



**NOTICE OF AND AGENDA FOR
SPECIAL MEETING OF THE CITY COUNCIL
TOWN OF COLMA**

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

**Thursday, February 13, 2020
6:00 p.m.**

NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for transacting the following business:

PRESENTATION

- State of the City Address

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 16, 2020 Special Meeting.
2. Motion to Accept the Minutes from the January 22, 2020 Regular Meeting.
3. Motion to Approve Report of Checks Paid for January 2020.

PUBLIC HEARING

4. Motion to Introduce an Ordinance Amending Various Provisions in Chapter 5 and Repealing and Replacing Subchapter 5.19 of the Colma Municipal Code Relating to Accessory and Junior Accessory Dwelling Units and Determining the Ordinance to be Exempt from CEQA, and Waive a Further Reading of the Ordinance.

NEW BUSINESS

5. 2019-20 MID-YEAR INVESTMENT UPDATE

Consider: Motion Accepting the Fiscal Year 2018-19 Mid-Year Investment Report Through December 31, 2019.

6. 2020-2022 STRATEGIC PLAN

Consider: Motion Approving the 2020-2022 Strategic Plan as Presented by Staff.

REPORTS

ADJOURNMENT

Posted: February 7, 2020

A handwritten signature in cursive script that reads "Caitlin Corley". Below the signature is a horizontal line.
Caitlin Corley, City Clerk



**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Town Hall large Conference Room
1198 El Camino Real
Colma, CA 94014

**Thursday, January 16, 2020
5:00 PM**

CALL TO ORDER

Mayor John Irish Goodwin called the meeting to order at 5:06 p.m.

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

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

ADOPTION OF THE AGENDA

Mayor Goodwin asked if there were any changes to the agenda; none were requested. He asked for a motion to adopt the agenda.

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

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

NEW BUSINESS

1. STATUS UPDATE TO 2017-2019 STRATEGIC PLAN

City Manager Brian Dossey presented the staff report. Mayor Goodwin opened the public comment period at 5:15 p.m. and seeing no one come forward to speak, he closed the public comment period. Council discussion followed.

Action: Vice Mayor Colvin moved to Accept Update to the 2017-2019 Town of Colma Strategic Plan; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

STUDY SESSION

2. 2020-2022 STRATEGIC PLAN WORKSHOP

City Manager Brian Dossey presented the staff report. Mayor Goodwin invited the members of the public present to make comments throughout the discussion. Council and staff discussion followed. Residents Mary Brodzin, Neil Baquiran and Anna Marie Baquiran also made comments.

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

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Goodwin adjourned the meeting at 7:49 p.m. in memory of James Fox, former district attorney for San Mateo County.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

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

Wednesday, January 22, 2020

7:00 PM

CALL TO ORDER

Vice Mayor Diana Colvin called the meeting to order at 7:00 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Michael Laughlin, Deputy City Planner Suzanne Avila, Assistant Planner Brandon De Lucas and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Vice Mayor Colvin asked if there were any changes to the agenda; none were requested. She asked for a motion to adopt the agenda.

Action: Council Member del Rosario moved to adopt the agenda; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor					✓
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

PUBLIC COMMENTS

Vice Mayor Colvin opened the public comment period at 7:01 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 8, 2020 Regular Meeting.
2. Motion to Adopt a Resolution Directing Town Staff to Fly Various Commemorative Flags in Lieu of the Town of Colma Flag at the Colma Community Center.
3. Motion to Accept the Fiscal Year 2018-19 Unaudited Financial Report Through June 30, 2019 and Authorizing a Copy to be Posted on the Town's Website.

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

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor					✓
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

NEW BUSINESS

4. TICKET DISTRIBUTION POLICY

City Attorney Christopher Diaz presented the staff report. Vice Mayor Colvin opened the public comment period at 7:09 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Vice Mayor Colvin moved to Adopt a Resolution Amending Subchapter 3.10 of the Colma Administrative Code, Related to the Ticket Distribution Policy; 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	
John Irish Goodwin, Mayor					✓
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

STUDY SESSION

5. GENERAL PLAN EXISTING CONDITIONS REPORT

City Planner Michael Laughlin, Deputy City Planner Suzanne Avila, and Assistant Planner Brandon De Lucas presented the staff report. Vice Mayor Colvin invited the public to make comments throughout. Resident Thom Taylor made a comment. Council discussion followed.

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

COUNCIL CALENDARING

Due to the Town holiday on February 12, 2020 (President Lincoln's Birthday), our Regular City Council Meeting will be moved to Thursday, February 13, 2020. We will begin at 6:00pm with the State of the City Address. The Regular Meeting will follow at 7:00pm.

REPORTS

There were no Council reports.

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

- Staff is meeting with Commute.org regarding a possible shuttle program application.
- We recently updated our investment policy and in accordance with that policy, the Town has now purchased certificates of deposit. Staff will be sending a memo with a full list of the certificates of deposit that were purchased.
- Colma Police, in coordination Broadmoor Police, took over on short notice for a major funeral procession of over 400 people and 150 cars; they provided an excellent, organized police escort and receive commendation from the family of the deceased. Hats off to the Police Department for a job well done.

ADJOURNMENT

Vice Mayor Colvin adjourned the meeting at 7:56 p.m. in memory of Frank Clyne, father of former Colma Police Officer Brett Clyne.

Respectfully submitted,

Caitlin Corley
City Clerk



apChkLst
01/02/2020 5:21:24PM

Final Check List
Town of Colma

Page: 1

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51059	1/3/2020	01340	NAVIA BENEFIT SOLUTIONS 01032020 B	1/3/2020	FLEX 125 PLAN: PAYMENT	415.77	
			01032020 B	1/3/2020	DEPENDENT CARE: PAYMEN	397.39	813.16
51060	1/3/2020	01375	NATIONWIDE RETIREMENT S:01032020 B	1/3/2020	NATIONWIDE: PAYMENT	4,800.00	
			01032020 M	1/3/2020	NATIONWIDE: PAYMENT	950.00	5,750.00
51061	1/3/2020	02377	CALIFORNIA STATE DISBURSIO1032020 B	1/3/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94095	1/3/2020	00130	EMPLOYMENT DEVELOPMEN01032020 B	1/3/2020	CALIFORNIA STATE TAX: PAY	12,741.28	12,741.28
94096	1/3/2020	00521	UNITED STATES TREASURY 01032020 B	1/3/2020	FEDERAL TAX: PAYMENT	57,118.20	57,118.20
94097	1/3/2020	00631	P.E.R.S. 01032020 B	1/3/2020	PERS - BUYBACK: PAYMENT	40,186.21	40,186.21
94098	1/3/2020	00282	CALIFORNIA PUBLIC EMPLOY01032020 B	1/3/2020	ANTHEM TRADITIONAL: PAYM	70,651.30	70,651.30
94104	1/3/2020	01360	VANTAGE TRANSFER AGENT:01032020 B	1/3/2020	ICMA CONTRIBUTION: PAYME	4,982.03	4,982.03
94105	1/3/2020	00068	COLMA PEACE OFFICER'S 01032020 B	1/3/2020	COLMA PEACE OFFICERS: P/	600.21	600.21
94106	1/3/2020	00521	UNITED STATES TREASURY 01032020 M	1/3/2020	FEDERAL TAX: PAYMENT	2,000.43	2,000.43
94107	1/3/2020	01360	VANTAGE TRANSFER AGENT:01032020 M	1/3/2020	ICMA CONTRIBUTION: PAYME	464.42	464.42
94108	1/3/2020	00631	P.E.R.S. 01032020 M	1/3/2020	PERS MISC NON-TAX: PAYME	660.21	660.21
94109	1/3/2020	00282	CALIFORNIA PUBLIC EMPLOY01032020 M	1/3/2020	ANTHEM TRADITIONAL: PAYM	7,498.96	7,498.96

Sub total for TRI COUNTIES BANK:

204,337.79

13 checks in this report.

Grand Total All Checks: 204,337.79

Final Check List
Town of Colma

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51062	1/7/2020	00055	FY 2019/2020	10/31/2019	FY 2019/2020 COUNCIL APPR	3,000.00	3,000.00
51063	1/7/2020	00071	10/26/19-11/29/1	12/16/2019	CSG	139,827.85	139,827.85
51064	1/7/2020	00099	78070	7/8/2019	4 KEYS	43.70	43.70
51065	1/7/2020	00116	DALY CITY/COLMA CHAMBER FY 2019/2020 G	12/11/2019	FY 2019/2020 COUNCIL APPR	6,250.00	6,250.00
51066	1/7/2020	00149	FASTRAK VIOLATION PROCESST711945286791	12/27/2019	12/18/19 CARQUINEZ BRIDGE	31.00	
			T711945286808	12/27/2019	12/18/19 BAY BRIDGETOLL	30.00	61.00
51067	1/7/2020	00254	METRO MOBILE COMMUNICA200119	1/1/2020	MAINTENANCE CONTRACT	602.00	
			44234	12/19/2019	KENWOOD KMC-72 REMOTE	86.85	688.85
51068	1/7/2020	00307	PACIFIC GAS & ELECTRIC	12/24/2019	PG&E	2,112.43	2,112.43
51069	1/7/2020	00360	SAN MATEO COUNTY COMM	10/31/2019	FY 2019/2020 COUNCIL APPR	3,500.00	3,500.00
51070	1/7/2020	00364	PS-INV103226	11/30/2019	LAB FEES	2,268.00	2,268.00
51071	1/7/2020	00391	SUSTAINABLE SAN MATEO C	12/4/2019	FY 2019/2020 COUNCIL APPR	2,500.00	2,500.00
51072	1/7/2020	00500	SMC CONTROLLERS OFFICE	1/2/2020	FY 2019-20 LAFCO CITY SHAI	1,705.00	1,705.00
51073	1/7/2020	00631	1000000159022t	12/19/2019	2020 REPLACEMENT BENEFI	376.80	376.80
51074	1/7/2020	01036	MANAGED HEALTH NETWORK	1/1/2020	EMPLOYEE ASSISTANCE PRG	99.20	99.20
51075	1/7/2020	01101	TERRYBERRY COMPANY LLC	11/1/2019	SERVICE AWARDS	607.88	
			G7285 Revised	11/13/2019	SERVICE AWARDS: STRATTC	297.03	904.91
51076	1/7/2020	01340	NAVIA BENEFIT SOLUTIONS	10223945	12/31/2019 SECTION 125 PARTICIPANT &	90.00	90.00
51077	1/7/2020	01344	PROJECT READ - NORTH SAN	July 18-Dec 11, 2	12/12/2019 PROJECT READ	2,940.00	2,940.00
51078	1/7/2020	01352	SESAC, INC.	10353102	JAN 1 - DEC 31, 2020 MUSIC F	460.00	460.00
51079	1/7/2020	01413	GLOBALSTAR USA	1000000010873;	12/16/2019 EMERGENCY SATELLITE PHC	1,646.51	1,646.51
51080	1/7/2020	01808	THIRD DEGREE COMMUNICA	8110	12/25/2019 MEDIA RELATIONS FEB 10-11	375.00	375.00
51081	1/7/2020	01816	QUALITY STRIPING, INC.	93787	12/28/2019 SIGN INSTALLATION	5,200.00	5,200.00
51082	1/7/2020	02082	VINCE'S OFFICE SUPPLY, INC	Nov 2019	11/30/2019 OFFICE SUPPLIES	419.70	419.70
51083	1/7/2020	02182	DALY CITY KUMON CENTER	November 2019	12/20/2019 TUTORING	6,125.00	6,125.00
51084	1/7/2020	02499	GE CAPITAL INFORMATION	103118229	12/27/2019 REC COPY MACHINE RENTAL	219.38	219.38
51085	1/7/2020	02545	MURRAY, JOHN MICHAEL	2001786.003	12/26/2019 12.26.19 DEPOSIT REFUND	50.00	50.00
51086	1/7/2020	02635	VOLUNTEERS IN MEDICINE -	FY 2019/2020 G	12/4/2019 FY 2019/2020 COUNCIL APPR	3,500.00	3,500.00
51087	1/7/2020	02697	VIGIL, SELINA	2001789.003	12/30/2019 12.30.2019 DEPOSIT REFUNC	275.00	275.00
51088	1/7/2020	02849	U.S. BANK PARS ACCOUNT, 6	Jan 2020 OPEB	1/6/2020 OPEB CONTRIBUTION	134,115.00	134,115.00
51089	1/7/2020	02880	IMAGEWORKS MANUFACTUR	0083907	11/7/2019 1000 PARKING PERMITS, SEF	864.18	864.18
51090	1/7/2020	02993	MOSQUEDA VELEZ, VANESSA	12232019	12/23/2019 YOGA FOR SENIORS	180.00	180.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51091	1/7/2020	03015	U.S. BANK CORPORATE PMT	12/23/19	Navarr	2,254.26	
				12/23/19	Abellan	2,169.84	
				12/23/19	Dossey	1,628.25	
				12/23/19	Gogan	1,327.57	
				12/23/19	Vang	920.24	
				12/23/19	Corley	742.78	
				12/23/19	Gotelli	735.40	
				12/23/19	Fiscarc	538.00	
				12/23	Velazquez	135.66	
				12/23/19	Lum	39.95	10,491.95
51092	1/7/2020	03157	NEW ALPHA TWO	12/17/2019	10/15/19 FORD EXPLORER TC	35.00	35.00
51093	1/7/2020	03164	EDGEWORTH INTEGRATION	9/12/2019	UPDATED HONEYWELL ALAR	3,082.99	
				9/12/2019	REPAIR & REPLACE DEFECTI	1,309.50	
				12/26/2019	11/08/19 SERVICE CALL TROU	525.00	4,917.49
51094	1/7/2020	03184	FLYNN, FIONA	Nov 19-Dec 17, :	12/23/2019 YOGA	575.00	575.00
51095	1/7/2020	03191	MAZE & ASSOCIATES	33940	11/30/2019 ACCOUNTING SERVICES	10,520.00	10,520.00
51096	1/7/2020	03224	DECORATIVE PLANT SERVICE	1017300	1/1/2020 MAINTENANCE GUARANTEEI	157.31	157.31
51097	1/7/2020	03228	OPERATION SANTA CLAUS	FY 2019/2020 G	10/31/2019 FY 2019/2020 COUNCIL APPR	1,000.00	1,000.00
51098	1/7/2020	03267	ACC BUSINESS	193455246	12/27/2019 ETHERNET ACCESS	674.58	674.58
51099	1/7/2020	03273	THE HOME DEPOT PRO	527190623	12/18/2019 RENOWN LINERS & XPRESS	366.17	
				528070014	12/26/2019 XPRESS PAPER TOWELS	312.54	678.71
51100	1/7/2020	03281	GACHINA LANDSCAPE MANA	F174575	11/30/2019 WORK ORDER 43571	8,446.00	
				F171015	8/31/2019 WORK ORDER 40624	2,850.00	11,296.00
51101	1/7/2020	03291	WL CONSTRUCTION SUPPLY	24811	12/18/2019 X-TREME FIRE & RESCUE RE	131.36	131.36
51102	1/7/2020	03314	SOLORZANO, CARLOS	CRS-12-21-2019	12/21/2019 ADDITIONAL INSURANCE CO	250.00	250.00
51103	1/7/2020	03324	NAVARRO, GABRIELA	2001790.003	12/30/2019 12.30.2019 DEPOSIT REFUND	300.00	300.00
5899107	1/7/2020	00282	CALIFORNIA PUBLIC EMPLOY	1000000158991	12/16/2019 MEDICAL INSURANCE	5,215.03	5,215.03
Sub total for TRI COUNTIES BANK:						366,039.94	

43 checks in this report.

Grand Total All Checks: 366,039.94

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51104	1/7/2020	00311	3103612716	12/21/2019	#0012828896 POSTAGE METE	898.83	898.83
51105	1/7/2020	00584	PS-INV103294	12/11/2019	FY 2019-20 OFFICE OF EMER	6,428.00	6,428.00
51106	1/7/2020	01037	January 2020	12/26/2019	8155 20 022 0094769 TOWN C	15,217.99	
			01/02/20-02/01/2	12/27/2019	8155 20 022 0097069 INTERNI	293.42	15,511.41
51107	1/7/2020	02499	103118230	12/27/2019	PD COPY MACHINE RENTAL	10.68	10.68
51108	1/7/2020	03015	12/23/19 Tapia	12/23/2019	CREDIT CARD PURCHASE	3,537.82	
			12/23/19 Wollme	12/23/2019	CREDIT CARD PURCHASE	912.73	
			12/23/19 De Leo	12/23/2019	INSTACART	597.87	
			12/23/19 Stratton	12/23/2019	CREDIT CARD PURCHASE	502.86	5,551.28
51109	1/7/2020	03318	13614	12/18/2020	NOVEMBER 2019 LAWNDALE	9,447.50	9,447.50
Sub total for TRI COUNTIES BANK:							37,847.70

6 checks in this report.

Grand Total All Checks: 37,847.70

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51110	1/14/2020	00003	A. S. F. ELECTRIC	8169	12/20/2019	SERVICED TOWN POLE LIGH	1,875.00
				8229	12/24/2019	INSTALL POWER FOR OUTLE	655.00
51111	1/14/2020	00051	CALIFORNIA WATER SERVICE	12/27/2019	12/27/2019	WATER BILL	4,959.31
51112	1/14/2020	00174	HOME DEPOT CREDIT SERVI	(Dec 3 - 26, 2019	12/30/2019	PW SUPPLY PURCHASES	626.71
51113	1/14/2020	00280	OFFICE DEPOT, INC.	421588926001	12/31/2019	OFFICE SUPPLIES	10.11
				422571207001	1/3/2020	OFFICE SUPPLIES	9.90
51114	1/14/2020	00307	PACIFIC GAS & ELECTRIC	9248309814-8	12/24/2019	9248309814-8 601 F STREET	250.80
				0567147369-1	12/31/2019	0567147369-1 JSB S/O SERRA	208.00
51115	1/14/2020	00388	SONITROL	1345573	1/2/2020	MONTHLY MONITORING	1,109.81
51116	1/14/2020	00411	TURBO DATA SYSTEMS	31649	12/31/2019	CITATION PROCESSING	687.58
51117	1/14/2020	00414	TERMINEX INTERNATIONAL	L392740564	1/7/2020	PEST CONTROL	216.00
				392740565	1/7/2020	601 F St.	70.00
51118	1/14/2020	00500	SMC CONTROLLERS OFFICE	Dec 2019	1/3/2020	ALLOCATION OF PARKING PE	2,639.20
51119	1/14/2020	00623	ARAMARK	Dec 2019	12/31/2019	UNIFORM SERVICE	540.00
51120	1/14/2020	01184	PENINSULA UNIFORMS & EQ	Dec 2019	12/31/2019	UNIFORMS	514.66
51121	1/14/2020	01367	DUO DANCE ACADEMY	Dec 2019	1/8/2020	DANCE CLASSES	780.00
51122	1/14/2020	01995	CELESTE, MIKE L.	19-1230	12/30/2019	BACKGROUND INVESTIGAT	1,000.00
51123	1/14/2020	02118	BAY AREA NEWS GROUP	0006438436	12/31/2019	DEC 20-27, 2019 PUBLIC NOT	342.26
51124	1/14/2020	02144	DOMINIC A. DE LUCCA DBA	DIDec 2019	1/2/2020	TAE KWON DO	700.00
51125	1/14/2020	02216	RAMOS OIL CO. INC.	671454	12/31/2019	PD GASOLINE PURCHASES 2	1,747.95
				670028	12/20/2019	PD GASOLINE PURCHASES 1	1,613.29
				668583	12/10/2019	PD GASOLINE PURCHASES 1	1,455.94
				670472	12/20/2019	RECREATION GASOLINE PUF	64.48
				670143	12/20/2019	ADMIN GASOLINE PURCHASI	30.55
51126	1/14/2020	02274	FRANK AND GROSSMAN LANI	5323	5/31/2019	INSTALL PERENNIALS & ANN	2,589.00
				5156	5/31/2019	CREEKSIDE VILLAS/TOWN H.	1,742.55
				3790	4/26/2019	INSTALL IRRIGATION TO ALL	1,395.25
				5155	5/31/2019	REMOVE ONE FAILING CONT	1,248.00
				5322	5/31/2019	REINSTALL IRRIGATION VALV	1,172.75
51127	1/14/2020	02468	ULINE, INC.	115564426	12/27/2019	30 CT. ULTRA ONE 10 MIL LAI	592.17
51128	1/14/2020	02660	FEISTER, WILLIAM J.	2020-07	1/1/2020	PRE-EMPLOYMENT PSYCHO	400.00
51129	1/14/2020	02676	DYETT & BHATIA, URBAN AN	17-552-22	12/13/2019	SERRAMONTE BLVD & COLLI	3,449.59
51130	1/14/2020	02700	FBINAA CA SF	2020 FBINAA D	1/2/2020	2020 FBINAA DUES #48572 K.	125.00
51131	1/14/2020	02787	AECO SYSTEMS, INC.	20556	1/2/2020	FIRE & BURGLAR PANIC ALAI	45.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51132	1/14/2020	02793	21396	1/3/2020	SERVICE	86.45	
		DITO'S MOTORS	21397	1/3/2020	SERVICE	27.50	113.95
51133	1/14/2020	02799	103745301-0007	12/31/2019	RIMS INTERNET W/SSF	400.00	400.00
51134	1/14/2020	02909	Reimbursement	1/4/2020	REIMBURSE CLEAN-X-PRES	92.50	92.50
51135	1/14/2020	03034	117198	12/31/2019	FLEX PROCESSING FEES	175.00	175.00
51136	1/14/2020	03125	1897	1/9/2020	01/09/20 45 PERSON LUNCH	568.45	568.45
51137	1/14/2020	03170	ACTION TOWING AND ROAD	12/27/2019	12.27.19 TOW M BENZ TO CC	300.00	300.00
51138	1/14/2020	03317	IPROJECTSOLUTIONS LLC	11/12/2019	BALANCE DUE FM WORKSTA	7,824.00	7,824.00
51139	1/14/2020	03325	ATLAS PRIVATE SECURITY, IN68285	12/31/2019	12.14.19 POLICE OFFICER TF	300.00	300.00
51140	1/14/2020	03326	CSI CONSTRUCTION COMPAN	12/30/2019	1065B REFUND C&D (08/2017	22,408.50	22,408.50
Sub total for TRI COUNTIES BANK:							67,048.26

31 checks in this report.

Grand Total All Checks:

67,048.26

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51141	1/14/2020	03034	Feb 2020	1/14/2020	HEALTH REIMBURSEMENT A	46,624.34	46,624.34

Sub total for TRI COUNTIES BANK: 46,624.34

1 checks in this report.

Grand Total All Checks:

46,624.34

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51142	1/17/2020	00047	01172020 B	1/17/2020	CLEA: PAYMENT	269.50	269.50
51143	1/17/2020	01340	01172020 B	1/17/2020	FLEX 125 PLAN: PAYMENT	415.77	415.77
51144	1/17/2020	01375	01172020 B	1/17/2020	DEPENDENT CARE: PAYMENT	397.39	813.16
51145	1/17/2020	02224	01172020 B	1/17/2020	NATIONWIDE: PAYMENT	4,800.00	4,800.00
51146	1/17/2020	02377	01172020 B	1/17/2020	LIFE INSURANCE: PAYMENT	583.50	583.50
94111	1/17/2020	00130	01172020 B	1/17/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94112	1/17/2020	00521	01172020 B	1/17/2020	CALIFORNIA STATE TAX: PAY	25,055.13	25,055.13
94113	1/17/2020	00631	01172020 B	1/17/2020	FEDERAL TAX: PAYMENT	102,663.46	102,663.46
94114	1/17/2020	01360	01172020 B	1/17/2020	PERS - BUYBACK: PAYMENT	43,985.61	43,985.61
94115	1/17/2020	00068	01172020 B	1/17/2020	ICMA CONTRIBUTION: PAYME	5,011.62	5,011.62
				1/17/2020	COLMA PEACE OFFICERS: P/	600.21	600.21
Sub total for TRI COUNTIES BANK:							184,653.57

10 checks in this report.

Grand Total All Checks: 184,653.57

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51147	1/21/2020	00013	Dec 2019	12/31/2019	TIRE SERVICE	2,495.58	2,495.58
51148	1/21/2020	00057	Dec 2019	12/31/2019	OUTSIDE & INSIDE MATS AT -	342.64	342.64
51149	1/21/2020	00181	22837	1/1/2020	LABOR RELATIONS CONSUL -	1,469.00	1,469.00
51150	1/21/2020	00280	425705892001	1/8/2020	OFFICE SUPPLIES	170.56	
			426195828001	1/10/2020	OFFICE SUPPLIES	46.89	217.45
51151	1/21/2020	00307	01/09/2019	1/9/2020	PG&E	2,460.22	
			01/09/2020	1/9/2020	PG&E	397.52	2,857.74
51152	1/21/2020	00364	PS-INV103251	12/31/2019	LAB FEES	6,056.00	6,056.00
51153	1/21/2020	00391	SUSTAINABLE SAN MATEO C	10/31/2019	FY 2019/2020 COUNCIL APPR	2,500.00	2,500.00
51154	1/21/2020	00412	TELECOMMUNICATIONS ENG46360	1/10/2020	Facilities Mgmt & Maintenance	1,328.00	1,328.00
51155	1/21/2020	00460	SMC JOBS FOR YOUTH	10/31/2019	FY 2019/2020 COUNCIL APPR	2,500.00	2,500.00
51156	1/21/2020	00522	ALAMEDA COUNTY SHERIFFS	Aug 31-Sept 2, 2	1/17/2020 L. MELENDREZ RADAR OPEF	470.00	
			Sept 3, 2020 Las	1/17/2020	L MELENDREZ RADAR LA SEF	162.00	632.00
51157	1/21/2020	00623	860095827	12/31/2019	FIRST AID SUPPLIES TOWN I	162.90	
			860095828	12/31/2019	FIRST AID SUPPLIES PD	81.50	
			860095829	12/31/2019	FIRST AID SUPPLIES STERLIJ	81.50	
			860095830	12/31/2019	FIRST AID SUPPLIES CORP Y	81.50	
			860095831	12/31/2019	FIRST AID SUPPLIES COMM	81.50	488.90
51158	1/21/2020	00830	STAPLES BUSINESS CREDIT	1627018125	12/25/2019 OFFICE SUPPLIES	1,040.33	1,040.33
51159	1/21/2020	00851	COLMA FIRE DISTRICT SOCI	Dec 20, 2019 Cc	1/15/2020 12.20.19 COUNCIL OF CITIES	600.00	600.00
51160	1/21/2020	01030	STEPFORD, INC.	1902157	12/20/2019 MONTHLY SERVICE CONTRA	5,622.00	
				1902176	12/20/2019 HOURS IN EXCESS OF CONT	595.00	6,217.00
51161	1/21/2020	01121	CITY OF REDWOOD CITY	BR54906	12/31/2019 PUBLIC SECTOR LEADERSHI	600.00	600.00
51162	1/21/2020	01414	VERANO HOMEOWNERS ASS2		2/1/2020 VERANO OWNERS ASSOCIAT	335.00	335.00
51163	1/21/2020	01565	BAY CONTRACT MAINTENAN	Jan 2020	1/10/2020 JANITORIAL SERVICES	10,663.93	10,663.93
51164	1/21/2020	01586	OMBUDSMAN SERVICES OF	fY 2019/2020 G	10/31/2019 FY 2019/2020 COUNCIL APPR	2,000.00	2,000.00
51165	1/21/2020	01629	R. J. RICCIARDI INC., CPAS	11537	12/31/2019 AUDIT SERVICES	3,781.25	3,781.25
51166	1/21/2020	01653	KAISER FOUNDATION HEALTH	Nov 15-29, 2019	1/9/2020 HEALTH & SAFETY SERVICE	80.00	80.00
51167	1/21/2020	01687	UNITED SITE SERVICES OF	114-9664421	12/27/2019 STANDARD AND REGULAR S	160.24	160.24
51168	1/21/2020	01863	RODRIGUEZ, RYAN	01.10.20 Work B	1/10/2020 01.10.20 WORK BOOT REIMB	130.00	130.00
51169	1/21/2020	02183	EWING IRRIGATION PRODUC	8930324	1/11/2020 X-CORE 400 HUNTER 4STA C	434.40	
				8930325	1/11/2020 SCH 80 PVC UNION TT, 1X2 F	111.20	545.60
51170	1/21/2020	02190	GOGAN, REA	Jan 8-9, 2020 R	1/10/2020 JAN 8-9, 2020 MILEAGE REIM	35.48	35.48
51171	1/21/2020	02471	TREJO, ENRIQUE	2001805.003	1/13/2020 01.13.20 DEPOSIT REFUND	300.00	300.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51172	1/21/2020	02583	CRIME SCENE CLEANERS, IN 73408	1/9/2020	#2 CLEAN & DISINFECT, REM	140.00	140.00
51173	1/21/2020	02623	BLOEBAUM, CYNTHIA	1/11/2020	COOKING CLASSES	400.00	400.00
51174	1/21/2020	02637	Z.A.P. MANUFACTURING INC. 3273	1/13/2020	36X6-1/2 "EL CAMINO REAL" \	854.38	854.38
51175	1/21/2020	02793	DITO'S MOTORS	1/13/2020	REPLACE REAR BRAKES, OIL	604.93	
			21444	1/14/2020	OIL & FILTER CHANGE	60.50	665.43
			21454	12/31/2019	SHREDDING SERVICE	105.74	105.74
51176	1/21/2020	02827	CORODATA SHREDDING, INC.DN1255711	12/31/2019	SHREDDING SERVICE	105.74	
51177	1/21/2020	02909	TAPIA, ELIZABETH	1/17/2020	FALL 2019 TUITION REIMBUR	1,000.00	1,000.00
51178	1/21/2020	03061	NORTH BAY PETROLEUM	12/31/2020	PW GAS PURCHASES	178.71	178.71
51179	1/21/2020	03208	AAA BUSINESS SUPPLIES & IP2120544-0	1/7/2020	SUPPLIES	107.52	107.52
51180	1/21/2020	03273	THE HOME DEPOT PRO	1/7/2020	PW PURCHASES	641.41	641.41
51181	1/21/2020	03281	GACHINA LANDSCAPE MANA(F175645	1/1/2020	MAINTENANCE CONTRACT	13,398.93	
			F175079	12/30/2019	WORK ORDER	6,944.59	20,343.52
51182	1/21/2020	03328	SIRIANNI, LISA	1/8/2020	01.08.20 ACCOUNT BALANCE	15.00	15.00

Sub total for TRI COUNTIES BANK:

71,827.85

36 checks in this report.

Grand Total All Checks: 71,827.85

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51183	1/28/2020	00020	ASSOCIATED SERVICES INC 120010039	1/1/2020	RENTAL	40.00	
			120010038	1/1/2020	Spring Water 5 Gal	9.00	49.00
51184	1/28/2020	00057	CINTAS CORPORATION #2	12/31/2019	CLEANING SERVICE	1,394.84	1,394.84
51185	1/28/2020	00071	CSG CONSULTANTS, INC.	11/30/19-12/27/1	CSG	107,450.95	107,450.95
51186	1/28/2020	00117	DELTA DENTAL OF CALIFORNIA BE003756234	2/1/2020	DENTAL INSURANCE	13,174.00	13,174.00
51187	1/28/2020	00352	SERRAMONTE FORD, INC. 261859	1/13/2020	CAR REPAIR	507.91	507.91
51188	1/28/2020	00534	SMC INFORMATION SERVICE:YCL11912	1/14/2020	MICRO CHANNEL & LINES	667.12	667.12
51189	1/28/2020	01037	COMCAST CABLE	1/7/2020	8155 20 022 0096715 601 F ST	110.06	
				1/12/2020	8155 20 022 0188769 HD TECI	54.70	164.76
51190	1/28/2020	01183	BEST BEST & KRIEGER LLP 867631	1/13/2020	CITY ATTORNEY SERVICES	19,663.64	
			867632	1/13/2020	CITY ATTORNEY SPECIAL SE	648.90	
			867633	1/13/2020	EMPLOYEE BENEFITS/TAX	154.50	20,467.04
51191	1/28/2020	01513	CARON, ANITA	1/21/2020	01.21.20 DEPOSIT REFUND	50.00	50.00
51192	1/28/2020	01601	DELA CRUZ, MARIA THERESA 2001820.003	1/21/2020	01.21.20 DEPOSIT REFUND	300.00	300.00
51193	1/28/2020	02012	VACCARO, BRANDON 77	10/3/2020	PD PHOTO ON LOCATION TO	1,793.76	1,793.76
51194	1/28/2020	02082	VINCE'S OFFICE SUPPLY, INC Dec 2019	12/31/2019	OFFICE SUPPLIES	189.67	189.67
51195	1/28/2020	02224	STANDARD INSURANCE COM Feb 2020	1/15/2020	LIFE INSURANCE	205.00	205.00
51196	1/28/2020	02386	VIBO MUSIC SCHOOL Sept 15-Dec 18,	1/22/2020	MUSIC LESSONS	1,664.00	1,664.00
51197	1/28/2020	02392	MIG 0062583	1/21/2020	NOV 1 - DEC 31, 2019 COLMA	2,005.00	2,005.00
51198	1/28/2020	02536	MACHUCA, ROSA 2001818.003	1/21/2020	01.21.20 DEPOSIT REFUND	300.00	300.00
51199	1/28/2020	02793	DITO'S MOTORS 21456	1/14/2020	OIL & FILTER CHANGE	50.48	50.48
51200	1/28/2020	02947	ABELLANA, ANGELIKA 11/06/19-01/22/2	1/22/2020	NOV 6, 2019 - JAN 22, 2020 M	126.21	126.21
51201	1/28/2020	02993	MOSQUEDA VELEZ, VANESSA Jan 2-16, 2020	1/21/2020	MIXTISO	360.00	360.00
51202	1/28/2020	03191	MAZE & ASSOCIATES 34059	12/31/2019	ACCOUNTING SERVICES	7,760.00	7,760.00
51203	1/28/2020	03327	SAN FRANCISCO BAY AREA C July 12-25, 2020	1/13/2020	JULY 12-25, 2020 CAMP G. CC	1,000.00	1,000.00
Sub total for TRI COUNTIES BANK:						159,679.74	

21 checks in this report.

Grand Total All Checks:

159,679.74

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51204	1/28/2020	00051	CALIFORNIA WATER SERVICE6544607057	1/16/2020	6544607057 SW CORNER HIL	119.64	
51205	1/28/2020	00307	1727052702	1/13/2020	1727052702 JSB ACROSS FR	73.89	193.53
51206	1/28/2020	00432	0512181543-4	1/9/2020	0512181543-4 TRAFFIC SIGN	2,025.31	2,025.31
51207	1/28/2020	02179	Feb 2020	1/19/2020	VISION SERVICE PLAN	1,106.39	1,106.39
51208	1/28/2020	03015	HUB INTERNATIONAL OF CA Dec 2019	1/15/2020	INSURANCE EVENTS	260.20	260.20
			U.S. BANK CORPORATE PMT	1/22/2020	CREDIT CARD PURCHASE	3,775.85	
			01/22/20 Navarr	1/22/2020	CREDIT CARD PURCHASE	1,654.96	
			01/22/20 Wollme	1/22/2020	CREDIT CARD PURCHASE	1,266.85	
			01/22/20 Gotelli	1/22/2020	CREDIT CARD PURCHASE	662.95	
			01/22/20 Tapia	1/22/2020	CREDIT CARD PURCHASE	370.91	
			01/22/20 Goodw	1/22/2020	CREDIT CARD PURCHASE	187.74	
			01/22/20 Dossey	1/22/2020	CREDIT CARD PURCHASE	49.13	
Sub total for TRI COUNTIES BANK:							11,553.82

5 checks in this report.

Grand Total All Checks:

11,553.82

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51209	1/31/2020	01340	NAVIA BENEFIT SOLUTIONS 01312020 B	1/31/2020	DEPENDENT CARE: PAYMENT	974.29	
51210	1/31/2020	02377	01312020 B	1/31/2020	FLEX 125 PLAN: PAYMENT	588.84	1,563.13
94117	1/31/2020	00130	CALIFORNIA STATE DISBURS 01312020 B	1/31/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94118	1/31/2020	00521	EMPLOYMENT DEVELOPMEN 01312020 B	1/31/2020	CALIFORNIA STATE TAX: PAY	12,561.73	12,561.73
94119	1/31/2020	00631	UNITED STATES TREASURY 01312020 B	1/31/2020	FEDERAL TAX: PAYMENT	55,744.16	55,744.16
94120	1/31/2020	01360	P.E.R.S. 01312020 B	1/31/2020	PERS - BUYBACK: PAYMENT	42,047.73	42,047.73
94121	1/31/2020	00068	VANTAGE TRANSFER AGENT; 01312020 B	1/31/2020	RETIREMENT HEALTH SAVIN	617.99	617.99
			COLMA PEACE OFFICER'S 01312020 B	1/31/2020	COLMA PEACE OFFICERS: P/	554.90	554.90
Sub total for TRI COUNTIES BANK:							113,961.02

7 checks in this report.

Grand Total All Checks:

113,961.02





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, City Planner
 Christopher J. Diaz, City Attorney
 VIA: Brian Dossey, City Manager
 MEETING DATE: February 13, 2020
 SUBJECT: Accessory Dwelling Unit Ordinance

RECOMMENDATION

Staff recommends that the City Council introduce the following ordinance:

AN ORDINANCE AMENDING VARIOUS PROVISIONS IN CHAPTER 5 AND REPEALING AND REPLACING SUBCHAPTER 5.19 OF THE COLMA MUNICIPAL CODE RELATING TO ACCESSORY AND JUNIOR ACCESSORY DWELLING UNITS AND DETERMINING THE ORDINANCE TO BE EXEMPT FROM CEQA

EXECUTIVE SUMMARY

New state laws relating to Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), became effective on January 1, 2020. The bills were enacted to require jurisdictions in California to ease restrictions on additional units in single-family residential neighborhoods in order to increase the supply of housing in California. The law allows ADUs and JADUs by right (without discretionary approvals such as design review or a conditional use permit), either by conversion of existing space within the dwelling or garage or through an attached or detached addition. The imposition of additional parking, a deed restriction on occupancy, or impact fees is limited under the legislation.

FISCAL IMPACT

The proposed ordinance may have a small fiscal impact on the Town because of services required for new residents if additional units are created as a result of the ordinance. Given that Colma is largely built-out and has relatively small lots, the number of potential units is anticipated to be small.

BACKGROUND & EXISTING ORDINANCE

In 2017, the Town made substantial changes to the Municipal Code to ease standards for the creation of ADUs in response to state legislation at that time. The Town' current Municipal Code allows for single-family residences and ADUs in the following zones:

- R-S (Residential, Sterling Park) This is the residential neighborhood between El Camino Real and Hillside Boulevard and between F Street and B Street. The neighborhood contains a majority of single-family homes but also includes some multi-unit buildings that predate the zoning. Many of the lots are about 3,300 square feet.
- R (Residential) This zone includes three residences on Hillside Boulevard south of Lawndale Boulevard, all of which were initially built with ADUs.
- G (Cemetery). These units are in the form of caretaker units. There are several of these located on cemetery grounds.
- C (Commercial). The Town's commercial zoning allows for single-family residences in commercial zones and where allowed by the General Plan. Multi-family housing is also allowed in these limited areas. The location of these existing single-family residences includes Mission Road and Hillside Boulevard.

The Town's General Plan, Zoning Ordinance, and Housing Element encourage the creation of affordable housing through a variety of mechanisms including the allowance of ADUs in specified zones within the Town.

Below is a summary of current regulations for ADUs in Colma:

Existing single-family residences within single family residential zones (R and R-S zones)

ADUs are permitted within the footprint of an existing single-family structure located within a single-family residential zone. For these situations, the following rules currently apply:

- One unit must be owner occupied and a deed restriction recorded;
- The owner is not required to install a new or separate utility connection directly between the accessory dwelling unit and the utility or pay a related connection fee or capacity charge;
- The owner shall provide replacement off-street parking spaces to serve the primary residence if the proposed accessory dwelling unit would result from the conversion of an existing garage, carport or other covered parking structure. However, the applicant is not required to provide off-street parking to serve the accessory dwelling unit. The replacement parking spaces may be located in any configuration on the lot and may be provided as covered spaces, uncovered spaces or tandem spaces or by the use of mechanical automobile parking lifts.

New ADUs in newly created space

Colma's current Municipal Code allows an ADU to be constructed as a physical addition onto an existing single-family residence or as a detached structure.

For newly constructed ADUs, the following standards currently apply:

- The unit would be limited to no more than 50% of the floor area of the existing residence or 800 square feet, whichever is less;
- One unit must be owner occupied and a deed restriction recorded; and
- The ADU would be required to comply with all zoning requirements and development standards that apply to the construction of a residence or detached accessory structure in the CMC, such as height, parking setbacks etc.

ANALYSIS AND NEW REQUIREMENTS

In 2019, the California Legislature approved, and the Governor signed into law a number of bills (“New ADU Laws”) that, among other things, amended Government Code section 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs. The New ADU Laws took effect January 1, 2020, and because the Town’s ADU ordinance does not comply with the New ADU Laws, the Town’s ordinance became null and void on that date as a matter of law.

This proposed ordinance amends the Town’s local regulatory scheme for the construction of ADUs and JADUs to comply with the amended provisions of Government Code sections 65852.2 and 65852.22.

The approval of ADUs and JADUs based solely on the default statutory standards, without local regulations governing height, setback, landscape, architectural review, among other things, threatens the character of existing neighborhoods, and negatively impact property values, personal privacy, and fire safety

In summary, the bills define the maximum standards that local jurisdictions can apply to ADUs. Special rules apply to four types of ADUs/JADUS, including 1) conversions of existing space, 2) new construction of a detached ADU up to 800 sq. ft., with a JADU also permitted 3) multi-family with up to two detached units and 4) multi-family with one or more converted ADUs created within existing non-livable space, up to an amount equal to 25 percent of the existing non-ADU units. The following is a list of the changes in state law that are reflected in the attached draft ordinance:

- Review and Approval.*** The approval process for ADUs continues to be ministerial, with more restrictions. Jurisdictions will have 60 days from submittal of a complete application – currently 120 days – to act on applications. If an ADU is being built in conjunction with a single-family home, the approval process timeline will be the same as the home.
- JADUs Must Be Allowed.*** Jurisdictions must now allow JADUs. Before that was optional. Both a JADU in an existing space and a new detached ADU up to 800 sq. ft. may occur on the same single-family lot, with some limitations.
- Mandatory Approval on Single-Family Lots.*** Cities may not prohibit an owner of a single-family lot from building an ADU if it is:

- Created from existing space – Conversion of existing space including up to a 150 sq. ft. expansion for ingress and egress only.
- Newly constructed detached – Up to 800 sq. ft., 16 feet high, and subject only to 4-foot rear and side setbacks. No other standards apply, besides the building code.

d. ***Multifamily Lots May Include ADUs***

- In existing non-livable space – Multifamily dwelling structures may now include converted ADUs, but only if they are created from existing space that is not currently used for living (e.g., storage units, attics, garages). An owner may create at least one of these, regardless of the number of existing dwelling units, and may create more, up to an amount equal to 25 percent of the existing non-ADU units (example: 4-unit building would be allowed 1 ADU; a building with 8 to 11 units would be allowed 2 ADUs; and a 12-unit building would be allowed 3 ADUs). As with all types of ADUs, these must conform to the building code.
- New constructed detached – ADU owners may add up to two detached units in a newly constructed building (no more than 16 feet high with 4-foot side and rear setbacks)

e. ***Standards and Additional Limitations***

- *Correction of Nonconforming Zoning:* May not be required for any ADU that is approved ministerially under the new state laws.
- *Owner Occupancy:* Cities may not require on new ADUs built between 2020-2025 but must require for JADUs.
- *Short-term Rentals:* Jurisdictions may prohibit rentals for fewer than 30 days and in certain cases doing so is a requirement, such as if ADU falls under subsection (e) of Government Code section 65852.2.
- *Location:* ADUs and JADUs that are subject to special rules under Government Code section 65852.2, subdivision (e), are allowed in all residential and mixed-use zones. Other ADUs are allowed in all zones (e.g., residential, mixed-use, commercial, ag) that allow any kind of residential use (single- or multifamily), with only limited exceptions where there is evidence that water and sewer infrastructure is inadequate or ADUs will have an adverse effect on traffic flow or public safety.
- *Lot Size:* Jurisdictions may no longer consider lot size when approving an ADU; lot coverage can still be considered if the ADU is at least 800 sq. ft
- *Impact Fees:* None if less than 750 sq. ft and proportional to primary unit if more than 750 sq. ft.
- *Maximum:* Must allow at least 850 sq. ft for 1 bedroom and 1000 sq. ft for 2 bedrooms, though other standards may indirectly restrict ADU size
- *Setbacks and Height:* 4-foot side and rear setbacks on all ADUs; no front-yard setback for ADUs subject to special rules under Government Code section 65852.2(e); front-yard setbacks for all other ADUs; and no limit on height below 16-foot

- *Parking*: The city may not require applicants to replace parking that is lost by demolishing or converting a garage, carport, or covered parking.
- f. *Amnesty Program*. Allows owners to request delayed enforcement of building-code violations in an ADU for five years if there are no health and safety issues. Sunsets in 2030.

ENVIRONMENTAL REVIEW

Under California Public Resources Code section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of section 65852.2 of the Government Code, which is California’s ADU law and which also regulates JADUs, as defined by section 65852.22. Therefore, the proposed ordinance is statutorily exempt from CEQA in that the proposed ordinance implements the State’s ADU law.

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* because it will update Accessory Dwelling Unit requirements so that the Town’s ordinance is consistent with state law, while also recognizing the unique characteristics of Colma.

Sustainability Impact

The amendment allows for in-fill housing, which has a positive environmental and sustainability impact by conserving land resources and allowing for housing close to transit.

Alternative

The City Council could choose not to introduce the ordinance which would keep the existing second unit (ADU) provisions in the CMC. However, because the Town’s current provisions are not consistent with state law, the current provisions will be null and void and only state law will control. Not adopting the ordinance is not recommended because doing so would forgo local control and the ability to guide ADU development to be more compatible with the Town’s character and goals.

Since the state requirements take precedence over existing local laws, if the Council were not to adopt the ordinance, this would create ambiguity for staff and property owners on how to apply the new state law to their project. Introducing the ordinance is recommended since it clarifies local accessory dwelling unit requirements in compliance with state law.

CONCLUSION

Staff recommends the City Council introduce and adopt the ordinance.

ATTACHMENTS

- A. Ordinance



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

**AN ORDINANCE AMENDING VARIOUS PROVISIONS IN CHAPTER 5 AND REPEALING
AND REPLACING SUBCHAPTER 5.19 OF THE COLMA MUNICIPAL CODE RELATING TO
ACCESSORY AND JUNIOR ACCESSORY DWELLING UNITS AND DETERMINING THE
ORDINANCE TO BE EXEMPT FROM CEQA**

The City Council of the Town of Colma finds as follows:

The Town of Colma, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California;

The Planning and Zoning Law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units ("ADUs") and junior accessory dwelling units ("JADUs");

In 2019, the California Legislature approved, and the Governor signed into law a number of bills ("New ADU Laws") that, among other things, amended Government Code section 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs;

The City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to comply with the amended provisions of Government Code sections 65852.2 and 65852.22;

Failure to comply with Government Code sections 65852.2 and 65852.22 (as amended) as of January 1, 2020 renders the Town's ordinance regulating ADUs and JADUs null and void, thereby limiting the City to the application of the few default standards provided in Government Code sections 65852.2 and 65852.22 for the approval of ADUs and JADUs;

The approval of ADUs and JADUs based solely on the default statutory standards, without local regulations governing height, setback, landscape, architectural review, among other things, threatens the character of existing neighborhoods, and is likely to negatively impact property values, personal privacy, and fire safety;

The City Council has reviewed and considered the public testimony and agenda reports prepared in connection with this ordinance, including the policy considerations discussed therein; and

In accordance with the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) ("CEQA") and the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.), the City has determined that the revisions to the Colma Municipal Code are exempt from environmental review.

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

ARTICLE 1. CMC SECTION 5.03.060 AMENDED.

Section 5.03.060(b), subsection (1) is hereby amended as follows, with all other subsections remaining unchanged:

(b) The following uses may be permitted by the City Council on land located in the "G" Zone upon issuance of a use permit in accordance with the procedures set forth:

(1) Any use which not or hereafter may be customarily incident to a cemetery or memorial park use, including a single caretaker unit with or without an ADU or JADU as permitted in Section 5.03.19, flower shops, monument shops, crematoriums, and cemetery corporation yards;

[History: formerly § 5.312; ORD. 234, 3/14/79; ORD. 325, 11/13/85; ORD. 480, 5/10/95; ORD. 520, 12/10/97; ORD. 638, 12/14/05; ORD. 728, 10/9/13; ORD. 770, 3/22/17; ORD. 772, 7/26/17; ORD. XX, xx/xx/20]

ARTICLE 2. CMC SECTION 5.03.080 AMENDED.

Section 5.03.080(a), subsection (7) is hereby amended as follows, with all other subsections remaining unchanged:

(a) The following uses are permitted on land located within the "R-S" Zone:

(7) An accessory or junior accessory dwelling unit ~~within the existing single-family residential structure~~ as permitted in Subchapter 5.19; and

[History: formerly § 5.313.1, ORD. 536, 7/8/98, ORD. 617, 6/16/04; ORD. 638, 12/14/05; ORD. 685, 1/13/10; ORD. 706, 3/14/12; ORD. 724, 6/12/13; ORD. 728, 10/9/13; ORD. 770, 3/22/17; ORD. XX, xx/xx/20]

ARTICLE 3. CMC SUBCHAPTER 5.19 REPEALED AND REPLACED.

Subchapter 5.19 is hereby is repealed in its entirety and replaced as follows:

CHAPTER FIVE: PLANNING, ZONING, USE, AND DEVELOPMENT OF LAND AND IMPROVEMENTS

Subchapter 5.19: Accessory and Junior Accessory Dwelling Units

5.19.010 Purpose.

The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code sections 65852.2 and 65852.22.

5.19.020 Definitions.

For purposes of this chapter, the following definitions apply.

“Accessory dwelling unit” or “ADU” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:

An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and

A manufactured home, as defined by Section 18007 of the California Health and Safety Code.

“Accessory Structure” means a structure that is accessory and incidental to a dwelling located on the same lot.

“Complete independent living facilities” means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

“Efficiency kitchen” means a kitchen that includes each of the following:

- A. A cooking facility with appliances.
- B. A food preparation counter or counters that total at least 15 square feet in area.
- C. Food storage cabinets that total at least 30 square feet of shelf space.

“Junior accessory dwelling unit” or “JADU” means a residential unit that:

- A. is no more than 500 square feet in size,
- B. is contained entirely within an existing or proposed single-family structure,
- C. includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure, and
- D. includes an efficiency kitchen, as defined above.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

“Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

5.19.030 Effect of Conforming Accessory Dwelling Unit

An ADU or JADU that conforms to this chapter shall not be:

- A. Deemed an accessory use or an accessory building and not be considered to exceed the allowable density for the lot upon which it is located;
- B. Deemed a residential use that is inconsistent with the General Plan and the zoning designations for the lot;
- C. Considered in the application of any ordinance, policy, or program to limit residential growth; and

5.19.040 Approvals

The following approvals apply to ADUs and JADUs under this section:

- A. **Building-permit Only.** If an ADU or JADU complies with each of the general requirements in subsection 5.19.050, it is allowed with only a building permit in the following scenarios:
 - 1. **Converted on Single-family Lot:** Only one ADU or JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
 - (a) Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress and meets required setbacks.
 - (b) Has exterior access that is independent of that for the single-family dwelling.
 - (c) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.

2. **Limited Detached on Single-family Lot:** One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under paragraph A of this section), if the detached ADU satisfies the following limitations:
 - (a) The side- and rear-yard setbacks are at least four-feet.
 - (b) The front-yard setback as required by the underlying zoning.
 - (c) At least 5 feet from any other structure on the lot.
 - (d) The total floor area is 800 square feet or smaller.
 - (e) The peak height above grade is 16 feet or less.
3. **Converted on Multifamily Lot:** Multiple ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. At least one converted ADU is allowed within an existing multifamily dwelling, with a total maximum amount equal to 25 percent of the existing multifamily dwelling units.
4. **Limited Detached on Multifamily Lot:** No more than two detached ADUs on a lot that has an existing multifamily dwelling if each detached ADU satisfies the following limitations:
 - (a) The side- and rear-yard setbacks are at least four-feet.
 - (b) The front-yard setback as required by the underlying zoning.
 - (c) At least 5 feet from any other structure on the lot.
 - (d) The peak height above grade is 16 feet or less.

B. ADU Permit.

1. Except as allowed under paragraph A.1 of this section, no ADU may be created without a building permit and an ADU permit in compliance with the standards set forth in subsections 5.19.050 and 5.19.060 below.
2. The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance. The ADU-permit processing fee is approved by the City Council by resolution.

C. Process and Timing.

1. An ADU permit is considered and approved ministerially, without discretionary review or a hearing.
2. The City must act on an application to create an ADU or JADU within 60 days from the date that the City receives a completed application, unless either:
 - (a) The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay, or
 - (b) In the case of a JADU and the application to create a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the JADU will still be considered ministerially without discretionary review or a hearing.

5.19.050 General ADU and JADU Requirements

The following requirements apply to all ADUs and JADUs that are approved under paragraphs A. or B of section 5.19.040.

A. Zoning.

1. Accessory dwelling units and Junior Accessory dwelling units may be permitted in the "R" and "R-S" zones and on lots containing existing single-family residences or multi-family dwelling structures in the "G" and "C" zones and subject to the standards in Section 5.19.060.

B. Fire Sprinklers. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.

C. Rental Term. No ADU or JADU may be rented for a term that is shorter than 30 days.

D. No Separate Conveyance. An ADU or JADU may be rented, but no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

E. Owner Occupancy.

1. All ADUs created before January 1, 2020 are subject to the owner-occupancy requirement that was in place when the ADU was created.
2. An ADU that is created after that date but before January 1, 2025, is not subject to any owner-occupancy requirement.

3. All ADUs that are created on or after January 1, 2025 are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.
4. All JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.

5.19.060 Specific ADU Requirements

The following requirements apply only to ADUs that require an ADU permit under subsection 5.19.040 B., above.

A. Maximum Size.

1. The maximum size of a detached or attached ADU subject to this section 5.19.060 is 801 square feet for a studio or one-bedroom unit and 1,000 square feet for a unit with two bedrooms. No more than two bedrooms are allowed.
2. An attached ADU that is created on a lot with an existing primary dwelling is further limited to 50 percent of the floor area of the existing primary dwelling.
3. Application of other development standards in this section 5.19.060, such as FAR or lot coverage, might further limit the size of the ADU, but no application of the percent-based size limitation in paragraph A.2 of this section, or of FAR, lot coverage, or open-space requirements may require the ADU to be less than 800 square feet.

B. **Floor Area Ratio (FAR).** No ADU subject to this section 5.19.060 may cause the total FAR of the lot to exceed 45 percent, subject to paragraph A.3 of this section.

C. **Lot Coverage.** No ADU subject to this section 5.19.060 may cause the total lot coverage of the lot to exceed 50 percent, subject to paragraph A.3 of this section.

D. **Height.** A detached ADU may not exceed 16 feet in height above grade, measured to the peak of the structure, and one story. An attached ADU shall not exceed the height limit established by the zoning.

E. **Passageway.** No passageway, as defined in section 5.19.020, is required for an ADU.

F. **Setbacks.** No portion of any ADU that is subject to this section 5.19.060 may be located within 4 feet of a side or rear property line, 5 feet from another structure or within the required front setback.

G. Parking.

1. Generally. One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by section 5.19.020.
2. Exceptions. No parking under paragraph G.1 of this section 5.19.040 is required in the following situations:
 - (a) The ADU is located within one-half mile walking distance of public transit, as defined in section 5.19.020.
 - (b) The ADU is located within an architecturally and historically significant historic district.
 - (c) The ADU is part of the proposed or existing primary residence or an accessory structure under paragraph A of section 5.19.060.
 - (d) When on-street parking permits are required but not offered to the occupant of the ADU.
 - (e) When there is an established car share vehicle stop located within one block of the ADU.
3. No Replacement. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

H. Architectural Requirements.

The following architectural standards shall apply to ADUs that are approved under paragraph B of section 5.19.040:

1. The materials and colors of the exterior walls, roof, and windows and doors must match the appearance and architectural design of those of the primary dwelling.
2. The roof slope must match that of the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.

3. The exterior lighting must be limited to down-lights or as otherwise required by the building or fire code.
4. The ADU must have an independent exterior entrance, apart from that of the primary dwelling. The ADU entrance must be located on the side or rear building façade, not facing a public-right-of-way.
5. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.
6. Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.
7. All second-story windows and doors in a second unit that are less than 30 feet from a property line that is not a right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.

I. Landscape Requirements.

1. Within the 4-foot or greater side setback and for a minimum depth of at least 4 feet along a back fence, landscaping shall be maintained that includes groundcover and shrubs with automatic irrigation. Paving of the entire rear yard area is prohibited.
2. In addition to the maintenance of fence of at least five (5) feet in height between properties, specimen plantings of trees or shrubs shall be provided within the planting area that provides landscaping and privacy screening of the ADU or JADU from windows or outdoor living areas of adjoining properties.
3. Plant materials shall be low water use types that are appropriate for the climate.

J. Historical Protections. The following requirements apply to ADUs on or within 600 feet of real property that is listed in the California Register of Historic Resources:

1. Accessory dwelling units should only be located within the footprint of the existing structure or be a separate detached accessory structure with minimal or no visibility from a public street.
2. The architectural treatment of an ADU to be constructed on a lot that has an identified historical resource listed on the federal, state, or local register of historic places must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

5.19.070 Deed Restriction.

Prior to issuance of a building permit for an ADU or JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the City Planner. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the City and must provide that:

1. The ADU or JADU may not be sold separately from the primary dwelling.
2. The ADU or JADU is restricted to the approved size and to other attributes allowed by this section.
3. If a JADU, the JADU or the primary dwelling on the same lot must at all times be used as the primary residence and legal domicile of the owner.
4. The deed restriction runs with the land and may be enforced against future property owners.
5. The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the ADU or JADU has in fact been eliminated. The City Planner may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the ADU or JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
6. The deed restriction is enforceable by the City Planner or his or her designee for the benefit of the City. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.

5.19.080 Fees

A. Impact Fees.

1. No impact fee is required for an ADU that is less than 750 square feet in size.
2. Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square

footage of the primary dwelling unit. (E.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling.) "Impact fee" here includes only those fees that are subject to the Mitigation Fee Act and fees under the Quimby Act; it does not include any connection fee or capacity charge for water or sewer service.

B. Utility Fees.

1. Converted ADUs and JADUs on a single-family lot, created under paragraph A.1 of section 5.19.060, are not required to have a new or separate utility connection directly between the ADU or JADU and the utility. Nor is a connection fee or capacity charge required unless the ADU or JADU is constructed with a new single-family home.
2. All ADUs and JADUs not covered by paragraph B.1 of this section require a new, separate utility connection directly between the ADU or JADU and the utility. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU or JADU, based on either the floor area or the number of drainage-fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system. The fee or charge may not exceed the reasonable cost of providing this service.

5.19.090 Nonconforming ADUs and Discretionary Approval

Any proposed ADU or JADU that does not conform to the objective standards set forth in the other sections of this chapter may be allowed by the City with a Conditional Use Permit, in accordance with Section 5.030.400 through 5.030.430.

[History: ORD. 770, 3/22/17; ORD. XX, xx/xx/20]

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. EXEMPT FROM CEQA.

Under California Public Resources Code section 21080.17, the California Environmental Quality Act ("CEQA") does not apply to the adoption of an ordinance by a city or county implementing the provisions of section 65852.2 of the Government Code, which is California's ADU law and

which also regulates JADUs, as defined by section 65852.22. Therefore, the proposed ordinance is statutorily exempt from CEQA in that the proposed ordinance implements the State's ADU law.

In addition to being statutorily exempt from CEQA, the proposed ordinance is also categorically exempt from CEQA under the Class 3 exemption set forth in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts from CEQA, among other things, the construction and location of new, small structures and the conversion of existing small structures from one use to another. Section 15303 specifically lists the construction of appurtenant accessory structures and garages as examples of activity that expressly falls within this exemption. Here, the ordinance is categorically exempt under the Class 3 exemption because the ordinance regulates the conversion of existing structures into, and the new construction of, ADUs and JADUs, which are, by definition, structures that are accessory to a primary dwelling on the lot. Moreover, the City Council finds that none of the "exceptions" to the use of the Class 3 exemption, set forth in State CEQA Guidelines section 15300.2, apply here. Specifically, the City Council finds that the ordinance will:

- (1) Not result in the construction of ADUs or JADUs within a particularly sensitive environment because these accessory structures will necessarily be built on a lot already developed with a primary dwelling;
- (2) Not result in a potentially significant cumulative impact because ADU's and JADU's will only be built on a percentage of lots already developed with a primary dwelling;
- (3) Not result in a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances because all of Colma's existing dwelling units are located within a developed urbanized area;
- (4) Not result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway because the development of ADU's and JADU's will only be developed in areas where scenic resources do not exist;
- (5) Not be located on a hazardous waste site included on any list compiled pursuant to § 65962.5 of the Government Code because no property zoned for residential use is located on a hazardous waste site; or
- (6) Not result in a substantial adverse change in the significance of a historical resource because historical resources are subject to a separate review and permitting system.

ARTICLE 6. EFFECTIVE DATE.

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

ARTICLE 7. NOTICE OF EXEMPTION.

The City Council hereby directs staff to prepare, execute and file with the San Mateo County Clerk a Notice of Exemption within five working days of first reading of this ordinance.

ARTICLE 8. FILING.

The City Clerk shall submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

ARTICLE 9. RECORD OF PROCEEDINGS.

The documents and materials that constitute the record of proceedings on which this Ordinance and the above findings have been based are located at City Hall, Office of the City Clerk, 1198 El Camino Real, Colma, CA 04014

Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a special meeting of the City Council of the Town of Colma held on February 13, 2020 and duly adopted at a regular meeting of said City Council held on February 26, 2020 by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Admin. Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: February 12, 2020
 SUBJECT: FY 2019-20 Mid-Year Investment Report

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE FISCAL YEAR 2018-19 MID-YEAR INVESTMENT REPORT THROUGH DECEMBER 31, 2019.

EXECUTIVE SUMMARY

The Town participates in the State's Local Agency Investment Fund (LAIF), a State investment pool, and the San Mateo County Investment Pool (SMCIF). In late-December, the Town transferred \$4.9 million to Multi-Bank Securities to purchase fully secured certificates of deposits (CD) and implemented the Town's first 5-year rolling CD, or "step ladder," strategy. As of December 31, 2019, total investments from both pools and CDs are \$22.3 million, with recorded investment earnings of \$270,854. The FY 2019-20 Adopted Budget projected investment earnings to be \$500,904.

FISCAL IMPACT

There is no fiscal impact in accepting this investment report.

BACKGROUND

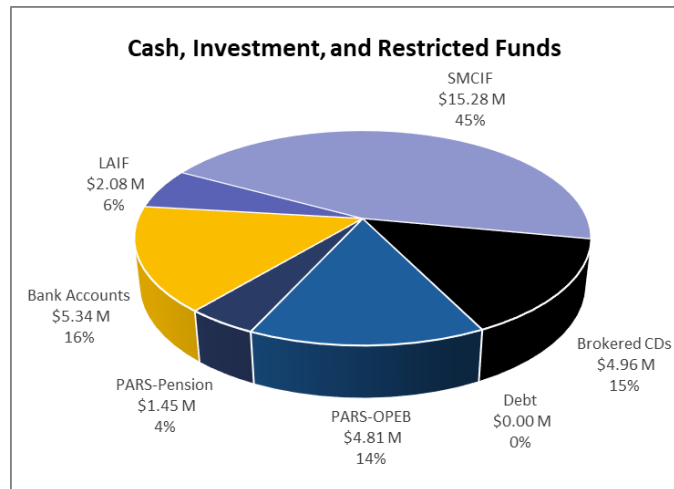
The City Council periodically reviews and approves the Town's investment policy for compliance with State statute (California Government Code Section §53600, et seq.) and set investment guidelines for the safekeeping of public funds. For day to day operations, the City Council designated the City Manager, or his designee, to maintain cash balances to meet daily operating needs and to maintain the Town's purchasing power through safe and secure investments. A majority of the Town investments are placed in the State and the San Mateo County investment pools, which invest funds for more than one public agency. Both pools comply with the State statute and allocate the majority of their funds in agency and treasury bonds.

As the Treasurer, the City Manager or his designee is required to annually review the Town's investment policy and to provide semi-annual investment updates. The Investment Policy was last reviewed and approved by the City Council on July 24, 2019.

This report summarizes the investment activities for the first half of Fiscal Year 2019-20. It includes the beginning and ending balances by quarter; net Deposits and Withdrawals by quarter; total interest earned by quarter; the effective annual interest rates earned by quarter; and the cumulative weighted average. This report provides the required information, including additional narrative explanations.

ANALYSIS

As of December 31, 2019, the Town has a total of \$33.9 million in various cash and investment accounts. Of the \$33.9 million, \$27.7 million is in unrestricted cash and investment accounts, and \$6.3 million in restricted accounts. The restriction included \$4.8 million in PARS OPEB Trust to be used to fund future retiree medical and dental costs, and \$1.5 million in PARS Pension trust to be used to fund future retiree pension costs.



Of the \$28.4 million of unrestricted funds, \$5.3 million is in the Town's operating bank accounts, \$17.4 million in the State and county pools (LAIF and SMCIF respectively), and \$5.0 million in brokered CDs. Both pools focus on liquidity and safekeeping of the assets, with 50 percent or more in agency and treasury bonds and the rest in high-quality low-risk investments.

Transaction Activity

	Balance @ 12/31/2018	Balance @ 12/31/2019	Increase/ (Decrease)
Town of Colma Cash & Investment			
Cash In Bank	\$ 6,605,350	\$ 5,343,979	\$ (1,261,371)
Public Agency Investment Pools			
Local Agency Investment Fund (LAIF)	4,955,147	2,079,500	(2,875,647)
San Mateo County Investment Fund (SMCIF)	19,106,531	15,276,729	(3,829,802)
Other Investment			
Brokered CDs	-	4,959,582	4,959,582
Total Cash & Investment	\$ 30,667,029	\$ 27,659,790	\$ (3,007,238)

Overall, Town's Cash & Investment reduced by \$3.0 million. Cash in Bank reduced by \$1.3 million and it's the result of normal operation. Reduction of \$6.7 million in LAIF and SMCIF balances is attributed to \$1.0 million transfer to Town's Pension 115 Trust, \$1.05 million supplemental payment to CalPERS in FY 2018-19, and \$5.05 million transferred for the purchase of brokered CDs in December 2019.

Earnings / Distribution of Portfolio

The weighted yield for FY 2019-20 is 1.958%. LAIF is outperforming SMCIF for two reasons. In the second quarter of FY 2019-20 (2019Q4), the interest allocation of \$31,097 from LAIF is based on the \$5.1 million investment balance on September 30, 2019. Because the \$5.0 million transfer to Brokered CDs occurred in late December, the impact to interest rate will be deferred to the following quarter(2020Q1). Similar story will occur with SMCIF.

The second reason for LAIF outperforming SMCIF is due to a change in SMCIF investment policy. Previously, both investment pools emphasize short-term yield which is highly sensitive to every fluctuation in the stock market. Under the new County Treasurer, SMCIF has changed its portfolio maturity from less than 1 year to 2.5 years, with a goal of 3 years in the near future. The longer the average maturity period, the more stable the investment and the lower the yield. This is the reason the Town decided to purchase brokered CDs, to add stability to interest earnings in the long-term.

	2019Q3		2019Q4		Interest	
	@ 9/30/2019	% of Portfolio	@ 12/31/2019	% of Portfolio	2018Q3	2018Q4
Balance(s)						
BANK BALANCE	\$ 4,468,300	16.6%	\$ 5,343,979	19.3%	6,708.94	3,189.14
LAIF	5,048,403	18.8%	2,079,500	7.5%	32,054.90	31,096.68
SMCIF	17,363,791	64.6%	15,276,729	55.2%	102,616.16	95,188.24
Brokered CDs	-	0.0%	4,959,582	17.9%	-	-
TOTAL	\$ 26,880,494		\$ 27,659,790		\$ 141,380.00	\$ 129,474.06
Effective Annual Interest Rates						
BANK BALANCE	0.601%		0.239%			
LAIF	2.540%		5.982%			
SMCIF	2.364%		2.492%			
Brokered CDs	0.000%		0.000%			
Weighted Average	2.104%		1.872%		FISCAL YEAR 2020 ANNUAL WEIGHTED AVERAGE: 1.958%	

Brokered CDs

The City Council approved the purchase of brokered CDs and implemented a 5-year rolling CD, or step ladder, strategy. This strategy allows the Town to stabilize its investment earnings. In October 2019, the City Council approved Multi-Bank Securities (MBS) as the Town's broker/dealer. The agreement with MBS was signed in November and the funds were transferred from LAIF and SMCIF in late December to purchase the following CDs. The estimated earnings from these CDs total \$352,922 with yields of 1.7 % to 2.1%.

Maturity Year	Description	Rate	Principal	Est. Interest Earning
2021	METRO CR UN CHELSEA	1.700	\$ 249,000	\$ 8,385
2021	KERN SCHS FED CR UN	1.800	\$ 249,000	\$ 8,878
2021	STATE BK INDIA NEW	1.750	\$ 247,000	\$ 8,586
2021	SB ONE BK FRANKLIN	1.750	\$ 247,000	\$ 8,657
2022	STEARNS BK NA ST	1.700	\$ 247,000	\$ 11,170
2022	BMW BK NORTH AMER	1.800	\$ 247,000	\$ 13,301
2022	MERRICK BK SOUTH	1.700	\$ 249,000	\$ 12,722
2022	FRANKLIN SYNERGY BK	1.800	\$ 249,000	\$ 13,458
2023	TEXAS EXCHANGE BK	1.900	\$ 249,000	\$ 18,937
2023	TEXAS SEC BK DALLAS	1.850	\$ 249,000	\$ 18,439
2023	MEDALLION BK SALT	1.700	\$ 249,000	\$ 16,932
2023	CELTIC BK SALT LAKE	1.800	\$ 249,000	\$ 17,940
2024	LIVE OAK BKG CO	1.800	\$ 249,000	\$ 20,138
2024	SALLIE MAE BK SALT	1.950	\$ 247,000	\$ 23,858
2024	GOLDMAN SACHS BK USA	2.100	\$ 247,000	\$ 25,878
2024	MORGAN STANLEY BK N	1.950	\$ 247,000	\$ 24,056
2024	MORGAN STANLEY	1.950	\$ 247,000	\$ 24,056
2024	BMO HARRIS BK NATL	2.050	\$ 248,000	\$ 25,392
2024	JPMORGAN CHASE BK NA	2.100	\$ 247,000	\$ 25,963
2024	SILVERGATE BK LA	2.100	\$ 249,000	\$ 26,174
			\$ 4,961,000	\$ 352,922

REASONS FOR THE RECOMMENDED ACTION

Receipt of this report complies with the adopted Town Investment Policy.

COUNCIL ADOPTED VALUES

Periodic review of the Town's investment performance aligns with the City Council adopted responsibility value. It exemplifies financial accountabilities and ensures safekeeping of public funds in responsible investment options.

CONCLUSION

Staff recommends the City Council receive and accept the report.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 MEETING DATE: February 13, 2020
 SUBJECT: 2020-22 Strategic Plan

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION APPROVING THE 2020-2022 STRATEGIC PLAN AS PRESENTED BY STAFF.

EXECUTIVE SUMMARY

The attached Strategic Plan document reflects the prioritization of proposed programs as determined by the City Council at the January 16, 2020 Strategic Planning Study Session.

FISCAL IMPACT

There is no direct fiscal impact associated with this action. Each individual program in the Strategic Plan will have a fiscal impact, however. Some of these programs are already in progress and, as such, are already budgeted.

BACKGROUND

As the Council will recall, the Council and staff held a Strategic Planning study session on January 16, 2020. Staff presented various programs to the Council during the study session, with Council providing feedback and comments on the proposed strategic plan, including confirmation of the priority programs. The attached document reflects staff's understanding of those discussions.

ANALYSIS

The January 16th study session focused on development of the 2020-22 Strategic Plan, which included goals and programs in five priority areas: Resiliency, Operations, Economic Development, Community, and Capital.

Value Statement

In the summer of 2019, the City Council along with staff updated the Value Based Code of Conduct. Staff recommended the changes (see below) and Council agreed to the Value Statement which is in alignment with the Town's Value Based Code of Conduct. The Value Statement that the Council adopted in July 2019 is an expression of how the core behavioral values (Fairness, Responsibility, Honesty and Integrity, and Vision) would be applied in the context of making policy decisions, such as adopting a budget, or in approving a Strategic Plan.

Value Statement

We treat all persons, claims and transactions in a fair and equitable manner.

We make decisions after prudent consideration of the financial impact, considering the long-term financial needs of the agency, especially its financial stability.

We work to build trust with one another and the community to foster an inclusive, supportive and open environment.

We promote intelligent and thoughtful innovation in order to forward the Town's policies and services.

Priority Areas

Staff recommended focusing on some of the Priority Areas from the 2017-19 Plan; Operations, Economic Development and Community. In addition to those Areas, staff is proposing the following new Priority Areas:

- "Resiliency" in place of Significant Mandates – Resiliency includes Financial Health (revenue strategies & cost containment), Workforce Development, Climate Adaptation and Emergency Preparedness. Since Significant Mandates are required by law, they do not seem like they fit in a strategic plan document. We have to comply with significant mandate programs regardless, whereas with "Resiliency" there is more discretion on how the programs are funded as well as whether they fit the needs of the Town and Community. The Town will continue to comply with the significant mandate programs, however, they no longer need to be included in the Strategic Plan document.
- "Capital" in place of Financial Health – Financial Health is built into "Resiliency" and our Capital Programs should tie into our Strategic Plan because, again, with "Capital" there is more discretion on how the programs are funded as well as fit the needs of the Town and Community.

At the January 16th workshop the Council agreed on the proposed Priority Areas for the FY2020-22 Strategic Plan.

Goals

While staff recommended maintaining some of the goals from the 2017-19 plan for the 2020-22 plan, staff also recommended some new goals and programs that are more in alignment with the current climate that affect cities today, and may better fit the needs of the community in the future.

At the January 16th workshop staff presented some key challenges that cities are going to face in the future and staff developed the draft strategic plan based on those challenges. The plan presents a strategy that will best position Colma to attract businesses, visitors and new residents. Some of the challenges that Colma will face over the next few years are:

- In 2025, forty percent (40%) of the workforce is going to be millennials and they will demand that technology be available to comment in real time, report issues, solve

problems, respond to concerns, and conduct day to day business from a hand held device, laptop or tablet. Millennials will also demand that city infrastructure is ready and available for upcoming and new communications.

- There will be 20 million Baby Boomers nationwide and they will need senior services from mobility, accessibility, programs and services.
- New residents will demand affordable housing that is accessible by public transportation in cities that have thriving businesses to not only work at, but to also have shopping opportunities and have entertainment options.
- The future of retail is changing, with more online sales and the emergence of Amazon and other online retailers, brick and mortar store footprints are shrinking. Consumers are demanding shopping centers to have entertainment and experiences, and in some instances mixed use.
- The sense of community and placemaking is more desirable among all populations. It is important to continue to create opportunities for the community to gather at events, create a sense of place or space when updating roadways or facilities, and to incorporate a city's history into facilities and/or infrastructure.
- Costs for services. How do cities keep up with providing exemplary services, adding new programs and projects while revenues cannot keep up with expenditures?

The City Council agreed that the Priority Areas and Goals, which can be seen in the table below, were in alignment to help prepare the Town for not only caring for our existing businesses, visitors and residents but also attracting businesses, visitors and new residents.

Programs

The final portion of the January 16th study session was to provide feedback on the proposed programs or select new programs to be implemented in the next two years for each priority area.

The City Council provided comments and feedback on various programs including managing costs and developing revenue strategies, disaster mitigation and response, building efficiencies through technology as well as researching new technologies providing services to the community, committing resources to support local businesses and engaging the shopping center managers preparing for the future changes in retail, and public outreach to youth and residents, and to further develop programs that embrace our culture and history.

As noted during the meeting, these will not be the only programs undertaken by the Town – the Town will certainly undertake other programs as well. The purpose of identifying the top priority programs is simply to keep everyone focused on the most important programs that the Council wishes to accomplish during the planning period. Thus, where there are questions whether to allocate staff time or Town resources between programs, the choice will be to favor the programs that are in the Strategic Plan that meet the Council's goals. A summary of the Goals and Priority Programs is presented below, with a more detailed worksheet attached.

2020-2022 Strategic Plan Goals and Priority Programs

Area: Goal:	<u>Resiliency:</u> <i>Ensure long term Financial health, Workforce development, Emergency preparedness and Climate adaptation</i>	<u>Operations:</u> <i>Increase Civic engagement, Transparency and use of Technology</i>	<u>Economic Development:</u> <i>Create Placemaking & Develop marketing strategy</i>	<u>Community:</u> <i>Build upon our Community identity & Maintain quality of life</i>	<u>Capital:</u> <i>Update Infrastructure and Beautification</i>
Programs:	* Develop Revenue Strategies to meet rising costs	Build efficiencies through Technology	* Update General Plan	* Public Art Programs & Wayfaring	* Improve Streets, Sidewalks and Bikeways providing access to all
	* Workforce Wellness, Engagement, Retention and Recruitment	* Engage community with strong Social Media presence and Civic Partnership	Commit resources to support expansion or relocation of businesses	Public outreach to residents and youths	Upgrade Sewers and Storm drains ensuring Health & Safety
	Update Climate Action Plan, Consider Reach Code Ordinance and Recycled Water Program	Research and implement technology increasing transparency	* Develop Branding Campaign	* Age Friendly Cities Initiative	Maintain City Facilities & Consider Long-Range Plans
	Disaster mitigation response and recovery	* Explore Smart City Applications	Prepare for the Future of Commercial Real Estate and Retail	Develop programs that embrace our Culture and Heritage	* Update Major Equipment, Technology & Fleet

*Priority Program

Council Adopted Values

Approving the Strategic Plan is a *responsible* action because it provides a framework of priorities for Staff to follow. The goals and programs of the Strategic Plan consider the Town's long-term financial stability and promotes innovation and vision for the Town's operations as well.

Sustainability Impact

Several components of the Strategic Plan directly further the Town's Climate Action Plan and sustainability efforts.

Alternatives

The Council could modify the Strategic Plan during the meeting and direct staff to return with a modified Plan for adoption at a subsequent meeting.

CONCLUSION

Staff recommends the Council make a motion to adopt the 2020-2022 Strategic Plan, as presented by Staff.

ATTACHMENTS

- A. 2020 – 2022 Strategic Plan



DRAFT 2020-22 STRATEGIC PLAN**Value Statement**

We treat all persons, claims and transactions in a fair and equitable manner.

We make decisions after prudent consideration of the financial impact, considering the long-term financial needs of the agency, especially its financial stability.

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We promote intelligent and thoughtful innovation in order to forward the Town's policies and services.

Goals and Priority Programs

Area:	<u>Resiliency:</u>	<u>Operations:</u>	<u>Economic Development:</u>	<u>Community:</u>	<u>Capital:</u>
Goal:	<i>Ensure long term Financial health, Workforce development, Emergency preparedness and Climate adaptation</i>	<i>Increase Civic engagement, Transparency and use of Technology</i>	<i>Create Placemaking & Develop marketing strategy</i>	<i>Build upon our Community identity & Maintain quality of life</i>	<i>Update Infrastructure and Beautification</i>
Programs:	* Develop Revenue Strategies to meet rising costs	Build efficiencies through Technology	* Update General Plan	* Public Art Programs & Wayfaring	* Improve Streets, Sidewalks and Bikeways providing access to all
	* Workforce Wellness, Engagement, Retention and Recruitment	* Engage community with strong Social Media presence and Civic Partnership	Commit resources to support expansion or relocation of businesses	Public outreach to residents and youths	Upgrade Sewers and Storm drains ensuring Health & Safety
	Update Climate Action Plan, Consider Reach Code Ordinance and Recycled Water Program	Research and implement technology increasing transparency	* Develop Branding Campaign	* Age Friendly Cities Initiative	Maintain City Facilities & Consider Long-Range Plans
	Disaster mitigation response and recovery	* Explore Smart City Applications	Prepare for the Future of Commercial Real Estate and Retail	Develop programs that embrace our Culture and Heritage	* Update Major Equipment, Technology & Fleet

*Priority Program

Programs

Resiliency

Ensure long term financial health & lead the efforts for Climate Change

- Develop Revenue Strategies to meet rising costs *
 - **Description:** Financial stability continues to be the Town's top priorities. In recent years, the Town explored a voter-approved Transient Occupancy Tax (or hotel/motel tax), established Unfunded Liabilities Funding Strategy, and sought out grant opportunities. The next steps in ensuring financial stability include possible service cuts, which are part of the annual budget process, and additional revenue sources through the development of revenue strategies. This program will commit resources to researching long-term revenue sources for the upcoming elections in 2020 and 2022. This will include conducting studies, surveys, and public outreach to identify potential revenue strategies. Possible strategies include but are not limited to; sales tax, business license tax, and cannabis tax.
 - **Assigned to:** CMO & Finance
 - **Description:** In 2017-19 Strategic Plan the City Attorney provided a confidential memo to staff that outlined some of the initial steps that it would take to establish a Landscape or Lighting District. The critical step would be to ensure that the Town could collect revenues to support the District. Establishing a landscape and/or lighting district could reduce the General Fund's exposure to costs associated with streetscape landscaping and lighting costs. During FY 2020/21 staff will analyze whether a lighting and landscaping District is recommended and will bring that recommendation to Council.
 - **Assigned to:** DPW, CMO & City Attorney
 - **Description:** Begin steps to convert the sewer fund into a self-sustaining fund, where assessed sewer rates will be sufficient to support sewer maintenance, sewer treatment, conveyance costs, and future sewer capital improvements
 - Review and negotiate contract with Daly City and South San Francisco on the sewer treatment and conveyance cost
 - Conduct sewer fee study
 - Notice and engage public regarding potential fee changes
 - Research grant opportunities to help fund Capital Sewer projects
 - **Assigned to:** DPW, Finance & City Attorney
 - **Description:** Engage Cal Water exploring the feasibility of Citywide Water Purveyor Franchise Agreement.
 - **Assigned to:** DPW, CMO & City Attorney
 - **Description:** Engage with the Housing Investment Project (HIP) or the Housing Endowment and Regional Trust (HEART) for the potential sale of 1365 Mission Road property.
 - **Assigned to:** CMO, City Attorney & Planning
- Workforce Wellness, Engagement, Retention and Recruitment *
 - **Description:** The Colma Value Based Code of Conduct identifies work-life balance as an "in practice" statement under the value of Fairness and developing stronger

relationships is identified under the value of Responsibility. Using these Values as a guide to employee retention and recruitment are essential to the Town's resiliency.

- **Employee Retention & Wellness.** Engaging with existing employees through workgroups and individually to brainstorm and create a wellness program that is affordable and useful to Town Staff. This may include new web and phone applications to provide literature to employees on mental, emotional, and physical wellness and other programs to help foster stronger relationships and work-life balance. Staff will also research programs and opportunities through California League of Cities.
- **Recruitment.** Engaging prospective candidates through outreach with local certification and education programs to gather information on what would entice these prospective candidates to work in municipalities and specifically the Town of Colma.
 - **Assigned to:** HR, Police Department, CMO & Recreation
- Update Climate Action Plan, Consider Reach Code Ordinance & Recycled Water Program
 - **Description:** The State has set new GHG reduction goals and technology has improved and changed since the adoption of the Climate Action Plan in 2013. The update will include:
 - Discussion to address Senate Bill 32 (2016) which requires California to reduce GHG emissions to 40% below 1990 levels by the year 2030 (previous target was 20% by the year 2020).
 - Updated policies based on new technologies and best practices to reach the new 2030 goal (Colma has exceeded the goal for 2020)
 - **Assigned to:** Sustainability & Planning
 - **Description:** Adopt reach codes which apply only to new construction to improve Electric Vehicle charging infrastructure and increase electrification of new buildings.
 - **Assigned to:** Building, Planning, & City Attorney
 - **Description:** Partner with Daly City, Cal Water and SFPUC to promote and establish a reclaimed water system within the Town of Colma
 - **Assigned to:** CMO & DPW
- Disaster Mitigation, Response and Recovery
 - **Description:** Collaborate with San Mateo County to update the Countywide Local Hazard Mitigation Plan (LHMP) and Colma Annex, and implement projects and programs identified in the LHMP, such as:
 - Develop a full Continuity of Operations (COOP) Plan for Town government and cemeteries
 - Establish a Public Private Partnership program between the Town and the private owners of identified critical facilities, including the Town's cemeteries and large retailers.
 - Identify and equip an alternate EOC location in case of primary EOC disruption or destruction.
 - Purchase equipment for use during emergency events, including light towers, smart board, message boards, loudspeakers, and chainsaws.
 - Plan for upgrades of Town infrastructure to withstand disasters
 - **Assigned to:** Building, Planning, Police Department & DPW

- **Description:** Conduct emergency preparedness training with staff including annual tabletop exercises and engaging CAPE/CERT teams.
 - **Assigned to:** Police Department, HR and Safety Committee
- **Description:** Continue to offer training to new and existing CAPE/CERT programs to the residents of the community. Training to include regularly scheduled activities, opportunities to reach out to community building emergency preparedness kits and coordinating with the American Red Cross bringing additional services to the community. Identify and engage Block Captains.
 - **Assigned to:** Recreation, Police Department and CMO

Operations

Increase Civic Engagement & Transparency

- Build efficiencies through Technology
 - **Description:** Implement the use of credit cards at Town Hall & Police Station making it easier for residents, businesses and visitors to pay for services. Also explore opportunities for online payments through the Town's web site. The addition of a new merchant or point of sales system will be part of the purchase and implementation of the new Financial Software Replacement system (ERP).
 - **Assigned to:** Finance, CMO & Police Department
 - **Description:** Digitize Public Records through a Document Management & Codification System. This will enable the Town to reduce the use of paper and allow the general public to search for public records electronically saving staff time while creating convenience for the public. Prior to the implementation of a Document Management System, staff will first update Record Retention Schedule at a future City Council meeting.
 - **Assigned to:** CMO & IT
 - **Description:** Research the feasibility of an electronic signature program (i.e. Docu Sign) streamlining the execution process of contracts and agreements, saving paper, staff time and postage.
 - **Assigned to:** CMO & IT
 - **Description:** Explore and implement a software solution that will enable our commercial entities the ability to register their business and pay the business registration fee electronically. This will save on staff time, paper, and digitize our commercial business contacts.
 - **Assigned to:** CMO, IT & Planning
- Engage community with strong Social Media presence and Civic Partnership *
 - **Description:** Engage community through Social Media using different tools and applications informing and building a regular dialogue with the community. Tools such as Facebook – Town Hall, Twitter, Instagram, Next Door, SMS Text Marketing and other Public Sector applications (i.e. My Civic), will be explored.
 - **Assigned to:** CMO, Police Department & Recreation

- Research and implement technology increasing transparency
 - **Description:** The Colma Police Department has been researching the feasibility and implementation of Body Worn Cameras over the last couple of years. While the program would provide the Town with additional coverage from liability and protect the police officers from being falsely accused, there are also concerns over costs, program management, ever changing technology and compatibility with the San Mateo County evidence management software program. The Colma Police Department will continue to monitor the Body Worn Camera program and may look to implement a solution once the new in-car camera systems are acquired as part of the 2021 Capital Improvement Plan.
 - **Assigned to:** Police Department
 - **Description:** Financial transparency is critical to building trust, creating civic engagement and ensuring public accountability. Financial transparency will be part of the Financial Software Replacement system (ERP). This may include better integration with the Town’s current online transparency platform OpenGov or other similar products, additional integration systems, a space for storytelling, and other effective budgetary and fiscal communication tools.
 - **Assigned to:** Finance and CMO
- Explore Smart City Applications *
 - **Description:** Research and explore electronic applications and tools that will enhance the Town’s ability to communicate to the residential and business community and manage assets and resources more efficiently by way of electronic data collection and technology. Applications and tools can be applied to economic development, mobility, sustainability, community and government.
 - **Assigned to:** CMO, IT, DPW, Finance, Planning and Recreation

Economic Development

Create Placemaking & Develop Marketing Strategy

- Update General Plan *
 - **Description:** The Planning Department is continuing work on updating the General Plan and plans to complete the following during the timeframe of this strategic plan:
 - Prepare an Existing Conditions Report and present to the City Council in early 2020.
 - Prepare the Draft General Plan to City Council in late 2020
 - Drafting of Program Environmental Impact Report (PEIR).
 - Adoption of General Plan and PEIR in first quarter of 2021.
 - **Assigned to:** Planning, CMO, and City Attorney.
- Commit resources to support expansion or relocation of businesses
 - **Description:** Continue reaching out to local businesses and potential business to offer assistance when and where appropriate.
 - Partner with key businesses to identify potential sites for expansion or relocation.

- Update local regulations to accommodate economic development (if necessary), including modification of Town regulations to accommodate Town Center (Urban Design) plan.
 - Research contracting with Economic Development consultant to communicate, build trust and share information amongst the Business community and to produce an economic profile for the Town that maybe used to attract businesses to Colma.
 - Continue working with the Town’s shopping centers (280 Metro and Serra Center) to address infrastructure needs and trends for future success.
 - Develop plan to engage businesses that foster the development of business through newsletters, events, mixers, and programs.
 - **Assigned to:** CMO and Planning
- Develop Branding Campaign *
 - **Description:** The 2012 Economic Development Plan identified several strategies within the framework of the study. One of the strategies was to create Branding and Promotional Materials emphasizing Colma’s commercial activities. Phase 1 of the project will be to prepare an RFP and hire a firm to develop a community branding campaign. The process will involve local outreach, surveys, interviews with business leaders, and other research, and utilizing this information to establish creative options for the community’s brand. Phase 2 will be to launch an expanded image and branding campaign highlighting Colma’s brand through logo, marketing brochures, letterhead, streetlight banners, promotional campaigns, advertisements and tag lines.
 - **Assigned to:** CMO, Planning and Finance
- Prepare for the Future of Commercial Real Estate and Retail
 - **Description:** With the increase of online retail growing each year, the threat to the traditional shopping center is real. Industry experts have advised that shopping centers and brick and mortar retail need to evolve into mixed use, office and entertainment centers that will enable shopping centers to remain viable. Also, with the model for purchasing a vehicle beginning to change (storefront/online/delivery service) and with the autonomous vehicles just over the horizon, how does Colma prepare for potential change along Auto Row. Over the next several years staff will need to evaluate the changes in revenue sources to support the changes in land use. (i.e. impact fees, assessments, business registration, etc)
 - **Assigned to:** CMO, Planning and Finance

Community

Build upon our Community Identity & Maintain Quality of Life

- Public Art Programs & Wayfaring *
 - **Description:** Research and Develop a Public Art Program that enhances and beautifies the Town for residents and visitors. The program may include;
 - Internal Public Art programs that focuses on Colma’s unique History & Culture around Public Facilities and within the Right of Way.

- Explore external program where developers may install public art as part of development or apply impacts fees to development to fund public art programs on public property.
 - Develop a wayfaring program that directs visitors to parks, historical places, cemeteries and retail areas.
 - **Assigned to:** Planning and CMO
- Public outreach to residents and youths
 - **Description:** The Colma Police Department will continue our Law Enforcement Youth Program (LEYP) in collaboration with Recreational Services. There are (7) seven events planned for 2020 including a SF Giants game and Great America Halloween Haunt. The goal of the Youth Outreach Program is to prepare youth for the opportunity to recognize and resist peer pressure and negative influences as well as educate youth on topics such as anti-bullying, gang prevention, and the importance of academics. The program also allows teens to get to know Colma Police Officers and have a better understanding about Law Enforcement. For FY20-21 explore programs surrounding self-defense and public service career day.
 - **Assigned to:** Police Department & Recreation
 - **Description:** Parking is an ongoing quality of life issue that the Colma Police Department will continuously monitor and develop strategies to prevent excessive congestion and safety concerns. The Colma Police Department collaborates with DPW and other Town representatives to develop parking policies that address parking issues. The Colma Police Department is researching automated parking systems and technologies that will enhance employee workflow and provide residents with an easier way to obtain parking permits and temporary parking permits.
 - **Assigned to:** Police Department and DPW
 - **Description:** The Colma Police Department partners with LifeMoves, a non-profit group consisting of outreach workers, or Hot Team (Homeless Outreach Team), that meet with law enforcement regularly to identify where homeless individuals and families reside, work to develop a rapport with the homeless citizens, make referrals to primary and behavioral health care, connect unsheltered homeless people to housing resources, and provide access to basic needs such as meals, showers, toiletries, and emergency shelter. The Colma Police Department partners and collaborates with San Mateo County resources and services to assist the Colma community with unsheltered homeless individuals and families. Funding for 2020 will come from the remaining BSCC grant money and LifeMoves is currently submitting a proposal for Measure K funds for future services in San Mateo County to include North County agencies.
 - **Assigned to:** Police Department
- Age Friendly Cities Initiative *
 - **Description:** In the summer of 2019 the County announced that Colma would be the next pilot city to work with CAFÉ, implementing the Age Friendly City Initiative. The Age Friendly Cities Initiative is a program that promotes the wellness of our senior population in the areas of mobility, accessibility, recreation, and overall quality of life. Staff intends to begin work with CAFÉ in the early part on 2020.
 - **Assigned to:** Recreation
- Develop programs that embrace our Culture and Heritage

- **Description:** Develop and coordinate programs and events that celebrate the History and Culture of the Town. This may include enhancements to existing programs or development of new programs. The focus will be to highlight and preserve Colma’s unique and rich history. Opportunities for programming may include partnering with the local cemeteries, businesses and historical association. Potential programming includes events surrounding:
 - Halloween (i.e. Trunk or Treat, Senior Trick or Treat, 5k Ghost Run/Walk, sponsorship of Halloween or volunteering as it relates to the supporting a program to assist residents with the distribution of candy)
 - Veteran’s (i.e. Community Garden, Earth Day, etc.)
 - Cultural (i.e. Dia de los Muertos, Parol Lantern workshop, Multi-Cultural week, Filipino Independence Day)
 - History (i.e. Scavenger Hunt, Promote History through Social Media, Cemetery Tours, etc.)
- **Assigned to:** Recreation

Capital
Update Infrastructure and Beautification

- Streets, Sidewalks and Bikeways *
 - **Description:** Complete Serramonte/Collins Master Plan & Phase in Projects to CIP - This project provides a Comprehensive Review and Master Plan for Serramonte Boulevard as well as Collins Avenue. The Master Plan includes: Design of beautification elements, A Master Plan addressing vehicular traffic improvements, bicycle and pedestrian mobility, safety improvements and green infrastructure, an economic development outlook that analyzes the cost of the improvements and the incremental rate of return from increased business activities in the study area, and the economic development component in the plan should also suggest funding and implementation strategies. Once the Plan has been completed, staff will propose Capital Projects with a phased in approach to improve the roadway.
 - **Assigned to:** Planning & DPW
 - **Description:** The Annual Roadway Rehabilitation and Preventative Maintenance Program (PMP) includes minor repairs, such as crack sealing, and major rehabilitation, such as slurry seal and mill and fill. The goal of the program is to maintain the Town’s Pavement Condition Index at 80 or above. The roadway selected for rehabilitation from 2019-2024 is based on the last PMP completed in 2016-17. The project budget includes design, construction management and construction costs for six roadways throughout Town and each roadway project will be phased in over the next five years. Total project cost for 2019-2024 is \$917,900.
 - **Assigned to:** DPW
 - **Description:** The El Camino Real Bicycle and Pedestrian Improvement Plan will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of the El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to South San Francisco. The project will strive to improve

community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. Upon completion of the Plan staff will begin to research funding opportunities for the Capital improvements.

- **Assign to:** DPW, CMO & Planning

- **Description:** The Mission Road Bicycle and Pedestrian Improvements Project includes implementation of several safety-related improvements for pedestrians, bicyclists and vehicles along Mission Road between El Camino Real and Lawndale Boulevard. The project is scheduled to go out to bid in early spring with construction to begin in the summer of 2020 and completed by the fall of 2020.

- **Assigned to:** DPW & Planning

- **Description:** Median landscapes along Lawndale Boulevard and El Camino Real are in need of rehabilitation. Additionally, the landscape along the backside of the sidewalk along the Northside of Lawndale Boulevard needs to be addressed as well. Phase 1 is the conceptual review of the landscaping and public use and enhancement on Lawndale Boulevard and El Camino Real. Phase 2 will provide “Shovel Ready” project plans, specifications and estimates (PS&E) and preparing a bid package. Phase 3 is the construction phase, which includes awarding the contract, and building and inspection services, and construction. The study will also focus on green infrastructure possibilities, stormwater enhancements, and recreational features. Grant opportunities may be available for Phase 3 of this project.

- **Assigned to:** DPW

- Sewers and Storm drains

- **Description:** Sections of the Colma Creek concrete channel has deteriorated over the years. Because there are different levels of deterioration, a study will need to be performed as phase 1 of the project. This study will identify, categorize and map the deteriorated areas, estimate costs to repair and identify what outside permits are to be required to enter and repair the creek walls and floor. Phase 2 of the project will be to prepare plans and specifications for the project along with applying for and obtaining all necessary permits to perform the work. Phase 3 will be the preparation of the bid documents, project and construction management and the repair work.

- **Assigned to:** DPW

- **Description:** Storm Drain System Assessment and Mapping - The project will review and analyze the Town's 11 miles of the Storm Drain System. The process will be to start assessing the current Storm Drainage system by way of internally videoing the system as is. The video would provide several insights; it will unveil any needed repairs and unrecorded blind or illegal connections. The findings that come through the videoing process will allow staff to budget for repairs or enhancements to the storm drain system. Only portions of the system will be addressed each year. The project is expected to be a 3-year effort; funding will be requested on an annual basis for that specific scope of work.

- **Assigned to:** DPW

- City Facilities & Long-Range Plans

- **Description:** The Bark Park located on lower D Street provides dog owners a site where they can allow their pet to play, run and commune with other dogs. Though the park caters to dogs, it is also a place where residents can meet while their pets play and be contained within a safe and confined area.
 - **Assigned to:** DPW & Recreation
- **Description:** The Historical Museum Facility is currently in need of painting. The work includes minor building repairs such as plaster touch up, dry rot repairs, and window trim repairs or replacement.
 - **Assigned to:** DPW
- **Description:** Several of the Town owned facility parking lots are in need of reconstruction and/or resurfacing along with restriping and Americans with Disabilities Act (ADA) upgrades. The project will address long term parking lot maintenance and reconstruction needs at: Creekside Villas, Colma Community Center and Historical Campus, the Police Station and Public Works Corporation Yard.
 - **Assigned to:** DPW, Police Department, CMO, And Recreation
- **Description:** Recreation Operation and Facilities Master Plan - The Recreation Department has grown over the last several years. The department has added additional community events, in-house programs and contract programs. The department plans to continue to grow in all areas of service; more specifically in teen and senior programming. The department seeks to develop solutions to facilities' needs that will better serve our current and future residents.
 - **Assigned to:** Recreation
- Major Equipment, Technology & Fleet *
 - **Description:** Financial Software Replacement - The Town of Colma currently uses Eden Software provided by Tyler Technologies to record, manage and track all of the City's revenues, expenditures and financial transactions. The Eden Software product is being phased out by the vendor. It will need to be replaced with another Financial Software System prior to the end of life of the Eden Software product. The estimated cost for this project is \$350,000.
 - **Assigned to:** Finance & CMO
 - **Description:** IT Infrastructure Upgrades - The ongoing maintenance of computers, as well as the Town's backbone network, requires periodic upgrades to ensure that operations continue. The project includes: replacement of desktop computers and other equipment, technology needs at Town-owned facilities, software updates, and upgrades to servers, switches and routers.
 - **Assigned to:** CMO
 - **Description:** Vehicle Replacement Schedule - This Capital Improvement Project covers the purchase of vehicles and major fleet items Town-wide. Over the next five years the Town anticipates in will replace fleet vehicles at a cost of \$1.2 million. During vehicle replacement staff will look for opportunities to extend the fleet to save costs, look for Electric Vehicle opportunities and funding that would subsidize those purchases.
 - **Assigned to:** Finance, Police Department and DPW

- **Description:** Equipment Purchase and Replacement - This Capital Improvement Project covers the purchase of major equipment Town-wide. In the FY 2019-20, the Police Department is requesting to update the dispatch center radio and equipment. The Police base station radio and dispatch console equipment are nearing its useful life. The dispatch center will be upgraded to digital in preparation for future radio updates. The radio itself will remain an analog system to be consistent with other Police Departments in San Mateo County and to communicate with Town Officers. The project funding of \$400,000 is required in FY 2019/20 through FY2021/22.
 - **Assigned to:** Police Department

* **Priority Program**

