

CLOSED SESSION – 5:30 PM

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

Title: City Manager

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

PRESENTATION

- Proclamation in honor of Pride Month

PUBLIC COMMENTS

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

CONSENT CALENDAR

2. Motion to Accept the Minutes from the May 27, 2020 Regular Meeting.
3. Motion to Approve Report of Checks Paid for May 2020.
4. Motion to Adopt 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 (second reading).
5. Motion to Adopt a Resolution Amending Subchapter 1.14 of the Colma Administrative Code, Relating to the Temporary Suspension of the Water Conservation Incentive Program and Suspending the Program for Fiscal Year 2020-2021.
6. Motion to Adopt a Resolution Ratifying the Salary Schedules in FY 2019-20.

NEW BUSINESS

7. 2020 GENERAL MUNICIPAL ELECTION

- a. *Consider:* Motion to Adopt a Resolution Calling and Giving Notice of the General Municipal Election to be Held on November 3, 2020, for the Election of Three City Council Members, Requesting the Board of Supervisors of San Mateo County to Consolidate Said Election With the Statewide General Election of Same Date Pursuant to Elections Code Section 10403 and Related Matters; and
- b. *Consider:* Resolution Adopting Regulations for Candidates for Elective Office Pertaining to Candidates Statements Submitted to the Voters at an Election to be Held on Tuesday, November 3, 2020.

REPORTS

Mayor/City Council
City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website www.colma.ca.gogov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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



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			

PRESENTATION

- The Mayor presented a proclamation in honor of Public Works Week and thanked our Public Works team for their hard work. Public Works Maintenance Supervisor Louis Gotelli was on the call to accept the proclamation.
- The Mayor thanked the volunteers who help with the mailing of the Town's newsletter, Livewire. In years past, the Council has hosted a lunch as a thank you, however due to COVID-19, all volunteers received flowers and a gift card delivered to their home. The volunteers recognized included:

Amelia Galvan
 Perla Denina
 Liz Taylor
 Dianna Olivas
 Joanne Jimenez
 Patricia Simpson
 Maryann Zapanta
 Mary Brodzin
 Mary Healey

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:10 p.m. and seeing no one request to speak, he closed the public comment period.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the May 13, 2020 Regular Meeting.
3. Motion to Adopt an Ordinance Amending Colma Municipal Code Subchapter 4.09 to Comply with State Law Regarding Work Permit and Minimum Age Requirements for Gambling Establishments.
4. Motion to Adopt a Resolution Approving the Amendment to the Agreement Between the County of San Mateo and the Cities in the County for Facilitation and Coordination of Animal Control Services.
5. Motion to Adopt a Resolution Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds.

Action: Council Member Gonzalez moved to approve the Consent Calendar items #2 through 5; 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	✓				
	5	0			

PUBLIC HEARING

6. ACCESSORY DWELLING UNIT ORDINANCE

City Planner Michael Laughlin presented the staff report. Mayor Goodwin opened the public comment period at 7:33 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

Action: Mayor Goodwin moved to Introduce and Waive a Further Reading of 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 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	✓				
	5	0			

NEW BUSINESS

7. FINANCIAL PROJECTION BALANCING STRATEGY

Administrative Services Director Pak Lin presented the staff report. Mayor Goodwin opened the public comment period at 8:12 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Approving the Use of Unassigned Reserve and Reducing the OPEB and Pension Trust Contributions in FY 2019-20 and FY 2020-21; the motion was seconded by Vice Mayor Colvin 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			

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, June 10, 2020 at 7:00 p.m. and it will be conducted remotely.

REPORTS

Mayor Goodwin reported that he has coordinated with other local elected officials to secure a flagpole for Colma Veterans Village.

City Manager Brian Dossey gave an update on the following topics:

- Several businesses in Serra Center are opening back up, including Black Bear Diner and House of Bagels, which will be open for takeout only.
- Auto Row sales are picking up.
- San Mateo County is not yet in line with the State's guidance on gatherings; the County is still prohibiting gatherings of 10 or more.

ADJOURNMENT

Mayor Goodwin adjourned the meeting at 8:31 p.m.

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51664	5/5/2020	03004	1276	5/1/2020	ANNUAL SUBSCRIPTION ANE	815.04	815.04
51665	5/5/2020	03015	04/22/20	4/22/2020	CREDIT CARD CHARGE	2,988.03	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	1,665.53	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	1,261.98	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	1,202.34	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	935.00	
			04/22/20	4/21/2020	CREDIT CARD CHARGE	600.00	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	132.75	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	43.21	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	-440.22	
			04/22/20	4/22/2020	CREDIT CARD CHARGE	-450.00	7,938.62
51666	5/5/2020	03192	2002003.003	4/22/2020	04.22.20 COVID-19 RENTAL C	150.00	
			2002004.003	4/22/2020	04.22.20 DEPOSIT REFUND	50.00	200.00
51667	5/5/2020	03267	201025422	4/27/2020	ETHERNET ACCESS	674.58	674.58
51668	5/5/2020	03273	547091165	4/20/2020	PW PURCHASES	567.24	
			547306092	4/21/2020	PW PURCHASES	208.58	775.82
51669	5/5/2020	03281	GACHINA LANDSCAPE MANA	3/1/2020	MAINTENANCE CONTRACT	8,038.96	
			F178252	3/30/2020	WORK ORDER	894.61	
			F178432	4/20/2020	WORK ORDER	446.18	
			F177347	2/9/2020	WORK ORDER	323.00	9,702.75
51670	5/5/2020	03350	HOGAN LAND SERVICES, INC	3/24/2020	02971PL REFUND DEPOSIT B	3,443.50	3,443.50
51671	5/5/2020	03351	TRIBULATO, DIANE M	4/23/2020	REFUND CO053011	10.00	10.00
5052020	5/5/2020	00282	CALIFORNIA PUBLIC EMPLOY	4/14/2020	MEDICAL INSURANCE	5,352.95	5,352.95

Sub total for TRI COUNTIES BANK:

124,318.69

28 checks in this report.

Grand Total All Checks: 124,318.69

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51672	5/8/2020	01340	NAVIA BENEFIT SOLUTIONS 05082020 B	5/8/2020	DEPENDENT CARE: PAYMEN	589.69	
			05082020 B	5/8/2020	FLEX 125 PLAN: PAYMENT	473.46	1,063.15
51673	5/8/2020	01375	NATIONWIDE RETIREMENT S:05082020 B	5/8/2020	NATIONWIDE: PAYMENT	4,400.00	
			05082020 M	5/8/2020	NATIONWIDE: PAYMENT	950.00	5,350.00
51674	5/8/2020	02377	CALIFORNIA STATE DISBURS:05082020 B	5/8/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94176	5/8/2020	00521	UNITED STATES TREASURY 05082020 M	5/8/2020	FEDERAL TAX: PAYMENT	911.05	911.05
94177	5/8/2020	01360	VANTAGE TRANSFER AGENT:05082020 M	5/8/2020	ICMA CONTRIBUTION: PAYME	464.42	464.42
94178	5/8/2020	00631	P.E.R.S. 05082020 M	5/8/2020	PERS MISC NON-TAX: PAYME	660.21	660.21
94179	5/8/2020	00282	CALIFORNIA PUBLIC EMPLOY:05082020 M	5/8/2020	MAY 2020 ACTIVE PREMIUMS	7,498.96	7,498.96
94180	5/8/2020	00130	EMPLOYMENT DEVELOPMEN:05082020 B	5/8/2020	CALIFORNIA STATE TAX: PAY	11,159.94	11,159.94
94181	5/8/2020	00521	UNITED STATES TREASURY 05082020 B	5/8/2020	FEDERAL TAX: PAYMENT	52,037.56	52,037.56
94182	5/8/2020	00282	CALIFORNIA PUBLIC EMPLOY:05082020 B	5/8/2020	MAY 2020 ACTIVE PREMIUMS	66,865.83	66,865.83
94183	5/8/2020	00631	P.E.R.S. 05082020 B	5/8/2020	PERS - BUYBACK: PAYMENT	42,443.95	42,443.95
94184	5/8/2020	01360	VANTAGE TRANSFER AGENT:05082020 B	5/8/2020	ICMA CONTRIBUTION: PAYME	4,834.67	4,834.67
94185	5/8/2020	00068	COLMA PEACE OFFICER'S 05082020 B	5/8/2020	COLMA PEACE OFFICERS: P/	554.90	554.90
Sub total for TRI COUNTIES BANK:						194,716.02	

13 checks in this report.

Grand Total All Checks: 194,716.02

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51675	5/12/2020	00013	ANDY'S WHEELS & TIRES	4/30/2020	TIRE SERVICE	44.38	44.38
51676	5/12/2020	00051	CALIFORNIA WATER SERVICE	04/28/2020	WATER BILL	3,960.29	3,960.29
51677	5/12/2020	00057	CINTAS CORPORATION #2	3/12/2020	CLEANING SERVICE	697.42	697.42
51678	5/12/2020	00071	CSG CONSULTANTS, INC.	02/29/20-03/27/2	CSG	128,822.42	128,822.42
51679	5/12/2020	00174	HOME DEPOT CREDIT SERVI	Mar 31-Apr 24, 2	PW SUPPLY PURCHASES	188.04	188.04
51680	5/12/2020	00181	IEDA	22981	LABOR RELATIONS CONSUL	1,469.00	1,469.00
51681	5/12/2020	00211	KELLY-MOORE PAINTS	April 2020	PAINT AND SUPPLIES	152.37	152.37
51682	5/12/2020	00307	PACIFIC GAS & ELECTRIC	0567147369-1	PG&E	176.18	176.18
51683	5/12/2020	00500	SMC CONTROLLERS OFFICE	April 2020	ALLOCATION OF PARKING PE	1,945.80	1,945.80
51684	5/12/2020	01037	COMCAST CABLE	May 2020	8155 20 022 0094769 TOWN C	15,230.55	15,230.55
				05/02/20-06/01/2	8155 20 022 0097069 INTERNI	295.06	
				04/25-05/24 427	8155 20 022 0097028 427 F ST	290.06	
				04/25-05/24 Intel	8155 20 022 0097051 Internet	290.06	16,105.73
51685	5/12/2020	01213	THE KELLER CENTER, MDIC	F1622	8/16/2019	OUTPATIENT SERVICES REN	300.00
51686	5/12/2020	01340	NAVIA BENEFIT SOLUTIONS	10249412	4/30/2020	SECTION 125 PARTICIPANT &	97.10
51687	5/12/2020	01723	THE ACTIVE NETWORK, INC.	AN652818 03-16	3/16/2020	ACTIVE NET FEES FOR REFL	1,340.15
				AN655125 03-23	3/23/2020	ACTIVE NET FEES FOR REFL	443.87
				AN653388 03-16	3/16/2020	ACTIVE NET FEES FOR REFL	77.82
				AN655716 03-23	3/23/2020	ACTIVE NET FEES FOR REFL	14.07
51688	5/12/2020	02082	VINCE'S OFFICE SUPPLY, INC	1639166	5/7/2020	OFFICE SUPPLIES	637.47
				1638468	4/27/2020	COVID-19 MASK, NON-SURGI	196.65
				1631317	3/10/2020	OFFICE SUPPLIES	80.33
				1639177	5/6/2020	OFFICE SUPPLIES	3.67
51689	5/12/2020	02182	DALY CITY KUMON CENTER	March 2020	5/6/2020	TUTORING	6,700.00
51690	5/12/2020	02216	RAMOS OIL CO. INC.	693228	4/20/2020	PD GASOLINE PURCHASES 1	979.54
				691893	4/10/2020	PD GASOLINE PURCHASES 1	913.61
				694578	4/30/2020	PD GASOLINE PURCHASES 2	762.52
51691	5/12/2020	02499	GE CAPITAL INFORMATION	103588670	5/4/2020	TH COPY MACHINE A11	512.58
				103588672	4/25/2020	PD COPY MACHINE RENTAL/	274.44
				103596555	4/28/2020	CCC COPY MACHINE A10	274.44
51692	5/12/2020	02499	GE CAPITAL INFORMATION	5059453468	5/1/2020	PD COPY FEES	362.99
				5059477022	5/1/2020	REC COPY FEES	204.69
51693	5/12/2020	02787	AECO SYSTEMS, INC.	20826	5/1/2020	POLICE STATION FIRE ALARM	45.00
51694	5/12/2020	02799	WAVE	103745301-0006	5/1/2020	RIMS INTERNET W/SSF	400.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51695	5/12/2020	02926	PRECISION BODY SHOP & DE20612	5/5/2020	2018 FORD F-150 XLT FRONT	240.00	240.00
51696	5/12/2020	03034	FLEX ADVANTAGE 120372	4/30/2020	FLEX PROCESSING FEES	180.00	180.00
51697	5/12/2020	03257	THE LEW EDWARDS GROUP 006	4/30/2020	APRIL 2020 SERVICES	5,500.00	5,500.00

Sub total for TRI COUNTIES BANK: 174,102.57

23 checks in this report.

Grand Total All Checks: 174,102.57

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51698	5/20/2020	00003	A. S. F. ELECTRIC	8496	5/1/2020	REMOVE EXISTING DOWNLIK	492.25
				8449	5/1/2020	REMOVE TREE LIGHTS WITH	450.00
51699	5/20/2020	00004	AT&T	000014749718	5/13/2020	C3-A/B-12-10-TS-01	1,637.33
51700	5/20/2020	00020	ASSOCIATED SERVICES INC	120050061	5/1/2020	WATERLOGIC RENTAL	40.00
				120050060	5/1/2020	MTN H/C BWC	9.00
51701	5/20/2020	00051	CALIFORNIA WATER SERVICE	1727052702	5/12/2020	1727052702 JSB ACROSS FR	70.03
51702	5/20/2020	00087	CITY OF DALY CITY	AR243454	5/13/2020	JAN 4 - APRIL 2, 2020 COST S	163.65
51703	5/20/2020	00112	DEPARTMENT OF JUSTICE	448690	5/5/2020	PD ACCOUNT #140503	51.00
51704	5/20/2020	00130	EMPLOYMENT DEVELOPMENT	L0394471136	4/30/2020	UNEMPLOYMENT INSURANC	5,575.00
51705	5/20/2020	00307	PACIFIC GAS & ELECTRIC	05/11/2020	5/11/2020	PG&E	2,823.04
				05/11/2020	5/11/2020	PG&E	2,064.37
				04/09/2020	4/9/2020	PG&E	-8.40
51706	5/20/2020	00364	SMC SHERIFF'S OFFICE	PS-INV103349	4/30/2020	LAB FEES	558.90
51707	5/20/2020	00388	SONITROL	1350318	5/1/2020	MONTHLY MONITORING	1,109.81
51708	5/20/2020	00412	TELECOMMUNICATIONS ENG	46535	5/10/2020	Facilities Mgmt & Maintenance	1,328.00
51709	5/20/2020	00414	TERMINEX INTERNATIONAL	L396213670	5/19/2020	PEST CONTROL	222.00
				396213671	5/19/2020	601 F St.	140.00
51710	5/20/2020	00623	ARAMARK	April 2020	4/30/2020	FIRST AID SUPPLIES	130.40
51711	5/20/2020	00830	STAPLES BUSINESS CREDIT	1628795184	4/25/2020	OFFICE SUPPLIES	569.99
51712	5/20/2020	01037	COMCAST CABLE	04/11-06/10 601	5/7/2020	8155 20 022 0096715 601 F ST	230.12
51713	5/20/2020	01299	BRODZIN, MARY	2002015.003	5/6/2020	05.06.20 COVID-19 REC FEE F	25.00
51714	5/20/2020	01345	GOODWIN, JOHN	2002024.003	5/6/2020	05.06.20 COVID-19 RENTAL R	300.00
				2002025.003	5/6/2020	05.06.20 DEPOSIT REFUND	275.00
51715	5/20/2020	01414	VERANO HOMEOWNERS ASS6		6/1/2020	VERANO OWNERS ASSOCIAI	335.00
51716	5/20/2020	01511	GONZALEZ, ALEJANDRA	2002028.003	5/11/2020	05.11.20 COVID-19 RENTAL R	530.00
				2002029.003	5/11/2020	05.11.20 DEPOSIT REFUND	300.00
51717	5/20/2020	01569	DARLING INGREDIENTS INC.,	11049162	4/25/2020	TRAP SERVICE	102.71
51718	5/20/2020	01919	COLLICUTT ENERGY SERVICE	I62098	5/11/2020	PD GENERATOR REPLACE BI	1,935.38
51719	5/20/2020	02438	TALAVERA, ANGEL D.	2002026.003	5/6/2020	05.06.20 COVID-19 RENTAL R	150.00
				2002027.003	5/6/2020	05.06.20 DEPOSIT REFUND	50.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51720	5/20/2020	02728	TRUGREEN LIMITED PARTNE 119697709	5/5/2020	429 D ST. BARK PARK FLEA &	450.00	
			119697884	5/5/2020	PD 1199 EL CAMINO FLEA & T	315.00	
			119697774	5/5/2020	1520 HILLSIDE BLVE. FLEA &	265.00	
			119680025	5/5/2020	E ST. PARK 427 F ST. FLEA &	200.00	
			119696894	5/5/2020	1180 EL CAMINO FLEA & TICK	100.00	1,330.00
51721	5/20/2020	02827	CORODATA SHREDDING, INC.RS3172774	4/30/2020	STORAGE, PICKUP/DELIVER	51.69	51.69
51722	5/20/2020	02935	EMCOR SERVICES-MESA ENE013550873	4/29/2020	CCC REPLACE INDUCER DR/	3,059.31	3,059.31
51723	5/20/2020	03034	FLEX ADVANTAGE June 2020	5/15/2020	HEALTH REIMBURSEMENT AI	50,131.36	50,131.36
51724	5/20/2020	03061	NORTH BAY PETROLEUM 2141619	4/30/2020	PW GAS PURCHASES	54.07	54.07
51725	5/20/2020	03174	MALDONADO, VICTOR 2002020.003	5/6/2020	05.06.20 COVID-19 RENTAL R	300.00	
			2002021.003	5/6/2020	05.06.20 DEPOSIT REFUND	275.00	575.00
51726	5/20/2020	03232	JOHN MITRACOS AND COMP#20-256	5/12/2020	UNIT L KITCHEN CABINETS &	9,970.12	9,970.12
51727	5/20/2020	03281	GACHINA LANDSCAPE MANA(F179090	5/1/2020	MAINTENANCE CONTRACT	13,398.93	13,398.93
51728	5/20/2020	03352	NUNEZ, LUIS 2002022.003	5/6/2020	05.06.20 COVID-19 RENTAL R	435.00	
			2002023.003	5/6/2020	05.06.20 DEPOSIT REFUND	300.00	735.00

Sub total for TRI COUNTIES BANK: 100,965.06

31 checks in this report.

Grand Total All Checks: 100,965.06

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51729	5/22/2020	00047	C.L.E.A. 05222020 B	5/22/2020	CLEA: PAYMENT	245.00	245.00
51730	5/22/2020	01340	NAVIA BENEFIT SOLUTIONS 05222020 B	5/22/2020	DEPENDENT CARE: PAYMEN	589.69	
			05222020 B	5/22/2020	FLEX 125 PLAN: PAYMENT	473.46	1,063.15
51731	5/22/2020	01375	NATIONWIDE RETIREMENT S05222020 B	5/22/2020	NATIONWIDE: PAYMENT	4,400.00	4,400.00
51732	5/22/2020	02224	STANDARD INSURANCE COM05222020 B	5/22/2020	LIFE INSURANCE: PAYMENT	611.50	611.50
51733	5/22/2020	02377	CALIFORNIA STATE DISBURS05222020 B	5/22/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94187	5/22/2020	00130	EMPLOYMENT DEVELOPMEN05222020 B	5/22/2020	CALIFORNIA STATE TAX: PAY	11,472.11	11,472.11
94188	5/22/2020	00521	UNITED STATES TREASURY 05222020 B	5/22/2020	FEDERAL TAX: PAYMENT	53,077.24	53,077.24
94189	5/22/2020	00631	P.E.R.S. 05222020 B	5/22/2020	PERS - BUYBACK: PAYMENT	42,136.84	42,136.84
94190	5/22/2020	01360	VANTAGE TRANSFER AGENT;05222020 B	5/22/2020	ICMA CONTRIBUTION: PAYME	4,838.56	4,838.56
94191	5/22/2020	00068	COLMA PEACE OFFICER'S 05222020 B	5/22/2020	COLMA PEACE OFFICERS: P/	554.90	554.90
Sub total for TRI COUNTIES BANK:						119,270.68	

10 checks in this report.

Grand Total All Checks:

119,270.68

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51734	5/26/2020	00051	CALIFORNIA WATER SERVICE6544607057	5/15/2020	6544607057 S.W. CORNER HI	661.65	661.65
51735	5/26/2020	00117	DELTA DENTAL OF CALIFORNBE003929996	6/1/2020	DENTAL INSURANCE	12,421.20	12,421.20
51736	5/26/2020	00220	LC ACTION POLICE SUPPLY, 1410722	5/14/2020	SBA-SX02-3A VEST W/BLACK	2,009.19	2,009.19
51737	5/26/2020	00867	FISCAR0, JAMES 2002034.003	5/15/2020	05.15.20 COVID-19 RENTAL FI	300.00	
51738	5/26/2020	01036	MANAGED HEALTH NETWORKIPRM-052400	5/15/2020	05.15.20 DEPOSIT REFUND	275.00	575.00
51739	5/26/2020	01037	COMCAST CABLE 05/17-06/16/20	5/17/2020	EMPLOYEE ASSISTANCE PRG	99.20	99.20
51740	5/26/2020	01183	BEST BEST & KRIEGER LLP 877079	5/12/2020	8155 20 022 0188769 HD TECI	55.19	55.19
			877080	5/18/2020	CITY ATTORNEY SERVICES	19,315.00	
			877081	5/18/2020	EMPLOYEE BENEFITS/TAX	339.90	
51741	5/26/2020	01995	CELESTE, MIKE L.	5/18/2020	CITY ATTORNEY SPECIAL SE	61.80	19,716.70
51742	5/26/2020	02118	BAY AREA NEWS GROUP	5/18/2020	CARDROOM BACKGROUND	1,000.00	1,000.00
51743	5/26/2020	02224	STANDARD INSURANCE COM June 2020	4/30/2020	APRIL 22-29, 2020 MISSION F	316.10	316.10
51744	5/26/2020	02303	MALDONADO, MARIA	5/15/2020	LIFE INSURANCE	190.00	190.00
			2002032.003	5/15/2020	05.15.20 COVID-19 RENTAL FI	300.00	
51745	5/26/2020	02320	SANCHEZ, GUILLERMO	5/15/2020	05.15.20 DEPOSIT REFUND	275.00	575.00
			2002033.003	5/15/2020	05.15.20 DEPOSIT REFUND	590.00	
51746	5/26/2020	02468	ULINE, INC.	5/15/2020	05.15.20 COVID-19 RENTAL FI	300.00	890.00
51747	5/26/2020	02709	GONZALEZ, CELESTE	5/8/2020	COVID-19 12 EA. 18" & 28" HD	793.69	793.69
			119782785	5/15/2020	05.15.20 COVID-19 RENTAL FI	350.00	
			2002040.003	5/15/2020	05.15.20 DEPOSIT REFUND	300.00	650.00
51748	5/26/2020	02827	CORODATA SHREDDING, INC.DN1270466	5/15/2020	05.15.20 DEPOSIT REFUND	300.00	105.74
51749	5/26/2020	02863	PLACEWORKS, INC.	4/30/2020	SHREDDING SERVICE	105.74	105.74
51750	5/26/2020	03061	NORTH BAY PETROLEUM	4/30/2020	APRIL 2020 COLMA GENERAL	4,554.06	4,554.06
51751	5/26/2020	03117	KITTELSON & ASSOCIATES, IIO110284	5/15/2020	PW GAS PURCHASES 1-15	139.51	139.51
51752	5/26/2020	03170	ACTION TOWING AND ROAD :122947	5/20/2020	APRIL 2020 COLMA GPU SUP	10,392.50	10,392.50
51753	5/26/2020	03281	GACHINA LANDSCAPE MANA(F179275	5/1/2020	04.17.20 '11 DODGE CHARGE	300.00	300.00
51754	5/26/2020	03353	PEREZ, MIGUEL	4/1/2020	MAINTENANCE CONTRACT	5,400.35	5,400.35
			2002039.003	5/15/2020	05.15.20 DEPOSIT REFUND	225.00	
			2002038.003	5/15/2020	05.15.20 COVID-19 RENTAL FI	175.00	400.00
51755	5/26/2020	03354	ANTONIO, ELVIRA	5/15/2020	05.15.20 COVID-19 RENTAL R	300.00	400.00
			2002030.003	5/15/2020	05.15.20 COVID-19 RENTAL R	300.00	
			2002031.003	5/15/2020	05.15.20 DEPOSIT REFUND	275.00	575.00
Sub total for TRI COUNTIES BANK:							61,820.08

22 checks in this report.

Grand Total All Checks:

61,820.08

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51756	5/26/2020	00432	809427250	5/19/2020	VISION SERVICE PLAN	977.74	977.74
Sub total for TRI COUNTIES BANK:						977.74	977.74

1 checks in this report.

Grand Total All Checks:

977.74



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:

- A. Be deemed an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located;
- B. Be deemed a residential use that is consistent with the General Plan and the zoning designations for the lot; and
- C. Not considered in the application of any ordinance, policy, or program to limit residential growth; and
- D. Not required to correct a nonconforming zoning condition, as defined in section 5.19.020. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code section 17980.12.

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:** Except as set forth in subparagraph A.2 below, 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 subsection 5.19.040(A)(1), if the detached ADU satisfies the following limitations:
 - (a) The side- and rear-yard setbacks are at least four-feet.
 - (b) The total floor area is 800 square feet or smaller.
 - (c) 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 under this paragraph is allowed within an existing multifamily dwelling, up to a quantity equal to 25 percent of the existing number of 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 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 under paragraphs A. or B above 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) When an application to create an ADU or JADU 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 ADU or JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the ADU or 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. An ADU or JADU subject only to a building permit under subsection 5.19.040(A) above may be created on a lot in a residential or mixed-use zone.

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 30 days or less.

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.

F. Income Reporting. In order to facilitate the city's obligation to identify adequate sites for housing in accordance with Government Code sections 65583.1 and 65852.2, the following requirements must be satisfied:

1. With the building-permit application, the applicant must provide the city with an estimate of the projected annualized rent that will be charged for the ADU or JADU.
2. Within 90 days after each yearly anniversary of the issuance of the building permit, the owner must report the actual rent charged for the ADU or JADU during the prior year. If the city does not receive the report within the 90-day period, the city may send the owner a notice of violation and allow the owner another 30 days to submit the report. If the owner fails to submit the report within the 30-day period, the city may enforce this provision in accordance with applicable law.

G. Notice of Construction.

At least ten business days before starting any construction of an ADU or JADU, the property owner must give written notice to all the owners of record of each of the adjacent residential parcels, which notice must include the following information:

1. Notice that construction has been authorized,
2. The anticipated start and end dates for construction,
3. The hours of construction,
4. Contact information for the project manager (for construction-related complaints), and
5. Contact information for the Building & Safety Department.
6. This notice requirement does not confer a right on the noticed persons or on anyone else to comment on the project before permits are issued. Approval is ministerial. Under state law, the City has no discretion in approving or denying a particular ADU project under this section. This notice requirement is purely to promote neighborhood awareness and expectation.

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 850 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, subject to subsection A.3 below.
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. An ADU may not exceed 16 feet in height above grade, measured to the peak of the structure, and one story.

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

F. Setbacks.

1. No part of any ADU subject to this section 5.19.060 may be located within 19 feet of the front property line.
2. No part of any ADU subject to this section 5.19.060 may be located within 15 feet of a street-facing property line.
3. No part of any ADU subject to this section 5.19.060 may be located within four feet of a side or rear property line.
4. No setback is required for an ADU that is subject to this subsection F if the ADU is constructed in the same location and to the same dimensions as an existing structure.

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 unless 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 windows and doors 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 with automatic irrigation that still allows for fire-access in the setback area. Paving of the entire rear yard setback area is prohibited.
2. In addition to the maintenance of fence of at least five (5) feet in height between properties, specimen plantings or a trellis with vines shall be provided in the setback area that provides landscaping and privacy screening of the ADU or JADU from windows or outdoor living areas of adjoining properties.

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 may only be located within an existing structure or located with no direct line of sight to any portion of the ADU from a public right-of-way.
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 the Secretary of the Interior's objective Standards for Preservation, Rehabilitation, Restoration, or Reconstruction the Treatment of Historic Properties, as applicable.

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. The deed restriction runs with the land and may be enforced against future property owners.
4. 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 the ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
5. 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 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. If an ADU or JADU is constructed with a new single-family home, a separate utility connection directly between the ADU or JADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required.

2. Except as described in subsection B.1 above, converted ADUs and JADUs on a single-family lot that are created under section 5.19.040, paragraph A.1, above 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.
3. All ADUs not covered by paragraphs B.1 or B.2 of this section require a new, separate utility connection directly between the ADU and the utility. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU, 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 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 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 an adopted 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 meeting of the City Council of the Town of Colma held on May 27, 2020 and duly adopted at a regular meeting of said City Council held on June 10, 2020 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					
<i>Voting Tally</i>					

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk

Administrative Code, in FY 2014-2015. The purpose of the Program is to incentivize customers to conserve water while easing the burden of increasing sewer service rates on customers, by providing individuals and businesses who are able to reduce or maintain their levels of water usage with sewer service subsidies. Although the goal of the Program is water conservation, water usage in the Town has not consistently been reduced year over year with the Program and in some years, water use has increased from the prior year.

Under Section 1.14.030 of the Colma Administrative Code, the City Council must authorize a subsidy, and the City Manager must calculate and reduce from eligible residential and commercial customers' sewer service charges an annual sewer service discount. Town staff performed the calculations and proposed a resolution establishing a \$49,494.92 subsidy at a 10% service discount for sewer service customers for FY 2020-21 at the May 13, 2020, City Council meeting. Alternatively, staff proposed subsidies of 5% and 15% service discounts.

The City Council considered these subsidies in light of the impact of the COVID-19 health crisis on the financial health of the Town. Despite the Council's desire to adopt and maintain policies and programs to promote water conservation and sustainability, and provide cost savings for sewer service customers, the Council expressed a desire to temporarily suspend the Program due to the Town's need to save costs during these difficult economic times.

ENVIRONMENTAL

The City Council finds that adoption of this resolution is not a "project," as defined in the California Environmental Quality Act (CEQA) under CEQA Guideline section 15378(b), in particular subsection (4), as it is a "government fiscal activit[y], which do[es] not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment," and, in the alternative, it is subject to the so-called "common-sense" exemption provided for in CEQA Guideline section 15061(b)(3) as it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

ANALYSIS

In order to suspend the Program, changes must be made to Subchapter 1.14 of the Colma Administrative Code. Section 1.14.040 of the Colma Administrative Code currently provides that "[t]he City Council may, in its discretion, terminate the Water Conservation Incentive Policy [sic] at any time." While this provides Council the authority to terminate the Program, it does not address the temporary suspension of the program, which is what the Council desires to do at this time.

The proposed resolution amends Section 1.14.040 to state that the City Council may, in its discretion, temporarily suspend the Program. The resolution also suspends the Program for the upcoming fiscal year as directed by the City Council.

Council Adopted Values

It is *responsible* for the City Council to suspend the Water Conservation Incentive Program during these difficult economic times.

Alternatives

The City Council could continue the Program for FY 2020-21 by approving a subsidy. However, the Town would lose about \$25k to \$75k from the General Fund as a result of payment of the subsidies, depending on the percentage of subsidy set with 10% being a total of \$49,494.92.

CONCLUSION

Staff recommends the City Council adopt the resolution amending Subchapter 1.14 of the Colma Administrative Code to authorize the City Council to suspend the Water Conservation Incentive Program.

ATTACHMENTS

- A. Resolution



ARTICLE 3. SUSPENSION OF PROGRAM FOR FISCAL YEAR 2020-2021

The City Council hereby temporarily suspends the Water Conservation Program for Fiscal Year 2020-2021.

ARTICLE 4. SEVERABILITY.

Each of the provisions of this resolution is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this resolution is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it intended to and would have adopted each and every provision of this resolution independent of any other provision of this resolution.

ARTICLE 5. NOT A CEQA PROJECT.

The City Council finds that adoption of this resolution is not a "project," as defined in the California Environmental Quality Act (CEQA) under CEQA Guideline section 15378(b), in particular subsection (4), as it is a "government fiscal activit[y], which do[es] not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment," and, in the alternative, it is subject to the so-called "common-sense" exemption provided for in CEQA Guideline section 15061(b)(3) as it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

ARTICLE 6. EFFECTIVE DATE.

This resolution shall be effective upon its adoption by the City Council.

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Certification of Adoption

I certify that the foregoing Resolution No. ____ was adopted at a regular meeting of the City Council of the Town of Colma held on June 10, 2020 by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Caitlin Corley, City Clerk



Town's process for updating the salary schedule does not comply with the Government Code requirements for a publicly available pay schedule. In particular, CalPERS has informed staff, that the salary schedules themselves must be approved by the City Council not just the components of said schedules.

The final report from CalPERS is scheduled for the end of June. For bookkeeping reasons, Staff is proposing to ratify the salary schedules for FY 2019-20. As for the salary schedules in FY 2018-19 and prior and in FY 2020-21, Staff will wait for the final CalPERS report and will work with CalPERS representatives to bring those salary schedules into compliance.

ANALYSIS

FY 2019-20 included two Cost of Living Adjustments (COLA). The first half of the year included the negotiated compensation changes effective April 10, 2019 and contract amendments for the City Manager and Chief of Police. The pay schedule is presented as Exhibit A to the Resolution.

Exhibit B to the Resolution is for the second negotiated COLA, effective December 29, 2019, and the contract amendments for the City Manager and Chief of Police. Lastly, the hourly wage of the part-time recreation staff complies with California Minimum Wage law for FY 2019-20.

Reasons For the Recommended Action/Findings

Ratifying the salary schedules for FY 2019-20 is part of the FY 2019-20 year-end clean-up process. It may also assist in the retirement process with CalPERS for Town employees.

Council Adopted Values

Ratification of the two salary schedules is an example of the City Council's *integrity* through enhancing transparency.

Alternatives

The City Council may direct Staff to wait until the final CalPERS report is published and work with the CalPERS Employer Account Management Division to bring the salary schedules into compliance with the Government code.

CONCLUSION

The content of the two salary schedules has been separately approved by the City Council as stated in resolutions 2019-13, 2019-14, 2019-15, 2019-16, 2019-31, 2019-32, 2019-56, and 2019-57. The ratification of the salary schedules is to comply with Government Code section 20636 and to close out FY 2019-20. In subsequent years, Staff will present the salary schedule in its entirety to the City Council with each change and as part of the annual budget process.

ATTACHMENTS

- A. Resolution
 - o Exhibit A: Pay Schedule Effective 07/01/2019
 - o Exhibit B: Pay Schedule Effective 12/11/2019

Certification of Adoption

I certify that the foregoing Resolution No. 2020-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 10, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk

Town of Colma Pay Schedule (Effective 07/01/2019)
Last Revised 04/10/2019 and 06/12/2019

Exhibit A

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso No	Dated	Effective	Note	Position Reference	#
Elected Officials (Monthly)												
Mayor & City Council	961.00						ORD. 784	11/14/2018	01/01/2019			5
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)												
Accounting Technician	38.18	40.09	42.09	44.20	46.42	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8acct	2
Administrative Services Director	71.75	75.34	79.10	83.06	87.21	-	Reso 2019-16	04/10/2019	04/07/2019	(11)	8acm	1
Administrative Technician I	35.63	37.42	39.29	41.25	43.31	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8at1	1
Administrative Technician II	37.42	39.29	41.25	43.31	45.47	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8at2	1
Administrative Technician III	37.42	39.29	41.25	43.31	45.47	47.75	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8at3	0
City Clerk	47.75	50.13	52.64	55.26	58.03	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8clrk1	1
City Manager	105.29	-	-	-	-	-	Reso 2019-32	06/12/2019	05/22/2019	(9)	mgr	1
Community Service Officer	34.76	36.50	38.32	40.25	42.25	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8cso	2
Executive Assistant to the Chief of Police	37.42	39.29	41.25	43.31	45.47	47.75	Reso 2019-16	04/10/2019	12/30/2018	(10)(11)	8at3	1
Facility Attendant	16.46	17.28	18.14	19.05	-	-	Reso 2019-13	04/10/2019	04/07/2019	(11)	8fa	8
Human Resources Manager	52.31	54.93	57.67	60.56	63.58	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8hrm	1
Maintenance Technician I	34.85	36.58	38.41	40.33	42.35	-	Reso 2019-16	04/10/2019	04/07/2019	(7)(8)(10)(11)	8mt1	1
Maintenance Technician II	36.58	38.41	40.33	42.35	44.47	-	Reso 2019-16	04/10/2019	04/07/2019	(7)(8)(10)(11)	8mt2	1
Maintenance Technician III	36.58	38.41	40.33	42.35	44.47	46.70	Reso 2019-16	04/10/2019	04/07/2019	(7)(8)(10)(11)	8mt3	0
Police Chief	99.41	-	-	-	-	-	Reso 2019-31	06/12/2019	05/22/2019	(1)	chief	1
Police Commander	70.48	73.99	77.70	81.58	85.66	-	Reso 2019-16	04/10/2019	04/07/2019	(1)(11)	8pcmd	1
Police Dispatcher/Records Supervisor	52.42	53.86	55.33	56.79	58.24	-	Reso 2019-15	04/10/2019	04/07/2019	(2)(4)(11)	supervisor	1
Police Dispatcher / Clerk	43.49	44.70	45.91	47.11	48.31	-	Reso 2019-15	04/10/2019	04/07/2019	(6)(4)(11)	clerical	3
Police Reserve Officer	48.67	-	-	-	-	-	Reso 2019-16	04/10/2019	04/07/2019	(11)	8por1	2
Police Officer 1	48.67	51.11	53.66	56.35	-	-	Reso 2019-14	04/10/2019	04/07/2019	(1)(3)(5)(11)	8po1	2
Police Officer 2	50.62	53.15	55.81	58.60	-	-	Reso 2019-14	04/10/2019	04/07/2019	(1)(3)(5)(11)	8po2	6
Police Officer 3	51.60	54.18	56.88	59.73	-	-	Reso 2019-14	04/10/2019	04/07/2019	(1)(3)(5)(11)	8po3	3
Police Sergeant 1	61.69	62.97	64.27	67.82	-	-	Reso 2019-14	04/10/2019	04/07/2019	(1)(3)(5)(11)	8sgt1	0
Police Sergeant 2	64.16	65.48	66.83	70.54	-	-	Reso 2019-14	04/10/2019	04/07/2019	(1)(3)(5)(11)	8sgt2	0
Police Sergeant 3	65.38	66.73	68.11	71.90	-	-	Reso 2019-14	04/10/2019	04/07/2019	(1)(3)(5)(11)	8sgt3	5
Public Works Maintenance Supervisor	44.49	46.71	49.05	51.51	54.07	-	Reso 2019-16	04/10/2019	04/07/2019	(7)(8)(10)(11)	8mts	1
Recreation Coordinator	34.75	36.49	38.31	40.22	42.23	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	8recc	2
Recreation Manager	41.52	43.61	45.78	48.07	50.47	-	Reso 2019-16	04/10/2019	04/07/2019	(10)(11)	recmgr	1
Recreation Leader	13.00	13.65	14.33	15.06	-	-	Reso 2019-13	04/10/2019	04/07/2019	(11)	8rl	6
Senior Recreation Leader	16.46	17.28	18.14	19.05	-	-	Reso 2019-13	04/10/2019	04/07/2019	(11)	8rls	4

- (1) These positions receive a \$1,025 per year uniform allowance
- (2) This position receives a 5.0% incentive for CAD Administrator
- (3) These positions receive an additional 5% Holiday Pay
- (4) These positions receive a \$774.73 per year uniform allowance
- (5) These positions may receive a 5% incentive for Acting Commander, Acting Sergeant, Officer in Charge, Training Officer, and/or Detective
- (6) This position may receive a 2.5% incentive for Back-up CAD Administrator
- (7) These positions may receive \$120 per week stand-by pay
- (8) These positions receive an in kind uniform allowance of \$68.67 per pay period
- (9) This position receives a \$300 monthly automobile allowance
- (10) These positions may received 5% out of class pay
- (11) These positions may receive retention pay. (2.5% @ 10 years; 5.0% @ 20 years)



Town of Colma Pay Schedule (Effective 12/29/2019)
Last Revised 12/11/2019

Exhibit B

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso No	Dated	Effective	Note	Position Reference	#
Elected Officials (Monthly Compensation)												
Mayor & City Council	961.00						ORD. 784	11/14/2018	01/01/2019			5
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)												
Accounting Technician	38.94	40.89	42.94	45.08	47.34	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8acct	2
Administrative Services Director	73.18	76.84	80.68	84.72	88.95	-	Reso 2019-16	04/10/2019	12/29/2019	(11)	8acm	1
Administrative Technician I	36.34	38.17	40.08	42.07	44.17	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8at1	1
Administrative Technician II	38.17	40.08	42.07	44.17	46.38	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8at2	1
Administrative Technician III	38.17	40.08	42.07	44.17	46.38	48.71	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8at3	0
City Clerk	48.70	51.14	53.70	56.37	59.19	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8clrk1	1
City Manager	107.40	-	-	-	-	-	Reso 2019-57	12/11/2019	12/29/2019	(9)	mgr	1
Community Service Officer	35.46	37.23	39.09	41.05	43.10	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8cso	2
Executive Assistant to the Chief of Police	38.17	40.08	42.07	44.17	46.38	48.71	Reso 2019-16	04/10/2019	12/30/2018	(10)(11)	8at3	1
Facility Attendant	16.46	17.28	18.14	19.05	-	-	Reso 2019-13	04/10/2019	01/01/2019	(11)	8fa	8
Human Resources Manager	53.35	56.02	58.82	61.77	64.85	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8hrm	1
Maintenance Technician I	35.54	37.32	39.18	41.14	43.20	-	Reso 2019-16	04/10/2019	12/29/2019	(7)(8)(10)(11)	8mt1	1
Maintenance Technician II	37.32	39.18	41.14	43.20	45.36	-	Reso 2019-16	04/10/2019	12/29/2019	(7)(8)(10)(11)	8mt2	1
Maintenance Technician III	37.32	39.18	41.14	43.20	45.36	47.63	Reso 2019-16	04/10/2019	12/29/2019	(7)(8)(10)(11)	8mt3	0
Police Chief	101.40	-	-	-	-	-	Reso 2019-56	12/11/2019	12/29/2019	(1)	chief	1
Police Commander	71.89	75.47	79.25	83.21	87.37	-	Reso 2019-16	04/10/2019	12/29/2019	(1)(11)	8pcmd	1
Police Dispatcher/Records Supervisor	53.46	54.94	56.44	57.92	59.41	-	Reso 2019-15	04/10/2019	12/29/2019	(2)(4)(11)	supervisor	1
Police Dispatcher / Clerk	44.36	45.60	46.83	48.06	49.28	-	Reso 2019-15	04/10/2019	12/29/2019	(6)(4)(11)	clerical	3
Police Reserve Officer	49.64	-	-	-	-	-	Reso 2019-16	04/10/2019	12/29/2019	(11)	8por1	2
Police Officer 1	49.64	52.13	54.74	57.47	-	-	Reso 2019-14	04/10/2019	12/29/2019	(1)(3)(5)(11)	8po1	2
Police Officer 2	51.63	54.21	56.92	59.77	-	-	Reso 2019-14	04/10/2019	12/29/2019	(1)(3)(5)(11)	8po2	6
Police Officer 3	52.63	55.26	58.02	60.92	-	-	Reso 2019-14	04/10/2019	12/29/2019	(1)(3)(5)(11)	8po3	3
Police Sergeant 1	62.92	64.23	65.55	69.18	-	-	Reso 2019-14	04/10/2019	12/29/2019	(1)(3)(5)(11)	8sgt1	0
Police Sergeant 2	65.44	66.79	68.17	71.95	-	-	Reso 2019-14	04/10/2019	12/29/2019	(1)(3)(5)(11)	8sgt2	0
Police Sergeant 3	66.69	68.07	69.47	73.34	-	-	Reso 2019-14	04/10/2019	12/29/2019	(1)(3)(5)(11)	8sgt3	5
Public Works Maintenance Supervisor	45.38	47.65	50.03	52.54	55.15	-	Reso 2019-16	04/10/2019	12/29/2019	(7)(8)(10)(11)	8mts	1
Recreation Coordinator	35.44	37.22	39.08	41.03	43.07	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	8recc	2
Recreation Manager	42.35	44.48	46.69	49.03	51.48	-	Reso 2019-16	04/10/2019	12/29/2019	(10)(11)	recmgr	1
Recreation Leader	13.00	13.65	14.33	15.06	-	-	Reso 2019-13	04/10/2019	01/01/2019	(11)	8rl	6
Senior Recreation Leader	16.46	17.28	18.14	19.05	-	-	Reso 2019-13	04/10/2019	01/01/2019	(11)	8rls	4

- (1) These positions receive a \$1,025 per year uniform allowance
- (2) This position receives a 5.0% incentive for CAD Administrator
- (3) These positions receive an additional 5% Holiday Pay
- (4) These positions receive a \$774.73 per year uniform allowance
- (5) These positions may receive a 5% incentive for Acting Commander, Acting Sergeant, Officer in Charge, Training Officer, and/or Detective
- (6) This position may receive a 2.5% incentive for Back-up CAD Administrator
- (7) These positions may receive \$120 per week stand-by pay
- (8) These positions receive an in kind uniform allowance of \$68.67 per pay period
- (9) This position receives a \$300 monthly automobile allowance
- (10) These positions may receive 5% out of class pay
- (11) These positions may receive retention pay. (2.5% @ 10 years; 5.0% @ 20 years)





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Brian Dossey, City Manager
 MEETING DATE: June 10, 2020
 SUBJECT: 2020 General Municipal Election

RECOMMENDATION

Staff recommends that the City Council Adopt the following resolutions:

RESOLUTION CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2020, FOR THE ELECTION OF THREE CITY COUNCIL MEMBERS, REQUESTING THE BOARD OF SUPERVISORS OF SAN MATEO COUNTY TO CONSOLIDATE SAID ELECTION WITH THE STATEWIDE GENERAL ELECTION OF SAME DATE PURSUANT TO ELECTIONS CODE SECTION 10403 AND RELATED MATTERS; and

RESOLUTION ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020.

EXECUTIVE SUMMARY

The terms of three Council Members expire this year and these three offices are subject to election. The City Council must adopt a resolution calling for and giving notice of the General Municipal Election to be conducted to fill the three offices. The General Municipal Election can be consolidated with the Statewide General Election to be held on Tuesday November 3, 2020. The Town can also request the San Mateo County Election Division to render services for the purposes of this General Municipal Election.

FISCAL IMPACT

On March 18, 2020, due to the COVID-19 pandemic, Council approved the FY 2020-21 Budget as a rollover from FY 2019-20. This rollover budget did not include an elections budget because it was rolled over from a non-election year. However, the Finance Department has accounted for this and has projected elections activity cost to be \$8,300, the same as FY 2018-19 costs. The budget will be amended in FY 2020-21 to include these costs.

BACKGROUND

The Town's General Municipal Election is regularly held on the same day as the Statewide General Election in November of even-numbered years. Council Members are elected for four-year terms in staggered elections, and three positions are open for election this year.

ANALYSIS

The proposed resolution would:

1. Call and give notice of the General Municipal Election to elect three Council Members;
2. Request that the Board of Supervisors of San Mateo County agree to the consolidation of the General Municipal Election with the Statewide General Election to be held on Tuesday November 3, 2020; and
3. Authorize the City Manager to enter into an agreement with the San Mateo County Chief Elections Officer to render election services.

The Town is required to publish or post notice of the election, including the time of election and the city offices to be filled, once, no later than July 13, 2020.

Council Adopted Values

The staff recommendation is consistent with the Council adopted values of:

- Vision: The calling of the General Municipal Election will continue to move the Town forward and ensure the Town has a five-member City Council to govern the Town.
- Responsibility: By consolidating the General Municipal Election with the Statewide General Election, and requesting that San Mateo County provide services for the election, the Council is acting in a responsible manner to save and conserve Town resources.
- Honesty and Integrity: The adoption of the resolution will allow for the offices to be filled pursuant to an honest elections process.

Sustainability Impact

The adoption of the resolution will consolidate the General Municipal Election with the Statewide General Election thereby saving Town money and resources. Further, requesting services from San Mateo County for the election will further reduce Town costs, staff time, and staff resources.

Alternatives

Staff is unable to identify an alternative to this recommendation because adopting the resolution is a requirement of the elections process.

CONCLUSION

Staff recommends the Council adopt a resolution calling for a General Municipal Election on Tuesday, November 3, 2020.

ATTACHMENTS

- A. Resolution Calling the Election
- B. Resolution – Candidate Statement Regulations



RESOLUTION NO. 2020 - ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL
ELECTION TO BE HELD ON NOVEMBER 3, 2020, FOR THE ELECTION OF THREE CITY
COUNCIL MEMBERS, REQUESTING THE BOARD OF SUPERVISORS OF SAN MATEO
COUNTY TO CONSOLIDATE SAID ELECTION WITH THE STATEWIDE GENERAL
ELECTION OF SAME DATE PURSUANT TO ELECTIONS CODE SECTION 10403 AND
RELATED MATTERS**

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

1. Background.

(a) Pursuant to Section 1.01.090 of the Colma Municipal Code, the General Municipal Election for the Town of Colma will be held on November 3, 2020.

(b) The offices of three City Council Members will be subject to election.

(c) It is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date, and that within the Town the precincts, polling places, vote centers and election officers of the two elections be the same, and that the San Mateo County Elections Official canvass the returns of the General Municipal Election, and that the election be held in all respects as if there were only one election.

2. Order. The City Council of the Town of Colma does hereby order, determine, and declare as follows:

(a) The City Council, pursuant to its right and authority, does hereby call and order a General Municipal Election to be held in the Town of Colma, California, to be consolidated with the Statewide General Election, on Tuesday, November 3, 2020 for the purpose of electing three council members, each for the full term of four years.

(b) The ballots to be used at the election shall be in the form and content as required by law.

(c) The City Clerk is authorized, instructed and directed to coordinate with the San Mateo County Elections Official to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

(d) That the precincts, ballot drop box locations and hours of operations, vote center locations and hours of operations, vote-by-mail procedures and timing, and election officers, and all other persons and procedures for the General Municipal Election shall be the same as those utilized by the County of San Mateo.

(e) In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

(f) Notice of the time and place of holding the election is hereby given, and the City Clerk is authorized, instructed and directed to give such further or additional notice, in the time, form and manner required by law.

(g) In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of San Mateo Elections Official, the City Council, in accordance with Elections Code Section 15651(a), shall set a date, time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

3. Request for Consolidation

(a) Pursuant to the requirements of California Elections Code Section 10403, the City Council of the Town of Colma hereby requests the Board of Supervisors of the County of San Mateo to consent and agree to the consolidation of the Town of Colma General Municipal Election with the Statewide General election on Tuesday, November 3, 2020 for the purpose of electing three council members.

(b) The County Election Division is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. Pursuant to Elections Code Section 10418, the election will be held and conducted in compliance with the provisions of law regulating the Statewide General Election.

(c) The Board of Supervisors is requested to issue instructions to the County Election Division to take any and all steps necessary for the holding of the consolidated election.

(d) The Town of Colma recognizes that additional costs may be incurred by the County by reason of this consolidation and agrees to reimburse the County in full for such costs upon presentation of a bill to the Town.

4. Instructions to City Clerk

The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the Elections Division of the County of San Mateo.

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Certification of Adoption

I certify that the foregoing Resolution No. 2020 - ____ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 10, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk



(ii) The candidate shall be required to pay for the cost of translating the candidates statement any foreign language that is not required as specified in section (b) above, pursuant to Federal and\or State law, but is requested as an option by the candidate.

(iii) The candidate shall not be required to pay for the cost of printing the candidates statement in English in the main voter pamphlet.

(iv) The candidate shall not be required to pay for the cost of printing the candidates statement in a foreign language required in section (b) above, in the main voter pamphlet.

(d) MISCELLANEOUS.

(i) All translations shall be provided by professionally-certified translators.

(ii) The City Clerk shall allow bold type, underlining, capitalization, indentations, bullets, and leading hyphens to the same extent and manner as allowed by the County of San Mateo.

(iii)The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to election.

(e) ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

(f) That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

(g) That all previous resolutions establishing council policy on payment for candidates statements are repealed.

(h) That this resolution shall apply at the next ensuing municipal election and at each municipal election after that time.

Certification of Adoption

I certify that the foregoing Resolution No. 2020 - ___ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 10, 2020, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor					
Diana Colvin					
Raquel "Rae" Gonzalez					

Helen Fiscaro					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk

