



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA  
Wednesday, December 14, 2022  
7:00 PM**

*This City Council meeting will be conducted pursuant to the provisions of Assembly Bill 361 and Government Code Section 54953(e) (and without compliance with section 54953(b)(3) related to conducting public meetings during the COVID-19 pandemic. The City Council, staff and members of the public may participate in the meeting in person at Town Hall or virtually via Zoom Video Conference.*

**To attend the meeting in person:**

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

**To participate in the meeting via Zoom Video Conference:**

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

Passcode: 074407

Meeting ID: 812 8997 6261

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

**To provide Public Comment in person:**

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

**To provide Public Comment via Zoom Video Conference:**

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing \*9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

**To provide Public Comment in writing:**

Members of the public may provide written comments by email to the City Clerk at [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov) before 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**

## **PRESENTATIONS**

- Recognition of Retired Council Member Diana Colvin

## **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 November 9, 2022 Regular Meeting.
2. Motion to Accept the Minutes from the November 16, 2022 Special Meeting.
3. Motion to Approve Report of Checks Paid for November 2022.
4. Motion to Reconfirm the Findings and Determinations Made in Resolution No. 2021-33 and Under Assembly Bill 361 for the Continuation of Virtual Meetings, with Acknowledgment that the California Department of Public Health has Updated the Definition of "Close Contact" in Regulation 3205 from Being within 6 Feet of Another Person to Sharing the Same Indoor Space with Another Person for 15 Minutes or More, Which Further Supports the Findings.
5. Motion Accepting the Fiscal Year 2021-22 Annual Investment Report Through June 30, 2022.
6. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute All Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and Any Amendments for All Federal and/or State Funding Projects with the California Department of Transportation Pursuant to CEQA Guideline 15305.
7. Motion Approving and Accepting the Development Impact Fee Report for Fiscal Year Ending June 30, 2022.

## **PUBLIC HEARING**

### **8. URGENCY ORDINANCE RELATING TO ACCESSORY DWELLING UNITS**

*Consider:* Motion to Adopt an Urgency Ordinance Amending Chapter 5, Subchapter 5.19, of the Colma Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units and Determining the Ordinance to be Exempt from CEQA Per Guideline 15282 and Public Resources Code 21080.17.

### **9. ORDINANCE AMENDING COLMA MUNICIPAL CODE RELATING TO A COUNCIL VACANCY**

*Consider:* Motion to Introduce and Waive First Reading of an Ordinance Amending Section 1.02.020 of the Colma Municipal Code Relating to a Council Vacancy Pursuant to CEQA Guideline 15061(b)(3).

## **NEW BUSINESS**

### **10. AGE FRIENDLY ACTION PLAN**

*Consider:* Motion Approving the Town of Colma's Age Friendly Action Plan and Submission of the Plan to the American Association of Retired Persons (AARP) and the World Health Organization (WHO) Maintaining the Town of Colma's Age-Friendly City Designation Pursuant to CEQA Guideline 15378.

11. **SURPLUS LAND INVENTORY**

*Consider:* Motion to Adopt a Resolution Declaring Certain Properties as Exempt Surplus Land and Non Surplus Land, as Defined in Government Code § 54221(b); and Authorizing the Filing of the Inventory List Establishing the Town's Inventory in Compliance with Government Code § 54230(a)(1) Pursuant to CEQA Guidelines 15378 and 15061(b)(3).

12. **COUNCIL OF CITIES AND CITY SELECTION COMMITTEE**

*Consider:* Motion to Confirm Designation of the Mayor as the Voting Member for the Council of Cities, Designating an Alternate Voting Member, and Giving the Voting Member Discretion on any and All Matters to be Considered.

13. **CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2023**

*Consider:* Motion Approving Committee Assignments for 2023 and Granting to the Appointee Discretion in Voting on Matters Brought Before the Committee.

**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](http://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 650-997-8300 or email a request to [citymanager@colma.ca.gov](mailto:citymanager@colma.ca.gov).

Reasonable Accommodation

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



**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Town Hall Council Chamber  
1198 El Camino Real, Colma CA  
Also Accessible via Zoom.us  
**Wednesday, November 9, 2022**  
**7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor Fiscaro called the meeting to order at 7:01 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Joanne F. del Rosario, Council Members John Irish Goodwin and Ken Gonzalez 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 and Planning Brad Donohue, City Planner Farhad Mortazavi, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Good evening and welcome to our first hybrid Council Meeting, conducted both in person and remotely via Zoom. We’re very happy to be back in our Council Chamber and excited that we can still make the meetings accessible to people who cannot join us in person.

Regarding Public Comment: Members of the public who are here in person are requested to complete a yellow speaker card and submit it to the City Clerk. Those of you on Zoom may make public comments by using the “raise hand” feature in Zoom or, if calling in by phone, by pressing \*9 on the telephone keypad. The City Clerk will unmute your microphone and allow you to speak. Comments should be kept to three minutes or less.”

**ADOPTION OF THE AGENDA**

Mayor Fiscaro asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

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

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

## PRESENTATIONS

- **Proclamations in honor of Arboretum Day**

The Mayor presented a proclamation in honor of Arboretum Day. Josh Gevertz, Arboretum Director of Cypress Lawn, accepted the proclamation and spoke about the upcoming Arboretum Day events.

- **Veterans Day Recognition**

The Mayor presented a proclamation in honor of Veterans Day. She stated, "As you know, Veterans Day is on Friday, and so in honor of our Colma Veterans, we'll be hosting a celebration at Veterans Village tomorrow at 11:30am. Our recreation team always does a wonderful job with the barbeque lunch. We'll also be honoring the new residents whose names will be added to our Veterans Plaque.

We are proud and grateful to add the following new names to our plaque:

- Douglas Lee Smith
- Randy D. Winn
- Nicholas Chernobieff
- Dean Thomas
- Barry Finlay
- James Ivie
- Roger Yarborough

"Thank you to our Colma Veterans and Veterans everywhere for your courage, sacrifice and service to our country."

- **Halloween House Decorating Contest**

Recreation Manager Angelika Abellana and representatives from Republic Services, our sponsor of this event, introduced the recipients of our annual Halloween House Decorating Awards:

- Cline Family – Verano/Mission Road
- Manela Family – Villa Hoffman
- Castro Family – Sterling Park
- Brodzin Family – Spookiest House

- **Employee Appreciation**

Council recognized and congratulated the following employees and Council Members on their service anniversaries:

- Mark Balestier – 1 Year
- Faith Bautista – 1 Year
- Marcelle Cosino – 1 Year
- Dianni Flores – 1 Year
- Brandon Guardado-Matus – 1 Year
- Liana Myvett – 1 Year
- Nikole Azzopardi – 1 Year
- John Munsey – 1 Year
- Anthony Thickstun – 1 Year
- Gioia Perez – 1 Year
- Jose Ascencio – 5 Year

- o Sofia Cartagena – 5 Years
- o Dinora Navarro – 5 Years
- o Thelma Coffey – 5 Years
- o Anthony McKenna – 5 Years
- o Saul Guerrero – 10 Years
- o Sergeant Christopher Grant – 15 Years
- o Sergeant Jason Wollman – 15 Years
- o Ryan Rodriguez – 15 Years
- o Vice Mayor Joanne del Rosario – 16 Years
- o Mayor Helen Fisicaro – 28 Years

There was a break for refreshments from 7:45 p.m. to 8:10 p.m.

**PUBLIC COMMENTS**

Mayor Fisicaro opened the public comment period at 8:10 p.m. and seeing no one request to speak, she closed the public comment period.

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the October 26, 2022 Regular Meeting.
2. Motion to Approve Report of Checks Paid for October 2022.
3. Motion to Reconfirm the Findings and Determinations Made in Resolution No. 2021-33 and Under Assembly Bill 361 for the Continuation of Virtual Meetings, with Acknowledgment that the California Department of Public Health has Updated the Definition of “Close Contact” in Regulation 3205 from Being within 6 Feet of Another Person to Sharing the Same Indoor Space with Another Person for 15 Minutes or More, Which Further Supports the Findings.
4. Motion to Adopt a Resolution Adopting an Amended Appendix of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974.

**Action:** Vice Mayor del Rosario moved to approve the consent calendar items #1 through 4; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

**NEW BUSINESS**

**5. RENEWAL OF CONDITIONAL USE PERMIT – 1850 EL CAMINO REAL**

City Planner Farhad Mortazavi presented the staff report. The Mayor opened the public comment period at 8:18 p.m. Applicant Armen Jalalian spoke. The Mayor closed the public comment period at 8:22 p.m. Council discussion followed. Council requested that language be added to the resolution:

- The applicant shall ensure, to the satisfaction of the City Planner, that the mechanical equipment on the roof is shielded/hidden from viewpoint from the roadway and immediate surrounding area with the proposed height of the facades.
- Prior to grading or building permit issuance (whichever comes first), the applicant shall ensure the project site is free of any trash, debris, and other nuisance type conditions.

**Action:** Vice Mayor del Rosario moved to Adopt a Resolution Approving Conditional Use Permit, Project Design Review, and Tree Permit for an Office Building Located at 1850 El Camino Real Pursuant to a Previously Adopted Mitigated Negative Declaration, with the requested changes; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

6. **100 YEAR ANNIVERSARY AD HOC COMMITTEE**

City Manager Brian Dossey presented the staff report. The Mayor opened the public comment period at 8:44 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Gonzalez moved to Establish a City Council Ad Hoc 100 Year Anniversary Planning Committee, consisting of Mayor Helen Fiscaro and Vice Mayor Joanna F. del Rosario; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

**COUNCIL CALENDARING**

- The Regular Meeting on Wednesday, November 23, 2022 will be cancelled.
- There will be a Special City Council Reorganization Meeting on Tuesday, December 13, 2021 at 6:00pm.
- The next Regular Meeting will be on Wednesday, December 14, 2022 at 7:00pm.



## **REPORTS**

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

- There will be a Special Meeting on Wednesday, November 16, 2022 at 6:00 p.m. regarding the appointment of a new Council Member.
- The Holiday Events Calendar has been distributed and Council will receive updated versions if there are any changes.
- There will be a Veteran's Day Barbeque Lunch on Thursday, November 10, 2022 at Veterans Village.

## **ADJOURNMENT**

Mayor Fiscaro adjourned the meeting at 8:52 p.m. in memory of Virginia T. Simon, longtime community member and supporter of the Colma Historical Association.

Respectfully submitted,

Caitlin Corley  
City Clerk



**MINUTES  
SPECIAL MEETING**  
City Council of the Town of Colma  
Town Hall Council Chamber  
1198 El Camino Real, Colma CA  
Also Accessible via Zoom.us  
**Wednesday, November 16, 2022**  
**6:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CAL**

Mayor Fiscaro called the meeting to order at 6:06 p.m.

Council Present –Mayor Helen Fiscaro, Vice Mayor Joanne F. del Rosario, Council Members John Irish Goodwin and Ken Gonzalez 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 and Planning Brad Donohue, City Planner Farhad Mortazavi, City Clerk Caitlin Corley and Administrative Technician Abigail Dometita were in attendance.

**ADOPTION OF THE AGENDA**

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

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

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

**NEW BUSINESS**

**1. INTERVIEWS AND SELECTION OF CANDIDATE FOR VACANT CITY COUNCIL SEAT WITH TERM EXPIRING IN 2024**

City Manager Brian Dossey presented the staff report. Mayor Fiscaro explained the interview process, “Before we get started, I’d like to explain a bit about the process.

Myself and the rest of City Council will take turns asking questions; we will rotate the order that candidates are asked to respond, so that the same person is not asked to answer first each time. We ask that all candidates come to the podium when it is your turn to respond so the audience at home can see and you’re your responses. Please be clear and concise in your responses to the questions. Candidates will have two minutes to respond to each

question. There will be a timer counting down on the screen on the podium that will start right after the question is asked. You must stop your answer when the timer runs out.

Upon conclusion of the questions, the public will have an opportunity to make public comments or ask questions of the City Council.

Once the public comment period is concluded, the city council will deliberate on the candidates and select a candidate to be sworn in.”

City Council conducted interviews with the following people:

- Laura Walsh
- Carrie Slaughter
- Charito Casanas
- Matthew Hartogh
- Sharon Dinkin

The Mayor opened the public comment period at 7:20 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

The Mayor called for nominations for Council Member. Council Member Goodwin nominated Carrie Slaughter; the nomination was seconded by Council Member Gonzalez. Mayor Fiscaro asked if there were any other nominations; none were made.

**Action:** Council Member Goodwin moved to appoint Carrie Slaughter as Council Member; 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 |        |
| Helen Fiscaro, Mayor  | ✓      |    |                     |                   |        |
| Joanne F. del Rosario | ✓      |    |                     |                   |        |
| John Irish Goodwin    | ✓      |    |                     |                   |        |
| Diana Colvin          | ✓      |    |                     |                   |        |
|                       | 4      | 0  |                     |                   |        |

Mayor Fiscaro administered the Oath of Office to newly appointed Council Member Carrie Slaughter.

## ADJOURNMENT

Mayor Fiscaro adjourned the meeting at 7:37 p.m. in memory of Aldina Ciardella, longtime community member, well known as the See's Candy Lady.

Respectfully submitted,

Caitlin Corley  
City Clerk

apCkHist  
12/06/2022 6:56AM

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| Check # | Date       | Vendor                         | Status | Clear/Void Date | Invoice         | Inv. Date  | Amount Paid | Check Total |
|---------|------------|--------------------------------|--------|-----------------|-----------------|------------|-------------|-------------|
| 55614   | 11/01/2022 | 03461 1000BULBS.COM            |        |                 | W03353824       | 10/06/2022 | 656.49      | 656.49      |
| 55615   | 11/01/2022 | 03170 ACTION TOWING AND ROA    |        |                 | 66427           | 11/23/2022 | 300.00      | 300.00      |
| 55616   | 11/01/2022 | 02787 AECO SYSTEMS, INC.       |        |                 | 55153           | 10/20/2022 | 24.43       | 24.43       |
| 55617   | 11/01/2022 | 00623 ARAMARK                  |        |                 | 5180078519      | 10/03/2022 | 111.92      |             |
|         |            |                                |        |                 | 5180082239      | 10/10/2022 | 111.92      |             |
|         |            |                                |        |                 | 5180086010      | 10/17/2022 | 111.92      |             |
|         |            |                                |        |                 | 5180090285      | 10/24/2022 | 111.92      |             |
|         |            |                                |        |                 | 5180078514      | 10/03/2022 | 25.90       |             |
|         |            |                                |        |                 | 5180082233      | 10/10/2022 | 25.90       |             |
|         |            |                                |        |                 | 5180086008      | 10/17/2022 | 25.90       |             |
|         |            |                                |        |                 | 5180078476      | 10/03/2022 | 18.90       |             |
|         |            |                                |        |                 | 5180082194      | 10/10/2022 | 18.90       |             |
|         |            |                                |        |                 | 5180085987      | 10/17/2022 | 18.90       | 582.08      |
| 55618   | 11/01/2022 | 00004 AT&T                     |        |                 | 000018918805    | 10/13/2022 | 1,601.99    | 1,601.99    |
| 55619   | 11/01/2022 | 01565 BAY CONTRACT MAINTEN/    |        |                 | 28307           | 10/21/2022 | 5,320.00    | 5,320.00    |
| 55620   | 11/01/2022 | 03424 CALIFORNIA MUNICIPAL     |        |                 | 22102102        | 10/21/2022 | 550.00      | 550.00      |
| 55621   | 11/01/2022 | 00051 CALIFORNIA WATER SERV    |        |                 | 6544607057      | 10/18/2022 | 711.96      | 711.96      |
| 55622   | 11/01/2022 | 00057 CINTAS CORPORATION #2    |        |                 | 4135005028      | 10/20/2022 | 564.97      |             |
|         |            |                                |        |                 | 4135005038      | 10/20/2022 | 322.65      | 887.62      |
| 55623   | 11/01/2022 | 02453 DALY CITY PUBLIC LIBRAR  |        |                 | FY2022-23 Grant | 10/24/2022 | 5,200.00    | 5,200.00    |
| 55624   | 11/01/2022 | 00112 DEPARTMENT OF JUSTICE    |        |                 | 608398          | 10/05/2022 | 337.00      |             |
|         |            |                                |        |                 | 613160          | 10/05/2022 | 49.00       | 386.00      |
| 55625   | 11/01/2022 | 02793 DITO'S MOTORS            |        |                 | 26791           | 10/24/2022 | 1,242.21    | 1,242.21    |
| 55626   | 11/01/2022 | 03536 DBA: PINOT'S PALETTE - S |        |                 | 179             | 10/21/2022 | 572.00      | 572.00      |
| 55627   | 11/01/2022 | 02183 EWING IRRIGATION PROD    |        |                 | 18009812        | 10/12/2022 | 466.62      | 466.62      |
| 55628   | 11/01/2022 | 00539 FIREMASTER DEPT 1019     |        |                 | 0001001939      | 10/11/2022 | 492.00      | 492.00      |

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| 55629   | 11/01/2022 | 03535 AILEEN FLORES            |        |                 | 2002380.003          | 10/24/2022 | 300.00      | 300.00      |
| 55630   | 11/01/2022 | 02499 GE CAPITAL INFORMATION   |        |                 | 106606141            | 10/11/2022 | 104.65      | 104.65      |
| 55631   | 11/01/2022 | 02605 SAUL GUERRERO            |        |                 | Oct 16-17 Reimb      | 10/20/2022 | 470.32      | 470.32      |
| 55632   | 11/01/2022 | 02788 MARGARET-ROSE S. LUNA    |        |                 | 46                   | 10/24/2022 | 350.00      | 350.00      |
| 55633   | 11/01/2022 | 02545 JOHN MICHAEL MURRAY      |        |                 | 2002379.003          | 10/24/2022 | 300.00      | 300.00      |
| 55634   | 11/01/2022 | 03061 NICK BARBIERI TRUCKING   |        |                 | 2354711              | 10/15/2022 | 693.94      | 693.94      |
| 55635   | 11/01/2022 | 00553 PACIFIC NURSERIES        |        |                 | SI-38676             | 10/04/2022 | 85.59       |             |
|         |            |                                |        |                 | SI-39366             | 10/12/2022 | 12.03       | 97.62       |
| 55636   | 11/01/2022 | 01023 PRIORITY 1               |        |                 | 8981                 | 10/19/2022 | 1,171.50    |             |
|         |            |                                |        |                 | 8846                 | 07/05/2022 | 350.00      | 1,521.50    |
| 55637   | 11/01/2022 | 03431 RETAIL COACH, LLC THE    |        |                 | 4004                 | 10/26/2022 | 10,000.00   | 10,000.00   |
| 55638   | 11/01/2022 | 03392 ROMEO PACKING COMPAN     |        |                 | 158831               | 10/13/2022 | 831.25      | 831.25      |
| 55639   | 11/01/2022 | 01291 SMC TAX COLLECTOR        |        |                 | 2022-2023 1st & 2nd  | 10/18/2022 | 586.72      | 586.72      |
| 55640   | 11/01/2022 | 00388 SONITROL                 |        |                 | 321369               | 10/05/2022 | 1,143.11    | 1,143.11    |
| 55641   | 11/01/2022 | 00391 SUSTAINABLE SAN MATEO    |        |                 | FY 2022-23 Grant     | 10/24/2022 | 1,000.00    | 1,000.00    |
| 55642   | 11/01/2022 | 02849 6746050100 U.S. BANK PAF |        |                 | 2022-11 OPEB         | 11/01/2022 | 128,788.00  | 128,788.00  |
| 55643   | 11/01/2022 | 02848 UNITED COACH TOURS       |        |                 | 19098WF              | 10/25/2022 | 1,200.00    | 1,200.00    |
| 55644   | 11/01/2022 | 02946 AMANDA VELASQUEZ         |        |                 | Oct 17-21, 2022 Reim | 10/13/2022 | 627.50      | 627.50      |
| 55645   | 11/01/2022 | 01399 WESTLAKE ECO SOFT TOI    |        |                 | September 2022       | 10/01/2022 | 11.95       | 11.95       |
| 55646   | 11/04/2022 | 01375 NATIONWIDE RETIREMEN     |        |                 | Ben73906             | 11/04/2022 | 7,515.71    | 7,515.71    |
| 55647   | 11/04/2022 | 01340 NAVIA BENEFIT SOLUTION   |        |                 | Ben73908             | 11/04/2022 | 1,240.08    | 1,240.08    |
| 55648   | 11/08/2022 | 00003 A. S. F. ELECTRIC        |        |                 | 9684                 | 09/28/2022 | 993.65      |             |
|         |            |                                |        |                 | 1914                 | 10/26/2022 | 475.95      | 1,469.60    |
| 55649   | 11/08/2022 | 03267 ACC BUSINESS             |        |                 | 222838431            | 10/27/2022 | 679.66      | 679.66      |

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| Check # | Date       | Vendor                        | Status | Clear/Void Date | Invoice              | Inv. Date  | Amount Paid | Check Total |
|---------|------------|-------------------------------|--------|-----------------|----------------------|------------|-------------|-------------|
| 55650   | 11/08/2022 | 02787 AECO SYSTEMS, INC.      |        |                 | 22857                | 11/01/2022 | 480.00      | 480.00      |
| 55651   | 11/08/2022 | 00013 ANDY'S WHEELS & TIRES   |        |                 | 65358                | 10/11/2022 | 45.39       | 45.39       |
| 55652   | 11/08/2022 | 00623 ARAMARK                 |        |                 | 5180093515           | 10/31/2022 | 111.92      |             |
|         |            |                               |        |                 | 5180093511           | 10/31/2022 | 25.90       |             |
|         |            |                               |        |                 | 5180093485           | 10/31/2022 | 18.90       |             |
|         |            |                               |        |                 | 5180093510           | 10/31/2022 | 18.90       | 175.62      |
| 55653   | 11/08/2022 | 00020 ASSOCIATED SERVICES IN  |        |                 | 122110028            | 11/01/2022 | 40.00       |             |
|         |            |                               |        |                 | 122110027            | 11/01/2022 | 9.00        | 49.00       |
| 55654   | 11/08/2022 | 00002 AT&T                    |        |                 | 10/18/22             | 10/18/2022 | 36.72       | 36.72       |
| 55655   | 11/08/2022 | 01355 BANK OF NEW YORK MELL   |        |                 | 252-2506288          | 10/25/2022 | 1,250.00    | 1,250.00    |
| 55656   | 11/08/2022 | 02118 BAY AREA NEWS GROUP     |        |                 | 0001354291           | 09/30/2022 | 562.44      | 562.44      |
| 55657   | 11/08/2022 | 01183 BEST BEST & KRIEGER LLF |        |                 | 949572               | 11/04/2022 | 20,742.47   |             |
|         |            |                               |        |                 | 948049               | 10/14/2022 | 5,630.40    |             |
|         |            |                               |        |                 | 949573               | 11/04/2022 | 2,073.60    |             |
|         |            |                               |        |                 | 949574               | 11/04/2022 | 1,275.30    | 29,721.77   |
| 55658   | 11/08/2022 | 00057 CINTAS CORPORATION #2   |        |                 | 4136287995           | 11/03/2022 | 566.62      |             |
|         |            |                               |        |                 | 4136287881           | 11/03/2022 | 323.74      | 890.36      |
| 55659   | 11/08/2022 | 00091 CITY OF BRISBANE        |        |                 | INV00414             | 10/27/2022 | 690.00      | 690.00      |
| 55660   | 11/08/2022 | 00095 CLEARLITE TROPHIES      |        |                 | 89101                | 10/26/2022 | 153.00      |             |
|         |            |                               |        |                 | 89210                | 11/03/2022 | 25.00       | 178.00      |
| 55661   | 11/08/2022 | 01037 COMCAST CABLE           |        |                 | 10/26/22 Cable       | 10/26/2022 | 15,262.72   |             |
|         |            |                               |        |                 | 10/25-11/24 Internet | 10/20/2022 | 251.72      |             |
|         |            |                               |        |                 | 10/25-11/24 427 F St | 10/20/2022 | 241.72      | 15,756.16   |
| 55662   | 11/08/2022 | 02182 DALY CITY KUMON CENTE   |        |                 | 2022 Sept            | 11/02/2022 | 1,785.00    | 1,785.00    |
| 55663   | 11/08/2022 | 03224 DECORATIVE PLANT SERV   |        |                 | 0029646              | 11/01/2022 | 157.45      | 157.45      |
| 55664   | 11/08/2022 | 00110 DEPARTMENT OF TRANSP    |        |                 | SL221348             | 07/26/2022 | 1,015.91    | 1,015.91    |

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| 55665   | 11/08/2022 | 02793 DITO'S MOTORS              |        |                 | 26817           | 10/28/2022 | 56.54       | 56.54       |
| 55666   | 11/08/2022 | 03034 FLEX ADVANTAGE             |        |                 | 150262          | 10/31/2022 | 205.00      | 205.00      |
| 55667   | 11/08/2022 | 02499 GE CAPITAL INFORMATION     |        |                 | 106624811       | 10/20/2022 | 513.17      |             |
|         |            |                                  |        |                 | 106630098       | 10/21/2022 | 274.76      |             |
|         |            |                                  |        |                 | 106630094       | 10/21/2022 | 274.76      | 1,062.69    |
| 55668   | 11/08/2022 | 02499 GE CAPITAL INFORMATION     |        |                 | 5065979381      | 11/01/2022 | 199.90      | 199.90      |
| 55669   | 11/08/2022 | 00181 IEDA                       |        |                 | 23933           | 11/01/2022 | 1,628.05    | 1,628.05    |
| 55670   | 11/08/2022 | 00223 LESTER'S FLOWER SHOP       |        |                 | 1875            | 10/29/2022 | 82.03       |             |
|         |            |                                  |        |                 | 1880            | 10/29/2022 | 65.61       | 147.64      |
| 55671   | 11/08/2022 | 00254 METRO MOBILE COMMUNI       |        |                 | 46722           | 10/26/2022 | 824.06      |             |
|         |            |                                  |        |                 | 221114          | 11/01/2022 | 602.00      | 1,426.06    |
| 55672   | 11/08/2022 | 02993 VANESSA MOSQUEDA VEL       |        |                 | 10/30/2022      | 10/30/2022 | 900.00      | 900.00      |
| 55673   | 11/08/2022 | 01340 NAVIA BENEFIT SOLUTION     |        |                 | 10524965        | 10/30/2022 | 117.70      | 117.70      |
| 55674   | 11/08/2022 | 00280 ODP BUSINESS SOLUTION      |        |                 | 273109519001    | 10/26/2022 | 52.30       |             |
|         |            |                                  |        |                 | 274291804001    | 10/28/2022 | 32.67       |             |
|         |            |                                  |        |                 | 273127493001    | 10/25/2022 | 3.43        | 88.40       |
| 55675   | 11/08/2022 | 03418 PHILLIPPINE INTERNATION    |        |                 | FY2022-23 Grant | 11/03/2022 | 1,500.00    | 1,500.00    |
| 55676   | 11/08/2022 | 03384 PROTELESIS CORPORATIC      |        |                 | XTLQ47259       | 11/04/2022 | 4,062.95    | 4,062.95    |
| 55677   | 11/08/2022 | 01629 R. J. RICCIARDI INC., CPAS |        |                 | 13297           | 10/31/2022 | 3,375.00    | 3,375.00    |
| 55678   | 11/08/2022 | 02216 RAMOS OIL CO. INC.         |        |                 | 827580          | 10/20/2022 | 2,970.14    | 2,970.14    |
| 55679   | 11/08/2022 | 03479 ROBERT HALF INTERNATIK     |        |                 | 60998590        | 11/02/2022 | 994.60      |             |
|         |            |                                  |        |                 | 60957736        | 10/26/2022 | 547.03      | 1,541.63    |
| 55680   | 11/08/2022 | 03392 ROMEO PACKING COMPAN       |        |                 | 159018          | 10/28/2022 | 738.28      | 738.28      |
| 55681   | 11/08/2022 | 00500 SMC CONTROLLERS OFFIK      |        |                 | October 2022    | 11/02/2022 | 2,433.30    | 2,433.30    |
| 55682   | 11/08/2022 | 00364 SMC FORENSIC LAB           |        |                 | PS-INV104105    | 10/31/2022 | 732.00      | 732.00      |



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| 55683   | 11/08/2022 | 00830 STAPLES BUSINESS CRED   |        |                 | 1644984789           | 10/25/2022 | 403.76      | 403.76      |
| 55684   | 11/08/2022 | 03417 STEVEN'S BAY AREA DIESE |        |                 | 49746                | 10/11/2022 | 1,758.42    | 1,758.42    |
| 55685   | 11/08/2022 | 02438 ANGEL D. TALAVERA       |        |                 | 2002382.003          | 11/01/2022 | 650.00      | 650.00      |
| 55686   | 11/08/2022 | 03457 TOWNSEND PUBLIC AFFAI   |        |                 | 19152                | 11/01/2022 | 6,000.00    | 6,000.00    |
| 55687   | 11/08/2022 | 02938 KIM TRASK               |        |                 | 10/2022 Reimb        | 10/27/2022 | 104.86      | 104.86      |
| 55688   | 11/08/2022 | 03015 U.S. BANK CORPORATE PM  |        |                 | 10/24/2022           | 10/24/2022 | 16,608.18   | 16,608.18   |
| 55689   | 11/15/2022 | 02950 ANTHONY BERKOVATZ       |        |                 | 10/3-11/3 REIMB      | 11/05/2022 | 90.75       | 90.75       |
| 55690   | 11/15/2022 | 00051 CALIFORNIA WATER SERV   |        |                 | 10/27/2022 BILL DATE | 10/27/2022 | 7,572.90    |             |
|         |            |                               |        |                 | 0880644444 31Oct22   | 10/31/2022 | 192.82      |             |
|         |            |                               |        |                 | 10/28/2022 BILL DATE | 10/28/2022 | 148.50      | 7,914.22    |
| 55691   | 11/15/2022 | 00057 CINTAS CORPORATION #2   |        |                 | 4134316167           | 10/13/2022 | 186.98      |             |
|         |            |                               |        |                 | 4135603712           | 10/27/2022 | 186.98      | 373.96      |
| 55692   | 11/15/2022 | 01037 COMCAST CABLE           |        |                 | 11/02-12/01/2022     | 10/27/2022 | 246.72      | 246.72      |
| 55693   | 11/15/2022 | 02827 CORODATA SHREDDING, II  |        |                 | RS3440028            | 10/31/2022 | 158.22      | 158.22      |
| 55694   | 11/15/2022 | 02558 DIAL GLASS AND WINDOW   |        |                 | 44162                | 01/18/2022 | 11,490.00   |             |
|         |            |                               |        |                 | 44342                | 03/21/2022 | 2,843.00    | 14,333.00   |
| 55695   | 11/15/2022 | 02793 DITO'S MOTORS           |        |                 | 26737                | 10/17/2022 | 135.71      | 135.71      |
| 55696   | 11/15/2022 | 02499 GE CAPITAL INFORMATION  |        |                 | 5065978973           | 11/01/2022 | 504.32      | 504.32      |
| 55697   | 11/15/2022 | 02878 DANIEL MENDOZA          |        |                 | 10/3-11/3 REIMB      | 11/07/2022 | 54.00       | 54.00       |
| 55698   | 11/15/2022 | 03061 NICK BARBIERI TRUCKING  |        |                 | 2357301              | 10/31/2022 | 690.94      | 690.94      |
| 55699   | 11/15/2022 | 00307 PACIFIC GAS & ELECTRIC  |        |                 | ACCT0567147369-1     | 10/28/2022 | 138.86      | 138.86      |
| 55700   | 11/15/2022 | 02216 RAMOS OIL CO. INC.      |        |                 | 829127               | 10/31/2022 | 2,721.54    | 2,721.54    |
| 55701   | 11/15/2022 | 03537 RED BARN PRODUCTION     |        |                 | 107                  | 09/22/2022 | 1,197.00    | 1,197.00    |
| 55702   | 11/15/2022 | 02795 JAY ROSSET              |        |                 | 11/3 REIMB           | 11/09/2022 | 84.40       | 84.40       |

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| 55703   | 11/15/2022 | 00334 S.B.R.P.S.T.C.           |        |                 | 12/20/2022           | 11/03/2022 | 660.00      | 660.00      |
| 55704   | 11/15/2022 | 00414 TERMINEX INTERNATIONA    |        |                 | 426511165            | 10/27/2022 | 275.00      |             |
|         |            |                                |        |                 | 426511166            | 10/27/2022 | 88.00       | 363.00      |
| 55705   | 11/15/2022 | 01865 THYSSENKRUPP ELEVATC     |        |                 | 5001974363           | 10/31/2022 | 840.00      | 840.00      |
| 55706   | 11/15/2022 | 02468 ULINE, INC.              |        |                 | 152137966            | 08/02/2022 | 1,449.95    | 1,449.95    |
| 55707   | 11/15/2022 | 02082 VINCE'S OFFICE SUPPLY, I |        |                 | SO-1833953           | 11/04/2022 | 77.57       | 77.57       |
| 55708   | 11/15/2022 | 02799 WAVE (ASTOUND)           |        |                 | 103745301-0009805    | 11/01/2022 | 400.00      | 400.00      |
| 55709   | 11/18/2022 | 00047 C.L.E.A.                 |        |                 | Ben74054             | 11/18/2022 | 216.00      | 216.00      |
| 55710   | 11/18/2022 | 01375 NATIONWIDE RETIREMEN     |        |                 | Ben74048             | 11/18/2022 | 6,215.71    | 6,215.71    |
| 55711   | 11/18/2022 | 01340 NAVIA BENEFIT SOLUTION   |        |                 | Ben74050             | 11/18/2022 | 997.78      |             |
|         |            |                                |        |                 | Ben74056             | 11/18/2022 | 242.30      | 1,240.08    |
| 55712   | 11/18/2022 | 02224 STANDARD INSURANCE C     |        |                 | Ben74052             | 11/18/2022 | 434.00      | 434.00      |
| 55713   | 11/16/2022 | 03034 FLEX ADVANTAGE           | V      | 11/16/2022      | 2022-10-RETIRE       | 11/14/2022 | 56,293.93   | 56,293.93   |
| 55714   | 11/16/2022 | 03034 FLEX ADVANTAGE           |        |                 | 2022-12-RETIRE       | 11/14/2022 | 56,293.93   | 56,293.93   |
| 55715   | 11/22/2022 | 03461 1000BULBS.COM            |        |                 | W03390731            | 11/01/2022 | 1,113.59    | 1,113.59    |
| 55716   | 11/22/2022 | 00003 A. S. F. ELECTRIC        |        |                 | 1985                 | 11/08/2022 | 1,059.45    | 1,059.45    |
| 55717   | 11/22/2022 | 03334 LLC AT&T MOBILITY NATIO  |        |                 | 287296200335X111022  | 11/02/2022 | 629.93      | 629.93      |
| 55718   | 11/22/2022 | 02337 AXON ENTERPRISES, INC.   |        |                 | INUS113701           | 11/01/2022 | 568.50      | 568.50      |
| 55719   | 11/22/2022 | 01037 COMCAST CABLE            |        |                 | 11/11-12/10 601 F St | 11/07/2022 | 113.72      | 113.72      |
| 55720   | 11/22/2022 | 02827 CORODATA SHREDDING, II   |        |                 | DN1387741            | 10/31/2022 | 115.69      | 115.69      |
| 55721   | 11/22/2022 | 02182 DALY CITY KUMON CENTE    |        |                 | October 2022         | 11/16/2022 | 1,790.00    | 1,790.00    |
| 55722   | 11/22/2022 | 00649 DAVEY TREE EXPERT COM    |        |                 | 917160992            | 10/29/2022 | 2,350.00    |             |
|         |            |                                |        |                 | 917160993            | 10/29/2022 | 1,725.00    | 4,075.00    |
| 55723   | 11/22/2022 | 00110 DEPARTMENT OF TRANSP     |        |                 | SL230143             | 10/27/2022 | 1,354.36    | 1,354.36    |

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| 55724   | 11/22/2022 | 02793 DITO'S MOTORS          |        |                 | 26705               | 10/11/2022 | 2,283.80    |             |
|         |            |                              |        |                 | 26703               | 10/11/2022 | 73.86       | 2,357.66    |
| 55725   | 11/22/2022 | 02119 CHRISTOPHER GRANT      |        |                 | NOV 2-3 REIMB       | 11/13/2022 | 86.25       | 86.25       |
| 55726   | 11/22/2022 | 00174 HOME DEPOT CREDIT SEF  |        |                 | Sep 30 - Oct 30     | 10/30/2022 | 658.19      | 658.19      |
| 55727   | 11/22/2022 | 03191 MAZE & ASSOCIATES      |        |                 | 47349               | 10/31/2022 | 2,775.00    | 2,775.00    |
| 55728   | 11/22/2022 | 00280 ODP BUSINESS SOLUTION  |        |                 | 274360137001        | 10/28/2022 | 3.94        | 3.94        |
| 55729   | 11/22/2022 | 03538 OWEN BAKER-FLYNN       |        |                 | 10/26/2022          | 10/26/2022 | 225.00      | 225.00      |
| 55730   | 11/22/2022 | 00307 PACIFIC GAS & ELECTRIC |        |                 | 3007220528-6-110722 | 11/07/2022 | 4,094.14    |             |
|         |            |                              |        |                 | 0576889222-5-110722 | 11/07/2022 | 244.01      | 4,338.15    |
| 55731   | 11/22/2022 | 00553 PACIFIC NURSERIES      |        |                 | SI-40613            | 10/31/2022 | 132.72      | 132.72      |
| 55732   | 11/22/2022 | 02926 INC PRECISION BODY SHC |        |                 | 18396               | 11/16/2022 | 35.00       |             |
|         |            |                              |        |                 | 18395               | 11/16/2022 | 35.00       | 70.00       |
| 55733   | 11/22/2022 | 01540 R & S ERECTION NORTH P |        |                 | 57857               | 11/08/2022 | 398.25      | 398.25      |
| 55734   | 11/22/2022 | 02886 READY REFRESH BY NEST  |        |                 | 02K0036457661       | 11/09/2022 | 65.97       | 65.97       |
| 55735   | 11/22/2022 | 03479 ROBERT HALF INTERNATIK |        |                 | 61039997            | 11/09/2022 | 571.90      | 571.90      |
| 55736   | 11/22/2022 | 00349 SEGALE & CERINI INC.   |        |                 | 17342               | 10/31/2022 | 19,881.00   |             |
|         |            |                              |        |                 | 17344               | 10/31/2022 | 3,828.00    |             |
|         |            |                              |        |                 | 17343               | 10/31/2022 | 220.00      | 23,929.00   |
| 55737   | 11/22/2022 | 00534 SMC INFORMATION SERVI  |        |                 | 1YCL12210           | 10/31/2022 | 82.25       | 82.25       |
| 55738   | 11/22/2022 | 03314 CARLOS SOLORZANO       |        |                 | CRS-001-2022        | 08/30/2022 | 1,200.00    | 1,200.00    |
| 55739   | 11/22/2022 | 02291 SOUTHWOOD PLUMBING &   |        |                 | 61666               | 11/02/2022 | 5,426.31    | 5,426.31    |
| 55740   | 11/22/2022 | 02938 KIM TRASK              |        |                 | OCT 17-21 REIMB     | 11/11/2022 | 271.83      |             |
|         |            |                              |        |                 | SEP 11-13 REIMB     | 11/11/2022 | 181.68      | 453.51      |
| 55741   | 11/22/2022 | 00887 T-SHIRT FEVER          |        |                 | 24777               | 10/04/2022 | 566.56      | 566.56      |
| 55742   | 11/22/2022 | 00411 TURBO DATA SYSTEMS     |        |                 | 38779               | 10/31/2022 | 1,464.21    | 1,464.21    |

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| 55743   | 11/22/2022 | 02848 UNITED COACH TOURS      |        |                 | 19102WF            | 10/25/2022 | 3,100.00    | 3,100.00    |
| 55744   | 11/22/2022 | 01687 UNITED SITE SERVICES OI |        |                 | INV-00831880       | 07/20/2022 | 168.16      |             |
|         |            |                               |        |                 | INV-00896903       | 08/04/2022 | 168.16      |             |
|         |            |                               |        |                 | INV-00969731       | 09/01/2022 | 168.16      |             |
|         |            |                               |        |                 | INV-01042439       | 09/29/2022 | 168.16      |             |
|         |            |                               |        |                 | INV-01122898       | 10/27/2022 | 168.16      | 840.80      |
| 55745   | 11/22/2022 | 02946 AMANDA VELASQUEZ        |        |                 | NOV 6-9 2022 REIMB | 11/10/2022 | 68.00       | 68.00       |
| 55746   | 11/22/2022 | 01399 WESTLAKE ECO SOFT TOI   |        |                 | NOV 2022           | 11/01/2022 | 23.90       | 23.90       |
| 55747   | 11/29/2022 | 00004 AT&T                    |        |                 | 000019064016       | 11/13/2022 | 1,583.96    |             |
|         |            |                               |        |                 | 000019014890       | 11/01/2022 | 34.70       | 1,618.66    |
| 55748   | 11/29/2022 | 02546 BADGE FRAME, INC.       |        |                 | 40152              | 11/03/2022 | 204.90      | 204.90      |
| 55749   | 11/29/2022 | 01565 BAY CONTRACT MAINTEN/   |        |                 | 28391              | 11/10/2022 | 2,740.50    |             |
|         |            |                               |        |                 | 28392              | 11/10/2022 | 2,661.35    |             |
|         |            |                               |        |                 | 28395              | 11/10/2022 | 2,661.35    |             |
|         |            |                               |        |                 | 28396              | 11/10/2022 | 1,552.45    |             |
|         |            |                               |        |                 | 28394              | 11/10/2022 | 633.64      |             |
|         |            |                               |        |                 | 28397              | 11/10/2022 | 221.30      |             |
|         |            |                               |        |                 | 28393              | 11/10/2022 | 193.34      | 10,663.93   |
| 55750   | 11/29/2022 | 00051 CALIFORNIA WATER SERV   |        |                 | 11/16/22 BILL DATE | 11/16/2022 | 478.14      |             |
|         |            |                               |        |                 | 11/10/22 BILL DATE | 11/10/2022 | 226.98      | 705.12      |
| 55751   | 11/29/2022 | 01513 ANITA CARON             |        |                 | 2002390.003        | 11/15/2022 | 200.00      | 200.00      |
| 55752   | 11/29/2022 | 01995 CELETTA INVESTIGATIVE S |        |                 | 22-1123            | 11/23/2022 | 990.00      | 990.00      |
| 55753   | 11/29/2022 | 00057 CINTAS CORPORATION #2   |        |                 | 4138397415         | 11/23/2022 | 186.98      | 186.98      |
| 55754   | 11/29/2022 | 03539 CLARK PEST CONTROL      |        |                 | 32369160           | 11/17/2022 | 640.00      |             |
|         |            |                               |        |                 | 32369158           | 11/17/2022 | 640.00      | 1,280.00    |
| 55755   | 11/29/2022 | 01037 COMCAST CABLE           |        |                 | 11/17-12/16 PD     | 11/12/2022 | 44.58       | 44.58       |
| 55756   | 11/29/2022 | 00112 DEPARTMENT OF JUSTICE   |        |                 | 615019             | 11/03/2022 | 224.00      | 224.00      |

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| 55757   | 11/29/2022 | 02793 DITO'S MOTORS          |        |                 | 26949              | 11/23/2022 | 35.00       | 35.00       |
| 55758   | 11/29/2022 | 02499 GE CAPITAL INFORMATION |        |                 | 106690501          | 11/10/2022 | 76.15       | 76.15       |
| 55759   | 11/29/2022 | 02382 MARIA GONZALEZ         |        |                 | 2002388.003        | 11/07/2022 | 300.00      | 300.00      |
| 55760   | 11/29/2022 | 03273 HOME DEPOT PRO, THE    |        |                 | 716238837          | 11/07/2022 | 1,034.00    | 1,034.00    |
| 55761   | 11/29/2022 | 01653 KAISER PERMANENTE MEI  |        |                 | November 2022      | 11/09/2022 | 20.00       | 20.00       |
| 55762   | 11/29/2022 | 00220 LC ACTION POLICE SUPPL |        |                 | 445756             | 11/14/2022 | 298.16      | 298.16      |
| 55763   | 11/29/2022 | 02788 MARGARET-ROSE S. LUNA  |        |                 | 47                 | 11/14/2022 | 350.00      | 350.00      |
| 55764   | 11/29/2022 | 01036 MANAGED HEALTH NETWC   |        |                 | PRM-076763         | 11/16/2022 | 99.20       | 99.20       |
| 55765   | 11/29/2022 | 03379 LUIS MELENDREZ         |        |                 | 11/8-9/2022 REIMB  | 11/22/2022 | 63.63       | 63.63       |
| 55766   | 11/29/2022 | 00280 ODP BUSINESS SOLUTION  |        |                 | 271126944001       | 11/07/2022 | 84.34       |             |
|         |            |                              |        |                 | 277721478001       | 11/11/2022 | 43.77       | 128.11      |
| 55767   | 11/29/2022 | 00307 PACIFIC GAS & ELECTRIC |        |                 | ACCT1918250367-2   | 11/17/2022 | 5,720.26    | 5,720.26    |
| 55768   | 11/29/2022 | 03391 MARCOS PEREZ           |        |                 | 10/27/2022 REIMB   | 11/28/2022 | 731.54      | 731.54      |
| 55769   | 11/29/2022 | 02970 PRODUCTIVE PRINTING &  |        |                 | 36413              | 11/11/2022 | 284.38      | 284.38      |
| 55770   | 11/29/2022 | 02216 RAMOS OIL CO. INC.     |        |                 | 830667             | 11/10/2022 | 2,666.39    |             |
|         |            |                              |        |                 | 832143             | 11/20/2022 | 2,419.45    |             |
|         |            |                              |        |                 | 831012             | 11/10/2022 | 78.49       | 5,164.33    |
| 55771   | 11/29/2022 | 00360 SMC COMMUNITY COLLEG   |        |                 | FY 2022-2023 Grant | 11/08/2022 | 4,000.00    | 4,000.00    |
| 55772   | 11/29/2022 | 02224 STANDARD INSURANCE C   |        |                 | December 2022      | 11/14/2022 | 227.32      | 227.32      |
| 55773   | 11/29/2022 | 00412 TELECOMMUNICATIONS E   |        |                 | 47938              | 11/10/2022 | 1,515.00    | 1,515.00    |
| 55774   | 11/29/2022 | 03075 SUAN MERAZ VARELA      |        |                 | 2002389.003        | 11/07/2022 | 50.00       | 50.00       |
| 55775   | 11/29/2022 | 01414 VERANO OWNERS ASSOC    |        |                 | 2022-12            | 11/01/2022 | 350.00      | 350.00      |
| 55776   | 11/29/2022 | 00432 VISION SERVICE PLAN    |        |                 | 816563490          | 11/19/2022 | 1,106.39    |             |
|         |            |                              |        |                 | 816563496          | 11/19/2022 | 25.73       | 1,132.12    |

Check History Listing  
Town of Colma

Bank code: first

| Check #              | Date       | Vendor                       | Status | Clear/Void Date | Invoice              | Inv. Date  | Amount Paid       | Check Total |
|----------------------|------------|------------------------------|--------|-----------------|----------------------|------------|-------------------|-------------|
| 94733                | 11/04/2022 | 00130 EMPLOYMENT DEVELOPM    |        |                 | Ben73912             | 11/04/2022 | 14,911.52         | 14,911.52   |
| 94734                | 11/04/2022 | 00521 UNITED STATES TREASUR  |        |                 | Ben73914             | 11/04/2022 | 55,651.85         | 55,651.85   |
| 94735                | 11/04/2022 | 00282 CALIFORNIA PUBLIC EMPL |        |                 | Ben73916             | 11/04/2022 | 74,879.78         | 74,879.78   |
| 94736                | 11/04/2022 | 00631 P.E.R.S.               |        |                 | Ben73918             | 11/04/2022 | 48,103.11         | 48,103.11   |
| 94737                | 11/04/2022 | 01360 MISSIONSQUARE RETIREM  |        |                 | Ben73920             | 11/04/2022 | 6,923.32          | 6,923.32    |
| 94738                | 11/04/2022 | 00068 COLMA PEACE OFFICER'S  |        |                 | Ben73922             | 11/04/2022 | 652.14            | 652.14      |
| 94740                | 11/18/2022 | 00130 EMPLOYMENT DEVELOPM    |        |                 | Ben74058             | 11/18/2022 | 15,162.27         | 15,162.27   |
| 94741                | 11/18/2022 | 00521 UNITED STATES TREASUR  |        |                 | Ben74060             | 11/18/2022 | 56,456.03         | 56,456.03   |
| 94742                | 11/18/2022 | 00631 P.E.R.S.               |        |                 | Ben74062             | 11/18/2022 | 46,885.18         | 46,885.18   |
| 94743                | 11/18/2022 | 01360 MISSIONSQUARE RETIREM  |        |                 | Ben74064             | 11/18/2022 | 6,594.64          | 6,594.64    |
| 94744                | 11/18/2022 | 00068 COLMA PEACE OFFICER'S  |        |                 | Ben74066             | 11/18/2022 | 652.14            | 652.14      |
| 94756                | 11/28/2022 | 01340 NAVIA BENEFIT SOLUTION |        |                 | 20221202 Bi - cmtr   | 12/02/2022 | 100.00            | 100.00      |
| 11012022             | 11/01/2022 | 00282 CALIFORNIA PUBLIC EMPL |        |                 | 100000016970851      | 10/14/2022 | 6,407.59          | 6,407.59    |
| 334941081            | 11/01/2022 | 00307 PACIFIC GAS & ELECTRIC |        |                 | 0512181543-4Oct10'22 | 10/10/2022 | 1,868.99          | 1,868.99    |
| 534985481            | 11/01/2022 | 00307 PACIFIC GAS & ELECTRIC |        |                 | 0092128195-2Oct24'22 | 10/24/2022 | 1,859.58          | 1,859.58    |
| 891119663            | 11/01/2022 | 01037 COMCAST CABLE          |        |                 | 10/17-11/16 PD       | 10/12/2022 | 44.58             | 44.58       |
| 891635433            | 11/01/2022 | 01037 COMCAST CABLE          |        |                 | 10/27-11/26 XFINITY  | 10/17/2022 | 10.94             | 10.94       |
| <b>first Total:</b>  |            |                              |        |                 |                      |            | <b>867,075.98</b> |             |
| <b>Total Checks:</b> |            |                              |        |                 |                      |            | <b>867,075.98</b> |             |

180 checks in this report



# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Christopher J. Diaz, City Attorney

VIA: Brian Dossey, City Manager

MEETING DATE: December 14, 2022

SUBJECT: Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO RECONFIRM THE FINDINGS AND DETERMINATIONS MADE IN RESOLUTION NO. 2021-33 AND UNDER ASSEMBLY BILL 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS, WITH ACKNOWLEDGMENT THAT THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH HAS UPDATED THE DEFINITION OF "CLOSE CONTACT" IN REGULATION 3205 FROM BEING WITHIN 6 FEET OF ANOTHER PERSON TO SHARING THE SAME INDOOR SPACE WITH ANOTHER PERSON FOR 15 MINUTES OR MORE, WHICH FURTHER SUPPORTS THE FINDINGS.

## EXECUTIVE SUMMARY

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom 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.

The provisions in the Brown Act that were suspended by the Governor's Executive Order are contained at Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, that the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations
- Each teleconference location must be identified on the actual agenda
- Each teleconference location shall be accessible to the public

- A quorum of the legislative body must be in the jurisdiction

With the Governor's Executive Order, the four above requirements were suspended allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers, staff, and the public, all joining from remote virtual locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual meetings until September 30, 2021.

With the expiration of the Governor's Executive Order along with the uncertainty that surrounded the Governor's potential recall, the State Legislature also took the remote meeting issue into its own hands through the adoption of Assembly Bill 361, which is explained more in depth in the Analysis section below.

On October 13, 2021 the City Council adopted Resolution No.2021-33 making findings under AB 361 that state or local officials continue to recommend social distancing measures to prevent the spread of COVID-19 and including reference in particular to Cal-OSHA regulation 3205, which recommends physical distancing in the workplace. By motion and majority vote, the City Council may renew the findings of Resolution No. 2021-33 to continue to hold virtual meetings pursuant to AB 361.

## **ANALYSIS**

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either:

- (1) state or local officials have imposed or recommended measures to promote social distancing; or
- (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

The Governor by executive order signed on September 20, 2021, suspended the effective date of AB 361 to October 1, 2021. As a result, if the City desires to have virtual meetings on or after October 1, 2021, it must do so consistent with the requirements of AB 361.

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given



item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation.

2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the City Council must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees.

The above conditions continue to exist at this time, and staff recommends the City Council by motion reconfirm the findings and determinations made in Resolution No. 2021-33 so that the City Council may continue to meet virtually under AB 361.

Lastly, it is important to note that AB 361 is optional. If the City Council wishes, it may meet in person. In addition, hybrid meetings are permissible where Council attends in person and the public attends remotely via Zoom.

### **FISCAL IMPACT**

The City Council's motion to continue with virtual meetings will maintain the status quo and no financial impact is anticipated.

### **ENVIRONMENTAL ISSUES**

The City Council's approval of a motion to reconfirm findings does not constitute a project under the California Environmental Quality Act (CEQA) Guideline 15378(b)(5) as it constitutes an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment. Further, virtual meetings are likely to reduce certain impacts associated with vehicular travel related to in-person public meetings.

### **RECOMMENDATION**

Move to reconfirm the findings and determinations made in Resolution No. 2021-33 and under Assembly Bill 361 for the continuation of virtual meetings.





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Admin. Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: FY 2021-22 Annual Investment Report

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE FISCAL YEAR 2021-22 ANNUAL INVESTMENT REPORT THROUGH JUNE 30, 2022

## EXECUTIVE SUMMARY

As of June 30, 2022, the Town has \$33.15 million in unrestricted cash and investments and \$7.82 million in restricted investment accounts. Compared to the balance on June 30, 2021, the unrestricted cash and investment balance increased by \$2.59 million and the restricted accounts increased by \$2.77 million. The increase in unrestricted accounts are primarily due to General Fund operations where sales tax revenues exceeded expectations and operational expenditures was below budget. As for the restricted investment accounts, the increases are attributed to contributions from the Town's General Fund to the two 115 Trusts.

In terms of investment earnings, the Town experienced an investment loss of \$1.16 million. Of the \$1.16 million in investment loss, \$1.00 million is in realized loss from the 115 Trusts, \$370,000 from unrealized loss<sup>1</sup> from the Town's rolling CDs, and \$212,000 in realized gain from the Town's unrestricted accounts. This is attributed to the unfavorable market conditions in the Dow Jones Industrials. From July 1, 2021 to June 30, 2022, the Dow Jones Industrial fell 11 percent<sup>2</sup>.

## FISCAL IMPACT

There is no fiscal impact in accepting this investment report.

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<sup>1</sup> Unrealized losses result from assets that have decreased in value but which have not yet been sold ( <https://bit.ly/3UB64hM> ). The loss will become realized if the Town elects to sell these assets on the market today.

<sup>2</sup> <https://www.wsj.com/market-data/quotes/index/DJIA/advanced-chart>

## BACKGROUND

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

The City Manager or his designee is required to review the Town's investment policy annually and to provide semi-annual investment updates. The Investment Policy was last reviewed and approved by the City Council on July 24, 2019 and no change is proposed at this time.

As for the semi-annual investment update, the mid-year investment update was presented to the City Council on March 23, 2022. The annual update is presented after fiscal year end close is completed, usually within the second quarter of the subsequent fiscal year. The annual update includes the FY 2021-22 Annual Investment Report (Attachment A) and the Quarterly Summary (Attachment B), which includes the beginning and ending balances by quarter; net Deposits and Withdrawals by quarter; total interest earned by quarter; the effective annual interest rates earned by quarter; and the cumulative weighted average.

## ANALYSIS

Overall, the Town has a healthy balance in its cash and investments account. As of June 30, 2022, the Town's unrestricted cash and investments increased by \$2.59 million with an ending balance of \$33.15 million. For restricted investments, the portfolio increased by \$2.77 million to \$7.82 million. The restricted accounts include \$5.68 million in PARS OPEB Trust to be used to fund future retiree medical and dental costs and \$2.14 million in PARS Pension trust to be used to fund future retiree pension costs.

|   | Balance<br>@ 06/30/2021 | Balance<br>@ 06/30/2022 | Increase/<br>(Decrease) |
|---|-------------------------|-------------------------|-------------------------|
| <b>Unrestricted Cash &amp; Investment</b> |                         |                         |                         |
| Cash In Bank                              | \$ 9,202,514            | \$ 10,523,990           | \$ 1,321,476            |
| Public Agency Investment Pools            |                         |                         |                         |
| Local Agency Investment Fund (LAIF)       | 2,132,294               | 2,138,248               | 5,953                   |
| San Mateo County Investment Fund (SMCIF)  | 14,124,040              | 15,760,033              | 1,635,993               |
| Other Investment                          |                         |                         |                         |
| Brokered CDs                              | 5,097,792               | 4,729,009               | (368,783)               |
| <b>Subtotal</b>                           | <b>\$ 30,556,641</b>    | <b>\$ 33,151,280</b>    | <b>\$ 2,594,640</b>     |
| <b>Restricted Investment</b>              |                         |                         |                         |
| 115 Trust - OPEB                          | 5,712,234               | 5,680,403               | (31,831)                |
| 115 Trust - Pension                       | 1,931,518               | 2,140,900               | 209,382                 |
| COP - Money Market Fund                   | 3                       | 39                      | 36                      |
| <b>Subtotal</b>                           | <b>\$ 7,643,755</b>     | <b>\$ 7,821,341</b>     | <b>\$ 177,587</b>       |
| <b>Total Cash &amp; Investment</b>        | <b>\$ 38,200,395</b>    | <b>\$ 40,972,621</b>    | <b>\$ 2,772,226</b>     |

As shown in the table below, the Town's portfolio is in alignment with the Investment Policy.

| Securities                       | Par Value  | Market Value | Average Yield | % of Investment | Maximum Investment per Policy | In Compliance |
|----------------------------------|------------|--------------|---------------|-----------------|-------------------------------|---------------|
| Local Agency Investment Fund     | 2,138,248  | 2,110,719    | 0.37%         | 9%              | --                            | ✓             |
| San Mateo County Investment Pool | 15,760,033 | 15,467,536   | 0.97%         | 69%             | --                            | ✓             |
| Brokered CDs                     | 4,960,000  | 4,729,009    | 1.38%         | 21%             | 30%                           | ✓             |
| Total Unrestricted Investments   | 22,858,281 | 22,307,264   |               | 100%            |                               |               |

## REASONS FOR THE RECOMMENDED ACTION

The receipt of this report complies with the adopted Town Investment Policy.

## COUNCIL ADOPTED VALUES

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

## CONCLUSION

Staff recommends the City Council receive and accept the report.

## Attachments

- A. FY 2021-22 Annual Investment Report
- B. FY 2021-22 Quarterly Investment Summary





## FY 2021-22 ANNUAL INVESTMENT REPORT (JULY 1, 2021 – JUNE 30, 2022)

### INVESTMENT POLICY OVERVIEW

#### Investment Philosophy

To invest public funds in a manner that will provide a reasonable rate of investment return while minimizing exposure to loss of capital and thereby maintaining a consistent source of funds for the Town.

#### Authorized Investment

| Comply with Government Code Section 53646 | Maximum Investment | Maximum Maturity |
|---|--------------------|------------------|
| US Treasury Bills, Notes, & Bonds         | --                 | 5 Years          |
| US Government Sponsored Agencies*         | 20%                | 5 Years          |
| Bankers Acceptances*                      | 20%                | 180 Days         |
| Commercial Paper*                         | 15%                | 270 Days         |
| Negotiable CDs*                           | 20%                | 5 Years          |
| Time CDs                                  | --                 | 5 Years          |
| Bank/Broker CDs                           | 30%                | 5 Years          |
| Local Agency Investment Fund (LAIF)       | \$65 million       | --               |
| San Mateo County Investment Pool (SMIF)   | --                 | --               |
| Money Market Funds*                       | 20%                | --               |
| Medium Term Notes*                        | 15%                | 5 Years          |

\* Additional limitations applies. See Colma Administrative Code 4.02

#### Investment Objective

**Safety:** seeks to safeguard the principal of the funds under its control by maintaining an appropriate risk level.

**Liquidity:** sufficiently liquid to enable the Town to meet its reasonably anticipated cash flow requirements.

**Yield:** attain market average rate of return on its investments throughout economic cycles, consistent with constraints imposed by its safety objectives and cash flow considerations.

**Diversification:** avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. This shall also conform with applicable sections of the Government Code

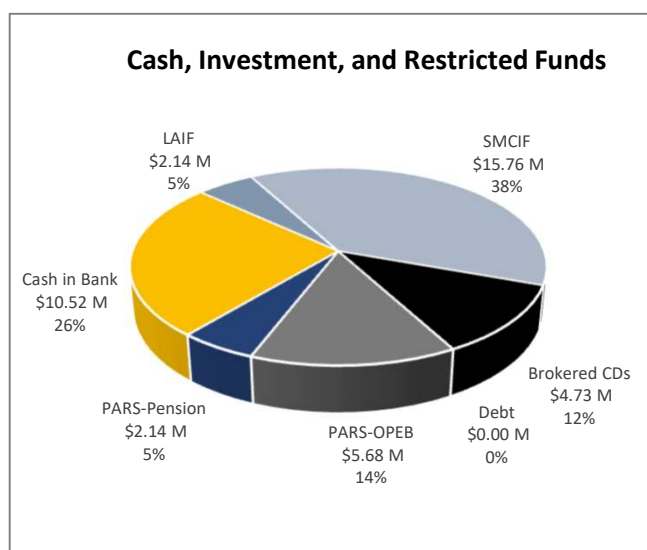
**Hold To Maturity:** hold its investments to maturity in order to maximize its return on its investments and minimize its exposure to potential losses, when possible.

**Benchmark:** Based on a passive investment strategy and a portfolio consisting of primarily bank deposits and public agency investment pools. May use as a comparison yield benchmark portfolios of similar average investment maturity.

### Cash and Investment Portfolio Summary

On June 30, 2022, the Town has a balance of \$40.98 million in various cash and investment accounts. Unrestricted cash and investment has an aggregate balance of \$33.15 million and restricted investments total \$7.82 million. The restricted funds consist of \$5.68 million in PARS OPEB Trust to fund future retiree medical and dental costs, \$2.14 million in PARS Pension trust to fund future pension costs, and \$39 in Bank of New York Mellon, which would offset debt payments.

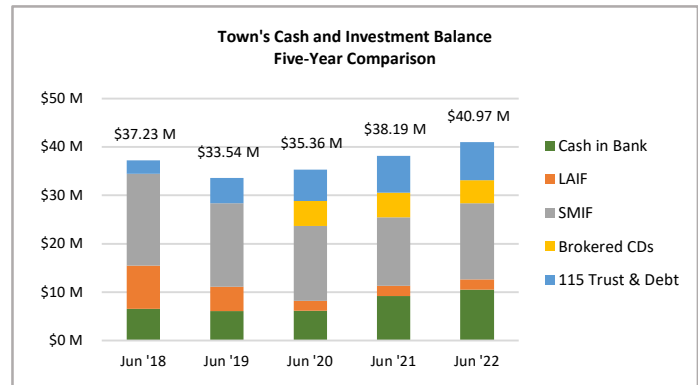
The unrestricted funds of \$33.15 million include \$10.52 million in Cash-in-Bank, \$17.90 million in the State (LAIF) and county (SMCIF) pools, and \$4.73 million in brokered CDs. The pooled accounts focus on liquidity and safekeeping of the assets. The investment strategy for both pools invests 50% or more in agency and treasury bonds and the rest in high-quality low-risk investments. The brokered CDs are limited to \$250,000 per issuer and are fully insured by FDIC or NCUSIF.



## Cash and Investment Portfolio Highlights

### Five-Year Comparison

As illustrated in the five-year comparison chart, the Town's total cash and investment has grown from \$38.19 million to \$40.97 million. The growth can be attributed to budget surplus and continuous effects in improving its financial management. The different colors in the chart also indicate how the Town's investment portfolio has become more diversified.



#### Cash Balance

The Town maintains a minimum of \$5.00 million in the Cash in Bank account to ensure adequate working capital to meet operating and capital needs. As shown in the 5-Year Comparison, the green bar stayed close to \$6.00 million in 2018 through 2020 and had \$9.20 million in 2021 and \$10.5 million in 2022. The Town's cash balance increased as a result of inflation and higher sales tax revenues. With an ending cash balance of \$9.20 million by June 30, 2021, the Town transferred the excess fund to SMIF to retain the Town's purchasing power.

As of June 30, 2022, the Town has \$10.52 million and will evaluate in December whether to transfer excess funds to SMIF. Determining factors include capital improvement needs and economic factors impacting the Town's sales tax revenues in FY 2022-23.

#### MBS Brokered CDs

Beginning in December 2019, the Town purchased \$4.96 million worth of bank/brokered CDs, which are 100% FDIA/NCUSIF insured securities. The maturity date of the CDs ranges from 1 to 5 years with each newly matured CDs are replaced with CDs with 5-year maturity. The purpose of this strategy is to stabilize the Town's annual investment yield.

As of June 30, 2022, the Town's CDs have a market value of \$4.73 million. Market value includes unrealized gains/losses.

#### Agency Investment Pools (SMIF and LAIF)

The Town participates in the Local Agency Investment Fund (LAIF) and San Mateo County Investment Pool Fund (SMIF) and invests majority of its excess unrestricted funds in both agency investments pools.

Both pools are actively managed by State and County Treasurer's, respectively, and follow the California Government Code Section 53646. The table below shows the average portfolio life and average yield for both pools. In general, the longer the portfolio life, the higher the yield. The portfolio life also indicates how often the securities within a portfolio are changed.

As of June 30, 2022, the Town had \$2.14 million in LAIF and \$15.76 million in SMIF. In December 2021, the Town transferred \$1.5 million from Cash in Bank to SMIF.

| Investment Types           | Average Life | Average Yield |
|----------------------------|--------------|---------------|
| San Mateo County (SMIF)    | 1.6 Yrs.     | 0.97%         |
| State of California (LAIF) | 0.8 Yrs.     | 0.37%         |
| Bank/Brokered CDs (MBS)    | 4.5 Yrs.     | 1.38%         |

### Total Investment Earnings

Through June 30, 2022, the Town received \$212,717 in unrestricted investment earnings with \$370,531 in unrealized loss. The unrealized loss represents the today's market value of the Town's brokered CDs. The unrealized gain/loss is important to note if the Town were to liquidate its CDs today. Since the Town intends to hold the Brokered CDs until maturity, the unrealized gain/loss is considered as accounting entries and are not true gains or losses. Additionally, the principal of \$4.96 million is fully secured.

|                              | Balance @ 06/30/22   | Interest Earnings   | Unrealized Gain/Loss |
|------------------------------|----------------------|---------------------|----------------------|
| Cash and Investment          |                      |                     |                      |
| Cash in Bank                 | \$ 10,523,990        | \$ 3,724            | \$ -                 |
| LAIF                         | 2,138,248            | 5,953               | -                    |
| SMIF                         | 15,760,033           | 135,993             | -                    |
| Brokered CDs                 | 4,729,009            | 67,046              | (370,531)            |
| <b>Total Unrestricted</b>    | <b>\$ 33,151,280</b> | <b>\$ 212,717</b>   | <b>\$(370,531)</b>   |
| 115 Trust & Debt             | 7,821,341            | (1,004,208)         | -                    |
| <b>Total Cash &amp; Inv.</b> | <b>\$ 40,972,621</b> | <b>\$ (791,491)</b> | <b>\$(370,531)</b>   |

The Town's 115 Trust experienced an investment loss of \$1.00 million, due to the uncertainty in the market.



**TOWN OF COLMA SUMMARY OF PORTFOLIO**  
**FISCAL YEAR 2021-22 Quarterly Investment Summary**  
**FOR JULY 2021 THROUGH JUNE 2022**  
**(Prepared December 6, 2022)**

|   | 2021Q3<br>@ 9/30/2021   | 2021Q4<br>@ 12/31/2021  | 2022Q1<br>@ 3/31/2022   | 2022Q2<br>@6/30/2022    |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>Unrestricted Cash and Investment</b> |                         |                         |                         |                         |
| Cash In Bank                            | \$ 6,887,884.08         | \$ 7,614,915.29         | \$ 8,474,870.90         | \$ 10,523,990.22        |
| Public Agency Investment Pools          | 16,293,262.56           | 17,829,838.91           | 17,862,776.20           | 17,898,280.84           |
| Brokered CDs                            | 5,046,682.26            | 5,016,273.17            | 4,808,545.72            | 4,729,009.05            |
| <b>Total Cash &amp; Investment</b>      | <b>\$ 28,227,828.90</b> | <b>\$ 30,461,027.37</b> | <b>\$ 31,146,192.82</b> | <b>\$ 33,151,280.11</b> |
| <b>Restricted Investment</b>            |                         |                         |                         |                         |
| Bank of New York Mellon (Town Hall COP) |                         |                         |                         |                         |
| Money Market Funds                      | \$ 2.70                 | \$ (0.00)               | \$ (0.00)               | \$ 38.68                |
| <b>Total COP Fund</b>                   | <b>\$ 2.70</b>          | <b>\$ (0.00)</b>        | <b>\$ (0.00)</b>        | <b>\$ 38.68</b>         |
| US. Bank (PARS)                         |                         |                         |                         |                         |
| Pension (115 Trust)                     | \$ 2,412,711.79         | \$ 2,456,201.03         | \$ 2,330,243.27         | \$ 2,140,900.10         |
| OPEB (115 Trust)                        | 6,045,596.64            | 6,084,770.36            | 6,143,850.83            | 5,680,402.52            |
| <b>Total Cash &amp; Investment</b>      | <b>\$ 8,458,308.43</b>  | <b>\$ 8,540,971.39</b>  | <b>\$ 8,474,094.10</b>  | <b>\$ 7,821,302.62</b>  |

|                                | Average Balance                   |                          | Ending Balance                    |                          |
|--------------------------------|-----------------------------------|--------------------------|-----------------------------------|--------------------------|
|                                | Unrestricted Cash<br>& Investment | Restricted<br>Investment | Unrestricted Cash<br>& Investment | Restricted<br>Investment |
| Cash In Bank                   | \$ 8,375,415.12                   | \$ -                     | \$ 10,523,990.22                  | \$ -                     |
| Public Agency Investment Pools | \$ 17,471,039.63                  |                          | 17,898,280.84                     |                          |
| Brokered CDs                   | \$ 4,900,127.55                   |                          | 4,729,009.05                      |                          |
| Money Market Fund - Restricted | -                                 | 10.34                    |                                   | 38.68                    |
| US Bank (PARS)                 |                                   | 8,323,669.14             |                                   | 7,821,302.62             |
| <b>Total Average Balance</b>   | <b>\$ 30,746,582.30</b>           | <b>\$ 10.34</b>          | <b>\$ 33,151,280.11</b>           | <b>\$ 7,821,341.30</b>   |



**ANNUAL REPORT BALANCES FOR JULY 2021 THROUGH JUNE 2022**  
**TOWN OF COLMA REPORT OF INVESTED FUNDS FISCAL YEAR 2021-2022**  
**INVESTMENT PORTFOLIO SUMMARY**  
(Prepared December 6, 2022)

|   | 2021Q3<br>@ 9/30/2021   | 2021Q4<br>@ 12/31/2021  | 2022Q1<br>@ 3/31/2022   | 2022Q2<br>@ 6/30/2022   | Total<br>Jul '20 - Jun '21 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|----------------------------|
| <b>Local Agency Investment Fund (LAIF)</b>      |                         |                         |                         |                         |                            |
| Beginning Balance                               | \$ 2,132,294.30         | \$ 2,134,035.26         | \$ 2,135,334.73         | \$ 2,136,564.03         | \$ 2,132,294.30            |
| Purchases / Deposits                            | -                       | -                       | -                       | -                       | -                          |
| Withdrawals                                     | -                       | -                       | -                       | -                       | -                          |
| Dividend/Interest Posted                        | 1,740.96                | 1,299.47                | 1,229.30                | 1,683.67                | 5,953.40                   |
| <b>Ending Balance</b>                           | <b>\$ 2,134,035.26</b>  | <b>\$ 2,135,334.73</b>  | <b>\$ 2,136,564.03</b>  | <b>\$ 2,138,247.70</b>  | <b>\$ 2,138,247.70</b>     |
| <b>San Mateo County Investment Fund (SMCIF)</b> |                         |                         |                         |                         |                            |
| Beginning Balance                               | \$ 14,124,039.82        | \$ 14,159,227.30        | \$ 15,694,504.18        | \$ 15,726,212.17        | \$ 14,124,039.82           |
| Purchases / Deposits                            | -                       | 1,500,000.00            | -                       | -                       | 1,500,000.00               |
| Withdrawals                                     | -                       | -                       | -                       | -                       | -                          |
| Dividend/Interest Posted                        | 35,187.48               | 35,276.88               | 31,707.99               | 33,820.97               | 135,993.32                 |
| <b>Ending Balance</b>                           | <b>\$ 14,159,227.30</b> | <b>\$ 15,694,504.18</b> | <b>\$ 15,726,212.17</b> | <b>\$ 15,760,033.14</b> | <b>\$ 15,760,033.14</b>    |
| <b>Brokered CDs</b>                             |                         |                         |                         |                         |                            |
| Beginning Balance                               | \$ 5,097,791.95         | \$ 5,046,682.26         | \$ 5,016,273.17         | \$ 4,808,545.72         | \$ 5,097,791.95            |
| Purchases / Deposits                            | -                       | -                       | -                       | -                       | -                          |
| Withdrawals                                     | (21,537.36)             | (14,248.38)             | (20,053.16)             | (9,458.87)              | (65,297.77)                |
| Dividend/Interest Postec [1]                    | 10,842.73               | 24,928.57               | 8,465.59                | 22,808.90               | 67,045.79                  |
| Net Change in Portfolio [2]                     | (40,415.06)             | (41,089.28)             | (196,139.88)            | (92,886.70)             | (370,530.92)               |
| <b>Ending Balance</b>                           | <b>\$ 5,046,682.26</b>  | <b>\$ 5,016,273.17</b>  | <b>\$ 4,808,545.72</b>  | <b>\$ 4,729,009.05</b>  | <b>\$ 4,729,009.05</b>     |
| <b>Total Investment Portfolio</b>               |                         |                         |                         |                         |                            |
| Beginning Balance                               | \$ 21,354,126.07        | \$ 21,339,944.82        | \$ 22,846,112.08        | \$ 22,671,321.92        | \$ 21,354,126.07           |
| Purchases / Deposits                            | -                       | 1,500,000.00            | -                       | -                       | 1,500,000.00               |
| Withdrawals                                     | (21,537.36)             | (14,248.38)             | (20,053.16)             | (9,458.87)              | (65,297.77)                |
| Interest Posted                                 | 47,771.17               | 61,504.92               | 41,402.88               | 58,313.54               | 208,992.51                 |
| Net Change in Portfolio                         | (40,415.06)             | (41,089.28)             | (196,139.88)            | (92,886.70)             | (370,530.92)               |
| <b>Ending Balance</b>                           | <b>\$ 21,339,944.82</b> | <b>\$ 22,846,112.08</b> | <b>\$ 22,671,321.92</b> | <b>\$ 22,627,289.89</b> | <b>\$ 22,627,289.89</b>    |
| <b>115 Trust OPEB</b>                           |                         |                         |                         |                         |                            |
| Beginning Balance                               | \$ 5,712,233.96         | \$ 6,045,596.64         | \$ 6,084,770.36         | \$ 6,143,850.83         | \$ 5,712,233.96            |
| Purchases / Deposits                            | 379,512.00              | 379,512.00              | 379,512.00              | 379,512.00              | 1,518,048.00               |
| Withdrawals                                     | (8,094.15)              | (457,132.66)            | (8,211.78)              | (349,963.11)            | (823,401.70)               |
| Dividend/Interest Postec [1]                    | (38,055.17)             | 116,794.38              | (312,219.75)            | (492,997.20)            | (726,477.74)               |
| Net Change in Portfolio [2]                     | -                       | -                       | -                       | -                       | -                          |
| <b>Ending Balance</b>                           | <b>\$ 6,045,596.64</b>  | <b>\$ 6,084,770.36</b>  | <b>\$ 6,143,850.83</b>  | <b>\$ 5,680,402.52</b>  | <b>\$ 5,680,402.52</b>     |
| <b>115 Trust Pension</b>                        |                         |                         |                         |                         |                            |
| Beginning Balance                               | \$ 1,931,517.90         | \$ 2,412,711.79         | \$ 2,456,201.03         | \$ 2,330,243.27         | \$ 1,931,517.90            |
| Purchases / Deposits                            | 499,944.00              | -                       | -                       | -                       | 499,944.00                 |
| Withdrawals                                     | (3,013.21)              | (3,383.39)              | (3,243.60)              | (3,153.11)              | (12,793.31)                |
| Dividend/Interest Postec [1]                    | (15,736.90)             | 46,872.63               | (122,714.16)            | (186,190.06)            | (277,768.49)               |
| Net Change in Portfolio [2]                     | -                       | -                       | -                       | -                       | -                          |
| <b>Ending Balance</b>                           | <b>\$ 2,412,711.79</b>  | <b>\$ 2,456,201.03</b>  | <b>\$ 2,330,243.27</b>  | <b>\$ 2,140,900.10</b>  | <b>\$ 2,140,900.10</b>     |

**ANNUAL REPORT INTEREST RATES FOR JULY 2021 THROUGH JUNE 2022  
TOWN OF COLMA FISCAL YEAR 2022  
PORTFOLIO EARNINGS  
(Prepared December 6, 2022)**

|                   | 2021Q3               |                | 2021Q4               |                | Interest           |                     |
|-------------------|----------------------|----------------|----------------------|----------------|--------------------|---------------------|
|                   | @ 9/30/2021          | % of Portfolio | @ 12/31/2021         | % of Portfolio | 2021Q3             | 2021Q4              |
| <b>Balance(s)</b> |                      |                |                      |                |                    |                     |
| BANK BALANCE      | \$ 6,887,884         | 24.4%          | \$ 7,614,915         | 25.0%          | 795.35             | 859.78              |
| LAIF              | 2,134,035            | 7.6%           | 2,135,335            | 7.0%           | 1,740.96           | 1,299.47            |
| SMCIF             | 14,159,227           | 50.2%          | 15,694,504           | 51.5%          | 35,187.48          | 35,276.88           |
| Brokered CDs      | 5,046,682            | 17.9%          | 5,016,273            | 16.5%          | (29,572.33)        | (16,160.71)         |
| <b>TOTAL</b>      | <b>\$ 28,227,829</b> |                | <b>\$ 30,461,027</b> |                | <b>\$ 8,151.46</b> | <b>\$ 21,275.42</b> |

**Effective Annual Interest Rates**

|              |         |         |
|--------------|---------|---------|
| BANK BALANCE | 0.046%  | 0.045%  |
| LAIF         | 0.326%  | 0.243%  |
| SMCIF        | 0.994%  | 0.899%  |
| Brokered CDs | -2.344% | -1.289% |

**Weighted Average**      **0.116%**                      **0.279%**

|                   | 2022Q1               |                | 2022Q2               |                | Interest            |                     |
|-------------------|----------------------|----------------|----------------------|----------------|---------------------|---------------------|
|                   | @ 3/31/2022          | % of Portfolio | @ 6/30/2022          | % of Portfolio | 2022Q1              | 2022Q2              |
| <b>Balance(s)</b> |                      |                |                      |                |                     |                     |
| BANK BALANCE      | \$ 8,474,871         | 30.0%          | \$ 10,523,990        | 34.5%          | 954.74              | 1,114.62            |
| LAIF              | 2,136,564            | 7.6%           | 2,138,248            | 7.0%           | 1,229.30            | 1,683.67            |
| SMCIF             | 15,726,212           | 55.7%          | 15,760,033           | 51.7%          | 31,707.99           | 33,820.97           |
| Brokered CDs      | 4,808,546            | 17.0%          | 4,729,009            | 15.5%          | (187,674.29)        | (70,077.80)         |
| <b>TOTAL</b>      | <b>\$ 31,146,193</b> |                | <b>\$ 33,151,280</b> |                | <b>\$ 33,892.03</b> | <b>\$ 36,619.26</b> |

**Effective Annual Interest Rates**

|              |          |         |
|--------------|----------|---------|
| BANK BALANCE | 0.045%   | 0.042%  |
| LAIF         | 0.230%   | 0.315%  |
| SMCIF        | 0.807%   | 0.858%  |
| Brokered CDs | -15.612% | -5.927% |

**Weighted Average**      **0.435%**                      **0.442%**

**FISCAL YEAR 2022 ANNUAL WEIGHTED AVERAGE (YTD)**      **0.603%**



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Public Works Director  
 Abdulkader Hashem, Senior Project Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: Cooperative Agreement with Caltrans/PSR-PDS for El Camino Real Bicycle and Pedestrian Improvement Project

## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, FUND EXCHANGE AGREEMENTS, FUND TRANSFER AGREEMENTS, AND ANY AMENDMENTS FOR ALL FEDERAL AND/OR STATE FUNDING PROJECTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION PURSUANT TO CEQA GUIDELINE 15305

## EXECUTIVE SUMMARY

The Town has designated a Project Initiation Document (PID) on El Camino Real (State Route 82, "ECR") where the Measure W grant funding allocated by San Mateo County Transportation Authority (SMCTA) would be expensed. The ECR corridor and the need to improve pedestrian and bicycle accessibility and safety features along the roadway is essential in keeping the area safe. The Project Initiation Document (PID) will be a Project Study Report – Project Development Support (PSR-PDS) that will be developed for the El Camino Real Bicycle and Pedestrian Improvement Project for the entire ECR corridor within Town of Colma.

Development of the PSR-PDS includes the preparation of technical and environmental documents, project alternatives, construction cost estimates, identification of right-of-way needs, among others. The California Department of Transportation (CalTrans) the agency who is responsible for ECR will engage with Town of Colma in a Cooperative Agreement to provide oversight and guidance throughout the project.

The attached Resolution from the Town of Colma delegate authorization to the City Manager to execute all Agreements for Federal and/or State funding projects with Caltrans including the Cooperative Agreement for El Camino Real PSR-PDS project.

## **FISCAL IMPACT**

San Mateo County Transportation Authority (SMCTA) awarded the Town of Colma \$1,800,000 from the Measure W Highway Program Category (Measure W Funds) for the Project Initiation Document – Project Development Support (PSR-PDS) phase for El Camino Real Bicycle and Pedestrian Improvement Project. The Town will contribute \$200,000 in local or other matching funds for a total project scope of work cost of \$2,000,000.

## **BACKGROUND**

El Camino Real (SR-82, "ECR") is a State owned and operated highway. The highway is a North/South roadway that travels from one end of Town at Daly City to the other end of Town at the City of South San Francisco. ECR is integral to our business and residential community along with providing access to the transit hubs which are located at both ends of the Town.

The Town of Colma, and Caltrans have been engaging in transportation planning along SR-82 to identify context-sensitive transportation improvements that meet the unique and complex demands of multimodal needs along the corridor. A number of relevant studies and plans have been developed that cover locations along El Camino Real including, El Camino Real Bicycle and Pedestrian Improvement Plan, Town of Colma Systematic Safety Analysis Report (SSAR), and Serramonte Boulevard and Collins Avenue Master Plan.

The San Mateo County Transportation Authority (SMCTA) opened a grant program using Measure W Highway Program Funds to fund highway projects throughout the County. The Town applied for this competitive grant and was awarded \$1,800,000 to develop Project Study Report – Project Development Support (PSR-PDS) along ECR.

The Town of Colma is the Project sponsor and implementing agency, the SMCTA is the funding agency and part of project management, and Caltrans is responsible for oversight. Regular progress meetings and coordination efforts between Town of Colma, SMCTA and Caltrans will be maintained during the project implementation period with the engagements of stakeholders.

## **ANALYSIS**

The Project segment of SR-82 is bounded by Albert M Teglia Blvd at the northerly end, and by Arlington Drive at the southerly end. The purpose of this Project is to improve multi-modal infrastructure, traffic operations, and safety along the Project segment of ECR.

The purpose of this project is to prepare a Project Study Report-Project Development Support (PSR- PDS), the required type of Project Initiation Document (PID), including intersection controls and alternatives, costs, and impacts. The PSR-PDS will also identify the type of environmental documents to be prepared in the Project Approval and Environmental Document (PA&ED) phase and the coordination with Caltrans and SMCTA for review and approval. All analysis and modeling will be conducted with Caltrans approved methodologies and models.

Initiation of this project requires the evaluation of alternatives, which will include understanding of project history, defining the purpose and need, and developing quantifiable project alternatives. This should be accomplished through careful study of the site constraints and coordination with Caltrans and SMCTA.

The Town anticipates starting the project in December 2022 and finish in May 2024 pending Caltrans and SMCTA final approvals.

### **Council Adopted Values**

The PSR-PDS phase of El Camino Real Bicycle and Pedestrian Improvement Project is *visionary*, because it involves putting a feasible and fundable design alternatives that will provide safe, attractive and sustainable paths of travel for those who walk, bike or use public transportation to and from work along ECR.

### **Sustainability Impact**

Creating safe and attractive routes of travel for pedestrians, bicyclists and those who travel using public transit will attract more of the public to use these modes of transportation thus having a positive impact in lowering the Town's GHG's.

### **ENVIRONMENTAL**

The City Council's action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15305 as information collection. This initial action to execute various agreements with Caltrans is for the purpose of scoping a project that would provide improvements along ECR. As part of this initial action in scoping the project, the level of CEQA review required for the ultimate project will be determined. If the ultimate project to construct improvements along ECR comes to fruition, then prior to any approval of that project, the Town will conduct and complete any CEQA review required and will provide it to the relevant decision-makers prior to any discretionary action taken to approve or reject the project.

### **ALTERNATIVES**

The City Council could choose not to adopt the resolution. Doing so is not recommended as the opportunity to execute a Cooperative Agreement with Caltrans for oversight the much-needed improvements along the State Highway (SR-82, "ECR") is critical to the health of our businesses, residents and the environment.

### **CONCLUSION**

Staff recommends that the City Council adopt the resolution.

### **ATTACHMENTS**

- A. Resolution
- B. Cooperative Agreement with Caltrans





**RESOLUTION NO. 2022-\_\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL  
MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, FUND EXCHANGE  
AGREEMENTS, FUND TRANSFER AGREEMENTS, AND ANY AMENDMENTS FOR ALL  
FEDERAL AND/OR STATE FUNDING PROJECTS WITH THE CALIFORNIA  
DEPARTMENT OF TRANSPORTATION PURSUANT TO CEQA GUIDELINE 15305**

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

**1. Background**

- a) The Town is eligible to receive federal and/or state funding for certain transportation projects through the California Department of Transportation (Caltrans).
- b) The California Department of Transportation has developed procedures, regulations, and standard form agreements pertaining to use of federal aid monies by local agencies.
- c) A Master Agreement, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds can be claimed.
- d) The Town of Colma wishes to delegate authorization to execute these agreements and any amendments thereto to the City Manager.
- e) Town staff has determined that adoption of this resolution approving and delegating authority to execute various agreements with Caltrans is for the purpose of scoping a project that could include improvements along El Camino Real. As such, this initial action is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15305 as information collection. If the ultimate project to construct improvements along ECR comes to fruition, then prior to any approval of that project, the Town will conduct and complete any CEQA review required and will provide it to the relevant decision-makers prior to any discretionary action taken to approve or reject the project.

**2. Order**

- a) The City Council does hereby approve and authorize the City Manager, or his designee, to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements with the California Department of Transportation (Caltrans) in a form approved by the City Attorney, for projects that are Federal or State funded.

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***Certification of Adoption***

I certify that the foregoing Resolution No. 2022\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on December 14, 2022, by the following vote:

| Name                | Voting |    | Present, Not Voting |                   | Absent |
|---------------------|--------|----|---------------------|-------------------|--------|
|                     | Aye    | No | Abstain             | Not Participating |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
| <i>Voting Tally</i> |        |    |                     |                   |        |

Dated \_\_\_\_\_

\_\_\_\_\_

Mayor

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

Caitlin Corley, City Clerk

## **COOPERATIVE AGREEMENT**

This AGREEMENT, executed on and effective from \_\_\_\_\_, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

Town of Colma, a body politic and municipal corporation or chartered city of the State of California, referred to hereinafter as TOWN OF COLMA.

An individual signatory agency in this AGREEMENT is referred to as a PARTY. Collectively, the signatory agencies in this AGREEMENT are referred to as PARTIES.

### **RECITALS**

1. PARTIES are authorized to enter into a cooperative agreement for improvements to the State Highway System per California Streets and Highways Code, Sections 114 and 130 and California Government Code, Section 65086.5.
2. For the purpose of this AGREEMENT, *The El Camino Real (ECR, SR-82) improvement project will provide safe paths of travel to all modes of transportation to two major transportation hubs, Colma BART at the North end of ECR and SSF BART at the sound end of the ECR Project* will be referred to hereinafter as PROJECT. TOWN OF COLMA desires that a Project Initiation Document (PID) be developed for the PROJECT. The Project Initiation Document will be a Project Study Report - Project Development Support (PSR-PDS).
3. All obligations and responsibilities assigned in this AGREEMENT to complete the following PROJECT COMPONENT will be referred to hereinafter as WORK:
  - PROJECT INITIATION DOCUMENT (PID)

Each PROJECT COMPONENT is defined in the CALTRANS Workplan Standards Guide as a distinct group of activities/products in the project planning and development process.

4. The term AGREEMENT, as used herein, includes this document and any attachments, exhibits, and amendments.

This AGREEMENT is separate from and does not modify or replace any other cooperative agreement or memorandum of understanding between the PARTIES regarding the PROJECT.

PARTIES intend this AGREEMENT to be their final expression that supersedes any oral understanding or writings pertaining to the WORK. The requirements of this AGREEMENT will preside over any conflicting requirements in any documents that are made an express part of this AGREEMENT.

If any provisions in this AGREEMENT are found by a court of competent jurisdiction to be, or are in fact, illegal, inoperative, or unenforceable, those provisions do not render any or all other AGREEMENT provisions invalid, inoperative, or unenforceable, and those provisions will be automatically severed from this AGREEMENT.

Except as otherwise provided in the AGREEMENT, PARTIES will execute a written amendment if there are any changes to the terms of this AGREEMENT.

AGREEMENT will terminate 180 days after PID is signed by PARTIES or as mutually agreed by PARTIES in writing. However, all indemnification articles will remain in effect until terminated or modified in writing by mutual agreement.

5. No PROJECT deliverables have been completed prior to this AGREEMENT.
6. In this AGREEMENT capitalized words represent defined terms, initialisms, or acronyms.
7. PARTIES hereby set forth the terms, covenants, and conditions of this AGREEMENT.

## **RESPONSIBILITIES**

### **Sponsorship**

8. A SPONSOR is responsible for establishing the scope of the PROJECT and securing the financial resources to fund the WORK. A SPONSOR is responsible for securing additional funds when necessary or implementing PROJECT changes to ensure the WORK can be completed with the funds obligated in this AGREEMENT.

PROJECT changes, as described in the CALTRANS Project Development Procedures Manual, will be approved by CALTRANS as the owner/operator of the State Highway System.

9. Town of Colma is the SPONSOR for the WORK in this AGREEMENT.

### **Implementing Agency**

10. The IMPLEMENTING AGENCY is the PARTY responsible for managing the scope, cost, schedule, and quality of the work activities and products of a PROJECT COMPONENT.

- TOWN OF COLMA is the Project Initiation Document (PID) IMPLEMENTING AGENCY.

The PID identifies the PROJECT need and purpose, stakeholder input, project alternatives, anticipated right-of-way requirements, preliminary environmental analysis, initial cost estimates, and potential funding sources.

11. TOWN OF COLMA will provide a Quality Management Plan (QMP) for the WORK in every PROJECT COMPONENT that they are the IMPLEMENTING AGENCY of. The QMP describes the IMPLEMENTING AGENCY's quality policy and how it will be used. The QMP will include a process for resolving disputes between the PARTIES at the team level. The QMP is subject to CALTRANS review and approval.

12. Any PARTY responsible for completing WORK will make its personnel and consultants that prepare WORK available to help resolve WORK-related problems and changes for the entire duration of the PROJECT including PROJECT work that may occur under separate agreements.

### **Funding**

13. TOWN OF COLMA is the only PARTY obligating funds in this AGREEMENT and will fund the cost of the WORK in accordance with this AGREEMENT.

If, in the future, CALTRANS is allocated state funds and Personnel Years (PYs) for PID review or development of this PROJECT, PARTIES will agree to amend this AGREEMENT to change the reimbursement arrangement for PID review.

14. Unless otherwise documented in the Reimbursement Summary, overall liability for project costs within a PROJECT COMPONENT will be in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.

15. Unless otherwise documented in the Reimbursement Summary, any savings recognized within a PROJECT COMPONENT will be credited or reimbursed, when allowed by policy or law, in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.

16. WORK costs, except those that are specifically excluded in this AGREEMENT, are to be paid from the funds obligated in the Reimbursement Summary. Costs that are specifically excluded from the funds obligated in this AGREEMENT are to be paid by the PARTY incurring the costs from funds that are independent of this AGREEMENT.

### **CALTRANS' Quality Management**

17. CALTRANS, as the owner/operator of the State Highway System (SHS), will perform quality management work including Quality Management Assessment (QMA) and owner/operator approvals for the portions of WORK within the existing and proposed SHS right-of-way.
18. CALTRANS' Quality Management Assessment (QMA) efforts are to ensure that Town of Colma's quality assurance results in WORK that is in accordance with the applicable standards and the PROJECT's quality management plan (QMP). QMA does not include any efforts necessary to develop or deliver WORK or any validation by verifying or rechecking WORK.

When CALTRANS performs QMA, it does so for its own benefit. No one can assign liability to CALTRANS due to its QMA.

19. CALTRANS, as the owner/operator of the State Highway System, will approve WORK products in accordance with CALTRANS policies and guidance and as indicated in this AGREEMENT.
20. TOWN OF COLMA will provide WORK-related products and supporting documentation upon CALTRANS' request for the purpose of CALTRANS' quality management work.

### **Project Initiation Document (PID)**

21. As the PID IMPLEMENTING AGENCY, TOWN OF COLMA is responsible for all PID WORK except those activities and responsibilities that are assigned to another PARTY in this AGREEMENT and those activities that may be specifically excluded.
22. Should TOWN OF COLMA request CALTRANS to perform any portion of PID preparation work, except as otherwise set forth in this AGREEMENT, TOWN OF COLMA agrees to reimburse CALTRANS for such work and PARTIES will amend this AGREEMENT.

23. CALTRANS will be responsible for completing the following PID activities:

| CALTRANS Work Breakdown Structure Identifier (If Applicable)        | AGREEMENT Funded Cost |
|---|-----------------------|
| 100.05.10.xx Quality Management                                     | Yes                   |
| 150.05.05.xx Review of Existing Reports, Data, Studies, and Mapping | Yes                   |
| 150.25.20 PID Circulation, Review, and Approval                     | Yes                   |

24. CALTRANS will provide relevant existing proprietary information and maps related to:

- Geologic and Geotechnical information
- Utility information
- Environmental constraints
- Traffic modeling/forecasts
- Topographic and Boundary surveys
- As-built centerline and existing right-of-way

Due to the potential for data loss or errors, CALTRANS will not convert the format of existing proprietary information or maps.

25. When required, CALTRANS will perform pre-consultation with appropriate resource agencies in order to reach consensus on need and purpose, avoidance alternatives, and feasible alternatives.
26. CALTRANS will actively participate in the Project Delivery Team meetings.
27. The PID will be signed on behalf of TOWN OF COLMA by a Civil Engineer registered in the State of California.
28. CALTRANS will review and approve the Project Initiation Document (PID) as required by California Government Code, Section 65086.5.

CALTRANS will complete a review of the draft PID and provide its comments to TOWN OF COLMA within 60 calendar days from the date CALTRANS received the draft PID from TOWN OF COLMA. TOWN OF COLMA will address the comments provided by CALTRANS. If any interim reviews are requested of CALTRANS by TOWN OF COLMA, CALTRANS will complete those reviews within 30 calendar days from the date CALTRANS received the draft PID from TOWN OF COLMA.

After TOWN OF COLMA revises the PID to address all of CALTRANS' comments and submits the revised draft PID and all related attachments and appendices, CALTRANS will complete its review and final determination of the revised draft PID within 30 calendar days from the date CALTRANS received the revised draft PID from TOWN OF COLMA. Should CALTRANS require supporting data necessary to defend facts or claims cited in the revised draft PID, TOWN OF COLMA will provide all available supporting data in a reasonable time so that CALTRANS may conclude its review. The 30 day CALTRANS review period will be stalled during that time and will continue to run after TOWN OF COLMA provides the required data.

No liability will be assigned to CALTRANS, its officers and employees by TOWN OF COLMA under the terms of this AGREEMENT or by third parties by reason of CALTRANS' review and approval of the PID.



## **Additional Provisions**

### *Standards*

29. PARTIES will perform all WORK in accordance with federal and California laws, regulations, and standards; Federal Highway Administration (FHWA) standards; and CALTRANS standards. CALTRANS standards include, but are not limited to, the guidance provided in the:

- CADD Users Manual
- CALTRANS policies and directives
- Plans Preparation Manual
- Project Development Procedures Manual (PDPM)
- Workplan Standards Guide

### *Noncompliant Work*

30. CALTRANS retains the right to reject noncompliant WORK. TOWN OF COLMA agrees to suspend WORK upon request by CALTRANS for the purpose of protecting public safety, preserving property rights, and ensuring that all WORK is in the best interest of the State Highway System.

### *Qualifications*

31. Each PARTY will ensure that personnel participating in WORK are appropriately qualified or licensed to perform the tasks assigned to them.

### *Consultant Selection*

32. TOWN OF COLMA will invite CALTRANS to participate in the selection of any consultants that participate in the WORK.

### *Encroachment Permits*

33. CALTRANS will issue, upon proper application, the encroachment permits required for WORK within State Highway System (SHS) right-of-way. TOWN OF COLMA, their contractors, consultants, agents and utility owners will not work within the SHS right-of-way without an encroachment permit issued in their name. CALTRANS will provide encroachment permits to TOWN OF COLMA, their contractors, consultants, and agents at no cost. CALTRANS will provide encroachment permits to utility owners at no cost. If the encroachment permit and this AGREEMENT conflict, the requirements of this AGREEMENT will prevail.

34. The IMPLEMENTING AGENCY for a PROJECT COMPONENT will coordinate, prepare, obtain, implement, renew, and amend any encroachment permits needed to complete the WORK.

#### Protected Resources

35. If any PARTY discovers unanticipated cultural, archaeological, paleontological, or other protected resources during WORK, all WORK in that area will stop and that PARTY will notify all PARTIES within 24 hours of discovery. WORK may only resume after a qualified professional has evaluated the nature and significance of the discovery and CALTRANS approves a plan for its removal or protection.

#### Disclosures

36. PARTIES will hold all administrative drafts and administrative final reports, studies, materials, and documentation relied upon, produced, created, or utilized for the WORK in confidence to the extent permitted by law and where applicable, the provisions of California Government Code, Section 6254.5(e) will protect the confidentiality of such documents in the event that said documents are shared between PARTIES.

PARTIES will not distribute, release, or share said documents with anyone other than employees, agents, and consultants who require access to complete the WORK without the written consent of the PARTY authorized to release them, unless required or authorized to do so by law.

37. If a PARTY receives a public records request pertaining to the WORK, that PARTY will notify PARTIES within five (5) working days of receipt and make PARTIES aware of any disclosed public records.

#### Hazardous Materials

38. If any hazardous materials, pursuant to Health and Safety Code 25260(d), are found within the PROJECT limits, the discovering PARTY will notify all other PARTIES within twenty-four (24) hours of discovery.
39. PARTIES agree to consider alternatives to PROJECT scope and/or alignment, to the extent practicable, in an effort to avoid any known hazardous materials within the proposed PROJECT limits.
40. If hazardous materials are discovered within PROJECT limits, but outside of State Highway System right-of-way, it is the responsibility of TOWN OF COLMA in concert with the local agency having land use jurisdiction over the property, and the property owner, to remedy before CALTRANS will acquire or accept title to such property.

### Claims

41. Any PARTY that is responsible for completing WORK may accept, reject, compromise, settle, or litigate claims arising from the WORK without concurrence from the other PARTY.
42. PARTIES will confer on any claim that may affect the WORK or PARTIES' liability or responsibility under this AGREEMENT in order to retain resolution possibilities for potential future claims. No PARTY will prejudice the rights of another PARTY until after PARTIES confer on the claim.
43. If the WORK expends state or federal funds, each PARTY will comply with the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards of 2 CFR, Part 200. PARTIES will ensure that any for-profit consultant hired to participate in the WORK will comply with the requirements in 48 CFR, Chapter 1, Part 31. When state or federal funds are expended on the WORK these principles and requirements apply to all funding types included in this AGREEMENT.

### Accounting and Audits

44. PARTIES will maintain, and will ensure that any consultant hired by PARTIES to participate in WORK will maintain, a financial management system that conforms to Generally Accepted Accounting Principles (GAAP), and that can properly accumulate and segregate incurred PROJECT costs and billings.
45. PARTIES will maintain and make available to each other all WORK-related documents, including financial data, during the term of this AGREEMENT.

PARTIES will retain all WORK-related records for three (3) years after the final voucher.

PARTIES will require that any consultants hired to participate in the WORK will comply with this Article.

46. PARTIES have the right to audit each other in accordance with generally accepted governmental audit standards.

CALTRANS, the State Auditor, FHWA (if the PROJECT utilizes federal funds), and TOWN OF COLMA will have access to all WORK -related records of each PARTY, and any consultant hired by a PARTY to participate in WORK, for audit, examination, excerpt, or transcription.

The examination of any records will take place in the offices and locations where said records are generated and/or stored and will be accomplished during reasonable hours of operation. The auditing PARTY will be permitted to make copies of any WORK-related records needed for the audit.

The audited PARTY will review the draft audit, findings, and recommendations, and provide written comments within thirty (30) calendar days of receipt.

Upon completion of the final audit, PARTIES have forty-five (45) calendar days to refund or invoice as necessary in order to satisfy the obligation of the audit.

Any audit dispute not resolved by PARTIES is subject to mediation. Mediation will follow the process described in the General Conditions section of this AGREEMENT.

47. If the WORK expends state or federal funds, each PARTY will undergo an annual audit in accordance with the Single Audit Act in the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as defined in 2 CFR, Part 200.
48. When a PARTY reimburses a consultant for WORK with state or federal funds, the procurement of the consultant and the consultant overhead costs will be in accordance with the Local Assistance Procedures Manual, Chapter 10.

#### Interruption of Work

49. If WORK stops for any reason, IMPLEMENTING AGENCY will place the PROJECT right-of-way in a safe and operable condition acceptable to CALTRANS.

#### Penalties, Judgements and Settlements

50. The cost of awards, judgements, fines, interest, penalties, attorney's fees, and/or settlements generated by the WORK are considered WORK costs.
51. Any PARTY whose action or lack of action causes the levy of fines, interest, or penalties will indemnify and hold all other PARTIES harmless per the terms of this AGREEMENT.

## **GENERAL CONDITIONS**

52. All portions of this AGREEMENT, including the Recitals Section, are enforceable.

### **Venue**

53. PARTIES understand that this AGREEMENT is in accordance with and governed by the Constitution and laws of the State of California. This AGREEMENT will be enforceable in the State of California. Any PARTY initiating legal action arising from this AGREEMENT will file and maintain that legal action in the Superior Court of the county in which the CALTRANS district office that is signatory to this AGREEMENT resides, or in the Superior Court of the county in which the PROJECT is physically located.

### **Exemptions**

54. All CALTRANS' obligations under this AGREEMENT are subject to the appropriation of resources by the Legislature, the State Budget Act authority, programming and allocation of funds by the California Transportation Commission (CTC).

### **Indemnification**

55. Neither CALTRANS nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by TOWN OF COLMA, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon TOWN OF COLMA under this AGREEMENT. It is understood and agreed that TOWN OF COLMA, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by TOWN OF COLMA, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

56. Neither TOWN OF COLMA nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this AGREEMENT. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless TOWN OF COLMA and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

**Non-parties**

57. PARTIES do not intend this AGREEMENT to create a third party beneficiary or define duties, obligations, or rights for entities not signatory to this AGREEMENT. PARTIES do not intend this AGREEMENT to affect their legal liability by imposing any standard of care for fulfilling the WORK different from the standards imposed by law.
58. PARTIES will not assign or attempt to assign obligations to entities not signatory to this AGREEMENT without an amendment to this AGREEMENT.

**Ambiguity and Performance**

59. Neither PARTY will interpret any ambiguity contained in this AGREEMENT against the other PARTY. PARTIES waive the provisions of California Civil Code, Section 1654.

A waiver of a PARTY's performance under this AGREEMENT will not constitute a continuous waiver of any other provision.

60. A delay or omission to exercise a right or power due to a default does not negate the use of that right or power in the future when deemed necessary.

**Defaults**

61. If any PARTY defaults in its performance of the WORK, a non-defaulting PARTY will request in writing that the default be remedied within thirty (30) calendar days. If the defaulting PARTY fails to do so, the non-defaulting PARTY may initiate dispute resolution.

**Dispute Resolution**

62. PARTIES will first attempt to resolve AGREEMENT disputes at the PROJECT team level as described in the Quality Management Plan. If they cannot resolve the dispute themselves, the CALTRANS District Director and the Executive Officer of TOWN OF COLMA will attempt to negotiate a resolution. If PARTIES do not reach a resolution, PARTIES' legal counsel will initiate mediation. PARTIES agree to participate in mediation in good faith and will share equally in its costs.

Neither the dispute nor the mediation process relieves PARTIES from full and timely performance of the WORK in accordance with the terms of this AGREEMENT. However, if any PARTY stops fulfilling its obligations, any other PARTY may seek equitable relief to ensure that the WORK continues.

Except for equitable relief, no PARTY may file a civil complaint until after mediation, or forty-five (45) calendar days after filing the written mediation request, whichever occurs first.

PARTIES will file any civil complaints in the Superior Court of the county in which the CALTRANS District Office signatory to this AGREEMENT resides or in the Superior Court of the county in which the PROJECT is physically located.

63. PARTIES maintain the ability to pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.

### **Prevailing Wage**

64. When WORK falls within the Labor Code § 1720(a)(1) definition of "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code § 1771, PARTIES will conform to the provisions of Labor Code §§ 1720-1815, and all applicable provisions of California Code of Regulations, Title 8, Division 1, Chapter 8, Subchapter 3, Articles 1-7. PARTIES will include prevailing wage requirements in contracts for public work and require contractors to include the same prevailing wage requirements in all subcontracts.

Work performed by a PARTY's own employees is exempt from the Labor Code's Prevailing Wage requirements.

If WORK is paid for, in whole or part, with federal funds and is of the type of work subject to federal prevailing wage requirements, PARTIES will conform to the provisions of the Davis-Bacon and Related Acts, 40 U.S.C. §§ 3141-3148.

When applicable, PARTIES will include federal prevailing wage requirements in contracts for public works. WORK performed by a PARTY's employees is exempt from federal prevailing wage requirements.

**Contact Information**

**CALTRANS**

Kerry Morgan, Project Manager

111 Grand Ave

Oakland, CA 94612

Mobile Phone: 510-290-6929

Email: kerry.morgan@dot.ca.gov

**TOWN OF COLMA**

Brad Donohue, Director of Public Works

1198 El Camino Real

Colma, CA 94014

Office Phone: (650) 757-8895

Email: brad.donohue@colma.ca.gov



**SIGNATURES**

PARTIES are authorized to enter into this AGREEMENT and have delegated to the undersigned the authority to execute this AGREEMENT on behalf of the respective agencies and hereby covenants to have followed all the necessary legal requirements to validly execute this AGREEMENT. By signing below, the PARTIES each expressly agree to execute this AGREEMENT electronically.

The PARTIES acknowledge that executed copies of this AGREEMENT may be exchanged by facsimile or email, and that such copies shall be deemed to be effective as originals.

**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**TOWN OF COLMA**

\_\_\_\_\_  
Helena (Lenka) Culik-Caro  
Deputy District Director, Design

\_\_\_\_\_  
Brian Dossey  
City Manager

**Verification of funds and authority:**

**Attest:**

\_\_\_\_\_  
Jeffrey Kuehnel  
District Budget Manager

\_\_\_\_\_  
Caitlin Corley  
City Clerk

**Certified as to financial terms and policies:**

**Approved as to form and procedure:**

\_\_\_\_\_  
Nadine Karavan  
HQ Accounting Supervisor

\_\_\_\_\_  
Christopher Diaz  
City Attorney



**REIMBURSEMENT SUMMARY NO. 01**

| <b><u>FUNDING TABLE</u></b> <span style="float: right;">v. 1</span> |               |           |         |
|---|---------------|-----------|---------|
| Source  | Party         | Fund Type | PID     |
|   |               |           | Totals  |
| LOCAL   | Town of Colma | Local     | 180,000 |
| Totals  |               |           | 180,000 |

| <b><u>SPENDING SUMMARY</u></b> <span style="float: right;">v 2</span> |          |                      |         |
|---|----------|----------------------|---------|
| Fund Type   | PID      |                      | Totals  |
|   | CALTRANS | <u>TOWN OF COLMA</u> |         |
| Local   | 180,000  | 0                    | 180,000 |
| <b>Totals</b>   | 180,000  | 0                    | 180,000 |

**Funding**

1. Per the State Budget Act of 2012, Chapter 603, amending item 2660-001-0042 of Section 2.00, the cost of any engineering support performed by CALTRANS towards any local government agency-sponsored PID project will only include direct costs. Indirect or overhead costs will not be applied during the development of the PID document.

**Invoicing and Payment**

2. PARTIES will invoice for funds where the SPENDING SUMMARY shows that one PARTY provides funds for use by another PARTY. PARTIES will pay invoices within forty-five (45) calendar days of receipt of invoice when not paying with Electronic Funds Transfer (EFT). When paying with EFT, TOWN OF COLMA will pay invoices within five (5) calendar days of receipt of invoice.
3. If TOWN OF COLMA has received EFT certification from CALTRANS then TOWN OF COLMA will use the EFT mechanism and follow all EFT procedures to pay all invoices issued from CALTRANS.
4. When a PARTY is reimbursed for actual cost, invoices will be submitted each month for the prior month's expenditures. After all PROJECT COMPONENT WORK is complete, PARTIES will submit a final accounting of all PROJECT COMPONENT costs. Based on the final accounting, PARTIES will invoice or refund as necessary to satisfy the financial commitments of this AGREEMENT.

**Project Initiation Document (PID)**

5. CALTRANS will invoice Town of Colma for a \$30,000 initial deposit after execution of this AGREEMENT and forty-five (45) working days prior to the commencement of PID expenditures. This deposit represents two (2) months' estimated costs.

Thereafter, CALTRANS will invoice and TOWN OF COLMA will reimburse for actual costs incurred and paid.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: FY 2021-22 Development Impact Fee Report (AB 1600)

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

APPROVING AND ACCEPTING THE DEVELOPMENT IMPACT FEE REPORT FOR FISCAL  
 YEAR ENDING JUNE 30, 2022

## EXECUTIVE SUMMARY

State law requires any local agency that imposes development impact fees to prepare an annual report providing specific information about those fees. Therefore, in accordance with the provision of the California Government Code, Section 66006(b), this Development Impact Fee Report for the Town of Colma is being filed accordingly for the fiscal year ending June 30, 2022.

As of 2021-22, the Town's only development impact fee is the Housing Impact Fee and therefore will comply with AB 1600 requirements, with the acceptance and posting of this report. For purposes of completeness and thoroughness, the report also includes information regarding the Park In-Lieu Fee and the Housing In-Lieu Fee, which are both exempt from the Mitigation Fee Act. The report was made available to the public on November 23, 2022.

## FISCAL IMPACT

This is for reporting purposes and does not have a fiscal impact.

## BACKGROUND

Development impact fees are charged by local governmental agencies in connection with approved development projects. The purpose of these fees is to defray all or a portion of the cost of public facilities related to the development projects, implementing the projects' "fair share" of the cost of the capital improvements project consistent with the general plan. The legal requirements for enactment of a development impact fee program are set forth in Government Code Sections 66000-66025 (the "Mitigation Fee Act"), the bulk of which was adopted in 1987 as AB 1600.

The Mitigation Fee Act regulates how public agencies collect, maintain and spend impact charges and fees imposed on developers for the purpose of defraying costs of public facilities. The Act includes requirements for accounting, expending and reporting charges, fees and related interest earnings.

The Town collects the following types of fees in connection with development:

| <u>Date of Adoption</u> | <u>Ordinance No.</u> | <u>Fee authorized</u>                     |
|-------------------------|----------------------|---|
| March 14, 2006          | 641                  | Park Land Dedication (Park In-Lieu)       |
| September 28, 2016      | 639                  | Housing In-Lieu Fee<br>Housing Impact Fee |

The Housing Impact Fee is the only fee that is subject to annual reporting under the Mitigation Fee Act. The Park In-Lieu fee is classified as a "Quimby Act" fee (Government Code §§ 66477) and is expressly excluded from the Mitigation Fee Act per Section 66000(b). The Town's inclusionary (affordable) housing requirement for for-sale residential development provides developers' a voluntary option to pay the Housing In-Lieu Fee (CMC Section 5.12.040). As such, the Housing In-Lieu Fee is not an exaction and is not subject to the Mitigation Fee Act. (*616 Croft Ave., LLC v. City of West Hollywood*, 3 Cal.App.5th 621, 630 (2016).) The Park In-Lieu Fee and Housing In-Lieu Fee are included in this staff report for informational purposes only and are not subject to annual reporting requirements under the Mitigation Fee Act.

This Annual Report must also be reviewed by the City Council at a regularly scheduled public meeting. In addition, notice of the time and place of the meeting shall be mailed at least 15 days prior to the meeting to any interested party who files a written request with the local agency. No such requests were made at the time of this report. The attached annual report consists of Attachment A that presents the revenues, expenditures, and fund balances for the Housing Impact Fee.

## **ANALYSIS**

As required by the Mitigation Fee Act, impact fees must be segregated from the General Fund and accounted for in special revenue funds. Government Code Section 66006 requires that the City make available to the public information regarding development impact fees for each fund within 180 days after the end of each fiscal year:

- A brief description of the fee and the fund into which the fee was deposited;
- The amount of the fee;
- The associated fund's beginning and ending balances for the fiscal year;
- The total amount of fees collected, and interest earned;
- Identification of each public improvement on which impact fees were expended and the amount of expenditure on each improvement, including the total percentage of the cost of the public improvement that was funded with impact fees;
- Identification of the approximate date by which construction of a public improvement will commence if the local agency determined that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete;
- A description of each interfund transfer or loan made from an account or fund; and

- The amount of refunds made and any allocations pursuant to subdivision (f) of Section 66001. (Attachment A)

Further, Government Code Section 66001(d) also requires that findings describing the continuing need for impact fees be made the fifth fiscal year following the first deposit into the account or fund, and every five years thereafter, specifying the intended use of any unexpended impact fees, regardless of whether the fees are committed or uncommitted. Failure to make such findings subjects the City to going through a refunding procedure. The Housing Impact Fee was adopted in 2016, and the first deposits were made in 2018, so there is no need to make those additional findings at this time.

In 2021-22, the Town collected \$0 of Park In-Lieu Fees, \$0 of Housing In-Lieu Fees and \$0 of Housing Impact Fee. For reference, below is the fund information for the Park In-Lieu Fee and the Housing In-Lieu Fee. Information regarding the Housing Impact Fee is included in the FY 2021-22 Development Impact Fee Report (Attachment A).

**PARK LAND DEDICATION (PARK IN-LIEU)**

|                                      |                |                 |
|--------------------------------------|----------------|-----------------|
| Balance at 7/1/2021                  |                | \$ 0            |
| 2021-22 Fee Revenues                 |                | 0               |
| 2021-22 Capital Spending/Encumbrance | Project Budget | Actual Spending |
| None                                 | 0              | 0               |
| Interfund Transfers                  |                | 0               |
| Balance at 6/30/2022                 |                | \$ 0            |

**HOUSING IN-LIEU FEE\***

|                              |                |                 |
|------------------------------|----------------|-----------------|
| Balance at 7/1/2021          |                | \$ 211,513      |
| 2021-22 Fee Revenues         |                | 0               |
| 2021-22 Interest Loss        |                | (993)           |
| 2021-22 Spending/Encumbrance | Project Budget | Actual Spending |
| None                         | 0              | 0               |
| Interfund Transfers          |                | 0               |
| Balance at 6/30/2022         |                | \$ 210,520      |

\* Note: Due to an accounting error, the FY 2019-20 report incorrectly included Housing Impact Fees in Housing In-Lieu Fee totals.

This report meets the requirements to comply with the Mitigation Fee Act.

## **Reasons for the Recommended Action**

Receipt of this report complies with the Mitigation Act.

## **Council Adopted Values**

By accepting and publishing this report on the Town's website, the Town is showing its commitment to being transparent and accountable in its use of development impact fees. This is in alignment with the *fairness* and *responsibility* attributes of the City Council adopted value-based code of conduct.

## **Alternatives**

1. Make alternations to the report for understandability. Please note, the amounts cannot be altered.
2. Direct Staff to post the report in additional public locations.

## **CONCLUSION**

Staff recommends the City Council receive and file the report.

## **ATTACHMENTS**

- A. FY 2021-22 Development Impact Fee Report





## DEVELOPMENT IMPACT FEE REPORT FOR FISCAL YEAR ENDING JUNE 30, 2022

This report provides an overview and summarized information on the Town's Development Impact Fees for Fiscal Year Ending June 30, 2022.

### HOUSING IMPACT FEE

**FEE DESCRIPTION:** The Housing Impact Fee is required to be paid by a developer of a for-rent residential development of five or more units and for non-residential/commercial development over 5,000 square feet (CMC Sections 5.12.050 and 5.12.060). In accordance with CMC Sections 5.12.010 and 5.12.030, monies deposited in the Housing Fund along with any interest earnings on such monies shall be used solely to increase and improve the supply of housing affordable to households of moderate-, low- and very low-income households in the Town and in northern San Mateo County.

**FEE AMOUNT:** The impact fees can be found in Subchapter 1.10 of the Colma Administrative Code, Master Fee Schedule, and are listed below for each of the different types of development.

| Residential Use   | Fee per Square Foot of Net New Floor Area |
|---|---|
| Single Family Detached Home   | \$10.00                                   |
| Townhouses, Duplexes and Triplexes                                  | \$ 15.00                                  |
| Apartments and Condominiums   | \$ 15.00                                  |
| Non-Residential Use<br>(Only applies to developments over 5,000 sf) | Fee per Square Foot of Net New Floor Area |
| Hotel   | \$5.00                                    |
| Retail, Restaurants and Services                                    | \$5.00                                    |
| Office, Medical Office and Research and Development Uses            | \$5.00                                    |

### FUND BALANCE\*

|                              |                |                 |
|------------------------------|----------------|-----------------|
| Balance at 7/1/2021          |                | \$ 67,050       |
| 2021-22 Fee Revenues         |                | 0               |
| 2021-22 Interest Loss        |                | (315)           |
| 2021-22 Spending/Encumbrance | Project Budget | Actual Spending |
| None                         | 0              | 0               |
| Interfund Transfers          |                | 0               |
| Balance at 6/30/2022         |                | \$ 66,735       |

\*Note: Due to an accounting error, the FY 2019-20 report incorrectly included Housing In-Lieu Fees in the Housing Impact Fees balance.

**PUBLIC IMPROVEMENTS:**

The fund balance has not been expended on any public improvements this financial year.

**APPROXIMATE DATE THE CONSTRUCTION OF THE PUBLIC IMPROVEMENT WILL COMMENCE:**

The approximate date by which the construction of the public improvements identified in Colma Municipal Code Section 5.12.030 will commence is unknown at this time as sufficient funds have not been collected to complete financing on the incomplete public improvements.

**INTERFUND TRANSFERS OR LOANS:**

No interfund transfer or loan from the fund has occurred this financial year.

**REFUNDS/ALLOCATIONS:**

No refunds or allocations have been made this financial year.



## STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Farhad Mortazavi, APA, City Planner  
 Lorraine Weiss, APA, Principal Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: Urgency Ordinance Relating to Accessory Dwelling Units

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### RECOMMENDATION

Staff recommends that the City Council adopt:

AN URGENCY ORDINANCE AMENDING CHAPTER 5, SUBCHAPTER 5.19, OF THE COLMA MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS AND DETERMINING THE ORDINANCE TO BE EXEMPT FROM CEQA PER GUIDELINE 15282 AND PUBLIC RESOURCES CODE 21080.17.

### EXECUTIVE SUMMARY

The proposed Urgency Ordinance will amend Chapter 5, Subchapter 5.19, of the Town of Colma Municipal Code to impose new limits on local authority to regulate Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) in compliance with the provisions of Government Code sections 65852.2 and 65852.22 as amended by recently approved legislation that will take effect on January 1, 2023.

### FISCAL IMPACT

The Town will experience a slight fiscal benefit from increased property tax revenue from the construction of new ADUs and JADUs.

### BACKGROUND AND PROJECT DESCRIPTION

In recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amended Government Code sections 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs. In 2022, the California Legislature approved, and the Governor signed into law, a new bill (SB 897) that further amends Government Code sections 65852.2 and 65852.22 ("New Amendments"). Among other things, the New Amendments

- require the City to allow certain ADUs to be higher — up to 18 or 25 feet, depending the situation,
- require the City's front setback to yield for certain ADUs,
- require the City to justify a denial with a full set of detailed comments describing the deficiencies in the application and explaining how to remedy them, and
- remove the automatic repeal in 2025 (now the ADU statute is permanent).

SB 897 takes effect January 1, 2023. If the City's ADU ordinance does not comply with requirements of SB 897 by that date, the City's entire existing ADU ordinance becomes null and void as a matter of law, and the City will have to allow ADUs with no local regulation except for the few requirements in the state ADU law itself.

The proposed ordinance amends the City's local regulatory scheme for the construction of ADUs and JADUs to comply with recently amended provisions of Government Code sections 65852.2 and 65852.22. (Refer to Attachment 1)

Failure to comply with Government Code sections 65852.2 and 65852.22 (as amended) by January 1, 2023, renders the City's ADU ordinance null and void, thereby limiting the City to the application of the few default state standards provided in Government Code sections 65852.2 and 65852.22. The approval of ADUs and JADUs based solely on these default statutory standards, without local regulations governing height, setback, landscape, and architectural review, among other things, would threaten the character of existing neighborhoods, and negatively impact property values, personal privacy, and fire safety.

The attached proposed Urgency Ordinance includes changes to the Colma Municipal Code Chapter 5, Subchapter 5.19, substantially in the form attached. (Refer to Exhibit A to Attachment 1.)

The ADU code amendments are proposed for adoption by urgency ordinance, in accordance with Government Code section 36937, subdivision (b), and will be followed at the earliest possible time by a non-urgency ordinance that will be considered for approval by the City Council for ultimate adoption.

## **ANALYSIS**

### **Environmental Review**

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

## CONCLUSION

Staff recommends that the City Council adopt the Urgency Ordinance Amending Chapter 5, Subchapter 5.19, of the Town of Colma Municipal Code Related to Accessory Dwelling Units and Junior Accessory Dwelling Units and determining the Ordinance to be exempt from CEQA per Guideline 15282 and Public Resources Code 21080.17.

## ATTACHMENT

- A. Ordinance No. \_\_\_\_ An Urgency Ordinance Amending Chapter 5, Subchapter 5.19, Related to Accessory Dwelling Units and Junior Accessory Dwelling Units and determining the Ordinance to be exempt from CEQA per Guideline 15282 and Public Resources Code 21080.17.  
Includes **Exhibit A** (Amended and Restated Code)



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

**AN URGENCY ORDINANCE AMENDING CHAPTER 5,  
SUBCHAPTER 5.19, OF THE TOWN OF COLMA MUNICIPAL  
CODE RELATING TO ACCESSORY DWELLING UNITS AND  
JUNIOR ACCESSORY DWELLING UNITS AND  
DETERMINING THE ORDINANCE TO BE EXEMPT FROM  
CEQA PER GUIDELINE 15282 AND PUBLIC RESOURCES  
CODE 21080.17**

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

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**ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY.**

The City Council of the Town of Colma finds:

- (a) The Town of Colma, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and
- (b) State law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and
- (c) In recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amended Government Code sections 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs; and
- (d) In 2022, the California Legislature approved, and the Governor signed into law, a new bill (SB 897) that further amends Government Code sections 65852.2 and 65852.22; and
- (e) SB 897 takes effect January 1, 2023, and if the Town’s ADU ordinance does not comply with the requirements imposed by SB 897 by that date, the Town’s entire existing ADU ordinance becomes null and void as a matter of law; and
- (f) The Town desires to amend its local regulatory scheme for the construction of ADUs and JADUs to comply with the amended provisions of Government Code sections 65852.2 and 65852.22; and
- (g) There is a current and immediate threat to the public health, safety, or welfare based on the passage of SB 897 because if the Town’s ordinance does not comply with the amended laws as of January 1, 2023, and the Town’s ADU ordinance becomes null and void, the Town would thereafter be limited to applying the few default standards that are provided in Government Code sections 65852.2 and 65852.22 for the approval of ADUs and JADUs; and
- (h) The approval of ADUs and JADUs based solely on the default statutory standards, without local regulations governing height, setback, landscape, and architectural review, among other things, would threaten the character of existing neighborhoods, and negatively impact property

values, personal privacy, and fire safety. These threats to public safety, health, and welfare justify adoption of this ordinance as an urgency ordinance to be effective immediately upon adoption by a four-fifths vote of the City Council; and

(i) To protect the public safety, health, and welfare, the City Council may adopt this ordinance as an urgency measure in accordance with Government Code section 36937, subdivision (b).

NOW, THEREFORE, the City Council of the Town of Colma does ordain as follows:

**ARTICLE 2.** The above recitals are hereby adopted as findings of the City Council in enacting this Ordinance.

**ARTICLE 3. CMC AMENDED.**

Chapter 5, Subchapter 5.19, of the Colma Municipal Code is hereby amended and restated to read in its entirety as provided in Exhibit A, attached hereto and incorporated herein by reference.

**ARTICLE 4. SEVERABILITY.**

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of this ordinance that can be given effect without the invalid provision or application and, to this extent, the provisions of this ordinance are hereby declared to be severable.

**ARTICLE 5. CEQA.**

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

**ARTICLE 6. EFFECTIVE DATE.**

This ordinance takes effect on January 1, 2023. The City Clerk shall submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

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### Certification of Adoption

I certify that the foregoing Urgency Ordinance No. **XX** was duly adopted at a regular meeting of the City Council of the Town of Colma held on December 14, 2022, by the following vote:

| Name                | Voting |    | Present, Not Voting |                   | Absent |
|---------------------|--------|----|---------------------|-------------------|--------|
|                     | Aye    | No | Abstain             | Not Participating |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
| <i>Voting Tally</i> |        |    |                     |                   |        |

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

**EXHIBIT A**

**Amended ADU Regulations**

(follows this page)

## Subchapter 5.19: Accessory and Junior Dwelling Units

### Section 5.19.010 Accessory Dwelling Units

- (a) **Purpose.** The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code sections 65852.2 and 65852.22.
- (b) **Effect of Conforming.** An ADU or JADU that conforms to the standards in this section will not be:
- 1) Deemed to be inconsistent with the city’s general plan and zoning designation for the lot on which the ADU or JADU is located.
  - 2) Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.
  - 3) Considered in the application of any local ordinance, policy, or program to limit residential growth.
  - 4) Required to correct a nonconforming zoning condition, as defined in subsection (b)7) below. This does not prevent the city from enforcing compliance with applicable building standards in accordance with Health and Safety Code section 17980.12.

### Section 5.19.020 Definitions.

As used in this section, terms are defined as follows:

- 1) “Accessory dwelling unit” or “ADU” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:
  - (A) An efficiency unit, as defined by section 17958.1 of the California Health and Safety Code; and
  - (B) A manufactured home, as defined by section 18007 of the California Health and Safety Code.
- 2) “Accessory structure” means a structure that is accessory and incidental to a dwelling located on the same lot.
- 3) “Complete independent living facilities” means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.
- 4) “Efficiency kitchen” means a kitchen that includes all of the following:
  - (A) A cooking facility with appliances.

- (B) A food preparation counter and storage cabinets that are of a reasonable size in relation to the size of the JADU.
- 5) “Junior accessory dwelling unit” or “JADU” means a residential unit that satisfies all of the following:
- (A) It is no more than 500 square feet in size.
  - (B) It is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure.
  - (C) It includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure.
  - (D) If the unit does not include its own separate bathroom, then it contains an interior entrance to the main living area of the existing or proposed single-family structure in addition to an exterior entrance that is separate from the main entrance to the primary dwelling.
  - (E) It includes an efficiency kitchen, as defined in subsection (b)4) above.
- 6) “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
- 7) “Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.
- 8) “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.
- 9) “Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
- 10) “Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- 11) “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.
- (c) **Approvals.** The following approvals apply to ADUs and JADUs under this section:
- 1) **Building-permit Only.** If an ADU or JADU complies with each of the general requirements in subsection (d) below, it is allowed with only a building permit in the following scenarios:

- (A) **Converted on Single-family Lot:** One ADU as described in this subsection (c)1)(A) and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
- (i) Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress; and
  - (ii) Has exterior access that is independent of that for the single-family dwelling; and
  - (iii) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.
  - (iv) The JADU complies with the requirements of Government Code Section 65852.22.
- (B) **Limited Detached on Single-family Lot:** One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under subsection (c)1)(A) above), if the detached ADU satisfies each of the following limitations:
- (i) The side- and rear-yard setbacks are at least four feet.
  - (ii) The total floor area is 800 square feet or smaller.
  - (iii) The peak height above grade does not exceed the applicable height limit in subsection (d)2) below.
- (C) **Converted on Multifamily Lot:** One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. Under this subsection (c)1)(C), at least one converted ADU is allowed within an existing multifamily dwelling, up to a quantity equal to 25 percent of the existing multifamily dwelling units.
- (D) **Limited Detached on Multifamily Lot:** No more than two detached ADUs on a lot that has an existing or proposed multifamily dwelling if each detached ADU satisfies both of the following limitations:
- (i) The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of

less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU.

- (ii) The peak height above grade does not exceed the applicable height limit provided in subsection (d)2) below.

**2) ADU Permit.**

- (A) Except as allowed under subsection (c)1) above, no ADU may be created without a building permit and an ADU permit in compliance with the standards set forth in subsections (d) and (e) below.
- (B) The city may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the city's ADU ordinance. The ADU-permit processing fee is determined by the City Planner or designee and approved by the city council by resolution.

**3) Process and Timing.**

- (A) An ADU permit is considered and approved ministerially, without discretionary review or a hearing.
- (B) The town must approve or deny an application to create an ADU or JADU within 60 days from the date that the city receives a completed application. If the town has not approved or denied the completed application within 60 days, the application is deemed approved unless either:
  - (i) The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay, or
  - (ii) When an application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the town may delay acting on the permit application for the ADU or JADU until the town acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.
- (C) If the town denies an application to create an ADU or JADU, the city must provide the applicant with comments that include, among other things, a list of all the defective or deficient items and a description of how the application may be remedied by the applicant. Notice of the denial and corresponding comments must be provided to the applicant within the 60-day time period established by subsection (c)3)(B) above.

- (D) A demolition permit for a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.
- (d) **General ADU and JADU Requirements.** The following requirements apply to all ADUs and JADUs that are approved under subsections (c)1) or (c)2) above:

1) **Zoning.**

- (A) An ADU or JADU subject only to a building permit under subsection (c)1) above may be created on a lot in a residential or mixed-use zone.
- (B) An ADU or JADU subject to an ADU permit under subsection (c)2) above may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.

2) **Height.**

- (A) Except as otherwise provided by subsections (d)2)(B) and (d)2)(C) below, a detached ADU created on a lot with an existing or proposed single family or multifamily dwelling unit may not exceed 16 feet in height.
- (B) A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or a high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.
- (C) A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.
- (D) An ADU that is attached to the primary dwelling may not exceed 25 feet in height or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (d)2)(D) may not exceed two stories.
- (E) For purposes of this subsection (d)2), height is measured above existing legal grade to the peak of the structure.

3) **Fire Sprinklers.**

- (A) Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.

- (B) The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.
- 4) **Rental Term.** No ADU or JADU may be rented for a term that is shorter than 30 days. This prohibition applies regardless of when the ADU or JADU was created.
- 5) **No Separate Conveyance.** An ADU or JADU may be rented, but, except as otherwise provided in Government Code Section 65852.26, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).
- 6) **Septic System.** If the ADU or JADU will connect to an onsite wastewater-treatment system, the owner must include with the application a percolation test completed within the last five years or, if the percolation test has been recertified, within the last 10 years.
- 7) **Owner Occupancy.**
  - (A) An ADU that is permitted after January 1, 2020, but before January 1, 2025, is not subject to any owner-occupancy requirement.
  - (B) Unless applicable law requires otherwise, all ADUs that are permitted on or after January 1, 2025 are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.
  - (C) As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement in this subsection (d)7)(C) does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.
- 8) **Deed Restriction.** Prior to issuance of a building permit for an ADU or JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the City Planner or designee. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the town and must provide that:
  - (A) Except as otherwise provided in Government Code Section 65852.26, the ADU or JADU may not be sold separately from the primary dwelling.
  - (B) The ADU or JADU is restricted to the approved size and to other attributes allowed by this section.
  - (C) The deed restriction runs with the land and may be enforced against future property owners.



- (D) The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the ADU or JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the ADU or JADU is not entirely physically removed, but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
- (E) The deed restriction is enforceable by the director or his or her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.

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

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

10) **Building & Safety.**

- (A) **Must comply with building code.** Subject to subsection (d)10)(B) below, all ADUs and JADUs must comply with all local building code requirements.
- (B) **No change of occupancy.** Construction of an ADU does not constitute a Group R occupancy change under the local building code, as described in Section 310 of the California Building Code, unless the Building Official makes a written finding based on substantial evidence in the record that the

construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection (d)10)(B) prevents the town from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.

(e) **Specific ADU Requirements.** The following requirements apply only to ADUs that require an ADU permit under subsection (c)2) above.

1) **Maximum Size.**

- (A) The maximum size of a detached or attached ADU subject to this subsection (e) is 850 square feet for a studio or one-bedroom unit and 1,000 square feet for a unit with two or more bedrooms.
- (B) An attached ADU that is created on a lot with an existing primary dwelling is further limited to 50 percent of the floor area of the existing primary dwelling.
- (C) Application of other development standards in this subsection (e), such as FAR or lot coverage, might further limit the size of the ADU, but no application of the percent-based size limit in subsection (e)(1)(B) above or of an FAR, front setback, lot coverage limit, or open-space requirement may require the ADU to be less than 800 square feet.

2) **Floor Area Ratio (FAR).** No ADU subject to this subsection (e) may cause the total FAR of the lot to exceed 50 percent, subject to subsection **Error! Reference source not found.**

3) **Setbacks.**

- (A) An ADU that is subject to this subsection (e) must conform to a 15-foot front-yard setback, subject to subsection **Error! Reference source not found.**
- (B) An ADU that is subject to this subsection (e) must conform to 4-foot side- and rear-yard setbacks.
- (C) No setback is required for an ADU that is subject to this subsection (e) if the ADU is constructed in the same location and to the same dimensions as an existing structure.

4) **Lot Coverage.** No ADU subject to this subsection (e) may cause the total lot coverage of the lot to exceed 50 percent, subject to subsection **Error! Reference source not found.**

- 5) **Minimum Open Space.** No ADU subject to this subsection (e) may cause the total percentage of open space of the lot to fall below 50 percent, subject to subsection **Error! Reference source not found.**
- 6) **Passageway.** No passageway, as defined by subsection (b)8) above, is required for an ADU.
- 7) **Parking.**
- (A) Generally. One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by section 5.19.020, paragraph (11).
  - (B) Exceptions. No parking under subsection (e)7)(A) is required in the following situations:
    - (i) The ADU is located within one-half mile walking distance of public transit, as defined in subsection (b)10) above.
    - (ii) The ADU is located within an architecturally and historically significant historic district.
    - (iii) The ADU is part of the proposed or existing primary residence or an accessory structure under subsection (c)1)(A) above.
    - (iv) When on-street parking permits are required but not offered to the occupant of the ADU.
    - (v) When there is an established car share vehicle stop located within one block of the ADU.
    - (vi) When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided that the ADU or the lot satisfies any other criteria listed in subsections (e)7)(B)(i) through (v) above.
  - (C) No Replacement. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

8) **Architectural Requirements.**

- (A) The materials and colors of the exterior walls, roof, and windows and doors must match the appearance and architectural design of those of the primary dwelling.

- (B) The roof slope must match that of the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.
- (C) The exterior lighting must be limited to down-lights or as otherwise required by the building or fire code.
- (D) The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- (E) The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.
- (F) Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.
- (G) All windows and doors in an ADU are less than 30 feet from a property line that is not a public right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.

9) **Landscape Requirements.** Evergreen landscape screening must be planted and maintained between the ADU and adjacent parcels as follows:

- (A) At least one 15-gallon size plant shall be provided for every five linear feet of exterior wall. Alternatively, at least one 24" box size plant shall be provided for every ten linear feet of exterior wall.
- (B) Plant specimens must be at least six feet tall when installed. As an alternative, a solid fence of at least 6 feet in height may be installed.
- (C) All landscaping must be drought-tolerant.

(f) **Fees.** The following requirements apply to all ADUs that are approved under subsections (c)1) or (c)2) above.

1) **Impact Fees.**

- (A) No impact fee is required for an ADU that is less than 750 square feet in size. For purposes of this subsection (f)1), "impact fee" means a "fee" under the Mitigation Fee Act (Gov. Code § 66000(b)) and a fee under the Quimby Act (Gov. Code § 66477). "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.
- (B) Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (E.g., the floor area of the ADU,

divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling.)

**2) Utility Fees.**

- (A) If an ADU is constructed with a new single-family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required.
- (B) Except as described in subsection (f)2)(A), converted ADUs on a single-family lot that are created under subsection (c)1)(A) above are not required to have a new or separate utility connection directly between the ADU and the utility. Nor is a connection fee or capacity charge required.
- (C) Except as described in subsection (f)2)(A), all ADUs that are not covered by subsection (f)2)(B) require a new, separate utility connection directly between the ADU and the utility.
  - (i) The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU based on either the floor area or the number of drainage-fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system.
  - (ii) The portion of the fee or charge that is charged by the city may not exceed the reasonable cost of providing this service.

**(g) Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.**

1) **Generally.** The town will not deny an ADU or JADU application due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

**2) Unpermitted ADUs constructed before 2018.**

- (A) **Permit to Legalize.** As required by state law, the town may not deny a permit to legalize an existing but unpermitted ADU that was constructed before January 1, 2018, if denial is based on either of the following grounds:
  - (i) The ADU violates applicable building standards, or
  - (ii) The ADU does not comply with the state ADU law (Government Code section 65852.2) or this ADU ordinance (Chapter 5, Section 5.19).

(B) **Exceptions:**

- (i) Notwithstanding subsection (g)2)(A) above, the town may deny a permit to legalize an existing but unpermitted ADU that was constructed before January 1, 2018, if the town makes a finding that correcting a violation is necessary to protect the health and safety of the public or of occupants of the structure.
- (ii) Subsection (g)2)(A) above does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code section 17920.3.

- (h) **Nonconforming ADUs and Discretionary Approval.** Any proposed ADU or JADU that does not conform to the objective standards set forth in subsections (a) through (g) of this section may be allowed by the town with a conditional use permit, in accordance with Section 5.03.400 – Use Permit.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Christopher J. Diaz, City Attorney  
 MEETING DATE: November 9, 2022  
 SUBJECT: Ordinance Amending Colma Municipal Code Section 1.02.020 Relating to a Council Vacancy

## RECOMMENDATION

Staff recommends that the City Council introduce and waive first reading of:

AN ORDINANCE AMENDING SECTION 1.02.020 OF THE COLMA MUNICIPAL CODE  
 RELATING TO A COUNCIL VACANCY PURSUANT TO CEQA GUIDELINE 15061(B)(3)

## BACKGROUND AND ANALYSIS

The Colma City Council consists of five councilmembers, each elected at large to serve a four-year term. The general municipal election to elect councilmembers is held on the first Tuesday after the first Monday in November of each even-numbered year.

Pursuant to Government Code section 36512(b), the Council may fill any vacancy that occurs during the term of a current Council member by appointment or by calling a special election to fill the vacancy. Under state law, the City has 60 days from the date of the vacancy to select which method it would prefer to fill the vacancy. The section of Colma's Municipal Code that addresses this process (Section 1.02.020) is based on an earlier version of Government Code section 36512, and provides only 30 days from the date of the vacancy to select the method for filling it. Accordingly, this Ordinance will update the Code to comply with current state law and provide the Council with more time (60 days rather than 30) to choose how to fill a vacancy on the Council. As a refresher, below are the two options available to the Council when filling a vacancy:

### Option 1: Appointment

If the Council fills the vacancy by appointment, the term of the person appointed to fill the vacancy will run until the end of the vacant seat's original term. The process for filling the vacancy by appointment, as detailed in the Colma Municipal Code, is as follows:

1. The City Manager sends a notice by letter to all Town residents advising of the vacancy and inviting qualified citizens to submit a letter of interest. Interested persons should submit these letters to Town Hall by a date set by the Council or City Manager. The City Manager can also advise residents of the vacancy and invite letters of interest by publication in the local newspaper, if desired.

2. The application period will then close on a date set by the Council or City Manager, which date should give applicants sufficient time to submit their materials, but which allows the Council time to review the applications and hold interviews, if desired, before the 60 days available to the Town to fill the vacancy have elapsed.
3. All application materials received by the deadline are organized by Town staff and distributed to the Councilmembers. A special meeting of the Council is scheduled to discuss the applications and (if desired) hold interviews. If interviews are held, they must be conducted in open session.
4. The Town holds a special meeting to discuss the applications and (if desired) hold interviews. Following any discussion, interviews, and public comment, the Council publicly deliberates and selects one individual for the vacant seat. This will require an affirmative majority vote of the remaining Councilmembers.

### Option 2: Special Election

If a special election is called, it must be held on the next regularly established election date that is at least 114 days after the call for the special election. The Town incurs the costs of conducting the election, and the term of the person elected to fill the vacancy runs to the end of the vacant seat's original term. To conduct an election to fill the vacant seat, the City Council must adopt a resolution formally calling for a special election. (Elections Code, § 12001.)

### **Alternatives**

The City Council has the option of not adopting this Ordinance to amend Section 1.02.020. This means the current Code would reflect an outdated version of the state law.

### **FISCAL IMPACT**

None, except for minimal staff time involved with preparing this Ordinance.

### **ENVIRONMENTAL**

The City Council's action to adopt this ordinance is not a project subject to the California Environmental Quality Act, as it can be seen with certainty that the action will not have a significant effect on the environment pursuant to CEQA Guideline 15061(b)(3).

### **CONCLUSION**

Staff recommends that the City Council introduce and waive first reading of the Ordinance.

### **ATTACHMENTS**

- A. Ordinance



**ORDINANCE NO.  
OF THE CITY COUNCIL OF THE TOWN OF COLMA  
ORDINANCE AMENDING SECTION 1.02.020 OF THE  
COLMA MUNICIPAL CODE RELATING TO A COUNCIL VACANCY  
PURSUANT TO CEQA GUIDELINE 15061(B)(3)**

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

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**ARTICLE 1. RECITALS.**

The City Council of the Town of Colma finds:

(a) The Colma Municipal Code (CMC) presently states that it is the preference of the City Council to fill vacancies in elective municipal offices by appointment, and offer as many citizens as may be interested the opportunity to apply for the appointment; and

(b) Section 1.02.020 of the CMC presently states that if the City Council does not appoint a person to a vacancy, or call an election to fill it, within 30 days of the vacancy occurring, the office will remain vacant until the next regular general election; and

(c) The state law upon which the Town's 30-day period to fill a vacancy was based has since been amended to provide that the City Council has 60 days to fill such vacancy, and the Town now wishes to amend the CMC to conform to current state law.

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**ARTICLE 2. INCORPORATION OF RECITALS.**

The City Council hereby finds that all of the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

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**ARTICLE 3. CMC SECTION 1.02.020(b)(4) AMENDED.**

Subdivision (b) of Section 1.02.020 of the Colma Municipal Code is hereby amended to read as follows<sup>1</sup>:

**"1.02.020 Filling a Vacancy on the Council.**

...

(b) To assist the City Council in meeting its goals, the following procedures are hereby established:

- (1) Upon the occurrence of a vacancy, the City Manager shall promptly send a notice by letter to the residents of the Town advising of the vacancy and inviting interested, qualified citizens to submit a letter of interest, which letter shall be

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<sup>1</sup> Deletions are shown in strikethrough, additions shown in underline format.

delivered to Colma City Hall on or before the 20th day following the day the office becomes vacant and the City Manager shall advise the local newspaper of the foregoing.

- (2) On the 21st day following the vacancy, or as soon thereafter as the City Council can meet, the City Council shall hold a special meeting to consider appointment from among the interested citizens.
- (3) If the City Council, upon consideration of the interested candidates, cannot agree by majority vote on a qualified, acceptable appointee at said special meeting or any continuance thereof, the City Council may, within ~~30~~ 60 days of the occurrence of the vacancy, call for a special election to fill the vacancy.
- (4) If the City Council does not, within ~~30~~ 60 days after the vacancy had occurred, appoint a person to the office or call an election to fill the vacancy, the office shall remain vacant until the next regular general election."

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**ARTICLE 4. EFFECTIVE DATE.**

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

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**ARTICLE 5. SEVERABILITY.**

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of this ordinance that can be given effect without the invalid provision or application and, to this extent, the provisions of this ordinance are hereby declared to be severable.

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**ARTICLE 5. NOT A CEQA PROJECT.**

The City Council's action to adopt this ordinance is not a project subject to the California Environmental Quality Act, as it can be seen with certainty that the action will not have a significant effect on the environment pursuant to CEQA Guideline 15061(b)(3).

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### Certification of Adoption

I certify that the foregoing Ordinance No. \_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on November 9, 2022, and adopted at a regular meeting of the City Council of the Town of Colma held on \_\_\_\_\_, 2022, by the following vote:

| Name                | Voting |    | Present, Not Voting |                   | Absent |
|---------------------|--------|----|---------------------|-------------------|--------|
|                     | Aye    | No | Abstain             | Not Participating |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
| <i>Voting Tally</i> |        |    |                     |                   |        |

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Angelika Abellana, Recreation Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: Colma Age-Friendly Action Plan

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## RECOMMENDATION

Staff recommends that the City Council to make the following motion:

MOTION APPROVING THE TOWN OF COLMA'S AGE FRIENDLY ACTION PLAN AND SUBMISSION OF THE PLAN TO THE AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP) AND THE WORLD HEALTH ORGANIZATION (WHO) MAINTAINING THE TOWN OF COLMA'S AGE-FRIENDLY CITY DESIGNATION PURSUANT TO CEQA GUIDELINE 15378.

## EXECUTIVE SUMMARY

In September 2020, the Town of Colma was formally designated an Age Friendly City by AARP/WHO. With the help of San Mateo County Center of Age-Friendly Excellence (CAFE), and the Colma Age-Friendly Task Force (CAFTF), staff identified unmet domains from the WHO's Check list of Essential Features of Age-Friendly Cities. Initially, Colma focused their projects on Transportation and Social Participation. At this time the CAFTF would like to continue to ensure that the Town's Transportation and Social Participation needs of seniors are met in addition to exploring projects in the domains on Housing, Communication & Information and Community & Health Services in the next three years.

Staff recommends the City Council move to approve the Town of Colma's Age Friendly City Action Plan and the submission of the Plan to AARP and WHO maintaining the Town's Age Friendly designation.

## FISCAL IMPACT

This project will have minimal fiscal impact, and potential expenses have been incorporated in the 2022-2023 Fiscal Year Budget.

## **BACKGROUND**

The Colma Age-Friendly Initiative was spearheaded by current council member John Goodwin, who attended an Age-Friendly Summit in 2017. In 2020 the San Mateo County Board of Supervisors promoted the WHO Age-Friendly Initiatives in our region of San Mateo County and began the designation process through the pandemic. The Colma Age-Friendly Task Force was established to assist with the initial designation application and to ensure the ongoing needs of older adults are being met.

Prior to designation, CAFE and CAFTF held Zoom and one-on-one phone focus groups with senior service providers in Colma and San Mateo County as well as residents over the age of 55 years. CAFTF initial projects focused on the domains of Transportation and Social Participation. In the past two years since designation, CAFTF has identified additional domains for staff to focus on ensuring the needs of seniors in Colma continue to be met.

As Colma enters its second year as an Age-Friendly City, in order to maintain its status AARP/WHO requires a written action plan to be submitted within the first two years of designation. The action plan ensures that cities are moving towards implementing their projects and creating a more livable city for their community, especially the senior population.

## **ANALYSIS**

The Colma Age-Friendly Action Plan focuses on two main domains that were identified during the application process – Transportation and Social Participation. From 2020-2022, CAFTF has continuously worked on the domains projects to help bridge the gap of the unmet needs.

### Transportation:

- Continue to provide “Got Wheels” Program to residents.
- The Town of Colma received a Rideshare grant of \$75,000 in 2022-2023 and is finalizing contracts to offer a rideshare program in Colma in the next year.
- Colma Government continues to keep the issue before SamTrans, for resuming service on Mission Road in the future.
- Identify potential sites for future bench rest stop placement within the city.
- Continue to participate in the development and implementation of Colma’s roadway and bicycle and pedestrian pathway improvement projects.
- Offer tutoring resources for using smart phone apps for taxi and rideshare services (i.e., Uber and Lyft).

### Social Participation

- CAFTF completed the “Door-hanger” project in 2021. The project identified a few seniors who requested more information on resources. The Recreation Department reached out to those individuals with information and additional resources.
- As for a subcategory: Cross-Generational Activities, in the upcoming years CAFTF will conduct research on cross-generational activities and provide seniors or households with seniors’ and/or adults with information on Senior Focused services and programs offered in the county.

In the last two years, CAFTF have identified additional projects in other domains that will benefit the seniors in the community.

- Housing
  - Distribute information to senior residents regarding organizations that will provide home maintenance, repairs, and modification projects.
  - Help or find resources to guide applicants on application process for maintenance, repairs and modifications.
- Communication and information
  - Continue to host tables at events with information on the Age-Friendly Initiative and handouts related to senior related health and social topics.
  - Continue to provide additional handbook resources such as the San Mateo County Commission on Aging Seniors resources and Alliance for Community Empowerment's (ALLICE) A-List resource Guides at events.
- Community and Health Services
  - Research several established Medical Equipment Loan Program (MELP) in nearby communities.
  - Set up a MELP in Colma.

### **Council Adopted Values**

By approving the Town of Colma Age-Friendly Action plan the City Council is taking the *responsible* action continuing to provide seniors focused services and resources to the community.

### **ENVIRONMENTAL**

The proposed action is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines sections 15378(b)(2) and 15378(b)(5) as ongoing administrative or organizational activities that will not result in direct or indirect physical changes in the environment

### **CONCLUSION**

Staff recommends the City Council move to approve the Colma Age-Friendly Action plan.

### **ATTACHMENTS**

- A. Colma Age-Friendly Action Plan





# TOWN OF COLMA AGE-FRIENDLY ACTION PLAN



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## **Action Plan Executive Summary**

In September 2022 the Town of Colma was formally designated as an Age-Friendly City by the World Health Organization (WHO) and American Association of Retired Persons (AARP). Prior to this designation, the Town prioritized focusing on valuable programs and environmental structures for residents of all ages including many for senior residents. When the San Mateo County Board of Supervisors promoted the WHO Age-Friendly Cities initiative in this region, the City Council saw how this focus reflected Colma's values, and initiated the formation of the Colma Age-Friendly Task Force (CAFTF). In preparation for the Membership Application with help from the Center for Age-Friendly Excellence (CAFE), a focus group of senior residents and of senior service providers discussed the items on WHO's Checklist of Essential Features of Age-Friendly Cities. Information was collected and analyzed. Domains where there were unmet needs were identified, and specific goals and implementation strategies for September 2020-2022 were created and submitted in the Membership Application. At this time, many of these goals have been completed, and new and ongoing goals and implementation strategies have been determined based on frequent interactions with senior residents. We have observed that as environmental modifications and activity programs have been implemented, the entire Colma community benefits.

The CAFTF, which includes senior residents and Town of Colma Recreation Department staff, is responsible for leading the Age-Friendly Initiative. The Action Plan aligns with the WHO Domains where Colma has ongoing and/or unmet needs that influence the quality of life of older adults.

The identified Domains of past, current, and future focus are listed below. Specific goals and implementation strategies are addressed in detail in the following Action Plan.

- Transportation
- Housing
- Social Participation
- Communication and Information
- Community Support and Health Services



**Overview of Colma’s Demographics**

In regard to race, Colma is the most diverse in San Mateo County, with higher diversity than San Mateo County as a whole. The majority of Colma’s racial demographic are Latino and Asian residents with Latinos making up 45% of the population and Asians 31% of the population. Colma’s white population has seen a decline while the Asian population has grown significantly. White residents make up 15% of Colma’s population, while African Americans make up 5% of the total population (Demographics, 2020).

Colma’s Demographic Indicators

| Demographic Indicators               | Colma        | San Mateo County |
|--------------------------------------|--------------|------------------|
| Total Population                     | 1540         | 754,748          |
| <b>Age</b>                           |              |                  |
| 0-17 years                           | 17%          | 22%              |
| 18-64 years                          | 72%          | 64%              |
| 65+ years                            | 11%          | 15%              |
| Median age                           | 33 years     | 40 years         |
| <b>Race/Ethnicity</b>                |              |                  |
| American Indian/Alaska Native        | Less than 1% | Less than 1%     |
| Asian                                | 31%          | 27%              |
| African American                     | 5%           | 2%               |
| Latino                               | 45%          | 25%              |
| Pacific Islander                     | Less than 1% | 1%               |
| White                                | 15%          | 40%              |
| Other                                | 1%           | Less than 1%     |
| Two or more races                    | 3%           | 4%               |
| Limited English -Speaking Households | 10%          | 9%               |

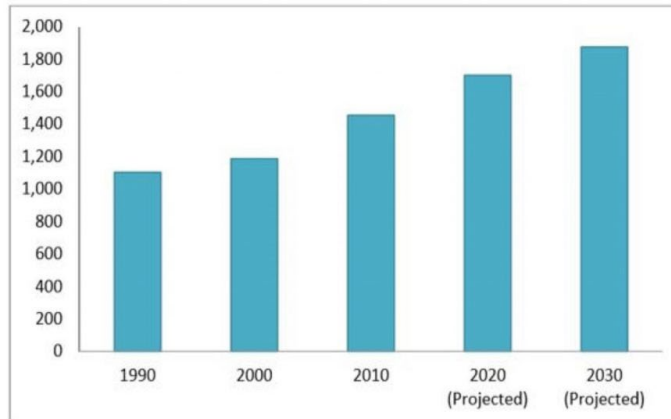
Source: Source: Healthy Cities San Mateo County, 2018

The average age of all residents in Colma has decreased from 37 in the year 2000 to 33 in the year 2018 due to a growth in the 20-34 segments of the population. Almost 30 percent of Colma’s population is comprised of children under 19, and only 12% of the population includes seniors over the age of 60. Colma is the only city in San Mateo County whose population has gotten younger (Demographics, 2020).

**Introduction to the Town of Colma**

The Town of Colma, known worldwide as the “City of Souls,” was incorporated in 1924 and currently has a population of 1,729 residents and 1.5 million “souls” resting at the 17 cemeteries in town, making it the smallest city in San Mateo County (Demographics, 2020). Due to the addition of housing units to the Sterling Park neighborhood and the development of Veterans Village on Mission Road in 2019, Colma’s population saw an increase. The Association of Bay Area Governments predicts Colma will continue to grow over the next 20 years to reach a population of 2,485 in the year 2040 (Housing Element Draft, 2022).

Colma's Population Growth



Source: Colma Housing Element, 2015

The Town of Colma, 1.98 square miles, is located approximately two miles south of San Francisco and shares borders with Daly City, South San Francisco and the San Bruno Mountain State and County Park (General Plan Introduction, 1999). Although 76% of Colma's land is dedicated to cemetery land uses (Housing Element, 2015), it has been recognized for its significant concentration of automobile and truck dealerships located on Serramonte Boulevard. In the last couple decades, Colma's list of businesses has grown significantly. In addition to the monument and flower shops located in Town for the needs of cemetery visitors, Colma has continued to expand its economic growth and is now home to dozens of retail stores located at two shopping centers, restaurants, landscape and construction companies, as well as healthcare and medical businesses throughout town (Demographics, 2020).

Annual Household Income Distribution

| Income Range                   | Percent of Households |
|--------------------------------|-----------------------|
| Less than \$10,000             | 4.3%                  |
| \$10,000 to \$14,999           | 3.0%                  |
| \$15,000 to \$24,999           | 5.8%                  |
| \$20,000 to \$24,999           | 2.2%                  |
| \$25,000 to \$34,999           | 3.6%                  |
| \$35,000 to \$49,999           | 6.5%                  |
| \$50,000 to \$74,999           | 11.2%                 |
| \$75,000 to \$99,999           | 16.8%                 |
| \$100,000 to \$149,999         | 20.7%                 |
| \$150,000 to \$199,999         | 15.9%                 |
| \$200,000 or more              | 11.9%                 |
| <b>Total</b>                   | <b>100.0%</b>         |
| <b>Median Household Income</b> | <b>\$97,500</b>       |

Source: 2013-2017 American Community Survey 5-Year Estimates

Regarding income, Colma's median household income in 2018 was \$97,500, which is higher than the 2017 statewide average of \$71,805 and lower than San Mateo County's 2018 median income which was \$105,667 (Demographics, 2020).

The Town of Colma has a 49.5% rate of home ownership, compared to San Mateo County's 59.9% rate of home ownership (World Population Review, 2022). About 50.5% of Colma residents are renters, while 40.1% of San Mateo County are renters.



### **Age-Friendly Features of the Community**

The Town of Colma is committed and highly responsive to its older adult population and their needs. Colma’s Recreation Department offers age-appropriate social activities and outings to help keep older adults active and engaged in their community. The Town offers cross-generational events to build strong connections between community members despite differences in age. Older adults in Colma have access to a wide variety of programs and activities with affordable prices, welcoming environments, and friendly Recreation staff, including monthly luncheons, movie showings and arts and crafts at the Colma Community Center. To assist non-driving older adults, transportation is often included in off-site trips.



During the pandemic, the Town of Colma’s Recreation Department converted recurring programs into take-home programs that were delivered to the residencies of the older adults in the community. While most of Colma’s programs have resumed in-person, Recreation staff continue to deliver monthly boxes of groceries from the Second Harvest Food Bank to over 100 different homes for older adults in need. During COVID-19, the Recreation Department continually made check in calls to older adults to ensure

all their needs were met. In addition, Recreation staff also sent out greeting cards, which were highly appreciated by older residents. Starting in 2020, the City Council Meetings transitioned to an online video format where anyone in town could access safely in their own home. The online video format made it more accessible for older adults who did not want to leave their homes at night or are homebound.

Older adults often face housing challenges especially in relation to affordability and accessibility. The Town of Colma's Creekside Villas and recently opened Mercy Housing Veteran's Village are two affordable senior apartment complexes available for low-income older adults. Creekside Villas has 18 units and Veteran's Village has 65 units. In addition, many homes in Colma are one level homes, making them accessible and ideal for older residents.

### **Introduction to the Action Plan**

#### **Colma's Values:**

The Town of Colma's "...small-town approach to modern, municipal government reflects a commitment to both a healthy business climate and a harmonious relationship with residents" (Welcome to the Town of Colma, 2017).

**Colma's Vision Statement:** As representatives of the Town of Colma, we look to the future when making decisions.

In practice:

- We promote intelligent and thoughtful innovation in order to forward the Town's policies and services.
- We endeavor to anticipate future needs and are adaptable and flexible when faced with unforeseen circumstances.
- We consider the broader regional and statewide implications of the agency's decisions and issues.
- We understand change can be a stressful but a necessary part of the innovative process.

The Town of Colma will increase cross-collaboration and partnerships with other cities and organizations in hopes of contributing to the AARP Network of Age-Friendly States and Communities and the World Health Organization Global Network. Colma is interested in both learning about and sharing best practices and strategies with other communities with the understanding that we all benefit from becoming age-friendly cities. Colma's belief in generational interdependence, in improving the lives of older adults, and in continued building of qualities that represent the characteristics of age-friendly cities will benefit the whole community.

The Colma Age-Friendly Initiative was spearheaded by current council member John Goodwin who attended an Age-Friendly Summit in 2017. Along with senior service providers in Town and San Mateo County, the Colma Age-Friendly Task Force (CAFTF) was established in May of 2020. The CAFTF works to ensure Age-Friendly projects are completed and the ongoing needs of older adults are being

met. CAFTF actively meets throughout the year to report the status of current or new projects that are beneficial for older adults and the community. In addition, CAFTF participates at community events and cross-generational programs to provide information on the Age-Friendly Initiative, to recruit task force members, and to provide informational flyers geared towards older adults.

| <b>Current Colma Age-Friendly Task Force</b> |  |
|--|--|
| Member Name                                  | Title, Organization  |
| Angelika Abellana                            | Recreation Manager, Town of Colma Recreation Department          |
| Daisy Esquivias                              | Recreation Coordinator, Town of Colma Recreation Department      |
| Stephanie Morgan                             | Associate Director – Permanent Supportive Housing, Mercy Housing |
| Maureen O'Connor                             | President, Colma Historical Association                          |
| Erzsebet "Liz" Taylor                        | San Mateo County Commission on Aging                             |

The Town of Colma worked closely with San Mateo’s Center of Age Friendly Excellence (CAFE) staff Cynthia Nakayama and Roy Earnest to understand and begin the Age-Friendly Initiative. CAFE helped conduct focus groups and troubleshoot issues that Colma encountered due to COVID-19 and Shelter-In-Place orders. In addition, all CAFTF meetings and focus groups were not held in person due to the pandemic. Participants of the focus groups received a physical or digital copy of brief information on the Age-Friendly Initiative provided by CAFE, including descriptions and examples of the World Health Organization’s (WHO) Eight Domains.

Figure 1. WHO Eight Domains of Age-Friendly Community



The CAFTF and CAFE organized two focus groups who were asked for their input on Colma and WHO's Eight Domains of Livability. The first focus group consisted of CAFTF members. The second focus group consisted of eight residents of Colma, 55 years and older, which included residents of affordable senior housing, past/present participants of recreation programs, and residents of the different neighborhoods



of Colma. To ensure the safety of CAFE, task force members, and participants, focus groups were held virtually. Focus group participants who did not have access to a computer or video conferencing features (i.e., Zoom and Microsoft Teams) were given the opportunity to participate through a one-on-one phone survey with CAFE staff.

**Focus Group Findings**

| DOMAIN                                | COMMON PARTICIPANT THEMES  |
|---------------------------------------|--|
| Transportation                        | <ul style="list-style-type: none"> <li>• Extension of cross walk timing and “No turn on Red signs” needed.</li> <li>• Training for older adults on Ride Share phone applications.</li> <li>• More benches for walkers of all abilities to stop and rest.</li> <li>• Need for transportation options for older adults and Veterans who do not drive.</li> </ul>                 |
| Housing                               | <ul style="list-style-type: none"> <li>• Need for more affordable housing in Colma.</li> <li>• Resource information for programs that will help older adults with home modification/repair.</li> </ul>   |
| Social Participation                  | <ul style="list-style-type: none"> <li>• Lack of cross-generational activities/programs.</li> <li>• Block parties or gathering to get to know neighbors.</li> <li>• Despite affordability of activities, it is difficult to get older adults to come out and socialize.</li> <li>• Some residents do not respond to mailers or friendly phone calls from neighbors.</li> </ul> |
| Respect and Inclusion                 | <ul style="list-style-type: none"> <li>• Older adults are treated with respect.</li> <li>• Not knowing neighbors and finding a way to reach out to them.</li> <li>• Council meetings provide audio system for hearing impaired but are not inclusive to those who are not mobile.</li> </ul>   |
| Civic Participation and Employment    | <ul style="list-style-type: none"> <li>• The Town of Colma offers volunteer opportunities at the Colma Historical Museum and with the Town LiveWire newsletter.</li> </ul>   |
| Communication and Information         | <ul style="list-style-type: none"> <li>• Need to change font size and format of Livewire newsletter and promotional flyers, to be more friendly to the older adult’s eyes.</li> <li>• Flyers for promotion and information are critical during COVID. Ensure they are inclusive and distributed on other platforms.</li> </ul>   |
| Community Support and Health Services | <ul style="list-style-type: none"> <li>• Colma residents are willing to support their neighbors.</li> <li>• Need for partnership with community agencies to ensure Colma residents are not displaced.</li> <li>• Include more health information flyers to seniors in Livewire distribution.</li> </ul>  |

|                             |   |
|-----------------------------|---|
| Outdoor Space and Buildings | <ul style="list-style-type: none"> <li>• Create or re-introduce open space for older adults, park and gardens that exist in Colma.</li> <li>• More benches for people with all abilities to rest when walking around Town.</li> </ul> |
|-----------------------------|---|

The overall results of the focus groups reflected two domains with unmet needs. CAFTF based its initial projects on Transportation and Social Participation.

**Transportation/Mobility**

Colma struggles with issues of availability of transportation and how walkable the streets of Colma are. Despite having a BART station on the north and south ends of Colma and access to bus services like SamTrans, these forms of transportation are not easily accessible to Colma residents. The Sterling Park neighborhood is located on a hill that creates a challenge for older adults to easily access transportation. Older adults in wheelchairs and canes cannot easily and safely cross the street to BART due to the short amount of time allotted to cross the street. Many residents of Colma walk, and there is a lack of rest areas along the sidewalks of Colma for walkers of all abilities.

**Social Participation**

The Town of Colma offers various fitness, enrichment, and social programs through the Recreation Department at a low-cost to their residents. However, participation in these programs before the pandemic was low. Due to the pandemic, the notion of being able to reach out to older adults was a theme within the focus group. Through the focus groups, it was apparent there was a need to identify isolated seniors to ensure they knew where to get information about available resources, especially during the pandemic. The focus groups highlighted the importance of creating a form of communication and connection to older adults who did not respond well to mailers or phone calls.

**Intention of Action Plan**

The Town of Colma’s Age-Friendly City Action Plans foundation is shaped by the information gathered by the focus groups, response from the community on Age-Friendly projects, and the ever-changing needs of the community. CAFTF makes decisions as a team, and its priority ensures all generations, especially older adults, are represented in current and future planning within the Town of Colma. This plan includes an ongoing Task Force to continually meet and improve Colma’s Action Plan to meet the needs of the older adult’s community. After the completion of the Action Plan, it will be submitted to the City Manager before being presented to the City Council for approval.

**Development of Action Plan**

Colma has a long history of being committed to its senior population (50+ years of age). This was summarized in our Membership Application along with specific details (Attachment: Colma Membership Application Section 3.1). In preparation for our Membership Application with the assistance of the Center for Age-Friendly Excellence (CAFE), a program of the Los Altos Community Foundation, we held virtual focus groups with the city’s Senior Service Providers in the Recreation Department and with adult residents in the 55-80+ age range. These were done via video calls and 1:1 phone surveys due

to the COVID-19 Pandemic environment in 2020 (Attachment: Colma Membership Application Section 3.2). Since our acceptance as an Age-Friendly City in September 2020, we have continued to interview and survey older residents to update, confirm, and expand our earlier findings.

The Colma Age-Friendly Task Force (CAFTF) coordinates and plans with the City Government – City Council, City Manager, City Attorney, Police Department, Recreation Services, Planning, and Public Works and Engineering. In September 2020 Colma’s major unmet needs fell in the following domains:

- Transportation/Mobility
- Communication and Information
- Social Participation

Between 2020 and 2022, CAFTF identified specific items in two additional domains that our older residents would like to see addressed:

- Housing
- Community and Health

### **Action Plan**

The following report addresses issues in the above five domains. These are presented in the order listed in the WHO Essential Features of Age-Friendly Cities.

### **Domain – Transportation**

Objectives in this area were established in our application. The following is a report on what was accomplished between September 2020 and September 2022, and what the CAFTF, in cooperation with other entities, plans for September 2022-2025.

1. Provide information to residents 70+ years of age about the expanded “Got Wheels” program that was approved by the San Mateo County Board of Supervisors in May 2020. Twenty-five slots were available. See Attachment: “Got Wheels.”

This information has been distributed in the monthly Colma newsletter mailed to all residents, in the monthly senior luncheon meals that were delivered throughout the COVID quarantine, and now at both the sit-down and pick-up senior luncheons; and is available at the Colma Community Center (CCC).

As of now, 22 of 25 slots have been distributed to Colma seniors.

#### **Future Objectives:**

- Continue to provide information about the “Got Wheels” program to residents.
  - Survey those who are using the service regarding satisfaction and suggestions.
  - The Town of Colma received a Rideshare grant of \$75,000 in 2022-2023 and is finalizing contracts to offer a rideshare program in Colma in the next year.
2. Contact SamTrans, the San Mateo County public transit system, about restoring bus service along Mission Road. Since it was discontinued, a 67-unit Veterans Village apartment complex has been opened for formerly unsheltered veterans. Many of the residents are older adults and many have ambulation limitations. Public transportation would enable them to get into the

surrounding community more frequently and easily. At this time, SamTrans has determined that it is not economically feasible to restore service.

**Future Objectives:**

- Colma Government continues to keep the issue before SamTrans, for resuming service in the future.

3. Promote senior safety on city sidewalks and roadways.

Over the past two years the CAFTF and Colma Government have worked together to accomplish the following:

- Participating in the survey and planning regarding the redesigning of the segment of El Camino Real that passes through Colma. Issues of crosswalk locations and crossing times, separation of pedestrian and bicycle pathways, and bench rest stops were addressed.
- Crosswalk crossing times have been increased at critical intersections along El Camino Real and Hillside Blvd.
- “No Turn on Red Light” regulation and signage has been established at identified critical intersections.
- Visibility obstacles at identified intersections have been removed.
- Town of Colma Public Works Department continues to monitor for and repair trip hazards on sidewalks and roadways within Colma. This is a long-standing city program.
- Bench rest stops have been installed as part of roadway improvement projects.

**Future Objectives:**

- Identify potential sites for future bench rest stop placement within the city.
- Continue to participate in the development and implementation of Colma’s roadway and bicycle and pedestrian pathway improvement projects.
- Offer tutoring resources for using smart phone apps for taxi and rideshare services (i.e. Uber and Lyft).

**Domain – Housing**

This implementation strategy summarizes a domain area and goal that was initially identified by the CAFTF, during interactions with senior residents in August 2020, in preparation for our Membership Application. The analysis was done by the CAFTF. While the CAFTF did not focus on it between September 2020 and September 2022, we would like to revisit it over the next three years. It will be reviewed by CAFTF along with the associated departments on an ongoing basis.

**Future Objectives:**

- Distribute information to senior residents regarding organizations that provide assistance with home maintenance, repair, and modification projects.
- Offer senior residents assistance in completing applications for assistance for home maintenance, repair, and modification projects.

## **Domain – Social Participation**

Objectives in this area were established in our application. The following is a report on what was accomplished between September 2020 and September 2022 and what the Age-Friendly Task Force in cooperation with other entities plans for September 2022-2025.

### **Subcategory:** Socially isolated adults

1. Identify socially isolated seniors in Colma and reach out to them.
  - To help identify isolated seniors, on June 26, 2021 the Colma Age-Friendly Task Force and volunteers distributed a door hanger (Attachment: door hanger) to all Colma residences with a four-item non-threatening, non-personal checklist, and a contact phone number. A request to complete the checklist and put the door hanger out for collection several days later was included. There were four respondents to the door hanger. Three checked that they did not need further information. One requested information which was provided via phone contact.
  - CAFTF hosts tables at many Colma events with information on services. Also, when interacting with Colma residents at these events, Task Force members include "Please let us know if you have a neighbor who may be interested in learning about our services. We can reach out to them." At this time, we have not identified any such residents.
  - See **Subcategory:** Cross-generational Activities below.

#### **Future Objectives:**

- Continue to advertise CAFTF and senior services in Colma. (See the Domain–**Communication and Information** section of this report.)

### **Subcategory:** Cross-Generational Activities

The focus group comments reflected a need to offer more cross-generational activities that provide opportunities for ongoing interaction between older adults and other generations. In the ongoing COVID environment the CAFTF and the Colma Recreation Department have cautiously continued with or resumed Cross-Generational events and activities. In 2021 and 2022 outdoor in-person events were held including – Colma Community Fair, National Night Out, Family Field Day, Eggstravaganza, Trunk-or-Treat at Halloween, Dia de los Muertos Celebration, Grandparents Day Celebration, Annual Town Picnic, Community Concerts, etc. Many senior residents have attended these with their families and independently. Their feedback in conversation has been positive.

#### **Future Objectives:**

- CAFTF will research senior interest in cross-generational events.
- Provide information to seniors about Senior Focused - Foster Grandparent Celebration of San Mateo County, Mills-Peninsula Health Services.



### **Domain– Communication and Information**

This implementation strategy summarizes a domain area and goal that was initially identified by the CAFTF during interactions with senior focus groups in 2020. The analysis was done by the CAFTF. It will be reviewed by the CAFTF along with the associated departments on an ongoing basis.

1. Provide information to Colma residents about Colma’s Age-Friendly Project.  
The CAFTF hosts tables at many Colma events. Handouts and verbal information about the CAFTF are provided. The CAFTF also delivers an annual report to the City Council covering our projects. The CAFTF has conducted several surveys at senior events to determine needs and projects. Issues related to house repairs, maintenance, and modifications; and durable medical equipment have been identified.
2. Provide information handouts on various topics related to senior issues. Handouts on issues such as symptoms of stroke and of heart attack and appropriate steps to follow; trip hazards within one’s home and remedies for these; fire hazards and precautions to implement within one’s home; etc. are distributed from CAFTF’s table at community events, have been included in the monthly city newsletter that is mailed to all residences, and are available at the Colma Community Center.
3. Provide the San Mateo County Commission on Aging’s Senior Resources booklet and the Alliance for Community Empowerment’s (ALICE) A-LIST Resource Guide through the CAFTF table at community events and at the Colma Community Center.

### **Future Objectives:**

- The above-mentioned communication activities (1, 2, & 3) are ongoing.
- Provide information to senior residents about the Healthy Adult Response Team (HART) program that is available to Daly City-Broadmoor-Colma residents. See Attachment HART information flyer.

## **Domain – Community and Health Services**

This implementation strategy summarizes a new domain area and goal that CAFTF identified during interactions with senior residents during 2020-2022. The analysis was done by CAFTF. It will be reviewed by CAFTF along with the associated departments on an ongoing basis.

**Subcategory:** Health and Social Services

**Goal:** Basic durable medical equipment (DME) – wheelchairs, walkers, canes – will be available for seniors/residents to borrow. Some of our seniors/residents are on a limited income and the cost of DME reduces their budget for basic needs. Having access to a Medical Equipment Loan Program (MELP) would provide needed assistance to sustaining a good quality of life.

### **Future Objectives:**

- Research several established MELPs in nearby communities.
- Set up a MELP that is available to Colma seniors/residents.

## **IMPLEMENTATION STRATEGY**

The implementation strategy summarizes the Future Goals from each Action Plan domain and identifies potential community partners, anticipated fiscal impact of the projects, who will be responsible for the collection of measures and outcomes, and the time frame. The initial analysis was described in the Action Plan. The Colma Age-Friendly Task Force (CAFTF) coordinates and plans with the City Government – City Council, City Manager, City Attorney, Police Department, Recreation Services, Planning, and Public Works and Engineering. Progress and outcomes are reviewed on an ongoing basis with annual reports to the City Council.

**Domain/Category: Transportation**

**Subcategory: Mobility and Pedestrian Safety**

This area was identified at the time we applied for Age-Friendly City Certification. It has been addressed in the past two years as reported in the preceding Action Plan section. Below is the continuing Implementation Strategy for the upcoming three years.

**Goal:** Provide access, resources, and opportunities for older adult mobility options.

| <b>Fiscal Impact: 0=Staff time or existing resources/ +=\$1-1000/ ++=\$1000-\$5000/ +++=\$5000 or more</b><br><b>Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing</b> |   |               |   |   |
|---|---|---------------|---|---|
| Strategies  | Community Partners                                      | Fiscal Impact | Measures & Outcomes/Responsible Departments   | Time Frame                                |
| Provide information about the "Got Wheels" Program. (See Attachment)  | San Mateo County Ride Service                           | 0             | 1. Provide information about "Got Wheels" program to residents.<br>2. Survey service satisfaction by users.<br>3. Request additional slots if needed.                   | 1. Ongoing<br>2. Short Term<br>3. Ongoing |
| CAFTF will remind our community partners periodically of the need for transportation along Mission Road.  | Colma Government, SamTrans                              | 0             | 1. CAFTF will make semi-annual inquiries to Colma Government as to the status of public transportation on Mission Road.   | 1. Ongoing                                |
| Tech tutoring for use when requesting transportation service.   | Daly City Senior Services, Local High School Volunteers | 0             | 1. When COVID safety allows, 1:1 & 1:2 tech training sessions will be arranged.<br>2. Short talks & info flyers on availability of tech training at senior events.      | 1. Ongoing<br>2. Ongoing                  |
| Promote senior pedestrian safety issues on city roadways.   | Colma Government Public Works Department                | 0             | 1. CAFTF participation in planning roadway and pedestrian pathway improvement projects.<br>2. Encourage seniors to participate in roadway improvement planning surveys. | 1. Ongoing<br>2. Ongoing                  |



|   |  |     |  |               |
|---|--|-----|--|---------------|
| Establish additional bench rest stops along sidewalks | Colma Government Public Works Department | 0   | 1. Identify potential bench sites.                   | 1. Short Term |
|   |  |     | 2. CAFTF advocates for funding for bench placement.  | 2. Ongoing    |
|   |  | +++ | 3. Funding for bench placement in residential areas. | 3. Long Term  |

**Domain: Housing**

**Subcategory:** Home maintenance and modification

**Goal:** Sufficient and affordable home maintenance and support services. Home modification options and supplies are available.

| <b>Fiscal Impact: 0=Staff time or existing resources/ +=\$1-1000/ ++=\$1000-\$5000/ +++=\$5000 or more</b><br><b>Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing</b> |  |               |   |            |
|---|--|---------------|---|------------|
| Strategies  | Community Partners   | Fiscal Impact | Measures & Outcomes/Responsible Departments   | Time Frame |
| Distribute information to all Colma residents regarding organizations that help with home maintenance, repair, and modification projects.   | Rebuilding Together (See attachment); Colma Government website: Planning Dept. | 0             | 1. CAFTF will have information available at Colma events and at the Colma Community Center (CCC) regarding home maintenance, repair, and modification programs. | 1. Ongoing |
| Offer senior residents who express an interest in home maintenance, repair, and modification programs, help with the application process.   | Rebuilding Together  | 0             | 1. CAFTF will help with the application process for home maintenance and modification programs when requested.  | 1. Ongoing |

**Domain/Category: Social Participation**

**Subcategory:** Socially isolated seniors

**Goal:** Identify socially isolated seniors in Colma and reach out to same.

| <b>Fiscal Impact: 0=Staff time or existing resources/+= \$1-1000/++=\$1000-\$5000/+++=\$5000 or more</b><br><b>Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing</b> |  |               |  |                              |
|---|--|---------------|--|------------------------------|
| Strategies  | Community Partners   | Fiscal Impact | Measures & Outcomes/Responsible Departments  | Time Frame                   |
| Provide information to Colma residents about Colma's Age-Friendly City Project.   | Colma Government, Colma Recreation Department                  | 0             | 1. CAFTF will host a table at many Colma events. Information about being an Age-Friendly City will be provided verbally as well as via handouts.<br><br>2. CAFTF will again distribute door hangers to all Colma residences with information about Colma's Age-Friendly resources. | 1. Ongoing<br><br>2. Ongoing |
| Reach out to socially isolated adults.  | Colma Government, Colma Recreation Department, Colma residents | 0 - +         | 1. CAFTF will host an information table at Colma events. When interacting with Colma residents at these events, CAFTF will mention that we can reach out to socially isolated seniors.   | 1. Ongoing                   |

**Domain/Category: Social Participation**

**Subcategory:** Cross-Generational Activities

**Goal:** Provide activities that offer ongoing interaction between older adults and other generations.

| <b>Fiscal Impact: 0=Staff time or existing resources/+= \$1-1000/++=\$1000-\$5000/+++=\$5000 or more</b><br><b>Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing</b> |  |               |   |                                 |
|---|--|---------------|---|---------------------------------|
| Strategies  | Community Partners   | Fiscal Impact | Measures & Outcomes/Responsible Departments   | Time Frame                      |
| When COVID restrictions allow, provide opportunities for Cross-Generational activities.   | Colma Recreation Department, Daly City Senior Services, Colma Historical Association | 0             | 1. CAFTF will survey resident interest in Cross-Generational story reading and storytelling activities, in tech tutorials, and in Colma Museum tours.<br><br>2. When COVID restrictions allow, new cross-generational activities will be scheduled. | 1. Short Term<br><br>2. Ongoing |

**Domain/Category: Communication and Information**

**Subcategory:** Community Support and Health Services

**Goal:** Encourage social participation by providing information and services to all Colma seniors.

| Fiscal Impact: 0=Staff time or existing resources/+=\$1-1000/++=\$1000-\$5000/+++=\$5000 or more |   |               |  |   |
|--|---|---------------|--|---|
| Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing                       |   |               |  |   |
| Strategies   | Community Partners  | Fiscal Impact | Measures & Outcomes/Responsible Departments  | Time Frame  |
| Provide information to Colma residents about Colma's Age-Friendly Project.                       | Colma Government, Colma Recreation Department                                       | 0             | <ol style="list-style-type: none"> <li>CAFTF will host a table at many Colma events. Information about being an Age-Friendly City will be provided verbally as well as via handouts.</li> <li>CAFTF will make annual reports to the Town Council covering our projects.</li> <li>CAFTF will conduct informal surveys at senior events to determine needs &amp; future projects.</li> </ol>   | <ol style="list-style-type: none"> <li>Ongoing</li> <li>Annual</li> <li>Ongoing</li> </ol>  |
| Provide information handouts on various topics related to senior issues.                         | Colma Government, Colma Recreation Department, San Mateo County Commission on Aging | 0             | <ol style="list-style-type: none"> <li>Provide handouts on issues such as symptoms of stroke and of heart attack and appropriate steps to follow; trip hazards within one's home &amp; remedies for these; fire hazards &amp; precautions to implement within one's home; etc.</li> <li>Distribute the San Mateo County Commission on Aging's Senior Resources booklet and the Alliance for Community Empowerment's (ALICE) A-LIST Resource Guide.</li> <li>The above information is available at Colma community events and at the Colma Community Center (CCC) and is distributed periodically in the monthly Colma newsletter.</li> </ol> | <ol style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> </ol> |

|   |  |   |  |  |
|---|--|---|--|--|
| Identify opportunities for 1:1 & 1:2 tech training – smart phone, apps, computer. | Local high school volunteer programs, Daly City Senior Program | 0 | <ol style="list-style-type: none"> <li>1. CAFTF will contact local high schools to find out if students may be interested in volunteering.</li> <li>2. CAFTF will coordinate with Daly City Senior Program to find out what tech training is offered.</li> <li>3. CAFTF will create a handout about opportunities for tech training and distribute at Colma community events and at the Colma Community Center (CCC).</li> </ol> | <ol style="list-style-type: none"> <li>1. Short Term</li> <li>2. Short Term</li> <li>3. Ongoing</li> </ol> |
| Set up tech training for interested senior residents                              | Local high school volunteer programs, Daly City Senior Program | 0 | <ol style="list-style-type: none"> <li>1. Keep record of tutorials that are arranged.</li> <li>2. Survey senior residents who use the tutorials regarding the usefulness of the training</li> </ol>  | <ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> </ol>                           |

**Domain/Category: Communication and Information**

**Subcategory:** Community Support and Health Services

**Goal:** Provide information about the Healthy Adult Response Team (HART) program to Senior residents of Colma.

| <b>Fiscal Impact: 0=Staff time or existing resources/ += \$1-1000/ ++=\$1000-\$5000/ +++=\$5000 or more</b> |  |                      |   |                   |
|---|--|----------------------|---|-------------------|
| <b>Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing</b>                           |  |                      |   |                   |
| <b>Strategies</b>   | <b>Community Partners</b>  | <b>Fiscal Impact</b> | <b>Measures &amp; Outcomes/Responsible Departments</b>  | <b>Time Frame</b> |
| Contact the Daly City, Colma, Broadmoor HART program coordinator.   | Daly City, Colma, Broadmoor HART program                                       | 0                    | 1. A CAFTF member will speak with the Daly City, Colma, Broadmoor HART program coordinator for information on how to coordinate services.   | 1. Completed      |
| Distribute information on the Healthy Adult Response Team (HART) program to Colma residents.                | Daly City, Colma, Broadmoor HART program, San Mateo County Commission on Aging | 0                    | 1. The CAFTF will provide information on HART at Colma events, at the CCC, and via handouts in Colma's monthly newsletter. This information is also contained in the San Mateo County Commission on Aging's Senior Resources booklet. | 1. Ongoing        |

**Domain/Category: Community and Health Services:** This is a new domain area identified between 2020 & 2022.

**Subcategory:** Health and social services

**Goal:** Basic durable medical equipment (DME) – wheelchairs, walkers, canes – will be available to borrow.

| <b>Fiscal Impact: 0=Staff time or existing resources/+= \$1-1000/++=\$1000-\$5000/+++=\$5000 or more</b> |  |                      |  |  |
|--|--|----------------------|--|--|
| <b>Time Frame: Short Term=0-1 yr./Mid Term=1-2 yr./Long Term=2-3 yr./ Ongoing</b>                        |  |                      |  |  |
| <b>Strategies</b>  | <b>Community Partners</b>  | <b>Fiscal Impact</b> | <b>Measures &amp; Outcomes/Responsible Departments</b>   | <b>Time Frame</b>                              |
| Visit several established medical equipment loan programs (MELPs) in nearby communities                  | Half Moon Bay Senior Center,<br>San Mateo Senior Center  | 0                    | 1. Visits by two CAFTF members to Community Partner programs.<br><br>2. Report on findings to CAFTF.   | 1. Short Term<br><br>2. Short Term             |
| CAFTF will review visit findings and make plans based on same.   | Colma Government   | 0                    | 1. CAFTF will determine next step in activating a loan program in consultation with Colma Government.  | 1. Short term                                  |
| Set up a medical equipment loan program (MELP) for Colma seniors/residents.                              | Colma Government,<br>One or more medical equipment loan programs in nearby communities                     | +                    | 1. CAFTF will set up either a cooperative MELP with nearby MELPs or set up a MELP based in Colma.  | 1. Mid term                                    |
| Secure DME – wheelchairs, walkers, & canes – for a MELP.   | Colma residents,<br>Colma Government,<br>One or more medical equipment loan programs in nearby communities | 0                    | 1. CAFTF will solicit donations of targeted used DME.<br><br>2. CAFTF will receive, sanitize, and store donations.<br><br>3. DME will be donated to a shared MELP or will be stored in a Colma location. | 1. Ongoing<br><br>2. Ongoing<br><br>3. Ongoing |
| Advertise the MELP to Colma residents.   | One or more medical equipment loan programs in nearby communities.<br>Colma Government                     | 0                    | 1. CAFTF distributes information on Colma’s MELP at community events, the CCC, and in the Colma monthly newsletter.  | 1. Ongoing                                     |

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## STAFF REPORT

TO: Honorable Mayor and Members of the City Council  
 FROM: Farhad Mortazavi, APA, City Planner  
 Alvin Jen, Associate Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: Surplus Land and Non-Surplus Land

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### RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION DECLARING CERTAIN PROPERTIES AS EXEMPT SURPLUS LAND AND NON SURPLUS LAND, AS DEFINED IN GOVERNMENT CODE § 54221(b); AND AUTHORIZING THE FILING OF THE INVENTORY LIST ESTABLISHING THE TOWN'S INVENTORY IN COMPLIANCE WITH GOVERNMENT CODE § 54230(a)(1) PURSUANT TO CEQA GUIDELINES 15378 AND 15061(B)(3)

### EXECUTIVE SUMMARY

The 2019 California Legislative Session added over 30 new bills in response to the State's worsening housing crisis, with some bills easing development regulations and compelling jurisdictions to make fee and land information readily available to potential developers, beginning late 2019, with penalties to be assessed in 2021. In particular, AB 1486 (Ting) and AB 1255 (Rivas) expanded the Surplus Land Act adding new reporting requirements that will subject agencies to penalties for noncompliance beginning January 1, 2021.

Effective as of January 1, 2020, the Surplus Land Act (Government Code § 54220 *et seq.*), as newly amended (the "Act"), requires, among other things, that on or before December 31 of each year, each county and city in the state must "make a central inventory or all surplus land...within the jurisdiction of the county or city that the county or city or any of its departments, agencies, or authorities owns or controls" (the "Inventory List"), and immediately thereafter make the inventory List available, without charge, to those who request it. The purpose of this report and the Inventory List is to comply with the Act, and also to serve as a basis for the eventual report that the Town must submit to the California Department of Housing and Community Development ("HCD" by April 1, of each year, pursuant to newly amended Government Code § 54230(a)(2).

## FISCAL IMPACT

There is no fiscal impact associated with (i) declaring certain properties to be exempt surplus land and non-surplus land, as defined in Government Code § 54221(b); and (ii) filing and receipt of the Inventory List. There is a nominal cost of Town staff time in making the Inventory List available free of charge to those who request a copy of it.

## BACKGROUND

The Surplus Land Act requires that “[o]n or before December 31 of each year, each county and each city shall make a central inventory of all surplus land, as defined in subdivision (b) of Section 54221, and all lands in excess of its foreseeable needs, if any, identified pursuant to Section 50569, located in all urbanized areas and urban clusters, as designated by the United State Census Bureau, within the jurisdiction of the county or city or any of its departments, agencies, or authorities owns or controls.” Government Code § 54230(a)(1).

“Surplus land” is defined as “land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use.” Government Code § 54221(b)(1); *see also* § 54221(a)(1) (defining “local agency to include cities”).

To be “necessary for [an] agency’s use,” land must be “used, ... planned to be used pursuant to a written plan adopted by the local agency’s governing board for, or ... disposed [of] to support ... agency work or operations, including, but not limited to, utility sites, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, and buffer sites near sensitive government uses, including, but not limited to, waste water treatment plants.” Government Code § 54221(c)(1).

“Agency’s use” does *not* include “commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development, or office development.” Government Code § 54221(c)(2)(A). In addition, “[p]roperty disposed of for the sole purpose of investment or generation of revenue shall not be considered necessary for the agency’s use.” *Id*

Nothing in the Act establishes what information must be provided in the Inventory List. However, Government Code § 54230(a)(2) provides guidance. Under that section, “each county and each city” must report to HCD, “a description of each parcel described in [such county or city’s Inventory List] and the present use of the parcel ... [by] no later than April 1 of year ... in a form prescribed by [HCD], as part of its annual progress report submitted pursuant to paragraph (2) of subdivision (a) of Section 65400.” Govt. C. § 54230(a)(2)(A). While no such form has yet been issued by HCD, it will, at a minimum, contain blanks for the following information for each parcel of surplus land:

- i. Street address or similar location information;
- ii. Assessor’s parcel number;
- iii. Existing Use;
- iv. Whether the site is surplus land or exempt surplus land<sup>1</sup>; and
- v. Size in acres

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<sup>1</sup> See Government Code § 54221 (f)(listing 11 exemptions from the Act)



See Govt. C. §54230(a)(2)(B). Therefore, at a minimum, the Central Inventory should contain these pieces of information if for no other reason than efficiency and ease of incorporation into the report due to HCD next spring.

**ANALYSIS**

Inventory List:

| Location/Name                               | APN         | Existing Use                                    | Non-Exempt/Exempt                              | Size (in acres) |
|---|-------------|---|--|-----------------|
| D St.                                       | 008-127-190 | Agency Use, Open Space/Park                     | Not Surplus Land as it is in use by the Agency | 0.12            |
| 415 F St.                                   | 008-144-280 | Agency Use, Open Space/Park                     | Not Surplus Land as it is in use by the Agency | 0.328           |
| 423 F St.                                   | 008-144-300 | Agency Use, Open Space/Park                     | Not Surplus Land as it is in use by the Agency | 0.438           |
| 601 F St.                                   | 006-388-540 | Agency Use, Corporation Yard                    | Not Surplus Land as it is in use by the Agency | 0.55            |
| 1180 El Camino Real                         | 008-392-290 | Agency Use, Senior Housing                      | Not Surplus Land as it is in use by the Agency | 0.74            |
| 1198 El Camino Real                         | 008-392-320 | Agency Use, Town Hall                           | Not Surplus Land as it is in use by the Agency | 1.715           |
| 1199 El Camino Real                         | 011-341-940 | Agency Use, Police Station                      | Not Surplus Land as it is in use by the Agency | 1.597           |
| Area between Town Hall and Creekside Villas | 008-392-300 | Agency Use, Driveway                            | Not Surplus Land as it is in use by the Agency | 0.789           |
| 1365 Mission Rd.                            | 010-460-040 | Condominium                                     | Exempt Surplus Land Per Email from State HCD   | 0.02            |
| 1500 Hillside Blvd.                         | 011-341-950 | Agency Use, Recreation Center/Historical Museum | Not Surplus Land as it is in use by the Agency | 1.65            |

The nine (9) properties identified above and depicted pictorially in Attachment B do not meet the definition of surplus land as they are currently in use by the Town for governmental and other agency use purposes, and there is one (1) property identified above as exempt surplus property per confirmation from State Housing and Community Development by email dated October 10, 2022(Attachment C).

### *Findings Relating to California Environmental Quality Act, (CEQA) Review*

The action contemplated by this report does not constitute a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because they have no potential for resulting in physical change in the environment, directly or indirectly. Alternatively, the action would be exempt from CEQA review under the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. [State CEQA Guidelines, Section 15061 (b)(3)].

### **COUNCIL ADOPTED VALUES**

The recommendation is consistent with the Council values of *fairness* because the recommended decisions are based on merits of the issues and with the council value of *honesty and integrity* because the Town believes in open, honest, and transparent communication.

### **SUSTAINABILITY IMPACT**

The project will not have a sustainability impact as no physical change in the environment, directly. The actions do not authorize any specific development or installation on any specific piece of property within the Town's boundaries.

### **ALTERNATIVES**

The City Council could choose to adopt or not adopt the resolution declaring certain properties as exempt surplus land and non-surplus land, as defined in Government Code § 54221 (b); and authorizing the filing of the Inventory List establishing the Town's inventory in compliance with Government Code § 54230(a)(1) pursuant to CEQA Guidelines 15378 and 15061(b)(3)

The recommendation is to adopt the resolution as doing so would ensure compliance with State law. If the City Council chose not to adopt the resolution, the Town may be deemed out of compliance with state law requirements.

### **CONCLUSION**

Staff recommends that the City Council adopt the resolution declaring certain properties as exempt surplus land and non-surplus land, as defined in Government Code § 54221 (b); and authorizing the filing of the Inventory List establishing the Town's inventory of surplus land, pursuant to and in compliance with Government Code § 54230(a)(1) pursuant to CEQA Guidelines 15378 and 15061(b)(3)

### **ATTACHMENTS**

- A. Resolution 2022-\_\_\_\_, Approving a resolution declaring certain properties as exempt surplus land and non-surplus land, as defined in Government Code § 54221 (b); and authorizing the filing of the Inventory List establishing the Town's inventory in compliance with Government Code § 54230(a)(1) pursuant to CEQA Guidelines 15378 and 15061(b)(3)
- B. Sites of Town Owned Property
- C. Email from Department of Housing and Community Development

**RESOLUTION NO. 2022-\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DECLARING CERTAIN PROPERTIES AS EXEMPT SURPLUS LAND,  
AND NON-SURPLUS LAND, AS DEFINED IN GOVERNMENT CODE § 54221(b);  
AND AUTHORIZING THE FILING OF THE INVENTORY LIST ESTABLISHING THE  
TOWN'S INVENTORY IN COMPLIANCE WITH GOVERNMENT CODE §  
54230(a)(1) PURSUANT TO CEQA GUIDELINES 15378 AND 15061(B)(3)**

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The City Council of the Town of Colma hereby resolves:

**1. Background**

- (a) The Surplus Land Act requires that “[o]n or before December 31 of each year, each county and each city shall make a central inventory of all surplus land, as defined in subdivision (b) of Section 54221, and all lands in excess of its foreseeable needs, if any, identified pursuant to Section 50569, located in all urbanized areas and urban clusters, as designated by the United State Census Bureau, within the jurisdiction of the county or city or any of its departments, agencies, or authorities owns or controls.” Government Code § 54230(a)(1).
- (b) “Surplus land” is defined as “land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use.” Government Code § 54221(b)(1); *see also* § 54221(a)(1) (defining “local agency to include cities”).
- (c) To be “necessary for [an} agency’s use,” land must be “used, ... planned to be used pursuant to a written plan adopted by the local agency’s governing board for, or ... disposed [of] to support ... agency work or operations, including, but not limited to, utility sites, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, and buffer sites near sensitive government uses, including, but not limited to, waste water treatment plants.” Government Code § 54221(c)(1).
- (d) “Agency’s use” does *not* include “commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development, or office development.” Government Code § 54221(c)(2)(A).
- (e) Each County and each City shall make a description of each parcel described in paragraph (1) and the present use of the parcel a matter of public record and shall report this information to the Department of Housing and Community Development no later than April 1 of each year, beginning April 1, 2021, in a form prescribed by the department, as part of its annual progress report submitted pursuant to paragraph (2) of subdivision (a) of Section § 65400(A)(2).

**2. Findings**

The City Council finds as follows:

- (a) The recitals set forth above are true and correct and are incorporated into this Resolution by reference.
- (b) Nine (9) parcels of property on the Inventory List are currently in use by the Town for various governmental purposes and will continue to be in use by the Agency for the foreseeable future therefore making these properties fall outside of the definition of Surplus Land contained at Government Code § 54221.
- (c) The one (1) parcel of property on the Inventory List intended for sale by the Town is not necessary for the Town's use, and has been determined by the Department of Housing and Community Development (HCD) as Exempt Surplus Land.
- (d) Based on the true and correct written findings found in this Resolution and incorporated herein by reference, the City Council hereby authorizes the filing of the Inventory List created by Town Staff pursuant to and in compliance with Government Code § 54230(a)(1).
- (e) The declaration of certain properties as exempt surplus land and as non-surplus land and the authorization to file the Inventory List are actions exempt from environmental review under the California Environmental Act ("CEQA") pursuant to CEQA Guidelines § 15378, because they have no potential for resulting in physical change in the environment, directly or indirectly. Furthermore, the actions would also be exempt from CEQA review under the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment pursuant to CEQA Guidelines 15061(b)(3).

**3. Order**

The City Council hereby declares certain properties in the Town as Exempt Surplus Land or Non-Surplus Land, Pursuant to Government Code § 54221(b); and hereby authorizes the Inventory Report of the same to be submitted to the State Pursuant to Government Code § 54230(a)(1)

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### Certification of Adoption

I certify that the foregoing Resolution No. 2022-XX was duly adopted at a regular meeting of said City Council held on December 14, 2022, by the following vote:

| Name                | Voting |    | Present, Not Voting |                   | Absent |
|---------------------|--------|----|---------------------|-------------------|--------|
|                     | Aye    | No | Abstain             | Not Participating |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
|                     |        |    |                     |                   |        |
| <i>Voting Tally</i> |        | 0  |                     |                   |        |

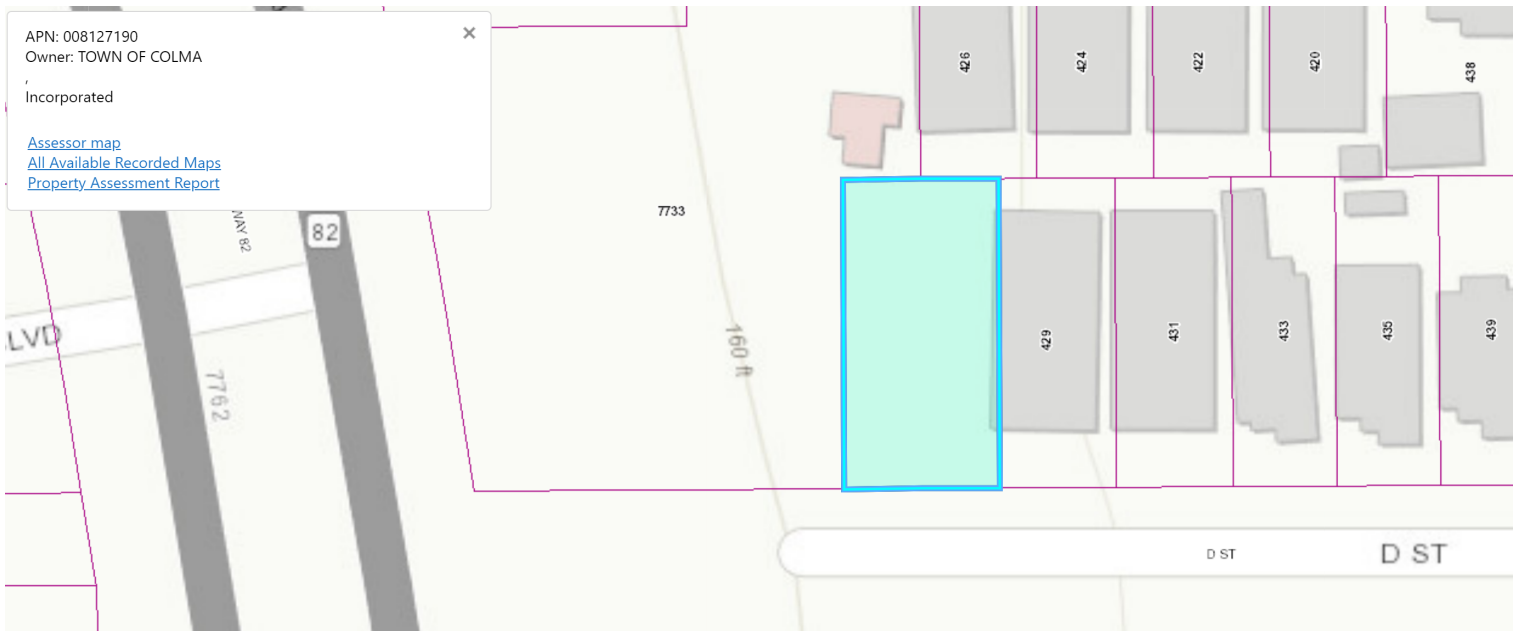
Dated \_\_\_\_\_

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

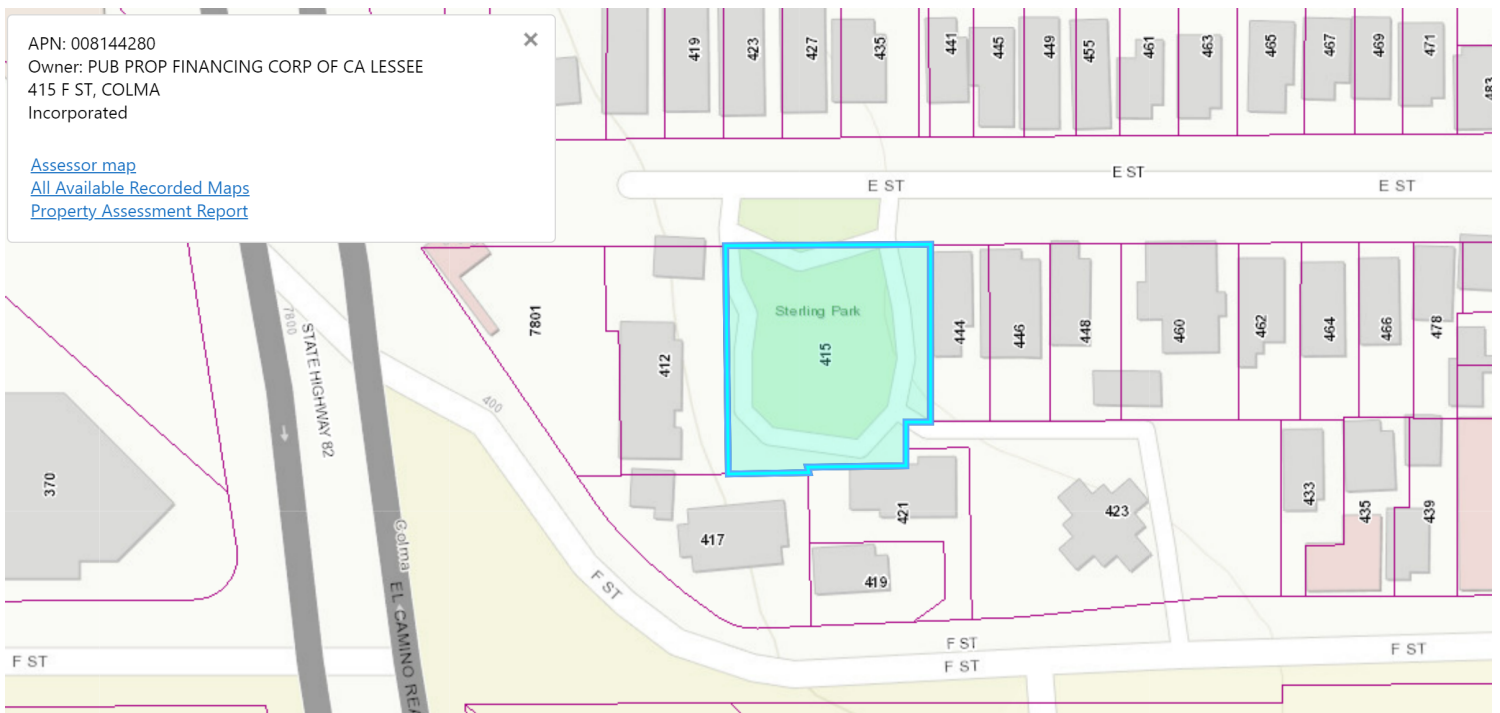
Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



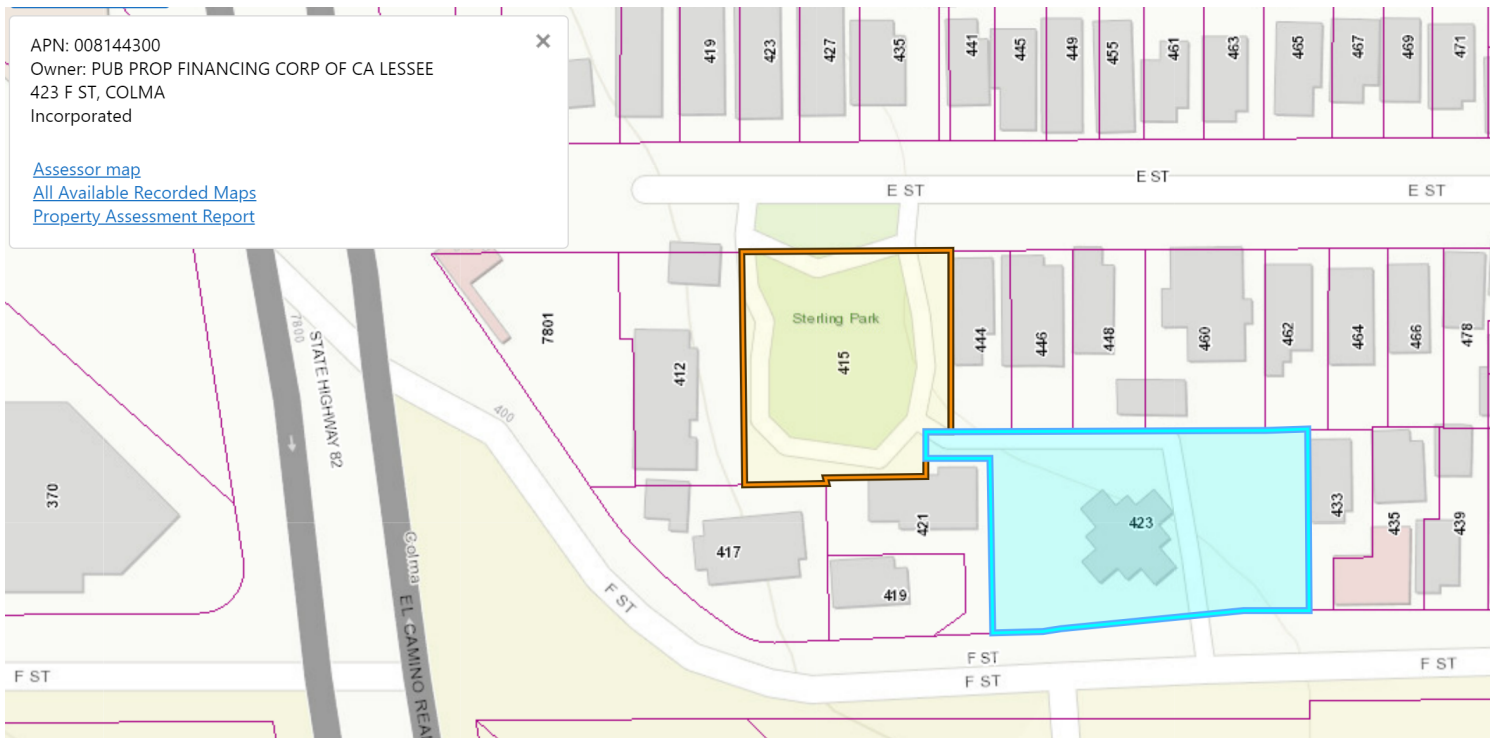
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D St. (Bark Park)



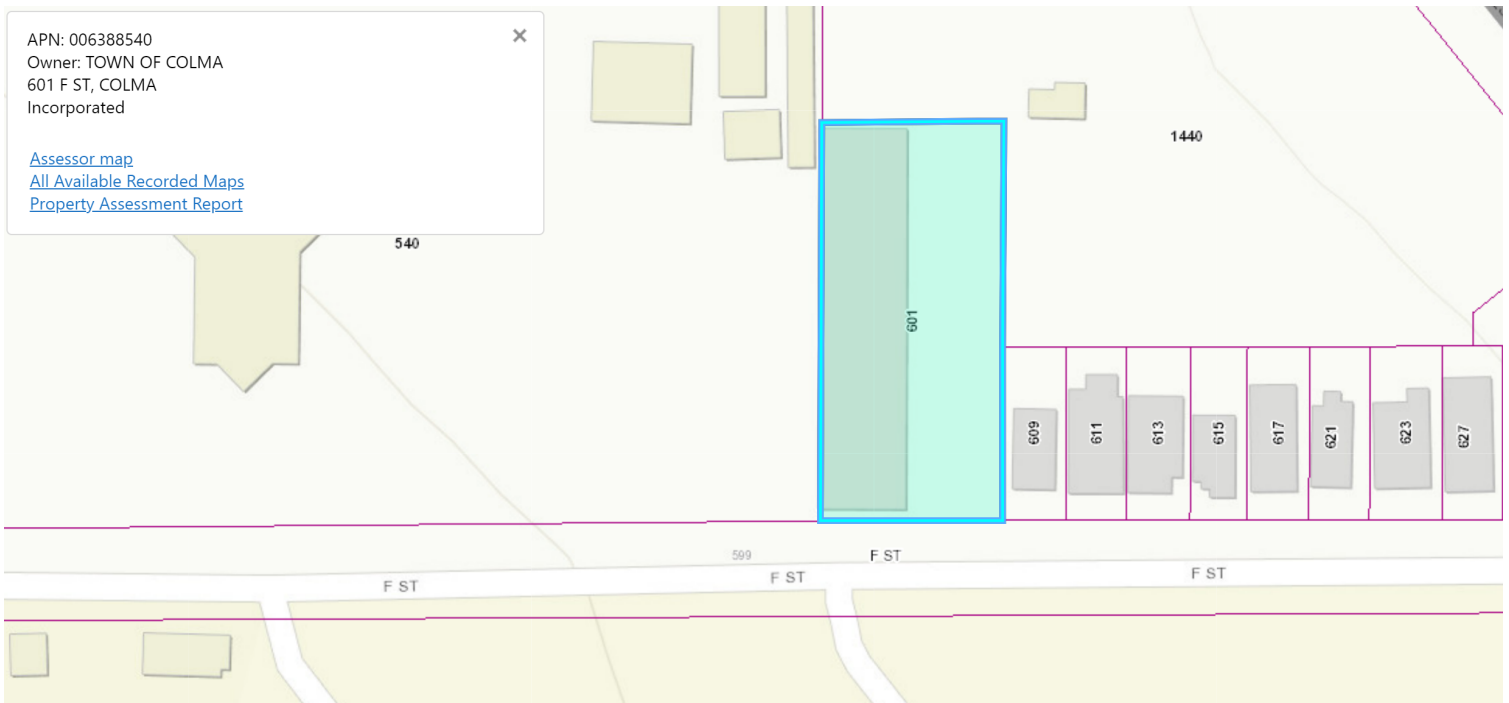
APN: 008-144-280  
415 F St. (Sterling Park)



APN: 008-144-300  
423 F St. (Sterling Park)

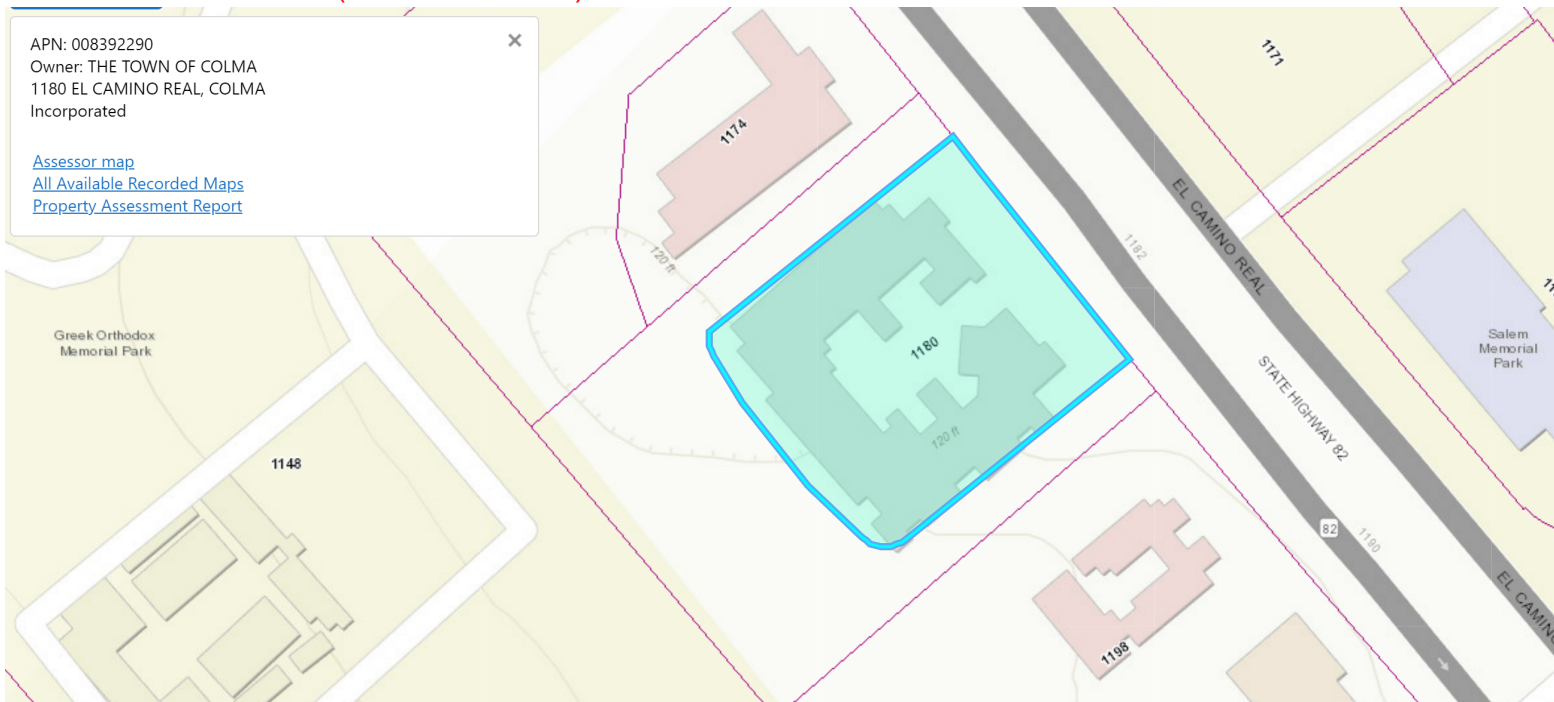


APN: 006-388-540  
601 F St. (Corporation Yard)

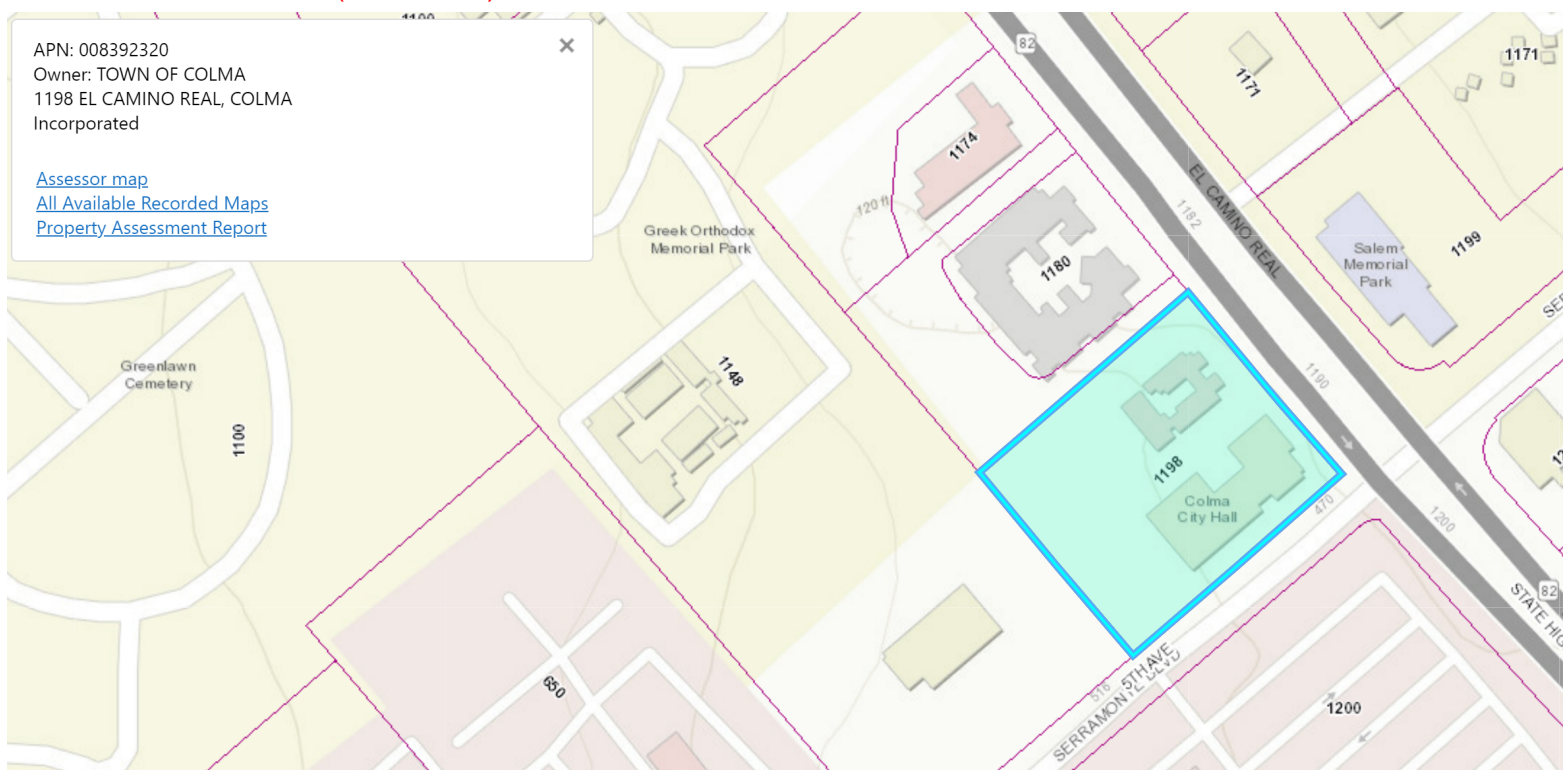




**APN: 008-392-290**  
**1180 El Camino Real (Creekside Villas)**



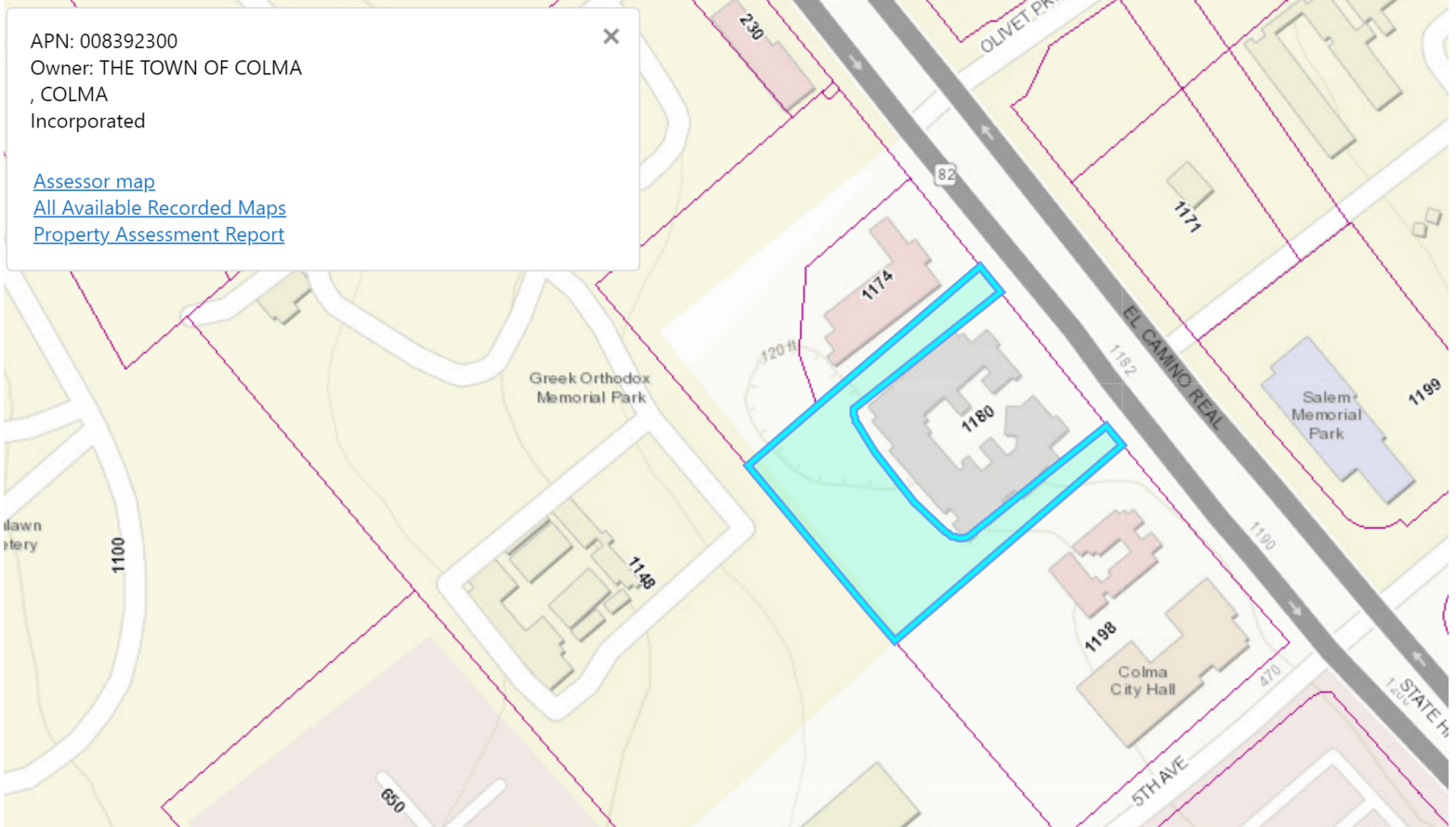
**APN:008-392-320**  
**1198 El Camino Real (Town Hall)**



APN: 011-341-940  
1199 El Camino Real (Police Station)



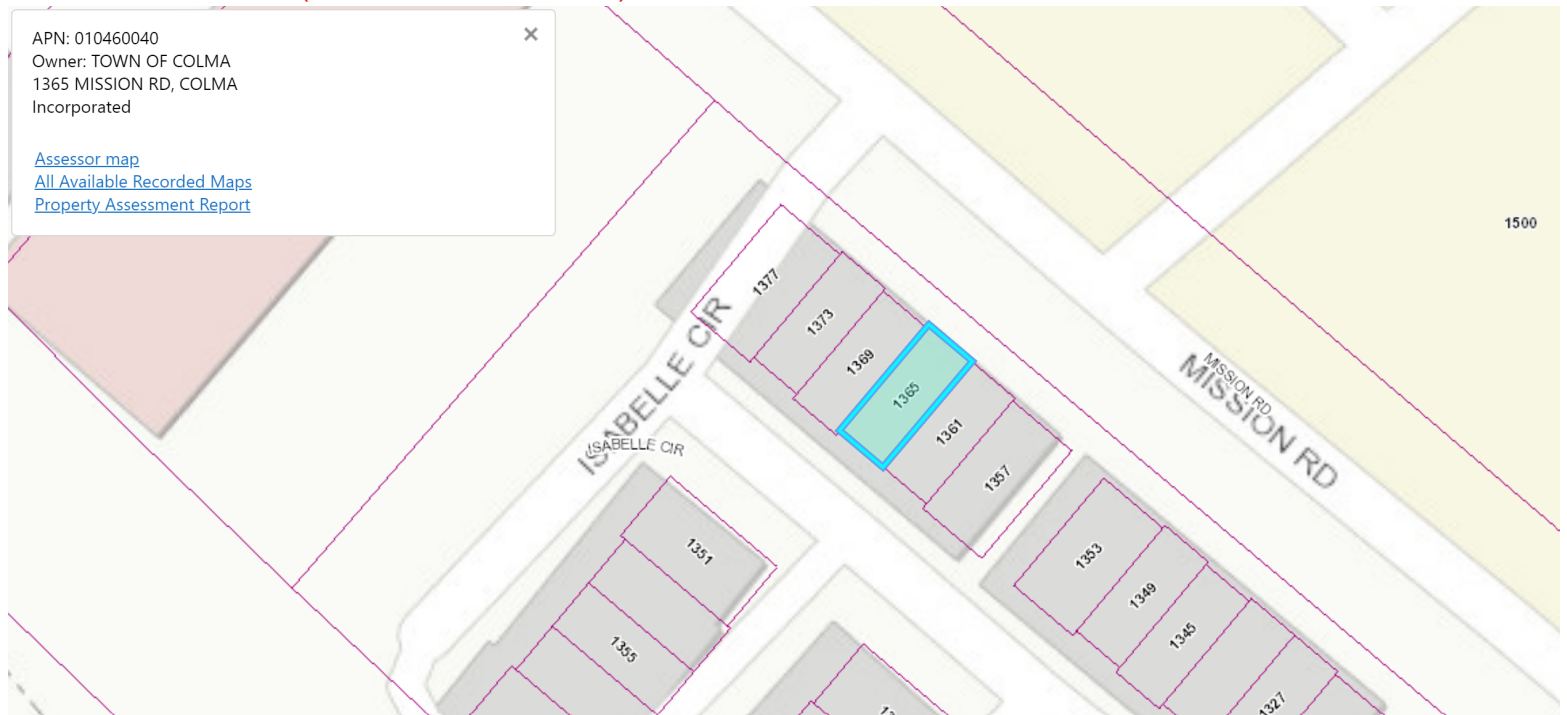
APN: 008-392-300  
(Area Between Town Hall and Creekside Villas)



APN: 010-460-040  
1365 Mission Road (Verano Condominium)

APN: 010460040  
Owner: TOWN OF COLMA  
1365 MISSION RD, COLMA  
Incorporated

[Assessor map](#)  
[All Available Recorded Maps](#)  
[Property Assessment Report](#)



APN:011-341-950  
1500 Hillside Boulevard (Recreation Center, Historical Museum)

APN: 011341950  
Owner: PUB PROP FINANCING CORP OF CA LESSEE  
1500 HILLSIDE BLVD, COLMA  
Incorporated

[Assessor map](#)  
[All Available Recorded Maps](#)  
[Property Assessment Report](#)





**From:** [Brian Dossey](#)  
**To:** [Alvin Jen](#)  
**Subject:** FW: Unit U-4 and the Surplus Land Act  
**Date:** Wednesday, November 9, 2022 9:11:29 AM  
**Attachments:** [image002.png](#)

---

FYI

**Brian Dossey, City Manager**

1198 El Camino Real  
Colma, CA 94014  
650.997.8318 – Direct  
650.333.1768 – Cell  
650.997.8308 – Fax  
[bdossey@colma.ca.gov](mailto:bdossey@colma.ca.gov)  
[www.colma.ca.gov](http://www.colma.ca.gov)

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**From:** PublicLands@HCD <publiclands@hcd.ca.gov>  
**Sent:** Monday, October 10, 2022 4:24 PM  
**To:** Brian Dossey <bdossey@colma.ca.gov>; PublicLands@HCD <publiclands@hcd.ca.gov>  
**Cc:** Krause, Lisa@HCD <Lisa.Krause@hcd.ca.gov>  
**Subject:** Unit U-4 and the Surplus Land Act

Good afternoon,

Thank you for reaching out to the Department of Housing and Community Development (HCD) to determine whether the property identified as Unit U-4, associated with JPN 132-039-000-01-T, is subject to the Surplus Land Act (SLA). Based on the unique circumstances and subsequent review by the SLA team, HCD has determined that the 1,200 square foot condominium unit that the Town of Colma currently owns and wishes to sell does not trigger the Surplus Land Act process. The Town owns only the unit, whereas ownership of the land is through an undivided interest within a common interest development. Please accept this email as HCD's determination in the matter.

Sincerely,

***The HCD Public Lands Team***

Housing and Community Development  
2020 W. El Camino Avenue, Suite 500 | Sacramento, CA 95833  
Phone: 916.263.1781







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Caitlin Corley, City Clerk  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: Council of Cities and City Selection Committee

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO CONFIRM DESIGNATION OF THE MAYOR AS THE VOTING MEMBER FOR THE COUNCIL OF CITIES, DESIGNATING AN ALTERNATE VOTING MEMBER, AND GIVING THE VOTING MEMBER DISCRETION ON ANY AND ALL MATTERS TO BE CONSIDERED

## EXECUTIVE SUMMARY

The San Mateo Council of Cities will meet on December 16, 2022 to elect its officers, to make appointments to certain Regional Boards, and to conduct other business. According to the Council's bylaws, all Council Members from a city are participating members of the Council of Cities, but only the Mayor, or the Mayor's alternate, is a voting member. By practice, the Mayors of each city are members of the City Selection Committee, which has been delegated the authority to make appointments to certain regional boards.

This motion will confirm the designation of the Mayor as the voting member of the Council of Cities and its City Selection Committee, designate an alternate to the Mayor, and grant the voting member discretion in voting on any and all matters.

## FISCAL IMPACT

This action has no fiscal impact.

## BACKGROUND

The Town of Colma City Council is a participant in the San Mateo County Council of Cities and the City Selection Committee. The Council of Cities meets once per month to discuss items of interest to the region and provide networking opportunities for elected officials from the cities of San Mateo County. The members of the San Mateo County Council of Cities are all of the elected officials from the cities in the County, as well as the Board of Supervisors of San Mateo County.

The City Selection Committee meets several times per year, usually immediately before a Council of Cities business meeting, and elects representatives from among the group of interested elected officials to serve on County-wide committees and boards, such as the San Mateo County Transportation Authority (SMCTA), and the Bay Area Air Quality Management District Board. Only one designated representative from each city is on the City Selection Committee, usually the Mayor. The City Selection Committee meets for the sole purpose of voting for the elected officials who will serve on County-wide committees and to elect the officers to the Council of Cities for the upcoming year.

## **ANALYSIS**

The bylaws of the San Mateo Council of Cities provides that each Council Member is a participating member of the Council, that each city shall have one vote, and that the Mayor, or an alternate designated by the city, is the voting member for that city.

The proposed motion would confirm the designation of the Mayor as the Town's voting representative to the City Selection Committee and would appoint an alternate as voting member in case of the Mayor's absence.

The proposed motion would also confirm that the voting member has the discretion to vote on any matter before the Council of Cities. The voting member may seek and hear input and opinions of fellow Council Members but is not bound to vote in accordance with any instructions from fellow council members.

Attached to this staff report for discussion are a list of the vacant assignments and those currently seeking appointment. The City Selection Committee Agenda Packet, including letters of interest, is also attached.

### ***Council Adopted Values***

This recommendation is consistent with the *Vision* category from the Council's adopted values from the Values-Based Code of Conduct. The Mayor will vote to select committee members and board representatives that may have a direct impact on regional issues that are of interest to the Town of Colma.

### ***Alternative***

The alternative to giving the Mayor discretion to vote at the City Selection Committee meeting is to require the Mayor to vote in a manner consistent with the directions of the City Council. While this alternative is technically feasible, it is not a workable alternative when there are several potential candidates or issues to be voted on. The more candidates or issues there are to be voted on, the more complicated and unworkable this alternative becomes.

## **CONCLUSION**

Staff recommends that the City Council adopt the proposed motion.



## **ATTACHMENTS**

- A. List of Commission/Committee vacancies
- B. San Mateo County City Selection Committee Agenda Packet
- C. Proxy Designation Form



**City Selection Committee Meeting  
December 16, 2022**

| <b>Commission/Committee</b>   | <b>Vacancies</b>                                | <b>Seeking Appointment/Reappointment</b>   |
|---|---|--|
| California Identification System (CA-ID)<br><b>UNCOMPENSATED</b>        | 1 seat available, representing All Cities.      | 1. Glenn Sylvester, Daly City - seeking reappointment<br>2. Jon Frooman, Foster City – seeking appointment     |
| San Mateo County Transportation Authority (SMCTA)<br><b>COMPENSATED</b> | 1 seat available, representing Central Cities.  | 1. Julia Mates, Belmont – seeking reappointment  |
| San Mateo County Transportation Authority (SMCTA)<br><b>COMPENSATED</b> | 1 seat available, representing Southern Cities. | 1. Carlos Romero, East Palo Alto – seeking reappointment   |
| San Mateo County Transit District (SAMTRANS)<br><b>COMPENSATED</b>      | 1 seat available, representing Central Cities.  | 1. Deborah Penrose, Half Moon Bay – seeking appointment<br>2. Marie Chuang, Hillsborough – seeking appointment |
| San Mateo County Transit District (SAMTRANS)<br><b>COMPENSATED</b>      | 1 seat available, representing Northern Cities. | 1. Rico E. Medina, San Bruno – seeking reappointment   |

| <b>San Mateo County Council of Cities Officers</b> | <b>Vacancies</b> | <b>Seeking Appointment/Reappointment</b>                     |
|--|------------------|--|
| Chairperson  | 1 seat           | 1. Rico E. Medina, San Bruno – seeking reappointment         |
| Vice Chairperson                                   | 1 seat           | 1. Eddie Flores, South San Francisco – seeking reappointment |



# SAN MATEO COUNTY

## CITY SELECTION COMMITTEE

Rico E. Medina, Chairperson  
Eddie Flores, Vice Chairperson

Sukhmani S. Purewal, Secretary  
400 County Center  
Redwood City, 94063  
650-363-1802

TO: MAYORS OF SAN MATEO COUNTY  
FROM: SUKHMANI S. PUREWAL, SECRETARY  
SUBJECT: **MEETING OF THE CITY SELECTION COMMITTEE**

Mayor Rico E. Medina, Chairperson of the San Mateo County City Selection Committee called for a **Regular** meeting of the Committee at **6:15 p.m.** on **Friday, December 16, 2022**, at Colma Fire House, 50 Reiner Street, Colma, CA 94014.

### AGENDA

- 1) Roll Call
- 2) Selection of one (1) Councilmember to serve on the California Identification System (**CAL-ID**) representing **Cities** (*All Cities eligible*) for a term of three (3) years beginning January 1, 2023, through December 31, 2025
  - i. *Daly City Councilmember Glenn Sylvester, is seeking reappointment*
  - ii. *Foster City Vice Mayor Jon Froomin, is seeking appointment*
- 3) Selection of one (1) Councilmember to serve on the San Mateo County Transportation Authority (**SMCTA**) representing **Central Cities** (*Eligible cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae and San Mateo*) for a term of two (2) years beginning January 1, 2023, through December 31, 2024
  - i. *Belmont Mayor Julia Mates, is seeking reappointment*
- 4) Selection of one (1) Councilmember to serve on the San Mateo County Transportation Authority (**SMCTA**) representing **Southern Cities** (*Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside*) for a term of two (2) years beginning January 1, 2023, through December 31, 2024
  - i. *East Palo Alto Councilmember Carlos Romero, is seeking reappointment*
- 5) Selection of one (1) Councilmember to serve on the San Mateo County Transit District (**SamTrans**) representing **Central Cities** (*Eligible cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae, and San Mateo*) for a term of 4 years beginning January 1, 2023, through December 31, 2026
  - i. *Half Moon Bay Vice Mayor Deborah Penrose, is seeking appointment*
  - ii. *Hillsborough Councilmember Marie Chuang, is seeking appointment*

6) Selection of one (1) Council Member to serve on the San Mateo County Transit District **(SamTrans)** representing **Northern Cities** (Eligible cities: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco) for a term of 4 years beginning January 1, 2023, through December 31, 2026

*i. San Bruno Mayor Rico E. Medina, is seeking reappointment*

7) Election of a Chairperson to the City Selection Committee for 2023  
**(Note: Candidates must be a current Mayor or Council Member)**

*i. San Bruno Mayor Rico E. Medina, is seeking reappointment*

8) Election of a Vice Chairperson to the City Selection Committee for 2023  
**(Note: Candidates must be a current Mayor or Council Member)**

*i. South San Francisco Councilmember Eddie Flores, is seeking reappointment*

9) Oral Communications and Announcements

- i. Public Comment – Opportunity for the public to address the San Mateo County City Selection Committee.*
- ii. Any subject not on the agenda may be presented at this time by members of the City Selection Committee. These topics cannot be acted upon or discussed, but may be agendaized for a later meeting date.*

If you have any questions or require additional information, contact Sukhmani S. Purewal at (650) 363-1802.

CITY COUNCIL

RAYMOND A. BUENAVENTURA  
RODERICK DAUS-MAGBUAL  
PAMELA DIGIOVANNI  
JUSLYN C.MANALO  
GLENN R. SYLVESTER



**OFFICE OF THE CITY COUNCIL  
CITY OF DALY CITY**

**333 – 90TH STREET  
DALY CITY, CA 94015-1895**

THOMADS J. PICCOLOTTI  
INTERIM-CITY MANAGER

K. ANNETTE HIPONA  
CITY CLERK

DANECA M. HALVORSON  
CITY TREASURER

PHONE (650) 991-8008

11/23/2022

Esteemed Colleagues,

It has been a pleasure to serve as your representative for the California Identification System -Random Access Network. California Identification System (CAL-ID) is the automated system maintained by the Department of Justice for retaining fingerprint files and identifying latent fingerprints.

It assists in the quick search and retrieval of fingerprints mostly for known assailants that have committed crimes. In cases where an officer on the field cannot or has difficulty identifying someone a search, of the system (if having a prior arrest record) has proven this to be a valuable resource. The system is maintained by the State Department of Justice and is available for all law enforcement agencies throughout California.

As retired Police Officer assigned to the Crime Scenes Investigation unit for one of the largest metropolitan cities in California for over 15 years specifically , my duties included the collection of various types of evidence to include blood, breath, urine, and latent fingerprints to name a few. The latter includes a system since it's 1985 inception under the name of AFIS (Automated Fingerprint Identification System).

It is my desire to continue to serve on this Committee along with other Chiefs of Police, Sheriff of San Mateo County, and a City Manager. We work very well together and as a political appointee, I understand the need, technological advancements, and can think like Law Enforcement, with the Community and Political needs in mind always, which can be a delicate balancing act.

I would appreciate your continued support.

Sincerely,

Glenn R. Sylvester  
Councilmember, City of Daly City

San Mateo County  
City Selection Committee  
RE: Cal-ID Board Consideration

City Selection Committee Members:

I am expressing my interest in serving on the San Mateo County CAL-ID Board as the representative from local government. As a retired law enforcement professional, I am familiar with the California Identification System and its importance in accurately identifying people, solving crimes, and giving closure to crime victims. Maintaining a robust and easily accessible and dependable system in various law enforcement environments (jail, police departments, in-field) is critical to the value of the program.

I have a strong background in budgeting and problem solving, which may be of value to this board. In my inquiry about this position, I learned of budget concerns and interests in potentially rolling out more in-field identification tools. It appears that our local Cal-ID is approaching a crossroads, needing to consider long term solvency solutions. I believe my skills will be helpful in this endeavor.

I have not previously served on a regionally selected board and would appreciate the support of the selection committee. Since joining the City Council in Foster City, I have served on the South Bayside Waste Management Authority Board and the Emergency Services Council JPA. I believe I have been an active and engaged member of these regional collaborations and will do the same while representing all of our communities on the San Mateo County California Identification Board.

Thank you for your consideration,

Jon Froomin, Vice Mayor  
City of Foster City



# CITY OF BELMONT

One Twin Pines Lane  
Belmont, CA 94002

November 22, 2022

Dear Honorable Mayors and City Councilmembers:

Thank you all for your continued work in service to your communities and beyond. It is a pleasure and honor to serve as the Central Judicial Cities representative and I am writing to seek your support for a second term appointment to the San Mateo County Transportation Authority (“TA”) Board of Directors (“the Board”) Central Judicial Cities’ seat.

I am deeply grateful to serve our communities on the TA. One of the accomplishments I am most proud of during my service is initiating quarterly updates to increase communication and outreach to councilmembers, mayors, vice-mayors, and city staff. My intent for these updates is to highlight key decisions, issues, or opportunities important for city councils and policy makers to be aware of, rather than providing a recap of the agenda items of these meetings. I became acutely aware of the need for these updates after speaking with many of you about the TA and your suggestions for improvement.

The initial updates I prepared for you resulted in such positive feedback from my council colleagues in neighboring cities that the Transit District board and staff thought it would be beneficial to do quarterly updates on the activities and actions of the entire District. Now, District-wide quarterly updates are being prepared and disseminated and I serve as the TA board liaison to staff to identify those important topics of likely interest to councilmembers.

The TA plays a vital role in providing critical transit funding for expressly local investment supporting both capital and operational needs through Measures A and W. While we experienced unforeseen setbacks in the world of transportation due to the pandemic and have not yet reached pre-pandemic levels, I was gratified to perform the work of ensuring the sales tax revenue of Measures A and W were allocated appropriately and that the TA was able to continue to invest in efforts such as the Pedestrian and Bicycle Program for almost \$18 million this year.

I am asking for your support so that I can continue to work with staff and my colleagues to find solutions to challenges the TA will face and take advantage of the opportunities it encounters. I will continue to ensure that equity is a consideration in awarding funding and, as always, as a board member, my “door” will always be open, and your thoughtful input will always play a role in my decision-making.

# CITY OF BELMONT

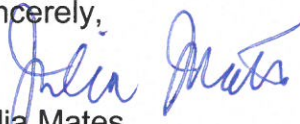
One Twin Pines Lane  
Belmont, CA 94002

I would be honored to have your continued support for this position.

If I can provide any additional information that would help you in making your decision or answer any questions at all, please do not hesitate to contact me at [jmates@belmont.gov](mailto:jmates@belmont.gov) or my personal cell number, 650-533-3996.

Thank you for your consideration.

Sincerely,

  
Julia Mates



## CITY OF EAST PALO ALTO

Mayor Rubén Abrica  
Vice Mayor Lisa Gauthier

Council Members  
Antonio Lopez  
Carlos Romero  
Regina Wallace-Jones

December 1, 2022

Re: San Mateo County Transportation Authority City Seat- Southern Judicial Cities Re-Appointment

Honorable Mayors and Council Members:

I write to seek your support for re-appointment to the San Mateo County Transportation Authority (SMCTA) Southern Judicial Cities seat. As immediate past Mayor of East Palo Alto, former vice-chair of CCAG, board member of Commute.org, and an active participant in Council of Cities meetings, I have engaged many of you in transportation discussions. It is vitally important we listen to one another and collectively arrive at decisions that affect our cities. As a diverse county we must cooperate and reach reasoned transportation solutions that address our urban and rural growth challenges.

While on the SMCTA I have played a meaningful role in developing our newest strategic plan that sets forth a comprehensive blueprint for funding our transit, roadways, and non-motorized forms of transportation cost effectively, efficiently and equitably. I have also brought to bear a deep experience in finance and financial oversight gained from my professional work as a developer and affordable housing consultant.

The SMCTA will play a pivotal role in prioritizing and leveraging our local monies to allow our cities to guarantee the flow of funds for transit, bike/ped, road and highway improvement projects. Among the many projects and priorities that must be balanced are the implementation of complete streets, shuttles, the Highway 101 Managed Lanes Project, much needed grade separations, and TDM, to cite only a few. My nine years on ABAG's Regional Planning Committee and my studies in urban economics, urban planning, real estate finance, and transportation at Stanford and Harvard have been essential in allowing me to understand the complicated finances and activities of the SMCTA.

I am always mindful of our cities' numerous needs, and sometimes divergent concerns. I will always engage in reasoned discourse, respectful of all positions, that seeks collaborative and truly effective solutions that maintain and improve our transportation options sustainably.

I humbly ask for your support. Please contact me should you have any questions concerning my re-appointment. I may be reached at (650) 283-2852 or by email: [cromero\\_ezln@yahoo.com](mailto:cromero_ezln@yahoo.com).

Sincerely,

Carlos Romero



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December 2, 2022

Sukhmani Purewal  
Secretary of the City Selection Committee  
Assistant Clerk of the Board of Supervisors  
Via email to [spurewal@smcgov.org](mailto:spurewal@smcgov.org)

Re: Letter of Interest for Appointment to San Mateo County Transit District

Dear Sukhmani Purewal:

I'm writing to express my strong interest in being appointed to the San Mateo County Transit District (SamTrans), representing Central Judicial Cities. I respectfully request your support and appointment. My experience, leadership, skills set, and record of action on the Half Moon Bay City Council and in my roles elsewhere, illustrate my commitment and dedication to serving the community and San Mateo County.

I have served the community of Half Moon Bay on its City Council since 2014, including terms as Vice-Mayor (2017, 2022) and Mayor (2018), and was just re-elected to the Council. My other public service experience includes serving on the C/CAG Congestion Management and Environmental Quality Committee (CMEQ); and as a board member of Commute.org and Sewer Authority Mid-Coastside. In addition, I currently serve on Half Moon Bay's Mobility Subcommittee.

As part of that subcommittee, I'm deeply involved with guiding the City's efforts around a variety of mobility-related issues. These include our long-term transportation capital projects, local traffic calming and safety projects, Highway 1 Safety and Operational Improvements programs, and multi-jurisdictional efforts such as the Midcoastside Transportation Demand Management Plan (with San Mateo County).

Transportation is a key issue among my constituents, and throughout the County. Transportation is also an environmental issue, and as an active member of the Coastside community, I've had a strong focus on sustainability and environmental protection. Additionally, through the City Council I've been involved in coordination with a variety of inter-governmental jurisdictions including the Coastal Commission, the Coastside Fire Protection District Caltrans, the Highway Patrol, state-level elected officials, State Parks, and other agencies.

The common thread in my experience is my strong desire to serve the community in areas which I find of great importance to the quality of life of my constituents of today, as well as for the generations of the future. Our

actions as policymakers today must help ensure the well-being of those future generations. I believe this perspective can greatly contribute to the efforts of SamTrans.

Thank you for your consideration of giving me the opportunity serve on SamTrans. Please feel free to contact me at [dpenrose@hmbcity.com](mailto:dpenrose@hmbcity.com) if you have any questions or need additional information.

Sincerely,

*deborah penrose*

Deborah Penrose  
Vice Mayor, City Council of Half Moon Bay

cc:

Half Moon Bay City Council  
Matthew Chidester, Half Moon Bay City Manager





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**TOWN OF HILLSBOROUGH**  
*California*

November 21, 2022

c/o Sukhmani Purewal  
Secretary of City Selection Committee and Assistant Clerk of the Board of Supervisors  
County of San Mateo  
400 County Center  
Redwood City, CA 94063

Via e-mail to: [spurewal@smcgov.org](mailto:spurewal@smcgov.org)

Re: San Mateo County Transit District (SamTrans) – Central Judicial Cities Seat

Dear Honorable Mayors and City Councilmembers:

I am writing to seek your support for appointment to the San Mateo County Transit District (SamTrans) Board of Directors Central Judicial Cities seat.

SamTrans provides a vital service to all of the communities we represent including bus service, shuttles and paratransit and continues to serve as the managing agency for Caltrain.

For eight years, I have served as a representative and chair (2020-22) of the San Mateo County City & County Association of Governments (C/CAG). As you are likely aware, C/CAG, among its many oversight duties, serves at the Transportation Congestion Management Agency (CMA) for San Mateo County, which is charged with the responsibility of distributing state and federal transportation funding and planning with the objective of improving mobility and the environment.

The CMA functions include coordinating and operating shuttles in collaboration with SamTrans, supporting the work of Commute.org to promote transit, active transit and to reduce single-occupancy vehicle use.

C/CAG is also charged with implementing the San Mateo County Smart Corridor project which is designed to improve mobility on local streets by installing Intelligent Transportation System (ITS) equipment, such as an interconnected traffic signal system, closed-circuit television (CCTV) cameras, dynamic message signs and vehicle detection systems on predefined designated local streets and state routes. Again, much of this work is being done in coordination with SamTrans to improve bus service and coordinate with other transit agencies.

At present, SamTrans is undergoing significant changes with the launch of Reimagine SamTrans – a comprehensive realignment of service to best meet the needs of riders in San Mateo County, the appointment of a new general manager, and the increasing necessity to more formally integrate service regionally.

I am committed to utilizing my expertise and experience in transit planning and coordination that are yielding significant improvements for the entire county and our communities which will be particularly valuable during this period of change. Serving on the SamTrans Board will enable me to help address transportation issues on a

November 21, 2022

Page 2

large-scale and at a regional level. I would be honored to have your support for this position.

If I can provide any additional information that would help you in making your decision or answer any questions at all, please do not hesitate to contact me at [mchuang@hillsborough.net](mailto:mchuang@hillsborough.net) or (650) 477-6523.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Marie Chuang". The signature is written in a cursive, flowing style.

Marie Chuang  
Councilmember, Town of Hillsborough



CITY OF SAN BRUNO

Rico E. Medina  
Mayor

December 1, 2022

Dear Honorable Mayors and City Council Members in San Mateo County,

This letter is to serve as confirmation of my interest to reapply for the Northern Judicial Cities appointment to the SamTrans Board of Directors. I am currently serving out the vacancy created when Karyl Matsumoto who retired from the South San Francisco City Council at the end of 2020.

At that time, I sought the appointment because I believed my experience serving on the Transportation Authority and the 101 Managed Express Lane JPA would allow me to hit the ground running.

I believe I have been an effective and solutions oriented SamTrans Board Member from day one focused on ensuring the cities, towns and county that make up the SamTrans service area are provided excellent services and programs.

Working with my fellow Board Members, SamTrans professional staff, and many of you since my swearing in on February 3, 2021, has been an honor. Collectively we have dealt with challenges, launched new programs, and laid the foundation for many exciting things to come, including:

- SamTrans never shut its doors during COVID-19 and continued getting people to work and important places without interruption. Free rides for appointments were offered.
- SamTrans Recovered by 80% of pre-COVID riders, based on statistics we have the highest pre pandemic ridership of other transit agencies.
- Free Student passes for those who qualify for the free lunch program.
- Piloting with other agencies for regional transit passes for some schools, universities, and affordable housing communities.
- Taking delivery of zero emission buses and planning the transition to total zero emission buses prior to the madidate by the state.
- Participated in negotiating for Caltrain governance changes with Santa Clara and San Francisco counties and maintaining SamTrans as still the managing agency; and negotiated to be repaid \$35 million dollars for prior investments made for preserving the Caltrain right-of- way.
- Comprehensive bus network analysis (Reimagine SamTrans) which resulted in the biggest changes to our bus system in 20 years, which increased ridership while focusing on equity priority areas who are most in need of the bus services.
- Successfully negotiated with four bargaining units for a 3-year contact with no work stoppages.



- Selected a new General Manager who is the first woman to lead the San Mateo County Transit District.

I believe that in my 22 months of serving in this role I have added to the team, attended every meeting, and fulfilled my commitment to making a difference including currently serving as the Chair of the Transportation Authority and the 101 Managed Express Lane JPA. I am seeking a full term to continue the work that is before us and provide the essential service to our customers, retain quality staff, and serve the County of San Mateo.

If you have any questions, please feel free to email or contact me.

Thank you for your consideration.

Respectfully,



Rico E. Medina  
Mayor



CITY OF SAN BRUNO

Rico E. Medina  
Mayor

December 1, 2022

To The Honorable Mayors and City Council Members in San Mateo County,

This letter is to express my interest in applying for the Chair of the Council of Cities and Selection Committee for 2023.

As you know, I am currently the Chair of the Council of Cities and Selection Committee. I have found this position informative, inspiring, and rewarding and would like to continue as chair for 2023.

I believe that the Council of Cities provides a great opportunity to showcase various communities, exchange ideas, build camaraderie and celebrate the County of San Mateo, which we are all a part of, contribute to and are proud to call home.

If you have any questions or would like to discuss further, please email or give me a call.

Respectfully,

Rico E. Medina  
Mayor

CITY COUNCIL 2022



MARK NAGALES, MAYOR (DIST. 2)  
FLOR NICOLAS, VICE MAYOR  
MARK ADDIEGO, MEMBER  
JAMES COLEMAN, MEMBER (DIST. 4)  
EDDIE FLORES, MEMBER

MIKE FUTRELL, CITY MANAGER

November 29, 2022

OFFICE OF THE CITY COUNCIL

City Selection Committee  
Clo Sukhmani Purewal  
Secretary of City Selection Committee/Assistant Clerk of the Board of Supervisors  
Via email: [spurewal@smcgov.org](mailto:spurewal@smcgov.org)

RE: Letter of Interest – City Selection Committee Vice Chairperson 2023

Dear Honorable Mayors and Councilmembers,

I am writing to express my interest and seek your support to continue my role as Vice Chairperson to the City Selection Committee for 2023. Our regional body representatives are essential to ensuring the best investments possible to improve the lives of all residents in San Mateo County, and I welcome this opportunity to help lead active and thoughtful dialogue amongst our local elected leaders to ensure our communities remain well represented in each of our regional bodies.

I am only the second elected Latinx member in the history of the South San Francisco City Council. Prior to that, I was only the second Latinx member in the history of the South San Francisco Unified School District Board, where I had the honor of serving as Board President. Experiences like these have highlighted the value of representation and having a seat at the table, as well as the importance of effective communication, positive relationship building, and managing efficient and productive meetings. I fully appreciate the diversity of perspectives and collaboration that this collective group of leaders brings about. I am ready to serve and engage ALL city/town members and continue enhancing the level of participation in our monthly meetings.

I look forward to continuing to partner with you all and continue to make this Council and Selection Committee a productive and fun monthly convening and a safe space for sharing and brainstorming as we have done this year. My dedication to serve is enhanced by my experience serving currently in the role and regionally, serving as secretary of the Peninsula Division of the California League of Cities and representing South San Francisco on the Commute.Org Board of Directors; Caltrain Electric Modernization Local Policy Maker Group (LPMG); and the San Mateo Emergency Services Council, amongst others. My experience in serving my community and winning the trust of the voters is evidenced by my recent successful city council run, elected to represent District 5 in South San Francisco for the next four years.

In seeking this appointment, I will continue to engage all member cities in San Mateo County to share ideas, voice concerns, raise questions, and help set our group's priorities. I thank you for your consideration and I humbly ask for your support.

In service,

A handwritten signature in black ink, appearing to read "Eddie Flores".

Eddie Flores  
Councilmember, City of South San Francisco



# SAN MATEO COUNTY

## CITY SELECTION COMMITTEE

*Rico E. Medina, Chairperson*  
*Eddie Flores, Vice Chairperson*

*Sukhmani S. Purewal, City Selection Secretary*  
*400 County Center*  
*Redwood City, 94063*  
*650-363-1802*

**TO:** Sukhmani S. Purewal, Secretary  
City Selection Committee

**SUBJECT:** Alternate to the City Selection Committee

I \_\_\_\_\_, Mayor of the City/Town of \_\_\_\_\_,  
hereby appoint Councilmember \_\_\_\_\_, to serve as my  
alternate to the City Selection Committee meeting(s).

In the absence of my appointee, I then appoint: **(Please choose one)**

Councilmember \_\_\_\_\_ to represent me

Vice-Mayor and each Councilmember in order of seniority

**(You must check only ONE of the following options)**

My alternate is to serve for the:

\_\_\_\_\_ meeting only  
Date

duration of my term of office as Mayor

I do not choose to appoint an alternate

\_\_\_\_\_  
Signature of Mayor Date

**Please return to:**  
Sukhmani S. Purewal, Secretary  
County Executive's Office  
Hall of Justice, 400 County Center, 1st Floor  
Redwood City, CA 94063

**Or email to [spurewal@smcgov.org](mailto:spurewal@smcgov.org) or bring to the meeting**

If you should have any questions please do not hesitate to call me (650) 363-1802





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Caitlin Corley, City Clerk  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: December 14, 2022  
 SUBJECT: City Council Committee Assignments for 2023

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## RECOMMENDATION

Staff recommends that the City Council determine the Council Member Committee Assignments for 2023, and make the following motion:

MOTION APPROVING COMMITTEE ASSIGNMENTS FOR 2023 AND GRANTING TO THE APPOINTEE DISCRETION IN VOTING ON MATTERS BROUGHT BEFORE THE COMMITTEE.

## EXECUTIVE SUMMARY

In addition to their primary role as Elected Officials of the Town of Colma, the City Council Members serve on a variety of committees that involve the direct participation of its members in a host of local and regional issues and organizations. It is the Town's practice for the Council to review and modify committee assignments when a new Mayor is selected.

## FISCAL IMPACT

This action has no fiscal impact.

## BACKGROUND

After the Reorganization of the City Council, Council Members review the committee assignments of the previous term and consider changes. This year, it is particularly important as the retirement of Council Member Diana Colvin left several committee vacancies.

Attached is a worksheet showing the current committee assignments, approved by the City Council on December 8, 2021, and amended on October 10, 2022.

## CONCLUSION

Staff recommends that the City Council determine the Council Member Committee Assignments and adopt a motion approving those Committee Assignments for 2023 and grant to the appointee discretion on voting matters brought before the committee.

## ATTACHMENTS

- A. Council Committee Assignments 2023 Worksheet





## Council Committee Assignments 2023 Worksheet

| Committee Name   | 2022 Primary | 2022 Secondary | 2023 Primary | 2023 Secondary |
|--|--------------|----------------|--------------|----------------|
| Association of Bay Area Governments (ABAG)<br>(GENERAL ASSEMBLY MEETS TWICE PER YEAR<br>APRIL & OCTOBER)   | del Rosario  | Gonzalez       |              |                |
| California Cities Gaming Authority<br>(MEETS 3 <sup>RD</sup> WEDNESDAY, 10:00AM)   | Fisicaro     | Gonzalez       |              |                |
| City/County Association of Governments (C/CAG)<br>(MEETS 2 <sup>ND</sup> THURSDAY OF THE MONTH, 7:00PM)  | Goodwin      | Colvin         |              |                |
| C/CAG Legislative Committee<br>(MEETS 2 <sup>ND</sup> THURSDAYS AT 5:00PM)   | Goodwin      |                |              |                |
| Colma Creek Flood District<br>(MEETS QUARTERLY, 2 <sup>ND</sup> TUESDAY @ 3:00PM IN<br>MARCH, JUNE, SEPTEMBER AND DECEMBER AT<br>CITY HALL, SOUTH SAN FRANCISCO)                             | Fisicaro     |                |              |                |
| Emergency Services Council<br>(MEETS QUARTERLY, 3 <sup>RD</sup> THURSDAY at 5:30PM<br>IN JANUARY, APRIL, JUNE & SEPTEMBER, AT THE<br>HALL OF JUSTICE, JURY ASSEMBLY ROOM IN<br>REDWOOD CITY) | Colvin       | del Rosario    |              |                |
| Peninsula Clean Energy Board of Directors<br>(MEETS 4 <sup>TH</sup> THURSDAY, 6:30PM AT THE COUNTY<br>OFFICE OF EDUCATION BUILDING IN REDWOOD<br>CITY)                                       | Gonzalez     | del Rosario    |              |                |
| Peninsula Traffic Congestion Relief Alliance -<br>"Commute.org" Board of Directors<br>(6 X A YEAR, THURSDAY MORNINGS)  | Gonzalez     | Colvin         |              |                |
| San Francisco International Airport Community<br>Roundtable<br>(MEETS 1 <sup>ST</sup> WEDNESDAY, 7:00PM AT MILLBRAE<br>CITY HALL)  | Goodwin      | del Rosario    |              |                |
| San Mateo County Council of Cities<br>(MONTHLY DINNER AND MEETING)   | Fisicaro     | del Rosario    |              |                |

