



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, February 8, 2023
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 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

- Proclamation in Honor of Black History Month

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 25, 2023 Regular Meeting.
2. Motion to Approve Report of Checks Paid for January 2023.
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.

PUBLIC HEARING

4. ADOPTION OF 2022 BUILDING CODES

Consider: Motion to Adopt an Ordinance Amending Chapter 5, Subchapter 4 of the Town of Colma Municipal Code, Adopting by Reference the 2022 Edition of the California Building Standards Code (California Code of Regulations, Title 24), Consisting of the 2022 California Building Code, the 2022 California Residential Code, the 2022 California Electrical Code, the 2022 California Mechanical Code, the 2022 California Plumbing Code, the 2022 California Fire Code, the 2022 California Energy Code, the 2022 California Green Building Standards Code, the 2022 California Historical Building Code, the 2022 California Existing Building Code and the 2022 California Referenced Standards Code; the 1997 Edition of the Uniform Housing Code; and the 2018 International Property Maintenance Code, Together With Certain Additions, Amendments, and Deletions, All Pursuant to CEQA Guidelines 15061(B)(3) and 15378

NEW BUSINESS

5. 2023 ADULT HOLIDAY EVENT

Consider: Motion Directing the City Manager to: (1) Plan and Coordinate an Adult Holiday Event in December 2023; (2) Set the Participation Fee for the Adult Holiday Party at \$15 for Adults and \$10 for Seniors and Disabled, All Pursuant to CEQA Guidelines 15301 and 15323.

6. STATUS UPDATE TO 2020 - 2022 STRATEGIC PLAN

Consider: Motion to Accept Update and to Close Out the 2020 - 2022 Town of Colma Strategic Plan Pursuant to CEQA Guidelines 15306 and 15378.

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website www.colma.ca.gov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call 650-997-8300 or email a request to 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. 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, January 25, 2023
STATE OF THE CITY – 6:30 PM
REGULAR SESSION – 7:00 PM**

STATE OF THE CITY ADDRESS – 6:30 PM

Felicia Leong, CEO of the Colma Daly City Chamber of Commerce, introduced Mayor Joanne F. del Rosario. Mayor del Rosario asked to observe a moment of silence for the victims and families impacted by the horrific acts of gun violence in Half Moon Bay and Monterey Park. The Mayor then gave the State of the City Address.

There was a short break for coffee and cake.

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

Mayor del Rosario called the meeting back to order at 7:10 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin, Council Members Ken Gonzalez, Carrie Slaughter and Helen Fisicaro 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.

The Mayor announced, "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 del Rosario asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Fisicaro moved to adopt the agenda; the motion was seconded by Council Member Slaughter and carried by the following vote:

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

PRESENTATIONS

▪ Police Department Badge Pinning Ceremony

The Mayor stated, "Over the last three years we have welcomed many new police department employees, however due to COVID, we were not able to do the in-person swearing-in ceremony that we typically do. I am honored to be able to perform a ceremonial swearing-in this evening for those who missed out over the last three years"

She called the following people forward and administered the oath of office:

- Chief John Munsey
- Sergeant Christopher Grant
- Officer Brian Nagata
- Officer Reinalyn Duma
- Officer Carlos Huayllapuma
- Officer Ricardo Escobar

Family members then came forward to pin badges and take photos.

▪ Police Department Year in Review

Chief John Munsey gave the annual update on the Police Department.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:30 p.m. Resident Helen Fisicaro requested that the Town research the possibility of sending a donation to the victims of the shooting in Half Moon Bay. Seeing no one else request to speak, the Mayor closed the public comment period at 7:31 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 11, 2023 Regular Meeting.
2. Motion to Adopt an Ordinance Adding Subchapter 2.10 to the Colma Municipal Code Relating to Fireworks Pursuant to CEQA Guidelines 15061(b)(3), 15307, and 15308 (second reading).
3. Motion to Authorize the Mayor to Sign the Attached Letter Urging the State Legislators to Amend Assembly Bill ("AB") 2449 Pursuant to CEQA Guideline 15378.
4. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute a Purchase and Sale Agreement for the Sale of the Town Owned Property at 1365 Mission Road in the Amount of \$940,000.00, Including the Execution of Any and All Documents

5. Necessary to Complete the Sale and Close Escrow Pursuant to CEQA Guideline 15061(b)(3). Motion to Adopt a Resolution Approving the Amendment to the California Cities Gaming Authority Joint Exercise of Powers Agreement Admitting the City of Bell to the California Cities Gaming Authority Pursuant to CEQA Guideline 15378.

Action: Council Member Fisicaro moved to approve the consent calendar items #1 through 5; 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	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓			Item #4 Only	
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
	5	0			

PUBLIC HEARING

6. ADOPTION OF HOUSING ELEMENT 2023-2031 ("6TH CYCLE")

City Planner Farhad Mortazavi and Associate Planner Alvin Jen presented the staff report. The Mayor opened the public hearing at 7:59 p.m. and seeing no one request to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Goodwin moved to Adopt a Resolution Adopting a General Plan Amendment to Repeal the 2015-2022 Housing Element and Adopt the 2023-2031 Housing Element in Compliance with State Housing Element Law Pursuant to a Previously Certified Environmental Impact Report and Pursuant to CEQA Guideline 15061(b)(3); the motion was seconded by Council Member Slaughter and carried by the following vote:

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

NEW BUSINESS

7. 2022-2023 CAPITAL PROGRAM UPDATE

Administrative Services Director Pak Lin presented the staff report. She noted that there was a change in the resolution title due to a typo and requested that Council adopt the corrected resolution. The corrected resolution was made available to Council and the public. The Mayor opened the public comment period at 8:24 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Amending the Fiscal Year 2022-23 Capital Improvement Budget to \$13,964,680, Including Adding Four New Projects, Closing Out One Capital Project; Carrying Over \$531,496 of Unspent Project Budget to FY 2022-23; Transferring \$1,431,828 from General Fund (11) to Street Cip Fund (32); and, Releasing Unspent Funding of \$82,275 to Capital Reserve, and \$3,220 to Fleet Replacement Fund, Pursuant to CEQA Guideline 15378; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, February 8, 2023 at 7:00 p.m. at Town Hall and accessible via Zoom.

REPORTS

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

- There will be a Neighborhood Watch meeting at the Community Center on Thursday, January 26, 2023 at 6pm.
- Lucky Chances' Chinese New Year Celebration will be on Thursday, January 26, 2021 at 7pm.
- The Town has been approved by MTC for a \$4.6 million grant for El Camino Real Segment B.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor del Rosario adjourned the meeting at 8:28 p.m. in memory of Luis Navarro, longtime Colma resident; Jose Quintero Martinez, longtime community member and father-in-law of Stephanie Fontana of Fontana Monuments; and Lucy Ching-Tsien Wu, wife of Lieutenant General Ting Hwai Wu, who passed away in October, and mother of Neil Wu, retired Park Police Officer.

Respectfully submitted,

Caitlin Corley
City Clerk

apCkHist
02/02/2023 12:23PM

Check History Listing
Town of Colma

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Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55902	01/03/2023	03267 ACC BUSINESS			223448477	12/27/2022	679.66	679.66
55903	01/03/2023	00623 ARAMARK			5180113779	12/05/2022	111.92	
					5180121219	12/19/2022	111.92	
					5180117261	12/12/2022	111.92	
					5180125158	12/26/2022	111.92	
					5180113766	12/05/2022	25.90	
					5180121203	12/19/2022	25.90	
					5180117251	12/12/2022	25.90	
					5180125150	12/26/2022	25.90	
					5180113742	12/05/2022	18.90	
					5180117231	12/12/2022	18.90	
					5180125129	12/26/2022	18.90	607.98
55904	01/03/2023	00004 AT&T			000019209685	12/13/2022	1,594.57	1,594.57
55905	01/03/2023	00051 CALIFORNIA WATER SERV			12/16/22 BILL DATE	12/16/2022	341.37	341.37
55906	01/03/2023	00057 CINTAS CORPORATION #2			4136985595	11/10/2022	186.98	186.98
55907	01/03/2023	00093 CITY OF SOUTH SAN FRAN			519181	12/12/2022	25,338.25	
					519173	12/06/2022	10,267.37	35,605.62
55908	01/03/2023	03539 CLARK PEST CONTROL			32480785	12/26/2022	145.00	145.00
55909	01/03/2023	01037 COMCAST CABLE			12/25-01/24 1520 HIL	12/20/2022	251.72	
					12/25-01/24 427 F St	12/20/2022	241.72	
					0/27-0/26 XFINITY	12/12/2022	44.58	
					12/27-1/26 1520 HILL	12/17/2022	10.94	548.96
55910	01/03/2023	00117 DELTA DENTAL OF CALIFOI			BE005287864	01/01/2023	13,409.25	
					BE005287864 COBRA	01/01/2023	192.11	13,601.36
55911	01/03/2023	00112 DEPARTMENT OF JUSTICE			621387	12/05/2022	418.00	418.00
55912	01/03/2023	03262 FEHR & PEERS			161018	12/14/2022	4,977.50	4,977.50
55913	01/03/2023	02499 GE CAPITAL INFORMATION			106796939	12/20/2022	513.17	513.17
55914	01/03/2023	00464 HINDERLITER, DE LLAMAS			SIN023549	12/09/2022	4,337.79	4,337.79

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55915	01/03/2023	01036 MANAGED HEALTH NETWORK			PRM-077433	12/17/2022	99.20	99.20
55916	01/03/2023	01340 NAVIA BENEFIT SOLUTION			10540464	12/28/2022	117.70	117.70
55917	01/03/2023	00307 PACIFIC GAS & ELECTRIC			0092128195-2 22Dec22	12/22/2022	2,495.84	
					0678090639-9 19Dec22	12/19/2022	77.93	
					9593452526-2 19Dec22	12/19/2022	17.80	2,591.57
55918	01/03/2023	02216 RAMOS OIL CO. INC.			836541	12/20/2022	1,889.62	
					835433	12/10/2022	63.17	1,952.79
55919	01/03/2023	03102 REVEL ENVIRONMENTAL M			54313	08/30/2022	20,496.00	20,496.00
55920	01/03/2023	02291 SOUTHWOOD PLUMBING &			61786	12/12/2022	195.00	195.00
55921	01/03/2023	02224 STANDARD INSURANCE CO			January 2023	12/15/2022	227.59	227.59
55922	01/03/2023	00412 TELECOMMUNICATIONS E			47987	12/10/2022	1,515.00	1,515.00
55923	01/03/2023	02849 6746050100 U.S. BANK PAF			2023-01 OPEB	01/01/2023	128,788.00	128,788.00
55924	01/03/2023	00432 VISION SERVICE PLAN			816788419	12/19/2022	1,106.39	
					816788433	12/19/2022	25.73	1,132.12
55925	01/03/2023	01414 VERANO OWNERS ASSOC			2023-01	01/01/2023	350.00	350.00
55926	01/10/2023	03170 ACTION TOWING AND ROA			175180	12/24/2022	525.00	525.00
55927	01/10/2023	00013 ANDY'S WHEELS & TIRES			65572	12/06/2022	1,328.88	
					65633	12/27/2022	45.39	
					65588	12/12/2022	35.00	1,409.27
55928	01/10/2023	00028 ASCAP			2023 License	12/30/2022	420.00	420.00
55929	01/10/2023	00020 ASSOCIATED SERVICES IN			122124355	01/01/2023	40.00	
					122124354	01/01/2023	9.00	49.00
55930	01/10/2023	02337 AXON ENTERPRISES, INC.			INUS123770	12/15/2022	1,418.57	1,418.57
55931	01/10/2023	03447 NIKOLE AZZOPARDI			2022.12 EE Reimb	12/13/2022	57.40	57.40
55932	01/10/2023	00057 CINTAS CORPORATION #2			4139186109	12/01/2022	650.03	
					4141931829	12/29/2022	650.03	

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					4137730941	11/17/2022	564.97	
					4139186108	12/01/2022	376.46	
					4141931873	12/29/2022	376.46	
					4140484814	12/15/2022	375.07	
					4137730994	11/17/2022	322.65	3,963.64
55933	01/10/2023	00851 COLMA FIRE DISTRICT SO			12.16.22 CnclCities	12/16/2022	660.00	660.00
55934	01/10/2023	02182 DALY CITY KUMON CENTE			November 2022	01/03/2023	1,790.00	1,790.00
55935	01/10/2023	02793 DITO'S MOTORS			27128	12/22/2022	558.25	
					27087	12/19/2022	29.25	587.50
55936	01/10/2023	02144 DOMINIC A. DE LUCCA DBA			October 2022	12/22/2022	200.00	200.00
55937	01/10/2023	02935 EMCOR SERVICES-MESA E			940012236	12/27/2022	1,251.06	1,251.06
55938	01/10/2023	03378 RICARDO ESCOBAR			2022.12 - Meal Rimb	01/10/2023	15.98	15.98
55939	01/10/2023	03515 DAPHNE FERRO			2002414.003	12/20/2022	275.00	275.00
55940	01/10/2023	02515 VICKY FLORES			2002413.003	12/20/2022	890.00	890.00
55941	01/10/2023	02499 GE CAPITAL INFORMATION			106800310	12/21/2022	274.76	
					106777911	12/09/2022	76.15	350.91
55942	01/10/2023	02262 JOAN GONZALES			2002416.003	12/20/2022	300.00	300.00
55943	01/10/2023	02119 CHRISTOPHER GRANT			2022.10-VehReimb	01/10/2023	506.85	
					2022.10-M&IEReimb	01/10/2023	152.30	659.15
55944	01/10/2023	02605 SAUL GUERRERO			2022.12 M&IE Reimb	01/10/2023	44.44	44.44
55945	01/10/2023	03273 HOME DEPOT PRO, THE			721665271	12/13/2022	905.48	
					721822732	12/13/2022	308.79	1,214.27
55946	01/10/2023	03388 INTRADO LIFE & SAFETY			1092820	12/16/2022	9,357.36	9,357.36
55947	01/10/2023	03379 LUIS MELENDREZ			2022.12-M&IE Reimb	01/10/2023	126.13	126.13
55948	01/10/2023	00254 METRO MOBILE COMMUNI			230123	01/01/2023	602.00	602.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55949	01/10/2023	03289 JOSHUA MORENO			2022.12-M&IE Reimb	01/10/2023	204.25	204.25
55950	01/10/2023	02545 JOHN MICHAEL MURRAY			2002415.003	12/20/2022	50.00	50.00
55951	01/10/2023	00280 ODP BUSINESS SOLUTION			282632540001	12/13/2022	187.73	
					282786412001	12/14/2022	98.19	
					282641747001	12/12/2022	98.07	
					280898384001	12/28/2022	56.67	
					281095684001	12/28/2022	9.47	450.13
55952	01/10/2023	03529 PACIFIC DINING			47125	12/17/2022	5,155.13	5,155.13
55953	01/10/2023	00311 PITNEY BOWES INC.			3105868004	12/16/2022	899.64	899.64
55954	01/10/2023	01629 R. J. RICCIARDI INC., CPAS			13426	12/31/2022	400.00	400.00
55955	01/10/2023	01113 SAN DIEGO POLICE EQUIP			654983	12/17/2022	2,489.95	2,489.95
55956	01/10/2023	00352 SERRAMONTE FORD, INC.			323201	12/05/2022	125.00	125.00
55957	01/10/2023	01352 SESAC, INC.			10615372	01/01/2023	553.00	553.00
55958	01/10/2023	01138 SMC ELECTIONS			Nov 2022	01/10/2023	671.47	671.47
55959	01/10/2023	00364 SMC FORENSIC LAB			PS-INV104151	12/31/2022	2,354.00	2,354.00
55960	01/10/2023	01030 STEPFORD, INC.			2201761	12/20/2022	7,695.90	
					2201726	12/13/2022	4,794.75	12,490.65
55961	01/10/2023	01687 UNITED SITE SERVICES OI			INV-01287081	12/22/2022	168.16	168.16
55962	01/10/2023	03550 DELON RAMONE WILLIAM			2002418.003	12/27/2022	425.00	425.00
55963	01/13/2023	01164 FRANCHISE TAX BOARD S			01132023 B	01/13/2023	87.31	87.31
55964	01/13/2023	01340 NAVIA BENEFIT SOLUTION			01132023 B	01/13/2023	3,087.18	
					01132023 B	01/13/2023	1,084.50	4,171.68
55965	01/13/2023	01375 NATIONWIDE RETIREMEN			01132023 B	01/13/2023	6,035.90	
					01132023 M	01/13/2023	1,950.00	7,985.90
55966	01/18/2023	03034 FLEX ADVANTAGE			2023-02-RETIRE	01/18/2023	60,779.00	60,779.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55967	01/17/2023	03542 DENISE BERMUDEZ			2002425.003	01/10/2023	300.00	300.00
55968	01/17/2023	00051 CALIFORNIA WATER SERV			12/29/22 BILL DATE	12/29/2022	3,615.92	
					12/30/22 BILL DATE	12/30/2022	148.50	3,764.42
55969	01/17/2023	03539 CLARK PEST CONTROL			32381123	12/26/2022	135.00	135.00
55970	01/17/2023	02827 CORODATA SHREDDING, II			RS3458414	12/31/2022	85.82	85.82
55971	01/17/2023	02702 JUAN COVARRUBIAS			2002426.003	01/10/2023	300.00	300.00
55972	01/17/2023	02935 EMCOR SERVICES-MESA E			940012333	01/06/2023	1,256.55	1,256.55
55973	01/17/2023	03034 FLEX ADVANTAGE			152583	12/31/2022	200.00	200.00
55974	01/17/2023	02499 GE CAPITAL INFORMATION			5066468517	01/01/2023	24.17	24.17
55975	01/17/2023	01511 JOSE GONZALEZ			2002427.003	01/10/2023	50.00	50.00
55976	01/17/2023	00174 HOME DEPOT CREDIT SEF			12/30/22 CLOSING	12/30/2022	1,331.54	1,331.54
55977	01/17/2023	02788 MARGARET-ROSE S. LUNA			48	01/09/2023	315.00	315.00
55978	01/17/2023	00715 NOWDOCS INTERNATIONAL			68428	01/05/2023	196.89	196.89
55979	01/17/2023	02216 RAMOS OIL CO. INC.			837960	12/31/2022	2,148.37	
					838294	12/31/2022	57.30	2,205.67
55980	01/17/2023	02320 GUILLERMO SANCHEZ			2002428.003	01/12/2023	200.00	200.00
55981	01/17/2023	00349 SEGALE & CERINI INC.			17402	12/30/2022	19,881.00	19,881.00
55982	01/17/2023	03015 U.S. BANK CORPORATE PM			12/22/2022	12/12/2022	19,245.11	19,245.11
55983	01/17/2023	02799 WAVE (ASTOUND)			103745301-0009913	01/01/2023	474.62	474.62
55984	01/17/2023	01183 BEST BEST & KRIEGER LLF			954642	01/09/2023	20,691.98	
					954641	01/09/2023	3,597.00	24,288.98
55985	01/24/2023	03334 LLC AT&T MOBILITY NATIO			X01102023	01/02/2023	1,857.78	1,857.78
55986	01/24/2023	03447 NIKOLE AZZOPARDI			01/11-01/17/2023	01/18/2023	73.38	73.38
55987	01/24/2023	00037 BROADCAST MUSIC INC			3100970	01/02/2023	421.00	421.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55988	01/24/2023	03539 CLARK PEST CONTROL			32540327	01/12/2023	145.00	
					32540324	01/06/2023	135.00	
					32540325	01/06/2023	135.00	
					32540326	01/06/2023	115.00	530.00
55989	01/24/2023	03411 CLEAN WORLD GREASE TI			02834	12/06/2022	120.00	120.00
55990	01/24/2023	00851 COLMA FIRE DISTRICT SO			01/23/2023	01/23/2023	640.00	640.00
55991	01/24/2023	01037 COMCAST CABLE			Jan11/23 - Feb10/23	01/07/2023	128.72	128.72
55992	01/24/2023	02827 CORODATA SHREDDING, II			DN1395909	12/31/2022	115.69	115.69
55993	01/24/2023	02182 DALY CITY KUMON CENTE			December 2022	01/17/2023	1,970.00	1,970.00
55994	01/24/2023	03224 DECORATIVE PLANT SERV			0030435	01/01/2023	157.45	157.45
55995	01/24/2023	00112 DEPARTMENT OF JUSTICE			627326	01/05/2023	337.00	337.00
55996	01/24/2023	02793 DITO'S MOTORS			27187	01/12/2023	271.25	
					27146	01/05/2023	135.54	
					27149	01/06/2023	108.71	
					27150	01/06/2023	75.00	590.50
55997	01/24/2023	02499 GE CAPITAL INFORMATION			106805945	01/17/2023	274.76	
					106864594	01/11/2023	76.15	350.91
55998	01/24/2023	02262 JOAN GONZALES			2002429.003	01/17/2023	300.00	300.00
55999	01/24/2023	00433 GRAINGER INC			9561996118	01/04/2023	467.06	467.06
56000	01/24/2023	00181 IEDA			23998	01/01/2023	1,628.05	1,628.05
56001	01/24/2023	00220 LC ACTION POLICE SUPPL			447516	01/05/2023	886.31	
					447889	01/16/2023	249.18	1,135.49
56002	01/24/2023	00226 CINDY ELLEN LIM	V	01/31/2023	01/16/2023	01/17/2023	47.91	47.91
56003	01/24/2023	03191 MAZE & ASSOCIATES			47946	12/31/2022	597.50	597.50
56004	01/24/2023	03061 NICK BARBIERI TRUCKING			CL04423	12/31/2022	175.17	175.17
56005	01/24/2023	03099 NOR-CAL CYCLES LLC			6138	11/05/2022	120.00	120.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56006	01/24/2023	00307 PACIFIC GAS & ELECTRIC			3007220528-6 09Jan23 0576889222-5 09Jan23 0035222590-8 09Jan23	01/09/2023 01/09/2023 01/09/2023	4,334.06 339.74 28.11	4,701.91
56007	01/24/2023	02926 INC PRECISION BODY SHC			19664	01/16/2023	35.00	35.00
56008	01/24/2023	03551 QUENCH USA, INC			INV05209325	01/01/2023	238.30	238.30
56009	01/24/2023	01629 R. J. RICCIARDI INC., CPAS			13424	12/31/2022	8,657.50	8,657.50
56010	01/24/2023	00500 SMC CONTROLLERS OFFIC			December 2022	01/04/2023	2,593.60	2,593.60
56011	01/24/2023	00534 SMC INFORMATION SERVI			1YCL12212	12/31/2022	164.50	164.50
56012	01/24/2023	00830 STAPLES BUSINESS CRED			1646111902	12/25/2022	1,491.74	1,491.74
56013	01/24/2023	01030 STEPFORD, INC.			2201634 2306019	10/20/2022 01/04/2023	7,679.90 620.00	8,299.90
56014	01/24/2023	03457 TOWNSEND PUBLIC AFFAI			19412	01/01/2023	6,000.00	6,000.00
56015	01/24/2023	00411 TURBO DATA SYSTEMS			39224	12/31/2022	1,663.79	1,663.79
56016	01/24/2023	00421 U.S. POSTAL SERVICE			01/13/2023 BULK	01/13/2023	2,000.00	2,000.00
56017	01/24/2023	01399 WESTLAKE ECO SOFT TOI			12/19/2022 282	01/01/2023	11.95	11.95
56018	01/24/2023	01745 WILLIAM D. WHITE CO., INC			459833COL	01/04/2023	475.00	475.00
56019	01/27/2023	00047 C.L.E.A.			01272023 B	01/27/2023	216.00	216.00
56020	01/27/2023	01340 NAVIA BENEFIT SOLUTION			01272023 B 01272023 B	01/27/2023 01/27/2023	3,086.91 1,083.58	4,170.49
56021	01/27/2023	01375 NATIONWIDE RETIREMEN			01272023 B	01/27/2023	6,035.90	6,035.90
56022	01/27/2023	02224 STANDARD INSURANCE CO			01272023 B	01/27/2023	519.00	519.00
56023	01/31/2023	00003 A. S. F. ELECTRIC			2124	01/18/2023	980.00	980.00
56024	01/31/2023	00623 ARAMARK			5180128456 5180133670 5180136542	01/02/2023 01/09/2023 01/16/2023	111.92 111.73 111.73	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					5180140001	01/23/2023	111.73	
					5180128444	01/02/3023	25.90	
					5180128413	01/02/3023	18.90	
					5180133649	01/09/2023	15.90	
					5180133665	01/09/2023	15.90	
					5180136506	01/16/2023	15.90	
					5180136534	01/16/2023	15.90	
					5180139991	01/23/2023	15.90	
					5180139977	01/23/2023	15.90	587.31
56025	01/31/2023	00004 AT&T			000019298293	01/01/2023	34.14	34.14
56026	01/31/2023	01565 BAY CONTRACT MAINTEN/			28692	01/10/2023	2,740.50	
					28693	01/10/2023	2,661.35	
					28696	01/10/2023	2,661.35	
					28691	01/10/2023	1,552.45	
					28721	01/16/2023	1,000.00	
					28695	01/10/2023	633.64	
					28690	01/10/2023	221.30	
					28694	01/10/2023	193.34	11,663.93
56027	01/31/2023	02244 CALIFORNIA BUILDING ST/			Oct - Dec 2022	01/19/2023	38.00	38.00
56028	01/31/2023	03021 CALIFORNIA CLETS USER/			2023 MEMBERSHIP	01/17/2023	125.00	125.00
56029	01/31/2023	00051 CALIFORNIA WATER SERV			01/19/23 BILL DATE	01/19/2023	175.80	
					01/13/23 BILL DATE	01/13/2023	109.92	285.72
56030	01/31/2023	03552 LORETTA YVONNE CHAMC			2002430.003	01/17/2023	300.00	300.00
56031	01/31/2023	00057 CINTAS CORPORATION #2			4143364715	01/12/2023	647.97	
					4143364590	01/12/2023	375.07	
					4142537857	01/05/2023	202.19	1,225.23
56032	01/31/2023	00093 CITY OF SOUTH SAN FRAN			519189	12/22/2022	2,000.00	2,000.00
56033	01/31/2023	00071 CSG CONSULTANTS, INC.			10/29/22-11/25/22	01/31/2023	126,936.00	126,936.00
56034	01/31/2023	03554 LANDSCAPE, INC. CURTIS			2002438.003	01/23/2023	275.00	275.00
56035	01/31/2023	00099 D.C. LOCK & SECURITY SE			80448	12/09/2022	332.81	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					80431	12/09/2022	67.57	
					80341	01/24/2023	35.00	435.38
56036	01/31/2023	00111 DEPARTMENT OF CONSER			Oct - Dec 2022	01/19/2023	190.97	190.97
56037	01/31/2023	03449 ABIGAIL DOMETITA			1/11-1/25/23 REIMB	01/25/2023	134.80	134.80
56038	01/31/2023	03368 JEA GONZALES			2002435.003	01/23/2023	360.00	360.00
56039	01/31/2023	03316 DARYL HIGASHI			2002433.003	01/23/2023	200.00	200.00
56040	01/31/2023	03273 HOME DEPOT PRO, THE			725726392	01/11/2023	1,233.32	1,233.32
56041	01/31/2023	01480 LEXIPOL, LLC			INVLEX14147	12/01/2022	12,025.54	12,025.54
56042	01/31/2023	00226 CINDY ELLEN LIM			01/16/2023	01/17/2023	47.91	47.91
56043	01/31/2023	01036 MANAGED HEALTH NETWC			PRM-078145	01/17/2023	99.20	99.20
56044	01/31/2023	00311 PITNEY BOWES INC.			3105910768	01/08/2023	507.00	507.00
56045	01/31/2023	02364 PRECISION AUTO DETAILIN			19725	01/18/2023	35.00	35.00
56046	01/31/2023	02216 RAMOS OIL CO. INC.			839346	01/10/2023	2,219.70	2,219.70
56047	01/31/2023	03553 DEL SCHEMRARI			2002434.003	01/23/2023	275.00	275.00
56048	01/31/2023	01032 SHAUGHNESSY ROOFING,			0030767-IN	01/17/2023	240.00	240.00
56049	01/31/2023	00388 SONITROL			328447	01/06/2023	1,143.11	1,143.11
56050	01/31/2023	02224 STANDARD INSURANCE C			February 2023	01/17/2023	229.16	229.16
56051	01/31/2023	02996 STAR SMOG DEPOT			1005172	12/19/2022	36.75	36.75
56052	01/31/2023	02566 STARVISTA			6704	12/31/2022	3,168.93	3,168.93
56053	01/31/2023	00412 TELECOMMUNICATIONS E			48034	01/10/2023	1,652.50	1,652.50
56054	01/31/2023	00394 TENNANT			919274245	01/06/2023	3,570.45	3,570.45
56055	01/31/2023	02468 ULINE, INC.			158521087	01/10/2023	1,091.79	1,091.79
56056	01/31/2023	01687 UNITED SITE SERVICES OI			INV-01364070	01/19/2023	168.16	168.16

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56057	01/31/2023	00432 VISION SERVICE PLAN			817019153	01/19/2023	1,106.39	
					817019157	01/19/2023	25.73	1,132.12
94770	01/13/2023	00282 CALIFORNIA PUBLIC EMPL			01132023 M	01/13/2023	3,740.13	3,740.13
94778	01/13/2023	00130 EMPLOYMENT DEVELOPM			01132023 M	01/13/2023	61.80	61.80
94779	01/13/2023	00521 UNITED STATES TREASUR			01132023 M	01/13/2023	1,162.15	1,162.15
94780	01/13/2023	00631 P.E.R.S.			01132023 M	01/13/2023	781.29	781.29
94781	01/13/2023	01360 MISSIONSQUARE RETIREM			01132023 M	01/13/2023	478.84	478.84
94782	01/13/2023	00130 EMPLOYMENT DEVELOPM			01132023 B	01/13/2023	15,023.73	15,023.73
94783	01/13/2023	00521 UNITED STATES TREASUR			01132023 B	01/13/2023	70,147.01	70,147.01
94784	01/13/2023	00282 CALIFORNIA PUBLIC EMPL			01132023 B	01/13/2023	70,673.18	70,673.18
94785	01/13/2023	00631 P.E.R.S.			01132023 B	01/13/2023	51,900.61	51,900.61
94786	01/13/2023	01360 MISSIONSQUARE RETIREM			01132023 B	01/13/2023	6,752.21	6,752.21
94787	01/13/2023	00068 COLMA PEACE OFFICER'S			01132023 B	01/13/2023	652.14	652.14
94790	01/27/2023	00130 EMPLOYMENT DEVELOPM			01272023 B	01/27/2023	15,111.31	15,111.31
94791	01/27/2023	00521 UNITED STATES TREASUR			01272023 B	01/27/2023	70,033.76	70,033.76
94792	01/27/2023	00631 P.E.R.S.			01272023 B	01/27/2023	50,848.39	50,848.39
94793	01/27/2023	01360 MISSIONSQUARE RETIREM			01272023 B	01/27/2023	6,708.05	6,708.05
94794	01/27/2023	00068 COLMA PEACE OFFICER'S			01272023 B	01/27/2023	652.14	652.14
120001	01/18/2023	00307 PACIFIC GAS & ELECTRIC			9248309814-8 22Dec22	12/22/2022	400.15	400.15
120002	01/18/2023	00307 PACIFIC GAS & ELECTRIC			0567147369-1 29Dec22	12/29/2022	236.89	236.89
120003	01/18/2023	01037 COMCAST CABLE			1/2-2/1/2023 1199 EI	12/27/2022	246.72	246.72
120004	01/19/2023	01037 COMCAST CABLE			01/01-01/31 XFINITY	12/26/2022	15,262.72	15,262.72
120005	01/27/2023	00307 PACIFIC GAS & ELECTRIC			0512181543-4 10Jan23	01/10/2023	1,941.31	1,941.31

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
120006	01/31/2023	00307 PACIFIC GAS & ELECTRIC			0678090639-9 19Jan23	01/19/2023	63.10	63.10
120008	01/31/2023	00307 PACIFIC GAS & ELECTRIC			9593452526-2 19Jan23	01/19/2023	46.61	46.61
120009	01/31/2023	01037 COMCAST CABLE			01/12/23 CABLE TV	01/12/2023	51.34	51.34
1032023	01/03/2023	00282 CALIFORNIA PUBLIC EMPL			100000017030303	12/14/2022	6,949.57	6,949.57
1172023	01/17/2023	00282 CALIFORNIA PUBLIC EMPL			100000017034358	12/20/2022	72.72	72.72

first Total: 1,044,587.83

182 checks in this report

Total Checks: 1,044,587.83





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Christopher J. Diaz, City Attorney
VIA: Brian Dossey, City Manager
MEETING DATE: February 8, 2023
SUBJECT: Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings

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: Brad Donohue, Director of Public Works
 Chai Lor, Building Official
 Christopher J. Diaz, City Attorney
 VIA: Brian Dossey, City Manager
 MEETING DATE: February 8, 2023
 SUBJECT: 2022 Colma Building Codes

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing on, waive the second reading of, and adopt:

AN ORDINANCE AMENDING CHAPTER 5, SUBCHAPTER 4 OF THE TOWN OF COLMA MUNICIPAL CODE, ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2022 CALIFORNIA BUILDING CODE, THE 2022 CALIFORNIA RESIDENTIAL CODE, THE 2022 CALIFORNIA ELECTRICAL CODE, THE 2022 CALIFORNIA MECHANICAL CODE, THE 2022 CALIFORNIA PLUMBING CODE, THE 2022 CALIFORNIA FIRE CODE, THE 2022 CALIFORNIA ENERGY CODE, THE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, THE 2022 CALIFORNIA HISTORICAL BUILDING CODE, THE 2022 CALIFORNIA EXISTING BUILDING CODE AND THE 2022 CALIFORNIA REFERENCED STANDARDS CODE; THE 1997 EDITION OF THE UNIFORM HOUSING CODE; AND THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, TOGETHER WITH CERTAIN ADDITIONS, AMENDMENTS, AND DELETIONS, ALL PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15378, AND WAIVE FURTHER READING OF THE ORDINANCE

EXECUTIVE SUMMARY

The State mandates that the California building and construction codes, adopted and published by the California Building Standards Commission, are updated every three years in all cities and counties throughout the State. The State published the 2022 California Building Standards Code on July 1, 2022, which will become effective statewide on January 1, 2023.

At the Town of Colma's January 11, 2023 City Council meeting, City Council introduced and approved the first reading of an ordinance that would adopt the following model codes as the Colma Building Codes:

- 2022 California Building Code
- 2022 California Electrical Code
- 2022 California Mechanical Code
- 2022 California Plumbing Code
- 2022 California Energy Code
- 2022 California Residential Code
- 2022 California Green Building Standards Code
- 2022 California Fire Code
- 2022 California Referenced Standards Code
- 2022 California Existing Building Code
- 2022 California Historical Building Code
- 1997 Uniform Housing Code, and
- 2018 International Property Maintenance Code

The attached ordinance sets forth the necessary findings to enable the Town to amend the Town's current Building Code to adopt and mirror the State's 2022 California Building Standards Code, along with various local code amendments, and adopts other model codes.

Adoption of the new codes with local amendments will make Town buildings safer, more energy efficient and more sustainable.

FISCAL IMPACT

Adoption of this ordinance has no fiscal impact on the Town's finances.

BACKGROUND

The California Health and Safety Code requires local governments to adopt the most recent editions of the model codes related to construction. Alternatively, if a local government chooses not to adopt the most recent model code, the codes adopted by the California Building Standards Commission become applicable to the local jurisdiction. The Town last adopted the model codes in 2019. Meanwhile, the Town's Building Official has been applying the model codes to all construction activities requiring any type of building permit.

The California Building Standards Commission adopts and amends the model codes every three years and then publishes them as the California Building Standards Code (Title 24 California Code of Regulations). The 2022 Edition of the California Code of Regulations, Title 24, consisting of the following codes, should now be adopted by the Town:

- 2022 California Building Code
- 2022 California Electrical Code
- 2022 California Mechanical Code
- 2022 California Plumbing Code
- 2022 California Energy Code
- 2022 California Residential Code
- 2022 California Green Building Standards Code
- 2022 California Fire Code
- 2022 California Referenced Standards Code
- 2022 California Existing Building Code
- 2022 California Historical Building Code

In addition to the California Building Standards Code, cities and towns can adopt other model codes not included within the California Building Standards Code to assist in its implementation, such as the 1997 Uniform Housing Code and 2018 International Property Maintenance Code.

The Town may adopt amendments to the state-approved codes. However, any changes to the State amended code must be more restrictive than the state codes, filed with and approved by the California Building Standards Commission, and must be necessary because of local climatic, geographic or topographical conditions.

ANALYSIS

On January 11, 2023, the City Council introduced an ordinance to Amend Chapter 5, Subchapter 4 of the Colma Municipal Code (CMC) to adopt the 2019 California Building Standards Codes. Within the proposed ordinance, various amendments were set forth, supported by the necessary findings with local conditions to enable the Town to amend the new construction codes.

Amendments to California Fire Code

The Town is adopting the 2022 California Fire Code with the same amendments adopted by the Colma Fire Protection District. The amendments include requirements that all premises must have identification numbers that meet specified size requirements and all new buildings that meet certain specified criteria must be equipped with automatic sprinkler systems and fire alarm devices be located inside the building or facility.

SPECIAL PROCEDURE

Government Code Section 50022.3 established the following procedure for adopting another code by reference, which is different from the usual procedure in adopting ordinances. At the first meeting (January 11, 2023) to consider the ordinance, the Colma City Council introduced the ordinance, waived a further reading, and ordered a public hearing to be conducted. The public hearing was set for February 8, 2023. Noticing of the public hearing for the adoption of the 2022 Colma Building Code was required to be published twice in a local newspaper at least 14 days before the public hearing. The Ordinance may be adopted at the conclusion of the public hearing.

The Town has published the notice of public hearing as required by law.

Council Values

Acting to protect the health and safety of building occupants is the best indicator of a *responsible* action by the City Council. Adopting the 2022 state building codes and other model codes as the Colma Building Codes, with the proposed local amendments, will make buildings safer, more efficient and will help to preserve the Town's resources.

ENVIRONMENTAL

The City Council's action in introducing and adopting this ordinance is exempt from environmental review under the California Environmental Quality Act (CEQA) Guidelines 15061(b)(3) as it can be seen with certainty that the action is not anticipated to have any significant effect on the environment. It is also exempt pursuant to CEQA Guidelines 15378(b)(2) and 15378(b)(5) as ongoing administrative or organizational activities that will not result in a direct or indirect physical change in the environment.

Sustainability Impact

Adoption of the new codes, which include the 2022 California Energy Code and the 2019 California Green Building Standards Code, is consistent with the Town's sustainability goals.

Staff have also been working on reach codes that will amend parts of the 2022 California Building Standards Code. The Town will hold a presentation and study session with the City Council at its March 22, 2023, City Council meeting to discuss potential code amendments to the Town of Colma 2022 Building Code

Alternatives

An alternative would be to not adopt the ordinance. In that case, the codes adopted by the California Building Standards Commission would become applicable to all construction in the Town without local amendments.

CONCLUSION

The Council should conduct a public hearing on, waive a second reading of, and adopt the attached ordinance on February 8, 2023.

ATTACHMENTS

A. Ordinance No. _____

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

AN ORDINANCE AMENDING CHAPTER 5, SUBCHAPTER 4 OF THE TOWN OF COLMA MUNICIPAL CODE, ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2022 CALIFORNIA BUILDING CODE, THE 2022 CALIFORNIA RESIDENTIAL CODE, THE 2022 CALIFORNIA ELECTRICAL CODE, THE 2022 CALIFORNIA MECHANICAL CODE, THE 2022 CALIFORNIA PLUMBING CODE, THE 2022 CALIFORNIA FIRE CODE, THE 2022 CALIFORNIA ENERGY CODE, THE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, THE 2022 CALIFORNIA HISTORICAL BUILDING CODE, THE 2022 CALIFORNIA EXISTING BUILDING CODE AND THE 2022 CALIFORNIA REFERENCED STANDARDS CODE; THE 1997 EDITION OF THE UNIFORM HOUSING CODE; AND THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, TOGETHER WITH CERTAIN ADDITIONS, AMENDMENTS, AND DELETIONS, ALL PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15378

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

ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY

The City Council of the Town of Colma finds:

- (a) Pursuant to Government Code Section 50022.1 *et seq.*, the Town may adopt by reference the California Building Standards Code, 2022 Edition as provided in Title 24 of the California Code of Regulations, and other codes, including, without limitation, the 1997 Uniform Housing Code and the 2018 International Property Maintenance Code.
- (b) The California Building Standards Commission ("Commission") recently adopted the 2022 Edition of the California Building Standards Code.
- (c) California Health and Safety Code Sections 17958.7 and 18941.5 authorize cities to adopt the California Building Standards Code with modifications determined to be reasonably necessary because of local climatic, geological or topographical conditions.
- (d) Title 25, section 52 of the California Code of Regulations empowers the Town to use its own abatement procedures so long as these procedures are equivalent to the procedures contained in Title 25 sections 48 through 70 of the California Code of Regulations, and provided such procedures provide an efficient and effective procedure for the abatement of substandard conditions with fairness to both owners and residents.
- (e) The 1997 Uniform Housing Code and the 2018 International Property Maintenance Code provide efficient and effective procedures for the abatement of substandard buildings, structures and nuisances that are fair and equitable to both owners and residents and are equivalent to the procedures contained in Title 25 of the California Code of Regulations to serve the purpose intended therein.

(f) The City Council desires to adopt the 2022 edition of the California Building Standards Code, Title 24 of the California Code of Regulations, consisting of the 2022 California Building Code (incorporating and amending the 2021 International Building Code), the 2022 California Residential Code (incorporating and amending the 2021 International Residential Code), the 2022 California Electrical Code (incorporating and amending the 2020 National Electrical Code), the 2022 California Mechanical Code (incorporating and amending the 2021 Uniform Mechanical Code), the 2022 California Plumbing Code (incorporating and amending the 2021 Uniform Plumbing Code), the 2022 California Fire Code (incorporating and amending the 2021 International Fire Code), the 2022 California Energy Code, the 2022 California Green Building Standards Code, the 2022 California Historical Building Code, the 2022 California Existing Building Code, and the 2022 California Referenced Standards Code; the 1997 Edition of the Uniform Housing Code; and the 2018 International Property Maintenance Code for safety, health and welfare relating to property maintenance within the Town of Colma, (collectively, the "Codes"); together with the necessary amendments to assure the Codes are tailored to the particular safety needs of the Town as required by its unique climatic, geological and topographical conditions.

(g) The following local climatic, geographic or topographical conditions make it necessary to amend the Codes:

(1) *Topography.* A large portion of the Town's residential community is built on hills, with roadways less than the required width which tend to slow response times for fire apparatus, and this same terrain complicates firefighter access to those buildings. Numerous areas are heavily treed with thick vegetative undergrowth, creating increased fuel loading during the summer months.

(2) *Geography.* Colma is located in Seismic Zone D and within two (2) miles of the San Andreas fault. There are two large underground tunnels that run the full length of the Town for the Bay Area Rapid Transit System (BART) as well as two underground sixty (60) inch diameter forced water mains that run parallel to the Bart tunnels. These two features are separated by a regional state thoroughfare, El Camino Real. Failure of either underground system will disrupt traffic flow through the town and further hamper First Responder efforts.

(3) *Climate.* Colma is subject to frequent periods of heavy fog, limiting visibility. This same fog contains salt which has a deleterious effect on metals including exterior electrical service cabinets and conduits.

(h) Amendments.

The below table provides the express findings and determinations (where necessary pursuant to California Health & Safety Code Sections 17958, 17958.7 and/or 18941.5) justifying the Town of Colma's amendments to the 2022 California Building Standards Code as reasonably necessary because of local climatic, geologic or topographic conditions.

<u>Section</u>	<u>Caption</u>	<u>Finding</u>
California Building Code Section 1008.3	Means of Egress Illumination	Topography and Geography
California Residential Code Section R313	Automatic Fire Sprinkler Systems	Topography and Geography

California Fire Code Section 505.1	Address Identification	Topography and Climate
California Fire Code Section 507.5.7	Fire Hydrant Standards	Topography
California Fire Code Section 507.5.8	Identification of Fire Hydrants	Topography and Climate
California Fire Code Section 903.2	Automatic Fire Sprinkler Systems Where Required	Topography and Geography
California Fire Code Section 903.2.11.7	Area Separation Walls	Topography and Geography
California Fire Code Section 903.3.1.3.1	Automatic Fire Sprinkler Systems Installation Requirements	Administrative
California Fire Code Section 903.4.2	Alarms	Topography and Geography
California Fire Code Section 903.4.3	Floor Control Valves	Topography and Geography
California Fire Code Section 907	Fire Alarm and Detection Systems	Topography and Geography
California Fire Code Section 1008.3	Means of Egress Illumination	Topography and Geography

(i) The changes and modifications made to the Codes not listed in the table are necessary for administrative clarification and to establish administrative standards for the effective enforcement of the building standards of the Town of Colma and do not modify a building standard pursuant to California Health & Safety Code Section 17958, 17958.7, and/or 18941.5.

(j) The Town published notice of a public hearing pursuant to California Government Code Section 6066.

(k) The Town held a public hearing on February 8, 2023 at which time all interested persons had the opportunity to appear and be heard on the matter of adopting the Codes as amended herein.

(l) At least one copy of each of the Codes adopted by reference by this ordinance were available for public inspection at the office of the City Clerk fifteen (15) days preceding the public hearing pursuant to Government Code Section 50022.6.

(m) Any and all other legal prerequisites relating to the adoption of this ordinance have occurred.

ARTICLE 2. SUBCHAPTER 5.04, DIVISION 2 – COLMA BUILDING CODES

The following sections of subchapter 5.04 of the Colma Municipal Code, titled as “Division 2 – Colma Building Codes” are hereby amended to read as follows:

Division 2: Colma Building Codes

5.04.050 Colma Building Code Adopted

The 2022 Edition of the California Building Code, contained in Part 2 of Title 24 of the California Code of Regulations, which incorporates and amends the 2021 Edition of the International Building Code published by the International Code Council, together with Chapter 1, and with the changes, additions, and deletions set forth in the following section, is hereby adopted by reference as the Colma Building Code.

5.04.060 Administration of Colma Building Code

The following provisions of the California Building Code are hereby amended as follows:

(a) *Section 1.11.2.1 Amended.*

Item 1 of Section 1.11.2.1 of Chapter 1, Division I is amended to read: The Town of Colma specifically delegates the enforcement of building standards adopted by the State Fire Marshal and published in the Building Standards Code relating to fire and panic safety and other regulations of the State Fire Marshal, as they relate to Group R-3 Occupancies (one and two family dwellings) to the Building Official of Town of Colma.

(b) *Section 101.1 Amended.*

Section 101.1 of Chapter 1, Division II is amended to state as follows: “These regulations shall be known as the Colma Building Code, hereinafter referred as ‘this code’.”

(c) *Section 103 Amended.*

The term “Department of Building Safety” in Section 103 of Chapter 1 Division II of the California Building Code, as well as all other codes adopted in this subchapter where the term appears, refers to the Building Department of the Town of Colma.

(d) *Section 103.2 Amended.*

Section 103.2 is amended to state as follows: “The Building Official shall be appointed by the City Manager.”

(e) *Section 105.5 Amended.*

Section 105.5, “Expiration,” is amended to state as follows:

105.5 Expiration.

(a) Every permit issued by the Building Official, or his or her designee, under the provisions of his Code shall expire by limitation and become null and void if:

(1) the building or work authorized by such permit is not commenced within twelve (12) months from the date of such permit;

(2) the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred eighty (180) days

(b) For permits where work has not commenced, a renewed permit may be obtained provided that: (1) no changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; (3) the project would not be impacted by a change in the current adopted codes, and; (4) the applicant pays a reactivation fee equal to one half the amount of the original permit fee.

(c) For permits where work had commenced and was subsequently suspended or abandoned, a renewed permit may be obtained provided that: (1) No changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) a fee equal to one half the amount required for a new permit is paid, except that where construction has progressed and has been approved to the point whereby only a final inspection is required, a fee equal to one quarter the amount required for a new permit shall be paid.

(f) *Section 109.2 Amended.*

Section 109.2, "Schedule of Permit Fees," is amended to state as follows:

For any work on buildings or structures which requires a permit and/or plan review, fees shall be paid in accordance with Resolutions and Ordinances that are established by action of the City Council of the Town of Colma.

(g) *Section 109.4 Amended.*

Section 109.4, "Work Commencing Before Permit Issuance," is amended by adding thereto the following paragraph:

That fee, for commencing work prior to permit issuance, may be equal to up to ten times the permit fee to a maximum amount of \$ 5,000.00 as determined by the Building Official. This fee is in addition to the permit costs and any additional investigative fees.

(h) *Section 110.1 Amended.*

Section 110.1, "General," is amended by adding the following to the end:

When required, Survey Stakes shall be provided prior to first inspection, and maintained so they are clearly visible until after the Certificate of Occupancy has been issued.

(i) *Section 1008.3.3 Amended.*

Section 1008.3.3, "Rooms and Spaces," is amended by adding thereto the following:

6. All bathrooms, and paths of egress from those bathrooms to an exit discharge.

(j) *Appendix B Adopted.*

Appendix B, "Board of Appeals," is adopted as part of the Colma Building Code.

(k) *Appendix C Adopted.*

Appendix C, "Group U Agricultural Buildings," is adopted as part of the Colma Building Code.

(l) *Appendix H Adopted.*

Appendix H, "Signs," is adopted as part of the Colma Building Code.

(m) *Appendix I Adopted.*

Appendix I, "Patio Covers," is adopted as part of the Colma Building Code.

5.04.070 Colma Residential Code Adopted

The 2022 Edition of the California Residential Code, contained in Part 2.5 of Title 24 of the California Code of Regulations, which incorporates and amends the 2021 Edition of the International Residential Code published by the International Code Council, together with Chapter 1, with the following changes, additions, and deletions set forth in the following section, is adopted by reference as the Colma Residential Code.

5.04.080 Administration of Colma Residential Code

The following provisions of the California Residential Code are hereby amended as follows:

(a) *Section R103 Amended.*

The term "Department of Building Safety" in Section R103 of the California Residential Code, as well as all other codes adopted in this subchapter where the term appears, refers to the Building Department of the Town of Colma.

(b) *Section R103.2 Amended.*

Section R103.2 is amended to state as follows: "The Building Official shall be appointed by the City Manager."

(c) *Section R105.5 Amended.*

Section R105.5, "Expiration," is amended to state as follows:

105.5 Expiration.

(a) Every permit issued by the Building Official, or his or her designee, under the provisions of this Code shall expire by limitation and become null and void if:

(1) the building or work authorized by such permit is not commenced within twelve (12) months from the issuance date of such permit;

(2) the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred eighty (180) days.

(b) For permits where work has not commenced, a renewed permit may be obtained provided that: (1) no changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) the project would not be impacted by a change in the current adopted codes, and; (4) the applicant pays a reactivation fee equal to one half the amount of the original permit fee.

(c) For permits where work had commenced and was subsequently suspended or abandoned, a renewed permit may be obtained provided that: (1) No changes have been made or will be required in the original plans and specifications for such work; (2) the expiration has not exceeded two (2) years from the original issuance date; and (3) a fee equal to one half the amount required for a new permit is paid, except that where construction has progressed and has been approved to the point whereby only a final inspection is required, a fee equal to one quarter the amount required for a new permit shall be paid.

(d) *Section R108.2 Amended.*

Section R108.2, "Schedule of Permit Fees," is amended to state as follows:

For any work on buildings or structures which requires a permit and/or plan review, fees shall be paid in accordance with Resolutions and Ordinances that are established by action of the City Council of the Town of Colma.

(e) *Section R108.6 Amended.*

Section R108.6, "Work Commencing Before Permit Issuance," is amended by adding thereto the following paragraph:

That fee, for commencing work prior to permit issuance, may be equal to up to ten times the permit fee to a maximum amount of \$ 5,000.00 as determined by the Building Official. This fee is in addition to the permit costs and any additional investigative fees.

(f) *Section R313.2 Amended.*

Section R313.2, "One- and Two-Family Dwellings automatic fire sprinkler systems," is amended to replace Item 1 with the following: An automatic residential fire sprinkler system is not required where an addition and/or alteration to an existing residential structure does not exceed 50% of the existing floor area.

(g) *Section R313.3.1 Amended.*

The second sentence in Section R313.3.1 "General" is amended to state: Partial Fire Sprinkler Systems are not allowed, all areas of the structure shall be protected in accordance with this chapter.

(h) *Section R313.3.1.2 Amended.*

Section R313.3.1.2 "Required Sprinkler Locations" Exception #4 is amended to read: Detached garages; carports with no habitable space above; open attached porches, unless they are located at the only egress door from the dwelling; and patio covers open on 3 sides or more.

(i) *Appendix AH Adopted.*

Appendix AH, "Patio Covers," is adopted as part of the Colma Residential Code.

(j) *Appendix AJ Adopted.*

Appendix AJ, "Existing Buildings and Structures," is adopted as part of the Colma Residential Code.

(k) *Appendix AX Adopted.*

Appendix AX, "Swimming Pools Safety Act," is adopted as part of the Colma Residential Code.

5.04.090 Colma Electrical Code

(a) The 2022 Edition of the California Electrical Code, contained in Part 3 of Title 24 of the California Code of Regulations, which incorporates and amends the 2020 Edition of the National Electrical Code published by the National Fire Protection Association, together with Article 89, with the following changes, additions, and deletions, is adopted by reference as the Colma Electrical Code.

5.04.100 Colma Mechanical Code

(a) The 2022 Edition of the California Mechanical Code, contained in Part 4 of Title 24 of the California Code of Regulations, which incorporates and amends the 2021 Edition of the Uniform Mechanical Code published by the International Association of Plumbing and Mechanical Officials, together with Chapter 1, with the following changes, additions, and deletions set forth, is adopted by reference as the Colma Mechanical Code.

(b) Appendix F, "Sizing of Venting Systems and Outdoor Combustion and Ventilation Opening Design," is adopted as part of the Colma Mechanical Code.

5.04.110 Colma Plumbing Code

(a) The 2022 Edition of the California Plumbing Code, contained in Part 5 of Title 24 of the California Code of Regulations, which incorporates and amends the 2021 Edition of the Uniform Plumbing Code published by the International Association of Plumbing and Plumbing Officials, together with Chapter 1, with the following changes, additions, and deletions, is adopted by reference as the Colma Plumbing Code.

(b) Appendix A, "Recommended Rules for Sizing the Water Supply System," is adopted as part of the Colma Plumbing Code.

(c) Appendix B, "Explanatory Notes on Combination Waste and Vent Systems," is adopted as part of the Colma Plumbing Code.

(d) Appendix C, "Alternate Plumbing Systems," is adopted as part of the Colma Plumbing Code.

(e) Appendix D, "Sizing Storm Water Drainage Systems," is adopted as part of the Colma Plumbing Code.

(f) Appendix I, "Installation Standard for PEX Tubing Systems for Hot- and Cold- Water Distribution," is adopted as part of the Colma Plumbing Code.

(g) Appendix J, "Combination of Indoor and Outdoor Combustion and Ventilation Opening Design," is adopted as part of the Colma Plumbing Code.

(h) Appendix K, "Potable Rainwater Catchment Systems," is adopted as part of the Colma Plumbing Code.

5.04.120 Colma Energy Conservation Code

The 2022 Edition of the California Energy Code, contained in Part 6 of Title 24 of the California Code of Regulations, is adopted by reference as the Colma Energy Conservation Code.

5.04.130 Colma Historical Building Code

The 2022 Edition of the California Historical Building Code, contained in Part 8 of Title 24 of the California Code of Regulations is adopted by reference as the Colma Historical Building Code.

5.04.140 Colma Fire Prevention Code

(a) The 2022 Edition of the California Fire Code, contained in Part 9 of Title 24 of the California Code of Regulations, which incorporates and amends the 2021 Edition of the International Fire Code published by the International Code Council, together with Chapter 1, with the following changes, additions, and deletions, is adopted by reference as the Colma Fire Prevention Code.

(b) Chapter 1 Division II, Administration, is adopted, in its entirety, for the administration and enforcement of the provisions of the Colma Fire Prevention Code, excepting amendments as provided herein:

- (1) Replace section 103.2, Appointment, and 103.3 Deputies with the following:

103.3 Fire Code Official.

The Fire Chief of the Colma Fire Protection District shall also be known as the Fire Code Official, or the Fire Marshal, and may delegate certain responsibilities to a deputy fire code official, and or sworn personnel.

- (2) Replace section 105.3.3, *Occupancy Prohibited Before Approval*, with the following:

SECTION 105.3.3 FIRE DISTRICT APPROVAL REQUIRED. No final inspection by the Building Official shall be made for occupancy of new or altered construction, as to all or any portion of a building or structure shall be deemed complete, and no certificate of occupancy issued, occupancy or temporary occupancy granted until the installation of the prescribed fire protection features and access ways have been completed and approved by the Fire Code Official, excluding R-3 Single Family Dwellings in accordance with Health and Safety Code Section 13146.

- (3) Amend section 106.1, *Submittals*, to read as follows:

SECTION 105.4.1 Submittals. Construction documents shall be in accordance with this section. When required by the Fire Code Official, plans submitted to the Colma Building Department or Building Official for a permit shall also be reviewed by the Fire Code Official to determine compliance with the Colma Fire Prevention Code. Upon review, a written report shall be returned to the local building official listing deficiencies or compliance with the Code.

- (4) Amend section 112.4, *Violation Penalties*, to read as follows:

SECTION 112.4 VIOLATION PENALTIES. Persons who violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or falsification of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 6 month, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

- (5) Adopt Chapter 4, *Emergency Planning and Preparedness*, in its entirety.

- (6) Amend the seventh (7th) sentence of Section 505.1, *Address Identification*, to read as follows:

SECTION 505.1 Address Identification. Numbers typically shall be a minimum of 4 inches in height with a minimum stroke of 1/2 inch for individual residential structures, and a minimum of 6 inches in height for commercial structures with a minimum stroke of 1 inch, or other approved sizes based on distances from roadways. In multi-tenant buildings, with rear doors, addresses shall also be posted upon those tenant space doors at the rear of the building. The numerals on the rear doors shall be 3 inches in height and 1/2 inch in stroke.

- (7) Add new section 507.5.7, *Fire Hydrant Standards*, to read as follows:

SECTION 507.5.7 FIRE HYDRANT STANDARDS. All fire hydrants to be installed, or replaced, shall be new, UL listed, or equivalent, wet-barrel type having a minimum of two 2-1/2 inch and one 4-1/2 inch outlets equipped with National Standard Threads.

- (8) Add new section 507.5.8, *Identification of Fire Hydrants*, as follows:

SECTION 507.5.8 IDENTIFICATION OF FIRE HYDRANTS. With respect to fire hydrants located on public streets in commercial, residential and on private access roadways, the space in front of the fire hydrant shall be painted red or otherwise appropriately marked for a distance of fifteen feet (15') in either direction from any hydrant and not less than three feet (3') on any one side. The fifteen feet (15') may be reduced to six (6') feet – when approved by the Fire Code Official. The Colma Fire Protection District shall have the authority to require any fire hydrant location be identified by installing a blue reflector on the street or access road adjacent to the fire hydrant, with the specific location of the fire hydrant to be determined by the Fire Code Official.

- (9) Amend Section 903, *Automatic Sprinkler Systems*, to delete Sections 903.2 through 903.2.10.1 and replace with the following:

903.2 WHERE REQUIRED. Notwithstanding the provisions of this Code or the provisions of any other codes applicable within the Colma Fire Protection District, an approved automatic fire extinguishing system shall be installed in the following:

- A. All new non-residential buildings having a total floor area of one thousand five hundred (1,500) square feet or more, or;
- B. All new residential buildings, or;

- C. All new buildings or structures thirty feet (30') or more in height as defined in the California Building Code, or;
- D. Buildings or structures which are three (3) stories or more, irrespective of height, or;
- E. All Group H occupancies, or;
- F. All new habitable basements, regardless of floor area, or;
- G. Existing residential structures which undergo any alteration or addition, or combination thereof, within a five (5) year period, wherein the area of alteration and/or addition, or combination thereof, exceeds fifty percent (50%) of the existing floor area, or;
- H. Existing non-residential structures which undergo any addition or alteration, or combination thereof, within a five (5) year period, wherein the area of alteration and/or addition, or combination thereof, exceeds fifty percent (50%) of the existing floor area, or;
- I. Non-residential buildings which undergo a change of use which results in a more hazardous occupancy classification as determined by the fire code official.

The 50% Rule Explained:

The renovation of any structure and/or when combined with any additions to the structure, affects a gross floor area which exceeds fifty percent (50%) of the existing floor area of the structure. For the purpose of this section, when determining the affected gross floor area of an existing structure, whenever more than fifty percent (50%) of the wall or ceiling coverings (e.g., wallboard, plaster, etc.) have been removed from within a room or space bounded by three or more walls within the structure, the entire gross floor area of the room or space shall be counted towards the total affected gross floor area of the existing structure.

Automatic Sprinkler System Exceptions:

- 1. Mausoleum and columbarium structures as defined in the Cemetery Act, State of California; and
- 2. Where this Code or the California Building Code, California Code Of Regulations Title 24, Part 2 is more restrictive.

- (10) Add Section 903.2.11.7, *Area Separation Walls* to state the following:

Section 903.2.11.7 AREA SEPARATION WALLS. The use of area separation walls may be used for area increases in accordance with the California Building Code, but shall not be used to negate the requirements for an automatic fire extinguishing system as required by this section.

- (11) Add Section 903.3.1.3.1, *NFPA 13D Sprinkler System Installation*, to state the following:

903.3.1.3.1 INSTALLATION REQUIREMENTS. In addition to the requirements of NFPA 13D the following policy shall be followed:

PLAN REVIEW –

1. Applicant shall provide a copy of a recent (within past 6 months) water flow test report. The test report shall be supplied by the water purveyor and printed on the water purveyor's letterhead.
2. A two-head calculation is required for occupancies up to 3600 sq ft. When a single family residence cannot meet California minimum water flow or access requirements, additional water flow and/or sprinkler head calculations may be required.

INSTALLATION –

1. Approved back flow assemblies shall be installed in accordance with water department requirements.
2. Water meter size shall be not less than 1 inch, with equal size service unless the Colma Fire Protection District makes exceptions.
3. When a hanger is being supported by a composite wood truss, pipe hangers shall have backing nuts on all threaded rods.
4. Approved annunciation devices shall be provided at locations designated by the Colma Fire Protection District, both exterior and interior. Approved interior mini horn devices and approved exterior audible and visual devices shall activate upon fire sprinkler water flow alarm. All notification appliances shall receive primary power from the kitchen refrigerator circuit.
5. The inspector's test valve shall be provided at the far remote-side of the system away from the riser and be clearly identified.
6. The location of the riser shall be in accordance with the Colma Fire Protection District requirements.

7. Attic (pilot) heads, for fire detection, shall be installed at attic access points with greater than 30 inches of vertical space. If the attic has room for storage, or if mechanical equipment is in the attic, fire sprinkler heads shall be installed throughout the entire attic space.

8. Fire sprinkler system main drains and Inspector's Test drains, shall be clearly identified, and shall either discharge into a Sanitary Sewer or a landscape area large enough to contain the system contents, in accordance with provisions of Municipal Regional Stormwater Permit.

INSPECTION REQUIREMENTS -

Inspections by the Colma Fire Protection District shall consist of not less than:

1. A rough installation inspection and hydrostatic test, prior to concealing any components.
2. The hydrostatic test shall be performed at 200 psi for a period of not less than 2 hours.
3. Underground piping system shall be flushed prior to connecting to the sprinkler riser.
4. Where concealed sprinkler heads are used a pre-final inspection shall be performed prior to the installation of the concealing plates to verify no presence of contaminants on the heads.
5. A final inspection.

(12) Replace Section 903.4.2, *Alarms*, with the following:

903.4.2 ALARMS. An approved audible and visual sprinkler flow alarm shall be provided on the exterior of the building in an approved location. An audible and visual sprinkler flow alarm shall be provided in the interior of the building in a normally occupied location. Multi-tenant buildings shall be provided with an audible and visual sprinkler flow alarm and a manual pull station within each separate tenant space, at an approved location. Multi-story buildings, regardless of tenancy, shall be provided with an audible and visual sprinkler flow alarm at each floor level, in an approved location. All bathrooms and walk-in coolers/freezers shall be provided with visual notification appliances where a fire alarm system is installed, actuation of the automatic sprinkler system shall activate the building fire alarm system.

(13) Replace Section 903.4.3, *Floor Control Valves*, with the following:

903.4.3 FLOOR CONTROL VALVES. Approved supervised indicating control valves and water-flow switches shall be provided at the point of connection to the riser on each floor in multi-level buildings.

EXCEPTION: Within individual dwelling units.

- (14) Replace Sections 907.2 and 907.9 with the following:

907.2 AND 907.9 WHERE REQUIRED IN NEW BUILDINGS AND EXISTING STRUCTURES. An approved fire alarm system shall be installed including manual fire alarm boxes at each exit in each tenant space of a multi-tenant building and at each exit stairway on every floor of a multi-story building regardless of tenancy.

- (15) Replace Section 907.2.9 Group R-2, R-2.1 and R-2.2 with the following:

907.2.9 Group R-2, R-2.1 and R-2.2. Fire alarm systems with manual fire alarm boxes shall be located at each ground floor exit and on each floor's exit stairways. Automatic smoke detection systems and smoke alarms shall be installed in Group R-2, R-2.1 and R-2.2 Occupancies as required in Sections 907.2.8.2, 907.2.9.1 and 907.2.10.2.

- (16) Replace Section 1008.3.3, *Rooms and Spaces*, Item #5 with the following:

5. All public restrooms, and paths of egress from those restrooms to an exit discharge.

- (c) The following Appendix Chapters are adopted;

Appendix A Board of Appeals

Appendix B Fire-Flow Requirements for Buildings

Appendix BB Fire-Flow Requirements for Buildings (Schools)

Appendix C Fire Hydrant Locations and Distribution

Amend Table C102.1, *Required Number and Spacing of Fire Hydrants*, Footnote C, to state the following:

Where water mains are extended along streets where fire hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided with spacing determined by the Fire Code Official, to provide for transportation hazards.

Appendix CC Fire Hydrant Locations and Distribution (Schools)

Appendix D	Fire Apparatus Access Roads
Appendix F	Hazard Ranking
Appendix I	Fire Protection Systems – Noncompliant Conditions

5.04.150 Colma Existing Building Code

The 2022 Edition of the California Existing Building Code, contained in Part 10 of Title 24 of the California Code of Regulations, is adopted by reference as the Colma Existing Building Code.

5.04.160 Colma Green Building Standards Code

(a) The 2022 Edition of the California Green Building Standards Code, contained in Part 11 of Title 24 of the California Code of Regulations, with the following changes, additions, and deletions, is adopted by reference as the Colma Green Building Standards Code.

(b) Section 4.408, "Construction Waste Reduction, Disposal and Recycling," is amended by deleting Sections 4.408.1 through 4.408.5 and adding a new Section 4.408.1 to state as follows:

4.408.1 All construction and demolition work within the Town of Colma shall be in compliance with sections 5.04.260 through 5.04.350 of the Colma Municipal Code.

(c) Section 5.408, "Construction Waste Reduction, Disposal and Recycling," is amended by deleting Sections 5.408.1 through 5.408.1.4 and adding a new Section 5.408.1 to state as follows:

5.408.1 All construction and demolition work within the Town of Colma shall be in compliance with sections 5.04.260 through 5.04.350 of the Colma Municipal Code.

(d) Section 5.04.290 of the Colma Municipal Code, "Diversion Requirements," is amended and restated in its entirety to read as follows:

5.04.290 Diversion Requirements

The Builder shall follow the diversion requirements in the 2022 California Green Building Standards Code, as adopted by reference and amended by the Town in subdivision A of this Section 5.04.160.

5.04.170 Colma Referenced Standards Code

The 2022 Edition of the California Referenced Standards Code, contained in Part 12 of Title 24 of the California Code of Regulations, is adopted by reference as the Colma Referenced Standards Code.

5.04.180 Colma Housing Code

(a) The 1997 Edition of the Uniform Housing Code published by the International Conference of Building Officials, with the following changes, additions, and deletions, is adopted by reference as the Colma Housing Code.

(b) Section 203.1 is hereby deleted.

(c) Section 302, *Fees*, is amended in its entirety to read as follows:

Whenever work is required to be done under the provisions of this code, a building, plumbing, electrical or mechanical permit may be required by the Building Official prior to commencement of the work. Fees may be assessed pursuant to permit fee resolutions adopted by the City Council from time to time. If abatement proceedings are initiated against a property to gain compliance with the provisions of this code, all costs associated with the abatement shall be paid by the property owner pursuant to the provisions of subchapter 2.01 of the Colma Municipal Code.

(d) Section 1001.2, *Inadequate Sanitation*, is amended by adding the following:

16. Lack of an approved potable water supply.

5.04.190 Colma Property Maintenance Code

The 2018 Edition of the International Property Maintenance Code as published by the International Code Council is adopted by reference as the Colma Property Maintenance Code.

5.04.200 Interpretation

The provisions of these Codes are enacted for the public health, safety, and welfare and are to be liberally construed for those purposes thereof.

5.04.210 Codes Available to the Public

A complete set of the above referenced codes adopted in this subchapter shall be maintained in the Building Department and shall be made available for review by the public.

ARTICLE 3. FILING OF ORDINANCE

The City Clerk is hereby directed to file a copy of this Ordinance with the California Building Standards Commission of the State of California.

ARTICLE 4. LIABILITY

The provisions of the Colma Building Codes shall not be construed as imposing upon the Town of Colma any liability or responsibility for damage to persons or property resulting from defective work, nor shall the Town of Colma, or any official, employee or agent thereof, be held as assuming any such liability or responsibility by reason of the review or inspection authorized by the provisions of the Colma Building Codes of any permits or certificates issued under the Codes.

ARTICLE 5. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

ARTICLE 6. CEQA COMPLIANCE

The City Council finds that the changes made to the Codes are enacted to mitigate the threats posed to public peace, health and safety from earthquakes, high winds and fire. Therefore, it can be seen with certainty that adoption of this ordinance will not have a significant adverse effect on the environment and is therefore exempt from California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines. The City Planner is directed to file a notice of exemption within five (5) days of the adoption of this ordinance.

ARTICLE 7. PUBLICATION AND EFFECTIVE DATE

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within fifteen (15) days of its passage and shall take force and effect thirty (30) days after its passage.

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Certification of Adoption

I certify that the foregoing Ordinance No.____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on January 11, 2023, and adopted at a regular meeting of the City Council of the Town of Colma held on February 8, 2023, by the following vote:

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

Dated: _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Angelika Abellana, Recreation Services Manager
VIA: Brian Dossey, City Manager
MEETING DATE: February 8, 2023
SUBJECT: 2023 Adult Holiday Event

STAFF RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION DIRECTING THE CITY MANAGER TO: (1) PLAN AND COORDINATE AN ADULT HOLIDAY EVENT IN DECEMBER 2023; (2) SET THE PARTICIPATION FEE FOR THE ADULT HOLIDAY PARTY AT \$15 FOR ADULTS AND \$10 FOR SENIORS AND DISABLED, ALL PURSUANT TO CEQA GUIDELINES 15301 AND 15323.

EXECUTIVE SUMMARY

The purpose of this agenda item is to update the Council on the Adult Holiday Event and receive direction on the following questions:

- (1) Should the Town relocate The Adult Holiday Event in 2023?
- (2) If so, should the event be hosted at:
 - (a) Farallon Room – Skyline College with a budget of \$29,600
 - (b) South San Francisco Conference Center with a budget of \$37,700

In March 2020, Staff presented several new venue options to the City Council that included the Farallon Room and South San Francisco Conference Center. City Council directed staff to move forward with hosting an event at the Farallon Room in 2020. Due to the pandemic the Adult Holiday Event was cancelled for the next two years until it was safe to host a large indoor event. In December 2022, staff safely hosted the Adult Holiday Party at the Farallon Room at Skyline College.

Due to the cost of the Adult Holiday Event and the policies surrounding how the Recreation Services Department sets participation fees, staff is recommending the City Council temporarily amend the fee structure for the Adult Holiday Event making it more affordable for the residents to participate.

FISCAL IMPACT

Staff estimates a Holiday Event for adults and seniors to cost between \$29,600 and \$37,700 at one of the proposed venues.

BACKGROUND

Due to the recession, the Adult Holiday Event was cancelled from 2009 – 2014. From 2015 to 2019 the City Council directed the City Manager to host the Adult Holiday Event at the South San Francisco Conference Center.

The South San Francisco Conference Center has been an ideal location for the Adult Holiday Event for the following reasons:

- Proximity to Colma
- Ability to accommodate 250 people
- Diversity and flexibility of menu options
- Sufficient parking and transportation accommodations
- Ability to provide quiet area
- Willingness to work with budget

Based on the research that was conducted in 2023, and resident feedback, staff concluded the residents would like to see a change in venue. Staff recommends that the City Council choose between two possible choices:

- Farallon Room – Skyline College with a budget of \$29,600
- South San Francisco Conference Center with a budget of \$37,700

Please see attachment A for venue comparisons.

2023 Adult Holiday Event Re-cap

The 2023 Adult Holiday Event was very successful. Approximately 161 residents and staff participated, and staff received many positive comments. Participants enjoyed hand passed appetizers, buffet dinner, photo booth and DJ entertainment and a quiet lounge area with hot chocolate and cookies. The total cost for the Adult Holiday Event was \$ 25,711.00, which came in under budget. The reason for the costs being under budget is due to direct savings in the areas of printing, decorations, DJ entertainment, and the lower maximum capacity of the event.

Even though the event was successful, staff did hear concerns over the temperature of the venue, cash only bar, limitations to beer and wine only, no plates for the dessert, no coffee service at the tables, and the lounge not being useful due to its configuration and location to the main ballroom.

ANALYSIS

Adult Holiday Event

1. Farallon Room – Skyline College with a budget of \$29,600

The Farallon Room at Skyline College is perched cliffside in San Bruno, overlooking the Pacific Ocean and hills below. The new location boasts floor to ceiling windows, two fireplaces, and a semi-enclosed patio. The venue has Saturday, December 9, 2023, available.

Cost

With similar expenses to the previous holiday event, staff estimates the cost of the event at the Farallon Room – Skyline College to be \$29,600 with 180 participants. Based on 180 participants, the per person is \$164. Please see attachment B for the Farallon Room proposal and photos.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$19,000
Decorations (centerpieces & holiday scenes-props)	\$2,000
Entertainment (DJ) and Photobooth	\$1500
Supplies	\$500
Band (if requested by Council, but could take away seating space – if not – subtract \$3,000)	\$3,000
Buses	\$3,100
TOTAL	\$29,600

PRO's

- State of the art new venue
- Saturday on hold – December 9, 2023
- Proximity to Colma
- Lots of Parking

CON's

- Less event time – 4 hours
- Beer & Wine only
- Staff would need to purchase all beverages ahead of time
- Cash Bar only, no credit cards accepted. ATM not on site
- Lounge area in a lecture style classroom
- Thermostat cannot be changed easily
- ADA Ramp to venue is not easily accessible
- Photobooth and Buffet line not hidden
- No designated dance floor
- No coffee table service
- Capacity of 180

2. South San Francisco Conference Center with a budget of \$37,700

Based on the reasons stated in the background section of this report, its availability and willingness to work with the Town, the South San Francisco Conference Center is also a desirable venue for the 2023 Adult Holiday Event. The Conference Center is also prepared to offer the same menu for a slightly

higher fee from 2019; costs are estimated to go up in 2023. The venue has Saturday, December 9, 2023 on hold for the Town.

Cost

With similar expenses to the previous holiday event, staff estimates the cost of the event at the South San Francisco Conference Center will be \$37,700 with 235 participants. Based on 235 participants, the per person is \$160.00 (the per person cost is less than the Farallon Room). Please see attachment B for the South San Francisco Conference Center 2023 proposal.

<u>Item</u>	<u>Cost</u>
Marketing Materials (Flyers, invites, postage, etc.)	\$500
Food & Beverage (appetizers, buffet, desserts, cash bar and SSF Conference Center charges)	\$26,500
Decorations (centerpieces & holiday scenes-props)	\$2,500
Entertainment (DJ) and Photobooth	\$1,500
Supplies	\$500
Band (if requested by Council, but could take away seating space – if not – subtract \$3,000)	\$3,000
Buses	\$3,100
TOTAL	\$37,700

PRO's

- Saturday Date reserved – December 9, 2023
- Easy working relationship
- Options from Dinner Menu
- More party time – 6 hours
- Additional options from Dinner Menu

CON's

- Same venue
- Anticipated Higher pricing.

If fewer residents attend the Holiday Event at the SSF Conference Center, the overall costs would be less as well.

Alternatives

1. Choose not to host the Adult Holiday Event in 2023.
2. Save \$3,000 in the budget by having a DJ entertainment and not having a live band.

Council Adopted Values

Approving the motion is the *responsible* action, allowing for the Recreation Department ample time to plan and coordinate a successful Holiday Event.

ENVIRONMENTAL

The City Council's motion to potentially direct an Adult Holiday Party in 2023 and its direction on a choice of venue is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15301 as both actions would make use of an existing facility with no expansion of use. It is also exempt pursuant to CEQA Guideline 15323 as any venue chosen will be used for a public gathering

and CEQA Guideline 15323 exempts from environmental review any normal use of a facility for public gatherings.

CONCLUSION

Staff seeks comments, questions, and opinions from each Council member regarding the matters described in this report. Council's direction will be used to guide staff relating to event programming in fiscal year 2023-2024.

Based on participation and feedback staff is recommending City Council direct the City Manager to coordinate an Adult Holiday Event 2023, and to confirm the December 9, 2023, reservation with The Farallon Room at Skyline College or at the South San Francisco Conference Center for the Adult Holiday Event.

Due to the cost of the Adult Holiday Event and the policies surrounding how the Recreation Services Department sets participation fees, staff is also recommending the City Council to temporarily amend the fee structure for the Adult Holiday Event making it more affordable for the residents to participate.

ATTACHMENTS

- A. 2020 Adult Holiday Event Venue Matrix
- B. 2022 Farallon Room Final Costs
- C. 2023 South San Francisco Conference Center Proposal



2023 Adult Holiday Event Venue Matrix

Venue	Distance from Colma	Availability	Capacity	Lounge Area	F&B + Room Rental Cost	F&B Details	Staff Comments	Total Cost (F&B, Transportation, DJ/Band, Decorations, Corkage/Wine, Misc.)	Recommendations
Farallon Room – Skyline College	7 miles	Saturday 12/9/2023	180	Yes, available classroom	\$19,000.00	Includes four appetizers, one starter salad, one bread, any three entrée options with appropriate accompaniments included. Hosted Beverages, Beer & Wine (Cash Only) No spirits. Rent cups for beverages. Coffee/Tea not available on table. Party from 6pm - 10pm	Room has a beautiful view and is ADA accessible. No option for lounge area. Party hours would only be 4 hours 6p 10p.	\$29,600.00	Could work for the Town, 1 hour less party time, no spirit, lounge is in a classroom. Limitations on participation.
SSF Conference Center	5 Miles	Saturday 12/9/2023	280	Yes	\$26,500.00	3 appetizers, buffet with two salads, two entrees, pasta, two sides, rolls, and family style desserts. Hosted non alcoholic beverages cash bar. Party from 6pm - 11pm	Good fit for Town, location and room space works, the food is good and they are familiar with our needs. By providing transportation parking should be less of an issue.	\$37,700.00	Could work for the Town. Familiar Venue with increased fees



Pacific Dining

P.O. Box 6789
 San Mateo, CA 94403 US
 (833)722-3463
 miriam@pacific-dining.com



INVOICE

BILL TO

Angelika Abellana
 1520 HILLSIDE BOULEVARD
 COLMA, CA 94014

INVOICE # 47125**DATE** 12/17/2022**DUE DATE** 01/15/2023**TERMS** Net 15**EVENT DATE**

12-17-22

EVENT TITLE

Town of Colma Holiday Party

REFERENCE

TFR B12

DATE	ACTIVITY	AMOUNT
	Other:Catering	0.00
	The Farallon Room @ Skyline College Town of Colma Holiday Party Final Count 185 (incl. 5 vendors)	
	Other:Catering	9,620.00T
	Assisted Buffet Package w/ Prime Rib Upgrade, @ 52pp	
	Other:Catering	1,356.75T
	Dessert Upgrades 135 Ice Cream Sundae Bar + 4.25pp 135 Petite Dessert Display + 5.80pp	
	Other:Catering	91.25T
	25 Cookie Assortment +1.45ea 25 Hot Chocolate +2.20ea	
	Other:Catering	1,328.16
	12% Service Fee	
	Other:Catering	632.50
	Bar Staff, 3 Staff @ 5.5 hrs (1 added for cash bar)	
	Other:Catering	57.50
	Bar Pour Fee @ 0.50 per drink 115 alcoholic beverages	
	Other:Catering	108.00
	Wine Pre-Set @ Tables Corkage Fee @ \$3/bottle 36 bottles (2 per table)	
	Other:Catering	-230.00
	Cash Collected at Bar, CREDIT	
	Other:Catering	854.00
	UNICA Party Rentals Order #79392 Total LESS sundae glassware+teaspoons	

Thank you for your Business!

SUBTOTAL	13,818.16
TAX (0.09875)	1,092.97
TOTAL	14,911.13
PAYMENT	9,756.00

BALANCE DUE

\$5,155.13



San Mateo County Community College District

3401 CSM Drive
San Mateo, CA 94402

(650) 358-6743 Fax (650) 574-6574

Invoice No. **520182**

INVOICE

Invoice to

Town of Colma

1520 Hillside Blvd.

Colma, CA 94014

Attn: Angelika Abellana

Date: September 20, 2022

Campus: District Auxiliary Services

3401 CSM Drive

San Mateo, CA 94402

Attn: Beth Dominik

Account: 52001-10392-5690-691000

Description	Amount
Event Date: December 17, 2022 Town of Colma Holiday Event	
Farallon Room Space Rental	2,950.00
Facilities (Custodial cleaning, furniture setup, reset)	INCL.
Audio/Visual*	0.00
Insurance - TULIP, with alcohol	300.00
ABC Permit & Admin Fees	175.00
Public Safety *	320.00
Less Deposit Hold	(250.00)
*Estimate, subject to change after event	
Fees for Set Up, Reset and all Food Related Costs Billed Directly by Pacific Dining	
TOTAL	\$3,795.00
Please make checks payable to: San Mateo County Community College District Federal I.D. # 94-3084147	

Please return copy with remittance to insure proper credit to your account.

For Office Use Only

Check #

Date

Amount

Original





**SOUTH SAN FRANCISCO
CONFERENCE CENTER**

Event Name: Town of Colma 2023 Holiday Party

Contact: Ms. Angelika Abellana

Email: aabellana@colma.ca.gov

Phone: 650-985-5682

**Plated Dinner
Event Estimate Cost Saturday, December 9, 2023**

ITEM	PRICE	QUANTITY	TOTAL
Dinner Buffet Dessert and Appetizers included per person	\$75.00	235	\$17,625.00
Hot Chocolate and Cookies package per person	\$23.00	30	\$690.00
			\$0.00
			\$0.00
Food and Beverage Subtotal			\$18,315.00
25% Banquet Service Charge			\$4,578.75
Subtotal			\$22,893.75
9.875% California State Sales Tax			\$2,260.76
Food and Beverage Total			\$25,154.51
Food and Beverage Minimum is \$18,000.00 not including Service Charge, Sales Tax and Labor Fees			\$0.00
Room Rent (Salons A-E & Baden A)	\$2,750.00	1	\$2,750.00
Band Power Drop Fee	\$400.00	1	\$400.00
DJ Electrical Power Package Fee	\$300.00	1	\$300.00
Dance Floor (18'X18')	\$252.00	1	\$252.00
Bartender Fee/ Bar Set up fee per bar	\$300.00	2	\$600.00
Insurance *Rate subject to change (client to provide own COI)	\$260.00	0	\$0.00
Security fee per Police Officer (\$130.00/hr.6.5 hrs.scheduled)*Rate subject to change	\$130.00	6.5	\$845.00
Refundable cleaning deposit fee (minimum)	\$1,000.00	1	\$1,000.00
Total SSFCC Charges			\$6,147.00
Deposits Made			

IMPORTANT NOTE: Estimated Additional Service Charges for Event-Related Labor, Equipment, Security, Electrical, Insurance, and other services will be determined at a later date, during the

detailing of your event process. Staging, dance floor and any other equipment needs required over and above the Conference Center inventory will be provided at prevailing rates. The conference Center has limited inventory which is available on a first-come, first serve basis.



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Brian Dossey, City Manager
MEETING DATE: February 8, 2023
SUBJECT: Status Update to 2020 - 2022 Strategic Plan

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO ACCEPT UPDATE AND TO CLOSE OUT THE 2020 - 2022 TOWN OF COLMA STRATEGIC PLAN PURSUANT TO CEQA GUIDELINES 15306 AND 15378

EXECUTIVE SUMMARY

The attached document provides a status update on each program of the approved 2020 - 2022 Strategic Plan.

FISCAL IMPACT

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

BACKGROUND

The attached Strategic Plan Status Update provides updates to each of the initiatives in the 2020 - 2022 Strategic Plan, as approved by the City Council in February 2020. February 2023 status updates are shown in **bold text**. The original plan reflected the prioritization of proposed programs as determined by the City Council at the January 2020 Strategic Planning Study Session.

ANALYSIS

Despite the Covid – 19 pandemic that started in March 2020, staff has made significant progress in meeting the goals of the 2020 - 2022 Town of Colma Strategic Plan. Most of the

programs in the plan are either underway or have been completed. Please see below for a list of the accomplishments for 2022.

Resiliency

- The City Council adopted the sewer enterprise fund in the spring of 2022.
- Staff was able to sell the unit at 1365 Mission Road for \$940,000 in January 2023.
- The Town's telework policy was completed and implemented.
- Staff met the requirements set by SB 1383.
- Staff completed another CERT/CAPE training, certifying 5 new team members.

Operations

- Staff committed to posting to our social media accounts frequently and in a coordinated effort to make sure all departments posted consistent messaging expanding our message to as many people as possible.
- The Town received the GFOA budget award for the FY2022-23 budget.
- The vehicle speed feedback signs along Mission Rd have helped the Colma Police Department with their enforcement along the corridor.
- Due to the success of the ALPR system, the Police Department the City Council authorized the purchase of two additional cameras, and the Police Department has partnered with two local businesses for three additional ALPR cameras.

Economic Development

- The General Plan Update was adopted by the City Council in March 2022.
- The Housing Element was approved by the City Council in January 2023 and sent to the State for certification.
- Staff continued its meetings with the local business community, re-started the Mayor Chamber walks, published four "Colma Works" newsletters, and hosted the Business Recognition Luncheon. Efforts continue with the "Retail Coach" filling commercial vacancies.
- Two new businesses opened in 2022; Dash Mart, Boot Barn. Three additional business are scheduled to open in the first quarter of 2023; VinFast, Pet Club and Good Feet.

Community

- Parking enforcement continued and the current policies in place are fair and appear to work for the community.
- Age Friendly City Binders with resources for the senior population were created for the public and are available at the Community Center and Recreation Center.
- Staff hosted a historical virtual scavenger hunt as well as multi cultural programs and event.
- Staff hosted two cinemas in the cemeteries this year, expanding the program.
- The Adult Holiday Party returned this year after being cancelled due to Covid 19.

Capital

- The pavement project on the 300 Block of F Street was completed.
- The F Street Wall rehabilitation project was completed in early 2023.
- The Town completed the Council Chamber A/V upgrade supporting hybrid City Council meetings.
- Staff purchased its first all-electric Department of Public Works vehicle.
- Staff received over \$13 million in grant funding for various future roadway projects throughout Town.

The City Council will discuss 2023-2025 Strategic Plan at a Special Meeting on March 2, 2023.

ENVIRONMENTAL

The City Council's action in accepting the update and closing out the 2020-2022 Town of Colma Strategic Plan is exempt from environmental review as the Plan has historically been more akin to information collection leading to an action that the public agency had not yet approved, adopted, or funded pursuant to CEQA Guideline 15306. The 2020-2022 Strategic Plan detailed various projects that were studied by Town staff and implemented subject to independent CEQA review, but the Plan itself did not commit the agency to any course of action or cause any environmental impact because of its adoption, acceptance, or close out. It is also exempt pursuant to CEQA Guideline 15378 as an organizational activity of the government that does not independently result in a potentially significant physical impact.

Council Adopted Values

Accepting the status update and closing out the 2020-2022 Strategic Plan is the *responsible* action because it provides certainty of the framework of priorities for Staff to follow. The goals and programs of the Strategic Plan consider the Town's long-term financial stability and promote innovation and vision for the Town's operations as well.

Sustainability Impact

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

Alternatives

The Council could not accept the status update and could, instead, direct staff to bring back a more comprehensive review of the Plan. Staff does not recommend this action, however, as the next Council discussion centers around updating the Strategic Plan for 2023-25.

CONCLUSION

Staff recommends the Council move to accept the status update and close out the 2020-2022 Town of Colma Strategic Plan.

ATTACHMENTS

- A. Status Update to 2020 - 2022 Strategic Plan



2020-22 STRATEGIC PLAN

Value Statement

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

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

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

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

Goals and Priority Programs

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

*Priority Program

Programs

Resiliency

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

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

STATUS FEBRUARY 2021

In late 2019 and early 2020, staff hired a consultant to build community support for a revenue tax initiative ensuring future financial stability, however due to the outbreak of COVID 19, staff was unable to get the community to engage in the effort. The project was tabled in May 2020.

Staff re-engaged with the San Mateo County regarding the Colma Lighting District in February of 2020; however due to the pandemic, priorities for the County as well as the Town shifted away from this project. Staff will soon contact the County to re-start this effort. Because this is a District, we also need to confer with LAFCO on the processes that are required in dissolving the Colma portion of the “Colma Lighting District”.

Staff has had discussions with the City Council during budget presentations regarding the potential of establishing a Sewer Sanitary Enterprise Fund to fund annual operational and future capital Sanitary Sewer expenditures. During the previous budget presentations, the City Council requested this item come back to them in a study session. A Study Session is scheduled for March or April 2021.

Staff has met with Cal Water regarding a franchise agreement through which the Town could receive franchise fees. Cal Water and the Town are currently reviewing previous agreements between both parties to see if charging for franchise fees is possible.

Staff has had conversations with HIP Housing and HEART regarding the property at 1365 Mission Road and both have stated that they are not interested in purchasing the property. The property in general does not work for HIP, and HEART typically does not purchase property but instead provides home loans.

STATUS FEBRUARY 2022

Based on feedback received during the 2021 Strategic Plan update staff has elected to table any ballot initiative efforts related to taxes at this time. Staff will await City Council direction before revisiting this strategy. Staff has reallocated a portion of the consultant fees scheduled for a tax initiative to an Economic Development program (“Retail Coach”) that may lead to filling commercial vacancies at the Town’s shopping centers. More information on the program can be found under Economic Development.

Due to COVID 19 and retirements of key personnel within the County Public Works Department, staff has had an on and off again dialog with San Mateo County in regard to next steps in gathering information as it relates to the Colma Lighting District (CLD). We have contacted the Interim Public Works Director regarding the Town’s interest in annexing the Colma portion of the CLD. The Interim Director was encouraged and was agreeable to assisting the Town in what would be next steps in the annexation process.

Staff has held several study sessions with the City Council and Public regarding the formation of a Sanitary Sewer Enterprise Fund for the Town’s wastewater treatment and collection system. Within those study sessions, City Council and staff explored the advantages and obstacles in creating an Enterprise fund for the Town’s sewer system. The goal of the study sessions was to bring an awareness to the City Council and Public

regarding the importance of having an enterprise fund that would allow the Town to operate the sanitary sewer system from an independent fund supported through rate payers (users) and not through the Town's General Fund. The study sessions defined how a Sewer Enterprise fund can be considered as a best practice approach that would promote long-term stability and show that direct costs such as maintenance and operation, and capital investment can be budgeted and accounted for through the Enterprise Fund. City Council then directed staff to take the next steps in establishing an Enterprise Fund for the Town's sewer system. The first study session regarding rates was held in January of 2022.

There has been minimal progress with Calwater regarding establishing a Franchise agreement. In meetings with CalWater, CalWater took the position that they are exempt from a franchise requirement and fees due to sparse and unclear documentation from years ago. Staff did inquire with several jurisdictions regarding cities that have Calwater as their water purveyor and if they had a franchise agreement in place. Currently we were only able to locate one jurisdiction that had a Cal Water Franchise Agreement. Staff and the City Attorney's office will continue conversations with Calwater to see if a Franchise agreement is feasible.

Staff has made arrangements to have the housing unit at 1365 Mission Road available for sale by the fall of 2022.

STATUS FEBRUARY 2023

Staff has held several meetings with San Mateo County Public Works staff as well as the County's Local Agency Formation Commission (LAFCo) throughout 2022 regarding the portion of streetlights with in the Colma Light District that reside in the Town of Colma. Response time on maintenance and repair of the Street lights owned by the Colma Lighting District has been unpredictable over the years, by the Town taking over these responsibilities we could give a higher level of assurance that maintenance and repairs would be dealt with more expeditiously. By doing this, the Town would create its own Lighting District and enterprise fund for the maintenance and care of the streetlights.

To fund this endeavor, staff has identified that Colma's portion of the Colma Lighting District generates about \$135,000 annually from property taxes. The revenue collected from the property tax rolls is to provide the needed operation and maintenance money to maintain the Colma Lighting District streetlights. Working with LAFCo and the County Controllers Office, it was determined because the Town is a low property tax city, the Town would only be able to receive a portion of the property tax revenue that is dedicated to the Colma Lighting District, that amount would be in the range of \$75,000 to \$80,000 annually.

Staff has suggested to the County the idea of not splitting the Colma Lighting District and instead entering into an agreement where Colma maintains their portion of the streetlights and in return receives the full amount of taxes collected by the County, including a portion of the Colma Lighting District reserves. Colma's portion of the reserves would help offset the cost of replacing the aging street lights in the Sterling Park neighborhood.

In 2023, staff will continue to work with the County and LAFCo further weighing the option in assuming Colma's portion of the Colma Lighting District.

The sewer enterprise fund project was completed and approved by the City Council in the spring of 2022.

A little bit of forensic work has taken place regarding data collection, legal interpretations and legal departments starting the process of establishing a water purveyors' franchise. The process has been slow, and it is our intent to step up the pace in meeting with Calwater officials to memorialize an agreement that establishes Calwater as the Town's water purveyor.

The Unit at 1365 Mission Road was sold in January 2023 for \$940,000.

- Workforce Wellness, Engagement, Retention and Recruitment *
 - **Description:** The Colma Value Based Code of Conduct identifies work-life balance as an “in practice” statement under the value of Fairness and developing stronger relationships is identified under the value of Responsibility. Using these Values as a guide to employee retention and recruitment are essential to the Town's resiliency.
 - **Employee Retention & Wellness.** Engaging with existing employees through workgroups and individually to brainstorm and create a wellness program that is affordable and useful to Town Staff. This may include new web and phone applications to provide literature to employees on mental, emotional, and physical wellness and other programs to help foster stronger relationships and work-life balance. Staff will also research programs and opportunities through California League of Cities.
 - **Recruitment.** Engaging prospective candidates through outreach with local certification and education programs to gather information on what would entice these prospective candidates to work in municipalities and specifically the Town of Colma.
 - **Assigned to:** HR, Police Department, CMO & Recreation

STATUS FEBRUARY 2021

Through a series of meetings with Police Department personnel, staff proposed contracting with Cordico during FY2020-21 budget presentations to the City Council as part of the Town's wellness program. Cordico is a smartphone wellness application that provides information on seeking counsel, mindfulness, fitness, suicide prevention, financial assistance, nutrition, etc. Council approved the expenditure for the smartphone application and staff is currently in the implementation process.

STATUS FEBRUARY 2022

The Cordico smartphone wellness application was completed in the first quarter of 2021 and has been made available to staff.

Since the start of the COVID 19 pandemic, the Town has offered a telework program to employees who are able to work from home. Due to the success of the telework program, the program continued when the State of California re-opened in June 2021. The telework program allows employees to work from home a couple days a week, minimizing

operational disruption when an employee was exposed to or had been infected with COVID 19. The program also minimized the spread of the virus during the recent Omicron surge – a variant of the COVID 19 virus.

The department also focused on providing a safe work environment by providing personal protective equipment, sanitary supplies, portable HEPA air filters, and up-to-date Cal/OSHA workplace safety requirements, and a return-to-work policy. To ensure all employees have easy access to COVID 19 protocols, the COVID 19 Prevention Plan and other documents are posted on the Town's Human Resources website.

As the COVID 19 pandemic reaches or nears endemic, staff will research other work-life-balance trainings and opportunities.

As of January 2022, the Town is close to being fully staffed in all departments, including the three frozen positions – Police Sergeant, Police Officer, and Recreation Manager. Upon filling two police officer positions (two candidates are in background) the Town will be fully staffed. Recruitments of part-time positions will continue; and new staff will be hired based on department's needs.

STATUS FEBRUARY 2023

The Colma Telework Policy was signed and posted on the Town's website in October 2022.

In December 2022, Staff completed the NeoGOV recruitment implementation and will be working on the onboarding portion of the software.

Training opportunities have been offered through the San Mateo County and LCW Consortiums. Both consortiums have been recognized by HR professional associations.

- **Update Climate Action Plan, Consider Reach Code Ordinance & Recycled Water Program**
 - **Description:** The State has set new GHG reduction goals and technology has improved and changed since the adoption of the Climate Action Plan in 2013. The update will include:
 - Discussion to address Senate Bill 32 (2016) which requires California to reduce GHG emissions to 40% below 1990 levels by the year 2030 (previous target was 20% by the year 2020).
 - Updated policies based on new technologies and best practices to reach the new 2030 goal (Colma has exceeded the goal for 2020)
 - **Assigned to:** Sustainability & Planning
 - **Description:** Adopt reach codes which apply only to new construction to improve Electric Vehicle charging infrastructure and increase electrification of new buildings.
 - **Assigned to:** Building, Planning, & City Attorney
 - **Description:** Partner with Daly City, Cal Water and SFPUC to promote and establish a reclaimed water system within the Town of Colma
 - **Assigned to:** CMO & DPW

STATUS FEBRUARY 2021

At the October 28, 2020 meeting, the City Council adopted the 2030 Climate Action Plan Update, which details the road map to meeting the GHG reduction requirements under SB 32.

A Reach Code Ordinance was introduced to the City Council at the March 11, 2020 City Council meeting however, due to the outbreak of COVID 19, this item was tabled. Staff re-introduced the Reach Code Ordinance at the January 27, 2021 Council meeting.

The City Manager and Director of Public Works have attended several meetings and workshops with the SFPUC, Cal Water, City of Daly City and Colma Cemeteries regarding the possibility of bringing a reclaimed water system to Colma. The purpose of this project is to encourage cemetery owners to purchase reclaimed water vs pumping potable water from the aquifer that sits below the northern part of San Mateo County and San Francisco. This is a long-term project that is in the feasibility phase.

STATUS FEBRUARY 2022

Staff developed a new Sustainable Foodware Ordinance, which was approved by City Council; the ordinance requires businesses to reduce single use plastic and require compostable foodware.

The Town met SB 1383 regulations compliance by developing the SB 1383 Ordinance, SB 1383 Edible Food Recovery Program and SB 1383 Procurement Policy, approved by the City Council. The Town also received the CalRecycle waiver approval for SB 1383 collection programs.

The Town partnered with Peninsula Clean Energy (PCE) for the initiation of a solar installation (battery storage option) project for the Colma Community Center, and regional joint procurement approved by City Council.

Staff identified a grant opportunity to develop new electric vehicle infrastructure installations in Colma in partnership with PCE. This project will be continued to Q1 2022.

The Town also met and exceeded AB 32 greenhouse gas reduction targets through the Climate Action Plan program implementation with a focus on energy efficiency.

Staff completed a nomination packet for the All-Electric Building Leadership Award for Town Hall (award notification is due February 2022)

Staff has collaborated with Republic Services to begin implementation of SB 1383 requirements. Staff has met with Republic Services staff to increase outreach to businesses to reduce organics and recyclables to landfill. Colma continues to meet and exceed AB 939 diversion requirements.

STATUS FEBRUARY 2023

In 2022, staff worked on implementing the high-impact greenhouse gas reduction programs identified in the Town's Climate Action Plan 2030; programs included expanding electric vehicle infrastructure, electrification of building energy use, and increasing solar installation. Meeting the state's 2030 greenhouse gas reductions target will require City Council to consider electrification (also known as reach codes) since 90% of the Town emissions are from building energy use and transportation. Staff will continue to expand outreach and education for the Colma community on benefits of electrification for existing buildings that include cost-savings, health benefits and financial incentives.

The Town met the 2022 requirements of SB 1383 which include meeting annual procurement requirements for organic waste end products, meeting procurement of recycled content paper products by Town departments, meeting edible food recovery requirements, and new reporting requirements to CalRecycle. The Town met requirements via participation in cost-effective programs that reduced the need for significant staff time with partnerships with the Office of Sustainability/San Mateo County. In 2023, staff is participating in a new partnership to enable the Town to cost-effectively meet the annual procurement target for organic waste end use products through an agreement with the agricultural community on the San Mateo County coast, the Resource Conservation District and the Office of Sustainability.

In Q1 and Q2 of 2023, staff will be updating the Community Greenhouse Gas (GHG) Inventory) in partnership with the Office of Sustainability. This project is funded by the County and will identify the Town's current GHG status in meeting 2030 GHG reduction targets as established by SB 32 which requires 49% GHG reduction by 2030.

In 2022, staff developed a new innovative program that was recognized at a recent CalRecycle state-wide meeting. This program included providing certified organic compost delivered to cemeteries and was very successful since it provided environmentally friendly compost to cemeteries, reduced water usage and pesticides use at cemeteries and allowed the Town to meet the SB 1383 procurement target for organic end products. This program will continue in 2023 and staff will work to expand this to other cemeteries and nurseries.

Additionally for 2023, staff plans to expand outreach/education to cemeteries and nurseries on sustainable methods for water usage, as well as expanding energy efficiency thanks to new financial incentives through Peninsula Clean Energy (PCE).

In 2023, staff will continue to focus on the higher impact, lower cost GHG reduction programs in the Town of Colma's CAP 2030 Update that include:

- Expand electric vehicle infrastructure project through grants in partnership with PCE.

- **Complete installation of solar panels at the Community Center planned for fall 2023. Also, staff will work on feasible options to implement a cost-effective battery storage option for the Community Center that will increase community resiliency and provide a safe location for community members during power outages and high heat days.**
- **Expand outreach/education program for businesses and residents on the benefits of electrification, new rebates, and case studies to reduce natural gas usage.**
- **Present options to increase electrification to reverse current trend of increased natural gas usage and related increased GHG emissions.**
- **Disaster Mitigation, Response and Recovery**
 - **Description:** Collaborate with San Mateo County to update the Countywide Local Hazard Mitigation Plan (LHMP) and Colma Annex, and implement projects and programs identified in the LHMP, such as:
 - Develop a full Continuity of Operations (COOP) Plan for Town government and cemeteries.
 - Establish a Public Private Partnership program between the Town and the private owners of identified critical facilities, including the Town's cemeteries and large retailers.
 - Identify and equip an alternate EOC location in case of primary EOC disruption or destruction.
 - Purchase equipment for use during emergency events, including light towers, smart board, message boards, loudspeakers, and chainsaws.
 - Plan for upgrades of Town infrastructure to withstand disasters.
 - **Assigned to:** Building, Planning, Police Department & DPW
 - **Description:** Conduct emergency preparedness training with staff including annual tabletop exercises and engaging CAPE/CERT teams.
 - **Assigned to:** Police Department, HR and Safety Committee
 - **Description:** Continue to offer training to new and existing CAPE/CERT programs to the residents of the community. Training to include regularly scheduled activities, opportunities to reach out to community building emergency preparedness kits and coordinating with the American Red Cross bringing additional services to the community. Identify and engage Block Captains.
 - **Assigned to:** Recreation, Police Department and CMO

STATUS FEBRUARY 2021

To further the LHMP, staff has:

- Held regular meetings with Cemetery Managers to discuss emergency preparations.
- Purchased a GIS plotting table to digitize Town maps for use by first responders and during emergencies.
- Prepared a sewer assessment study to analyze the Town's existing system to plan for improvements and redundancy.

Staff engaged with the CERT teams on the onset of COVID 19, requesting CERT team members to assist in helping seniors and populations in need with shopping for food, picking up and delivering prescription drugs, purchasing household supplies and social interaction. Some CERT team members responded and through coordination with Town staff was able to provide services to some seniors and populations in need.

Due to COVID, 19 staff was unable to offer additional CERT training and suspended additional training for existing CERT team members.

STATUS FEBRUARY 2022

The work on the Countywide Local Hazard Mitigation Plan has been completed and City Council adopted the LHMP in November 2021.

Staff restarted the CERT program in September 2021. The program started with a refresher course for certified CERT team members which was followed by a seven-week certification course of new CERT team members. Approximately ten residents completed the CERT refresher, and six new residents completed the CERT program.

STATUS FEBRUARY 2023

In 2023 the Police Department will work with the San Mateo County Department of Emergency Management to conduct a tabletop exercise for the Town Staff to participate in.

Staff completed a CERT/CAPE program in the Fall of 2022 with five new team members completing the course, including some Recreation staff.

Operations

Increase Civic Engagement & Transparency

- **Build efficiencies through Technology**
 - **Description:** Implement the use of credit cards at Town Hall & Police Station making it easier for residents, businesses and visitors to pay for services. Also explore opportunities for online payments through the Town's web site. The addition of a new merchant or point of sales system will be part of the purchase and implementation of the new Financial Software Replacement system (ERP).
 - **Assigned to:** Finance, CMO & Police Department
 - **Description:** Digitize Public Records through a Document Management & Codification System. This will enable the Town to reduce the use of paper and allow the general public to search for public records electronically saving staff time while creating convenience for the public. Prior to the implementation of a Document Management System, staff will first update Record Retention Schedule at a future City Council meeting.
 - **Assigned to:** CMO & IT
 - **Description:** Research the feasibility of an electronic signature program (i.e. Docu Sign) streamlining the execution process of contracts and agreements, saving paper, staff time and postage.
 - **Assigned to:** CMO & IT
 - **Description:** Explore and implement a software solution that will enable our commercial entities the ability to register their business and pay the business registration fee electronically. This will save on staff time, paper, and digitize our commercial business contacts.
 - **Assigned to:** CMO, IT & Planning

STATUS FEBRUARY 2021

The Finance Department is working with the City Attorney's Office reviewing the contract for the credit card system and associated hardware for the front desk at Town Hall and Police Department. The key concern at this time, is the legal protection in an event of security and data breach.

In March 2020, the Town entered into an agreement with Synapse technologies to provide the Town with a record management system through Laserfiche. Though the COVID 19 pandemic did delay the project slightly, the system was fully integrated with the Town's IT infrastructure by June 2020. Since then, the administrative users in the City Manager's office have been fully trained on the program and able to start building out the document filing system. Department users are set to be trained on the program in February 2021 and will be able to start adding and maintaining their own department records this year. The Laserfiche system will not only reduce the Town's reliance on paper, but will also give staff efficient online access to records, which is an invaluable tool in the current climate of remote working.

In mid 2020, staff entered into an agreement with Docu-sign which has streamlined processes for contracts, agreements, personnel action forms, offer letters, etc. This has also reduced the amount of paper used and routing of interoffice mail.

The Town entered into a contract with HdL to provide Business License services, which includes the collection and processing of business license fees. The implementation process began in January 2021 and should be in full operation by April 2021.

STATUS FEBRUARY 2022

The Town contracted with HdL to manage and collect business registration fees. The implementation was completed with the help of the Planning Department and Administrative Technicians. HdL offers online renewal and registration, as well as payment processing and regulatory reporting on behalf of the Town. Calendar year 2022 is the first year of this program, and staff will work with HdL to address any customer service issues.

The Town is also in the process of implementing a credit card system at Town Hall and Police Station. The Town entered into an agreement with Paymentus to offer online, in person, and over the phone credit card payments. This project is currently in the testing phase of the online payment dashboard and file transfer process. Once the testing phase is complete, Police Dispatch staff and Town Hall staff will be trained on the system, prior to launch.

Staff began the process of selecting a codification system by reaching out to surrounding cities regarding their codification vendors. It was important to find a vendor with excellent and prompt customer service as well as one with a simple, user-friendly interface that will integrate seamlessly with our website. Staff has selected Municipal Code Corporation (MuniCode.com) as the vendor to host the Town's municipal code online. This vendor is currently used by multiple cities in the county including Daly City, Pacifica, Brisbane and Hillsborough, as well as San Mateo County.

STATUS FEBRUARY 2023

Launch the Paymentus credit card payment processing program so residents, businesses and applicants can pay for Town services by credit card. Staff anticipates launch no later than June of this year.

Staff met with representatives from Municipal Code Corporation to discuss a strategy for transitioning the Town's municipal code to their system in spring of 2022. There was a delay in finalizing the contract due to staffing changes in the City Manager's office, however, we are on track to move forward with an agreement in 2023.

- Engage community with strong Social Media presence and Civic Partnership *
 - **Description:** Engage community through Social Media using different tools and applications informing and building a regular dialogue with the community. Tools such as Facebook – Town Hall, Twitter, Instagram, Next Door, SMS Text Marketing and other Public Sector applications (i.e. My Civic), will be explored.
 - **Assigned to:** CMO, Police Department & Recreation

STATUS FEBRUARY 2021

The COVID 19 pandemic has posed an increase challenge for agencies in communicating with the public. Rapidly changing health recommendations and policies meant that conveying accurate, prompt, clear information to the public was a top priority for the Town. Throughout 2020, staff greatly increased its use of social media, as it is one of the most efficient streams of communication. The Town's current social media platforms include Facebook and Twitter accounts for Town Hall, Facebook, Twitter and Nextdoor for the Colma Police Department, and Facebook and Instagram for the Colma Recreation Department. Through these various platforms, the Town is able to reach a broad range of community members, including residents, businesses, and partner agencies. Staff was able to quickly and clearly communicate frequent updates about COVID 19 risks, protocols and changing policies, the many resources available to our community in response to the pandemic, as well as the many other matters that arose throughout the year, including Census 2020 updates, election information, and safety issues such as wildfires and PG&E Public Safety Power Shutoffs.

STATUS FEBRUARY 2022

Town staff has become more consistent in its messaging across all Social Media outlets and will continue to improve in 2022.

Staff launched a new citizen informational and engagement application Simplicity. This application has the capability to pull information from the Town's website and push the information out to subscribers of the app. Staff is actively marketing the application to Colma residents through LiveWire, the Town's website and Social Media Outlets. In 2022 residents will be able to "report a problem" to the Town through the Simplicity application.

STATUS FEBRUARY 2023

Staff has focused on ensuring that social media accounts for all departments are updated regularly and accurately, including frequent cross posting by multiple departments to expand the number of people who see the post. We have seen good engagement numbers and positive comments.

The Simplicity app continues to be a useful tool for sharing information with the community. In the last 12 months, the Town has a "reach" count of nearly 10,000, which includes all the notifications and messages that have been delivered via the app. We have also worked with the Simplicity staff to create individual information streams in the app for multiple departments including Police, Recreation and City Clerk.

- Research and implement technology increasing transparency
 - **Description:** The Colma Police Department has been researching the feasibility and implementation of Body Worn Cameras over the last couple of years. While the program would provide the Town with additional coverage from liability and protect the police officers from being falsely accused, there are also concerns over costs, program management, ever changing technology and compatibility with the San Mateo County evidence management software program. The Colma Police Department will continue

to monitor the Body Worn Camera program and may look to implement a solution once the new in-car camera systems are acquired as part of the 2021 Capital Improvement Plan.

- **Assigned to:** Police Department
- **Description:** Financial transparency is critical to building trust, creating civic engagement and ensuring public accountability. Financial transparency will be part of the Financial Software Replacement system (ERP). This may include better integration with the Town's current online transparency platform OpenGov or other similar products, additional integration systems, a space for storytelling, and other effective budgetary and fiscal communication tools.
 - **Assigned to:** Finance and CMO

STATUS FEBRUARY 2021

As of January 2021, Police Department staff has had meetings with a body-worn camera company who is currently the leader in body worn and in car camera systems. The company is also the owner of Evidence.com which the Police Department already contracts with to make evidence available to the District Attorney's Office. We anticipate getting a quote for both body-worn and in car cameras early in 2021.

Through a partnership with OpenGov, our financial transparency platform, the Town published its FY 2020-21 Budget in a digitally friendly format. The Town also expanded its service agreement with OpenGov to create a direct link between their reporting platform and the Town's financial system.

STATUS FEBRUARY 2022

On September 8, 2021, staff presented a Body Worn Camera, In Car Camera and Taser contract with the company AXON to the City Council. After researching multiple companies, staff recommended AXON as the company to provide these services to the police department. The reasons for going with AXON were its a fully integrated system and has the ability to transfer evidence directly to the District Attorney's Office.

As of January 2022, all police officers and sergeants, have been trained and issued both body worn cameras and tasers. All emergency patrol vehicles have generation 2 in-car cameras installed. Per the contract, in approximately a years' time generation 3 cameras, which work with our Automated License Plate Readers (ALPR's), will be installed.

The Finance Department published its first fully online operating and capital budget in fiscal year 2021-22. The budget was reviewed by the Government Finance Officer Association and was awarded the GFOA Distinguished Budget Presentation Award.

STATUS FEBRUARY 2023

The Town received the GFOA budget award for the FY 2022-23 budget. We are awaiting CSMFO's notification on the quality of our budget. Both organizations appreciate the

Town's budget being available online and in print. Staff will expand on the departmental performance metrics, per their comments.

- Explore Smart City Applications *
 - **Description:** Research and explore electronic applications and tools that will enhance the Town's ability to communicate to the residential and business community and manage assets and resources more efficiently by way of electronic data collection and technology. Applications and tools can be applied to economic development, mobility, sustainability, community and government.
 - **Assigned to:** CMO, IT, DPW, Finance, Planning and Recreation

STATUS FEBRUARY 2021

Due to COVID 19, this program was put on hold in 2020.

STATUS FEBRUARY 2022

One of the items that was installed on the Mission Road Bicycle and Pedestrian Improvement project was the Vehicle Speed Feedback Signs. The electronic Signs (solar powered) are not only capable of determining vehicles speeds and posting them electronically, the speed feedback signs also records and stores the vehicle speeds (24 hours a day, 7 days a week). Staff is now able to retrieve and disseminate the information so the Police Department can identify where and when excessive speeding may be taking place.

In the early 2000's City Council approved the installation of conduit on El Camino Real (ECR) when the County Flood Control District was constructing the storm water box culvert. When the box culvert was being constructed the Town had four six-inch communication conduits installed at the same time construction was taking place. The reason for this investment was knowing sometime in the future, a communication vendor may want to lease or purchase one or more of these conduits. Over the last year staff has been working with a communication vendor to lease one of the Town owned conduits within the ECR medians. Staff along with the City Attorney's office has presented several lease options to the potential communications vendor for review and negotiations.

Over the past few years, in partnership with San Mateo County and cities in San Mateo County, the Town is participating in the smart corridor project. Smart Corridors are designed to improve mobility on local arterial streets by installing Intelligent Transportation System (ITS) equipment, such as an interconnected traffic signal system, close circuit television (CCTV) cameras, dynamic message signs (Trailblazing signage), and vehicle detection system, on predefined designated local streets and state routes. The ITS infrastructure provides local cities and Caltrans with day-to-day traffic management capabilities in addressing recurring and non-recurring traffic congestion. For example, if drivers along Interstate 280 were stalled due to an accident, this intuitive technology would divert traffic on to parts of Junipero Serra Boulevard during high traffic periods through smart applications in vehicles and handheld devices, thus allowing local authorities to manage traffic issues through an efficient process. This project is funded by C/CAG through a combination of various grants and Measure M funds. C/CAG who has taken the lead on this project, has been somewhat silent during this last year, and there has been limited progress in this portion of the Smart Corridor Project.

In July 2021 the Police Department entered into a contract with Flock Safety Systems to install and manage four Automated License Plate Readers (ALPR's) in the Town. Staff was also able to partner with Holy Cross Cemetery who purchased two additional ALPR cameras. As of January 2022, the cameras have been extremely successful in enhancing public safety in Town. Since the installation of the ALPR's investigators have received 26 notifications while conducting follow up investigations. Patrol units have been dispatched 74 times on reported notifications and three firearms and ten stolen vehicles have been recovered as a direct result of the ALPR's.

STATUS FEBRUARY 2023

The data that has been obtained from the vehicle speed signs has given the Police and engineering departments real time information when speeding is taking place. Staff also believes that most drivers when they visually see their speed, they slow down to the posted speed limit. We also realize it does not solve the problem of speeding, but it does assist in curtailing excessive speeding in the area. As stated in past updates, staff will be implementing vehicle speed back signs in future roadway construction projects in Colma.

Negotiations with an interested communication vendor for the vacant conduits on El Camino Real halted during 2022 for unknown reasons. That vendor has now requested if they can re-engage negotiations to lease or maybe purchase a portion of the vacant town owned communication conduits on El Camino Real. Staff and the City Attorney will re-establish talks to hopefully establish a long-term lease or sale of a portion of the conduits in 2023.

Staff has been working with C/CAG and Daly City to establish a funding agreement to install the intuitive traffic guidance equipment (Smart Corridor) on Junipero Serra Boulevard. In 2023 staff will be bringing an agreement to City Council that outlines C/CAG, Daly City and the Towns rolls in the funding, construction and installation of the system. The agreement will also layout long term responsibility of the various agencies and their rolls in the operation and maintenance of the system. Construction of the system is anticipated to take place in 2024.

Due to the success of the ALPR system and their ability to enhance public safety, the City Council authorized the implementation of two more ALPR cameras. The Police Department has also partnered with Holy Cross Cemetery and Stewart Chevrolet who have purchased three more.

Economic Development

Create Placemaking & Develop Marketing Strategy

- Update General Plan *
 - **Description:** The Planning Department is continuing work on updating the General Plan and plans to complete the following during the timeframe of this strategic plan:
 - Prepare an Existing Conditions Report and present to the City Council in early 2020.
 - Prepare the Draft General Plan to City Council in late 2020
 - Drafting of Program Environmental Impact Report (PEIR).
 - Adoption of General Plan and PEIR in first quarter of 2021.
 - **Assigned to:** Planning, CMO, and City Attorney.
- Update Housing Element
 - **Description:** The Planning Department will begin work on updating the Housing Element of the General Plan and plans to complete the following during the timeframe of this strategic plan:
 - Prepare a housing sites inventory.
 - **Assigned to:** Planning, CMO, and City Attorney.

STATUS FEBRUARY 2021

Staff has completed drafts of the Introduction, Land Use Element, Mobility Element and Historic Resources Element. City Council held study sessions and provided feedback for these elements in late 2020 and early 2021.

STATUS FEBRUARY 2022

Staff completed the remaining four elements (Community Facilities, Health and Safety Element and the Open Space and Conservation Element) of the General Plan Update (with the exception of the housing element – see below) and released them for public review. A study session was held with the City Council in December on the Draft General Plan Update and the Draft Environmental Impact Report (DEIR) and the DEIR was released for review and public comment.

Staff has started preliminary work to update the Housing Element. This project is primarily funded through grants that were acquired in 2020.

The 2023-2030 Housing Element is required to be adopted and submitted by January 2023. The Town will need to identify locations for the construction of at least 202 housing units, including 69 very low and low-income housing. Staff is working with 21 Elements consulting staff on preliminary site research. 21 Elements will also assist with updating sections of the Housing Element.

STATUS FEBRUARY 2023

The (GPU) was adopted by the City Council in March 2022.

The 2023 – 2030 Housing Element Update (HEU) was prepared by planning staff throughout 2022, and the first draft was submitted to California Department of Housing and Community Development (HCD) on June 17, 2022. On September 14, 2022, HCD provided the Town a formal review letter of the first draft. In November 2022, staff completed an environmental review of the Housing Element which followed the adopted 2040 General Plan and Environmental Impact Report, with a CEQA Exemption as part of the HEU. Comments and questions based on HCD's review letter, as well as public comments, were incorporated into the final document.

A final public hearing for the Housing Element Update was conducted at the January 25, 2023, City Council meeting, where the Council adopted and certified the HEU. The HEU was submitted to HCD in late January, with the expectation that HCD will certify the document in the Spring of 2023.

The Zoning Code Update (ZCU) is a program where Colma's zoning is compatible with the adopted general plan - as it is required by law. However, it also an opportunity to address revisions to zoning sections that would benefit from more clarifications/easier to understand, and greater guidelines that would reflect on public health, safety and welfare. Colma Planning staff commenced the ZCU process in late 2022 and is scheduled to make two presentations to the City Council in the spring/summer of 2023 (Study Session & Public Hearing).

- Commit resources to support expansion or relocation of businesses
 - **Description:** Continue reaching out to local businesses and potential businesses to offer assistance when and where appropriate.
 - Partner with key businesses to identify potential sites for expansion or relocation.
 - Update local regulations to accommodate economic development (if necessary), including modification of Town regulations to accommodate Town Center (Urban Design) plan.
 - Research contracting with Economic Development consultant to communicate, build trust and share information amongst the Business community and to produce an economic profile for the Town that maybe used to attract businesses to Colma.
 - Continue working with the Town's shopping centers (280 Metro and Serra Center) to address infrastructure needs and trends for future success.
 - Develop plan to engage businesses that foster the development of business through newsletters, events, mixers, and programs.
 - **Assigned to:** CMO and Planning

STATUS FEBRUARY 2021

Staff has been regularly meeting with the business community through virtual cemetery and auto work group meetings, conversations with Serra Center and 280 Metro management, and regular check ins with the card room owners and managers, increasing communication and further fostering relationships.

Staff recently contracted with an economic development consultant to assist with the Town's economic development needs. Initial projects included working on the economic development pieces of the General Plan and interviews with individual City Council members on priorities for future economic development.

Staff has begun discussions with Colma/Daly City Chamber of Commerce 2.0 regarding a potential future partnership.

STATUS FEBRUARY 2022

Staff continues to meet regularly with the business community through virtual cemetery and auto work group meetings, conversations with Serra Center and 280 Metro management, and regular check ins with the card room owners and managers. These communications have proved to be valuable as the pandemic continues and the need for related information continues.

Staff reviewed the 2012 Economic Development Plan for targeted updating and developed an Ad-Hoc Subcommittee consisting of two City Council members and Town staff to work on unfinished tasks and programs in the 2012 Economic Development Plan. To date, staff is working on refining Town communications with existing businesses, strengthening auto row, expanding retail and restaurant sectors, and locating potential hotel sites for development.

This past year staff collaborated with the Colma/Daly City Chamber of Commerce and re-established the Mayor Chamber walk visiting six new businesses in the fall of 2021.

Staff also hosted the 2021 Business Recognition Luncheon in the fall of 2021 with over 80 participants and recognizing forty-five businesses for service anniversaries and for their resiliency through the pandemic.

STATUS FEBRUARY 2023

As the limitations of the pandemic eased in 2022, staff increased the frequency of meetings with business stakeholders throughout the community, in a variety of topical and/or seasonal formats. Work progressed with the Colma/Daly City Chamber of Commerce on activities and events (i.e. spring Mayor/Chamber walk, spring event at 280 Metro with Kimco, etc.). The Town hosted a well-attended Business Recognition Luncheon in the Fall of 2022.

The Retail Coach team advanced their introductions to select businesses and property owners, with Kimco management as top priority, as well as outreach to Kohl's and Home Depot.

In June 2022 the Ad-Hoc Economic Development Committee concluded its work on the Economic Development workplan that the City Council approved in the fall of 2021 (goals included improving communications with the business community, fill vacant retail spaces, recruit developer for potential hotel and Town Center concept, strengthen auto row, and recruit the restaurant and entertainment sector to Colma). The Committee also oversaw the re-introduction of the ColmaWorks business newsletter and the updating of the Business page on the Town's website.

A detailed final Committee report on the FY 2021-22 work plan was presented to the City Council and accepted on June 22, 2022. Additionally, the recommended work plan for FY 2022-23 & 2023-24 was discussed and approved by the Council.

Develop Branding Campaign *

- **Description:** The 2012 Economic Development Plan identified several strategies within the framework of the study. One of the strategies was to create Branding and Promotional Materials emphasizing Colma's commercial activities. Phase 1 of the project will be to prepare an RFP and hire a firm to develop a community branding campaign. The process will involve local outreach, surveys, interviews with business leaders, and other research, and utilizing this information to establish creative options for the community's brand. Phase 2 will be to launch an expanded image and branding campaign highlighting Colma's brand through logo, marketing brochures, letterhead, streetlight banners, promotional campaigns, advertisements and tag lines.
 - **Assigned to:** CMO, Planning and Finance

STATUS FEBRUARY 2021

This project was postponed in early 2020 due to COVID 19 and impacts to the Town's revenue.

STATUS FEBRUARY 2022

This project was postponed during the FY2021-22 budget process due to COVID 19 and impacts to the Town's revenue.

STATUS FEBRUARY 2023

This project was postponed until further notice by the City Council in June of 2022.

- Prepare for the Future of Commercial Real Estate and Retail
 - **Description:** With the increase of online retail growing each year, the threat to the traditional shopping center is real. Industry experts have advised that shopping centers and brick and mortar retail need to evolve into mixed use, office and entertainment centers that will enable shopping centers to remain viable. Also, with the model for purchasing a vehicle beginning to change (storefront/online/delivery service) and with the autonomous vehicles just over the horizon, how does Colma prepare for potential change along Auto Row. Over the next several years staff will need to evaluate the changes in revenue sources to support the changes in land use. (i.e. impact fees, assessments, business registration, etc.)

- **Assigned to:** CMO, Planning and Finance

STATUS FEBRUARY 2021

In 2020, staff started to see changes at the Serra Center as their management moved toward a more service-based business model to fill vacancies instead of traditional retail businesses. With the addition of Banfield Pet Hospital, House of Bagels, Ye-Fang Tea, Panda Express, and the pending openings of Philz Coffee and Wingstop, staff is anticipating that in a post COVID 19 time, this service-based business model at the shopping center will show measurable support for the retail businesses.

STATUS FEBRUARY 2022

Staff continues to work with Kimco management to explore the benefits of bringing more service-based businesses to 280 Metro in an effort to reduce vacancies at the shopping center. In the fourth quarter of 2021 staff engaged with the “Retail Coach” a firm that specializes in filling retail vacancies. Staff has paired the “Retail Coach” with Kimco commercial leasing agents and are working together to fill vacancies in 2022-2023.

Staff met with the auto work group in 2021 and in those discussion learned that several existing auto dealers will be bringing additional EV vehicles to market in 2022-2023.

At this time 475 Serramonte (Acura), is vacant and staff is awaiting project plans and an application from an auto related business in the near future.

STATUS FEBRUARY 2023

Staff worked closely with The Retail Coach and Kimco in filling 280 Metro Center vacancies. Initial retail market analysis by The Retail Coach indicated that Colma is a prime location for commercial and retail activities, and they have begun to recruit and engage with potential retailers for not only 280 Metro but other vacant commercial spaces throughout the Town.

As of the end of 2022, vacancies in 280 Metro had decreased from eight to four spaces, with associated vacant square footage dropping from 20% to 5.6% of the total leasable area of the Center.

VinFast, an all-electric Vietnamese auto maker is moving into the old Acura space at 475 Serramonte Blvd. They are planning to open in the first half of 2023.

Community

Build upon our Community Identity & Maintain Quality of Life

- **Public Art Programs & Wayfaring ***
 - **Description:** Research and Develop a Public Art Program that enhances and beautifies the Town for residents and visitors. The program may include.
 - Internal Public Art programs that focus on Colma's unique History & Culture around Public Facilities and within the Right of Way.
 - Explore external program where developers may install public art as part of development or apply impacts fees to development to fund public art programs on public property.
 - Develop a wayfaring program that directs visitors to parks, historical places, cemeteries and retail areas.
 - **Assigned to:** Planning and CMO

STATUS FEBRUARY 2021

This item was postponed in 2020 due to COVID 19.

STATUS FEBRUARY 2022

Staff prepared a report regarding a Public Art Program consisting of information on different types of public art programs, and possible locations of public art within the Town's limit. The subject report was presented to the City Council in the fall and staff received support from the Council for additional research and development of the program.

STATUS FEBRUARY 2023

Staff is in the process of coordinating with an outside organization to locate art instructors and potential funding for utility vault painting projects in the Town. Staff has also led an outreach mission to gauge interest and preferences from community members. Information gathered from the art organization and the community will be used to create a schedule and budget for the projects. Once potential timelines are developed, staff will present them to Council.

Staff will commence work on a wayfaring program in Fiscal Year 2023-24 by looking into different types of signage and to create a wayfinding/wayfaring location inventory to be presented to the City Council. Once there is direction from the City Council on types of signage (including colors) and locations, staff will look into possible ways for implementation of the program considering funding. Utilizing services of an experienced consultant is recommended.

- **Public outreach to residents and youths**
 - **Description:** The Colma Police Department will continue our Law Enforcement Youth Program (LEYP) in collaboration with Recreational Services. There are (7) seven events planned for 2020 including a SF Giants game and Great America Halloween Haunt. The goal of the Youth Outreach Program is to prepare youth for the opportunity to recognize and resist peer pressure and negative influences as well as educate youth on topics such as anti-bullying, gang prevention, and the importance of academics. The program also allows teens to get to know Colma Police Officers and have a better understanding about Law Enforcement. For FY20-21 explore programs surrounding self-defense and public service career day.
 - **Assigned to:** Police Department & Recreation
 - **Description:** Parking is an ongoing quality of life issue that the Colma Police Department will continuously monitor and develop strategies to prevent excessive congestion and safety concerns. The Colma Police Department collaborates with DPW and other Town representatives to develop parking policies that address parking issues. The Colma Police Department is researching automated parking systems and technologies that will enhance employee workflow and provide residents with an easier way to obtain parking permits and temporary parking permits.
 - **Assigned to:** Police Department and DPW
 - **Description:** The Colma Police Department partners with LifeMoves, a non-profit group consisting of outreach workers, or Hot Team (Homeless Outreach Team), that meet with law enforcement regularly to identify where homeless individuals and families reside, work to develop a rapport with the homeless citizens, make referrals to primary and behavioral health care, connect unsheltered homeless people to housing resources, and provide access to basic needs such as meals, showers, toiletries, and emergency shelter. The Colma Police Department partners and collaborates with San Mateo County resources and services to assist the Colma community with unsheltered homeless individuals and families. Funding for 2020 will come from the remaining BSCC grant money and LifeMoves is currently submitting a proposal for Measure K funds for future services in San Mateo County to include North County agencies.
 - **Assigned to:** Police Department

STATUS FEBRUARY 2021

Due to COVID 19, the Law Enforcement Youth Program - LEYP has been placed on hold since March 2020. Prior to COVID 19 the LEYP program participated in community events and activities, and law enforcement information sessions.

Staff continues to stay on top of parking issues. With the implementation of the One Vehicle / One Space ordinance along El Camino Real and Collins Ave., the issue of motorhome parking appears to be under control. Due to COVID 19 and the Stay-at-Home Orders, the Police Department closed the lobby at the Police Station making it difficult for residents to obtain parking permits; therefore, staff has relaxed the permit restrictions in the Sterling Park Neighborhood until further notice.

Staff continues to monitor the homeless situation and will reach out to Life Moves as needed as situations arise. One of the main homeless encampments this past year was located at the Serra

Center and through the work of Police Department staff, Serra Center and Home Depot personnel the encampment was vacated, and the site was cleaned up.

STATUS FEBRUARY 2022

Unfortunately, due to COVID 19 the Law Enforcement Youth Program was put on hold again for 2021. An evaluation of the program came away with both positive and negative outcomes. The positive outcomes were the relationships and quality interactions with police personnel and the youth. The negative aspect was the attendance. Attendance was high for trips and outings but rather low for volunteering and educational portions of the program.

During 2021 the Police Department was able to hire a part-time Community Service Officer to assist in parking enforcement. Because of COVID 19 the Police Department Lobby was closed for a good portion of the year, not allowing residents to update parking permits and discontinue enforcement in the Sterling Park neighborhood. Although the Police Department did have some issues with parking as a result of the Mission Road CIP program, they were isolated and do not appear to be a continuing issue.

Staff continues to reach out and utilize Life Moves as needed to assist with various homeless issues. Although the Town has not had any large homeless encampments or extended RV parking in 2021, we have had smaller encampments and several homeless issues we continue to monitor.

STATUS FEBRUARY 2023

Parking enforcement continued in 2022 with citations up over 200. At this time the permit process as well as the single parking space ordinance continue to give the Police Department the tools needed to actively enforce parking.

We will continue to monitor the homeless issue that has been growing in other San Mateo County communities. Colma continues to see a transient / homeless population coming from BART. The Police Department will continue to monitor homeless issues and work with Life Moves to find compassionate, human solutions to problems as they arrive.

The Colma Police Department is in the process of implementing an Explorer Post. At this time solicitations for members have gone out to the community and oral interviews have taken place.

- Age Friendly Cities Initiative *
 - **Description:** In the summer of 2019 the County announced that Colma would be the next pilot city to work with CAFÉ, implementing the Age Friendly City Initiative. The Age Friendly Cities Initiative is a program that promotes the wellness of our senior population in the areas of mobility, accessibility, recreation, and overall quality of life. Staff intends to begin work with CAFÉ in the early part of 2020.
 - **Assigned to:** Recreation

STATUS FEBRUARY 2021

In April 2020, Colma and CAFÉ (Center of Age Friendly Excellence) began the process of achieving Age-Friendly status. Staff recommended a task force made up of Town representatives and community members. The task force included Angelika Abellana (Interim Recreation Manager), John Goodwin, (Council Member), Liz Taylor (Member of the San Mateo County Commission on Aging), Maureen O’Conner (executive director of the Colma Historical Museum) and Stephanie Morgan (associate senior director for Colma’s Veterans Village). The task force assisted CAFÉ with creating and hosting focus groups with community members via telephone and Zoom meetings due to shelter-in-place orders. Through the focus groups we were able to determine the unmet needs of Colma seniors. Age Friendly Projects in Colma will focus on identifying isolated seniors and transportation/mobility.

On September 9, 2020 Colma’s application for Age Friendly status was approved by AARP and the World Health Organization (WHO). On November 12, 2020 Colma was invited to the San Mateo County Town Hall Age-friendly virtual event hosted by Supervisor David Canepa to talk briefly about the process of becoming an age friendly city and our projects.

STATUS FEBRUARY 2022

In the first year of Age-Friendly designation, three Age-Friendly benches were installed along Lawndale Boulevard and Mission Road for residents to sit or take a break when out walking. To better allow for our residents to safely “age actively,” time was extended at the El Camino and Al Tegli Way crosswalk to allow pedestrians of all abilities to safely walk across. “No Turn on Red” signs were installed at Hillside and Lawndale to allow pedestrians to safely cross the streets.

Colma’s “Doorhanger Project,” was completed and focused on identifying isolated seniors that may not respond to traditional forms of communications. Staff provided information on resources and programs to individuals and asked for feedback on future communications and programs.

The Task Force focused on recruiting additional members and providing information on Age-Friendly initiatives to the community. Task Force members provided information at the Colma Picnic, summer concerts, National Night Out, Trunk or Treat Halloween event, and the Veterans Day Celebration. Age-Friendly information and resource flyers were included in Senior Luncheon deliveries and Food Pantry deliveries.

STATUS FEBRUARY 2023

Staff created two Age-Friendly Binders that can be found at the Colma Community Center and Historical Museum. Staff is in the process of creating a webpage about Colma Age-Friendly Cities to help access resource information and contents in the binder. Staff has been in contact with neighboring cities that have an established Medical Equipment Loan Program and will make site visits to see how each program is offered. Staff will continue to provide flyers, and informational booklet with resources at recreation events and programs. Staff submitted the Colma Age-Friendly Action Plan to maintain Age-Friendly status and is awaiting approval from AARP/WHO.

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

STATUS FEBRUARY 2021

Due to COVID 19, staff was forced to cancel all in-person programming including our in-person cultural programs. The Recreation Department was able to pivot and host remote cultural programming that followed the guidelines of Shelter-in-Place and the San Mateo County Health Orders. Staff incorporated a multi-cultural week in our take home Summer Camp Kits, in lieu of traditional programs. Staff, in collaboration with the Colma Police Department and Colma Fire Protection District, co-hosted a Halloween Drive-Thru Event and incorporated cultural programs such as a Día De Los Muertos Altar (outdoors and virtual) and Parol Lantern Take Home Kits.

STATUS FEBRUARY 2022

In 2021, staff modified programs and events to safely provide take-home and in person activities for the community. During multi-cultural week at Summer Day Camp, staff provided campers with a week of culturally enriched games, art projects, and ended the week with a tasting of food from various cultures. Staff created a *pabitin* craft for families to do at home in line with Philippine Independence Day.

Staff partnered with the Italian Cemetery and safely held a successful Cinema at the Cemetery event.

Staff hosted the first "Trunk or Treat" event in Colma with the help of residents, Colma Police Department, Colma Fire Protection District and local business/organizations.

Staff successfully hosted a smaller scale Dia De Los Muertos celebration outdoors and delivered Parol Lantern Kits for families to complete at home.

STATUS FEBRUARY 2023

Staff partnered with the Colma Historical Museum to create a virtual scavenger hunt focusing on historical and fun facts about Colma. In addition, Staff will continue to share the rich history of Colma on our social media platforms and create another scavenger hunt in July 2023.

Recreation staff dedicated a multi-cultural week during Summer Camp. Due to COVID-19, staff hosted a multi-cultural potluck for the campers and provided a small dish from cultures suggested by the campers. In September 2022, Staff hosted a “Multi-Cultural Craft Night” with six different arts and crafts from Peru, Mexico, Hawaii, and Japan.

In the fall 2022, Staff partnered with the Italian Cemetery to provide two cinemas in the cemetery to the community. Staff hosted their annual “Trunk or Treat” event and reached out to local car dealerships to participate. Serramonte Ford, Colma Police Department and the Colma Fire Protection District along with residents from Colma, Daly City, San Francisco and South San Francisco participated as decorated “trunks” for this event.

In lieu of a “Spooky Window Display Contest,” staff reached out to businesses at the Business Recognition Luncheon to participate in our “Winter Window Wonderland-Holiday Decorating Contest.” Staff safely hosted the “Día De Los Muertos” celebration outdoors with a community altar. Staff hosted a hybrid Parol Lantern Workshop, where participants had the option to pick up their lanterns to complete at home. Due to the cancellation of the afterschool program, staff did not have kids make cards for Veterans Day. For future Veterans Day Celebrations, Staff will host a “Veterans Card Making Day” where the community can come together to make cards for the Veterans in Colma. Staff hosted the Veterans Day Celebration at Veterans Village and added seven new veterans to the Town’s Veterans plaque.

Staff safely hosted the Adult Holiday Party at Skyline College’s Farallon Room.

If approved by the City Council in FY2023-24 staff will research a Sister Cities Program and a Volunteer of the Year Program.

Capital

Update Infrastructure and Beautification

- **Streets, Sidewalks and Bikeways ***
 - **Description:** Complete Serramonte/Collins Master Plan & Phase in Projects to CIP - This project provides a Comprehensive Review and Master Plan for Serramonte Boulevard as well as Collins Avenue. The Master Plan includes: Design of beautification elements, A Master Plan addressing vehicular traffic improvements, bicycle and pedestrian mobility, safety improvements and green infrastructure, an economic development outlook that analyzes the cost of the improvements and the incremental rate of return from increased business activities in the study area, and the economic development component in the plan should also suggest funding and implementation strategies. Once the Plan has been completed, staff will propose Capital Projects with a phased in approach to improve the roadway.
 - **Assigned to:** Planning & DPW
 - **Description:** The Annual Roadway Rehabilitation and Preventative Maintenance Program (PMP) includes minor repairs, such as crack sealing, and major rehabilitation, such as slurry seal and mill and fill. The goal of the program is to maintain the Town's Pavement Condition Index at 80 or above. The roadway selected for rehabilitation from 2019-2024 is based on the last PMP completed in 2016-17. The project budget includes design, construction management and construction costs for six roadways throughout Town and each roadway project will be phased in over the next five years. Total project cost for 2019-2024 is \$917,900.
 - **Assigned to:** DPW
 - **Description:** The El Camino Real Bicycle and Pedestrian Improvement Plan will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of the El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to South San Francisco. The project will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. Upon completion of the Plan staff will begin to research funding opportunities for the Capital improvements.
 - **Assign to:** DPW, CMO & Planning
 - **Description:** The Mission Road Bicycle and Pedestrian Improvements Project includes implementation of several safety-related improvements for pedestrians, bicyclists and vehicles along Mission Road between El Camino Real and Lawndale Boulevard. The project is scheduled to go out to bid in early spring with construction to begin in the summer of 2020 and completed by the fall of 2020.
 - **Assigned to:** DPW & Planning
 - **Description:** Median landscapes along Lawndale Boulevard and El Camino Real are in need of rehabilitation. Additionally, the landscape along the backside of the sidewalk along the Northside of Lawndale Boulevard needs to be addressed as well. Phase 1 is the conceptual review of the landscaping and public use and enhancement on Lawndale Boulevard and El Camino Real. Phase 2 will provide "Shovel Ready" project plans,

specifications, and estimates (PS&E) and preparing a bid package. Phase 3 is the construction phase, which includes awarding the contract, and building and inspection services, and construction. The study will also focus on green infrastructure possibilities, stormwater enhancements, and recreational features. Grant opportunities may be available for Phase 3 of this project.

- **Assigned to:** DPW

STATUS FEBRUARY 2021

Due to the COVID 19 pandemic and the resulting severe reduction in revenues, the Town reprioritized its capital program spending and reallocated and defunded the following Streets, Sidewalk, & Bikeway projects for FY 2019-20 and FY 2020-21. The FY 2019-20 portion was budgeted and allocated prior to the COVID 19 pandemic, while the FY 2020-21 budget was approved by City Council but was not allocated. As a result, the FY 2019-20 project budget was reduced and reallocated to higher priority projects. As for the FY 2020-21 Budget, the project budgets below were reset to zero prior to allocation.

Project Name	FY 2019-20 Allocation	FY 2020-21 Budget
Annual Roadway Rehabilitation	\$150,000 (reallocated to Mission Road Project)	\$225,000 (reallocated the grant funding portion to Mission Road Project)
Lawndale and El Camino Real	\$5,000 (reallocated to General Plan Update)	\$100,000 (Did not transfer from GF as planned)

The Serramonte/Collins Master Plan was completed in November 2019. Using the Master Plan as a guide, staff was to develop and introduce small capital projects to improve the roadway, using a phased in approach. However, due to the COVID 19 pandemic and reduced revenues, staff tabled project development in 2020.

The El Camino Real Bicycle and Pedestrian Improvement Plan was accepted by the City Council at the January 27, 2021 meeting.

The Mission Road Bicycle and Pedestrian Improvements Project is scheduled for completion in the spring 2021. The completion of the project was delayed slightly due to the inability to install new asphalt during the rainy season (January-March).

In January 2021, the City Council accepted the El Camino Real Bicycle and Pedestrian Improvement Plan leaving the medians unchanged. Staff will now seek direction from the City Council regarding next steps for moving the landscape median improvement project forward.

In a study session in February of 2020, City Council was presented with several landscaping options for Lawndale Blvd. The City Council provided guidance and feedback and directed staff on a preferred landscape option. Staff will come back to the City Council to review the preferred plan, potential phasing options, and an engineer's estimate.

STATUS FEBRUARY 2022

In FY2021-22 additional funding was requested for the F Street Retaining Wall design as well as the design for the Landscape and Crosswalk project on Mission Road.

Project	Status	Project Budget thru 6/30/2021	Request in FY 2021-22	Project Budget thru 6/30/2022
Annual Roadway Rehabilitation and Preventive Maintenance Program	A	\$ 0	\$ 150,000	_\$ 150,000
El Camino Real Bicycle and Pedestrian Improvement Plan	C	\$ 225,000	\$ 0	_\$ 225,000
F-Street Retaining Wall – design & study	A	\$ 25,000	\$ 22,000	_\$ 47,000
Mission Road Bicycle and Pedestrian Improvement Project				
• Roadway Improvement	C	\$ 2,800,000	\$ 60,000	\$ 2,860,000
• Landscape & Crosswalk	A	\$ 0	\$ 40,000	\$ 40,000

Due to scheduling the first phase of the Roadway Rehabilitation project was delayed to the second half of FY2021-22. However, staff has reviewed the proposed work that will take place on the 300 block of F Street (Portion of F Street that is on the Westside of El Camino Real). This project is proposed to go into design in February of 2022 and be in construction in late Spring of 2022.

The Master Plan for the El Camino Real Bicycle and Pedestrian Improvement project was completed, and the City Council accepted staff's recommendation for the various bicycle, pedestrian and transportation enhancements and improvements within the Plan. The project will reshape El Camino Real addressing issues such as sidewalk gaps, installation of bike paths, controlled intersections to allow for bicycle and pedestrian safety, sustainability features such as stormwater treatment landscaping features, and enhanced bus stops. To further this project, the Town was awarded \$2 million through the County's Measure A and Measure W grant program. The grant funds were awarded to the Town of Colma to start the Project Study Report (PSR). A Project Study Report is an initiation document that is used to program the project development and support for State Transportation Improvement Program (STIP) projects. The PSR describes the transportation issues, identifies the scope of viable alternatives, and provides an estimate of the project development support resources that will be required to move into the next phase of the project.

Staff completed a design for the repair of the F Street Retaining Wall and City Council authorized the release of an RFP for the project. The bids that were received for the F Street Wall project were deemed incomplete, and staff recommended that City Council reject all bids, and direct staff to value engineer the project. The revised plans and specification are to be completed in early March 2022.

The Mission Road Bicycle and Pedestrian Improvement Project was completed in 2021, however a second phase to the Mission project was introduced to the City Council; The

Town and the San Francisco Archdioceses negotiated a land dedication whereas the Archdioceses would donate to the Town excess land along the Mission Road Right of way so that the Town of Colma could design and install right of way landscaping behind the new sidewalk that fronts the Holy Cross Cemetery. Under the direction of City Council, staff hired the services of a Landscape Architect to provide a landscape design. Conceptual drawings were brought before City Council for review, comment, and provide direction. The Landscape Architect is in the process of completing the project drawings, specifications, and estimates.

Also, proposed as part of phase II of the Mission Road Bicycle and Pedestrian Improvement Project was a high visibility crosswalk near the north entrance to the Holy Cross property. Plans and specifications for the crosswalk will be in design in March of 2022 and anticipated to go to bid in April/May of 2022.

One of the components of the Serramonte Boulevard/Collins Avenue Master Plan was to install a traffic signal at the Serra Center entrance off Serramonte Boulevard. Staff worked through Congresswoman Jackie Speier's office and applied for funding through the Transportation and Infrastructure grant program for this roadway infrastructure project. Staff is waiting to hear from Congresswomen's Speier's office on the status of the grant.

STATUS FEBRUARY 2023

Project	Status as of Feb'23	Project Budget thru 6/30/2022	Request in FY 2022-23	Project Budget thru 6/30/2023
Annual Roadway Rehabilitation and Preventive Maintenance Program (906)				
• F-Street Mill & Fill	C	\$ 150,000		\$ 150,000
• Hillside/Lawndale Slurry	A		\$ 320,000	\$ 320,000
El Camino Real Bicycle and Pedestrian Improvement (923)	A	\$ 0	\$ 2,000,000	\$ 2,000,000
El Camino Real Segment B Design (915)	A	\$ 0	\$ 670,000	\$ 670,000
El Camino Real Segment B Construction Project (916)	A	\$ 0	\$ 5,800,000	\$ 5,800,000
El Camino Real & Mission Rd Access to Transient Multimodal Crossing Improvement (904)	A	\$ 0	\$ 180,000	\$ 180,000
Serramonte Blvd West Phase 1 Project (911)	A	\$ 0	\$ 2,035,000	\$ 2,035,000
F-Street Retaining Wall (902)	C	\$ 47,000	\$ 400,000	\$ 447,000
Mission Road Landscaping (908)	A	\$ 29,000	\$ 343,200	\$ 372,200
Mission Road Crosswalk (909)	A	\$ 11,000	\$ 119,009	\$ 130,009
Town-Wide Bicycle and Pedestrian Master Plan (910)	A	\$ 0	\$ 100,000	\$ 100,000

The 300 block of the F Street project was completed in the summer of 2022.

When working with in the State of California's Right of Way, El Camino Real (ECR), certain reports and studies are required before construction takes place. One of the first steps in this process is to start what is known as a Project Study Report (PSR) and the Project Development Support (PDS) document for the ECR Project. Project funding for creating the PSR and PDS was anticipated to be completed in August of 2022, due to delays that were not anticipated by the San Mateo Transit Authority (SMCTA, the grantor) the funding agreement was approved in November of 2022. Staff is preparing the Request for Proposal (RFP) to go out to qualified consultants in February with the intention to bring back a contract for the City Council to approve in March or April. The PSR-PDS is now anticipated to take 14 to 16 months to complete. During the 2022-23 fiscal year, staff secured funding for design and construction of a portion of El Camino Real, (Mission Road to Arlington Dr. in South San Francisco, known as Segment B in the El Camino Bike and Pedestrian Master Plan). Currently Staff is working with SMCTA to secure the funding agreements for the required engineering design and additional environmental work to complete Segment B. Grant funding for the construction on Segment B (\$4.6 million) was approved by the Metropolitan Transportation Commission (MTC) at their January 2023 meeting. Staff will now begin the process of getting the funding agreement in place for future construction. It is anticipated that construction of the Segment B project will not take place until 2025.

The F Street wall rehabilitation project was completed in early 2023.

During the CIP Budget process in June 2022, the Lawndale landscape median and sidewalk frontage project was scheduled to be reviewed by City Council as part of the FY 2023-24 budget.

- Sewers and Storm drains
 - **Description:** Sections of the Colma Creek concrete channel has deteriorated over the years. Because there are different levels of deterioration, a study will need to be performed as phase 1 of the project. This study will identify, categorize and map the deteriorated areas, estimate costs to repair and identify what outside permits are to be required to enter and repair the creek walls and floor. Phase 2 of the project will be to prepare plans and specifications for the project along with applying for and obtaining all necessary permits to perform the work. Phase 3 will be the preparation of the bid documents, project and construction management and the repair work.
 - **Assigned to:** DPW
 - **Description:** Storm Drain System Assessment and Mapping - The project will review and analyze the Town's 11 miles of the Storm Drain System. The process will be to start assessing the current Storm Drainage system by way of internally videoing the system as is. The video would provide several insights; it will unveil any needed repairs and unrecorded blind or illegal connections. The findings that come through the videoing process will allow staff to budget for repairs or enhancements to the storm drain system. Only portions of the system will be addressed each year. The project is expected to be a 3-year effort; funding will be requested on an annual basis for that specific scope of work.
 - **Assigned to:** DPW

STATUS FEBRUARY 2021

Due to the COVID 19 pandemic and resulting fiscal impact, the Town reallocated and defunded the following Sewer and Storm Drain projects for FY 2019-20 and FY 2020-21:

Project Name	FY 2019-20 Allocation (reallocated to Mission Road Project)	FY 2020-21 Budget (Did not transfer from GF as planned)
Colma Creek	\$25,000	\$0
Storm Drain System	\$70,000	\$70,000

Staff is working with the San Mateo Flood and Sea Level Rise Resiliency District to establish an agreement that would share annual cleanup and maintenance costs. Staff is also working with the District to assume ownership of what is referred to as the “Old Colma Creek” through individual easements with the various private property owners that front the Old Colma Creek.

Mapping and identifying the catch basins and manholes in Colma’s storm drain system has been completed. Videoing the storm drain and various lines to identify the integrity of the inner parts of the system has not been completed due to revenue shortfalls. Staff will recommend that the City Council fund this project once the Town’s revenues have stabilized.

STATUS FEBRUARY 2022

No Sewer and Stormdrain projects were funded in FY2021-22.

Project	Status	Project Budget thru 6/30/2021	Request in FY 2021-22	Project Budget thru 6/30/2022
None				

The Town entered into agreements with the San Mateo County Flood and Sea Level Rise Resiliency District to perform simple maintenance activities in what is called the BART portion of the Creek and secured a two-year cost sharing agreement to clean the entire creek channel.

Due to COVID 19 and a conservative CIP budget strategy, the 3-year Storm Drain System project to clean, CCTV map and evaluate the condition of the Town’s existing Stormwater drainage system was pushed off to FY2022-23.

STATUS FEBRUARY 2023

Project	Status as of Feb’23	Project Budget thru 6/30/2022	Request in FY 2022-23	Project Budget thru 6/30/2023
Storm Drain System Assessment and Mapping (972)	A	\$ 0	\$ 70,000	\$ 70,000

The Colma Creek Channel Repair project has been postponed until staff is able to establish easements in the area of the Old Colma Creek, (The cement lined channel) and the title to the easements are deeded over to San Mateo County Flood and Sea Level Rise Resiliency District. Once completed Town staff will negotiate with the District on the repairs and who will bear the costs. Staff was somewhat stalled on this project due to some staffing issues; the project is anticipated to start up in the Spring of 2023 and is figured to take 6 to 9 months due the mapping and legal descriptions.

The Request for Proposal for year one of the three-year project for the Town of Colma's Storm Drain Assessment and Mapping project is scheduled to be completed by late March 2023. The estimated start date for the first phase of the project is May 2023.

City Facilities & Long-Range Plans

- **Description:** The Bark Park located on lower D Street provides dog owners a site where they can allow their pet to play, run and commune with other dogs. Though the park caters to dogs, it is also a place where residents can meet while their pets play and be contained within a safe and confined area.
 - **Assigned to:** DPW & Recreation
- **Description:** The Historical Museum Facility is currently in need of painting. The work includes minor building repairs such as plaster touch up, dry rot repairs, and window trim repairs or replacement.
 - **Assigned to:** DPW
- **Description:** Several of the Town owned facility parking lots are in need of reconstruction and/or resurfacing along with restriping and Americans with Disabilities Act (ADA) upgrades. The project will address long term parking lot maintenance and reconstruction needs at: Creekside Villas, Colma Community Center and Historical Campus, the Police Station and Public Works Corporation Yard.
 - **Assigned to:** DPW, Police Department, CMO, And Recreation
- **Description:** Recreation Operation and Facilities Master Plan - The Recreation Department has grown over the last several years. The department has added additional community events, in-house programs and contract programs. The department plans to continue to grow in all areas of service; more specifically in teen and senior programming. The department seeks to develop solutions to facilities' needs that will better serve our current and future residents.
 - **Assigned to:** Recreation

STATUS FEBRUARY 2021

Due to the COVID 19 pandemic and resulting fiscal impact, the Town reallocated and defunded the following City Facilities & Long-Range projects for FY 2019-20 and FY 2020-21:

Project Name	FY 2019-20 Allocation (reallocated to Mission Road Project)	FY 2020-21 Budget (Did not transfer from GF as planned)
Bark Park Upgrades		\$95,000
Facility Parking Lot Upgrades and Repair	\$0	\$111,100
Recreation Operation Master Plan	\$50,000	\$0
Town-Wide Branding	\$0	\$100,000

STATUS FEBRUARY 2022

No changes were requested in the FY 2021-22 Capital Program Budget for City Facilities and Long-Range Plans.

Project	Status	Project Budget thru 6/30/2021	Request in FY 2021-22	Project Budget thru 6/30/2022
Climate Action Plan Update	C	\$ 35,000	\$ 0	_\$ 35,000
Colma Museum Facility Repair & Painting	A	\$ 0	\$ 75,000	_\$ 75,000
Creekside Villas Repair and Painting	C	\$ 95,000	\$ 0	_\$ 95,000
Facility Parking Lot Upgrade	A	\$ 0	\$ 99,025	_\$ 99,025
General Plan Update	A	\$ 653,000	\$ 0	_\$ 653,000
Housing Element Update	A	\$ 100,000	\$ 0	_\$ 100,000
Zoning Code Update	A	\$ 100,000	\$ 0	_\$ 100,000

Bark Park received minor upgrades with new turf being installed. This minor improvement will allow City Council to consider moving this CIP project to future years.

The Recreation Master Plan was deferred due to COVID and is now a future unfunded project.

The Planning and Engineering Department staff applied for a \$90,000 Transportation Development Act, Article 3 Grant (TDA 3). The purpose of the grant request is to fund a Town wide Master Bicycle and Pedestrian Master Plan. Town staff submitted the application and presented the grant to the County Bicycle Commission recommending funding the Town Wide Bicycle and Pedestrian Master Plan. The Town will be notified in early to mid-March as to whether the Town will be awarded the grant.

STATUS FEBRUARY 2023

Project	Status as of Feb'23	Project Budget thru 6/30/2022	Request in FY 2022-23	Project Budget thru 6/30/2023
Colma Museum Facility Repair & Painting (951)	A	\$ 75,000	\$ 0	\$ 75,000
Facility Parking Lot Upgrades (953)	A	\$ 99,025	\$ 140,975	\$ 240,000
Housing Element Update (996)	A	\$ 100,000	\$ 110,000	\$ 210,000
Public Arts Program (980)	A	\$ 0	\$ 15,000	\$ 15,000
Town-Wide Branding (959)	A	\$ 0	\$ 100,000	\$ 100,000
Urban Tree Master Plan& Improvement (998)	A	\$ 0	\$ 100,000	\$ 100,000
Zoning Code Update (997)	A	\$ 100,000	\$ 80,000	\$ 180,000

The Colma Museum, Train Station and Freight Building are scheduled to be painted and receive minor repairs in the spring of 2023.

The Colma Police Station, the Colma Community Center and Creekside Villas parking lots are scheduled for slurry treatments and re-stripping in the spring of 2023.

The Urban Forest Management Plan is scheduled to go to RFP in the spring of 2023. Staff is in the process of hiring a consultant to assist in the RFP process. The RFP will include a level one risk assessment of all trees in Town, and maintenance and management plan and recommendations for tree replacement and planting of new trees.

The Town was awarded \$90,000 to create a Master Bicycle and Pedestrian Master Plan. Staff is now working on a comprehensive plan that will establish Townwide pathways for those who choose biking, walking or other micro mobility forms of transportation throughout the Town. This plan is estimated to be before the City Council for approval in early to mid-Summer of 2023.

- Major Equipment, Technology & Fleet *

- **Description:** Financial Software Replacement - The Town of Colma currently uses Eden Software provided by Tyler Technologies to record, manage and track all of the City's revenues, expenditures and financial transactions. The Eden Software product is being phased out by the vendor. It will need to be replaced with another Financial Software System prior to the end of life of the Eden Software product. The estimated cost for this project is \$350,000.
 - **Assigned to:** Finance & CMO
- **Description:** IT Infrastructure Upgrades - The ongoing maintenance of computers, as well as the Town's backbone network, requires periodic upgrades to ensure that operations continue. The project includes: replacement of desktop computers and other

equipment, technology needs at Town-owned facilities, software updates, and upgrades to servers, switches and routers.

- **Assigned to:** CMO
- **Description:** Vehicle Replacement Schedule - This Capital Improvement Project covers the purchase of vehicles and major fleet items Town-wide. Over the next five years the Town anticipates in will replace fleet vehicles at a cost of \$1.2 million. During vehicle replacement staff will look for opportunities to extend the fleet to save costs, look for Electric Vehicle opportunities and funding that would subsidize those purchases.
 - **Assigned to:** Finance, Police Department and DPW
- **Description:** Equipment Purchase and Replacement - This Capital Improvement Project covers the purchase of major equipment Town-wide. In the FY 2019-20, the Police Department is requesting to update the dispatch center radio and equipment. The Police base station radio and dispatch console equipment are nearing its useful life. The dispatch center will be upgraded to digital in preparation for future radio updates. The radio itself will remain an analog system to be consistent with other Police Departments in San Mateo County and to communicate with Town Officers. The project funding of \$400,000 is required in FY 2019/20 through FY2021/22.
 - **Assigned to:** Police Department

STATUS FEBRUARY 2021

Due to the COVID 19 pandemic and resulting fiscal impact, the Town reallocated and defunded the following City Facilities & Long-Range projects for FY 2019-20 and FY 2020-21:

Project Name	FY 2019-20 Allocation	FY 2020-21 Budget
Financial Software Replacement	\$50,000 (reallocated to Mission Road Project)	\$300,000 (Did not transfer from GF as planned)
Parking Permit	\$50,000 (reallocated to Mission Road Project)	\$0
Vehicle Replacement	\$277,640	\$125,520 (did not purchase. Funding stayed in Fleet Replacement Fund)

Staff continues to replace critical IT Infrastructure as needed as part of the ongoing IT upgrades. Upgrades in FY 2020-21 included new servers and office 365 subscriptions.

The Police Dispatch and Radio Center upgrade project was completed in August of 2020 and was under budget by \$32,000.

STATUS FEBRUARY 2022

In FY2021-22 leftover funding was transferred from the Dispatch Radio Upgrade project to the Council Chamber A/V upgrade project supporting hybrid City Council meetings.

Project	Status	Project Budget thru 6/30/2021	Request in FY 2021-22	Project Budget thru 6/30/2022
Equipment Purchase and Replacement				
• Dispatch Radio Upgrade	C	\$ 250,000	\$ (32,339)	\$ 217,661
• Chamber AV Upgrade	A	\$ 0	\$ 32,339	\$ 32,339
• PD In-Car & Body Worn Cameras	A	\$ 0	\$ 201,000	\$ 201,000
Financial Software Replacement	A	\$ 0	\$ 100,000	_\$ 100,000
IT Infrastructure Upgrades (\$50,000 per year)	O	\$ 50,000 (budget reset)	\$ 50,000	\$ 50,000
Vehicle Replacement	O	\$ 0	\$ 164,000	_\$ 164,000

The financial system update has been put on hold due to COVID 19. There was discussion and desire from a few agencies in San Mateo County to collaboratively negotiate with

Tyler Technologies and other financial system providers in hopes of getting a better price. As a result, the Town requested a \$100,000 budget for FY 2021-22 and \$250,000 for future years, as a placeholder. This project is scheduled to start in mid to late-2022.

In 2021, the Town purchased a number of laptop computers for the telework program, replaced unsupported computer systems and servers, and transitioned to a cloud-based email system and online Microsoft Office suite. The Town also replaced its antiquated LiveScan system in FY 2020-21.

The FY 2021-22 the Vehicle Replacement schedule includes two patrol cars and one detective vehicle. As of February 2022, the Town is outfitting the two patrol cars. Due to supply chain issues the detective vehicle is on hold. The supply chain issue is a by-product of the COVID 19 pandemic.

STATUS FEBRUARY 2023

Project	Status as of Feb'23	Project Budget thru 6/30/2022	Request in FY 2022-23	Project Budget thru 6/30/2023
Equipment Purchase and Replacement (984)				
• In-car/body worn cameras	C	\$ 201,000		\$ 201,000
	C	\$ 32,339		\$ 32,339
• Council Chamber AV System	A		\$ 130,000	\$ 130,000
• Radio Encryption	A		\$ 20,000	\$ 20,000
• Lawnet				
Financial Software Replacement (965)	A	\$ 100,000	\$ 430,000	\$ 530,000
IT Infrastructure Upgrades (986)				
• FY 2021-22 Program	C	\$ 50,000		\$ 50,000
• FY 2022-23 Program	A		\$ 50,000	\$ 50,000
Vehicle Replacement (987)				
• PD Patrol (FY 2022) - 2	C	\$ 124,000		\$ 124,000
• PD Non-Patrol (FY 2022)	C	\$ 40,000		\$ 40,000
• PW Truck (FY 2023)	C		\$ 70,000	\$ 70,000
• PD Patrol (FY 2023) - 2	A		\$ 150,000	\$ 150,000

Tyler Technology notified the Town that the Eden System support will terminate in 2027. The Town will research and determine what other financial systems are available that can meet the needs of governmental funds and complicated payroll processing. If the Town cannot find a suitable system, the Town has the option to purchase another Tyler Technology system – Munis.

The Town completed the upgrade to the AV system in the Council Chamber to allow hybrid City Council meetings.

Staff purchased a new all electric Ford F150 “Lighting” to the Public Works Fleet, replacing the Maintenance Supervisor’s vehicle.

Police Department staff is in the process of purchasing two police patrol vehicles. One is currently be outfitted for Police service and the second is scheduled for delivery in February 2023.

* Priority Program

