



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

**Wednesday, January 13, 2021
7:00 PM**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chamber will not be open to the public for this Town of Colma City Council Meeting. The purpose of these orders was to provide the safest environment for Council Members, staff and the public while allowing for public participation.

Members of the public may view the meeting by attending, via telephone or computer, the Zoom Meeting listed below:

**Join Zoom Meeting: <https://us02web.zoom.us/j/81289976261>
Passcode: 074407**

**Meeting ID: 812 8997 6261
Passcode: 074407**

One tap mobile

+16699006833,,81289976261#,,,,,0#,,074407# US (San Jose)

+13462487799,,81289976261#,,,,,0#,,074407# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

**Meeting ID: 812 8997 6261
Passcode: 074407**

Find your local number: <https://us02web.zoom.us/u/kco5bgxkcc>

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before or during the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Police Department Year in Review
- Holiday House Decorating Contest Winners

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the December 8, 2020 Special Meeting.
2. Motion to Accept the Minutes from the December 9, 2020 Regular Meeting.
3. Motion to Approve the Report of Checks Paid for December 2020.
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2020.
5. 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.
6. Motion to Adopt a Resolution Approving the Amendment to the California Cities Gaming Authority Admitting the City of San Jose to the California Cities Gaming Authority.

NEW BUSINESS

7. GRAND JURY RESPONSE – SECOND UNITS

Consider: Motion Approving the Town's Response to the Grand Jury Report Dated October 28, 2020, Titled "Second Units: Adding New Housing in the Neighborhoods."

8. MANAGEMENT ANALYST SALARY SCHEDULE

Consider: Motion to Adopt a Resolution to Add the Management Analyst Position (I, II, and III) to the Colma Salary Schedule and to Offer the Same COLA Provisions as Other Positions.

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.gov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call Caitlin Corley, City Clerk 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.

**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Tuesday, December 8, 2020
6:00 p.m.

CALL TO ORDER

Mayor Goodwin called the Special Meeting of the City Council to order at 6:00 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin and City Clerk Caitlin Corley, were in attendance.

INTRODUCTIONS

Mayor Goodwin welcomed the audience and acknowledged local dignitaries and elected officials in attendance:

- David Canepa, San Mateo County Supervisor
- Phil Ting, California Assembly Member
- Dennis Fiscaro, Former Colma Mayor
- Mary Brodzin, Former Colma Council Member
- Maureen O'Connor, President of the Colma Historical Association
- Sandie Arnott, San Mateo County Tax Collector
- Virginia Chang Kiraly, San Mateo County Harbor District and Menlo Park Fire Protection District Board Member
- Christine Fuller, San Mateo County Mosquito and Vector Control District Board Member
- Pamela DiGiovanni, Daly City Council Member
- Manufou Anoa'i, Trustee, Jefferson Elementary School District
- John Baker, Trustee, South San Francisco School District
- Theresa Faapuaa, President, Bayshore School Board
- Clayton Koo, Trustee, Jefferson Elementary School District

ADOPTION OF RESOLUTION DECLARING RESULTS OF NOVEMBER 3, 2020 ELECTION

Mayor Goodwin announced, "Because the Vice Mayor and myself are among the persons who ran for re-election to the Council, I have asked the Council Member Fiscaro to handle this portion of the agenda."

Council Member Mayor Fiscaro called on City Clerk Caitlin Corley to read the certified results of the election held on November 3, 2020. Council Member Fiscaro opened the public comment period at 6:04 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member del Rosario moved to Adopt a Resolution Declaring the Results of the General Municipal Election Held on November 3, 2020, and Such Other Matters as Provided By Law; 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			

ADMINISTRATION OF OATHS OF OFFICE TO RE-ELECTED COUNCIL MEMBERS

Council Member Fiscaro asks Fernando Paniagua to administer the Oath of Office to re-elected Council Member Raquel Gonzalez.

Council Member Fiscaro asks David Miller to administer the Oath of Office to re-elected Council Member John Irish Goodwin.

Council Member Fiscaro asks Mayor Goodwin to administer the Oath of Office to re-elected Council Member Diana Colvin.

REMARKS BY OUT-GOING MAYOR

Mayor Goodwin introduced guests and made remarks as the out-going Mayor. The City Council presented him with a proclamation, a gavel, flowers to thank his family for their support and a donation to the Armenia Fund, which is the largest humanitarian organization serving the needs of the Republic of Armenia and the Artsakh Republic.

The following people made remarks thanking Mayor Goodwin for his service: San Mateo County Supervisor David Canepa, California Assembly member Phil Ting, Colma Historical Association President Maureen O'Connor, San Mateo County Mosquito and Vector Control District Board Member Christine Fuller, and Daly City Council Pamela DiGiovanni.

NOMINATION AND APPOINTMENT OF MAYOR

The Mayor called upon the Council for nominations for Mayor. Council Member Fiscaro nominated Diana Colvin for Mayor, and the nomination was seconded by Council Member del Rosario. There were no other nominations, and Mayor Goodwin closed the nominations for Mayor and called for a vote.

Action: Council Member Fiscaro moved to select Diana Colvin as Mayor, and 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			

ADMINISTRATION OF THE OATH OF OFFICE TO NEW MAYOR

Outgoing Mayor Goodwin administered the Oath of Office to the new Mayor Diana Colvin and announced that the Council sent flowers to her home to celebrate her new term as Mayor. Mayor Colvin gave her remarks as the in-coming Mayor.

NOMINATION AND APPOINTMENT OF VICE MAYOR

Mayor Colvin called upon the Council to make nominations for Vice Mayor. Council Member Goodwin nominated Helen Fisicaro for Vice Mayor, and the nomination was seconded by Mayor Colvin. There were no other nominations, and Mayor Colvin closed the nominations for Vice Mayor and called for a vote.

Action: Council Member Goodwin moved to select Helen Fisicaro as Vice Mayor, and the motion was seconded by Mayor Colvin and carried by the following vote:

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

ADMINISTRATION OF THE OATH OF OFFICE TO VICE MAYOR

City Manager Brian Dossey administered the Oath of Office to the new Vice Mayor Helen Fisicaro. Vice Mayor Fisicaro gave her remarks as the in-coming Vice Mayor.

SIGNING OF THE VALUES BASED CODE OF CONDUCT

Mayor Colvin announced, "In 2009, the City Council adopted the Values Based Code of Conduct to promote and maintain the highest standards of personal and professional conduct in the Town's government. Last year, Council and staff participated in a team building exercise and worked together to revise and update the pledge. The newly updated Code of Conduct includes the longstanding values of fairness, honesty and integrity, responsibility, vision and respect, and focuses on practical ways to live up to these values while highlighting the importance of trust, communication, collaboration and compassion.

Council will now sign this pledge. Town Staff will also sign it and it will be posted on our website as a reminder of our commitment to the public and to each other."

The Mayor and each member of Council signed the pledge.

ADJOURNMENT

Mayor Colvin adjourned the Special Meeting at 7:01 p.m. and thanked everyone for attending.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, December 9, 2020
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

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

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin and City Clerk Caitlin Corley, were in attendance.

The Mayor announced, “Welcome to another of our completely remote Council Meeting. A few notes about tonight’s meeting: We are accepting public comments through email— please email ccorley@colma.ca.gov to submit a public comment. You can also use the chat function to chat directly to our city clerk and she will be able to let us know that you would like to make a comment when your item comes up in the agenda. Thank you.”

ADOPTION OF THE AGENDA

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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
	5	0			

PRESENTATION

Administrative Services Director Pak Lin introduced new Accounting Technician Nicole Nguyen.

The Mayor presented a proclamation and flowers to Human Resources Manager Letty Juárez on the occasion of her retirement.

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the November 12, 2020 Regular Meeting.
2. Motion to Approve the Report of Checks Paid for November 2020.
3. Motion to Adopt an Ordinance Adding Colma Municipal Code Subchapter 2.09 to Require Safe Storage of Firearms in a Residence.
4. Motion Approving the Town’s Response to the Grand Jury Report Dated October 7, 2020, Titled “Ransomware: It Is Not Enough To Think You Are Protected.”
5. Motion Approving and Accepting the Development Impact Fee Report for Fiscal Year Ending June 30, 2020.

Action: Council Member Goodwin moved to approve the Consent Calendar item #1 - 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
	5	0			

NEW BUSINESS

6. COUNCIL OF CITIES AND CITY SELECTION

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

Action: Vice Mayor Fisicaro moved to Confirm Designation of the Mayor as the Voting Member for the Council of Cities, Designate an Alternate Voting Member, and Give the Voting Member Discretion on Any and All Matters to be Considered; 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
	5	0			

7. COUNCIL COMMITTEE ASSIGNMENTS 2020

City Clerk Caitlin Corley presented the staff report. Mayor Colvin opened the public comment period at 7:24 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed. Below is the list of 2021 Committee Assignments that the Council discussed and agreed on:

Committee Name	2021 Primary	2021 Secondary
Office of Emergency Services (EMERGENCY SERVICES COUNCIL, MEETS QUARTERLY 3 RD THURSDAYS IN JANUARY, APRIL, JUNE & SEPTEMBER, AT 5:30 PM, AT THE HALL OF JUSTICE IN REDWOOD CITY IN JURY ASSEMBLY ROOM)	Colvin	del Rosario
Colma Creek Flood District (MEETS QUARTERLY, 2 ND TUESDAY @ 3PM IN MARCH, JUNE, SEPTEMBER AND DECEMBER AT CITY HALL, SOUTH SAN FRANCISCO)	Fisicaro	
Peninsula Congestion Relief Alliance - "The Alliance" Board of Directors member (6 X A YEAR, THURSDAY MORNINGS)	Gonzalez	Colvin
C/CAG (2 ND THURSDAY OF THE MONTH, 7PM)	Goodwin	Colvin
League of California Cities (ANNUAL CONFERENCE, AND WORKSHOPS THROUGHOUT THE YEAR)	All	
San Mateo County Council of Cities (MONTHLY DINNER AND MEETING)	Colvin is the voting representative	All Council Members can attend
Mayor/Chamber Walks (SCHEDULED BETWEEN THE MAYOR, CITY MANAGER & CHAMBER OF COMMERCE, APPROXIMATELY 5+ OUTINGS)	Colvin	All other Council Members
City Representative at Colma-Daly City Chamber of Commerce (1-2 MEETINGS A YEAR, AS NEEDED)	Colvin	Fisicaro
Legislative Committee (C/CAG) (ONCE PER MONTH, ON 2 ND THURSDAYS AT 5PM)	Goodwin	

ABAG Representative (GENERAL ASSEMBLY MEETS TWICE PER YEAR APRIL & OCTOBER)	del Rosario	Gonzalez
Grand Boulevard Task Force (MEETS 3 RD WEDNESDAY, 10AM-12 NOON, MARCH, JUNE, SEPTEMBER, DECEMBER AT EITHER SAM TRANS IN SAN CARLOS OR CITY HALL IN SANTA CLARA)	Goodwin	Gonzalez
Peninsula Clean Energy Board of Directors (MEETS 4 TH THURSDAY, 6:30PM AT THE COUNTY OFFICE OF EDUCATION BUILDING IN REDWOOD CITY)	Gonzalez	del Rosario
California Cities Gaming Authority (MEETS ON THE 3 RD WEDNESDAY OF EVERY MONTH)	Fiscaro	Gonzalez

STUDY SESSION

8. GENERAL PLAN INTRODUCTION, LAND USE & HISTORIC RESOURCES ELEMENT

City Planner Michael Laughlin presented the staff report. Mayor Colvin opened the public comment period at 8:38 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular Meeting on Wednesday, December 23, 2020 will be cancelled.

REPORTS

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

- ICU capacities are dropping; please remain vigilant about the threat of COVID-19.
- Playgrounds will remain open during this newest lockdown.
- Police Officers helped deliver senior lunches this month and will drop in on bingo to help keep spirits up among our senior residents.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Colvin adjourned the meeting at 8:34 p.m. in memory of Antonio Mercado, father of Officer Sonny Mercado; James Amontte, a resident of Veterans Village; James served as an Infantryman 11B in the Army from 1958 – 1978 serving two tours in Vietnam and achieving the rank of E-6; and Lucio DiMauro, a resident of Veterans Village. Lucio was an army veteran—he served from 65 – 67. He was born in Chicago to Sicilian immigrants but lived most of his life in New York City. But he expressed great enjoyment that he lived in Colma in such a wonderful community.

Respectfully submitted,

Caitlin Corley
City Clerk

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52557	12/1/2020	00051	CALIFORNIA WATER SERVICE6544607057	11/16/2020	6544607057 SW CORNER HIL	490.01	490.01
52558	12/1/2020	00112	DEPARTMENT OF JUSTICE 478385	11/3/2020	HR ACCOUNT #145931	115.00	115.00
52559	12/1/2020	00117	DELTA DENTAL OF CALIFORNBEO04210460	12/1/2020	DENTAL INSURANCE	13,174.00	13,174.00
52560	12/1/2020	00254	METRO MOBILE COMMUNICA201211	12/1/2020	MAINTENANCE CONTRACT	602.00	602.00
52561	12/1/2020	00307	PACIFIC GAS & ELECTRIC 11/19/2020	11/19/2020	PG&E	3,201.78	
			11/23/2020	11/23/2020	PG&E	11.46	
			11/23/2020	11/23/2020	PG&E	9.56	3,222.80
52562	12/1/2020	00432	VISION SERVICE PLAN 810919641	11/19/2020	VISION SERVICE PLAN	1,054.93	
52563	12/1/2020	00649	DAVEY TREE EXPERT COMP915199428	11/19/2020	VSP COBRA	25.73	1,080.66
			915199429	11/13/2020	TREE SERVICE	4,690.00	
				11/13/2020	TREE SERVICE	2,880.00	7,570.00
52564	12/1/2020	01036	MANAGED HEALTH NETWORKIPRM-057871	11/16/2020	EMPLOYEE ASSISTANCE PRG	99.20	99.20
52565	12/1/2020	01037	COMCAST CABLE 11/17-12/16	11/12/2020	8155 20 022 0188769 HD TECI	54.63	
			11/27-12/26 XFII	11/17/2020	8155 20 022 0002770 1520 HIL	10.99	65.62
52566	12/1/2020	01118	SWRCB ACCOUNTING OFFICIID-0179022	11/24/2000	07/01/20-06/30/21 ANNUAL PE	2,848.00	2,848.00
52567	12/1/2020	01370	VERIZON WIRELESS SERVICE9867069759	11/5/2020	CELL PHONE SERVICE	342.09	342.09
52568	12/1/2020	02110	DEPT OF INDUSTRIAL RELATIE 1756625 OA	11/12/2020	ELEVATOR INSPECTION	225.00	
			E 1756661 OA	11/10/2020	LIFT INSPECTION	125.00	350.00
52569	12/1/2020	02337	AXON ENTERPRISES, INC. SI-1697408	11/16/2020	10 GB EVIDENCE.COM A-LA-C	568.50	568.50
52570	12/1/2020	02499	GE CAPITAL INFORMATION 104363978	11/16/2020	STERLING PARK COPY MACH	76.06	76.06
52571	12/1/2020	02606	F. FERRANDO & CO. 42879	11/18/2020	471 D ST. REMOVE & REPLAC	3,807.00	3,807.00
52572	12/1/2020	02849	U.S. BANK PARS ACCOUNT, 6 December 2020	12/1/2020	OPEB CONTRIBUTION	61,496.92	61,496.92
52573	12/1/2020	02863	PLACEWORKS, INC. 73329	9/30/2020	GENERAL PLAN UPDATE SUF	6,870.98	
			73615	10/31/2020	GENERAL PLAN UPDATE SUF	2,462.03	9,333.01
52574	12/1/2020	03034	FLEX ADVANTAGE 126164	11/30/2020	FLEX PROCESSING FEES	285.00	285.00
52575	12/1/2020	03061	NORTH BAY PETROLEUM 2192307	11/15/2020	PW GAS PURCHASES	358.26	358.26
52576	12/1/2020	03267	ACC BUSINESS 203157863	11/27/2020	ETHERNET ACCESS	674.58	674.58
52577	12/1/2020	03273	THE HOME DEPOT PRO 584819650	11/16/2020	PW PURCHASES	948.59	948.59
52578	12/1/2020	03281	GACHINA LANDSCAPE MANA(F185199	11/25/2020	INSTALL PLANTS AT MONUMI	730.00	730.00
52579	12/1/2020	03321	SPECIAL SERVICES GROUP, 113546	11/13/2020	11/26/20-11/25/21 ANNUAL CO	600.00	600.00
52580	12/1/2020	03374	FIVE POINTS TIRE IMPORTS, 294145	11/20/2020	2015 FORD EXPLORER POLIC	2,775.24	2,775.24
6242243	12/1/2020	00282	CALIFORNIA PUBLIC EMPLOY1000000162422	11/16/2020	MEDICAL INSURANCE	5,454.25	5,454.25

Sub total for TRI COUNTIES BANK: 117,066.79

25 checks in this report.

Grand Total All Checks: 117,066.79

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52581	12/4/2020	01340	NAVIA BENEFIT SOLUTIONS 12042020 B	12/4/2020	FLEX 125 PLAN: PAYMENT	536.66	
			12042020 B	12/4/2020	DEPENDENT CARE: PAYMENT	365.39	902.05
52582	12/4/2020	01375	NATIONWIDE RETIREMENT SOLL 12042020 B 12042020 M	12/4/2020	NATIONWIDE: PAYMENT	3,650.00	
			12042020 B	12/4/2020	NATIONWIDE: PAYMENT	950.00	4,600.00
52583	12/4/2020	02377	CALIFORNIA STATE DISBURSEME 12042020 B	12/4/2020	WAGE GARNISHMENT: PAYMENT	547.84	547.84
52584	12/4/2020	02944	PEACE OFFICERS RESEARCH, A 12042020 B	12/4/2020	PORAC: PAYMENT	27.00	27.00
52585	12/4/2020	02945	PORAC LEGAL DEFENSE FUND 12042020 B	12/4/2020	PORAC LDF: PAYMENT	172.80	172.80
94296	12/4/2020	00521	UNITED STATES TREASURY 12042020 M	12/4/2020	FEDERAL TAX: PAYMENT	911.05	911.05
94297	12/4/2020	01360	VANTAGE TRANSFER AGENTS 12042020 M	12/4/2020	ICMA CONTRIBUTION: PAYMENT	464.42	464.42
94298	12/4/2020	00631	P.E.R.S. 12042020 M	12/4/2020	PERS MISC NON-TAX: PAYMENT	694.18	694.18
94299	12/4/2020	00282	CALIFORNIA PUBLIC EMPLOYEE 12042020 M	12/4/2020	ANTHEM TRADITIONAL: PAYMEN	7,498.96	7,498.96
94300	12/4/2020	00130	EMPLOYMENT DEVELOPMENT D 12042020 B	12/4/2020	CALIFORNIA STATE TAX: PAYMEI	13,415.21	13,415.21
94301	12/4/2020	00521	UNITED STATES TREASURY 12042020 B	12/4/2020	FEDERAL TAX: PAYMENT	50,308.61	50,308.61
94302	12/4/2020	00282	CALIFORNIA PUBLIC EMPLOYEE 12042020 B	12/4/2020	ANTHEM TRADITIONAL: PAYMEN	65,283.04	65,283.04
94303	12/4/2020	00631	P.E.R.S. 12042020 B	12/4/2020	PERS - BUYBACK: PAYMENT	44,472.63	44,472.63
94304	12/4/2020	01360	VANTAGE TRANSFER AGENTS 12042020 B	12/4/2020	ICMA CONTRIBUTION: PAYMENT	5,187.26	5,187.26
94305	12/4/2020	00068	COLMA PEACE OFFICER'S 12042020 B	12/4/2020	COLMA PEACE OFFICERS: PAYM	652.14	652.14

voided

Sub total for TRI COUNTIES BANK:

195,137.19

15 checks in this report.

Grand Total All Checks: 195,137.19

apChkLst
12/09/2020

1:53:58PM

Final Check List
Town of Colma

Revised pers

Page: 1

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
94306	12/4/2020	00631	12042020 B	12/4/2020	PERS - BUYBACK: PAYMENT	43,995.22	43,995.22

Sub total for TRI COUNTIES BANK:

43,995.22

1 checks in this report.

Grand Total All Checks:

43,995.22

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52586	12/8/2020	00013	November 2020	11/30/2020	TIRE SERVICE	88.76	88.76
52587	12/8/2020	00087	ANDY'S WHEELS & TIRES CITY OF DALY CITY	11/30/2020	07/03/20-10/01/20 COST SHAF	169.38	169.38
52588	12/8/2020	00095	86731	12/2/2020	10" GAVEL W/GOLD BAND AN	54.63	54.63
52589	12/8/2020	00181	23215	12/1/2020	LABOR RELATIONS CONSUL	1,520.00	1,520.00
52590	12/8/2020	00280	138693015001	11/18/2020	OFFICE SUPPLIES	280.40	
			138694748001	11/18/2020	OFFICE SUPPLIES	76.37	356.77
52591	12/8/2020	00307	9248309814-8	11/23/2020	9248309814-8 601 F STREET	259.02	259.02
52592	12/8/2020	00334	Firearms Instruc	12/4/2020	JAN 4-15, 2021 L. MELENDRE	753.00	
			Defensive Tactic	12/4/2020	JAN 4-15, 2021 A. BERKOVAT,	482.00	1,235.00
52593	12/8/2020	00411	33820	11/30/2020	CITATION PROCESSING	665.65	665.65
52594	12/8/2020	00500	TURBO DATA SYSTEMS	12/4/2020	ALLOCATION OF PARKING PE	2,664.40	2,664.40
52595	12/8/2020	00623	SMC CONTROLLERS OFFICE	11/30/2020	UNIFORM SERVICE	539.60	539.60
52596	12/8/2020	01030	ARAMARK	11/20/2020	MONTHLY SERVICE CONTRA	5,886.25	5,886.25
52597	12/8/2020	01037	STEPFORD, INC.	11/25-12/24 Intei	8155 20 022 0097051 Internet	256.68	
			COMCAST CABLE	11/25-12/24 427	8155 20 022 0097028 427 F ST	256.68	513.36
52598	12/8/2020	01101	TERRYBERRY COMPANY LLC	11/13/2020	10 TOWN OF COLMA PINS	320.40	320.40
52599	12/8/2020	01183	BEST BEST & KRIEGER LLP	12/3/2020	CITY ATTORNEY SERVICES	18,626.00	
			892186	12/2/2020	NOVEMBER 2020 CADILLAC I	6,085.55	
			892197	12/2/2020	CITY ATTORNEY SPECIAL SE	998.40	
			892221	12/2/2020	CITY ATTORNEY SERVICES	901.00	26,610.95
			892186	12/2/2020	COVID-19 NOVEMBER 2020 C	1,575.33	1,575.33
52600	12/8/2020	01184	PENINSULA UNIFORMS & EQ	11/30/2020	UNIFORMS	97.10	97.10
52601	12/8/2020	01340	NAVIA BENEFIT SOLUTIONS	11/30/2020	SECTION 125 PARTICIPANT 8	10,465.00	10,465.00
52602	12/8/2020	01480	LEXIPOL, LLC	12/1/2020	01.01.21-12.31.21 POLICY MAI	3,623.75	3,623.75
52603	12/8/2020	01629	R. J. RICCIARDI INC., CPAS	11/30/2020	AUDIT SERVICES	4,024.08	4,024.08
52604	12/8/2020	01865	THYSSENKRUPP ELEVATOR	12/1/2020	12.01.20-11.30.21 PD ELEVAT	540.20	540.20
52605	12/8/2020	02291	SOUTHWOOD PLUMBING & H58133	11/6/2020	WAX RINGS, AMERICAN STAI	512.58	512.58
52606	12/8/2020	02499	GE CAPITAL INFORMATION	11/25/2020	A11 TOWN HALL COPY MACH	60.31	60.31
52607	12/8/2020	02827	CORODATA SHREDDING, INC.	10/31/2020	STORAGE, PICKUP/DELIVER	17,000.00	17,000.00
52608	12/8/2020	02967	GOVINVEST INC.	12/2/2020	PENSION & OPEB MODULE A		

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52609	12/8/2020	03015	U.S. BANK CORPORATE PMT	11/23/2020	Abell 11/23/2020 CREDIT CARD PURCHASE	2,322.59	
				11/23/2020	Gogę 11/23/2020 CREDIT CARD PURCHASE	1,581.61	
				11/23/2020	Wollr 11/23/2020 CREDIT CARD PURCHASE	1,271.06	
				11/23/2020	Nave 11/23/2020 CREDIT CARD PURCHASE	782.66	
				11/23/2020	Doss 11/23/2020 CREDIT CARD PURCHASE	336.00	
				11/23/2020	De L 11/23/2020 CREDIT CARD PURCHASE	141.26	
				11/23/2020	Jord 11/23/2020 CREDIT CARD PURCHASE	65.54	
				11/23/2020	Lotti 11/23/2020 CREDIT CARD PURCHASE	43.93	
				11/23/2020	Corle 11/23/2020 CREDIT CARD PURCHASE	39.03	
				11/23/2020	Gote 11/23/2020 CREDIT CARD PURCHASE	6.54	6,590.22
52610	12/8/2020	03157	NEW ALPHA TWO	3/5/2020	03.05.20 FLAT TOW FEE FRO	285.00	
				3/6/2020	03.06.20 LIGHT DUTY TOWIN	285.00	570.00
52611	12/8/2020	03170	ACTION TOWING AND ROAD	11/10/2020	TOW DODGE CHARGER FRO	300.00	300.00
52612	12/8/2020	03224	DECORATIVE PLANT SERVICE	12/1/2020	MAINTENANCE GUARANTEEI	157.31	157.31
52613	12/8/2020	03281	GACHINA LANDSCAPE MANA	12/1/2020	MAINTENANCE CONTRACT	13,398.93	13,398.93
52614	12/8/2020	03301	NINYO & MOORE GEOTECHN	12/1/2020	OCTOBER 2020 GEOTECHNI	2,052.00	2,052.00

Sub total for TRI COUNTIES BANK: 101,850.98

29 checks in this report.

Grand Total All Checks: 101,850.98

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52615	12/15/2020	00020	ASSOCIATED SERVICES INC 120120064	12/1/2020	WATERLOGIC RENTAL	40.00	
52616	12/15/2020	00051	120120063	12/1/2020	MTN H/C BWC	9.00	49.00
52617	12/15/2020	00174	CALIFORNIA WATER SERVICE 11/25/2020	11/25/2020	WATER BILL	5,499.76	5,499.76
52618	12/15/2020	00307	HOME DEPOT CREDIT SERVICE (November 2-19, 0092128195-2)	11/29/2020	PW SUPPLY PURCHASES	236.88	236.88
			PACIFIC GAS & ELECTRIC	11/30/2020	PG&E	1,695.97	
52619	12/15/2020	00366	0567147369-1	12/1/2020	0567147369-1 JSB S/O SERRA	212.92	1,908.89
52620	12/15/2020	00388	1165	12/8/2020	APBNET LAW ENFORCEMENT	250.00	250.00
52621	12/15/2020	00412	1358449	12/2/2020	MONTHLY MONITORING	1,109.81	1,109.81
52622	12/15/2020	00414	TELECOMMUNICATIONS ENG46863	12/10/2020	Facilities Mgmt & Maintenance	1,515.00	1,515.00
			TERMINEX INTERNATIONAL L402798942	12/14/2020	PEST CONTROL	244.00	
52623	12/15/2020	00830	402798943	12/14/2020	601 F St.	79.00	323.00
52624	12/15/2020	01037	STAPLES BUSINESS CREDIT Oct 27-Nov 23, 2	11/25/2020	OFFICE SUPPLIES	755.76	755.76
			COMCAST CABLE	December 2020	8155 20 022 0094769 TOWN C	15,230.55	
52625	12/15/2020	02119	12/02/20-01/01/2	11/27/2020	8155 20 022 0097069 INTERNI	245.06	15,475.61
52626	12/15/2020	02216	Dec 7-9 Training	12/14/2020	DEC 7-9 FTO TRAINING REIM	233.75	233.75
			GRANT, CHRISTOPHER	11/10/2020	PD GASOLINE PURCHASES 1	1,452.46	
			RAMOS OIL CO. INC.	11/30/2020	PD GASOLINE PURCHASES 2	1,411.78	
52627	12/15/2020	02499	724706	11/20/2020	PD GASOLINE PURCHASES 1	1,262.61	4,177.96
52628	12/15/2020	02499	723303	11/20/2020	PD GASOLINE PURCHASES 1	274.44	1,769.36
			723699	11/20/2020	RECREATION GASOLINE PUF	51.11	
			5060913187	12/1/2020	TH COPY FEES	1,769.36	
			104390754	11/26/2020	A9 PD COPY MACHINE RENT,	274.44	
52629	12/15/2020	02787	104395762	11/27/2020	A10 CCC COPY MACHINE	274.44	548.88
52630	12/15/2020	02799	21327	12/1/2020	POLICE STATION FIRE ALARM	45.00	45.00
52631	12/15/2020	02970	103745301-000E	12/1/2020	RIMS INTERNET W/SSF	400.00	400.00
			PRODUCTIVE PRINTING & GR34990	11/20/2020	BUSINESS CARDS	168.41	
			35017	12/7/2020	BUSINESS CARDS	146.56	314.97
52632	12/15/2020	03021	CALIFORNIA CLETS USERS G2021 CCUG Age	12/14/2020	2021 CCUG AGENCY MEMBEI	125.00	125.00
52633	12/15/2020	03034	FLEX ADVANTAGE	12/15/2020	HEALTH REIMBURSEMENT A	56,681.86	56,681.86
52634	12/15/2020	03061	NORTH BAY PETROLEUM	11/30/2020	PW GAS PURCHASES	80.80	80.80

Sub total for TRI COUNTIES BANK: 91,501.29

20 checks in this report.

Grand Total All Checks: 91,501.29

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52635	12/18/2020	00047	12182020 B	12/18/2020	CLEA: PAYMENT	245.00	245.00
52636	12/18/2020	01340	12182020 B	12/18/2020	FLEX 125 PLAN: PAYMENT	536.66	
			12182020 B	12/18/2020	DEPENDENT CARE: PAYMEN	365.33	901.99
52637	12/18/2020	01375	12182020 B	12/18/2020	NATIONWIDE RETIREMENT S	3,850.00	3,850.00
52638	12/18/2020	02224	12182020 B	12/18/2020	STANDARD INSURANCE COM	632.50	632.50
52639	12/18/2020	02377	12182020 B	12/18/2020	CALIFORNIA STATE DISBURS	547.84	547.84
94307	12/18/2020	00130	12182020 B	12/18/2020	EMPLOYMENT DEVELOPMEN	13,079.72	13,079.72
94308	12/18/2020	00521	12182020 B	12/18/2020	UNITED STATES TREASURY	47,385.31	47,385.31
94309	12/18/2020	00631	12182020 B	12/18/2020	P.E.R.S.	41,502.25	41,502.25
94310	12/18/2020	01360	12182020 B	12/18/2020	VANTAGE TRANSFER AGENT	5,275.40	5,275.40
94311	12/18/2020	00068	12182020 B	12/18/2020	COLMA PEACE OFFICER'S	652.14	652.14
Sub total for TRI COUNTIES BANK:						114,072.15	

Void

10 checks in this report.

Grand Total All Checks: 114,072.15

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
94312	12/18/2020	00631 P.E.R.S.	12182020 B	12/18/2020	PERS - BUYBACK: PAYMENT	41,892.51	41,892.51

Sub total for TRI COUNTIES BANK: 41,892.51

1 checks in this report.

Grand Total All Checks:

41,892.51

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52640	12/22/2020	00071	CSG CONSULTANTS, INC.	09/26/20-10/30/2	12/2/2020	CSG	130,298.75
52641	12/22/2020	00093	CITY OF SOUTH SAN FRANCISCO	518289	11/30/2020	TRAFFIC SIGNAL MAINTENANCE	750.00
52642	12/22/2020	00112	DEPARTMENT OF JUSTICE	482180	12/3/2020	PD ACCOUNT #140503	224.00
52643	12/22/2020	00307	PACIFIC GAS & ELECTRIC	12/10/2020	12/10/2020	PG&E	3,307.24
52644	12/22/2020	00464	HINDERLITER, DE LLAMAS	SIN005317	12/9/2020	SALES TAX SERVICES	4,011.53
52645	12/22/2020	00500	SMC CONTROLLERS OFFICE	FY 2020-21 LAF	12/11/2020	LAFCO CITY'S SHARE	1,787.00
52646	12/22/2020	00507	COLMA FIRE PROTECTION	DI July & December	12/21/2020	ANNUAL INSPECTION FEE	375.00
52647	12/22/2020	00623	ARAMARK	November 2020	11/30/2020	FIRST AID SUPPLIES	146.70
52648	12/22/2020	01037	COMCAST CABLE	12/11-01/10 601	12/7/2020	8155 20 022 0096715 601 F ST	110.06
52649	12/22/2020	01118	SWRCB ACCOUNTING OFFICE	ISW-0205451	12/8/2020	COLMA STORM WATER	5,994.00
52650	12/22/2020	01414	VERANO OWNERS ASSOCIATION		12/21/2020	VERANO OWNERS ASSOCIATION	350.00
52651	12/22/2020	01653	KAISER FOUNDATION HEALTH	November 2020	12/18/2020	HEALTH & SAFETY SERVICES	700.00
52652	12/22/2020	02123	TYLER TECHNOLOGIES, INC.	045-321423	12/1/2020	FINANCIALS & PAYROLL SUP	22,653.76
52653	12/22/2020	02398	ADVANCED BUSINESS FORMS	30962	12/14/2020	2,000 3-PT. MOVING CITATION	654.84
52654	12/22/2020	02827	CORODATA SHREDDING, INC.	RS3232423	11/30/2020	STORAGE, PICKUP/DELIVER	58.36
52655	12/22/2020	02863	PLACEWORKS, INC.	73952	11/30/2020	GENERAL PLAN UPDATE SUF	2,023.43
52656	12/22/2020	02935	EMCOR SERVICES-MESA	ENE013583905	12/7/2020	UNIT S FURNACE REPAIR	602.77
52657	12/22/2020	03060	PREFERRED ALLIANCE, INC.	0161260-IN	11/30/2020	PRE-EMPLOYMENT	42.00
52658	12/22/2020	03273	THE HOME DEPOT PRO	587853128	12/3/2020	PW PURCHASES	68.05
52659	12/22/2020	03334	AT&T MOBILITY NATIONAL	AC287296200335X	12/2/2020	WIRELESS	1,347.79
52660	12/22/2020	03373	RK ENGINEERING, INC.	145.05	12/11/2020	MISSION ROAD BICYCLE & PI	254,465.17
52661	12/22/2020	03385	CORDICO INC.	2283	12/14/2020	12.14.20-12.13.21 ANNUAL WI	15,000.00
52662	12/22/2020	03386	HEWLETT PACKARD ENTERP	60530517	3/23/2019	ONSITE TECH WORK REGAR	3,014.76
52663	12/22/2020	03387	OPTICOMP CONSTRUCTION	1262020	12/6/2020	CUSTOM BRACKETS FOR ST	575.00
				10102020	10/10/2020	CUSTOM BRACKETS FOR ST	475.00
				1082166	11/30/2020	09.19.20-09.18.21 HARDWARE	13,784.40
52664	12/22/2020	03388	INTRADO LIFE & SAFETY				
Sub total for TRI COUNTIES BANK:							462,819.61

25 checks in this report.

Grand Total All Checks: 462,819.61

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52665	12/29/2020	00003	A. S. F. ELECTRIC	8927	12/7/2020	ELECTRICIAN & BOOM TRUC	675.00
52666	12/29/2020	00004	AT&T	000015733201	12/13/2020	C3-A/B-12-10-TS-01, C4-LEG/K	1,513.25
52667	12/29/2020	00051	CALIFORNIA WATER SERVICE	6544607057	12/16/2020	6544607057 S.W. CORNER HI	425.17
52668	12/29/2020	00117	DELTA DENTAL OF CALIFORNIA	BE004233527	11/1/2020	DENTAL INSURANCE	7,245.70
52669	12/29/2020	00307	PACIFIC GAS & ELECTRIC	0512181543-4	12/10/2020	PG&E	1,426.07
52670	12/29/2020	00364	SMC SHERIFF'S OFFICE	PS-INV103536	11/30/2020	LAB FEES	782.00
52671	12/29/2020	00394	TENNANT	917522766	12/7/2020	SWEEPER/SCRUBBER, RIDEI	521.23
52672	12/29/2020	00432	VISION SERVICE PLAN	811193883	12/19/2020	VISION SERVICE PLAN	1,080.66
				811193889	12/19/2020	VSP COBRA	25.73
52673	12/29/2020	01036	MANAGED HEALTH NETWORK	PRM-058769	12/17/2020	EMPLOYEE ASSISTANCE PRG	99.20
52674	12/29/2020	01037	COMCAST CABLE	12/17/20-01/16/2	12/12/2020	8155 20 022 0188769 HD TECI	54.63
52675	12/29/2020	01352	SESAC, INC.	10446237	11/1/2021	JAN 1 - DEC 31, 2021 MUSIC F	483.00
52676	12/29/2020	01370	VERIZON WIRELESS SERVICE	I9869186532	12/15/2020	CELL PHONE SERVICE	342.09
52677	12/29/2020	02224	STANDARD INSURANCE COM	January 2021	12/15/2020	LIFE INSURANCE	220.00
52678	12/29/2020	02499	GE CAPITAL INFORMATION	104470940	12/17/2020	A12 STERLING PARK COPY M	76.06
52679	12/29/2020	02542	JOHNSON CONTROLS SECUR	35254810	11/12/2020	FIRE SYSTEM AT SR. HOUSIN	551.61
52680	12/29/2020	02950	BERKOVATZ, ANTHONY	12/22/20 COVID	12/23/2020	REIMBURSE COVID-	175.00
52681	12/29/2020	03204	WATERLOGIC AMERICAS LLC	378337	12/8/2020	SERVICE AGREEMENT 42726	213.90
52682	12/29/2020	03378	ESCOBAR, RICARDO	12/23/20 COVID	12/23/2020	REIMBURSE COVID-	175.00
52683	12/29/2020	03389	BREAUX, RICKIE	12/23/20 COVID	12/23/2020	REIMBURSE COVID-	175.00
52684	12/29/2020	03390	FEDERAL EXPRESS CORPOR	AB01219782	12/7/2020	FREIGHT BILL #5051852422 C	145.00
Sub total for TRI COUNTIES BANK:						16,405.30	

20 checks in this report.

Grand Total All Checks: 16,405.30

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52685	12/29/2020	00051	CALIFORNIA WATER SERVICE	12/11/2020	1727052702 JSB ACROSS FR	76.60	76.60
52686	12/29/2020	00307	PACIFIC GAS & ELECTRIC	12/18/2020	12/18/2020 PG&E	2,430.41	2,430.41
52687	12/29/2020	00534	SMC INFORMATION SERVICE	12/8/2020	MICRO CHANNEL & LINES	801.25	801.25
52688	12/29/2020	01037	COMCAST CABLE	12/27/20-01/26/2	12/17/2020 8155 20 022 0002770 1520 HIL	10.99	10.99
52689	12/29/2020	02878	MENDOZA, DANIEL	COVID-19 Test F	12/24/2020 12/21/20 COVID-19 RAPID TE	175.00	175.00
52690	12/29/2020	03061	NORTH BAY PETROLEUM	2212421	12/15/2020 PW GAS PURCHASES 1-15	64.97	64.97
52691	12/29/2020	03391	PEREZ, MARCOS	COVID-19 Test F	12/24/2020 12/21/20 COVID-19 RAPID TE	175.00	175.00
Sub total for TRI COUNTIES BANK:						3,734.22	

7 checks in this report.

Grand Total All Checks: 3,734.22



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Angelika Abellana, Recreation Coordinator
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 13, 2021
 SUBJECT: Recreation Services Quarterly Review, October - December 2020

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT
 PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE FOURTH QUARTER OF 2020.

EXECUTIVE SUMMARY

In the fourth quarter of 2020, a total of 1,254 participants attended 25 programs. This represents a decrease of 1,263 participants from the fourth quarter of 2019. Staff attributes the decrease to the cancellation of the Town’s Community Events, Day Camps and Annual Halloween and Holiday Events. While staff realizes these numbers do not reflect traditional recreation services programming, however it is important to demonstrate the continued service to the community during the COVID-19 pandemic.

Staff estimates that 25 percent of the population had a current Colma I.D. during the fourth quarter of 2020.

There was a total of 1 rental (Elections Center), which is a decrease of 80 rentals from the fourth quarter of 2019.

Due to COVID-19 pandemic the Recreation Department had to cancel all programming per Shelter-in-Place orders. However, staff provided new programs which align with health recommendations and shelter-in-place orders such as Armchair Travel, Paint Date and Virtual Breakfast and Bingo to enhance socialization between adults and older adults. For the youth population, we were able to provide Holiday programs such as Pumpkin Carving, Halloween Drive-Thru event and a grab and go Breakfast with Santa event at reduced numbers.

As we move into the Spring, staff hopes to offer more programming per the shelter-in-place order permitting.

BACKGROUND

Participation

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

- A total of 67 adults and seniors participated in enrichment programs. This represents a decrease of 126 participants from the four quarter of 2019. Staff attributes the decrease in participation due to the cancellation of all in-house programs and contract classes per COVID-19 and Shelter-in-Place orders.
- A total of 190 adults and seniors participated in trips and events. This represents a decrease of 329 participants from the fourth quarter of 2019. Staff attributes the decrease in participation due to the cancellation of the Adult Holiday event, Holiday Senior Luncheon and all in-house programs per COVID-19 and Shelter-in-Place orders.
- A total of 98 youth and teens participated in Enrichment Programs. This represents a decrease of 462 participants from the fourth quarter of 2019. Staff attributes the decrease due to the cancellation of Fall and Winter Camp and all programs per COVID-19 and Shelter-in-Place orders.
- A total of 121 youths and teens participated in events and trips. This represents a decrease of 90 participants from the fourth quarter of 2019. Staff attributes the decrease to the cancellation of teen trips and teen programming due to COVID-19 and Shelter-in-Place orders.
- A total of 822 youth, adults and seniors participated in Community Programs. This represents a decrease of 218 participants from the fourth quarter of 2019. Staff attributes the decrease due to the cancellation of Cinema at the Cemetery, Día De Los Muertos Celebration, and Project Read programs due to COVID-19 and Shelter-in-Place orders. Also, during the fourth quarter the Second Harvest food delivery program went from two deliveries per month to one delivery per month due to Second Harvest Food scheduling. It is anticipated that the Second Harvest food delivery program will go back to two deliveries per month in the New Year.
- When the Shelter in Place Order was put in place, almost all recreation programming was cancelled. In order to accommodate our community, staff created a virtual recreation page with web links to activities on the internet. The virtual recreation webpage received 54 visits during the fourth quarter of 2020. These numbers were not included in the participation total because we have no way of knowing if there was actual participation. On Social Media, we have increased our Instagram followers by 39 followers from October to December.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 1 event:

- Non-Resident Non-profit Groups (1 program)
- In House Reservations (0 meeting/training)

The Sterling Park Recreation Center was not rented for the fourth quarter of 2020.

ATTACHMENTS

- A. 2020 Recreation Services Department Quarterly Review – Participation Detail



**Recreation Services Department Quarterly Review
October - December 2020
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Arm Chair Travel	4	1	<i>NEW</i>
Let's Get Crafty	23	1	Existing
Virtual Breakfast and Bingo	40	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Paint Date	8	1	<i>NEW</i>
Senior Luncheon Deliveries	182	3	Existing

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Kid's Club After School Program	Cancelled	3	Existing
Kids' Club at Home	3	5	Existing
Kumon Math Tutoring	67	3	Existing
Kumon Reading Tutoring	28	3	Existing
PNO to GO	Cancelled	1	Existing
Virtual Friendsgiving	Cancelled	1	<i>NEW</i>
Winter Day Camp	Cancelled	1	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Dessert and Arts & Crafts	17	1	<i>NEW</i>
Pumpkin Carving Party	25	1	Existing
Holiday Breakfast with Santa	28	1	Existing
Halloween Drive Thru Event	51	1	<i>NEW</i>

Community Programs

Program	Registered	Sessions	New or Existing Program
Annual Holiday Tree Lighting	53	1	Existing
Blind Date with a Book	1	1	<i>NEW</i>
Food Pantry Delivery Program	550	1	Existing
Halloween House Decorating Contest	16	1	Existing
Holiday Craft Night	57	1	Existing
Holiday House Decorating Contest	23	1	Existing
Howl-o-ween Photo Contest	4	1	Existing
Parol Lantern Workshop at Home	27	1	<i>NEW</i>
Virtual Family Bingo	91	2	<i>NEW</i>





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 13, 2021
 SUBJECT: Commemorative Flag Calendar

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION DIRECTING TOWN STAFF TO FLY VARIOUS COMMEMORATIVE FLAGS IN LIEU OF THE TOWN OF COLMA FLAG AT THE COLMA COMMUNITY CENTER

EXECUTIVE SUMMARY

On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy, codified as Subchapter 1.18 of the Colma Administrative Code, which states that Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flagpole located at Town Hall or at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

The proposed resolution would authorize in 2021 the flying of the three commemorative flags that the City Council has previously authorized: the Philippine Flag, the LGBT/Pride Flag, and the Italian Flag.

FISCAL IMPACT

None.

ANALYSIS

When the policy was adopted, staff indicated that for expediency, rather than approve each commemorative flag individually each year, the schedule of various commemorative flags could be adopted in each year in January.

Council has previously discussed and approved the flying of three commemorative flags. On June 26, 2019, Council approved a resolution to fly the LGBT/Pride Commemorative flag in recognition of June being Pride Month. On September 25, 2019, Council approved a resolution to fly the Italian flag in recognition of October being Italian Heritage and Culture Month. On June 24, 2020, Council approved a resolution to fly the Philippine flag in recognition of Philippine Independence Day on June 12.

The proposed resolution would authorize the flying of these three commemorative flags again in 2021. To simplify the commemorative flag process, staff is proposing that commemorative flags be flown for one week at the Colma Community Center in lieu of the Town of Colma flag, beginning on the date of a Council Meeting, to allow for a ceremonial flag raising if Council wishes. The resolution directs staff to fly the following flags on the following dates:

Commemorative Flag	Occasion	Duration
Philippine Flag	Philippine Independence Day	June 9, 2021 to June 16, 2021
LGBT/Pride Flag	Pride Month	June 23, 2021 to June 30, 2021
Italian Flag	Italian Heritage and Culture Month	October 13, 2020 to October 20, 2020

This resolution does not prohibit Council from flying additional commemorative flags throughout the year. Per the policy, to allow the flying of a commemorative flag, any single Council Member may make a request to the City Manager to allow for the Council to consider the flying of the commemorative flag. The Council would then discuss the issue at a Council Meeting and decide whether to authorize the flying of the commemorative flag. If additional flags are considered and approved, they would be added to the commemorative flag schedule that would be approved for the following year.

Alternatives

The City Council could choose not to approve this commemorative flag schedule, and instead approve each flag individually throughout the year. Staff does not recommend this, however, as a single schedule approval is a more efficient use of Council and staff time.

CONCLUSION

The City Council should adopt the proposed resolution authorizing the flying of commemorative flags in 2021.

ATTACHMENTS

- A. Resolution

RESOLUTION NO. 2021-___
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION DIRECTING TOWN STAFF TO FLY VARIOUS COMMEMORATIVE FLAGS
IN LIEU OF THE TOWN OF COLMA FLAG AT THE COLMA COMMUNITY CENTER**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background.

(a) On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy codified at Subchapter 1.18 of the Colma Administrative Code to memorialize the fact that the Town's flag poles are a nonpublic forum.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flag pole located at Town Hall or at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative Flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

(c) The Council has previously approved the flying of three commemorative flags. On June 26, 2019, the City Council approved a resolution to fly the LGBT/Pride Commemorative flag in recognition of Pride Month; on September 25, 2019, the City Council approved a resolution to fly the Italian flag in recognition of Italian Heritage and Culture Month. On June 24, 2020, the City Council approved a resolution to fly the Philippine flag in recognition of Philippine Independence Day.

(d) The flying of these commemorative flags is an expression of one of the Town's guiding principles of celebrating diversity; as such, the Town intends to fly these commemorative flags again in 2021.

(e) In honor of Philippine Independence Day on June 12, 2021, the Town intends to fly the Philippine flag in lieu of the Town of Colma Flag at the Colma Community Center from June 9, 2021 to June 16, 2021.

(f) In honor of June as Pride Month, the Town intends to fly the LGBT/pride flag in lieu of the Town of Colma Flag at the Colma Community Center from June 23, 2021 to June 30, 2021.

(g) In honor of October as Italian Heritage and Culture Month, the Town intends to fly the Italian flag in lieu of the Town of Colma Flag at the Colma Community Center from October 13, 2020 to October 20, 2020.

2. Order.

(a) The City Council has considered the full record before and finds the recitals set forth above true and correct and hereby incorporates them by reference.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, the City Council hereby directs staff to fly:

(i) the Philippine flag in lieu of the Town of Colma Flag at the Colma Community Center from June 9, 2021 to June 16, 2021;

(ii) the LGBT/pride flag in lieu of the Town of Colma Flag at the Colma Community Center from June 23, 2021 to June 30, 2021; and

(iii) fly the Italian flag in lieu of the Town of Colma Flag at the Colma Community Center from October 13, 2021 to October 20, 2021.

3. Effective Date.

(a) This resolution shall take effect immediately upon adoption.

Certification of Adoption

I certify that the foregoing Resolution No. 2021-__ was adopted at a regular meeting of said City Council held on January 13, 2021 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 MEETING DATE: January 13, 2021
 SUBJECT: Amendment to the California Cities Gaming Authority Agreement

RECOMMENDATION

Staff recommends the City Council adopt the following:

RESOLUTION APPROVING THE AMENDMENT TO THE CALIFORNIA CITIES GAMING AUTHORITY ADMITTING THE CITY OF SAN JOSE TO THE CALIFORNIA CITIES GAMING AUTHORITY

EXECUTIVE SUMMARY

At the May 13, 2020 meeting, the City Council adopted a resolution entering into an agreement amendment (attachment B) to join the California Cities Gaming Authority (CCGA). The newly founded California Cities Gaming Authority (CCGA) is a joint powers authority which was formed to protect the interests of cities state-wide with licensed card rooms. Currently, there are three member cities who make up the JPA (Town of Colma, City of Gardena and City of Inglewood).

CCGA Executive Director Rudy Bermudez has been actively recruiting additional cities which have card rooms in their jurisdictions to increase membership into the CCGA. On January 5, 2021, the City of San Jose elected to become a member of the CCGA.

In order for the City of San Jose to be admitted into the CCGA JPA, each member city must approve a resolution amending the CCGA Agreement. Therefore, staff recommends that the City Council adopt a resolution to amend the California Cities Gaming Authority Agreement admitting the City of San Jose as a member (Attachment C).

FISCAL IMPACT

None

BACKGROUND

The CCGA was formed in November 2019 by the City of Gardena and the City of Inglewood in an effort to give cities one collective voice when cardroom issues arise with the Attorney General or Bureau of Gambling Control. In May of 2020, the Town of Colma joined the CCGA.

The CCGA has been recruiting cities with small to medium size cardrooms (20-80 tables); by working together the cities can be more effective when advocating for proposed changes that impact our cardrooms. In January 2021, the City of San Jose elected to become a member of the CCGA.

By increasing membership of the CCGA, it not only gives the cities with card rooms a united voice in Sacramento but also a stronger voice when issues pertaining to the cardroom arise.

ANALYSIS

It is mutually beneficial and desirable to admit the City of San Jose as a member of the CCGA. In fact, the Board of Directors of the CCGA voted to admit the City of San Jose as a full voting member at the December 16, 2020 meeting.

On January 5, 2021, the City Council of San Jose elected to become a member by adopting the attached Amendment as required by the Agreement.

The attached Amendment (Attachment C) will admit the City of San Jose as a full voting member to the CCGA upon approval by the current members of the CCGA including the Town of Colma.

The provisions of the Amendment are summarized as follows:

- The recitals set forth the historical and operative facts pertaining to the formation and existence of the California Cities Gaming Authority and those related to the admission of the City of San Jose.
- Paragraph 3 details the CCGA structure of officers, requiring a Chairperson, Vice Chairperson, Secretary and Treasurer.
- Paragraph 4 provides for the admission of the City of San Jose as a Member by the current members of the CCGA through the consent of the Cities of Colma, Gardena and Inglewood.
- Paragraph 5 commits the City of San Jose to be bound by the terms and conditions of the Amendment and the Agreement including the obligation to pay the annual contribution in the amount of \$30,000 as set forth in Paragraph 4.2 of the Agreement.
- Paragraph 5 grants the City of San Jose the right and duty to appoint one of its Council Members to serve on the Board of Directors of the CCGA including the right to participate and vote on all matters before the CCGA Board of Directors and to appoint another one of its Council Members to serve as the alternate to the CCGA Board of Directors.

Council Adopted Values

The staff report is consistent with the Council value of *responsibility* by accepting the City of San Jose as a member of the CCGA JPA, the CCGA JPA is strengthening its a voice in Sacramento as it relates to card room issues and changes in gaming.

CONCLUSION

Staff recommends adopting the resolution amending the CCGA Agreement, accepting the City of San Jose as a member of the CCGA JPA.

ATTACHMENTS

- A. Resolution
- B. CCGA JPA Agreement
- C. Amendment to CCGA JPA Agreement admitting the City of San Jose



**RESOLUTION NO. 2020-19
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING THE AMENDMENT TO THE CALIFORNIA CITIES GAMING
AUTHORITY JOINT EXERCISE OF POWERS AGREEMENT ADMITTING THE CITY OF
SAN JOSE TO THE CALIFORNIA CITIES GAMING AUTHORITY**

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

1. Background and Findings

(a) On May 13, 2020, the City Council adopted a resolution entering into an amendment to the Joint Exercise of Powers Agreement of the California Cities Gaming Authority (the "CCGA") to allow the Town of Colma to join the CCGA.

(b) The CCGA was formed in November of 2019 as a Joint Powers Authority formed under Government Code Section 6500 *et seq.*, and is now comprised of the cities of Inglewood, Gardena, and the Town of Colma.

(c) The CCGA was formed to provide a collective voice when cardroom issues arise with the State Attorney General, State Bureau of Gambling Control, and generally monitors state activity on these issues for the Town.

(d) The CCGA is currently recruiting cities with small to medium size cardrooms to join CCGA to work together to advocate for cardrooms and the revenue they can produce for cardroom cities.

(e) Recently, the CCGA was successful in getting the City of San Jose to want to join the CCGA.

(f) On December 16, 2020, the Board of Directors of CCGA voted to admit the City of San Jose as a member of the CCGA.

(g) On January 5, 2021, the City Council of the City of San Jose agreed to become a member of the CCGA when it approved an amendment to the CCGA Joint Exercise of Powers Agreement to be admitted into the CCGA.

(h) In addition to the above approvals, the current members of the CCGA must also approve an amendment to the Joint Exercise of Powers Agreement to admit the City of San Jose.

(i) The City Council is now being asked to adopt a resolution approving the amendment to the Joint Exercise of Powers Agreement in order to admit the City of San Jose.

2. Order

(a) The City Council of the Town of Colma hereby approves the Amendment to the Joint Exercise of Powers Agreement for CCGA and the Mayor is authorized and directed to execute the Amendment, which will allow the City of San Jose to join the CCGA.

Certification of Adoption

I certify that the foregoing Resolution No. 2021-__ was duly adopted at a regular meeting of said City Council held on January 13, 2021 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

**AMENDMENT TO
CALIFORNIA CITIES GAMING AUTHORITY
JOINT EXERCISE OF POWERS AGREEMENT
TO ADMIT THE TOWN OF COLMA**

This Amendment (“Amendment”) to the California Cities Gaming Authority Joint Exercise of Powers Agreement (“Agreement”) is made and entered into by and between the City of Gardena, the City of Inglewood, and the Town of Colma (hereafter “Party” or “Parties”).

RECITALS

A. The California Cities Gaming Authority, a joint powers authority, was established on November 13, 2019 by the execution of a Joint Exercise of Powers Agreement between the City of Gardena and the City of Inglewood.

B. Section 7.1 of the Joint Exercise of Powers Agreement provides for the admission of additional governmental entities as Members of the Authority upon such terms and conditions provided by the Board with the consent of a two-thirds vote of the Board and by the execution of a written Amendment to the Agreement by all Members of the Authority including the additional Member.

C. The Board of Directors of the California Cities Gaming Authority has consented, by a two-thirds vote, to admit the Town of Colma as a Member to the California Cities Gaming Authority subject to the terms and conditions of this Amendment to the Agreement by the Town of Colma and the Members of the Authority.

D. The City Council of the Town of Colma has voted to become a Member of the California Cities Gaming Authority, a joint powers authority, subject to the terms and conditions of this Amendment and those of the Agreement.

NOW, THEREFORE, the Parties hereto agree as follows:

1. The recitals herein are true and correct.
2. The Joint Exercise of Powers Agreement of the California Cities Gaming Authority is approved and incorporated herein and made a part hereof.
3. Paragraph 3.10 of the Agreement is amended to read as follows:

The Directors shall appoint the following officers from among its Members: Chairperson, Vice Chairperson and Secretary. The Treasurer of the Authority shall be a Treasurer of a Member of the Authority, an officer or employee of the Authority, or a certified public accountant, as determined by the Board, for the term and on the conditions provided herein. The Treasurer shall also serve as the Auditor except where a certified public accountant

has been designated as the Treasurer. The Board shall have the power to appoint such additional officers as it deems necessary or desirable. All checks drawn on the Authority's accounts shall be signed by the Chairperson or the Vice Chairperson and by the Treasurer.

4. The City of Gardena and the City of Inglewood hereby agree to admit the Town of Colma as a Member to the California Cities Gaming Authority and to be bound by the terms and conditions of this Amendment to the Agreement and the Agreement.

5. The Town of Colma hereby agrees to be admitted as a Member of the California Cities Gaming Authority and to be bound by the terms and conditions of this Amendment to the Agreement and the terms and conditions of the Agreement as though it had duly executed the Agreement. The Town of Colma further agrees that:

- (a) It will participate actively in the governance of the Authority and it acknowledges that the Authority shall be governed by a Board of Directors.
- (b) It will designate one of its council members to serve as a Regular Director of the Board of Directors of the Authority who agrees to attend its meetings.
- (c) It will designate another of its council members to serve as an Alternate Director of the Board of Directors who agrees to attend its meetings, in the absence of its Regular Member.
- (d) It will pay its pro-rata share of the annual contribution set forth in Paragraph 4.1 of the Agreement in the amount of \$30,000 to the Authority in the manner set forth in Paragraph 4.2 of the Agreement.

6. Each party hereto enters into this Amendment on the date its Presiding Officer signs it; and this Amendment to the Agreement shall be effective on the date that it is signed by the last Presiding Officer of a party to sign it. Each party hereto understands and agrees that this Amendment effectively modifies the Agreement in that the Town of Colma is hereby added as a Member to the Authority with a seat on the Board of Directors of the Authority, Paragraph 3.10 of the Agreement is modified as set forth in Paragraph 3 hereof, and the Town of Colma is deemed to have signed the Agreement.

7. Each party may sign this Amendment on a separate page and each such signature page shall constitute the whole hereof.

CITY OF GARDENA

CITY OF INGLEWOOD

By: _____

By: _____

Its Mayor

Its Mayor

Date: _____

Date: _____

Attest: City Clerk

By: _____

Approved: City Attorney

By: _____


Attest: City Clerk

By: _____

Approved: City Attorney

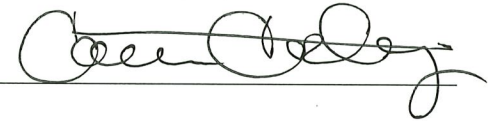
By: _____

TOWN OF COLMA


By:  _____
Its Mayor

Date: 5/18/20

Attest: City Clerk

By:  _____

Approved: City Attorney


By: _____

**AMENDMENT TO
CALIFORNIA CITIES GAMING AUTHORITY
JOINT EXERCISE OF POWERS AGREEMENT
TO ADMIT THE CITY OF SAN JOSE**

This Amendment (“Amendment”) to the California Cities Gaming Authority Joint Exercise of Powers Agreement (“Agreement”) is made and entered into by and between the City of Gardena, the City of Inglewood, the Town of Colma and the City of San Jose (hereafter “Party” or “Parties”).

RECITALS

A. The California Cities Gaming Authority, a joint powers authority, was established on November 13, 2019 by the execution of a Joint Exercise of Powers Agreement between the City of Gardena and the City of Inglewood and an Amendment to the Agreement with said Cities and the Town of Colma..

B. Section 7.1 of the Joint Exercise of Powers Agreement provides for the admission of additional governmental entities as Members of the Authority upon such terms and conditions provided by the Board with the consent of a two-thirds vote of the Board and by the execution of a written Amendment to the Agreement by all Members of the Authority including the additional Member.

C. The Board of Directors of the California Cities Gaming Authority has consented, by a two-thirds vote, to admit the City of San Jose as a Member to the California Cities Gaming Authority subject to the terms and conditions of this Amendment to the Agreement by the City of San Jose and the Members of the Authority.

D. The City Council of the City of San Jose has voted to become a Member of the California Cities Gaming Authority, a joint powers authority, subject to the terms and conditions of this Amendment and those of the Agreement.

NOW, THEREFORE, the Parties hereto agree as follows:

1. The recitals herein are true and correct.
2. The Joint Exercise of Powers Agreement of the California Cities Gaming Authority is approved and incorporated herein and made a part hereof.
3. Paragraph 3.10 of the Agreement is amended to read as follows:

The Directors shall appoint the following officers from among its Members: Chairperson, Vice Chairperson and Secretary. The Treasurer of the Authority shall be the Treasurer of a Member of the Authority, an officer or employee of the Authority, or a certified public

accountant, as determined by the Board, for the term and on the conditions provided herein. The Treasurer shall also serve as the Auditor. The Board shall have the power to appoint such additional officers as it deems necessary or desirable. All checks drawn on the Authority's accounts shall be signed by the Chairperson or the Vice Chairperson and by the Treasurer.

4. The City of Gardena, the City of Inglewood and the Town of Colma hereby agree to admit the City of San Jose as a Member to the California Cities Gaming Authority and to be bound by the terms and conditions of this Amendment to the Agreement and the Agreement.

5. The City of San Jose hereby agrees to be admitted as a Member of the California Cities Gaming Authority and to be bound by the terms and conditions of this Amendment to the Agreement and the terms and conditions of the Agreement as though it had duly executed the Agreement. The City of San Jose further agrees that:

- (a) It will participate actively in the governance of the Authority and it acknowledges that the Authority shall be governed by a Board of Directors.
- (b) It will designate one of its council members to serve as a Regular Director of the Board of Directors of the Authority who agrees to attend its meetings.
- (c) It will designate another of its council members to serve as an Alternate Director of the Board of Directors who agrees to attend its meetings, in the absence of its Regular Member.
- (d) It will pay its pro-rata share of the annual contribution set forth in Paragraph 4.1 of the Agreement in the amount of \$30,000 to the Authority in the manner set forth in Paragraph 4.2 of the Agreement.

6. Each party hereto enters into this Amendment on the date its Presiding Officer signs it; and this Amendment to the Agreement shall be effective on the date that it is signed by the last Presiding Officer of a party to sign it. Each party hereto understands and agrees that this Amendment effectively modifies the Agreement in that the City of San Jose is hereby added as a Member to the Authority with a seat on the Board of Directors of the Authority, Paragraph 3.10 of the Agreement is modified as set forth in Paragraph 3 hereof, and the City of San Jose is deemed to have signed the Agreement.

7. Each party may sign this Amendment on a separate page and each such signature page shall constitute the whole hereof.

CITY OF GARDENA

CITY OF INGLEWOOD

By: _____

By: _____

Its Mayor

Its Mayor

Date: _____

Date: _____

Attest: City Clerk

Attest: City Clerk

By: _____

By: _____

Approved: City Attorney

Approved: City Attorney

By: _____

By: _____

TOWN OF COLMA

CITY OF SAN JOSE

By: _____

By: _____

Its Mayor

Its Mayor

Date: _____

Date: _____

Attest: City Clerk

Attest: City Clerk

By: _____

By: _____

Approved: City Attorney

Approved: City Attorney

By: _____

By: _____





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Suzanne Avila, AICP, Deputy City Planner
Michael P. Laughlin, AICP, City Planner
VIA: Brian Dossey, City Manager
MEETING DATE: January 13, 2021
SUBJECT: Grand Jury Response – Second Units

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION APPROVING THE TOWN'S RESPONSE TO THE GRAND JURY REPORT DATED OCTOBER 28, 2020, TITLED "SECOND UNITS: ADDING NEW HOUSING IN THE NEIGHBORHOODS."

EXECUTIVE SUMMARY

On October 28, 2020, the 2019-2020 San Mateo County Civil Grand Jury issued a report titled, "Second Units: Adding New Housing in the Neighborhoods." The Town of Colma is required to submit comments on the findings and recommendations pertaining to the matters over which it has some decision-making authority within 90 days. The Town's response to the report is due to the Honorable Danny Chou no later than January 26, 2021. The recommended response is outlined in the staff report and duplicated in the draft letter.

FISCAL IMPACT

None. All programs cited in the responses to the Grand Jury Report recommendations are already funded.

ANALYSIS

The Grand Jury report includes eight findings and four recommendations to further the goal of adding housing in San Mateo County through approval and construction of new second units. Staff has collaborated with San Mateo County, other cities, and 21 Elements on the response to the Grand Jury Report. The Town's response follows each finding and recommendation where

the Grand Jury requested a response. The four recommendations with a staff response are as follows:

Finding 1: The number of jobs in San Mateo County has grown beyond the number of new housing units available. More housing is needed, and Second Units are one solution.

Response: The Town of Colma agrees with this finding.

Finding 2: From 2016 to 2020, the number of Second Units constructed annually within the County dramatically increased by 450% (823) after related State laws were enacted in 2017. Effective January 1, 2020, several additional new State laws were enacted in order to make the construction of new Second Units easier for homeowners.

Response: The Town of Colma agrees with this finding.

Finding 3: There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units.

Response: The Town of Colma partially agrees with this finding. The 4,000 units cited in this statistic are legal Second Units, however, an unknown number of unpermitted Second Units also exist.

Finding 4: The County has an unknown but large number of non-permitted Second Units. The new 2020 State laws are intended to make it easier for those units to be made safer, and potentially to be brought up to permitting standards.

Response: The Town of Colma agrees with this finding.

Finding 5: Barriers to building new Second Units and for upgrading non-permitted Second Units include: a lack of knowledge by homeowners as to potential lenders in financing the construction of a Second Unit and a lack of lenders in the region that have indicated their willingness to engage in such financing, homeowners' difficulty in finding contractors willing to work on "small" projects such as Second Units, and the need to recruit and train more inspectors.

Response: The Town of Colma partially agrees with this finding. Second unit construction can be expensive, averaging around \$200,000 for new detached units, and cost can be an additional barrier for homeowners considering certain types of second units. The lack of homeowner awareness of financing and construction options may be an obstacle to Second Unit construction. The Town is not aware of homeowner's difficulty in finding contractors but agrees that it can be challenging for a homeowner to find a qualified contractor willing to take a small project. The Town's Planning and Building Departments are not aware of any instance of the timeline for a building inspection precluding a homeowner from considering or adding a Second Unit. Inspections requested by contractors or homeowners in the Town of Colma are available within one or two days after being requested. While the Town is not experiencing a staffing shortage that prevents timely inspections, the Town does recognize the general, ongoing need to recruit and train more inspectors.

Finding 6: DOH and the City/County Association of Governments of San Mateo County have co-sponsored and coordinated the “21 Elements Project” which aids all jurisdictions in the County to work together on addressing their housing needs, including the development of Second Units.

Response: The Town of Colma agrees with this finding.

Finding 7: The San Mateo County Department of Housing is updating its website and marketing plan that focuses on Second Units.

Response: The Town of Colma partially agrees with this finding. While the County is updating its website and marketing plans focused on Second Units, the wrong department is cited in this finding. Home for All, the County initiative which is responsible for both of these tasks, is co-chaired by Supervisors Don Horsley and Carole Groom, and administratively supported by staff from multiple County departments.

Finding 8: The City of San Jose has developed a Second Unit initiative that is worth examining closely and possibly emulating.

Response: The Town of Colma agrees with this finding.

Recommendation 1: The County and its cities should continue to develop or enhance existing outreach to homeowners about the new laws that simplify and streamline the construction and permitting of Second Units, including but not limited to, the following:

- o posting relevant information on their websites regarding the process for the construction and permitting of Second Units including materials such as checklists and flowcharts;
- o increasing social media and other outreach regarding the above-referenced resources;
- o offering workshops (live or online) regarding the process for the construction and permitting of Second Units at least quarterly.

Response: This recommendation has been partially implemented. The Town updated its Accessory Dwelling Unit (ADU) Ordinance in 2020 in an effort to eliminate obstacles to construction of ADU's and to fully comply with current State ADU laws. The Town will also be adding information on its website for homeowners interested in adding a Second Unit. The Town currently has links to affordable housing resources on its website and intends to add information about its state compliant ADU Ordinance as well as additional links to resources such as San Mateo County's Home for All program, the Second Unit Center website and 21 Elements' ADU page. The Town regularly engages with other San Mateo County cities through its partnership with 21 Elements.

As the County and cities are updating second unit ordinances and resources, Home for All intends to increase outreach and promotion through existing newsletters and social media accounts, as well as cross-promote second unit resources through other county media channels, to boost awareness of this information to homeowners countywide. The Town plans to provide links to this information through the Town's website.

The 2021 Home for All workplan includes expanded outreach to homeowners and virtual workshops and marketing tools. Home for All staff is currently preparing a virtual webinar series for homeowners to learn about ADU's that is planned for early 2021. These webinars will be

recorded and made available “on-demand.” When available, the Town of Colma will promote this resource through its website.

Recommendation 2: By December 31, 2020, the County and its cities should commit to meeting for the purpose of finding collaborative solutions for:

- developing and publicizing additional financial partners to help homeowners finance the construction of new Second Units as well as the upgrading of non-permitted existing Second Units;
- developing solutions to address the shortage of licensed contractors willing to work on small projects including, but not limited to, the feasibility of licensed contractors engaging and supervising non-licensed “handymen”
- identifying and collaborating with training institutions to recruit and train more general contractors and inspectors.

Such meetings may occur in connection with 21 Elements Project meetings regarding Second Units, or through a separate platform.

Response: This recommendation is in the process of being implemented. On December 3, 2020, a 21 Elements meeting was held, and attended by Town of Colma staff, to explore second unit construction aspects and amnesty programs for non-conforming units. As previously noted, neither the Town of Colma nor San Mateo County have been informed of a shortage of qualified building inspectors in San Mateo County.

With regards to Second Unit financing, the County of San Mateo, on behalf of San Mateo County jurisdictions, is actively participating in the ADU Finance Committee of the Casita Coalition, a statewide alliance of Second Unit supporters. The ADU Finance Committee is working to improve structural aspects of second unit financing, such as consistent appraisals. The Casita Coalition has also recently released a Second Unit Financing Guide for homeowners which presents a pro-con format explanation of the common second unit financing strategies present in California. The County also recently attended a Federal Reserve workshop on addressing structural barriers to ADU finance. When financing information and tools are developed, the Town of Colma will make this information available to inquiring homeowners and through the Town’s website.

With regards to contractor availability and training, the County of San Mateo will continue to pursue an adequate construction workforce by connecting with workforce development agencies through the San Mateo County Recovery Initiative. The Second Unit Task Force will explore collaborations with independent building and trade organizations to publicize vendors skilled in second unit design and construction.

The Housing Endowment and Regional Trust of San Mateo County (HEART) has developed four sets of ADU design and construction plans that will be free to the public and are currently being reviewed by cities. The initial cities’ reviews will be done by the end of January and then HEART will engage additional cities to start the review process. This will encourage and facilitate the building of ADUs. Once available, the Town will provide this information to inquiring homeowners and through the Town’s website.

Recommendation 3: The County and each city should develop a marketing plan to focus on the needs and concerns of homeowners who have non-permitted units. This should be done by the end of the calendar year 2020.

Response: This recommendation is in the process of being implemented. The Second Unit Task Force has been tracking a pilot project which seeks to assist homeowners with resolving health and safety risks in non-permitted units within unincorporated San Mateo County. Based on these findings, Home for All will provide and promote information and resources for homeowners of non-conforming units as part of its second unit marketing. The Town of Colma will make this available to homeowners seeking to legalize second units and through the Town's website.

Due to the Town of Colma's small size and limited number of total housing units of about 600, this is not a significant issue in the Town. If discovered, the Planning Department and Building Department will work with property owners to legalize units. Rather than taking a punitive approach, the Town will find ways to assure basic life/safety standards are met so that the unit can be preserved.

Recommendation 4: The County and its cities should determine whether it is feasible to retain an outside resource that can be shared among cities and the County to leverage Second Unit expertise. This determination should be made by December 31, 2021.

Response: The Town, through its partnership with the County and 21 Elements, will determine by December 31, 2021 if a shared outside resource for ADU expertise is feasible. In 2019, the County of San Mateo retained the nonprofit Hello Housing, a licensed general contractor, to partner with the County of San Mateo and the Cities of Pacifica, East Palo Alto, and Redwood City on a pilot "One Stop Shop" program of free technical assistance and project management for homeowners seeking to build a second unit. The County continues to learn more from this program about the needs of San Mateo County homeowners and how the County can best support those needs in the future. The County also is learning from the experience of the San Jose "ADU Ally" about how this kind of assistance can support homeowner success. Another useful model is the Napa Sonoma ADU Center, which combines direct technical assistance with homeowner education in their effort to support more Second Units in Napa and Sonoma Counties. San Mateo County will continue to monitor additional best practices through its engagement with the Casita Coalition, a statewide association of Second Unit professionals and advocates. The County is currently supporting the production of a white paper that explores the pros and cons of the three models and the Second Unit Task Force, in coordination with cities, will explore and evaluate the applicability of these models to SMC in 2021. The Town will continue to pursue solutions by supporting and participating with the County in these efforts, primarily through the 21 Elements effort.

Council Adopted Values

The discussion of Second Units (Accessory Dwelling Units) is consistent with the Council value of *responsibility* because it gathers information and considers actions to collaborate with the County and other San Mateo County cities to add needed housing in the form of Second Units.

Sustainability Impact

None.

Alternatives

N/A

CONCLUSION

Staff recommends the City Council, by motion, approve the Town's response to the Grand Jury findings and recommendations with any revisions.

ATTACHMENTS

- A. Draft Grand Jury Response Letter
- B. Grand Jury Report: "Second Units: Adding New Housing in the Neighborhoods".



TOWN OF COLMA

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

January , 2021

Honorable Danny Y. Chou
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 8th Floor
Redwood City, CA 94063-1655

Re: Grand Jury Report: "Second Units: Adding New Housing in the Neighborhoods"

Dear Judge Chou;

The City Council received the October 28, 2020 San Mateo Civil Grand Jury report titled, "Second Units: Adding New Housing in the Neighborhoods."

The Town of Colma was requested to submit comments regarding the findings and recommendations no later than January 26, 2021.

The City Council of the Town of Colma has reviewed the recommendations in the Grand Jury Report that affect the Town and approved the responses at its public meeting on January 20, 2021.

The Town agrees with findings F1, F2, F4, F6 and F8. The Town partially agrees with findings F3, F5 and F7 as follows:

Finding 3: There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units.

Response: The Town of Colma partially agrees with this finding. The 4,000 units cited in this statistic are legal Second Units, however, an unknown number of unpermitted Second Units also exist.

Finding 5: Barriers to building new Second Units and for upgrading non-permitted Second Units include: a lack of knowledge by homeowners as to potential lenders in financing the construction of a Second Unit and a lack of lenders in the region that have indicated their willingness to engage in such financing, homeowners' difficulty in finding contractors willing to work on "small" projects such as Second Units, and the need to recruit and train more inspectors.

Response: The Town of Colma partially agrees with this finding. Second unit construction can be expensive, averaging around \$200,000 for new detached units, and cost can be an additional

Diana Colvin, Mayor

Helen Fisicaro, Vice Mayor

Raquel P. Gonzalez, Council Member • Joanne F. del Rosario, Council Member • John Irish Goodwin, Council Member • Brian Dossey, City Manager

barrier for homeowners considering certain types of second units. The lack of homeowner awareness of financing and construction options may be an obstacle to Second Unit construction. The Town is not aware of homeowner's difficulty in finding contractors but agrees that it can be challenging for a homeowner to find a qualified contractor willing to take a small project. The Town's Planning and Building Departments are not aware of any instance of the timeline for a building inspection precluding a homeowner from considering or adding a Second Unit. Inspections requested by contractors or homeowners in the Town of Colma are available within one or two days after being requested. While the Town is not experiencing a staffing shortage that prevents timely inspections, the Town does recognize the general, ongoing need to recruit and train more inspectors.

Finding 7: The San Mateo County Department of Housing is updating its website and marketing plan that focuses on Second Units.

Response: The Town of Colma partially agrees with this finding. While the County is updating its website and marketing plans focused on Second Units, the wrong department is cited in this finding. Home for All, the County initiative which is responsible for both of these tasks, is co-chaired by Supervisors Don Horsley and Carole Groom, and administratively supported by staff from multiple County departments.

Recommendation 1: The County and its cities should continue to develop or enhance existing outreach to homeowners about the new laws that simplify and streamline the construction and permitting of Second Units, including but not limited to, the following:

- o posting relevant information on their websites regarding the process for the construction and permitting of Second Units including materials such as checklists and flowcharts;
- o increasing social media and other outreach regarding the above-referenced resources;
- o offering workshops (live or online) regarding the process for the construction and permitting of Second Units at least quarterly.

Response: This recommendation has been partially implemented. The Town updated its Accessory Dwelling Unit (ADU) Ordinance in 2020 in an effort to eliminate obstacles to construction of ADU's and to fully comply with current State ADU laws. The Town will also be adding information on its website for homeowners interested in adding a Second Unit. The Town currently has links to affordable housing resources on its website and intends to add information about its state compliant ADU Ordinance as well as additional links to resources such as San Mateo County's Home for All program, the Second Unit Center website and 21 Elements' ADU page. The Town regularly engages with other San Mateo County cities through its partnership with 21 Elements.

As the County and cities are updating second unit ordinances and resources, Home for All intends to increase outreach and promotion through existing newsletters and social media accounts, as well as cross-promote second unit resources through other county media channels, to boost awareness of this information to homeowners countywide. The Town plans to provide links to this information through the Town's website.

The 2021 Home for All workplan includes expanded outreach to homeowners and virtual workshops and marketing tools. Home for All staff is currently preparing a virtual webinar series for homeowners to learn about ADU's that is planned for early 2021. These webinars will be

recorded and made available “on-demand.” When available, the Town of Colma will promote this resource through its website.

Recommendation 2: By December 31, 2020, the County and its cities should commit to meeting for the purpose of finding collaborative solutions for:

- developing and publicizing additional financial partners to help homeowners finance the construction of new Second Units as well as the upgrading of non-permitted existing Second Units;
- developing solutions to address the shortage of licensed contractors willing to work on small projects including, but not limited to, the feasibility of licensed contractors engaging and supervising non-licensed “handymen”
- identifying and collaborating with training institutions to recruit and train more general contractors and inspectors.

Such meetings may occur in connection with 21 Elements Project meetings regarding Second Units, or through a separate platform.

Response: This recommendation is in the process of being implemented. On December 3, 2020, a 21 Elements meeting was held, and attended by Town of Colma staff, to explore second unit construction aspects and amnesty programs for non-conforming units. As previously noted, neither the Town of Colma nor San Mateo County have been informed of a shortage of qualified building inspectors in San Mateo County.

With regards to Second Unit financing, the County of San Mateo, on behalf of San Mateo County jurisdictions, is actively participating in the ADU Finance Committee of the Casita Coalition, a statewide alliance of Second Unit supporters. The ADU Finance Committee is working to improve structural aspects of second unit financing, such as consistent appraisals. The Casita Coalition has also recently released a Second Unit Financing Guide for homeowners which presents a pro-con format explanation of the common second unit financing strategies present in California. The County also recently attended a Federal Reserve workshop on addressing structural barriers to ADU finance. When financing information and tools are developed, the Town of Colma will make this information available to inquiring homeowners and through the Town’s website.

With regards to contractor availability and training, the County of San Mateo will continue to pursue an adequate construction workforce by connecting with workforce development agencies through the San Mateo County Recovery Initiative. The Second Unit Task Force will explore collaborations with independent building and trade organizations to publicize vendors skilled in second unit design and construction.

The Housing Endowment and Regional Trust of San Mateo County (HEART) has developed four sets of ADU design and construction plans that will be free to the public and are currently being reviewed by cities. The initial cities’ reviews will be done by the end of January and then HEART will engage additional cities to start the review process. This will encourage and facilitate the building of ADUs. Once available, the Town will provide this information to inquiring homeowners and through the Town’s website.

Recommendation 3: The County and each city should develop a marketing plan to focus on the needs and concerns of homeowners who have non-permitted units. This should be done by

the end of the calendar year 2020.

Response: This recommendation is in the process of being implemented. The Second Unit Task Force has been tracking a pilot project which seeks to assist homeowners with resolving health and safety risks in non-permitted units within unincorporated San Mateo County. Based on these findings, Home for All will provide and promote information and resources for homeowners of non-conforming units as part of its second unit marketing. The Town of Colma will make this available to homeowners seeking to legalize second units and through the Town's website.

Due to the Town of Colma's small size and limited number of total housing units of about 600, this is not a significant issue in the Town. If discovered, the Planning Department and Building Department will work with property owners to legalize units. Rather than taking a punitive approach, the Town will find ways to assure basic life/safety standards are met so that the unit can be preserved.

Recommendation 4: The County and its cities should determine whether it is feasible to retain an outside resource that can be shared among cities and the County to leverage Second Unit expertise. This determination should be made by December 31, 2021.

Response: The Town, through its partnership with the County and 21 Elements, will determine by December 31, 2021 if a shared outside resource for ADU expertise is feasible. In 2019, the County of San Mateo retained the nonprofit Hello Housing, a licensed general contractor, to partner with the County of San Mateo and the Cities of Pacifica, East Palo Alto, and Redwood City on a pilot "One Stop Shop" program of free technical assistance and project management for homeowners seeking to build a second unit. The County continues to learn more from this program about the needs of San Mateo County homeowners and how the County can best support those needs in the future. The County also is learning from the experience of the San Jose "ADU Ally" about how this kind of assistance can support homeowner success. Another useful model is the Napa Sonoma ADU Center, which combines direct technical assistance with homeowner education in their effort to support more Second Units in Napa and Sonoma Counties. San Mateo County will continue to monitor additional best practices through its engagement with the Casita Coalition, a statewide association of Second Unit professionals and advocates. The County is currently supporting the production of a white paper that explores the pros and cons of the three models and the Second Unit Task Force, in coordination with cities, will explore and evaluate the applicability of these models to SMC in 2021. The Town will continue to pursue solutions by supporting and participating with the County in these efforts, primarily through the 21 Elements effort.

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

Sincerely,

Diana Colvin
Mayor



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

ATTACHMENT B

NEAL TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

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

October 28, 2020

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

Re: Grand Jury Report: "Second Units: Adding New Housing In The Neighborhoods"

Dear Councilmembers:

The 2019-2020 Grand Jury filed a report on October 28, 2020 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Danny Y. Chou. Your agency's response is due no later than January 26, 2021. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

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

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

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

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

NOV 2 '20 PM 1:31

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- **Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Chou.**

**Hon. Danny Y. Chou
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 8th Floor
Redwood City, CA 94063-1655.**

2. Responses to be placed at the Grand Jury website.

- **Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)**

3. Responses to be placed with the clerk of your agency.

- **File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.**

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

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

Very truly yours,



Neal Taniguchi
Court Executive Officer

Enclosure

cc: Hon. Danny Y. Chou
Paul Okada



Second Units: Adding New Housing In The Neighborhoods

ISSUE

How are the County of San Mateo and its cities supporting homeowners who are considering building a new Second Unit on their property or upgrading a non-permitted one, in response to new State laws, which became effective January 1, 2020?

SUMMARY

Housing availability is a top priority in San Mateo County because while 93,000 new jobs were added between 2010-2018, only 8,500 new housing units were built. Housing considered “affordable” is especially at a crisis point. “Limited land and the large gap between new jobs and available housing lead to high rents and high home prices. As of 2019, median rent in the County for a one-bedroom apartment is \$2,621 and for a two-bedroom apartment it is \$3,349, while only 24% of County households can afford to purchase an entry-level home.”¹

To put this slow-moving catastrophe into further perspective, more than two-thirds (68%) of the County’s land is protected from development because it is either agricultural or open space. At the same time, of the County’s already developed land, two-thirds is occupied by single-family homes.² Simply stated, building more single-family homes cannot begin to solve the County’s housing shortfall. “Second Units” – broadly defined as self-contained living spaces that are on the same property as an existing residence – present a creative and innovative option to addressing the region’s affordable housing crisis.

The number of new Second Units dramatically increased after several State laws went into effect in 2017. This made the construction of Second Units easier for homeowners. The number of new Second Units is expected to further increase as a result of new state laws which went into effect in January 2020. It has become clear to date that Second Units are popular for a variety of reasons. They are attractive as housing for relatives, rental income and personal investment as well as providing the option to downsize. Such units can also supply housing for community members like educators or public safety employees who otherwise would not be able to live in the community in which they work. Factoring in that there are approximately 155,000 single-

¹ Home for All Brochure, Published April 2019. Accessed May 15, 2020. https://homeforallsmc.org/wp-content/uploads/2019/08/HFA_brochure_v16_WEB.pdf

² Home for All Community Convening on Second Units: Maintaining the Momentum, February 27, 2020

family homes in San Mateo County³ and only 4,000 Second Units on those properties⁴, the potential exists for thousands of new Second Units that would significantly impact the county's housing deficit over the years to come.

However, there are significant hurdles facing the development of Second Units. According to housing advocates interviewed by the Grand Jury, the biggest impediments to the construction of new Second Units, as well as upgrading non-permitted Second Units, are: obtaining financing, the lack of contractors willing to work on Second Units, and the need for local governments to recruit and train more inspectors.⁵

“The San Mateo County Board of Supervisors and County Manager’s Office, along with support from the County’s Department of Housing (“DOH”) have been leading the regional effort to allow the development and construction of more Second Units.”⁶ DOH has been working collaboratively with the 20 cities to help address countywide affordable housing issues. DOH has contracted with a consulting firm, Baird & Driskell, on the *21 Elements Project*, to assist the County and cities in this effort. The consulting firm hosts monthly meetings related to Second Units with city and DOH representatives. As part of this effort, DOH is developing a new website and marketing plans that will focus on promoting Second Units.

As a result of this investigation, the Grand Jury recommends the following:

1. The County and its cities should continue their outreach to homeowners informing them about the new laws that simplify and streamline the construction and permitting of Second Units.
2. The County and its cities should determine whether there is a way for the public entities to compile a list of financial partners who can assist homeowners with funding new Second Units and upgrading non-permitted Second Units.
3. The County and its cities should determine whether there is a way for the public entities to develop a comprehensive list of contractor resources and partner with training institutions to recruit and train more general contractors and inspectors.
4. The County and its cities should encourage homeowners who may have non-permitted Second Units to go through the permitting process.

The 2019-2020 Grand Jury commends the current housing efforts of the County and its cities and urges them to embrace the new opportunities. The impact of the laws passed by the California Legislature in 2017 increased the number of Second Units constructed annually by 450%. If the

³ According to San Mateo County housing data, there are 276,444 housing units in San Mateo County (Fig. 1) . Figure 33 says that 56% (155,000) of housing units are single-family, detached homes. When you multiply the two figures, you get 154,808 (which rounds to 155k).

<https://www.towncharts.com/California/Housing/San-Mateo-County-CA-Housing-data.html>

⁴ Grand Juror interviews.

⁵ Grand Jury Interviews

⁶ Home for All collaborative, <https://homeforallsmc.org/>

2020 laws have a similar effect, our County and cities will be well-positioned for adding more affordable housing.

GLOSSARY

Home for All: A collaborative countywide initiative which was undertaken to inspire community action and promote closure of the county's 11:1 jobs/housing gap.⁷ The members of this initiative include the County and 16 of its cities as well as representatives from all sectors of the community who are focused on creating a future where everyone in the County has a home they can afford. It has been led by Supervisors Don Horsley and Warren Slocum. According to its website, this initiative builds on the work and momentum of the Closing the Jobs/Housing Gap Task Force.⁸

Second Unit: An interchangeable term with a granny flat, in-law suite, Accessory Dwelling Unit (ADU), converted garage, backyard cottage or basement apartment. They are always self-contained homes, smaller than the main house and legally part of the same property. Second Units can take many forms and vary in size, but always contain everything someone needs to live, including a kitchen, bathroom and a place to sleep.⁹

Junior Second Unit/Junior ADU: A very small living unit up to 500 square feet, which re-purposes existing space within a residence such as a bedroom, garage or carport within an existing single-family home. These units may contain a basic kitchen utilizing small plug-in appliances and may share central systems as well as a bathroom with the primary dwelling.¹⁰

The "21 Elements Project": A multi-year funded project co-sponsored by DOH and the City/County Association of Governments (C/CAG) through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information and work on a wide variety of housing policies and programs.¹¹ "21 Elements" is a project of Baird & Driskell Community Planning Consultants, a master housing consultant, which supports all San Mateo County and city jurisdictions, hosting monthly phone conferences related to affordable housing issues (including Second Units), through a contract with DOH.¹²

BACKGROUND

The Bay Area housing crisis can be traced back to the 1970s when local cities experienced an economic boom, and property taxes were rising with them. Then Proposition 13 put a cap on

⁷ Supra, note 1

⁸ <https://homeforallsmc.org/about-us/>

⁹ Second Unit Inspiration brochure, page 3. The booklet was produced as a joint project of Home for All and 21 Elements, 2018. www.SecondUnitCenterSMC.org

¹⁰ Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), California Department of Housing and Community Development, accessed May 20, 2020. <https://www.hcd.ca.gov/policy-research/AccessoryDwellingUnits.shtml>

¹¹ <https://sanmateocounty.legistar.com/LegislationDetail.aspx?ID=4068159&GUID=1D7B2118-0312-4351-88E6-9E4BAB9C37B5>

¹² <http://21elements.com/second-units>

how much could be raised from property taxes each year. Cash-hungry cities zoned more land for commercial use so they could collect more sales tax. That meant more retail property was built than private housing. In addition, steep impact fees pushed developers to prioritize expensive homes rather than multi-unit housing. Then, Silicon Valley businesses grew and brought huge numbers of tech jobs to the Bay Area. “The housing crisis has been a slow-moving storm that has been churning for decades.”¹³

The number of jobs in San Mateo County has grown beyond the number of new housing units available.¹⁴ Between 2010-2018, for example, 93,000 jobs were added but only 8,500 new housing units were built. To put this serious situation in perspective, more than two-thirds (68%) of the County’s land is either agricultural or open space, and two-thirds of the County’s *developed* land is occupied by single-family homes.¹⁵ Simply stated, building more single-family homes on the remaining available land cannot begin to solve the County’s housing shortfall.

“Limited land and the large gap between new jobs and available housing lead to high rents and high home prices. In the County, median rent for a one-bedroom apartment is \$2,621 and for a two-bedroom apartment it is \$3,349.”¹⁶ Approximately two thirds of San Mateo County households cannot afford to purchase an entry-level home. Among those affected are important members of the County’s workforce including teachers, firefighters and other public employees who are unable to live in the areas they serve.¹⁷ Lack of affordable housing is an issue for San Mateo County and throughout the State of California.¹⁸

¹³ Melissa Colorado, “Making It in the Bay: How the Bay Area’s Housing Crisis Spiraled Out of Control” February 10, 2020. <https://www.nbcbayarea.com/news/local/making-it-in-the-bay/making-it-in-the-bay-how-the-bay-areas-housing-crisis-spiraled-out-of-control/2230410/>

¹⁴ According to a San Mateo County spokesperson at a Home for All Community Convening on Second Units: Maintaining the Momentum, Belmont, February 27, 2020

¹⁵ Home for All Community Convening on Second Units: Maintaining the Momentum, Belmont, February 27, 2020.

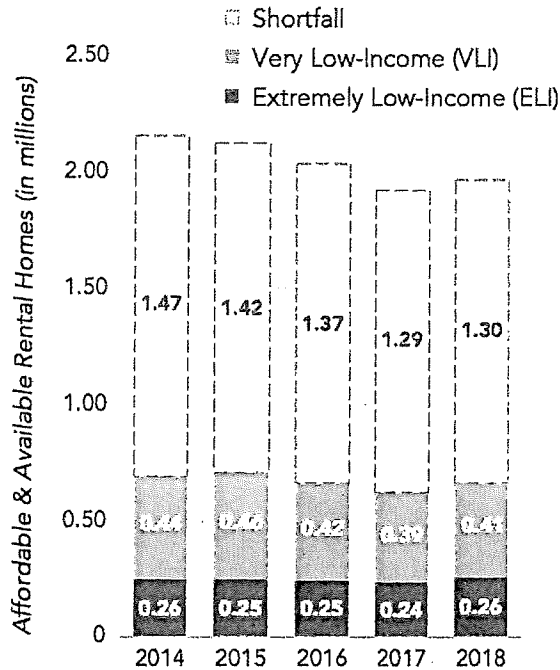
¹⁶ Home for All brochure, Published April 2019. https://homeforallsmc.org/wp-content/uploads/2019/08/HFA_brochure_v16_WEB.pdf

¹⁷ Second Unit Inspiration Brochure, produced by Baird + Driskell Community Planning, page 4, 2018. www.SecondUnitCenterSMC.org.

¹⁸ California Housing Partnership analysis of 2018 1-year American Community Survey (ACS) PUMS data with HUD income levels https://1p08d91kd0c03rlxhmhtydpr-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/CHPC_HousingNeedsReportCA_2020_Final-.pdf

CALIFORNIA NEEDS 1.3 MILLION MORE AFFORDABLE RENTAL HOMES

While the shortfall has declined by 11% since 2014, the share of housing need not being met has remained relatively constant because the number of low-income households has also declined.¹⁹



Source: California Housing Partnership analysis of 2018 1-year American Community Survey (ACS) PUMS data with HUD income levels. Methodology was adapted from NLHC gap methodology.

*The proportion of total unmet housing demand for low-income renters (shortfall / total demand) from 2014 to 2018, was 68%, 67%, 67%, 67%, and 66%, respectively.

Throughout the County, the housing shortage is being addressed in a variety of ways including: development of multi-unit complexes along transit corridors; shared housing; and the subject of this report, building Second Units on single family properties. According to Grand Jury interviews with local government officials and housing advocates, building and upgrading Second Units is a relatively fast and efficient option and one component of a multi-faceted strategy to address the County's affordable housing shortage.¹⁹

California laws passed in 2017 dramatically increased the number of new Second Units in the County to an average of 269 Second Units per year from an average of just 60 Second Units per year from 2010-2016. (See Appendix A).

¹⁹ Grand Jury interviews.

The laws which went into effect on January 1, 2020, include:²⁰

- **AB 68/AB 881** - Requires local agencies to approve or deny an ADU project more quickly and prohibits local agencies from adopting ADU ordinances that impose minimum lot size requirements, set certain maximum dimensions, or require replacement off-street parking in certain situations. Also allows for an ADU as well as a "junior" ADUs where certain access, setback and other criteria are met.
- **SB 13** - Provides, until January 1, 2025, that cities may not condition approval of ADU building permit applications on the applicant being the "owner-applicant" of either the primary dwelling or the ADU, and prohibits impact fees on ADUs under 750 square feet.
- **AB 587** - Provides that local agencies may now allow ADUs to be sold or conveyed separately from a primary residence if certain conditions are met. This law is expected to increase the ability of affordable housing organizations to sell deed-restricted ADUs to eligible low-income homeowners.
- **AB 670** - Prevents homeowners' associations from barring ADUs. AB 670 makes unlawful any HOA condition that "prohibits or unreasonably restricts" the construction of ADUs on single-family residential lots.
- **AB 671** - Requires local governments to include in their General Plan housing elements plans to incentivize and promote the creation of affordable ADUs. The law also requires HCD to develop, by December 31, 2020, a list of state grants and financial incentives for ADU development.

The new 2020 laws solve a number of key zoning and construction restraints which previously held back less expensive housing options. Second Units can now be built or remodeled into 800 square-foot rental units with construction approved by the respective cities within 60 days and do not require owner occupation, additional parking or impact fees (if 750 square feet or less).

In the case of amnesty, non-permitted Second Units are acceptable if they meet health and safety standards, e.g., operating fire detectors and electric wiring. Of note is that units cannot be used for short-term vacation rentals as the various laws were intended for rental to singles or families who cannot otherwise afford a single-family dwelling or an apartment rental near their workplace.²¹

²⁰ <https://www.hklaw.com/en/insights/publications/2019/10/californias-2020-housing-laws-what-you-need-to-know>. Additionally, a more complete summary of the 2020 statutes impacting the construction or permitting of Second Units can be found in Appendix B.

²¹ New state laws for ADU/Second Unit construction, effective January 1, 2020: AB 670 (Friedman), AB 671 (Friedman), AB 68 (Ting), AB 587 (Friedman), AB 881 (Bloom), SB 13 (Wieckowski) are designed to help narrow the shortfall in affordable housing in California. Another bill is being worked on to tie all bills together. (Appendix B: Summary of bills)

DISCUSSION

In December 2019, the San Mateo County Grand Jury surveyed the city managers of all 20 cities in the County regarding passage of California laws concerning Second Units. The survey inquired about plans for the implementation of these new laws in each jurisdiction.²² With the exception of East Palo Alto and Millbrae, all of the jurisdictions responded to the survey, and all were aware of the new laws. Many were preparing to find ways to initiate the development of more Second Units in their jurisdictions. Their main concerns included:

- short amount of time between passage of the laws and the need to implement them;
- perceived conflicts and inconsistencies within the new State laws;
- loss of local control might lead to community backlash;
- inadequate staffing to handle the potential increase in Second Unit interest;
- homeowner's ability to secure funding for the construction costs; and
- availability of sufficient extra neighborhood parking.

Opportunity for New Second Units

Housing advocates consider Second Units to be “low-hanging fruit” for the development of new housing inventory. There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units. Since 2010, there has been a steady growth in Second Unit approvals throughout the county, according to San Mateo County's Annual Jurisdiction Survey.²³

To take full advantage of new opportunities for ADUs created by the 2020 State bills, cities throughout the county are updating their zoning ordinances to be in compliance with the new State laws. Additionally, many cities are focused on streamlining their individual Second Unit permitting process as well as the process that will provide amnesty for pre-existing, non-permitted Second Units.²⁴

Several new online tools – including tools at <https://secondunitcenter.org/> (a website maintained by the County) – identify potential sites for Second Units, calculate estimated costs, and streamline the process of building a Second Unit, thereby making Second Unit development an easier option for homeowners to consider.²⁵ They include:

- <https://build.symbium.com/>
Using this link, residents and planners in Redwood City, Pacifica, and Unincorporated San Mateo County can quickly determine whether a Second Unit is allowed at a particular address and if so, what specific development standards (State and local rules) apply. More cities will be added to this list in the near future.²⁶

²² Survey questions are listed in Appendix C.

²³ “Accessory Dwelling Units Approved by Jurisdiction” (2010-2018, with 2019 data added), Annual Jurisdiction Survey. See chart and graph in Appendix A.

²⁴ Grand Jury interviews.

²⁵ Online Tools from companies like Symbium allows anyone to understand whether a Second Unit is allowed on a particular parcel. See <https://build.symbium.com>

²⁶ Second Unit Resource Center handout. <https://secondunitcentersmc.org/>

- <http://calculator.secondunitcentersmc.org/>
San Mateo County's Second Unit Calculator helps a homeowner get an estimate for what a Second Unit project might cost, and calculates the amount it might yield as an investment. It also allows a user to change assumptions such as location, unit size, type of unit and much more.
- <https://secondunitcentersmc.org/>
The County's website focuses on Second Unit development and, according to Grand Jury interviews, will be further updated in the future.

Amnesty for Non-Permitted Second Units

The actual number of non-permitted Second Units in the County is unknown.²⁷ However, whatever this number might actually be, these units are important affordable housing as long as they meet minimum health and safety codes.

The San Mateo County Planning and Building Department and nonprofits such as "Rebuilding Together Peninsula"²⁸ are focused on encouraging owners of non-permitted Second Units in the unincorporated area of the County and East Palo Alto respectively to develop plans that would make more of them safer and healthier and thereby permitted.

In January 2020, the County initiated a pilot program for homeowners who wished to consider upgrading their non-permitted Second Units.²⁹ If this pilot program is successful, it will be expanded and marketed as a model that cities in the County could adopt. The program allows:

- existing Second Units to be brought up to code and become permitted;
- applicants to explore whether the amnesty program for non-permitted units might work for them;
- a *no-risk* assurance which enables the homeowner to back out of the permitting process at any time with no obligation on their end to bring their non-permitted unit up to health and safety standards;
- a variety of enforcement suspensions included in the laws that took effect this past January; and
- some previously non-permitted construction features (so some homeowners no longer need amnesty.)

Rebuilding Together Peninsula is a non-profit organization that focuses on home repair. Eighty five percent of its home repair projects are in San Mateo County, primarily garage-conversion Second Units in East Palo Alto.^{30 31} Much of that work is focused on upgrading non-permitted Second Units. Grand Jurors toured the Redwood City offices and learned that the nonprofit

²⁷ Grand Jury interviews.

²⁸ RebuildingTogetherPeninsula is a non-profit that is focused on working with other local agencies to upgrade non-permitted second units in East Palo Alto. It has a focus on repairs of garage-conversions, not new construction. <https://sites.google.com/rebuildingtogetherpeninsula.org/epa-adu-initiative/home>

²⁹ See the SMC Second Unit Amnesty Website: <https://planning.smcgov.org/second-unit-amnesty>

³⁰ Grand Jury interview.

³¹ Rebuilding Together the Peninsula EPA Garage Conversion/ADU Legalization Initiative, <https://sites.google.com/rebuildingtogetherpeninsula.org/epa-adu-initiative/home>

works on one project at a time, relying on volunteers who are good at making repairs. Most of these Second Units are for relatives and friends, not for revenue. Rebuilding Together's five year plan targets low income communities of color. Second Unit goals for Rebuilding Together in East Palo Alto are:

- legalizing non-permitted units;³²
- repairing units to make them safer for occupants;
- streamlining the repair process;
- sharing learnings;
- training and workforce development; and,
- transitioning East Palo Alto Second Unit projects to "EPA CAN DO"³³ leadership.

Moving Forward

Step One: *Home for All* Initiative

The County's *Home for All* Initiative builds on the work and momentum of the San Mateo County Board of Supervisors' *Closing the Jobs/Housing Gap Task Force*.³⁴ "The Second Unit Center" is a program of the *Home for All* Initiative which is aimed at providing information and tools to make it easier for homeowners to build second units to help increase the housing supply in San Mateo County. According to the Second Unit Center website, on August 6, 2019, the Board of Supervisors approved the creation of a new *One Stop Shop*³⁵ pilot program to help homeowners with Second Unit construction. Through this program, participating homeowners can receive no-cost support from the nonprofit *Hello Housing*, a member of the Mid-Peninsula Housing family of companies.

Hello Housing will provide up to 100 hours of free feasibility and project management support at no cost in connection with the design, permitting, and project management involved with building a Second Unit. The *One Stop Shop* pilot program is a partnership of DOH, *Hello Housing*, and the cities of East Palo Alto, Pacifica, and Redwood City. Residents of these three cities and the unincorporated County will be eligible to apply for inclusion in this pilot program.³⁶ If the pilot program is successful, it is hoped that it can be scaled to serve all jurisdictions.³⁷

To prepare for the eventual scaling up of this pilot program, the County and its cities are reaching out to residents to inform, educate, and support homeowners who are considering building or improving a Second Unit.³⁸ As part of this effort, DOH and the City/County Association of Governments of San Mateo County (C/CAG) have co-sponsored and coordinated

³² Cost of a garage conversion or "permitted" to codes of the day is about \$70,000 according to Rebuilding Together the Peninsula. This can include adding insulation, upgrading electrical, sealing and leveling a concrete floor, reviewing the safety of the roof, creating a new share wall and a proper wall to replace the garage door, and make garage electric/energy efficient and heated.

³³ <https://epacando.org/>

³⁴ Closing the Jobs/Housing Gap Task Force, The Task Force began in September 24, 2015 to build a common understanding of the challenge, learn what is already being done both inside and outside the county and finish by exploring possible solutions. <https://bos.smcgov.org/task-force>

³⁵ <https://secondunitcentersmc.org/onestopshop/> (accessed on 7/22/2020)

³⁶ *ibid.*

³⁷ Grand Jury interviews.

³⁸ Grand Jury interviews.

the “21 Elements Project” which aids all jurisdictions in the County to work together on addressing their housing needs, including the development of Second Units. As part of this effort, monthly meetings and/or conference calls are convened by *21 Elements*.³⁹

Step Two: Raising Awareness and Enthusiasm

It is critical that interested residents become aware of Second Unit opportunities and resources that are available to them for building Second Units on their property. To get the attention of homeowners, there will need to be a variety of outreach strategies. The following are efforts by the County of San Mateo and its cities, and for comparison, the City of San Jose.

County of San Mateo initiatives:

There has been a great deal of effort already put into the development of a Second Unit Initiative in San Mateo County. During the past couple of years, as the need for a multi-pronged housing initiative became apparent, the County took a number of critical steps.

The County developed two notable booklets -- *Second Unit Inspiration* and *Second Unit Workbook*; initiated a collaborative partnership between the County and its cities through the *21 Elements Project*; created two pilot programs (one focused on the process of building new Second Units and the other on homeowners successfully obtaining amnesty for non-permitted Second Units); and are developing an updated DOH Second Unit website and marketing plan.⁴⁰

City-level initiatives

In their responses to the Grand Jury survey, city managers identified the following communication methods:

- informational handouts - hard copies and digital (i.e., Second Unit designs, checklists, development of some standard designs, lists of pre-approved contractors);
- posting key Second Unit resource links;
- publishing articles and/or promotions in local news media; and
- community meetings and workshops;

Funding for the development of some of these programs and materials may be acquired with SB 2 Planning Grants. SB 2 provides funding and technical assistance to all local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.⁴¹

The City of San Jose (Santa Clara County)

The City of San Jose hired an Alternative Dwelling Unit (ADU) Ally acting much like an expeditor for homeowners desiring Second Units. San Jose City’s ADU Ally has become a valuable resource in assisting San Jose homeowners through the process of developing Second Units. The ADU Ally:

- is a dedicated staff person who coordinates and connects homeowners to city services and demystifies the process for homeowners who are exploring the process of building a

³⁹ 21Elements, <http://21elements.com/second-units>, Baird & Driskell Community Planning Consultants.

⁴⁰ <https://secondunitcentersmc.org> accessed May 19, 2020.

⁴¹ <https://hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>

Second Unit;

- o creates online tools, handouts and information, including a Second Unit Universal Checklist which offers step-by-step guidance; and,
- o helped produce a YouTube video tutorial on how to build a Second Unit in San Jose.

An official from San Jose informed the Grand Jury that the resources created by this department would be available for use during the San Mateo County Second Unit effort.

Home for All San Mateo held a summit in February 2020, at which the ADU Ally delivered a featured presentation. While this dedicated specialist seems to be making an impact, only time and hard data will tell.⁴²

Step Three: Amnesty for Non-Permitted Second Units

There are thought to be a large but unidentified number⁴³ of non-permitted Second Units in San Mateo County. In order to successfully increase the number of housing units countywide, it is critical that these Second Units be upgraded to comply with applicable health and safety codes and maintained as viable housing units. The new State laws make it easier for those units to be made safer by providing amnesty to the homeowners who built these non-permitted units and encouraging them to bring their units up to permitting standards.

If the County pilot program for homeowners who wish to obtain permits for their non-permitted Second Units⁴⁴ is successful, it will have the potential to be expanded and marketed as a model program that cities throughout the County could modify and/or adopt for their own use. This action by the cities would help preserve these critical housing units. Interestingly, in the Grand Jury's December 2019 survey, only Belmont referred to amnesty. New construction appears to be a higher priority for most cities.

The City of East Palo Alto and nonprofits such as Rebuilding Together Peninsula⁴⁵ are also focused on developing other plans that would make non-permitted Second Units safer and ultimately permitted.

Barriers to Building or Upgrading Second Units:

While state law has been amended to make Second Units easier to develop, based on Grand Jury interviews with housing advocates, it is clear that there are still significant barriers that hinder and sometimes block homeowners from adding Second Units. For example, those barriers include:

⁴² Grand Jury interview. See more in Appendix D

⁴³ Grand Jury Interview.

⁴⁴ SMC Second Unit Amnesty Website: <https://planning.smcgov.org/second-unit-amnesty>

⁴⁵ RebuildingTogetherPeninsula is a non-profit that is focused on working with other local agencies to upgrade non-permitted second units in East Palo Alto. It has a focus on repairs of garage-conversions, not new construction. <https://sites.google.com/rebuildingtogetherpeninsula.org/epa-adu-initiative/home>

- The process of financing new Second Units or upgrading non-permitted Second Units. At the time of this writing, only one local lender, San Mateo Credit Union,⁴⁶ has committed to providing lending for these projects. At the same time, homeowners who might consider building a new or upgrading non-permitted Second Units, are often unaware of financing options;⁴⁷
- The recent booming Bay Area building environment has made it very difficult to find and engage contractors willing to work on relatively small projects such as Second Units, especially due to the demand for rebuilding homes lost to recent wildfires. During its investigation, several interviewees suggested that local governments may wish to provide options in which contractors could utilize “handy men” (who are not licensed as contractors) to do work that the contractors would officially supervise;⁴⁸
- Some homeowners find the building and permitting process complex and intimidating according to the interviews of housing advocates;⁴⁹
- Local public entities may lack a sufficient number of inspectors to handle building inspections and amnesty approvals;⁵⁰
- A misunderstanding by homeowners that the construction of a Second Unit could result in the reassessment of their entire property as opposed to an increase, based on the value of the Second Unit alone. (Adding an ADU will not impact the original home assessment, but homeowners will get a supplemental bill.)⁵¹
- Some jurisdictions on the County’s coast are unclear as to whether the new State laws apply to coastal areas;⁵² and
- The uncertainty of the Covid-19 environment.

As the County and its cities continue to focus on the shortage of available and affordable housing, Second Units are an important option to consider. They are a popular alternative to single-family homes and can be developed more quickly. This is even more important given the COVID-19 pandemic because the number of households without an affordable place to live will grow. For example, Matt Schwartz, President and CEO of CA Housing Partnership, says income inequality was a problem before COVID-19. Before the pandemic, about 1.5 million households were living without an affordable place in California and now that number will grow. He says

⁴⁶ San Mateo Credit Union, <https://www.smcu.org/Loans/Home-Loans/ADU-Loan>

⁴⁷ Grand Jury interviews.

⁴⁸ Ibid.

⁴⁹ Ibid.

⁵⁰ Ibid.

⁵¹ Ibid.

⁵² “City Flooded with Requests for ADU Permits.” *Half Moon Bay Review*, March 4, 2020, https://www.hmbreview.com/news/city-flooded-with-requests-for-adu-permits/article_0d5a9920-5e49-11ea-b933-c7dea1fa420c.html (viewed again on 4/27/2020)

the state will still need to house the homeless. Interest rates are low, so this is the time to continue to address the homelessness crisis.⁵³

FINDINGS

- F1. The number of jobs in San Mateo County has grown beyond the number of new housing units available. More housing is needed and Second Units are one solution.
- F2. From 2016 to 2020, the number of Second Units constructed annually within the County dramatically increased by 450% (823) after related State laws were enacted in 2017. Effective January 1, 2020, several additional new State laws were enacted in order to make the construction of new Second Units easier for homeowners.
- F3. There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units.
- F4. The County has an unknown but large number of non-permitted Second Units. The new 2020 State laws are intended to make it easier for those units to be made safer, and potentially to be brought up to permitting standards.
- F5. Barriers to building new Second Units and for upgrading non-permitted Second Units include: a lack of knowledge by homeowners as to potential lenders in financing the construction of a Second Unit and a lack of lenders in the region that have indicated their willingness to engage in such financing, homeowners' difficulty in finding contractors willing to work on "small" projects such as Second Units, and the need to recruit and train more inspectors.
- F6. DOH and the City/County Association of Governments of San Mateo County have co-sponsored and coordinated the "21 Elements Project" which aids all jurisdictions in the County to work together on addressing their housing needs, including the development of Second Units.
- F7. The San Mateo County Department of Housing is updating its website and marketing plan that focuses on Second Units.
- F8. The City of San Jose has developed a Second Unit initiative that is worth examining closely and possibly emulating. (See Appendix D).

RECOMMENDATIONS

- R1. The County and its cities should continue to develop or enhance existing outreach to homeowners about the new laws that simplify and streamline the construction and permitting of Second Units including but not limited to the following:

⁵³ Bay Area Housing Post-Covid-19 <https://www.kqed.org/news/11818184/bay-area-housing-post-pandemic-whats-in-store>

- posting relevant information on their websites regarding the process for the construction and permitting of Second Units including materials such as checklists and flowcharts;
- increasing social media and other outreach regarding the above-referenced resources;
- offering workshops (live or online) regarding the process for the construction and permitting of Second Units at least quarterly.

R2. By December 31, 2020, the County and its cities should commit to meeting for the purpose of finding collaborative solutions for:

- developing and publicizing additional financial partners to help homeowners finance the construction of new Second Units as well as the upgrading of non-permitted existing Second Units;
- developing solutions to address the shortage of licensed contractors willing to work on small projects including, but not limited to, the feasibility of licensed contractors engaging and supervising non-licensed “handymen”
- identifying and collaborating with training institutions to recruit and train more general contractors and inspectors.

Such meetings may occur in connection with 21 Elements Project meetings regarding Second Units, or through a separate platform.

R3. The County and each city should develop a marketing plan to focus on the needs and concerns of homeowners who have non-permitted units. This should be done by the end of the calendar year 2020.

R4. The County and its cities should determine whether it is feasible to retain an outside resource that can be shared among cities and the County to leverage Second Unit expertise. This determination should be made by December 31, 2021.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

City Councils and County Board of Supervisors should respond to R1-R4.

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

METHODOLOGY

Documents

Alternative Dwelling Unit (ADU) SurveyMonkey Survey, December 2019.
ADU growth Survey by SMC Housing,

Interviews

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

Eight interviews were conducted with representatives of San Mateo County, San Mateo County Housing Department, San Mateo County Planning and Building Department, San Mateo Rebuilding Together Peninsula, Baird & Driskell and City of San Jose Building Division - Permit Center.

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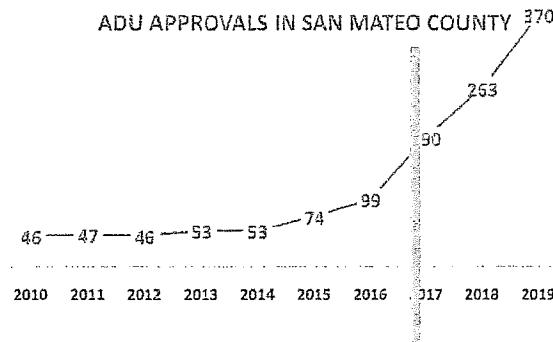
April 17, 2020. <https://secondunitcentersmc.org/> or
<https://planning.smcgov.org/second-unit-ordinance> (Accessed 7/23/2020)

APPENDIX A: Accessory Dwelling Units Approved by Jurisdiction
 “Accessory Dwelling Units Approved by Jurisdiction” (2010-2018, with 2019 data added),
 Annual Jurisdiction Survey, County of San Mateo.

Jurisdiction	1/1/17: effective date of new state laws										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Atherton	1	5	7	8	4	10	9	11	13	13	68
Belmont	1		1	2	1	0	0	4	9	10	18
Brisbane		0	0	0	1	0	3	3	6	3	16
Burlingame	0	0	0	0	0	2	3	5	8	10	28
Colma	0	0	0	0	0	0	0	0	0	0	0
County of San Mateo	0	0	4	1	2	6	7	8	34	38	62
Daly City	6	8	3	7	3	4	11	33	23	68	166
East Palo Alto*					2	0	4	4	1	8	11
Foster City	0	0	0	0	0	0	0	0	0	2	2
Hillsborough	13	13	17	16	15	19	8	15	15	11	131
Half Moon Bay					0	0	3	3	3	13	22
Menlo Park					3	8	7	13	15	Sent Followup	46
Millbrae					0	0	0	0	0	Sent Followup	0
Pacifica					0	5	1	4	11	11	32
Portola Valley	6	4	3	7	8	5	13	11	6	7	63
Redwood City	1	1	2	1	2	2	13	35	34	39	130
San Bruno	6	3	3	1	3	1	4	14	13	10	58
San Carlos	1	1	1	2	1	1	1	n/a	19	15	42
San Mateo*	2	2	2	2	2	2	2	16	24	50	104
South San Francisco	1	3	1	3	2	6	8	5	22	46	51
Woodside	8	7	2	3	4	3	2	6	7	16	58
Total	46	47	46	53	53	74	99	190	263	370	1108

Source: Annual Jurisdiction Survey

* Estimates provided by cities prior to 2018 when tallies unavailable



APPENDIX B: Provision of New California Laws for Second Units

Provisions of the laws AB670, AB671, AB587, AB68, AB881, and SB13 include:

1. One Second Unit and one Junior Second Unit will be allowed on a single-family lot.
2. There will be no minimum lot size for the addition of a Second Unit.
3. No setback will be required if the Second Unit is the conversion of an existing structure at the property line.
4. Second Units with a size up to 800 square feet that follow building construction standards must be allowed.
5. Second Units under 800 square feet can be 16 feet tall and can have a setback of four feet on the side and rear of the unit.
6. Cities have 60 days to review permit applications. If they fail to do so, they are automatically approved.
7. No replacement parking for the main house is required if converting a garage.
8. No parking is required for a Second Unit if it is within a half mile walk of transit.
9. No impact fees apply to Second Units less than 750 square feet. If larger than 750 square feet, impact fees must be proportional to the main house.
10. Second Units that receive building permits between 1/1/2020 and 12/31/2024 are exempt from owner-occupancy rules.
11. Mandatory five-year stay of enforcement on non-permitted Second Units if health and safety standards are met. This is based on Government Code Section 65852.2(n), which will sunset in 2025.⁵⁴
12. No short-term rentals of Second Units or Junior Second Units will be allowed for less than 30 days to discourage vacation rentals.
13. Second Units will be allowed in multi-family and mixed-use zones. Second Units will be allowed in multifamily buildings - up to two detached Second Units, plus allowing for the conversion of uninhabited spaces for multiple Second Units (up to 25% of units in multifamily buildings)
14. Home Owner's Associations cannot ban Second Units or Junior Second Units, regardless of any existing rules doing so. Home Owner's Associations can set reasonable design guidelines for Second Units and Junior Second Units.

⁵⁴ Government Code Section 65852.2(n)

APPENDIX C: December 2019 Survey Questions

Questions from “Alternative Dwelling Unit (ADU)” SurveyMonkey Survey, December 2019.

1. Among your city leadership, who is aware of the passage of these laws? (AB 68, AB 587, AB 670, AB 671, AB 881 and SB 13). Please identify leaders by name with contact information.
2. Will your city be actively encouraging your residents to take advantage of these Second Unit laws? (What might that entail?)
3. Do you think there will/could be at least 50 parcels in your city, which might be eligible for a Second Unit?
4. Do you anticipate that your city's homeowners as well as landlords will take advantage of this opportunity?
5. How will you encourage your homeowners as well as landlords to take advantage of this opportunity?
6. What obstacles do you anticipate encountering?
7. What kinds of support might you need in order to be able to actively implement these new state laws?
8. Name (and contact information) of the person filling out the response to this survey.

APPENDIX D: San Jose's ADU Ally

San Jose City's ADU Ally has become a valuable resource in assisting San Jose homeowners through the process of developing Second Units. Having a dedicated person for this initiative has had an impact on the San Jose City's effort. Some of the actions that have resulted from this singular dedicated staff person include:

1. Serving as the dedicated staff person who is the
 - o contact person who deals with people and points them in the right direction.
 - o coordinator and connector of homeowners to all city services and who demystifies the process.
 - o *tour guide* for homeowners who are exploring the process of building a Second Unit.
 - o “hand holder” holds a homeowner's hand as they walk through the process. The ADU Ally is quoted as saying, “I can see them all of the way through to the end of the project, help them to submit or resubmit plans, and then through permit issuance. And when they need to schedule inspections, I can connect them to the right city staff members.”
2. Online tools, handouts and information have been created including a Second Unit Universal Checklist which offers step-by-step guidance. The City of San Jose Planning Department's ADU website is an example of a comprehensive and easy-to-read site, See sanjoseca.gov/business/development-services-permit-center/accessory-dwelling-units-adus
3. The ADU Ally helped produce a YouTube video tutorial on how to build a Second Unit in San Jose. This attracted more than 2,900 views, before it was taken down due to recent changes in ADU regulations and Zoning Ordinances.

4. The San Jose ADU Ally has said that the resources created by this department would be available for use during the San Mateo County Second Unit effort.

Issued: October 28, 2020



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 13, 2021
 SUBJECT: Management Analyst Series

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION TO ADD THE MANAGEMENT ANALYST POSITION (I, II, AND III) TO THE COLMA SALARY SCHEDULE AND TO OFFER THE SAME COLA PROVISIONS AS OTHER POSITIONS

EXECUTIVE SUMMARY

With the retirement of the current three-quarter time, benefited Human Resources (HR) Manager, Staff is proposing to reclassify the position to a Management (HR) Analyst I. The creation of the Management Analyst series offers the following benefits:

1. It is a method of managing the cost of replacement, as shown in Table 4 below, the main cost increase in a replacement HR personnel is in the pension and medical benefits, which the Town has very little control over.
2. It allows the administrative department/divisions to train and develop a succession plan.
3. It helps with talent retention by opening a path for the Town's Accounting and Administrative Technicians to develop professionally.
4. It provides flexibility for departments to access and respond to the changing service demands in Town.

The salary range proposed in Table 1 requires City Council consideration and approval, and the full salary schedule is to be adopted by resolution.

As for the need in the HR and Finance Department, as a result of the vacant HR Manager, the Town would recruit a Management Analyst with at least 1-2 year of HR experience to be responsible for benefits administration, safety training, policy updates, workers' compensation administration and special project work. As shown in Table 4 below, the cost of replacing a three-quarter time, benefited HR Manager and the cost for a full-time Management Analyst I is about the same. Depending on an individual's work history and benefit package selected, the

increase in personnel cost could be up to \$25,000 annually. At this time, Staff anticipates that there is budget savings within the HR, Finance, and City Manager's divisions to offset the increase in cost.

FISCAL IMPACT

No Fiscal Impact in FY2020-2021. Staff anticipates that the increase in salary and benefits due to the change in HR personnel will be offset by budget savings in other areas within HR, Finance and City Manager's Office.

BACKGROUND

As of December 2020, the three-quarter time, benefited HR Manager position is vacant due to a recent retirement. The Town is once again in the position to review and evaluate the departments' needs and the current employment market. The evaluation includes three parts: the customers' needs, the departments' needs, and the employment market conditions.

Part of the customer service evaluation included discussions with the recently retired HR Manager and other departments. The discussion showed that there is a need for a full-time position dedicated to benefits administration, safety training and policy updates, workers compensation administration and special projects. Other essential HR functions may be contracted to specialized consultants based on needs, such as legal compliance and recruitment. Recruitment duties may be reassigned to existing employees.

The departmental assessment included the needs of the department now and in 5-10 years. Right now, the department needs someone with HR experience and benefits management. Looking at the 5-10 year mark, the creation of the Management Analyst position creates the opportunity for staff to prepare someone in this position for the next level within the Town. It also provides an opportunity for Administrative Technicians to move into when ready.

In terms of the market, according to the US Bureau of Labor Statistics (attachment C), the HR Manager position is expected to grow by 6% through 2029, as one of the faster-growing sectors. Part of the challenge for recruiting for an HR Manager is the lack of qualified individuals interested in a part-time benefited position.

ANALYSIS

Based on the evaluation discussed above, staff is proposing to reclassify the three-quarter time, benefitted HR Manager position to a full-time HR Management Analyst position, as part of a three-part Management Analyst series. The Management Analyst I/II/III will act as the next series for the Accounting and Administrative Technician positions, assuming there is a departmental need, the funding, and the individuals meet the minimum qualification. The pay range is proposed as followed:

Table 1					
Proposed Positions	Step 1	Step 2	Step 3	Step 4	Step 5
Management Analyst I	42.11	44.21	46.42	48.74	51.18
Management Analyst II	45.54	47.81	50.21	52.72	55.35
Management Analyst III	49.25	51.71	54.30	57.01	59.86

The pay range for Management Analyst I, II and III falls right between Admin Tech III and HR Manager, as seen below.

Existing Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Admin Tech III	39.71	41.70	43.77	45.96	48.26	50.67
HR Manager	55.51	58.29	61.20	64.26	67.47	

The proposed pay range is consistent with those in San Mateo County. Attachment B lists the pay range for Management Analyst I, II, and III positions for all San Mateo County agencies. Financial Analysts, Budget Analysts, and HR Analysts are also included in the comparison.

Average Pay Range for San Mateo County Agencies	Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5
Management Analyst I/II			42.03	46.50	48.83	51.26	53.83
Management Analyst I	41.85	52.88	41.85	46.21	45.62	47.89	50.27
Management Analyst II			46.76	47.87	50.24	52.74	54.73
Management Analyst III	50.30	60.85	50.30	51.49	54.01	56.67	59.46

As for the HR Department Budget, Table 4 below shows that the wage decreases, but the total personnel cost may increase up to \$23,400 due to pension and medical benefits. The increase in pension and medical benefits is directly linked to the potential cost of the new HR Manager. It is not due to the reclassification of the HR Manager position to the Management (HR) Analyst I position. However, with the combination of the HR, Finance and City Manager's divisions budgets there will be sufficient funds to offset the cost increase. Staff will closely monitor the budgets in the three departments to find savings, where possible.

Budget Analysis	HR Manager (Step 5)	HR Analyst (Step 3)	HR Analyst (Step 2)
Wage	99,222	96,574	91,978
Benefit			
Pension (Tier 3 to Tier 2)	7,378	8,692	8,278
Medical (EE to EE+family)	15,694	40,805	40,805
Taxes	7,825	7,388	7,036
Other Benefits	4,133	4,149	4,080
Total	134,252	157,608	152,177
Budget Increase			
Personnel		23,356	17,925
Contract		-	-
Membership		2,000	2,000
Total Increase		25,356	19,925

Other focuses in the HR Department in the coming years will include reviewing and updating the Town's Injury Illness Prevention Program (IIPP) and other safety policies, personnel training and development, and benefits management, as insurance prices continue to rise.

The addition of the Management Analyst series will allow the Town to contain cost in the short-term, begin preparing for succession planning in the administrative office, and offer a professional development path for the Accounting and Administrative Technicians.

Council Adopted Values

The addition of the Management Analyst series to the Town's salary schedule is an example of *vision*, where the Town is anticipating the future needs and promoting intelligent and thoughtful innovation in order to forward the Town's policies and services.

Alternatives

Recruit for a three-quarter time, benefited HR Manager. Due to the expectation of the work in the HR office and the current labor market, it may be difficult to fill this position. In the 2019 HR Manager recruitment, the Town received five applications, with two qualified candidates and one continued to the final interview stage.

CONCLUSION

Staff recommends that the City Council adopt a resolution to add the Management Analyst position (I, II, III) to the Colma Salary Schedule and to offer the same COLA provisions as other positions.

ATTACHMENTS

- A. Resolution (Exhibit A: Salary Schedule Effective 12/27/2020)
- B. San Mateo County Compensation Survey
- C. U.S. Bureau of Labor Statistics, HR Manager Article

**RESOLUTION NO. 2021-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION TO ADD THE MANAGEMENT ANALYST POSITION (I, II, AND III) TO
THE COLMA SALARY SCHEDULE AND TO OFFER THE SAME COLA PROVISIONS AS
OTHER POSITIONS**

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

1. Background.

(a) The three-quarter time Human Resources Manager position became vacant at close of business on Friday, January 8, 2021 with the departure of the incumbent employee, Letty Juarez.

(b) In preparing to fill the vacant position, the Town reviewed and evaluated the customers' need, departments' needs, and the current employment market condition.

(c) The result of the evaluation showed that there is a need for a full-time position.

(d) The addition of a Management Analyst series to the Town's salary schedule will allow the Administrative Departments (Finance, HR, and City Manager) to contain cost in the short-term and will offer a professional development path for the Accounting and Administrative Technicians.

(e) The City Manager is recommending that the City Council approve the addition of Management Analyst I/II/III as provided for in this Resolution.

2. Salary Scale for Recreation Services Manager Position. The Town shall pay the Management Analyst, as identified below, the respective monthly salaries shown below, subject to the same Cost of Living Adjustments (COLA) as other Town positions, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment:

Positions	Status	Step 1	Step 2	Step 3	Step 4	Step 5
Management Analyst I	Non-Exempt	42.11	44.21	46.42	48.74	51.18
Management Analyst II	Non-Exempt	45.54	47.81	50.21	52.72	55.35
Management Analyst III	Exempt	49.25	51.71	54.30	57.01	59.86

3. Salary Schedule Adopted.

(a) The City Council hereby adopts a pay or salary schedule for all Town employment positions with the applicable pay or salary for each position listed, in compliance with Title 2 of the California Code of Regulations Section 570.5.

(b) The pay or salary schedule is attached hereto as Exhibit "A" and is hereby incorporated by this reference.

(c) No changes in pay or salary are proposed for those positions on the pay or salary schedule, with the exception of the inclusion of the new Management Analyst I/II/III salary scale as set by this Resolution.

4. No Contract. Nothing herein shall be construed as a contract with any employee, and the City Council shall have the discretion to modify the respective salaries in accordance with any applicable state or local provisions.

5. Effective Date. This resolution shall become effective upon adoption.

Certification of Adoption

I certify that the foregoing Resolution No. 2021-## was duly adopted at a regular meeting of said City Council held on January 13, 2021 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

Exhibit A to Reso

Town of Colma Pay Schedule (Effective Date @ January 13, 2021)
Proposed Resolution 2021-__ January 13, 2021

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
Elected Officials (Monthly Compensation)										
Mayor & City Council	961.00						ORD 784			
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)										
Accounting Technician	40.51	42.54	44.67	46.91	49.26	-	Reso 2019-16	(10)(11)	8acct	
Administrative Services Director	76.14	79.95	83.94	88.14	92.55	-	Reso 2019-16	(11)	8acm	
Administrative Technician I	37.81	39.71	41.70	43.77	45.96	-	Reso 2019-16	(10)(11)	8at1	
Administrative Technician II	39.71	41.70	43.77	45.96	48.26	-	Reso 2019-16	(10)(11)	8at2	
Administrative Technician III	39.71	41.70	43.77	45.96	48.26	50.67	Reso 2019-16	(10)(11)	8at3	
City Clerk	50.67	53.20	55.86	58.65	61.58	-	Reso 2019-16	(10)(11)	8clrk1	
City Manager	107.40						Reso 2019-57			
Community Service Officer	36.89	38.73	40.67	42.71	44.84	-	Reso 2019-16	(10)(11)	8cso	
Executive Assistant to Chief of Police	39.71	41.70	43.77	45.96	48.26	50.67	Reso 2019-16	(10)(11)	8at3	
Facility Attendant	17.73	18.61	19.54	20.52	-	-	Reso 2020-43	(11)	8fa	
Human Resources Manager	55.51	58.29	61.20	64.26	67.47	-	Reso 2019-16	(10)(11)	8hrm	
Intern	17.00	19.00	21.00	23.00	25.00	-	Reso 2020-07		intr	
Maintenance Technician I	36.98	38.82	40.76	42.80	44.94	-	Reso 2019-16	(7)(8)(10)(11)	8mt1	
Maintenance Technician II	38.82	40.76	42.80	44.94	47.19	-	Reso 2019-16	(7)(8)(10)(11)	8mt2	
Maintenance Technician III	38.82	40.76	42.80	44.94	47.19	49.56	Reso 2019-16	(7)(8)(10)(11)	8mt3	
Management Analyst I	42.11	44.21	46.42	48.74	51.18	-	*Pending	(11)		
Management Analyst II	45.54	47.81	50.21	52.72	55.35	-	*Pending	(11)		
Management Analyst III	49.25	51.71	54.30	57.01	59.86	-	*Pending	(11)		
Police Chief	82.57	86.70	91.04	94.68	98.26	-	Reso 2020-32	(1)(11)	chief	
Police Commander	74.79	78.52	82.46	86.57	90.90	-	Reso 2019-16	(1)(11)	8pcmd	
Police Dispatcher / Clerk	46.15	47.44	48.72	50.00	51.27	-	Reso 2019-15	(6)(4)(11)	clerical	
Police Dispatcher/Records Supervisor	55.62	57.16	58.72	60.26	61.81	-	Reso 2019-15	(2)(4)(11)	supervisor	
Police Officer - Reserve	51.65						Ord 773			
Police Officer 1	51.65	54.23	56.95	59.79	-	-	Reso 2019-14	(1)(3)(5)(11)	8po1	
Police Officer 2	53.71	56.40	59.22	62.19	-	-	Reso 2019-14	(1)(3)(5)(11)	8po2	
Police Officer 3	54.75	57.50	60.37	63.38	-	-	Reso 2019-14	(1)(3)(5)(11)	8po3	
Police Sergeant 1	65.47	66.82	68.20	71.97	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt1	
Police Sergeant 2	68.08	69.49	70.92	74.85	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt2	
Police Sergeant 3	69.38	70.82	72.28	76.30	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt3	
Public Works Maintenance Supervisor	47.21	49.57	52.05	54.66	57.38	-	Reso 2019-16	(7)(8)(10)(11)	8mts	
Recreation Coordinator	36.87	38.72	40.66	42.68	44.81	-	Reso 2019-16	(10)(11)	8recc	
Recreation Leader	14.00	14.70	15.43	16.22	-	-	Reso 2020-43	(11)	8rl	
Recreation Manager	44.07	46.27	48.58	51.02	53.56	-	Reso 2019-16	(10)(11)	recmgr	
Senior Recreation Leader	17.73	18.61	19.54	20.52	-	-	Reso 2020-43	(11)	8rls	
Student Aide	14.00	14.70	15.43	16.22	-	-	Reso 2020-07			

Additional Incentive

- (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)

Summary of Effective Ordinance and Resolution

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)
- Ord 784 City Council Compensation (Adopted 11/14/2018)
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2019-14 2% COLA for POA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-15 2% COLA for CRA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-16 2% COLA for Unrepresented from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-56 Chief of Police Contract Amendment 5 (Adopted 12/11/2019)
- Reso 2019-57 City Manager Contract Amendment 3 (Adopted 12/11/2019)
- Reso 2020-07 Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)
- Reso 2020-32 Reclassify Chief of Police position from contract to appointed by City Manager (CC Mtg 7/8/2020)
- Reso 2020-43 Minimum Wage Adjustment for Part-Time Staff (CC Mtg 10/14/2020)
- *Pending Additional of Management Analyst I/II/III Series (CC Mtg 01/13/2021)



**Salary and Compensation Summary
For Agencies in San Mateo County
For Management Analyst and Equivalent Position**

Attachment B

Agency	PD/Fire	Positions	Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Notes
Atherton		None									
Belmont	PD, Fire	Management Analyst I Management Analyst II	\$ 42.77 \$ 46.58	\$ 54.59 \$ 59.46	\$ 42.77 \$ 46.58	\$ 44.91 \$ 48.91	\$ 47.15 \$ 51.36	\$ 49.51 \$ 53.93	\$ 51.99 \$ 48.55	\$ 54.59 \$ 59.46	Cafeteria Plan: up to cost of Kaiser family plan (less \$150) Dental & Vision: City pays 100% Life Insurance: Up to \$75k coverage.
Brisbane	PD, Fire	Management Analyst Sr Management Analyst Sr HR Management Analyst	\$ 41.21 \$ 46.03 \$ 46.04	\$ 50.09 \$ 55.94 \$ 55.95	\$ 41.21 \$ 46.03 \$ 46.04	\$ 43.26 \$ 48.33 \$ 48.34	\$ 45.43 \$ 50.75 \$ 50.76	\$ 47.69 \$ 53.28 \$ 53.29	\$ 50.09 \$ 55.94 \$ 55.95		Cafeteria Plan: (medical, dental & vision). City contributes up \$742.75 (EE Only); \$1,628.87 (EE +1); \$2,160.58 (Family) Dental & Vision: Subject to Cafeteria Plan Limit Life Insurance: Up to \$150k coverage.
Burlingame	PD	Management Analyst	\$ 48.94	\$ 59.24	\$ 48.94	\$ 51.17	\$ 53.75	\$ 56.41	\$ 59.24		Cafeteria Plan: 92.5% of 3rd highest bay area premium cost Dental: Up to \$2,500/yr Vision: \$1,000 for hardware, \$200 for exam, and \$600 for dependent Life Insurance: Up to \$75k coverage.
Daly City	PD, Fire	Management (and HR) Analyst Sr Management Analyst	\$ 43.17 \$ 51.55	\$ 52.47 \$ 62.65	\$ 43.17 \$ 51.55	\$ 45.33 \$ 54.12	\$ 47.59 \$ 56.83	\$ 49.97 \$ 59.67	\$ 52.47 \$ 62.65		Cafeteria Plan: 100% of Kaiser (EE Only); 95% of Kaiser (EE + 1); 95% of Kaiser (Family). Dental: Part of Cafeteria Plan Vision: \$200/yr reimbursement Life Insurance: Cannot find information
East Palo Alto	PD	Management Analyst I Management Analyst II Fiscal Analyst	\$ 39.31 \$ 47.21 \$ 47.21	\$ 47.78 \$ 57.39 \$ 57.39	\$ 39.31 \$ 47.21 \$ 47.21	\$ 41.28 \$ 49.57 \$ 49.57	\$ 43.34 \$ 52.05 \$ 52.05	\$ 45.51 \$ 54.65 \$ 54.65	\$ 47.78 \$ 57.39 \$ 57.39		Cafeteria Plan: 100% of Kaiser (EE Only); 65% of Kaiser (Family). Dental: City pays 100% of EE portion. Dependent portion paid by employee Vision: \$200/yr reimbursement Life Insurance: Up to \$75k coverage
Foster City	PD	Management Analyst I Management Analyst II Sr Management Analyst	\$ 45.47 \$ 50.13 \$ 50.56	\$ 55.27 \$ 60.93 \$ 61.45	\$ 45.47 \$ 50.13 \$ 50.56	\$ 47.74 \$ 52.64 \$ 53.08	\$ 50.13 \$ 55.27 \$ 55.74	\$ 52.63 \$ 58.03 \$ 58.52	\$ 55.27 \$ 60.93 \$ 61.45		Cafeteria Plan: \$1,038/mo (no plans); \$1,263 (EE Only); \$1,636 (EE +1); \$2,041 (Family). Dental: Part of Cafeteria Plan Vision: \$200/yr reimbursement Life Insurance: \$50k to \$150k coverage

**Salary and Compensation Summary
For Agencies in San Mateo County
For Management Analyst and Equivalent Position**

Attachment B

Agency	PD/Fire	Positions	Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Notes
Half Moon Bay	--	Management (and HR) Analyst	\$ 44.04	\$ 53.52	\$ 44.04	\$ 46.24	\$ 48.55	\$ 50.97	\$ 53.52		Cafeteria Plan: \$1,800 for full-time and prorated for part-time. Dental: Up to family level of coverage and prorated for part-time Vision: Up to family level of coverage and prorated for part-time Life Insurance: Up to \$75k coverage Def Comp: 50% of EE contribution up to 2%
		Sr Management Analyst	\$ 45.36	\$ 55.13	\$ 45.36	\$ 47.63	\$ 50.00	\$ 52.50	\$ 55.13		
Hillsborough	PD	Management Analyst I	\$ 42.74	\$ 51.96	\$ 42.74	\$ 44.88	\$ 47.13	\$ 49.49	\$ 51.96		Cafeteria Plan: 100% of Blue Shield medical premium cost (EE only, EE + 1 & Family). Dental: \$2,000 per year Vision: \$325/yr Life Insurance: Up to \$100k coverage RHS: \$75/month
		Management Analyst II	\$ 47.03	\$ 57.16	\$ 47.03	\$ 49.38	\$ 51.85	\$ 54.44	\$ 57.16		
		Budget Analyst	\$ 48.75	\$ 59.26	\$ 48.75	\$ 51.19	\$ 53.75	\$ 56.44	\$ 59.26		
		Sr Management Analyst	\$ 54.09	\$ 65.74	\$ 54.09	\$ 56.79	\$ 59.63	\$ 62.61	\$ 65.74		
Menlo Park	PD	Management Analyst I	\$ 41.75	\$ 50.75	\$ 41.75	\$ 43.84	\$ 46.03	\$ 48.33	\$ 50.75		Cafeteria Plan: \$939 (EE Only); \$1,765 (EE + 1); \$2,312 (Family) (2-4% CPI Inc in 2021). Dental: City pays 100% Vision: City pays 100% Life Insurance: 1.5 x salary
		Management Analyst II	\$ 47.72	\$ 57.52	\$ 47.72	\$ 50.01	\$ 52.39	\$ 54.90	\$ 57.52		
		Sr Management Analyst	\$ 53.68	\$ 64.71	\$ 53.68	\$ 56.23	\$ 58.90	\$ 61.73	\$ 64.71		
Millbrae	PD	Administrative Analyst	\$ 42.58	\$ 51.75	\$ 42.58	\$ 44.70	\$ 46.94	\$ 49.29	\$ 51.75		Cafeteria Plan: 90% of Kaiser + \$50. Dental: City pays 100% of EE + dependent Vision: City pays 100% of EE + dependent Life Insurance: Up to \$100k coverage RHS: Up to \$1,385.62
		Management Analyst	\$ 45.04	\$ 54.75	\$ 45.04	\$ 47.29	\$ 49.65	\$ 52.14	\$ 54.75		
Pacifica	PD	Management Analyst I/II	\$ 45.89	\$ 57.84							Cafeteria Plan: \$843.62 (EE Only); \$1,634.92 (EE + 1); \$2,125.40 (Family). Dental: up to \$2,100/ Calendar Year Vision: \$10 copay Life Insurance: Up to \$150k
Portola Valley	--	FinancialAnalyst	\$ 41.00	\$ 51.05							Cafeteria Plan: 125% of Kaiser (EE Only); 80% of Kaiser (EE + 1); 62.5% of Kaiser for (Family) Life Insurance: Up to \$50k coverage

**Salary and Compensation Summary
For Agencies in San Mateo County
For Management Analyst and Equivalent Position**

Attachment B

Agency	PD/Fire	Positions	Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Notes
Redwood City	PD, Fire	HR Analyst I	\$ 47.71	\$ 57.25							Cafeteria Plan: 90% of Kaiser (EE only & Family Rates) Dental: City pays 90% of EE and dependent Vision: No deductible for EE, \$20/person for dependent. City pays 90% of premium Life Insurance: 1-1/2 of EE Salary with 60/40 split City/EE Contribution
		Management Analyst I	\$ 53.50	\$ 64.18							
		HR Analyst II	\$ 55.11	\$ 62.76							
		Management Analyst II	\$ 58.85	\$ 70.60							
		Sr HR Analyst	\$ 58.85	\$ 70.60							
San Bruno	PD, Fire	Management Analyst I	\$ 38.37	\$ 70.67	\$ 38.37	\$ 70.67	\$ 42.51	\$ 44.74	\$ 47.09		Cafeteria Plan: City/EE Pays \$2,227.50/\$235.50 (EE Only); \$2,197.62/\$265.38 (Family) Dental: Part of Cafeteria Plan Vision: Part of Cafeteria Plan Life Insurance: 1x annual earning (City pays) Def Comp: City match up to 0.5% of EE Salary
		Management Analyst II	\$ 44.12	\$ 54.14	\$ 44.12	\$ 46.44	\$ 48.87	\$ 51.44	\$ 54.14		
San Carlos	--	Management Analyst	\$ 42.76	\$ 51.97	\$ 42.76	\$ 44.90	\$ 47.14	\$ 49.50	\$ 51.97		Cafeteria Plan: \$869.78 (EE Only); \$1,480.71 (EE +1); \$1,789.11 (Family) Dental & Vision: City pays 100% Life Insurance: Up to \$200k coverage Def Comp: up to \$225/mo
		HR Management Analyst	\$ 44.50	\$ 54.10	\$ 44.50	\$ 46.74	\$ 49.07	\$ 51.53	\$ 54.10		
		Sr Management Analyst	\$ 50.01	\$ 60.78	\$ 50.01	\$ 52.51	\$ 55.13	\$ 57.89	\$ 60.78		
San Mateo	PD, Fire	Management (and HR) Analyst I	\$ 41.78	\$ 49.79	\$ 41.78	\$ 43.67	\$ 45.61	\$ 47.67	\$ 49.79		Cafeteria Plan: 100% of Kaiser (EE Only); 90% of Kaiser (EE + 1 & Family). Dental: City pays 100/80/80 with \$15 annual deductible Vision: Up to \$120/year with \$25 Deductible Life Insurance: Up to \$50k coverage RHS: 0.25% of base Salary Def Comp: Up to 1% match
		Management (and HR) Analyst II	\$ 45.87	\$ 54.68	\$ 45.87	\$ 47.95	\$ 50.09	\$ 52.35	\$ 54.68		
		Budget Analyst	\$ 50.45	\$ 60.19	\$ 50.45	\$ 52.72	\$ 55.08	\$ 57.56	\$ 60.19		
		Sr Management (and HR) Analyst	\$ 50.45	\$ 60.19	\$ 50.45	\$ 52.72	\$ 55.08	\$ 57.56	\$ 60.19		
South San Francisco	PD, Fire	HR Analyst I	\$ 38.89	\$ 47.26	\$ 38.89	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.26		Cafeteria Plan: 90% of HMO (EE Only, EE+1, & Family). Dental & Vision: City pays 100% Life Insurance: Up to \$50k coverage RHS: 1.5% of base Salary
		Financial Analyst I	\$ 38.95	\$ 47.36	\$ 38.95	\$ 40.90	\$ 42.95	\$ 45.10	\$ 47.36		
		Management Analyst I	\$ 41.86	\$ 50.88	\$ 41.86	\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.88		
		HR Analyst II	\$ 42.73	\$ 51.94	\$ 42.73	\$ 44.87	\$ 47.11	\$ 49.47	\$ 51.94		
		Financial Analyst II	\$ 42.85	\$ 52.08	\$ 42.85	\$ 44.99	\$ 47.24	\$ 49.60	\$ 52.08		
		Management Analyst II	\$ 46.03	\$ 55.95	\$ 46.03	\$ 48.33	\$ 50.75	\$ 53.29	\$ 55.95		
		Sr HR Analyst	\$ 47.04	\$ 57.17	\$ 47.04	\$ 49.39	\$ 51.86	\$ 54.45	\$ 57.17		
		Sr Financial Analyst	\$ 47.11	\$ 57.27	\$ 47.11	\$ 49.47	\$ 51.94	\$ 54.54	\$ 57.27		

**Salary and Compensation Summary
For Agencies in San Mateo County
For Management Analyst and Equivalent Position**

Attachment B

Agency	PD/Fire	Positions	Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Notes
Woodside	--	Management Analyst	\$ 28.95	\$ 53.83							Cafeteria Plan: \$1,210 Dental & Vision: City pays 100% (EE Only). Additional fee for dependent Life Insurance: Up to \$60k coverage

Average Hourly Compensation

Positions	Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Management (HR) Analyst I/II	\$ 42.03	\$ 54.50	\$ 42.03	\$ 46.50	\$ 48.83	\$ 51.26	\$ 53.83	
Management (HR) Analyst I	\$ 41.85	\$ 52.88	\$ 41.85	\$ 46.21	\$ 45.62	\$ 47.89	\$ 50.27	\$ 54.59
Management (HR) Analyst II	\$ 46.76	\$ 56.62	\$ 46.76	\$ 47.87	\$ 50.24	\$ 52.74	\$ 54.73	\$ 59.46
(Sr) Management (HR) Analyst III	\$ 50.30	\$ 60.85	\$ 50.30	\$ 51.49	\$ 54.01	\$ 56.67	\$ 59.46	



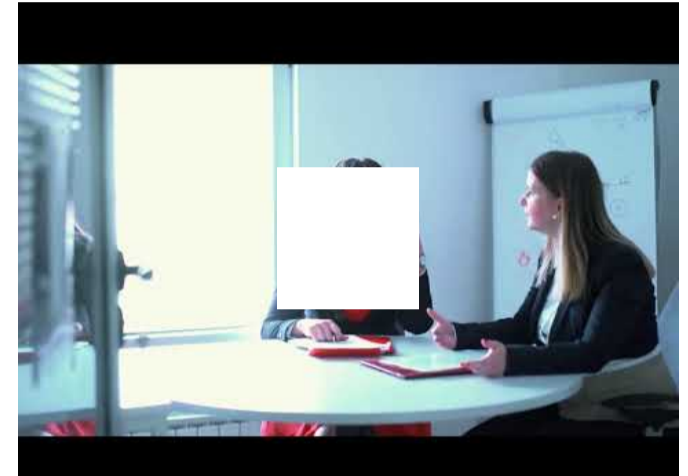
Human Resources Managers

[Summary](#) | [What They Do](#) | [Work Environment](#) | [How to Become One](#) | [Pay](#) | [Job Outlook](#) | [State & Area Data](#) | [Similar Occupations](#) | [More Info](#)

Summary

Summary

Quick Facts: Human Resources Managers	
2019 Median Pay	\$116,720 per year \$56.11 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	5 years or more
On-the-job Training	None
Number of Jobs, 2019	165,200
Job Outlook, 2019-29	6% (Faster than average)
Employment Change, 2019-29	10,400



[What Human Resources Managers Do](#)

Human resources managers plan, coordinate, and direct the administrative functions of an organization.

[Work Environment](#)

Human resources managers are employed in nearly every industry. They work in offices, and most work full time during regular business hours. Some travel to attend professional meetings or to recruit employees.

[How to Become a Human Resources Manager](#)

Candidates typically need a combination of education and several years of related work experience to become a human resources manager. Although positions typically require a bachelor's degree, some require a master's degree.

[Pay](#)

The median annual wage for human resources managers was \$116,720 in May 2019.

[Job Outlook](#)

Employment of human resources managers is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. As new companies form and organizations expand their operations, they will need human resources managers to administer and monitor their programs and to ensure that firms adhere to changing employment laws.

[State & Area Data](#)

Explore resources for employment and wages by state and area for human resources managers.

[Similar Occupations](#)

Compare the job duties, education, job growth, and pay of human resources managers with similar occupations.

[More Information, Including Links to O*NET](#)

Learn more about human resources managers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

What They Do

What Human Resources Managers Do

[About this section](#)

Human resources managers plan, coordinate, and direct the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

Duties

Human resources managers typically do the following:

- Plan and coordinate an organization's workforce to best use employees' talents
- Link an organization's management with its employees
- Plan and oversee employee benefit programs
- Serve as a consultant to advise other managers on human resources issues, such as equal employment opportunity and sexual harassment
- Coordinate and supervise the work of specialists and support staff



Human resources managers often coordinate the work of a team of specialists.

- Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures

Organizations want to attract, motivate, and keep qualified employees and match them to jobs for which they are well-suited. Human resources managers accomplish this aim by directing the administrative functions of human resources departments. Their work involves overseeing employee relations, securing regulatory compliance, and administering employee-related services such as payroll, training, and benefits. They supervise the department's specialists and support staff and make sure that tasks are completed accurately and on time.

Human resources managers also consult with [top executives](#) regarding strategic planning and talent management. They identify ways to maximize the value of the organization's employees and ensure that they are used efficiently. For example, they might assess worker productivity and recommend changes to help the organization meet budgetary goals.

Some human resources managers oversee all aspects of an organization's human resources department, including the compensation and benefits program and the training and development program. In many larger organizations, these programs are directed by specialized managers, such as [compensation and benefits managers](#) and [training and development managers](#).

The following are examples of types of human resources managers:

Labor relations directors, also called **employee relations managers**, oversee employment policies in union and nonunion settings. They negotiate, draft, and administer labor contracts that cover issues such as wages, benefits, and union and management practices. They also handle labor complaints between employees and management, and they coordinate grievance procedures.

Payroll managers supervise an organization's payroll department. They ensure that all aspects of payroll are processed correctly and on time. They administer payroll procedures, prepare reports for the accounting department, and resolve payroll problems.

Recruiting managers, sometimes called **staffing managers**, oversee the recruiting and hiring responsibilities of the human resources department. They often supervise a team of recruiters, and some take on recruiting duties for filling high-level positions. They must develop a recruiting strategy that helps them meet the staffing needs of their organization and compete effectively to attract the best employees.

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[Work Environment ->](#)

Work Environment

Work Environment

[About this section](#)

Human resources managers held about 165,200 jobs in 2019. The largest employers of human resources managers were as follows:

Professional, scientific, and technical services	14%
Management of companies and enterprises	14
Manufacturing	11
Government	9
Healthcare and social assistance	8

Human resources managers work in offices. Some managers, especially those working for organizations that have offices nationwide, travel to visit other branches, attend professional meetings, or recruit employees.

Work Schedules

Most human resources managers work full time during regular business hours. Some human resources managers work more than 40 hours per week.

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[How to Become One ->](#)

How to Become One

How to Become a Human Resources Manager

[About this section](#)

Candidates typically need a combination of education and several years of related work experience to become a human resources manager. Although most positions require a bachelor's degree, some require a master's degree.

Education

Human resources managers usually need a bachelor's degree. Candidates may earn a bachelor's degree in human resources or in another field, such as business management, education, or information technology. Courses in subjects such as conflict management or psychology may be helpful.

Some jobs may require a master's degree in human resources, labor relations, or business administration (MBA).

Work Experience in a Related Occupation

To demonstrate abilities in organizing, directing, and leading others, human resources managers must have related work experience. Some managers start out as [human resources specialists](#) or [labor relations specialists](#).

Management positions typically require an understanding of human resources programs, such as compensation and benefits plans; human resources software; and federal, state, and local employment laws.

Licenses, Certifications, and Registrations

Although certification is voluntary, it shows professional expertise and credibility, and it may enhance job opportunities. Employers may prefer to hire candidates with certification, and some positions may require it. [The Society for Human Resource Management](#) (SHRM), [HR Certification Institute](#) (HRCI), [WorldatWork](#), and [International Foundation of Employee Benefit Plans](#) are among many professional associations that offer certification programs.



Human resources managers typically need a combination of a bachelor's degree and work experience.

Important Qualities

Communication skills. Human resources managers need strong speaking, writing, and listening skills to give presentations and direct their staff.

Decision-making skills. Human resources managers must be able to balance the strengths and weaknesses of different options and decide the best course of action.

Interpersonal skills. Human resources managers regularly interact with people, such as to collaborate on teams, and must develop working relationships with their colleagues.

Leadership skills. Human resources managers must coordinate work activities and ensure that staff complete the duties and responsibilities of their department.

Organizational skills. Human resources managers must be able to prioritize tasks and manage several projects at once.

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[Pay ->](#)

Pay

Pay

[About this section](#)

The median annual wage for human resources managers was \$116,720 in May 2019. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$68,300, and the highest 10 percent earned more than \$205,720.

In May 2019, the median annual wages for human resources managers in the top industries in which they worked were as follows:

Professional, scientific, and technical services	\$131,340
Management of companies and enterprises	129,510
Manufacturing	115,000
Government	102,660
Healthcare and social assistance	99,380

Most human resources managers work full time during regular business hours. Some human resources managers work more than 40 hours per week.

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[Job Outlook ->](#)

Job Outlook

Job Outlook

[About this section](#)

Employment of human resources managers is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations.

Employment growth depends largely on the performance and growth of individual companies. As new companies form and organizations expand their operations, they will need more human resources managers to administer and monitor their programs.

Human resources managers also will be needed to ensure that firms adhere to changing and complex employment laws regarding topics such as equal employment opportunity, healthcare, and retirement plans.

Job Prospects

About 13,300 openings for human resources managers are projected each year, on average, over the decade.

Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Candidates with certification or a master's degree—particularly those with a concentration in human resources management—should have the best job prospects.

Employment projections data for human resources managers, 2019-29

Occupational Title	SOC Code	Employment, 2019	Projected Employment, 2029	Change, 2019-29		Employment by Industry
				Percent	Numeric	
Human resources managers	11-3121	165,200	175,600	6	10,400	Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

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[State & Area Data ->](#)

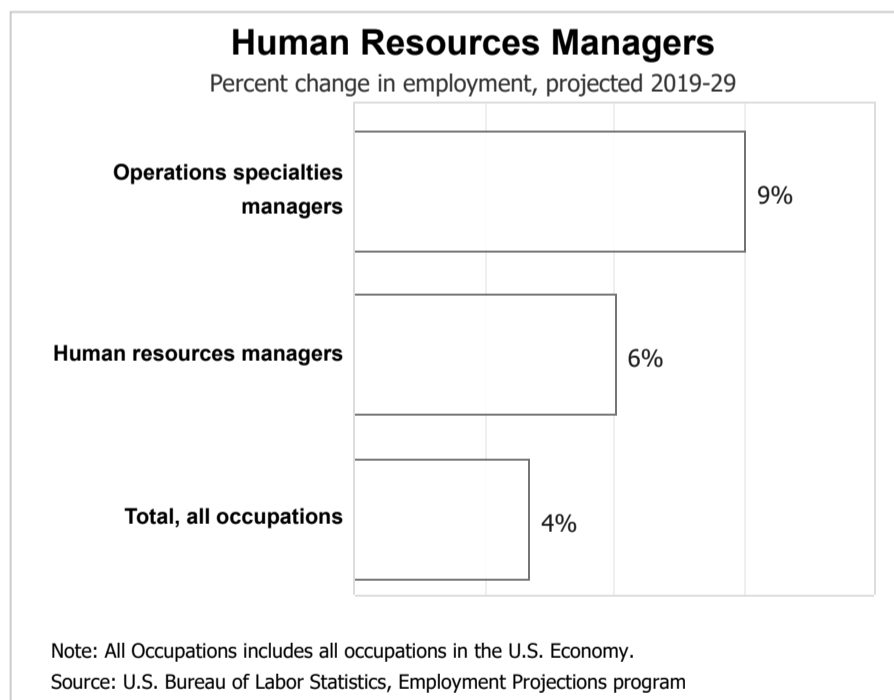
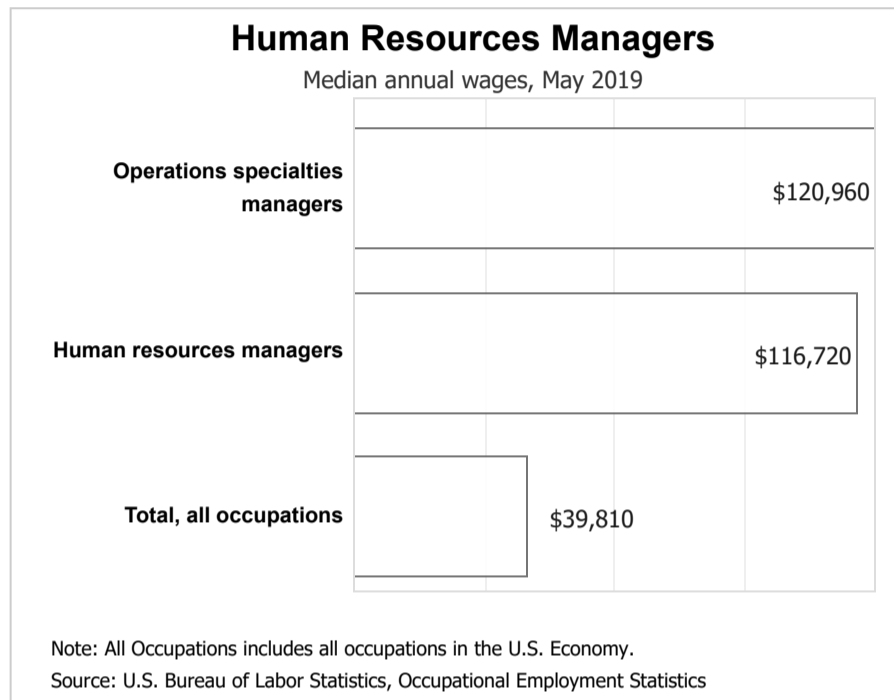
State & Area Data

State & Area Data

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Occupational Employment Statistics (OES)

The [Occupational Employment Statistics](#) (OES) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OES data maps for employment and wages by state and area.



- [Human resources managers](#)

Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.com. Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

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[Similar Occupations ->](#)

Similar Occupations

Similar Occupations

[About this section](#)

This table shows a list of occupations with job duties that are similar to those of human resources managers.

	OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2019 MEDIAN PAY
	Administrative Services Managers	Administrative services managers plan, direct, and coordinate activities that help an organization run efficiently.	Bachelor's degree	\$96,940
	Compensation and Benefits Managers	Compensation and benefits managers plan, develop, and oversee programs to pay employees.	Bachelor's degree	\$122,270
	Compensation, Benefits, and Job Analysis Specialists	Compensation, benefits, and job analysis specialists conduct an organization's compensation and benefits programs.	Bachelor's degree	\$64,560
	Human Resources Specialists	Human resources specialists recruit, screen, interview, and place workers. They also handle employee relations, compensation and benefits, and training.	Bachelor's degree	\$61,920
	Labor Relations Specialists	Labor relations specialists interpret and administer labor contracts.	Bachelor's degree	\$69,020
	Top Executives	Top executives plan strategies and policies to ensure that an organization meets its goals.	Bachelor's degree	\$104,690
	Training and Development Managers	Training and development managers plan, coordinate, and direct skills- and knowledge-enhancement programs for an organization's staff.	Bachelor's degree	\$113,350
	Training and Development Specialists	Training and development specialists plan and administer programs that improve the skills and knowledge of their employees.	Bachelor's degree	\$61,210

[<- State & Area Data](#)

[More Info ->](#)

More Info

Contacts for More Information

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For more information about human resources managers, including certification, visit

[Society for Human Resource Management](#)

[HR Certification Institute](#)

[International Public Management Association for Human Resources](#)

For information about careers and certification in employee compensation and benefits, visit

[International Foundation of Employee Benefit Plans](#)

[WorldatWork](#)

For information about careers in employee training and development and certification, visit

[Association for Talent Development](#)

[International Society for Performance Improvement](#)

O*NET

[Human Resources Managers](#)

[<- Similar Occupations](#)**SUGGESTED CITATION:**

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Human Resources Managers, at <https://www.bls.gov/ooh/management/human-resources-managers.htm> (visited December 05, 2020).

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