or from other governmental agencies or non-profit organizations in partnership with the Town in order to conduct Town business and facilitate the provision and accessibility of services to the public.~~

(a) The Webmaster may place external links on the Town of Colma website solely to the extent those entities provide information that complies with the Town of Colma Website Policy set forth in this subchapter. In determining whether to include links to external websites on the

Town's website, the Webmaster shall be guided by the Website policy, and shall, in its sole and absolute discretion, determine whether the link meets the criteria for eligibility set forth therein.

(b) Each external website linked to the Town's website shall follow all applicable ADA universal accessibility and design guidelines for websites.

1.11.100 Links to External Resources and Websites

~~The Town Webmaster may, in its discretion, allow the placement of hypertext links to external websites on the Town of Colma website solely in conformance with the above-stated policies, procedures and standards set forth in this subchapter. Accordingly, the Town shall allow external links solely to the kinds of entities and organizations listed in Section 1.11.130(a), below and solely to the extent those entities provide information that complies with the Town's website policy. In addition, to avoid any perception that the Town endorses or provides favorable treatment to any private person or business enterprise, no corporate or commercial logos or direct links to vendor sites are allowed. All links must follow ADA universal accessibility and design guidelines.~~

(a) Authorized Entities Qualifying Organizations. The Webmaster is authorized to post hypertext links to external websites of the following organizations on the Town website:

- (1) Chamber of commerce;
- (2) Other governmental agencies that provide services and resources which are or may be available to Colma residents and businesses within and around the Town (e.g., Caltrans or other public transportation services);
- (3) Hospitals serving Town of Colma residents;
- (4) Any IRS code 501(c)(3) non-profit qualifying organization that provides services and resources which are or may be available to Colma residents and businesses within and around the Town;
- (54) Public and private, bona fide educational institutions as defined in Education Code § 210.1, or as described in Education Code § 66010(a) and (b), located within the counties of San Mateo, San Francisco or Santa Clara; and
- (65) Public Utilities and similar entities (e.g., PG&E, Town's solid waste disposal franchisee, cemeteries, etc.) that provide public services to Town residents and businesses.

1.11.110 ~~Application Process and Review~~

~~(a) Authorized entities wishing to establish external links on the Town of Colma website must submit an application on the application form available at the office of the City Clerk of the Town of Colma (1198 El Camino Real, Colma, California 94014). The application shall contain all information necessary to verify the facts stated therein and as may be necessary to establish that the proposed link is in compliance with this policy. No link may be created from the website without the Town's prior written approval of a properly submitted application. Requests will not be granted automatically and links are not guaranteed.~~

~~(b) In determining whether to allow content links of the Town's website, the Webmaster shall be guided by the Town's website policy, and shall, in its sole discretion, determine whether the proposed content meets the criteria for eligibility set forth therein. The Webmaster may not grant approval for content that is inconsistent with the Town's website policy. Additionally, the Webmaster may not approve any link for posting unless it follows all universal accessibility and design guidelines set forth in the ADA & Universal Accessibility Compliance Guidelines, employs correct and functional HTML coding, and contains contact information available to any visitor of the site.~~

~~Reference: Section 508 of Rehabilitations Act of 1998 and Level 1.0 Accessibility Guidelines proposed by World Wide Web Consortium (W3C). See:~~

~~—————<http://www.access-board.gov/sec508/guide/1194.22.htm>~~

~~(c) All links, images, notices and other communications may be removed at any time without prior notice at the sole discretion of the Webmaster. A link, image, notice or other communication providing public notice of an event or other time-limited matter shall be removed from the website within three (3) working days after termination of that event or matter, but may be kept in archival areas of the website.~~

1.11.110 Reservation of Rights

~~The Town of Colma reserves the right to: 1) deny an external link application as to any person, business or organization when it is determined, following review of a complete application, that the entity or organization for which application is made does not meet the criteria set forth in this policy; 2) deny an external link application as to any person, business or organization which fails to provide all required information, or fails to provide truthful information; 3) remove or replace any external link at any time and without notice if the nature of the organization or business to which the link relates, no longer complies with the Town's external link policy; 4) discontinue an external link at any time if the entities' website provides or promotes false, slanderous, illegal, immoral, or incorrect information at any time revise this policy without prior notice when to do so is deemed to be in the best interests of the Town.~~

ARTICLE 2. 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.

Certification of Adoption

I certify that the foregoing Resolution No. 2017-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on _____, 2017, by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kirk Stratton, Chief of Police
 VIA: William C. Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Board of State and Community Corrections (BSCC) Grant Funds

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING THE RECEIPT AND ALLOCATION OF \$30,174 IN BOARD OF
 CORRECTIONS GRANT FUNDS TO ENHANCE HOMELESS OUTREACH
 EFFORTS, TRAINING AND HIGH-RISK YOUTH OUTREACH

EXECUTIVE SUMMARY

The BSCC's City Law Enforcement Grant of the Budget Act of 2016 allocated \$512,971.00 to law enforcement agencies within San Mateo County. The associated mandate of this grant is to increase positive outcomes between municipal law enforcement and high-risk populations. Local law enforcement agencies may use the funds to supplement, not supplant, the following:

- (a) Homeless Outreach Teams (HOT)
- (b) Crisis Intervention Training for officers
- (c) Gang Resistance Education and Training (GREAT)
- (d) Resources for drug endangered children
- (e) Outreach to high-risk youth
- (f) Youth diversion programs
- (g) Gang and violence prevention programs

Rather than spend the aforementioned funds as a county, the San Mateo County Police Chiefs Association has decided to disperse these funds equally in the amount of \$30,174 to each law enforcement agency within the county. The Colma, South San Francisco, Burlingame, San Bruno, Hillsborough, Brisbane, and Broadmoor Police Departments have expressed a desire to allocate portions of this funding in a manner that would enhance homeless outreach efforts.

The Colma Police Department intends to allocate \$10,000 from the grant fund to the Homeless Outreach Team and the remaining funds to supplement Crisis Intervention Training and Outreach to High-Risk Youth.

The listed law enforcement agencies have met with LifeMoves to develop a plan to expand the Homeless Outreach Teams' impact on homelessness through dedicated efforts in the aforementioned cities. This funding will allow LifeMoves to increase its capacity to serve the vulnerable, unsheltered homeless population in these specific cities in San Mateo County including single adults, families and Veterans, with the ultimate goal of helping them return to stable housing and long-term self-sufficiency. LifeMoves will dedicate additional staff resources to serve unsheltered homeless individuals and families in the above identified cities.

FISCAL IMPACT

There is no fiscal impact associated with the receipt and allocation for these funds.

BACKGROUND

Established in 2012, the BSCC is an independent statutory agency that provides leadership to the adult and juvenile criminal justice systems, expertise on Public Safety Realignment issues, a data and information clearinghouse, and technical assistance on a wide range of community corrections issues. In addition, the BSCC promulgates regulations for adult and juvenile detention facilities, conducts regular inspections of those facilities, develops standards for the selection and training of local corrections and probation officers, and administers significant public safety-related grant funding.

Incorporated in the BSCC's mission is to provide grants to local law enforcement for programs and initiatives intended to strengthen the relationship between law enforcement and the communities they serve, including, but not limited to, providing training for front-line peace officers on issues such as implicit bias; funding for research to examine how local policing services currently are being delivered; assessing the state of law enforcement-community relations; comparing the status quo with the best practices in the policing profession; and receiving recommendations for moving forward, including the identification of policing models and operational options to improve policing; problem-oriented policing initiatives; restorative justice programs that address the needs of victims, offenders, and the community; behavioral health training and any one-time costs associated with implementing, expanding, and maintaining a program designed to capture peace officer interactions with individuals in the community.

The LifeMoves outreach program takes a regional approach to serving unsheltered homeless individuals and families in our community. The HOT Case Managers conduct outreach to unsheltered homeless individuals in five currently-identified regions in San Mateo County. Each city or county area named in this funding plan (Colma, South San Francisco, Burlingame, Brisbane, Broadmoor, Pacifica, Hillsborough, and San Bruno) is served by HOT in one of the five regions where LifeMoves currently provides outreach services. This service remains uninterrupted. With this additional funding, LifeMoves plans to name a sixth region that will dedicate HOT efforts to specifically to participating cities. LifeMoves and police department representatives communicate weekly regarding homeless individuals and to discuss any issues that may arise. This includes discussing areas that might draw inhabitants or concerns from local merchants that homeless individuals are affecting their business.

This one-time funding will expand LifeMoves' impact and increase its capacity to more

effectively serve the homeless families and individuals living in the community. This additional funding will allow LifeMoves to implement the following:

- Increase capacity and provide additional outreach services. LifeMoves will dedicate a member of the outreach team to serve Colma, South San Francisco, Burlingame, Brisbane, Broadmoor, Pacifica, Hillsborough, and San Bruno. The dedicated LifeMoves staff will continue to develop a relationship with identified law enforcement to conduct outreach in these cities.
- LifeMoves will begin the hiring process once the funding is granted and plans to hire the dedicated staff member within six weeks of the receipt of funds. Typically, LifeMoves provides a comprehensive training program to the new employees (and ongoing training to all staff) to ensure staff members are prepared to work effectively with homeless individuals and achieve program performance objectives. Trainings include topics such as best practices and Housing First principles, motivational interviewing, harm reduction, suicide and self-harm prevention, conflict prevention and resolution, field safety and crisis prevention, and effective strategies for engaging difficult-to-serve populations.
- The outreach workers will meet with law enforcement regularly to identify where homeless individuals and families reside, work to develop a rapport with the homeless citizens, make referrals to primary and behavioral health care, connect unsheltered homeless people to housing resources, and provide access to basic needs such as meals, showers, toiletries, and emergency shelter.
- To continue to enrich the relationship and collaborative efforts between LifeMoves and key law enforcement agencies, LifeMoves outreach staff will work remotely in available office space within the police departments. LifeMoves outreach staff and key members of each city's police department will serve the community's homeless population through concerted efforts.
- LifeMoves will provide a Rapid Response to the communities identified in this proposal regarding homelessness. The outreach team provides Rapid Response when communities have an issue regarding homelessness; the community contacts the HOT team to make initial contact with the unsheltered homeless individuals or families. The HOT team responds the next business day to develop relationships with the identified unsheltered homeless individuals. In general, the HOT staff do not remove homeless individuals from the area, but they do work to connect unsheltered individuals to important resources, and develop therapeutic relationships to work with individualized needs. The staff dedicated to the communities included in this proposal will respond the next business day and provide a brief report to the entity requesting the support.

LifeMoves has a long history of effectively managing multiple federal, state, county, and local municipality contracts. In addition, LifeMoves has a track record of successfully working with fiscal, programs, and contracts staff that enables LifeMoves to partner in an effective and cost-efficient service delivery continuum. LifeMoves consistently completes successful audits, successfully delivers outcomes, submits timely and accurate reports, and ensures compliance with contractual obligations.

Further, LifeMoves is an experienced user of Clarity, San Mateo County's homeless management system, with quality assurance plans and procedures in place to ensure timely and accurate input of client demographic information, program output, and client outcome data review. A quality assurance team meets regularly to perform file reviews. Program staff, senior staff, and Board leadership routinely analyze and review data and reports for accuracy, completeness, program and contract compliance, and effectiveness.

Reasons for the Recommended Action

Adopting the resolution authorizing the receipt and allocation of \$30,174 in BSCC grant funds to enhance homeless outreach efforts, training and high-risk youth outreach is recommended as it will provide necessary funding for the Homeless Outreach Team to continue their efforts to provide services for the unsheltered homeless population and supplement the cost to train staff in Crisis Intervention and High-Risk Youth Outreach.

Council Adopted Values

The proposed resolution to receive and allocate these funds is the *responsible* thing to do as it ensures the Town is working towards providing assistance to those in need of shelter, meals and other services associated with the homeless population, and to provide specialized training to staff in the area of crisis intervention and outreach to high-risk youth.

Alternatives

- 1) Accept the grant funds and allocate as described
- 2) Do not accept the grant funds or allocate grant funds in a different manner

CONCLUSION

Staff is recommending receipt and allocation of the BSCC grant funds in the amount of \$30,174.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2017-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING THE RECEIPT AND ALLOCATION OF \$30,174 IN BOARD
OF CORRECTIONS GRANT FUNDS TO ENHANCE
HOMELESS OUTREACH EFFORTS, TRAINING AND HIGH
RISK YOUTH OUTREACH**

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

1. Background

(a) The Board of State and Community Corrections' (BSCC) City Law Enforcement Grant of the Budget Act of 2016 allocated \$512,971.00 to law enforcement agencies within San Mateo County with such funds to be used for Homeless Outreach Teams (HOT), Crisis Intervention Training for officers, Gang Resistance Education and Training (GREAT), resources for drug endangered children, Outreach to high risk youth, Youth diversion programs, and Gang and violence prevention programs.

(b) Rather than spend the funds as a county, the San Mateo County Police Chiefs Association has decided to disperse these funds equally in the amount of \$30,174 to each law enforcement agency within the county.

(c) The Colma, South San Francisco, Burlingame, San Bruno, Hillsborough, Brisbane, and Broadmoor Police Departments have expressed a desire to allocate portions of this funding in a manner that would enhance homeless outreach efforts.

(d) Order

(a) The City Council hereby authorizes the receipt and allocation of \$30,174 Board of State and Community Corrections' (BSCC) City Law Enforcement Grant Funds with

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Certification of Adoption

I certify that the foregoing Resolution No. 2017-## was duly adopted at a regular meeting of said City Council held on June 26, 2017 by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Sherwin Lum, Police Commander
 VIA: William C. Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Omnibus Parking Code Amendments

STAFF RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AMENDING SECTIONS 3.3, 3.5, 5.4, AND 8.6, AND ADDING A NEW SECTION 5.8 TO THE COLMA PARKING CODE RELATING TO THE STOPPING, STANDING OR PARKING OF VEHICLES IN VARIOUS LOCATIONS WITHIN THE TOWN OF COLMA

EXECUTIVE SUMMARY

The proposed resolution is being brought before the City Council and General Public in an omnibus format (Providing for many changes at once) which would amend the Town of Colma's Parking Code with various additions and modifications to existing parking zones and propose new additions and parking restrictions to the code. Staff is requesting that City Council consider:

- New "No Parking Zones" (Red Zones); and
- Adding New "Limited Time Parking Zones" (Green Zones); and
- Changing the Hours "Limited Time Parking zones" (Green Zones); and
- Amend parallel parking in front of driveways in the Sterling Park Neighborhood.

Greater detail of these proposed changes will be explained in the analysis portion of the Staff Report.

FISCAL IMPACT

Cost associated with installing parking zone signage and painting of curbs is estimated to be in the range of \$2,500 for material and will be funded through the Public Works Operation Budget. Labor to install the improvements will be performed by the Public Works Maintenance Crew in their day to day duties.

BACKGROUND

The Public Works/Engineering Department, Police Department and City Attorney periodically review the Colma Parking Code to identify any changes are needed to update various provisions of the Colma Municipal Code along with observances and requests from the public and staff to install parking zones that provide a higher level of safety and or convenience for the day to day business operations.

ANALYSIS

The Colma Parking Code is a compilation of those resolutions regulating the stopping, and or standing of parked vehicles in the Town of Colma that are authorized by California Vehicle.

Below are sections of the Parking Code where Staff is recommending either amending various parking zones or adding new parking zone sections to the Town of Colma Parking Code.

Portions of the Parking Code will need final approval from CalTrans when amending or adding parking restrictions that front El Camino Real (Ca. State Route 82).

Section 3 “No Parking, anytime zones”

Section 3.3 “No Parking, anytime zones on F Street”

Add Section 3.3.11 (EXHIBIT “B”)

- **Adding:** A 10 foot red zone to the west side of Torrez Flower Shop driveway
- **Description:** Commencing at a point 235 feet West of the center line of Clarke Ave, extending westerly 10 feet.
- **Reason:** To prevent vehicles from parking to close to the Flower Shop driveway inlet; provides a better line of sight for vehicles exiting driveway.
- **Other Requirements:** City Council approval.

Add Section 3.3.12 (EXHIBIT “B”)

- **Adding:** A 25 foot red zone to the east side of the driveway approach at 419 F Street.
- **Description:** Commencing at a point 390 feet West of the center line of Clark Ave, extending westerly 25 feet.
- 390 feet to 415 feet from centerline of Clark Street going west, north side of F Street.
- **Reason:** To provide a better line of site for vehicles exiting the driveway at 419 F Street.
- **Other Requirements:** City Council approval.

Section 3.5 No Parking, anytime zone on El Camino Real

Section 3.5.6 - "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A 20 foot red zone at the northeast corner of the driveway inlet at 1299 El Camino Real
- **Description:** Commencing 26 feet from the centerline of the driveway at 1299 El Camino Real extending northerly 20 feet.
- **Reason:** Providing a red zone at this corner will assist vehicles in their line of site while exiting the cemetery driveway onto El Camino Real, the no parking zone will also give pedestrians adequate space to enter the crosswalk and not be hindered by parked vehicles.
- **Other Requirements:** City Council approval/final approval from CalTrans

Section 3.5.7 - "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A 20 foot red zone at the southeast corner of the driveway inlet at 1299 El Camino Real.
- **Description:** Commencing 30 feet from the centerline of the driveway at 1299 El Camino Real extending southerly 20 feet.
- **Reason:** Providing a red zone at this corner will assist vehicles in their line of site while exiting the cemetery onto El Camino Real.
- **Other Requirements:** City Council approval/final approval from CalTrans

Section 3.5.8 - "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A 20 foot red zone at the 1st northern driveway inlet at 1351 El Camino Real (American Monument).
- **Description:** Commencing 255 feet from the centerline of the driveway at 1299 El Camino Real extending southerly 20 feet.
- **Reason:** Providing a red zone at this driveway inlet will assist vehicles exiting and turning onto El Camino Real.
- **Other Requirements:** City Council approval/final approval from CalTrans

Section 3.5.18 - "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A 20 foot red zone at the northwest corner of El Camino Real and Collins Avenue.
- **Description:** Commencing 70 feet from the centerline of Collins Ave extending Northerly 20 feet.
- **Reason:** Providing a red zone at this corner will assist vehicles in their line of site while exiting Collins Avenue.
- **Other Requirements:** City Council approval/final approval from CalTrans

Section 3.5.19 "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A 10 foot red zone at the southwest corner of El Camino Real and Collins Avenue.

- **Description:** Commencing at point a 31 feet south of the centerline of Collins Avenue extending southerly 10 feet.
- **Reason:** Safety, to allow vehicles turning onto El Camino Real to see oncoming traffic and enter the roadway safely.
- **Other Requirements:** City Council approval/Final approval from CalTrans.

Section 3.5.20 "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A red zone on both sides of the exit driveway at First National Bank.
- **Description:** Commencing at a point 156 feet south of the centerline of Collins Avenue extending southerly 33 feet.
- **Reason:** Vehicles that are parked close to the driveway exit from the bank block the line of sight of oncoming vehicles traveling down El Camino Real and thus are not allowed to exit safely.
- **Other Requirements:** City Council approval/Final approval from CalTrans.

Section 3.5.21 "No Parking, anytime zones on El Camino Real" (EXHIBIT "C")

- **Adding:** A 28 foot red zone at the entrance/exit driveway of Cypress Lawn.
- **Description:** Commencing at a point 252 feet south of the centerline of Collins Avenue, extending southerly 28 feet.
- **Reason:** Vehicles that are parked close to the driveway entrance/exit at Cypress Lawn Cemetery block the line of sight of oncoming vehicles traveling down El Camino Real and thus are not allowed to exit safely onto the highway.
- **Other Requirements:** City Council approval /Final approval from CalTrans.

Section 5.4, Two Hours, Every day, 8:00 AM to 6:00 PM

Section 5.4.3 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "C")

- **Amending:** Extending 2 Hour parking zone at 1250 El Camino Real (Lester's Flowers) from 20 feet to 90 feet.
- **Description:** Commencing at a point 90 feet from the center line of Collins Avenue, extending northerly 20 feet.
- **Reason:** Currently parking in front of the Flower Shop is taken up by long term parkers and oversized trucks, thus not allowing customers for the Flower Shop and Veterinarian Clinic to park in close proximity to those businesses.
- **Other Requirements:** City Council approval / Final approval from CalTrans

Section 5.4.5 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "C")

- **Adding:** A 115 foot 2 Hour parking zone on El Camino Real at First National Bank.
- **Description:** Commencing at a point 41 feet south of the center line of Collins Avenue, extending southerly 115 feet.
- **Reason:** To provide limited parking for the businesses in the area and limit long term parking of oversized trucks.
- **Other Requirements:** City Council approval / Final approval from CalTrans

Section 5.4.6 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "C")

- **Adding:** A 60 foot 2 Hour parking zone on El Camino Real at First National Bank.
- **Description:** Commencing at a point 189 feet from south of the center line of Collins Avenue, extending southerly 63 feet.
- **Reason:** To provide limited parking for the businesses in the area and limit long term parking of oversized trucks.
- **Other Requirements:** City Council approval / Final approval from CalTrans

Section 5.4.11 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "C")

- **Adding:** A 235 foot 2 Hour parking zone on El Camino Real at south of the driveway inlet at 1299 El Camino Real, (Home of Peace- Hills of Eternity Cemetery Driveway inlet).
- **Description:** Commencing at a point 50 feet south of the center line of the driveway inlet at 1299 El Camino Real, extending southerly 235 feet.
- **Reason:** To provide limited parking for the businesses in the area and limit long term parking of oversized trucks.
- **Other Requirements:** City Council approval / Final approval from CalTrans

Section 5.4.12 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "C")

- **Adding:** A 35 foot 2 Hour parking zone in front of 1351 El Camino Real (American Monument).
- **Description:** Commencing at a point 305 feet south of the center line of the driveway inlet at 1299 El Camino Real, extending southerly 35 feet.
- **Reason:** To provide limited parking for the businesses in the area and limit long term parking of oversized trucks.
- **Other Requirements:** City Council approval / Final approval from CalTrans

Section 5.4.13 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "C")

- **Adding:** A 20 foot 2 Hour parking zone 1361 El Camino Real (Kollman Monument).
- **Description:** Commencing at a point 370 feet south of the center line of the driveway inlet at 1299 El Camino Real extending southerly 20 feet.
- **Reason:** To provide limited parking for the businesses in the area and limit long term parking of oversized trucks.
- **Other Requirements:** City Council approval / Final approval from CalTrans

Section 5.4.14 "Two Hour, Every Day 8:00 AM – 6:00 PM (EXHIBIT "B")

- **Adding:** A 2 Hour parking zone on F Street at the Sterling Park Recreation Center.
- **Description:** Commencing at a point 245 feet west of the center line of Clark Avenue, extending westerly 60 feet.

- **Reason:** Provide parking for residents and vendors who will be attending and servicing events at the Recreation Center.
- **Other Requirements:** City Council approval.

“New Section” 5.8 Two Hour, All Day, Every Day

Section 5.8.1 “Two Hour Parking, All Day, Every Day (EXHIBIT “D”)

- **Adding:** A new section in the Parking Code for a two hour limited parking zone.
- **Description:** Commencing at a point 50 feet North of the center line of F Street and El Camino Real, extending northerly 291 feet.
- **Reason:** Merchants in the area have been burdened with the lack of available parking for their customers in the morning hours. Restricting parking to all day will allow merchants and their customers to find parking in close proximity to their place of business.
- **Other Requirements:** City Council approval/Final approval from CalTrans

Section 5.8.2 “Two Hour Parking, All Day, Every Day (EXHIBIT “D”)

- **Adding:** A new section in the Parking Code for a two hour limited parking zone.
- **Description:** Commencing at a point 74 feet South of the center line of F St, extending Southerly 110 feet.
- **Reason:** Merchants in the area have been burdened with the lack of available parking for their customers in the morning hours. Restricting parking to all day will allow merchants and their customers to find parking in close proximity to their place of business.
- **Other Requirements:** City Council approval/Final approval from CalTrans

Section 8.6 “Parking in front of Driveways”

- **Amending:** Section 8.6 to allow only parallel parking in front of residential driveways.
- **Description:** Shall read as follows: Notwithstanding the provisions of section 22507.2. of the California Vehicle Code, the owner or lessee of property may *only parallel* park a vehicle in front of the owner's or lessee's private *residential* driveway when the vehicle displays a Parking Permit issued pursuant to this Code. However, parking on a sidewalk in violation of California Vehicle Code Section 22500(f) is prohibited.
- **Reason:** Vehicles in the Sterling Park Neighborhood that have been parking perpendicular to the driveway inlets are found predominantly in the cul-de-sac areas. In other areas in the neighborhood when vehicles park perpendicular to their driveway approach, they would block the pedestrian sidewalk in front of their driveway, thus being in violation of California Vehicle Code Section 22500(f). In the cul-de-sac areas of the Sterling Park Neighborhood the pedestrian sidewalk ends at the start of each cul-de-sac, thus when a vehicle parks perpendicular to the

driveway inlet they do not block the public walkway and thus are not in violation of blocking the public sidewalk but may be in violation of their vehicle protruding into the paved right of way and hindering traveling vehicles on the street being able to make turn around in the cul-de-sac areas. The issue at hand is the vehicle parking perpendicular to the driveway in the cul-de-sac and entering the paved right of way, those parked vehicles impact vehicles (passenger, emergency and commercial) traveling and needing to make a turnaround in the cul-de-sac.

- **Other: Requirements:** City Council approval.

COUNCIL ADOPTED VALUES

The City Council is exhibiting responsibility to the community residents and businesses in the community to allow for safer and more convenient vehicle parking with in various parts of the Town.

ALTERNATIVES

The City Council could modify parts or in its entirety of staff recommended additions or changes to the Town of Colma Parking Code. This is not recommended due to the fact that these concerns deal with both safety and requests from the public to make these changes.

CONCLUSION

Staff recommends that City Council adopt a resolution amending the Colma Parking Code as modified in the attached Resolution (Exhibit A).

ATTACHMENTS

- Exhibit A: Resolution
- Exhibit B: Map of the revised parking zones on F Street.
- Exhibit C: Map of Revised parking zones on El Camino Real, Collins Avenue area West side, 1299 El Camino Real East side.
- Exhibit D: Map of two hour, all day, everyday parking zone on El Camino Real



**RESOLUTION NO. 2017-##
Of the City Council of the Town of Colma**

**RESOLUTION AMENDING SECTIONS 3.3, 3.5, 5.4, AND
8.6, AND ADDING A NEW SECTION 5.8
TO THE COLMA PARKING CODE RELATING TO THE
STOPPING, STANDING OR PARKING OF VEHICLES IN VARIOUS LOCATIONS
WITHIN THE TOWN OF COLMA**

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

ARTICLE 1. AMENDING SECTION 3.3 OF THE COLMA PARKING CODE

Section 3.3 of the Colma Parking Code is amended by adding two new subsections 3.3:11 and 3.3.12 as follows, with all other subsections remaining:

3.3 *No-parking, anytime zones on F Street*

3.3.11 A no-parking, anytime zone on the northerly side of F Street commencing at a point 235 feet west of the centerline of Clark Avenue, extending westerly 10 feet ; and

3.3.12 A no-parking, anytime zone on the northerly side of F Street commencing at a point 390 feet west of the centerline of Clark Avenue, extending westerly 25 feet.

ARTICLE 2. AMENDING SECTION 3.5 OF THE COLMA PARKING CODE

Section 3.5 of the Colma Parking Code is amended to state as follows:

3.5 *No-parking, anytime zones on El Camino Real*

3.5.1 A no-parking, anytime zone on the easterly side of El Camino Real extending southerly from C Street to the first driveway, a distance of approximately 63 feet; and

3.5.2 A no-parking, anytime zone on the easterly side of El Camino Real in front of 7651 El Camino Real (formerly Mission Street) from the intersection of B Street southerly to the second driveway at 7651 El Camino Real, a distance of approximately 66 feet, excepting therefrom each driveway in that area; and

3.5.3 A no-parking, anytime zone on the easterly side of El Camino Real, beginning at the curb return point at the southeast corner of El Camino Real and F Street and extending southerly 18 feet; and

3.5.4 A no-parking, anytime zone on the easterly side of El Camino Real, beginning at a point 108 feet southerly of the curb return point at the southeast corner of El Camino Real and F Street and extending southerly 18 feet; and

3.5.5 A no-parking, anytime zone on the easterly side of El Camino Real extending twenty-five (25') feet from each side of the entrance to the entry to 1051 El Camino Real (Eternal Home Cemetery); and

3.5.6 A no-parking, anytime zone on the easterly side of El Camino Real commencing 26 feet from the centerline of the driveway at 1299 El Camino Real, extending northerly 20 feet; and

3.5.7 A no-parking, anytime zone on the easterly side of El Camino Real commencing 30 feet from the centerline of the driveway at 1299 El Camino Real, extending southerly 20 feet; and

3.5.8 A no-parking, anytime zone on the easterly side of El Camino Real commencing 255 feet from the centerline of the driveway at 1299 El Camino Real, extending southerly 20 feet; and

3.5.9 A no-parking, anytime zone on the westerly side of El Camino Real beginning at southwest corner of Albert M. Teglia Boulevard and El Camino Real, extending southerly 54 feet; and

3.5.10 A no-parking, anytime zone on the westerly side of El Camino Real, beginning at F Street and extending to Colma Boulevard, except for driveways and bus stops.

3.5.11 A no-parking, anytime zone on the westerly side of El Camino Real beginning at the northerly edge of the north driveway exit from the properties at 1150 El Camino Real and extending northerly 3 feet; and

3.5.12 A no-parking, anytime zone on the westerly side of El Camino Real beginning at the northerly edge of the middle driveway entrance to the property at 1150 El Camino Real and extending northerly 3 feet; and

3.5.13 A no-parking, anytime zone on the westerly side of El Camino Real between the driveway to the property at 1150 El Camino Real and the driveway to the property at 1174 El Camino Real; and

3.5.14 A no-parking, anytime zone on the westerly side of El Camino Real, extending ten feet from both sides of the curb cut for the northerly driveway entrance to the property at 1180 El Camino Real; and

3.5.15 A no-parking, anytime zone on the westerly side of El Camino Real, extending nine feet from both sides of the curb cut for the southerly driveway entrance to the property at 1180 El Camino Real; and

3.5.16 A no-parking, anytime zone on the westerly side of El Camino Real, beginning at the north edge of the driveway to 1198 El Camino Real and extending northerly 49 feet; and

3.5.17 A no-parking, anytime zone on the westerly side of El Camino Real beginning at the northwest corner of El Camino Real and Serramonte Boulevard and extending 59 feet in a generally northerly direction on El Camino Real.

3.5.18 A no-parking, anytime zone commencing on the westerly side of El Camino Real at a point 70 feet North of the centerline of Collins Ave, extending northerly 20 feet; and

3.5.19 A no-parking, anytime zone on the westerly side of El Camino Real commencing at a point 31 feet South of the centerline of Collins Ave, extending southerly 10 feet; and

3.5.20 A no-parking, anytime zone on the westerly side of El Camino Real commencing at a point 156 feet South of the centerline of Collins Ave, extending southerly 33 feet; and

3.5.21 A no-parking, anytime zone on the westerly side of El Camino Real commencing at a point 252 feet South of the centerline of Collins Ave, extending southerly 28 feet.

ARTICLE 3. AMENDING SECTION 5.4 OF THE COLMA PARKING CODE

Section 5.4 of the Colma Parking Code is amended to state as follows:

5.4 *Two Hours, Every day, 8:00 a.m.-6:00 p.m.*

The standing, stopping, or parking of a vehicle for more than two hours is hereby prohibited every day between the hours of 8:00 AM and 6:00 PM, except holidays, in the following designated zones when such zone is marked by appropriate signs or by green paint upon the curb surface giving adequate notice of such prohibition.

El Camino Real, westerly side

5.4.1 A two-hour zone on the westerly side of El Camino Real commencing at the driveway entrance to 1150 El Camino Real, and extending northerly 66 feet; and

5.4.2 A two-hour zone on the westerly side of El Camino Real commencing at the driveway entrance to 1174 El Camino Real and extending southerly 68 feet; and

5.4.3 A two-hour zone on the westerly side of El Camino Real commencing at ~~the southerly curb to the driveway to 1250 El Camino Real~~ a point 90 feet North of the centerline of Collins Ave, and extending northerly 90 feet; and

5.4.4 A two-hour zone on the westerly side of El Camino Real commencing at the northwesterly corner of F Street and El Camino Real and extending northerly to the southwesterly corner of Albert M. Teglia Boulevard and El Camino Real, except for bus stops and driveways; and

5.4.5 A two-hour zone on the westerly side of El Camino Real commencing at a point 41 feet south of the centerline of Collins Ave, extending southerly 115 feet; and

5.4.6 A two-hour zone on the westerly side of El Camino Real commencing at a point 189 feet south of the centerline of Collins Ave, extending southerly 63 feet.

El Camino Real, easterly side

5.4.7 A two-hour zone on the easterly side of El Camino Real, beginning at a point 77 feet north of the northeast corner of El Camino Real and C Street, and extending southerly to C Street;

5.4.8 A two-hour zone on the easterly side of El Camino Real, beginning at a point 88 feet north of the southerly curb line prolongation of Albert M. Teglia Boulevard and extending southerly to Albert M. Teglia Boulevard;

~~5.4.9 A two-hour zone on the easterly side of El Camino Real, beginning at a point 233 feet north of the northerly driveway to 7801 El Camino Real, and extending to the southerly driveway to 7801 El Camino Real;~~

~~5.4.10 A two-hour zone on the easterly side of El Camino Real, beginning at the south driveway at 7801 El Camino Real and extending southerly to a point 44 feet north of the northeasterly corner of F Street and El Camino Real;~~

~~5.4.11 A two-hour zone on the easterly side of El Camino Real beginning at a point 18 feet southerly of the curb return point at the south-east corner of El Camino Real and F Street and extending southerly 108 feet; and~~

5.4.9 A two-hour zone on the easterly side of El Camino Real, beginning at a point 166 feet southerly of the curb return at the southeast corner of El Camino Real and F Street and extending southerly 100 feet; and

5.4.10 A two-hour zone on the easterly side of El Camino Real, beginning at a point 266 feet southerly of the curb return at the southeast corner of El Camino Real and F Street, and extending southerly to Colma Boulevard; and

5.4.11 A two-hour zone on the easterly side of El Camino Real, commencing at a point 50 feet south of the centerline of the driveway inlet at 1299 El Camino Real, extending southerly 235 feet; and

5.4.12 A two-hour zone on the easterly side of El Camino Real, commencing at a point 305 feet south of the centerline of the driveway inlet at 1299 El Camino Real, extending southerly 35 feet; and

5.4.13 A two-hour zone on the easterly side of El Camino Real, commencing at a point 370 feet south of the centerline of the driveway inlet at 1299 El Camino Real, extending southerly 20 feet.

F Street, northerly side

5.4.14 A two-hour zone on the northerly side of F Street commencing at a point 245 feet westerly of the centerline of Clark Avenue, extending westerly 60 feet.

ARTICLE 4. ADDING NEW SECTION 5.8 TO THE COLMA PARKING CODE

Section 5.8, Two Hours, All Day, Every Day, is hereby added to read as follows:

5.8 Two Hours, All Day, Every Day

5.8.1 A two-hour zone on the easterly side of El Camino Real commencing at a point 50 feet north of the centerline of F Street and El Camino Real, extending northerly 291 feet; and

5.8.2 A two-hour zone on the easterly side of El Camino Real commencing at a point 74 feet south of the centerline of F Street, extending southerly 110 feet.

ARTICLE 5. AMENDING SECTION 8.6 OF THE COLMA PARKING CODE

Section 8.6 is hereby amended to read as follows:

8.6 Parking in Front of Driveways.

Notwithstanding the provisions of section 22507.2 of the California Vehicle Code, the owner or lessee of property may only parallel park a vehicle in front of the owner's or lessee's private residential driveway when the vehicle displays a Parking Permit issued pursuant to this Code. However, parking on a sidewalk in violation of California Vehicle Code Section 22500(f) is prohibited.

SEVERABILITY

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

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.

EFFECTIVE DATE

This resolution shall take effect immediately, with the stopping, standing and parking regulations contained herein to take effect when signs or markings are installed giving adequate notice to the public consistent with California Vehicle Code Section 22507.

Certification of Adoption

I certify that the foregoing Resolution No. 2017-## was duly adopted at a regular meeting of said City Council held on July26, 2017 by the following vote:

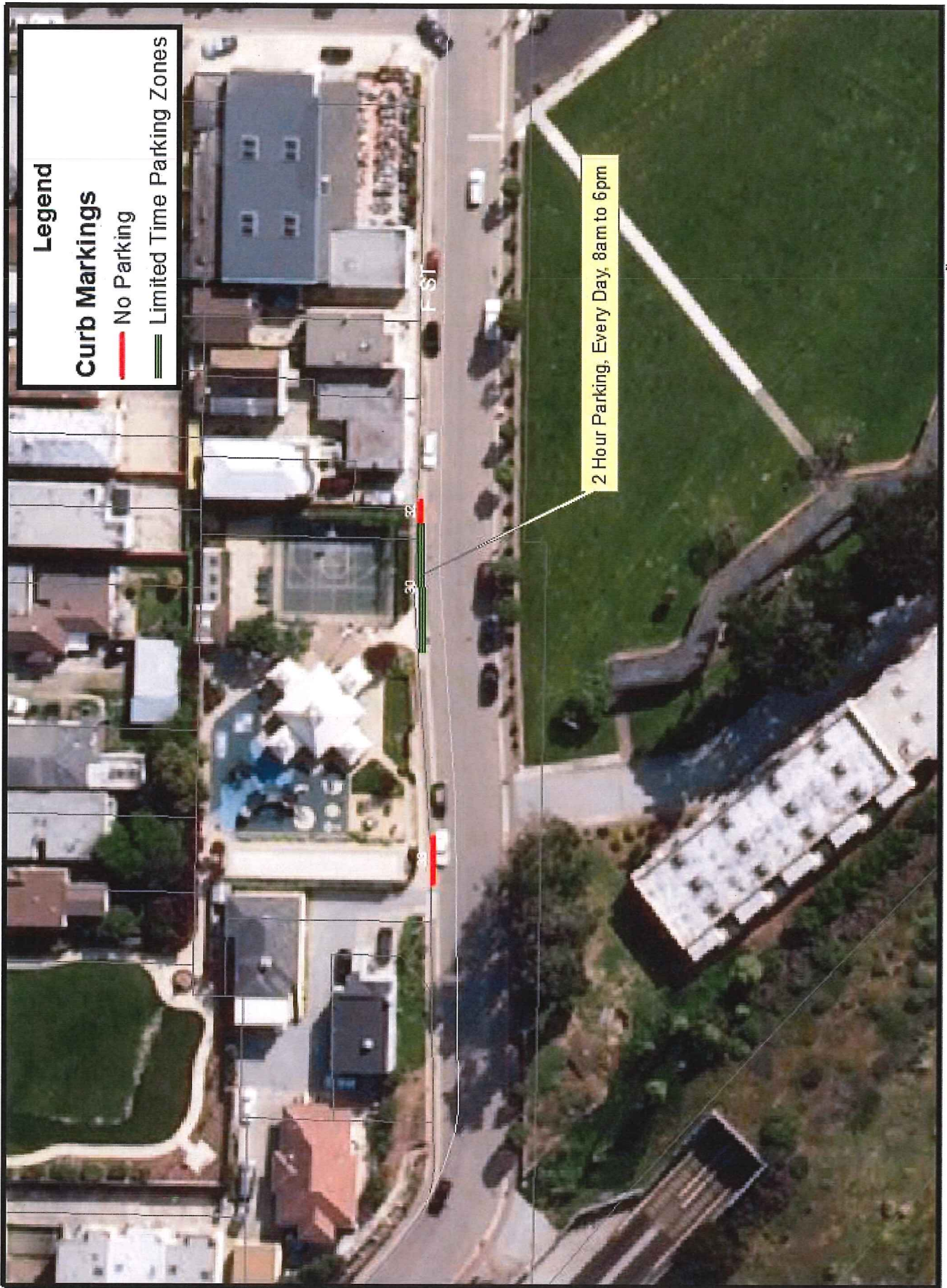
Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Diana Colvin					
John Irish Goodwin					
Voting Tally					

Dated _____

Helen Fiscaro, Mayor

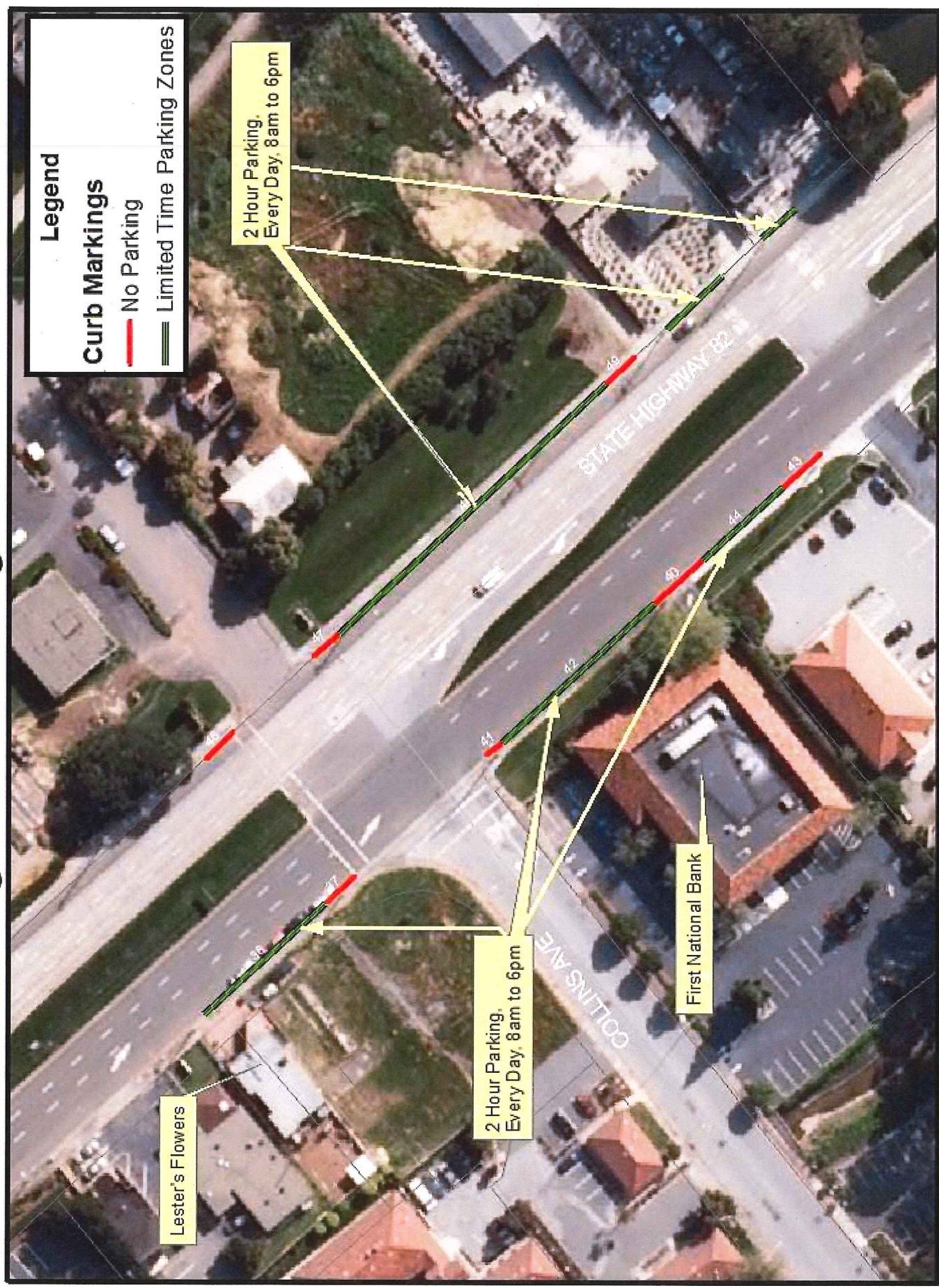
Attest: _____
Caitlin Corley, City Clerk

Parking Code Changes - Exhibit B



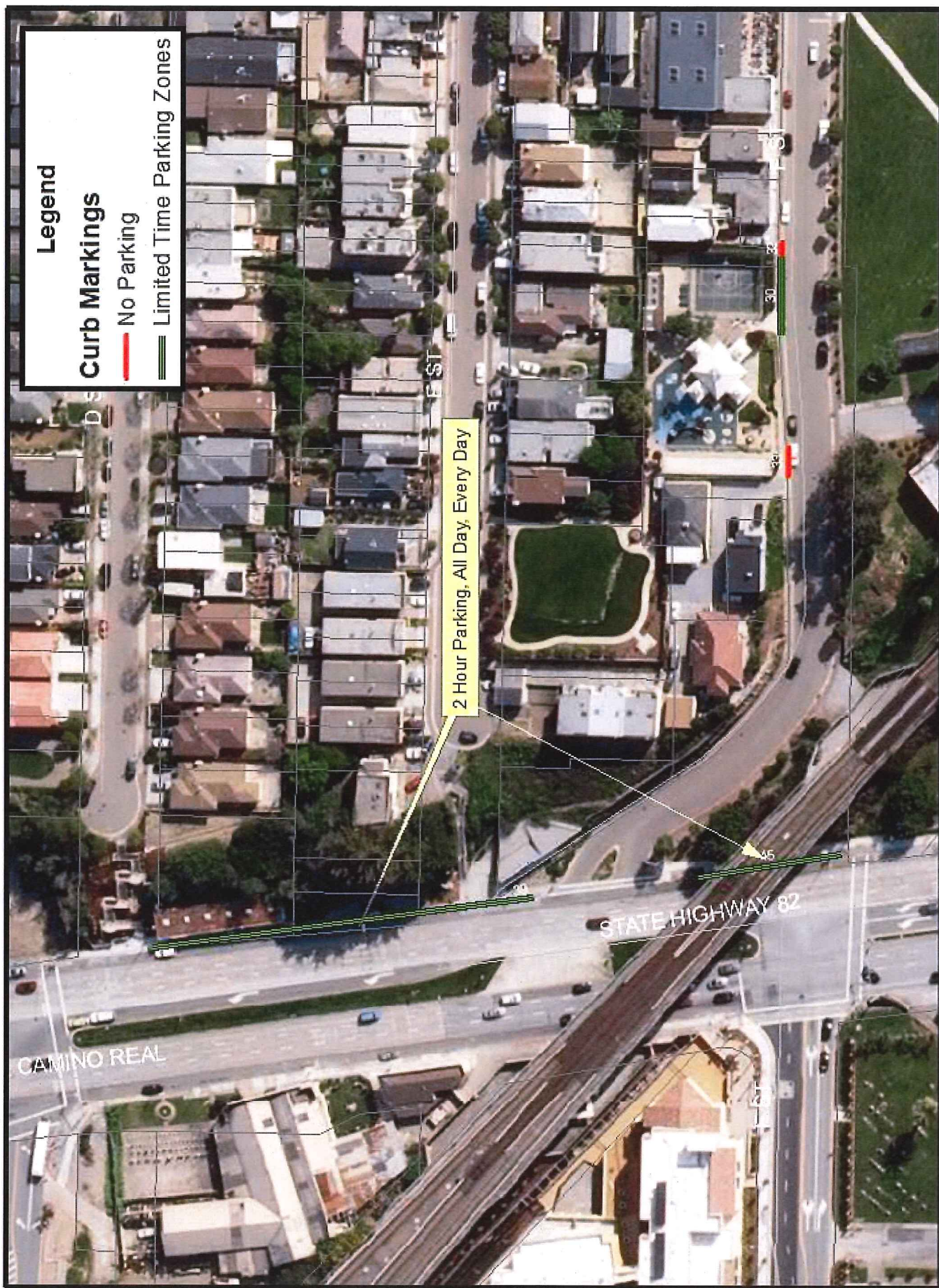


Parking Code Changes - Exhibit C





Parking Code Changes - Exhibit D



Legend
Curb Markings
— No Parking
— Limited Time Parking Zones

2 Hour Parking, All Day, Every Day

CAMINO REAL

STATE HIGHWAY 82

E ST

Feet
0 50 100 200







STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kirk Stratton, Chief of Police
 VIA: William C. Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Sterling Park Parking Issues

RECOMMENDATION

Staff recommends that the City Council introduce the following ordinance:

ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTIONS 6.02.020 AND 6.02.050
 RELATING TO THE NUMBER OF GUEST PARKING PERMITS AND TO THE NUMBER OF
 PREFERENTIAL PARKING PERMITS ISSUED TO QUALIFIED RESIDENTS, AND WAIVE
 FURTHER READING OF THE ORDINANCE.

EXECUTIVE SUMMARY

Parking has been a long term issue in the Sterling Park neighborhood, which the Town has tried to address through a preferential parking zone in that area. However, there continues to be a shortage of parking availability. Based on a study session held in February, and another in March, staff recommends two changes to the Preferential Parking ordinance (Town Code, Subchapter 6.02).

First, staff recommends modifying the existing preferential parking ordinance by eliminating the number of guest parking permits issued to residents in the Sterling Park neighborhood. Under the current regulations, two guest parking permits are issued per dwelling unit.

Staff is also recommending capping the number of parking permits issued to each dwelling at four (4). Currently, preferential parking permits are issued to each vehicle registered to a qualified resident. There is no limit on the number of preferential parking permits that can be issued to vehicles registered to a qualified resident.

FISCAL IMPACT

Minimal savings due to fewer permits ordered from manufacturer. There are no fees for parking permits issued to qualified residents.

BACKGROUND

In 1998, the City Council adopted a Preferential Parking Ordinance for the anticipated increase in vehicles parking in the Sterling Park neighborhood due to the opening of the Colma BART

station. The Ordinance gave preferential parking to residents from 8AM until Noon, Monday through Friday. While this Ordinance addressed commuters' use of on street parking, it did not address the limited amount of parking for all residents.

In 2003, after an extensive parking study conducted by Town Engineering staff, some minor changes were made to the Preferential Parking Ordinance but there was minimal if any effect on the limited amount of on-street parking. In fact, with the exception of the 500 block of D Street and portions of F Street and Clark Streets, the study indicated that parking in the neighborhood was very limited for residents.

In October of 2007, Council revised the Preferential Parking regulations to include enforcement of the residential parking permits on Saturdays. After 4 years, Council asked staff to re-visit the regulations to determine if there was a need to continue with residential parking permit enforcement on Saturdays.

In November of 2011, Council adopted a resolution changing the days of enforcement from Monday-Saturday, 8am to 9pm, to Monday-Friday, 8am-9pm, eliminating weekend enforcement. Since then, there has been no change to Preferential Parking regulations.

Throughout the past year, staff has heard numerous concerns from the City Council, merchants, and residents of Sterling Park regarding parking issues. These concerns include the enforcement of parking permits, too many vehicles compared to the number of parking spaces, green zone enforcement hours, and problems with the permitting process itself.

During a study session in February 2017, staff presented a number of options on how to potentially alleviate some of these issues. Options included:

- Reducing the number of guest parking permits from two per residence to one
- Reducing the number of guest parking permits from two to none, therefore, a resident would have to request a temporary guest permit from the police department as needed
- Researching technology for automated guest permit processing
- Capping the number of parking permits issued per qualified dwelling to four
- Removing inoperable vehicles from private property
- Changing the parking hours for green zone located at ECR at F Street

During a second study session in March 2017, staff presented options on how to potentially alleviate parking issues to include:

- Reducing the number of guest parking permits from two(2) per residence to one(1)
- Reducing the number of guest parking permits from two(2) to zero(0)
- Using existing ordinance to request Temporary Parking Permits
- Capping the number of parking permits issued per qualified dwelling to four
- Petitioning CalTrans to change the hours of enforcement in green zones on ECR

Based on the discussion at the study sessions, staff has prepared proposed amendments to the number of residential parking permits and the number of guest parking permits for residents.

ANALYSIS

Parking permits are issued to qualified residents in the Sterling Park neighborhood every two years and are staggered by odd numbered residential dwellings and even numbered residential dwellings. Colma Municipal Code Section 6.02.050 governs the process of issuing permits and states the following, in relevant part:

One Preferential Parking Permit shall be issued for each vehicle registered to a Qualified Resident.

and,

Two Guest Permits shall be issued to each dwelling unit in a preferential parking zone...

Because the code provides for one permit per registered vehicle, there is no limitation on how many permits can be issued per resident or per dwelling unit. If a resident had eight cars registered to one address, that resident is legally entitled to eight permits. And because the code provides two guest parking permits per address, in the hypothetical example a single resident effectively receives 10 permits. The Police Department found that approximately 12 Sterling Park residents had more than five permits issued in 2015 and 2016.

In calendar year 2016, 308 guest parking permits were issued to qualified residents. The number of parking permits issued in the calendar year 2016 to even-numbered dwellings was 266. In 2015, odd-numbered residences were issued 186 guest parking permits and 302 parking permits.

The number of parking permits issued for 2015 and 2016 combined was 568. The number of guest parking permits issued for 2015 and 2016 was 494. Thus, the total number of permits (comprised of both parking and guest parking) totaled 1,062. However, a 2000 study conducted by the Engineering Department determined a total of 564 parking spaces were in the Sterling Park neighborhood – leaving a deficit of nearly 500 parking spaces. The number of actual parking spaces includes parking in front of driveways.

Staff is recommending eliminating the number of guest parking permits issued to dwelling units. This would decrease the total number of parking permits from 1,062 to 568 (assuming the same number of regular permits were issued). Staff has also discussed only issuing guest permits on an as-needed basis.

If guest permits were eliminated then a qualified resident wanting to obtain a parking permit for a guest or visitor, staying more than the 2 hour minimum, may request a temporary parking permit from the Police Department per the existing municipal code § 6.02.050(d) which reads, in part:

The Police Department shall also issue to any qualified resident or any qualified merchant a Temporary Permit for use by a visitor of the applicant, as follows:

(1) On an oral request of a qualified resident or merchant, the Police Department may issue a Temporary Permit for one day only, the date of use authorized by such permit being no later than ten days after issuance

(2) On a written request of a qualified resident or merchant showing that issuance of a temporary permit is for the benefit of the resident or merchant and that it is reasonable to request a temporary permit for a period longer than one day, the Police Department shall issue a Temporary Permit for up to thirty (30) days, the last date of such use being no later than forty (40) days of issuance.

Staff is also recommending placing a cap on the number of preferential parking permits issued for each dwelling to no more than four. Vehicles have to be registered to a resident at the qualified dwelling. As noted above, there are approximately 12 residents in the entire neighborhood that have five or more regular parking permits.

Staff will also be looking at additional parking enhancements, including a more automated permitting process (this could be tied to the issuance of guest permits on an as-needed only basis), modification to the parking code (hours of enforcement and other potential changes) and development of additional parking areas.

A reduction in guest parking permits may also reduce the potential for unlawful acts listed in Colma Municipal Code § 6.02.070. These unlawful acts may include selling, renting or leasing any preferential parking permit.

The Colma Police Department will continue to enforce unlawful acts, parking prohibitions and the vehicle code.

Council Adopted Values

Modifying the existing Preferential Parking Code to better address the needs of the Sterling Park neighborhood is consistent with the Council's value of *Responsibility* because Council is considering the negative impacts of parking issues on the community, and with the Council's value of *Vision* because potential modifications to the code can be an innovative way to enhance quality of life for our residents.

Alternatives

Introducing and adopting the ordinance would enhance the quality of life by reducing the amount of parking congestion in the Sterling Park neighborhood.

The alternative would be to not introduce and adopt the ordinance and to continue to have parking congestion that negatively impacts residents in the Sterling Park neighborhood and quality of life.

CONCLUSION

Staff is recommending that Council introduce the Ordinance to amend Colma Municipal Code Subchapter 6.02 by reducing the number of guest parking permits issued to each dwelling from

two (2) to zero (0) and by capping the number of preferential parking permits for registered vehicles per dwelling at four (4).

ATTACHMENTS

- A. Ordinance



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

**ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTIONS 6.02.020 AND
6.02.050 RELATING TO THE NUMBER OF GUEST PARKING PERMITS AND TO THE
NUMBER OF PREFERENTIAL PARKING PERMITS ISSUED TO QUALIFIED RESIDENTS**

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

ARTICLE 1. RECITALS.

- (a) Parking has been a long term issue in the Sterling Park neighborhood.
 - (b) Past regulatory efforts have focused primarily on commuter parking impacts due to the nearby Colma BART station.
 - (c) There continues to be a limited number of parking spaces relative to the number of residents' vehicles.
 - (d) The Town finds that limiting the number of preferential parking permits for residents and the number of guest permits is in the best interests of the health, safety, and general welfare of the residents of Colma.
-

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 6.02.020 AMENDED.

Section 6.02.020, subsection (g), shall be and hereby is added to the Colma Municipal Code as follows:

“(g) Limits on the number of preferential parking permits and guest permits is reasonable and necessary to provide greater harmony between the number of parking permits and the number of parking spaces within the preferential parking zone in order to ensure the effectiveness of the preferential parking program.”

ARTICLE 4. CMC SECTION 6.02.050 AMENDED.

Colma Municipal Code, Section 6.02.050, subsections (b) and (c), shall be and hereby are amended to read as follows:

~~“(b) *Preferential Parking Permits.* One Preferential Parking Permit Up to four (4) Preferential Parking Permits shall be issued for each vehicle registered to a Qualified Resident per dwelling unit in a preferential parking zone, for each vehicle registered to a Qualified Resident that resides at the permitted dwelling unit. One Preferential Parking Permit ~~shall~~ may be issued to each non-resident employee of a Qualified Merchant upon request to the Chief of Police. A Preferential Parking Permit shall remain effective for a period of no more than two years, or until the preferential parking zone for which such permit was issued is eliminated, whichever is less. The Chief of Police is authorized to issue preferential permits on a staggered basis.~~

~~(c) *Guest Permits.* Reserved. Two Guest Permits shall be issued to each dwelling unit in a preferential parking zone, and two Guest Permits to each qualified merchant in a preferential parking zone if there is no green zone in front of such merchant's place of business. Guest Permits shall be valid only during the calendar year in which they are issued. Guest permits shall only be valid when displayed on vehicles not owned or registered to a Qualified Resident, are for use on passenger motor vehicles only and shall not be used for boats, trailers, recreational vehicles, vehicles with a manufacturers' gross vehicle weight rating of more than 12,000 pounds, or vehicles for hire.”~~

Subsections (a) and (d) of Colma Municipal Code, Section 6.02.050, shall remain in full force and effect.

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 this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

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.

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 July 26, 2017 and duly adopted at a regular meeting of said City Council held on _____, 2017 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Christopher Diaz, City Attorney
 VIA: Bill Norton, Interim City Manager
 MEETING DATE: July 26, 2017
 SUBJECT: Electric Vehicle Charging Stations Permit Process

RECOMMENDATION

Staff recommends that the City Council introduce:

ORDINANCE ADDING COLMA MUNICIPAL CODE CHAPTER 6.06 REGARDING PROCEDURES FOR EXPEDITING PERMIT PROCESSING FOR ELECTRIC VEHICLE CHARGING STATIONS, AND WAIVE A FURTHER READING OF THE ORDINANCE.

EXECUTIVE SUMMARY

AB 1236, adopted by the State legislature in October 2015 sets a deadline of September 30, 2017 for cities with a population of less than 200,000 residents to adopt an ordinance to expedite permit processing for applicants looking to install electric vehicle charging stations.

AB 1236 was adopted to limit the restrictions that municipalities could impose on applicants installing electric vehicle charging stations to achieve timely and cost-effective installation of electric vehicle charging stations.

This ordinance follows the mandates set forth in AB 1236 and would streamline processing of applications for electric charging stations throughout the City.

FISCAL IMPACT

The fiscal impacts related to this ordinance depend on the number of applications that the City receives. Nonetheless, because the ordinance is designed to streamline processing, the costs associated with processing each application would be reduced.

BACKGROUND

AB 1236 is part of the State's efforts to modernize and facilitate the installation of electric vehicle charging stations throughout the State. In furtherance of this goal, the State is requiring that cities and counties throughout the State adopt ordinances setting forth guidelines to facilitate expedited review and processing for electric vehicle charging stations.

The attached ordinance complies with the requirements set forth in AB 1236 by requiring that the Town administratively approve applications that comply with the "Plug-In Vehicle Infrastructure Permitting Checklist" and limit review to whether the installation would comply with safety and performance standards.

ANALYSIS

Council Adopted Values

Staff's recommendation is consistent with the Council's adopted value of *responsibility* as it is an ordinance consistent with and required by State law and will promote development in the City.

Alternatives

The Council could choose not to introduce and adopt the ordinance. This is not recommended, however, as AB 1236 requires the City to adopt an ordinance pertaining to electric vehicle charging stations.

CONCLUSION

Staff recommends the City Council introduce the ordinance.

ATTACHMENTS

- A. Ordinance

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

**ORDINANCE ADDING COLMA MUNICIPAL CODE CHAPTER 6.06 REGARDING
PROCEDURES FOR EXPEDITING PERMIT PROCESSING FOR ELECTRIC
VEHICLE CHARGING STATIONS**

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

ARTICLE 1. RECITALS.

- (a) On or before September 30, 2017, every city, county, or city and county with a population of less than 200,000 residents must adopt an ordinance that creates an expedited and streamlined permitting process for electric vehicle charging systems pursuant to Assembly Bill 1236 (2011).
- (b) The Town wishes to amend its Municipal Code to meet State law and to facilitate convenient charging of electric vehicles.
- (c) The Colma Fire District has been consulted regarding the adoption of this ordinance as required by Government Code section 65850.7(g).
- (d) Proper notice of this public hearing was given in all respects as required by law.

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 CHAPTER 6.06 ADDED.

Chapter 6.06 shall be and hereby is added to the Colma Municipal Code as follows:

“Chapter 6.06

ELECTRIC VEHICLE CHARGING STATIONS

Section:

- 6.06.010 Town Building Permit Required
6.06.020 Review of Applications
6.06.030 Electric Vehicle Charging Station Installation Requirements
6.06.040 Requirements Cumulative

6.06.010 Town Building Permit Required.

A. A Town building permit is required to install an electric vehicle charging station. "Electric vehicle charging station" or "charging station" means any level of electric vehicle supply equipment station that delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

B. An application for a Town building permit to install an electric vehicle charging station shall be processed in accordance with Government Code section 65850.7.

6.06.020 Review of Applications.

The following expedited, permitting process applies to applications for a building permit to install an electric vehicle charging station:

A. Application. The Town will make the following available on the Town's website: the Town's standard building permit application form; and the Town's standard electric vehicle charging station plan form and checklist, which will substantially conform to the plan form and checklist in the most current version of the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook" published by the Office of Planning and Research. The checklist will include all requirements that an electric vehicle charging station must meet to be eligible for review and approval under this section. An application to install an electric vehicle charging station may be submitted electronically.

B. Application review. An application will be deemed complete if the building official determines that the application includes all of the information and documents required by the standard application form, the standard plan form, and the standard checklist, and is consistent with all applicable laws and health and safety standards. If an application is deemed incomplete, the building official will notify the applicant in writing of the additional information needed to complete the application. After an application is deemed complete, the building official will perform an expedited review of the application and all submittals.

C. Permit issuance. A building permit will be issued following the building official's approval of an application for a electric vehicle charging station and after all required fees have been paid. If the application was submitted electronically, the permit may be issued electronically.

D. Inspection and authorization to operate. As soon as practicable after the applicant notifies the building official that an electric vehicle charging station has been installed, the building official will inspect the system to verify compliance with the building permit. If the building official determines that a system was not installed in compliance with a building permit, the building official will notify the permittee of the actions needed to comply with the building permit and will conduct additional inspections as necessary. No electric vehicle charging station may be operated unless the building official verifies in writing that it complies with the building permit.

6.06.030 Electric Vehicle Charging Station Installation Requirements.

A. Electric vehicle charging station equipment shall meet the requirements of the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories, and rules of the Public Utilities Commission regarding safety and reliability.

B. Installation of electric vehicle charging stations and associated wiring, bonding, disconnecting means and overcurrent protective devices shall meet the requirements of Article 625 and all applicable provisions of the California Electrical Code.

C. Installation of electric vehicle charging stations shall be incorporated into the load calculations of all new or existing electrical services and shall meet the requirements of the California Electrical Code. Electric vehicle charging equipment shall be considered a continuous load.

D. Anchorage of either floor-mounted or wall-mounted electric vehicle charging stations shall meet the requirements of the California Building or Residential Code as applicable per occupancy, and the provisions of the manufacturer's installation instructions. Mounting of charging stations shall not adversely affect building elements.

6.06.040 Requirements Cumulative.

The requirements of this chapter are in addition to any other applicable requirements of this Code, and any requirements of a utility provider, that must be satisfied before an electric vehicle charging station may be installed or operated.”

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. NOT A CEQA PROJECT.

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

ARTICLE 6. 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.

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 _____, 2017 and duly adopted at a regular meeting of said City Council held on _____, 2017 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor					
Raquel "Rae" Gonzalez					
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
<i>Voting Tally</i>		0			

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk