



**AGENDA  
REGULAR MEETING**

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

**Wednesday, August 22, 2018**  
CLOSED SESSION – 6:00 PM  
REGULAR SESSION - 7:00 PM

**CLOSED SESSION – 6:00 PM**

1. In Closed Session under Government Code § 54957.6, CONFERENCE WITH LABOR NEGOTIATOR

Agency Negotiator: Brian Dossey, City Manager  
Unrepresented Employees: Facility Attendant  
Recreation Leader  
Senior Recreation Leader

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

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Introduction of new Human Resources Manager Letty Juárez
- Introduction of new Reserve Police Officer Tejinder Arurkar

**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 July 25, 2018 Regular Meeting.
3. Motion to Accept the Minutes from the July 27, 2018 Special Meeting.
4. Motion to Adopt an Ordinance Adding Subchapter 2.08 to the Colma Municipal Code, Relating to Smoking Control and Determining Such Action to be Categorically Exempt from Environmental Review Pursuant to CEQA Guidelines 15061(b)(3) and 15308 (second reading).
5. Motion to Adopt a Resolution in Opposition of Prop 6.

6. FY 2017-18 and 2018-19 Revised Appropriation (GANN) Limits
  - a. Motion to Adopt a Resolution Adopting the Revised 2017-18 Appropriation Limit
  - b. Motion to Adopt a Resolution Adopting the Revised 2018-19 Appropriation Limit
7. Motion to Adopt a Resolution Awarding and Authorizing the City Manager to Execute a Construction Contract for the Sterling Park Playground Improvement Project to Community Playgrounds, Inc.

## **OLD BUSINESS**

### **8. SERRAMONTE COLLINS MASTER PLAN**

*Consider:* Motion to Give Staff Direction on Development of Either Option 1 or Option 2 in the Serramonte/Collins Master Plan.

## **PUBLIC HEARING**

### **9. GENERAL PLAN LOCAL HAZARD MITIGATION**

*Consider:* Motion to Adopt a Resolution to Amend the Town of Colma General Plan Safety Element to Incorporate the Local Hazard Mitigation Plan into the Element.

## **NEW BUSINESS**

### **10. AD HOC COMMITTEE**

*Consider:* Motion Appointing Two Council Members to an Ad Hoc Committee Along with Staff for the Selection and Placement of Photos and Artwork in Town Hall.

## **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).

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1. **In Closed Session under Government Code § 54957.6, CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator:	Brian Dossey, City Manager
Unrepresented Employees:	Facility Attendant Recreation Leader Senior Recreation Leader

*There is no staff report associated with this item.*



**MINUTES  
REGULAR MEETING**

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

**Wednesday, July 25, 2018**

**CLOSED SESSION – 5:30 PM**

1. **In Closed Session under Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: City Manager

**CALL TO ORDER – 7:00 PM**

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, 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:** Vice Mayor del Rosario moved to adopt the agenda; 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	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
	5	0			

**REPORT FROM CLOSED SESSION**

City Attorney Christopher Diaz announced that the Council gave direction to staff but no reportable action was taken.

**PRESENTATIONS**

Mayor Gonzalez presented a certificate of appreciation to Alpha Phi Omega, an organization dedicated to providing volunteers for community service events throughout Northern California. The association has provided a group of volunteers at the annual Town Wide Clean Up Day for an impressive seven years running. Conrado Segundino, President of Alpha Phi Omega accepted the certificate.

**PUBLIC COMMENTS**

Mayor Gonzalez opened the public comment period at 7:13 p.m. and seeing no one come forward to speak, she closed the public comment period.

**CONSENT CALENDAR**

- 2. Motion to Accept the Minutes from the July 11, 2018 Regular Meeting.
- 3. Motion Directing the Mayor to Sign Letter Supporting Enforcement Action Against Caltrans for Failing to Clean Bay Area Trash on Roadways and Allowing Trash to Flow Unabated into Local Creeks and the Bay.
- 4. Motion Approving the Town’s Response to the Grand Jury Report Dated June 28, 2018, Regarding “Law Enforcement Officers + Narcan = Lives Saved From Opioid Overdoses.”

**Action:** Vice Mayor del Rosario moved to approve the Consent Calendar items #2 through #4; 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	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
	5	0			

**NEW BUSINESS**

**5. PRIMARY ARGUMENT IN FAVOR OR TOT BALLOT MEASURE**

City Clerk Caitlin Corley presented the staff report. Mayor Gonzalez opened the public comment period at 7:15 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Vice Mayor del Rosario moved to authorize Mayor Raquel Gonzalez and Council Member Helen Fisicaro to draft a primary argument in favor of the Colma Transient Occupancy (“Hotel”) Tax Measure for the November 6, 2018 Statewide General Election; 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	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
	5	0			

**6. FIRST AMENDMENT TO EMPLOYMENT CONTRACT FOR CITY MANAGER**

City Attorney Christopher Diaz presented the staff report. Mayor Gonzalez opened the public comment period at 7:23 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Fiscaro moved to Adopt a Resolution Approving First Amendment to Employment Contract with Brian Dossey; 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 Fiscaro	✓				
	5	0			

**PUBLIC HEARING**

**7. SMOKING CONTROL ORDINANCE**

City Planner Michael Laughlin presented the staff report. Mayor Gonzalez opened the public comment period at 7:34 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Fiscaro moved to Introduce an Ordinance Adding Subchapter 2.08 to the Colma Municipal Code, Relating to Smoking Control and Determining Such Action to be Categorically Exempt from Environmental Review Pursuant to CEQA Guidelines 15061(b)(3) and 15308, 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	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
	5	0			

**COUNCIL CALENDARING**

The Regular City Council Meeting on August 8, 2018 will be cancelled. The next Regular City Council Meeting will be on Wednesday, August 22, 2018 at 7:00 p.m.

**REPORTS**

Raquel "Rae" Gonzalez

Colma Community Fair, 7/14/18

Colma Historical Association 25th Anniversary Event, 7/24/18

Joanne F. del Rosario

Colma Community Fair, 7/14/18

John Irish Goodwin

Colma Community Fair, 7/14/18

Colma Historical Association 25th Anniversary Event, 7/24/18

Helen Fisicaro

Colma Historical Association 25th Anniversary Event, 7/24/18

City Manager Brian Dossey gave a report on the following topics:

- There will be a closed session on August 22, 2018 at 5:30pm.
- The first of Comla's Summer Concert Series will be on Thursday, August 2, 2018.
- National Night Out will be on Tuesday, August 7, 2018.
- The FY 2018-19 Adopted Budget has been printed and will be distributed shortly.
- The recruitments for the Administrative Technician and Human Resources Manager positions are still ongoing.
- The recent Cemetery Work Group meeting hosted by the Town was a success; 9 of the 16 cemeteries were represented.

**ADJOURNMENT**

Mayor Gonzalez adjourned the meeting at 7:53 p.m. in memory of Alex Rohleder, Daly City Police Sergeant and close friend of Commander Sherwin Lum; Don Ciucci, Retired Daly City Battalion Chief, and Fire Science instructor at CSM; Leon Ecker, personal friend of Mayor Gonzalez and longtime supporter of the Molloy's Chili Cookoff; and John Tiedje, longtime resident and brother in law of former Council Member Philip Lum.

Respectfully submitted,

Caitlin Corley  
City Clerk



**MINUTES  
SPECIAL MEETING**

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

**Friday, July 27, 2018**

**1:00 p.m.**

**CALL TO ORDER**

Mayor Raquel Gonzalez called the Special Meeting of the City Council to order at 1:00 p.m.

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

Staff Present –City Attorney Christopher Diaz, Chief of Police Kirk Stratton and City Clerk Caitlin Corley were in attendance.

**NEW BUSINESS**

**1. INTERIM HUMAN RESROUCES MANAGER APPOINTMENT**

City Attorney Chris Diaz presented the staff report. Mayor Gonzalez opened the public comment period at 1:02 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Goodwin moved to Adopt a Resolution Appointing Leticia Juárez as Interim Human Resources Manager; the motion was seconded by Council Member Fisicaro 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	✓				
	4	0			

**ADJOURNMENT**

Mayor Gonzalez adjourned the meeting at 1:03 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



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

**AN ORDINANCE ADDING SUBCHAPTER 2.08 TO THE COLMA MUNICIPAL CODE,  
RELATING TO SMOKING CONTROL AND DETERMINING SUCH ACTION TO BE  
CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW  
PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15308**

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 hereby finds that:
- i. Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution; and
  - ii. Reliable studies have shown that breathing second-hand smoke, which has been classified as a carcinogen, is a significant health hazard for all persons; and
  - iii. Health hazards induced by breathing second-hand smoke include lung cancer, respiratory function, bronchoconstriction, and bronchospasm; and
  - iv. Nonsmokers with allergies, respiratory diseases and those who suffer other ill effects of breathing second-hand smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of adverse reactions to same; and
  - v. There have been some studies that indicate that there are second-hand effects to those exposed to electronic cigarette vapors; and
  - vi. Accordingly, the City Council finds and declares that the purpose of this chapter is to protect the public health and welfare by prohibiting smoking in public places and places of employment as set forth herein.
- (b) Notice of a public hearing on the proposed ordinance was posted on the Town's three bulletin boards, was mailed to all businesses in the Town, 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 July 25, 2018, and evidence was taken.
- (d) The City Council has reviewed and considered the proposed ordinance, the staff report, and evidence presented at the public hearing.

## **ARTICLE 2. SUBCHAPTER 2.08 ADDED TO COLMA MUNICIPAL CODE.**

The Colma Municipal Code is amended by adding thereto subchapter 2.08 to Chapter Two, to state as follows:

### **Subchapter 2.08: Smoking Control**

#### **2.08.010 Purpose.**

This ordinance shall be construed and applied to promote its basic purposes and policies which are:

- (a) To protect the public health and welfare by prohibiting or limiting smoking in public places, as hereinafter set forth.
- (b) To strike a reasonable balance between the needs of persons who smoke and the need of nonsmokers to breathe smoke-free air, and to recognize that, where these needs conflict, the need to breathe smoke-free air should have priority.

#### **2.08.020 Definitions.**

For the purpose of this chapter, unless the context clearly requires a different meaning, the words, terms, and phrases set forth in this section have the meanings given to them in this section.

- (a) "Dining area" means any indoor or outdoor area which is available to, or customarily used by, the general public and which is designed, established or regularly used for consuming food or drink.
- (b) "Electronic Cigarette" means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances, as an aerosol or vapor, including any component, part, or accessory of such a device, whether or not sold separately. "Electronic Cigarette" includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, vape pen or any other product name or descriptor. (c) "Employee" means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a non-profit entity or other employer.
- (c) "Employer" means any person, partnership, corporation, or non-profit entity, including a municipal corporation, who employs the services of one or more persons.
- (d) "Enclosed" means closed in by a roof and four walls with appropriate openings for ingress, egress, and windows.
- (e) "Public place" means any area to which the public is invited or in which the public is permitted whether publicly or privately owned and regardless of any fee or age requirement. A private residence is not a public place, except when the residence is utilized as a health care facility, child care facility, family care home, foster care center, group home or senior care home.
- (f) "Primary entrance" means an entryway prominently delineated with signage and used by members of the public as the main source of access for ingress/egress to a facility.

(g) "Service area" means any publicly or privately-owned area, including sidewalks, that is designed to be used or is regularly used by one or more persons to receive a service, wait to receive a service or to make a transaction, whether or not such a service or transaction includes the exchange of money. The term "service area" includes, but is not limited to, information kiosks, automatic teller machines (ATMs), ticket lines, bus stops, or mobile vendor lines.

(h) "Smoking" means possessing a lighted, heated or ignited tobacco, nicotine or marijuana product or paraphernalia; or engaging in an act that generates smoke (including, but not limited to, possessing a lighted, heated or ignited pipe, hookah pipe, cigar, electronic cigarette or cigarette of any kind); or lighting, heating or igniting a pipe, hookah pipe, cigar, electronic cigarette or a cigarette of any kind. Smoking includes the use of any product which emits smoke in the form of gases, particles, vapors or other byproducts released by electronic cigarettes, tobacco cigarettes, herbal cigarettes, marijuana cigarettes and any other type of cigarette, pipe or other implement for the purpose of inhalation of vapors, gases, particles or their byproducts released as a result of combustion or ignition.

(i) "Special Event" means any event or gathering to which the public is invited or in which the public is permitted, and for which a Special Event Permit is required by the Town of Colma. This includes any Town sponsored special event.

(j) "Tobacco product" means any substance containing tobacco leaf, including cigarettes, cigars, loose tobacco, snuff or any other preparation of tobacco which may be used for smoking, chewing, inhalation or other means of ingestion; and any electronic cigarette or other electronic device used to generate smoke or vapors; and any product or formulation or matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for the use in treating nicotine or tobacco dependence.

(k) "Unenclosed Area" means any area that is not an enclosed area.

### **2.08.030 Areas where smoking is prohibited.**

The Town of Colma recognizes that the State of California regulates smoking in many areas, including but not limited to, in enclosed places of employment (Labor Code §6404.5). The Town desires to supplement the smoking restrictions found in state law by prohibiting smoking in the areas listed below. Therefore, within the Town of Colma, smoking shall be prohibited:

(a) Within and around Town of Colma Structures. This includes any enclosed structure owned or leased by the Town of Colma wherever located; and within twenty (20) feet of an exit, entrance or operable window as prohibited by Government Code §7597;

(b) In unenclosed dining and service areas; and within twenty (20) feet of unenclosed dining and service areas.

(c) Within twenty (20) feet in any direction from the primary entrance or exit to any enclosed public place.

(d) At any special event. This includes any enclosed or unenclosed special event, whether held on public or private property, and within a distance of twenty (20) feet around the perimeter and primary entrance to the area occupied by event participants.

#### **2.08.040 Private restrictions.**

Notwithstanding any other provision of this chapter any owner, proprietor, manager or other person who controls any place described in this section may declare their entire property as nonsmoking.

#### **2.08.050 Posting requirements.**

Each owner, operator, manager or other person having control of public places within which smoking is regulated by this chapter shall conspicuously post "No Smoking" and/or "No Smoking within 20 feet of entrance" signs with letters not less than one inch in height or the international "No Smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it. At least one sign shall be placed at the entrances to every applicable facility or unenclosed area.

#### **2.08.060 Enforcement.**

(a) It is the responsibility of the City Manager or his/her designee to enforce the provisions of this chapter.

(b) Any owner, manager, operator or employer of any establishment or property subject to this chapter shall have the responsibility to inform any apparent violator, whether public or employee, about any smoking restrictions in said establishment or on the property. In the case of public property, the City Manager or his/her designee shall have the responsibility to inform any apparent violator about any smoking restrictions on public property.

(c) Any citizen who wishes to register a complaint hereunder may do so in writing addressed to the City Manager or his/her designee.

(d) Notice of these requirements shall be given to every new business license applicant.

#### **2.08.070 Violations and penalties.**

(a) It is unlawful for any person who owns, manages, operates or otherwise controls the use of any premises subject to regulation under this chapter to fail to comply with any of its provisions.

(b) It is unlawful for any person to smoke in any area where smoking is prohibited by the provisions of this chapter.

(c) It is unlawful for any person who owns or controls premises subject to the prohibitions of this chapter to fail to post sign(s) as required by this chapter.

(d) A violation of section 2.08.030 is a misdemeanor, punishable as set forth in subchapter 1.05 of the Colma Municipal Code.

(e) A violation of any other provision of this subchapter is an infraction, punishable as set

forth in subchapter 1.05 of the Colma Municipal Code.

(f) A violation of this subchapter shall also be deemed to be a public nuisance under section 2.01.060 of the Colma Municipal Code, and may be abated pursuant to the procedures set forth in subchapter 2.01 of the Code. Notwithstanding any other provision in subchapter 2.01: the authority granted the Code Enforcement Officer in subchapter 2.01 may also be exercised by a Colma peace officer.

**2.08.080 Public education**

The City Manager or his/her designee shall engage in a continuing program to explain and clarify the purposes of this chapter to citizens affected by it and guide owners, operators and managers in their compliance with it.

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**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. CEQA DETERMINATION**

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 this Ordinance is exempt from the California Environmental Quality Act ("CEQA") under 14 Cal. Code Regs. Section 15061(b)(3) because it can be seen with certainty that there is no possibility that its adoption will have a significant adverse effect on the environment. It is also categorically exempt under 14 Cal. Code Regs. Section 15308 because the Ordinance constitutes a regulatory activity whose purpose is to protect air quality and prevent the adverse health effects of air pollutants caused by smoking.

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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 July 25, 2018 and duly adopted at a regular meeting of said City Council held on August 22, 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: Caitlin Corley, City Clerk  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: August 22, 2018  
 SUBJECT: No on Proposition 6

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## RECOMMENDATION

Staff recommends the City Council adopt the following resolution:

### RESOLUTION IN OPPOSITION OF PROPOSITION 6

## EXECUTIVE SUMMARY

This November, voters will consider Proposition 6, which would cut more than \$5 billion per year in transportation funding statewide, by repealing Senate Bill 1 (SB 1), the most significant new state investment in transportation in California history. Proposition 6 would deal a severe blow to the condition of the Bay Area's local streets and roads, transit systems and state highways. The attached resolution would formalize the Town's opposition to Proposition 6 and find that the Town may be listed as a member of the No on Proposition 6 coalition, a diverse coalition of local governments, public safety organizations, business, labor, environmental leaders, transportation advocates and other organizations throughout the state.

## FISCAL IMPACT

The Town of Colma received \$8,500 in SB 1 Funding in FY2017-18 and \$25,000 in SB 1 Funding FY 2018-19; proposition 6 would eliminate this funding.

## BACKGROUND

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017. This legislation increased the per gallon fuel excise taxes (\$0.12 per gallon), as well as increased diesel fuel sales taxes and vehicle registration fees. The revenue brought in by SB 1, an estimated \$52.4 billion over 10 years, is aimed at repairing crumbling state roads and bridges ranked among the nation's worst. SB 1 also funds mass transit and other transportation projects that, long-term, are intended to reduce freeway congestion and pollution. Proposition 6 would require voter approval for fuel and vehicle taxes and apply retroactively to 2017, effectively eliminating taxes and fees enacted through SB 1.

## **ANALYSIS**

Proposition 6 would eliminate more than \$5 billion annually in existing transportation funding, including \$25,000 that the Town currently has budgeted toward the Mission Road Bike/Pedestrian Improvements (CIP Project #903). The elimination of SB 1 funding would jeopardize over 6,500 state and local road and bridge safety and transportation improvement projects throughout the state, putting public safety at risk, as well as leading to further deterioration of the roads and worse congestion.

Proposition 6 also would subject any future tax on motor vehicle fuel, or vehicles themselves, to a vote of the people. As a result, this measure would not only repeal SB 1, but set a very high hurdle to clear for any future effort to fund improvements to transportation with transportation-related taxes.

Prop 6 is opposed by more than 200 organizations including: the League of California Cities, California Professional Firefighters, California Association of Highway Patrolmen, American Society of Civil Engineers, Emergency responders and paramedics, California Chamber of Commerce, California League of Conservation Voters, League of Women Voters of California, California State Association of Counties, State Building & Construction Trades Council of California, California Alliance for Jobs, California NAACP, Congress of California Seniors, Latin Business Association, and the California League of United Latin American Citizens (LULAC).

## **Alternatives**

Staff has identified the following option for Council's consideration: The Council could choose not to adopt a resolution in opposition of Proposition 6.

## **Values**

This action is consistent with the Council adopted value of **Responsibility** because Proposition 6 makes our bridges and roads less safe, jeopardizes public safety and eliminates funding for more than 6,500 transportation improvement projects currently underway, including the Town's Mission Road Bike/Pedestrian Improvements project.

## **CONCLUSION**

Staff recommends the City Council adopt the attached resolution which formalizes the Town's opposition to Proposition 6 on the November 2018 ballot and finds that the Town can be listed as a member of the No on Proposition 6 coalition, a diverse coalition of local governments, public safety organizations, business, labor, environmental leaders, transportation advocates and other organizations throughout the state.

## **Attachments**

- A. Resolution

**RESOLUTION NO. 2018-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**  
**RESOLUTION IN OPPOSITION OF PROPOSITION 6**

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

**1. Background**

(a) Cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

(b) The 2016 California Statewide Local Streets and Roads Needs Assessment, which provides critical analysis and information on the local transportation network's condition and funding needs, indicates that the condition of the local transportation network is deteriorating at an increasing rate; and

(c) California has more than 1,600 bridges and overpasses that are structurally deficient and unsafe and 89% of counties have roads that are in 'poor' or 'at-risk' condition; and

(d) According to the National Highway Traffic Safety Association, there were more than 3,600 fatalities on California roads in 2016, with poor road conditions as a major factor in vehicle collisions and accidents.

**2. Findings**

The City Council finds as follows:

(a) Proposition 6 would eliminate more than \$52 billion over the next 10 years in existing transportation funding, including the \$15 billion in direct apportionments, and \$11 billion in available competitive grant funding, to cities and counties statewide; and

(b) Proposition 6 would stop funding for more than 6,500 transportation improvement projects currently underway or planned in every California community; and

(c) Proposition 6 would jeopardize public safety by eliminating thousands of projects to fix unsafe bridges and overpasses, repair crumbling and unsafe roads, and enhance pedestrian safety; and

(d) Proposition 6 would raid \$25,000 annually dedicated to the Town of Colma, and halt critical investments in future transportation improvement projects in our community, such as the Mission Road Bike/Pedestrian Improvements (CIP Project #903).

(e) Voters overwhelmingly passed Proposition 69 in June thereby ensuring transportation funds can only be used for transportation purposes and the State and local governments are accountable to taxpayers; and

- (f) Proposition 6 would eliminate transportation revenues that are accountable to taxpayers, can't be diverted or borrowed, and that voters overwhelmingly dedicated to fixing our roads.

**3. Order**

(a) The City Council of the Town of Colma hereby opposes Proposition 6 on the November 2018 ballot; and finds that the Town of Colma can be listed as a member of the No on Proposition 6 coalition, a diverse coalition of local governments, public safety organizations, business, labor, environmental leaders, transportation advocates and other organizations throughout the state.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2018-\_\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on August 22, 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: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: August 22, 2018  
 SUBJECT: FY 2017-18 and 2018-19 Revised Appropriation (GANN) Limits

## RECOMMENDATION

Staff recommends that the City Council adopt the following resolutions:

RESOLUTION ADOPTING THE REVISED 2017-18 APPROPRIATION LIMIT

RESOLUTION ADOPTING THE REVISED 2018-19 APPROPRIATION LIMIT

## EXECUTIVE SUMMARY

During the adoption of the 2017-18 and 2018-19 City Budget, the City Council adopted an Appropriation Limit each year to comply with the provisions of Proposition 4 (1979) and Proposition 111 (1990). Staff has recently reviewed these Appropriation Limit calculations and determined that they were in error, understating the City's actual Appropriation Limit. Adoption of the attached resolutions will correct these calculations and set a corrected Appropriation Limit for the 2017-18 and 2018-19 fiscal years.

## FISCAL IMPACT

There is no fiscal impact in revising the Appropriation Limit for 2017-18 and 2018-19. Adoption of the revised Appropriations Limits for the 2017-18 and 2018-19 fiscal years will increase the allowable budgetary maximum. Since the Town's Appropriations in each budget are subject to the limit, and are substantially under the limit amount, this action will not have a fiscal impact. The revisions will correct the Appropriation Limit for reporting purposes.

## BACKGROUND

California voters approved propositions, amending the State Constitution, which require that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990).

The requirement imposes a restriction on the amount of governmental revenue which may be

appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-87), and it can be increased each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to funds that are "proceeds of taxes."

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

The Town has adopted Appropriations Limit as part of the annual City Budget process since this requirement went into effect.

## ANALYSIS

As shown in the table below, the original Appropriation Limit Factors were calculated incorrectly. The factors had two additional decimal points. The result is understating the 2017/18 Appropriation Limit by \$1.7 million and by \$3.5 million for 2018-19 Appropriation Limit.

<b>Appropriation Limit</b>	<b>Original</b>	<b>Revised</b>	<b>Difference</b>
<b>2017-18</b>			
Beginning 17/18 Appropriation Limit	\$ 40,596,875	\$ 40,596,875	
Change in Population (SMC = 0.56%)	1.000056	1.0056	
Change in State COLA (3.69%)	1.000369	1.0369	
Calculation of Factor for 2017-18	1.000425021	1.0427	
Ending 17/18 Appropriation Limit	\$ 40,614,129	\$ 42,330,631	1,716,502
2017/18 Proceeds of Taxes	\$ 16,204,013	\$ 16,204,013	
<b>2018-19</b>			
Beginning 18/19 Appropriation Limit	\$ 40,614,129	\$ 42,330,631	
Change in Population (SMC = 0.50%)	1.000050	1.0050	
Change in State COLA (3.67%)	1.000367	1.0367	
Calculation of Factor for 2018-19	1.0004170184	1.0427	
Ending 18/19 Appropriation Limit	\$ 40,631,066	\$ 44,103,586	3,472,520
2018/19 Proceeds of Taxes	\$ 16,716,000	\$ 16,716,000	

While the revisions change the spending limit in each of the fiscal years, there is not a fiscal impact since expenditures in the City Budget are substantially below these limit amounts. However, the revisions do correct the Appropriation Limit in these fiscal years for reporting purposes.

## CONCLUSION

Staff recommends that the Council adopt the attached resolutions revising the appropriations limits for the 2017-18 and 2018-19 fiscal years.

## ATTACHMENTS

- A. Resolution adopting the revised 2017-18 Appropriation Limit (Exhibit included)
- B. Resolution adopting the revised 2018-19 Appropriation Limit (Exhibit included)

- C. 2017-18 Appropriation Limit as approved by City Council on June 14, 2017
- D. 2018-19 Appropriation Limit as approved by City Council on June 13, 2018





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

**RESOLUTION ADOPTING THE REVISED 2017-18 APPROPRIATIONS LIMIT**

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

**1. Background**

- (a) Article XIII B of the California Constitution places certain restrictions on annual appropriations by cities;
- (b) The restrictions only apply to those appropriations which meet the definition of "Proceeds of Taxes";
- (c) The adoption of the Appropriations Limit must identify the optional calculation factors to be used as adjustment factors.
- (d) The Proposed 2017-18 Budget and the 2017-18 Fiscal Year Appropriations Limit Calculation were duly adopted by the City Council at a public meeting on June 14, 2017;
- (e) A subsequent revision of the Appropriations Limit for the 2017-18 Fiscal Year is necessary to correct errors in the initial calculation of the limit for the 2017-18 Fiscal Year;
- (f) The revised Appropriations Limit for the 2017-18 Fiscal Year has been posted to the Town website and been made available for public review on July 23, 2018, which is more than fifteen days as required by State regulation.

**2. Findings**

- (a) The first adjustment factor, the Town must select between: (A) the change in Town population, or (B) Countywide population, and the Town has selected the Change in Countywide population; and
- (b) The second adjustment factor the Town must select between: (1) the change in the State per capita income, or, (2) the change in the assessed valuation of local nonresidential construction, and the Town has selected the change in the State per capita income;
- (c) The revised and corrected detailed calculation of the Appropriations Limit for Fiscal Year 2017-18 is described in attached Exhibit, attached hereto and by reference made a part hereof.
- (d) The City Council finds that the 2017-18 budget does not exceed the constitutional appropriation limit placed on "Proceeds of Taxes" for Fiscal Year 2017-18 and is \$26,126,618 below the authorized limit.

**3. Appropriation Limit**

The Appropriation Limit for the Fiscal Year 2017-18 shall be, and hereby is determined to be \$42,330,631.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2018-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on August 22, 2018, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel Gonzalez, Mayor

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

**EXHIBIT TO RESOLUTION 2018-##  
2017-18 REVISED APPROPRIATIONS LIMIT**

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

**SELECTION OF OPTIONAL FACTORS**

1. Change in Population (Town of Colma vs. San Mateo County)

Options	Population 1/1/2016	Population 1/1/2017	% Increase
a. Town of Colma	1,505	1,506	0.07%
b. County of San Mateo	765,755	770,063	<b>0.56%</b>

2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

Options	% Increase
a. Change in State Per Capita Personal Income	<b>3.69%</b>
b. Change in Colma Non-Residential Assessed Valuation	N/A*

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2017-18 calculation, the Town selected the County population growth rate of 0.56% and the change in the State Per Capita Income of 3.69%.

**Appropriation Limit Calculation 2017-18**

Population Change (San Mateo Co.)	0.56%	$((0.0056+100)/100 = 1.0056)$
State Per Capita Personal Income	3.69%	$((0.0369+100)/100 = 1.0369)$
Calculation of Factor for 2017-18	1.0427	$1.0056 \times 1.0367 = 1.0427$
Prior Year Appropriation Limit (2017)	\$ 40,596,875	
Appropriation Limit 2017-18	\$ 42,330,631	$40,596,875 \times 1.0427 = 42,330,631$

The 2017-18 Appropriations subject to the limit (“Proceeds of Taxes”) total \$16,204,013, which means the Town is \$26,126,618 below the authorized limit.



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

**RESOLUTION ADOPTING THE REVISED 2018-19 APPROPRIATION LIMIT**

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

**1. Background**

- (a) Article XIII B of the California Constitution places certain restrictions on annual appropriations by cities;
- (b) The restrictions only apply to those appropriations which meet the definition of "Proceeds of Taxes";
- (c) The adoption of the Appropriations Limit must identify the optional calculation factors to be used as adjustment factors.
- (d) The Proposed 2018-19 Budget and the 2018-19 Fiscal Year Appropriations Limit Calculation were duly adopted by the City Council at a public meeting on June 13, 2018;
- (e) A subsequent revision of the Appropriations Limit for the 2018-19 Fiscal Year is necessary to correct errors in the initial calculation of the limit for the 2018-19 Fiscal Year.
- (f) The revised Appropriations Limit for the 2018-19 Fiscal Year has been posted to the Town website and been made available for public review on July 23, 2018, which is more than fifteen days.

**2. Findings**

- (a) The first adjustment factor, the Town must select between: (A) the change in Town population, or (B) Countywide population, and the Town has selected the Change in Countywide population; and
- (b) The second adjustment factor the Town must select between: (1) the change in the State per capita income, or, (2) the change in the assessed valuation of local nonresidential construction, and the Town has selected the change in the State per capita income;
- (c) The revised and corrected detailed calculation of the Appropriations Limit for Fiscal Year 2018-19 is described in Attachment A, attached hereto and by reference made a part hereof.
- (d) The City Council finds that the Fiscal Year 2018-19 budget does not exceed the constitutional appropriation limit placed on "Proceeds of Taxes" for Fiscal Year 2018-19 and is \$26,126,618 below the authorized limit.

**3. Appropriation Limit**

The Appropriation Limit for the Fiscal Year 2018-2019 shall be, and hereby is determined to be \$44,103,586.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2018-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on August 22, 2018, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel Gonzalez, Mayor

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

**EXHIBIT TO RESOLUTION 2018-##  
2018-19 REVISED APPROPRIATIONS LIMIT**

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

**SELECTION OF OPTIONAL FACTORS**

1. Change in Population (Town of Colma vs. San Mateo County)

<b>Options</b>	<b>Population 1/1/2017</b>	<b>Population 1/1/2018</b>	<b>% Increase</b>
a. Town of Colma	1,516	1,501	(1.0)%
b. County of San Mateo	770,116	773,994	<b>0.5%</b>

2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

<b>Options</b>	<b>% Increase</b>
a. Change in State Per Capita Personal Income	<b>3.67%</b>
b. Change in Colma Non-Residential Assessed Valuation	N/A*

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2018-19 calculation, the Town selected the County population growth rate of 0.50% and the change in the State Per Capita Income of 3.67%.

*Appropriation Limit Calculation 2018-19*

Population Change (San Mateo Co.)	0.50%	$((0.0050+100)/100 = 1.0050)$
State Per Capita Personal Income	3.67%	$((0.0367+100)/100 = 1.0367)$
Calculation of Factor for 2018-19	1.0419	$1.0050 \times 1.0367 = 1.0419$
Prior Year Appropriation Limit (2018)	\$ 42,330,631	
Appropriation Limit 2018-19	\$ 44,103,586	$42,330,631 \times 1.0419 = 44,103,586$

The 2018-19 Appropriations subject to the limit (“Proceeds of Taxes”) total \$16,716,000, which means the Town is \$27,387,586 below the authorized limit.





## Appropriations Limit

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California voters approved propositions, amending the State Constitution, which require that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990). The legislation imposes a restriction on the amount of government revenue which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-1987), and it can be increase each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to "proceeds of taxes."

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

### SELECTION OF OPTIONAL FACTORS

1. Change in Population (Town of Colma vs. San Mateo County)

Options	Population 1/1/2016	Population 1/1/2017	% Increase
a. Town of Colma	1,505	1,506	0.07%
b. County of San Mateo	765,755	770,063	<b>0.56%</b>

2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

Options	% Increase
a. Change in State Per Capita Personal Income	<b>3.69%</b>
b. Change in Colma Non-Residential Assessed Valuation	N/A*

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2017-2018 calculation, the Town selected the County population growth rate of 0.56% and the change in the State Per Capita Income of 3.69%.

### Appropriation Limit Calculation FY 2017-18

Population Change (San Mateo Co.)	0.56%	$((0.0056+100)/100 = 1.000056)$
State Per Capita Personal Income	0.0369	$((0.0369+100)/100 = 1.000369)$
Calculation of Factor for FY 2017-18	1.000425021	$1.000056 \times 1.000369 = 1.0004250$
Prior Year Appropriation Limit (2017)	\$40,596,874.75	
Appropriation Limit FY 2017-18	\$40,614,129.26	$40596874.75 \times 1.000425 = 40622371.57$

The FY 2017-18 Appropriations subject to the limit ("Proceeds of Taxes") total \$16,204,013, which means the Town is \$24,410,116 below the authorized limit.



## 2018-19 Appropriations Limit

California voters approved propositions, amending the State Constitution, which require that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990).

The requirement imposes a restriction on the amount of governmental revenue which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-87), and it can be increased each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to funds that are "proceeds of taxes."

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

### SELECTION OF OPTIONAL FACTORS

1. Change in Population (Town of Colma vs. San Mateo County)

Options	Population 1/1/2017	Population 1/1/2018	% Increase
a. Town of Colma	1,516	1,501	(1.0)%
b. County of San Mateo	770,116	773,994	<b>0.5%</b>

2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

Options	% Increase
a. Change in State Per Capita Personal Income	<b>3.67%</b>
b. Change in Colma Non-Residential Assessed Valuation	N/A*

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2018-2019 calculation, the Town selected the County population growth rate of 0.50% and the change in the State Per Capita Income of 3.67%.

### Appropriation Limit Calculation 2018-19

Population Change (San Mateo Co.)	0.50%	$((0.0050+100)/100 = 1.000050)$
State Per Capita Personal Income	3.67%	$((0.0367+100)/100 = 1.000367)$
Calculation of Factor for 2018-19	1.0004170184	$1.000050 \times 1.000367 = 1.0004170184$
Prior Year Appropriation Limit (2018)	\$ 40,614,129.26	
Appropriation Limit 2018-19	\$ 40,631,066.10	$40,614,129.26 \times 1.000417 = 40,631,066.10$

The 2018-19 Appropriations subject to the limit ("Proceeds of Taxes") total \$16,716,000, which means the Town is \$23,915,066 below the authorized limit.





# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director  
Abdulkader Hashem, Project Manager  
Jonathan Kwan, Associate Planner

VIA: Brian Dossey, City Manager

MEETING DATE: August 22, 2018

SUBJECT: Notice of Award – Sterling Park Playground Improvement Project

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AWARDING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE STERLING PARK PLAYGROUND IMPROVEMENT PROJECT TO COMMUNITY PLAYGROUNDS, INC.

## EXECUTIVE SUMMARY

The proposed resolution would award and authorize the City Manager to execute a construction contract with Community Playgrounds Inc. for the Sterling Park Playground Improvement Project (“Project”).

Notice Inviting General Contractors to bid on the Project was published on July 16, 2018; bid opening occurred on Wednesday, August 15, 2018. Three (3) total bids were received. Upon due diligence and examination of the bids received, Town Staff determined that Community Playgrounds Inc., is the lowest responsible bidder submitting a responsive bid in the amount of \$403,912.40.

## FISCAL ANALYSIS

City Council approved a project budget in the amount of \$523,500 for soft and hard costs along with construction contingencies.

The recommended bid submitted by Community Playgrounds Inc. is \$403,912.40. With a 10% contingency of \$40,391.24, the total is \$444,303.64. This is below the amount currently budgeted for construction. The remainder of the remaining budget is appropriated for professional services, safety inspection of playground equipment, Landscaping and other project costs.

## **BACKGROUND**

On July 11, 2018, the City Council unanimously approved the bid package and authorized staff to advertise the notice inviting bids for the Project. On July 16, the Notice to Bidders was advertised to local and regional plan rooms and a newspaper with a general circulation, the project was also posted on the Town's Webpage. Staff also sent the Notice to Bidders to potential contractors who were referred to by the manufacturer's representative. A Non-Mandatory Pre-Bid conference and walkthrough was held on July 25, 2018. Three bidders attended the meeting. Bid opening for the Project occurred on August 15, 2018 at 2:00 pm.

## **ANALYSIS**

A total of three (3) bids were received on Wednesday, August 15, 2018.

Staff reviewed three (3) bid submissions and analyzed each bid item thoroughly to ensure that costs aligned with that of the Town's Engineer Estimate. It has been determined that Community Playgrounds Inc. is the lowest responsible bidder submitting a bid in the amount of \$403,912.40.

The Engineer Estimate for the Project construction contract is \$419,356.94. The proposed bid is approximately 3.7% lower than the Engineer's Estimate.

## **COUNCIL ADOPTED VALUES**

Adoption of the resolution is consistent with the City Council's value of being *responsible*. The City Council has considered the fiscal impact of awarding the contract to the lowest responsible bidder while staying committed to their strategic plan and goals. By improving the Sterling Park Playground and its facilities, the City Council is "*Increasing access to residents and businesses in quality of life programs.*"

## **SUSTAINABILITY IMPACT**

Staff has considered and implemented sustainable practices in the materials used for the construction of this Project, such as the playground rubberized surface that is created from used tires. In addition, Staff plans to salvage and reuse existing park furniture when feasible.

## **CONCLUSION**

Staff recommends that the City Council adopt a Resolution authorizing the City Manager to execute a construction contract with Community Playgrounds Inc. for the Sterling Park Playground Improvement Project.

## **ATTACHMENTS**

- A. Resolution
- B. Bid Tabulation Summary

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

**RESOLUTION AWARDING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A  
CONSTRUCTION CONTRACT FOR THE STERLING PARK PLAYGROUND  
IMPROVEMENT PROJECT TO COMMUNITY PLAYGROUNDS, INC**

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

**1. Background**

- (a) The Town of Colma opened bids for the Sterling Park Playground Improvement Project ("Project") on August 15, 2018.
- (b) Town Staff determined that Community Playgrounds, Inc. is the lowest responsible bidder submitting a responsive bid in the amount of \$403,912.40.

**2. Findings**

- (a) The City Council finds that Community Playgrounds, Inc. is the lowest responsible bidder submitting a responsive bid.

**3. Approval and Authorization**

- (a) Award of the construction contract for the Project in the amount of \$403,912.40 is hereby made to Community Playgrounds, Inc.
- (b) The construction contract for the Project between the Town of Colma and Community Playgrounds, Inc, a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.
- (c) The City Manager is hereby authorized to execute said contract on behalf of the Town of Colma, with such minor technical amendments as may be deemed appropriate by the City Manager and the City Attorney.
- (d) A Town controlled ten percent (10%) construction contingency in the amount of \$40,391.24 to be used in the event of unforeseen conditions and certain allowance items is established for the Project.

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### Certification of Adoption

I certify that the foregoing Resolution 2018-\_\_ was duly adopted at a regular meeting of said City Council held on August 22, 2018 by the following vote:

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

Dated \_\_\_\_\_

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

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



Bid Item	Bid Item Description	Quantity (sq.ft.)	Unit	Engineer's Estimate		Community Playgrounds Inc.		Treaty Construction		CF Contracting, Inc.	
				Unit Price	Amount Total	Unit Price	Amount Total	Unit Price	Amount Total	Unit Price	Amount Total
1	Mobilization	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 18,880.00	\$ 18,880.00	\$ 25,000.00	\$ 25,000.00
2	Clearing and Grubbing and Implementation of Construction BMPs	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 20,469.00	\$ 20,469.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00
3	Construction Staking and Surveys	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 850.00	\$ 850.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
4	Remove Concrete Curb	330	LF	\$ 20.00	\$ 6,600.00	\$ 8.68	\$ 2,864.40	\$ 2.00	\$ 660.00	\$ 30.00	\$ 9,900.00
5	Remove Concrete Sidewalk	1030	SF	\$ 10.00	\$ 10,300.00	\$ 6.81	\$ 7,014.30	\$ 10.00	\$ 10,300.00	\$ 8.00	\$ 8,240.00
6	Remove Playground Equipment	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 9,410.00	\$ 9,410.00	\$ 8,000.00	\$ 8,000.00	\$ 20,000.00	\$ 20,000.00
7	Remove Bollard	5	EA	\$ 300.00	\$ 1,500.00	\$ 99.40	\$ 497.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00
8	Remove Protective Surface	2700	SF	\$ 0.50	\$ 1,350.00	\$ 2.93	\$ 7,911.00	\$ 2.00	\$ 5,400.00	\$ 5.00	\$ 13,500.00
9	Remove Permeable Material	3600	SF	\$ 0.50	\$ 1,800.00	\$ 1.27	\$ 4,572.00	\$ 2.00	\$ 7,200.00	\$ 6.00	\$ 21,600.00
10	Remove Inlet	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 557.50	\$ 1,115.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00
11	Remove 6" PVC Pipe	75	LF	\$ 20.00	\$ 1,500.00	\$ 9.93	\$ 744.75	\$ 8.00	\$ 600.00	\$ 10.00	\$ 750.00
12	Remove 4" Perforated Pipe	170	LF	\$ 20.00	\$ 3,400.00	\$ 8.51	\$ 1,446.70	\$ 6.00	\$ 1,020.00	\$ 10.00	\$ 1,700.00
13	Salvage Bench	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 276.67	\$ 830.01	\$ 200.00	\$ 600.00	\$ 500.00	\$ 1,500.00
14	Remove Water Fountain	1	EA	\$ 500.00	\$ 500.00	\$ 493.00	\$ 493.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
15	Temporary Construction Fence	160	LF	\$ 40.00	\$ 6,400.00	\$ 17.69	\$ 2,830.40	\$ 20.00	\$ 3,200.00	\$ 10.00	\$ 1,600.00
16	Import fill	140	CY	\$ 110.00	\$ 15,400.00	\$ 95.08	\$ 13,311.20	\$ 100.00	\$ 14,000.00	\$ 100.00	\$ 14,000.00
17	6" PVC Pipe	109	LF	\$ 100.00	\$ 10,900.00	\$ 55.39	\$ 6,037.51	\$ 60.00	\$ 6,540.00	\$ 125.00	\$ 13,625.00
18	6" Perforated PVC Pipe	158	LF	\$ 100.00	\$ 15,800.00	\$ 46.20	\$ 7,299.60	\$ 50.00	\$ 7,900.00	\$ 125.00	\$ 19,750.00
19	2" Schedule 40 PVC Conduit	130	LF	\$ 70.00	\$ 9,100.00	\$ 22.50	\$ 2,925.00	\$ 30.00	\$ 3,900.00	\$ 100.00	\$ 13,000.00
20	8" Irrigation Sleeve	10	LF	\$ 50.00	\$ 500.00	\$ 80.60	\$ 806.00	\$ 100.00	\$ 1,000.00	\$ 500.00	\$ 5,000.00
21	Area Drain (V05 Drain Box or Approved Equal)	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 2,103.00	\$ 4,206.00	\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00
22	Drainage Inlet (V64 Drain Box or Approved Equal)	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 1,460.00	\$ 1,460.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
23	Storm Drain Cleanout (G03 Box or Approved Equal)	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 887.00	\$ 2,661.00	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 3,000.00
24	No. 3-1/2 Pull Box	4	EA	\$ 700.00	\$ 2,800.00	\$ 735.00	\$ 2,940.00	\$ 500.00	\$ 2,000.00	\$ 1,000.00	\$ 4,000.00
25	Adjust Inlet to Grade	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 1,955.00	\$ 1,955.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
26	Adjust Light Post to Grade	3	EA	\$ 1,500.00	\$ 4,500.00	\$ 1,373.66	\$ 4,120.98	\$ 1,500.00	\$ 4,500.00	\$ 3,000.00	\$ 9,000.00
27	Permeable Material	100	CY	\$ 160.00	\$ 16,000.00	\$ 152.90	\$ 15,290.00	\$ 250.00	\$ 25,000.00	\$ 100.00	\$ 10,000.00
28	Decomposed Granite	24	CY	\$ 500.00	\$ 12,000.00	\$ 569.79	\$ 13,674.96	\$ 250.00	\$ 6,000.00	\$ 500.00	\$ 12,000.00
29	Concrete Curb	150	LF	\$ 100.00	\$ 15,000.00	\$ 30.33	\$ 4,549.95	\$ 50.00	\$ 7,500.00	\$ 75.00	\$ 11,250.00
30	Concrete Sidewalk with Concrete Curb	970	SF	\$ 30.00	\$ 29,100.00	\$ 38.49	\$ 37,335.30	\$ 20.00	\$ 19,400.00	\$ 20.00	\$ 19,400.00
31	Concrete Pad	150	SF	\$ 20.00	\$ 3,000.00	\$ 21.00	\$ 3,150.00	\$ 50.00	\$ 7,500.00	\$ 20.00	\$ 3,000.00
32	3' High Guardrail Fence (Green Color)	106	LF	\$ 50.00	\$ 5,300.00	\$ 161.89	\$ 17,160.34	\$ 400.00	\$ 42,400.00	\$ 100.00	\$ 10,600.00
33	5' Wide Guardrail Gate (Green Color)	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 1,495.00	\$ 2,990.00	\$ 3,000.00	\$ 6,000.00	\$ 2,500.00	\$ 5,000.00
34	Playground Equipment	1	LS	\$ 110,463.31	\$ 110,463.31	\$ 105,182.00	\$ 105,182.00	\$ 120,000.00	\$ 120,000.00	\$ 140,000.00	\$ 140,000.00
35	Fitness Apparatus	1	LS	\$ 8,229.63	\$ 8,229.63	\$ 14,221.00	\$ 14,221.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00
36	Playground Protective Surface	3600	SF	\$ 15.00	\$ 54,000.00	\$ 15.68	\$ 56,430.00	\$ 17.00	\$ 61,200.00	\$ 20.00	\$ 72,000.00
37	Park Bench	2	EA	\$ 2,175.00	\$ 4,350.00	\$ 2,321.00	\$ 4,642.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00
38	Picnic Table (6' Single Pedestal)	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 2,350.00	\$ 2,350.00	\$ 5,500.00	\$ 5,500.00	\$ 4,000.00	\$ 4,000.00
39	Picnic Table (46" Square Table ADA with 3 Seats)	1	EA	\$ 2,750.00	\$ 2,750.00	\$ 2,135.00	\$ 2,135.00	\$ 4,500.00	\$ 4,500.00	\$ 3,500.00	\$ 3,500.00
40	Barbecue Grill	2	EA	\$ 1,357.00	\$ 2,714.00	\$ 799.00	\$ 1,598.00	\$ 1,500.00	\$ 3,000.00	\$ 2,500.00	\$ 5,000.00
41	Drinking Fountain	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 8,284.00	\$ 8,284.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
42	Remove Guardrail Fence	40	LF	\$ 35.00	\$ 1,400.00	\$ 28.75	\$ 1,150.00	\$ 10.00	\$ 400.00	\$ 25.00	\$ 1,000.00
	<b>TOTAL BID PRICE</b>				<b>419,356.94</b>		<b>\$ 403,912.40</b>		<b>\$ 448,600.00</b>		<b>\$ 552,915.00</b>





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael Laughlin AICP, City Planner  
 Abdulkader Hashem, Associate Engineer  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: August 22, 2018  
 SUBJECT: Serramonte Boulevard and Collins Avenue Master Plan Concept Review

## RECOMMENDATION

Staff seeks comments, questions, impressions and opinions from each Council member regarding the options available to improve Serramonte Boulevard West between Junipero Serra Boulevard and El Camino Real. Staff requests that the City Council make:

MOTION TO GIVE STAFF DIRECTION ON DEVELOPMENT OF EITHER OPTION 1 OR OPTION 2 IN THE SERRAMONTE/COLLINS MASTER PLAN.

## EXECUTIVE SUMMARY

The purpose of this review is to allow the City Council to further discuss improvement options for Serramonte Boulevard West and provide direction to Staff on preferred design features that the City Council wants the consultant to include in the Serramonte/Collins Master Plan. The consultant team has prepared an illustration of potential improvement locations for Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real to facilitate the discussion.

## FISCAL IMPACT

None.

## BACKGROUND

At the July 11, 2018 City Council meeting, the City Council held a study session to discuss options for types of improvements on Collins Avenue, Serramonte Boulevard West, Serramonte Boulevard East and at the intersection of Junipero Serra Boulevard and Collins Avenue. Based on this discussion, the City Council selected the following options for further development in the Serramonte/Collins Master Plan:

- **Serramonte East.** For the roadway segment between El Camino Real and Hillside Boulevard, the City Council expressed a preference for Concept 1 which shows an

update to hardscape and lighting within the existing right-of-way while retaining two travel lanes in each direction.

- **Collins Avenue.** The City Council agreed with stakeholders and expressed a preference for Concept 1 which shows traffic calming with pedestrian enhancements, including a sidewalk, where feasible, on the north side of the street. Traffic calming could be achieved by landscape areas serving to strategically narrow the roadway to reduce speeds. Due to the steep grade, the addition of bike lanes was not considered as important as providing better pedestrian access and traffic calming.
- **Serramonte/Junipero Serra intersection modification.** The City Council agreed with the stakeholders and the traffic consultant that removal of the slip lane from Serramonte Boulevard eastbound in favor of a gradual right turn could be beneficial. This modification has several benefits, including reducing conflicts of through traffic and left turns from Serramonte Boulevard onto Collins Avenue; slowing through traffic; creating space for improved gateway landscaping; and allowing for a crosswalk. The idea for a “keep clear” zone on Serramonte westbound at the intersection of Serramonte Boulevard and Collins Avenue was also supported.

The City Council expressed concerns about a road diet (lane reduction) on Serramonte Boulevard between the Serra Center stop sign and El Camino Real (Serramonte West). Concerns expressed included access by public safety vehicles (Police and Fire) and concern about traffic congestion and vehicle stacking. Concern was also expressed about the impact on businesses if a travel lane is removed.

## ANALYSIS

Since the last City Council meeting, staff has requested that the consultant team provide an illustration of Serramonte Boulevard West to allow for a better visualization the reduction of roadway lanes, how the traffic filters out at the intersections, the placement of high visibility crosswalks, potential landscape areas and alternatives.

The Federal Highway Administration (FHWA) supports lane reductions and center turn lanes over 2-lane in each direction roadways since they serve to reduce accidents and improve safety, mobility and access for all road users. Based on this additional information, staff would like to offer the following discussion points for each design option for City Council consideration:

### **Serramonte West – No Lane Reductions (Option 1).**

- **Traffic Capacity:** Serramonte Boulevard, with 4 lanes, can accommodate up to 40,000 average daily trips (ADT). Existing traffic volumes with consideration of increases are between 14,000 to 16,000 ADT. The current roadway is oversized for vehicle travel needs. The most significant Level of Service (LOS) delays occur at the Serramonte Boulevard/Serra Center Driveway. This intersection functions at a LOS of “E” (delays of 35-50 seconds) during the weekday evening peak hour, the weekend midday peak hour, and the weekend evening peak hour. The LOS can be improved through signalization.
- **Improvements:** Serramonte Boulevard has a limited right-of-way of approximately 60'. Within the existing right-of-way, there are two travel lanes in each direction and 5'

sidewalks on either side. There is a 5' public utility easement (PUE) behind the sidewalk on each side. Without reducing a lane of traffic in each direction, roadway and pedestrian walkway improvements are limited to paving treatments, improved driveway entrances to businesses (wider driveway aprons), widening of sidewalk from 5' to 7', new lighting (back of sidewalk in PUE) and the addition of a longer high visibility crosswalk. If enhanced landscaping is desired along the current roadway configuration, landscape easements would have to be acquired from the various property owners along Serramonte West.

- **Pedestrian Comfort and Safety:** This alternative does widen the sidewalk from 5' to 7', but does not provide a buffer between vehicles. Pedestrian crossing signage and devices could be used to increase pedestrian safety and visibility but cannot reduce the length of the crosswalk or provide a pedestrian refuge.
- **Traffic Conflicts and Safety:** This alternative does not improve existing traffic safety, and conflicts will continue to occur with vehicles turning in and out of businesses. Some of the ingress and egress to and from the various businesses along Serramonte West will be improved with enhanced driveway approaches which may help with traffic safety by allowing quicker ingress and egress. With the current four lane configuration, vehicles can easily exceed the speed limit or weave which creates a greater potential for accidents. Many of the issues that cause vehicle collisions along this portion of Serramonte is due to sudden stops to enter businesses and crossing over two lanes of traffic to either ingress or egress a business site will more than likely still exist. Minor adjustments can be made, but it is unlikely that those improvements will substantially reduce the number of collisions that take place on this roadway.
- **Public Safety Vehicle Access:** Since public safety vehicles have more than 40' of unobstructed roadway, they can maneuver through the corridor. However, it takes time for drivers traveling in two parallel lanes to merge and move to the right (particularly the inside lanes), which may increase travel time for emergency vehicles through the corridor than if there is an open center lane (based on Information from the FHWA).
- **Landscape Opportunities:** The existing condition does not allow for landscaping within the public right-of-way. To provide uniform landscaping treatment, it would be necessary to secure a landscape easement from private property owners, or, to acquire land to increase the right-of-way at considerable additional cost. If the existing sidewalk is moved back onto private property, improvement costs would become substantial due to the need to move utilities, construct retaining walls, and to reconstruct driveways and entrances to properly transition grades. Street lights may be able to be moved off the sidewalk into the PUE without securing a new easement.
- **Stormwater Treatment/Sustainability:** To add stormwater treatment features such as permeable paving or paving stones or the installation of substantial trash capture devices is an option for storm water treatment, but these options are very expensive and high maintenance. For the most part, this alternative does not provide reasonable opportunities to add "green infrastructure" to include landscape stormwater treatment facilities.

- **Economic Benefits:** Since it is difficult to quantify the true benefits of streetscape improvements to attract businesses and increase in sales, the addition of the above improvements will have some economic benefit.
- **Quality of Life Benefit:** With limited sidewalk widening and minimal (if any) landscape improvements, this alternative would not significantly improve the safety and mobility of roadway users, and only modestly improve the aesthetic appeal of the corridor.
- **Grant funding:** Since the improvement of paving and lighting in the corridor does not improve pedestrian or vehicle safety, it is not likely that any grant funding could be secured to pay for any of the improvements.

### **Serramonte West –Lane Reduction (Option 2).**

- **Traffic Capacity:** As noted above, Serramonte Boulevard can accommodate up to 40,000 average daily trips (ADT). Existing traffic volumes with consideration of increases are less than half of this volume. Based on information from the FHWA, four lane roadways with this capacity are good candidates for a road diet. In order to make sure that capacity is not reduced at intersections, the existing 4-lane configuration would remain at Junipero Serra Boulevard, and on both sides of the Serra Center stop sign and at El Camino Real.
- **Improvements:** With a reduction of one lane, there is an opportunity to widen sidewalks from 5' to 6' and provide a landscape buffer of approximately 4' adjacent to the sidewalk on each side. Center median improvements added in the pedestrian safe harbor areas will help create a distinct commercial district with visual appeal. Additional improvements could include improved paving treatments, improved driveway entrances to businesses (wider driveway aprons and approaches), new street and pedestrian street lighting with enhanced banner opportunities and cohesive/sustainable landscaping.
- **Pedestrian Comfort and Safety:** Pedestrian crossing distance is reduced by about 10', and, if a center lane pedestrian "Safe Harbor Area" of 5' or more is added, safety for pedestrians making the street crossing would be significantly enhanced and safer (much more than what is proposed in option 1, which requires a full 40'+ linear crossing over 4 travel lanes). Pedestrian comfort would be greatly enhanced with a wider sidewalk and fewer obstructions (ADA improvements and upgrades), and separation from the roadway with landscaping.
- **Traffic Conflicts and Safety:** This alternative improves existing traffic safety and reduces conflicts. Case studies from the FHWA show a decline in accidents of between 19% and 47% where lane reductions have been implemented. To test the desirability and traffic safety assumptions of a road diet, the City Council can consider the restriping of Serramonte Boulevard for a trial period prior to implementation of any physical improvements.
- **Public Safety Vehicle Access:** As discussed at the City Council study session in July, there were concerns about the passage of public safety vehicles through the corridor to respond to service calls if the roadway width is reduced by the removal of a lane of traffic in each direction and the addition of landscaping adjacent to sidewalks and a

landscaped center median for the pedestrian safe harbor area. Passage by public safety vehicles and the provision for space for vehicles to move over to allow passage of emergency vehicles will be the primary design consideration if this option is implemented. As stated above, research by the FHWA suggests that single travel lanes with a center lane allows for emergency vehicles to move through a corridor more quickly by using the center turn lane since vehicles in the main travel lanes can react more quickly to move to the right or out of the center turn lane. Center median landscape placement will require careful review.

**Landscape Opportunities:** Option 2 provides a creative option to install uniform and sustainable landscaping features within the public right-of-way. Since the consultant only provided concept sketches at the July meeting, it was difficult to illustrate the extent of landscaping or medians that could be expected, so further developed illustrations will be shown at the meeting. The following points clarify alternatives within this concept:

- **Landscape Islands:** Given the number of driveways on Serramonte West, a majority of the corridor will not include any center median landscape islands. Realistically, staff sees the potential for only one small island east of the Serra Center stop sign and one small island west of El Camino Real. These two islands would be beneficial to create a strong entrance/exit statement for the auto sales district. These islands could be less than the width of the center turn lane and have rolled curbs to maximize opportunities for vehicles to pass along. It would be beneficial to also have two small islands on either side of a sidewalk to provide a pedestrian refuge. These planters could also be less than the width of the center turn lane and have rolled curbs. Again, pedestrian refuge islands could be eliminated in favor of raised center median paving and pedestrian signal devices.
- **Landscaping Adjacent to Sidewalk:** The landscape areas adjacent to the sidewalks in this alternative are approximately 4' wide and are interrupted at driveways. The width could be reduced slightly and be edged with a rolled curb. These landscape areas can also be pulled back from selected driveways to create paved shoulder areas for use by vehicles pulling over to get out of the way of emergency vehicles or for use by emergency vehicles to pass.
- **Stormwater Treatment/Sustainability:** One of the goals of this study is to implement "green infrastructure" (GI) to the landscape stormwater treatment facilities in the various landscape areas (similar to Hillside Boulevard). This landscape investment helps the Town meet its commitment to the Regional Storm Water program by installing sustainable landscaping features along with stormwater treatment measures.
- **Economic Benefits:** As stated above, any streetscape improvement will provide some level of economic benefit. A more substantial and dramatic improvement, such as a Road Diet, may provide a greater economic benefit.
- **Quality of Life Benefit:** This alternative would greatly improve the aesthetic appeal of the corridor with uniform landscaping, signage and paving. The corridor would enable pedestrians to walk between businesses safely and with more enjoyment.

- **Grant funding:** Removal of a travel lanes, enhanced crosswalks and installation of sustainable landscaping features which improve pedestrian and vehicle safety are eligible for grant funding. Grant funding could help pay for a portion of the improvements.

Below is a comparative summary of the two options. The factor with the greatest merit is shown highlighted in bold italic:

<b>Factor:</b>	<b>Option – 1, Retain 4 Lanes</b>	<b>Option-2, Center turn lane</b>
<b>Traffic Capacity</b>	Oversized for need	Reduced, but with limited delay or impact. Signal retiming should be conducted at intersections to determine any effect on capacity.
<b>Improvement Level</b>	Low, Limited to existing ROW or landscape easement behind sidewalk	<b><i>High, opportunity to create uniform paving, landscaping and lighting treatment.</i></b>
<b>Pedestrian Comfort Level and safety</b>	Challenging. Sidewalk can be widened from 5' to 7'.	<b><i>Improved by wider sidewalk, landscaping and shorter pedestrian crossing.</i></b>
<b>Traffic Conflicts and Safety</b>	No change, may be able to implement minor changes to enhance safety	<b><i>Based on FHWA research, crashes could be reduced by 19%-47%</i></b>
<b>Public Safety Vehicle Access</b>	No change, may be able to implement minor changes to enhance safety such as signage, pavement markings etc.	<b><i>Based on FHWA research, a center turn-lane option provides for easier passage by emergency vehicles. Any final design would need to analyze public safety as a primary consideration, especially with any landscape islands.</i></b>
<b>Landscape Opportunities</b>	Limited to area behind sidewalk by way of a landscape easement or by private property acquisition	<b><i>Ability to provide sustainable uniform landscape with maximum visual benefit.</i></b>



<b>Factor:</b>	<b>Option – 1, Retain 4 Lanes</b>	<b>Option-2, Center turn lane</b>
<b>Stormwater Treatment and Sustainability</b>	The opportunities that could be provided for stormwater treatment are cost prohibitive and demand a high level of annual maintenance. It is assumed that no reasonable opportunities to provide green infrastructure could be provided.	<i>Opportunity to provide green infrastructure and improve stormwater quality</i>
<b>Economic Benefits</b>	Any improvement would have a positive impact but it is estimated that the benefits would be Minimal	<i>Improving safety for all roadway users and increasing livability could encourage economic growth by increasing property values and attracting and maintaining businesses.</i>
<b>Quality of Life Benefit</b>	Challenging, the proposed improvements are minimal	<i>High, creates a desirable environment in which to shop or walk or travel through</i>
<b>Grant Funding</b>	The only improvement that could be considered for grant funding would be the high visibility crosswalk	<i>This option allows the Town to competitively pursue grants that could improve vehicle and pedestrian safety and enhance stormwater treatment.</i>

After taking comments from the City Council on Serramonte West, Staff is requesting that the City Council make a motion indicating which option is preferred for additional development by the consultant team. The next step for the consultants is to develop the preferred concepts into more detailed concept plans for the corridors. Once these plans have been prepared, a community meeting will be held to review the revised plans. After taking input from the community and stakeholders, the final concepts will be presented to the City Council.

The final work product is a Master Plan with one alternative Concept Design that the Town will be able to use to guide future improvements on Serramonte Boulevard and Collins Avenue.

Since removing a lane on Serramonte Boulevard west is a significant change, the City Council can still have the consultants develop the lane reduction option in the Master Plan but require restriping for a trial period prior to construction of any improvements as stated earlier in this Staff Report. This would allow for public and stakeholder feedback. If feedback is negative,

then the corridor can be restriped at minimal cost and the master plan can be revised for the Serramonte West segment using the Option 1, No lane Reduction.

### **Council Adopted Values**

City Council is taking a **responsible** approach to studying and improving the Serramonte Boulevard/Collins Avenue Commercial District by addressing one the City Council's Strategic Plan objectives to "Prepare Auto Row improvements and Master Plan"

### **Sustainability Impact**

Future improvements to Serramonte Boulevard and Collins Avenue may have a positive sustainability impact by adding improvements that will encourage pedestrian activity (thereby reducing vehicle trips). In addition, green infrastructure improvements that can be implemented with the development of a plan with a road diet would improve stormwater quality.

### **Alternative Choices**

It is recommended that the City Council make a motion to accept Concept 1 or Concept 2 for study in the Master Plan for Serramonte West:

1. Concept 1: Retain current 2 lanes in each direction, update hardscape and lighting within the existing right-of-way and explore opportunities for landscape easements on private property or right-of-way acquisitions.
2. Concept 2 (stakeholder preferred): Remove one travel lane for the portion of Serramonte Boulevard west, between the stop sign at Serra Center and El Camino Real. This allows for one travel lane in each direction for a portion of the roadway, which allows for wider sidewalks, landscaping, a protected crosswalk and landscape islands, but no bike lane. If this option is selected by the City Council, it will be developed in the Master Plan. Prior to implementation, a restriping test can be conducted to verify long-term viability.

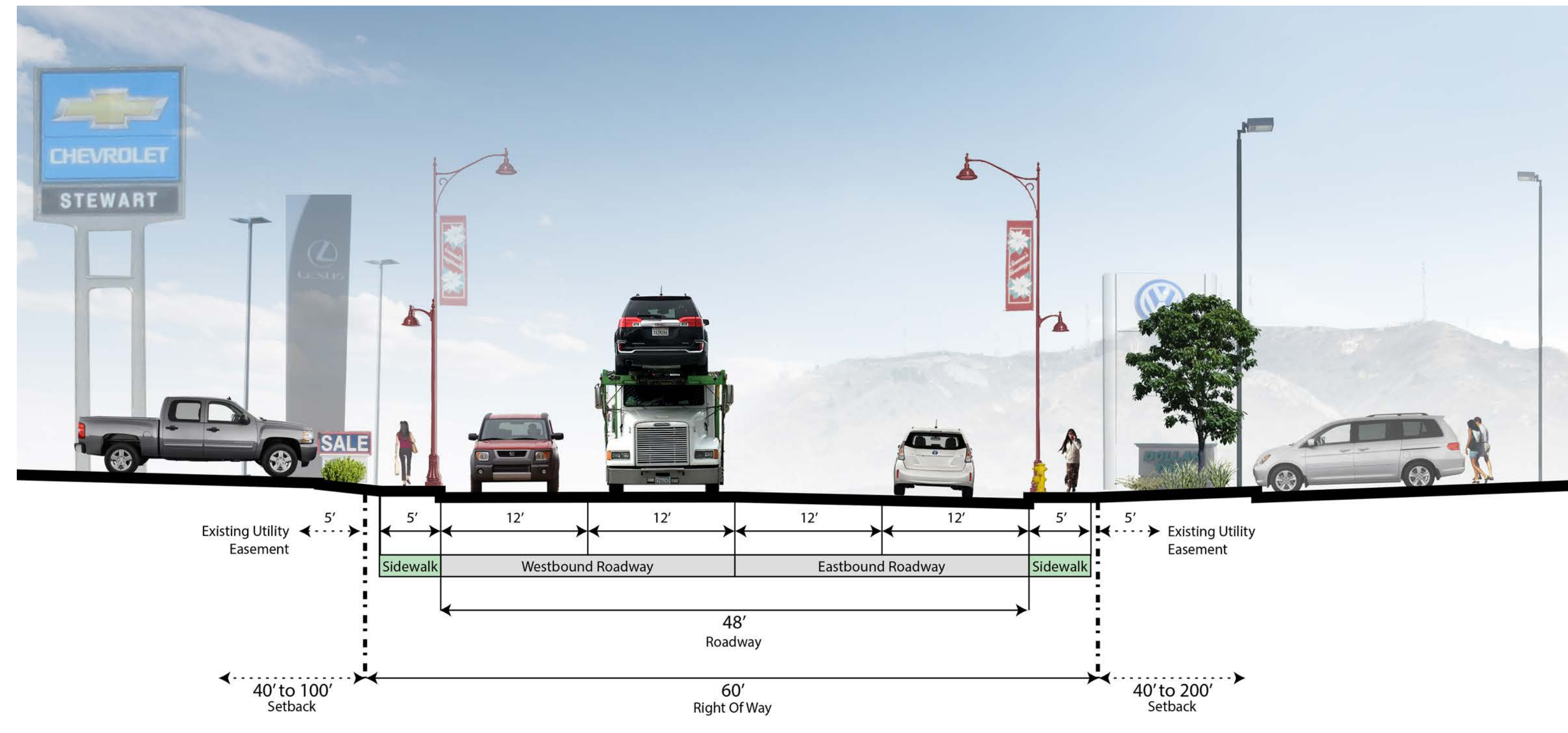
### **CONCLUSION**

Staff recommends that the City Council listen to the presentation by Staff and the consultant team, ask questions, and then make a motion to accept Concept 1 or Concept 2 for Serramonte West to be further developed in the Master Plan.

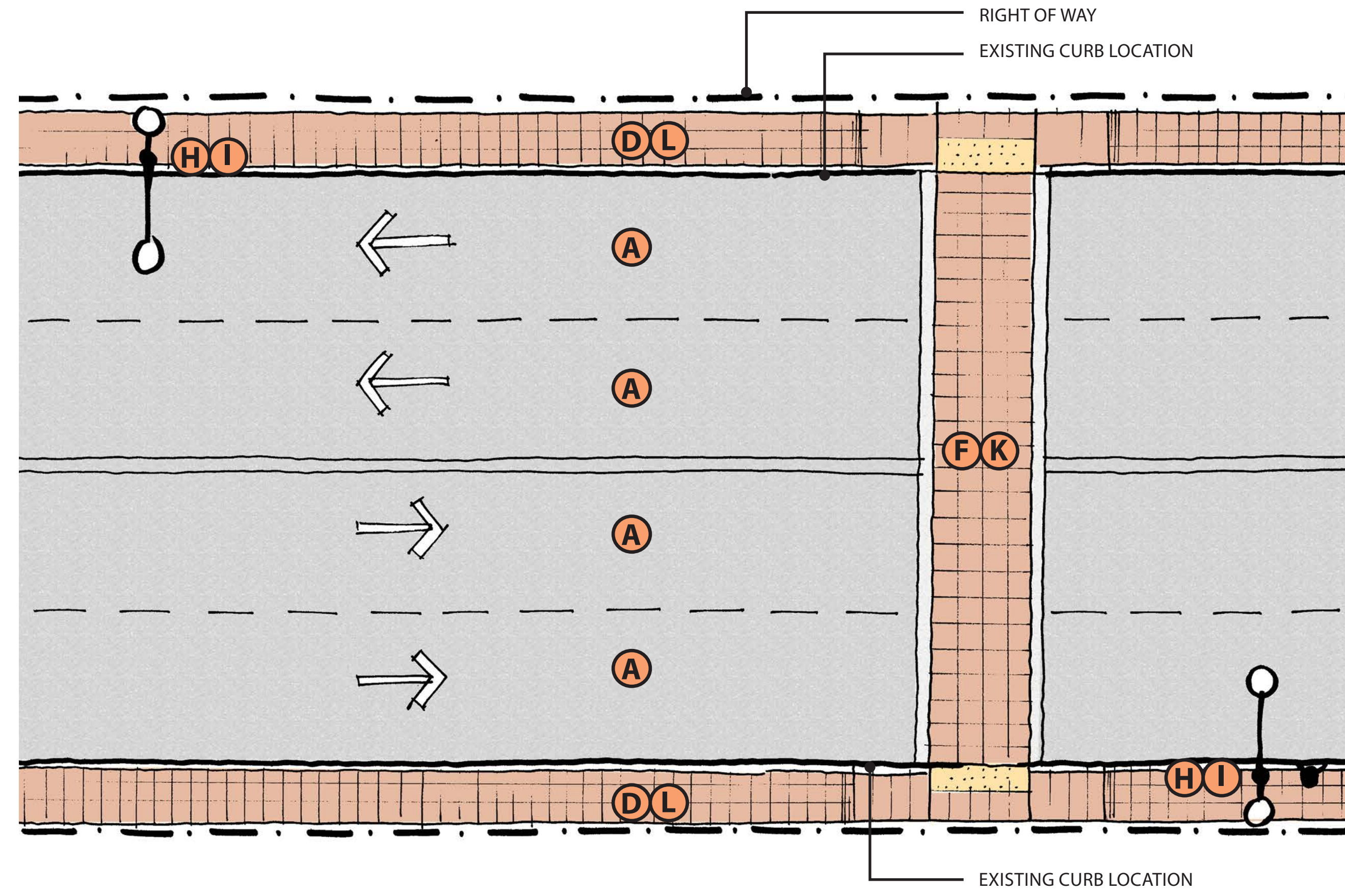
### **ATTACHMENTS**

- A. Serramonte West Concept Plans

# OPTION 1A BEAUTIFICATION



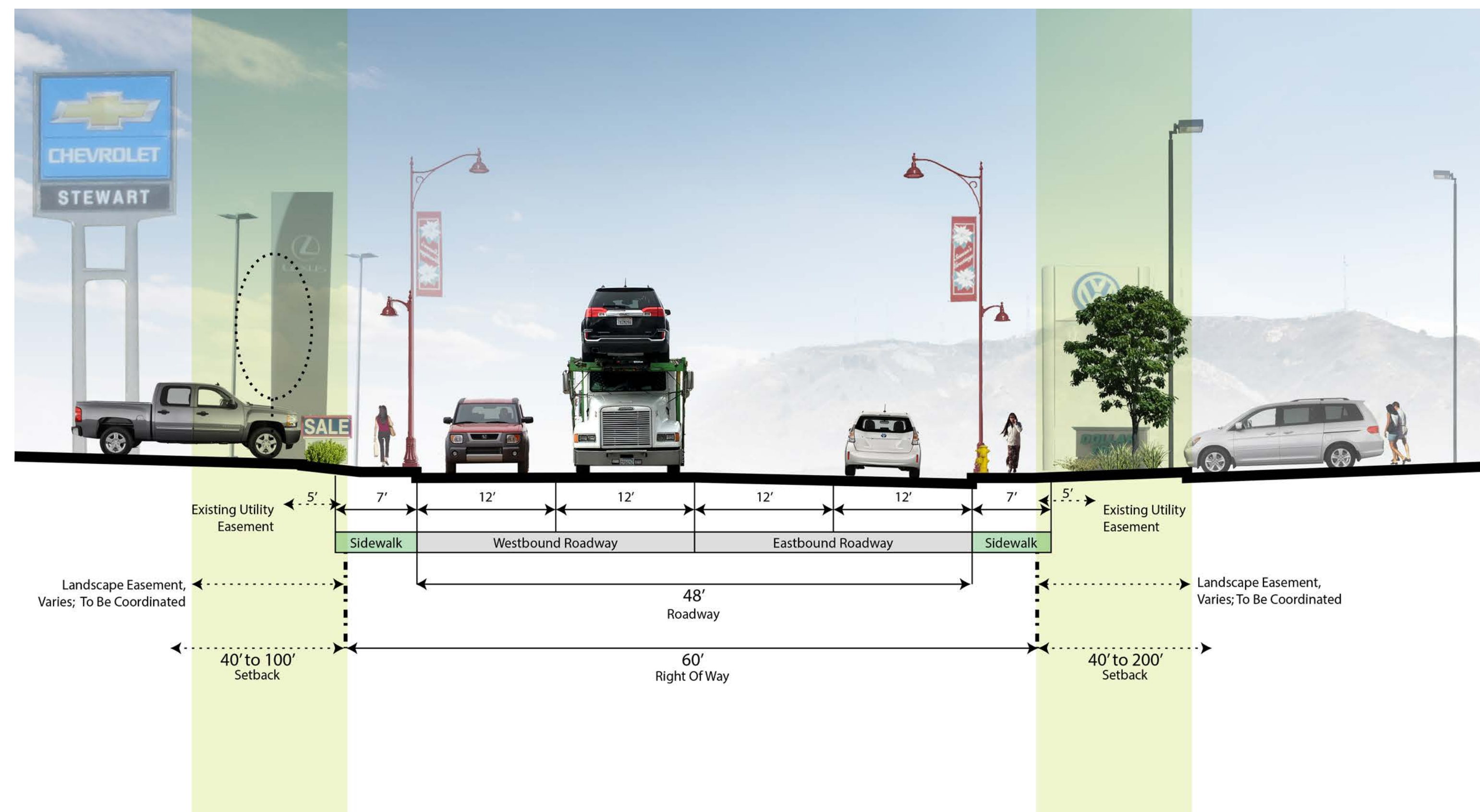
SECTION



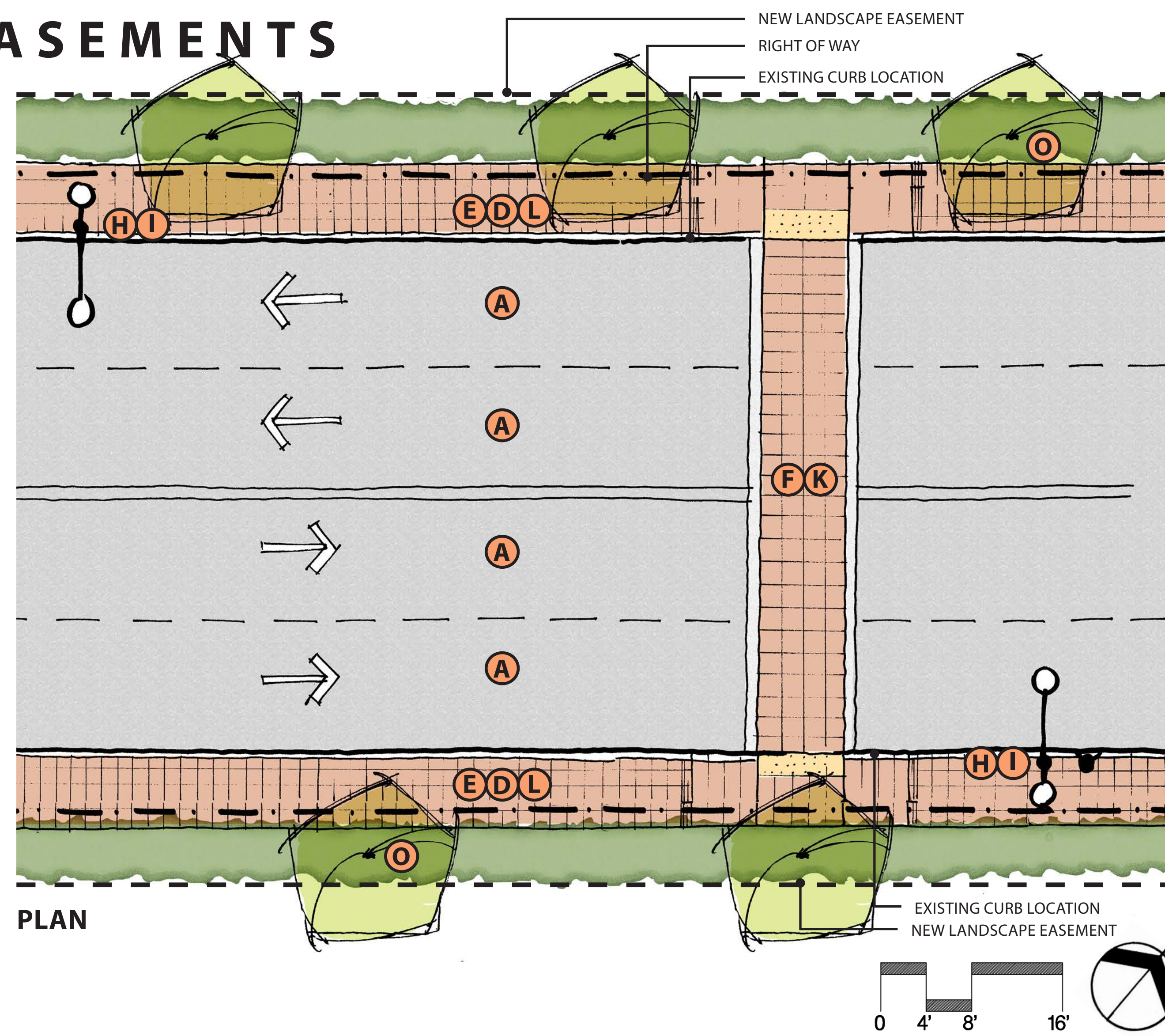
PLAN

SERRAMONTE WEST		1A	1B
<b>TRAFFIC MANAGEMENT</b>			
(A) TRAVEL LANES		4	4
(B) TURN LANE AND PLANTED MEDIAN			
<b>PEDESTRIAN IMPROVEMENTS</b>			
(C) UNOBSTRUCTED SIDEWALK (RELOCATED UTILITIES)			
(D) CONTINUOUS SIDEWALK			
(E) WIDENED SIDEWALK		5'	7'
(F) HIGH VISIBILITY MID-BLOCK PEDESTRIAN CROSSINGS			
(G) PEDESTRIAN REFUGE ISLANDS			
(H) PEDESTRIAN ORIENTED LIGHTING			
<b>PLACE-MAKING</b>			
(I) SIGNATURE LIGHTING FIXTURES			
(J) WAY-FINDING SIGNS		POLE MOUNTED	POLE MOUNTED
(K) STREET FURNITURE			
(L) ENHANCED PAVEMENT			
<b>GREEN INFRASTRUCTURE</b>			
(M) REDUCED PAVEMENT			
(N) STORMWATER TREATMENT OPPORTUNITY			
(O) STREET TREES			

# OPTION 1B BEAUTIFICATION WITH LANDSCAPE EASEMENTS



SECTION



PLAN

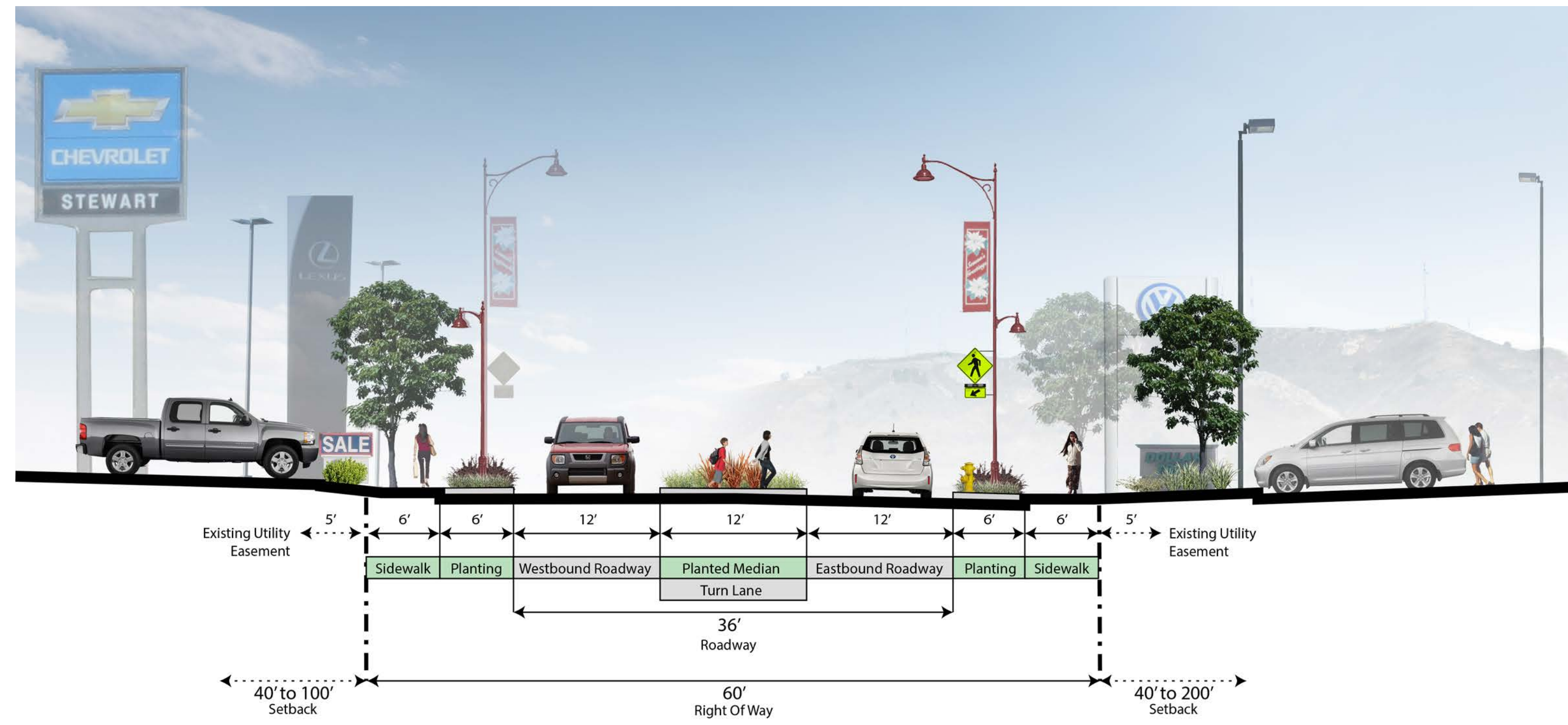


KEY MAP

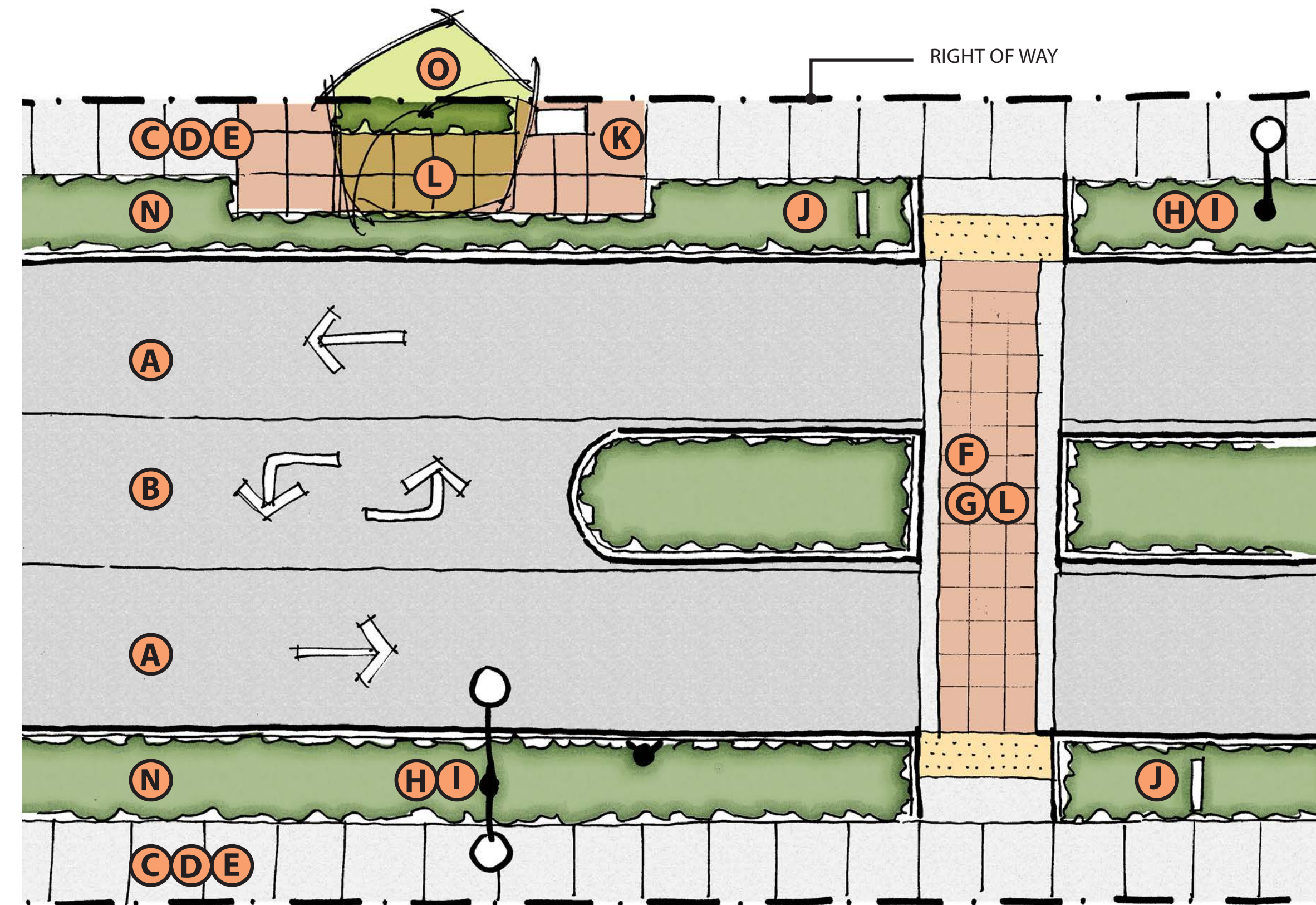
## SERRAMONTE WEST

### SERRAMONTE BOULEVARD MASTER PLAN Colma, California

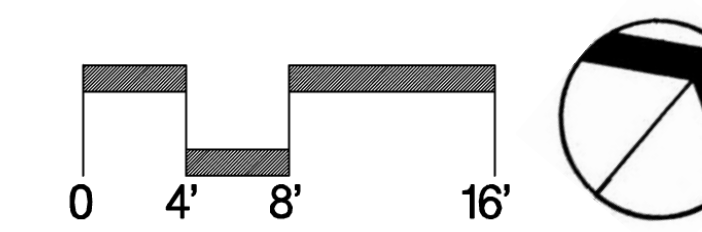
# OPTION 2 TURN LANE AND PLANTED MEDIAN



SECTION



PLAN

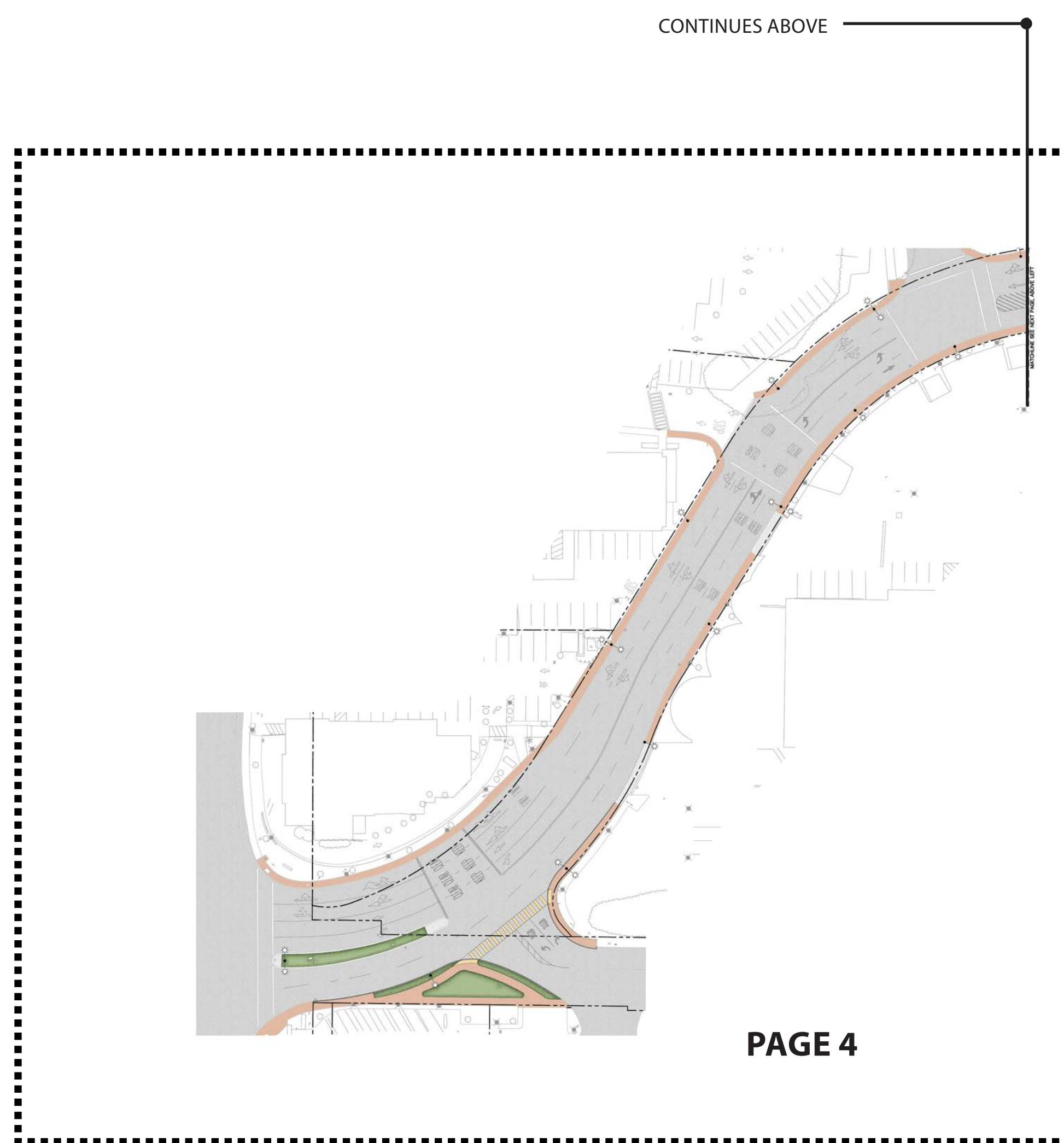
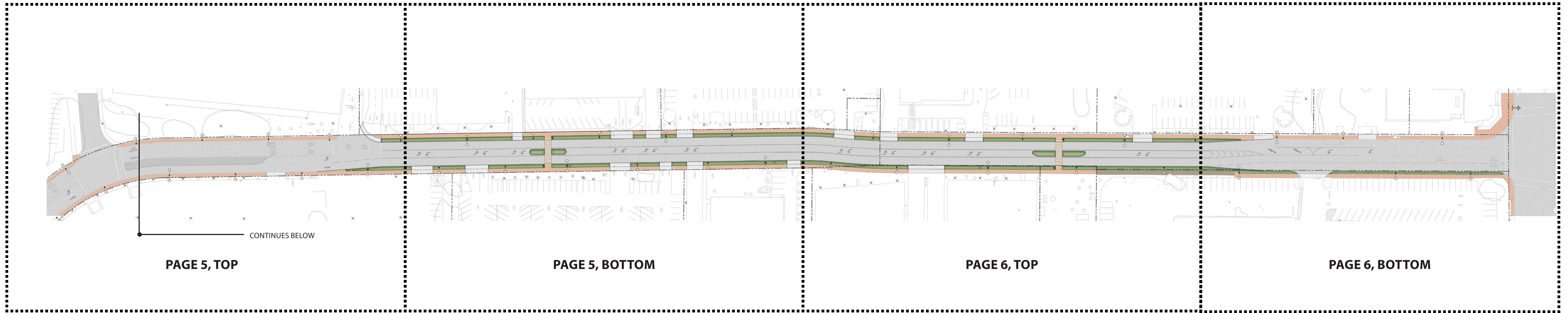


SERRAMONTE WEST		1	2
<b>TRAFFIC MANAGEMENT</b>			
(A)	TRAVEL LANES	4	2
(B)	TURN LANE AND PLANTED MEDIAN		
<b>PEDESTRIAN IMPROVEMENTS</b>			
(C)	UNOBSTRUCTED SIDEWALK (RELOCATED UTILITIES)		
(D)	CONTINUOUS SIDEWALK		
(E)	WIDENED SIDEWALK	5'	6'
(F)	HIGH VISIBILITY MID-BLOCK PEDESTRIAN CROSSINGS		
(G)	PEDESTRIAN REFUGE ISLANDS		
(H)	PEDESTRIAN ORIENTED LIGHTING		
<b>PLACE-MAKING</b>			
(I)	SIGNATURE LIGHTING FIXTURES		
(J)	WAY-FINDING SIGNS	POLE MOUNTED	POLE OR MONUMENT
(K)	STREET FURNITURE		
(L)	ENHANCED PAVEMENT		COMPATIBLE
<b>GREEN INFRASTRUCTURE</b>			
(M)	REDUCED PAVEMENT		
(N)	STORMWATER TREATMENT OPPORTUNITY		
(O)	STREET TREES		



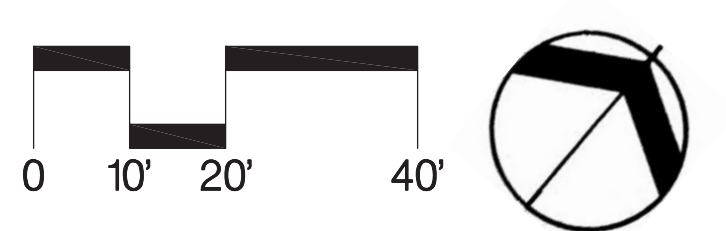
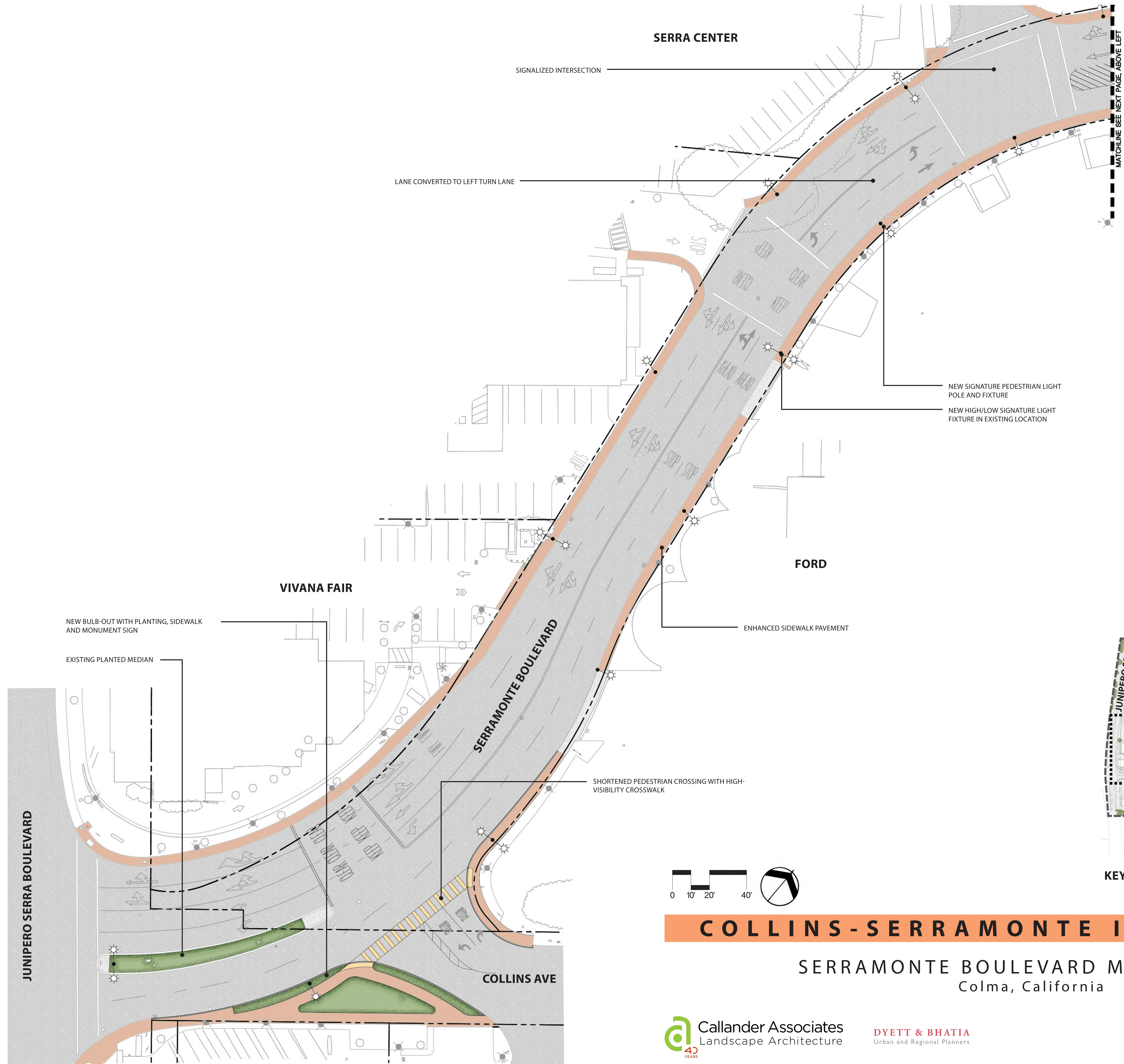
KEY MAP

## SERRAMONTE WEST



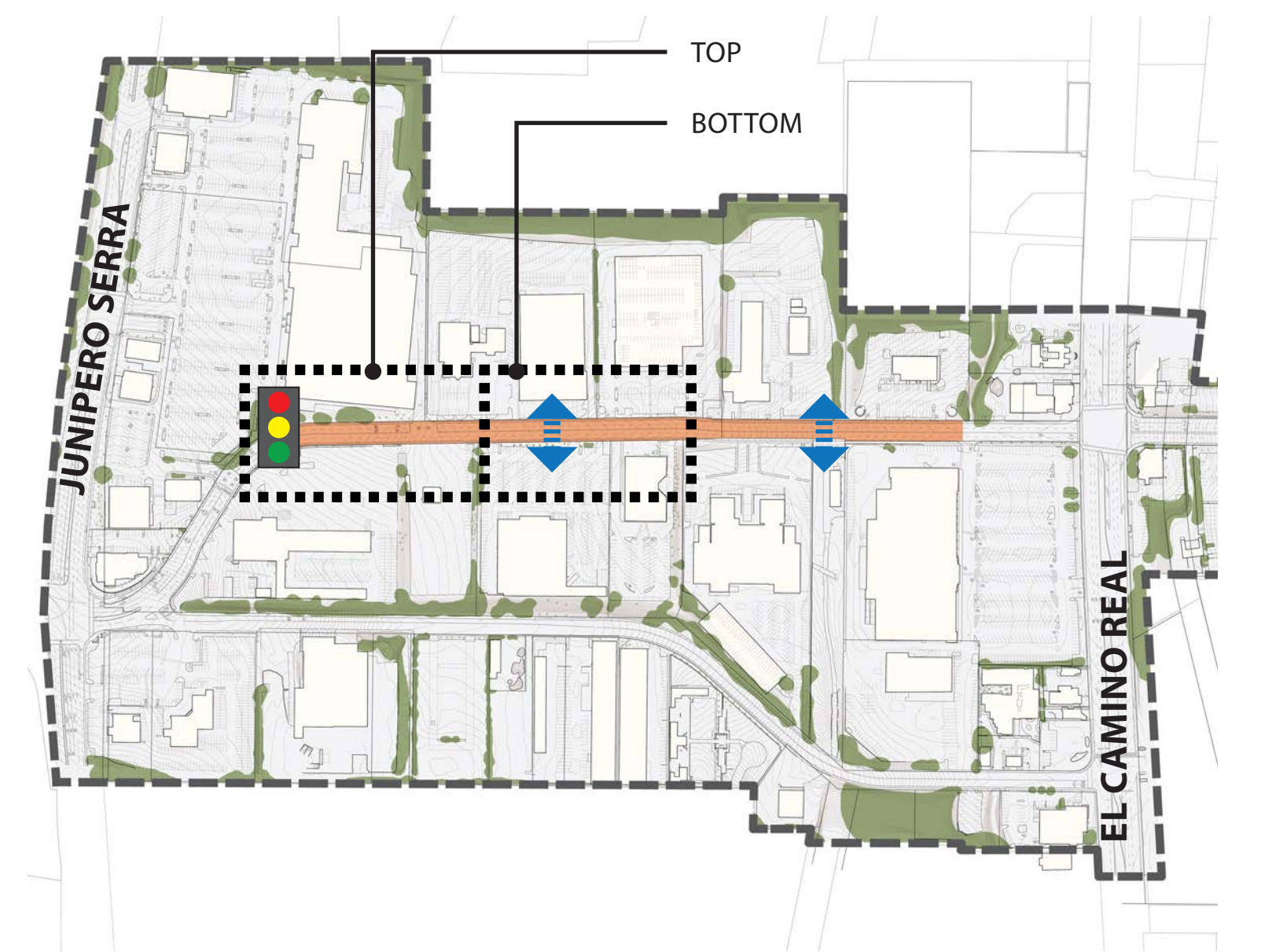
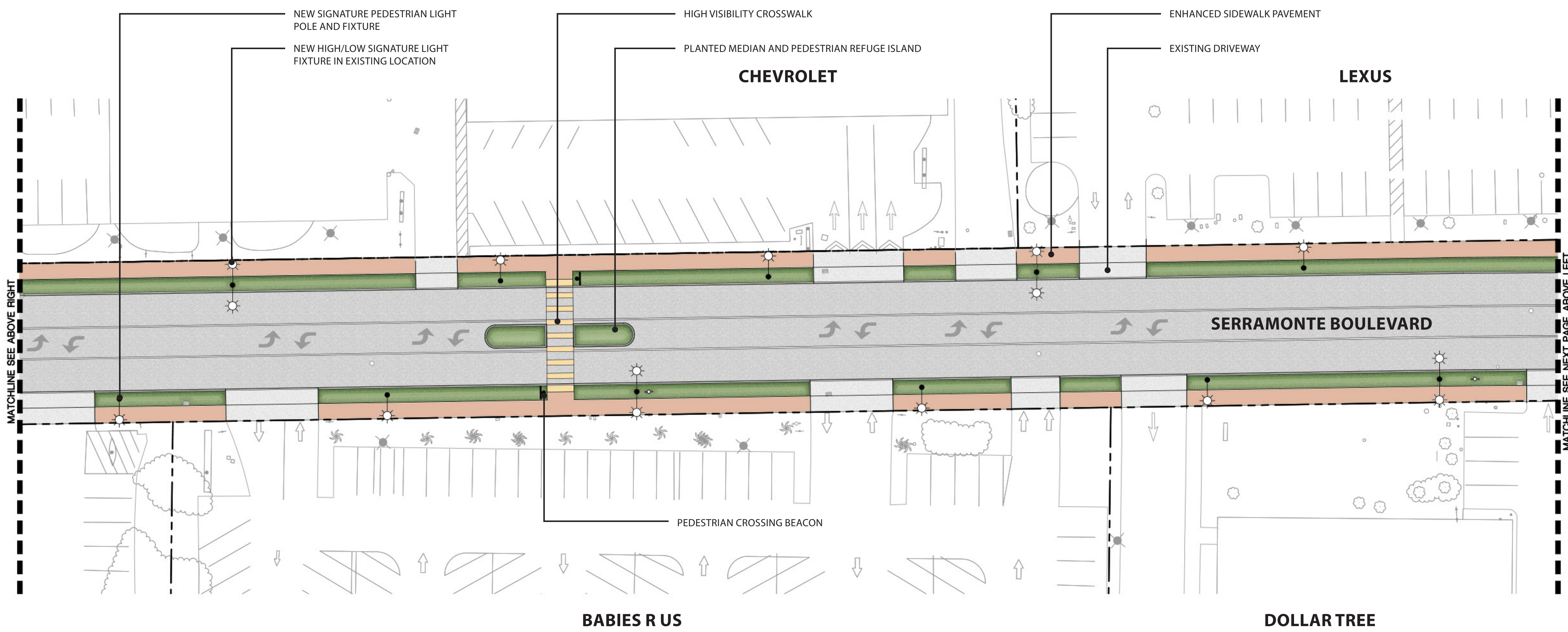
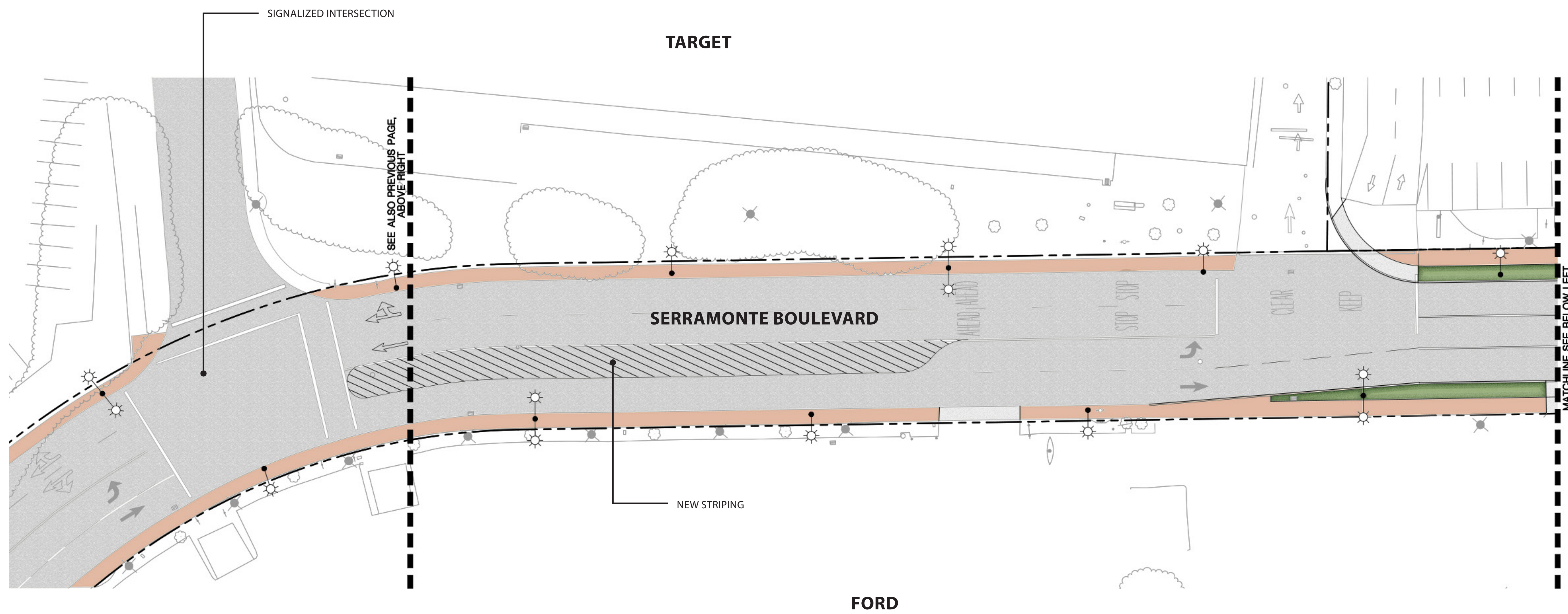
**SERRAMONTE WEST - OPTION 2**

**SERRAMONTE BOULEVARD MASTER PLAN**  
Colma, California

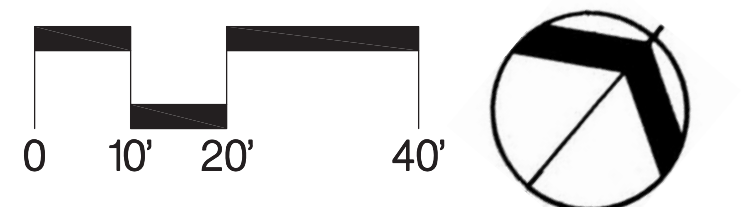


**COLLINS - SERRAMONTE INTERSECTION**

**SERRAMONTE BOULEVARD MASTER PLAN**  
Colma, California

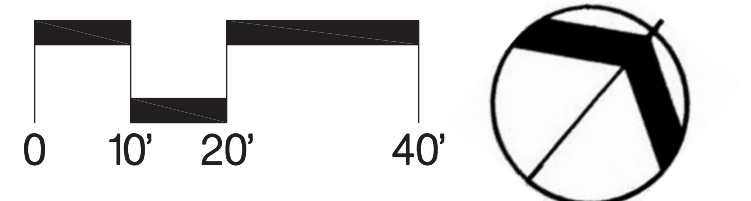
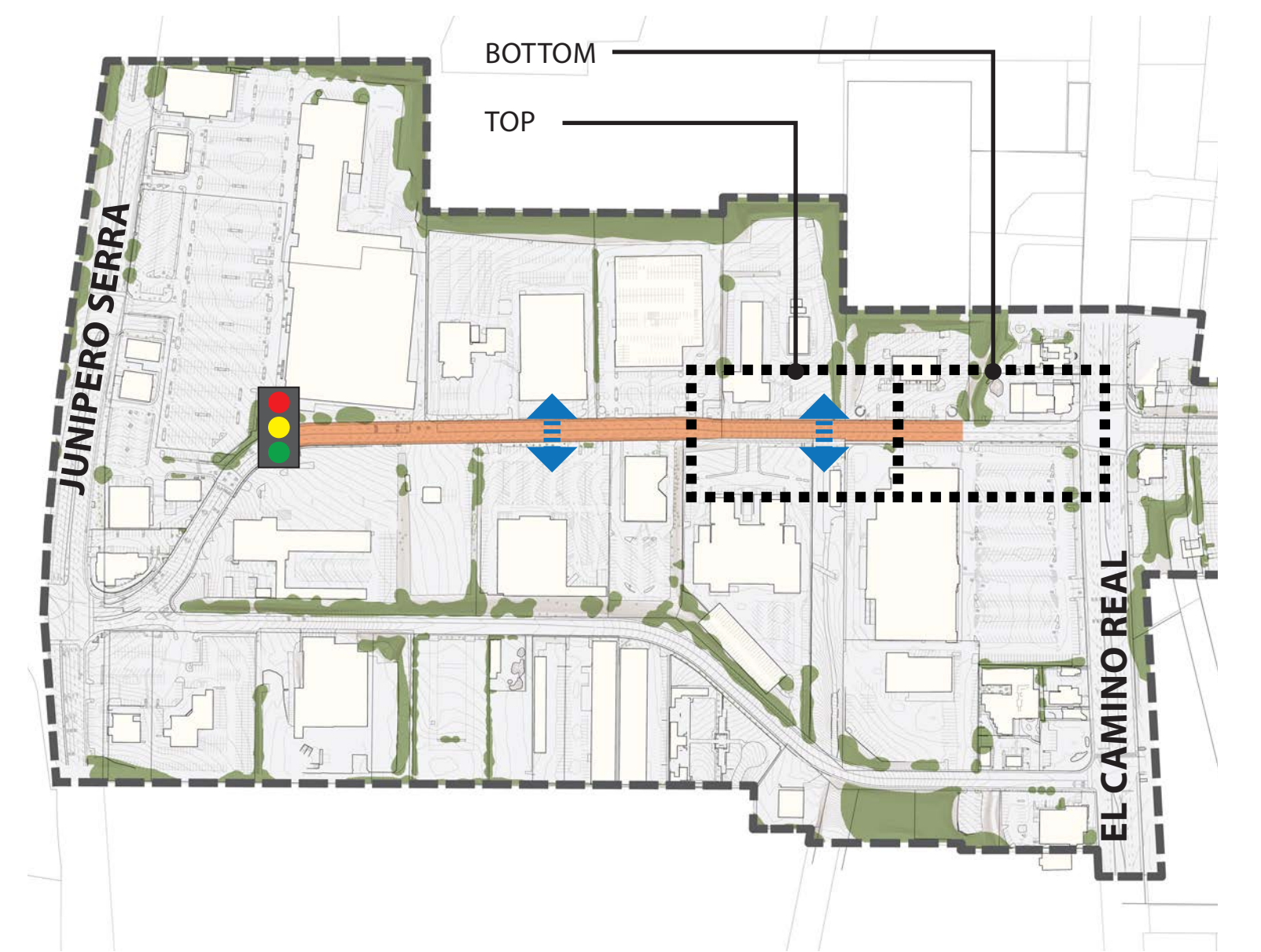
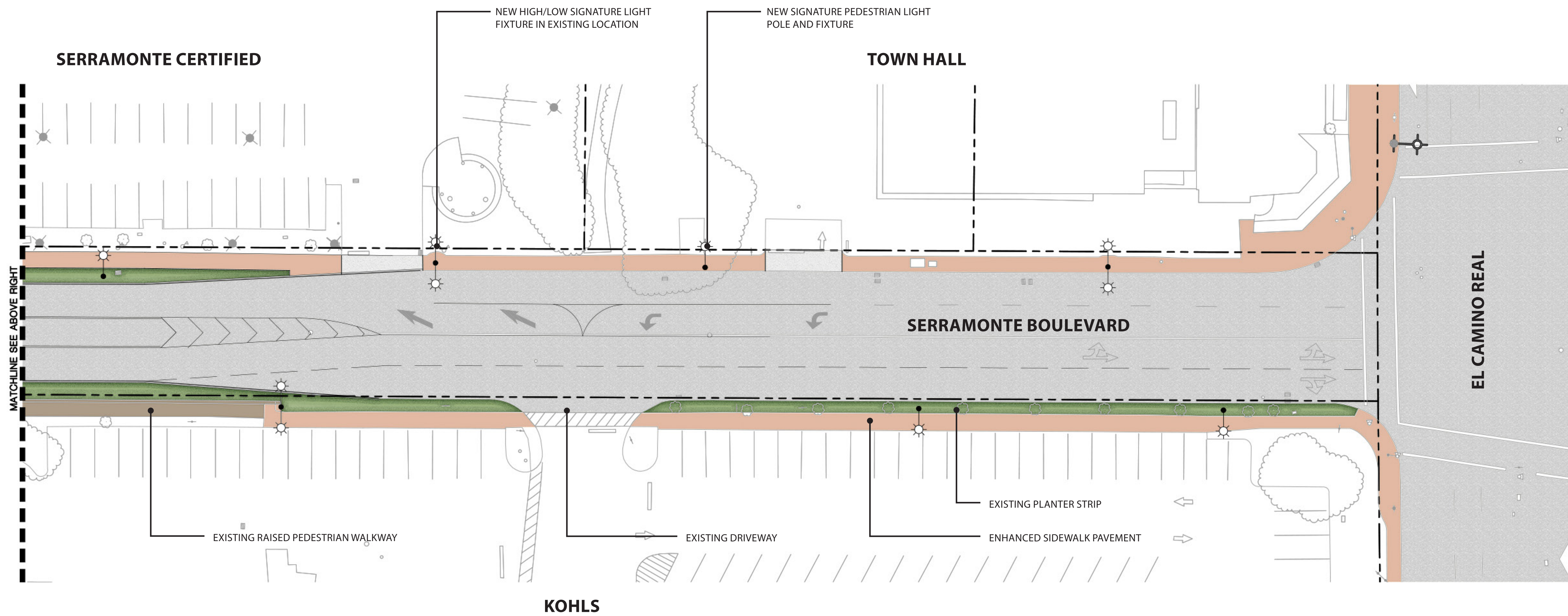
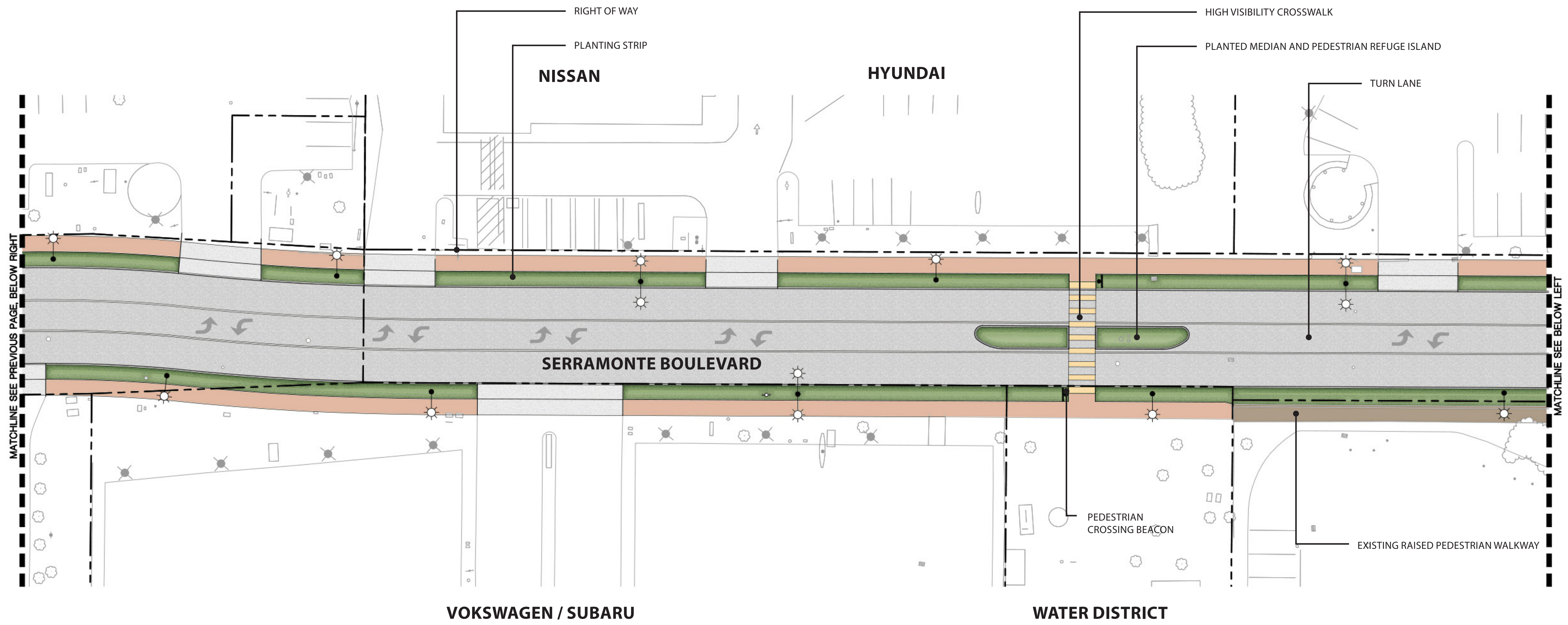


KEY MAP



**SERRAMONTE WEST - OPTION 2**

**SERRAMONTE BOULEVARD MASTER PLAN**  
Colma, California



## SERRAMONTE WEST - OPTION 2

### SERRAMONTE BOULEVARD MASTER PLAN Colma, California





# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, AICP, City Planner, CSG Consultants  
Jonathan Kwan, Assistant Planner, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: August 22, 2018

SUBJECT: Safety Element Amendment to incorporate the Local Hazard Mitigation Plan

## RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION TO AMEND THE TOWN OF COLMA GENERAL PLAN SAFETY ELEMENT TO  
INCORPORATE THE LOCAL HAZARD MITIGATION PLAN INTO THE ELEMENT

## EXECUTIVE SUMMARY

The proposed amendment to the General Plan Safety Element will incorporate the Local Hazard Mitigation Plan (LHMP). In so doing, the Town will be eligible for the maximum reimbursement from the state in the event of a declared disaster under AB2140

## FISCAL IMPACT

The General Plan Amendment is to incorporate the LHMP into the Safety Element to comply with AB 2140 and will not have a direct fiscal impact on the Town. However, the amendment will allow the Town to be eligible for consideration to receive maximum reimbursement of Public Assistance costs in the event of a federally-declared disaster (up to 100%). Ultimately, the project may reduce or eliminate the burden of paying a portion of public assistance projects for the Town.

## BACKGROUND

In 2016, the Town adopted a Local Hazard Mitigation Plan ("LHMP") which is part of the Countywide LHMP. The LHMP includes action items for the Town to implement to reduce the impacts of a potential disaster. In order to comply with state law (AB 2140) and to assure maximum reimbursement from the state in the event of a disaster, the Town is required to incorporate the LHMP into the Safety Element of the General Plan.

AB 2140 allows a local jurisdiction to adopt their current, FEMA-approved LHMP into the Safety Element of their General Plan. This adoption makes the jurisdiction eligible to be considered for

part or all of its local costs on eligible Public Assistance to be provided by state shared funding through the California Disaster Assistance Act (CDAA).

The CDAA allows the state to pay a portion of the non-federal share that would otherwise be required to be paid by the local agency for public assistance projects. The usual federal share amount is up to 75% of the project cost. The remaining 25% of the non-federal share would be left for the local agency to pay. Under AB2140, the state can pay the remaining 25% (if funds are approved by the legislature) if a local agency has a current, FEMA-approved LHMP adopted into the Safety Element of their General Plan.

**ANALYSIS**

The amendment to the General Plan to incorporate the Local Hazard Mitigation Plan in the Safety Element 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 pursuant to CEQA Guideline 15061(b)(3).

The proposed amendment consists of a new policy under Table 5.07.450 Emergency Operations that reads:

<b>5.07.450 Emergency Operations</b>			
<b>REFERENCE NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>CROSS REFERENCES WITH OTHER GENERAL PLAN ELEMENTS</b>
5.07.457	Colma will continue to work with San Mateo County Emergency Operations Services to maintain and implement the Local Hazard Mitigation Plan and County Hazard Mitigation Plan. The Colma Local Hazard Mitigation Plan that was adopted by the Town on September 14, 2016 and approved by Federal Emergency Management Agency (FEMA) is included within the Safety Element as Appendix B.	The plan provides guidance to hazards that exist in Colma and suggests possible mitigation projects. City staff will implement Local Hazard Mitigation Plan action items to ensure the general health and safety of Colma residents and report progress annually to San Mateo County Emergency Operations Services	

## **Council Adopted Values**

The City Council's adoption of the proposed resolution is both responsible and visionary. By amending the General Plan to incorporate the LHMP in the Safety Element, the Council is being responsible in assuring that the Town is eligible for CDAA public assistance funding. This action is also visionary in that it looks towards the future in potentially reducing the overall costs to the Town in the event of a natural disaster.

## **Alternatives**

The City Council may choose not to amend the General Plan. This is not recommended since the General Plan Safety Element does not currently incorporate the approved LHMP. This alternative is not recommended since the Town would not be eligible to be considered for part or all of its local public assistance costs in the event of a federally-declared disaster event.

## **CONCLUSION**

Staff recommends that the City Council adopt a Resolution to amend the General Plan Safety Element to incorporate the LHMP.

## **ATTACHMENTS**

- A. Resolution
- B. Approved LHMP



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

**RESOLUTION TO AMEND THE TOWN OF COLMA GENERAL PLAN SAFETY ELEMENT TO  
INCORPORATE THE LOCAL HAZARD MITIGATION PLAN INTO THE ELEMENT**

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

**1. Background**

- (a) The Town of Colma has developed a Local Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000. The plan was adopted by the City Council of the Town of Colma on September 14, 2016 and the Federal Emergency Management Agency (FEMA) approved the plan thereafter. The plan provides guidance and insight to the hazards that exist in Town of Colma and suggests possible mitigation projects. This plan should be consulted when addressing known hazards to ensure the general health and safety of Town of Colma residents.
- (b) AB 2140 allows a local jurisdiction to adopt their current, FEMA-approved LHMP into the Safety Element of their General Plan. This adoption makes the jurisdiction eligible to be considered for part or all of its local costs on eligible Public Assistance by state shared funding through the California Disaster Assistance Act (CDAA).
- (c) To comply with AB 2140, the Town proposes to amend the Safety Element of the Town of Colma General Plan for the inclusion of the policy (5.07.457) to Section 5.07.450 of the General Plan Safety Element.
- (d) A public hearing was held on this matter on August 22, 2018 and evidence was taken at the public hearing.
- (e) The City Council has duly considered the proposed General Plan amendment, the staff report and public comments thereon, and found that the General Plan amendment is in the public interest.

**2. CEQA Determination**

Based on all the evidence presented in the administrative record, including but not limited to the staff report for the proposed resolution, the City Council hereby finds and determines that this resolution is exempt from the California Environmental Quality Act ("CEQA") under 14 Cal. Code Regs. Section 15061(b)(3) because it can be seen with certainty that there is no potential adverse impact on the environment.

**3. Order**

The Town of Colma City Council does hereby resolve that Section 5.07.450 of the Safety Element of the Town of Colma General Plan be amended as described below:

<b>5.07.450 Emergency Operations</b>			
<b>REFERENCE NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>CROSS REFERENCES WITH OTHER GENERAL PLAN ELEMENTS</b>
5.07.457	Colma will continue to work with San Mateo County Emergency Operations Services to maintain and implement the Local Hazard Mitigation Plan and County Hazard Mitigation Plan. The Colma Local Hazard Mitigation Plan that was adopted by the Town on September 14, 2016 and approved by Federal Emergency Management Agency (FEMA) is included within the Safety Element as Appendix B.	The plan provides guidance to hazards that exist in Colma and suggests possible mitigation projects. City staff will implement Local Hazard Mitigation Plan action items to ensure the general health and safety of Colma residents and report progress annually to San Mateo County Emergency Operations Services	

***Certification of Adoption***

I certify that the foregoing Resolution 2018-XX was duly adopted at a regular meeting of said City Council held on August 22, 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 Fiscaro					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

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

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







# San Mateo County

## HAZARD MITIGATION PLAN

July 2016



## VOLUME 2





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# SECTION 1: ANNEX INTRODUCTION

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# Chapter 1.

## Planning Partner Participation

### 1.1 Background

Region IX of the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) both encourage multi-jurisdictional planning for hazard mitigation. Such planning efforts require all participating jurisdictions to fully participate in the process and formally adopt the resulting planning document. Chapter 44 of the Code of Federal Regulations (44CFR) states:

*“Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.” (Section 201.6.a(4))*

In the preparation of the San Mateo County Hazard Mitigation Plan, a Planning Partnership was formed to leverage resources and to meet requirements of the federal Disaster Mitigation Act of 2000 (DMA) for as many eligible local governments in San Mateo County as possible. The DMA defines a local government as follows: “Any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.” There are two types of Planning Partners in this process, with distinct needs and capabilities:

- ❖ Incorporated municipalities (cities and the County)
- ❖ Special districts.

Figure 3-1 shows the special districts within San Mateo County.

### 1.2 The Planning Partnership

#### 1.2.1 Initial Solicitation and Letters of Intent

The planning team solicited the participation of the County and all County-recognized special districts with junior taxing authority at the outset of this project. Two meetings were held on October 19, 2015 (via teleconference) and October 27, 2015 to identify potential stakeholders for this process.

A planning process kickoff meeting was held in Belmont on November 18, 2015 to solicit planning partners and inform potential partners of the benefits of participation in this effort. All eligible local governments within the planning area were invited to attend. Various agency and citizen stakeholders were also invited to this meeting. The goals of the meeting were as follows:

- ❖ Provide an overview of the Disaster Mitigation Act.



- ❖ Outline the San Mateo County plan update work plan.
- ❖ Describe the benefits of multi-jurisdictional planning.
- ❖ Solicit planning partners.
- ❖ Confirm a Steering Committee.

All interested local governments were provided with a list of planning partner expectations developed by the planning team and were informed of the obligations required for participation. Local governments wishing to join the planning effort were asked to provide the planning team with a “notice of intent to participate” that agreed to the planning partner expectations (see Volume 2, Appendix A) and designated a point of contact for their jurisdiction. In all, formal commitment was received from 29 planning partners by the planning team, and the San Mateo County Planning Partnership was formed. Figure 3-1 in Section 3 – Special Districts – shows the location of participating special districts. Maps for each participating city are provided in the individual annex for that city.

### 1.2.2 Planning Partner Expectations

The planning team developed the following list of planning partner expectations, which were confirmed at the kickoff meeting held on November 18, 2015:

- ❖ Each partner will provide a “Letter of Intent to Participate.”
- ❖ Each partner will support and participate in the selection and function of the Steering Committee overseeing the development of the update. Support includes allowing this body to make decisions regarding plan development and scope on behalf of the partnership.
- ❖ Each partner will provide support for the public involvement strategy developed by the Steering Committee in the form of mailing lists, possible meeting space, and media outreach such as newsletters, newspapers or direct-mailed brochures.
- ❖ Each partner will participate in plan update development activities such as:
  - Steering Committee meetings
  - Public meetings or open houses
  - Workshops and planning partner training sessions
  - Public review and comment periods prior to adoption.

Attendance will be tracked at such activities, and attendance records will be used to track and document participation for each planning partner. No minimum level of participation will be established, but each planning partner should attempt to attend all such activities.

- ❖ Each partner will be expected to perform a “consistency review” of all technical studies, plans, and ordinances specific to hazards identified within the planning area to determine the existence of plans, studies or ordinances not consistent with the equivalent documents reviewed in preparation of the County plan. For example: if a planning partner has a floodplain management plan that makes recommendations that are not consistent with any of the County’s basin plans, that plan will need to be reviewed for probable incorporation into the plan for the partner’s area.



- ❖ Each partner will be expected to review the risk assessment and identify hazards and vulnerabilities specific to its jurisdiction. Contract resources will provide jurisdiction-specific mapping and technical consultation to aid in this task, but the determination of risk and vulnerability will be up to each partner.
- ❖ Each partner will be expected to review the mitigation recommendations chosen for the overall county and determine if they will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the overall plan recommendations will need to be identified, prioritized and reviewed to determine their benefits and costs.
- ❖ Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.
- ❖ Each partner will be required to formally adopt the plan.

It should be noted that by adopting this plan, each planning partner also agrees to the plan implementation and maintenance protocol established in Volume 1. All jurisdictions covered under this plan fulfilled the planning partner expectations outlined in this section.

### 1.2.3 Linkage Procedures

Eligible local jurisdictions that did not participate in development of this hazard mitigation plan update may comply with DMA requirements by linking to this plan following the procedures outlined in Volume 2, Appendix D.

## 1.3 Annex Preparation Process

### 1.3.1 Templates

Templates were created to help the Planning Partners prepare their jurisdiction-specific annexes. Since special districts operate differently from incorporated municipalities, separate templates were created for the two types of jurisdictions. The templates were created so that all criteria of Section 201.6 of 44CFR would be met, based on the partners' capabilities and mode of operation. Each partner was asked to participate in a technical assistance workshop during which key elements of the template were completed by a designated point of contact for each partner and a member of the planning team. The templates were set up to lead each partner through a series of steps that would generate the DMA-required elements that are specific for each partner. The templates and their instructions can be found in Appendix E to this volume of the Hazard Mitigation Plan.

### 1.3.2 Workshop

A workshop was held on April 20th for Planning Partners to learn about the templates and the overall planning process. Topics included the following:

- ❖ DMA
- ❖ San Mateo County plan background
- ❖ The templates
- ❖ Risk ranking 2.2 pp



- ❖ Developing your action plan
- ❖ Cost/benefit review

Separate sessions were held for special districts and municipalities, in order to better address each type of partner's needs. The sessions provided technical assistance and an overview of the template completion process. In the risk-ranking exercise, planning partners were provided an overview of the methodology associated with establishing jurisdiction-specific risk rankings based on the impact on its population or facilities. Cities based this ranking on probability of occurrence and the potential impact on people, property and the economy. Special districts based this ranking on probability of occurrence and the potential impact on their constituency, their vital facilities and the facilities' functionality after an event. The methodology followed that used for the county-wide risk ranking presented in Volume 1. A principal objective of this exercise was to familiarize the partnership with how to use the risk assessment as a tool to support other planning and hazard mitigation processes. Tools utilized during these sessions included the following:

- ❖ The San Mateo County risk assessment results
- ❖ Hazard mitigation catalogs
- ❖ Federal funding and technical assistance catalogs
- ❖ Hazard information for presidentially declared disasters for San Mateo County
- ❖ Aggregate county data for non-declared hazard events from the Spatial Hazard Events and Losses Database (SHELDUS)
- ❖ Copies of partners' prior annexes (Association of Bay Area Governments (ABAG), if applicable)

Eight participating jurisdictions elected to hold an individual jurisdictional workshop that focused on the above bullets with stakeholders from various departments. Of these eight jurisdictions, two participated in the overall jurisdictional workshop and six elected to hire a contractor to guide them through the annex development process:

- ❖ Unincorporated San Mateo County
- ❖ Colma – facilitated by contractor
- ❖ East Palo Alto
- ❖ Redwood City– facilitated by contractor
- ❖ San Carlos– facilitated by contractor
- ❖ Colma Fire Protection District– facilitated by contractor
- ❖ San Mateo County Community College– facilitated by contractor
- ❖ Woodside Fire Protection District– facilitated by contractor

These jurisdictions elected to hold individual workshops because they established jurisdictional subcommittees comprised of planners, building officials, public works personnel, public information officers, and other stakeholders to fulfill the planning partner expectations. Table 1-1 illustrates the additional effort undertaken by these jurisdictions in fulfilling the planning partner expectations beyond minimum requirements.



TABLE 1-1. JURISDICTION SUBCOMMITTEE MEETING DATES

Jurisdiction	Jurisdictional Lead	Date	Topics Covered
Unincorporated San Mateo County	Roberto Bartoli	February 3, 2016	<ul style="list-style-type: none"> <li>▪ Jurisdictional overview review</li> <li>▪ Capability assessment review</li> </ul>
		March 2, 2016	<ul style="list-style-type: none"> <li>▪ Overview of Public Involvement Strategy</li> <li>▪ County SWOO</li> </ul>
		April 6, 2016	<ul style="list-style-type: none"> <li>▪ Review of Risk Assessment and Plan Maintenance</li> </ul>
		May 3, 2016	<ul style="list-style-type: none"> <li>▪ Discussion of Action Plan Development</li> </ul>
		June 8, 2016	<ul style="list-style-type: none"> <li>▪ Review of Draft Annex</li> <li>▪ Plan approval process discussion</li> </ul>
Colma	Michael Laughlin	March 18, 2016	<ul style="list-style-type: none"> <li>▪ Jurisdictional overview review</li> <li>▪ Capability assessment review</li> </ul>
		April 26, 2016	<ul style="list-style-type: none"> <li>▪ Workshop items</li> </ul>
Redwood City	David Pucci	February 29, 2016	<ul style="list-style-type: none"> <li>▪ Jurisdictional overview review</li> </ul>
		April 13, 2016	<ul style="list-style-type: none"> <li>▪ Capability assessment review</li> </ul>
		May 18, 2016	<ul style="list-style-type: none"> <li>▪ Workshop items</li> </ul>
San Carlos	Tara Peterson	March 18, 2016	<ul style="list-style-type: none"> <li>▪ Jurisdictional overview review</li> <li>▪ Capability assessment review</li> </ul>
		May 2, 2016	<ul style="list-style-type: none"> <li>▪ Workshop items</li> </ul>
Colma Fire Protection District	Geoff Balton	May 2, 2016	<ul style="list-style-type: none"> <li>▪ Site walkthrough</li> <li>▪ Jurisdictional overview review</li> <li>▪ Capability assessment review</li> <li>▪ Workshop items</li> </ul>
San Mateo County Community College District	Joseph Fullerton	May 3, 2016	<ul style="list-style-type: none"> <li>▪ Jurisdictional overview review</li> <li>▪ Capability assessment review</li> <li>▪ Workshop items</li> </ul>
Woodside Fire Protection District	Daniel Ghorso	May 2, 2016	<ul style="list-style-type: none"> <li>▪ Jurisdictional overview review</li> <li>▪ Capability assessment review</li> <li>▪ Workshop items</li> </ul>

### 1.3.3 Prioritization

44CFR requires actions identified in the action plan to be prioritized (Section 201.c.3.iii). The planning team and steering committee developed a methodology for prioritizing the action plans that meets the needs of the partnership and the requirements of 44CFR. The actions were prioritized according to the following criteria:

- ❖ **High Priority**—Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.





- ❖ **Medium Priority**—Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- ❖ **Low Priority**—Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

These priority definitions are dynamic and can change from one category to another based on changes to a parameter such as availability of funding. For example, a project might be assigned a medium priority because of the uncertainty of a funding source, but be changed to high once a funding source has been identified. The prioritization schedule for this plan will be reviewed and updated as needed annually through the plan maintenance strategy.

### 1.3.4 Benefit/Cost Review

44CFR requires the prioritization of the action plan to emphasize a benefit/cost analysis of the proposed actions. Because some actions may not be implemented for up to 10 years, benefit/cost analysis was qualitative and not of the detail required by FEMA for project grant eligibility under the Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) grant program. A review of the apparent benefits versus the apparent cost of each project was performed. Parameters were established for assigning subjective ratings (high, medium, and low) to costs and benefits as follows:

- ❖ Cost ratings:
  - **High**—Existing funding levels are not adequate to cover the costs of the proposed action; implementation would require an increase in revenue through an alternative source (for example, bonds, grants, and fee increases).
  - **Medium**—The action could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the action would have to be spread over multiple years.
  - **Low**—The action could be funded under the existing budget. The action is part of or can be part of an existing, ongoing program.
- ❖ Benefit ratings:
  - **High**—The action will have an immediate impact on the reduction of risk exposure to life and property.
  - **Medium**—The action will have a long-term impact on the reduction of risk exposure to life and property or will provide an immediate reduction in the risk exposure to property.
  - **Low**—Long-term benefits of the action are difficult to quantify in the short term.

Using this approach, projects with positive benefit versus cost ratios (such as high over high, high over medium, medium over low, etc.) are considered cost-beneficial and are prioritized accordingly.





It should be noted that for many of the strategies identified in this action plan, funding might be sought under FEMA’s HMGP or PDM programs. Both of these programs require detailed benefit/cost analysis as part of the application process. These analyses will be performed on projects at the time of application preparation. The FEMA benefit-cost model will be used to perform this review. For projects not seeking financial assistance from grant programs that require this sort of analysis, the Partners reserve the right to define “benefits” according to parameters that meet their needs and the goals and objectives of this plan.

### 1.4 Compatibility with Previous Regional Hazard Plan

The jurisdictions listed in Table 1-2 previously participated in the Association of Bay Area Governments (ABAG) regional hazard mitigation planning effort. The table lists the dates that each of these jurisdictions adopted its annex under the ABAG plan.

TABLE 1-2. ABAG PARTICIPANTS - 2010

Jurisdiction	Jurisdiction Adoption Date (2010 ABAG)
San Mateo County	March 19, 2012
Atherton	August 17, 2011
Brisbane	March 5, 2012
Burlingame	August 15, 2011
Daly City	March 12, 2011
East Palo Alto	February 21, 2012
Foster City*	November 21, 2011
Half Moon Bay	July 19, 2011
Hillsborough	July 11, 2011
Menlo Park	October 18, 2011
Millbrae	March 13, 2012
Pacifica	March 12, 2012
Portola Valley	May 11, 2011
San Bruno	March 13, 2012
San Mateo, City of*	November 21, 2011

\*Did not participate in the 2016 San Mateo County Hazard Mitigation Plan.

The ABAG plan identified over 300 regional strategies in the following categories:

- ❖ Infrastructure
- ❖ Health
- ❖ Housing
- ❖ Economy
- ❖ Government
- ❖ Education
- ❖ Land Use

During the San Mateo County Hazard Mitigation Plan development process, the Steering Committee reviewed the ABAG strategies and concluded that the previous strategy did not adequately provide measurable actions for successful implementation. The Steering Committee reviewed the previous strategy to determine which are relevant to the intent and structure of the San Mateo County planning effort to be carried forwards into





the 2016 plan. The results of this review are located in Volume 1, Appendix E. Each adopted ABAG strategy was identified with one of the following implementation status findings:

- ❖ ABAG strategy has been removed or is no longer feasible due to a lack of clarity, or non-mitigation related implementation of such action.
- ❖ ABAG strategy has been carried over to the current hazard mitigation plan as an alternative action identified in Volume I, Section 3, Chapter 2 (this applies to **bold** alternative actions).
- ❖ ABAG strategy is considered to be addressed by the goals and objectives of the 2016 hazard mitigation plan.
- ❖ ABAG Strategy was eliminated due to duplication (this applies to all strategies that are not listed in the implementation status table of the current plan located in Volume 1, Appendix E).

### 1.4.1 The City of Redwood City 2010 Hazard Mitigation Plan

The City of Redwood City conducted a hazard mitigation planning process outside of the 2010 ABAG initiative. As such, their jurisdictional annex reflects the status of previous mitigation actions, including action status and carryover, where appropriate.

## 1.5 Final Coverage under this Plan

Of the 29 committed planning partners, all fully met the participation requirements specified by the Steering Committee. Overall, 28 partners attended the workshop or held their own jurisdictional workshop, 1 partner was individually counseled by members of the Planning Team and Steering Committee, and all subsequently submitted completed templates. Therefore, all participating jurisdictions are included in this volume and will seek DMA compliance under this plan. Each planning partner identified their mitigation strategy and added general actions (G-#) to round out the action item plan. The remaining jurisdictions will need to follow the linkage procedures described in Appendix D of this volume. Table 1-3 lists the jurisdictions that submitted letters of intent and their ultimate status in this plan.

TABLE 1-3. JURISDICTIONAL PARTNER PARTICIPATION STATUS

Jurisdiction	Letter of Intent Date	Attended Workshop?	Completed Template?	Will be covered by this plan?
Unincorporated San Mateo County	December 21, 2015	Yes	Yes	Yes
Atherton	December 15, 2015	Yes	Yes	Yes
Belmont	December 2, 2015	Yes	Yes	Yes
Brisbane	November 5, 2015	Yes	Yes	Yes
Burlingame	December 1, 2015	Yes	Yes	Yes
Colma	November 20, 2015	Yes <sup>a</sup>	Yes	Yes
Daly City	December 2, 2015	Yes	Yes	Yes
East Palo Alto	November 18, 2015	Yes	Yes	Yes
Half Moon Bay	December 1, 2015	Yes	Yes	Yes



TABLE 1-3. JURISDICTIONAL PARTNER PARTICIPATION STATUS

Jurisdiction	Letter of Intent Date	Attended Workshop?	Completed Template?	Will be covered by this plan?
Hillsborough	November 3, 2015	Yes	Yes	Yes
Menlo Park	December 9, 2015	Yes	Yes	Yes
Millbrae	December 16, 2015	Yes	Yes	Yes
Pacifica	November 5, 2015	Yes	Yes	Yes
Portola Valley	November 25, 2015	No <sup>b</sup>	Yes	Yes
Redwood City	December 7, 2015	Yes <sup>a</sup>	Yes	Yes
San Bruno	December 1, 2015	Yes	Yes	Yes
San Carlos	December 2, 2015	Yes <sup>a</sup>	Yes	Yes
South San Francisco	January 4, 2016	Yes	Yes	Yes
Woodside	November 9, 2015	Yes	Yes	Yes
Belmont Fire Protection District	November 18, 2015	Yes	Yes	Yes
Colma Fire Protection District	December 7, 2015	Yes <sup>a</sup>	Yes	Yes
Highlands Recreation District	December 8, 2015	Yes	Yes	Yes
Jefferson Union High School District	November 20, 2015	Yes	Yes	Yes
Pacifica School District	December 7, 2015	Yes	Yes	Yes
San Mateo Community College District	January 13, 2016	Yes <sup>a</sup>	Yes	Yes
Westborough Water District	November 30, 2015	Yes	Yes	Yes
Woodside Fire Protection District	December 17, 2015	Yes <sup>a</sup>	Yes	Yes
North Coast County Water District	December 1, 2015	Yes	Yes	Yes
Mid-Peninsula Water District	December 4, 2015	Yes	Yes	Yes

<sup>a</sup> Conducted jurisdiction-specific workshop

<sup>b</sup> Counseled by members of the Steering Committee and Planning Team in lieu of workshop attendance

## 1.6 California Environmental Quality Act

The County and the unincorporated areas have sought exemption from CEQA for the Hazard Mitigation Plan based on four different sections of the CEQA Guidelines:

- ❖ **Section 15183(d):** “The project is consistent with...a general plan of a local agency, and an EIR was certified by the lead agency for the...general plan.”
- ❖ **Section 15262:** “A project involving only feasibility or planning studies for possible future actions which the agency, board or commission has not approved, adopted, or funded does not require the preparation of an EIR or negative declaration but does require consideration of environmental factors. This section does not apply to the adoption of a plan that will have a legally binding effect on later activities.”
- ❖ **Section 15306:** “(Categorical Exemption) Class 6 consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be strictly for information gathering purposes,



or as part of a study leading to an action which a public agency has not yet approved, adopted or funded.”

- ❖ **Section 15601(b)(3):** "...CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

Planning partners may seek exemption at their discretion.



## Chapter 6.

# Town of Colma

### 6.1 Hazard Mitigation Plan Point of Contact

<b>Primary Point of Contact</b>	<b>Alternate Point of Contact</b>
Michael P. Laughlin, AICP, City Planner	Sherwin Lum, Police Commander
1190 El Camino Real	1199 El Camino Real
Colma, CA 94014	Colma, CA 94014
Telephone: 650-757-8896	Telephone: 650-997-8336
e-mail Address: michael.laughlin@colma.ca.gov	e-mail Address: sherwin.lum@colma.ca.gov

### 6.2 Jurisdiction Profile

The following is a summary of key information about the jurisdiction and its history:

- ❖ Date of Incorporation — 1924
- ❖ Current Population — 1,509 (as of January 1, 2016 – CA DOF)
- ❖ Population Growth, Commuting Trends, and Town Visitors — Colma’s small population grew between the years 2000 to 2010 from 1,187 to 1,454: increasing by 267 residents or 22 percent. The Association of Bay Area Governments (ABAG) predicts Colma will continue to grow over the next 20 years, albeit not as rapidly, to reach a population of approximately 1,874 in 2030.

TABLE 6-1. POPULATION (ACTUAL AND PROJECTIONS)

Year	Population	Percentage Increase from Previous Decade	Source
2000	1,187 (actual)		U.S. Census 2000
2010	1,454 (actual)	22.4%	U.S. Census 2010
2020	1,700 (projection)	14.5%	Colma Housing Element, 2015
2030	1,874 (projection)	9.3%	Colma Housing Element, 2015
Total projected percentage increase (2000-2030)		46.2%	

In addition to the anticipated growth through 2030 of the Town’s living residents, the Town of Colma serves as the primary burial ground for the City and County of San Francisco. Currently, the Town is home to approximately 1.5 million “underground residents” within the Town’s cemeteries, with an



estimated 75 individuals interred or processed each day within town limits. These constant additions to the Town's cemeteries make Colma a daily destination for visiting families.

Finally, the strong retail presence within the Town is exemplified by the approximately 3,000 daily commuters who work within town limits and the estimated 5,000 to 10,000 visitors who come to Colma to shop each day. This influx of daily visitors and commuters showcases a need for a strong public information presence in order to ensure individuals from outside of the Town are aware of local resources in case of a disaster or emergency event.

- ❖ **Location and Description**—The Town of Colma is a small town located in the northern portion of San Mateo County, approximately 5 miles south of San Francisco. Colma is 1.98 square miles in size, and is bordered by Daly City to the north and west; San Bruno Mountain to the east; and South San Francisco to the south. Highway 280 is the western boundary for the town and provides primary north/south access to and from the town. Highway 82, the El Camino Real, another north/south route, extends through the center of the town. The Town of Colma serves a regional need for cemeteries along the San Francisco peninsula, with 16 active cemeteries and 2 closed cemeteries that occupy 76 percent of the land area. Much of the remaining land in Colma not in cemetery use is commercial (including two shopping centers, an auto row and cardroom). The small amount of remaining land is in residential use.
- ❖ **Brief History**— Prior to incorporation, the Town of Colma was primarily agricultural in nature, with north/south access along the historic El Camino Real. In the late 1800s, the City of San Francisco began passing a series of laws to prevent new cemeteries and requiring that existing cemeteries be removed from within city limits. Religious, ethnic, and secular groups began purchasing land in Colma to establish cemeteries. Railroad lines extended through the town and brought grieving families with their loved ones to Colma for burial. The town was incorporated in 1924 to protect cemetery land use. As a result, the Town of Colma has a significant number of historic structures and resources. Commercial and residential development followed, and has continued until the present time. In the late 1980s, the Town annexed several residential blocks in the Sterling Park residential neighborhood.
- ❖ **Climate**—Colma's climate is highly influenced by its proximity to the Northern California coast. As a result, temperatures remain moderate throughout the year, with periods of fog and wind during spring and summer months. The warmest time of the year is in the fall, with the average high temperature of 73° occurring in September. December and January tend to be the coldest months, with average low temperatures in the mid-40s. A majority of the seasonal rains occur between November and March, with annual precipitation of approximately 20 inches. (Sources: holidayweather.com and intellicast.com)
- ❖ **Governing Body Format**— The Town of Colma is governed by a five member City Council. Due to the Town's small size, the City Council makes all policy and land use decisions in the Town. The Town employs approximately 51 people in administrative, recreation and police services. The Town has traditionally contracted its public works, building and planning services. Fire services are supplied by a Joint Powers Authority, the Colma Fire Protection District. The major government facilities include a newly expanded town hall, a police station, Sterling Park recreation center, a community center.



The Town owns but does not operate the Historical Association Museum (operation is by the Colma Historical Association). The City Council assumes responsibility for the adoption and implementation of this plan.

- ❖ **Development Trends**— Since Colma has no land area for expansion, any new development will be in-fill development. Colma is anticipating the addition of approximately 89 new residential units within the next 5 years. Colma is also anticipating some commercial property redevelopment on existing sites. The town has completed an urban design study and is in the process of updating its General Plan. These plans anticipate an intensification of land use in the center of the town in the further distant future.

TABLE 6-2. PAST AND ANTICIPATED DEVELOPMENT

Property or Development Name	Type (e.g. Res., Comm.)	# of Units / Structures	Location (address and/or Block & Lot)	Known Hazard Zone(s)	Description/Status of Development
<b>Recent Development from 2011 to present</b>					
No recent development since 2011					
<b>Known or Anticipated Development in the Next Five (5) Years</b>					
Tealdi Subdivision	Single Family Res.	9	446 B Street (Southside)	None	Anticipated to be completed within the next 5 years
7733 El Camino Real	Res. Townhouses	13	7733 El Camino Real	None	Anticipated to start within next 5 years
Mercy Housing Veteran's Housing project	Affordable apartments	66	1670-1692 Mission Road	None	Anticipated to be completed within the next 5 years
CarMax	Commercial	One new auto dealership structure	455 Serramonte Boulevard	None	Anticipated to open in fall 2017

### 6.3 Capability Assessment

An assessment of legal and regulatory capabilities is presented in Table 6-3. An assessment of fiscal capabilities is presented in Table 6-4. An assessment of administrative and technical capabilities is presented in Table 6-5. Information on National Flood Insurance Program (NFIP) compliance is presented in Table 6-6. Classifications under various community mitigation programs are presented in Table 6-7. An assessment of education and outreach capabilities is presented in Table 6-8.





TABLE 6-3. LEGAL AND REGULATORY CAPABILITY

	Local Authority	Other Jurisdiction Authority	State Mandated
Building Code <i>Comment: The 2013 California Building Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Existing Building, and Green Building Standards Codes, as adopted by the California Building Standards Commission, were adopted by reference by the Town of Colma in January 2015. Town Municipal Code Subchapter 5.04</i>	Yes	No	Yes
Zoning Code <i>Comment: Town of Colma Zoning Codes were most recently updated January 2015, Subchapter 5.03</i>	Yes	No	No
Subdivisions <i>Comment: Town of Colma Subdivision Codes were most recently updated October 2014, Subchapter 5.03</i>	Yes	No	No
Stormwater Management <i>Comment: Town of Colma Stormwater Management Codes were most recently updated June 2011, Subchapter 5.11, and January 2006, Subchapter 3.10. Town complies with latest Regional Water Quality Control Board permit requirements and uses countywide resources found on flowstobay.org</i>	Yes	No	Yes
Post-Disaster Recovery <i>Comment:</i>	No	No	No
Real Estate Disclosure <i>Comment: CA. State Civil Code 1102 requires full disclosure on Natural hazard Exposure of the sale/re-sale of any and all real property.</i>	No	No	No
Growth Management <i>Comment: The Housing Element of the Town of Colma General Plan contains information regarding growth management in Colma. The Housing Element was last updated and adopted in January 2015.</i>	Yes	No	Yes
Site Plan Review <i>Comment: Town of Colma Design Review Procedures were most recently updated January 2015, Subchapter 5.3.300.(d).</i>	Yes	No	No
Environmental Protection <i>Comment: Town of Colma Environmental Protection Codes were most recently updated May 2012, Chapter 3</i>	Yes	No	Yes
Flood Damage Prevention <i>Comment: Town of Colma Flood Management Regulations were most recently updated January 2015, Subchapter 5.03.320 (F Zone regulations under the Zoning Subchapter)</i>	Yes	No	No
Emergency Management <i>Comment: Town of Colma Emergency Management Codes were most recently updated June 2007, Subchapter 1.17</i>	Yes	No	Yes
Climate Change <i>Comment: SB 97 directs California Environmental Quality Act (CEQA) Guidelines to address greenhouse gas emissions. Other state policies include AB 32 and SB 375 and regulations of the Climate Action Plan.</i>	Yes	No	Yes
Other <i>Comment: Subchapter 3.04 (Sewers and Water/Wastewater Discharge), September 2011 Subchapter 1.16 (Police Training), January 2006</i>	Yes	No	Yes (Some)
General or Comprehensive Plan <i>Is the plan equipped to provide linkage to this mitigation plan? Yes</i>	Yes	No	Yes



TABLE 6-3. LEGAL AND REGULATORY CAPABILITY

	Local Authority	Other Jurisdiction Authority	State Mandated
<p><b>Comment:</b> The Town of Colma is in the midst of updating its General Plan to develop a 2035 Vision. To date, the Housing Element (2015) and Circulation Element (2014) have been updated and adopted, a Historic Resources Element (2015) has been drafted, and the Land Use and Urban Design Strategy (2014) has been developed. Until other elements are updated, the Town will refer to its 1999 Land Use Element, Noise Element, Open Space/Conservation Element, Safety Element and Historical Resources Element.</p>			
Capital Improvement Plan	Yes	Yes	No
<p><i>What types of capital facilities does the plan address?</i> Utility undergrounding, storm drainage and flood control, public facilities and parks, sanitary sewer systems, information technology, and strategies and mandates (i.e., planning). One project listed was begun in coordination with two other jurisdictions.</p> <p><i>How often is the plan updated?</i> The most recent Capital Improvement Plan (CIP) covers Town goals from 2014/15 through 2018/19. Although prior versions of the CIP aren't available, the annual budgets review five years of CIP funding.</p> <p><b>Comment:</b></p>			
Floodplain or Watershed Plan	No	Yes	No
<p><b>Comment:</b> Participates in the San Mateo County Flood Control District – Colma Creek Flood Control. As part of this initiative, Colma has participated in the development of multiple plans dedicated to various aspects of flood control and preservation of Colma Creek.</p>			
Stormwater Plan	No	No	No
<p><b>Comment:</b> The Town is subject to the Countywide NPDES Permit and Countywide storm water requirements, which can be found on <a href="http://flowstobay.org">flowstobay.org</a>.</p>			
Habitat Conservation Plan	No	No	No
<p><b>Comment:</b> There are no sensitive habitats in the Town limits.</p>			
Economic Development Plan	Yes	No	No
<p><b>Comment:</b> The Town has a three phase plan. Phase 3, the final phase of the Town's three-part Strategic Economic Development Plan, was completed in December 2012.</p>			
Shoreline Management Plan	No	No	No
<p><b>Comment:</b> The Town of Colma does not have any shoreline</p>			
Community Wildfire Protection Plan	No	Yes	No
<p><b>Comment:</b> The Town of Colma is covered under the San Mateo County CWPP developed by CalFire.</p>			
Forest Management Plan	No	No	No
<p><b>Comment:</b> The Town of Colma does not have any forests.</p>			
Climate Action Plan	Yes	Yes	No
<p><b>Comment:</b> Adopted on May 8, 2013. Developed in collaboration with Regionally Integrated Climate Action Planning Suite (RICAPS).</p>			
Other – Disaster Preparedness Guide	Yes	No	No
<p><b>Comment:</b> A 2-page disaster preparedness guide was prepared in 2011 for Colma residents and businesses.</p>			
Comprehensive Emergency Management Plan	Yes	No	Yes
<p><b>Comment:</b> Emergency Operations Plan</p>			
Threat & Hazard Identification & Risk Assessment	Yes	No	No
<p><b>Comment:</b></p>			



TABLE 6-3. LEGAL AND REGULATORY CAPABILITY

	Local Authority	Other Jurisdiction Authority	State Mandated
Post-Disaster Recovery Plan	Yes	No	No
<b>Comment:</b>			
Continuity of Operations Plan	Yes (Partial)	No	No
<b>Comment:</b> An Executive Order on Succession of Powers was adopted in September 2012; however the Town does not have a full Continuity of Operations Plan. Public Works maintains a MAA for assistance and continuity of public works related operations.			
Public Health Plan	No	Yes	No
<b>Comment:</b> The Town would defer to San Mateo County Health Dept.			

TABLE 6-4. FISCAL CAPABILITY

Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	No
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	Yes, Sewer Fees, Cal Water, PG&E
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes, Special Gas Tax Fund
Incur Debt through Private Activity Bonds	No
Withhold Public Expenditures in Hazard-Prone Areas	No
State-Sponsored Grant Programs	Yes, Police Grants
Development Impact Fees for Homebuyers or Developers	No; however, this is being considered as a possible future source of funding
Other	No

TABLE 6-5. ADMINISTRATIVE AND TECHNICAL CAPABILITY

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	Colma Public Works and Planning Department
Engineers or professionals trained in building or infrastructure construction practices	Yes	Colma Building Department and Public Works Departments
Planners or engineers with an understanding of natural hazards	Yes	Colma Planning Department, Building Department and Public Works Department
Staff with training in benefit/cost analysis	Yes	Available through municipal consulting firm
Surveyors	Yes	Available through municipal consulting firm





TABLE 6-5. ADMINISTRATIVE AND TECHNICAL CAPABILITY

Staff/Personnel Resources	Available?	Department/Agency/Position
Staff capable of making substantial damage estimates	Yes	Available through municipal consulting firm
Personnel skilled or trained in GIS applications	Yes	Available through municipal consulting firm
Scientist familiar with natural hazards in local area	No	
Emergency manager	Yes	Police Department
Grant writers	Yes	Available through municipal consulting firm

TABLE 6-6. NATIONAL FLOOD INSURANCE PROGRAM COMPLIANCE

Criteria	Response
When did the community enter the NFIP?	11/1/1979
When did the Flood Insurance Rate maps become effective?	10/16/2012
What local department is responsible for floodplain management?	Colma Public Works Department
Who is your floodplain administrator? (department/position)	Public Works Director
<ul style="list-style-type: none"> <li>Is this a primary or auxiliary role?</li> </ul>	Auxiliary
Are any certified floodplain managers on staff in your jurisdiction?	No
What is the date of adoption of your flood damage prevention ordinance?	January 2015 (as part of Zoning Ordinance – upholds current IBC standards)
<ul style="list-style-type: none"> <li>Does your floodplain management program meet or exceed minimum requirements?</li> </ul>	Meet for no SFHA
When was the most recent Community Assistance Visit or Community Assistance Contact?	No SFHA
Does your jurisdiction have any outstanding NFIP compliance violations that need to be addressed?	No
Do your flood hazard maps adequately address the flood risk within your jurisdiction?	Yes
Does your floodplain management staff need any assistance or training to support its floodplain management program?	No
Does your jurisdiction participate in the Community Rating System (CRS)?	No
How many Flood Insurance policies are in force in your jurisdiction?	4
<ul style="list-style-type: none"> <li>What is the insurance in force?</li> <li>What is the premium in force?</li> </ul>	\$3,600,00 \$12,840
How many total loss claims have been filed in your jurisdiction?	2
<ul style="list-style-type: none"> <li>How many claims were closed without payment(CWOP)/are still open?</li> <li>What were the total payments for losses?</li> </ul>	1 CWOP \$1,795.76





TABLE 6-7. COMMUNITY CLASSIFICATIONS

	Participating?	Classification	Date Classified
Community Rating System	No	N/A	N/A
Building Code Effectiveness Grading Schedule	No	N/A	N/A
Public Protection	Yes	4/9	N/A
Storm Ready	No	N/A	N/A
Firewise	No	N/A	N/A

TABLE 6-8. EDUCATION AND OUTREACH

Criteria	Response
Do you have a Public Information Officer or Communications Office?	Yes/City Manager
Do you have personnel skilled or trained in website development?	Yes/Administrative Assistant
Do you have hazard mitigation information available on your website? <ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Yes Link to Local Hazard Mitigation Plan Annex and Strategies Master Spreadsheet
Do you utilize social media for hazard mitigation education and outreach?	No, but may do so in the future
Do you have any citizen boards or commissions that address issues related to hazard mitigation?	No. City Council would address hazard mitigation.
Do you have any other programs already in place that could be used to communicate hazard-related information? <ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Yes Monthly newsletter to residents, quarterly newsletter to businesses or email blast to businesses. Reverse 911 capabilities for emerging threats.
Do you have any established warning systems for hazard events? <ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Yes San Mateo County Emergency Alert System, Reverse 911 calling.

## 6.4 Integration with Other Planning Initiatives

The following describe the jurisdiction’s process for integrating the hazard mitigation plan into local planning mechanisms.

### 6.4.1 Existing Integration

The following plans and programs currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan:

- ❖ Town of Colma City General Plan, Housing Element—The Town of Colma has integrated environmental conditions, including geotechnical hazards (geologic and seismic safety), noise level





incompatibility, and flooding, into the General Plan Housing Element. Programs in this Element also tie back to hazard mitigation and safety, with relevant actions consisting of inclusive housing, emergency shelters, and utility undergrounding in the Mission Road Corridor.

- ❖ Town of Colma Climate Action Plan—The Town of Colma notes one of the benefits of its Climate Action Plan as increased public health. By building greener buildings, Colma residents will have improved air quality, which will benefit all residents, but especially children and those over 65. Additionally, the Climate Action Plan considers adaptation strategies for climate change impacts, including more frequent severe weather events, regional droughts, extreme heat events, and flooding from sea level rise.

### 6.4.2 Opportunities for Future Integration

The following plans and programs do not currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan, but provide an opportunity for future integration:

- ❖ General Plan, Safety Element—The Town of Colma is currently in the process of updating the 1999 General Plan to account for current trends, statistics, and goals. Only a few sections have been updated, to date. The pending update of the Safety Element provides Colma a significant opportunity to incorporate the results of the hazard mitigation risk analysis and mitigation projects into their Safety Element in compliance with Assembly Bill 2140. Additionally, the update of the Safety Element in conjunction with this Hazard Mitigation Plan will position the Town of Colma for future compliance with SB 379 upon the next LHMP update planning period.
- ❖ Town of Colma Climate Action Plan – The Climate Action Plan provides the Town with an opportunity to directly integrate hazard mitigation with existing goals and objectives. Since the Climate Action Plan already provides a strategic guide for minimizing the impact of human activity on the environment, integration of hazard mitigation is a fitting and strategic next step. Colma anticipates that future assessments to the Climate Action Plan will include hazard mitigation as it relates to air quality, land use, and other factors.
- ❖ Capital Improvement Planning—The Town of Colma maintains a comprehensive CIP, which guides capital improvement projects over a five-year period. Many projects included in the current CIP relate, directly and indirectly, to hazard mitigation. The update of the Hazard Mitigation Plan and selection of necessary mitigation actions enable the Town to ensure consistency between the HMP, the current CIP, and future versions of the CIP. The HMP update may also identify new possible funding sources for capital improvement projects.
- ❖ Public Outreach – Colma recognizes that there are currently public information opportunities available to facilitate public engagement regarding hazard mitigation. The Town will look into developing a more robust program that involves using these current capabilities to expand outreach specific to hazard mitigation.

## 6.5 Jurisdiction-Specific Natural Hazard Event History

Table 6-9 lists all past occurrences of natural hazards within the jurisdiction.



TABLE 6-9. NATURAL HAZARD EVENTS

Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Severe Storm	N/A	3/13/2016	\$0.0 (Trees on private property lost)
Fire (San Bruno)	FM-2856	9/10/2010	\$6,200.00 (Police Mutual Aid)
Severe Storm(s)	DR-1646	6/5/2006	\$0.0
Severe Storm(s)	DR-1628	2/3/2006	\$0.0
Severe Storm(s)	DR-1203	2/9/1998	\$20,000 (Approx.) (30-40 Street trees lost and additional damage)
Severe Storm(s)	DR-1155	1/4/1997	Unknown
Severe Storm(s)	DR-1046	3/12/1995	Unknown
Severe Storm(s)	DR-1044	1/10/1995	Unknown
Freezing	DR-894	2/11/1991	Unknown
Earthquake	DR-845	10/18/1989	Unknown
Coastal Storm	DR-677	2/9/1983	Unknown
Drought	EM-3023	1/20/1977	Unknown
Severe Storm(s)	DR-138	10/24/1962	Unknown
Fire	DR-65	12/29/1956	Unknown

## 6.6 Jurisdiction-Specific Vulnerabilities

Repetitive loss records are as follows:

- ❖ Number of FEMA-identified Repetitive-Loss Properties: 0
- ❖ Number of FEMA-identified Severe-Repetitive-Loss Properties: 0
- ❖ Number of Repetitive-Loss Properties or Severe-Repetitive-Loss Properties that have been mitigated: 0

Other noted vulnerabilities include:

- ❖ El Camino Real – The land around El Camino Real largely consists of Colma sand – loose soil that has the potential to experience extreme liquefaction due to consistency and proximity to the San Andreas Fault. Multiple critical facilities are located in proximity to this area, including Town Hall, the Police Station, and economically critical private facilities.
- ❖ San Bruno Mountain – The eastern border of the Town lays flush against the San Bruno Mountain State Park. The San Bruno Mountain State Park is noted as a moderate wildfire severity state responsibility area for fire suppression and prevention. Though considered a moderate zone, the potential for wildfire on the mountain has the potential to affect eastern Colma with cascading effects on mutual aid and response capabilities.
- ❖ The Colma Community Center is not currently equipped with a facility generator. This Community Center serves as a shelter facility, demonstrating the need for backup power generation in cases of power outages.



- ❖ The Town Emergency Operations Center (EOC) requires updated equipment to adequately coordinate emergency services during a disaster. Additionally, the EOC is located in a known liquefaction zone for the Town along El Camino Real.
- ❖ BART tunnels run through a section of high liquefaction susceptible soils along Mission Road.

## 6.7 Hazard Risk Ranking

Table 6-10 presents the ranking of the hazards of concern.

TABLE 6-10. HAZARD RISK RANKING

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Earthquake	54	High
2	Severe Weather	33	High
3	Drought	3	Medium
-	Wildfire	0	No Exposure/Impact
-	Landslide	0	No Exposure/Impact
-	Dam and Reservoir Failure	0	No Exposure/Impact
-	Flood	0	No Exposure/Impact
-	Tsunami	0	No Exposure/Impact

## 6.8 Hazard Mitigation Action Plan and Evaluation of Recommended Actions

Table 6-11 lists the actions that make up the Town of Colma hazard mitigation action plan. Table 6-10 identifies the priority for each action. Anticipated timelines are typically dependent on funding availability. Table 6-11 summarizes the mitigation actions by hazard of concern and the six mitigation types.

TABLE 6-11. HAZARD MITIGATION ACTION PLAN MATRIX

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
<b>Action C-1</b> —Develop a full Continuity of Operations (COOP) Plan for Town government.						
Existing	All Hazards	1, 2, 3, 5, 6, 9, 10	Colma Planning	Low / Medium	General Fund, FEMA Hazard Mitigation Grants	Short-term
<b>Action C-2</b> —Coordinate and assist in the development of COOP plans for the Town’s cemeteries.						
N/A	All Hazards	1, 2, 3, 5, 6, 9, 10	Colma Planning	Low / Medium	General Fund, FEMA Hazard Mitigation Grants	Short-term







TABLE 6-11. HAZARD MITIGATION ACTION PLAN MATRIX

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
<b>Action C-3</b> — Establish a Public Private Partnership program between the Town and the private owners of identified critical facilities, including the Town’s cemeteries and large retailers.						
Existing	All Hazards	2, 3, 7, 8, 10	Colma Planning	Low	General Fund	Short term and ongoing
<b>Action C-4</b> — Develop a Debris Management Plan in coordination with jurisdictional partners.						
N/A	All Hazards	1, 2, 3, 4, 5, 6, 8, 10	Colma Public Works	Low / Medium	General Fund, FEMA Hazard Mitigation Grants	Long term
<b>Action C-5</b> —Construct sewer bypass piping to provide redundancy and to prevent sewer siphon backup and overflow in emergency.						
Existing	Earthquake	1, 6, 7, 11	Colma Public Works	Medium	General Fund, FEMA Hazard Mitigation Grants	Short-Term
<b>Action C-6</b> —Identify and equip an alternate EOC location in case of primary EOC disruption or destruction.						
New and Existing	All Hazards	1, 2, 3, 4, 6, 7, 8	Colma PD	High	General Fund, FEMA Hazard Mitigation Grants	Medium
<b>Action C-7</b> —Develop an outreach campaign for encouraging Colma residents and daily commuters to sign up for reverse 911 notifications on their cell phones.						
N/A	All Hazards	2, 3, 7, 9	Colma PD	Low	General Fund	Short and Ongoing
<b>Action C-8</b> —Construct a bypass or overflow siphon to maintain culvert functionality along El Camino Real.						
Existing	Severe Weather, Earthquake	1, 6, 7, 11	Colma Public Works	Medium / High	General Fund, FEMA Hazard Mitigation Grants	Short-term
<b>Action C-9</b> —Purchase portable generators and coordinate connection upgrades with Cemetery groundwater pumps to acquire groundwater resources in case of emergency.						
New	Drought, Earthquake	1, 4, 5, 6, 7	Colma Public Works	Medium / High	General Fund, FEMA Hazard Mitigation Grants	Medium
<b>Action C-10</b> —Assist North San Mateo County Sanitation District on a plan to possibly bring a reclaimed water system to Colma (currently in process).						
Existing	Drought	1, 2, 3, 5, 6, 8, 10	Colma Public Works	Medium	General Fund, Partner Funding, FEMA Hazard Mitigation Grants, EPA Grants	Medium
<b>Action C-11</b> —Purchase equipment for use during emergency events, including light towers, smart boards, message boards, loudspeakers, and chainsaws.						



TABLE 6-11. HAZARD MITIGATION ACTION PLAN MATRIX

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
New	All Hazards	1, 4, 5, 6, 7	Colma PD	Medium	General Fund, FEMA Hazard Mitigation Grants	Short-term
<b>Action C-12</b> —Develop a dangerous tree inventory by purchasing a mobile GPS unit for collecting tree coordinates.						
Existing	Severe Weather	1, 2, 5, 6	Colma Public Works	Medium	General Fund, FEMA Hazard Mitigation Grants	Short-term
<b>Action C-13</b> —Replace existing landscaping in Lawndale with drought-resistant landscaping.						
Existing	Drought	1, 4, 5, 6, 7	Colma Public Works	Medium / High	General Fund, State Funds, FEMA Hazard Mitigation Grants, EPA Grants	Short-term
<b>Action C-14</b> —Develop a standing Master Services Agreement with the Colma Fire Protection District to formalize existing administrative and technical services relationships.						
N/A	All Hazards	2, 3, 5, 8, 10	Colma Fire District, Town of Colma	Low	General Fund	Short
<b>Action C-15</b> —Continue to maintain the minimum National Flood Insurance Program participation requirement for communities with no mapped Special Flood Hazard Area.						
New and existing	Flood	2, 3, 5, 6, 8	Colma Public Works	Low	General Fund	Short-term and ongoing
<b>Action C-16</b> —Where appropriate, support retrofitting, purchase, or relocation of structures in hazard-prone areas to prevent future structure damage. Give priority to properties with exposure to repetitive losses.						
Existing	All	1, 3, 4, 5, 6, 7, 11	Colma Public Works	High	FEMA Hazard Mitigation Grants	Long-term (depending on funding)
<b>Action C-17</b> —Continue to support the countywide actions identified in this plan.						
New and existing	All	All	Town of Colma	Low	General Fund	Short- and long-term
<b>Action C-18</b> —Actively participate in the plan maintenance strategy identified in this plan.						
New and existing	All	All	Town of Colma	Low	General Fund	Short-term
<b>Action C-19</b> —Consider participation in incentive-based programs such as Tree City and StormReady.						
New and existing	All	All	Town of Colma	Low	General Fund	Long-term
<b>Action C-20</b> —Integrate the hazard mitigation plan into other plans, programs, or resources that dictate land use or redevelopment.						
New and existing	All	1, 2, 3, 4, 5, 6, 7, 8, 10	Colma Planning and Colma Public Works	Low	General Fund	Short-term





TABLE 6-10. MITIGATION STRATEGY PRIORITY SCHEDULE

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority <sup>a</sup>	Grant Priority <sup>a</sup>
Action C-1	7	Medium	Low / Medium	Yes	Yes	Yes	Medium	Medium
Action C-2	7	Medium	Low / Medium	Yes	Yes	Yes	Medium	Medium
Action C-3	5	Medium	Low	Yes	No	Yes	High	Low
Action C-4	8	Medium	Low / Medium	Yes	Yes	Yes	Medium	Medium
Action C-5	4	High	Medium	Yes	Yes	Yes	Medium	High
Action C-6	7	High	High	Yes	Yes	No	Medium	High
Action C-7	4	High	Low	Yes	No	Yes	High	Low
Action C-8	4	High	Medium / High	Yes	No	No	Medium	Low
Action C-9	5	High	Medium / High	Yes	Yes	No	Medium	High
Action C-10	7	Medium	Medium	Yes	Yes	Yes	Medium	Medium
Action C-11	5	High	Medium	Yes	Yes	Partial	Medium	Medium
Action C-12	4	Medium	Medium	Yes	Yes	Partial	Medium	Medium
Action C-13	5	Medium	Medium / High	Yes	Yes	No	Medium	Medium
Action C-14	5	Medium	Low	Yes	No	Yes	High	Low
Action C-15	5	Medium	Low	Yes	No	Yes	High	Low
Action C-16	7	High	High	Yes	Yes	No	Medium	High
Action C-17	11	Medium	Low	Yes	No	Yes	High	Low
Action C-18	11	Medium	Low	Yes	No	Yes	High	Low
Action C-19	11	Medium	Low	Yes	No	Yes	High	Low





TABLE 6-10. MITIGATION STRATEGY PRIORITY SCHEDULE

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority <sup>a</sup>	Grant Priority <sup>a</sup>
Action C-20	9	Medium	Low	Yes	No	Yes	High	Low

a. See the introduction to this volume for explanation of priorities.

TABLE 6-11. ANALYSIS OF MITIGATION ACTIONS

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Drought	10, 14, 17, 18, 19, 20	4, 19, 20	3, 7	10	1, 2, 4, 6, 9, 11	14, 16
Earthquake	5, 9, 14, 17, 18, 19, 20	4, 5, 8, 19, 20	3, 7	5	1, 2, 4, 6, 9, 11	5, 8, 14, 16
Flood	15					
Severe Weather	8, 12, 14, 17, 18, 19, 20	4, 8, 12, 19, 20	3, 7, 19	12	1, 2, 4, 6, 9, 11	8, 14, 16
Human-Caused Hazards	14, 17, 18, 19, 20	4, 19, 20	3, 7		1, 2, 4, 6, 9, 11	14, 16

a. See the introduction to this volume for explanation of mitigation types.

## 6.9 Future Needs to Better Understand Risk/Vulnerability

Though not identified through this planning process as a hazard of concern, additional information and studies regarding the landslide hazard along the San Bruno Mountain should be collected and conducted as it relates to landslide. Local knowledge indicates that landslide is a possible secondary impact for a large magnitude earthquake. The Town has heard of a potential landslide event as a result of the 1906 earthquake that crossed Hillside Boulevard, however, no historical record has been found verifying the occurrence.

Though wildfires on San Bruno Mountain do not threaten the Town in regards to property impacts, Colma has experienced secondary air-quality effects of such an event. Additional information is needed regarding the public health impact of ash and smoke from wildfires on the Town.

## 6.10 Additional Comments

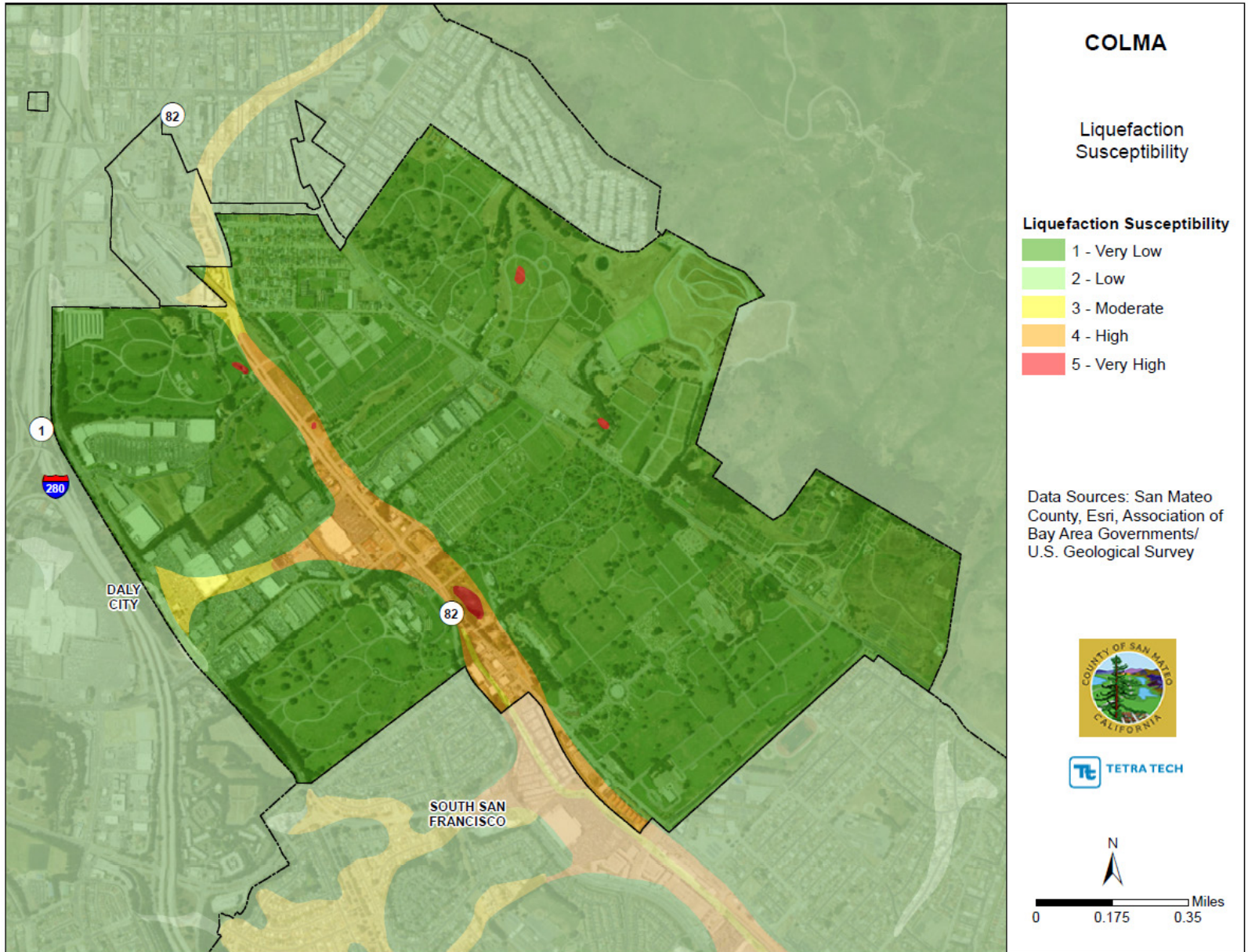
- ❖ The small size of the Town of Colma poses considerable obstacles. Colma participates in several mutual aid agreements, including public works and with the Colma Fire Protection District, however

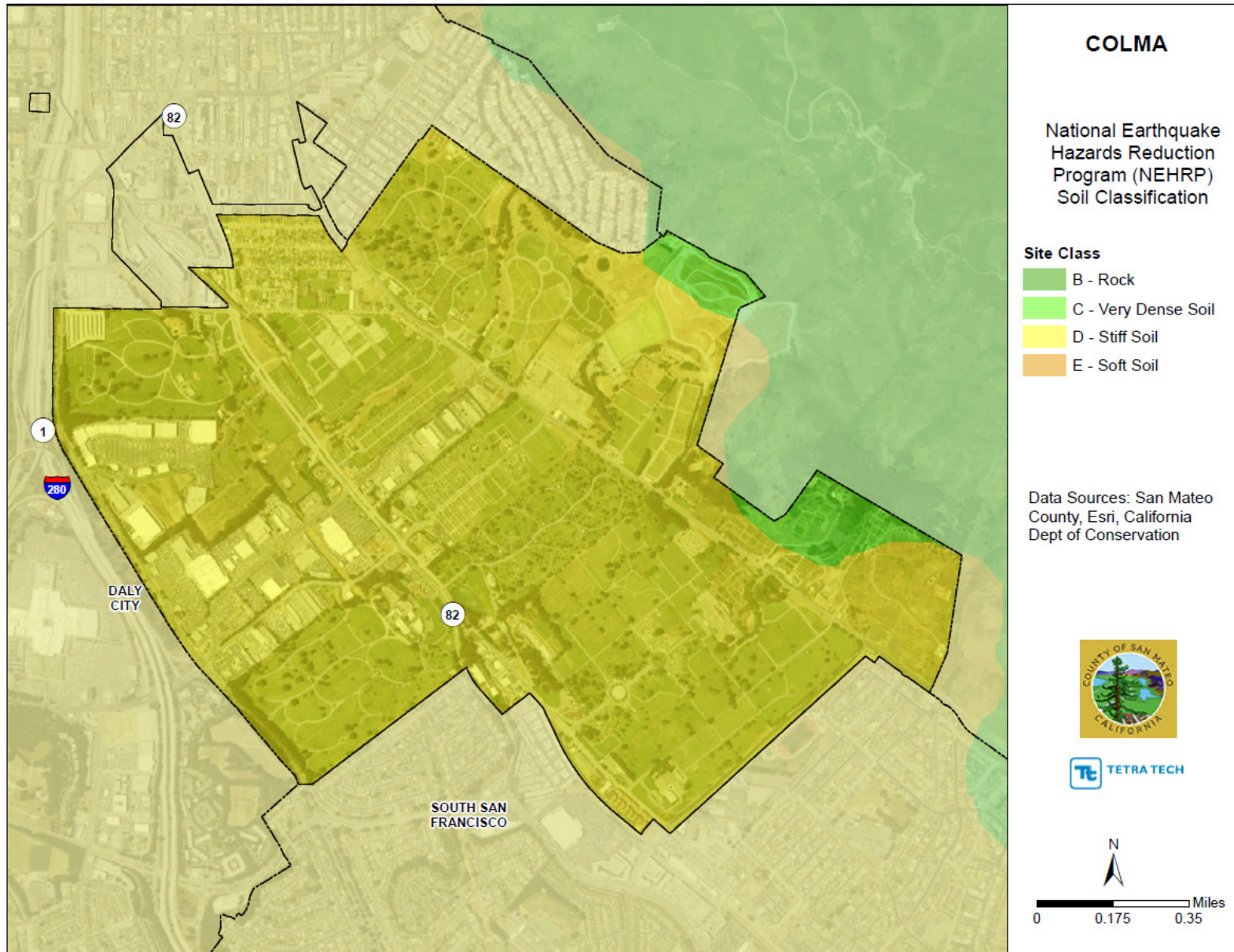




during a regional event, larger jurisdictions are likely to receive the bulk of mutual aid resources. During such an event, the Town would essentially be left to its own limited resource pool in responding to resident and business needs.

- ❖ The Town relies heavily on private economic revenue for the yearly operating budget. Any disruption to the economic system would essentially cripple the recovery of the Town until economic operations regain full functionality. Based on the size and location of the event, economic functionality could take years to reestablish.
- ❖ The landmass dedicated to graveyards poses a public health risk during potential hazard events where graves may become exposed. In planning for any response and immediate recovery operations, public health capabilities, resource requirements, and training must be incorporated.
- ❖ A major catastrophic events that results in mass fatalities could inundate Colma as the primary depository for decedents for San Francisco. The graveyards would be working at or beyond capacity, requiring additional support and land for processing and interring bodies.
- ❖ Colma's vast open space provides a potential opportunity for providing northern jurisdictions with evacuation support and resource distribution. The Kohl's Department Store parking lot is currently identified as a Point of Distribution area for state resources.











# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Brian Dossey, City Manager  
MEETING DATE: August 22, 2018  
SUBJECT: Ad Hoc Committee – Town Hall Photos and Artwork

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## RECOMMENDATION

Staff recommends the City Council approve:

MOTION APPOINTING TWO COUNCIL MEMBERS TO AN AD HOC COMMITTEE ALONG WITH STAFF FOR SELECTION AND PLACEMENT OF PHOTOS AND ARTWORK IN TOWN HALL.

## EXECUTIVE SUMMARY

During the month of September staff plans to move from the Town Hall Annex facility to the newly renovated Town Hall. Prior to the move, staff would like assistance and direction as to where to place photos and artwork throughout the facility.

## FISCAL IMPACT

None

## BACKGROUND/ANALYSIS

Before construction at Town Hall began, staff removed several photos and pieces of art work and stored them at the Corporation Yard. Staff intends to bring those pieces back to Town Hall for placement prior to opening the new facility. Most of the pieces consist of Council photos, photos of previous Mayor's, and various pictures of Colma. With the new configuration of the hallway leading to the Council Chamber in the original Town Hall building, there is less wall space for photos and artwork. Staff is seeking assistance and guidance as to where to place the photos and artwork.

Staff anticipates this process taking a couple of hours at the most. On a selected day in early September staff will bring all the photos and artwork to Town Hall for the selected Ad Hoc committee to provide direction.

## **Alternatives**

Staff has identified the following options for Council's consideration:

1. The Council could choose to not appoint two Council members to an Ad Hoc committee and ask staff to place photos and artwork throughout Town Hall.

## **CONCLUSION**

Staff recommends the City Council approve a motion appointing two City Council members to an Ad Hoc committee along with staff for the selection and placement of photos and artwork at Town Hall.