



**AGENDA  
REGULAR MEETING**

**City Council of the Town of Colma  
Colma Community Center  
1520 Hillside Boulevard  
Colma, CA 94014**

**Wednesday, June 28, 2017  
PRESENTATION – 6:00 PM  
REGULAR SESSION – 7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL – 6:00 PM**

**ADOPTION OF AGENDA**

**PRESENTATION**

- City Manager Sean Rabé Farewell Presentation
- Mayors Water Challenge Raffle Winner

**PUBLIC COMMENTS – 7:00 PM**

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 June 14, 2017 Regular Meeting.
2. Motion to Receive and File the Third Quarter (July 2016 – March 2017) Financial Report and Direct Staff to Post a Copy on the Town Website.

**PUBLIC HEARING**

3. **ENGINEER'S REPORT OF SANITARY SEWER SERVICE CHARGES FOR FY 2017-18**

*Consider:* Motion to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year-2018, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll.

**NEW BUSINESS**

4. **LEAGUE OF CALIFORNIA CITIES CONFERENCE DELEGATE**

*Consider:* Motion Designating a Voting Delegate for the Annual League of California Cities Conference in September.

5. **RECREATION MANAGER SALARY SCHEDULE**

*Consider:* Motion to Adopt a Resolution Establishing Salary for New Recreation Manager Position and Adopting a Salary Schedule

6. **INTERIM CITY MANAGER APPOINTMENT**

*Consider:* Motion to Adopt a Resolution Appointing William C. Norton as Interim City Manager and Approving Employment Agreement

**REPORTS**

Mayor/City Council

City Manager

**CLOSED SESSION**

7. **In Closed Session under Government Code § 54957, PUBLIC EMPLOYMENT**

Title: City Manager

**ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1188 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov).

Reasonable Accommodation

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**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Colma Community Center, 1520 Hillside Boulevard  
Colma, CA 94014

**Wednesday, June 14, 2017**

7:00 p.m.

**CALL TO ORDER**

Mayor Helen Fisicaro called the Regular Meeting of the City Council to order at 7:05 p.m.

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

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Administrative Services Director Brian Dossey, Director of Public Works Brad Donohue, Police Chief Kirk Stratton, City Planner Michael Laughlin, Finance Director Paul Rankin and City Clerk Caitlin Corley were in attendance.

**REPORT FROM CLOSED SESSION**

The Mayor announced that the Council voted unanimously to accept City Manager Sean Rabé’s resignation. City Manager Sean Rabé spoke briefly to thank the Council and the Town for an excellent three years.

**ADOPTION OF THE AGENDA**

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

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

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

**PUBLIC COMMENTS**

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

**CONSENT CALENDAR**

2. Motion to Accept the Minutes from the May 10, 2017 Regular Meeting.
3. Motion to Accept the Minutes from the May 17, 2017 Regular Meeting.
4. Motion to Approve Report of Checks Paid for May 2017.

5. Motion to Adopt a Resolution Authorizing Contract with the City of South San Francisco for Dispatch Services.
6. Motion to Adopt a Resolution Authorizing Investment in the Local Agency Investment Fund and Rescinding Resolution 2004-15.
7. Motion to Adopt a Resolution Authorizing a Fiscal Year 2016-17 Budget Change which will Reduce Appropriations in the General Fund By \$40,000 and Increase Appropriations in the Gas Tax Fund by the Same Amount.
8. Motion to Adopt a Resolution Approving the Fiscal Year 2017-18 Appropriations Limit.

**Action:** Council Member Colvin moved to approve the Consent Calendar items #2-8; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

## NEW BUSINESS

### 9. CITY MANAGER RECRUITMENT

City Attorney Christopher Diaz presented the staff report. Mayor Fiscaro opened the public comment period at 7:15 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

**Action:** Vice Mayor Gonzalez moved to Adopt Resolution Approving Contract with Ralph Andersen and Associates for a City Manager Recruitment; the motion was seconded by Mayor Fiscaro and carried by the following vote:

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

## PUBLIC HEARING

### 10. FY 2017-2018 PROPOSED BUDGET

City Manager Sean Rabé and Finance Director Paul Rankin presented the staff report. Mayor Fiscaro opened the public hearing at 8:35 p.m. Resident Ruby Paniagua made a comment. The Mayor closed the public hearing at 8:36 p.m. Council discussion followed.

Council directed staff to increase the Council event budget to \$2500 per Council Member, to modify the Administrative Services Director's personnel allocation, and make small non-fiscal changes to various sections of the budget document.

**Action:** Mayor Fiscaro moved to Adopt a Resolution Appropriating Funds and Adopting the Annual Budget for Fiscal Year 2017-2018, with the requested changes; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

### **COUNCIL CALENDARING**

There will be a Special City Council Meeting on Wednesday, June 21, 2017 at 7:00 p.m.  
The next Regular City Council Meeting will be on Wednesday, June 28, 2017 at 6:00 p.m.

### **REPORTS**

Council Member del Rosario announced that ALLICE Kumares & Kumpares will be hosting a free training on recognizing domestic violence on Tuesday, June 27, 2017 at 6:30 p.m.

### **ADJOURNMENT AND CLOSE IN MEMORY**

The meeting was adjourned by Mayor Fiscaro at 8:44 p.m. in memory of the victims of the shooting at the Congressional baseball practice, the UPS shooting in San Francisco and the tragic fire in London.

Respectfully submitted,

Caitlin Corley  
City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Paul S. Rankin, Contract Finance Director  
 VIA: Sean Rabé, City Manager  
 MEETING DATE: June 28, 2017  
 SUBJECT: Third Quarter Financial Report (July 2016 – March 2017)

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## RECOMMENDATION

Staff recommends that the City Council:

RECEIVE AND FILE THE THIRD QUARTER (JULY 2016 – MARCH 2017) FINANCIAL REPORT AND DIRECT STAFF TO POST A COPY ON THE TOWN WEBSITE

## EXECUTIVE SUMMARY

In order to provide the City Council and the public with periodic updates on the Town Finances, Staff prepared a Quarterly Report. The focus of the information is on the General Fund. This report compares the current year performance to the amended Budget as well as providing a comparison to the same period in the previous year.

## FISCAL IMPACT

Although there are some deviations based on timing, overall revenue and expenses are tracking as expected with the current Budget and projections included as part of the development of the proposed Fiscal Year 2017-18 Budget.

## ANALYSIS

Submittal of this report was delayed due to availability of contract financial staff and the focus on preparing the Fiscal Year 2017-18 Town Budget. Staff reviewed the revenue and expenditures recorded during the first nine months of the current Fiscal Year. This serves as a means to formally assess the budget performance as well as to serve as possible early disclosure if trends are not following the expected pattern.

The Quarterly Report (Attachment A) summarizes the results at a high level and also discusses the reasons for any significant deviations. Most of the deviations are caused by timing differences. Since history can also be helpful in detecting deviations, the report also provides a matching snapshot for the same period in the previous year.

The General Fund includes budgeted revenue of approximately \$17.0 million and budgeted expenditures of \$14.3 million. In addition the General Fund has net budgeted transfers of approximately \$5.9 million. Approximately 66% of the budgeted revenue was collected in the

first 9 months. This is typical since sales tax, the most significant revenue, lags by approximately 3 months. Total expenditures to date were approximately 71.8% of the amount budgeted, and on track to finish the year within budget. Additional details are described in Attachment A.

### **Reasons For the Recommended Action**

Acceptance of the report provides disclosure of current year revenue and expenditure trends.

### **COUNCIL ADOPTED VALUES**

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

- *Responsibility*: Making decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.
- *Fairness*: Support the public's right to know and promote meaningful public involvement.

### **CONCLUSION**

Staff is requesting that the City Council receive and file the report and direct Staff to post a copy to the Town website.

### **ATTACHMENT**

- A. Quarterly Financial Report – Third Quarter 2016-2017 (July 2016 – March 2017).





## QUARTERLY FINANCIAL REPORT THIRD QUARTER 2016-2017 (January 1, 2017 – March 31, 2017)

This report provides an overview and summarized information on the Town Finances. For the Town of Colma, the General Fund represents the most significant portion of the annual revenue and expenditures. Therefore, the focus of the report will be on the performance of the General Fund, unless otherwise noted. The format of the report compares data from the Prior Year actual results to the Current Year Budget / Quarterly Actual. The current year amounts presented provide preliminary information and are subject to adjustments.

### GENERAL FUND FINANCIAL POSITION

In Fiscal Year 2016-2017 the General Fund includes budgeted revenue of approximately \$17.0 million and budgeted expenditures of \$14.3 million. The budget amounts incorporate the Mid-Year Budget Adjustments approved by the City Council. In addition the General Fund has net budgeted transfers of approximately \$5.85 million. A transfer represents resources in one fund that are transferred to another fund. The transfers in the current year budget are for Capital Project funding and Debt Service. This includes a supplemental transfer to the Capital Project Fund for the Town Hall Construction. These funds will remain in the CIP Fund until expended for the project.

	FISCAL YEAR 2015-2016			FISCAL YEAR 2016-2017		
	Actual Fiscal Year	3rd Qtr Actual	% Actual For Period	Budget Fiscal Year	3rd Qtr Actual	% of Budget For Period
Revenue	\$17,719,195	\$9,222,155	52.0%	\$17,036,712	\$11,262,393	66.1%
Expenditures	(13,410,013)	(9,718,166)	72.5%	(14,304,795)	(10,275,080)	71.8%
Net Transfers In / (Out)	(9,833,630)	(9,543,165)		(5,853,170)	(5,642,773)	
Net Change	(5,524,447)	(10,039,177)		(3,121,253)	(4,655,459)	
Beginning Balance	28,118,695	28,117,911		22,594,248	22,594,248	
Balance Year To Date	22,594,248	18,078,734		19,472,995	17,938,789	

### MAJOR GENERAL FUND REVENUE SOURCES

Over 90 percent of the budgeted General Fund Revenues are concentrated in four revenue types. Revenues collected are not evenly distributed from month to month.

	FISCAL YEAR 2015-2016			FISCAL YEAR 2016-2017		
	Actual Fiscal Year	3rd Qtr Actual	% Actual For Period	Budget Fiscal Year	3rd Qtr Actual	% of Budget For Period
Sales Taxes	\$10,851,062	\$5,071,669	46.7%	\$10,750,000	\$6,873,676	63.9%
Cardroom Taxes	4,039,518	2,590,359	64.1%	4,050,000	2,768,629	68.4%
Property Taxes	562,378	373,400	66.4%	576,300	351,060	60.9%
Sewer Fees	836,480	428,378	51.2%	710,000	414,785	58.4%
Sub-Total Major Revenue	\$16,289,438	\$8,463,806	52.0%	\$16,086,300	\$10,408,150	64.7%
Total Revenue - GF	\$17,719,195	\$9,222,095		\$17,036,712	\$11,262,393	
% Major 5 Revenues	91.9%	91.8%		94.4%	92.4%	

As shown in the previous table approximately two-thirds of the General Fund Revenue was collected in the first nine months of the fiscal year. A narrative explanation is provided below for key deviations.

### **MAJOR REVENUE**

- Sales Tax revenue reported as of the third quarter represents actual retail transactions through December 31<sup>st</sup>, plus advances received for the third quarter from the Board of Equalization.
- Comparison of Sales Tax for the two years is difficult because in FY 2015-16 the State continued to retain triple flip reimbursements that were not paid out until the final quarter. The Triple Flip component is now gone and in the future tracking from year to year should be more consistent.
- Cardroom taxes can fluctuate from year to year based on a variety of factors. The adopted budget for Fiscal Year 2016-2017 is only \$10,482 more than the actual amount collected in Fiscal Year 2015-16. Through the first nine months this revenue continues to out-perform the previous year and revenue is expected to be more than budget.
- Property taxes for the current year reflect the first of two major installments. The percentage collected is less than in the previous year, due primarily to a large Transfer Tax payment received in FY 2016.
- Sewer Fees are collected on the Property Tax bill. The fees represent the first of two major installments received from the Property Tax bill payments. Estimates completed as part of the development of next year's budget expect the actual Sewer Fee Revenue to be \$30,000 more than the adopted Budget.

### **GENERAL FUND EXPENDITURES**

General Fund Expenditures in the current year are approximately 71.8% of the amount Budgeted and most Departments are tracking similar to the previous year. Engineering and Planning are mostly contract services and there are fluctuations from year to year based on workload and timing of the processing of invoices. Facility expenses can fluctuate from year to year depending on the level of special improvement projects and when they occur during the year.

	FISCAL YEAR 2015-2016			FISCAL YEAR 2016-2017		
	Actual Fiscal Year	3rd Qtr Actual	% Actual For Period	Budget Fiscal Year	3rd Qtr Actual	% of Budget For Period
General Government	\$3,194,542	\$2,253,318	70.5%	\$3,123,985	\$2,253,318	72.1%
Police	5,535,529	3,941,865	71.2%	6,437,090	4,678,795	72.7%
Engineering / Building / Planning	1,381,129	739,748	53.6%	1,407,000	958,900	68.2%
Public Works Maintenance	1,970,819	1,416,815	71.9%	1,783,530	1,340,997	75.2%
Recreation Services	864,463	646,872	74.8%	972,740	724,685	74.5%
Facility Maintenance	463,531	319,549	68.9%	580,450	318,385	54.9%
<b>TOTAL</b>	<b>\$13,410,013</b>	<b>\$9,318,168</b>	<b>69.5%</b>	<b>\$14,304,795</b>	<b>\$10,275,080</b>	<b>71.8%</b>

The following table also displays the expenses organized by expenditure type.

	FISCAL YEAR 2015-2016			FISCAL YEAR 2016-2017		
	Actual Fiscal Year	3rd Qtr Actual	% Actual For Period	Budget Fiscal Year	3rd Qtr Actual	% of Budget For Period
Salaries & Benefits	7,131,857	\$5,679,154	79.6%	\$8,410,550	\$6,202,558	73.7%
Operating Services & Supplies	2,272,106	1,123,590	49.5%	1,700,895	1,059,940	62.3%
Contractual / Professional Services	2,207,236	1,322,974	59.9%	2,372,350	1,559,699	65.7%
Infrastructure Maint Contract Svcs	281,416	155,273	55.2%	336,000	115,084	34.3%
Sewer Services	940,029	918,555	97.7%	890,000	816,630	91.8%
Insurance (Liability/Property/WC)	577,369	518,621	89.8%	595,000	521,169	87.6%
<b>TOTAL</b>	<b>\$13,410,013</b>	<b>\$9,718,166</b>	<b>72.5%</b>	<b>\$14,304,795</b>	<b>\$10,275,080</b>	<b>71.8%</b>
OTHER USES / (TRANSFERS IN)	\$9,833,630	\$9,543,165		\$5,853,170	\$5,642,773	
EXPENDITURES & TRANSFERS	\$23,243,643	\$19,261,331		\$20,157,965	\$15,917,853	

Overall the expenditures through March are expected to trend within the adopted budget. Information related to significant deviations are discussed below:

- As shown in the previous table salaries and benefits are the most significant portion of General Fund expenditures. This category lags slightly when compared to the prior year. This is because the amended budget includes funding for retroactive pay adjustments that will be processed in the fourth quarter.
- Sewer Service costs compared to Budget show 90% of the budget has been used. This is a typical pattern as the collection and treatment system payments to the providers are made early in the Fiscal Year. The remainder of the budgeted expenses would be associated with maintenance expense on the system during the year.
- A significant portion of the Insurance expense has been incurred. This is a typical pattern as most of these costs are insurance premiums. The premium payment for liability and property insurance is due in the first month of the Fiscal Year.

## HIGH LEVEL SUMMARY – ALL FUNDS

The Table below provides a summary of “All Funds” and their activity for the three quarters ending March 31, 2017. This report highlights in summary fashion key indicators of the Town Financial performance. As mentioned earlier the General Fund is the most significant to the operations of the Town, however, it is also appropriate to consider the other sources of funding. As shown the balance held in Capital Project Funds is approximately \$15.2 million and includes additional funds transferred for the Town Hall Project.

TOWN OF COLMA QUARTERLY REPORT OF ALL FUNDS (PRELIMINARY BALANCE AND ACTIVITY - CASH BASIS) QUARTER 3 - FISCAL YEAR 2016-2017					
FUND TYPE / NAME	BEGINNING FUND BALANCE 7/1/16	Fiscal Year To Date (July - March 2017)			YTD BALANCE
		YTD REVENUE	TRANSFERS IN / (OUT)	YTD EXPENDITURES	
<b>General</b>					
11-General Fund	\$22,594,248	\$11,262,393	(\$5,642,773)	(\$10,275,080)	\$17,938,789
<b>Sub-Total</b>	<b>22,594,248</b>	<b>11,262,393</b>	<b>(5,642,773)</b>	<b>(10,275,080)</b>	<b>17,938,789</b>
<b>Special Revenue</b>					
21-State Gas Tax Fund	28,012	26,121		(14,716)	39,417
22- Measure A Transportation	58,439	36,155			94,594
29- Police Grants / (COPS)	120,658	106,714		(78,437)	148,935
<b>Sub-Total</b>	<b>207,109</b>	<b>168,990</b>	<b>0</b>	<b>(93,152)</b>	<b>282,947</b>
<b>Capital Project Funds</b>					
31- General CIP	8,772,940		5,550,000	(884,950)	13,437,990
33- Town Hall CIP Financed \$	4,343,192	19,270		(2,631,565)	1,730,897
<b>Sub-Total</b>	<b>13,116,132</b>	<b>19,270</b>	<b>5,550,000</b>	<b>(3,516,515)</b>	<b>15,168,887</b>
<b>Debt Service Funds</b>					
43- COP Debt Service	62	10	92,773	(96,234)	(3,390)
<b>Sub-Total</b>	<b>62</b>	<b>10</b>	<b>92,773</b>	<b>(96,234)</b>	<b>(3,390)</b>
<b>Internal Service Funds</b>					
61-Fleet Replacement	776,421	4,768	0	0	781,188
<b>Sub-Total</b>	<b>776,421</b>	<b>4,768</b>	<b>0</b>	<b>0</b>	<b>781,188</b>
<b>Trust Funds*</b>					
71-OPEB-Retiree Medical	1,094,504	878,724	0	(488,246)	1,484,981
72-Retirement (PARS)	18,914	770	0	(36)	19,648
<b>Sub-Total</b>	<b>1,113,418</b>	<b>879,494</b>	<b>0</b>	<b>(488,282)</b>	<b>1,504,630</b>
<b>GRAND TOTAL</b>	<b>\$37,807,390</b>	<b>\$12,334,924</b>	<b>\$0</b>	<b>(\$14,469,264)</b>	<b>\$35,673,050</b>
* These Trust Funds were established to report funding contributed to an irrevocable trust for retirement benefit purposes. The funds are not available to the Town for General Operating and / or discretionary expenditures.					

## ADDITIONAL DETAILS AND INFORMATION

This is a new format prepared by the Finance Department to highlight in summary fashion key indicators of the Town Financial performance. Additional details are available on the Town website [www.colma.ca.gov](http://www.colma.ca.gov).



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 Cyrus Kianpour, City Engineer  
 VIA: Sean Rabé, City Manager  
 MEETING DATE: June 28, 2017  
 SUBJECT: Engineer's Report of Sanitary Sewer Service Charges for FY 2017-18

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2017-2018, DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT WITH THE SAN MATEO COUNTY TAX COLLECTOR, AND AUTHORIZING THE COUNTY TAX COLLECTOR TO PLACE THE CHARGES ON THE PROPERTY TAX ROLL

## EXECUTIVE SUMMARY

In order to place the sewer service charges charged by the Town of Colma on the property tax roll for collection by the San Mateo County tax collector, the City Engineer must prepare a written report (the "Engineer's Report") describing each parcel of real property receiving such sewer services, and the amount of the charge for each parcel for the subject year. This public hearing is to consider any protests to the Engineer's Report for FY 2017-18. For protests to be considered, protests must be submitted prior to the close of the public hearing on June 28, 2017. Protests apply only to the parcel for which the protest is made, and the City Council must consider each protest individually and decide whether to sustain or overrule the protest as to each protested parcel. Tabulation of inquiries and protests to the sewer charges, and recommended action is attached as Exhibit C to the Staff Report. If a majority of the owners of separate parcels subject to the sewer service charges files a protest against the Engineer's Report, the City may not place the sewer service charges on the County tax roll, and must instead collect such charges by billing customers directly. So long as no majority protest exists, the City Council may overrule any or all protests.

At the conclusion of the Public Hearing, if there is no majority protest, the City Council should adopt a Resolution to either: adopt the Engineer's Report as proposed, or as modified to address individual protests, and authorize the County Controller to place the charges on the property tax roll. The City Engineer is then directed to file the Engineer's Report, along with the Resolution and submit it to the County Assessor's Office who will then collect the approved sewer service charges through the property tax rolls.

If no protests are filed, the Council should adopt the proposed resolution with an instruction to the City Attorney to strike the alternative clauses which state that a protest was filed.

If protests are filed, and the City Council chooses to sustain some or all of them, the City Council should ask the City Attorney for advice on how to modify the draft resolution.

### **FISCAL IMPACT**

The Town will be paying out to the City of South San Francisco and the North County San Mateo Sanitation District a total of \$815,248.42. After calculating the water incentive program and sewer charges for Town owned properties, the Town will be reimbursed through the County Tax Rolls \$741,601.55, leaving a net cost of \$73,646.87 to the Town for Town wide annual sanitary sewer charges.

Please see the summary of sewer charges from the Engineer's Report below:

#### ***Amounts Payable to SSF and NSMCSD for Sewer Service:***

Sewer Charges Payable to SSF:	\$ 664,457.02
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	<u>\$ 104,076.00</u>
<b>Net Sewer Charges Payable to SSF:</b>	<b>\$ 768,533.02</b>
Sewer Charges Payable to NSMCSD:	\$ 150,791.40
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	<u>(\$ 104,076.00)</u>
<b>Net Sewer Charges Payable to NSMCSD:</b>	<b>\$ 46,715.40</b>
<b>Total Sewer Charges for FY 2017-18:</b>	<b>\$ 815,248.42</b>
Amount Town compensates for Water Conservation Incentive:	(\$ 59,017.69)
Sewer Charges for Town Properties:	(\$ 14,629.18)
<b>Revenue from charges posted on Tax Rolls:</b>	<b>\$ 741,601.55</b>
<b>Net Cost to Town:</b>	<b>\$ 73,646.87</b>

### **BACKGROUND**

The Town of Colma contracts with the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("District") to provide sanitary sewer services to all properties in the Town. The Town assesses sewer service charges against properties within the Town at the same rate that SSF or the District charges the Town for those properties.

The Town levies an annual sewer service charge on each property that utilizes, or has access to these sewer systems. Pursuant to section 5473 of the Health and Safety Code of the State of

California, the Town has elected to collect the annual sewer service charges through the County of San Mateo Property Tax Rolls. Therefore, in accordance with the Health and Safety Code, the City Engineer has prepared a report describing each parcel that receives sewer service and the amount of the service charge that will be assessed against each parcel for Fiscal Year 2017-18 (the "Engineer's Report" or "Report").

As required, the Engineer's Report has been on file with the office of the City Clerk for public review and comment for at least fifteen days prior to the Public Hearing on June 28, 2017. In addition, the required notice of public hearing and the proposed sewer charges was published in the local newspaper on June 12 and June 19, 2017; a courtesy copy of the notice with individual sewer charge was mailed to all affected property owners, residents, and business owners; and a copy of the notice was posted on the three official Town bulletin boards for at least 15 days prior to the Public Hearing.

## **ANALYSIS**

### **North San Mateo County Sanitation District "District" Sewer Rates**

In Fiscal Year 2016-17, the District approved increasing the sewer rates to all customers annually by 8% each year for the next 3 years.

On June 8<sup>th</sup>, 2016 The Town adopted an Ordinance amending Section 3.04.170 of the Colma Municipal Code "Fees for Sewer Service Provided through NSMCS D Sewer System" to allow for this pass-through rate increase for all properties connected to the District's system.

### **South San Francisco "SSF" Sewer Rates**

Under the agreement that the Town has with SSF, if sewer rate increases are not forwarded to the Town by April 1<sup>st</sup> of the current year, the Town will use the previous year's rate schedule. Because the Town did not receive notice of a rate increase by April 1, 2017, the Town will default to SSF's last years' (2016-17) sewer rates. For 2016-17, SSF increased their minimum sewer rate by 2.26% from the 2015-16 rates. Colma residents and businesses that are serviced by SSF will see a sanitary sewer rate increase of 2.26% in their base rate over last year rates.

On June 8<sup>th</sup>, 2016 The Town adopted an Ordinance amending Section 3.04.160 of the Colma Municipal Code "Fees for Sewer Service Provided through SSF Sewer System" to allow for this pass-through rate increase for all properties connected to SSF's sewer system for fiscal year 2017-18 only.

### **Water Conservation Incentive Program**

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

On April 27<sup>th</sup>, 2017, the City Council approved \$85,000 for Water Conservation Incentive Program for FY 2017-18. The Authorized Subsidy of \$85,000 would reduce the sewer service charge by 10.43% for each Eligible Customer.

The total incentive for qualified users was calculated to be \$59,017.69. A summary of the incentive program is as follows:

<b>User Type</b>	<b>Total Incentive</b>	<b>Percentage of Incentive</b>
NSMCSD Residential Users	\$ 8,839.46	15%
NSMCSD Commercial Users	\$ 340.55	1%
SSF Residential Users	\$ 2,698.45	5%
SSF Commercial Users	\$ 47,139.24	79%
<b>TOTAL</b>	<b>\$59,017.69</b>	<b>100.00%</b>

### **Hearing on Engineer’s Report to Consider Individual Protests**

The purpose of the hearing on the Engineer’s Report is to hear individual protests to the Engineer's Report for each parcel of property within the Town of Colma subject to the sewer service charge. For example, a property owner might protest the classification for their property, or another owner might claim that a error was made in the calculation. However, protests to sewer rates cannot be contested, due to the fact that the time for lodging those protests expired when the Proposition 218 hearing was held in June 2016.

Each affected property owner has the right to file a written protest to the Engineer’s Report any time prior to the conclusion of the public hearing on the Report on June 28, 2017. If the Council decides a protest(s) is valid, the Council should sustain the protest, and direct the City Engineer to amend the Engineer’s Report or remove the charge in accordance with the Council's direction. If the Council decides that a protest is invalid, it should overrule the protest, and direct the City Engineer to file the Engineer's Report without change.

If there are any protests to the Engineer’s Report submitted after the Council receives this Staff Report, the City Engineer will prepare a supplemental staff report detailing those protests. Written protests can be submitted until the close of the public hearing. If a protest is filed at the public hearing, staff will advise the Council at the meeting of their recommendation and, amend the Engineer’s Report as directed by the City Council before submitting it to the County. If the attached Resolution needs to be amended to address any protests submitted at the hearing, the City Attorney will help guide the Council through that process.

If a majority of property owner’s protest, then the Town cannot place the charges on the Tax Roll, but must collect the charges through an invoice-and-payment process.

To date the City Engineer’s Office has received one inquiry and one protest. The inquiry that was received was not of a protest nature but sought an explanation on the classification of



property within Town of Colma. The written protest was received in person prior to the Public Hearing and after this Staff Report has been submitted for distribution. Staff will submit to City Council copies of the written protest prior to the opening of the Public Hearing for adopting Engineer's Report on sewer service charges for fiscal year 2017-18.

### **Assessment on County Tax Rolls**

On or before August 10, the City Engineer will send the approved or amended Engineer's Report to the County with instructions to enter the amounts of the charges shown on the Report as assessments against the respective parcels on the roll for fiscal year 2017-18.

### **Values**

Before assessing a charge on the county tax rolls against any particular property in the Town of Colma, the City Council will have held a public hearing allowing the public to protests to the City Council the calculation of their annual sanitary sewer charge. Through this process, the City Council is being *fair* by allowing for a protest process where the Council can review and rule on each protest.

### **Sustainability Impact**

The Annual Sanitary Sewer Service Engineers Report provides detail on the results of the Water Conservation Incentive Program. By reviewing the results of the program, City Council can make intelligent decisions regarding future funding and incentive programs to reduce domestic water usage and ensure continued sustainability.

### **Alternatives**

As to each protest against the proposed sewer service charge, the City Council can either sustain or overrule the protest for that parcel. If the City Council sustains the protest, it can modify or remove the proposed charge for that parcel. The Town may also choose to collect the sewer service charges separately from the tax roll. This option will result in increased costs for technology and staff dedicated to billing, as well as a higher risk of errors. Additionally, this option will not allow the Town to place the sewer service charges as a lien against the subject property.

### **CONCLUSION**

Staff recommends the City Council adopt the attached Resolution to sustain or overrule protests to the Engineer's Report for FY 2017-18 and to adopt the Engineer's Report, to direct the City Engineer to file a copy of the Report with the County Tax Collector for collection on the San Mateo County tax rolls, and to authorize the County Tax Collector to place the charges on the property tax roll.

### **ATTACHMENTS**

- A. Resolution
- B. Engineer's Report - Sewer Service Charges FY 2017-18
- C. Tabulation of inquiries and protests



**RESOLUTION NO. 2017-\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON  
SEWER SERVICE CHARGES FOR FISCAL YEAR 2017-2018,  
AND DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT  
WITH THE SAN MATEO COUNTY TAX COLLECTOR**

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

**1. Background**

(a) The City Council has, by Colma Municipal Code, Chapter Three, Subchapter Seven (Section 3.07.010, *et seq.*), otherwise known as the *Colma Sewer Service Charge Code*, provided for the collection of sewer service charges for each fiscal year on the tax rolls of San Mateo County, and has directed the preparation and filing of a written report for each fiscal year containing descriptions of each parcel of real property located in Colma receiving such sewer services and facilities, and the amount of the sewer service charge for each parcel for the fiscal year, computed in conformity with the charges prescribed by ordinance.

(b) Pursuant to Section 5473, *et seq.* of the California Health and Safety Code, the City Engineer prepared and filed a written report ("Report") with the City Clerk at least fifteen (15) days prior to June 28, 2017, which is the date set forth for the public hearing.

(c) Notice of the filing of the Report and the public hearing thereon was published in the San Mateo County Times on June 12, 2017 and June 19, 2017, in accordance with Health and Safety Code Section 5473.1 and Government Code Section 6066, and posted on the Town's three official bulletin boards.

(d) A Public Hearing on the Report was held on June 28, 2017, at which time, the City Council heard and considered all objections or protests, if any, to the Report.

**2. Findings**

The City Council finds that:

(a) At the public hearing on June 28, 2017, no persons made any comments, objections or protests regarding the Report.

*Alternate provision if one or more protests to individual parcels are filed. At the public hearing on June 28, 2017, \_\_\_\_\_ made and filed objections or protests regarding the Report, and the Council ruled thereon as follows: [specify]*

(b) The owners of a majority of the separate parcels of property described in the Report did not file protests, and therefore the City Council is authorized to adopt the Report and to order that the charges set forth in the Report shall be collected on the tax roll of the County of San Mateo and shall constitute a lien against any parcel or parcels of land.

### 3. Order

Now, therefore, the City Council does hereby order that:

(a) The City Council hereby adopts the Report without any further revision, change, reduction or modification.

*Alternate provision if one or more protests to individual parcels are filed and sustained:*  
The City Engineer is directed to modify the Report by making any changes to sewer service charges necessary as a result of any protest sustained by the Council during the public hearing on the Report. The City Council hereby adopts the Report, as modified by the directive in Section 3(a) above, without any further revision, change, reduction or modification

(b) The charges set forth in the Report, as adopted, shall be collected on the tax roll of the County of San Mateo in the manner provided by law and shall constitute a lien against each parcel or parcels of land as specified therein.

*Alternate provision if one or more protests to individual parcels are filed and sustained:*  
The charges set forth in the Report, as so modified, shall be collected on the tax roll of the County of San Mateo in the manner provided by law and shall constitute a lien against each parcel or parcels of land as specified therein.

(c) The City Engineer is directed to file with the County Controller of San Mateo County on or before the July 31, 2017 a copy of the Report upon which shall be endorsed, over the Clerk's signature, a statement that the Report has been finally adopted by the City Council of the Town of Colma.

(d) The County Controller of San Mateo County shall, upon receipt of the Report, enter the amounts of the charges set forth in the Report against the respective lots or parcels as they appear on the assessment roll for the fiscal year.

***Certification of Adoption***

I certify that the foregoing Resolution No. 2017-\_\_ was duly adopted at a special meeting of the City Council of the Town of Colma held on June 28, 2017 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Helen Fisicaro, Mayor

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





## Annual Sanitary Sewer Service Charges FY 2017-2018

Engineer's Section 5473 Report

May 26, 2017

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  - f. Town Properties in SSF Service Area



## Summary Table

**SUMMARY: Engineers' Section 5473 Report - Annual Sewer Charges FY 2017-2018**

<b>Payments</b>	
Annual Sewer Charges Payable to SSF	\$768,533.02
Annual Sewer Charges Payable to NSMCSD	\$46,715.40
<b>Total Sewer Charges for FY 17-18 (1)</b>	<b>\$815,248.42</b>

<b>Revenue</b>	
Revenue from Parcel Charges FY 17-18 (2)	\$741,601.55

<b>Expenses</b>	
Total Expenses FY 17-18 = (1-2) = (a+b)	\$73,646.87

*Expense Breakdown*

<b>Water Conservation Incentive</b>	
Amount Town Pays for Water Conservation Incentive	\$59,017.69
<b>Sub-total (a)</b>	<b>\$59,017.69</b>

<b>Sewer Charges for Town Properties</b>	
Creekside Villas Senior Homes	\$10,584.00
Town Facilities	\$3,457.18
1365 Mission Rd.	\$588.00
<b>Sub-total (b)</b>	<b>\$14,629.18</b>

## **Engineer's 5473 Report of Annual Sewer Service Charges**

May 26, 2017

APN	St. No.	St. Name	Town Pays NSMCSD	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
103-190-040	401	B St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
103-190-030	403	B St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
103-190-020	405	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
103-190-010	407	B St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
008-125-320	409	B St	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
008-125-330	411	B St	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
008-125-340	413	B St	\$876.00	\$0.00	\$876.00	\$91.37	\$784.63
008-125-350	415	B St	\$788.40	\$0.00	\$788.40	\$82.23	\$706.17
008-126-240	416	B St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-125-360	417	B St	\$1,620.60	\$0.00	\$1,620.60	\$0.00	\$1,620.60
008-126-250	418	B St	\$481.80	\$0.00	\$481.80	\$0.00	\$481.80
008-125-370	419	B St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
008-126-260	420	B St	\$1,664.40	\$0.00	\$1,664.40	\$173.60	\$1,490.80
008-126-220	424	B St	\$657.00	\$0.00	\$657.00	\$0.00	\$657.00
008-126-230	426	B St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-125-420	429	B St	\$876.00	\$0.00	\$876.00	\$0.00	\$876.00
008-126-320	430	B St	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
008-125-430	431	B St	\$80.96	\$0.00	\$80.96	\$0.00	\$80.96
008-125-440	433	B St	\$1,182.60	\$0.00	\$1,182.60	\$0.00	\$1,182.60
008-125-400	435	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
008-126-330	436	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
008-125-390	437	B St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
008-126-340	438	B St	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
008-125-380	439	B St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
008-126-040	442	B St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
008-125-220	451	B St	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
008-125-210	453	B St	\$1,095.00	\$0.00	\$1,095.00	\$114.21	\$980.79
008-125-200	455	B St	\$744.60	\$0.00	\$744.60	\$0.00	\$744.60
008-125-190	461	B St	\$613.20	\$0.00	\$613.20	\$63.96	\$549.24
008-126-040	468	B St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
008-125-260	469	B St	\$744.60	\$0.00	\$744.60	\$77.66	\$666.94
006-413-110	471	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-411-010	472	B St	\$1,007.40	\$0.00	\$1,007.40	\$105.07	\$902.33
006-413-100	475	B St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
006-411-020	476	B St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-413-090	479	B St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
006-411-030	480	B St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-413-080	483	B St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-411-040	484	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-411-050	488	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-411-060	492	B St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
006-414-140	503	B St	\$262.80	\$0.00	\$262.80	\$0.00	\$262.80
006-412-010	504	B St	\$613.20	\$0.00	\$613.20	\$0.00	\$613.20
006-414-130	507	B St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
006-412-020	508	B St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-414-120	511	B St	\$131.40	\$0.00	\$131.40	\$0.00	\$131.40
006-412-030	512	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-414-110	515	B St	\$481.80	\$0.00	\$481.80	\$0.00	\$481.80
006-412-040	516	B St	\$175.20	\$0.00	\$175.20	\$0.00	\$175.20
006-414-100	519	B St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
006-412-050	520	B St	\$569.40	\$0.00	\$569.40	\$0.00	\$569.40
006-414-090	523	B St	\$350.40	\$0.00	\$350.40	\$0.00	\$350.40
006-412-060	524	B St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-414-080	527	B St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-412-070	528	B St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
006-414-070	531	B St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-412-080	532	B St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-412-090	536	B St	\$438.00	\$0.00	\$438.00	\$0.00	\$438.00
006-412-100	540	B St	\$832.20	\$0.00	\$832.20	\$0.00	\$832.20
008-126-270	401	C St	\$1,445.40	\$0.00	\$1,445.40	\$0.00	\$1,445.40
008-126-280	409	C St	\$876.00	\$0.00	\$876.00	\$91.37	\$784.63
008-126-280	411	C St	\$1,576.80	\$0.00	\$1,576.80	\$164.46	\$1,412.34
008-126-280	413	C St	\$1,007.40	\$0.00	\$1,007.40	\$0.00	\$1,007.40
008-126-290	415	C St A	\$1,007.40	\$0.00	\$1,007.40	\$0.00	\$1,007.40
008-126-290	415	C St B	\$1,007.40	\$0.00	\$1,007.40	\$105.07	\$902.33
008-126-300	417	C St A	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
008-126-300	417	C St	\$657.00	\$0.00	\$657.00	\$0.00	\$657.00
008-126-310	419	C St A	\$1,007.40	\$0.00	\$1,007.40	\$105.07	\$902.33
008-126-310	419	C St B	\$700.80	\$0.00	\$700.80	\$73.09	\$627.71
008-127-280	420	C St A	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
008-127-280	420	C St B	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
008-127-270	422	C St A	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
008-127-270	422	C St B	\$876.00	\$0.00	\$876.00	\$0.00	\$876.00
008-126-130	421-423	C St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85

APN	St. No.	St. Name	Town Pays NSMCSD	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-127-260	424	C St A	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
008-127-260	424	C St B	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
008-127-250	426	C St A	\$788.40	\$0.00	\$788.40	\$82.23	\$706.17
008-127-250	426	C St B	\$1,314.00	\$0.00	\$1,314.00	\$0.00	\$1,314.00
008-126-120	427-431	C St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
008-126-110	435	C St	\$1,182.60	\$0.00	\$1,182.60	\$123.35	\$1,059.25
008-127-050	438	C St	\$700.80	\$0.00	\$700.80	\$0.00	\$700.80
008-127-050	440	C St	\$438.00	\$0.00	\$438.00	\$0.00	\$438.00
008-126-090	441	C St	\$1,007.40	\$0.00	\$1,007.40	\$105.07	\$902.33
008-127-200	442	C St	\$131.40	\$0.00	\$131.40	\$0.00	\$131.40
008-126-080	445	C St	\$1,357.80	\$0.00	\$1,357.80	\$141.62	\$1,216.18
008-127-210	446	C St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
008-126-070	449	C St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
008-126-060	455	C St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-127-070	464	C St	\$788.40	\$0.00	\$788.40	\$82.23	\$706.17
008-127-080	466	C St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
008-126-050	467	C St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
006-411-120	471	C St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
006-387-130	472	C St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
006-411-110	475	C St	\$613.20	\$0.00	\$613.20	\$0.00	\$613.20
006-387-020	476	C St	\$700.80	\$0.00	\$700.80	\$0.00	\$700.80
006-411-100	479	C St	\$744.60	\$0.00	\$744.60	\$0.00	\$744.60
006-387-030	480	C St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
006-411-090	483	C St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
006-387-040	484	C St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
006-411-080	487	C St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
006-411-070	491	C St	\$80.96	\$0.00	\$80.96	\$0.00	\$80.96
006-387-050	492	C St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
006-412-230	503	C St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
006-388-010	504	C St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
006-412-220	507	C St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
006-388-020	508	C St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
006-412-210	511	C St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
006-388-030	512	C St	\$1,182.60	\$0.00	\$1,182.60	\$0.00	\$1,182.60
006-412-200	515	C St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
006-388-040	516	C St	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
006-412-190	519	C St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39

APN	St. No.	St. Name	Town Pays NSMCSD	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-388-050	520	C St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-412-180	523	C St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
006-388-060	524	C St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
006-412-170	527	C St	\$262.80	\$0.00	\$262.80	\$0.00	\$262.80
006-388-070	528	C St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-412-160	531	C St	\$744.60	\$0.00	\$744.60	\$77.66	\$666.94
006-388-080	532	C St	\$438.00	\$0.00	\$438.00	\$0.00	\$438.00
006-412-150	535	C St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-388-090	536	C St	\$657.00	\$0.00	\$657.00	\$0.00	\$657.00
006-412-140	539	C St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-388-100	540	C St	\$262.80	\$0.00	\$262.80	\$0.00	\$262.80
006-412-130	543	C St	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
006-388-110	544	C St	\$700.80	\$0.00	\$700.80	\$0.00	\$700.80
006-412-120	547	C St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-388-120	548	C St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-412-110	551	C St	\$175.20	\$0.00	\$175.20	\$0.00	\$175.20
006-388-130	552	C St	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
006-388-140	556	C St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
006-388-150	560	C St	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
006-388-160	564	C St	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
006-413-070	350	Clark Ave	\$438.00	\$0.00	\$438.00	\$45.68	\$392.32
006-384-060	450	Clark Ave	\$744.60	\$0.00	\$744.60	\$0.00	\$744.60
006-384-070	550	Clark Ave	\$919.80	\$0.00	\$919.80	\$95.94	\$823.86
006-381-040	560	Clark Ave	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
006-381-050	570	Clark Ave	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
006-381-060	580	Clark Ave	\$876.00	\$0.00	\$876.00	\$91.37	\$784.63
006-381-070	F &	Clark Ave	\$744.60	\$0.00	\$744.60	\$77.66	\$666.94
008-421-180	205	Collins Ave	\$0.00	\$798.05	\$798.05	\$0.00	\$798.05
008-421-190	207	Collins Ave	\$0.00	\$3,862.33	\$3,862.33	\$0.00	\$3,862.33
008-421-150	245	Collins Ave	\$0.00	\$8,453.98	\$8,453.98	\$881.75	\$7,572.23
010-421-180	248	Collins Ave	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-421-160	480	Collins Ave	\$0.00	\$1,811.57	\$1,811.57	\$0.00	\$1,811.57
010-421-200	500	Collins Ave	\$0.00	\$1,985.05	\$1,985.05	\$207.04	\$1,778.01
010-421-190	530	Collins Ave	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
008-403-040	1000	Collins Ave	\$0.00	\$1,607.77	\$1,607.77	\$167.69	\$1,440.08
008-403-020	1500	Collins Ave	\$0.00	\$16,234.91	\$16,234.91	\$0.00	\$16,234.91
008-322-320	1 to 17	Colma Blvd	\$0.00	\$1,464.35	\$1,464.35	\$152.73	\$1,311.62

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-322-550	2	Colma Blvd	\$0.00	\$9,888.14	\$9,888.14	\$1,031.33	\$8,856.81
008-322-550	2	Colma Blvd	\$0.00	\$1,674.71	\$1,674.71	\$0.00	\$1,674.71
008-322-470	19	Colma Blvd	\$0.00	\$785.01	\$785.01	\$81.88	\$703.14
008-322-480	27-39	Colma Blvd	\$0.00	\$1,683.25	\$1,683.25	\$0.00	\$1,683.25
008-322-480	41-53	Colma Blvd	\$0.00	\$2,943.80	\$2,943.80	\$307.04	\$2,636.76
008-322-480	55-63	Colma Blvd	\$0.00	\$762.37	\$762.37	\$79.52	\$682.85
008-322-290	65	Colma Blvd	\$0.00	\$2,377.68	\$2,377.68	\$247.99	\$2,129.69
008-322-490	75	Colma Blvd	\$0.00	\$905.78	\$905.78	\$0.00	\$905.78
008-322-270	81	Colma Blvd	\$0.00	\$4,581.76	\$4,581.76	\$0.00	\$4,581.76
008-322-500	91	Colma Blvd	\$0.00	\$5,691.34	\$5,691.34	\$593.61	\$5,097.74
008-322-500	91	Colma Blvd	\$0.00	\$1,674.71	\$1,674.71	\$0.00	\$1,674.71
008-322-330	101	Colma Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
008-322-340	111	Colma Blvd	\$0.00	\$10,307.26	\$10,307.26	\$1,075.05	\$9,232.22
008-322-340	115-119	Colma Blvd	\$0.00	\$1,502.09	\$1,502.09	\$0.00	\$1,502.09
008-322-510	121-123	Colma Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
008-322-560	200	Colma Blvd	\$0.00	\$1,856.86	\$1,856.86	\$193.67	\$1,663.19
008-127-300	429	D St	\$80.96	\$0.00	\$80.96	\$0.00	\$80.96
008-143-020	430	D St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
008-127-290	431	D St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
008-127-160	433	D St	\$569.40	\$0.00	\$569.40	\$0.00	\$569.40
008-143-030	434	D St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
008-127-150	435	D St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
008-143-060	436	D St	\$1,051.20	\$0.00	\$1,051.20	\$0.00	\$1,051.20
008-143-040	438	D St	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47
008-127-140	439	D St	\$262.80	\$0.00	\$262.80	\$0.00	\$262.80
008-143-050	442	D St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-127-240	443	D St	\$1,270.20	\$0.00	\$1,270.20	\$0.00	\$1,270.20
008-143-070	448	D St	\$876.00	\$0.00	\$876.00	\$91.37	\$784.63
008-143-080	452	D St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-127-230	455	D St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
008-143-090	456	D St	\$438.00	\$0.00	\$438.00	\$45.68	\$392.32
008-127-220	459	D St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
008-143-100	460	D St	\$744.60	\$0.00	\$744.60	\$77.66	\$666.94
008-127-110	463	D St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-143-110	464	D St	\$1,051.20	\$0.00	\$1,051.20	\$0.00	\$1,051.20
008-127-100	467	D St	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
008-143-450	468	D St	\$1,051.20	\$0.00	\$1,051.20	\$109.64	\$941.56



APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-387-120	471	D St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
008-143-460	472	D St	\$963.60	\$0.00	\$963.60	\$0.00	\$963.60
006-387-110	475	D St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
008-143-440	476	D St	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
006-387-100	479	D St	\$219.00	\$0.00	\$219.00	\$22.84	\$196.16
006-384-020	480	D St	\$1,051.20	\$0.00	\$1,051.20	\$109.64	\$941.56
006-387-090	483	D St	\$481.80	\$0.00	\$481.80	\$0.00	\$481.80
006-384-030	484	D St	\$438.00	\$0.00	\$438.00	\$45.68	\$392.32
006-387-140	487	D St	\$613.20	\$0.00	\$613.20	\$63.96	\$549.24
006-384-040	488	D St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-384-050	490	D St	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
006-387-060	491	D St	\$1,182.60	\$0.00	\$1,182.60	\$123.35	\$1,059.25
006-388-360	503	D St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
006-388-350	507	D St	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
006-388-340	511	D St	\$175.20	\$0.00	\$175.20	\$0.00	\$175.20
006-388-330	515	D St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-388-320	519	D St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
006-388-310	523	D St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
006-388-300	527	D St	\$657.00	\$0.00	\$657.00	\$0.00	\$657.00
006-388-290	531	D St	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
006-388-280	535	D St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-388-270	539	D St	\$919.80	\$0.00	\$919.80	\$95.94	\$823.86
006-388-260	543	D St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
006-388-250	547	D St	\$525.60	\$0.00	\$525.60	\$0.00	\$525.60
006-388-240	551	D St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
006-388-230	555	D St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
006-388-220	559	D St	\$438.00	\$0.00	\$438.00	\$45.68	\$392.32
006-388-210	563	D St	\$175.20	\$0.00	\$175.20	\$0.00	\$175.20
006-388-200	567	D St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
006-388-190	571	D St	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
006-388-180	575	D St	\$175.20	\$0.00	\$175.20	\$0.00	\$175.20
006-388-170	579	D St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
008-143-310	401	E St	\$1,182.60	\$0.00	\$1,182.60	\$123.35	\$1,059.25
008-143-320	415	E St	\$832.20	\$0.00	\$832.20	\$86.80	\$745.40
008-143-320	417	E St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
008-144-290	412-416	E St	\$1,883.40	\$0.00	\$1,883.40	\$196.44	\$1,686.96
008-143-340	419	E St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-143-340	421	E St	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
008-143-350	423	E St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
008-143-350	425	E St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
008-143-360	427	E St	\$613.20	\$0.00	\$613.20	\$0.00	\$613.20
008-143-360	429	E St	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
008-143-180	435	E St	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
008-143-160	441	E St	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
008-144-120	444	E St	\$175.20	\$0.00	\$175.20	\$18.27	\$156.93
008-143-250	445	E St	\$1,314.00	\$0.00	\$1,314.00	\$137.05	\$1,176.95
008-144-110	446	E St	\$919.80	\$0.00	\$919.80	\$95.94	\$823.86
008-144-100	448	E St	\$876.00	\$0.00	\$876.00	\$0.00	\$876.00
008-143-280	449	E St	\$744.60	\$0.00	\$744.60	\$77.66	\$666.94
008-143-270	455	E St	\$481.80	\$0.00	\$481.80	\$0.00	\$481.80
008-144-090	460	E St	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
008-143-140	461	E St	\$744.60	\$0.00	\$744.60	\$77.66	\$666.94
008-144-240	462	E St	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
008-143-390	463	E St	\$832.20	\$0.00	\$832.20	\$86.80	\$745.40
008-144-230	464	E St A	\$1,051.20	\$0.00	\$1,051.20	\$0.00	\$1,051.20
008-143-400	465	E St	\$262.80	\$0.00	\$262.80	\$0.00	\$262.80
008-143-400	465	E St A	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
008-144-220	466	E St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
008-144-220	466	E St A	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
008-143-470	467	E St	\$613.20	\$0.00	\$613.20	\$63.96	\$549.24
008-143-480	469	E St	\$569.40	\$0.00	\$569.40	\$0.00	\$569.40
008-143-420	471	E St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
006-381-030	478	E St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
006-384-080	483	E St	\$525.60	\$0.00	\$525.60	\$0.00	\$525.60
006-381-040	490	E St	\$525.60	\$0.00	\$525.60	\$0.00	\$525.60
008-322-520	1000	El Camino Real	\$6,394.80	\$0.00	\$6,394.80	\$0.00	\$6,394.80
008-392-190	1150	El Camino Real	\$0.00	\$641.60	\$641.60	\$0.00	\$641.60
011-341-720	1171	El Camino Real	\$0.00	\$1,003.91	\$1,003.91	\$104.71	\$899.20
008-392-240	1174	El Camino Real	\$0.00	\$1,132.23	\$1,132.23	\$118.09	\$1,014.14
008-392-290	1180	El Camino Real	\$0.00	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$0.00	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$0.00	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$0.00	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$0.00	\$588.00	\$0.00	\$0.00	\$0.00



APN	St. No.	St. Name	Town Pays NSMCSD	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-144-210	441	F St	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
011-341-110	540	F St	\$80.96	\$0.00	\$80.96	\$8.44	\$72.52
006-388-540	601	F St	\$306.60	\$0.00	\$0.00	\$0.00	\$0.00
006-388-400	609	F St	\$788.40	\$0.00	\$788.40	\$0.00	\$788.40
006-388-410	611	F St	\$481.80	\$0.00	\$481.80	\$50.25	\$431.55
006-388-420	613	F St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
006-388-430	615	F St	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
006-388-530	619	F St	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
006-388-450	621	F St	\$262.80	\$0.00	\$262.80	\$0.00	\$262.80
006-388-460	623	F St	\$832.20	\$0.00	\$832.20	\$86.80	\$745.40
006-388-460	625	F St	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
006-388-580	627	F St	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
006-388-600	629	F St	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
006-388-580	627	F St A	\$262.80	\$0.00	\$262.80	\$27.41	\$235.39
006-388-610	1450	Hillside Blvd	\$2,146.20	\$0.00	\$2,146.20	\$0.00	\$2,146.20
011-341-530	1500	Hillside Blvd	\$80.96	\$0.00	\$0.00	\$0.00	\$0.00
011-341-740	1520	Hillside Blvd	\$919.80	\$0.00	\$0.00	\$0.00	\$0.00
011-331-180	1601	Hillside Blvd	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
011-341-400	1700	Hillside Blvd	\$0.00	\$242,799.10	\$242,799.10	\$25,323.95	\$217,475.16
011-440-060	1701	Hillside Blvd	\$87.60	\$0.00	\$87.60	\$0.00	\$87.60
011-015-010	1801	Hillside Blvd	\$131.40	\$0.00	\$131.40	\$0.00	\$131.40
011-341-140	1900	Hillside Blvd	\$306.60	\$0.00	\$306.60	\$31.98	\$274.62
011-014-080	1901	Hillside Blvd	\$219.00	\$0.00	\$219.00	\$0.00	\$219.00
011-014-110	1903-1905	Hillside Blvd	\$350.40	\$0.00	\$350.40	\$36.55	\$313.85
011-440-040	2003	Hillside Blvd	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
011-440-040	2005	Hillside Blvd	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
011-440-030	2101	Hillside Blvd	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
011-154-090	2700	Hillside Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
011-154-090	2702	Hillside Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
011-154-100	2704	Hillside Blvd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
011-154-100	2706	Hillside Blvd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
011-154-110	2708	Hillside Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
011-154-110	2710	Hillside Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
011-420-010	301	HOFFMAN ST	\$438.00	\$0.00	\$438.00	\$45.68	\$392.32
011-420-150	302	HOFFMAN ST	\$525.60	\$0.00	\$525.60	\$0.00	\$525.60
011-420-020	303	HOFFMAN ST	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
011-420-160	304	HOFFMAN ST	\$657.00	\$0.00	\$657.00	\$68.53	\$588.47

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
011-420-030	305	HOFFMAN CT	\$569.40	\$0.00	\$569.40	\$59.39	\$510.01
011-420-170	306	HOFFMAN ST	\$1,839.60	\$0.00	\$1,839.60	\$191.87	\$1,647.73
011-420-040	307	HOFFMAN ST	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
011-420-180	308	HOFFMAN ST	\$1,007.40	\$0.00	\$1,007.40	\$105.07	\$902.33
011-420-050	309	HOFFMAN ST	\$394.20	\$0.00	\$394.20	\$41.12	\$353.08
011-420-060	311	HOFFMAN ST	\$525.60	\$0.00	\$525.60	\$54.82	\$470.78
011-420-070	313	HOFFMAN ST	\$613.20	\$0.00	\$613.20	\$0.00	\$613.20
011-420-080	315	HOFFMAN ST	\$788.40	\$0.00	\$788.40	\$0.00	\$788.40
011-420-120	316	HOFFMAN ST	\$1,270.20	\$0.00	\$1,270.20	\$0.00	\$1,270.20
011-420-090	317	HOFFMAN ST	\$744.60	\$0.00	\$744.60	\$0.00	\$744.60
011-420-130	318	HOFFMAN ST	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
011-420-100	319	HOFFMAN ST	\$744.60	\$0.00	\$744.60	\$0.00	\$744.60
011-420-140	320	HOFFMAN ST	\$832.20	\$0.00	\$832.20	\$86.80	\$745.40
011-420-110	321	HOFFMAN ST	\$350.40	\$0.00	\$350.40	\$0.00	\$350.40
010-460-560	1221	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-570	1223	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-580	1225	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-590	1227	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-520	1229	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-530	1231	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-540	1233	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-550	1235	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-420	1237	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-430	1239	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-440	1241	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-450	1243	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-380	1245	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-390	1247	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-400	1249	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-410	1251	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-330	1321	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-340	1323	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-350	1325	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-360	1327	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-370	1329	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-280	1331	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-290	1333	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-460-300	1335	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-310	1337	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-320	1339	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-120	1341	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-130	1343	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-140	1345	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-150	1347	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-160	1349	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-070	1351	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-080	1353	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-090	1355	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-100	1357	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-110	1359	ISABELLE CIR	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
008-322-080	3601	Junipero Serra Blvd	\$1,138.80	\$0.00	\$1,138.80	\$118.78	\$1,020.02
008-373-240	4915	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
008-373-210	4925	Junipero Serra Blvd	\$0.00	\$1,198.65	\$1,198.65	\$125.02	\$1,073.63
008-373-500	4927	Junipero Serra Blvd	\$0.00	\$16,817.93	\$16,817.93	\$0.00	<b>\$16,817.93</b>
008-373-520	4929	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
008-373-520	4931	Junipero Serra Blvd	\$0.00	\$6,765.33	\$6,765.33	\$0.00	\$6,765.33
008-373-520	4933	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
008-373-520	4935	Junipero Serra Blvd	\$0.00	\$4,070.77	\$4,070.77	\$0.00	\$4,070.77
008-373-520	4937	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
008-373-510	4939-4943	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$61.33	<b>\$526.67</b>
008-373-520	4945	Junipero Serra Blvd	\$0.00	\$1,962.98	\$1,962.98	\$204.74	<b>\$1,758.25</b>
008-373-530	5001	Junipero Serra Blvd	\$0.00	\$24,607.13	\$24,607.13	\$0.00	\$24,607.13
008-373-440	5025	Junipero Serra Blvd	\$0.00	\$19,625.76	\$19,625.76	\$2,046.97	\$17,578.79
008-373-380	5045	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
008-373-180	5075	Junipero Serra Blvd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-630	1263	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-620	1267	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-610	1271	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-600	1275	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-510	1279	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-500	1283	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-490	1287	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-480	1291	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-470	1295	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-460-460	1299	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-270	1303	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-260	1307	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-250	1311	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-240	1315	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-230	1319	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-220	1323	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-210	1327	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-200	1341	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-190	1345	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-180	1349	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-170	1353	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-060	1357	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-050	1361	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-040	1365	Mission Rd	\$0.00	\$588.00	\$0.00	\$0.00	\$0.00
010-460-030	1369	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-460-020	1373	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-460-010	1377	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-110	1427	Mission Rd	\$0.00	\$769.92	\$769.92	\$80.30	\$689.61
010-182-130	1431	Mission Rd R	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-182-130	1433	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-040	1439	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-100	1445	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-100	1451	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-090	1455	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-100	1457	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
011-370-180	1500	Mission Rd	\$0.00	\$2,853.22	\$2,853.22	\$297.59	\$2,555.63
010-182-080	1537	Mission Rd A	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-080	1537	Mission Rd B	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-182-080	1537	Mission Rd C	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-182-080	1537	Mission Rd D	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-142-080	1635	Mission Rd	\$0.00	\$2,543.74	\$2,543.74	\$265.31	\$2,278.43
010-142-080	1655	Mission Rd	\$0.00	\$1,683.25	\$1,683.25	\$0.00	\$1,683.25
010-142-080	1655	Mission Rd A	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-142-080	1655	Mission Rd B	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-142-080	1655	Mission Rd D	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-142-070	1675	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67

APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-142-110	1681	Mission Rd	\$0.00	\$837.85	\$837.85	\$87.39	\$750.46
010-142-050	1685	Mission Rd	\$0.00	\$641.60	\$641.60	\$66.92	\$574.68
010-142-040	1707	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-142-030	1711	Mission Rd	\$0.00	\$588.00	\$588.00	\$0.00	\$588.00
010-142-020	1715	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
010-142-100	1725	Mission Rd	\$0.00	\$6,120.58	\$6,120.58	\$0.00	\$6,120.58
010-423-050	1755	Mission Rd	\$0.00	\$685.32	\$685.32	\$0.00	\$685.32
010-423-040	1773	Mission Rd	\$0.00	\$920.88	\$920.88	\$0.00	\$920.88
010-423-030	1787	Mission Rd	\$0.00	\$588.00	\$588.00	\$61.33	\$526.67
103-190-080	7621	Mission St./ECR	\$394.20	\$0.00	\$394.20	\$0.00	\$394.20
103-190-070	7623	Mission St./ECR	\$744.60	\$0.00	\$744.60	\$0.00	\$744.60
103-190-060	7625	Mission St./ECR	\$788.40	\$0.00	\$788.40	\$82.23	\$706.17
103-190-050	7627	Mission St./ECR	\$306.60	\$0.00	\$306.60	\$0.00	\$306.60
008-126-190	7651	Mission St./ECR	\$80.96	\$0.00	\$80.96	\$0.00	\$80.96
008-126-150	7685-7687	Mission St./ECR	\$131.40	\$0.00	\$131.40	\$13.71	\$117.69
008-127-010	7701	Mission St./ECR	\$700.80	\$0.00	\$700.80	\$73.09	\$627.71
008-143-010	7741-7751	Mission St./ECR	\$1,752.00	\$0.00	\$1,752.00	\$0.00	\$1,752.00
008-144-140	7801	Mission St./ECR	\$87.60	\$0.00	\$87.60	\$9.14	\$78.46
011-341-960	401	Serramonte Blvd	\$0.00	\$697.13	\$697.13	\$72.71	\$624.42
011-341-330	475	Serramonte Blvd	\$0.00	\$20,701.28	\$20,701.28	\$2,159.14	\$18,542.14
011-341-830	485	Serramonte Blvd	\$0.00	\$7,999.30	\$7,999.30	\$834.33	\$7,164.97
008-392-140	600	Serramonte Blvd	\$0.00	\$732.18	\$732.18	\$76.37	\$655.81
008-392-260	650	Serramonte Blvd	\$0.00	\$2,552.21	\$2,552.21	\$266.20	\$2,286.02
008-373-200	700	Serramonte Blvd	\$0.00	\$41,757.04	\$41,757.04	\$4,355.26	\$37,401.78
008-413-030	707-711	Serramonte Blvd	\$0.00	\$13,848.12	\$13,848.12	\$1,444.36	\$12,403.76
008-374-040	775	Serramonte Blvd	\$0.00	\$1,219.79	\$1,219.79	\$127.22	\$1,092.57
008-373-190	780	Serramonte Blvd	\$0.00	\$4,103.27	\$4,103.27	\$427.97	\$3,675.30
008-374-050	785	Serramonte Blvd	\$0.00	\$2,438.07	\$2,438.07	\$254.29	\$2,183.78
008-373-340	970	Serramonte Blvd	\$0.00	\$14,444.16	\$14,444.16	\$0.00	\$14,444.16
<b>008-373-550</b>	990	Serramonte Blvd	\$0.00	\$6,034.33	\$6,034.33	\$0.00	\$6,034.33
<b>008-373-550</b>	990	Serramonte Blvd	\$0.00	\$9,469.42	\$9,469.42	\$987.66	\$8,481.76
<b>008-373-550</b>	990	Serramonte Blvd	\$0.00	\$4,515.26	\$4,515.26	\$0.00	\$4,515.26
<b>008-373-550</b>	990	Serramonte Blvd	\$0.00	\$1,109.51	\$1,109.51	\$0.00	\$1,109.51
008-374-020	999	Serramonte Blvd	\$0.00	\$6,982.67	\$6,982.67	\$728.29	\$6,254.37
008-374-020	999	Serramonte Blvd	\$0.00	\$2,017.71	\$2,017.71	\$0.00	\$2,017.71



APN	St. No.	St. Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
			NSMCS D \$150,791.40	SSF \$664,457.02	SSF \$800,619.24	Water Conservation Incentive \$59,017.69	Final Parcel Charges \$741,601.55
Village Serramonte (Daly City Sub-Division Flows to SSF through Colma)							
	177 Units	\$588/unit	-\$104,076.00	\$104,076.00			
<b>TOTAL</b>			<b>NSMCS D</b>	<b>SSF</b>			<b>Final Parcel Charges</b>
			<b>\$46,715.40</b>	<b>\$768,533.02</b>			<b>\$741,601.55</b>

## **Properties delineated per their Service Area**

**Residential Properties in NSMCSD Service Area**

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
103-190-040	401	B St	\$175.20	\$175.20	\$18.27	\$156.93
103-190-030	403	B St	\$175.20	\$175.20	\$18.27	\$156.93
103-190-020	405	B St	\$219.00	\$219.00	\$22.84	\$196.16
103-190-010	407	B St	\$87.60	\$87.60	\$9.14	\$78.46
008-125-320	409	B St	\$481.80	\$481.80	\$50.25	\$431.55
008-125-330	411	B St	\$306.60	\$306.60	\$0.00	\$306.60
008-125-340	413	B St	\$876.00	\$876.00	\$91.37	\$784.63
008-125-350	415	B St	\$788.40	\$788.40	\$82.23	\$706.17
008-126-240	416	B St	\$262.80	\$262.80	\$27.41	\$235.39
008-125-360	417	B St	\$1,620.60	\$1,620.60	\$0.00	\$1,620.60
008-126-250	418	B St	\$481.80	\$481.80	\$0.00	\$481.80
008-125-370	419	B St	\$657.00	\$657.00	\$68.53	\$588.47
008-126-260	420	B St	\$1,664.40	\$1,664.40	\$173.60	\$1,490.80
008-126-220	424	B St	\$657.00	\$657.00	\$0.00	\$657.00
008-126-230	426	B St	\$262.80	\$262.80	\$27.41	\$235.39
008-125-420	429	B St	\$876.00	\$876.00	\$0.00	\$876.00
008-126-320	430	B St	\$394.20	\$394.20	\$0.00	\$394.20
008-125-430	431	B St	\$80.96	\$80.96	\$0.00	\$80.96
008-125-440	433	B St	\$1,182.60	\$1,182.60	\$0.00	\$1,182.60
008-125-400	435	B St	\$219.00	\$219.00	\$22.84	\$196.16
008-126-330	436	B St	\$219.00	\$219.00	\$22.84	\$196.16
008-125-390	437	B St	\$175.20	\$175.20	\$18.27	\$156.93
008-126-340	438	B St	\$481.80	\$481.80	\$50.25	\$431.55
008-125-380	439	B St	\$306.60	\$306.60	\$31.98	\$274.62
008-126-040	442	B St	\$87.60	\$87.60	\$9.14	\$78.46
008-125-220	451	B St	\$306.60	\$306.60	\$0.00	\$306.60
008-125-210	453	B St	\$1,095.00	\$1,095.00	\$114.21	\$980.79
008-125-200	455	B St	\$744.60	\$744.60	\$0.00	\$744.60
008-125-190	461	B St	\$613.20	\$613.20	\$63.96	\$549.24

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-125-260	469	B St	\$744.60	\$744.60	\$77.66	\$666.94
006-413-110	471	B St	\$219.00	\$219.00	\$22.84	\$196.16
006-411-010	472	B St	\$1,007.40	\$1,007.40	\$105.07	\$902.33
006-413-100	475	B St	\$525.60	\$525.60	\$54.82	\$470.78
006-411-020	476	B St	\$87.60	\$87.60	\$9.14	\$78.46
006-413-090	479	B St	\$350.40	\$350.40	\$36.55	\$313.85
006-411-030	480	B St	\$131.40	\$131.40	\$13.71	\$117.69
006-413-080	483	B St	\$87.60	\$87.60	\$9.14	\$78.46
006-411-040	484	B St	\$219.00	\$219.00	\$22.84	\$196.16
006-411-050	488	B St	\$219.00	\$219.00	\$22.84	\$196.16
006-411-060	492	B St	\$657.00	\$657.00	\$68.53	\$588.47
006-414-140	503	B St	\$262.80	\$262.80	\$0.00	\$262.80
006-412-010	504	B St	\$613.20	\$613.20	\$0.00	\$613.20
006-414-130	507	B St	\$569.40	\$569.40	\$59.39	\$510.01
006-412-020	508	B St	\$87.60	\$87.60	\$9.14	\$78.46
006-414-120	511	B St	\$131.40	\$131.40	\$0.00	\$131.40
006-412-030	512	B St	\$219.00	\$219.00	\$22.84	\$196.16
006-414-110	515	B St	\$481.80	\$481.80	\$0.00	\$481.80
006-412-040	516	B St	\$175.20	\$175.20	\$0.00	\$175.20
006-414-100	519	B St	\$80.96	\$80.96	\$8.44	\$72.52
006-412-050	520	B St	\$569.40	\$569.40	\$0.00	\$569.40
006-414-090	523	B St	\$350.40	\$350.40	\$0.00	\$350.40
006-412-060	524	B St	\$306.60	\$306.60	\$31.98	\$274.62
006-414-080	527	B St	\$87.60	\$87.60	\$9.14	\$78.46
006-412-070	528	B St	\$569.40	\$569.40	\$59.39	\$510.01
006-414-070	531	B St	\$306.60	\$306.60	\$31.98	\$274.62
006-412-080	532	B St	\$219.00	\$219.00	\$22.84	\$196.16
006-412-090	536	B St	\$438.00	\$438.00	\$0.00	\$438.00
006-412-100	540	B St	\$832.20	\$832.20	\$0.00	\$832.20

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-126-270	401	C St	\$1,445.40	\$1,445.40	\$0.00	\$1,445.40
008-126-280	409	C St	\$876.00	\$876.00	\$91.37	\$784.63
008-126-280	411	C St	\$1,576.80	\$1,576.80	\$164.46	\$1,412.34
008-126-280	413	C St	\$1,007.40	\$1,007.40	\$0.00	\$1,007.40
008-126-290	415	C St A	\$1,007.40	\$1,007.40	\$0.00	\$1,007.40
008-126-290	415	C St B	\$1,007.40	\$1,007.40	\$105.07	\$902.33
008-126-300	417	C St A	\$394.20	\$394.20	\$0.00	\$394.20
008-126-300	417	C St	\$657.00	\$657.00	\$0.00	\$657.00
008-126-310	419	C St A	\$1,007.40	\$1,007.40	\$105.07	\$902.33
008-126-310	419	C St B	\$700.80	\$700.80	\$73.09	\$627.71
008-127-280	420	C St A	\$219.00	\$219.00	\$22.84	\$196.16
008-127-280	420	C St B	\$481.80	\$481.80	\$50.25	\$431.55
008-127-270	422	C St A	\$350.40	\$350.40	\$36.55	\$313.85
008-127-270	422	C St B	\$876.00	\$876.00	\$0.00	\$876.00
008-126-130	421-423	C St	\$350.40	\$350.40	\$36.55	\$313.85
008-127-260	424	C St A	\$306.60	\$306.60	\$31.98	\$274.62
008-127-260	424	C St B	\$350.40	\$350.40	\$36.55	\$313.85
008-127-250	426	C St A	\$788.40	\$788.40	\$82.23	\$706.17
008-127-250	426	C St B	\$1,314.00	\$1,314.00	\$0.00	\$1,314.00
008-126-120	427-431	C St	\$657.00	\$657.00	\$68.53	\$588.47
008-126-110	435	C St	\$1,182.60	\$1,182.60	\$123.35	\$1,059.25
008-127-050	438	C St	\$700.80	\$700.80	\$0.00	\$700.80
008-127-050	440	C St	\$438.00	\$438.00	\$0.00	\$438.00
008-126-090	441	C St	\$1,007.40	\$1,007.40	\$105.07	\$902.33
008-127-200	442	C St	\$131.40	\$131.40	\$0.00	\$131.40
008-126-080	445	C St	\$1,357.80	\$1,357.80	\$141.62	\$1,216.18
008-127-210	446	C St	\$131.40	\$131.40	\$13.71	\$117.69
008-126-070	449	C St	\$219.00	\$219.00	\$22.84	\$196.16
008-126-060	455	C St	\$262.80	\$262.80	\$27.41	\$235.39

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-127-070	464	C St	\$788.40	\$788.40	\$82.23	\$706.17
008-127-080	466	C St	\$219.00	\$219.00	\$22.84	\$196.16
008-126-050	467	C St	\$657.00	\$657.00	\$68.53	\$588.47
006-411-120	471	C St	\$350.40	\$350.40	\$36.55	\$313.85
006-387-130	472	C St	\$525.60	\$525.60	\$54.82	\$470.78
006-411-110	475	C St	\$613.20	\$613.20	\$0.00	\$613.20
006-387-020	476	C St	\$700.80	\$700.80	\$0.00	\$700.80
006-411-100	479	C St	\$744.60	\$744.60	\$0.00	\$744.60
006-387-030	480	C St	\$525.60	\$525.60	\$54.82	\$470.78
006-411-090	483	C St	\$175.20	\$175.20	\$18.27	\$156.93
006-387-040	484	C St	\$569.40	\$569.40	\$59.39	\$510.01
006-411-080	487	C St	\$131.40	\$131.40	\$13.71	\$117.69
006-411-070	491	C St	\$80.96	\$80.96	\$0.00	\$80.96
006-387-050	492	C St	\$131.40	\$131.40	\$13.71	\$117.69
006-412-230	503	C St	\$131.40	\$131.40	\$13.71	\$117.69
006-388-010	504	C St	\$131.40	\$131.40	\$13.71	\$117.69
006-412-220	507	C St	\$175.20	\$175.20	\$18.27	\$156.93
006-388-020	508	C St	\$262.80	\$262.80	\$27.41	\$235.39
006-412-210	511	C St	\$80.96	\$80.96	\$8.44	\$72.52
006-388-030	512	C St	\$1,182.60	\$1,182.60	\$0.00	\$1,182.60
006-412-200	515	C St	\$175.20	\$175.20	\$18.27	\$156.93
006-388-040	516	C St	\$394.20	\$394.20	\$41.12	\$353.08
006-412-190	519	C St	\$262.80	\$262.80	\$27.41	\$235.39
006-388-050	520	C St	\$87.60	\$87.60	\$9.14	\$78.46
006-412-180	523	C St	\$525.60	\$525.60	\$54.82	\$470.78
006-388-060	524	C St	\$525.60	\$525.60	\$54.82	\$470.78
006-412-170	527	C St	\$262.80	\$262.80	\$0.00	\$262.80
006-388-070	528	C St	\$306.60	\$306.60	\$31.98	\$274.62
006-412-160	531	C St	\$744.60	\$744.60	\$77.66	\$666.94

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-388-080	532	C St	\$438.00	\$438.00	\$0.00	\$438.00
006-412-150	535	C St	\$87.60	\$87.60	\$9.14	\$78.46
006-388-090	536	C St	\$657.00	\$657.00	\$0.00	\$657.00
006-412-140	539	C St	\$87.60	\$87.60	\$9.14	\$78.46
006-388-100	540	C St	\$262.80	\$262.80	\$0.00	\$262.80
006-412-130	543	C St	\$394.20	\$394.20	\$0.00	\$394.20
006-388-110	544	C St	\$700.80	\$700.80	\$0.00	\$700.80
006-412-120	547	C St	\$219.00	\$219.00	\$22.84	\$196.16
006-388-120	548	C St	\$219.00	\$219.00	\$22.84	\$196.16
006-412-110	551	C St	\$175.20	\$175.20	\$0.00	\$175.20
006-388-130	552	C St	\$394.20	\$394.20	\$41.12	\$353.08
006-388-140	556	C St	\$657.00	\$657.00	\$68.53	\$588.47
006-388-150	560	C St	\$481.80	\$481.80	\$50.25	\$431.55
006-388-160	564	C St	\$394.20	\$394.20	\$41.12	\$353.08
006-413-070	350	Clark Ave	\$438.00	\$438.00	\$45.68	\$392.32
006-384-060	450	Clark Ave	\$744.60	\$744.60	\$0.00	\$744.60
006-384-070	550	Clark Ave	\$919.80	\$919.80	\$95.94	\$823.86
006-381-040	560	Clark Ave	\$80.96	\$80.96	\$8.44	\$72.52
006-381-050	570	Clark Ave	\$306.60	\$306.60	\$0.00	\$306.60
006-381-060	580	Clark Ave	\$876.00	\$876.00	\$91.37	\$784.63
008-127-300	429	D St	\$80.96	\$80.96	\$0.00	\$80.96
008-143-020	430	D St	\$657.00	\$657.00	\$68.53	\$588.47
008-127-290	431	D St	\$80.96	\$80.96	\$8.44	\$72.52
008-127-160	433	D St	\$569.40	\$569.40	\$0.00	\$569.40
008-143-030	434	D St	\$569.40	\$569.40	\$59.39	\$510.01
008-127-150	435	D St	\$525.60	\$525.60	\$54.82	\$470.78
008-143-060	436	D St	\$1,051.20	\$1,051.20	\$0.00	\$1,051.20
008-143-040	438	D St	\$657.00	\$657.00	\$68.53	\$588.47
008-127-140	439	D St	\$262.80	\$262.80	\$0.00	\$262.80



Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-143-050	442	D St	\$262.80	\$262.80	\$27.41	\$235.39
008-127-240	443	D St	\$1,270.20	\$1,270.20	\$0.00	\$1,270.20
008-143-070	448	D St	\$876.00	\$876.00	\$91.37	\$784.63
008-143-080	452	D St	\$262.80	\$262.80	\$27.41	\$235.39
008-127-230	455	D St	\$306.60	\$306.60	\$31.98	\$274.62
008-143-090	456	D St	\$438.00	\$438.00	\$45.68	\$392.32
008-127-220	459	D St	\$175.20	\$175.20	\$18.27	\$156.93
008-143-100	460	D St	\$744.60	\$744.60	\$77.66	\$666.94
008-127-110	463	D St	\$262.80	\$262.80	\$27.41	\$235.39
008-143-110	464	D St	\$1,051.20	\$1,051.20	\$0.00	\$1,051.20
008-127-100	467	D St	\$394.20	\$394.20	\$41.12	\$353.08
008-143-450	468	D St	\$1,051.20	\$1,051.20	\$109.64	\$941.56
006-387-120	471	D St	\$350.40	\$350.40	\$36.55	\$313.85
008-143-460	472	D St	\$963.60	\$963.60	\$0.00	\$963.60
006-387-110	475	D St	\$219.00	\$219.00	\$22.84	\$196.16
008-143-440	476	D St	\$306.60	\$306.60	\$0.00	\$306.60
006-387-100	479	D St	\$219.00	\$219.00	\$22.84	\$196.16
006-384-020	480	D St	\$1,051.20	\$1,051.20	\$109.64	\$941.56
006-387-090	483	D St	\$481.80	\$481.80	\$0.00	\$481.80
006-384-030	484	D St	\$438.00	\$438.00	\$45.68	\$392.32
006-387-140	487	D St	\$613.20	\$613.20	\$63.96	\$549.24
006-384-040	488	D St	\$306.60	\$306.60	\$31.98	\$274.62
006-384-050	490	D St	\$394.20	\$394.20	\$0.00	\$394.20
006-387-060	491	D St	\$1,182.60	\$1,182.60	\$123.35	\$1,059.25
006-388-360	503	D St	\$175.20	\$175.20	\$18.27	\$156.93
006-388-350	507	D St	\$306.60	\$306.60	\$0.00	\$306.60
006-388-340	511	D St	\$175.20	\$175.20	\$0.00	\$175.20
006-388-330	515	D St	\$306.60	\$306.60	\$31.98	\$274.62
006-388-320	519	D St	\$175.20	\$175.20	\$18.27	\$156.93

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-388-310	523	D St	\$80.96	\$80.96	\$8.44	\$72.52
006-388-300	527	D St	\$657.00	\$657.00	\$0.00	\$657.00
006-388-290	531	D St	\$481.80	\$481.80	\$50.25	\$431.55
006-388-280	535	D St	\$306.60	\$306.60	\$31.98	\$274.62
006-388-270	539	D St	\$919.80	\$919.80	\$95.94	\$823.86
006-388-260	543	D St	\$262.80	\$262.80	\$27.41	\$235.39
006-388-250	547	D St	\$525.60	\$525.60	\$0.00	\$525.60
006-388-240	551	D St	\$569.40	\$569.40	\$59.39	\$510.01
006-388-230	555	D St	\$80.96	\$80.96	\$8.44	\$72.52
006-388-220	559	D St	\$438.00	\$438.00	\$45.68	\$392.32
006-388-210	563	D St	\$175.20	\$175.20	\$0.00	\$175.20
006-388-200	567	D St	\$306.60	\$306.60	\$31.98	\$274.62
006-388-190	571	D St	\$306.60	\$306.60	\$0.00	\$306.60
006-388-180	575	D St	\$175.20	\$175.20	\$0.00	\$175.20
006-388-170	579	D St	\$87.60	\$87.60	\$9.14	\$78.46
008-143-310	401	E St	\$1,182.60	\$1,182.60	\$123.35	\$1,059.25
008-143-320	415	E St	\$832.20	\$832.20	\$86.80	\$745.40
008-143-320	417	E St	\$569.40	\$569.40	\$59.39	\$510.01
008-144-290	412-416	E St	\$1,883.40	\$1,883.40	\$196.44	\$1,686.96
008-143-340	419	E St	\$175.20	\$175.20	\$18.27	\$156.93
008-143-340	421	E St	\$394.20	\$394.20	\$0.00	\$394.20
008-143-350	423	E St	\$262.80	\$262.80	\$27.41	\$235.39
008-143-350	425	E St	\$175.20	\$175.20	\$18.27	\$156.93
008-143-360	427	E St	\$613.20	\$613.20	\$0.00	\$613.20
008-143-360	429	E St	\$569.40	\$569.40	\$59.39	\$510.01
008-143-180	435	E St	\$306.60	\$306.60	\$31.98	\$274.62
008-143-160	441	E St	\$394.20	\$394.20	\$0.00	\$394.20
008-144-120	444	E St	\$175.20	\$175.20	\$18.27	\$156.93
008-143-250	445	E St	\$1,314.00	\$1,314.00	\$137.05	\$1,176.95

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-144-110	446	E St	\$919.80	\$919.80	\$95.94	\$823.86
008-144-100	448	E St	\$876.00	\$876.00	\$0.00	\$876.00
008-143-280	449	E St	\$744.60	\$744.60	\$77.66	\$666.94
008-143-270	455	E St	\$481.80	\$481.80	\$0.00	\$481.80
008-144-090	460	E St	\$481.80	\$481.80	\$50.25	\$431.55
008-143-140	461	E St	\$744.60	\$744.60	\$77.66	\$666.94
008-144-240	462	E St	\$525.60	\$525.60	\$54.82	\$470.78
008-143-390	463	E St	\$832.20	\$832.20	\$86.80	\$745.40
008-144-230	464	E St A	\$1,051.20	\$1,051.20	\$0.00	\$1,051.20
008-143-400	465	E St	\$262.80	\$262.80	\$0.00	\$262.80
008-143-400	465	E St A	\$306.60	\$306.60	\$31.98	\$274.62
008-144-220	466	E St	\$350.40	\$350.40	\$36.55	\$313.85
008-144-220	466	E St A	\$80.96	\$80.96	\$8.44	\$72.52
008-143-470	467	E St	\$613.20	\$613.20	\$63.96	\$549.24
008-143-480	469	E St	\$569.40	\$569.40	\$0.00	\$569.40
008-143-420	471	E St	\$262.80	\$262.80	\$27.41	\$235.39
006-381-030	478	E St	\$350.40	\$350.40	\$36.55	\$313.85
006-384-080	483	E St	\$525.60	\$525.60	\$0.00	\$525.60
006-381-040	490	E St	\$525.60	\$525.60	\$0.00	\$525.60
008-144-150	417	F St	\$1,314.00	\$1,314.00	\$137.05	\$1,176.95
008-144-270	419	F St	\$481.80	\$481.80	\$0.00	\$481.80
008-144-260	421	F St	\$1,138.80	\$1,138.80	\$0.00	\$1,138.80
008-144-190	433	F St	\$744.60	\$744.60	\$77.66	\$666.94
008-144-200	437	F St	\$219.00	\$219.00	\$22.84	\$196.16
008-144-210	439	F St	\$87.60	\$87.60	\$9.14	\$78.46
008-144-210	441	F St	\$350.40	\$350.40	\$36.55	\$313.85
006-388-400	609	F St	\$788.40	\$788.40	\$0.00	\$788.40
006-388-410	611	F St	\$481.80	\$481.80	\$50.25	\$431.55
006-388-420	613	F St	\$131.40	\$131.40	\$13.71	\$117.69

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-388-430	615	F St	\$87.60	\$87.60	\$9.14	\$78.46
006-388-530	619	F St	\$394.20	\$394.20	\$41.12	\$353.08
006-388-450	621	F St	\$262.80	\$262.80	\$0.00	\$262.80
006-388-460	623	F St	\$832.20	\$832.20	\$86.80	\$745.40
006-388-460	625	F St	\$131.40	\$131.40	\$13.71	\$117.69
006-388-580	627	F St	\$262.80	\$262.80	\$27.41	\$235.39
006-388-600	629	F St	\$306.60	\$306.60	\$0.00	\$306.60
006-388-580	627	F St A	\$262.80	\$262.80	\$27.41	\$235.39
011-440-040	2003	Hillside Blvd	\$131.40	\$131.40	\$13.71	\$117.69
011-420-010	301	HOFFMAN ST	\$438.00	\$438.00	\$45.68	\$392.32
011-420-150	302	HOFFMAN ST	\$525.60	\$525.60	\$0.00	\$525.60
011-420-020	303	HOFFMAN ST	\$569.40	\$569.40	\$59.39	\$510.01
011-420-160	304	HOFFMAN ST	\$657.00	\$657.00	\$68.53	\$588.47
011-420-030	305	HOFFMAN CT	\$569.40	\$569.40	\$59.39	\$510.01
011-420-170	306	HOFFMAN ST	\$1,839.60	\$1,839.60	\$191.87	\$1,647.73
011-420-040	307	HOFFMAN ST	\$394.20	\$394.20	\$41.12	\$353.08
011-420-180	308	HOFFMAN ST	\$1,007.40	\$1,007.40	\$105.07	\$902.33
011-420-050	309	HOFFMAN ST	\$394.20	\$394.20	\$41.12	\$353.08
011-420-060	311	HOFFMAN ST	\$525.60	\$525.60	\$54.82	\$470.78
011-420-070	313	HOFFMAN ST	\$613.20	\$613.20	\$0.00	\$613.20
011-420-080	315	HOFFMAN ST	\$788.40	\$788.40	\$0.00	\$788.40
011-420-120	316	HOFFMAN ST	\$1,270.20	\$1,270.20	\$0.00	\$1,270.20
011-420-090	317	HOFFMAN ST	\$744.60	\$744.60	\$0.00	\$744.60
011-420-130	318	HOFFMAN ST	\$394.20	\$394.20	\$0.00	\$394.20
011-420-100	319	HOFFMAN ST	\$744.60	\$744.60	\$0.00	\$744.60
011-420-140	320	HOFFMAN ST	\$832.20	\$832.20	\$86.80	\$745.40
011-420-110	321	HOFFMAN ST	\$350.40	\$350.40	\$0.00	\$350.40
103-190-070	7623	Mission St./ECR	\$744.60	\$744.60	\$0.00	\$744.60
103-190-060	7625	Mission St./ECR	\$788.40	\$788.40	\$82.23	\$706.17

Residential Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
103-190-050	7627	Mission St./ECR	\$306.60	\$306.60	\$0.00	\$306.60
008-127-010	7701	Mission St./ECR	\$700.80	\$700.80	\$73.09	\$627.71
		<b>TOTAL</b>	<b>\$134,399.60</b>	<b>\$134,399.60</b>	<b>\$8,839.46</b>	<b>\$125,560.14</b>

## **Commercial Properties in NSMCSD Service Area**

Commercial Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-126-040	468	B St	\$80.96	\$80.96	\$8.44	\$72.52
006-381-070	F &	Clark Ave	\$744.60	\$744.60	\$77.66	\$666.94
008-322-520	1000	El Camino Real	\$6,394.80	\$6,394.80	\$0.00	\$6,394.80
008-144-200	435	F St	\$80.96	\$80.96	\$8.44	\$72.52
011-341-110	540	F St	\$80.96	\$80.96	\$8.44	\$72.52
006-388-610	1450	Hillside Blvd	\$2,146.20	\$2,146.20	\$0.00	\$2,146.20
011-331-180	1601	Hillside Blvd	\$394.20	\$394.20	\$0.00	\$394.20
011-440-060	1701	Hillside Blvd	\$87.60	\$87.60	\$0.00	\$87.60
011-015-010	1801	Hillside Blvd	\$131.40	\$131.40	\$0.00	\$131.40
011-341-140	1900	Hillside Blvd	\$306.60	\$306.60	\$31.98	\$274.62
011-014-080	1901	Hillside Blvd	\$219.00	\$219.00	\$0.00	\$219.00
011-014-110	1903-1905	Hillside Blvd	\$350.40	\$350.40	\$36.55	\$313.85
011-440-040	2005	Hillside Blvd	\$131.40	\$131.40	\$13.71	\$117.69
011-440-030	2101	Hillside Blvd	\$131.40	\$131.40	\$13.71	\$117.69
008-322-080	3601	Junipero Serra Blvd	\$1,138.80	\$1,138.80	\$118.78	\$1,020.02
103-190-080	7621	Mission St./ECR	\$394.20	\$394.20	\$0.00	\$394.20
008-126-190	7651	Mission St./ECR	\$80.96	\$80.96	\$0.00	\$80.96
008-126-150	7685-7687	Mission St./ECR	\$131.40	\$131.40	\$13.71	\$117.69
008-143-010	7741-7751	Mission St./ECR	\$1,752.00	\$1,752.00	\$0.00	\$1,752.00
008-144-140	7801	Mission St./ECR	\$87.60	\$87.60	\$9.14	\$78.46
<b>TOTAL</b>			<b>\$14,865.44</b>	<b>\$14,865.44</b>	<b>\$340.55</b>	<b>\$14,524.89</b>

## **Town Properties in NSMCSD Service Area**



Town Properties in NSMCSD Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays NSMCSD	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-144-180	429	F St	\$219.00	\$0.00	\$0.00	\$0.00
006-388-540	601	F St	\$306.60	\$0.00	\$0.00	\$0.00
011-341-530	1500	Hillside Blvd	\$80.96	\$0.00	\$0.00	\$0.00
011-341-740	1520	Hillside Blvd	\$919.80	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>			<b>\$1,526.36</b>			

## **Residential Properties in SSF Service Area**

May 26, 2017

Residential Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-421-050	1250	El Camino Real	\$588.00	\$588.00	\$61.33	\$526.67
011-341-850	1299	El Camino Real	\$588.00	\$588.00	\$0.00	\$588.00
011-341-590	1301	El Camino Real	\$588.00	\$588.00	\$0.00	\$588.00
011-154-090	2700	Hillside Blvd	\$588.00	\$588.00	\$61.33	\$526.67
011-154-090	2702	Hillside Blvd	\$588.00	\$588.00	\$61.33	\$526.67
011-154-100	2704	Hillside Blvd	\$588.00	\$588.00	\$0.00	\$588.00
011-154-100	2706	Hillside Blvd	\$588.00	\$588.00	\$0.00	\$588.00
011-154-110	2708	Hillside Blvd	\$588.00	\$588.00	\$61.33	\$526.67
011-154-110	2710	Hillside Blvd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-560	1221	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-570	1223	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-580	1225	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-590	1227	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-520	1229	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-530	1231	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-540	1233	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-550	1235	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-420	1237	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-430	1239	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-440	1241	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-450	1243	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-380	1245	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-390	1247	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-400	1249	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-410	1251	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-330	1321	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-340	1323	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-350	1325	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-360	1327	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00

Residential Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-460-370	1329	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-280	1331	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-290	1333	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-300	1335	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-310	1337	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-320	1339	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-120	1341	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-130	1343	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-140	1345	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-150	1347	ISABELLE CIR	\$588.00	\$588.00	\$61.33	\$526.67
010-460-160	1349	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-070	1351	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-080	1353	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-090	1355	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-100	1357	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-110	1359	ISABELLE CIR	\$588.00	\$588.00	\$0.00	\$588.00
010-460-630	1263	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-620	1267	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-610	1271	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-600	1275	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-510	1279	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-500	1283	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-490	1287	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-480	1291	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-470	1295	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-460	1299	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-270	1303	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-260	1307	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-250	1311	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67

Residential Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-460-240	1315	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-230	1319	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-220	1323	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-210	1327	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-200	1341	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-190	1345	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-180	1349	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-170	1353	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-060	1357	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-050	1361	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-030	1369	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-460-020	1373	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-460-010	1377	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-182-130	1431	Mission Rd R	\$588.00	\$588.00	\$0.00	\$588.00
010-182-130	1433	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-182-040	1439	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-182-100	1445	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-182-100	1451	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-182-100	1457	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-142-080	1655	Mission Rd D	\$588.00	\$588.00	\$0.00	\$588.00
		<b>TOTAL</b>	<b>\$45,864.00</b>	<b>\$45,864.00</b>	<b>\$2,698.45</b>	<b>\$43,165.55</b>

## **Commercial Properties in SSF Service Area**

May 26, 2017

Commercial Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-421-180	205	Collins Ave	\$798.05	\$798.05	\$0.00	\$798.05
008-421-190	207	Collins Ave	\$3,862.33	\$3,862.33	\$0.00	\$3,862.33
008-421-150	245	Collins Ave	\$8,453.98	\$8,453.98	\$881.75	\$7,572.23
010-421-180	248	Collins Ave	\$588.00	\$588.00	\$0.00	\$588.00
010-421-160	480	Collins Ave	\$1,811.57	\$1,811.57	\$0.00	\$1,811.57
010-421-200	500	Collins Ave	\$1,985.05	\$1,985.05	\$207.04	\$1,778.01
010-421-190	530	Collins Ave	\$588.00	\$588.00	\$0.00	\$588.00
008-403-040	1000	Collins Ave	\$1,607.77	\$1,607.77	\$167.69	\$1,440.08
008-403-020	1500	Collins Ave	\$16,234.91	\$16,234.91	\$0.00	\$16,234.91
008-322-320	1 to 17	Colma Blvd	\$1,464.35	\$1,464.35	\$152.73	\$1,311.62
008-322-550	2	Colma Blvd	\$9,888.14	\$9,888.14	\$1,031.33	\$8,856.81
008-322-550	2	Colma Blvd	\$1,674.71	\$1,674.71	\$0.00	\$1,674.71
008-322-470	19	Colma Blvd	\$785.01	\$785.01	\$81.88	\$703.14
008-322-480	27-39	Colma Blvd	\$1,683.25	\$1,683.25	\$0.00	\$1,683.25
008-322-480	41-53	Colma Blvd	\$2,943.80	\$2,943.80	\$307.04	\$2,636.76
008-322-480	55-63	Colma Blvd	\$762.37	\$762.37	\$79.52	\$682.85
008-322-290	65	Colma Blvd	\$2,377.68	\$2,377.68	\$247.99	\$2,129.69
008-322-490	75	Colma Blvd	\$905.78	\$905.78	\$0.00	\$905.78
008-322-270	81	Colma Blvd	\$4,581.76	\$4,581.76	\$0.00	\$4,581.76
008-322-500	91	Colma Blvd	\$5,691.34	\$5,691.34	\$593.61	\$5,097.74
008-322-500	91	Colma Blvd	\$1,674.71	\$1,674.71	\$0.00	\$1,674.71
008-322-330	101	Colma Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-322-340	111	Colma Blvd	\$10,307.26	\$10,307.26	\$1,075.05	\$9,232.22
008-322-340	115-119	Colma Blvd	\$1,502.09	\$1,502.09	\$0.00	\$1,502.09
008-322-510	121-123	Colma Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-322-560	200	Colma Blvd	\$1,856.86	\$1,856.86	\$193.67	\$1,663.19
008-392-190	1150	El Camino Real	\$641.60	\$641.60	\$0.00	\$641.60
011-341-720	1171	El Camino Real	\$1,003.91	\$1,003.91	\$104.71	\$899.20
008-392-240	1174	El Camino Real	\$1,132.23	\$1,132.23	\$118.09	\$1,014.14

Commercial Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-421-120	1200	El Camino Real	\$3,389.14	\$3,389.14	\$0.00	\$3,389.14
011-341-810	1201	El Camino Real	\$664.24	\$664.24	\$69.28	\$594.96
008-421-040	1222	El Camino Real	\$2,445.62	\$2,445.62	\$255.08	\$2,190.54
008-421-040	1232	El Camino Real	\$1,094.49	\$1,094.49	\$0.00	\$1,094.49
010-422-040	1300	El Camino Real	\$1,683.25	\$1,683.25	\$175.56	\$1,507.69
011-341-500	1361	El Camino Real	\$588.00	\$588.00	\$61.33	\$526.67
010-422-020	1370	El Camino Real	\$1,788.92	\$1,788.92	\$0.00	\$1,788.92
010-422-020	1370	El Camino Real	\$18,568.57	\$18,568.57	\$0.00	\$18,568.57
010-422-020	1370	El Camino Real	\$588.00	\$588.00	\$61.33	\$526.67
011-341-400	1700	Hillside Blvd	\$242,799.10	\$242,799.10	\$25,323.95	\$217,475.16
008-373-240	4915	Junipero Serra Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-373-210	4925	Junipero Serra Blvd	\$1,198.65	\$1,198.65	\$125.02	\$1,073.63
008-373-500	4927	Junipero Serra Blvd	\$16,817.93	\$16,817.93	\$0.00	\$16,817.93
008-373-520	4929	Junipero Serra Blvd	\$588.00	\$588.00	\$0.00	\$588.00
008-373-520	4931	Junipero Serra Blvd	\$6,765.33	\$6,765.33	\$0.00	\$6,765.33
008-373-520	4933	Junipero Serra Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-373-520	4935	Junipero Serra Blvd	\$4,070.77	\$4,070.77	\$0.00	\$4,070.77
008-373-520	4937	Junipero Serra Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-373-510	4939-4943	Junipero Serra Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-373-520	4945	Junipero Serra Blvd	\$1,962.98	\$1,962.98	\$204.74	\$1,758.25
008-373-530	5001	Junipero Serra Blvd	\$24,607.13	\$24,607.13	\$0.00	\$24,607.13
008-373-440	5025	Junipero Serra Blvd	\$19,625.76	\$19,625.76	\$2,046.97	\$17,578.79
008-373-380	5045	Junipero Serra Blvd	\$588.00	\$588.00	\$61.33	\$526.67
008-373-180	5075	Junipero Serra Blvd	\$588.00	\$588.00	\$61.33	\$526.67
010-182-110	1427	Mission Rd	\$769.92	\$769.92	\$80.30	\$689.61
010-182-090	1455	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
011-370-180	1500	Mission Rd	\$2,853.22	\$2,853.22	\$297.59	\$2,555.63
010-182-080	1537	Mission Rd A	\$588.00	\$588.00	\$61.33	\$526.67
010-182-080	1537	Mission Rd B	\$588.00	\$588.00	\$0.00	\$588.00



Commercial Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-182-080	1537	Mission Rd C	\$588.00	\$588.00	\$61.33	\$526.67
010-182-080	1537	Mission Rd D	\$588.00	\$588.00	\$61.33	\$526.67
010-142-080	1635	Mission Rd	\$2,543.74	\$2,543.74	\$265.31	\$2,278.43
010-142-080	1655	Mission Rd	\$1,683.25	\$1,683.25	\$0.00	\$1,683.25
010-142-080	1655	Mission Rd A	\$588.00	\$588.00	\$61.33	\$526.67
010-142-080	1655	Mission Rd B	\$588.00	\$588.00	\$61.33	\$526.67
010-142-070	1675	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-142-110	1681	Mission Rd	\$837.85	\$837.85	\$87.39	\$750.46
010-142-050	1685	Mission Rd	\$641.60	\$641.60	\$66.92	\$574.68
010-142-040	1707	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-142-030	1711	Mission Rd	\$588.00	\$588.00	\$0.00	\$588.00
010-142-020	1715	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
010-142-100	1725	Mission Rd	\$6,120.58	\$6,120.58	\$0.00	\$6,120.58
010-423-050	1755	Mission Rd	\$685.32	\$685.32	\$0.00	\$685.32
010-423-040	1773	Mission Rd	\$920.88	\$920.88	\$0.00	\$920.88
010-423-030	1787	Mission Rd	\$588.00	\$588.00	\$61.33	\$526.67
011-341-960	401	Serramonte Blvd	\$697.13	\$697.13	\$72.71	\$624.42
011-341-330	475	Serramonte Blvd	\$20,701.28	\$20,701.28	\$2,159.14	\$18,542.14
011-341-830	485	Serramonte Blvd	\$7,999.30	\$7,999.30	\$834.33	\$7,164.97
008-392-140	600	Serramonte Blvd	\$732.18	\$732.18	\$76.37	\$655.81
008-392-260	650	Serramonte Blvd	\$2,552.21	\$2,552.21	\$266.20	\$2,286.02
008-373-200	700	Serramonte Blvd	\$41,757.04	\$41,757.04	\$4,355.26	\$37,401.78
008-413-030	707-711	Serramonte Blvd	\$13,848.12	\$13,848.12	\$1,444.36	\$12,403.76
008-374-040	775	Serramonte Blvd	\$1,219.79	\$1,219.79	\$127.22	\$1,092.57
008-373-190	780	Serramonte Blvd	\$4,103.27	\$4,103.27	\$427.97	\$3,675.30
008-374-050	785	Serramonte Blvd	\$2,438.07	\$2,438.07	\$254.29	\$2,183.78
008-373-340	970	Serramonte Blvd	\$14,444.16	\$14,444.16	\$0.00	\$14,444.16
008-373-550	990	Serramonte Blvd	\$6,034.33	\$6,034.33	\$0.00	\$6,034.33
008-373-550	990	Serramonte Blvd	\$9,469.42	\$9,469.42	\$987.66	\$8,481.76

Commercial Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-373-550	990	Serramonte Blvd	\$4,515.26	\$4,515.26	\$0.00	\$4,515.26
008-373-550	990	Serramonte Blvd	\$1,109.51	\$1,109.51	\$0.00	\$1,109.51
008-374-020	999	Serramonte Blvd	\$6,982.67	\$6,982.67	\$728.29	\$6,254.37
008-374-020	999	Serramonte Blvd	\$2,017.71	\$2,017.71	\$0.00	\$2,017.71
		<b>TOTAL</b>	<b>\$605,490.20</b>	<b>\$605,490.20</b>	<b>\$47,139.24</b>	<b>\$558,350.97</b>

## **Town Properties in SSF Service Area**

Town Properties in SSF Service Area  
FY 2017-2018

APN	St. No.	St. Name	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-270	1188-1190	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
008-392-070	1198	El Camino Real	\$754.82	\$0.00	\$0.00	\$0.00
008-013-110	1199	El Camino Real	\$588.00	\$0.00	\$0.00	\$0.00
010-460-040	1365	Mission Rd	\$588.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>			<b>\$13,102.82</b>			

ATTACHMENT C

ATTACHMENT C - INQUIRIES AND PROTESTS LOG FY17-18						
No.	Inquiry/Protest	Date	Address	Reason for Inquiry	Response	Resolved/Pending
1	In Person Protest*	5/31/2017	515 C Street	Tenant is protesting paying the annual sewer charges. He believes Town should be able to subsidize the sewer charges as it used to be in the past years	Explained the annual sewer service charges process and how the charges are collected for each parcel receiving such services through the tax roll, and can't make exceptions to the sewer service users in Town for not paying the charges	Pending
2	Telephone Inquiry	5/31/2017	1307 Mission Road	Inquiring verification on the classification of the property type and why using single-unit residential instead of multi-unit residential for calculating the annual sewer charges since the unit is located in a compound among other 62 units	Explained the property is classified as a single dwelling because the unit is owned by the tenant and not by HOA including the land with a separate water meter	Resolved

\* The written protest is attached

I Edwin M HARPER PROTEST SEWER TAXES  
SEWER TAXES 5473 CODE SECTION 53756 ORDINANCE NO. 763

515 "C" ST COLMA, CA. 94014  
(APN): \*006-412-200 515 "C" ST.

Edwin M Harper DATE 5-27-17

Ph - 1-650-991-1735



**NOTICE OF (1) PASS-THROUGH SEWER RATE INCREASE, AND  
(2) PUBLIC HEARING TO PLACE SEWER SERVICE CHARGES ON  
THE TAX ROLL FOR FISCAL YEAR 2017-18**

**Address:** \* 006-412-200  
**Assessor's Parcel Number (APN):** \* 515 C St

Dear Property Owner:

This letter serves as (1) notice of a pass-through sewer rate increase pursuant to California Government Code section 53756, Ordinance No. 763 of the Town of Colma (the "Town"), and Section 3.04.170 of the Colma Municipal Code, and (2) notice of public hearing to place such sewer service charges on the tax roll for Fiscal Year ("FY") 2017-18, in accordance with California Health and Safety Code section 5473.

**Background:** The Town contracts with the City of South San Francisco and the North San Mateo County Sanitation District (the "District") to provide sewer services to properties in the Town. The Town pays these costs by levying an annual sewer service charge on each property that utilizes or has access to the sewer system. The amount of the charge is based on sewer service rates established by the City of South San Francisco and the North San Mateo County Sanitation District. You are connected to the sewer system serviced by the District. The District has notified the Town of an 8% rate increase for FY 2017-2018.

**Notice of Pass-Through of Sewer Rate Increase:** The Town is authorized under California Government Code section 53756, Ordinance No. 763 of the Town, and Section 3.04.170 of the Colma Municipal Code, to pass-through sewer rate increases imposed by the District. Accordingly, you are hereby notified that the rate for sewer service will increase by 8% for FY 2017-18 as a result of. The rate for FY 2017-18 will be Seven Dollars and thirty Cents (\$7.30) per one hundred (100) cubic feet of water consumption calculated on the basis of two months' average winter water consumption annualized, with a minimum charge of Eighty and 96/100 Dollars (\$80.96) per annum.

**Water Conservation Incentive:** The City Council established a water conservation incentive program for all sewer service users in Town. The proposed incentive program would grant each sewer service user a subsidy if the user used the same amount of water or less compared to the average of the prior three years. The City Council authorized a Town-wide subsidy of \$85,000 for 2017-18 which would reduce the sewer service charge by 10.43% for each eligible user.

**Sewer Service Charge for the Property:** The Town will pay the District the amount shown on line 1 of the following table for sewer service to the above-described property. The water conservation incentive for this property is the amount shown on line 2. The amount on line 2 will be \$0 for ineligible users (i.e. the amount of water used was more when compared to

the average of the prior three years). The Town proposes to charge the property the amount shown on line 3.

1	<b>The Town will pay District:</b>	<b>\$175.20</b>
2	<b>Water Conservation Incentive:</b>	<b>\$18.27</b>
3	<b>The Town will charge the property:</b>	<b>\$156.93</b>

**How Sewer Charges are Collected; Notice of Filing of Report:** Pursuant to section 5473 of the Health and Safety Code of the State of California ("Section 5473"), the Town has elected to collect these charges through the tax roll of San Mateo County in the same manner as property tax collections. To place these charges on the tax roll, the Town must prepare a written report (the "Report") describing each parcel of real property receiving such services and facilities as well as the amount charged for each parcel, and any applicable delinquent fees and charges, for the fiscal year 2017-2018. The Section 5473 Report has been filed with the City Clerk and is available for public review at City Hall located at 1198 El Camino Real, Colma, California 94014.

**Notice of Public Hearing and Protests:** In accordance with Section 5473, the Town of Colma City Council will hold a public hearing on Wednesday, June 28, 2017 at 7:00 PM (or as soon thereafter as the matter can be heard), at the Colma Community Center, 1520 Hillside Boulevard, Colma, California, to hear public testimony and consider objections or protests to the Report. Property owners may also file written protests to the 5473 report with the City Clerk, any time before the end of the Public Hearing. Written protests must identify the property, property owner, and be signed by said owner. Written protests may be hand-delivered or mailed to the City Clerk at 1198 El Camino Real, Colma, CA 94014. To be accepted, the City Clerk must receive the written protest before the end of the Public Hearing. Protests by mail, fax, or e-mail will not be accepted after the hearing. Only one protest per property may be submitted.

If a protest is filed by a majority of the owners of separate parcels subject to the sewer rates described herein, then the Report shall not be adopted and the charges shall be collected separately from the tax roll and shall not constitute a lien against any parcel or parcels of land.

**Further Information:** If you have any questions regarding any of the matters contained in this notice of public hearings or the sewer service charges applicable to your property, please contact Colma Engineering Department, 1188 El Camino Real, Colma, California, telephone 650-757-8888.

Respectfully,



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Sean Rabé, City Manager





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Sean Rabé, City Manager  
 MEETING DATE: June 28, 2017  
 SUBJECT: League of California Cities Conference Delegate

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## RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION DESIGNATING A VOTING DELEGATE FOR THE ANNUAL LEAGUE OF CALIFORNIA CITIES CONFERENCE IN SEPTEMBER.

## EXECUTIVE SUMMARY

This year's League of California Cities Annual Conference will be held September 13 through September 15, in Sacramento. The final day of the conference includes the annual business meeting, where League membership considers and takes action on resolutions that establish League policy. The Council should designate a voting delegate to take part in the business meeting, if someone from the Town will be in attendance.

## FISCAL IMPACT

There is no direct fiscal impact associated with this action. Attendance at various conferences is budgeted in the 2017-18 budget.

## BACKGROUND

As the Council knows, Colma has been a member of the League of California Cities for many years. In order for a representative from the Town to vote on Colma's behalf on key policy-related issues, the Council must officially designate someone as a voting delegate. The delegate does not necessarily need to be an elected official.

## Council Adopted Values

Participating in the annual business meeting furthers the Council's adopted values of Responsibility and Vision because providing input on important local, regional and state policy issues protects the Town's long term financial stability and other interests.

## Alternatives

The Council could opt to not designate a voting delegate for the business meeting. Doing so would preclude the Town from having a voice in setting the League's policy initiatives for the upcoming year.

## CONCLUSION

Staff recommends Council designate a voting delegate for the League conference.

**ATTACHMENTS**

- A. Letter from League of California Cities (including voting delegate form)



1400 K Street, Suite 400 • Sacramento, California 95814  
 Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2017**

May 3, 2017

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
 League of California Cities Annual Conference – September 13 – 15, Sacramento**

The League's 2017 Annual Conference is scheduled for September 13 – 15 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 15, at the Sacramento Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 1, 2017. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

MAY 11 '17 PM 2:30

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 13, 8:00 a.m. – 6:00 p.m.; Thursday, September 14, 7:00 a.m. – 4:00 p.m.; and Friday, September 15, 7:30 a.m.– Noon. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 1. If you have questions, please call Carly Shelby at (916) 658-8279.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

2017 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 1, 2017. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

2. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_

**Please complete and return by Friday, September 1, 2017**

League of California Cities  
ATTN: **Carly Shelby**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: [cshelby@cacities.org](mailto:cshelby@cacities.org)  
(916) 658-8279



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, Administrative Services Director  
 MEETING DATE: June 28, 2017  
 SUBJECT: Recreation Manager Salary Schedule

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ESTABLISHING SALARY FOR NEW RECREATION MANAGER POSITION  
 AND ADOPTING A SALARY SCHEDULE

## EXECUTIVE SUMMARY

The Adopted Fiscal Year 2017-18 Budget included a new unrepresented employee classification: Recreation Manager. The attached resolution establishes the salary range for the new position, and includes a new salary schedule for all Town employment positions. No changes are proposed or included in the attached salary schedule, other than the Recreation Manager position.

## FISCAL IMPACT

The Recreation Manager position was included in the staffing chart in the FY 2017-18 budget. The salary for the new position has also been included in the FY 2017-18 budget. The beginning salary range for this position is proposed to be \$39.12, for an annual salary cost of \$81,384 (excluding benefits).

## BACKGROUND

The FY 2017-18 budget included a new position in the staffing level chart (see Attachment B): Recreation Manager. The position is meant to oversee day to day operations of the Recreation Department which will allow the Administrative Services Director greater flexibility managing Risk Management, Information Technology, Human Resources, Recreation and assigned project work. Some of the newly assigned duties for the Recreation Manager will be:

- Supervision of Recreation Department full time, part time and contracted staff
- Coordination of Recreation Facility Maintenance
- Recruitment and Training
- Manage operations and activities
- Track department revenues and expenses, and authorize invoices for payment

## ANALYSIS

The Administrative Services Director position was created in July 2016 with the intention of seventy-five percent (75%) of the work being assigned to Recreation, and twenty-five (25%) assigned to Risk Management, Information Technology, Human Resources and special projects.

During the first year the Administrative Services Director estimated that the assigned work was more in alignment with sixty percent (60%) recreation and forty percent (40%) in the other assigned program areas.

In Fiscal Year 2017-18 staff estimates that the Administrative Services Director work plan will be more in alignment with fifty percent (50%) recreation and fifty percent (50%) in the other assigned program areas, taking on additional project work and tasks as assigned by the City Manager. Therefore, from a business perspective, staff recommends the addition of the Recreation Manager position for the day to day supervision of operations at the Recreation Services Department. As previously mentioned, the City Council approved funding for the new position through the FY 2017/18 budget.

However, the overall Town staffing level will not change because the Recreation Manager position takes the place of one Recreation Coordinator position. Staff will conduct an internal recruitment for the new Recreation Manager position once the salary schedule has been approved consistent with the Town's personnel rules. Staff will also follow the Town's personnel rules with regard to the elimination of one of the Recreation Coordinator positions

The proposed salary range is similar to the same classifications of nearby cities (specifically, Brisbane, Belmont and San Bruno) and is as follows:

<b>Recreation Services Manager</b>					
<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>39.13</b>	<b>41.08</b>	<b>43.14</b>	<b>45.29</b>	<b>47.56</b>

Finally, the City Council is also being asked to adopt a full and complete pay or salary schedule that includes all Town employment positions and their respective monthly salary scales. The pay or salary schedule is included as Exhibit "A" to the resolution in your packet.

Pursuant to Title 2 of the California Code of Regulations, Section 570.5, the City Council is required to adopt a full salary schedule in order to ensure the California Public Employees' Retirement System or CalPERS can determine the "compensation earnable" as that term is used in Government Code Sections 20630, 20636, and 20636.1. No changes to the various salary scales are proposed by the adoption of the pay or salary schedule, other than those mentioned above. The pay or salary schedule merely memorializes the other existing salaries.

### Council Adopted Values



Adoption of the attached resolution is the *fair* course of action because the City Council will be treating this new job classification in the same way it has with other similar classifications. Adoption of the resolution is also the *responsible* course of action because the Council has considered the long term fiscal implications of this decision by prudently budgeting for the new position.

### **Alternatives**

The Council could choose to not adopt the proposed resolution, or to request modifications to the proposed salary ranges. Doing so is not recommended, however, because the salary ranges follow the Town's personnel policies and are based on comparable entities within San Mateo County.

### **CONCLUSION**

Staff recommends adoption of the attached resolution.

### **ATTACHMENTS**

- A. Resolution with attached Exhibit "A"
- B. FY 2017-18 Budget Staffing Chart



**RESOLUTION NO. 2017-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING SALARY FOR NEW RECREATION MANAGER POSITION;  
AND ADOPTING A SALARY SCHEDULE**

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

**1. Background.**

(a) The City Council adopted its fiscal year 2017-2018 budget at its June 14, 2017 City Council meeting.

(b) The budget included a new unrepresented exempt employee position – Recreation Manager.

(d) The City Manager is now recommending that the City Council set the salary for the new position as provided for in this Resolution.

**2. Salary Scale for Recreation Services Manager Position.** The Town shall pay the Recreation Manager, an unrepresented exempt employee, the respective monthly salaries shown below, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment:

<b>Recreation Services Manager</b>					
<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>39.13</b>	<b>41.08</b>	<b>43.14</b>	<b>45.29</b>	<b>47.56</b>

**3. Salary Schedule Adopted.**

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

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

(c) No changes in pay or salary are proposed for those positions on the pay or salary schedule, with the exception of the inclusion of the new Recreation Manager salary scale as set by this Resolution.

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

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

**Certification of Adoption**

I certify that the foregoing Resolution No. 2017-## was duly adopted at a regular meeting of said City Council held on June 28, 2017 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Helen Fiscaro, Mayor

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

**Town of Colma Pay Schedule Adopted 09/09/15  
Revised 07/02/17**

Elected Officials (Monthly)	Incumbents							Ordinance # or Resolution #	Dated	Effective
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6				
Mayor & City Council	924.00							ORD. 729	11/13/2013	
<b>Hourly</b>										
Accounting Technician	2	35.27	37.03	38.89	40.83	42.88	-	Reso 2017-06	01/25/2017	
Administrative Services Director	1	70.34	73.86	77.55	81.43	85.50	-	Reso 2016-30	06/22/2016	7/4/2016
Administrative Technician I	1	32.92	34.57	36.30	38.11	40.01	-	Reso 2017-06	01/25/2017	
Administrative Technician II	0	34.57	36.30	38.11	40.01	42.01	-	Reso 2017-06	01/25/2017	
Administrative Technician III	1	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-06	01/25/2017	
City Clerk	1	44.11	46.32	48.63	51.06	53.61	-	Reso 2017-06	01/25/2017	
City Manager	1	95.92	-	-	-	-	-	Reso 2017-25	05/10/2017	1/1/2017
Community Service Officer	1	32.11	33.72	35.40	37.18	39.04	-	Reso 2017-06	01/25/2017	
Facility Attendant	7	13.15	13.81	14.50	15.22	15.98	-	Reso 2016-16	03/23/2016	
Human Resources Manager	1	48.32	50.74	53.28	55.95	58.74	-	Reso 2017-06	01/25/2017	
Maintenance Technician I	(7)	32.19	33.80	35.48	37.26	39.13	-	Reso 2017-06	01/25/2017	
Maintenance Technician II	(7)	33.80	35.48	37.26	39.13	41.08	-	Reso 2017-06	01/25/2017	
Maintenance Technician III	(7)	33.80	35.48	37.26	39.13	41.08	43.14	Reso 2017-06	01/25/2017	
Police Chief	(1)	89.25	-	-	-	-	-	Reso 2017-24	05/10/2017	#####
Police Commander	(1)	65.11	68.35	71.78	75.37	79.13	-	Reso 2017-06	01/25/2017	
Police Communications/Dispatcher Supervisor	(2)(4)	48.42	49.76	51.12	52.46	53.81	-	Reso 2017-05	01/25/2017	
Police Dispatcher / Clerk	(6)(4)	40.18	41.30	42.42	43.53	44.63	-	Reso 2017-05	01/25/2017	
Police Officer 1	(1)(3)(5)	44.96	47.21	49.58	52.06	-	-	Reso 2017-04	01/25/2017	
Police Officer 2	(1)(3)(5)	46.76	49.10	51.56	54.14	-	-	Reso 2017-04	01/25/2017	
Police Officer 3	(1)(3)(5)	47.67	50.05	52.55	55.18	-	-	Reso 2017-04	01/25/2017	
Police Sergeant 1	(1)(3)(5)	56.99	58.17	59.37	62.66	-	-	Reso 2017-04	01/25/2017	
Police Sergeant 2	(1)(3)(5)	59.27	60.49	61.74	65.17	-	-	Reso 2017-04	01/25/2017	
Police Sergeant 3	(1)(3)(5)	60.40	61.65	62.92	66.43	-	-	Reso 2017-04	01/25/2017	
Public Works Maintenance Supervisor	(7)	41.10	43.16	45.31	47.58	49.95	-	Reso 2017-06	01/25/2017	
Recreation Coordinator	2	32.10	33.71	35.39	37.16	39.01	-	Reso 2017-06	01/25/2017	
Recreation Leader	7	10.65	11.18	11.74	12.33	12.95	-	Reso 2016-16	03/23/2016	
<b>Recreation Manager</b>		<b>39.13</b>	<b>41.08</b>	<b>43.14</b>	<b>45.29</b>	<b>47.56</b>		<b>Reso 2017-</b>	<b>06/28/2017</b>	
Senior Recreation Leader	4	13.15	13.81	14.50	15.22	15.98	-	Reso 2016-16	03/23/2016	

(1) These positions receive a \$1,025 per year uniform allowance

(2) This position receives a 5.0% incentive for CAD Administrator

(3) These positions receive an additional 5% Holiday Pay

(4) These positions receive a \$774.73 per year uniform allowance

(5) These positions may receive a 5% incentive for Acting Commander, Acting Sergeant, Officer in Charge, Training Officer, and/or Detective

(6) This position may receive a 2.5% incentive for Back-up CAD Administrator

(7) These positions may receive \$100 per week stand-by pay



## STAFFING

POSITION TITLE	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 AMENDED	FY 2016-17 ESTIMATED	FY 2017-18 ADOPTED
<b>GENERAL GOVERNMENT</b>					
Administrative Services Dir. (also see Recreation)	-	-	0.25	0.25	0.50
Accounting Technician	0.75	0.75	1.80	1.80	1.80
Administrative Technician I	-	-	1.00	1.00	1.00
Administrative Technician II/III	1.50	1.50	1.00	-	-
City Clerk	-	-	-	1.00	1.00
City Manager	-	-	-	1.00	1.00
City Manager / City Clerk	1.00	1.00	1.00	-	-
Human Resources Manager	1.00	1.00	1.00	0.80	0.80
Special Projects Management Analyst	-	0.25	-	-	-
General Government Total	4.25	4.50	6.05	5.85	6.10
<b>PUBLIC WORKS</b>					
Maintenance Supervisor	-	-	-	1.00	1.00
Maintenance Technician I	1.00	1.00	1.00	1.00	1.00
Maintenance Technician II	1.00	1.00	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00	-	-
Public Works Department Total	3.00	3.00	3.00	3.00	3.00
<b>RECREATION</b>					
Administrative Services Dir. (also see Gen'l Govt.)	-	-	0.75	0.75	0.50
Administrative Technician II	1.00	1.00	-	-	-
Part-time Facility Attendant (7 x .5)	3.50	3.50	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	2.00	2.00	1.00
Recreation Manager	-	-	-	-	1.00
Recreation Services Director	1.00	1.00	-	-	-
Recreation Department Total	10.50	10.50	10.25	10.25	10.00
<b>POLICE</b>					
Administrative Technician III	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Dispatcher	3.20	3.20	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Department Total	25.20	25.20	25.20	25.20	25.20
<b>Total Budgeted Staffing</b>	<b>42.95</b>	<b>43.20</b>	<b>44.50</b>	<b>44.30</b>	<b>44.30</b>

Shading = Adopted changes for FY 2017-18

Contract Services:

In addition to the Town Staff positions noted above, the Town contracts for services such as: City Attorney, Finance, Information Technology Support, Building Inspection, Engineering and Planning. This allows for flexibility and efficient delivery of services. If the Town were to directly staff these services, additional staffing would be required.







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Christopher J. Diaz, City Attorney  
 VIA: Sean Rabé, City Manager  
 MEETING DATE: June 28, 2017  
 SUBJECT: Appointment of Interim City Manager

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPOINTING WILLIAM C. NORTON AS INTERIM CITY  
 MANAGER AND APPROVING EMPLOYMENT AGREEMENT

## EXECUTIVE SUMMARY

The Town's City Manager has tendered his resignation effective June 28, 2017. The Town will begin recruiting a new City Manager immediately, but it is necessary to appoint an interim City Manager to serve in the meantime.

Staff is recommending hiring Mr. Norton for a single limited term appointment to perform duties of the City Manager position while recruitment for a permanent City Manager is underway. Given the need for continuity and a highly-trained professional to lead the Town, staff recommends hiring Mr. Norton for a single limited term appointment commencing on June 29, 2017 and ending on the date immediately preceding the date on which the permanent appointment to the vacant position of City Manager for the Town commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Mr. Norton as specified in the employment agreement. As a CalPERS retired annuitant, Mr. Norton's hours working for the Town, and any other CalPERS employer, cannot exceed 960-hours in the fiscal period from July 1 through June 30.

## FISCAL IMPACT

Mr. Norton would be paid an hourly rate of \$95.92 per hour, which is no less than the minimum nor more the maximum monthly base salary paid to person serving in the City Manager position, divided by 173.333 to equal the hourly rate. He will not be entitled to any benefits, vacation or holidays.

## **BACKGROUND/ANALYSIS**

Government Code Section 21221(h) permits the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours, inclusive of hours worked for other CalPERS employer during same period, in a fiscal year. Mr. Norton has numerous years of experience in managing public entities, including having previously served as City Manager and Interim City Manager for various Bay Area cities. Thus, Mr. Norton has the specialized skills necessary to perform the duties of City Manager while the Town conducts recruitment for a permanent City Manager. Staff has worked with the City Attorney to ensure that additional requirements, such as ones that relate to compensation, will be met.

Included in the Council's agenda packet is the required resolution to appoint a retiree pursuant to Government Code Section 21221(h).

## **COUNCIL ADOPTED VALUES**

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

- *Fairness*: Make decisions based on the merits of the issue; and
- *Responsibility*: Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.

## **ALTERNATIVES**

Council could choose to reject Staff's recommendation. This would temporarily leave the Town without management leadership.

## **CONCLUSION**

Staff recommends adopting the attached resolution which appoints William C. Norton as interim City Manager and approves his employment agreement.

## **ATTACHMENTS**

- A. Resolution Appointing William C. Norton as Interim City Manager and Approving Employment Agreement, including the following exhibits:
  - Exhibit A - Employment Agreement for Interim City Manager

**RESOLUTION NO. 2017-\_\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPOINTING WILLIAM C. NORTON AS INTERIM  
CITY MANAGER AND APPROVING EMPLOYMENT AGREEMENT**

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

**1. Background.**

(a) Government Code Section 21221(h) permits the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year.

(b) The position of City Manager will become vacant on June 29, 2017.

(c) Pending the recruitment, selection and employment of a City Manager, the City Council desires to appoint William C. Norton as an interim appointment retired annuitant to the vacant position of City Manager for the Town under Government Code section 21221(h), effective June 29, 2017, to provide the leadership, managerial and organizational skills necessary to manage the Town effectively and efficiently; and

(d) William C. Norton has numerous years of management experience with an extensive history in leading and managing public agencies, including previously serving as City Manager and Interim City Manager for various Bay Area cities.

(e) An appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement.

(f) The current status of this recruitment is that it is active and publicly posted on the website of the Town's recruiting agency, Ralph Andersen & Associates.

(g) It is understood by the Town and William C. Norton that the combined total hours to be served by William C. Norton in any fiscal year, for all CalPERS employers combined, shall not exceed the 960-hour limitation set forth in California Government Code Section 21221(h) and Section 7522.56(d).

(h) This Government Code Section 21221(h) appointment shall only be made once and therefore will end on the date immediately preceding the date on which the permanent appointment to the vacant position of City Manager for the Town commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or William C. Norton; and

(i) The City Council has reviewed a proposed employment agreement by and between William C. Norton and the Town; and

(j) The compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

(k) The maximum base salary for this position is \$16,625.70 and the hourly equivalent is \$95.92 and the minimum base salary for this position is \$16,625.70 and the hourly equivalent is \$95.92; and

(l) The hourly rate paid to William C. Norton will be \$95.92; and

(m) William C. Norton has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

## **2. Findings.**

(a) All facts set forth in Section 1 of this Resolution are true and correct.

(b) William C. Norton has the specialized skills needed to perform the work required of fulfill the responsibilities of the vacant position of City Manager until a permanent City Manager is appointed and thereafter begins his or her service.

## **3. Order.**

(a) The City Council hereby appoints William C. Norton as interim City Manager effective June 29, 2017 pursuant to the authority provided under Government Code Section 21221(h) and 7522.56, during the recruitment, selection and employment of a permanent City Manager, to provide the critically-needed, specialized skills necessary to manage the Town.

(b) The employment agreement with William C. Norton, a copy of which is on file with the City Clerk, is approved by the City Council, effective June 29, 2017.

(c) The Mayor is authorized to execute said agreement on behalf of the Town, with such technical amendments as may be deemed appropriate by the Mayor and City Attorney.

### Certification of Adoption

I certify that the foregoing Resolution No. 2017-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 28, 2017, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_

Helen Fiscaro, Mayor

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

Caitlin Corley, City Clerk



**EMPLOYMENT AGREEMENT**  
**for**  
**INTERIM CITY MANAGER**

**1. PARTIES AND DATE.**

This Employment Agreement (“Agreement”) is made by and between the TOWN OF COLMA, a municipal corporation (the “Town”) and William C. Norton (“Employee”), effective June 29, 2017, to provide in writing the terms and conditions of employment for interim City Manager services. The Town and Employee are sometimes individually referred to herein as “Party” and collectively as “Parties.”

**2. RECITALS.**

**2.1 Interim City Manager.** Due to his experience and specialized skills, the Town desires to employ the services of Employee as interim City Manager of the Town of Colma, and Employee desires to accept employment as interim City Manager. It is the desire of the Parties through this Agreement to establish conditions of employment and to set working conditions for Employee.

**2.2 Temporary Appointment.** Employee’s employment is authorized by Government Code Sections 7522.56 and 21221(h), which permit the City Council to appoint a California Public Employee’s Retirement System (“CalPERS”) retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provide that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year, inclusive of all hours worked for other CalPERS employers.

**3. TERMS.**

**3.1 Duties.**

**3.1.1 Interim City Manager.** The Town shall employ Employee as interim City Manager of the Town to perform the functions and duties of a city manager, which is a position involving highly-specialized and critically-needed skills, as specified in the laws of the State of California and the ordinances and resolutions of the Town. Employee shall also perform other legally permissible and proper duties and functions as the City Council shall, from time to time, assign.

**3.1.2 Conduct.** Employee shall be subject to and shall comply with the standards of conduct and ethical principles set forth in the Town’s ordinances and resolutions, and with the ICMA Code of Ethics, a copy of which is attached as Exhibit A.

**3.1.3 Control and Supervision.** Employee shall serve at the will and pleasure of the City Council.

**3.1.4 Town Documents.** All data, studies, reports and other documents prepared by Employee while performing his duties during the term of this Agreement shall be furnished to and become the property of the Town, without restriction or limitation on their use. All ideas,

memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee. Such materials shall not, without the prior written consent of the City Council, be used by Employee for any purposes other than the performance of his duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

3.1.5 *Status and Authority of Employee.* Employee shall at all times be considered an agent or employee of the Town. Subject to the prior authorization of the City Council, Employee may act as a representative of Town in such a manner as may be required to carry out Employee's duties hereunder.

### 3.2 **Conditions of Employment.**

3.2.1 *Part Time Authorized.* Employee is expected to devote necessary time, within and outside normal business hours, to the business of the Town. However, in accordance with Government Code Section 21221(h), Employee shall not work under this Agreement for more than a total of 960 hours in any fiscal year. It is understood by both parties that employment with other CalPERS employers shall count against the 960 hours per fiscal year limitation. In the event Employee is providing service to any other CalPERS public agency employer during the term of this Agreement, Employee must notify the Town of such employment and disclose on a periodic basis (at a frequency determined by the Town) the number of hours Employee is performing services for that other public agency to ensure that the maximum number of hours is not exceeded. Employee shall be allowed to establish a schedule that is less than full time in order to maximize the use of the 960 hours throughout an entire fiscal year; provided, however, that Employee's schedule shall be acceptable to the City Council and shall be established in advance on at least a quarterly basis.

3.2.2 *No Conflicts.* During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement.

### 3.3 **Compensation; No Fringe Benefits.**

3.3.1 *Compensation.* For services rendered pursuant to this Agreement, Employee shall be compensated at the hourly rate of \$95.92. The Town has confirmed that this rate is not less than the minimum, nor in excess of the maximum, paid by the Town to other employees performing comparable duties (divided by 173.333 to equal an hourly rate) as listed on the Town's publicly-available pay schedule and publicly-available employment agreements. This hourly rate is established pursuant to the requirements of Government Code Section 21221(h) and may only be modified if permitted thereby. The compensation shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town and shall be subject to all applicable taxes, and other required deductions. Such compensation shall be Employee's sole compensation for his service under this Agreement. Notwithstanding the foregoing, the Town shall pay for workers' compensation insurance for Employee. Employee shall not be entitled to any additional benefits provided by Town to its employees, including, but not limited to, paid vacation, paid holiday leave, paid sick leave,



medical insurance, dental insurance, life insurance, deferred compensation, disability insurance, unemployment insurance, and vehicle allowance.

3.3.2 *Reimbursable Expenses.* Town shall reimburse Employee for his direct, reasonable and necessary expenses incurred in the performance of his duties and in compliance with Colma Administrative Code, subchapter 3.07. Prior authorization is required from the Mayor, or in the absence of the Mayor from the Mayor Pro Tempore, for all expenses except transportation to or from any authorized or required event or activity and long-distance communications.

### 3.4 **Term; Termination.**

3.4.1 *Term.* The term of this Agreement shall be effective as of June 29, 2017 and shall be a single appointment ending on the date immediately preceding the date on which the permanent appointment to the vacant position of City Manager for the Town commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Employee in accordance with Section 3.4.2.

3.4.2 *Termination.* This Agreement may be terminated with or without cause at any time upon thirty (30) days advance written notice given by Employee to Town or immediately upon notice by Town to Employee. No compensation or severance payment of any kind shall be payable upon termination of this Agreement, other than any compensation due and owing under this Agreement through the last effective date of employment. The Parties understand and agree that the temporary employment relationship created by this Agreement is “at-will” and that the Employee shall serve at the will and pleasure of the City Council, and may be terminated at any time, without notice and with or without cause. Nothing in this Agreement, any statute, ordinance or rule shall prevent, limit or otherwise interfere with the right of the City Council to terminate, without cause or right of appeal or grievance, the services of the Employee at any time and without notice. Notice of termination may be delivered personally or by mail.

3.5 **Notices.** All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose, by deposit in the custody of the United States Postal Service, postage pre-paid, addressed as follows:

TOWN:                      Town of Colma  
                                    Attn: City Attorney  
                                    1198 El Camino Real  
                                    Colma, California 94014

EMPLOYEE:                William C. Norton  
                                    38 Stone Harbor  
                                    Alameda, CA 94502

Alternatively, notices required pursuant to this Agreement may be personally served in the manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

3.6 **Indemnification.** The Town shall defend, save harmless and indemnify Employee against any tort, professional liability, claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's services as interim City Manager, except that this provision shall not apply with respect to any intentional tort or crime committed by Employee, or any actions outside the course and scope of his employment as interim City Manager.

3.7 **General Provisions.**

3.7.1 *Entire Agreement.* This Agreement constitutes the entire agreement between the parties. This Agreement may be amended in writing and signed by both Parties.

3.7.2 *Severability.* If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

3.7.3 *Bonding.* If applicable, the Town shall bear the full cost of any fidelity or other bonds required of Employee in the performance of his duties as interim City Manager.

3.7.4 *Modification.* Any modification to this Agreement will be effective only if it is in writing and signed by both Parties.

3.7.5 *Effect of Waiver.* The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

3.7.6 *Assignment.* Neither this Agreement, nor any right, privilege or obligation of Employee hereunder shall be assigned or transferred by him without the prior written consent of the City Council. Any attempt at assignment or transfer in violation of this provision shall, at the option of the City Council, be null and void and may be considered a material breach of this Agreement.

3.7.7 *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in San Mateo County, California.

3.7.8 *No Presumption of Drafter.* The Parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the Parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any Party to be the drafter of this Agreement and, therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

3.7.9 *Assistance of Counsel.* Each Party to this Agreement warrants to the other Party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.

IN WITNESS WHEREOF, the Town of Colma has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and Employee has signed and executed this Agreement, both in duplicate, effective on the day and year first above written.

**TOWN OF COLMA**

By: \_\_\_\_\_  
Helen Fisicaro, Mayor

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

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

**EMPLOYEE**

\_\_\_\_\_  
William C. Norton, Employee

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



7. **In Closed Session under Government Code § 54957, PUBLIC EMPLOYMENT**

Title: City Manager

*There is no staff report for this item.*

