



**AGENDA  
REGULAR MEETING**

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

**Wednesday, May 9, 2018  
CLOSED SESSION – 6:00 PM  
REGULAR SESSION – 7:00 PM**

**CLOSED SESSION – 6:00 PM**

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators  
Agency Negotiators: Brian Dossey, City Manager  
Austris Rungis, IEDA  
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association  
Unrepresented Employees: All

**PLEDGE OF ALLEGIANCE AND ROLL CALL - 7:00 PM**

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Proclamation in honor of Public Service Week
- Introduction and Swearing in of new Reserve Officer Josh Moreno
- Introduction of new Interim Human Resources Manager Patrick Alvarez
- National Mayor's Challenge for Water Conservation Raffle Winner
- Update on San Mateo County's Get Us Moving
- Presentation of Colma Citizens' Advisory Scholarships

**PUBLIC COMMENTS**

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

## **CONSENT CALENDAR**

2. Motion to Accept the Minutes from the April 25, 2018 Regular Meeting.
3. Motion to Approve Report of Checks Paid for April 2018.

## **PUBLIC HEARING**

### **4. DWELLING UNIT OCCUPANCY ORDINANCE**

Consider: Motion to Introduce an Ordinance Amending Section 5.01.080 of the Colma Municipal Code Clarifying That a Dwelling Unit is Defined for Occupancy for No Fewer Than 30 Consecutive Days Pursuant to CEQA Guidelines 15378(b)(2) and 15378(b)(5), and Waive a Further Reading of the Ordinance.

## **NEW BUSINESS**

### **5. FY 2018-19 WATER CONSERVATION INCENTIVE PROGRAM**

*Consider:* Motion to Adopt a Resolution Establishing the Authorities Subsidy at \$ 56,285 for the Water Conservation Incentive Program in Fiscal Year 2018 – 19.

## **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](mailto: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](mailto:brian.dossey@colma.ca.gov). Please allow two business days for your request to be processed.

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

Agency Negotiators:	Brian Dossey, City Manager Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees:	All

*There is no staff report for this item.*



**MINUTES  
REGULAR MEETING**

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

**Wednesday, April 25, 2018**

7:00 p.m.

**CALL TO ORDER**

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:06 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Service Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Sustainability Programs Manager Kathleen Gallagher, Recreation Manager Cynthia Morquecho, and City Clerk Caitlin Corley were in attendance.

**ADOPTION OF THE AGENDA**

Mayor Gonzalez 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 del Rosario and carried by the following vote:

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

**PRESENTATION**

- Mark Fratzke, CEO of Seton Medical Center, presented an update on recent changes at Seton.
- The Mayor presented a proclamation for National Donate Life Month to local business owner and organ donation advocate, Phil C'de Baca.
- Recreation Manager Cynthia Morquecho introduced new Recreation Leaders Elaina Gonzalez and Brianna Romero.
- Chief of Police Kirk Stratton introduced and swore in new Community Services Officer Carlos Huayllapuma.
- City Manager Brian Dossey introduced new Administrative Services Director Pak Lin.

## PUBLIC COMMENTS

Mayor Gonzalez opened the public comment period at 7:43 p.m. and seeing no one come forward to speak, she closed the public comment.

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the April 11, 2018 Regular Meeting.
2. Motion to Adopt a Resolution Adopting Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2018-2019 Funded by SB 1: The Road Repair and Accountability Act of 2017.
3. Motion to Adopt a Resolution Appointing Patrick Alvarez as Interim Human Resources Manager.

**Action:** Council Member del Rosario moved to approve the Consent Calendar items #1 through #3; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

## NEW BUSINESS

### 4. AMENDMENT TO THE WATER CONSERVATION INCENTIVE PROGRAM

Sustainability Programs Manager Kathleen Gallagher presented the staff report. Mayor Gonzalez opened the public comment period at 8:02 p.m. and seeing no one step forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Fisicaro moved to accept the Climate Action Plan Progress Report and Update; 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	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
	5	0			

The Mayor presented awards to the following people and organizations:

- **Special Recognition – Republic Services**

- Michael Mahohey, Republic Services
- Monica G. Devincenzi, Republic Services
- Kekei Wong, Republic Services
- **Special Recognition – Ecology Action**
  - Garvin Lee, Ecology Action
- **Special Recognition – Resource Conservation District**
  - Barbara Kossy, RCD Board Member
- **Solar Installation**
  - Khalid Khan, resident – *was unable to attend the meeting.*
  - Peggy Cooper, resident – *was unable to attend the meeting.*
- **Energy Audits – Peninsula Reflections**
  - Jill Nakagawa, Peninsula Reflections – *was unable to attend the meeting.*

## STUDY SESSION

### 5. PRELIMINARY REPORT – 2018-19 BUDGET AND FINANCIAL PLAN

City Manager Brian Dossey presented the staff report. Mayor Gonzalez opened the public comment period at 8:33 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

## COUNCIL CALENDARING

The next Regular City Council Meetings will be on Wednesday, May 9, 2018 at 7:00 p.m. and Wednesday, May 23, 2018 at 7:00 p.m.

## REPORTS

### Raquel Gonzalez

Small Business Week Olivet Memorial Park Vignette, 4/17  
 Business to Business Celebration, 4/19  
 Susan B. Anthony 2<sup>nd</sup> Grader Visit, 4/24

### Joanne del Rosario

Small Business Week Olivet Memorial Park Vignette, 4/17  
 Mercy Housing Start of Construction Celebration, 4/25

### John Goodwin

Business to Business Celebration, 4/19  
 Mercy Housing Start of Construction Celebration, 4/25

### Helen Fiscaro

Progress Seminar, 4/13 - 4/15  
 Small Business Week AT&T Vignette, 4/16  
 Small Business Week Olivet Memorial Park Vignette, 4/17  
 Business to Business Celebration, 4/19

Mercy Housing Start of Construction Celebration, 4/25

**ADJOURNMENT**

Mayor Gonzalez adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47623	4/3/2018	00005	PLAN-2017-18-0	3/21/2018	FEB 2018 GENERAL LIABILITY	154.54	154.54
47624	4/3/2018	00020	118034263	3/22/2018	Spring Water 5 Gal	39.96	39.96
47625	4/3/2018	00051	6544607057	3/16/2018	6544607057 S.W. CORNER HI	424.36	424.36
47626	4/3/2018	00071	01/17/18-02/23/1	3/27/2018	CSG	112,693.37	112,693.37
47627	4/3/2018	00116	DALY CITY/COLIMA CHAMBER	03/15/18	CRAB FEED	260.00	260.00
47628	4/3/2018	00254	METRO MOBILE COMMUNICA	4/1/2018	MAINTENANCE CONTRACT	602.00	602.00
47629	4/3/2018	00307	PACIFIC GAS & ELECTRIC	3/20/2018	PG&E	83.31	83.31
47630	4/3/2018	00311	PITNEY BOWES INC.	3/11/2018	0012828896 POSTAGE METEF	274.05	274.05
47631	4/3/2018	00432	VISION SERVICE PLAN	3/16/2018	VISION SERVICE PLAN	1,080.66	1,080.66
47632	4/3/2018	00498	INTOXIMETERS, INC	3/21/2018	REPLACE DAMAGED INTOXIH	559.38	559.38
47633	4/3/2018	00563	PETTY CASH	3/30/2018	03/30/18 PETTY CASH REIMB	144.22	144.22
47634	4/3/2018	00630	MAD SCIENCE OF THE BAY	4/12/18	MAD SCIENCE WOR	175.00	175.00
47635	4/3/2018	00651	SANTA CRUZ SEASIDE COMP,	06/27/18	TICKET OUTING WB	1,543.30	1,543.30
47636	4/3/2018	00812	SMCCMA	04/12/18	DISPATCH AWARDS	210.00	210.00
47637	4/3/2018	01030	STEPFORD, INC.	3/20/2018	MONTHLY SERVICE CONTRA	5,622.00	9,173.50
47638	4/3/2018	01037	COMCAST CABLE	3/14/2018	34 SOPHOS GOVT 12 MO. RE	3,551.50	
47639	4/3/2018	01076	API CONSULTING	03/25-04/24	8155 20 022 0097028 427 F ST	286.16	582.52
47640	4/3/2018	01340	NAVIA BENEFIT SOLUTIONS	3/17/2018	8155 20 022 0097051 Internet	286.16	
47641	4/3/2018	01557	CITY OF FOSTER CITY	03/27-04/26	8155 20 022 0002770 1520 HIL	10.20	
47642	4/3/2018	01565	BAY CONTRACT MAINTENAN	3/19/2018	RECORDS MANAGEMENT	6,060.00	6,060.00
47643	4/3/2018	01643	AUSTRIA, HELEN	3/30/2018	SECTION 125 PARTICIPANT &	75.00	75.00
47644	4/3/2018	01995	CELESTE, MIKE L.	3/19/2018	CALOPPS POLICE OFFICER F	250.00	250.00
47645	4/3/2018	02179	HUB INTERNATIONAL OF CA	3/10/2018	JANITORIAL SERVICES	8,312.18	
47646	4/3/2018	02515	FLORES, VICKY	3/10/2018	PAPER SUPPLIES	1,322.27	9,634.45
47647	4/3/2018	02612	WBE NETWORK SYSTEMS, I	3/26/2018	03.26.18 DEPOSIT REFUND	50.00	50.00
47648	4/3/2018	02742	WOO, CASSANDRA	3/28/2018	CARDROOM BACKGROUND	375.00	375.00
47649	4/3/2018	02751	MMANC	4/2/2018	INSURANCE EVENTS	258.14	258.14
47650	4/3/2018	02799	WAVE	3/26/2018	03.26.18 DEPOSIT REFUND	300.00	300.00
47651	4/3/2018	02849	U.S. BANK PARS ACCOUNT,	3/27/2018	PROVIDE & INSTALL 2 LENE	3,600.00	3,600.00
				4/2/2018	FEB 6-MARCH 15, 2018 MEAL	803.96	803.96
				4/2/2018	C. WOO MAY 17, 2018 WOME	120.00	120.00
				3/23/2018	RIMS INTERNET W/SSF	400.00	400.00
				4/3/2018	JULY 2017 - MARCH 2018 OPE	300,456.00	
				4/3/2018	OPEB CONTRIBUTION	134,181.00	434,637.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47652	4/3/2018	02909	TAPIA, ELIZABETH	3/27/2018	DAY CAMP ACTIVITY REIMBU	81.72	81.72
47653	4/3/2018	02935	EMCOR SERVICES-MESA ENF001322686	3/22/2018	1199 EL CAMINO HVAC PREV	2,467.00	
			001322685	3/22/2018	1520 HILLSIDE BLVD. HVAC P	1,478.00	
			001322688	3/22/2018	1500 HILLSIDE BLVD. HVAC P	564.50	
			001322687	3/22/2018	427 F STREET HVAC PREVEN	277.00	4,786.50
47654	4/3/2018	02970	PRODUCTIVE PRINTING & GR32591	3/16/2018	200 ABANDONED VEHICLE W	337.13	337.13
47655	4/3/2018	03015	U.S. BANK CORPORATE PMT	03/22/18	Dossey 3/22/2018 CREDIT CARD PURCHASE	4,279.33	
			03/22/18	Morque 3/22/2018	CREDIT CARD PURCHASE	3,735.65	
			03/22/18	Gogan 3/22/2018	CREDIT CARD PURCHASE	2,878.34	
			03/22/18	Fiscarc 3/22/2018	CREDIT CARD PURCHASE	725.00	
			03/22/18	Pfotent 3/22/2018	CREDIT CARD PURCHASE	612.18	
			03/22/18	Lum 3/22/2018	CREDIT CARD PURCHASE	602.43	
			03/22/18	Velasq 3/22/2018	CREDIT CARD PURCHASE	365.75	
			03/22/18	Corley 3/22/2018	CREDIT CARD PURCHASE	295.03	
			03/22/18	Jordan 3/22/2018	CREDIT CARD PURCHASE	109.21	
			03/22/18	Strattor 3/22/2018	CREDIT CARD PURCHASE	38.01	13,640.93
47656	4/3/2018	03061	NORTH BAY PETROLEUM	3/15/2018	PW GAS PURCHASES	354.59	354.59
47657	4/3/2018	03141	PALACE GAMES LLC	3/29/2018	Great Houdini Es THE GREAT HOUDIN	409.00	409.00
47658	4/3/2018	03142	BOOMERS LIVERMORE	1/16/2018	07/25/18 DEPOSIT GROUP PA	300.00	300.00
<b>Sub total for FIRST NATIONAL BANK OF DALY CITY:</b>						<b>604,473.59</b>	

36 checks in this report.

Grand Total All Checks: 604,473.59

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47659	4/10/2018	00013	March 2018	3/31/2018	TIRE SERVICE	184.63	184.63
47660	4/10/2018	00051	CALIFORNIA WATER SERVICE03/27/2018	3/27/2018	WATER BILL	4,316.97	4,316.97
47661	4/10/2018	00211	KELLY-MOORE PAINTS March 2018	3/31/2018	PAINT AND SUPPLIES	15.53	15.53
47662	4/10/2018	00307	PACIFIC GAS & ELECTRIC 110373551	3/30/2018	1198 EL CAMINO CONTRACT	34,708.34	34,708.34
47663	4/10/2018	00307	PACIFIC GAS & ELECTRIC 03/26/2018	3/26/2018	PG&E	3,017.65	3,017.65
47664	4/10/2018	00498	INTOXIMETERS, INC 03/29/2018	3/29/2018	0567147369-1 JSB S/O SERRA	133.06	3,150.71
47665	4/10/2018	00500	SMC CONTROLLERS OFFICE March 2018	4/4/2018	DRYGAS 108L/223PPM(.082)C	218.73	218.73
47666	4/10/2018	00649	DAVEY TREE EXPERT COMPA912267460	4/5/2018	ALLOCATION OF PARKING PE	1,293.70	1,293.70
47667	4/10/2018	00830	STAPLES CONTRACT, & COM 1619250433	3/26/2018	TREE REMOVAL HAZARDOUS	1,200.00	1,200.00
47668	4/10/2018	00955	DIVISION OF THE STATE Jan - March 2018	3/25/2018	OFFICE SUPPLIES	921.73	921.73
47669	4/10/2018	01031	A-1 RHINO LININGS, LLC 9194	4/9/2018	DISABILITY ACCESS & EDUC/	98.40	98.40
47670	4/10/2018	01037	COMCAST CABLE April 2018	4/2/2018	BED LINER 3 UTILITY TAIL GA	965.50	965.50
47671	4/10/2018	01181	STONE, SHIRLEY 04/02/18-05/01/18	3/27/2018	8155 20 022 0094769 TOWN C	13,510.48	13,801.64
47672	4/10/2018	01276	GONZALEZ, RAE 2001122.003	4/2/2018	04.02.18 WITHDRAWAL REFU	28.00	28.00
47673	4/10/2018	01569	DARLING INGREDIENTS INC., 600:3075387	3/30/2018	03.30.18 REFUND COPPOLA 1	72.00	72.00
47674	4/10/2018	01687	UNITED SITE SERVICES OF 114-6541816	4/3/2018	TRAP SERVICE	102.71	102.71
47675	4/10/2018	02144	DOMINIC A. DE LUCCA DBA DIMarch 2018	3/27/2018	STANDARD AND REGULAR S/	149.37	149.37
47676	4/10/2018	02182	DALY CITY KUMON CENTER March 2018	4/5/2018	TAE KWON DO	1,000.00	1,000.00
47677	4/10/2018	02190	GOGAN, REA Dec 2017	4/9/2018	TUTORING	4,860.00	9,570.00
47678	4/10/2018	02216	RAMOS OIL CO. INC. April 3-5, 2018 R	4/9/2018	TUTORING	4,710.00	9,570.00
47679	4/10/2018	02274	FRANK AND GROSSMAN LANI152721	4/5/2018	APRIL 3-5, 2018 MILEAGE & S	22.33	22.33
47680	4/10/2018	02510	REGIONAL GOVERNMENT SE8190	3/20/2018	PD GASOLINE PURCHASES 1	1,722.33	1,722.33
47681	4/10/2018	02545	MURRAY, JOHN MICHAEL 40447643	3/31/2018	PD GASOLINE PURCHASES 2	1,469.22	3,191.55
47682	4/10/2018	02623	BLOEBAUM, CYNTHIA 40447648	4/1/2018	LANDSCAPE MAINTENANCE	10,608.00	10,608.00
47683	4/10/2018	02639	BAY AREA CHEMEX, INC. 40447641	4/1/2018	REMOVE EXISTING PLANTS	4,911.10	4,911.10
47684	4/10/2018	02743	UTILITY TELEPHONE, INC 40447642	3/26/2018	REMOVE EXISTING PLANTS	1,093.31	1,093.31
47685	4/10/2018	02743	UTILITY TELEPHONE, INC 40447642	3/27/2018	REPLACE LEAKING VALVE IN	345.82	345.82
47686	4/10/2018	02743	UTILITY TELEPHONE, INC 40447642	3/21/2018	REPAIR ONE LEAKING VALVE	288.32	288.32
47687	4/10/2018	02743	UTILITY TELEPHONE, INC 40447642	3/21/2018	CONTRACT FINANCE SERVIC	8,449.50	8,449.50
47688	4/10/2018	02510	REGIONAL GOVERNMENT SE8190	3/31/2018	CONTRACT FINANCE SERVIC	8,449.50	8,449.50
47689	4/10/2018	02545	MURRAY, JOHN MICHAEL 2001120.003	4/2/2018	04.02.18 DEPOSIT REFUND	300.00	300.00
47690	4/10/2018	02623	BLOEBAUM, CYNTHIA April 5, 2018	4/2/2018	ADULT COOKING CLASSES	465.00	465.00
47691	4/10/2018	02639	BAY AREA CHEMEX, INC. 29338	4/5/2018	6' X 5.500PSI R2-1000 PRESS	75.41	75.41
47692	4/10/2018	02743	UTILITY TELEPHONE, INC April 2018	3/28/2018	INTERNET ACCESS 128070	715.74	715.74

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47685	4/10/2018	02795	March 19-30, 20	4/5/2018	MARCH 19-30, 2018 ICI MEAL	499.81	499.81
47686	4/10/2018	03015	ROSSET, JAY	3/22/2018	CREDIT CARD PURCHASE	2,917.95	
			U.S. BANK CORPORATE PMT	3/22/2018	CREDIT CARD PURCHASE	2,252.89	
			03/22/18 Tapia	3/22/2018	CREDIT CARD PURCHASE	871.67	
			03/22/18 Gotelli	3/22/2018	CREDIT CARD PURCHASE	352.38	6,394.89
			03/22/18 De Leo	3/22/2018	CREDIT CARD PURCHASE	160.00	160.00
47687	4/10/2018	03034	103388	3/31/2018	FLEX PROCESSING FEES	490.52	490.52
47688	4/10/2018	03125	398582	2/27/2018	04/05/18 INNER PERSPECTIV	46.00	46.00
47689	4/10/2018	03143	RESOURCES RECYCLING & R0000001101309	2/2/2018	FY14-15 UNSPENT FUNDS CI		

total for FIRST NATIONAL BANK OF DALY CITY: 109,855.26

31 checks in this report.

Grand Total All Checks: 109,855.26

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47690	4/13/2018	00068	04132018 B	4/13/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
47691	4/13/2018	01340	04132018 B	4/13/2018	FLEX 125 PLAN: PAYMENT	310.00	310.00
47692	4/13/2018	01375	04132018 B	4/13/2018	NATIONWIDE: PAYMENT	6,850.00	6,850.00
			04132018 M	4/13/2018	NATIONWIDE: PAYMENT	1,200.00	8,050.00
47693	4/13/2018	02377	04132018 B	4/13/2018	WAGE GARNISHMENT: PAYM	917.53	917.53
93694	4/13/2018	00521	04132018 M	4/13/2018	FEDERAL TAX: PAYMENT	916.80	916.80
93695	4/13/2018	01360	04132018 M	4/13/2018	ICMA CONTRIBUTION: PAYME	463.86	463.86
93696	4/13/2018	00631	04132018 M	4/13/2018	PERS MISC NON-TAX: PAYME	588.12	588.12
93697	4/13/2018	00282	04132018 M	4/13/2018	APRIL 2018 ACTIVE PREMIUM	4,694.70	4,694.70
93698	4/13/2018	00282	04132018 B	4/13/2018	APRIL 2018 ACTIVE PREMIUM	57,797.23	57,797.23
93699	4/13/2018	00130	04132018 B	4/13/2018	CALIFORNIA STATE TAX: PAY	9,937.10	9,937.10
93700	4/13/2018	00521	04132018 B	4/13/2018	FEDERAL TAX: PAYMENT	47,858.05	47,858.05
93701	4/13/2018	00631	04132018 B	4/13/2018	PERS - BUYBACK: PAYMENT	38,995.33	38,995.33
93702	4/13/2018	01340	04132018 B	4/13/2018	COMMUTER PLAN: PAYMENT	47.00	47.00
93703	4/13/2018	01360	04132018 B	4/13/2018	ICMA CONTRIBUTION: PAYME	3,412.68	3,412.68

b total for FIRST NATIONAL BANK OF DALY CITY: 174,679.23

14 checks in this report.

Grand Total All Checks:

174,679.23



Final Check List  
Town of Colma

apChkLst  
04/17/2018 10:06:33AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47694	4/17/2018	00057	March 2018	4/12/2018	CLEANNING SERVICE	2,007.75	2,007.75
47695	4/17/2018	00057	8403601904	3/31/2018	FIRST AID SUPPLIES	401.53	401.53
47696	4/17/2018	00111	DEPARTMENT OF CONSERVA Jan - March 2018	4/12/2018	SMIP FEES	6,138.96	6,138.96
47697	4/17/2018	00174	HOME DEPOT CREDIT SERVI(Feb 27-Mar 28, 2018)	3/30/2018	PW PURCHASES	1,339.35	1,339.35
47698	4/17/2018	00181	IEDA 22062	4/1/2018	LABOR RELATIONS CONSUL	1,371.00	1,371.00
47699	4/17/2018	00265	CARRANZA, MADALYN 2001127.003	4/9/2018	04.09.18 DEPOSIT REFUND	50.00	50.00
47700	4/17/2018	00307	PACIFIC GAS & ELECTRIC 3007220528-6	4/6/2018	3007220528-6 1199 EL CAMIN	2,824.22	2,824.22
47701	4/17/2018	00345	SMC SHERIFF'S OFFICE Driver Training U	4/11/2018	MAY 7-8, 2018 M. FRANCISCC	450.00	450.00
47702	4/17/2018	00364	SMC SHERIFF'S OFFICE CLO5392	3/31/2018	LAB FEES	678.00	678.00
47703	4/17/2018	00388	SONITROL 1315921-IN	4/1/2018	427 F ST. MONTHLY MONITO	113.00	113.00
47704	4/17/2018	00411	TURBO DATA SYSTEMS 27661	2/28/2018	CITATION PROCESSING	308.78	308.78
47705	4/17/2018	00414	TERMINEX INTERNATIONAL L374215246	4/12/2018	PEST CONTROL	450.00	450.00
			374215247	4/12/2018	601 F St.	63.00	513.00
47706	4/17/2018	00421	U.S. POSTAL SERVICE Bulk Mailing Pos	4/10/2018	#1433 BULK MAILING POSTAL	2,500.00	2,500.00
47707	4/17/2018	00623	ARAMARK March 2018	3/31/2018	UNIFORM SERVICE	427.29	427.29
47708	4/17/2018	00649	DAVEY TREE EXPERT COMPA912282176	4/2/2018	TREE PRUNING AT PD 03/27/	4,000.00	4,000.00
47709	4/17/2018	01638	R. A. METAL PRODUCTS INC. 8568	4/12/2018	FABRICATE TOOL HOLDER FI	508.01	508.01
47710	4/17/2018	02029	MAUREEN KANE & ASSOCIAT June 19-22, 2018	4/12/2018	JUNE 19-22, 2018 D DE LEON	1,550.00	1,550.00
47711	4/17/2018	02244	CALIFORNIA BUILDING STAN[Jan - March 2018]	4/12/2018	BSASRF	917.00	917.00
47712	4/17/2018	02473	MANCOMM, INC. 279715	4/5/2018	CAL/OSHA GUIDE FOR CONS	129.11	129.11
47713	4/17/2018	02499	GE CAPITAL INFORMATION 100382365	4/5/2018	REC COPY MACHINE RENTAL	601.18	601.18
47714	4/17/2018	02515	FLORES, VICKY 2001126.003	4/9/2018	04.09.18 DEPOSIT REFUND	50.00	50.00
47715	4/17/2018	02730	THE RATCLIFF ARCHITECTS 9361	4/9/2018	COLMA TOWN HALL RENOVA	37,328.25	37,328.25
			9104	12/4/2017	COLMA TOWN HALL RENOVA	15,611.00	15,611.00
			9362	4/9/2018	COLMA TOWN HALL RENOVA	9,876.05	9,876.05
47716	4/17/2018	02827	CORODATA SHREDDING, INC.RS2968150	3/31/2018	STORAGE, PICKUP/DELIVER	131.60	131.60
47717	4/17/2018	02931	PRINT WORKS 1233	4/2/2018	75 SAFETY ORANGE CLEAN I	719.23	719.23
47718	4/17/2018	03061	NORTH BAY PETROLEUM 1922393	3/31/2018	PW GAS PURCHASES	441.09	441.09
47719	4/17/2018	03110	BHM CONSTRUCTION, INC. 6	3/31/2018	TOWN HALL BUILDING INFILL	833,050.50	833,050.50
47720	4/17/2018	03117	KITTELSON & ASSOCIATES, I10093911	3/20/2018	COLMA SYSTEMIC SAFETY A	20,441.29	20,441.29
47721	4/17/2018	03124	KAZ & ASSOCIATES ENVIRON10278	4/5/2018	MARCH 7 & 21, 2018 QSP SIT	550.00	550.00
47722	4/17/2018	03144	HARLIN, VERONICA 2001130.003	4/10/2018	04.10.18 DEPOSIT REFUND	300.00	300.00

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total for FIRST NATIONAL BANK OF DALY CITY: 945,327.19

29 checks in this report.

Grand Total All Checks:

945,327.19

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47723	4/23/2018	00004	AT&T	4/13/2018	CA-AB-12-10-TS-01 3/13/18-4/	1,508.42	1,508.42
47724	4/23/2018	00020	ASSOCIATED SERVICES INC	4/1/2018	RENTAL	58.00	
			118043118	4/23/2018	Spring Water 5 Gal	32.80	
			118040073	4/1/2018	RENTAL	9.00	99.80
47725	4/23/2018	00093	CITY OF SOUTH SAN FRANCISCO	4/10/2018	DISPATCH SERVICES	22,950.00	22,950.00
47726	4/23/2018	00110	DEPARTMENT OF TRANSPORTS	4/10/2018	SIGNALS & LIGHTING	680.21	680.21
47727	4/23/2018	00188	IRVINE & JACHENS INC	4/12/2018	#521E TOWN OF COLMA C.S.	269.70	269.70
47728	4/23/2018	00223	LESTER'S FLOWER SHOP	4/11/2018	PHALAENOPSIS ORCHID FOF	48.70	48.70
47729	4/23/2018	00254	METRO MOBILE COMMUNICATIONS	4/10/2018	3 EACH: KENWOOD NX300G	2,347.65	2,347.65
47730	4/23/2018	00307	PACIFIC GAS & ELECTRIC	4/9/2018	PG&E	1,908.06	
			6991706865-7	4/6/2018	6991706865-7 1190 EL CAMIN	1,268.50	
			0576889222-5	4/9/2018	PG&E	259.40	3,435.96
47731	4/23/2018	00412	TELECOMMUNICATIONS ENGINEERING	4/10/2018	Facilities Mgmt & Maintenance	1,328.00	1,328.00
47732	4/23/2018	00463	FISICARO, HELEN	4/17/2018	APRIL 13-15, 2018 PROGRES	137.34	137.34
47733	4/23/2018	00534	SMC INFORMATION SERVICE	4/6/2018	MICRO CHANNEL & LINES	782.50	782.50
47734	4/23/2018	00649	DAVEY TREE EXPERT COMPANY	4/9/2018	E STREET STUMP GRINDING	600.00	600.00
47735	4/23/2018	00794	GOOMBAH'S EMBROIDERY	4/16/2018	24 COLMA PD 7 PT START EM	658.24	658.24
47736	4/23/2018	01036	MANAGED HEALTH NETWORK	4/16/2018	EMPLOYEE ASSISTANCE PRG	99.20	99.20
47737	4/23/2018	01037	COMCAST CABLE	4/11/2018	8155 20 022 0096715 601 F ST	106.16	106.16
47738	4/23/2018	01113	SAN DIEGO POLICE EQUIPMENT	4/6/2018	FED-AE45A-CF 45ACP 230GR	2,193.42	
				4/10/2018	FED-AE9AP-CF 9MM 124GR F	215.72	2,409.14
47739	4/23/2018	01183	BEST BEST & KRIEGER LLP	4/9/2018	CITY ATTORNEY SERVICES	18,137.67	
				4/9/2018	EMPLOYEE BENEFITS/TAX	3,314.00	
				4/9/2018	CITY ATTORNEY SPECIAL SE	1,651.10	23,102.77
47740	4/23/2018	01189	DEPARTMENT OF MOTOR VEHICLES	4/23/2018	2018 CA VEHICLE CODE BO	100.80	100.80
47741	4/23/2018	01213	THE KELLER CENTER, MDIC	4/16/2018	FY 2017/2018 ANNUAL CONTI	1,200.00	1,200.00
47742	4/23/2018	01367	DUO DANCE ACADEMY	4/18/2018	DANCE CLASSES	795.00	795.00
47743	4/23/2018	01414	VERANO HOMEOWNERS ASSOCIATION	5/1/2018	VERANO OWNERS ASSOCIAT	320.00	320.00
47744	4/23/2018	01565	BAY CONTRACT MAINTENANCE	4/10/2018	JANITORIAL SERVICES	8,312.18	
				4/10/2018	PAPER & CLEANING SUPPLIE	1,625.95	
				4/18/2018	PD CARPET CLEANING 1ST F	360.00	
				4/18/2018	COMMUNITY CENTER CARPE	320.00	10,618.13
47745	4/23/2018	01690	FLORES, OSCAR	4/12/2018	04.12.18 DEPOSIT REFUND	150.00	
				4/12/2018	04.12.18 DEPOSIT REFUND	50.00	200.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47746	4/23/2018	01840		4/15/2018	03/29/18 PRE-EMPLOYMENT I	300.00	300.00
47747	4/23/2018	01995	Pre-Employment 18-0408	4/11/2018	CARDROOM BACKGROUND	375.00	375.00
47748	4/23/2018	02073	29863	2/1/2018	2 ORANGE CLASS 2 TOW JAC	372.06	372.06
47749	4/23/2018	02155	OLD DOMINION BRUSH COMF0117272-IN	4/6/2018	16" .040 POLY 21-161531 SCR	337.67	337.67
47750	4/23/2018	02198	BAYSIDE PRINTED PRODUCT110487	4/13/2018	RECREATION GUIDE	1,738.30	1,738.30
47751	4/23/2018	02224	STANDARD INSURANCE COMMAY 2018	4/16/2018	LIFE INSURANCE	231.00	231.00
47752	4/23/2018	02389	MORALES, VERONICA	4/16/2018	04.16.18 DEPOSIT REFUND	300.00	300.00
47753	4/23/2018	02419	MARTINEZ, ALINA	4/17/2018	04.17.18 DEPOSIT REFUND	250.00	250.00
47754	4/23/2018	02468	ULINE, INC.	4/6/2018	50 28" HEAVY DUTY TRAFFIC	1,770.19	1,770.19
47755	4/23/2018	02499	GE CAPITAL INFORMATION	4/6/2018	PD COPY MACHINE RENTAL	808.92	808.92
47756	4/23/2018	02623	BLOEBAUM, CYNTHIA	4/18/2018	CITY COUNCIL & L TEAM STA	525.00	525.00
47757	4/23/2018	02676	DYETT & BHATIA, URBAN ANC17-522-06	4/13/2018	SERRAMONTE BLVD & COLLI	8,344.67	8,344.67
47758	4/23/2018	02787	AECO SYSTEMS, INC.	1/29/2018	REPLACED FIRE ALARM MOL	277.19	277.19
47759	4/23/2018	02793	DITO'S MOTORS	4/13/2018	#3 REPLACE REAR BRAKES	329.26	329.26
				4/13/2018	#1 CHANGE OIL & FILTER & R	223.35	223.35
				4/19/2018	OIL & FILTER CHANGE	53.95	53.95
				4/19/2018	OIL & FILTER CHANGE	46.25	46.25
47760	4/23/2018	02886	READY REFRESH BY NESTLE08D0034299321	4/23/2018	BOTTLED WATER SERVICE	41.39	41.39
47761	4/23/2018	02930	PONCE, RITA	4/16/2018	04.16.18 DEPOSIT REFUND	50.00	50.00
47762	4/23/2018	02970	PRODUCTIVE PRINTING & GF32668	4/10/2018	2,500 #10 ENVELOPES FAST I	250.13	250.13
47763	4/23/2018	03001	WRA, INC.	3/31/2018	1670-1692 MISSION ROAD CE	9,588.50	9,588.50
47764	4/23/2018	03034	FLEX ADVANTAGE	4/17/2018	HEALTH REIMBURSEMENT AI	35,958.29	35,958.29
47765	4/23/2018	03035	DALY, RACHELAGNES	4/15/2018	04/14/18 ADULT & PEDIATRIC	840.00	840.00
47766	4/23/2018	03134	TREEHOUSE TRIBE, LLC	4/14/2018	COOKING CLASS	480.00	480.00
47767	4/23/2018	03145	ONG, REYNALD	Water Conservat	WATER CONSERVATION REB	126.75	126.75
47768	4/23/2018	03146	COVARRUBIAS, MARILYN	2001136.003	04.13.18 DEPOSIT REFUND	50.00	50.00

b total for FIRST NATIONAL BANK OF DALY CITY: 137,465.59

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46 checks in this report.

Grand Total All Checks: 137,465.59

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47769	4/27/2018	00047	04272018 B	4/27/2018	CLEA: PAYMENT	294.00	294.00
47770	4/27/2018	00068	04272018 B	4/27/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
47771	4/27/2018	01340	04272018 B	4/27/2018	FLEX 125 PLAN: PAYMENT	310.00	310.00
47772	4/27/2018	01375	04272018 B	4/27/2018	NATIONWIDE: PAYMENT	6,850.00	6,850.00
47773	4/27/2018	02224	04272018 B	4/27/2018	LIFE INSURANCE: PAYMENT	436.50	436.50
47774	4/27/2018	02377	04272018 B	4/27/2018	WAGE GARNISHMENT: PAYM	917.53	917.53
93704	4/27/2018	00130	04272018 B	4/27/2018	CALIFORNIA STATE TAX: PAY	10,158.72	10,158.72
93705	4/27/2018	00521	04272018 B	4/27/2018	FEDERAL TAX: PAYMENT	49,436.15	49,436.15
93706	4/27/2018	00631	04272018 B	4/27/2018	PERS - BUYBACK: PAYMENT	39,988.41	39,988.41
93707	4/27/2018	01360	04272018 B	4/27/2018	ICMA CONTRIBUTION: PAYME	4,150.40	4,150.40

b total for FIRST NATIONAL BANK OF DALY CITY: 113,232.54

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10 checks in this report.

Grand Total All Checks: 113,232.54



Final Check List  
Town of Colma

apChkLst  
04/30/2018 12:26:05PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47775	4/30/2018	00051	CALIFORNIA WATER SERVICE6544607057	4/18/2018	6544607057 S.W. CORNER HI	138.13	
			1727052702	4/13/2018	1727052702 JSB ACROSS FR	76.68	214.81
47776	4/30/2018	00057	CINTAS CORPORATION #2	4/13/2018	GLOVE, ULTRA ONE LATEX P	172.37	172.37
47777	4/30/2018	00117	DELTA DENTAL OF CALIFORN	5/1/2018	DENTAL INSURANCE	12,797.60	12,797.60
47778	4/30/2018	00169	JENKINS, HEIDI	4/13/2018	PLANT MAINTENANCE	390.00	390.00
47779	4/30/2018	00280	OFFICE DEPOT, INC.	3/16/2018	OFFICE SUPPLIES	157.31	
				4/6/2018	OFFICE SUPPLIES	132.65	
				3/22/2018	OFFICE SUPPLIES	9.52	
				4/6/2018	OFFICE SUPPLIES	2.53	302.01
47780	4/30/2018	00307	PACIFIC GAS & ELECTRIC	4/19/2018	PG&E	87.34	87.34
47781	4/30/2018	00339	SALVADOR, FEM	4/23/2018	04.23.18 DEPOSIT REFUND	50.00	50.00
47782	4/30/2018	00394	TENNANT	4/12/2018	SWEEPER/SCRUBBER, RIDEI	564.00	
				4/12/2018	LITTER VACUUM MATLV4300	357.00	921.00
47783	4/30/2018	00411	TURBO DATA SYSTEMS	3/31/2018	CITATION PROCESSING	229.05	229.05
47784	4/30/2018	00421	U.S. POSTAL SERVICE	4/20/2018	PI #1433 FIRST CLASS PRES	225.00	225.00
47785	4/30/2018	00432	VISION SERVICE PLAN	4/16/2018	VISION SERVICE PLAN	1,080.66	1,080.66
47786	4/30/2018	00563	PETTY CASH	04/27/18 Petty C	PETTY CASH REIMBURSEME	380.00	380.00
47787	4/30/2018	01030	STEPFORD, INC.	1801315	EXTERNAL DVD-RW DRIVE F	83.79	83.79
47788	4/30/2018	01037	COMCAST CABLE	04/27-05/26 XFII	8155 20 022 0002770 1520 HIL	10.20	10.20
47789	4/30/2018	01276	GONZALEZ, RAE	2001144.003	04.24.18 DEPOSIT REFUND	250.00	250.00
47790	4/30/2018	01370	VERIZON WIRELESS SERVICE	00067620	CELL PHONE SERVICE	1,404.43	1,404.43
47791	4/30/2018	01394	MITY-LITE, INC.	04/16/18 Reimbt	7 EA: 5' CIRCULAR TABLE & 3	3,699.86	3,699.86
47792	4/30/2018	02119	GRANT, CHRISTOPHER	04/16/18 Reimbt	04/16/18 DRAG NET MEAL & N	67.58	67.58
47793	4/30/2018	02864	MOBILE MODULAR MANAGEM	1613917	24 X 60 HCD OFFICE RENTAL	790.28	
				1607982	8 X 20 OFFICE HCD, RAMP RI	471.65	1,261.93
47794	4/30/2018	02878	MENDOZA, DANIEL	April 2-12, 2018	APRIL 2-12, 2018 SWAT MEAL	331.72	331.72
47795	4/30/2018	03009	MUTT MITT	207824	10 MUTT MITT SINGLES/2000	1,377.63	1,377.63
47796	4/30/2018	03044	PEORO, ENEZA.	Graduation Cake	05/03/18 GRADUATION CAKE	130.00	130.00
47797	4/30/2018	03061	NORTH BAY PETROLEUM	1925941	PW GAS PURCHASES	272.06	272.06
47798	4/30/2018	03136	BULBS.COM, INC.	DE3162	15 EA-E12-4, 5W-001-309F-D	217.50	217.50
47799	4/30/2018	03141	PALACE GAMES LLC	06/27/2018	06/27/18 THE ROOSEVELT ES	409.00	409.00

b total for FIRST NATIONAL BANK OF DALY CITY: 26,365.54

25 checks in this report.

Grand Total All Checks:

26,365.54



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael Laughlin AICP, City Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: May 9, 2018  
 SUBJECT: Dwelling Unit Occupancy Ordinance

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## RECOMMENDATION

Staff recommends that the City Council introduce and waive a further reading of:

AN ORDINANCE AMENDING SECTION 5.01.080 OF THE COLMA MUNICIPAL CODE CLARIFYING THAT A DWELLING UNIT IS DEFINED FOR OCCUPANCY FOR NO FOR NO FEWER THAN 30 CONSECUTIVE DAYS PURSUANT TO CEQA GUIDELINES 15378(b)(2) and 15378(b)(5)

## EXECUTIVE SUMMARY

The proposed ordinance amendment adds text to the Town's existing zoning ordinance definition of a dwelling unit to state that it can be occupied for no fewer than 30 days. This strengthens the Town's existing definition of a dwelling unit so that it is clear that the Town does not currently permit short-term rentals.

## FISCAL IMPACT

None.

## BACKGROUND

In February, the City Council held a study session on short-term rentals. Unanimous concern was expressed about non-hosted rentals in single family homes. There was less concern about a hosted rental of one room of an existing dwelling. Since the City Council felt that the Town would likely have very few short-term rentals, the direction to staff was to not pursue an ordinance amendment to establish a short-term rental permit process at this time. Unfortunately, staff would not be able to enforce a situation where an entire house is perpetually rented for periods of less than 30 days, therefore staff is recommending a minor ordinance amendment to clarify the Town's historical interpretation that a dwelling unit is intended to be occupied for no fewer than 30 consecutive days.

As a reminder, staff wanted to provide the following short-term rental definitions that were provided at the study session:

- **Hosted rentals** generally have a property owner or resident living at the property that can assist the renting party and who are also available to resolve any problems that may arise. Hosted rentals can be for a room within the unit, a portion of a house or accessory dwelling unit.
- **Un-hosted rentals** do not have an owner or resident present at the property, and arrangements for use are made by a property manager or an owner who lives elsewhere. These rentals may include an entire home, unit or accessory dwelling unit.
- **Super hosts** are individuals that either own or manage more than 3 properties. Income generated from short-term rentals is primarily from properties owned by super hosts.

## ANALYSIS

Like many zoning ordinances the Town of Colma Zoning Ordinance prohibits by omission any uses that are not expressly listed as permitted uses. For example, residential zoning districts in Colma state that a "Single-Family Dwelling Unit" is a permitted use. The zoning does not address or list commercial, office or industrial uses since they are prohibited by omission. This intent is currently stated, as follows:

### **5.03.030 General Prohibition.**

No person may use, design, or intend to be used, any building or land in the city, except for the purposes specified in, and in compliance with, the provisions of this subchapter.

Since the current definition for a "dwelling unit" does not include mention of a length of occupancy, some members of the public might interpret this to mean that short-term rentals are a permitted use. The Town has never interpreted "dwelling unit" to allow for short-term rentals, which, by definition, only provide temporary lodging and are not dwellings (where people dwell and reside for a longer period of time). To make the Town's historical interpretation and application of the dwelling unit definition express, staff is recommending that the existing definition in the Municipal Code be revised (new text underlined) to state:

*Dwelling unit* means a building or portion thereof designed or used for occupancy for no fewer than 30 consecutive days by persons living as one household.

The addition of this language would allow staff to advise property owners of this intent. It would also allow the Town to initiate a code enforcement action in the event that complaints are received about a dwelling unit that is rented out on a short-term basis and where those renting are creating a public nuisance.

Like Colma, Hillsborough, Brisbane and Pacifica are all currently reviewing their zoning to see if short-term uses are prohibited under their existing zoning. Brisbane and Pacifica are making this determination for enforcement and until they can undertake short-term rental ordinances that may ultimately permit some level of short-term rental in the future.

### **Council Adopted Values**

The recommendation is consistent with the Council value of **responsibility** because it considers the impact of town processes on businesses.

### **Sustainability Impact**

None.

### **Alternatives**

The City Council could choose not to introduce the ordinance which would keep the existing definition for a dwelling unit in the CMC. Not adopting an ordinance is not recommended since members of the public may not clearly understand the Town's historical interpretation that a dwelling unit is intended for occupancy for no fewer than 30 days.

### **CONCLUSION**

Staff recommends the City Council introduce and adopt the ordinance.

### **ATTACHMENTS**

- A. Ordinance



**ORDINANCE NO. \_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**AN ORDINANCE AMENDING SECTION 5.01.080 OF THE COLMA MUNICIPAL CODE  
 CLARIFYING THAT A DWELLING UNIT IS DEFINED FOR OCCUPANCY FOR NO FEWER  
 THAN 30 CONSECUTIVE DAYS  
 PURSUANT TO CEQA GUIDELINES 15378(B)(2) AND 15378(B)(5)**

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

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**ARTICLE 1. FINDINGS**

- (a) The City Council of the Town of Colma finds that is necessary to state the Town's historical interpretation of the definition of a dwelling unit.
- (b) Notice of a public hearing on the proposed zoning text amendment was posted on the Town's three bulletin boards and provided to any person who has filed written request for such notice, at least 10 days before the hearing.
- (c) A public hearing on this matter was held on May 9, 2018, and evidence was taken.
- (d) The City Council has reviewed and considered the proposed zoning amendment, the staff report, and evidence presented at the public hearing.

**ARTICLE 2. CMC SECTION 5.01.080 AMENDED.<sup>1</sup>**

Section 5.01.080 shall be and hereby is amended as follows:

*Dwelling unit* means a building or portion thereof designed or used for occupancy for no fewer than 30 consecutive days by persons living as one household. [See: accessory dwelling unit in Subchapter 5.19, single-family dwelling unit, multiple family dwelling unit.]

[History: formerly § 5.110, ORD. 234, 3/14/79; ORD. 298, 6/13/84; ORD. 319, 5/8/85; ORD. 425, 7/10/91; ORD. 480, 5/10/95; ORD. 506, 3/12/97; ORD. 563, 10/18/99; ORD. 600, 6/25/03; ORD. 617, 6/16/04; ORD. 628, 5/11/05; ORD. 638, 12/14/05; ORD. 646, 7/12/06, ORD. 662, 9/12/07; ORD. 687, 1/13/10; ORD. 706, 3/14/12; ORD. 713, 10/10/12; ORD. 724, 6/12/13; ORD. 728, 10/9/13; ORD. 754, 1/13/16; ORD. 766, 11/9/16; ORD. 768, 12/14/16; ORD. 770, 3/22/17; ORD. \_\_\_\_]

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<sup>1</sup> 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.

**ARTICLE 3. 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.

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**ARTICLE 4. NOT A CEQA PROJECT.**

Based on all the evidence presented in the administrative record, including but not limited to the staff report for the proposed ordinance, the City Council hereby finds and determines that the proposed ordinance is not a "project" for purposes of CEQA and is exempt from further CEQA review under State CEQA Guidelines sections 15378(b)(2) and 15378(b)(5). Specifically, this ordinance clarifies already existing Municipal Code provisions, will allow the City to better enforce existing prohibitions, and will not allow any new or different land uses than are already permitted in the City's Zoning Code. Therefore, this Zoning Amendment constitutes ongoing administrative activities and will not result in any direct or indirect physical changes in the environment. No further environmental review is necessary at this time.

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**ARTICLE 5. EFFECTIVE DATE.**

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

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### Certificate of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on May 9, 2018 and duly adopted at a regular meeting of said City Council held on \_\_\_\_\_, 2018 by the following vote:

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

Dated \_\_\_\_\_

Raquel "Rae" Gonzalez, Mayor

Attest: \_\_\_\_\_

Caitlin Corley, City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: May 9, 2018  
 SUBJECT: FY 2018-19 Water Conservation Incentive Program

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$56,285 FOR THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2018-19

## EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The program grants each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years. In April 2018, the City Council approved a minor change in how the Water Conservation Incentive amount is calculated.

The proposed resolution would approve an authorized subsidy of \$56,285 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year (FY) 2018-19 (as a reduction of General Fund revenue).

Approval of an authorized subsidy of \$56,285 would reduce the sewer service charge for each "Eligible Customer" by 10% for FY 2018-19.

## FISCAL IMPACT

Based on the 10% discount on each "Eligible Customer" the maximum cost the Town would incur for FY 2018-19 would be \$56,285. Staff also requests a contingency amount of \$2,000.00 for unforeseen changes due modifications or usage calculation errors.

## BACKGROUND

Resolution 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in FY 2014-15. The program's purpose was to create an incentive program by promoting water conservation, which if complied with, would help ease the cost of increasing sewer service rates.

The process of calculating the Annual Sewer Service charge discount was amended by the City Council at the April 11, 2018 City Council meeting.

The new process for calculating the Water Conservation Incentive Program (Sanitary Sewer Discount) is as follows:

After the annual water consumption reports are provided to the Town via the Town's water purveyor, Cal Water, Staff inputs the information and calculates out each property owners cost for their Annual Cost of Sewer charge. Once that effort has been completed, the next calculation is to determine who are "Eligible Customers" (*Definition of Eligible Customer is: A property owner who is connected to the Towns Sanitary Sewer System whose domestic water use is the same or less than the prior three (3) year average*). The Annual Sewer Service Discount is then based on the Annual Cost of Service for Eligible Customers only, for example if the Annual Cost of Service for Eligible Customers was \$500,000 and the approved discount was 10%, the Annual Discount that the Town would be responsible for would be \$50,000.

## ANALYSIS

### Authorized Subsidy

The proposed resolution would establish \$56,285 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town's Annual Cost of Service for Eligible Customers for providing Town-wide sewer service is calculated to be \$562,851 for FY 2018-19. Using these data, the Individual Sewer Service Discount would be calculated as follows:

<b>Annual Cost of Service for Eligible Customers</b> (South San Francisco + NCSMSD annual charges)	\$562,851
<b>Proposed Individual Sewer Service Discount</b> (Authorized Subsidy divided by Annual Cost of Service)	10.00%
<b>Authorized Subsidy</b>	\$56,285

Here's an example of how this discount could affect an eligible residential customer<sup>1</sup>:

Sewer service charge applicable to parcel	\$664.00
Individual Sewer Service Discount	10.00%
Savings to customer	\$66.40
Net charge to Eligible Customer	\$597.60

The maximum cost to the Town would only be the approved Individual Sewer Service Discount percentage of the Annual Cost of Service for Eligible Customers.

<sup>1</sup> Using a hypothetical customer in the South San Francisco District

### Council Adopted Values

With the ever presence of drought looming, the Water Conservation Incentive Program serves a valid public purpose by rewarding and encouraging water conservation by both residents and businesses for their conservation efforts. The program is innovative, providing for an annual sewer subsidy for those who want to conserve a valued natural resource; demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs; and is affordable.

### Sustainability Impact

Programs such as the Water Conservation Incentive Program demonstrate what it means to be a sustainable community. Programs such as this bring focus to the importance of conservation.

### Alternatives

Several alternatives are available to the Council: (3 examples, 5%, 15% and 20% discount)

- The Council could lower the proposed Authorized Subsidy at 5% for Eligible Customers.

Please see Example below:

Sewer service charge applicable to parcels	\$562,851
Individual Sewer Service Discount	5.00%
Savings to Eligible Customers	\$28,143
Net charge to Eligible Customers	\$534,708

- The Council could raise the proposed Authorized Subsidy at 15% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$562,851
Individual Sewer Service Discount	15.00%
Savings to Eligible Customers	\$84,427
Net charge to Eligible Customers	\$478,423

- The Council could raise the proposed Authorized Subsidy at 20% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$562,851
Individual Sewer Service Discount	20.00%
Savings to Eligible Customers	\$112,570
Net charge to Eligible Customers	\$450,281

Staff does not recommend lowering the Authorized Subsidy because this will result in Eligible Customers receiving less than a 10 percent reduction in their sewer service charge. This could cause residents to lose motivation in continuing to reduce their water use. Staff does not recommend raising the Authorized Subsidy because it could raise expectations for the future, and it would be irresponsible to promise a higher authorized subsidy without considering the long-term consequences to the Town.

### **Next Steps**

With City Council approval of the Water Conservation Incentive Program, the City Engineer will prepare the Annual Engineer's Report which will show the proposed sewer charge for each parcel for FY 2018-19. The Engineer's Report will be presented to the City Council at the June 27, 2018 City Council meeting for approval. Upon approval, the Engineer's Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

### **CONCLUSION**

Staff recommends allocating \$56,285 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town's stance on meeting our sustainability goals.

### **ATTACHMENTS**

- A. Resolution

**RESOLUTION NO. 2018-\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$56,285 FOR  
THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2018-19**

The City Council of the Town of Colma hereby resolves:

**1. Background**

(a) In July 2012, by Resolution 2012-28, the City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

(b) In April 2018, the City Council approved a minor change in how the Water Conservation Incentive amount is calculated.

(c) The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce water consumption -- and that the program is fair and equitable to all users. The Council further finds that, because the amount of the subsidy is determined each year as part of the budget process, it will be affordable.

**2. Findings**

The City Council finds as follows:

(a) The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses especially in drought periods;

(b) The program is *innovative*, providing for an annual sewer subsidy for those who want to conserve a precious natural resource;

(c) The program demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs;

(d) The proposed Authorized Subsidy described herein is affordable; and

(e) In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

**3. Order**

The City Council establishes an Authorized Subsidy of \$56,285 for the Water Conservation Incentive Program for 2018-19 and directs the City Manager to include that amount in the proposed budget for fiscal year 2018-19.

### Certification of Adoption

I certify that the foregoing Resolution No. 2018-\_\_ was duly adopted at a regular meeting of said City Council held on May 9, 2018 by the following vote:

Name	Voting			Present, Not Voting	
	Aye	No	Abstain	Present, Recused	Absent
Raquel "Rae" Gonzalez, Mayor					
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
Helen Fisicaro					
Voting Tally					

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk