



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA**

**Wednesday, October 9, 2019**

**Flag Raising Ceremony - 6:30 PM**

Colma Community Center  
1520 Hillside Boulevard  
Colma, CA 94014

**Regular Session - 7:00 PM**

Colma Town Hall  
1198 El Camino Real  
Colma, CA 94014

**FLAG RAISING CEREMONY – 6:30 PM**

- Raising of the Italian Flag in honor of Italian Heritage and Culture Month

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

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Introduction of New Part Time Community Service Officer Olivia Bonilla

**PUBLIC COMMENTS**

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

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the September 25, 2019 Regular Meeting.
2. Motion to Accept the Report of Checks Paid for September 2019.
3. Motion to Adopt an Ordinance Amending Colma Municipal Code Section 1.06.270 Relating to Bid Limits for Public Works Projects (second reading).
4. Motion Approving the Town's Response to the Grand Jury Report Dated August 12, 2019, Regarding "Electric Vehicle Adoption in the Cities and County of San Mateo."

5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Third Quarter of 2019.
6. Motion to Adopt a Resolution Authorizing the City Manager to Enter into a Brokerage Contract, Subject to City Attorney Review and Approval, with MBS Securities for the Acquisition and Disposal of Brokered Certificate of Deposit in Accordance with the Town's Investment Policy.
7. Motion Directing the City Manager to Sign a Letter of Intent to Peninsula Clean Energy as it Pertains to the Model Reach Code Development Process.

## **PUBLIC HEARING**

### **8. MOBILE STORE ORDINANCE**

*Consider:* Motion to Introduce an Ordinance Repealing Section 5.03.390 and Adding Chapter 5.20 to the Town of Colma Municipal Code, Imposing Regulations on Mobile Stores and Determining Such Action to be Categorically Exempt From Environmental Review Pursuant to CEQA Guidelines 15378(a) and 15061(b)(3), and Waive a Further Reading of the Ordinance.

## **STUDY SESSION**

### **9. ELECTRIC VEHICLES**

*This item is for discussion only; no action will be taken at this meeting.*

## **REPORTS**

Mayor/City Council  
City Manager

## **ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

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

**MINUTES  
REGULAR MEETING**

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

**Wednesday, September 25, 2019**

**7:00 PM**

**CALL TO ORDER**

Mayor Joanne F. del Rosario called the meeting to order at 7:01 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Services Director Pak Lin, City Planner Michael Laughlin, Human Resources Manager Letty Juárez, Recreation Coordinator Angelika Abellana, and City Clerk Caitlin Corley were in attendance.

**ADOPTION OF THE AGENDA**

Mayor del Rosario asked if there were any changes to the agenda; none were requested. The Mayor asked for a motion to adopt the agenda.

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

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

**PRESENTATIONS**

- Administrative Services Director Pak Lin introduced new Finance Consultants from Maze & Associates, Angie Nguyen and Maria Munoz.
- Recreation Coordinator Angelika Abellana introduced new Facility Attendants Jenny Arcaina and Ted Cook.
- Chief of Police Kirk Stratton introduced new Police Recruit Carlos Huayllapuma.
- Administrative Services Director Pak Lin introduced Human Resources Manager Letty Juárez.

**PUBLIC COMMENTS**

Mayor del Rosario opened the public comment period at 7:14 p.m. Joshua Kim of International Youth Fellowship made a comment about an upcoming event. The Mayor closed the public comment period at 7:19 p.m.

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the September 11, 2019 Regular Meeting.
2. Motion Approving the Town’s Response to the Grand Jury Report Dated July 29, 2019, Regarding “Soaring Pension Costs – Follow-Up on Grand Jury Report of 2017-2018.”
3. Motion Directing the Voting Delegate to Vote in Support of the Two Resolutions That are Being Considered at the 2019 League of California Cities Conference Annual Business Meeting on October 18, 2019.

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

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

**PUBLIC HEARING**

**4. BIDDING THRESHOLD FOR PUBLIC WORKS PROJECT**

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

**Action:** Vice Mayor Fiscaro moved to Introduce an Ordinance Amending Colma Municipal Code Section 1.06.270 Relating to Bid Limits for Public Works Projects, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

**NEW BUSINESS**

**5. LEW EDWARDS GROUP CONTRACT AMENDMENT**

City Manager Brian Dossey presented the staff report. Mayor del Rosario opened the public comment period at 7:30 p.m. and seeing no one come forward to speak, she closed the public comment. Council discussion followed.



**Action:** Vice Mayor Gonzalez moved to Adopt a Resolution Approving the First Amendment to Professional Services Agreement with the Lew Edwards Group; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

6. **FLAG POLICY AMENDMENT AND ITALIAN FLAG RAISING**

City Clerk Caitlin Corley presented the staff report. Mayor del Rosario opened the public comment period at 7:41 p.m. Residents Laura Walsh, Thom Taylor and Liz Taylor made comments. The Mayor closed the public comment period at 7:46 p.m. Council discussion followed.

**Action:** Council Member Fiscaro moved to Adopt a Resolution Amending Subchapter 1.18 to the Colma Administrative Code, Relating to the Display of Flags on Town Property; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

**Action:** Council Member Fiscaro moved to Adopt a Resolution Directing Town Staff to Fly the Italian Flag at the Colma Community Center in Lieu of the Town Flag from October 9, 2019 through October 15, 2019, in Honor of Italian Heritage and Cultural Month; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

## **STUDY SESSION**

### **7. ENERGY REACH CODES**

Director of Public Works Brad Donohue presented the staff report. Mayor del Rosario opened the public comment period at 8:21 p.m. Resident Laura Walsh made comments. The Mayor closed the public comment period at 8:26 p.m. Council discussion followed.

*This item was for discussion only; no action was taken.*

### **8. WILD BIRD AND WILD ANIMAL FEEDING ORDINANCE**

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 9:06 p.m. Residents Laura Walsh, Tom Walsh and an unnamed Verano resident made comments. The Mayor closed the public comment period at 9:16 p.m. Council discussion followed.

*This item was for discussion only; no action was taken.*

## **COUNCIL CALENDARING**

The next Regular Council Meeting will be on Wednesday, October 9, 2019 at 7:00pm at Town Hall.

## **REPORTS**

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

- There will be a compost giveaway September 24-October 1 and an e-waste recycling and secure shredding event on October 5, 2019.
- Mercy Housing Veterans Village will have a grand opening event on October 8, 2019.
- The Colma Fireman's Social Club is hosting a Spaghetti Feed Fundraiser on Saturday, October 5, 2019.

## **ADJOURNMENT**

Mayor del Rosario adjourned the meeting at 9:33 p.m. in memory of James Kerrigan, Former SFPD Law Enforcement Officer.

Respectfully submitted,

Caitlin Corley  
City Clerk

Final Check List  
Town of Colma

apChkLst  
09/04/2019 8:07:13AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50455	9/4/2019	00004	000013478570	8/13/2019	C3-A/B-12-10-TS-01	1,633.61	1,633.61
50456	9/4/2019	00051	CALIFORNIA WATER SERVICE6544607057	8/16/2019	6544607057 SW CORNER HIL	782.49	782.49
50457	9/4/2019	00063	BEST, HARRY	09.07.19	Balance	800.00	800.00
50458	9/4/2019	00254	METRO MOBILE COMMUNICA190915	9/1/2019	MAINTENANCE CONTRACT	602.00	602.00
9042019	9/4/2019	00282	CALIFORNIA PUBLIC EMPLOY1000000157751	8/14/2019	MEDICAL INSURANCE	5,094.90	5,094.90
50459	9/4/2019	00307	PACIFIC GAS & ELECTRIC	8/21/2019	PG&E	6,430.33	6,430.33
50460	9/4/2019	00364	SMC SHERIFF'S OFFICE	7/31/2019	LAB FEES	512.00	512.00
50461	9/4/2019	00867	FISICARO, JAMES	2001673.003	08.26.19 DEPOSIT REFUND	300.00	300.00
50462	9/4/2019	01183	BEST BEST & KRIEGER LLP	856799	8/20/2019 CITY ATTORNEY SERVICES	19,795.24	19,795.24
				856801	8/20/2019 TELECOMMUNICATIONS	1,618.10	
				856800	8/20/2019 EMPLOYEE BENEFITS/TAX	278.10	
				856802	8/20/2019 CITY ATTORNEY SPECIAL SE	61.80	21,753.24
50463	9/4/2019	01340	NAVIA BENEFIT SOLUTIONS	8927	5/30/2019 2018 BALANCE DUE FROM SI	94.80	94.80
50464	9/4/2019	02182	DALY CITY KUMON CENTER	July 2019	8/30/2019 TUTORING	6,320.00	6,320.00
50465	9/4/2019	02238	BREWER, ANA	2001671.003	8/22/2019 08.22.19 DEPOSIT REFUND	275.00	275.00
50466	9/4/2019	02662	DAVE'S CARPET INSTALLATIC1091	8/26/2019	LVP AND CARPET INSTALL	4,287.19	4,287.19
50467	9/4/2019	02848	UNITED COACH TOURS	15993WF	8/6/2019 09.14.19 TRIP TO SANTA CRU	1,243.00	1,243.00
50468	9/4/2019	02849	U.S. BANK PARS ACCOUNT, 6Sept.2019	OPEE	9/3/2019 OPEB CONTRIBUTION	134,115.00	134,115.00
50469	9/4/2019	02935	EMCOR SERVICES-MESA ENF013513567	19-172	8/19/2019 INVESTIGATE SMOKE ADVIS	334.00	334.00
50470	9/4/2019	02970	PRODUCTIVE PRINTING & GR33991	19-172	8/23/2019 1,000 #10 SECURITY ENVELC	147.49	147.49
50471	9/4/2019	03002	STELLA PAINTING INC.	19-172	8/26/2019 PD BREAK ROOM INTERIOR I	1,750.00	1,750.00
50472	9/4/2019	03060	PREFERRED ALLIANCE, INC.	0150280-IN	7/31/2019 PRE-EMPLOYMENT	42.00	42.00
50473	9/4/2019	03061	NORTH BAY PETROLEUM	2069521	8/15/2019 PW GAS PURCHASES 1-15	470.62	470.62
50474	9/4/2019	03223	JAMES STANDFIELD CATERINE	E60666	8/27/2019 09.07.19 PICNIC LUNCH BUFF	9,846.10	9,846.10
50475	9/4/2019	03263	MILLER DOBBINS FAMILY, INC	08196546	8/21/2019 3M NIGHT VISION 15 FILM AN	6,565.00	6,565.00
50476	9/4/2019	03267	ACC BUSINESS	192235040	8/27/2019 ETHERNET ACCESS	674.58	674.58
50477	9/4/2019	03273	THE HOME DEPOT PRO	508017803	8/20/2019 PAPER SUPPLIES	515.21	515.21
50478	9/4/2019	03289	MORENO, JOSHUA	August 19-21, 2019	9/3/2019 AUG 19-21, 2019 INTERVIEW	92.18	92.18
50479	9/4/2019	03291	WL CONSTRUCTION SUPPLY	23343	8/15/2019 (2) 4.5" X .095 X 7/8-5/8 X-TRI	314.93	314.93
50480	9/4/2019	03292	ALLIED 100, LLC, DBAAED SU1478248		8/15/2019 STANDARD BATTERY PACK V	327.34	327.34
50481	9/4/2019	03293	POLICE RECORDS & MANAGE7048		8/29/2019 10.07.19 CA PUBLIC RECORD	195.00	195.00
50482	9/4/2019	03294	SCHIBINGER, NATASHA	09.07.19 Balloon	8/15/2019 09.07.19 BALLOON TWISTING	200.00	200.00

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Sub total for TRI COUNTIES BANK: 205,718.01

29 checks in this report.

Grand Total All Checks:

205,718.01

Final Check List  
Town of Colma

apChkLst  
09/09/2019 11:57:57AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50483	9/10/2019	00051	08/27/2019	8/27/2019	WATER BILL	7,841.40	7,841.40
50484	9/10/2019	00111	April - June 2019	9/3/2019	SMIP FEES	64.50	64.50
50485	9/10/2019	00307	08/26/2019	8/26/2019	PG&E	2,401.29	2,401.29
50486	9/10/2019	00334	124307	9/5/2019	09.30.19-03.27.20 C. HUAYLLA	4,439.00	4,439.00
50487	9/10/2019	00411	30874	8/31/2019	CITATION PROCESSING	445.97	445.97
50488	9/10/2019	01037	09/02/19-10/01/19	8/27/2019	8155 20 022 0097069 INTERNI	293.42	
			08/25-09/24 Intei	8/20/2019	8155 20 022 0097051 Internet	288.42	
			08/25-09/24 427	8/20/2019	8155 20 022 0097028 427 F ST	288.42	
			167018	8/15/2019	JULY 2019 MISSION RD BICY	261.25	870.26
50489	9/10/2019	01430	114-8953443	8/12/2019	STANDARD AND REGULAR S	149.37	261.25
50490	9/10/2019	01687	19-0904	9/4/2019	CARDROOM BACKGROUND	1,320.00	149.37
50491	9/10/2019	01995	August 2019	9/1/2019	TAE KWON DO	800.00	800.00
50492	9/10/2019	02144	August 2019	9/4/2019	TUTORING	6,550.00	800.00
50493	9/10/2019	02182	April - June 2019	9/4/2019	BSASRF	24.00	6,550.00
50494	9/10/2019	02244	2001679.003	8/1/2019	A31 GASKET HANDLE & REG.	78.54	24.00
50495	9/10/2019	02307	0060348	9/3/2019	09.03.19 DEPOSIT REFUND	50.00	78.54
50496	9/10/2019	02352	42753	8/29/2019	JULY 2019 COLMA MISSION R	3,941.21	50.00
50497	9/10/2019	02392	Sept 4, 2019	8/27/2019	SERRAMONTE BLVD. REMOV	4,762.00	3,941.21
50498	9/10/2019	02606	2001674.003	9/6/2019	COOKING CLASSES	800.00	4,762.00
50499	9/10/2019	02623	2001675.003	8/29/2019	08.29.19 DEPOSIT REFUND	350.00	800.00
50500	9/10/2019	02860	08/22/19 Abellan	8/29/2019	08.29.19 DEPOSIT REFUND	300.00	350.00
50501	9/10/2019	03015	08/22/19 Strattor	8/22/2019	CREDIT CARD PURCHASE	3,135.61	300.00
			08/22/19 Lum	8/22/2019	CREDIT CARD PURCHASE	773.37	
			08/22/19 Jordan	8/22/2019	CREDIT CARD PURCHASE	645.68	
			08/22/19 Dossey	8/22/2019	CREDIT CARD PURCHASE	393.75	
			08/22/19 Pfofent	8/22/2019	CREDIT CARD PURCHASE	385.91	
			08/22/19 Gogan	8/22/2019	CREDIT CARD PURCHASE	378.62	
			08/22/19 Corley	8/22/2019	CREDIT CARD PURCHASE	207.99	
			0091	8/22/2019	CREDIT CARD PURCHASE	196.51	
50502	9/10/2019	03139	2001680.003	8/29/2019	"SUPER TOWN OF COLMA" R	360.00	6,117.44
50503	9/10/2019	03174	August 2019	9/3/2019	09.03.19 DEPOSIT REFUND	275.00	360.00
50504	9/10/2019	03184	August 2019	8/30/2019	YOGA	460.00	275.00
50505	9/10/2019	03208	AAA BUSINESS SUPPLIES & I	8/28/2019	SUPPLES	107.38	460.00
50506	9/10/2019	03215	SAFETY TRAINING SEMINAR	8/22/2019	08.17.19 STS CPR/FIRST-AID	1,010.00	107.38

(Continued)

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50507	9/10/2019	03224	DECORATIVE PLANT SERVICE	9/1/2019	2019 Maintenance Guaranteed,	157.31	157.31
50508	9/10/2019	03273	THE HOME DEPOT PRO	8/23/2019	PAPER SUPPLIES	193.98	193.98
50509	9/10/2019	03295	DPREP INC	9/5/2019	OCT 29-31, 2019 BASIC PEER	330.00	330.00
50510	9/10/2019	03296	TABIL, ROBERT	9/3/2019	09.03.19 DEPOSIT REFUND	200.00	200.00

Sub total for TRI COUNTIES BANK: 44,659.90

28 checks in this report.

Grand Total All Checks:

44,659.90



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50511	9/10/2019	00181	22695	9/1/2019	LABOR RELATIONS CONSUL	1,469.00	1,469.00
50512	9/10/2019	00364	PS-INV103133	8/31/2019	FLAT FEE CONTRIBUTION	4,146.31	4,146.31
50513	9/10/2019	00500	August 2019	9/4/2019	ALLOCATION OF PARKING PE	2,228.20	2,228.20
50514	9/10/2019	00631	1000000157802	8/20/2019	GASB-68 REPORTS & SCHED	2,100.00	2,100.00
50515	9/10/2019	01030	1901746	8/20/2019	MONTHLY SERVICE CONTRA	5,622.00	5,622.00
50516	9/10/2019	01340	10208569	8/30/2019	SECTION 125 PARTICIPANT 8	85.00	85.00
50517	9/10/2019	02216	652101	8/31/2019	PD GASOLINE PURCHASES 2	1,988.32	
			650538	8/20/2019	PD GASOLINE PURCHASES 1	1,612.97	
			649013	8/10/2019	PD GASOLINE PURCHASES 1	1,357.63	
			651005	8/20/2019	RECREATION GASOLINE PUF	67.85	
			649475	8/10/2019	RECREATION GASOLINE PUF	57.23	5,084.00
50518	9/10/2019	03015	08/22/19 Tapia	8/22/2019	CREDIT CARD PURCHASE	7,095.25	
			08/22/19 Lin	8/22/2019	CREDIT CARD PURCHASE	1,087.05	
			08/22/19 De Leo	8/22/2019	CREDIT CARD PURCHASE	460.60	
			08/22/19 Gotelli	9/5/2019	CREDIT CARD PURCHASE	220.94	8,863.84
50519	9/10/2019	03173	PLAN-2019-297	9/9/2019	CLAIMS	126.00	126.00

Sub total for TRI COUNTIES BANK:

29,724.35

9 checks in this report.

Grand Total All Checks: 29,724.35

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Final Check List  
Town of Colma

apChkLst  
09/11/2019 6:42:02PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50520	9/13/2019	01340	09132019 B Ben	9/13/2019	FLEX 125 PLAN: PAYMENT	608.84	608.84
50521	9/13/2019	01375	09132019 BBent	9/13/2019	NATIONWIDE: PAYMENT	4,700.00	5,650.00
			09132019 M Ber	9/13/2019	NATIONWIDE: PAYMENT	950.00	871.38
50522	9/13/2019	02377	09132019 B Ben	9/13/2019	WAGE GARNISHMENT: PAYM	871.38	24.00
50523	9/13/2019	02944	09132019 B Ben	9/13/2019	PORAC: PAYMENT	24.00	196.20
50524	9/13/2019	02945	09132019 Ben6	9/13/2019	PORAC LDF: PAYMENT	196.20	46.14
50525	9/13/2019	03276	09132019 B Ben	9/13/2019	WAGE GARNISHMENT: PAYM	46.14	62,395.16
94010	9/13/2019	00282	09132019 B Ben	9/13/2019	ANTHEM/BLUEAC/HNSC/KAIS	62,395.16	4,871.55
94020	9/13/2019	01360	09132019 B Ben	9/13/2019	ICMA CONTRIBUTION: PAYME	4,871.55	911.88
94025	9/13/2019	00521	09132019 M Ber	9/13/2019	FEDERAL TAX: PAYMENT	911.88	464.42
94026	9/13/2019	01360	09132019 M Ber	9/13/2019	ICMA CONTRIBUTION: PAYME	464.42	660.21
94027	9/13/2019	00631	09132019 M Ber	9/13/2019	PERS MISC NON-TAX: PAYME	660.21	7,348.84
94028	9/13/2019	00282	09132019 M Ber	9/13/2019	HEALTH PAYMENT	7,348.84	12,994.77
94029	9/13/2019	00130	09132019 B&ME	9/13/2019	CALIFORNIA STATE TAX: PAY	12,994.77	57,811.47
94030	9/13/2019	00521	09132019 BBent	9/13/2019	FEDERAL TAX: PAYMENT	57,811.47	43,224.47
94031	9/13/2019	00631	09132019 B Ben	9/13/2019	PERS - BUYBACK: PAYMENT	43,224.47	600.21
94032	9/13/2019	00068	09132019 B-Poa	9/13/2019	COLMA PEACE OFFICERS: P/	600.21	198,679.54

Sub total for TRI COUNTIES BANK:

198,679.54

*CD + 90 = 43884.68, PERS*

Final Check List  
Town of Colma

apChkLst  
09/11/2019 6:42:02PM

198,679.54

Grand Total All Checks:

16 checks in this report.

Final Check List  
Town of Colma

apChkLst  
09/17/2019 9:58:03AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50526	9/17/2019	00013	August 2019	8/31/2019	TIRE SERVICE	427.66	427.66
50527	9/17/2019	00038	August 2019	8/31/2019	PW PURCHASES	252.27	252.27
50528	9/17/2019	00057	August 2019 Ret	9/16/2019	CLEANING SERVICE	2,092.26	
			August 2019	9/16/2019	OUTSIDE & INSIDE MATS AT	302.44	2,394.70
50529	9/17/2019	00174	HOME DEPOT CREDIT SERVI	8/30/2019	PW SUPPLY PURCHASES	882.53	882.53
50530	9/17/2019	00211	KELLY-MOORE PAINTS	8/31/2019	PAINT AND SUPPLIES	262.34	262.34
50531	9/17/2019	00280	OFFICE DEPOT, INC.	8/30/2019	OFFICE SUPPLIES	174.40	174.40
			371547163001	8/30/2019	COPY PAPER, DUSTER, PRE	135.18	135.18
			348665555001	7/25/2019	COPY PAPER, BATTERIES AA	120.34	120.34
			334115148001	6/26/2019	11X17 PAPER, AND 8.5 X 11 P.	78.02	78.02
			351594951001	7/30/2019	UTILITY KNIFE, LOGITECH M	27.12	27.12
			353344232001	8/1/2019	MANILA FF LTR, 1/3 CUT AND	23.36	23.36
			357939850001	8/7/2019	PEN, ROLLER, GELINK	11.44	11.44
			357940662001	8/7/2019	0567147369-1 JSB S/O SERRA	172.39	172.39
50532	9/17/2019	00307	PACIFIC GAS & ELECTRIC	8/30/2019	MONTHLY MONITORING	823.54	823.54
50533	9/17/2019	00388	SONITROL	9/4/2019	Facilities Mgmt & Maintenance	1,328.00	1,328.00
50534	9/17/2019	00412	TELECOMMUNICATIONS ENG	9/10/2019	PEST CONTROL	209.00	209.00
50535	9/17/2019	00414	TERMINEX INTERNATIONAL	9/16/2019	601 F St.	66.00	66.00
			389297962	9/16/2019	UNIFORM & MAT SERVICE	432.00	432.00
50536	9/17/2019	00623	ARAMARK	8/31/2019	OFFICE SUPPLIES	494.52	494.52
50537	9/17/2019	00830	STAPLES BUSINESS CREDIT	8/25/2019	DANCE CLASSES	680.00	680.00
50538	9/17/2019	01367	DUO DANCE ACADEMY	9/16/2019	09.09.19 DEPOSIT REFUND	50.00	50.00
50539	9/17/2019	02352	GUTIERREZ, IMELDA	9/9/2019	20 CT ULTRA ONE 10 MIL LAT	401.42	401.42
50540	9/17/2019	02468	ULINE, INC.	8/29/2019	PD COPY MACHINE RENTAL	812.64	812.64
50541	9/17/2019	02499	GE CAPITAL INFORMATION	8/31/2019	REC COPY MACHINE RENTAL	603.94	603.94
			102557604	8/31/2019	REMOVE & REPLACE RAISEL	3,065.00	3,065.00
50542	9/17/2019	02606	F. FERRANDO & CO.	9/6/2019	2019 HONDA ACCORD	3,648.41	3,648.41
50543	9/17/2019	02765	STOMMEL INC, DBA LEHR	7/26/2019	2010 FORD CROWN VIC	250.00	250.00
			S132048	7/18/2019	FIRE & BURGLAR PANIC ALAR	45.00	45.00
50544	9/17/2019	02787	AECO SYSTEMS, INC.	9/1/2019	RIMS INTERNET W/SSF	400.00	400.00
50545	9/17/2019	02799	WAVE	9/3/2019	STORAGE, PICKUP/DELIVER	48.75	48.75
50546	9/17/2019	02827	CORODATA SHREDDING, INC.	8/31/2019	1199 EL CAMINO HVAC PREV	2,530.00	2,530.00
50547	9/17/2019	02935	EMCOR SERVICES-MESA ENF	8/26/2019	HEALTH REIMBURSEMENT AI	44,923.76	44,923.76
50548	9/17/2019	03034	FLEX ADVANTAGE	9/17/2019	PW GAS PURCHASES	438.72	438.72
50549	9/17/2019	03061	NORTH BAY PETROLEUM	8/31/2019			

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50550	9/17/2019	03092	MICROSOFT CORPORATION E010093KJB	9/15/2019	JULY 15 - SEPT 14, 2019 ONLI	3,465.00	3,465.00
50551	9/17/2019	03116	HUERTA, FAVIOLA 2001683.003	9/9/2019	09.09.19 DEPOSIT REFUND	300.00	300.00
50552	9/17/2019	03180	DAWSON, ASHLEY Nov 2 4-6 Dias	9/9/2019	BOOKING AGENT DEPOSIT	110.00	110.00
50553	9/17/2019	03281	GACHINA LANDSCAPE MANA(F171297	9/1/2019	MAINTENANCE CONTRACT	13,398.93	13,398.93
50554	9/17/2019	03292	ALLIED 100, LLC, DBA:AED SU1484771	8/28/2019	2 STANDARD BATTERY PACK	647.06	647.06
50555	9/17/2019	03297	JAMESTOWN COMMUNITY CF7977	8/12/2019	1 HOUR DRUM WORKSHOP	500.00	500.00
50556	9/17/2019	03298	DALE, JOHN 09/07/2019	9/16/2019	09.07.19 SLUSHY & SOFT SEF	605.00	605.00

Sub total for TRI COUNTIES BANK:

85,238.44

31 checks in this report.

Grand Total All Checks:

85,238.44

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50557	9/24/2019	00005	AR020654	7/1/2019	FY19/20 ABAG MEMBERSHIP	1,118.57	1,118.57
50558	9/24/2019	00020	119090039	9/1/2019	RENTAL	69.00	
			119090038	9/1/2019	MTN H/C BWC	9.00	78.00
50559	9/24/2019	00051	1727052702	9/12/2019	1727052702 JSB ACROSS FR	210.78	210.78
50560	9/24/2019	00093	09/11/2019	8/22/2019	TRAFFIC SIGNAL MAINTENAN	1,207.50	1,207.50
50561	9/24/2019	00307	09/11/2019	9/11/2019	PG&E	5,734.13	5,734.13
50562	9/24/2019	00352	250357	8/31/2019	CAR REPAIR	4,367.92	4,367.92
50563	9/24/2019	00534	1YCL11908	9/13/2019	MICRO CHANNEL & LINES	667.12	667.12
50564	9/24/2019	00623	860095827	8/31/2019	FIRST AID SUPPLIES TOWN F	130.32	
			860095828	8/31/2019	FIRST AID SUPPLIES PD	65.20	
			860095829	8/31/2019	FIRST AID SUPPLIES STERLI	65.20	
			860095830	8/31/2019	FIRST AID SUPPLIES CORP Y	65.20	
			860095831	8/31/2019	FIRST AID SUPPLIES COMM	32.60	358.52
50565	9/24/2019	01030	1901785	9/6/2019	PD PHASE 2 SMALL FORM FA	13,698.85	
			1901703	9/3/2019	CITY CLERK, HR & FINACE	6,606.74	
			1901772	9/4/2019	PD NEW COMPUTERS PROJ	620.00	21,313.09
			1901773	9/4/2019	HOURS IN EXCESS OF CONT	387.50	
50566	9/24/2019	01037	09/11-10/10 601	9/7/2019	8155 20 022 0096715 601 F ST	108.42	
			09/17/19-10/16/1	9/12/2019	8155 20 022 0188769 HD TECI	54.70	163.12
				10/1/2019	VERANO OWNERS ASSOCIAT	320.00	320.00
50567	9/24/2019	01414	ASS10	9/10/2019	JANITORIAL SERVICES	10,663.93	10,663.93
50568	9/24/2019	01565	Sept 2019	9/10/2019	STANDARD AND REGULAR SI	160.24	160.24
50569	9/24/2019	01687	114-9292035	9/10/2019	LOWER GATE ADJUSTED CH	846.08	846.08
50570	9/24/2019	01745	456945COL	9/13/2019	BACKGROUND INVESTIGAT	750.00	750.00
50571	9/24/2019	01995	19-0918	9/18/2019	FIRE SYSTEM AT SR HOUSIN	510.00	510.00
50572	9/24/2019	02542	SECUF33152711	9/7/2019	TOWN HALL SECURITY SYST	360.00	360.00
50573	9/24/2019	02787	20323	9/16/2019	#4 BRAKE PADS & ROTOR/DI	438.99	438.99
50574	9/24/2019	02793	20841	9/18/2019	FEE FOR ADDITIONAL SCEN	500.00	500.00
50575	9/24/2019	02967	2019-2665	9/11/2019	09.17.19 DEPOSIT REFUND	300.00	300.00
50576	9/24/2019	03051	2001684.003	9/17/2019	10/12/19 BALANCE DUE OUTI	744.88	744.88
50577	9/24/2019	03177	5705521	8/27/2019	ACCOUNTING SERVICES	19,785.70	19,785.70
50578	9/24/2019	03191	33327	8/31/2019	50% DEPOSIT 15 CHAIRS FOI	2,375.06	2,375.06
50579	9/24/2019	03200	IBEX ENTERPRISES, RESOUF32015 Deposit	9/17/2019	SERVICE AGREEMENT 42726	199.48	199.48
50580	9/24/2019	03204	WATERLOGIC AMERICAS LLCNIN770943W	9/7/2019	SUPPLIES	107.38	107.38
50581	9/24/2019	03208	AAA BUSINESS SUPPLIES & I12099328-0	9/13/2019			



Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50582	9/24/2019	03273	THE HOME DEPOT PRO 511271421	9/10/2019	PAPER AND CLEANING PROC	898.53	898.53
50583	9/24/2019	03281	GACHINA LANDSCAPE MANA(F171013 F171014	8/31/2019	COLMA CREEK	9,922.00	9,922.00
50584	9/24/2019	03292	ALLIED 100, LLC, DBAAED SU1488572	8/31/2019	PLANTER BED ALONG SIDEV	8,345.97	18,267.97
50585	9/24/2019	03299	ARRANGED 4COMFORT 19-6478-HS	9/6/2019	STANDARD BATTERY PACK V	324.08	324.08
50586	9/24/2019	03300	EXARO TECHNOLOGIES COR18-1122	9/15/2019	GOODFIT CHAIR, MID BACK,	586.30	586.30
				8/28/2019	VACUUM EXCAVATION (POT-	6,725.00	6,725.00

Sub total for TRI COUNTIES BANK: 100,082.37

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30 checks in this report.

Grand Total All Checks:

100,082.37

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50587	9/24/2019	02849	U.S. BANK PARS ACCOUNT, 6 FY 2019-20 PAR	9/24/2019	FY 2019-20 PARS PENSION TI	343,942.00	343,942.00
Sub total for TRI COUNTIES BANK:						343,942.00	343,942.00

1 checks in this report.

Grand Total All Checks: 343,942.00

### Outstanding Check Listing

Town of Colma  
Listing as of 09/27/2019

apCkHist  
10/03/2019 1:30PM

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
50588	09/27/2019	00047 C.L.E.A.			09272019 B Ben64121	09/27/2019	269.50	269.50
50589	09/27/2019	01340 NAVIA BENEFIT SOLUTION			09272019 B Ben64119	09/27/2019	608.84	608.84
50590	09/27/2019	01375 NATIONWIDE RETIREMEN			09272019 B Ben64117	09/27/2019	4,700.00	4,700.00
50591	09/27/2019	02224 STANDARD INSURANCE C			09272019 B Ben64115	09/27/2019	490.50	490.50
50592	09/27/2019	02377 CALIFORNIA STATE DISBU			09272019 B Ben64123	09/27/2019	871.38	871.38
94036	09/27/2019	00130 EMPLOYMENT DEVELOPM	C	09/30/2019	09272019 B Ben64125	09/27/2019	11,408.85	11,408.85
94037	09/27/2019	00521 UNITED STATES TREASUR	C	09/30/2019	09272019 B Ben64127	09/27/2019	50,120.07	50,120.07
94038	09/27/2019	00631 P.E.R.S.	C	09/30/2019	09272019 B Ben64129	09/27/2019	42,736.29	42,736.29
94039	09/27/2019	01360 VANTAGE TRANSFER AGEI			09272019 B Ben64131	09/27/2019	4,826.04	4,826.04
94040	09/27/2019	00068 COLMA PEACE OFFICER'S			09272019 B Ben64133	09/27/2019	600.21	600.21
<b>first Total:</b>							<b>116,631.68</b>	

10 checks in this report

**Total Checks: 116,631.68**



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

**ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.06.270 RELATING TO  
 BID LIMITS FOR PUBLIC WORKS PROJECTS**

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

**Article 1. CMC § 1.06.270, Amended.**

Section 1.06.270 of the Colma Municipal Code, entitled "Competitive Bidding, Selecting the Contractor," is amended to state as follows:

**1.06.270 Competitive Bidding; Selecting the Contractor**

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

(b) Public projects of ~~forty five thousand dollars (\$45,000)~~ sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency under force account procedures, by negotiated contract, or by purchase order.

(c) Public projects of ~~one hundred seventy five thousand dollars (\$175,000)~~ two hundred thousand dollars (\$200,000) or less may be let to contract by informal bid procedures as set forth in the Uniform Act and section 1.06.280 of this Code.

(d) Public projects in excess of ~~one hundred seventy five thousand dollars (\$175,000)~~ two hundred thousand dollars (\$200,000) shall be let to contract by formal bid procedure as set forth in the Uniform Act and section 1.06.290 of this Code.

(e) If all bids received are in excess of ~~one hundred seventy five thousand dollars (\$175,000)~~ two hundred thousand dollars (\$200,000), the City Council may by passage of a resolution by four-fifths vote, award the contract, at ~~one hundred eighty seven thousand five hundred dollars (\$187,500)~~ two hundred twelve thousand five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the Town's cost estimate was reasonable.

(f) The City Council shall approve plans, specifications and working details for all public works projects exceeding ~~\$175,000~~ two hundred thousand dollars (\$200,000). Plans, specifications and working details for all public works projects of two hundred thousand dollars (\$200,000) or less may be approved by the Public Works Director or his or her designee.

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

[References: CAL. PUB. CONT. CODE § 22000 *et seq.*]

[History: Formerly part of § 1.06.210; Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord. 734 (7/9/14); Ord. 737 (1/14/15); Ord. \_\_\_\_ (\_\_\_/\_\_\_/19)]

**Article 2. Severability.**

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

**Article 3. Not A CEQA Project.**

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

**Article 4. 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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### Certification of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was introduced at a regular meeting of the City Council of the Town of Colma held on September 25, 2019, and adopted at a regular meeting of the City Council of the Town of Colma held on \_\_\_\_\_, 2019, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael P. Laughlin, City Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: October 9, 2019  
 SUBJECT: Grand Jury Response

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION APPROVING THE TOWN'S RESPONSE TO THE GRAND JURY REPORT DATED AUGUST 12, 2019, REGARDING "ELECTRIC VEHICLE ADOPTION IN THE CITIES AND COUNTY OF SAN MATEO"

## EXECUTIVE SUMMARY

The City Council is required under California penal code section 933.05 to respond to the Grand Jury Report dated August 12, 2019 by November 12, 2019. The draft response letter is attached as Attachment A.

## FISCAL IMPACT

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

## BACKGROUND

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

That the Town should, by March 31, 2020, should:

- conduct a review of its government fleet procurement policy; and

- prepare a report and analysis of implementing a fleet procurement policy.

## **ANALYSIS**

### **Grand Jury Findings**

The proposed Grand Jury response, which includes the Grand Jury's finding and recommendation for Colma, is attached as Attachment A.

## **COUNCIL ADOPTED VALUES**

Approving the Town's Grand Jury response is in the best interest of the Town and informs the Grand Jury of the Town's efforts concerning the electric vehicle fleet policy.

## **CONCLUSION**

Staff recommends that the City Council approve, by motion, the Town's proposed response to the Grand Jury report regarding "Electric Vehicle Adoption in the Cities and County of San Mateo"

## **ATTACHMENTS**

- A. Town's draft response letter to the Grand Jury Report
- B. Copy of Grand Jury request letter dated August 12, 2019 and Report



## TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212  
Tel 650.997.8300 • Fax 650.997.8308

October 10, 2019

Honorable Donald J. Ayob  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center; 2<sup>nd</sup> Floor  
Redwood City, CA 94063-1655

Re: Grand Jury Report: "Electric Vehicle Adoption in the Cities of San Mateo County"

Dear Judge Ayob;

The City Council received the August 12, 2019 San Mateo Civil Grand Jury report titled, "Electric Vehicle Adoption in the Cities of San Mateo County."

The Town was requested to submit comments within 90 days and no later than November 12, 2019. The Town of Colma's response to the findings and recommendation are listed below.

The City Council of the Town of Colma has reviewed the findings and recommendations in the 2018-2019 Grand Jury Report and approved the following responses at the public meeting on October 23, 2019.

The Town agrees with findings F2, F3, F4, F5, F6, F7, F9, F10 and F11. The Town disagrees with findings F1 and F8 as discussed below:

**F1: As of December 2018, eleven of the twenty cities in San Mateo County have no electric vehicles in their government fleets (including Colma).**

**Town Response:** The Town disagrees wholly with this finding as the Town has one ZEV – A 2016 police motorcycle made by Zero Motorcycles Inc. and therefore has one electric vehicle in its fleet.

**F8: The County and eleven of the cities in the county have Climate Action Plans that discuss adoption of sustainable purchasing policies for converting their fleets to fuel efficient vehicles (hybrid, electric, alternative fuel). (List of Cities – not including Colma).**

**Town Response:** The Town disagrees wholly with this finding as the Town of Colma 2013 Climate Action Plan includes the following policy:

Joanne F. del Rosario, Mayor  
John Irish Goodwin, Vice Mayor  
Raquel P. Gonzalez, Council Member • Diana Colvin, Council Member • Helen Fisicaro, Council Member  
Brian Dossey, City Manager

**“Develop and implement a Town Sustainability Policy** that emphasizes purchase of recycled materials, energy efficient equipment (e.g. energy star certified), a fuel-efficient fleet. Include recycling at all Town events and use compostable materials or hardware/silverware, where feasible. Whenever possible, purchase fuel-efficient and low carbon vehicles. Maintain optimum fuel efficiency in existing fleet. Encourage businesses to follow the Town’s example.”

Immediately after adoption of the Climate Action Plan, the Town adopted a Sustainability Policy. This policy is codified in the Town’s Administrative Code. Section 1.15.080 states:

### **1.15.080 Converting to a Fuel Efficient Vehicle Fleet**

When replacing Town fleet vehicles, the City Manager, Public Works Director or Police Chief will consider the purchase of fuel-efficient vehicles, provided the vehicle meets the performance standard needed for its purpose. When replacing vehicles, less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries or fuel cells types are considered (Further information is available at <http://www.Fueleconomy.gov/>)

The Town follows this policy for every vehicle purchase. The primary car used by administrative staff to attend meetings is a Ford Fusion Hybrid. The Town of Colma requests its addition to the list of cities that have policies for converting their fleets to fuel efficient vehicles.

**Recommendation 1: By March 31, 2020 the County of San Mateo and each city within the county should conduct a review of its governments fleet procurement policy relating to electric vehicles and present a report at a public meeting. At a minimum, the review should be based on an analysis that includes up-to-date life-cycle costs of commercially available electric vehicles and an up to date assessment of whether electric vehicles can meet the performance needs of local jurisdictions for power, range, battery life, and other relevant factors. If an agency has completed a review within the last three years, then such review should be presented to a governing body at a public meeting on or before December 31, 2019.**

#### **Town Response:**

The recommendation has not yet been implemented, but the Town will implement the recommendation and present a report at a public meeting before March 31, 2020.

**Recommendation 2: By March 31, 2020 the County of San Mateo and each city within the county should conduct an analysis of the obstacles, if any, to the implementation of an EV fleet procurement policy and present a report at a public meeting. This could include, for example, the availability of electric vehicle charging stations to serve the vehicle fleet and training of vehicle maintenance staff. If an agency has completed such an analysis within the last three years, then such analysis should be presented to its governing body at a public meeting on or before December 31, 2019.**

**Town Response:**

The recommendation has not yet been implemented, but the Town will implement the recommendation and present a report at a public meeting before March 31, 2020.

**Recommendation 3: By September 30, 2019, the County of San Mateo Department of Public Works and each city within the county should review the "Roadmap for Municipal Green Fleets" toolkit from the San Mateo County Office of Sustainability, including the information on the possibility of adopting an EV First Policy.**

**Town Response:**

The recommendation has been implemented. The Town reviewed the "Roadmap for Municipal Green Fleets" toolkit for the San Mateo County Office of Sustainability prior to September 30, 2019.

**Recommendation 4: By September 30, 2019, the County of San Mateo and each city within the county, if they have not already initiated such a process, should investigate joining the Climate Mayors EV Purchasing Collaborative to take advantage of aggregate purchasing.**

**Town Response:**

The recommendation has been implemented. The Town investigated joining the Climate Mayors EV Purchasing Collaborative to take advantage of aggregate purchasing prior to September 30, 2019.

The Town appreciates the efforts of the Grand Jury. Please contact City Manager Brian Dossey should you require any additional information. He can be reached at (650) 997-8318 or [brian.dossey@colma.ca.gov](mailto:brian.dossey@colma.ca.gov).

Sincerely,

Joanne F. del Rosario  
Mayor







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

Attachment B

NEAL TANIGUCHI  
COURT EXECUTIVE OFFICER  
CLERK & JURY COMMISSIONER

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

August 12, 2019

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

Re: Grand Jury Report: "Electric Vehicle Adoption in the Cities and County of San Mateo"

Dear Councilmembers:

The 2018-2019 Grand Jury filed a report on August 12, 2019 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Donald J. Ayoob. Your agency's response is due no later than November 12, 2019. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

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

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

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

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

AUG 23 10 44 AM '19

Please submit your responses in all of the following ways:

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

Hon. Donald J. Ayooob  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center; 2<sup>nd</sup> Floor  
Redwood City, CA 94063-1655.

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

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

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

Very truly yours,



Neal Taniguchi  
Court Executive Officer

NT:ck  
Enclosure

cc: Hon. Donald J. Ayooob  
Paul Okada

Information Copy: City Manager



## **ELECTRIC VEHICLE ADOPTION IN THE CITIES AND COUNTY OF SAN MATEO**

### **ISSUE**

What steps have San Mateo County and its cities taken to reduce their greenhouse gas emissions by replacing 100 percent fossil-fueled government fleet vehicles with electric vehicles? What resources are available to the County and the cities to assist in converting their fleets to zero emission vehicles (ZEVs)?

### **SUMMARY**

Global warming and climate change are an everyday reality. California is a leader in trying to reduce greenhouse gas emissions. Sixty percent of greenhouse gas emissions in San Mateo County come from the transportation sector. Local government vehicle fleets are a relatively small part of that sector; however, the Grand Jury believes they are important in terms of setting an example for private industry and individuals to follow.

The Grand Jury surveyed the County and each of the 20 cities within the county to determine the extent to which they are converting their fleets to electric vehicles. The results of this survey show that approximately 31 percent of the County of San Mateo government fleet vehicles are electric vehicles. By comparison, the average of 20 cities in the County is about three percent. Eleven of the 20 cities have no electric vehicles in their fleets.

Purchase of electric vehicles has been cost prohibitive in the past, making it difficult for governments to justify the expense. Since 2009 when San Mateo County first discussed converting its fleet to electric vehicles, zero emissions vehicle technology has advanced, and costs of electric vehicles have dropped. As of 2019, the total life cycle cost, based on five years ownership, of a zero emissions vehicle is less than that for a comparable 100 percent fossil-fueled car. The cost savings may be as great as \$5,000 if the electric vehicle is eligible for certain rebates.

The Grand Jury recommends that the County and each of the cities in San Mateo County conduct a review of their government fleet procurement policies relating to electric vehicles, including an analysis of the obstacles to fleet conversion. The Grand Jury also recommends that the city governments and the County Department of Public Works review existing programs that could facilitate this analysis and the procurement of electric vehicles, including the Office of Sustainability's Roadmap for Municipal Green Fleets, which is a toolkit to assist local governments in replacing traditional gas powered fleets with electric fleet vehicles, and the Climate Mayors EV Purchasing Collaborative, which allows the coordination of a highly competitive contract aimed at saving time and money by combining the buying power of more than 50,000 government, education, and non-profit organizations.

## GLOSSARY<sup>1</sup>

- Greenhouse Gases (GHG): Any of various gaseous compounds, such as carbon dioxide and methane, that absorb infrared radiation and trap heat in the atmosphere contributing to the greenhouse effect and global warming.
- Government fleet: All vehicles owned or leased by a government entity for use by government employees including administrative, maintenance, police and emergency personnel.
- Fossil –Fueled Vehicles
  - PZEVs: 100 percent fossil-fueled, internal combustion engine (ICE), Partial Zero Emission Vehicles which are Super Ultra Low Emissions Vehicles that also have additional technology, such that their emissions are similar to a non-plug-in hybrid, such as the Honda Civic, the Ford Fiesta, and the Subaru Crosstrek.
  - AT PZEVs: Advanced Technology Partial Zero Emission Vehicles, which include non-plug-in hybrids, such as the Honda Accord Hybrid, the Toyota Camry Hybrid, and the Ford Fusion.
- Electric Vehicles
  - Enhanced AT PZEVs: Enhanced Advanced Technology Partial Zero Emissions Vehicles which include plug-in hybrid electric vehicles such as the Toyota Prius Prime, the Chevrolet Volt, and the Ford Fusion Energi.
  - ZEVs: Zero Emission Vehicles which include plug-in electric vehicles such as the Tesla Model 3, the Chevrolet Bolt, the Hyundai Ioniq, and electric carts.

## BACKGROUND

California is a leader in trying to reduce greenhouse gas emissions (GHG) associated with global heating. Forty percent of California's greenhouse gas emissions come from the transportation sector. In San Mateo County, the contribution from transportation is even higher at 60 percent, the largest contributor being solo driving.<sup>2</sup> Local government vehicle fleets are a relatively small part of that sector; however, the Grand Jury believes they are important in terms of setting an example for private industry and individuals to follow.

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<sup>1</sup> Definitions based on California Environmental Protection Agency, Air Resources Board, Frequently Asked Questions: The California Zero Emission Vehicle Regulation, July 2011.

[https://www.arb.ca.gov/msprog/zevprog/factsheets/zev\\_fs.pdf](https://www.arb.ca.gov/msprog/zevprog/factsheets/zev_fs.pdf)

<sup>2</sup> Time to Act on Climate Change, Twenty-second Annual Report. [www.SustainableSanMateo.org](http://www.SustainableSanMateo.org)

## State Actions

With nearly half of the state's greenhouse gas emissions coming from the transportation sector, California has made significant investments to encourage adoption of zero emission vehicles, including expanding the network of charging stations and providing rebates that lower the price of new cars by thousands of dollars.<sup>3</sup>

In 2018, the Governor set a goal of reaching five million ZEVs on California's roadways by 2030, and 250,000 public chargers by 2025.<sup>4</sup> As of mid-2018, Californians were driving over 400,000 ZEVs out of 25 million registered passenger vehicles in California (1.6 percent). San Mateo County has 26,894 electric vehicles (Enhanced AT PZEVs and ZEVs) registered<sup>5</sup>, which is 4.2 percent of all registered vehicles; 8,229 were ZEVs.<sup>6</sup>

The state has passed the California Renewables Portfolio Standards Program SB 100 (2018) that mandates that all electricity be 100 percent renewable by 2045, ensuring that electric vehicles will be powered by clean energy sources.

In October 2016, the Governor of California released the 2016 ZEV Action Plan, which in part established new goals for state government fleet ZEV purchases, so that 50 percent of annual light-duty fleet purchases will be ZEV by 2025.<sup>7</sup> While the state is addressing greenhouse gases and electrification of state vehicle fleets, there have been few measures directed to electrification of county or municipal fleets.

## County Actions

In 2011, the Grand Jury investigated the County's 2008 Vehicle Purchase Program in which the San Mateo County Board of Supervisors resolved that "...all future [compact and midsize county] vehicle purchases will be hybrid models or other fuel-efficient models that are estimated by the manufacturer to achieve a minimum of thirty miles to the gallon."<sup>8,9</sup> This program includes a policy of replacing fleet vehicles after seven years or 100,000 miles.<sup>10</sup> According to the San Mateo County Department of Public Works, which oversees the County's fleet, the Board of Supervisors' resolution calls for an annual review of the 30 mpg standard. The policy

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<sup>3</sup> Koseff, Alexei, "Brown deems Trump 'liar, criminal, fool' on environment, signs electric vehicle bills", The Sacramento Bee, September 13, 2018. <https://www.sacbee.com/news/politics-government/capitol-alert/article218362510.html>

<sup>4</sup> Lazo, Alejandro, "California Gov. Jerry Brown Calls for Five Million Zero-Emission Cars by 2030", Wall Street Journal, January 26, 2018. <https://www.wsj.com/articles/california-gov-jerry-brown-to-call-for-five-million-zero-emission-cars-by-2030-1516996404>

<sup>5</sup> <https://smcenergywatch.org/electric-vehicle-adoption-in-san-mateo-county/>

<sup>6</sup> Sustainable San Mateo County "Time to Act on Climate Change", Indicators Report 2018. [www.sustainablesammateo.org](http://www.sustainablesammateo.org) May 4, 2018

<sup>7</sup> State Administrative Manual Memorandum MM 16-07.

[https://www.documents.dgs.ca.gov/osp/sam/memos/MM16\\_07.pdf](https://www.documents.dgs.ca.gov/osp/sam/memos/MM16_07.pdf)

<sup>8</sup> San Mateo County Board of Supervisors, "Resolution No. 069650", September 9, 2008.

<sup>9</sup> San Mateo County Civil Grand Jury 2010-2011, "San Mateo County's Vehicle Purchase Program", 2011.

[https://www.sanmateocourt.org/documents/grand\\_jury/2010/hybrid\\_vehicles.pdf](https://www.sanmateocourt.org/documents/grand_jury/2010/hybrid_vehicles.pdf)

<sup>10</sup> Ibid.

itself has not been updated and the fuel efficiency requirement has not been increased above 30 mpg.<sup>11</sup>

### **Climate Action Plans**

Since enactment of the California Global Warming Solutions Act of 2006 (AB 32), many local jurisdictions in California have adopted “Climate Action Plans” (CAPs). CAPs are documents that identify methods that local jurisdictions such as the cities and County can implement to significantly reduce GHG emissions as a first step toward meeting the requirements mandated by AB 32, which required a GHG reduction of 15 percent below 2005 levels by 2020. While such plans are not mandated, the County of San Mateo and 16 cities in the county have adopted them. Due to greenhouse gas emissions from transportation, CAPs include a section that discusses the status of greenhouse gas contribution from this sector and policies meant to reduce them. For purposes of this report, the Grand Jury reviewed the CAPs for the County and the cities that have them to determine whether the electrification of government fleets was addressed.<sup>12</sup>

### **DISCUSSION**

The Grand Jury investigated what San Mateo County and the 20 cities within the county are doing to reduce their GHG emissions by converting their fleets to electric vehicles.

#### **Grand Jury Survey**

In December 2018, the Grand Jury surveyed each of the cities and the County (see Appendix A for form of the survey). The responses are summarized in Table 1. The survey results show that, as of the date of the survey, 11 of the 20 cities have no electric vehicles (as defined in the glossary) in their fleets. These are: Atherton, Belmont, Colma, Daly City, East Palo Alto, Half Moon Bay, Hillsborough, San Bruno, San Carlos, South San Francisco, and Woodside. In contrast, two of the cities (Burlingame and Foster City) have converted one percent of their fleet to electric vehicles, three of the cities (Pacifica, Redwood City, and San Mateo) have reached three percent, the City of Millbrae has reached seven percent, and two cities (Brisbane and Menlo Park) have reached ten percent. Of interest is that although not having a Climate Action Plan, the Town of Portola Valley has moved forward with converting a third (two out of six) of its fleet to electric vehicles.

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<sup>11</sup> Email from SMC Department of Public Works

<sup>12</sup> Links to each of the CAPs are given in the bibliography.

**Table 1: Cities and County of San Mateo Electric Fleet Vehicles (December 2018)**

Cites/ County of San Mateo	# of Fleet Vehicles			Have Climate Action Plan? (Year*)	Climate Action Plan Discusses Government Fleet Electric Vehicles
	Total	Electric	% Elec		
Atherton	20	0	0%	Yes (2016)	Yes
Belmont	106	0	0%	Yes (2017)	Yes
Brisbane	23	2	9%	Yes (2015)	Yes
Burlingame	115	1	1%	Yes (2009)	Yes
Colma	27	0	0%	Yes (2013)	No
Daly City	26	0	0%	Yes (2010)	No
East Palo Alto	73	0	0%	Yes (2011)	Yes
Foster City	86	1	1%	Yes (2015)	Yes
Half Moon Bay	8	0	0%	No	No
Hillsborough	67	0	0%	Yes (2010)	No
Menlo Park	110	11	10%	Yes (2009)	Yes
Millbrae	58	4	7%	No	No
Pacifica	96	2	2%	Yes (2014)	Yes
Portola Valley	6	2	33%	No	No
Redwood City	240	6	3%	Yes (2013)	Yes
San Bruno	129	0	0%	No	No
San Carlos	49	0	0%	Yes (2009)	Yes
San Mateo	243	8	3%	Yes (2015)	Yes
South San Francisco	200	0	0%	Yes (2014)	No
Woodside	3	0	0%	Yes (2015)	No
<b>Cities Total</b>	1,685	37	2%	16 Yes	11 Yes
<b>County of San Mateo</b>	709	220	31%	Yes (2012)	Yes

\* Year shown is date of document that references electric vehicles, if any

Combined, about two percent of the 20 municipalities' fleet vehicles are electric vehicles. By contrast, electric vehicles comprise approximately 31 percent of the total County of San Mateo government fleet.

As noted in Table 1, eleven of the cities and the County have as part of their CAP a section pertaining to converting their government fleets to fuel efficient vehicles (hybrid, electric, alternative fuel). These cities are: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Menlo Park, Pacifica, Redwood City, San Carlos, and San Mateo. Five cities

(Colma, Daly City, Hillsborough, South San Francisco, and Woodside) have CAPs that do not discuss conversion of fleet vehicles, to fuel-efficient vehicles and four cities (Half Moon Bay, Millbrae, Portola Valley, and San Bruno) have no Climate Action Plan.

In reviewing the cities' and County's CAPs as related to the conversion of fleet vehicles to electric vehicles, the Grand Jury finds that those cities, and the County, that include this discussion in their CAP vary in the strength of their approach. As noted above, the County already had a Fuel Efficient County Vehicle Purchasing Policy prior to developing their CAP, and this is emphasized in their document. Four of the cities (Atherton, Belmont, Burlingame, and Pacifica) describe policies to prioritize purchase of electric and alternative fuel vehicles, sometimes referred as a Sustainable Purchasing Policy, which are proposed for adoption by the city governments.

For the remaining seven cities, the wording in the CAPs propose specific actions rather than an overall policy. The CAPs of the cities of Brisbane and East Palo Alto suggest that their cities participate in a car-sharing program that has electric vehicles. The CAP from Menlo Park says that "one or several neighborhood electric vehicles could be purchased or leased."<sup>13</sup> The CAPs from Foster City and San Mateo call for the cities to replace gasoline powered vehicles or conventional hybrids with low emissions vehicles, "as available and cost effective".<sup>14</sup> The 2009 CAP from San Carlos is specific about the number of vehicles to be replaced by 2020 stating that, "The City has approximately 18 vehicles between the Public Works, Parks and Recreation, and Building Departments that have the possibility of being replaced in the future with alternative fuel or hybrid technology."<sup>15</sup> And the CAP from Redwood City mentions that by 2013, 83 percent of all City sedans in Redwood City were hybrids and the Parks and Police Departments had three fully electric vehicles. Of particular note, the action recommended in Redwood City is headed, "Lead by Example – promote fuel-efficient and alternative fuel vehicles in the community by using the City's fleet as an example."<sup>16</sup>

As described above, there is a wide variation among local jurisdictions in San Mateo County in terms of their government fleet electric vehicle procurement policies. In this report, the Grand Jury has not investigated the reasons why local jurisdictions have adopted their specific policies, or no policy.

It should be noted that some CAPs were drafted and adopted prior to 2010, when electric vehicles were not widely available, some have been reviewed and revised since 2015, one city is currently working on an updated CAP, and one city has a draft 2030 plan.

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<sup>13</sup> City of Menlo Park, Climate Action Plan Update and Status Report, 2009  
<http://worldcat.org/arcviewer/7/CBG/2013/04/17/H1366238244214/viewer/file1.pdf>

<sup>14</sup> City of San Mateo, Climate Action Plan, April 2015.  
<https://www.cityofsanmateo.org/DocumentCenter/View/65426/San-Mateo-CAP---Adopted?bidId>

<sup>15</sup> City of San Carlos, Climate Action Plan, October 12, 2009  
<https://www.cityofsancarlos.org/government/departments/city-manager-s-office-communications/responsible-environment/climate-action-plan>

<sup>16</sup> City of Redwood City Community Climate Action Plan [https://www.ca-ilg.org/sites/main/files/file-attachments/redwood\\_city\\_community\\_climate\\_action\\_plan.pdf](https://www.ca-ilg.org/sites/main/files/file-attachments/redwood_city_community_climate_action_plan.pdf)



## Sources of Financial and Technical Assistance

In October 2018, the San Mateo County Office of Sustainability received a grant for one year from Peninsula Clean Energy to develop a *Roadmap for Municipal Green Fleets*.<sup>17</sup> This is a clean fuel toolkit to assist local governments in replacing traditional gas powered fleets with electric fleet vehicles. This toolkit includes sources of technical assistance for local governments interested in strategic planning of their fleet electrification efforts.<sup>18</sup> The grant includes funding to support up to four cities initially in utilizing the toolkit through December 2019.

The Office of Sustainability is currently soliciting feedback from cities on whether there is interest to adopt an EV First Policy.<sup>19</sup> If there is interest from the city and County leadership, the Office of Sustainability will draft a policy based on the one adopted by the City and County of San Francisco in 2017. San Francisco's EV First policy "requires that any new passenger vehicle procured for the City fleet be a Zero Emission Vehicle, absent a waiver, and that all passenger vehicles in the City fleet be Zero Emission Vehicles by December 31, 2022; and to encourage selection of Zero Emission Vehicles in other vehicle classes as technology improves."<sup>20</sup>

On September 11, 2018, the *Climate Mayors EV Purchasing Collaborative* was launched. Cities from around the U.S. announced a large-scale commitment to electrify their municipal fleets. One founder stated, "This process allows the coordination of a highly competitive contract aimed at saving your fleet time and money by combining the buying power of more than 50,000 government, education, and non-profit organizations. The vehicles in your fleet need to meet the use needs of your company and staff, and the Cooperative EV Purchasing Collaborative is designed with products and services to fit your needs."<sup>21</sup>

"The Collaborative represents unprecedented cooperation among Climate Mayors cities across the country to leverage their collective buying power and accelerate the conversion of public fleets to [electric vehicles]...It is a turnkey, one-stop, online procurement portal providing U.S. cities, counties, [and] state governments...equal access to competitively bid [electric vehicles] and charging infrastructure, innovative financing options, and best practices and other forms of expertise."<sup>22</sup>

The California Air Resources Board (CARB) has the Clean Vehicle Rebate Project (CVRP) which is designed to promote the purchase of battery electric, plug-in hybrid electric, and other electric vehicles. Rebates of up to \$7,000 per light-duty vehicle are available for individuals, nonprofits, government entities, and business owners who purchase or lease an eligible vehicle. Public agencies are eligible for up to 30 vehicle rebates annually. Some fleets may qualify for

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<sup>17</sup> Peninsula Clean Energy Pilot Program, <https://www.peninsulacleanenergy.com/community-pilots/> Peninsula Clean Energy (PCE) is San Mateo County's official electricity provider. It awarded grants through its Community Pilot Program of up to \$75,000 each for six innovative local pilot projects to reduce greenhouse gas emissions.

<sup>18</sup> Office of Sustainability, *Roadmap for Municipal Green Fleets*. <https://www.smcsustainability.org>

<sup>19</sup> Grand Jury Correspondence with San Mateo County Office of Sustainability.

<sup>20</sup> City and County of San Francisco Ordinance #115-17.

(<https://sfgov.legistar.com/View.ashx?M=F&ID=5205705&GUID=5B001FFA-9629-43BC-B1EC-B348B76F8B29>)

<sup>21</sup> "Commitment to Electrification", <https://driveevfleets.org/#>

<sup>22</sup> Ibid.

increased incentives if located within a California disadvantaged community census tract.<sup>23</sup> Current rebate statistics are available on the website of the Center for Sustainable Energy (CSE).<sup>24</sup>

### Why Now is the Time to Convert Government Fleets to ZEVs

Even those cities whose Climate Action Plans include proposed electric vehicle fleet procurement policies have not fully implemented them (see Table 1, last column vs. # of Fleet Vehicles). San Carlos, for example, has a strong and specific policy but has purchased no electric vehicles. In this report, the Grand Jury has not investigated the specific reasons each city may have for not implementing electric vehicle procurement policies. The following section reviews the general obstacles that local governments have encountered in the past and their current status in 2019.

“The California Air Resources Board first adopted the ZEV mandate in 1990 as part of the Low-Emission Vehicle regulation...whose goals were to accelerate industry investment in ZEV technology, discourage industry procrastination, establish initial supply chains, and signal to the many related companies and governments that they should be engaging sooner and more deeply with the transition to ZEVs.”<sup>25</sup> This was 18 years before the first commercially successful ZEV was sold to the public.<sup>26,27</sup>

In 2013, the National Research Council identified the main obstacles to public adoption of ZEVs as:

- Lack of Customer Knowledge about ZEVs,
- High Purchase Price,
- Limited Driving Range,
- Limited Model Choice,
- Lack of Dealer/Mechanic Knowledge about ZEVs,
- Lack of Charging Infrastructure,
- Lack of Standardization of Charging Infrastructure, and
- Lack of Access to 100 percent Renewable Electricity.<sup>28</sup>

Since 2013, many of these obstacles have been greatly reduced. Several more ZEV models have been introduced to the market and costs have come down to a large extent due to a significant

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<sup>23</sup> According to Get Healthy San Mateo County, November 2017 Newsletter, “Implications of the Planning for Healthy Communities Act for San Mateo County”, portions of East Palo Alto, Redwood City, South San Francisco, Millbrae, San Bruno and unincorporated North Fair Oaks are “disadvantaged community census tracts.” <https://www.gethealthysmc.org/newsletter/november-2017-newsletter>

<sup>24</sup> [CVRP Rebate Statistics Webpage](#)

<sup>25</sup> Scott Hardman, et al., “Driving the Market for Plug-in Vehicles: Understanding ZEV Mandates”. <https://phev.ucdavis.edu/wp-content/uploads/zev-mandates-policy-guide.pdf>

<sup>26</sup> U.S. Department of Energy, “The History of the Electric Car”, September 2014. <https://www.energy.gov/articles/history-electric-car>

<sup>27</sup> Tesla website, “About Tesla”, <https://www.tesla.com/about>

<sup>28</sup> National Research Council, “Overcoming Barriers to Electric-Vehicle Deployment”, 2013. <http://gabrielse.physics.harvard.edu/gabrielse/papers/2013/OvercomingBarriersToElectricVehicleDeployment.pdf>

drop in battery prices.<sup>29</sup> In San Mateo County, both Pacific Gas & Electric and Peninsula Clean Energy both offer 100 percent renewable electricity plans.<sup>30,31</sup>

“Most modern chargers and vehicles have a standard connector and receptacle, called the SAE J1772. Any vehicle with this plug receptacle can use any Level 1 [120 volt AC] or Level 2 [240 volt AC] EVSE. All major vehicle and charging system manufacturers support this standard.”<sup>32</sup> And recently, “SAE International, an engineering standards-setting organization, has passed a standard for fast charging that adds high-voltage DC power contact pins to the SAE J1772 connector,”<sup>33</sup> so standardization of charging infrastructure should soon no longer be a concern.

As with individuals who purchase ZEVs, city and county governments will need to install charging infrastructure for their fleets. The cost of installing a charging facility ranges widely depending on the number of charging ports, the level of the charger, whether the units are networked for monitoring and/or billing purposes, and the proximity to existing electrical infrastructure.<sup>34</sup> However, in considering the useful range of their ZEVs, cities in San Mateo County should also take into account that there are currently 1,645 public charging stations in San Mateo County that could be used by government vehicles if they are in danger of running out of power before being able to return to their base charging location.<sup>35</sup>

Even with all of these advances, in January 2019 Forbes Magazine listed the four lingering obstacles that purchasers of ZEVs, both public and private, contend with as perceived cost, range anxiety, driver understanding, and dealer understanding.<sup>36</sup> Driver and dealer understanding of ZEVs will come with greater education of the public, and the Grand Jury hopes that this report will contribute to that education. Retraining of mechanics to work on ZEVs is also a consideration, especially for government employees. However, according to the San Mateo County Department of Public Works, “This doesn’t present a problem and...mechanics are being trained on servicing of the EVs.”<sup>37</sup>

“By a margin, the largest reason that consumers have avoided purchasing an electric car is range anxiety. That is, 58 percent of drivers are afraid that they will run out of power before being able

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<sup>29</sup> Supra, Note 26

<sup>30</sup> Pacific Gas & Electric website, “Solar Choice program costs”. [https://www.pge.com/en\\_US/residential/solar-and-vehicles/options/solar/solar-choice/rate-calculator.page](https://www.pge.com/en_US/residential/solar-and-vehicles/options/solar/solar-choice/rate-calculator.page)

<sup>31</sup> Peninsula Clean Energy website, “Where PCE’s Power Comes From”.  
<https://www.peninsulacleanenergy.com/energy-sources/>

<sup>32</sup> U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “Vehicle Charging”.  
<https://www.energy.gov/eere/electricvehicles/vehicle-charging>

<sup>33</sup> Ibid.

<sup>34</sup> New York State Energy Research and Development Authority, “Charging Station Installation Analysis: Tompkins County Plug-in Electric Vehicle Infrastructure Plan”, February 2017.

<http://tompkinscountynyc.gov/files2/itctc/projects/EV/Tompkins%20EVSE%20Installation%20Analysis%20FINAL.pdf>

<sup>35</sup> San Mateo County Datahub, “Electrical Vehicle Charging Stations”.

<https://datahub.smcgov.org/Transportation/Electric-Vehicle-Charging-Stations/k4h3-yhwc>

<sup>36</sup> Jeff McMahon, “The 4 Lingering Obstacles To Electric Vehicle Adoption (And What Might Overcome Them)”, Forbes, January 27, 2019. <https://www.forbes.com/sites/jeffmcmahon/2019/01/27/the-4-lingering-obstacles-to-electric-vehicle-adoption-and-what-might-overcome-them/#2224ba695c54>

<sup>37</sup> Grand Jury communication.

to charge their vehicle, while another 49 percent fear the low availability of charging stations.”<sup>38</sup> In considering whether and when to convert government fleets in San Mateo County, the Grand Jury directs attention to the large number of public charging stations in the County mentioned above.

For all of the advances in technology, education, and infrastructure availability, a consistent theme in the CAPs and literature reviewed by the Grand Jury is the perceived cost of ZEVs versus 100 percent fossil-fueled cars and the importance of feasibility and cost effectiveness.

Choosing a ZEV over a conventional, internal combustion engine (ICE) vehicle can result in significant long term savings. ZEVs “cost less than half as much to operate as gas powered cars.”<sup>39</sup> “The average cost to operate a ZEV in the US is \$485 a year while the average for a gasoline powered vehicle is \$1,117.”<sup>40</sup>

The average price for a gallon of gasoline in California is \$3.95 (May 2019). The average cost for electricity per gallon equivalent during the daytime is \$1.80.<sup>41</sup> Fueling electric vehicles at night (off peak) would cost even less.<sup>42,43</sup>

Maintenance cost for ZEVs is also lower because they have “fewer moving parts, no exhaust system, less need for cooling, less abrasive braking options and no need to change engine oil, coolant, transmission fluids, air filters, timing belts, head gaskets, cylinder heads and spark plugs.”<sup>44</sup> The largest maintenance expense of a ZEV is the battery pack.<sup>45</sup> ZEV batteries are drained and recharged constantly but some manufacturers will cover replacement with a battery warranty (such as for the Nissan Leaf, Chevrolet Bolt, and Tesla Model S).<sup>46</sup>

In order to show how all of these factors result in a one-to-one cost comparison, an example lifecycle cost analysis of a ZEV as compared to a comparable internal combustion engine vehicle of the size used by the County of San Mateo is provided in Table 2. This analysis is based on a calculation available on the website of PG&E, but the values have been modified to reflect the rates and conditions that would be experienced by governments in San Mateo County.<sup>47</sup> For

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<sup>38</sup> Rob Stumpf, “Americans Cite Range Anxiety, Cost as Largest Barriers for New EV Purchases: Study”, The Drive, February 26, 2019. <https://www.thedrive.com/news/26637/americans-cite-range-anxiety-cost-as-largest-barriers-for-new-ev-purchases-study>

<sup>39</sup> University of Michigan’s Transportation Research Institute 2018 Study Report No. SWT-2018-1.

<sup>40</sup> Ibid.

<sup>41</sup> “egallon: What it is and Why it is Important” Department of Energy’s egallon. [www.energy.gov](http://www.energy.gov)

<sup>42</sup> Ibid.

<sup>43</sup> Note egallon and miles per gallon (MPGe) is a measurement of the cost to drive a comparable vehicle the same distance you could go on a gallon of gasoline. MPGe is a measurement of how efficiently a vehicle uses energy based on the number of British Thermal Units (BTUs) in the fuel.

<sup>44</sup> Jeff McMahon, “Electric Vehicle Cost Less Than Half as Much to Drive”, Forbes, January 14, 2018. <https://www.forbes.com/sites/jeffmcmahon/2018/01/14/electric-vehicles-cost-less-than-half-as-much-to-drive/#45d1708e3f97>

<sup>45</sup> Ibid.

<sup>46</sup> “Costs and Benefits of Electric Cars vs. Conventional Vehicles”, November 15, 2018 <https://www.energysage.com/electric-vehicles/buyers-guide/battery-life-for-top-evs/>

<sup>47</sup> Pacific Gas & Electric Company, “Welcome to the EV Savings Calculator”. <https://ev.pge.com/>

purposes of this calculation, it is assumed that the vehicles would be driven 20,000 miles per year and resold after 100,000 miles (five years).

This analysis shows that with rebates currently in place, the total life cycle cost over five years for a ZEV is up to \$5,000 less than that of a comparable ICE driven car, and that even if the electricity cost were to double or the rebate was not available the total cost would still be less than that of the ICE car. Cities are encouraged to perform their own analyses. Therefore, the Grand Jury believes that now is the time to convert government fleets to ZEVs.

**Table 2**  
**5-Year (100,000 Mile) Life Cycle Cost Comparison of**  
**Chevrolet Bolt ZEV to Toyota Camry ICE XLE/XSE**

Description	2019		Comments
	Chevrolet Bolt EV	2019 Toyota Camry XLE	
<b>Summary of Results</b>			
Vehicle Purchase/Resale	\$22,676	\$20,058	Vehicle MSRP * (1 + Sales Tax) - Rebate - (Resale Value Percent * MSRP)
Total Electricity Cost	\$5,040	NA	Electricity Cost * Electricity Use * Mi/Yr * Number of Years
Total Gasoline Cost	NA	\$11,618	<u>Gasoline Cost * Mi/Yr * Number of Years</u> MPG
Total Maintenance Cost	\$3,174	\$5,749	Maint. Cost per Mile * (1 - EV Cost Reduction) * Mi/Yr * Number of Years
Total Insurance Cost	\$8,639	\$8,288	Insurance Cost per Year * Number of Years
<b>TOTAL 5-Yr Cost</b>	<b>\$39,529</b>	<b>\$45,712</b>	

Description	2019		Comments
	Chevrolet Bolt EV	2019 Toyota Camry XLE	
<b>Input Parameters</b>			
Seats	5	5	Manufacturer Specification
Passenger Volume (cu.ft.)	94	100	Manufacturer Specification
Interior Cargo Volume (cu.ft.)	16.9	14.1	Manufacturer Specification
Type	Mid-Size	Mid-Size	Passenger+Cargo Volume 110 to 119 cu.ft. <sup>48</sup>
MSRP	\$36,620	\$29,175	Manufacturer's Suggested Retail Price
CARB EV Rebate	\$2,500	NA	California Air Resource Board <sup>49</sup>

<sup>48</sup> U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, "How are Vehicle Size Classes Defined". <https://www.fueleconomy.gov/feg/info.shtml#size-class>

<sup>49</sup> California Environmental Protection Agency, Air Resources Board, Clean Vehicle Rebate Project, "For Public Fleets". <https://cleanvehiclerebate.org/eng/fleet>

**Table 2 (continued)**

2019

Chevrolet Bolt EV      2019 Toyota Camry XLE

Description	Chevrolet Bolt EV	2019 Toyota Camry XLE	Comments
<b>Input Parameters (cont.)</b>			
Electricity Cost (\$/kWh)	\$0.18	NA	E-19 SV Rate from PCE, 100% ECO <sup>50</sup>
Electricity Use (kWh/mile)	0.28	NA	EPA Efficiency Rating <sup>51</sup>
Gasoline Cost (\$/gal)	NA	\$3.95	AAA, CA avg. for May 2019 <sup>52</sup>
Miles per Gallon (MPG)	NA	34	EPA Rating <sup>53</sup>
Maint. Cost per Mile	\$0.0599	\$0.0575	Exponential cost curve based on MSRP of \$37,000 and a base rate of \$0.06/mi <sup>54</sup>
Insurance Cost per Year	\$1,728	\$1,658	Exponential cost curve based on MSRP of \$37,000 and a base rate of \$1,731/yr <sup>55</sup>
EV Maint. Cost Reduction	47%	NA	2 <sup>o</sup> Institute Report <sup>56</sup>
Number of Years	5	5	Assumed for analysis
Miles Driven per Year	20,000	20,000	Assumed for analysis
Sales Tax (%)	8.75%	8.75%	San Mateo County <sup>57</sup>
Resale Value @ 100,000 mi	40%	40%	CarFax <sup>58,59</sup>

<sup>50</sup> Pacific Gas & Electric Company, “PG&E – Peninsula Clean Energy Joint Rate Comparisons”.  
[https://www.pge.com/pge\\_global/common/pdfs/customer-service/other-services/alternative-energy-providers/community-choice-aggregation/pce\\_rateclasscomparison.pdf](https://www.pge.com/pge_global/common/pdfs/customer-service/other-services/alternative-energy-providers/community-choice-aggregation/pce_rateclasscomparison.pdf)

<sup>51</sup> U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “Find and Compare Cars”.  
<https://www.fueleconomy.gov/feg/noframes/40520.shtml>

<sup>52</sup> AAA, “Gas Prices”. <https://gasprices.aaa.com/state-gas-price-averages/>

<sup>53</sup> U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “Compare Side-by-Side”.  
<https://www.fueleconomy.gov/feg/Find.do?action=sbs&id=40609>

<sup>54</sup> Supra, Note 46 – Equation is Cost per mile = 0.06 \* (MSRP/37000)<sup>0.1799</sup>.

<sup>55</sup> Supra, Note 46 – Equation is Cost per year = 1731 \* (MSRP/37000)<sup>0.1825</sup>.

<sup>56</sup> Ryan Logtenberg, et al., 2<sup>o</sup> Institute, “Comparing Fuel and Maintenance Costs of Electric and Gas Powered Vehicles in Canada”, September 2018.

[https://www.2degreesinstitute.org/reports/comparing\\_fuel\\_and\\_maintenance\\_costs\\_of\\_electric\\_and\\_gas\\_powered\\_vehicles\\_in\\_canada.pdf](https://www.2degreesinstitute.org/reports/comparing_fuel_and_maintenance_costs_of_electric_and_gas_powered_vehicles_in_canada.pdf)

<sup>57</sup> California Department of Tax and Fee Administration, “California Sales and Use Tax Rates by County and City”, April 1, 2019. <https://www.cdtfa.ca.gov/formspubs/cdtfa95.pdf>

<sup>58</sup> Charles Krome, “Car Depreciation: How Much Value Will a New Car Lose?”, Carfax, November 9, 2018.  
<https://www.carfax.com/blog/car-depreciation>

<sup>59</sup> Depreciation is an important factor in this analysis as is it difficult to predict the demand for used cars in the future. See Edmunds, “Edmunds Report Reveals a Car With 100,000 Miles Is More Valuable Than Shoppers Think”, November 13, 2017. <https://www.edmunds.com/about/press/edmunds-report-reveals-a-car-with-100000-miles-is-more-valuable-than-shoppers-think.html>

## FINDINGS

- F1. As of December 2018, eleven of the twenty cities in San Mateo County have no electric vehicles in their government fleets. These are:
- Atherton
  - Belmont
  - Colma
  - Daly City
  - East Palo Alto
  - Half Moon Bay
  - Hillsborough
  - San Bruno
  - San Carlos
  - South San Francisco
  - Woodside
- F2. As of December 2018, in two of the twenty cities in San Mateo County approximately one percent of the city fleet are electric vehicles. These are:
- Burlingame
  - Foster City
- F3. As of December 2018, in three of the twenty cities in San Mateo County approximately three percent of the city fleet are electric vehicles. These are:
- Pacifica
  - Redwood City
  - San Mateo
- F4. As of December 2018, in the City of Millbrae approximately seven percent of the city fleet is electric vehicles.
- F5. As of December 2018, in two of the twenty cities in San Mateo County approximately ten percent of the city fleet are electric vehicles. These are:
- Brisbane
  - Menlo Park
- F6. As of December 2018, the Town of Portola Valley has converted two of its six city vehicles to electric vehicles, or approximately 33 percent.
- F7. San Mateo County has 709 fleet vehicles. Of those, 218 are Enhanced AT PZEVs and two are ZEVs (approximately 31 percent).

- F8. The County and eleven of the cities in the county have Climate Action Plans that discuss adoption of sustainable purchasing policies for converting their fleets to fuel efficient vehicles (hybrid, electric, alternative fuel). The cities are:
- Atherton
  - Belmont
  - Brisbane
  - Burlingame
  - East Palo Alto
  - Foster City
  - Menlo Park
  - Pacifica
  - Redwood City
  - San Carlos
  - San Mateo
- F9. San Mateo Office of Sustainability released a “Green Municipal Fleet Toolkit” in March of 2019. The purpose of this Toolkit is to assist jurisdictions on how to reduce greenhouse gas emissions from their municipal fleets.
- F10. The San Mateo County Office of Sustainability technical support pilot program for municipal fleets, which is funded to assist up to four cities in converting their fleets to ZEVs, runs through December 2019.
- F11. The Climate Mayors EV Purchasing Collaborative is available to assist the cities and the County in conversion of fleet vehicles to ZEVs through aggregate purchasing.

## **RECOMMENDATIONS**

- R1. By March 31, 2020, the County of San Mateo and each city within the county should conduct a review of its government fleet procurement policy relating to electric vehicles and present a report at a public meeting. At a minimum, the review should be based on an analysis that includes up-to-date life-cycle costs of commercially available electric vehicles and an up-to-date assessment of whether electric vehicles can meet the performance needs of local jurisdictions for power, range, battery life, and other relevant factors. If an agency has completed such a review within the last three years, then such review should be presented to its governing body at a public meeting on or before December 31, 2019.
- R2. By March 31, 2020, the County of San Mateo and each city within the county should conduct an analysis of the obstacles, if any, to the implementation of an EV government fleet procurement policy and present a report at a public meeting. This could include, for example, the availability of electric vehicle charging stations to serve the vehicle fleet and training of vehicle maintenance staff. If an agency has completed such an analysis within the last three years, then such analysis should be presented to its governing body at a public meeting on or before December 31, 2019.



- R3. By September 30, 2019, the County of San Mateo Department of Public Works and each city within the county should review the “Roadmap for Municipal Green Fleets” toolkit from the San Mateo County Office of Sustainability, including the information on the possibility of adopting an EV First Policy.
- R4. By September 30, 2019, the County of San Mateo and each city within the county, if they have not already initiated such a process, should investigate joining the Climate Mayors EV Purchasing Collaborative to take advantage of aggregate purchasing.

## REQUEST FOR RESPONSES

Pursuant to penal Code section 933.05, the Grand Jury requests responses from the City Councils of the following cities in San Mateo County:

- Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, Woodside.
- The San Mateo County Board of Supervisors

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

## METHODOLOGY

- The Grand Jury sent a survey/questionnaire to all the cities in San Mateo County. The same survey was sent to the County.
- The Grand Jury interviewed representatives from The Office of Sustainability, C/CAG, The County Department of Public Works and non- profit electric vehicles organizations.
- The Grand Jury attended city sponsored Electric Vehicle Workshops, the Sustainable San Mateo County Indicators forum, a seminar on The Future of Transportation: Clean Energy & Transformation presented by Peninsula Family Service Thought Leader Series, and the San Francisco Global Climate Change Summit.
- The Grand Jury conducted research using over forty-five internet sites and newspaper articles pertaining to electric vehicles, government agencies dealing with electric vehicles and greenhouse gas reduction in the transportation sector.

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<http://www.cityofpacifica.org/civicax/filebank/blobdload.aspx?blobid=7490> (last viewed September 16, 2018)
- City of San Carlos, Climate Action Plan, October 12, 2009  
<https://www.cityofsancarlos.org/government/departments/city-manager-s-office-communications/responsible-environment/climate-action-plan> (last viewed September 16, 2018)
- City of San Mateo, Climate Action Plan, April 2015.  
<https://www.cityofsanmateo.org/DocumentCenter/View/65426/San-Mateo-CAP---Adopted?bidId> (last viewed February 24, 2019).
- City of Redwood City Community Climate Action Plan (no date). [https://www.ca-ilg.org/sites/main/files/file-attachments/redwood\\_city\\_community\\_climate\\_action\\_plan.pdf](https://www.ca-ilg.org/sites/main/files/file-attachments/redwood_city_community_climate_action_plan.pdf) (last viewed June 2, 2019)
- City of South San Francisco, Climate Action Plan, prepared by PMC, adopted February 13, 2014 <http://www.ssf.net/home/showdocument?id=5640> (last viewed September 16, 2018)
- Town of Woodside, Climate Action Plan, September 22, 2015  
[https://www.woodsidetown.org/sites/default/files/fileattachments/planning/page/4631/town\\_of\\_woodside\\_-\\_final\\_climate\\_action\\_plan.pdf](https://www.woodsidetown.org/sites/default/files/fileattachments/planning/page/4631/town_of_woodside_-_final_climate_action_plan.pdf) (last viewed February 24, 2019)
- County of San Mateo, Energy Efficiency Climate Action Plan, June 2013.  
<https://www.smcsustainability.org/download/climate-change/Energy-Efficiency-Climate-Action-Plan.pdf> (last viewed February 24, 2019)



## APPENDIX A

### Civil Grand Jury Survey

The following is the text of the survey that was sent to the County and each of the cities.

[Name of addressee]

[Address]

Re: Request for documents from San Mateo County 2018-19 Civil Grand Jury

Dear \_\_\_\_\_:

In connection with an investigation being conducted by the San Mateo County 2018-19 Civil Grand Jury, we are interested in responses to the following questions:

The number of Electric Vehicle charging stations your municipality has installed for government use

The number of EV charging stations your city has installed for public use

The number of vehicles in your cities fleet

How many of those vehicles are electric?

Does your city have a Climate Action Plan?

If so does that plan include the reduction of Green House Gas emissions through eliminating fossil fuel driven vehicles and adopting the use of Electric vehicles for government employees?

We would appreciate it if you could provide your answers to us within the next seven days. If any of the requests are unclear, or unduly burdensome to respond to, or if you need additional time to gather responsive documents, please let me know and we will be happy to clarify and/or work with you to make the request more manageable.

As you may be aware, under California law, all matters relating to the Grand Jury's work including the nature or subject of any inquiries it makes and its requests for documents, are to be treated as confidential by you and not disclosed except as directed by a court of law. You are, of course, free to engage the assistance of other personnel in your office to gather information responsive to our requests, but we ask that, except to the extent absolutely necessary, you not disclose this letter or the fact that the documents are being gathered in response to a Grand Jury request. Any violation of your statutory confidentiality obligation is punishable as contempt of court.

Thank you so much for your help.

Very Truly Yours,

Issued: August 12, 2019





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Liz Tapia, Recreation Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: October 9, 2019  
 SUBJECT: Recreation Services Department Quarterly Review, July - September 2019

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## RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE THIRD QUARTER OF 2019.

## EXECUTIVE SUMMARY

In the third quarter of 2019, a total of 2,929 participants attended 68 programs. This represents an increase of 212 participants from the third quarter of 2018. Staff attributes the increase to greater participation in the Town's Community Events and Summer Day Camp.

Staff estimates that 41 percent of the population had a current Colma I.D. during the third quarter of 2019, suggesting that residents participated in multiple programs.

There was a total of 71 rentals, which is a decrease of 6 rentals from the third quarter of 2018.

## BACKGROUND

### Participation

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

- A total of 97 adults and seniors participated in enrichment programs. This represents a decrease of 14 participants from the third quarter of 2018. Staff attributes the decrease to fewer participants in contact classes.

- A total of 255 adults and seniors participated in trips and events. This represents an increase of 43 participants from the third quarter of 2018. Staff attributes the increase to a growth in participation in Senior Luncheons and Creekside Villas Activities.
- A total of 880 youth and teens participated in Enrichment Programs. This represents an increase of 28 participants from the third quarter of 2018. Staff attributes the increase to higher participation in the Summer Day Camp Program.
- A total of 229 youth and teens participated in events and trips. This represents an increase of 97 participants from the third quarter of 2018. Staff attributes the increase to the addition three low-cost youth and teen trips.
- A total of 1,468 youth, adults and seniors participated in Community Programs. This represents an increase of 78 participants from the third quarter of 2018. Staff attributes the increase to events such as the Community Fair and Summer Concert Series.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 51 different events:

- Resident Rentals (18 social events and one fundraiser)
- Non-Resident Rentals (Three social events)
- Non-Resident Non-profit Groups (11 programs and three meetings and one fundraiser)
- In House Reservations (15 meetings/trainings and programs)

The Sterling Park Recreation Center was rented for 15 different events:

- Sterling Park Resident Rentals (15 social events)

The Sterling Park Picnic Area was rented for 5 different events:

- Sterling Park Resident Rentals (5 social events)

### **Sustainability Impact**

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, at this year's Town picnic staff contracted James Stanfield catering which used cups, plates, forks, knives, and spoons that were compostable or were made from recyclable content.

### **ATTACHMENTS**

- A. 2019 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review  
July – September 2019  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Boot Camp Fitness	17	2	Existing
Chair Senior Yoga	12	2	Existing
Colma Ladies Social	14	3	Existing
Cooking Classes	18	3	Existing
CPR	11	1	Existing
Golf	1	3	Existing
Gentle & Invigorating Yoga for All Bodies	6	1	Existing
Go Go Grandparent - Uber Tech Talk	4	1	<b>NEW</b>
Zumba	6	1	Existing
Zumba Toning	8	1	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Armchair Travel	7	1	Existing
Breakfast Bingo	34	3	Existing
Cheese Tasting at Marin French	16	1	<b>NEW</b>
CPR & First Aid	4	1	Existing
Creekside Villas Activities	27	3	Existing
Friday Films	33	3	Existing
Mission San Francisco de Asis	15	1	<b>NEW</b>
Pizza and Puzzles	17	3	<b>NEW</b>
Santa Cruz Follies	22	1	Existing
Senior Luncheon	65	3	Existing
Sweet Scrabble	5	2	<b>NEW</b>
Pub Crawl & Scavenger Hunt	Cancelled	1	<b>NEW</b>
Oakland Zoo and Fenton's	Cancelled	1	<b>NEW</b>
USS Hornet	10	1	<b>NEW</b>

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Allegro Music Program	2	3	Existing
Ballet, Tap, Combo & Hip Hop	8	15	Existing
Chamber Orchestra	1	1	Existing
Cooking Class	14	3	Existing
Early Childhood Music	Cancelled	1	Existing
Golf	Cancelled	3	Existing
Guitar Workshop	1	1	Existing
Ice Cream Arts & Crafts	13	1	Existing
Island Tube Fever	Cancelled	1	<b>NEW</b>
Jazz & Pop Choir	Cancelled	1	<b>NEW</b>

Kids' Club Afterschool Program	48	3	Existing
Kumon Math Tutoring	108	3	Existing
Kumon Reading Tutoring	89	3	Existing
L.E.Y.P. (Law Enforcement Youth Program)	15	2	Existing
Parents' Night Out	Cancelled	2	Existing
Pop Vocals Ensemble	Cancelled	1	Existing
Princess Dance Class	Cancelled	1	Existing
Slime Squad Camp	Cancelled	1	Existing
Summer Day Camp Early Morning Care	133	4	Existing
Summer Day Camp	310	4	Existing
Summer Day Camp Afternoon Care	113	4	Existing
Tae Kwon Do	24	3	Existing
Vibo Youth Ensemble	1	1	Existing

### Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Alternative Camp Program	2	2	Existing
Aqua Adventure	35	1	Existing
Aqua Adventure Teen Trip	3	1	<b>NEW</b>
College Application Workshop	Cancelled	1	<b>NEW</b>
Don Lake Castro	21	1	Existing
San Francisco Giants Game	31	1	<b>NEW</b>
Great America Teen Trip	Cancelled	1	Existing
LIT Program	10	1	Existing
LIT Appreciation Dinner	10	1	<b>NEW</b>
Mt. Hermon	Cancelled	1	<b>NEW</b>
Oakland Zoo and Fenton's	Cancelled	1	<b>NEW</b>
Overnight Camping	45	1	<b>NEW</b>
Santa Cruz	33	1	Existing
Santa Cruz Teen Trip	6	1	<b>NEW</b>
Stagecoach Greens	33	1	<b>NEW</b>

### Community Programs

Program	Registered	Sessions	New or Existing Program
Community Street Fair	350 (Based on vendor surveying)	1	Existing
Project Read Learning Wheels	73	2	Existing
Project Read Nutrition Program	127	3	Existing
Project Read Science Club	119	3	Existing
Summer Concert Series	550	3	Existing
Town Picnic	249	1	Existing

Note: Programs were cancelled due to insufficient participation.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 25, 2019  
 SUBJECT: MBS Securities Agreement

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## RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A BROKERAGE CONTRACT, SUBJECT TO CITY ATTORNEY REVIEW AND APPROVAL, WITH MBS SECURITIES FOR THE ACQUISITION AND DISPOSAL OF BROKERED CERTIFICATE OF DEPOSIT IN ACCORDANCE WITH THE TOWN'S INVESTMENT POLICY

## EXECUTIVE SUMMARY

As of June 30, 2019, the Town has \$28.4 million of unrestricted cash and investments, with more than 78 percent of it in the County Pool (SMCIF, \$17.3 million) and State Pool (LAIF, \$5.0 million). Both pools focus on liquidity with average portfolio durations of nine months or less. With the current economic uncertainties and the projection of the next recession beginning in early to mid-2020, the Town's investment portfolio can be strengthened by investing up to 30% into brokered Certificates of Deposits (CDs) which are limited to \$250,000 per institution and are fully insured through FDIC (Federal bank insurance) or NCUA (credit union equivalent of FDIC).

Staff issued a Request for Information (RFI) and sent it directly to three broker/dealer and three local banks/credit union. Correspondence with interested parties occurred prior to the issuance of the RFI and during the RFI process. Of the six institutions/firms, the Town received three full RFI's and one partial RFI. After the screening process, which included interviews, demonstrations, and reference checks, Staff found that MBS Securities was the most qualified in working with municipal clients.

## FISCAL IMPACT

There is no immediate fiscal impact, as a majority of the Town's investment funds will remain in the State or County pools. The portion invested in brokered CDs will generate an annual yield of 1.5 to 1.9 percent based on the September 16, 2019 market value.

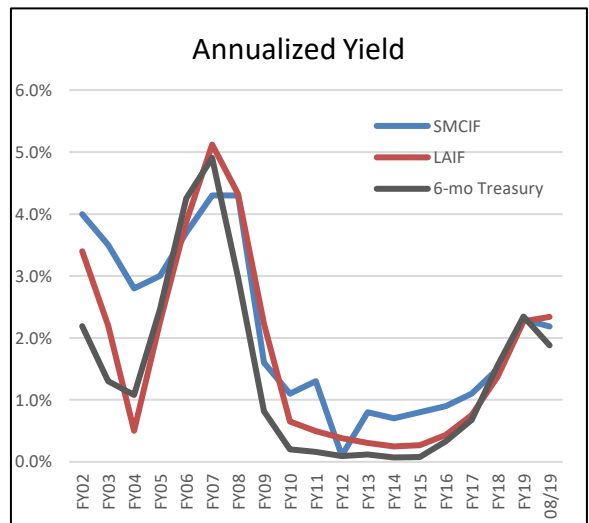
**BACKGROUND**

California Government Code Section 53600, et seq., limits qualifying investments to high-quality securities that are generally 5-years or less. The purpose of the statutes are to ensure government investment portfolio strategies with a primary focus on safety of the principal of the funds, a secondary focus of liquidity, and a third focus of yield. With \$17.3 million, or 65 percent, of the Town’s portfolio in the San Mateo County Investment Fund (SMCIF) and \$5.02 million, or 22 percent, in the State Pool (LAIF), the Town’s average portfolio duration is roughly 3-6 months.

The shorter the duration, the more sensitive the portfolio is to the economic fluctuation. With the fear of another economic recession predicted by early to mid-2020, increasing the Town’s portfolio duration can help secure the public funds.

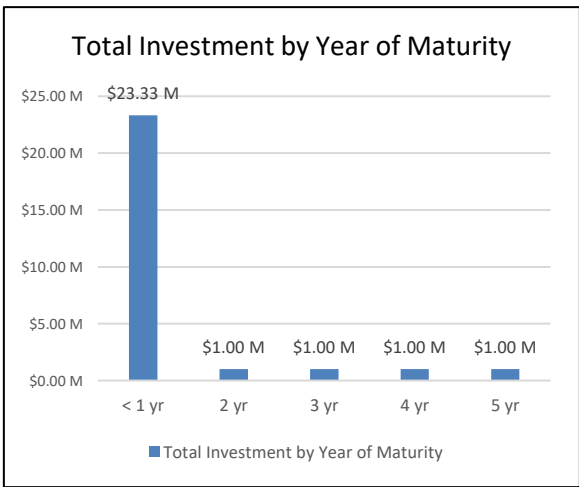
As of June 30, 2019, the Town has \$22.28 million in the State and county pools (LAIF and SMCIF, respectively). As shown in the Annualized Yield chart (to the right), both pools follow the 6-month Treasury bill and are sensitive to the market condition. In recent months, both pools were generating higher investment earnings because of the inverted yield curve. Likewise, when the economy dips, the pool earnings will begin to fall within 6 months. Both pools comply with the Town’s investment policy, however periodic review of the

portfolio is to the economic fluctuation. With



Town’s portfolio is the best practice.

In the development of the FY 2019-20 Budget, Staff introduced the rolling brokered certificate of deposit (CDs) strategy, where the Town would purchase one through five year (“held to maturity”) brokered CDs, limited to \$250,000 per institution which would be fully insured by FDIC or NCUA. The strategy hedges against an economic downturn, where short-time yield will probably fall below 2 percent. On July 24, 2019, the City Council approved modifications to the Town’s investment policy to specifically define brokered/bank CDs from other CDs. With the rolling CDs from 2-5 years, the Total Investment by Years of Maturity chart (to the right) shows the value of the brokered CD is small, relative to the total and therefore the impact is minimal as well. Its true benefit is to hedge some of the market risk from short-term investments.



On August 5, 2019, Staff emailed a Request for Information (RFI) to MBS Securities, The Baker Group, Time Valued Investment, and Tri-Counties Bank. Staff also printed and hand delivered



the RFI to San Mateo Credit Union and Patelco Credit Union in Daly City. The deadline for the RFI was August 29, 2019, and Staff received three full proposals and one incomplete proposal. Prior to the RFI, Staff also had extensive discussions with MBS Securities, The Baker Group, Time Valued Investment and Tri-Counties Bank on the Town's interest in brokered CDs and the potential of expanding the strategy to include other bonds.

## **ANALYSIS**

On September 5, 2019, MBS Securities, The Bakers Group, and Time Valued Investment were invited to give a demonstration and answer questions regarding their proposals. Tri-Counties Bank requested to reschedule the meeting to September 12, 2019, which staff accommodated. However, Tri-Counties Bank withdrew their proposal on September 11, 2019, as they could not complete their proposal by the meeting date.

As summarized in Attachment B, all representatives who would be working on the Town's investment accounts have a clean record with FINRA, a government-authorized not-for-profit organization that oversees U.S. broker-dealers. From the reference checks, favorable comments were provided for all three firms. Of the three qualifying brokers, MBS Securities had the most experience and cleanest record in municipal investments. MBS manages the most municipal accounts and has the highest capacity to serve the Town's needs.

## **Reasons For the Recommended Action/Findings**

Expanding the Town's investment strategies to include brokered CDs will hedge investment risk against a future recession, since the majority of the Town's investments are in LAIF and SMCIF. To purchase brokered CDs, the Town must enter into a contract with a qualifying brokerage or investment firm.

## **Council Adopted Values**

The expansion of the Town's investment strategy and selecting a qualified and responsive brokerage firm for the purchase of brokered CDs aligns with the Town's Value Based Code of Conduct of **Responsibility** and **Vision**. The Town is being good stewards of public funds and the investment diversification anticipates potential future threats to the Town's public funds.

## **Alternatives**

The City Council may direct Staff to engage an investment manager, which would include a fee and require a separate RFP process.

The City Council may direct Staff to not alter the Town's investment strategy and keep all available funds in LAIF or SMCIF.

## **CONCLUSION**

With City Council's direction, Staff issued an RFI to interested brokers, Tri-Counties Bank, Patelco Credit Union, and San Mateo County Credit Union. Of the six institutions/firms, MBS Securities was selected for their experience and positive feedback from their references.

**ATTACHMENTS**

- A. Resolution
- B. Matrix of Key Criteria

**RESOLUTION NO. 2019-\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO ENTER INTO  
A BROKERAGE CONTRACT, SUBJECT TO CITY ATTORNEY REVIEW AND APPROVAL,  
WITH MBS SECURITIES FOR THE ACQUISITION AND DISPOSAL OF BROKERED  
CERTIFICATE OF DEPOSITS IN ACCORDANCE WITH THE TOWN’S INVESTMENT  
POLICY**

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

**1. Background.**

(a) On August 5, 2019, the Town issued a Request for Information (RFI) seeking for information from interested broker/dealer to partner and purchase brokered certificate of deposit. The Town sent the RFI directly to three broker/dealers and three local banks/credit unions.

(b) In response, the Town received four responses from interested broker/dealers and banks/credit unions.

(c) The Town would now like to contract with MBS Securities for acquiring and disposing of brokered certificate of deposits.

**2. Findings.**

(a) The City Council finds that entering into an agreement is consistent with the Town’s Purchasing Ordinance in that the services to be provided are professional services where demonstrated competence, the professional qualifications necessary for the satisfactory performance of the required services, and fair and reasonable prices to the Town of Colma, shall control the arrangement under Colma Municipal Code 1.06.200. Separately, the City Council also finds that even if the competitive process had been utilized, it would have likely not been in the best interests of the Town based on the uniqueness of financial consulting services.

**3. Order.**

(a) The City Council hereby approves and authorizes the City Manager to execute a brokerage agreement between the Town of Colma and MBS Securities, on behalf of the Town of Colma, after review and approval by the City Attorney.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of said City Council held on October 9, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne del Rosario, Mayor

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

**Investment Broker/Dealer Assessment  
Proposal Matrix and Followup Questions**

Key Criteria	MBS Securities	Baker Group	Time Value Investment	Tri-Counties Bank
<b>Investment Portfolio</b>				
Fees and Charges	No fees	No fees	No fees	TCB's investment is managed through Raymond James Financial Services. Information about Raymond James was not provided and therefore, TCB pulled their proposal.
# of public entities (Firm)	1,096	1,000	300	
# in California (Firm)	141	64	60	
# in California (Rep)	103	0	10	
Branch in Colma/SMC?	No	No	No	
<b>Brokerage Representative</b>				
Broker's Representative	Peter Yanez	Matt Stefurak (Acct Exe) Andy O (Strategist)	Aaron Bonck	
Years of Service (overall)	Since 1993	Since 2011	Since 2013	
Years of Service (@ Firm)	Since 2012	Since Jan 2019	Since 2013	
Reference	City of La Mesa County of Imperial City of Brawley	Town of Manchester CT Town of Cloomfield CT Town of North Branford CT	City of Daly City City of Sebastopol City of Walnut Creek	
<b>FINRA Report</b>				
Registered in California	Yes	Yes	Yes	
Authorized in California?	Since 2012	Since 2019	Since 2013	
Number of Disclosure Events	None	None	None	
<b>Brokerage Firm Information</b>				
Subject to any litigation, arbitration, or regulatory proceedings?	No	Yes	Yes. Not related to insitutional fixed-income businesses and never been subject to regulatory, state or federal agency investigations	
Current/Pending complaints	No	No	No	
Offer investment training to clients?	Yes	Yes	Yes	
<b>FINRA Report</b>				
Registered since	Since 8/17/1987	Since 5/20/1992	Since 7/11/1984	
SEC Registered as Government Securities Broker/Dealer?	Yes	Yes	Yes	
Authorized in California?	Since 1994	Since Jan 2019	Since 1985	
# of Firm Disclosure Regulatory Events	4	3	63 (4 Arbitration)	
Most significant event	Failure to adequately disclose to its municipal customers whether it was acting as a municipal advisor (2017)	Offering and selling municipal securities on the basis of materially misleading disclosure documents (2015)	Too many.	

**Investment Broker/Dealer Assessment  
Proposal Matrix and Followup Questions**

<b>Key Criteria</b>	<b>MBS Securities</b>	<b>Baker Group</b>	<b>Time Value Investment</b>	<b>Tri-Counties Bank</b>
Explanation	This is due to a change in the rule where a Broker/Dealer needs to identify whether they are a underwriter or advisor. The Firm used the template provided by SEC, which was apparently wrong, resulting in this finding.	This is due to a change in reporting practice. Prior to this, SEC was lax in its reporting deadline for underwriters. A fine was enforced to ensure timely filing.	TVI is part of ProEquities, which has approximately 650 salespeople. From time to time and in the normal course of business, the firm and its personnel are the subject of regulatory proceedings and/or litigation. But TVI has never been subject to regulator, state, or federal agency investigations.	
Fee/Penalty	\$35,000	\$250,000	??	
Other Regulatory Events	<ol style="list-style-type: none"> <li>1. Incorrectly recorded and reported the time of execution (2015)</li> <li>2. Unregistered BD in Vermont (1997)</li> <li>3. Unregistered in Alabama (1994)</li> </ol>	<ol style="list-style-type: none"> <li>1. fail to report (2013)</li> <li>2. Fail to comply with reporting requirements (2012)</li> </ol>	<ol style="list-style-type: none"> <li>1. Disadvantaged certain retirement plan and caritable org on type of investment available to them. (2019)</li> <li>2. A lot of "non-registered" rep findings</li> <li>3. ProEquities shared commission with another registered broker/dealer while BD was not registered in Louisiana</li> <li>4. Fail to maintain adequate written procedure on the sale of ETFs, Annuities, 1035-Exchanges</li> </ol>	



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: October 9, 2019  
 SUBJECT: Letter of Intent – Reach Codes

## RECOMMENDATION

Staff recommends the City Council make the following motion:

MOTION DIRECTING THE CITY MANAGER TO SIGN A LETTER OF INTENT TO PENINSULA CLEAN ENERGY AS IT PERTAINS TO THE MODEL REACH CODE DEVELOPMENT PROCESS

## EXECUTIVE SUMMARY

Reach codes are building codes that are more advanced than those required by the State, for the purposes of this staff report, Reach Codes are advancements to the upcoming 2019 CalGreen Energy Code which will be adopted in January of 2020.

At the September 25, 2019 City Council meeting, the Council held a study session on potential reach code enhancements. Upon conclusion of the study session the City Council directed staff to prepare a staff report authorizing the City Manager to sign a letter of intent to Peninsula Clean Energy, agreeing to participate in the model reach code development process.

By signing the letter of intent, the Town will qualify for a \$10,000 grant that can go towards staff time to develop reach codes with the intent to present findings to the City Council.

## FISCAL IMPACT

The grant funds will help cover some of the costs to research and develop reach codes for City Council consideration. At this time those costs are unknown.

If the Town at a future date was to move ahead with various energy code enhancements, it could have financial impacts to the business and residential communities at the time of construction.

## **BACKGROUND/ANALYSIS**

Assembly Bill (AB) 32, is a California State Law that fights global warming by establishing a comprehensive program to reduce greenhouse gas emissions from all sources throughout the State.

In meeting our AB 32 goals, staff over the next several years will be looking at several items such as reducing our solid waste stream reduction efforts, water & energy conservation, alternative transportation options along with energy reach codes that will help us meet or exceed State mandates, such as Senate Bill 32 where we have to reduce our Green House Gas (GHG) emissions 40% below the 1990 levels by the year 2030.

At the September 25, 2019 City Council meeting, the Council held a study session on reach codes and how they may be able to assist the Town in meeting those 2030 GHG reduction goals. Upon conclusion of the study session the City Council directed staff to prepare a staff report authorizing the City Manager to sign a letter of intent to Peninsula Clean Energy, agreeing to participate in the model reach code development process.

By signing the letter of intent, the Town will qualify for a \$10,000 grant that can go towards staff time to develop reach codes with the intent to present findings to the City Council.

### **Council Adopted Values**

Researching reach codes for potential consideration is the responsible action for it could lead to strengthening the Town's sustainability polices and forward the Town's position on reducing GHG's.

### **Sustainability Impact**

Researching Reach Codes for potential consideration and adoption is the first step in moving the needle in the right direction to help assist in the Town doing its part in reducing Green House Gases.

## **CONCLUSION**

Staff recommends the City Council make a motion authorizing the City Manager to sign the letter of intent to Peninsula Clean Energy as it pertains to the Model Reach Code Development Process.

## **ATTACHMENTS**

- A. Peninsula Clean Energy – Letter of Intent





## TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212  
Tel 650.997.8300 • Fax 650.997.8308

October 9, 2019

To: Peninsula Clean Energy  
From: Town of Colma

Dear PCE Staff,

The Town of Colma understands that Peninsula Clean Energy (PCE) was established as the community choice aggregator and primary provider of clean electricity in San Mateo County, and that it intends to provide 100% renewable electricity for all its customers in San Mateo County by 2025. We recognize that the benefits of the greenhouse gas free electricity can be amplified by electrification of new and existing buildings and electrification of transportation vehicles in our city (town) which can deliver economic benefits, result in safer and healthier homes and further reduce climate pollution.

We also understand that PCE is coordinating regionally with Silicon Valley Clean Energy, County of San Mateo, and with the California Energy Commission (CEC) to develop building and transportation electrification Reach Codes and that PCE is offering extensive technical assistance and a \$10,000 grant for cities and towns in San Mateo County to develop and potentially adopt these new Reach Codes.

As the Town of Colma adopts the new CEC-established building codes as part of the statewide three-year code adoption cycle by December 31, 2019 for all cities, which will take effect January 1, 2020, we believe that it is most efficient for Town staff to coordinate adoption of Reach Codes with the adoption of new building codes.

Therefore, we are providing this letter of intent to let you know that the Town of Colma commits to participating in the model reach code development process led by PCE. As qualification for the \$10,000 grant, we commit to modest staff time to develop Reach Codes with the intent to present findings to our City Council for consideration of adoption.

Sincerely,

Brian Dossey  
City Manager

Attachment: W9

Joanne F. del Rosario, Mayor  
John Irish Goodwin, Vice Mayor  
Diana Colvin, Council Member • Helen Fiscaro, Council Member • Raquel P. Gonzalez, Council Member  
Brian Dossey, City Manager





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael Laughlin, City Planner  
 Brandon H DeLucas, Assistant Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: October 9, 2019  
 SUBJECT: Mobile Store Ordinance

## RECOMMENDATION

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

ORDINANCE REPEALING SECTION 5.03.390 AND ADDING CHAPTER 5.20 TO THE TOWN OF COLMA MUNICIPAL CODE, IMPOSING REGULATIONS ON MOBILE STORES AND DETERMINING SUCH ACTION TO BE CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15378(A) AND 15061(B)(3).

## EXECUTIVE SUMMARY

Current Retail Merchandising Units (RMU) provisions in the Colma Municipal Code (CMC) prohibit RMU's on public property and in the public right-of-way. The proposed ordinance ("Ordinance") creates a new definition to include all mobile sales ("Mobile Stores") and will enact reasonable time, place, and manner requirements on Mobile Store activities that are consistent with the needs of the community.

## FISCAL IMPACT

There may be a slight positive fiscal impact from additional taxable food sales.

## BACKGROUND

Currently, the Town of Colma regulates food trucks under regulations for Retail Merchandising Units (RMUs) in Section 5.03.390 of the Municipal Code. The Town allows RMUs on private property with property owner consent, an RMU permit and a business registration. To obtain an RMU permit, the operator must have a valid Health Department permit. When the ordinance was originally enacted in 1997, there were issues with refuse disposal by numerous trucks, and a considerable number parking on Hillside Boulevard and Mission Road for extended hours. It was

decided at that time to prohibit them on all public streets. To date, the Town does not have any approved RMU vendors, since most private property owners generally don't have enough room on their property or won't grant permission or a lease for the vendor. Vehicle vendors do occasionally stop on public streets, particularly Mission Road, and are advised by the Town to obtain a permit and to find a permanent location on private property.

On some occasions, food trucks have been allowed on public property or public right-of-way during special events. Typically, food trucks that are part of an event would be reviewed as a part of a Special Event Permit application. The permit application is submitted to the Planning Department and routed to all other reviewing parties such as the Public Works Department, Fire District, and Police Department for their comments and conditions for issues such as roadway safety would be tied to the Special Events Permit. Other required information such as a certificate of liability insurance would be collected with the application. Without the Special Event Permit, Mobile Stores are currently not allowed to operate in the public right of way.

At a Study Session on September 11, 2019, Staff received direction from the City Council to prepare an ordinance to allow mobile vending on public property and within the public right-of-way

## **ANALYSIS**

Following the Study Session with the council, Staff conducted further research into other Mobile Store/rolling store/food truck ordinances to see how other jurisdictions have addressed some of the ideas raised in the study session.

As outlined in the attached ordinance, all Mobile Stores will be required to obtain one of three permits to operate in the Town depending on the location and duration of the proposed use. The existing RMU permit has been expanded and renamed to Mobile Store Permit. The Mobile Store Permit (MSP) is for permanent or recurring Mobile Store uses located in the public right of way, on public property or private property. The definition of a Mobile Store does not include uses covered in the Sidewalk Vending Ordinance CMC Subchapter 4.15. For a temporary Mobile Store on private property for five (5) days or less a Tier 1 Temporary Use Permit will be required instead. Mobile Stores will still be allowed in conjunction with a Special Event Permit. In addition to a permit, a Mobile Store will also be required to have business registration and, if preparing or selling food items, a County Health Department Permit. There are exemptions to the permit requirements. Events held by the Town or at Town facilities would be exempt. See the attached ordinance for full list of exemptions.

At the study session, discussion was held about the location and hours of operation of Mobile Stores. Staff is recommending that Mobile Stores will be restricted to the following locations and hours.

### ***Mobile Stores operating in the Public Right-of-Way***

- Mission Road north of Holy Cross Cemetery's Main Stone Entrance
- Collins Avenue, at least 300 feet east of the Serramonte Blvd and Collins Ave intersection, and
- Western street side portion of Hillside Boulevard from F Street to Serramonte Blvd.

- Shall be conducted between the hours of 7:00 AM and 9:00 PM every day, at the Town’s discretion extended hours may be considered, and
- Shall be limited to a maximum of two hours of operation per day per location.

These locations have been chosen following input from the City Council and taking into consideration existing sidewalk and parking space locations, and possible impacts to local businesses. The maximum of two hours is reasonable to allow the Mobile Store to serve its clients while also not occupying an on-street parking spot for an unreasonable amount of time.

***Mobile Stores operating on private property***

- Shall not be located in a residentially zoned district,
- Shall be conducted between the hours of 7:00 AM and 9:00 PM every day, At the town’s discretion extended hours may be considered

By not allowing Mobile Stores to operate on property zoned for residential uses, this protects the neighborhoods from commercial uses that are is not consistent with Colma’s neighborhoods and the respective zone.

***Mobile Store operating on Public Property***

- Shall be located at a Town-owned property
- Shall be conducted between the hours of 8:00 am and 5:00 PM every day, At the Town’s discretion extended hours may be considered
- Shall be limited to a maximum of two hours of operation per day per location.

Additional standards for all locations are included to address issues with portable signage, trash and accessibility.

**Council Adopted Values**

The recommendation is consistent with the Council value of **responsibility** because it appropriately regulates Mobile Stores within private property, the public right of way and public property.

**Sustainability Impact**

None

**Alternatives**

The City Council could choose not to introduce the Ordinance. This alternative will maintain the current requirements (Food Trucks on private property only with \$250 RMU permit and \$29 business registration). Food trucks would not be permitted in the public right-of-way except for special events.

**CONCLUSION**

Staff recommends the City Council introduce the Ordinance.

**ATTACHMENTS**

A. Ordinance

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

**ORDINANCE REPEALING SECTION 5.03.390 AND ADDING CHAPTER 5.20 TO THE  
TOWN OF COLMA MUNICIPAL CODE, IMPOSING REGULATIONS ON MOBILE STORES  
AND DETERMINING SUCH ACTION TO BE CATEGORICALLY EXEMPT FROM  
ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15378(A) AND  
15061(B)(3)**

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

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**ARTICLE 1. CMC CHAPTER REPEALED**

Subchapter 5.03.390 of the town of Colma Municipal Code (CMC) is hereby repealed and marked "Reserved."

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**ARTICLE 2. CMC CHAPTER 5.20 ADDED.**

Chapter 5.20 is hereby added to the Town of Colma Municipal Code to read as follows:  
"Subchapter 4.16: Mobile Stores"

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**5.20.010 Purpose.**

The Town finds that the vending of foodstuffs, goods, and/or wares at semi-permanent locations within the public rights-of-way or on private property may pose unsafe conditions and special dangers to the public health, safety, and welfare of residents and visitors. The purpose of this Chapter is to implement regulations on Mobile Stores that protect the public health, safety, and welfare of the community while complying with the requirements of state law, as amended from time to time, to promote safe vending practices, prevent safety, traffic, and health hazards, and preserve the public peace, safety, and welfare of the community.

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**5.20.020 Definitions**

For the purposes of this Chapter, the following Definitions apply:

- (a) "Certified Famers' Market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter.
- (b) "Corner cutoff area" means an area at all intersecting and intercepting streets or highways. The cutoff line shall be in a horizontal plane, making an angle of 45 degrees with the side, front, or rear property line, as the case may be. It shall pass through the points located on both sides and front or rear property lines at a distance of 30 feet from the intersection of such lines at the corner of a street or highway.
- (c) "Mobile Store" Means any vehicle or non-motorized conveyance having an enclosed or semi-enclosed that sells various kinds of goods, wares, foodstuffs, or any other

class of merchandise may be stored or processed and which is capable of being towed or driven from place to place for the purpose of making sales; provided, said terms shall not include vehicles used for delivery purposes only and said definition shall not include any sidewalk vending regulated by Subchapter 4.15 of this Code.

- (d) "Mobile Store Permit" means a permit for mobile store uses as specified in this Chapter 5.20 of the Colma Municipal Code (CMC).
- (e) "Special Event Permit" means a permit issued short-term use of property for a primarily non-commercial event such as a parade, street fair, concert or marathon as specified in Subchapter 5.16 of the CMC.
- (f) "Swap Meet" means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article
- (g) "Temporary Use Permit" means a permit issued for a short-term use of property for a commercial use as approved by the Zoning Administrator as specified in Sections 5.03.610 through 5.03.710 of the CMC.
- (h) "Town" means the Town of Colma.

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#### **5.20.030 Permits Required**

- (a) All Mobile Stores shall obtain one of three permits to operate in the Town depending on the location and duration of the proposed use.
  - (1) A Special Event Permit (SEP) approved pursuant to this Chapter and Subchapter 5.16 of the CMC is required for one-time events such as street festivals on private property or in the public right-of-way.
  - (2) A Tier 1 Temporary Use Permit (Tier 1 TUP) approved pursuant to this Chapter and to Sections 5.03.610 through 5.03.710 of the CMC is required for temporary mobile store uses on private property operating for a maximum of five (5) consecutive days within a Commercial Zone.
  - (3) A Mobile Store Permit (MSP) approved pursuant to this Chapter of the CMC is required for permanent or recurring mobile store uses located in the public right-of-way, on public property or private property.
- (b) In addition to one of the three permits listed in Subdivision (a) above, a Business Registration approved pursuant to Chapter 4.01 of the CMC is required prior to operation.
- (c) *Exemptions.* A permit shall not be required for the following activities:
  - (1) Catering for private parties and events held exclusively on private property and not open to the general public.
  - (2) Catering for events or functions held in the Sterling Park Recreation Center, the Historic Museum, Colma Community Center, Colma Police Station, or



Town Hall, pursuant to the Town's rental policy set forth in Subchapter 2.01, sections 2.01.22, et seq., of the Colma Administrative Code.

- (3) Events permitted pursuant to a lawfully issued Temporary Use Permit or Special Event Permit including but not limited to a Certified Farmers' Market, Swap Meet, street fairs, outdoor concerts, and business promotional events.
- (4) Events organized by the Town of Colma or where the Town is a participant.

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**5.20.040 Applicability of this Chapter to Permits**

This Chapter's requirements and procedures shall apply to the SEP and Tier 1 TUP when a Mobile Store is part of the application, and MSP as expressly stated herein.

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**5.20.050 Application Requirements**

- (a) *Applicability.* The provisions of this Section apply to an application for an SEP and Tier 1 TUP when a Mobile Store is part of the application, and an MSP.
- (b) *For an SEP.* The following information shall be required at the time of application for an SEP:
  - (1) The information required for an MSP under Subsection (d); and
  - (2) Any additional information required by Subchapter 5.16.
- (c) *For a Tier 1 TUP.* The following information shall be required at the time of application for a Tier 1 TUP:
  - (1) The information required for an MSP under Subsection (d);
  - (2) Any additional information required by Sections 5.03.610 through 5.03.710.
- (d) *For a MSP.* The following information shall be required at the time of application for an MSP:
  - (1) Name, current mailing address, and phone number of the applicant; and
  - (2) If the applicant is an agent of an individual, company, partnership, or corporation, the name and business address of the principal; and
  - (3) A Business description detailing the merchandise/goods to be offered for sale, days/hours of operation, the location where the vehicle is stored during off-hours, and how and where waste is handled and disposed of.
  - (4) A site plan of the proposed location(s) where the Mobile Store will operate, Plans must show the number of parking spots utilized, sidewalk location and width.
  - (5) A copy of the California seller's permit with the sales tax number issued by the California Department of Tax and Fee Administration to the applicant, if applicable; and

- (6) A Copy of the County Health Department Permit, if preparing or selling food items.
  - (7) A copy of general liability policy naming the Town as additional insured in the amount of two million dollars (\$2,000,000.00) if in the Public Right-of-way or Public Property; and
  - (8) A certification by the applicant that to his or her knowledge and belief, the information contained in the application is true and correct
  - (9) Any additional relevant Information the Zoning Administrator or Public Work Director deems necessary for the review of the permit.
- (e) *Fee.* At the time the permit or permit renewal application is filed, the applicant shall pay the permit processing fee established by separate resolution of the City Council.

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**5.20.060 Review of Permit Application; Decision.**

- (a) *Applicability.* This Section applies only to review of and decisions on an MSP.
- (b) *Review.* The Zoning Administrator may deny an MSP application if he or she makes any of the following findings:
  - (1) The applicant has made one or more material misstatements in the application for a permit.
  - (2) The applicant's operation, as described in the application, is inconsistent with the standards, conditions, and requirements of this Chapter.
  - (3) It is determined that the applicant does not possess all federal, state, and local permits and licenses necessary to engage in the activity in which he or she seeks to engage.
- (c) *Denial:* If the MSP application is denied, the reasons for disapproval shall be noted on the application, and the applicant shall be notified that his or her application is denied and that no permit will be issued.
- (d) *Approval:* If the Zoning Administrator approves the applicant's MSP, he or she shall endorse his or her approval on the application and shall deliver the permit to the applicant
- (e) *Term of permit.* An MSP issued pursuant to this Chapter shall remain valid as long as a current business registration is on file with the Town.
- (f) *Transferability.* An MSP shall not be transferable to any other entity or person and is valid only as to the original applicant.

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**5.20.070 Mobile Store Locations and Standards.**

- (a) *Applicability.* The provisions of this Section apply to Mobile Stores authorized under an SEP, Tier 1 TUP, or an MSP.

*(b) Standards applicable to all Mobile Stores.*

- (1) The vehicle or trailer in which the Mobile Store is located shall at all times be operated in compliance with the California Vehicle Code, the CMC, and with all posted parking, stopping, and standing restrictions.
- (2) A Mobile Store shall not encroach on a public sidewalk, curb, bicycle lane, or travel lane with any part of the vehicle or trailer or any other equipment related to the operation of the business.
  - i. Trash and recycling bins may encroach on the sidewalk as long as a minimum of thirty-six (36) inches of clear sidewalk is maintained in compliance with the Americans With Disabilities Act (ADA).
  - ii. At the town's discretion, tables, chairs and other site furniture may be allowed if enough space is available to accommodate diners and pedestrian access.
- (3) Queues shall be managed in a way that maintains a minimum of thirty-six (36) inches of clear sidewalk for the passage of pedestrians.
- (4) No portable signage such as a-frames or banner/flag signs shall be permitted on site
- (5) The operator shall pick up, remove, and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a fifteen (15) -foot radius of the location where mobile store is located
- (6) The operator shall ensure that no pollutants, including food waste/grease, liquid wastes, garbage/debris, and other materials are discharged to the Town's storm drain system (including gutters, curbs, and storm drains)
- (7) The Mobile Store shall not attach or make use of any water lines, electrical lines, or gas lines during operation, and
- (8) The Mobile Store shall meet the Town of Colma's Foodware ordinance contained at CMC 4.13.
- (9) The Mobile Store shall not use amplified sound during operation.
- (10) The permit issued for the Mobile Store must be displayed in such a way as to be conspicuous. All Mobile Stores shall be required to exhibit their permits and/or licenses at the request of any person, in addition to posting them in a conspicuous place.

*(c) Mobile Stores operating in the Public Right-of-Way.*

- (1) Authorized Locations:

- i. Mission Road north of Holy Cross Cemetery's Main Stone Entrance;
- ii. Collins Avenue, at least three hundred (300) feet east of the Serramonte Blvd and Collins Ave intersection and
- iii. The western street side portion of Hillside Blvd from F Street to Serramonte Blvd.

(2) Hours:

- i. Shall be conducted between the hours of 7:00 AM and 9:00 PM every day, At the town's discretion extended hours may be considered; and
- ii. Shall be limited to a maximum of two hours of operation per day per location.

(3) Requirements:

- i. A Mobile Store shall be parked at least fifteen (15) feet away from a crosswalk and/or driveway entrance, and
- ii. Shall only conduct business when parked next to an unobstructed sidewalk of five feet or more, and
- iii. Shall only conduct business from a licensed vehicle or licensed trailer on a public street while parked in a legal parking space.
- iv. A Mobile Store may occupy a second parking space if the Mobile Store is larger than the Standard on-street space provided, (Generally 22 feet in length.)
- v. The remaining portion of the second spot, not occupied by the Mobile Store, shall be blocked off utilizing safety cones.
- vi. Shall provide a copy of general liability policy naming the Town as additional insured in the amount of \$2,000,000.00

*(d) Mobile Store operating on Private Property.*

(1) Hours and Locations:

- i. Shall not be located in a residentially zoned district.
- ii. Shall be conducted between the hours of 7:00 AM and 9:00 PM every day, At the town's discretion extended hours may be considered.

(2) Requirements:

- i. Shall not obstruct a loading zone, accessible parking space or access ramp, or drive aisle.
- ii. Shall provide proof of agreement with the property owner to lease the premises.

(e) Mobile Stores operating on Public Property

(1) Hours and Locations:

- i. Shall be Located at a Town-owned property with Town approval.
- ii. Shall be conducted between the hours of 8:00 am and 5:00 PM every day, At the town's discretion extended hours may be considered.
- iii. Shall be limited to a maximum of two hours of operation per day per location.

(2) Requirements:

- i. Shall only conduct business from a licensed vehicle or licensed trailer on a public street while parked in a legal parking space.
- ii. A Mobile Store may occupy a second parking space if the Mobile Store is larger than the Standard space provided, generally twenty two (22) feet in length.
- iii. The remaining portion of the second spot, not occupied by the Mobile Store, shall be blocked off utilizing safety cones.
- iv. Shall provide proof of agreement with the Town to lease the premises
- v. Shall provide a copy of general liability policy naming the Town as additional insured in the amount of two million dollars (\$2,000,000.00).

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**5.20.080 Suspension; Rescission.**

- (a) *Applicability.* This Section applies only to suspension or rescission of an MSP.
- (b) *Suspension or Rescission.* A Permit issued under this Chapter may be suspended or rescinded by the Zoning Administrator after four or more violations of this Chapter, at their discretion, or for any one of the following additional causes:
  - (1) Fraud or misrepresentation in the course of operating
  - (2) Fraud or misrepresentation in the application for the permit;
  - (3) Operating in a manner that creates a public nuisance or constitutes a danger to the public.
- (c) Notice of the suspension or rescission of a permit issued under this Chapter shall be mailed, postage prepaid, to the holder of the permit at his or her last known address.
- (d) No person whose permit has been revoked pursuant to this chapter shall be issued a permit for a period of two (2) years from the date revocation becomes final.

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**5.20.090 Appeals to City Manager.**

- (a) *Applicability.* This Section applies only to appeals under an MSP.
- (b) *Appeal and deadline.* In the event that any applicant or permittee desires to appeal from any order, suspension, rescission, or other ruling of the Public Works Director or Zoning Administrator made under the provisions of this Chapter, such applicant or any other person aggrieved shall have the right to appeal such action or decision to the City Manager within fifteen (15) days after the notice of the action or decision has been mailed to the person's address as shown on the permit application.
- (c) *Filing.* An appeal shall be taken by filing with the Planning Department a written appeal statement setting forth the grounds for the appeal, along with the Town's appeal fee, which shall be established by City Council resolution.
- (d) *Stay.* The filing of the appeal shall stay the enforcement of any decision suspending or rescinding the permit.
- (e) *Hearing date.* The Planning Department shall transmit the written statement to the City Manager within ten (10) days of its filing and payment of the appeal fee, and the City Manager shall set a time and place for a hearing on appeal. A hearing shall be set not later than sixty (60) days from the date of filing of the applicant's written appeal statement with the Planning Department.
- (f) *Notice.* Notice of the time and place of the hearing shall be given to the appellant in the same manner as provided for the mailing of a notice of suspension or rescission at least five (5) days prior to the date set for the hearing.
- (g) *Conduct.* At the hearing, the permittee and the Town shall be entitled to legal representation and may present relevant evidence, testify under oath, and call witnesses who shall testify under oath. The City Manager shall not be bound by the traditional rules of evidence in a hearing, except that hearsay evidence may not be the sole basis for the decision of the City Manager. The City Manager may continue the hearing as deemed necessary. The decision of the City Manager, or his or her designee, on the appeal shall be final and binding on all parties concerned

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### **ARTICLE 3. SEVERABILITY.**

If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council of the Town of Colma hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that anyone or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

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

This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to

result in a direct or reasonably foreseeable indirect physical change to the environment. 14 Cal. Code Regs. § 15378(a). Further, this Ordinance is exempt from CEQA as there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. 14 Cal. Code Regs. § 15061(b)(3). The City Planner shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines

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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 fifteen (15) days of its passage and is to take force and effect thirty (30) days after its passage.

### Certification of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was adopted at a regular meeting of the City Council of the Town of Colma held on October 9, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_

Joanne F. del Rosario, Mayor

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

Caitlin Corley, City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Kathleen Gallagher, Sustainability Manager, CSG Consultants  
Michael P. Laughlin, City Planner, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: October 23, 2019

SUBJECT: Electric Vehicle Fleet Study Session and Report

## RECOMMENDATION

This item is a study session only. No City Council action is required; however, staff is requesting comments, questions, impressions, opinions and direction from the Council regarding the Town's electric vehicle fleet policy and future vehicle purchases.

## EXECUTIVE SUMMARY

The San Mateo County Grand Jury report (Report) entitled "Electric Vehicle Adoption in the Cities and County of San Mateo". The Report included four recommendations regarding Electric Vehicle (EV) procurement and that the Report's recommendations be reviewed and discussed at a public meeting. The results of the research as presented in the staff report confirms that electric vehicle technology and the vehicle types have improved over the last few years. The cost of electrical vehicles has become competitive and affordable, with that being said, the Town should consider electric vehicle purchases if the vehicle meets the requirements for its task. In addition, staff desires direction from the City Council about the future adoption of the Electric Vehicle First Policy and future participation in an EV Purchasing Collaborative. A consideration for purchasing electric vehicles in our municipal fleet should also include a discussion on EV charging infrastructure to support the vehicles.

## FISCAL IMPACT

None. However, future policy decisions may have a positive fiscal impact as electric vehicle lifecycle costs decrease.

## BACKGROUND

In 2013, the Town adopted a Climate Action Plan that includes the following policy:

**“Develop and implement a Town Sustainability Policy** that emphasizes purchase of recycled materials, energy efficient equipment (e.g. energy star certified), a fuel-efficient fleet. Include recycling at all Town events and use compostable materials or hardware/silverware, where feasible. Whenever possible, purchase fuel-efficient and low carbon vehicles. Maintain optimum fuel efficiency in existing fleet. Encourage businesses to follow the Town’s example.”

Immediately after adoption of the Climate Action Plan, the Town adopted a Sustainability Policy. At the time of adoption of this policy, EV vehicles were not as far along in their development, so the language was kept broader. This policy is codified in the Town’s Administrative Code. Section 1.15.080 states:

### **1.15.080 Converting to a Fuel-Efficient Vehicle Fleet**

When replacing Town fleet vehicles, the City Manager, Public Works Director and Police Chief will consider the purchase of fuel-efficient vehicles, provided the vehicle meets the performance standard needed for its purpose. When replacing vehicles, less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries or fuel cells types are considered (Further information is available at <http://www.Fueleconomy.gov/>)

The Town has followed this policy for vehicle purchases. The Town currently has two hybrid vehicles and an all-electric motorcycle. The Town currently does not have an electric vehicle other than the Police Department motorcycle. At the time of purchase, cost and lack of infrastructure to support the electric vehicle did have a role in not choosing an electric vehicle for Town Administrative services, thus the decision was made to purchase a hybrid Ford Fusion. Vehicle purchase decisions by other departments have been made due to specific performance requirements, infrastructure to support the vehicle and cost.

In recent years, EV technology has advanced and the cost of EVs has dropped. As of 2019, the total life cycles costs, based on five years ownership of a zero emissions vehicle is less than that for a comparable 100 percent fossil fueled car. Therefore, with these technology advances and lower costs, considering expanding and improving our policy regarding EV procurement comes at an opportune time. Additionally, though Colma and other jurisdictions’ fleets are a relatively small percentage of GHG emissions, an EV fleet or more fuel-efficient fleet sends the right message to our business and residential community that Colma leads by example.

## **ANALYSIS**

On August 12, 2019, the Town received a Grand Jury report requesting that the Town respond and follow the four recommendations. The recommendations include items that require a report at a public meeting. This study session is an opportunity to comply with the recommendations of the Grand Jury. The four recommendations with a staff response are stated below:

**Recommendation 1: By March 31, 2020 the County of San Mateo and each city within the county should conduct a review of its governments fleet procurement policy relating to electric vehicles and present a report at a public meeting. At a minimum, the review should be based on an analysis that includes up-to-date life-**

**cycle costs of commercially available electric vehicles and an up to date assessment of whether electric vehicles can meet the performance needs of local jurisdictions for power, range, battery life, and other relevant factors. If an agency has completed a review within the last three years, then such review should be presented to a governing body at a public meeting on or before December 31, 2019.**

As stated above, the Town's Administrative Code currently includes a policy for converting the municipal fleet. Section 1.15.080 specifies that when replacing Town fleet vehicles, Staff shall consider many different fuel-efficient alternatives, one of which is electric vehicles. This policy allows staff to consider electric vehicles when purchasing.

Due to the quantity and types of electric vehicles on the market, it is not feasible to do a complete lifecycle analysis on each vehicle (reason; all of the information to complete such an analysis is not readily available). In the recent research effort, Staff was able to find relevant information on some of the types of electric vehicles on the market that are comparable to the types of vehicles that the Town uses. Even though some EV's meet the demands of current vehicle uses within certain departments, staff still struggled locating an electric vehicle equivalent for the vehicle demands for other departments, (example Police Department Patrol cars). Attachment A is a table that compares current Town vehicles to similar electric vehicles that may be considered for future replacement. The description below further explains the information by outlining department needs and uses.

### ***Police Department***

The Police Department fleet includes vehicles for administration, patrol, CSO activities and detective work. Below are findings for each vehicle:

#### *Administration*

The current vehicle used is the Ford Explorer for its horsepower and performance. Although slightly lower in performance and smaller size, the Hyundai Kona Electric and Kia Niro Electric may be appropriate replacements in the future. These vehicles are used by law enforcement in other countries.

#### *Patrol*

The primary patrol vehicle currently in use is the Ford Explorer. Unfortunately, there is not yet an appropriate electric replacement at this time. Some of the limitations of the currently available EV vehicles include:

- Horsepower. The Hyundai Kona and Kia Nitro do not have sufficient horsepower to serve the patrol vehicle purpose. The higher price Tesla could meet those demands but the cost of the vehicle and the charging infrastructure is the barrier to moving forward.
- Cost. While the Tesla Model X meets the horsepower and range needs, however, the cost is more than twice the cost of the Ford Explorer.
- Range. The Hyundai Kona, Kia Nitro, and Tesla Model X have a lower range than the gas fueled Ford Explorer. In addition, the refueling process would take a longer amount of time, especially without a fast charger in place.

### ***Public Works***

The Public Works fleet includes all maintenance vehicles such as the trucks and street sweepers. In Staff's research, there are presently no electric vehicle equivalents that can be used to replace these vehicles.

### ***All Other Departments***

The Town Hall and Recreation Departments fleet vehicles include a Ford Fusion SE passenger vehicle and a Honda Odyssey. These vehicles are used for general transportation and do require a minimum horsepower or range. Therefore, there are many EV alternatives, including the Chevy Bolt and Hyundai Ioniq Electric.

**Recommendation 2: By March 31, 2020 the County of San Mateo and each city within the county should conduct an analysis of the obstacles, if any, to the implementation of an EV fleet procurement policy and present a report at a public meeting. This could include, for example, the availability of electric vehicle charging stations to serve the vehicle fleet and training of vehicle maintenance staff. If an agency has completed such an analysis within the last three years, then such analysis should be presented to its governing body at a public meeting on or before December 31, 2019.**

The Town has come across a few obstacles in the implementation of its EV policy (stated above) in addition to the cost of the electric vehicles when previous vehicles were replaced. The policy is for replacing the existing Town fleet and the Town vehicles with comparable electric vehicles are relatively new and in good condition. It is highly unlikely that those vehicles will be replaced until they are at or near the end of their life cycle. A few of the police vehicles and the majority of the maintenance trucks are more likely to be replaced but, as noted above, there are limitations to the current models of electric vehicles. The Police Department will be considering a Ford Explorer hybrid for their next new patrol vehicle.

The lack of infrastructure for EV charging is another barrier the Town must overcome when considering a shift to EV's. There is currently a lack of infrastructure for EV charging at Town facilities. As shown in Attachment A, the majority of the Town's fleet is utilized by the Public Works Department and Police Department. The two facilities where the department vehicles are stored, the Corporation Yard and Police Station, do not have EV charging infrastructure in place and are not "EV Ready". This results in additional costs to convert the fleet in both purchasing charging stations and retrofitting. Currently, the Police vehicle fleet includes one electric motorcycle that is charged with an extension cord that connects to an existing 110V.

**Recommendation 3: By September 30, 2019, the County of San Mateo Department of Public Works and each city within the county should review the "Roadmap for Municipal Green Fleets" toolkit from the San Mateo County Office of Sustainability, including the information on the possibility of adopting an EV First Policy.**

Town Staff has reviewed the Roadmap for Municipal Green Fleets toolkit (<https://www.smcsustainability.org/greenfleet>). The toolkit provides cities in San Mateo County information and programs that support the transition to an EV fleet. As a part of the tool kit, the County offers technical assistance from the Office of Sustainability with existing fleet

information to help create a fleet transition plan and provide recommended funding programs to do so. The adoption of an EV First policy, an internal policy that could require all new vehicles to be electric, would likely be a key part of a fleet transition plan.

There is no current San Mateo County/Regional EV First Policy. The San Mateo County Office of Sustainability will be convening with cities within the County in October to discuss what jurisdictions want to see in an EV First Policy. In addition, they will be asking what fleet resources would be most helpful to jurisdictions.

**Recommendation 4: By September 30, 2019, the County of San Mateo and each city within the county, if they have not already initiated such a process, should investigate joining the Climate Mayors EV Purchasing Collaborative to take advantage of aggregate purchasing.**

The Climate Mayors EV Purchasing Collaborative is an online procurement portal that provides cities, counties, and state governments, as well as public universities equal access to bid on EVs and charging infrastructure. It is a way for public agencies in the country to come together to leverage their collective buying power to purchase electric vehicles and ultimately convert their fleets to EVs. This allows for a competitive bidding process for public agencies and shows manufacturers that there is a growing demand for EVs.

As of September 2019, many cities and counties from all over the nation have come together and committed to purchasing over 2,100 vehicles before the end of 2020. Many cities in the region have committed to purchase these vehicles through the collaborative, including but not limited to Burlingame, Redwood City, Palo Alto and San Francisco. The portal also includes a number of resources for interested parties, including an EV comparison tool, procurement resources, and policy resources. Staff recommends exploring the collaborative as an option to procure EVs if the Town decides to purchase them

### **Council Adopted Values**

The discussion of Electric Vehicle Policy Implementation is consistent with the Council value of ***responsibility*** and ***vision*** because it gathers information and considers actions to collaborate with the County to reduce environmental impacts and combat climate change.

### **Sustainability Impact**

The conversion of the fleet to EVs would have a positive impact on the environment. EVs will produce less greenhouse gas emissions than conventional vehicles with internal combustion engines depending on how the electricity is produced. Additionally, the Town's municipal facilities use ECO100 through Peninsula Clean Energy with 100% renewable energy sources (the Town 'opted up' from ECOPlus which use 50% renewable energy sources) therefore the Town's EV infrastructure and EVs will lower greenhouse gas emissions from our municipal sources.

## **CONCLUSION**

Staff recommends the City Council discuss the electrification of the Town's vehicle fleet, with direction to staff on the following:

1. Discuss the Town's current Vehicle Purchasing Policy and the Town's current vehicle fleet and provide comments to staff.
2. Discuss interest in receiving technical assistance from the San Mateo County Office of Sustainability to explore the transition of the Town's fleet to electric.
3. Discuss interest in having staff participate in the San Mateo County Office of Sustainability's working group to prepare a consistent countywide EV First Purchasing Policy.
4. Discuss the need to provide vehicle charging infrastructure at the Police Department and at the Corporation Yard in the future to support EV Vehicles. If desired, staff can be directed to conduct research on grant opportunities that would reduce or eliminate the cost in providing chargers.
5. Discuss future participation in the EV Purchasing Collaborative, and, if desired, direct staff to continue to research if there are benefits to joining in the future.

## **ATTACHMENTS**

- A. Electric Vehicle Comparison
- B. Electric Vehicle purchasing toolkit

## Town of Colma Vehicles and Electric Vehicle Equivalents

## Police Department

Current Vehicle	Year	Use	Horse power	Range (Miles) tank x mpg	Equivalent Vehicle	Year	Price	Horse power	Range (Miles)
Ford Explorer	2018	Admin	280-365	372					
Ford Explorer	2016	Admin	280-365	372					
Ford Explorer	2017	Patrol	280-365	372	Hyundai Kona Electric	2019	\$ 36,950.00	201	253
Ford Explorer	2016	Patrol	280-365	372	Kia Niro Electric	2019	\$ 38,500.00	201	239
Ford Explorer	2015	Patrol	280-365	372	Tesla Model X	2019	\$ 104,990.00	518	305
Ford Explorer	2015	Patrol	280-365	373	Tesla Model X	2019	\$ 84,990.00	518	325
Ford Explorer	2015	Patrol	280-365	374					
Ford Explorer	2018	Patrol	280-365	375					
Ford Explorer	2009	Patrol	280-365	376					
Ford Explorer	2012	Patrol	280-365	377					
Ford Crown Vic	2011	Patrol	239	304					
Ford F-150 Truck	2018	CSO	250-450	437	No comparable electric truck available				
					Chevy Bolt	2019	\$ 36,620.00	200	238
Honda Accord	2019	Detective	192-252	444	Hyundai Ioniq electric	2019	\$ 30,315.00	118	124
2015 Ford Fusion Se	2015	Detective	188	616	Tesla Model 3	2019	\$ 35,000.00	258-271	220-310
					Tesla Model S	2019	\$ 75,000.00	518	285-335
Super Glide (Mfd. By Harley-Davidson) R	2005	Motorcycle	67.44	196.4	2020 Harley-Davidson Livewire	2019	\$ 29,799.00	105	146
2016 Zero Motorcycles, Inc. Dsp 13.0	2016	Motorcycle	60	163	Zero Motor Cycles Inc. DSRP ZF14.4	2019	\$ 16,000.00	70	176

## Public Works

**Town of Colma Vehicles and Electric Vehicle Equivalents**

<i>Current Vehicle</i>	<i>Year</i>	<i>Use</i>	<i>Horse power</i>	<i>Range (Miles) tank x mpg</i>	<i>Electric Vehicle</i>	<i>Year</i>	<i>Price</i>	<i>Horse power</i>	<i>Range</i>
F-450 Truck	2000	Maintenance	350	300	No comparable electric truck available				
F-350 Truck	2003	Maintenance	260-325	377					
F-150 Truck	2006	Maintenance	250-450	437					
Chevy C-2500 HD Truck	2017	Maintenance	322-445	551					
Litter Vack		Maintenance			No comparable electric vehicle available				
Street sweeper		Maintenance							
Tractor		Maintenance							

**Town Hall and Recreation Departments**

<i>Current Vehicle</i>	<i>Year</i>	<i>Use</i>	<i>Horse power</i>	<i>Range (Miles) tank x mpg</i>	<i>Electric Vehicle</i>	<i>Year</i>	<i>Price</i>	<i>Horse power</i>	<i>Range (Miles)</i>
					Chevy Bolt	2019	\$ 36,620.00	200	238
Ford Fusion Se	2014	Town Staff	188	616	Hyundai Ioniq electric	2019	\$ 30,315.00	118	124
					Tesla Model 3	2019	\$ 35,000.00	258-271	220-310
					Tesla Model S	2019	\$ 75,000.00	518	285-335
Honda Odyssey	2016	Recreation	248	399	Chrysler Pacifica Hybrid	2019	\$ 40,245.00		520





OFFICE OF  
SUSTAINABILITY  
COUNTY OF SAN MATEO

CLIMATE CHANGE | ENERGY & WATER | LIVABLE COMMUNITIES | WASTE REDUCTION



## GREEN MUNICIPAL FLEET TOOLKIT

For San Mateo County jurisdictions interested in upgrading their fleet of vehicles, the Office of Sustainability has partnered with Peninsula Clean Energy to offer a comprehensive program to assist with:

- Identifying opportunities for fleet vehicle transitions;
- Installing electric vehicle (EV) charging stations;
- Purchasing various types of EVs including passenger vehicles, patrol vehicles, trucks, and motorcycles;
- Leveraging policies, processes and best practices from jurisdictions leading the way;
- Implementing a suite of sustainable fleet practices including right sizing, fleet management, bicycles, and carpooling/sharing;
- Additional requests that your staff has to meet your fleet, budget and climate action goals.

The Green Municipal Fleet Toolkit is flexible and caters to your jurisdiction's specific needs. It's designed to address the diverse interests, vehicle use types, and varying levels of infrastructure that can make electric and greening a fleet challenging. This program is *not* a rebate or cash incentive program, but rather provides Office of Sustainability staff time, expertise and customized support.

To learn more and express interest in technical assistance from the Office of Sustainability, please complete our **Interest Form**.

The next steps for after you submit the Interest Form are as follows:

1. County staff will reach out to you within 3 business days after reviewing your survey answer with additional questions or with a meeting request.
2. After fully understanding your fleet needs, the County will either:
  - Provide technical support to help you use your fleet data to create a comprehensive fleet transition plan
  - Recommend funding programs and support your jurisdiction with applications
3. We anticipate that assistance to your jurisdiction will be ongoing through the end of 2019. Fleet transitions are not an overnight process.



If you are interested in learning more about what greening your fleet entails, we have collated resources for San Mateo County jurisdictions:

- Determine the actual cost of owning and running a vehicle in your fleet by finding out the lifecycle cost of different makes and models. EVs may cost more upfront, but can have tremendous savings in fueling and maintenance. Start to understand the economics using this handy calculator: <https://www.automotive-fleet.com/vehicle-research/lifecycle>
- Check out funding through the Bay Area Air Quality Management District (navigating these funding sources will be a part of our technical assistance): [http://www.baaqmd.gov/?sc\\_itemid=D9241D1A-189A-4030-B834-56947EBA8467](http://www.baaqmd.gov/?sc_itemid=D9241D1A-189A-4030-B834-56947EBA8467)
- Understand how your fleet telematic data can help you prioritize which vehicles to \_\_\_\_\_ and where to site EV charging infrastructure (we will help your jurisdiction in becoming engaged with

the Electrification Coalition to take advantage of their programs): <https://www.electrificationcoalition.org/>

- Review two excellent primers for fleet managers on electrifying fleets from the Bay Area Climate Collaborative:
  - *Ready, Set, Charge, Fleets*, a comprehensive guide on EV fleet deployment strategies: <https://www.prospectsv.org/wp-content/uploads/2016/11/Ready-Set-Charge-Fleets-EV-Fleet-Guide.pdf>
  - Prospect Silicon Valley and Alameda County General Services Agency Addendum to *Ready, Set Charge, Fleets*: <https://prospectsv.org/wp-content/uploads/2018/04/Preparing-for-Mass-Deployment-of-EVs.pdf>
- Learn about fueling heavy duty vehicles and how to address diesel gasoline: <http://altfueltoolkit.org/learning-from-the-california-experience-toolkit/>
- See what EV programs Peninsula Clean Energy has for your community to take advantage of: <https://www.peninsulacleanenergy.com/electric-vehicles/>

Please do not be overwhelmed by the amount of programs and information available to local governments. The Office of Sustainability has synthesized the above resources and can package them for your fleet operations. Let us know how we can help you by filling out our [Interest Form](#).

If you would like to connect with us first, please email our team at [sustainability@smcgov.org](mailto:sustainability@smcgov.org)



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